

ICC COMMITTEE ON COST EFFECTIVE PRACTICES MEETING MINUTES 3/27/12

Participants: Terry Ohlson-Martin, Ellyn Schreiber, Lenore Sciuto, Sharon Davis, Nancy Lucci, Linda Graham, Jane Hybsch, Michelle Lewis, Rochelle Hickmott-Mulkern, Gloria Fulmer, Anna Lake

The Committee met to review the results of the survey that was sent to the ESS program directors asking them to identify three practices that they found to be cost effective and three practices that they felt could be improved. (See attached.) The results of the first question were grouped into the following categories for discussion:

- Center based services
- Use of subcontracted vs. salaried staff
- Technology
- Travel
- Service coordination
- Billing
- Other

Center based services: It was suggested that Intake and Evaluation could be offered at program sites.

Technology: Electronic forms, including a template for intake, expanding the use of electronic records and laptops were suggested as well as expanding the use of virtual meetings.

Travel: Grouping home visits geographically and the use of company cars were discussed. The group would like to gather more information on the range of mileage reimbursement and the rules on its usage.

Billing: Monitoring strategies were discussed to identify missed opportunities for reimbursement. It was suggested that the group develop a list of recommended practices, a list of "Billing Commandments." The consolidation of intake/evaluation/IFSP development was discussed.

Use of subcontracted vs. salaried staff: Developing some consistency across agencies was discussed. It was discovered that usage, terms of agreement and rates for sub-contracted staff vary widely between programs. It was thought to warrant further discussion.

Service coordination: Opinions varied widely on the use of therapists as service coordinators. Some programs only used therapists as service coordinators; others had separate staff serving in this role. Other program directors used a separate service coordinator only when they were using sub-contracted therapists. It was suggested that all three models be investigated.

Other: The group discussed developing consistent no show policies

Next meeting April 24 2:30-3:30 at New Hampshire Hospital