State of New Hampshire

Department of Health and Human Services

MINUTES
Rate Structure Work Group Meeting
Friday July 8, 2022 / 11:00AM – 12:00PM
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.

Topic	Key Takeaways & Action Items

Discuss Questions Related to Cost Report Beta Test	**Overview of Today's Session**
	• Myers and Stauffer (MSLC) has received two responses at this point; the Beta Test was released on June 30. Today's discussion will focus on questions received through this morning.
	• MSLC responds to feedback as soon as it is received.
	• Please send all feedback in by July 15; on July 22, we will have another meeting to review all changes to the final cost report as a result of the Beta Test period.
	FAQ
	• Generally, additional instructions were added throughout multiple worksheets to provide clarity. Examples include:
	  o MSLC reviewed where and how to account for case managers in the cost report. Instructions were added to multiple worksheets.
	  o More specific instructions in Benefits and Paid Time Off (PTO) worksheet.
	  o Instructions regarding cell shading
	• MSLC is continuing to work on adding a "select all" feature to the Services worksheet based on Work Group Member feedback.
	• MSLC received a question about home care providers and stipends.

	o A provider should choose "Home Care Provider-Family or Vendor" on the position list and then choose "contractor" or "stipend" in the subsequent column.

- A discussion took place on the subjective nature of the wording "hands on care." MSLC and Department staff provided feedback on what the question is intending to capture.
  - o Work Group Members suggested SIS scores may be more appropriate to gather for this question.
  - o Per this discussion, MSLC indicated they would have a further discussion with the Department about retaining this section and question.
- Additional conversation was had about how to appropriately differentiate between a case manager employed by an AA as compared to a staff member with the title "case manager" employed by a provider vendor who works at a group home.
  - o Feedback from the Work Group was obtained; MSLC provided a response about how to account for this type of staffing expense.
- A Work Group Member provided a specific example of how their lines of business are divided. MSLC provided a suggestion for how to account for this Member's specific general ledger expenses.
- A Work Group Member asked about confidentiality of the report. MSLC indicated that specific information regarding employees should not be provided.
  - o MSLC and Optumas will have information from AA's and provider vendors but it will be presented in the aggregate.
- MSLC reviewed the Specialty Services worksheet and reviewed that only Specialty Services 1 and 2 are included within the cost report.
  - o Specific questions were answered on how to account for Specialty Services.
- The Work Group discussed the Expenses worksheet in detail and reviewed some specific examples from a Work Group Member.
- The Work Group discussed the DAADS worksheet again and how information from the three different staffing worksheets will flow into the DAADS worksheet.
  - o MSLC will continue to review DAADS activities with the Department to determine how/if they will be used in rate methodology development.
- The meeting closed with various concerns being voiced by Work Group Members regarding the use of the term "assumptions" and the rate methodology and rate development processes overall.
  - o MSLC provided explained what the term "assumption" means in the context of rate methodologies and suggested using a different term like "recommendation" to help alleviate concerns.

Reminder on How to Submit Feedback for the Beta Test	• Please provide feedback on the schedules that your agency will be completing. Directions were provided via email with the cost report version distributed for review. • Feedback on the schedules discussed is due **no later than** Friday, **July 15, 2022.** • Send feedback to: **NHCostReport@mslc.com**