

HIE Readiness Assessment for Behavioral Health Providers

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Provider Guidelines	
1. Service Selection	
	<ol style="list-style-type: none"> 1. Identify a service within your organization that will provide a greater patient benefit through the electronic exchange of patient health information and care coordination 2. Identify all trading partners and determine which staff will serve as point on the test pilot project for each partner 3. Confirm leadership or clinical/administrative buy-in at each partner organization
2. Trading Partners	
This is anyone with whom your organization is sharing protected health information.	<ol style="list-style-type: none"> 1. Once you have determined a service to test for care coordination identify the communication partners that are relevant for making that service functional 2. Thoroughly discuss with your partner the scope of their needed involvement in the successful completion of your project.
3. Performance Measurement	
	<ol style="list-style-type: none"> 1. Define a service and establish the parameters of the initial test project, time span, and performance measurement (e.g. how many consumers to participate? Shorter time to referral; reduced staff time, etc.) 2. Identify metrics against which the project goals and benefits are to be measured 3. Identify economic, organizational, network and community benefits to be gained through participation in the selected project. 4. Identify and ameliorate challenges faced if the project negatively impacts payer expectations or systems.
4. Senior or Executive Management Support	
	<ol style="list-style-type: none"> 1. Engage senior management in the test pilot and secure support 2. Identify a clinical or administrative champion to support the test pilot through implementation and contribute to bringing the new approach to scale 3. If there are challenges with trading partner buy-in ask your leadership if they will help to persuade the leadership at your partner organization to work within your exchange framework. 4. Identify the budget required for enhanced internal awareness activities and training if the service warrants it. 5. Identify resources to support to facilitate the care coordination of communications that are to be exchanged for the test pilot

<p>5. EHR Readiness</p> <p>This can be either a certified or non-certified EHR. Also check to determine if your organization is using several different EHR to integrate services within an integrated network.</p>	<p>If You Have An EHR</p> <ol style="list-style-type: none"> 1. Determine your ability to export information from the system for use in electronic exchange 2. Determine if your organization is already exchanging electronically some patient information as part of an integrated network 3. Determine the functionality of your organizations electronic document management system (EDMS) 4. Determine your organizations ability to generate a PDF (or other preferred mobile document format) from exported documents, such as a Transition of Care Document, a Continuity of Care Document or a Visit Summary Document. 5. Sign up for ILHIE Direct and make sure your trading partners do also.
<p>5A</p>	<p>If You Do Not Have An EHR</p> <ol style="list-style-type: none"> 1. Make sure your facility has sufficient network and internet bandwidth for the size of the practice (100Mbps for internal Ethernet and a minimum of 10MBps for a small clinic/physician practice, 25Mbps for a large physician/clinic practice, 100Mbps for a hospital. www.healthIT.gov) 2. Sign up for ILHIE Direct and make sure your trading partners do also. 3. Determine whether your organization uses electronic document management (EDMS) technology 4. Determine if your copier or scanner has the capability of creating a PDF from a document
<p>6. Workflow for Data Sharing</p>	<ol style="list-style-type: none"> 1. Determine who within the organization actually sends materials to trading partners 2. Work with your internal administrative and HIM staff to determine the workflows in which an information exchange can occur 3. Determine the areas in which workflows will need to be modified 4. Redesign the workflows to work with the interventions necessary to accommodate electronic exchange of information with your chosen information trading partners. 5. Map out the "As Is" process 6. Analyze the "As Is" process to determine where interventions can occur 7. Create the "To Be" process 8. Craft a workflow plan with your trading partners to establish a standard for exchanging whatever protected health information (PHI) you have agreed to exchange electronically for the pilot. 9. Ensure there is adequate training on the system of exchange and the new workflows to be deployed for the individuals responsible for sending and receiving protected health information (PHI) 10. Determine if existing release of information policies are adequate or need to be updated for the proper execution of the exchange pilot 11. Determine the level of liability and risk for all stakeholders through

	<p>involvement in the selected project.</p> <p>12. Update internal policies to support the care coordination efforts (Privacy & Security, strategic communications)</p> <p>13. Support the project team in overcoming internal cultural barriers to changed processes and workflows.</p>
7. Privacy Policy for Data Sharing	
	<p>1. Review existing internal privacy and security policy concerning the sharing of protected health information</p> <p>2. Work with partners to ensure that there are clear roles in relation to managing consumer consent</p>