2013-14 HealthReach/FIRST 5 LA
MAA Coordination - Consultant Services Plan

Exhibit A - Statement of Work

1) Under direction of FIRST 5 LA MAA Coordinator, administer web-based time survey with FIRST 5 LA Grantees. (July 2013 – June 2014)

Includes:

A) Ongoing coordination with each FIRST 5 LA MAA claiming unit; enhanced web-based system to implement, track and review surveys (samples if necessary); prepare for/conduct meeting/training with Grantees to review expectations, timelines, and documents needed*; follow-up with Grantees as necessary for any time survey issues; follow-up with Grantees to ensure identified issues are resolved to allow time survey results to be used as a factor for insertion into the MAA invoice. (Approximately 45 hours)

B) Review of each individual 13-14 time survey for each staff member in all FIRST 5 claiming units; prepare summary report by claiming unit on issues and potential solutions. (Approximately 10 hours)

C) Follow-up reviews of each individual time survey for each staff member in all FIRST 5 claiming units; prepare summary report by claiming unit on issues and potential solutions. (Approximately 10 hours)

Consultant Hours (equates to approximately 65 hours total)* $ 8,125

* Includes one day of meeting/training and expenses in Los Angeles, training prep, and post debriefing.

2) Prepare claim plan amendments for up to 15 existing FIRST 5 claiming units (July 2013–June 2014).

Includes sufficient resources to prepare 15 2013-14 claim plans/ amendments to include documentation to support submittal to LA County and the State Department of Health Care Services. (15 plans @ 3.25 hours; approximately 48.75 hours)

Includes sufficient resources to identify claim plan amendment needs for 2014 (actual plan preparation will be in the 2013-14 fiscal year). (15 plans @ 1.5 hours; approximately 22.5 hours)

Consultant hours (approximately 71.25) $ 8,906
3) Prepare training materials, schedule and provide time survey training (July – October 2013).

Includes development of 13-14 FIRST 5 LA specific training materials (MAA Training Manual and PowerPoint presentation) and travel, expenses to Los Angeles to provide MAA time survey training sessions for all grantees.

Consultant hours (equates to approximately 60 hours) ** $ 7,500

** Includes four days travel and expenses (three days of training) in Los Angeles, training prep, and post de-briefing.

4) Provide ongoing technical assistance to FIRST 5 staff to assist with invoice issues, web-based implementation and coordination and to ensure administrative requirements are met to participate in MAA claiming (July 2013- June 2014).

Includes sufficient resources for TA and services to identify and resolve issues relating to MAA claiming for FIRST 5 LA, including working with LA County, Statewide MAA Consortium, State staff, and other MAA-relevant entities and organizations.

Consultant hours (approx 65 hours) $ 8,125

5) Provide web-based time tracking system, including implementation, training, maintenance and report generation - MAA Program Technology: MAA Gateway™

The federal Centers for Medicare and Medicaid (CMS) are working with the State Department of Health Care Services (DHCS) and counties in the design of a new time collection methodology. This is required due to recent direction from CMS to the State. These changes, one of which is to increase the number of time surveys required from once per year to perpetual every work day will increase workload significantly.

HealthReach will provide, in cooperation and through subcontract with Paradigm HealthCare Services LLC, a web-based time survey/sample collection, correction and tracking system – MAA Gateway™.

MAA Gateway™ streamlines the way in which time study data is captured, processed, and managed by moving the process online, alleviating administrative burden for FIRST 5 LA. The MAA program time study methodology will change for FY 2013-2014; depending on the final method approved by CMS. MAA Gateway™ is the solution to ensure that additional resources will not need to be reallocated to account for the program changes. The cost of these services will be $14,700, and will be billed monthly in equal installments. This expense is eligible to be claimed for up to a 50% federal reimbursement.

Paradigm subcontract for MAA Program Technology: MAA Gateway™ $14,700

Total Projected Costs - MAA Coordination and Claims Administration** $47,356
Exhibit A - Statement of Work (continued)

MAA/TCM Assessment Phase 2 Continuation

HealthReach will continue the assessment of the FIRST 5 Universal Assessment program for MAA and for the 3 Best Start Intensive Home Visitation models for both MAA and TCM. The assessment will include on-site training for Targeted Case Management (TCM) and Medi-Cal Administrative Activities (MAA), with a written up-to-date TCM and MAA training manual, a PowerPoint presentation and question and answer sessions. Training sessions and materials will describe how these programs work, eligible TCM and MAA activities, and examples of TCM and MAA activities related to these FIRST 5 programs. Revenue estimates will be provided based on various program participation profiles. All data will be analyzed and a summary report written and presented to FIRST 5.

Travel and expenses $4,500
Prepare training materials, schedule and provide training (32 hrs) $4,000
MAA/TCM time survey review and revenue estimate (40 hrs) $5,000
Provide analysis, technical assistance, report writing (80 hrs) $10,000
Total Projected Costs MAA FIRST 5 LA MAA/TCM Assessment $23,500
Exhibit B - 2013-14 Budget Information

MAA Coordination and Claims Administration Core Services

Administer MAA time survey, sample review and corrections process $8,125
Prepare claim plan amendments $8,906
Prepare training materials, schedule and provide time survey training $7,500
Provide ongoing technical assistance $8,125
MAA Program Technology: MAA Gateway™ $14,700
Total $47,356

F5 LA MAA/TCM Assessment Budget Phase 2 Continuation

Travel and expenses $4,500
Prepare training materials, schedule and provide training $4,000
MAA/TCM time survey review and revenue estimate $5,000
Provide analysis, technical assistance, report writing $10,000
Total $23,500

MAA Coordination and Claims Administration $47,356
MAA/TCM Assessment Phase 2 Continuation $23,500
Grand Total Both Components $70,856

NOTE: these costs are eligible for federal reimbursement. The net cost for HealthReach services (after claim reimbursement) is estimated at $35,428.

HealthReach:

Jim De Alba
Print name

First 5 LA:

Date: 4/1/13

Date: 4/12/13