

The Update is a bi-weekly Web newsletter published by the Iowa Department of Public Health's Bureau of Family Health. It is posted the second and fourth week of every month, and provides useful job resource information for departmental health care professionals, information on training opportunities, intradepartmental reports and meetings, and additional information pertinent to health care professionals.

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Cost Analysis of Suboptimal Breastfeeding in the U.S.

www.mchlibrary.info/guides/breastfeeding.html

"By allowing breastfeeding rates to continue at their current levels, rather than implementing supports to help more families follow medically recommended guidelines, the U.S. incurs billions of dollars in excess costs and hundreds of preventable infant deaths," write the authors of an article published in *Pediatrics* on April 5, 2010.

A widely cited 2001 analyses by Weimer revealed that the U.S. could potentially save \$3.6 billion annually if breastfeeding rates were increased from current levels to the Healthy People 2010 objectives for initiation and 6-month duration. That study examined the economic impact of suboptimal breastfeeding rates on three diseases: necrotizing enterocolitis (NEC), otitis media (OM) and gastroenteritis. The study used breastfeeding rates collected by the infant formula industry because the analysis predated the collection of government data on breastfeeding.

In 2007, the Agency for Healthcare Research and Quality (AHRQ) produced a comprehensive analysis of the evidence for the impact of breastfeeding on a host of diseases that affect children and mothers. The present study updates Weimer's figures by using the risk ratios from the AHRQ report along with more recent data on breastfeeding rates, disease incidence and cost.

Excluding type 2 diabetes, the authors analyzed all the diseases in offspring for which the AHRQ report found a risk reduction with any or exclusive breastfeeding: NEC, OM, gastroenteritis, hospitalization for lower respiratory tract infections (LRTIs) during infancy, atopic dermatitis (AD), sudden infant death syndrome (SIDS), childhood leukemia, childhood asthma, type 1 diabetes (T1D) mellitus and obesity.

The authors used breastfeeding data from the 2005 cohort of the National Immunization Survey by the Centers for Disease Control and Prevention, the most recent year for which final results have been reported. The authors used the same overall methods as Weimer to determine what would be the economic impact of

continued

Great Plains Public Health Leadership Institute -- Apply Today

What is the Great Plains Public Health Leadership Institute?

- Is a year-long competency-based leadership training program designed for both established and emerging leaders in Nebraska, Iowa and South Dakota
- Targets professionals whose primary mission is to improving the health and well-being of populations and communities
- Has a robust experiential curriculum that includes residential and distance learning, mentoring and coaching, and collaborative practice projects
- Is nationally recognized and supported by the Centers for Disease Control and Prevention
- Is now part of the University of Nebraska Medical Center College of Public Health
- Will kickoff on September 21, 2010 in Nebraska City, NE

For more information about the institute or to download an application, go to pages 7-17 of The UP**date.**

Cost Analysis of Suboptimal Breastfeeding in the U.S.

continued

achieving Healthy People 2010 goals. They included direct and indirect costs for each disease, as well as the cost of premature death from NEC, SIDS, childhood asthma, childhood leukemia, LRT1 and T1D during childhood.

The authors found that:

- If 90 percent of U.S. families complied with the recommendation to breastfeed exclusively for 6 months, the U.S. would save \$13 billion per year, and more than 911 deaths -- 95 percent of which would be infant deaths -- would be prevented.
- With 80 percent compliance, savings would be \$10.5 billion, with 741 deaths prevented.
- If Healthy People 2010 goals were met, savings would be \$2.2 billion, with 142 deaths prevented.
- The biggest costs (74%) are for premature deaths. Cost of OM, AD and childhood obesity are also substantial. Of the \$13 billion, 17 percent (\$2.2 billion) are direct medical costs, and 9 percent are indirect costs.

The authors conclude that “actions to improve breastfeeding rates, duration and exclusivity, including creation of a national infrastructure to support breastfeeding, could be cost-effective.”

More information is available at www.mchlibrary.info/guides/breastfeeding.html.

Delay in Federal Poverty Guidelines

Congress has taken action to extend the 2009 Poverty Guidelines until April 30, 2010. The extension of March 31, 2010 (Public Law 111-118) was amended by section 7 of the Temporary Extension Act of 2010 (Public Law 111-144), to read: amended by striking “March 21, 2010” and inserting “April 30, 2010”

An update on Federal Poverty Guidelines will be provided in **The U**P**date** in early May.

Oral Health Recent Events



News from the Oral Health Bureau

FFY09 CMS 416 Oral Health Report

The article detailing the FFY09 CMS Report was included in the April 12, 2010 edition of **The UPdate**. The chart has been amended to properly show our findings.

Receiving Any Dental Service Statewide Averages		
	FFY08	FFY09
1 – 5 year olds	45.22%	50.5%
0 – 14 year olds	46.3%	50.9%
1 – 20 year olds	48.7%	52.8%

For more information on oral health, contact the Oral Health Bureau at 1-866-528-4020.

Administration/Program Management

Medicaid's 2010 Annual Provider Trainings

The Iowa Medicaid Enterprise (IME) has issued Informational Letter No. 900 which announces their Annual Provider Trainings for 2010. Training sessions are:

- **General Medicaid Policies and Procedures** - this session provides an overview of the Medicaid program and addresses the basics of policies and billing. It is geared generally and does not address any specific provider category. The session will highlight changes over the past year and feature issues when looking ahead.
- **Documentation Standards/HIT** - this session offers a detailed overview of Iowa Administrative Code Chapter 79 regarding requirements for documentation of services. A module addressing Health Information Technologies (HIT) is also included.
- **Home Health** - this applies only to those enrolled as Home Health Agency Medicaid providers.
- **CDAC Provider Training** - this applies to providers within the Consumer Directed Attendant Care (CDAC) program.

Please review Informational Letter No. 900 on pages 18-22 of **The UPdate** for further details including dates, times and locations of the 2010 Annual Provider Trainings. Registration is to be completed on-line for each attendee for each session they wish to attend. Go to www.ime.state.ia.us/Providers/ATRegistration to register. If you have any questions, contact the IME Provider Services Unit at 1-800-338-7909 (in the Des Moines area at 515-256-4609) or by e-mail at imeproviderservices@dhs.state.ia.us.

Administration/Program Management

REMINDER! IME Informational Letter No. 896

The Iowa Medicaid Enterprise (IME) has issued Informational Letter No. 896 (on page 23 of **The UPdate**) as a reminder that effective July 1, 2010, provider payments and Informational Letters will be transmitted exclusively in an electronic format.

- **Payment:** Effective July 1, 2010, provider payments will only be transmitted via an electronic format. Paper checks will no longer be issued as of this date. Your agency is encouraged to sign up now for Electronic Funds Transfer (EFT) through IME Provider Services if you have not already done so.
 - Every **provider with a bank account that still receives a paper check** from the IME should complete an EFT Authorization (Form 470-4202) to set up the EFT transaction. This one-page form is available on the IME web site at www.ime.state.ia.us/Providers/Forms.html or by calling the phone number below. The completed form may be faxed to (515) 725-1155 or mailed to the address on the form.
 - **Providers who do not currently have a bank account are encouraged to set one up now** and sign up for EFT payments. Providers who have not secured a bank account by the July deadline will participate in a debit card option for their Medicaid payments.
- **Informational Letters:** Informational Letters are currently mailed to the provider's address. Effective July 1, 2010, Informational Letters will only be available electronically. Providers are able to access IME Informational Letters online at www.ime.state.ia.us/Providers/Bulletins.html. More details will follow in future letters as to how to sign up for e-mail notifications of Informational Letters.

If you have any questions, contact IME Provider Services at 1-800-338-7909 (in the Des Moines area at 515-256-4609) or by e-mail at imeproviderservices@dhs.state.ia.us.

Bureau of Family Health Grantee Committee Meeting

The next Bureau of Family Health Grantee Committee Meeting will be held April 29, 2010 from 9 -10:30 a.m. via the ICN. This is not a required meeting for Bureau of Family Health contract agencies.

The agenda and additional meeting materials can be download from pages 24-92 of **The UPdate**.

Calendar

April 29, 2010

Bureau of Family Health Grantee Committee Meeting

9 - 10:30 a.m., ICN

May 20, 2010

2010 Breastfeeding Conference

For more information, contact Holly Szcodronski at

1-800-532-1579

MAY

Contract Required Due Dates

10 - Due: CCNC Encounter
Data

15 - Due: GAX & Expenditure
Report

28 - Export WHIS Records to
IDPH

28 - Semi-Annual Quality
Assurance Summary
(CAREs and WHIS Review
Summaries)



Bureau of Family Health: 1-800-383-3826

Teen Line: 1-800-443-8336

Healthy Families Line: 1-800-369-2229

FAX: 515-242-6013

NAME	PHONE	E-MAIL
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Area code is 515



Great Plains Public Health Leadership Institute

2010-2011 Scholar Application
(Application Deadline is June 1, 2010)

...Cultivating Leaders for Tomorrow

Essential Institute Information

When is the application deadline?

The 2010-2011 Scholar Application Deadline is June 1, 2010. All application materials must be *received* by this date.

When will I be notified of my acceptance status?

All applicants will be notified of acceptance status starting June 25, 2010.

What is the fee for the Institute?

The fee for 2010-2011 attendance is \$2,500 (subject to change). Payment must be made in full prior to the Institute's start. Financial assistance may be available for eligible accepted scholars. Please see "Great Plains Public Health Leadership Institute Participant Fees and Payment Information" sheet for more information.

Are there stipends available?

There may be a limited number of stipends available. Please complete a stipend application and submit with your application for consideration.

What is the refund policy?

No refunds will be made after September 1, 2010.

What is the schedule of the Institute?

Preliminary Dates of Key Events

Orientation Call	August 2010
Submit Pre-Assessments Materials	August 2010
Kick-Off Workshop	September 21-23, 2010
Monthly Distance Education	September 2010 – February 2011
Mid-Year Workshop	March 2011
Monthly Distance Education	April – September 2011
Graduation Workshop	September 2011

Where do I send my application materials? To whom do I direct my questions?

Please send all application materials and address questions to:

Brandon Grimm, Coordinator
University of Nebraska Medical Center
College of Public Health
984385 Nebraska Medical Center
Omaha, NE 68198-4385
www.greatplainsleadership.org

We strongly encourage you to keep an original copy for your records

Section I. Applicant/Personal Information

Section II. Organization Information

Organization or Place of Employment: _____

Address (Line 1): _____

Address (Line 2): _____

City/State/ZIP: _____

Telephone Number: (____) _____

Organization Type:

☐ Academia

☐ Corporate/Private (for profit)

☐ Local Government

☐ Not for Profit/Non-Profit

☐ Political/Legal

☐ State Government

☐ Tribal

☐ Federal Government

☐ Other _____

Organization's Primary Role:

☐ Behavioral Health

☐ Community-Based

☐ Education

☐ Faith-Based

☐ Government

☐ Health Care

☐ Human Services

☐ Public/Environmental Health

☐ Military

☐ Minority Health

☐ Other _____

Sponsoring Organization Information (if different from above):

Organization or Place of Employment: _____

Address (Line 1): _____

Address (Line 2): _____

City/State/ZIP: _____

Telephone Number: (____) _____

Section III: Scholar Responsibilities

Great Plains PHLI Application Deadline is June 1, 2010

To be completed and signed by the applicant:

Great Plains PHLI scholars must commit their time and effort required to complete distance learning (about five hours per week) and to participate in three on-site workshops of up to two and a half days each. Please initial each item below (at the right of the statement) if you agree to the following:

- I will commit the time necessary to attend all Institute events and fulfill the program assignments. _____
- I understand that I will be required to remain on-site throughout (day/night) the entire duration of the three scheduled on-site sessions _____
- I will ask for and obtain real and demonstrable support from my employer(s) for time away from work needed to participate in three on-site sessions. _____
- I will read all assigned books and materials, complete self-assessments, and participate in distance learning activities. _____
- I will be an active participant in the Institute and agree to participate in group learning activities. _____
- I will assist in the development and execution of a group – based project that is related to public health and leadership. _____
- I have (or will have) timely access to adequate computer hardware and software to participate in the distance-learning activities of the Institute. _____
- I understand that payment of the \$2,500 (subject to change) Great Plains Public Health Leadership Institute attendance fee is my responsibility with or without the assistance of my employer and there will be no refund after September 1. _____
- I understand that transportation to and from all Institute sessions and activities is the responsibility of the scholar. _____

As an applicant for Great Plains Public Health Leadership Institute, I have read the description of “Scholar Responsibilities” and hereby commit and agree to all of the conditions and requirements of the Institute.

