MINUTES
Rate Structure Work Group Meeting
Wednesday June 29, 2022 / 9:00AM - 11:00PM
Held via: Zoom Webinar

Attendance: Laurie Vachon, BDS Facilitator; Jen Doig, BDS Facilitator; Christy Roy, BDS Facilitator; Abby Conger, BDS; Drew Smith, A&M; Krista Stephani, Myers and Stauffer; Lesley Beerends, Myers and Stauffer; Jacquelyn George, Myers and Stauffer; Kim Shottes, ED Plus Company; Martin McNamara, Optumas; Ellen McCahon, ED CSNI; Matthew Cordaro, ED One Sky Services; Shelley Kelleher, CFO Lakes Region Community Services; Sudip Adhikari, Gateways; Kara Nickulas, CMCC; Alecia Ortiz, A&M; Stacey Rosenzweig, A&M; Susan Silsby, Easter Seals

Please reference the corresponding slide presentation for the detailed agenda, including topics and themes covered in the meeting and corresponding takeaways and applicable action items.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Key Takeaways &amp; Action Items</th>
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<tr>
<td><strong>Overview</strong></td>
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<td>• Myers and Stauffer (MSLC) reviewed the beta test process, to begin on June 30.</td>
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<td>o Any feedback provided during the Work Group held on June 29 will be included in the version of the cost report produced after feedback from the beta test.</td>
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<td>o Members of the Work Group (or designee) and Area Agency (AA) Business Managers will be provided opportunity to participate in beta test.</td>
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<td>o Request is to provide feedback on schedules related to AA or vendor providers service provisioning.</td>
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<td>o The Case Management Worksheet is still under development but feedback on what is available is requested.</td>
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<td>o Feedback due no later than July 15, 2022.</td>
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<td><strong>Beta Test Logistics</strong></td>
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<td><strong>Work Group Discussion</strong></td>
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<td>• What is the expectation of Work Group Members during the beta test?</td>
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|   o MSLC Response: Please review instructions and information icons to ensure clarity. Expectation is not to review formulas,
but if something is noticed, please let MSLC know. There are notes sections throughout the report for Beta Testers to enter feedback in directly, or it may be sent to NHCostReport@mslc.com.

- Work Group members expressed some concern about the Beta Test, specifically if test data were not going to be filled in, MSLC may not receive robust feedback.
  - After some discussion, it was decided for several members to fill in the beta test with test data to ensure the cost report could be completed appropriately.
  - By doing this it would allow an AA or a provider vendor to discover questions or issues which may not have been immediately evident otherwise.
- The Work Group also had several questions related to the rate methodology development and how the cost report would be used in developing that methodology.
  - The cost report data will allow MSLC and Optumas to confirm assumptions needed for each component of a rate to ensure a rate is reflective of services in New Hampshire.

Questions Worksheet
- In a previous discussion, MSLC was asked to provide an explanation between the differences on line 5 between actual costs and what costs should be. MSLC provided examples.
  - The Work Group Member expressing interest in examples confirmed these provided examples were sufficient.

Expenses Worksheet
- MSLC reviewed changes to the Expenses worksheet made between Work Group meetings.
  - Bonus pay was added to all staffing worksheets; it is separate because Bureau of Labor Statistics (BLS) data does not include bonuses.
  - A section for pass-through contracted payments was added. MSLC was anticipating this line would be used primarily for respite payments.
  - MSLC reviewed the Form A report to align cost centers on the Expenses worksheet with those activities. Specific feedback was requested on duplication or if there were items which needed clarity.
- MSLC reviewed formatting on the Expenses worksheet (i.e. red font for instances in which expenses do not tie appropriately to a trial balance).
  - All expenses provided in column D of the Expenses worksheet should tie to the trial balance.
Dropdown lists will be interactive, based on the services selected in the Services worksheet.

**Workgroup Discussion - Expenses Worksheet**

- MSLC was asked to look into adding a “select all” option on the Services worksheet for ease of filling out the cost report. MSLC committed to reviewing the feasibility of this.
- MSLC Question: Do AA’s and provider vendors recognize family and home care provider stipends would include Enhanced Family Care (EFC) payments?
  - Work Group Member Response: Yes
- What is meant by “stipend” on the direct staffing tab?
  - MSLC Response: Contractors receive 1099s and stipends are amounts paid to the family care givers. What is paid to those contractors.

**COVID Revenue/Expenses**

- MSLC received a question regarding COVID-related expenses and how these should be considered.
- MSLC is continuing to discuss this with the Department, but additional information from the Work Group is needed on what this may cover.
  - Work Group Members indicated there was not a lot of COVID revenue during SFY22.
  - Members asked for a definition on what would be covered under a COVID-related expense.
  - They also asked about American Rescue Plan Act funding and how this would be accounted for.

**Training and Turnover**

- MSLC reflected training hours as what would be required by an AA or provider vendor based on previous discussion.
- Additional training hours are now included.
  - A Work Group Member confirmed this is what was needed.
- Per discussions with the Department, MSLC is including medication training as “required.” Work Group Members agreed with this assumption.

**Benefits and Paid Time Off (PTO)**

- MSLC is requesting for averages for full time and part time staff, knowing there are different requirements for benefits eligibility.
- MSLC is defining full time as 30 hours per week.
• If any part time staff receives benefits, AA’s or provider vendors should indicate “yes” on this schedule.

**Work Group Discussion- Benefits and Paid Time Off (PTO)**

• My AA offers health insurance but we do not pay for it. Should it be included?
  ○ MSLC Response: Only include the expense if it is an organizational expense. This will be clarified in the instructions.

• A Work Group Member suggested adding 403b as an option to the retirement information section.

• A Work Group Member also suggested adding short and long-term disability to this worksheet as well.

**DAADS/FMS**

• Questions regarding administration staffing, program staffing, and direct staffing on the DAADS and FMS worksheets will automatically be populated from those staffing worksheets.
  ○ If during the normal course of business an individual is performing multiple activities, they should be separated out and accounted for on the appropriate staffing worksheets.

**Workgroup Discussion- Miscellaneous Topics**

• How do I account for staff vacancies?
  ○ MSLC Response: This is the type of information which should be included in box 5 on the questions worksheet. We can make this section larger to provide additional room.

• Are you tracking taxes from other states? We have increased labor costs because of taxes.
  ○ MSLC Response: We have a payroll tax line, but that is something which would be appropriate to add to box 5 in the questions worksheet too.

• I may pay someone $15.00 but when this person is on vacation I may have temporary staff come in who receive a higher wage. When we get to rate development, I need to ensure that I replace people being paid the same wage.
  ○ MSLC Response: There won’t be individual specific rates, it will be a service rate, and there may be levels within that. The rate will be an average, if you have someone with a lower wage typically performing services, this should average out if you replace someone with a higher waged individual.