

Contract Providers Transition Team (CPTT) Planning Meeting

Minutes of the September 16, 2008 Meeting

Agenda Item	Discussion	Action Item
Welcome	<p>Karen welcomed the participants and reviewed the agenda. The focus of the session is to discuss the MHPA Project Proposal Process and the current timeline.</p> <p>Several new CPTT participants introduced themselves to the workgroup.</p>	
Announcements	<p>The IBHIS Request for Proposal (RFP) is being released September 17, 2008. The link is: http://dmh.lacounty.gov/IBHIS/ .</p> <p>The mandatory Bidders Conference is October 29, 2008 with responses due on February 26, 2009.</p>	
DMH Technological Plan Update	<p>The MHPA IT Plan document went out for public comment at the end of July. The MHPA IT Plan was finalized the end of August. The MHPA IT Plan is currently under review within DMH. It is expected to go to the Board of Supervisors (BOS) on November 4, 2008.</p> <p>Once the BOS approves the plan, the State review will potentially require sixty days. After the State has approved the plan, the BOS accepts the funds. The estimated date for BOS approval is March 2009.</p> <p>The State released additional MHPA IT funds in August. DMH will receive approximately \$31 million for Capital Facilities and Technological projects. A second planning process will begin following approval by the State of the current MHPA IT Plan.</p> <p>Karen clarified the 10-year timeline for use of the MHPA IT funds. The timeline began on July 1, 2008 and ends on June 30, 2018. If the funds are not used by June 30, 2018, they will revert to the State. DMH Information Notice 08-07, dated March 13, 2008, describes the reversion process.</p>	
Project Proposal Process	<p>Karen reviewed the key sections of the Project Proposal process.</p> <p>Section 1.1 Project Proposal Process</p>	

Agenda Item	Discussion	Action Item
	<p>If a contract agency is requesting a start-up distribution of funds for the project, the project proposal should describe the intended use for the start-up distribution. The distribution may be limited to 20% of the approved project proposal budget.</p> <p>For each project, the contract agency will submit a proposal package to CIOB which consists of 4 documents:</p> <p>Exhibit 3 – Project Proposal Description Exhibit 4 – Budget Summary Appendix A – Project Risk Assessment Appendix C – Project Plan</p> <p>Completed project proposals are submitted to CIOB. CIOB will have a Review Committee to review each project proposal. The Review Committee goal is to ensure that all projects meet the review criteria described in Section 2 Project Proposal Review Criteria.</p> <p>Following approval by CIOB, a new contract will be prepared and executed with the contract agency. DMH is working on a new contract based on either a consulting agreement or grant agreement format. Once drafted, the sample contract will be released to the contract agencies.</p> <p>Section 1.2 Project Monitoring Process</p> <p>On a quarterly basis, the contract agency will submit a status report (Exhibit 6 – Quarterly Status Report) for each active approved project. CIOB will summarize the status reports to send to the State.</p> <p>The contract agency submits an invoice with copies of receipts and supporting documentation. The invoice may be submitted either monthly or quarterly.</p> <p>At project completion, the contract agency submits a final invoice and the Post Implementation Evaluation Report (PIER) with the last Quarterly Project Status Report to CIOB.</p> <p>Section 2. Project Proposal Review Criteria</p> <p>The first priority has to be EDI in order to interface with the IBHIS.</p> <p>A contract agency must also have an executed legal entity agreement and be financially viable.</p>	