For marketing purposes, I authorize use of my name as a scholar/alumnus of the Institute and of photographs taken during my participation in Institute activities. I understand that as a part of this program I may participate in the creation of web pages that may contain demographic information about me, and I authorize the release of this information.

Signature: _____

Print or Type Name: _____

Date: _____

Section IV: Supervisor/Accountability Endorsement

To be completed and signed by Applicant's supervisor or person to whom Applicant is primarily accountable:

As the immediate supervisor of _____, I have read the description of "Scholar Responsibilities," and agree to the following:

- I will allow her/him time off from regularly assigned duties to participate in all required activities of the year-long Institute. (The supervisor and applicant will agree on how to account for the excused time.)
- I understand that the \$2,500 fee (subject to change) for Great Plains Public Health Leadership Institute attendance is the responsibility of the Scholar, and I will support the applicant's efforts to secure the fee for her/his participation in the Institute.
- I understand that, there will be no refund of the applicant fees after September 1.
- I will support the Scholar's use of newly learned/developed knowledge, skills, attitudes, and competencies in her/his work.

Print or Type Name: _____

Position/ Titles: _____

Organization Name: _____

Telephone: (____) _____ E-mail: _____

Signature: _____

Date: _____

Section V. Attachments

RESUME:

Please include a current resume or a curriculum vita which includes:

- Current leadership experience
- Primary work responsibilities
- Work history
- Educational history
- Memberships in organizations (including any offices held)
- Volunteer experience
- Professional honors, awards, or fellowships
- Presentations (including poster presentations)

3-PART ESSAY:

Part I: In 1,000 words or less, please address your:

- Sense of self (e.g. knowledge of your strengths and areas of improvement, managing time and energy, integrity, sense of humor, etc.)
- Sense of vision and purpose (e.g. using core values, articulating a vision that appeals to heart and head, adaptability, responsiveness, etc.)
- Desire to have a greater positive impact on public health
- Willingness to contribute to the Great Plains PHLI learning community

Part II: In 500 words or less, please share a quote or statement about leadership. Explain what it means to you, how it pertains to how you work, and/or why public health leadership is important. Be sure to cite the source of your quote.

Part III: In 500 words or less, please describe which of the 24 core competencies for Public Health Leadership which anchor this Institute (listed on page 7) you would like to strengthen, and why.

RECOMMENDATIONS:

Please send two (2) letters of recommendation in support of your application. At least one letter should be from a professional colleague on business letterhead.

Recommendations should address the applicant's following qualities in the context of public health leadership:

- Sense of vision and purpose
- Potential to positively impact the field of public health
- Potential to contribute to the Great Plains PHLI learning community
- People orientation (e.g. creating relationships, building effective teams, motivating and developing others, etc.)
- Task accomplishments (e.g. strategic planning, managing conflict, managing change, decision making, etc.)

Letters of recommendation may be sent under separate cover or faxed to (402) 559-2330. If mailing recommendations separate from the application, please send them to the address indicated on the inside front cover. **Letters must be received by the June 1, 2010 deadline.**

Great Plains PHLI Application Deadline is June 1, 2010

Core Public Health Leadership Competencies

1. Understand and practice the skills of feedback, coaching, and mentoring
2. Understand and practice effective skills of conflict management
3. Understand and practice negotiation skills
4. Understand own personal styles, behaviors, preferences, and mission for leadership
5. Know how to use data for decision-making
6. Understand and model ethical practice in your organization and community
7. Understand and model cultural competence in your organization and community
8. Understand and manage power and influence
9. Understand and lead organizational change
10. Understand and promote evaluation and accountability
11. Assure organizational knowledge and understanding of public health trends, issues, and forecasting
12. Know how to build and sustain teams
13. Understand and address health disparities and inequities
14. Understand and practice collaborative leadership
15. Understand and practice crisis leadership
16. Know how to develop and sustain effective networks and coalitions
17. Understand and practice a range of communication skills including risk, crisis communication, electronic and storytelling
18. Understand and practice social marketing skills
19. Understand and practice political advocacy for change
20. Understand and practice skills of media communication
21. Understand political landscapes, processes, and systems
22. Know how to make the case for public health resources
23. Guide and mediate the investigation and resolution of acute public health crises
24. Understand and promote systems thinking

University of Nebraska Medical Center
College of Public Health
984385 Nebraska Medical Center
Omaha, NE 68198-4385
www.greatplainsleadership.org

2010-2011 Stipend Application Information

Great Plains Public Health Leadership Institute (Great Plains PHLI) will offer a limited number of stipends for 2010-2011 scholars. **In order to be considered for a stipend, submit your Stipend Application to Great Plains PHLI Coordinator with your institute application.**

Stipend disbursement will be based on the following three categories:

1. Degree of need
2. Timely application
3. State in which/for which you work (Nebraska, Iowa, and South Dakota only)

You must complete the following steps in order to be considered for a Great Plains PHLI stipend for 2010-2011:

1. Submit your Great Plains PHLI Scholar Application by June 1, 2010
2. Complete and submit the Great Plains PHLI Stipend Application by June 1, 2010

Stipend applications will be accepted via mail, e-mail, or fax.

Mailing Address: GPPHLI, Coordinator

University of Nebraska Medical Center
College of Public Health
984385 Nebraska Medical Center
Omaha, NE 68198-4385

Fax Number: (402) 559-2330 ATTN: Great Plains Public Health Leadership Institute

As a reminder, all applicants will be notified of their acceptance and financial assistance status beginning June 25, 2010.

Please contact Great Plains PHLI coordinator with questions

Brandon Grimm

GPPHLI Coordinator

Ph: 402.559.5645

E-Mail: blgrimm@unmc.edu

Great Plains PHLI Application Deadline is June 1, 2010

2010-2011 Stipend Application

Please complete the following required sections in order to be considered for a stipend:

I. Please provide the following demographic information:

Applicant's Name: _____

Sponsoring Organization' Name: _____

Applicant's Phone Number: _____

Applicant's E-mail Address: _____

II. If awarded a stipend, toward what do you plan to apply the money (please choose only 1)?

___ Institute Fee ___ Travel

III. If accepted as a Great Plains PHLI scholar, is your attendance contingent upon financial assistance?

___ Yes ___ No

IV. In which/for which state(s) do you work (choose as many as apply)?

___ Iowa ___ Nebraska ___ South Dakota ___ Other _____

V. Please explain your financial need situation. _____

The following section is optional:

VI. Should additional funding become available, are there any extenuating circumstances affecting your need for financial assistance? _____



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

INFORMATIONAL LETTER NO. 900

DATE: April 26, 2010

TO: All Iowa Medicaid Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise

RE: Annual Provider Training 2010

The Iowa Medicaid Enterprise (IME) would like to invite all Iowa Medicaid Providers to the Annual Provider Training sessions. Based on increasing provider participation and interest in the sessions over the years, the IME is pleased to offer more sessions than ever in 2010 and will double the number of communities where sessions are hosted.

Training Modules

Like last year, distinct training modules assist providers in connecting with the Medicaid topic(s) of interest. Below is an outline of the modules being presented this year:

1. **General Medicaid Policies and Procedures** is an overview of the Medicaid program. This training familiarizes providers with the basics around program policies and billing Medicaid; it is not geared toward any specific provider category. The session also highlights changes over the past year and looks ahead to things on the horizon. This session will cover the following topics and more:
 - General Medicaid Policies and Procedures
 - General claims issues and tips
 - Billing information and forms
 - The IMPA (the Iowa Medicaid Portal Access) web tool
 - New Incident Reporting requirements: Home and Community Based (HCBS) waiver and Habilitation Service providers fall under this new reporting requirement so it is strongly recommended that providers of these services attend.

Who should attend the General Policies and Procedures training module? Anyone new to the Medicaid program interested in the basics and understanding Medicaid tools, tips and resources is a great candidate. For those more familiar with Medicaid, it is a way to connect with our trouble-shooting outreach staff and get a refresher on policies and find out what is new.

2. **Documentation Standards/HIT** is a detailed review of the Iowa Administrative Code Chapter 79 regarding requirements for documentation supporting services provided. This information applies to all provider categories and is of specific interest to those people charged with the task of building and/or maintaining records.

This year, the module also includes an optional **Health Information Technologies (HIT) overview** for anyone interested. This provides a background on how the American Recovery and Reinvestment Act (ARRA) allows for special provider incentive payments to Medicaid-eligible professionals and hospitals for the meaningful use of certified Electronic Health Record (EHR) Technology.

Who should attend Documentation Standards and Health Information Technologies? All provider types, billing managers and personnel are encouraged to attend this module as there will be a lot of new and exciting information, especially for those that are interested in the Health Information Technology incentives.

3. **Home Health** is focused on the hierarchy of tapping program services and the 2009-2010 CMS audit results. The discussions will revolve around the different programs including State Plan and Private Duty Nursing. Sessions will also review the correct coding and unit definitions.

Who should attend Home Health? Only Home Health Agency providers should attend this training.

4. **CDAC provider training** is a review of all aspects of the Consumer Directed Attendant Care (CDAC) program including tips and instructions on completing the Claim for Targeted Medical Care and the CDAC Daily Service Record. New requirements and instructions for reporting major incidents will be discussed in detail.

Who should attend CDAC? All interested individual CDAC Providers are encouraged to attend.

How to Register

Listed on the following pages are the dates, times, and locations of the Annual Training 2010 sessions. All providers are welcome to attend both morning and afternoon sessions. Please go to our website and complete the ONLINE Annual Training Registration Form.

<http://www.ime.state.ia.us/Providers/ATRegistration>

Each individual training session will have its own registration form. The IME is using an online registration tool to streamline the registration process and to prevent over booking of the training sessions, as well as to simplify the signing in process at the time of the event.

- **If you are unable to complete the online registration form because you do not have Internet access, please call Provider Services and a representative will complete a form on your behalf.**

- If you are unable to register because a session is fully booked, contact the IME and we will try to get you into a different session.
- Each attendee must register for each session. If you plan to attend General Policies and Procedures in the morning and Documentation Standards in the afternoon, then you must complete TWO registration forms.

There is **no** cost for attending these training sessions. Please plan on attending your selected session(s). You will only be contacted by the IME if we are unable to accommodate your request. Actual session end times will depend on the needs of that particular session. Time frames are an estimate, so please plan accordingly.

Site Information

The following two pages will give you the information you will need for all the training sessions.

- City
- Venue
- Date /time
- Name of the module: CDAC, General Policies & Procedures, Documentation Standards and Health Information Technology, and Home Health
- Physical address
- Building name, room number, & parking information

The start time and end time for these training modules will be the same for all 16 cities.

