

Transition and Implementation Committee
Meeting Minutes
July 13, 2012

Attendees: Elisa Velardo, Peter Mason, Stan Soby, Thomas Dailey

Absent: Varian Salters, Quincy Abbott, Amy Chase, Warren Sparrow, Pat Dillon

1. Peter Mason provided an update on the work of the Full Rate Setting Committee. To date, they have been reviewing data performing to a range of residential settings including staffing patterns, numbers of direct contact staff hours, and Level of Need. The goal is to identify the cost of the “average” house. Once that is established, they will determine a system for medical and behavioral add-ons.
2. In discussing the complexity of establishing rates residentially, the group referred to the day rate transition, and what we have learned. Case Managers are still confused about the conversation from DSO and GSE rates to LON rates. Peter indicated that in the IP 6 document, Case Managers have to select from approximately 15 categories, many of which sound similar. FY 13 will be the most difficult transition year for the day conversion.
3. Systems Efficiencies: The committee discussed the best method of gathering input on systems that can be managed more efficiently and effectively. While a statewide survey was discussed, we concluded that committee members representing the various trade organizations will gather information during the monthly Trade meeting, and we will then compile the results. In addition to the list generated in our last committee meeting, other areas for exploration may be Contracting, Information Dissemination (including the use of scanning) and Information Technology. In facilitating the discussion, it may be helpful to review by department or system, including but not limited to Nursing, Clinical, Licensing, Rent Subsidy, Billing, Tumbleweed, Fiscal (including , Fiscal Intermediaries, Attendance (Web Res Day), CSAs, VSA’s, One Times), PRAT, and URR
4. The group discussed the possible application of Share Point. SharePoint comprises a multipurpose set of web technologies which are useful for many organizations, backed by a common technical infrastructure. By default, SharePoint has a Microsoft Office-like interface, and it is closely integrated with the Office suite. The web tools are designed to be usable by non-technical users. SharePoint can be used to provide intranet portals, document & file management, collaboration, social networks, extranets, websites, enterprise search, and business intelligence. It also has capabilities around system integration, process integration, and workflow automation. Biz Net is a new DDS system which is used to store and track electronic documents or images of paper documents required as part of the contracting process.

5. The group agreed that there will be no meeting on Friday, August 10, 2012. The next regularly scheduled meeting will be held on Friday, September 14, at 1pm in the Wallingford office.

Respectfully Submitted,

Elisa F. Velardo
Co-Chair