

**SECTION IX:**

**INFORMATION SYSTEMS  
AND DATA  
MANAGEMENT**

**CUMBERLAND COUNTY  
MH/DD/SAS**

**APRIL 1, 2003**

**Local Business Plan: Strategic Plan Matrix**

<b>Area Program(s)/County Program</b>	Cumberland County Mental Health, Developmental Disabilities and Substan
<b>Contact</b>	Hank Debnam, Phone 910-323-0601, Fax 910-323-0096, <a href="mailto:areadirector@mail">areadirector@mail</a>
<b>Submission Date</b>	April 1, 2003

**Item: IX. Information Systems and Data Management**

**Goal: 1. The local business plan is in compliance with IPRS (Integrated Payment and Reporting System) and MMIS (Medicaid Management Information System) requirements. (W)**

**Effective Date: April 1, 2003 and ongoing**

<b>Steps Taken</b>	<b>Steps Planned</b>	
<p>a) The Area Authority has signed the trading partner agreement with the IPRS Fiscal Agent.</p> <p>b) The Area Authority uses the following HIPAA compliant transaction sets: ANSIX12N834 for reporting of client eligibility enrollment; ANSIX12N837 for claim submission.</p> <p>c) Report2Web is currently used by the Area Authority.</p> <p>d) The Area Authority uses WS FTP Pro for Secure Socket Layer technology. This meets the requirements of RC4 or Triple Data Encryption standard.</p> <p>e) The local business plan being developed demonstrates the Area Authority capacity to adhere to all IPRS and MMIS requirements.</p>	<p>The software vendor (Unicare) is developing the ANSIX12N835 for receiving remittance advise information electronically from IPRS.</p>	

**Reviewers Comments:**

**Local Business Plan: Strategic Plan Matrix**

<b>Area Program(s)/County Program</b>	Cumberland County MH/DD/SAS
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**Goal 2: The Local Business Plan adheres to the state technology standards. (W)**

**Effective Date: April 2003– and ongoing**

<b>Steps Taken</b>	<b>Steps Planned</b>	
<p>a) The Area Authority is in compliance with statewide technical architecture as published by IRMS, except the element that requires evidence of dissemination and training on policies.</p> <p>The Area Authority adheres to “Wiring Topologies and Data Link Standards,” “Disaster Recovery and Security,” “Network Operation Systems,” “Administration, Support and Training” as published by Information Technology Services (ITS) except the element that requires intruder detection and monitoring.</p>	<p>The Area Authority will take steps to ensure that policies are distributed to all users and that all users are trained on policies.</p> <p>The Area Authority will take steps to provide intruder detection and monitoring.</p>	
<p><b>Reviewers Comments:</b></p>		

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**Local Business Plan: Strategic Plan Matrix**

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<b>Submission Date</b>	April 1, 2003

**Item: IX. Information Systems and Data Management**

**Goal: 3. A policy is evident that adopts all security procedures established by the Division of MH/DD/SAS both for the protection and the safeguarding of electronic data, financial assets and other materials resources.**

**Effective Date: April 2003 and ongoing**

Steps Taken	Steps Planned
a) The Area Authority adheres to all of the state required security procedures.  b) The Area Authority has documentation of movement towards compliance of the federal regulations as found in the <i>HIPAA Security and Electronic Signature Standards: Proposed Rule 45 CFR Part 142 Published August 12, 1998. Note: Final Rule expected in 2003.</i>	The HIPAA Committee of the agency will continue meeting regularly to ensure ongoing compliance with the HIPAA Security and Electronic Signature Standards.
c)	The software vendor (Uni/Care) is developing

<p>The MIS Department of the Area Authority is located at 109 Bradford Avenue on the fifth floor. The staff consists of the following: MIS Director; Computing Consultant I, Social Research Associate I and Computing production Specialist II.</p> <p>The Wide Area Network used by the MHC staff is maintained by the MIS Department. The Network consists of 7 locations connected together by a Frame Relay Network. The network uses 384K and T1 dedicated lines to connect these locations.</p> <p>A total of 344 personal computers and 7 servers are connected and share resources on this network. The operating systems of the personal computers range from Windows 95 to Windows XP. The 7 servers utilize Windows 200 Server Edition as the operations system.</p> <p>Microsoft Office is standard on all personal computers and servers along with Microsoft Internet Explorer and Norton Anti Virus.</p> <p>The Area Authority demonstrates compliance with electronic claims submission, electronic data transfers and HIPAA transactions by using the Uni/Care software to generate ANSIX12N834 for client eligibility enrollment, and ANSIX12N837 for claims submission. The Area Authority will use the WS FTP Pro Software for file transfers.</p> <p>The Area Authority will use the MIS staff and infrastructure to demonstrate compliance.</p> <p>d) The Area Authority has signed the trading partner agreement with the IPRS Fiscal Agent. The Area Authority currently uses ANSIX12N834 to transmit eligibility files for IPRS and</p>	<p>the HIPAA required ANSIX12N835. The Area Authority will begin using this once it is developed.</p>
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<p>has started using ANSIX12N837 to transmit billing for IPRS and Medicaid.</p> <p>e) The Area Authority has taken specific steps towards compliance of the HIPAA Privacy regulations as found in 45CFR Parts 160 and 164 Standards for Privacy of Individually Identifiable Health Information.</p> <p>f) The Area Authority has a draft policy that addresses the intent to comply with other HIPAA regulations as they are proposed and finalized, e.g. National Provider ID Number (NPIS), National Plan Number and National Individual ID Number, etc.</p> <p><i>Attachment: Policy on Compliance with HIPAA Regulations- Section 95</i></p>	<p>The software vendor (Unicare) is developing the ANSIX12N835.</p> <p>The HIPAA Committee will continue meeting to continue work toward compliance with the Privacy regulations as found in 45 CFR Parts 160 And 164 Standards for Privacy of Individually Identifiable Health Information.</p> <p>Policy will be modified as needed.</p> <p>Obtain Area Board approval of policy.</p>
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**Reviewers Comments:**