Available Training Modules	Start Time:	End Time:
Consumer Directed Attendant Care (CDAC)	1:00 PM	3:00 PM
General Policies and Procedures	9:00 AM	12:00 PM
Documentation Standards and HIT	1:00 PM	4:30 PM
Home Health	1:00 PM	3:00 PM

If you have any questions, please contact the IME Provider Services Unit, 1-800-338-7909, locally 515-256-4609 or by e-mail at imeproviderservices@dhs.state.ia.us.

Annual Provider Training 2010 Sites, Dates, Times, Sessions, Addresses, and Room Information

Venue	Date	CDAC	General Policies & Procedures	Documentation Standards & Health Information Technology	Home Health	Address	Room/ Parking
Sioux City	May 24	X				Western Iowa Tech Community College 4647 Stone Ave Sioux City, IA 51106	Entrance 14 Cargill Auditorium Room D103 Parking Lot 4
	May 25		X	X			
	May 26		X		X		
Sheldon	May 27	X	X			Northwest Iowa CC 603 West Park Street Sheldon, IA 51201	Building C Room 328 Main Parking Lot
Fort Dodge	June 14	X				Iowa Central CC One Triton Circle Fort Dodge, IA 50501	Career Education Building Room 108 & 110
	June 15		X	X			
	June 16		X		X		
Mason City	June 17	X	X			North Iowa Area Community College 500 College Drive Mason City, 50401	McAllister Hall Room 206 C Park West Side of campus
Waterloo	June 28	X				Hawkeye CC 1501 East Orange Rd Waterloo, IA 50704	Tama Hall Room 107 A
	June 29		X	X			
	June 30		X		X		
Calmar	July 1	X	X			Northeast Iowa CC 1625 Highway 150 South Calmar, IA 52132	The Wilder Building. Auditorium Room 106
Cedar Rapids	July 12	X				Kirkwood CC 7725 Kirkwood Boulevard SW Cedar Rapids, IA 52404	The Kirkwood Center for Continuing Education Ballroom B
	July 13		X	X			
	July 14		X		X		
Marshalltown	July 15	X	X			Marshalltown CC 3702 S Center Marshalltown, IA 50158	Iowa Valley Continuing Education Conference Center Room 608-610

Venue	Date	CDAC	General Policies & Procedures	Documentation Standards & Health Information Technology	Home Health	Address	Room/ Parking
Council Bluffs	July 26	X				Iowa Western CC 2700 college Rd Council Bluffs, IA 51503	Looft Hall Room Auditorium All Visitor Parking
	July 27		X	X			
	July 28		X		X		
Creston	July 29	X	X			Southwestern CC 1501 W. Townline St Creston, IA 50801	The Instructional Center Room 180 Main Parking Lot
Bettendorf	Aug 2	X				Scott Community College 500 Belmont Rd Bettendorf, IA 52722	Building Door 4 Room: Student Life Center Door 4 Parking Lot
	Aug 3		X	X			
	Aug 4		X		X		
Muscatine	Aug 5	X	X			Muscatine CC 152 Colorado Street Muscatine, IA 52761	Larson Hall Room 72-73 General Parking Lot
Ottumwa	Aug 9	X				Indian Hills Community College 623 Indian Hills Drive Ottumwa, IA 52501	Building 12 Bennett Student Services Center Room 100
	Aug 10		X	X			
	Aug 11		X		X		
Burlington	Aug 12	X	X			Southeastern Iowa Community College 1500 West Agency West Burlington, IA 52655	Building 400 Room 433, Auditorium Main Parking near Circle Drive by the dorms
Coralville	Aug 18		X	X		Coralville Public Library 1401 5th Street Coralville, Iowa 52241	Meeting Room A & B Park in the Basement of the building
Des Moines	Aug 23	X				Wallace Building 502 East 9th St. Des Moines, IA 50319	Main Auditorium Parking garage to the West Side of building
	Aug 24		X	X			
	Aug 25		X		X		
	Aug 26		X	X			



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

INFORMATIONAL LETTER NO. 896

DATE: April 15, 2010
TO: Iowa Medicaid Providers
FROM: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)
RE: Electronic Payment and Informational Letters
EFFECTIVE: July 1, 2010

This is a reminder that beginning July 1st, provider payments and Informational Letters will be transmitted exclusively in an electronic format. These changes are part of a larger and continuing commitment to help make Medicaid as responsive and cost effective as possible.

Provider Payment

Provider payments will only be transmitted via an electronic format **effective July 1, 2010**. This means paper checks will no longer be issued as of this date. Providers are encouraged to sign up now for Electronic Funds Transfer (EFT) through Provider Services.

- This will not impact CDAC providers who are already dues paying members of AFSCME and receive their payments from BMGI. Only those CDAC providers who are paid directly by the IME via paper check will need to make a change.
- Every provider with a bank account that still receives a paper check from the IME should complete an EFT Authorization (form 470-4202) to set up the EFT transaction. Providers who do not currently have a bank account, are encouraged to set one up now and sign up for EFT payments. The EFT form can be obtained by going to <http://www.ime.state.ia.us/Providers/Forms.html>, or by calling the number below. The form may be faxed to 515-725-1155 or mailed to the address on the form.
- The IME is in the process of implementing a debit card option for providers who are not able to secure a bank account by the July deadline. More details on that process will follow in future letters.

Informational Letters

Informational Letters (like this one) that notify Medicaid providers about various program and policy changes are currently mailed to the provider's listed correspondence address on file at the IME. On and after **July 1, 2010**, these will only be available electronically. Providers can already access all Informational Letters on the Provider Bulletins section of our website: <http://www.ime.state.ia.us/Providers/Bulletins.html>. More details will follow in future letters as to how to sign up for e-mail notification of Informational Letters.

Note: Providers can go to their local public library to access Informational Letters and other Iowa Medicaid information via the Internet.

The IME appreciates your partnership as we work together to serve the needs of Iowa Medicaid members. If you have any questions, please contact the IME Provider Services Unit at 1-800-338-7909, or locally (in Des Moines) at 515-256-4609, or by e-mail at imeproviderservices@dhs.state.ia.us.

BFH Grantee Committee Meeting
9-10:30 a.m.
ICN

Agenda

9:00 a.m.	Call to Order Introductions & Roll Call Approval of Minutes	<i>Val Campbell</i> <i>Val Campbell</i>
9:10 a.m.	Announcements Fall Seminar	<i>Andrew Connet</i>
9:15 a.m.	State/Federal Legislative Update	<i>Lynh Patterson/Jane Borst</i>
9:40 a.m.	CHNA/HIP	<i>Louise Lex</i>
10:05 a.m.	WHIS Upgrade	<i>Steph Trusty</i>
10:15 a.m.	Sliding Fee Scale	<i>Steph Trusty</i>
10:25 a.m.	Oral Health Cost Reporting	<i>Mary Kay Brinkman</i>
10:30 a.m.	Agenda Items for Next Meeting/ Adjournment	<i>Val Campbell</i>

*This is a required meeting for Bureau of Family Health contractors (Maternal Health, Child Health, and Family Planning).

BFH GRANTEE COMMITTEE MEETING

Date: February 16, 2010

Time: 9–11 a.m.

ICN

Members Present:

Allen Memorial Hospital: Sandy Kahler*

American Home Finding: Tracey Boxx-Vass*, Tom Lazio

Black Hawk County Child Health Department: Rhonda Bottke*

Child Health Specialty Clinics:

Community Health Services of Marion County: Kate Roy*, Kim Dorn

Community Opportunities, Inc. (d/b/a New Opportunities):
Rebecca Fox*

Crawford County Home Health: Kim Davis*, Laura Beeck

Crittenton Center:

Grinnell Regional Medical Center: Patty Hinrichs*, Kim Ruttledge

Hawkeye Area Community Action Program: Sonya Clemons*,
Tonya Nunez, Candice Chuhak

Hillcrest Family Services: Sherry McGinn*

Johnson County Dept. of Public Health: Erica Wagoner*

Lee County Health Dept.: Michele Ross*, Peggy Moreland

MATURA Action Corporation: Mary Groves*

Mid-Iowa Community Action: Janelle Durlin, Lindsay Drew,
Kate Pergande

Mid-Sioux Opportunity, Inc.: Dick Sievers*

North Iowa Community Action Org.: Lisa Koppin*, Wendy Hippen, Wendy Taylor, Carla Miller

Northeast Iowa Community Action:

Scott County Health Dept.: JaNan Less*, Tiffany Kennedy,
Tanya Smith

Siouxland Community Health Center:

Southern Iowa Family Planning: Vicki Palm*

St. Luke's Family Health Center: Val Campbell*

Taylor County Public Health: Joan Gallagher*

Unity Health System: Mary Odell*, Patsy Willits

Upper Des Moines Opportunity, Inc.: Ron Ludwig*

Visiting Nurse Assoc. of Dubuque: Molly Lammers*, Jacquie Roseliep. Therese Maiers, Elaine Sampson

Visiting Nurse Services: Cari Spear*

Washington County PHN Service:

Webster County Public Health: Kari Prescott*, Jennifer Ellis

*Voting Representative

Minutes

Handouts included: Agenda, October 5, 2009 Meeting Minutes, Iowa MCH2015 Needs Assessment Logic Model, Iowa MCH2015 Title V 5-Year Needs Assessment Data Detail Sheets

Val Campbell, Chair Michele Ross, Vice Chair Notes Taken by BFH Staff

TOPICS	KEY DISCUSSION POINTS/OUTCOMES
<u>Call to Order</u> Introductions & Roll Call	<i>Val Campbell</i> <ul style="list-style-type: none"> Val called the meeting to order at 9:05 a.m. Roll call to identify voting members from each agency.
Approval of Minutes	<i>Val Campbell</i> <ul style="list-style-type: none"> Motion made by Tom Lazio to approve the October 5, 2009 meeting minutes. Motion seconded by Vicki Palm. Motion approved.

<p><u>Announcements</u> 2010 Governor's Conference</p> <p>CMS 416 Report</p>	<p><i>Andrew Connet</i></p> <ul style="list-style-type: none"> • The 2010 Iowa Governor's Conference on Public Health will be held April 13-14 at the Scheman Conference Center in Ames. The brochure was sent out to all agencies. It is also available via the Iowa Public Health Association Web site at www.iowapha.org. • This is the event in Iowa for shaping public health policy and identifying emerging issues. There will be a broad range of public health policy issues. • Encouraged everyone to attend the 85th anniversary of the IPHA dinner at the end of the first day. • The Grantee Committee Meeting during the conference was cancelled. Instead there will be an ICN meeting on April 29 from 9-11:30 a.m. The meeting will not be required. Topics that we will cover are cost reporting and sliding fee scale. <p><i>Janet Beaman</i></p> <ul style="list-style-type: none"> • The Bureau of Family Health recently received the 2009 CMS 416 data from the Iowa Medicaid Enterprise. • There is good news! The statewide 2009 CMS 416 participation rate is 75%, which is an increase from 72% last year. • There are six child health agencies that either met or exceeded 80% for their overall agency. • The federal mandate is 80%, so there is still work to be done. The IDPH child health contract mandates an 80% participation rate for each county served. • Janet will send out an e-mail to all agencies regarding the CMS 416 report. The 2009 data is also posted on the IDPH EPSDT Web page (Under Providers). Agencies are encouraged to review the data.
<p><u>Legislative Update</u></p>	<p><i>Carrie Fitzgerald, Child & Family Policy Center</i> <u>Federal</u></p> <ul style="list-style-type: none"> • Work continues by advocates on national health care reform. President Obama is hosting a summit on Feb. 25th to discuss the issue. • Child & Family Policy Center is working with child health advocates across the country to make sure children health is a part of the national Health Care Reform debate. It is most helpful for Congress to have actual family/child stories of the need for national health care reform. Encouraged agencies/families to contact their Congressional representatives. Families or agency staff may contact Congress directly by calling U.S. Capitol Switchboard at (202) 224-3121, ask for your senators' and/or representative's office. Telephone calls are usually taken by a staff member, not the member of Congress. Ask to speak with the aide who handles the issue about which you wish to comment. Families/agencies may also send e-mails to Congressional representatives. Members of the House of Representatives may be located and contact at www.House.gov. Members of the Senate by be contacted at www.Senate.gov. • Advocating for Medicaid expansion. • Presidents budget proposal included an \$11 million dollar increase to Title V AMCHP. Child & Family Policy center will continue to advocate for this increase. The president also proposes \$919 million increase for Family

Planning, Title X.

