

Meeting Date: 11/5/19

Attendees: Jon, Terry, Sara S., Nancy, Chris, Amy, Doran, Jamie, Marcie, Sara K., Laurel, Terry, Kim, Holly, Heather, Michelle

Division	Agenda Items/Meeting Notes	Department Actions	County Actions
<p>HR</p>	<p>Update on: HCBS FTE transfers</p> <ul style="list-style-type: none"> • 56 accepted so far • HCBS – Welcome to state employment webinar being planned with HR • If a person turns down position it is considered voluntary resignation. The FTE for the county is gone. Person would have to apply for an open position within the county or zone. Question #4 in HR FAQ. <p>CFS QC positions</p> <ul style="list-style-type: none"> • Supervisor hired. Experienced with federal review. Goal to hire 8 reviewers. Four candidates thus far have accepted. Quality candidate pool. • LTC positions Interviewing supervisors now. Once in place will post for team so they can review candidates once they start. Would like to make a transition by Jan. 1, 2020 so don't have to transfer twice. Group will competitively post the positions due to strong interest determined through the survey process. <p>Zone operations position</p> <ul style="list-style-type: none"> • Post after COO position that should be posted this week. Will overlap so they can be involved in hiring of the Zone Operations position. <p>Childcare</p> <ul style="list-style-type: none"> • Set up kick-off meeting on 11-14. Will do mapping prior to meeting. Met with Amanda Carlson to discuss supervisor positions – 4-5 supervisors will likely be needed. Will help support program and policy from early childhood perspective. • Admin Rules may need to be updated to reflect change to zones • Reviewing legal requirements – goal: bring decision-making to lowest possible level – closest to clients • As we look at HSC licensing rules – vision – behavioral health clinic focus • HCBS Recognition to those who have fielded employee questions: Amy, Laurel, Nancy, Sara, others 	<p>EA and Sara to talk to HR about LTC EW job description</p>	

	<ul style="list-style-type: none"> • HCBS answers to questions have been drafted – Person receiving question will respond. 		
Legal	<p>Missing agreements from Slope, Bowman, Adams, Ward, Pembina, Cavalier, Walsh, Richland, Ransom, and Sargent. In some areas, received one letter and need letter from other counties. Spreadsheet developed to track receipt, responses, and status.</p> <p>IT systems likely won't eliminate county name – will have zone name attached to it. This will assist with smoother transitioning of systems as well as reporting.</p>	<p>Legal will send reminders by Nov. 18, regarding status, what needs to be changed, and what is pending.</p> <p>Terry to make some calls too. Has interim zone director list and auditor list.</p>	
Fiscal	<p>Budgets are being worked on by counties and are due by November 22, 2019</p>		
Other	<p>Zone numbers will likely be assigned to zones in addition to zone names</p> <p>Custodial issues in zones – CFS will be meeting to study potential areas that may require guidance or research (Sara)</p> <p>IT – Will send messaging to county directors when to put in requests to give people access to zones. Will have a process for this.</p> <p>IT – CFS Keep county names in FRAME and will incorporate an additional table in FRAME to include zone name. For example, both Morton County and Three Rivers will be in FRAME</p> <p>Will give people access to the counties in zones and can grow. (Just for child welfare)</p> <p>Want this change in FRAME done by mid-Dec.</p> <p>Question – In FRAME identify who is the custodian. Has to assign custody to a legal entity – the host county – director of the Human Service Zone. (Treating HS Zone as an agency.)</p> <p>HCBS – If a zone will continue to provide agency QSP services, the host county should be the entity that enrolls as a QSP with Medicaid. Additional guidance will be emailed to the counties.</p>	<p>HR will connect with Laural and Sara</p> <p>IT has a form for access changes. Will send communication to county directors with the form</p>	

<p>County and Medicaid eligibility – identifying what is needed for federal reports. Aging uses the same process for SPED eligibility.</p> <p>Messaging of changes to clients, employees, partners, the public. How will this be communicated. An example from Social Security was provided by Twila Novak for transition team consideration.</p> <ul style="list-style-type: none"> • Message: When can clients go to wherever is convenient as opposed to county office (01/01/2020) • Message: Face-to-face contact in county of choice - use soft hand-off and backdoor work done with county of residence. Support what the customer wants. • LTC specialty unit will have access right away. Can give workers access to the counties they work. Can do in SPACES. TECS and VISION are another issue. • Who needs to know what, when – core messages (enhanced access, choice, convenience) • Eligibility rules being amended for 04/01/20 effective date – added Medicaid unit language – administration goes back to the zone where the individual resides – they make the determination – agreements between zones – workload portability is the goal • Process for statewide LTC eligibility – local worker initiates eligibility – LTC unit will have access to any case anywhere. Triage customer service can assist them over the phone. • Can track county of residence in the system <p>Question – Zone Director posting – have the same job announcement going out with the same wording. Minimum requirements must be the same. Two department employees need to be part of the interviews - could be the finalists. Zone directors must be in place by 04/01/2020. Timing – who is ready to go when. Can have a checklist ready. Zones don't exist until 01/01/2020. DHS handles the posting of county positions. Local zone board can determine if the posting is internal and/or external.</p> <p>Question – Can you put someone in another position?</p> <ul style="list-style-type: none"> • Only if there is an open FTE. If an FTE was a .75, state took a .75. Vacant positions have to be requested. • Some staff are waiting and watching to make decisions, but that's is not advisable. <p>Other – IT equipment</p> <ul style="list-style-type: none"> • If it is broken, state will replace 	<p>Add as standing item on weekly agendas</p> <p>HR to draft a checklist for zone boards</p> <p>Jon will review if DHS can participate only in final interviews.</p> <p>FAQs need to be reviewed and updated</p> <p>Fiscal to request additional</p>	
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<ul style="list-style-type: none"> • Counties are doing computer replacements because of the windows update. Fiscal sent info to counties about the DHS specs encouraging compatibility. • Some counties want to wait on purchases. • NRG buys Dell vs. HP – need a specific port for monitors the counties currently have – counties often don't replace monitors as frequently as state <p>Other – IT support</p> <ul style="list-style-type: none"> • County would have to pay for <p>Other – IT records in county system – will HCBS workers have both state access and county access?</p> <ul style="list-style-type: none"> • Counties need to know what to do - guidance is needed • Other access questions: MMIS and Peoplesoft • 64 FTE Jan. 1 for HCBS. 126 FTE over the biennium. People will need different access based on different roles. • Mapping to state SharePoint drive, and a local mapping • Cass uses laser fiche for their files - <p>NRG Office 365 discussions - to everyone at county level may be needed</p> <p>Other – Equity issue and market studies. Will request policy that backs raises and budget.</p> <p>Other – County directors meeting Wed., Nov. 12 at 1 p.m. Subjects: Pilots, classifications, other – requesting questions in advance.</p> <p>Request form drafted to use when counties request a position to be filled. Send completed form to Laural and Amy.</p>	<p>information from all counties on salary changes. Trying to be as fair as possible.</p> <p>NDIT to have internal meetings</p> <p>NDIT to provide Holly with a contact for Williams County IT</p> <p>Terry to follow up with counties – request information on who is their desktop support vendor (NRG serves some)</p> <p>Fiscal to send out email: template on keeping people whole on health, retirement, dental and vision. Know what to add into monthly salaries. Laural is the point of contact for unique situations.</p>	
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