

**Wyoming Children’s Out-of-Home Placement Services Technical Advisory Group (TAG)
Meeting Minutes
October 13, 2011**

I. Attendees

The following representatives attended the TAG meeting on October 13, 2011.

Name	Agency	Name	Agency
Andrea Pederson	Navigant	Sara Walk	Department of Health
Karumah Cosey	Navigant	Julie Cudmore	NE BOCES
Paul Yaksic	DFS	Keri Spears	
Teri Frazier	WDE	Carolyn Conner	NW BOCES
Bruce Burkland	Red Top Meadows	Kevin Garvey	Region V BOCES
Clark Fairbanks	Y.E.S. House	Rhonda Meyer	St. Joseph’s Children’s Home
Sheri England			
Eric Hendrickson	UHS/WBI	Roxanne Homar	Department of Health

II. Review of Proposed Changes to Cost Report

- i. Schedule 1: Line 108 – Occupancy and Maintenance Services. In the previous version of the cost report, any costs reported on line 108 were automatically allocated to the room and board service area. In the SFY 2011 cost report, Navigant will allow providers to allocate costs reported on this line to all service areas.
- ii. Schedule 1: Line 130 – Bad Debt. These costs are non-allowable and excluded from providers’ costs before Navigant calculates the proposed reimbursement rates. Navigant will automatically assign any costs reported on this line to the non-allowable cost column (Column 2) to clarify that these costs are non-allowable.
- iii. Schedule 1: Line 150 – Client Incentives/Rewards. Navigant modified this cost center description to “Client Rewards, Incentives and Activities.” Activities and related costs might include: movies, bowling, recreation center fees, recreation equipment (basketballs, soccer balls, bike parts, art and craft supplies) and rental fees (shoes, skis, skates). Client Incentives, Rewards and Activities for education purposes should be directly allocated to the Education column and should NOT also be reported under Educational Supplies.
- iv. Schedule 3: Line 2 – Facility Beds. Navigant updated language for the total number of facility beds to clarify the need for actual number of beds and not the licensed number of beds.
 - a. Navigant changed the wording to “Maximum number of beds utilized” instead of “actual number of beds.”
 - b. Navigant clarified that providers should enter the maximum number of beds utilized on cost report lines 3 through 7.

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- v. Schedule 4: Line 30 – Changed (COA) to Council on Accreditation
To clarify the COA certification, Navigant inserted “Council on Accreditation” to the cost report.
- vi. Schedule 5: Navigant added questions to this schedule to address issues that often lead to frequent follow up with providers.
Questions asked are related to:
 - a. Client Personal Hygiene
 - b. Equine Therapy
 - c. Client Rewards and Incentives
 - d. Corporate Overhead
 - e. Transportation
 - f. Information Technology (IT) Supplies
 - g. National School Lunch

III. Changes to Cost Report Instructions

- i. Page 20 and 23: Navigant added language to clarify that providers should reclassify costs for employees with multiple functions (i.e., Clinical Directors) in order to correctly classify costs and differentiate administrative costs from direct care costs. Navigant will provide examples to further clarify this process.
- ii. Page 30 for Staff Training and Development – Line 120: Navigant added language to clarify that costs for hiring of a trainer, training materials, fees, etc. should be entered on line 120. These costs do not include the salaries of those being trained.
 - Providers raised the issue that they would like a direct care training line so that costs for required training would not be considered an administrative cost. Navigant added Line 154 – Staff Training and Development (related to direct care) for providers to enter costs related to staff and development related to providing direct care services to clients.
- iii. Page 40 regarding the number of facility beds: Navigant changed the wording to “Maximum number of beds utilized.”
- iv. Page 47, regarding Schedule 5: Navigant added language regarding the recently added questions.

IV. Discussion Regarding Principal/Teacher Certification Licensing

- i. Navigant suggested the following options for reporting costs for Principal/Teacher Certifications and Licensing:
 - a. Line 120: Staff Training and Development
 - b. Line 125: Facility Certification and Permits

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- c. Line 131: Other Administrative Expenses
- d. Add a new cost center at the bottom of the cost report to allow providers to distinguish between certifications required for direct care and certification required to do business.

Providers believe costs for staff trainings and required certifications should be considered as direct care costs. Navigant created Supplemental Worksheet C to allow providers to report costs reported in Schedule 1 that are associated with new legislation, i.e., Director of Education and Teacher Endorsements. This worksheet allows providers to detail expenditures related to compliance with new mandates. This worksheet is optional.

V. Additional Changes

- i. Navigant updated the SFY 2011 Cost Report Supplemental Worksheet A. This worksheet allows providers to include more detail regarding the “Other” lines from the cost report. In the previous Supplement Worksheet A, there were some “Other” cost center lines that were not included.

We added the following “Other” lines that were previously excluded:

- Lines 53, 67, 131, 154, 199, 211.

VI. Other Issues

- 1) Are magazine subscriptions a direct expense if it’s for the kids? Magazine subscriptions for kids should be placed under Education Supplies and not under Dues, Fees, Licenses and Subscriptions.
- 2) The providers stated that facility and vehicle related expenses should not be administrative since they are required in standards to operate. A suggestion was to move the Liability and Other Insurance costs to the Facility, Vehicle and Equipment Related Expenses section. Navigant has changed the section heading and will not include these costs in the administrative costs calculation.
- 3) Providers stated that IT includes equipment maintenance and should not be considered all administrative since technology is integral to education. However, a percentage of IT should be considered administrative if it’s not directly related to education. Navigant added Line 131 – Information Technology (IT) Supplies to allow providers to report costs for IT supplies. IT supplies related to education should be directly allocated to the Education column and other education supplies should be reported under Line 151 - Education Supplies.
- 4) Navigant will provide a summary of all changes to the cost report and supporting documents to providers when the new cost report documents are released.

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Providers representatives who do not serve on the TAG can reach out to any member of the TAG with questions or concerns to be discussed by the TAG.

Agency	Primary Contact	
Northwest BOCES	Carolyn Conner	nwbores@rtconnect.net
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