
	MINUTES
	Meeting Topic: MFP Operational Processes
	Date: Wednesday, April 11 th , 2007
	Time: 1:00-3:00pm
	Location: Lazarus Government Center Room C511

Meeting Attendees:	Angie Bergefurd, Kevin Carter, Doug Day, Lois Flanagan, Roger Fouts, Melissa Little, Nancy McAvoy, Mike Moore, Sara Sherman, Stephanie Ward, Laurie Damon, Aaron Cydrus, Dawn Marker, Ravi Kuruganti, Doug Berger, Kelley Scott – Lead, Lesli Anderson – Facilitator
Purpose of Meeting:	Ohio MFP Demonstration – Operational Processes Work Group – general updates; convene Fiscal Intermediary (FI) subgroup

AGENDA ITEMS:


Time	Topic	Discussion Lead
5 minutes	Check In – agenda, meeting purpose	Kelley Scott
15 minutes	Updates <ul style="list-style-type: none"> • Subgroup status reports • Outstanding action items from previous meetings 	Subgroup leads and workgroup members assigned to action items
5 minutes	Meeting Schedule – tentative agenda focus for next three meetings	Kelley Scott
5 minutes	Check Out (Ops Processes Workgroup) – action items, next agenda	Kelley Scott
85 minutes	FI Subgroup: <ul style="list-style-type: none"> • Purpose of the subgroup • Why do we need an FI? What will they do? • Procurement specifics: <ul style="list-style-type: none"> ○ Vendor experience and qualifications ○ Scope of work – deliverable specifications ○ Timetable • What other considerations, issues, etc. do we need to keep in mind? 	Kelley Scott and all
5 minutes	Check Out (FI Subgroup) – subgroup meeting schedule/logistics, action items, next agenda	Kelley Scott

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Meeting Notes:

UPDATES/FOLLOW UP ITEMS:

- IT Subgroup (Lesli) – The group is developing business requirements.
- Intake Process Subgroup (Sara) – The group finished the Freedom of Choice Form and a draft MFP Intake/Application form. It will meet again next week.
- Fiscal Intermediary (FI) Subgroup (Kelley) – The group is convening today.
- Operational Questions/Issues (Kelley) – Two meetings with Erika Robbins and BHCS staff have occurred to discuss questions/issues and identify next steps. An operational diagram has been developed to depict the basic MFP operational elements/functions/approach. The diagram is intended to be a helpful resource in establishing a common understanding of MFP operations. A meeting with sister agency staff is being scheduled before the end of April for discussion of operational questions/issues.
- Kelley made a request of other workgroup leads for information about their business/functional requirements (as requirements are identified).
- There was discussion about duplicative work occurring between the IT and Intake Process subgroups. It is intended that one group's work will inform the other, and that duplicative work be avoided. It will be very important for subgroups to be communicating with each other.
- Aaron indicated that an OHP/MSIS reporting workgroup is currently meeting. MSIS is one-way reporting of eligibility information to CMS. The workgroup is addressing new MFP fields that CMS is requiring for the MSIS eligibility file. It is unclear what, if anything, is being required for the MSIS claims file; follow up needs to occur. This is another area where communication is needed to avoid any duplication of effort between workgroups.

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MEETING SCHEDULE – Kelley outlined a *tentative* schedule for the next few meetings:

- 4/18 – FI subgroup/IT subgroup
- 4/25 – FI subgroup/IT subgroup
- 5/2 – Operational Processes workgroup


FISCAL INTERMEDIARY (FI) SUBGROUP – Kelley shared her thoughts about the purpose of the subgroup. Subgroup members agreed and did not have more to add at this time.

- to define the FI scope of work, etc. for the procurement
- to define the FI process and its impact on the overall operational process

The subgroup discussed why an FI or financial management service (FMS) is needed, what is in the FI/FMS scope and what is out of the FI/FMS/scope. The subgroup reviewed the financial management services portion of the Operational Protocol, Appendix A (Self-Direction) as a resource.

IN SCOPE:

- ability to write checks for non-traditional services (MFP demonstration and supplemental services) – process and pay invoices for services approved in the service plan
- maintain a separate accounting for each participant
- track and report participant funds, disbursements and the balance of participant funds
- provide the participant and others with periodic reports of expenditures and funds status
- receive and disburse funds for the payment of services under an agreement with the Medicaid agency or operating agency
- oversight functions

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OUT OF SCOPE:

- will not identify the provider (this is a case management responsibility)

QUESTIONS/ISSUES:

- Is there a connection to the use/tracking of MFP qualified services?
- Is a Medicaid provider agreement needed?
- How will the FI/FMS get (upfront) dollars to pay the bills?
- We need to make sure no duplication of payment is occurring.
- How will the FI/FMS work? Will there be an interface with MMIS or will claims be paid through MMIS? What is the interface with federal financial reporting?

The group agreed that it would be helpful to look at the current Success Project grant agreement and the ODA RFP/agreement, as well as talk with a PAA site about using an FI. Roger also suggested we look at a template ODA is using to outline scope (similar to a provider specification list). It may also be helpful to talk with other states using an FI/FMS. Laurie will forward the Success Project grant agreement and research the Acumen website to identify other states. Roger will forward ODA resources and contact the PAA site to see if they can attend our next meeting.

The group discussed the possibility of taking advantage of “economies of scale” to see if we can add onto the current ODA FI contract for MFP purposes. Kelley has already had initial contact with the Office of Contracts and Acquisitions (OCA) about a potential procurement; she will follow up with OCA.

The group decided to meet next on 4/25/07 and use the in-between week to read materials that will be distributed.



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Action Item	Person Responsible	Deadline
MSIS claims file follow up	Aaron/Kelley	by next full Ops Processes meeting
Forward ODA FI resources to Kelley for FI subgroup	Roger	4/16/07
Contact PAA site to discuss use of FI with FI subgroup at 4/25 meeting	Roger	as soon as possible
Forward Success Project agreement to Kelley for FI subgroup	Laurie	4/16/07
Research Acumen website to identify other states using FI/FMS	Laurie	prior to 4/25 meeting
Follow up with OCA	Kelley	prior to 4/25 meeting