

**Attendance Subcommittee
Minutes
February 24, 2010**

Pat Bourne and Peter Mason chaired the subcommittee. All members introduced themselves. In attendance were Pat Bourne, Peter Mason, Jerry Brennan, Judy Dowd, Paula Rosen, Paula Pfistner, Chris and Sandra Lavoy

Pat stated the role of the subcommittee was to address the issues relating to attendance found in the statute.

Jerry from Kuhn shared his review of the statute.

A general discussion was held about the current attendance system being implemented and issues relating to attendance. There was a discussion of how useful reviewing historical information would be.

There was an opportunity for DSS and OPM to express their perception. DSS Chris and Paula are involved with the rates billed to the federal government and wants to be able to withstand a federal audit. OPM's (Judy Dowd) is interested in what would be a reasonable attendance factor.

The areas the subcommittee was organized into some major headings. It was agreed that the attendance factor should be the primary focus at this time. The chart developed is attached.

DDS stated that they could provide monthly attendance information by provider and program type.

It was agreed Peter and Joe would write a brief presentation for the subcommittee to share at the next meeting.

The next two meetings of the subcommittee were scheduled:

Thursday, March 11 9:30 460 Capitol Avenue Conference Room C
Thursday, March 25 9:30 460 Capitol Avenue Conference Room A

1. Justification for Attendance Based

Who: Peter/Joe

Over view and CMS regs

2. Identify Reasonable Attendance Factor

- Definition of “reasonable”
- How factor determined
- Evidence to support factor
- Analyze current factor

How: Review by January data (DDS) by agency and program

3. Policies/Procedures/Systems

- Examples from other states and lessons learned
- Safeguards for clients
- Encourage attendance best practices (+/-) “overbooking” clients

Who:

When:

4. Adequacy and Accuracy of Current Attendance Reporting System

- Reasons for absence
- “Blended” programs
- Audit compliance

Who:

When:

Larger Issues/Questions for Gen Comm Consideration

Assess impact and adequacy of rates: age, health, etc. and impact on attendance

- Impact of rates vs. attendance
- Hardship review process
- Parallel mode for public sector
- Is current system “overbilled”