

# Adult Behavioral Health - Home and Community Based Services Behavioral Health Information Technology Program:

## Program Guidance for Spending Down Leftover Funding

### Two BHIT Funding Categories:

- 1) EHR/EBS Software Setup Fees
- 2) EHR/EBS Software/Service Licensing Fees

### Standard Vendor Setup Fees Cover:

- Configuration of the EHR/EBS system to enable it to work with the specific workflow and technology conditions of each HCBS Provider Agency.

### Vendor Training will include:

- Specific user training on HCBS Functionality
- General training not necessarily specific to HCBS functionality
  - 1) Training may include the following:
    - Billing
    - Administration
    - Running General Reports
    - Running Financial Reports
    - Setting up Super Users
    - Case Documentation
  - 2) Training Costs will vary depending on:
    - Onsite training: (more expensive)
      - Transportation to provider
      - Lodging expenses during training
      - Vendor staff time devoted to training
    - WebEx/Remote training: (less expensive)
      - Staff time devoted to training
  - 3) General documentation of system running for that client



*Any BHIT funding left over after the purchase of EHR/EMR/EBS setup and license fees to support Adult BH-HCBS, may be used to support a myriad of other HIT products and/or services that support designated Adult BH-Home and Community Based Service(s).*

*All expenses must be accrued within one (1) year of the end date of the BHIT contract period for the area you serve*

**See Below:**

- **The New York City BHIT program ends March 31, 2018**
- **The Rest of State BHIT program ends May 31, 2018**

**Examples of Additional HIT Products or Services May Include (but are not limited to):**

- 1) Data migration  
*Moving demographic data or Personal Health Information (PHI) from a previous system(s) into a new system(s).*
- 2) Additional consulting fees not included in the standard setup  
*Modifications of the standard EHR workflow to adjust it to the specific needs of the HCBS Provider.*
- 3) Development of additional screen fields or specialized customization of forms
- 4) Development of additional forms outside the standardized case documentation forms  
*Ex: HIPAA, Consent to release information*
- 5) Development of additional reports outside the standardized formats included in the EHR.
- 6) Additional software that might compliment an EHR such as e-Fax or ePrescribe.  
*Software must directly support the provider's designated Home and Community Based Service(s).*
- 7) Purchase of a newer or upgraded computer operating systems.
- 8) Purchase of new or renewal software that can be used to support an EHR.
  - i. MS Office
  - ii. Document management systems
  - iii. Etc.
- 9) Purchase of Internal Computer Security Products.
  - i. Firewall software
  - ii. Antivirus software
- 10) Purchase of supporting technology devices.  
*These purchases may be allowable assuming the provider does not currently have item(s) of interest or item(s) currently used by Provider will no longer be functional with the new or upgraded EHR/EBS system.*
  - i. Printers



- ii. Scanners
- iii. Fax
- iv. Cameras
- v. Topaz or other e-signature devices

11) Fees to support upgraded internet services for faster upload/download speed.

12) Fees to pay IT consultant(s) to recommend or implement upgraded hardware/software.

13) Fees for monthly services required to support revenue management.

*Monthly maintenance fees may be based on how many clients are served.*

- i. Billing Clearinghouse Fees
- ii. Managed Care Organization Fees
- iii. Other billing related service Fees

14) RHIO/QE interface and/or membership fees

15) Payment for EHR/EBS license fees for one additional year beyond the two years supported by the BHIT program.

HCBS Providers should keep all documentation related to the purchase of these HIT products and/or services.

All expenses may be subject to audit by NYS OMH, NYS Office of the Medicaid Inspector General (OMIG), the NYC DOHMH, or the New York e-Health Collaborative.