State

- Last week was the first funnel week. There were approximately 30-50 subcommittees a day.
- There was a public hearing on the Reorganization Bill, SF 2088. The Senate passed the bill the week before and the House debated it last week. It looks like this bill will go to conference committee to determine the final version.
- Controversy over House vs. Senate versions of Empowerment are contained in the state government reorganization of SF 2088. The Senate and House bills are quite different. Local advocacy groups are making a huge impact on the Reorganization Bill with their stories and facts.
- HF 2056 made it through funnel which relates to national criminal history record checks for child care providers.
- Another bill prohibits DHS and DPH from requiring child care providers to become members of professional organization representing such providers (HF 2209).
- Another bill authorizes friends, relatives and neighbors to provide child care as unregistered child home care providers under certain circumstances (HF 2069 – companion to SF 2084).
- HF 2404 bill requires private insurers to cover audiological services from private insurers in Iowa. This passed out of Human Resources Committee last Friday and hoping to make this a bipartisan vote.
- SF 2092 (Health Reform Bill) – creates an Iowa Care Plus Program and an Iowa Choice Exchange. The Iowa Choice Exchange is an informational insurance exchange which will probably be a Web site to be developed to help consumers make choices that does not involve marketers.
- SF1 – requires certain group health insurance policies, contracts or plans to provide coverage for autism spectrum disorders for certain persons, requiring certification of behavior specialists.
- SF 2255 (successor to SF 2168) was recommended for passage. It would require employers go give an employee reasonable time at work, whether paid or unpaid, to express milk and to make reasonable efforts to find a private place other than the restroom stall.
- HF 781 - licensure of professional midwives was amended and passed. Midwives have had a strong presence.
- Hearing aid, midwives and breastfeeding bills are eligible for debate on the floor.
- HSB 634 - Iowa Nurses Now bill passed Human Resources Committee last week. This is a workforce shortage bill.
- Biggest thing happening is the State Reorganization Bill.
- The Child and Family Policy Center publishes a weekly newsletter and sends updates as needed during the week. The newsletter, “Every Child Counts” Legislative Update is available at no-cost. To receive the newsletter, please contact Carrie Fitzgerald via e-mail at carrief@cfc-iowa.org or by telephone at (515) 280-9027.
- To track legislation, go to the Iowa Legislature Web site at www.legis.state.ia.us/index.html. Select ‘Track Legislation’ from the left-hand menu.

Denise Wheeler

- President’s budget added \$9.9 million for Title X.

	<ul style="list-style-type: none"> On state level there has been an effort to expand the family planning waiver known as IFPN. Bill is out of both the house and senate committee and will go on the floor for debate. Purpose is expand services to women who are insured but do not have coverage for family planning services and also for women ages 44-55.
<p><u>Questions for State Staff</u> 1: Budget – How will the budget affect MCH programs? Because of the budget cuts, what is being done to decrease the labor and intensive paperwork for both grantor and grantees?</p> <p>2: Early Childhood System – How will the planning process for the Early Childhood system statewide going to impact the MCH programs? Is the state funding for CH going to be funneled through Empowerment at the discretion of the State Empowerment Board or the Department of Management? Are the changes firm, or are they dependent on what happens this legislative session? Will the RFP be significantly different due to multiple changes being</p>	<p><i>Heather Hobert Hoch</i></p> <ul style="list-style-type: none"> <i>Question 1 Response: Jane Borst</i> <ul style="list-style-type: none"> Thanked agencies for submitting questions. Communication is very important and we hope this method is helpful. IDPH's goal is to minimize direct effects of budget cuts at the local level. The proposed MCHP budget increase at the federal level is not a "done deal." Congress will still need to vote on this. If the \$11 million is passed, the most IDPH can expect to receive is about \$60,000 for local MCH programs and \$40,000 for CHSC. For FFY2010, we do not anticipate having to reduce the current budget unless there is an additional reduction, which we do not anticipate. Several child health programs received cuts. CHSC received additional decreases in muscular dystrophy, birth defects, PKU assistance. The 1st Five program was cut, which impacted the sustainability projects. Bureau is currently working on securing funds to reinstate the sustainability project reductions for current year. IDPH MCH/FP programs are in a good position due to the cost analyses that have been performed annually. We will have to be articulate about the work we do that is over and above what might be traditionally thought of in health care reform. If Health Care Reform passes, individuals/families will still need assistance in navigating the system, particularly for families who have not interfaced with public-level systems. What efforts are taking place to reduce some of the labor-intensive aspects of MCH/FP? The dept. has undertaken a comprehensive services contract improvement project and are in the process of piloting those elements. Will begin to be implemented July 1, 2010 and the contract management is scheduled to move to a totally electronic means by Oct. 2010. Some of our agencies were involved in the pilot program for this process. Agencies need to be clear with state staff about local needs. <i>Question 2 Response: Gretchen Hageman</i> <ul style="list-style-type: none"> The requirement for Title V agencies to provide Early ACCESS service coordination will not be changing. The IDPH is a signatory partner in building the statewide Early ACCESS system (signed Memorandum of Agreement in 2002 and 2008). As a signatory partner, IDPH has identified specific populations of children to provide Early ACCESS services. (Iowa Administrative Rules for Early ACCESS 120.4(10)). Bill 2088 – start of the Reorganization Bill - early childhood education section. House amendment 8075 drastically changed what was proposed in 2088. 2088 changed the work of Empowerment and

<p>suggested with Empowerment and credentialing of home visitor programs?</p>	<p>ECI under the Dept. of Education. This was supported by IDPH, Dept. of Ed and Dept. of Human Services. 8075 kept the Office of Empowerment and Dept. of Management and kept the ECI Council under IDPH.</p> <ul style="list-style-type: none"> – It is unknown at this time what the results will mean for the agencies. Lynn Patterson, IDPH Legislative Liaison, is following the progress of this bill. – Empowerment, school influence, AEAs are all components of 2088. – Will state funding for child health be funneled through Empowerment? This is not currently part of the senate or house bill. – What implications for the RFP? We cannot comment on the RFP at this time. IDPH supports the Family Support credentialing process – encouraged agencies to go through this process, which is available online. – Jane Borst – IDPH has signed on to and supports the credentialing for home visiting. The federal level supports home visiting and evidence-based practices. Iowa is well-positioned to move forward.
<p>3. With the restructuring of the CCR&R offices, what direction does the bureau intend to take with the CCNC position?</p> <p>IDPH received a question about IDPH Claims Payment processs.</p>	<ul style="list-style-type: none"> • <i>Question 3 Response: Sally Clausen</i> <u><i>Restructuring and future status of CCRRs</i></u> <ul style="list-style-type: none"> – The competitive bid process for Child Care Resource and Referral agencies (CCRR) has been place on-hold based on many other changes occurring with the Iowa Department of Human Services (DHS). – DHS is the state government entity funding and having authority to administer child care resource and referral programs. Because of the significant state government reorganization impact on DHS – DHS has asked to have the CCRR competitive bid process delayed. This delay may be as long as 1 year. – There has been no official announcement from DHS regarding the regional child care nurse consultant positions currently administered by CCRRs nor has there been an official announcement about the health and safety components of the Iowa Quality Rating System. <u><i>CCNCs and the MCH-RFP</i></u> <ul style="list-style-type: none"> – There is future need for health and safety consultation from child care nurse consultants (CCNC). The Bureau of Family Health and the department have not wavered in their programs and personnel. – The department continues to support the role of professional nurses conducting this health and safety consultation. Upon review of the MCH-RFP applicants will find continuation of the CCNC role and responsibilities included. – During 2009 an evaluation was conducted of the CCNC system. MCH grantees received a copy of the evaluator’s comments and recommendations at the Fall 2009 MCH Grantee meeting. – Grantees had the opportunity to discuss the evaluator’s comments and complete an anonymous survey. The survey results were included in the final report. The evaluation report addressed staffing, recruitment and retention, funding, data collection and interagency communication. The final report is anticipated for released in March 2010. – <i>Work force forecasting regarding FTE needs:</i> Department staff and regional child care nurse consultant have developed rubric to

	<p>forecast the FTE need for CCNC services. The formula is based upon number of child care/early education businesses, child population and geographic area. Several MCH agencies received preliminary FTE projects to review. Work on the rubric continues.</p> <ul style="list-style-type: none"> – <i>Spring CCNC training is moving forward</i>, Analisa Pearson is the coordinator for the training. Questions can be addressed to Analisa at apearson@idph.state.ia.us or by telephone at (515) 281-7519 (toll-free at 1-800-383-3826). Agencies planning to send a RN to the training need to contact Analisa. <p><i>Heather made a statement that to answer this question requires individual consultation.</i></p>
<u>Title V Needs Assessment</u>	<p><i>Gretchen Hageman</i></p> <ul style="list-style-type: none"> • Refer to handouts: Title V Needs Assessment Data Detail Sheets and Logic Model • This assessment process began in March 2008. Over 260 stakeholders have contributed their input. • We are now in Phase 3 of the Logic Model – Plans. • On the Data Detail Sheets, page 2 contains Problem Statements and Proposed Performance Measures. Comparison was made with the national performance measures; from this, eight state performance measures were determined. • Jane: these performance measures set our direction for the next five years for MCH/FP. • Gretchen: More details on this process are available on the IDPH Bureau of Family Health Web pages at www.idph.state.ia.us/hpcdp/family_health.asp.
<u>WHIS Upgrade</u>	<p><i>Steph Trusty</i></p> <ul style="list-style-type: none"> • WHIS upgrades progress report: several forms have changed, including the following: <ul style="list-style-type: none"> – Primary payment method – Several of the lists were shortened by deleting items not being used – Comment box length expanded to be able to capture billing related documentation – Nursing assessment and translator status – Prompts for dental billing codes – Dental forms used to have corrupt aspects that were corrected – Needs assessment and care plan form revised to be easier to use – Removed risk assessment validation form to allow paper submission – New report generation – outreach, care coordination, dental reports, others • Next steps: pilot the changes; MICA has volunteered to be the pilot site. • All agencies will eventually need to load the upgrade during the same week. A subcontractor will not be able to use the new system before its contractor has loaded the system. A date has not yet been set for the implementation.
<u>Comment – Tom Lazio</u>	<ul style="list-style-type: none"> • Tom Lazio stated that a group of MCH providers from across the state met to discuss the upcoming MCH RFP.

	<ul style="list-style-type: none"> • Several providers who attended, as well as others who were contacted, stated they were considering whether or not to apply for the upcoming RFP. • A letter has been sent to Julie McMahon to arrange a meeting to discuss their concerns about the MCH program.
Agenda Items for Next Meeting/Adjournment	<p><i>Val Campbell</i></p> <ul style="list-style-type: none"> • The next BFH Grantee Committee Meeting will be held on April 29, 2010 via ICN from 9-11:00. Attendance will not be required for Bureau of Family Health contract agencies. • If you have an agenda item for the next meeting, contact Val Campbell at campbev@crstlukes.com or Heather Hobert Hoch. • Motion JaNan Less, Scott County, 2nd Tom Lazio to adjourn. Meeting adjourned at 10:20 a.m.



