

Minutes: Direct Billing Subcommittee

DATE	TIME	LOCATION
01/28/2019	1PM – 3PM	Lilac Conference Room – Main Building

MEMBERS

X= In Attendance					
x	Adhikari, Sudip		Aiken, Sarah	x	Blaine, Sara
	Cordaro, Jennifer		Curelop, Jebb		DeScenza, Deborah
x	Donovan, Michelle		Gaudreault-Larochelle, Debbie		Goddard, Susan
x	Hall, Erin		Howell, Kenda	x	Hunt, Sandy
x	McCahon, Ellen	x	Milinder, Le'Ann	x	Nemeth, Melissa
	Potoczak, Ann		Pufahl, Carl	x	Trembley, Melissa
x	Weston, Kaarla				
			GUESTS:		

Reviewed November minutes

General Discussions:

- Group members discussed definition of service provision compliance:
 - Service provision definition includes all service providers regardless of which of the 3 definition categories they fall under (Designated, Authorized, or Certified). Expectations for each provider will be broken out:
 - Designated (Area Agencies)
 - Authorized (Agencies that Direct Bill)
 - Certified (Agencies that waive their right to direct bill)
 - Noted that some providers who contract with Area Agencies, may then subcontract with other providers, in that instance how would oversight be provided? The subcontracted provider, the contracted provider, or the Area Agency? Definitions will need to be refined.

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- Provider Manual Development
 - General Billing Manual Volume I and the provider/service specific Volume II are now available. <https://www.nhmmis.nh.gov/portals/wps/portal>
 - Currently becoming a provider is a long process and there are limited tools or resources in place to help vendors to become providers
 - This group should outline expectations, waiver assurances, quality assurances, and any functions or systems which need to be added to the manuals
 - Information on IT systems (BTS, NH LEADS, Employment Data) will also need to be added to the manuals, also what we need for data tracking
 - Committee members are asked to think about what needs to be included in the manuals, what is important for the providers to know, depending on what those providers will be providing.
- Discussed provider directory – This is the work of the Provider Selection Subcommittee
 - We want these manuals to include how to become a provider, how to be added to the provider directory and how to keep that directory updated
 - It will be provider’s responsibility to keep information updated and current
 - Framework of the provider directory has been identified through 211 and ServiceLink websites
 - 211 feeds into ServiceLink’s website. ServiceLink has outcomes that get reported on and more data points, yet the 211 site is overall more user friendly
 - Currently 211 updates it’s information by the database owner calling agencies. Updates would depend on who answers the call and how the answers are given. May want to revise the procedure for updates and outline it is the provider responsibility for keeping their information updated and current
 - Goal is to build upon the framework that these sites already contain. Make it more understandable, user friendly and up-to-date. Then include provider responsibilities for upkeep into the manuals
- Organized Health Care Delivery System Definition/Terminology – This is the work of the Rates group (FMS/DAADS)
 - We identified that there was confusion regarding the terminology of the OHCDS. BDS was under the impression that OHCDS described the AA system within the waiver. That all 10 AA’s made up the organized health care delivery system – OHCDS is just a function of the Area Agency, not a definition of their role. The new term is “designated area agency delivery system” AKA “DAADS” and these functions will be outlined in the definition of a “designated” provider agency.
- Combine this subcommittee with FMS/OHCDS Rate Setting Subcommittee?
 - Ellen McCahon gave an overview of the FMS/DAADS Rate Setting Subcommittee work
 - Putting together outlines of what AA’s provides and what falls under DAADS definitions and what falls under unbundled areas

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- Group looked at PDMS and how to develop a Fiscal Management Service (FMS) rate.
- Had to determine what FMS is and what goes into the FMS function, used crosswalks to determine what service was comprised of and differences between administrative rate and service rates
- What type of expenses go with what type of rates? (ex GM for oversight, but had to define oversight)
- Realized it was difficult to pull out without impacting other aspects within the system
- Looked at crosswalks to see how AA were being paid from the old system and how to build that into the new system. What do AA do and what can they no bill out?
- Have produced 3 draft documents so far. Working at a steady pace to develop the FMS rate and a common methodology using a top down approach
- Meets the 3rd Friday of the month

Reviewed Provider Status Definitions

- Group discussed that “Services” should have its own section and its own definitions
- Designated Area Agency
 - Organized Health Care Delivery System (OHCDS) we are going to change the terminology to Designated Area Agency Delivery System (DAADS)
 - 4th bullet “as the OHCDS” will change to “as the DAADS”
 - This section should clarify only what applies to the Area Agencies. We are still trying to determine AA responsibilities regardless of an individual’s choice of provider
 - Will Financial Management Services (FMS) need to have a different section?
 - FMS is an administrative rate vs. service rate and each rate categories can have different expenses attributed to them
- Concerns and questions discussed:
 - What happens if family/individual is working with a direct bill provider who gives notice? The AA would not be able to provide a transition plan.
 - Comment: Just because a provider may want to direct bill should not make them the provider of last resort
 - Providers will need to create transition plans
 - Fair Hearings? What will that look like?
 - Client right issues need to be address
 - Some providers may not want to direct bill or may not have the manpower or resources to do so

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Focus Group Development

- Committee decided to create two focus groups
 - Manual Development
 - Rules Development
- Open to everyone, even outside current organizations
- Please send member names to Maureen DiTomaso by February 1, 2019 and a Doodle poll will be sent out to determine meeting dates/times

Next Meeting:

April 8, 2019

Minutes taken by Maureen DiTomaso