2023 Indian Health Service Partnership Conference

Electronic CHEF Application Overview

Kevin Rogers
IT Specialist (Internet)
Oklahoma City Area IHS

Bree Tiger
Public Health Analyst
Nashville Area IHS

Randell Fatt
CHEF Manager
ORAP/Division of Contract Care

August 23, 2023

Electronic CHEF Application Overview

FOR RPMS AND NON-RPMS PRC PROGRAMS

OFFICE OF RESOURCE ACCESS AND PARTNERSHIP

What is the Electronic CHEF Application Tool?

The Electronic CHEF Application is a fully automated paperless process for identifying, documenting, and submitting requests for reimbursement from the Catastrophic Emergency Health Fund.

Discussion Objectives

- Describe the intended objective(s) of the application

- Identify key functional features of the application

- Provide a demonstration of the application "in action"

- Identify options for connecting to and using the application

Application Objectives

- Create a "one-stop-shop" electronic tool for Catastrophic Health Emergency Fund (CHEF) case processing, capable of tracking each request through the routing process, from creation to Indian Health Service (IHS) Headquarters for potential funding.

- Provide a tool available to both Resource and Patient Management System (RPMS) and non-RPMS users.

- Maintain the integrity of the First In First Out (FIFO) policy for reviewing and processing Purchased/Referred Care (PRC) CHEF cases.

Who Can Use the Electronic CHEF Application Tool?

- **RPMS database users**
  - Federal
  - Tribal

- **Non-RPMS user who choose to provide an electronic data source**
  - Other database
  - Comma Separated Value (csv) text file

- **Any user who wishes to manually enter the appropriate data**

Application Features

- Uses a secure encrypted connection (https)

- Uses HHS PIV card (Government Badge) authentication for federal employees and username/password credentials for non-federal employees

- Uses existing RPMS data and Fiscal Intermediary payment details, when available OR can use an alternate data source of properly formatted data

More Application Features

- Auto generates a 90 day or 90+ day episode of care (EOC) period

- Suggested EOC documents are highlighted for easy identification/best case scenario selection option

- Supports "what if" case analysis by providing a way to change the EOC dates. Option allows assessment for best CHEF case submissions

- Auto generates the case request numbers by fiscal year, Area, PRC program, and sequence number

Even More Application Features

- Electronic copies of supporting documents can be uploaded and "attached" to the applicable CHEF case

- Cases are routed for review and approval using electronic signatures

- Electronic signature timestamps are used to maintain the integrity of First In First Out (FIFO) processing of CHEF cases

Major Application Actions

- Create New Request

- Edit Existing Request

- Supplement Existing Request

- Upload Supporting Documentation

- Cancel a Request

- View Requests

- Export Requests to Excel

- Refresh Window

- Close Window

Let's Talk About Connectivity Options

"Where oh where does the data come from?"

Connectivity option #1

Connectivity with an RPMS system

- Uses a special Object Class enabled File Manger global
- Uses Task Manager scheduled task to populate the global
- Use a restricted Ensemble user account to access the global data via a remote SQL query

Connectivity option #2

Connectivity using a non-RPMS data source:

- Comma-Separated Value (CSV) file–data source description and instructions available for non-RPMS PRC programs. **This type of connectivity will provide full application integration to the Electronic CHEF Application.**

- Microsoft SQL database–data source description and instructions available non-RPMS programs. **This type of connectivity will provide full application integration to the Electronic CHEF Application.**

Connectivity Option #3

Manual Data Entry –An option exists for programs to submit cases without creating data source connectivity to the Electronic CHEF Application.

- **Note:** The submitting location is solely accountable for creating the CHEF case, as well as the accuracy and contents of the data file/CHEF case.

IHS, Office of Resource Access and Partnership (ORAP) CHEF Support Team

Jim Lyon – DCC Director, (301) 443-2408

Randell Fatt – DCC CHEF Manager, (301) 443-6959

Kevin Rogers – Application Developer, (405) 951-6074

Presenter Contact Information

Kevin Rogers (Seneca Nation of Indians)
 IT Specialist (Internet)
 Oklahoma City Area Indian Health Service
 701 Market Drive
 Oklahoma City, OK 73114
 (405) 951-6074
 Kevin.rogers@ihs.gov

Ruscilla "Bree" Tiger (Eastern Band of Cherokee Indians)
 Public Health Analyst/Catastrophic Health Emergency Fund Manager Nashville
Area
 Nashville Area Indian Health Service
 711 Stewarts Ferry Pike
 Nashville, TN 37214
 Phone: (615)467-1530
 Cell: (615)478-5286
 Ruscilla.tiger@ihs.gov