Agenda Item	Discussion	Action Item
<p>Exhibits</p>	<p>Karen reviewed the Sample Exhibits.</p> <p>Exhibit 3 – Technological Needs Project Proposal Description</p> <p>Need to clarify the 20% start-up cost. Perhaps, add a check box on the form for start-up costs.</p> <p>Section 7.5 – standards are described that do not exist.</p> <p>The State requires that each vendor meet both the current and future standards included in the MHSA Guidelines in Appendix B Enclosure 3.</p> <p>Exhibit 4 – Budget Summary</p> <p>Need to clarify the “ongoing costs” column.</p> <p>Need to clarify that the budget summary only includes the MHSA funds, not the total project budget.</p> <p>Both Word and Excel versions of Exhibit 4 will be provided.</p> <p>Exhibit 6 – Status Report</p> <p>For each project phase under the Major Milestone Status section include all milestones/deliverables.</p> <p>Appendix A – Project Risk Assessment</p> <p>Clarify the Estimated Cost of Project to include only the MHSA funds.</p> <p>All other sections refer to the overall project for risk assessment purposes even if not covered by MHSA funds.</p> <p>Appendix C – Sample Project Plan</p> <p>Project Sample is a Microsoft Project example. There is no requirement to use any particular project planning tool.</p>	<p>Add to section 3.1 Cost Justification.</p> <p>Add clarification to Exhibit 4.</p> <p>Add clarification to Appendix A.</p>
<p>Timeline</p>	<p>The Project Proposal Package will be distributed to contract agencies in mid-October. Proposals may be submitted beginning in November.</p> <p>Earliest date for funding and contract agreements is estimated for March 2009.</p>	

Agenda Item	Discussion	Action Item
<p>Open Discussion</p>	<p>Q. Can start-up costs be less than 20%? A. Yes. The 20% is proposed as a maximum amount.</p> <p>Q. Are start-up costs applicable to each project? A. Yes. For each approved project, a different start-up cost may be requested.</p> <p>Q. Will the contract agency be responsible for backups or will the vendor? A. The contract agency is responsible for their data. The agency must ensure that the vendor provides adequate backup and security controls to meet HIPAA and other standards.</p> <p>Q. Is the ongoing cost applicable to the entire project duration? A. MHSA IT funds can be used for ongoing project costs. However, once the MHSA IT funds are exhausted, ongoing project costs will need to be covered by the contract agency from other sources.</p> <p>Q. Is it acceptable to ask for \$12,500, for equipment instead of \$10,000, knowing that other line items may change from year-to-year? A. Individual line item amounts on Exhibit 4 – Budget Summary may be changed as long as the total MHSA funding is not exceeded. However, a new Exhibit 4 – Budget Summary needs to be submitted to CIOB in order to track actual costs against each original or revised budget line item. If the budget increase for an individual project exceeds 20%, a contract amendment may be required.</p> <p>Q. Who will review the project proposals from CIOB? A. The review committee has not been determined.</p> <p>Q. Can the audits or/and project reviews be coordinated within the County? A. This item is still under review with DMH and the County.</p> <p>Q. If a contract agency signs a contract for software or hardware prior to having an executed contract agreement for MHSA IT funds for an approved MHSA project, can the agency submit an invoice for these costs after the contract agreement is executed? A. No. There are no retroactive costs allowed for MHSA IT funds. There are three items required for reimbursement: 1 – Approved Project Proposal package, 2 – Executed Contract Agreement and 3 – BOS acceptance of MHSA IT funds.</p>	<p>Follow-up with CIOB.</p> <p>Follow-up with CIOB.</p>

Agenda Item	Discussion	Action Item
	<p>Q. If a contract agency has already started their EHR or EDI project, can they still request MHSA IT funds for the remaining portions of the project?</p> <p>A. Yes. You will need to identify specific phases of the overall project that can be implemented after the contract agreement is executed and the MHSA IT funds are accepted by the BOS. The MHSA IT funds cannot be used retroactively for work already performed.</p> <p>Q. For supporting documentation on the invoice, how do we identify only those costs that are covered by MHSA IT funds?</p> <p>A. You must identify only the costs that are covered by MHSA IT funds for each invoice. You can highlight those portions of the supporting documentation with written clarification.</p> <p>Q. What determines the date when an expense is incurred? Is it the invoice date or the actual date that the expense was incurred?</p> <p>A. It is the date that the expense was incurred not the date of the invoice. This is a key concept that affects the determination of retroactive billing and payment.</p> <p>Q. Will there be any assistance provided by CIOB to help contract agencies prepare their project proposals?</p> <p>A. This has been discussed with CIOB. The next CPTT Workgroup Meeting can be used as a workshop for agencies that need assistance completing their requests.</p>	<p>Setup up project proposal workshop for next CPTT Workgroup meeting. Send notification to contract agencies.</p>
Next Meeting	October 21, 2008 10:00-Noon at CIOB Headquarters – 695 S. Vermont Ave. Room 713 Los Angeles , CA 90005	