

BOARD MINUTES

January 12, 2017

Attendance: Dr. Role-Warren was absent but sent notes which are included in the Minutes below.

President's Comments: **Jim Dahmann** opened the meeting thanking Dr. Heitkemper for stepping into the Secretary role to complete the Executive Board as required by the ByLaws. As the Bylaws also contained several other requirements that aren't complied with, a subcommittee has been formed to review the election, nominating process (Dahmann, Kelley) as well as the ByLaws in general (Yaeger, Schneider, Heitkemper). A majority of membership is required to change our ByLaws and this will be handled with the May dinner meeting. The Life Member fee structure needs to be reviewed as part of the Bylaws revision. CAPP can no longer sustain this with our aging demographics without an influx of new members. Communication is key when changing this. An article in the newsletter once this is accomplished will inform the membership. Website will also need to be changed/updated. Licensing came into question with some of our life members and it will be reviewed. Our mission statement says membership is open to licensed psychologists. If they retire, they no longer have an active license. All will be covered in the Bylaws revision as well as giving the Board power for business decisions within the Bylaws.

Kathleen Myszak Award – does not have to be given every year. Did the group still think this was relevant? Everyone agreed that they liked the idea of an award, but perhaps it was time to change the award name. It was thought to keep its timing to the December meeting. This will be put back on the agenda for May.

Laura's Title – tabled to February due to time constraints.

Contact Info – Dr. Dahmann requested updated contact information for everyone. If you have a work email that you don't have access to he'd like to have one he can reach you at all times especially in the case of phone coverage.

Treasurer's Report: **Cori Yaeger** shared attached report. In summary, CAPP had a great year and had a surplus of \$900. This is amazing since it was a Directory year and we are usually \$2,000 or more over during those years. Other areas of saving that helped were the reduced mailings, electronic event payment and streamlining some of our processes. We look to save additional monies this year as we continue with email vs. hard mailings and the venue change.

Programs: **Gary Schneider** shared the following:

CSWMFT Provider Status – We are looking for a licensed marriage and family therapist (MFT) and a licensed social worker (LSW or LISW) to assist in the application process to obtain provider status with the Ohio Counselor Social Worker Marriage and Family Therapist Board (CSWMFT). We already have a licensed counselor (Dr. Yaeger). This is in an effort to provide more quality programs to a wider range of mental health professionals, without having to apply to the board separately for each program we offer.

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2/6/17 – Dr. Erika Pearl Messer. CAPP members, the Child Group and all licensed psychologists in our target zip codes have received announcements.

3/31/17 – Eating Disorder Workshop – the venue and speakers are all secured. Laura will talk to the venue about including a buffet lunch to avoid the issues of people returning late since there are not as many options around for lunch at this new venue.

5/3/17 – Dr. Richard Sears on ACT is all lined up.

9/11/17 – Dr. Cori Yaeger on gender update has been confirmed.

10/13/17 – Fall workshop w/ Dr. Renairdy is all set.

12/4 or 12/6 – December dinner meeting w/ Dr. Rhonna Shatz.

Gary requested the Board be thinking of topics for 2018 programs.

OPA: Sarah Greenwell shared that in light of time constraints, she would update the Board in February. Watch the Newsletter for updates as well.

Website: Joanne Gutzwiller reported that work continues helping members log in to view their listings. We had the website designer add a “lost password” button since it was becoming so burdensome. Unpaid members will be removed after calls have been made to them. Updates are on-going. Dr. Gutzwiller indicated there is some help she needs that she hasn’t been able to figure out and may result in charges from Kristen.

Insurance Managed Care: Teri Role-Warren provided issues discussed on the most recent Insurance Committee call:

- Medicare advantage - In going through attestations, members found that it is a Medicare requirement to keep records of billing, progress notes for 10 (not 7) years. Members expressed concern that it is impractical to keep super bills for 10 years. It was noted that there are many rules to sift through (HIPAA, state and national board requirements, various insurance companies, Medicare and Medicaid) and they can all be different. Nevertheless, since Medicare does occasional risk assessment audits, with the possibility of penalty or taking back payments, psychologists must assess the risk involved if they do not keep all of these records for 10 years. In addition, there is the risk of being dropped from the Medicare panel for this reason, which can negatively impact CAQH re-attestation.
- Self pay Medicare or Medicaid patients - If a Medicare or Medicaid patient wants to self-pay, Glen Carr had recommended to one of the psychologists on the insurance committee that the patients sign a consent form that they are not using their insurance at each session. Because this is cumbersome and redundant, the committee is checking to see if APA has recommendations on this nation-wide issue.
- PQRS - Some members believed they were inaccurately penalized and not getting full reimbursement because of PQRS denials. Some insurance committee members suggested that if this has occurred, psychologists should check their PQRS performance review scores. If these are not accurate, psychologists could then take them to CMS. It is possible there has been a computer error, causing these penalties to be erroneously assessed. The committee chair is contacting APA so that their lawyers understand the problems. It is believed that PQRS measures are no longer required in 2017.

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- Medical Mutual sent letters saying they have the right to revise their contracts. Insurance committee members speculate that Medical Mutual is covering itself for any changes that might arise in these uncertain times for insurers.
- Jim will reach out to Medicaid to get more info on how to find out if a patient is on Medicaid. Currently, one must be a Medicaid provider to look up if a patient is enrolled. This has caused psychologists who are not Medicaid providers to find out they will not be reimbursed after multiple treatment sessions. Some patients do not know if their insurance through the healthcare exchange is Medicaid.
- Audit toolkit update. This toolkit is being designed to help psychologists have documentation forms to prepare them for potential audits. The insurance committee is considering an abbreviated version of Aetna's model as a template. The committee's intent is to make the toolkit very practical and usable, while fulfilling the requirements of all insurance companies, including Medicare and Medicaid. The purpose of most audits is to ensure medical necessity for treatment. The forms to be provided in the event of an audit should only provide the minimal information required, so as to not violate HIPAA privacy guidelines. These records should have no psychotherapy content other than diagnosis, symptom and treatment plans. Psychotherapy notes should be kept separate, and not be released in these audits to preserve patient confidentiality. The insurance committee's consensus is that for an audit, recordkeeping should document only start/stop times, diagnosis, treatment plan, symptoms, functional status, medication, and frequency of visits. Further study will continue to properly prepare the toolkit.

Membership Marketing: Dr. Kelley has reached out to the new members who have decided not to rejoin and shared the results of those calls. Laura will ask Dr. Role-Warren if her offer still stands to contact unpaid members.

Social Committee: Tom Heitkemper talked about the plans for a coffee social in April and a June picnic. He will have details nailed down in time for the January newsletter.

Membership: Patty Eiler-Sims – New member application from Rachel Sparn was reviewed. Her license is in good order and she was accepted into our membership with a Motion by Dr. Eiler-Sims, seconded by Dr. Yaeger and carried.

Ideas on growing our membership were discussed. Possible poster session with local programs/schools? Xavier Psy.D. program was thought to be a possible connection.

New Business:

Newsletter – deadline will be January, 27, 2017.

Board meeting dates - were reviewed and some changes made to the regularly scheduled second Thursday of the month due to workshops and dinner meetings being in the same week. A new schedule will be issued to the Board.

The next Board meeting is **February 2 at 7:00 p.m.** at the Children's location.

Respectfully submitted,
Laura Wilson, Administrative Assistant