

SB 2124 Meeting Date: January 7, 2020

Attendees:

Division	Agenda Items/Meeting Notes	Department Actions
<p>HR</p>	<p>Transitioning to State Update:</p> <ul style="list-style-type: none"> • HCBS - All transitioned. <ul style="list-style-type: none"> ○ IT access/support needs ○ All have email access ○ Still have county email accounts ○ Can archive ○ Best practice - HCBS staff handle the intake - guidance forthcoming ○ State/personal vehicle questions continue to be asked ○ Cannot transport clients in personal cars - discussed potential service gaps that may arise ○ Cell phone needs and DHS policy under development – regarding using personal cell phones, encryption, client consent ○ County drive and client files solutions are being pursued ○ Staff on community boards and conflicts of interest when DHS funds entity - staff may need to resign from the boards; Example: HSC Advisory Board ○ Medicaid billing for case management (CM) 15-min time study for CM and admin ○ New HCBS hires can go to local HSC for orientation ○ Billing for services – position – for recipient liability – Aging will enroll in MMIS ○ DHS collection policy under review ○ Overtime – until caseloads are balanced • Childcare Licensors <ul style="list-style-type: none"> ○ 18 have been hired; 3 more posted and close 1/19/20 ○ Internal posting for 5 supervisors from among regional reps (will have 5 unused FTE) 	<p>Sara and Nancy will draft an email that will go to IT and Chris on what our needs are.</p> <p>County Director’s Meeting:</p> <ul style="list-style-type: none"> • Counties not billing for HCBS case management • IT / county email address – when to discontinue county emails • If a consumer is eligible for state or federally-funded HCBS, they need to use that service first. They cannot choose to access “Human Service Zone” services to avoid a fee or client cost share. • Discuss office supplies • Discuss work previously done by county employee – zone plan • Physical space for state employees • Oath of office – who must give the oath and filed with the county of residence • The interim director can’t chair the meeting – board hires the

IT	<ul style="list-style-type: none"> ○ Manager position will be posted ○ Orientation is this week ○ Using DHS letterhead. Zone envelopes and postage will be used. These are indirect costs and that funding hasn't changed <ul style="list-style-type: none"> ● LTC Eligibility Staff – in process of interviews <p>Zone Ops Interviews</p> <ul style="list-style-type: none"> ● Interviews next week <p>Zone Director Postings</p> <ul style="list-style-type: none"> ● 9 posted, 2 more received and will be posted soon ● Next steps communication will be sent to HR contacts this week <p>IT Issues:</p> <ul style="list-style-type: none"> ● Need to cut off county email address - pick a date ● When do IT support services transition to the state? ● Cell phone policy – pending ● Supporting non-HP laptops ● Need to send links to PeopleSoft and Workforce <p>Client Transportation</p> <p>HR will follow up with Field Services leadership for access to HSC state cars for state employees housed in zones</p> <p>Can't transport clients in personal vehicles; this is state policy</p> <p>Gap – some clients may need transportation if there isn't an agency QSP</p>	<p>director so interim director cannot chair the meeting – Need an interim chair</p> <ul style="list-style-type: none"> ● Estimated \$81M for 1-year budget ● Currently don't have spending authority to use their reserve fund balances
Legal	<p>Communication</p> <ul style="list-style-type: none"> ● Email going out on estate recovery guidance ● Instructions for billing for Targeted Case Management will be sent out by Friday – re MMIS ● Forms language during our transition – refer to zone and also include “formerly known as ___ county social service office” 	

	<p>Admin Rule for Programs – Jon is working with program</p> <p>Fiscal processes when Zone Director is unavailable</p> <ul style="list-style-type: none"> • Authority granted to zone director designee - zone board will name designee <p>Zone Board member oath of office</p> <ul style="list-style-type: none"> • Oath filed with county auditor in county of residency <p>Zone Board meeting chairman – current</p> <ul style="list-style-type: none"> • Board hires the director, so Interim Director cannot chair the meeting. Once Zone Director is hired – he/she will preside over the meeting. In the meantime, an Interim Chair is necessary 	
Fiscal	<p>Budgets</p> <ul style="list-style-type: none"> • Budgets went out • A few changes are being made • First of two payments will go out on Friday • Will include operational, indirect and CWCA plan reimbursement 	
Other	<p>Review Project Task Lists</p> <p>Zone Board Training</p> <ul style="list-style-type: none"> • Roles/Responsibilities and the law • Hiring process for zone director • Business practices • Potential idea: NDACo uses online modules for Board Member training using 5-8 min. video segments; may also be used to communicate updates/State of the Counties info. Something similar may be helpful for zone board training. • DHS has platform for online childcare orientation that could be used for board orientation <p>LTC Eligibility Pilot Project – Kickstart</p>	Sara to schedule zone board training