

**Southeastern Regional MH/DD/SAS  
Provider Community Meeting Minutes  
November 3, 2004**

Providers Present: 60

LME Staff Present: 13

Gary Allen, Contracts Manager called the meeting to order at 1:30 pm. He asked that all in attendance introduce themselves. Gary announced that the second annual Provider Fair would be held February 22, 2005 at the Southeastern Agricultural Center. Pepper O'Bryant asked that if any providers would like to be a part of the Provider Fair subcommittee a sign up sheet was available. She informed the group that a subcommittee meeting would be held on Tuesday, November 9<sup>th</sup> at Columbus Center DD conference room and to address questions to her via e-mail. Gary also said that all case managers from the LME will be invited to the Provider Fair and those flyers would be distributed to the Centers informing interested people of the fair. The registration and official announcement will be on the website within the next few weeks. Gary informed providers of a workshop for the Expansion of Provider Types for Outpatient Behavioral Health Services given by DMA. A handout from the November 2004 NC Medical Bulletin was given to providers along with a registration form. All providers were urged to attend.

Freda Green was not able to address the providers because of a prior commitment. Ms. Green will be on the agenda for the December 1<sup>st</sup> meeting.

Manuel Jacobs distributed a memo to those in attendance in reference to a mandatory provider training on DHHS Incident/Death and Restrictive Intervention Forms. The training has been scheduled for the following dates and times:

November 29<sup>th</sup> – 9:00 am – 11:00 am  
November 30<sup>th</sup> – 1:00 pm – 3:00 pm  
December 1<sup>st</sup> – 9:00 am – 11:00 am

Manuel instructed providers to e-mail Sheila Beatty in provider relations letting her know number of staff attending each day's training. The training will cover two forms; incident and death reporting form and the restrictive intervention form and Sheila Beatty will also talk about the reports that are required by the state. If providers had any questions Manuel would be available at the end of the meeting to answer them. Manuel also mentioned the provider orientation scheduled for November 9<sup>th</sup> from 9:00 am – 3:30 pm for new providers and existing providers. Provider from Kidspace asked if the training is universal i.e. if he had training through another area program would that be acceptable.

He was informed that he would have to attend our training because we may have different policies and procedures than other area programs.

Amy Mishue from Reimbursement Division went over the revised Provider Billing Requirements dated October 29, 2004. The primary change to the requirement is that on each billing the providers are to put their billing number for their physical locations. The billing numbers were sent to providers the end of last week. Amy asked that providers make sure that billing numbers are put on excel spreadsheets and their e-mail before submitting to reimbursement office. If providers should change locations, they should notify either April Parker or Amy Mishue so that this information can be entered into the state database and another billing number can be issued.

Laura Smith-Allen, LMHC Unit Coordinator informed providers of outpatient services for children about a workshop that was held on October 15, 2004 in Wilmington. The topic of the workshop was Children in Trauma Impact and Treatment. She said that she was disappointed that there was a small turnout for the training. She informed the group that it was a wonderful training. She gave a brief overview of the training.

Laura also said that she has had a lot of providers asking for sex offender training. She asked the providers if this was something that they would like to see added to the training calendar that Manuel Jacobs produced each month. The providers were all in agreement that it should be added. She said that she could provide basic training (how to identify sex offenders, what are the red flags, etc.) and then being able to understand the offender profile. She said that she could also offer more advanced training however she warned providers that this training would not make them an expert in treating the sex offender and that they need to be very careful when admitting this population to their facility.

Gary informed providers that any new provider would be required to attend provider orientation before a contract is issued. Wanda Green mentioned that any provider attending the DMA audit should come through the door on the provider relations parking area closer to the auditorium.

Gary thanked A Better Way for providing refreshments. The next meeting is scheduled for December 1, 2004 at 1:30 pm.

The meeting was adjourned at 2:45 pm.

Submitted by,  
Sheila Beatty, Program Assistant