BILL SUMMARY

SF 2088 - *Enrolled* State Government Reorganization

Status of Bill: Signed by Governor March 10, 2010
Committee: State Government
Floor Manager: Rep. Mary Mascher
Research Analyst: Jenifer Parsons 515-281-3452
jenifer.parsons@legis.state.ia.us

March 24, 2010

Background

Recognizing that state government services needed an in-depth review, the Legislature formed the State Government Reorganization Commission last year and charged it with looking for efficiencies in state government. The last time state government had been reviewed and reorganized was in 1985. The commission, made up of both House and Senate members, met over the interim. They were specifically charged with considering options for reorganizing state government to improve efficiency, modernize processes, eliminate duplication and outdated processes, reduce costs, and increase accountability.

This year is the first step in the Legislature's multi-year effort to examine how state government does business and to identify efficiencies to better deliver services to Iowa taxpayers. This review was to address the expanded use of the Internet and other technology, and the incorporation of productivity improvement measures. The commission was not directed to identify cost savings, although savings to the Iowa taxpayers certainly played a role in the recommendations. The efficiencies recommended by the commission will provide Iowa citizens with a more open and improved access to state government services, which in turn, could result in a savings of taxpayer dollars.

Governor Culver also hired Public Works, LLC to look at government efficiencies within the Executive Branch; they released their recommendations in early December 2009. Governor Culver then signed Executive Order #20, which enacted 40 of the Executive Branch cost-saving recommendations in the Public Works report under his authority. The Governor's budget recommendation also builds in \$341 million in savings for FY 11.

SF 2088 is a result of the Legislative Commission findings, after hearing suggestions from the public, public employees, and others; and some of the recommendations from the Governor's Public Works report.

This is a work-in-progress and it will take a few years to fully implement the changes. Iowans may more readily notice changes in how state government operates by changes that will provide more services to Iowans electronically, or through other changes that will streamline processes.

Summary

Division 1 - Government Information Technology Services

Dept of Administrative Services – DAS

- Qualifications for the Chief Information Officer (CIO) include five years of information technology experience and a working knowledge of financial management.
- Clarifies that DAS does the rulemaking.

Board of Regents and Institutions operated under their authority

- Regents are exempt from Information Technology Services through DAS.

Information Technology (IT) Definitions

- Includes infrastructure services as information technology. Infrastructure services includes all of the following:
 - Data centers used to support mainframe and other computers and their associated components including information networks, storage systems, redundant or backup power systems, redundant data communications connections, environmental controls and security devices.
 - Servers, mainframes, or other centralized processing systems.
 - Storage systems, including disk, tape, optical and other structured repositories for storing digital information.
 - Computer networks – Local Area Networks.
 - Network services, including equipment and software which support local area networks, campus area networks, wide area networks, and metro area networks.
 - Groupware applications used to facilitate collaboration, communication, and workflow, including e-mail, directory services, calendaring, scheduling, and imaging systems.
 - IT help desks.
 - Cyber security functions and equipment.
 - Digital printing and printing procurement services.
 - Data warehouses, including services that assist in managing and locating digital information.
 - Disaster recovery technology.
 - Other infrastructure services as determined by the CIO.

Technology Advisory Council

The Technology Governance Board is changed to the Technology Advisory Council and is composed of ten members as follows:

- ⇒ The Chief Information Officer (CIO).
- ⇒ The director of the Department of Management, or the director's designee.
- ⇒ Eight members appointed by the Governor as follows:
 - Three representatives from large agencies defined as a participating agency with more than 700 full-time, year-round employees
 - Two representatives from medium-sized agencies defined as a participating agency with at least 70 or more full-time, year-round employees.
 - One representative from a small agency defined as a participating agency with less than 70 full time, year-round employees.
 - Two public members who are knowledgeable and have experience in information technology matters. These members receive expenses.

Members elect a chair and vice chair by a majority vote. They serve one-year terms. Majority of the members is a quorum. Meetings held at the call of chair or request of three members. The powers and duties of the council are to advise the CIO and make recommendations regarding:

- Developing and adopting IT standards applicable to all agencies
- Technology utility services
- Improvements to IT service levels and modifications to the business continuity plan for IT operations
- Technology initiatives for the Executive Branch
- Rates to be charged for access to and for value-added services through IowaAccess

The CIO is appointed by and serves at the pleasure of the Governor, and is subject to Senate confirmation. The CIO is required to be professionally qualified and have no less than five years experience in the fields of information technology and financial management. The CIO is subject to the restrictions on political activity as under Code 8A.416.

Waivers of IT Acquisition, Utilization or other requirements

- DAS is required to adopt rules allowing agencies to seek a temporary or permanent waiver concerning the acquisition of IT. Waivers are granted upon request and approval of the CIO only if one of the following applies:
 - If the participating agency can show it can obtain or provide the IT more economically. The CIO must consider the impact on other participating agencies if the waiver is approved or denied.
 - If the participating agency can show that a waiver would be in the best interest of the state.
- Before approval or denial of a waiver request, the CIO is to consider all of the following:
 - Whether the waiver would violate any state or federal law.
 - Whether the waiver would result in duplication of existing services, resources, or support.
 - Whether the waiver would obstruct the state's information technology strategic plan.
 - Whether the waiver would result in excessive expenditures.
 - The life cycle of the system or application.
 - Whether the participating agency can show that it can obtain or provide the information technology more economically than the information technology can be provided by the department. For purposes of determining if the participating agency can obtain or provide the information technology more economically, the CIO must consider the impact on other participating agencies if the waiver is approved or denied.
- The waiver request must include a state of facts, including a description of the problem or issue prompting the request, the preferred solution, an alternative approach to be implemented, the economic justification, the time period, and any additional appropriate information.

CIO Powers and Duties

- Consult with the director of DAS regarding IT services.
- Coordinate internal operations of IT and develop and implement policies and procedures.
- Recommend the adoption of rules to the director.
- Advise the director concerning contracts for the receipt and provision of information technology services as deemed necessary.
- Exercise and perform other powers and duties related to IT as may be delegated by the director, or as prescribed by law.
- Advise the department regarding the contracts for IT rather than entering into the contracts. This will leave the contracting to DAS.

Digital Government

- Strikes the requirement that DAS give staff support to the IowaAccess Council. Adds that DAS assist participating agencies in converting printed government materials to electronic materials which can be accessed through an internet searchable database.

Information Technology Standards

- Requires DAS, after consultation with the Technology Advisory Council, to adopt IT standards for procurement of information technology by all participating agencies.

Procurement of Information Technology

- DAS is required to develop policies and procedures that apply to all IT goods and services acquisitions, and is required to ensure the compliance of all participating agencies. DAS is the sole provider of infrastructure services for participating agencies.

IowaAccess Duties and Responsibilities

- DAS is required to establish IowaAccess as a service to Iowa citizens that is the gateway for one-stop electronic access to government information.
- DAS is required to establish rates to be charged for access to and for value-added services performed through IowaAccess.
- DAS is required to approve and establish priority of projects in IowaAccess. This may include funding for a project proposed by a political subdivision of the state.
- These provisions cannot be construed to impair the right of a person to contract to purchase information or data from the Iowa court information system or any other governmental entity. This also doesn't affect a data purchase agreement or contract in existence on April 25, 2000.

Legislative and Judicial Branch and IT

- DAS is required to consult with and explore opportunities with the Legislative and Judicial branches relative to providing IT services to those branches of government.

Chief Information Officer – Convenience Fee Study

- The CIO is required to conduct a study concerning convenience or other handling fees charged by state agencies by credit or debit card or other electronic means of payment. The goal is to encourage the elimination of such fees wherever possible. DAS is required to determine the extent and amount of the fees charged, revenues generated by the fees, and explore ways to reduce or eliminate the fees. The CIO is required to submit a report to the General Assembly by Jan. 15, 2011.

State Agency Electronic Renewal Notices

- State agencies should utilize electronic mail or similar electronic means to notify holders of licenses or permits issued by that state agency that the license or permit needs to be renewed. The CIO must assist state agencies in implementing this directive.

LSA estimates the fiscal impact of this division saves \$1 million general fund for FY 11 and \$1.8 million in general fund for FY 12.

Division 2 - Electronic Records

All state agencies are required to deliver reports to the General Assembly by electronic format; the bill deletes the requirement for printed copies. DAS and the Department of Cultural Affairs (DCA), in consultation with the state records commission, is required to conduct a study on the creation, storage, and retention of state agency records in an electronic format. A report is due to the General Assembly by Dec. 15, 2010. The assessment must include records identified as having permanent historical value.

The report is to include what efficiencies and cost-saving efforts could be achieved through the creation, storage, and maintenance of such records in an electronic format.

Division 3 - Publication Modernization

This division amends a number of provisions which allow the Legislative Council and the Legislative Services Agency (LSA) to control information used to publish official legal publications (the Iowa Acts, the Iowa Code, the Iowa administrative bulletins, the Iowa administrative code, and the Iowa court rules). LSA is required to make available electronic or printed versions of the official legal publications. LSA is allowed to review the publication costs and offsetting sales revenues relating to legal publications in electronic as well as printed formats. LSA can recoup costs by allowing them to provide an electronic version free of charge or to charge a fee for any mailing or handling costs in the distribution of the electronic version.

Language is provided for the publication of the entire Iowa Code each year or the Iowa Code and the Code Supplement in alternating years. It updates provisions to conform with current practice including detailing the contents of the publications. It accounts for computer programming necessary to distribute publications in an electronic format, and provides for citing and authenticating provisions in those publications in order to conform to current practice and to better accommodate electronic publication. Provisions requiring state agencies to deposit copies of state publications with the department of education's division of libraries and information services is amended by requiring that the publications be provided in an electronic format.

Division 4 - State Budgeting and Personnel

Contract Position Conversion – Allows a department to convert a full-time equivalent position to a contract position and to use appropriated monies for the contract position, if authorized by the Director of the Department of Management. The Director of the Department of Management is prohibited from approving the conversion unless the department submits sufficient evidence that the conversion would result in cost savings while providing comparable or better services.

Funds for Internet-Based Employee Training – Under current law, state agencies are allowed to retain 50% of their unexpended funds at the end of the fiscal year for use in the succeeding fiscal year for employee training, technology enhancement, or purchases of goods or services from the Iowa Prison Industries. The bill amends this provision to specify that the employee training is for internet-based employee training.

Expands Human Resource Management Rules – Directs DAS to establish programs to promote job sharing, telecommuting, and flex-time opportunities for employment within the executive branch.

CBCs State Accounting System – Requires each Judicial District Department of Correctional Services (community-based corrections) to utilize the state accounting system for purposes of tracking both appropriations and expenditures. Each Judicial District Department must coordinate its accounting activities with the Department of Management.

State Agency Efficiency Efforts – Requires state agencies to budget for and plan to conduct lean events. Each agency is required to coordinate their activities with the office of lean enterprise. State agencies are also encouraged to share resources and services, including staff, training, and educational services in order to best fulfill the duties of each agency at the least cost.

Contract Services Training – Each department is required to separately track the budget and actual expenditures for contract services and for employee training for each appropriation line-item. The

terms of the contracts for contracted services entered into or revised during the fiscal year are required to incorporate quality assurance and cost control measures. The employee training tracking information is required to be divided into training categories. Each department's report on training tracking is required to specifically address the use of electronically based training. Each department is required to report to the Legislative Service Agency on January 15 and July 15 of each year concerning budget, expenditure, quality assurance, and cost control information for the previous six calendar months.

