	MINUTES
	Meeting Topic: MFP Operational Processes
	Date: Thursday, March 29 th , 2007
	Time: 1:00-3:00pm
	Location: Lazarus Government Center Room A501


Meeting Attendees:	Kevin Carter, Doug Day, David Dorsky, Lois Flanagan, Roger Fouts, Sue Fredman, Kathy Hoeffler, Keith Krautter, Melissa Little, Ailene Mackay, Stephanie Ward, Sylvan Wilson, Chuck Zalac, Jana Patchen, Ravi Kuruganti, Doug Berger, Kelley Scott – Lead, Lesli Anderson – Facilitator
Purpose of Meeting:	Ohio MFP Demonstration – Operational Processes Work Group – continue discussion of operational processes business needs; convene IT subgroup

AGENDA ITEMS:

Time	Topic	Discussion Lead
5 minutes	Check In – agenda, meeting purpose	Kelley Scott
10 minutes	Updates – outstanding action items from previous meetings	Workgroup members assigned to action items
10 minutes	Changes/additions to business needs chart	All
5 minutes	Check Out (Ops Processes Workgroup) – action items, next agenda	Kelley Scott
80 minutes	IT Subgroup – focused discussion about information technology needs/solutions	
10 minutes	Check Out (IT Subgroup) – action items, next agenda	Kelley Scott

Meeting Notes:

<p>UPDATES/FOLLOW UP ITEMS:</p> <ul style="list-style-type: none"> • <u>Operational Questions/Issues (Kelley)</u> – A list of operational questions/issues needing input by MFP leadership was compiled and forwarded to Erika Robbins on 3/23/07. A meeting with Erika and BHCS staff is scheduled for 4/2/07 to discuss them. • <u>Intake Process Subgroup (Kelley for Sara Sherman)</u> – The group completed a draft Freedom of Choice Form and is circulating it for feedback. The group is also working on the MFP Intake Form.
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OPERATIONAL PROCESSES BUSINESS NEEDS – The group reviewed the current business needs chart; items were clarified. Under the Fiscal Intermediary need on page 5, “notifying OCA” will be added to the work needed column and will be identified as an action item for follow up. As this is an ongoing list, Kelley asked group members to forward any other changes/additions as they are identified.

IT SUBGROUP – The subgroup discussed pros/cons of various system solution scenarios. BHCS staff presented a Fiscal Intermediary model as one of the potential scenarios. The group agreed that identifying business requirements (the “what”) is necessary before continuing discussion about solutions (the “how”). The IT Subgroup will use the business needs chart and the participant lifecycle diagram for discussion about business requirements. Information about business requirements from other MFP workgroups will also be needed; this may be difficult to obtain quickly since all workgroups are doing their work simultaneously and haven’t gotten to this level of detail yet. Business requirements will be the topic for the next subgroup meeting.

Action Item	Person Responsible	Deadline
Notify OCA of FI contract	Kelley	after FI subgroup meets
Contact other MFP workgroup leads about need for business requirements	Kelley	by 4/4/07
Update business needs chart with changes	Kelley	by 4/4/07