**Early Intervention ICC Fiscal & Operations Subcommittee meeting — June 1, 2023pp**

**Roll Call:**

* Lori Russell Co-Chair
* Zulmira Allcock Co-Chair
* Scott Geer DPH Rep
* Tanya Meteer Provider
* Karen LaPan - Provider
* Maura Murphy - Provider
* Cheryl Bruk - Provider
* Jheanell Daye – Parent Volunteer
* Anne Marsh – Provider

**Agenda**

* **Welcome**
	+ Notes from last meeting were voted on and unanimously approved.
* **Fiscal Federal and State updates**
	+ Scott Geer informed the Fiscal Subcommittee (SC) that there were no new updates to provide as the Part C application had been submitted and the State budget was still in the process.
* **Ongoing Business**
	+ The Subcommittee provided a list of question to Scott Geer, DPH Rep. The remaining amount of time was spent discussing the following questions.
		1. Monitoring manuals, such as the billing standards (when were they last reviewed): Pending re-write/re-format update. How do we separate but still cross walk. Better glossary. More clarity in what we can bill, billing limits. Address the “What, With, and When”. How do we tie into operational standards
			- Share drafts with SC to make it an iterative process.
		2. Is there a copy of a Risk Assessment tool used if not, what is used?: Do not currently have a EI specific risk assessment, this is an area that the SC can assist in the creation of one. EHS POS has one that is used to establish contracts – this may provide a good basis.
		3. Are there policies and Procedures describing where and how IDEA fiscal records are maintained?: This is something in the current Reimbursement manual but needs to be more clearly spelt out. The Fiscal SC could be very helpful with this
		4. How does the Division currently demonstrate the system’s capacity for monitoring funds for Part C?: We use SDRs, required improved methods for the 837, and better compliance from the providers in regards to encounter claims.
		5. What is the policies and procedures for fiscal noncompliance if corrected? What standards are used and what is the source of the standards?: An extended conversation surrounds compliance, how and what should we measure. How do we use incentives and sanctions. Spent time reviewing 34 CFR 303.417.Jheanell offered her assistance in reviewing policy and making recommendations.
		6. What are the expenditure reports?: Reports EI is required to provide on a quarterly basis to the legislature. Challenges with Encounter claims have impacted EI’s ability to do so.
		7. Is there training of Payor of Last Resort, how does division show evidence of this?: We will demonstrate this with our monitor and auditing procedures which the SC can assist with. Ask Away sessions is the start of this effort.
			- Create a Fiscal 101 for Program Directors
			- Training on Demand – Fiscal
			- Digital Library
		8. What mechanisms does the division use for fiscal monitoring?: SDR’s. Discussed how MA is very deterrence focused but needs better detection efforts. This SC will be vital in understanding this effort
		9. Should the committee review the Part C application budget submitted?: The FY24 Budget was posted on line and has since been submitted. It could be helpful to discuss FY25 future budget during the preparation stage next year (March/April 2024 timeframe)
		10. What fiscal training and technical assistance does the Division provide to EIS providers?: Ask Away is a great start but more needs to be done. (Tied to #7 conversation)
		11. Have there been any disputes about payments and how are the disputes dealt with?: There is not an appeal process for denied claims. There was a discussion regarding adding a human factor into the approval/rejection process, Tied into monitoring
		12. Are there trainings for all EIS providers for OMB Uniform Guidance?: Pointed out to be listed in Areas for Follow Up questions in the SLOR. This needs further review and discussion.
	+ The following question were shared but not discussed:
		1. What are the policies and procedures for preparing budgets and planning for the use of funds?
		2. Should insurance meetings be re-established?
		3. Should a rep from MassHealth be on Fiscal? Once submitting Part C application, what happens if budget submitted changes, or funds are shifted? What is the process to be able to do that?
		4. How will service units/costs be monitored to look at trends and if stats decrease or increase unexpectedly?
* **Establish Fiscal monitoring Procedures to support Fiscal Audit:**
	+ Time expired and this was not addressed
	+ **Review Federal Audit Requirements**
	+ **Review questions generated on fiscal responsibilities documents.**
	+ **Prioritize Requirements**

The conversation was raised on whether or not the Fiscal SC would choose to meet over the summer. It was agreed to make an effort and that a poll should go out to see if there was sufficient availability to achieve quorum.