**POLK MIS**

**Reminder Blackout dates are June 24th at 11:59pm – 06/30/22**

**Coordinators**
- You need to be entering LOF, plan changes and auths for services needed in June or prior by June 24th at 11:59pm. Please review your caseload and make sure this occurs.

**Polk MIS Access During Blackout**

**Billing**
- Providers should still submit claims to PolkMIS and will be able to pull remittance reports.

**Outcomes**
- Integrated Services Agencies (ISA) will have access to enter events/contacts through July 7th.
  - ISA/FACT/KEY programs - Please make sure that all clients and client events are accurate. BHDS Staff will soon be sending out spreadsheets to proof accuracy before data entry into CSN.
- All other providers will have access to enter events/contacts through July 15th.

**TCM Providers who utilize Polk MIS for contact notes / billing reports**
• Will be able to enter contact notes and pull billing report during blackout and until July 15th

Demographics

• Demographics in Polk MIS will move to read only status for providers.
• After June 24th if a client moves and it changes their legal residence contact Stephanie to make changes in Polk MIS

Authorizations, LOF and Plan Changes

• Authorizations, LOF and Plan Change in Polk MIS will move to read only status for providers.
• If emergencies occur after June 24th contact Stephanie to make changes in Polk MIS

Stephanie's Open Office Hours

• Monday 27th 12:30 – 4:30pm
• Tuesday 28th 12:00 – 4:00pm
• Wednesday 29th 12:30 – 4:30pm
• Thursday 30th 8:00 am – 4:00pm

Contact Information

E-mail: Stephanie.Schmidt@polkcountyiowa.gov
Telephone: (515)-286-3581

MIS Access after blackout and on-going

• July 7th @ 5:00 PM - ISA Access will change to read only status.
• September 9th @5:00 PM - Last day to enter FY2022 claims into PolkMIS, then Provider Access will change to read only status.
• As of 09/09/2022 Polk MIS will move to legacy status and will be read only for all providers.

CSN Training

All the trainings/webinars are now up on YouTube.
• Client 101 Webinar 6.6.22: https://youtu.be/laJNTSLc9D8
• Provider Functionality & Outcomes: https://youtu.be/Wik3Coa_drI
• Financials/Claims Webinar 6.16.22: https://youtu.be/PaYTuWlaFms
• Justice Involved Services & CJIS Webinar 6.16.22: https://youtu.be/zaGBicZBJ70
We are here to support you both through the transition and after

- Contact **BHDSupport@polkcountyiowa.gov** with your CSN platform questions.
- All other questions about the transition please send to **Stephanie.Schmidt@polkcountyiowa.gov**
- CSN tab on our webpage – you will find all provider updates, CSN user set up guide, CSN User Manual, and POLKMIS to CSN Interface Cross Walk
  https://www.polkcountyiowa.gov/behavioral-health-disability-services/