

CMS Waiver Steering Committee Minutes - APPROVED

Date: June 1, 2006		Location: 1575 Sherman St.	
Present:			
Kathy Athens, Denver Options	x	Jay Kauffman, DD	x
John Bartholomew		Cami Learned, CCB Partners	x
Josh Block, HCPF		Viki Manley, HCPF	x
LeeAnn Bellum, Denver Options		Kate MacLeod, Governor's Office	x
Claire Brockbank, Segue Consulting	x	Mike Monkman, Governor's Office	
Judy Brown, DHS	x	John Nevins, Alliance/Imagine	x
Chris Collins, Alliance	x	Al Orlofsky	
Mike Crane, DHS/DDD	x	Michele Patarino, Segue Consulting	x
John Daurio	x	Roxanne Pinneo, CCB Partners	x
Fred DeCrescentis, DDD	x	Barb Prehmus, HCPF	
Marta Fyffe, HCPF	x	Barb Ramsey, HCPF	x
Ted Hernandez, Denver Options	x	Kerry Stern, DDD	x
Luke Huwar, Governor's Office	x	John Taylor, Alliance/Imagine	x
Roger Jensen, Alliance/Starpoint		Christine Thomas, DHS	x
		Lisa Vallejo, DDD	x

Agenda Item	Status/Decisions Made	Assignments
1. Minutes – Michele Patarino	Minutes of the last meeting were approved with the addition that John Nevins was present, and that Lisa Weiler/Vallejo can be listed once.	
2. Work Process – Claire Brockbank	Michele and Claire will build a master work plan showing dates and interdependencies for tasks required for the Waiver. The agenda will focus on what needs to be done, who will do it, and when. We will not spend meeting time reviewing work products. Please do this via e-mail. A lot of work has been done over the past week, and in general, everyone	Participants need to come to Steering Committee meetings with actionable items, or questions for which you need the feedback of the group. If possible, participants should turn off cell phones (or set them to vibrate) when the meetings start.

Agenda Item	Status/Decisions Made	Assignments
<p>3. 3-Way Contract – Viki Manley and Fred DeCrescentis</p>	<p>honored the time frames set. Kudos!</p> <p>Viki sent a partial draft of the contract to the Steering Committee yesterday. After a two round process for comments, HCPF will make changes and get it through the review process. Then CCBs, DHS, and HCPF will sign/execute the contract, and copy CMS.</p> <p>The Steering Committee acknowledged that we are already beyond the “drop dead date” for the contract—we will not have it executed for July 1. Looks like it will be 60-90 days late. The CCBs are more concerned with cash flow problems than legal exposure.</p> <p>CCB contracts with providers will not generate tasks related to this committee’s work plan. CCBs will take care of them via normal processes.</p> <p>A question was raised about whether providers need 30 days notice for the rate change.</p>	<p>See the attached work plan/time line for tasks associated with the 3-way contract.</p> <p>DHS will discuss internally and determine how to address the 2710 (non-Medicaid funded) responsibilities of the CCBs in a separate document.</p> <p>By June 5, Mike will explore the legal exposure for the departments or CCBs that is created by the delay in executing the new contract, and whether the holdover/contract extension language mitigates that. This will be addressed on the June 8 agenda as well.</p> <p>Viki will give Claire the timeline for the interagency agreement.</p> <p>Viki will check with the AG and report back about federal requirements for notice on rate changes.</p>
<p>4. Communications Plan – Chris Collins and Cami Learned</p>	<p>Draft FAQs were revised and approved by Viki, and are currently awaiting DHS approval. Roberta will send to the distribution list and to Nate Culkin to post on the website, as promised in the “heads up letter.” Nate will add new questions at the top of the page so people don’t have to search for them.</p>	<p>Fred to review/approve FAQs by June 2.</p> <p>Let Chris know if you would like to join the Communications work group.</p>

Agenda Item	Status/Decisions Made	Assignments
	<p>New questions will go to a central web address and be automatically routed to Cami, Viki and Fred (DHS program assistant is working on this). Cami will contact experts as needed to draft responses.</p> <p>Fred is anticipating a “tsunami” of questions—which will necessitate revised time frames and possible processes.</p> <p>The Communications work group will meet immediately after the Steering Committee at the Alliance office each week. Additional participants are welcome.</p>	
5. Local Match – Viki Manley	<p>Viki’s analysis, did not answer the question posed in Jay’s proposal (reverse billing).</p> <p>If reverse billing is acceptable, it will require a separate contract between the State and the CCBs.</p> <p>Long-term, this will impact the supplemental, but not for June 20.</p> <p>We have not focused on the 5% issue (and do not intend to) as it is statute—not a waiver issue.</p>	<p>Luke will call John Bartholomew or Peter Strecker this afternoon and figure out how quickly this issue can be resolved. Adele needs to be involved in the resolution, as it would require an accounting mechanism.</p>
6. Interim Rates – Judy Brown	<p>Judy made a recommendation that we use six tiers for residential rates, with the seventh for outliers and regional centers. Viki agreed that this was HCPF’s expectation, so Judy can move forward under this scenario.</p>	<p>Viki to bring analysis to her rates section manager. See master work plan/time line for specific dates. Claire and Judy will work out details on this set of tasks.</p>

Agenda Item	Status/Decisions Made	Assignments
	<p>For tier 7, individualized rates can be set in the PAR record, as well as the three regional center rates. It will impact 141 out of 3700 clients.</p> <p>Judy does not yet have Regional Center rates data.</p> <p>Judy will evaluate the impact by comparing individual rates to the average rate for tier 7 by client.</p>	<p>By Monday, Christine will develop a plan to get regional center rate data.</p>
7. Training – Claire Brockbank	<p>Deferred in the interest of time.</p>	<p>Everyone please notify Claire of training needs via e-mail, so she can draft a plan for June 8.</p>
8. Miscellaneous – Emergency fund	<p>Lisa asked to review the emergency fund decision made at the last meeting. The Steering Committee decided to stay past the meeting end time to discuss since this is a critical issue and impacts the supplemental.</p> <p><u>Decision:</u> FY 06 – 1.79% (about \$300,000) – there is no room in the cap, so this should be redistributed to providers based on their 05/06 last quarter service.</p> <p>FY 07 – 1.79% will go into a rate increase that is built into the 7 tiers. There is room in the FY 07 cap for this.</p> <p>FY 07 – 3.25% COLA – there is no room in the cap until the new waiver request is</p>	<p>Non-waiver issue, but Agencies and CCBs will work out distribution methodology.</p>

Agenda Item	Status/Decisions Made	Assignments
	<p>approved. The general fund portion of this will be requested for an emergency fund through January. At that point, DHS and CCBs will talk about what to do with the second half of the COLA. This will fund system-generated emergencies.</p> <p>FY 06 new resources – Use to fund individual emergencies.</p> <p>FY 07 new resources – Don't know yet if there is room in the cap. Transfer to fund for emergencies.</p>	<p>Emergency fund: DHS will let us know who will develop methodology and criteria for use of emergency funding to help alleviate system inflicted serious impacts on providers.</p>
9. Future meetings	<p>6/22 – Meeting cancelled 6/29 – Meeting extended to 9:00 – 2:30</p>	

Hand-outs:

1. Communications Overview
2. “Heads Up” Letter from Viki and Fred
3. HCPF Local Match Diagram