

**Title: Rhode Island/MTM Implementation Meeting**

**Date**: Monday, October 1, 2018

**Dial In:** 1-408-792-6300 **Code:** 807 659 133

**MTM Attendees**

Ranichandhira Nandakumar, EDI Developer

Gilu Chathaparampil, EDI Developer

Josh Heidbrier, EDI Developer

Stacie Haig, Business Analyst II, Business Technology

Jon Cline, Manager, Product Delivery, Business Technology

Stacy Brune, Manager Business Implementation

Valerie Barr, Director, Business Implementation

**EOHHS Attendees**

Michelle Nicotero

John Bonin

Genevieve Johnson

Mario Olivieri

Brenna M McCabe

Marlanea Peabody

Lissa DiMauro

Jason Lyon

Hector Rivera

**Agenda Topics:**

1. Introductions
2. MTM SFTP set-up
3. External Contact Email – **EOHHS to provide contact 10/2/18**
4. External Contact Company Name - EOHHS
5. Secure email set-up
   1. B2B Secure Email Form – **EOHHS to review, fill and sign. Send back to address included on the form.**
6. EDI
   1. Population sub-groups
      * Medicaid – MTM to receive separate file for Medicaid members.
      * TANF – MTM to receive separate file for TANF members
      * ETP
        1. MTM will receive an initial file
        2. Eligibility will be determined at each phone call – 60 years of age or older, reside within Rhode Island.
        3. MTM to determine if no other transportation is available.
        4. Members will most often tell MTM they are not Medicaid – determined by where they are going.

* Will need to know how to identify those populations.
* **These members will provide SSN – MTM to determine how to process this from a security perspective.**
  1. Eligibility
     + Monthly full file received from EOHHS
     + Monthly change file – **Marlanea (EOHHS) to confirm**
     + Test file submission date – **EOHHS to provide testing schedule**
     + Production Schedule – MTM should receive this file at least a month prior to go-live
       1. If EOHHS is not able to process an 834 file at the beginning of December, would we be able to accommodate a flat file?

DECISION: MTM and EOHHS to make this determination middle of November based on testing and EOHHS schedule.

* 1. Medical Provider file
     + Format included
     + EOHHS may not be able to provide this file as the majority of Medical providers currently contract under the MCO’s.
     + MTM to review internally with Operations to see if there are any issues/concerns
  2. Encounter file testing – can address this later after we have accommodated the 834.
* Full provider file – layout in the companion guide (if not included in companion guide Marleana can provide)
* **Stacy – to provide to MTM EDI team.**
* Provider credentialing – **MTM to enroll as a Provider. Online application to be set up as a provider.**
* Access to Provider Portal – designate to a manager. **EOHHS to provide Portal documentation to share with MTM operations.**

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| **Action Item Log** | | | | |
| **Task Number / Item** | | **Owner** | **Status** | **Due Date** |
| 1 | MTM SFTP External Contact Information | EOHHS | In Progress | 10/2/2018 |
| 2 | B2B Secure Email Form | EOHHS | In Progress | 10/12/2018 |
| 3 | Monthly Change File or Full File Confirmation | EOHHS | In Progress | 10/5/2018 |
| 4 | Eligibility test schedule | EOHHS | In Progress | 10/5/2018 |
| 5 | Provider Sign Up Application | EOHHS | Complete | 10/1/2018 |
| 6 | MTM sign up as Provider | MTM | Not Started | 10/15/2018 |
| 7 | Eligibility Portal Documentation | EOHHS | In Progress | 10/8/2018 |
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