

**Wyoming Children’s Out-of-Home Placement Services Technical Advisory Group (TAG)  
Meeting Minutes  
April 14, 2011**

I. Introductions

The following representatives attended the TAG meeting on April 14, 2011.

Attended in-person:			
Name	Agency	Name	Agency
Andrea Pederson	Navigant	Sheri England	Y.E.S. House
Dianne Bailey	WDE	Bruce Burkland	Red Top Meadows
Teri Frazier	WDE	Clark Fairbanks	Y.E.S. House
Paul Yaksic	DFS	Rene Kemper	Youth Development Services
Teri Green	Medicaid	Craig Fisgus	Volunteers of America Northern Rockies
Bob Peck	Department of Health	Bob Mayor	St. Joseph’s Children’s Home
Sara Walk	Medicaid	Rhonda Mayer	
Sharon Weber	Cathedral Homes	Carolyn Conner	NW BOCES
Dawn Wiley	Normative Services		
Attended via telephone:			
Name	Agency	Name	Agency
Pam Zamora	Cathedral Homes	Catherine Sreckovich	Navigant
Nicole Hauser	Cathedral Homes	Karumah Cosey	Navigant
Chad Conrad	Cathedral Homes	Kevin Garvey	Region V
Eric Hendrickson	UHS/WBI		

II. Purpose of TAG

Reviewed the purpose of the TAG:

- To include provider representatives in discussions and updates about the progress of the Children's Out-of-Home Placement Cost Reporting Process and Rate Analysis
- To be transparent in decisions that the Departments make about rate determination
- To fairly represent costs of doing business
- To discuss and bring to the forefront other impacts of doing business besides costs

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III. Purpose of the Analysis

Reviewed the purpose of the analysis:

- To analyze reported costs and provide the Departments with rate recommendations
- To provide the Departments with rate recommendations to consider as part of the budget requests for the 2013-2014 biennium. *Navigant rate recommendations will not necessarily be the rates used for SFYs 2013 and 2014.*

IV. SFY 2012 Per Diem Rates

The per diem rates that are in effect for SFY 2011 will continue to be in effect for SFY 2012.

V. Cost Report Collection and Analysis Status

Navigant has collected cost reports from 39 of 40 providers. All providers that submitted a cost report should have received a cost report confirmation summary in late March or early April with the opportunity to respond if any of the information reported on the cost report was inaccurate.

VI. Next Steps for Analysis

The next steps for the analysis require the following:

1. Cleaning of the cost report data to make adjustments to reported costs for bad debt, national school lunch, transportation and fee-for-service payments from Medicaid and WDE for non-per diem services.
2. Classifying providers into peer groups. Medicaid currently has provider-specific rates instead of peer groups, but WDE and DFS will group providers into peer groups.
3. Developing payment rates using reported provider cost data, sorted into peer groupings. The median cost, after adjustments are made to the data, will be the basis for the per diem rate recommendations. The Departments will review the recommendations and can request further adjustments for the final budget impact analysis.
4. Finally, Navigant will estimate the impact of the rate recommendations for the Departments' budget estimates for the 2013-2014 biennium.

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VII. Timeline

The rate analysis will be performed in April and May of 2011 with rate recommendations finalized in June 2011.

VIII. Discussion

Other topics and issues discussed during this TAG meeting:

- DFS will reimburse out-of-state RTC's the in-state statewide per diem rate. WDE will reimburse out-of-state providers at their own state's tuition rate.
- A BOCES provider asked why DFS peer grouped BOCES with group homes when they are licensed as an RTC. DFS's stance is that BOCES are specifically excluded from RTCs by COPS rules and are more in line with DFS's view of a group home for purposes of room and board reimbursement. Court Ordered Placement Rules can be found at the Secretary of State web site; Chapter 1, Section 8 Definitions: (k): "Residential treatment facilities do not include psychiatric hospitals and residential schools and Boards of Cooperative Educational Services Schools (BOCES)."  
<http://soswy.state.wy.us/Rules/RULES/607.pdf>
- Providers asked whether proposed certification requirements would be considered in the rates for the 2013-2014 biennium. This will be a topic for the next TAG meeting. Providers are to present an estimated impact of proposed requirements on costs since these costs could not be captured in the cost report. Also, Bob Peck with the Department of Health offered to speak with Department of Health representatives in the Division of Mental Health and Substance Abuse about new requirements that impact providers and DFS.
- An increasing trend is to reduce out-of-home placements. Providers expressed concern that with this trend occupancy rates will continue to decrease but their costs will stay the same. Past rate recommendations have included an adjustment to per diem rates when a provider had an occupancy rate below the peer group median. Through this discussion, we discovered that providers may be reporting the number of beds differently. Some providers are licensed for more beds than they actually have and report the number of actual beds rather than the number of beds on their license, while other providers might be reporting licensed beds. For consistency, Navigant will request that all providers clarify how they reported beds and ask that all providers report the number of beds at the facility, not the number of beds that the facility is licensed to provide.

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- Providers expressed concerns about the peer group methodology because of low numbers in the peer groups and no adjustments for geography or other differences. This concern can be discussed further at future meetings when peer groups are organized.
- Providers expressed concerns about the reporting of maintenance costs and the inability to allocate these costs to Education. Currently the cost report only allows allocation of these costs to Room and Board. Navigant will look into whether we can allow providers to reallocate these costs for this study.
- Providers also wanted to be able to allocate food service costs to Education; however, WDE's stance on this issue is that the tuition rate does not cover food service.

**The next TAG meeting will be the week of May 2<sup>nd</sup>, an exact date and time to be determined. Participants have the option to attend the meeting in-person or participate by telephone.**

**Topics for next TAG meeting:**

- ✓ Occupancy and Administrative cost adjustments
- ✓ WDE reimbursement for 1:1 paraprofessionals and impact on cost study
- ✓ Cost for new requirements not reflected on cost reports

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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	
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