Full-Time Equivalent Positions – Vacancies - Funding – For FY 2011, if a department has a full-time equivalent position vacant for at least six months, their authorized full-time equivalent positions are required to be reduced accordingly. A department may request the Director of Department of Management to reauthorize the full-time equivalent position if the department can establish that the position is difficult to fill and is critical for fulfilling the duties of the department. Moneys appropriated for the full-time equivalent positions are required to be used for full-time equivalent positions and not for other purposes. This provision of the bill is estimated to save the state general fund \$14.5 million in FY 2011 and eliminate 255 FTE positions, and is also estimated to save through other funds \$10.7 million and 176 FTE positions.

Review of Agency Fees – Requires the joint appropriation subcommittees of the general assembly to annually examine and review the fees charged by state agencies under the purview of that joint appropriation subcommittee.

Division 5 - Span of Control

Incremental Increase in Span of Control – Under current law, DAS is directed to implement a policy to maintain a ratio of employees to supervisory employees of 14 to one by July 1, 2011. This division creates incrementally increases for the span of control over the next two years, going from 14 employees to one supervisory employee by fiscal year beginning July 1, 2010, and increasing to 15 employees to one supervisory employee for fiscal year beginning July 1, 2011.

A “supervisory employee” is a public employee who is not a member of a collective bargaining unit and who has authority, in the interest of a public employer, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other public employees, to direct such public employees, or adjust the grievances of such public employees, or to effectively recommend any such action.

Language is added to put a review board in place beginning July 1, 2011. Additional language is added in this amendment. Agencies that feel they cannot meet the span of control requirements may apply for a waiver to a five person review board comprised of the directors of the Department of Management or a designee, three agency directors, and one public member selected by the employee organization representing the greatest number of executive branch employees. The director of the agency applying for the waiver must provide detailed documentation to the board describing the efforts made in attempting to reach the required ratio. If a department represented on the review board is seeking a waiver, the member representing the department is not allowed to participate in the decision on granting the waiver.

Prior to determining whether to grant a waiver, the review board must make an initial determination of whether the agency has provided sufficient information to conduct a review. If not, the review board must deny the request and notify the executive branch agency of the information needed to consider prior to granting the waiver.

This division also prohibits executive branch agencies from granting a supervisory employee with the right to replace or bump a junior employee not being laid off for a position for which the supervisory employee is qualified.

This division maintains the exception that allows appropriation units with 28 or fewer FTEs to apply for an exception to the policy through the executive council. A new exception is allowed for situations where supervisory employee ration is mandated by a federal requirement. The policy is also required to provide if layoffs are implemented, that the number of middle management position layoffs will correspond to the relative number of direct service position layoffs. The policy is to improve upon the system in effect as of the base date by specifically defining and accounting for supervisory employee span of control.

An interim report to the Governor and the General Assembly is required on or before April 1, 2010, and annually thereafter on April 1, with a final report due April 1, 2012, that details the effects of the policy on the composition of the workforce, cost savings, government efficiency, and outcomes.

The bill maintains the exception for employees under the Board of Regents (see section below that address Regents employees.) This division removes the span of control exceptions granted to employees with the Department of Human Services and community-based corrections. This division maintains the evaluation of job classifications to ensure the existence of technical skill-based career paths for employees that do not depend upon an employee gaining supervisory responsibility for advancement and incentive for employees to broaden their knowledge and skill base. The evaluation is to include a review of all noncontract positions and providing options for eliminating obsolete, duplicative, or unnecessary job classifications. An interim report is due January 15, 2010, and January 14, 2011.

Regents Span of Control Policy – The State Board of Regents is required to develop and maintain a policy regarding the aggregate ratio of the number of employees per supervisory employee at each of the institutions under the control of the board. The target span of control aggregate ratio of supervisory employees to other employees is one to fifteen. The target span of control ratio does not apply to employees involved with direct patient care, faculty, and employees in other areas of the institutions that must maintain different span of control ratios due to federal or state regulations.

This provision defines "supervisory employee" as a public employee who is not a member of a collective bargaining unit and who has authority, in the interest of a public employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other public employees, to direct such public employees, or to adjust the grievances of such public employees, or to effectively recommend any such action.

The policy is required to allow departments within the institutions with 28 or fewer full-time equivalent employee positions to be granted an exception to the policy by the board. Departments applying for an exception must file a statement of need with the applicable institutional human resources office and the office must make a recommendation to the Board of Regents.

The Board of Regents is required to present an interim report to the Governor and General Assembly on or before April 1, 2010, with annual updates detailing the effects of the policy on the composition of the workforce, cost savings, efficiencies, and outcomes. In addition, the report and annual updates are required to identify those departments within each institution granted an exception by the board to the policy.

Effective Date - This division is effective upon enactment.

Division 6 - Board of Regents - Cooperative Purchasing

The Board of Regents is directed to coordinate interagency cooperation with the institutions under its control and state agencies in technology and purchasing. The goal is to increase the amount of joint purchasing between the institutions and state government agencies. The board is directed to work

with DAS and other state agencies to identify mutually beneficial ways to purchase items and information technology. The board and its institutions are required to explore ways to leverage resources, identify cost savings, implement efficiencies, and improve effectiveness without compromising the mission of the board and the institutions relative to students and research commitments.

Purchasing

- The board is required to direct the institutions to cooperate with DAS and other state agencies to collaboratively purchase goods and services resulting in mutual cost savings.
- The board and its institutions are required to assist DAS by doing the following:
 - Identify best practices that produce cost savings and improve state government processes.
 - Explore joint purchases of general use items that result in mutual procurement of quality goods and services at the lowest reasonable cost.
 - Explore flexibility, administrative relief, and transformation changes through procurement technology.
- The board is required to convene, at least quarterly, an interagency purchasing group to identify practical measures that improve state agency performance of programs and operations, reduce total costs of state government operations, increase productivity, improve services, and make state government more responsive and accountable to the public.

Information Technology

- The board is required to direct the institutions under its control to cooperate with the CIO in efforts to cooperatively obtain information technology and related services that result in mutual costs savings and efficiency improvement.
- The board is required to convene, at least quarterly, an interagency information technology group to obtain information technology and related services.

Cooperative Purchasing Plan

- The board is required to prepare a plan annually by July 1 that identifies specific areas of cooperation between the institutions and DAS and the CIO that will be addressed for the next fiscal year including timelines for implementing, analyzing, and evaluating each of the areas of cooperation.

Report

- The board is required to submit a report to the General Assembly and the Governor by November 1 providing information on the cooperative purchasing plan prepared for that fiscal year and the results of the quarterly interagency meetings. The report is also to include the results of the savings or efficiency gains that have resulted from the cooperative efforts and the implementation of the identified best practices.

Division 7 - Department of Administrative Services - Purchasing

DAS may exempt DOT, Board of Regents, Department of the Blind, and other agencies from centralized purchasing, and allow them to directly purchase items without going through DAS, if DAS determines such purchasing is in the best interest of the state. The bill strikes allowing an agency's own authority for direct purchasing. DAS is allowed to approve an agency to purchase directly if the agency shows that direct purchasing would be in the best interests of the state due to an immediate or emergency need, or if the purchase will not exceed \$10,000 and the purchase would contribute to the agency complying with the targeted small business procurement goals.

Centralized Purchasing

DAS may designate goods and services of general use that agencies must, and governmental subdivisions may, purchase pursuant to a master purchasing or service contract. DAS is required to negotiate a master contract if DAS determines that a high-quality good or service can be acquired at a lower

cost. The master contract is established on a competitive basis and is required to satisfy other competitive bidding requirements.

Upon establishment of a master contract, an agency is required to purchase the good or service and cannot spend money to purchase the good or service directly from a vendor and not through the contract, unless any of the following applies:

- DAS determines, upon a request by an agency, that the agency can satisfy requirements for purchase of the good or service directly from a vendor.
- The agency is purchasing the good or service pursuant to a service contract in effect on the effective date of the master contract. However, the agency must terminate the service contract if the contract permits the termination of the contract without penalty and the agency can not renew the service contract beyond the term of the existing service contract.

Cooperative purchasing

The DAS director may purchase items through any agency otherwise exempted from centralized purchasing as well as from other interstate and intergovernmental entities. The department is required to collaborate and cooperate with the state board of regents and institutions under their control to explore joint purchases of general use items that present opportunities to obtain quality goods and services at the lowest reasonable cost.

Department of Transportation

DOT may provide centralized purchasing services for DOT, if authorized by DAS.

State Government Purchasing Efforts – DAS

In order to facilitate efficient and cost-effective purchasing, DAS must do the following:

- Require state agencies to provide DAS a report regarding planned purchases on an annual basis and to report on an annual basis regarding efforts to standardize products and services within their own agencies and with other state agencies.
- Require all state employees who conduct bids for services to receive annual training about procurement rules and regulations and procurement best practices.
- Identify procurement compliance employees within DAS.
- Review the process and basis for establishing departmental fees for purchasing.
- Establish a work group to collaborate on best practices to implement the best cost savings for the state concerning purchasing.
- Explore interstate and intergovernmental purchasing opportunities and encourage the Legislative and Judicial branches to participate in consolidated purchasing and efficiencies wherever possible.
- Expand the use of procurement cards throughout state government to facilitate purchasing of items by state agencies.

Division 8 - Department of Administrative Services – Operations

DAS Operations

- Expands the mission of DAS to include: Examine and develop best practices for the efficient operation of government and encourage state agencies to adopt and implement these practices.

State employees pay – Electronic Funds Transfer

- Beginning July 1, 2011, all pay and allowances to state employees is required to be paid via electronic funds transfer. A state employee may elect to receive paper warrants, but DAS is required to charge an administrative fee for processing the paper warrants. DAS may, for good cause shown, waive the administrative fee. The administrative fee may be automatically deducted from the state employee's pay before the paper warrant is issued.

DAS – Streamlined Hiring

- DAS is required, in consultation with DOM, to examine the process by which state agencies hire personnel. The goal is to simplify and reduce the steps needed for state agencies to hire personnel. DAS is required to provide information to the General Assembly concerning steps taken to implement a more streamlined hiring process and any recommendations for legislative action.

DAS – Real Estate & Lease Management

- Real Estate Audit – Requires DAS to complete an inventory of surplus and unused state properties and recommend which assets could be sold at a premium price. State historic buildings are not eligible for sale. Only those assets identified as surplus and no longer related to their mission would be eligible for sale.
- Lease Audit – DAS is required to conduct a review of all state office leases. Wherever possible, require state agencies to consolidate office spaces that are rented. DAS should work directly with all state agencies to begin renegotiating office leases to obtain more favorable lease terms.
- Sale and Leaseback of State Office Building Assets – DAS is required to explore potential opportunities for state agencies and Regents to sell some properties to a private sector owner and then lease them back.
- DAS is required to submit a report to the General Assembly by January 1, 2011, regarding this provision.

Board of Regents – Real Estate Audit

- The Board of Regents is required to complete an inventory of real estate property owned or leased by the institutions under its control, including information regarding the current and intended use of the property. The Board must submit a report to the general assembly and governor by January 1, 2011, detailing real estate holdings of the institutions under the control of the Board of Regents.

DAS – Sale of Real Property

- During the fiscal year 2011, DAS, in collaboration with DHS and DOC, must identify and sell real property under the control of the departments that is not necessary to further the mission of DHS and DOC and that will maximize the return to the state. Notwithstanding any provision of law to the contrary, moneys received for the sale of this property will be deposited in the state's general fund.
- During the fiscal year 2011, DAS must, pursuant to the real estate and lease management review conducted by the department (as required in this bill), identify and sell, or sell and lease back, real property under the control of the department that will maximize the return to the state. Notwithstanding any provision of law to the contrary, moneys received for the sale of this property will be deposited in the state's general fund.

