

**Administrative/Regulatory Relief Provider Work Group Meeting  
December 5, 2007**

Alexis Gadsden and Charles Monson thanked those members who attended the December 5<sup>th</sup> Administrative/Regulatory Relief Provider Work Group meeting, as well as expressed their appreciation to Steve Hanson for serving as our expert Facilitator.

Chuck reiterated that the recent project through which OASAS Leadership Staff contacted all funded and/or certified programs for feedback and suggestions identified streamlining/reducing paperwork as the #1 “area for improvement”. He further stated that OASAS is genuinely committed to developing a true partnership with the Field to decrease paperwork for counselors, while increasing care to patients.

Alexis and Chuck mentioned during their opening remarks that the primary goal of the meeting was to summarize the progress of the five subcommittees, outline any recommendations to relieve paperwork burdens, and articulate their top three (3) priorities for next steps. Chuck provided an update on progress that OASAS has made in the three months since the last Work Group meeting. Specifically, the revised Part 822 Site Review Instrument, associated Model Case Record Forms (designed to facilitate compliance while reducing paperwork), and a regulatory guidance document are now available on the OASAS web site. Additionally, OASAS has committed to working collaboratively with the Field in our regulatory reform agenda.

Each of our Work Group’s subcommittees is co-chaired by a provider representative and an OASAS staff person. The five subcommittees who reported out were:

- **Unified Reporting (other reporting requirements)**

This subcommittee has developed a draft “NYS OASAS Unified Treatment Progress Report” (UTPR). The UTPR has been reviewed and approved by OASAS Counsel’s Office. Their recommended next step is presentation to OASAS Executive staff to facilitate dialogue across various systems in support of the UTPR.

Redundant and duplicative patient progress reporting would be drastically reduced by a single patient progress report that could be utilized by all referents, allowing more time for patient care.

- **Patient-Centered Care and Documentation**

This subcommittee identified a significant amount of paperwork that is mandated to be completed and discussed with patients during the first few visits at a service. The subcommittee reported that because a counselor/patient relationship has not yet been developed, much of this initial information may be untrue or misleading. The subcommittee recommended that the initial sessions with patients should be utilized to build rapport, establish a therapeutic alliance and ease fears and concerns. The subcommittee also identified a number of possible solutions (i.e., delayed admission, revised evaluation, modified discharge/readmission protocols) and areas that need further discussion (i.e., continuing care, clinical supervision).

- **Patient-Centered Regulatory Reform**

This subcommittee conducted a page-by-page review of the Part 822 Site Review Instrument and made a number of recommendations to revise Part 822 regulations. The group identified specific Part 822 regulations that are viewed as problematic, illustrates their impact on patient centered care and contains the subcommittee's preliminary recommendations regarding recommended alternative regulatory requirements. These recommendations are very preliminary and are currently undergoing review, revision and enhancement by the subcommittee members.

In addition to the Part 822 recommendations contained in the chart, a number of the subcommittee members expressed concern regarding other OASAS operating regulations. The subcommittee developed and distributed a chart to record feedback and recommendations from subcommittee members regarding the other OASAS operating regulations. The Patient Centered Regulatory Reform Subcommittee plans to continue to work on these regulatory issues.

- **Reporting Requirements (OASAS)**

The first meeting of this subcommittee was a telephone meeting between several members to discuss the OASAS Reporting Requirement issues identified in the main Work Group meeting on September 5<sup>th</sup>. It was immediately apparent that more information was needed regarding the issues that were identified. The subcommittee members agreed to survey the larger Administrative/Regulatory Relief Work Group; developed a survey form and received survey responses from 17 providers.

The second meeting of the subcommittee included very lively and energetic discussions regarding the issues identified in the surveys. The subcommittee was only able to get through the first three survey questions and plans to meet again in January to complete the remainder.

- **Electronic Records**

This subcommittee held two Web dialogue meetings to identify the issues relative to regulatory relief and electronic health records (EHR). The three main themes of the discussion concerned the costs involved in adopting an EHR (i.e., hardware, software, IT support, maintenance, training); selection of the correct system that would meet regulatory requirements as well as all reporting requirements (i.e., CDS, Billing, reports to CJ, DSS); and ensuring that the EHR's will meet requirements and perform the necessary functions, as well as to be able to communicate across different platforms to share data/records when patients move from one place to another.

The subcommittee also suggested that OASAS "provide" a basic EHR that would work for all providers (like a basic health plan). They plan to have one more meeting to review the materials.

Alexis and Chuck applauded each of the subcommittees for the progress made since the last Work Group meeting and for their dedication. They also mentioned that as the main Work Group evolves, different subcommittees may merge and/or develop. Examples included: Patricia Hartley and Joe Chelales, who decided to collaborate regarding a tangible project involving the model case record forms; and discussion between the Person-Centered Care and Documentation Subcommittee and Person-Centered Regulatory Reform Subcommittee regarding future collaboration and/or merging the two groups. Additionally, Joe Chelales and Jill Murray issued e-mails to share ideas and seek additional input from the larger Work Group.

As with the first meeting, Commissioner Carpenter-Palumbo took time out of her schedule to meet with the Group. Chuck subsequently briefed her on the progress made thus far; she provided a number of suggestions which were shared with the applicable subcommittees. Most of all, the Commissioner wants this effort to succeed.

The identification of hard hitting action steps is crucial to maintain the Work Group's momentum, as well as to focus/prioritize activities and outcomes for calendar year 2008 and beyond. A common format was distributed to facilitate the subcommittees' tangible action steps. It was agreed that each subcommittee would report back by January 30, 2008 relative to their progress and that the entire Work Group would meet again on March 11, 2008 in Albany.