Division 9 – Micro-Distilleries

1. This division relates to micro-distilleries. A micro-distillery is a business with an operational still, which, combining all production facilities of the business, produces, and manufactures less than 50,000 proof gallons of distilled spirits on an annual basis. Micro-distilled spirits means distilled spirits fermented, distilled, or, for a period of two years, barrel matured at a micro-distillery. It also includes blended or mixed spirits comprised solely of spirits fermented, distilled, or, for a period of two years, barrel matured at a micro-distillery.
2. A micro-distillery holding a class "A" micro-distilled spirits permit may sell or offer for sale micro-distilled spirits. Sales may be made at retail for off-premises consumption when sold on the premises of the micro-distillery. All sales must be made through the state's wholesale distribution system.
3. A micro-distillery cannot sell more than one and one-half liters per person per day on the premises. Additionally, a micro-distillery cannot directly ship micro-distilled spirits for sale at retail. The micro-distillery is to maintain records of individual purchases of micro-distilled spirits for three years.

4. A micro-distillery cannot sell micro-distilled spirits other than as permitted and cannot allow micro-distilled spirits sold to be consumed on the premises. However, prior to sale, a person may sample no more than two ounces per day on the premises.
5. A class “A” micro-distilled permit may be issued and renewed annually for \$500.
6. The Alcoholic Beverages Division can issue no more than three permits to a person. Any person issued a permit is required to file with the division all documents filed by the micro-distillery with the federal Alcohol and Tobacco Tax and Trade Bureau, including all production, storage, and processing reports.
7. Micro-distilled spirits purchased at a micro-distillery cannot be consumed within 300 feet of a micro-distillery or on any property owned, operated, or controlled by a micro-distillery.

Division 10 - Charity Beer and Wine Auction Permit

1. Adds a new division to the bill providing for a charity beer and wine auction permit that can be issued to a nonprofit entity for fundraising purposes.
2. An authorized nonprofit entity is one that has a principal office in the state, a nonprofit corporation organized under Chapter 504, or a foreign corporation as defined in section 504.141, who is a nonprofit entity whose income is exempt from federal taxation.
3. An authorized nonprofit entity may apply to the Alcoholic Beverage Division (ABD) for a charity beer and wine auction permit. The cost of the permit is \$100 and the nonprofit entity is eligible for only two permits per year for a period of 36 consecutive hours.
4. The auction is to be held on the specific date as shown on the application and be conducted in Iowa. The objective of the auction is to raise funds solely for educational, religious, or charitable purposes and the entire proceeds are to be used for those purposes.
5. The beer and wine to be auctioned is to be obtained from an Iowa retail beer permittee or an Iowa retail wine permittee, or may receive donations of beer or wine from someone who purchased the donated beer or wine from an Iowa retail beer or wine permittee. The donated items must show receipt of purchase at the time of the donation. The receipt is to be retained by the nonprofit entity for one year.
6. The beer or wine must be auctioned in their original containers for consumption off premises. No other alcoholic beverage may be sold at the event. A purchaser of beer or wine cannot take possession of the beer or wine until the person is leaving the event. The container cannot be opened on the premises where the charity beer and wine auction is conducted. The items cannot be resold.
7. A liquor control licensee, beer permittee, or wine permittee cannot purchase beer or wine at this event. However, the event may be conducted on the premises for which a class “B” or class “C” liquor control license has been issued as long as the licensee does not participate in the auction, supply beer or wine to be auctioned, or receive any of the proceeds.

Division 11 - High Alcohol Beer

1. Adds the high alcoholic content beer to the definition of alcoholic liquor or intoxicating liquor and defines it as beer which contains more than five percent, but not more than twelve percent of alcohol by weight, is made by the fermentation of an infusion in potable water of barley, malt, and hops, with or without unmalted grains or decorticated and degerminated grains.
2. Adds two new classes of permits, class “AA” and special class “AA”. A class “AA” permit allows the holder to manufacture and sell high alcoholic content beer at wholesale. A holder of a special class “AA” permit may only manufacture high alcoholic content beer to be consumed on the licensed premises for which the person also holds a class “C” liquor control license or a class “B” beer permit and to be sold to a class “AA” permittee for resale purposes. The annual permit fee is \$500.

3. Language in current law is struck that provided that a brewer whose plan is located in Iowa and who otherwise holds a class “A” beer permit sell beer at wholesale is exempt from the fee, but not from the terms and conditions of the permits.
4. Clarification is added to provide that this does not repeal any authority previously granted to the division in Chapter 123.

Division 12 – Alcoholic Beverage Division – Operations

State Liquor Warehouse

- Allows the Alcoholic Beverages Division (ABD) to close on Fridays for a period of five years. However, the director may keep the warehouse open on designated Fridays if the administrator determines that anticipated sales on that Friday justify keeping the state warehouse open. and requires a report to the General Assembly by January 1, 2015, concerning its recommendations regarding extending the requirements.

Tobacco Retail Compliance Checks

- Allows for a second compliance check of retail outlets that have been found to be in violation during the first check. Current practice allows for two compliance checks of all retailers each year. To ensure that corrective action can be taken against retail outlets which continue to violate, it is necessary that a second compliance check be conducted within 12 months of the first violation.

Division 13 - Alcoholic Beverages Division – Direct Shipment of Wine

Current law provides that a wine gallonage tax is to be levied and collected on native wine manufactured as per Code 123.56 (Native Wines) and on the direct shipment of wine pursuant to Code 123.187 (Reciprocal shipment of wines). The current rate of the wine gallonage tax is \$1.75 for each wine gallon. Revenue collected from the wine gallonage tax on wine manufactured for sale and sold in this state is to be deposited into the wine gallonage tax fund, which is a new fund in the office of the treasurer. Moneys deposited in the fund are appropriated to the Department of Economic Development as provided in section 15E.117 (Promotion of Iowa Wine and Beer). The revenue collected on the tax on wine imported into Iowa for sale at wholesale and sold in Iowa at wholesale, native wine manufactured, and wine subject to direct shipment will be deposited in the beer and liquor control fund.

Direct Shipment of Wine Licenses and Requirements

1. The reciprocal section (Code 123.187) is struck and replaced with a new Code section, Direct Shipment of Wine.
2. A wine manufacturer licensed or permitted in Iowa or another state may apply for a wine direct shipper license. A wine manufacturer is a person who processes the fruit, vegetables, dandelions, clover, honey, or any combination of these ingredients, by fermentation into wines.
3. A wine direct shipper license must be issued to a wine manufacturer who submits a written application for the license on a form established by rule, accompanied by a true copy of the manufacturer’s current alcoholic beverage license or permit, and a copy of the manufacturer’s winery license issued by the federal Alcohol and Tobacco Tax and Trade Bureau. The license fee is \$25 and is to be submitted with the application. A bond in the amount of \$5,000 is to be submitted with the application. The license may be renewed annually.
4. Requirements and restrictions on the direct shipment of wine include:
 - Wine may only be shipped by a wine direct shipper licensee to an Iowa resident who is at least 21 years of age, for the resident’s personal use and consumption, and not for resale.
 - Wine must be properly registered with the federal Alcohol and Tobacco Tax and Trade Bureau.
 - All containers shipped directly to an Iowa resident must be conspicuously labeled with the words CONTAINS ALCOHOL: SIGNATURE OF PERSON AGE 21 OR OLDER REQUIRED FOR DELIVERY, or must be conspicuously labeled with alternative wording pre-

approved by the administrator of the alcoholic beverages division. A licensee is required to obtain valid proof of identity and the signature of an adult as a condition of delivery.

- All containers must be shipped by a licensed alcohol carrier.
- 5. A licensee is required to permit the division to perform an audit of shipping records upon request.
- 6. Wine directly shipped into Iowa is to be delivered only by a licensed carrier. The license will be issued by the division for a \$100 license fee. Other requirements and the application form will be determined by rule. A licensee is required to maintain records of wine shipped. Records are to include the license number and name of the wine manufacturer, quantity of wine shipped, recipient's name and address, and an electronic or paper form of signature from the recipient of the wine. Records are to be submitted to the division monthly.
- 7. Violations subject a licensee to penalties as provided in 123.39, including suspension or revocation of their license or permit, and civil penalty fines.

Division 14 - Department of Human Rights – Reorganization

The reorganization of the Department of Human Rights was suggested by the department and was developed under the direction of Director Preston Daniels.

Divisions and Offices:

The purpose of the department is to ensure basic rights, freedoms, and opportunities for all by empowering underrepresented Iowans and eliminating economic, social, and cultural barriers. The department will have three divisions – the division of community advocacy and services, the division of community action agencies, and the division of criminal and juvenile justice planning.

Rather than separate divisions, the division of community advocacy and services will now include the office on Latino Affairs, the office on the status of women, the office of persons with disabilities, the office of deaf services, the office on the status of African-Americans, the office on the status of Iowans of Asian and Pacific Islander heritage, and the office of Native American Affairs.

Appointment by Governor

The Governor will now appoint only the director of the department, subject to confirmation by the Senate. The Governor will also set the salary of the department director. The duties of the director include preparing a budget, establishing the administrative structure, and employing personnel. The director will establish the duties of and appoint the administrators of each division.

The duties of the director of the department remain the same with the addition of the following:

- Solicit and accept gifts and grants on behalf of the department and each commission or council.
- Enter into contracts with public and private individuals and entities.
- Issue an annual report to the Governor and General Assembly no later than November 1 of each year. However, the criminal and juvenile justice planning division and the division on community action agencies will continue to submit their own annual reports.
- Implement the comprehensive strategic plan approved by the board.

Human Rights Board

The board will consist of 14 members, 9 voting members and 5 nonvoting members, as follows:

- The nine voting members will be one person selected by each of the seven permanent commissions (one commission for each office listed in section 104) and two voting members appointed by the Governor. The nonvoting members shall be two state representatives, two state senators, and the department director.
- The board will select a chairperson from the voting members.
- The board shall not meet less than four times per year.

- The board will develop and monitor implementation of a comprehensive strategic plan; approve, disapprove, amend, or modify the budget developed by the director; adopt administrative rules; and approve the department report.
- The board is to remove barriers for underrepresented groups. The definition of “underrepresented,” is “persons who have low incomes” to “persons who have low socioeconomic status, at-risk youth,” and adults and juveniles with a criminal history.

Definitions

Adds the definition for “board” and “underrepresented.”

Access to Information

Upon request of the department director or administrator of a division, all state boards, agencies, departments, and offices shall provide any non-confidential information, which is relevant to the populations served but the department of human rights.

Duties of Office of Latino Affairs – Duties remain the same

Commission on Latino Affairs

- Reduces the membership of the commission from nine to seven.
- The members will continue to be appointed by the Governor but now must also be confirmed by the Senate.
- The members will serve staggered four-year terms beginning on July 1.
- Members must live in Iowa.
- Appoint their own chair.
- Meet at least quarterly – currently six times per year.
- May receive per diem and shall receive reimbursement for actual expenses.
- A member cannot vote on any action if they have a conflict of interest.

Duties of Commission on Latino Affairs

- Study the opportunities for and changing needs of the Latino population in Iowa.
- Serve as liaison between the office and the public, sharing information and gathering constituency input.
- Recommend rules, policies, and programs.
- Establish advisory committees, work groups, and other coalitions.

Duties of Office of Latino Affairs

- The office of Latino Affairs is to serve as the central permanent agency to advocate for Latino persons.
- Coordinate, assist, and cooperate with the efforts of state departments and agencies to serve the needs of Latino persons in participating fully in the economic, social, and cultural life of the state, and providing direct assistance to those who request it.
- Serve as an information clearinghouse to assist Latino persons.

Office on the Status of Women – Duties remain the same

Commission on the Status of Women

- Reduced in size from fourteen to seven voting members who are appointed by the Governor and confirmed by the Senate.
- Terms are four years. Must be staggered.
- Must live in Iowa.
- Meet at least quarterly – currently at least six times per year.

- May receive per diem and shall receive reimbursement for actual expenses
- A member cannot vote when he or she has a conflict of interest.
- Duties are the same as the Commission on Latino Affairs.

Office of Persons with Disabilities – Duties remain the same

Commission of Persons with Disabilities

- Reduced from twenty-four members to seven voting members appointed by Governor and confirmed by Senate.
- A majority must be persons with disabilities but no longer have to come from specific organizations.
- Members will serve four-year terms. Must be staggered.
- Must live in Iowa.
- Appoint own chair.
- Meet at least quarterly.
- May receive per diem and shall receive reimbursement for actual expenses.
- A member cannot vote when he or she has a conflict of interest.
- Duties of commission are the same as for the other commissions.

Division of Community Action Agencies

The purpose of the division of community action agencies is to strengthen, supplement, and coordinate efforts to develop the full potential of each citizen by recognizing certain community action agencies and supporting certain community-based programs delivered by community action agencies. The division does the following:

- Provide financial assistance to community action agencies.
- Administer the community services block grant, the low-income energy assistance grants, funds for weatherization, and other funding sources.
- Implement accountability measures and require regular reports.
- Issue an annual report by July 1.

Commission on Community Action Agencies

One-third of members must have incomes at or below 185% of federal poverty level. Current law says just must be at or below federal poverty level. The commission shall meet no less than four times per year. The duties of the commission are similar to those of the other commissions.

Establishment of Community Action Agencies

- Remains the same except allows the division to solicit applications and assist the Governor in designating a community action agency for an area that does not have one.
- A public agency must now establish an advisory board; can no longer contract with a delegate agency.
- The governing or advisory board must participate in the development, planning, implementation, and evaluation of programs to serve low-income communities.

Duties of Community Action Agencies

Expands the duties to include planning and implementing strategies to alleviate the conditions of poverty and encourage self-sufficiency for citizens in Iowa.

Family Development and Self-Sufficiency Council

Requires a quorum to conduct business and an affirmative vote of a majority of the appointed members is necessary for any substantial action. A member cannot vote on action if the member has a conflict of interest.

Office of Deaf Services – Duties remain the same

Deaf Services Commission

- Seven voting members appointed by Governor and confirmed by Senate.
- At least four members shall be deaf and who cannot hear human speech with or without the use of amplification and at least one member shall be hard of hearing.
- Serve four-year, staggered terms.
- Must reside in Iowa.
- May receive per diem and shall receive reimbursement for actual expenses.
- Appoint own chairperson and vice chairperson.
- Meet at least quarterly.
- No member can vote if he or she has a conflict of interest.
- Duties are the same as other commissions.

Division of Criminal and Juvenile Justice Planning is created with the following new duties:

- Provide input on budget.
- Serve as liaison between division and the public, sharing information and gathering constituency input.
- Recommend rules, legislative and executive action.
- Establish advisory committees, work groups and other coalitions.

Criminal and Juvenile Justice Planning Advisory Council

- Twenty-three members who must all live in Iowa.
- Members appoint own chairperson and vice chairperson.
- Majority of members constitutes a quorum and quorum is necessary to conduct business.
- Member cannot vote if has conflict of interest.

Commission on the Status of African Americans

- Reduces membership from nine to seven members appointed by Governor and confirmed by Senate.
- At least five members shall be African American.
- All members must live in Iowa.
- Four-year, staggered terms
- May receive per diem and shall receive reimbursement for actual expenses.
- Meet at least quarterly.
- Appoint own chair and vice-chair.
- A quorum constitutes a majority; affirmative vote of majority needed for action.
- Member cannot vote if they have a conflict.
- Duties are the same as other commissions.

Commission on Asian and Pacific Islander Affairs

- Seven members (currently 9) appointed by Governor and confirmed by Senate.
- Must live in Iowa.
- Four-year terms.
- May receive per diem and shall receive reimbursement for actual expenses.
- Appoint own chair and vice-chair.
- A quorum constitutes a majority; affirmative vote of majority needed for action.
- Member cannot vote if they have a conflict.
- Duties of the commission are about the same as the other commissions.

Commission on Native Americans

- Eleven members appointed by Governor and confirmed by Senate.

- Meet at least quarterly.
- May receive per diem and shall receive reimbursement for actual expenses.
- Appoint own chair and vice-chair.
- A quorum constitutes a majority; affirmative vote of majority needed for action.
- Member cannot vote if they have a conflict.
- Duties are about the same as the other commissions.

Reorganization of the Department of Human Rights – Transition provisions

- Governor only appoints department director, no other employees.
- Those persons previously appointed by Governor are to be retained but are subject to the merit system.
- Through December 31, 2010, the department director is granted reasonable flexibility to reassign, retrain, or reclassify personnel.
- Any personnel in the merit system who are transferred from one unit to another shall not lose salary, benefits, or accrued years of service.
- Current contracts shall be honored.
- The Governor shall have the authority to change or modify the terms of office of voting members of the commissions of Latino affairs, status of women, persons with disabilities, status of African Americans, and Asian and Pacific Islander Affairs.
- New appointments or reappointments shall be done so the terms are staggered.

Division 15 - Gambling Setoffs

Debt Collection Thresholds on Gambling Winnings – Under current law, if a gambling patron has winnings that exceed \$10,000 then the gaming licensee must check to see if the patron has debts owed to the state and withhold from the winnings toward the debt. In these sections, the threshold for checking for debts owed to the state is lowered to winnings of \$1,200.

Division 16 - Department of Management - Financial Administration Reorganization *House File 2531, the standings bill of 2010, moves this function back to the Department of Administrative Services**

This division transfers the State Accounting Enterprise from the Department of Administrative Services (DAS) to Department of Management (DOM). The bill also does the following:

- Centralized Payroll System - The Department of Management is to look into the possibility of merging all state payroll systems into the centralized payroll system operated by DOM. They are to consult with those departments not currently using the centralized payroll system – including department of transportation – about how to encourage the use of the centralized system and identifying any barriers to merging the systems. DOM is to report to the joint Administration and Regulation budget subcommittee. **HF 2531 directs DAS to develop a centralized payroll system for all state agencies. The Board of Regents and its institutions are not required to utilize the centralized payroll system.*
- Frequency of Payroll – The Department of Management is to implement to the extent possible a reduction in the frequency of paying employees by paying semi-monthly rather than bi-weekly.
- Searchable Data Base - Adds to the financial administration duties of the department of management by requiring the department to develop and make available to the public a searchable budget database.

LSA estimates the fiscal impact of this division saves \$260,000 general fund for FY 11, due to the elimination of duplicative administrative and overhead costs.

Division 17 - Administration and Regulation Appropriations

- Appropriates \$325,000 in general fund dollars in FY 11 to create five FTEs as additional examiners. LSA estimates this will generate additional revenue of \$2.7 million each year to the general fund for FY 2011 and FY 2012. Revenue collections could increase to \$13.4 million over five years.
- Appropriates \$175,000 in general fund dollars to DOM for the Office of Grants Enterprise Management. Clarifies that of the \$175,000, \$50,000 is to create one additional position in the office of grants enterprise management. LSA estimates that adding an additional FTE to GEMS is estimated to raise \$10 million in other funds for FY 11 and \$20 million in other funds for FY 12.

Division 18 - Elimination of State Entities Associated with DALs

- Eliminates the Renewable Fuels and Coproducts Advisory Committee and its duties, which were to provide general oversight of operations of the Office of Renewable Fuels and Coproducts and to advise the office about all aspects concerning the production and consumption of renewable fuels and coproducts. The committee's duties are transferred to the office, which is contained within the Department of Agriculture and Land Stewardship (DALs).
- Eliminates the Organic Advisory Council and its duties, which were to assist the department in implementing and administering Iowa's organic agricultural laws. Their duties will be preformed by the department.
- Eliminates the Grape and Wine Development Commission and the Grape and Wine Development Fund. This was a request from DALs and the current commission members, which said all activities of the commission have been completed. The Legislature created the commission and the fund in 2001 legislation. The bill transfers any unobligated or unencumbered moneys in the Grape and Wine Development Fund at the close of FY 10 to the wine gallonage tax fund, which the Department of Economic Development uses for wine and beer promotion.

Division 19 - Elimination of State Entities Associated with DNR Control of the Natural Habitat

- Eliminates the Sustainable Natural Resource Funding Advisory Committee, effective upon enactment. The original language repealed this committee on July 1, 2010. The Legislature created this committee in 2006, with the purpose of studying how to provide a sustainable source or sources of funding for natural resources needs in Iowa. This committee provided the recommendation for the Constitutional amendment establishing the sustainable natural resources fund that will be on the November, 2, 2010, ballot.
- Eliminates the Upland Game Bird Study Advisory Committee, effective upon enactment. The Legislature created this committee in 2009, for the purpose of studying the best ways to restore sustainable and socially acceptable populations of pheasants and quail in the state to maximize the economic value of upland game bird hunting to Iowa's economy while balancing the needs of the agricultural industry. The committee has completed its duties.

Division 20 - Elimination of State Entities Associated with DNR – Iowa Climate Change Advisory Council

The division sunsets the Iowa Climate Change Advisory Council (ICCAC) on July 1, 2011, in order to allow the ICCAC to complete the report that is due to the General Assembly in January 2011. The Department of Natural Resources (DNR) would be required to submit a report to the governor and the general assembly regarding greenhouse gas emissions in Iowa and forecasting trends in these emissions by September 1 annually. The DNR could forward recommendations to the Environmental Protection Committee periodically. The bill removes references to the Climate Change Advisory Council. The savings from eliminating this council is expected to be minimal.

The ICCAC consists on 23 voting members and four nonvoting ex-officio members. The voting members are appointed by the governor and represent various interest groups, including the regent insti-

tutions, energy sector, conservation and environmental interests, government, and the general public. The nonvoting members are four members of the General Assembly. The council is charged with developing scenarios to reduce statewide greenhouse gas emissions, including a scenario to reduce emissions by 50% by 2050.

Division 21 - Economic Development - Committees and Councils

- Eliminates the Small Business Advisory Council. The council is supposed to meet at least quarterly. They receive expenses, and appointments are approved by the Senate. Among their duties include advising and consulting with the Economic Development Board on issues of concern to small business, submitting recommendations to the board relating to actual or proposed activities concerning small business, submit recommendations for legislative or administrative action, and reviewing and monitoring small business programs and agencies in order to determine their effectiveness. Any type of recommendations have not happened for a long time, and former Director Blouin attempted to eliminate this board at one time. Governor Vilsack at that time refused.
- Eliminates the Agricultural Products Advisory Board. They evaluate every value-added agriculture component project for financial assistance under the Grow Iowa Values Fund. After their initial review, if approved, the project would be forwarded to the full economic development board. This advisory board does not receive any expenses. With the elimination of this board, value-added agriculture component projects would go through the due-diligence committee initially.
- Eliminates the microenterprise development committee. This was established in 2008. The committee is required to include at least ten but not more than fifteen members representing government agencies, nonprofit organizations, and private sector entities that have expertise in the development of microenterprises. The committee is required to make recommendations to the department and the general assembly regarding establishing a competitive grant program to support of community efforts to develop microenterprises within communities with low-income and moderate-income residents. The committee is required to make recommendations for improving how community grantees with available microenterprise and entrepreneurship resources obtaining funding from various state and federal microenterprise and entrepreneurship development programs. Under the bill, the committee would be eliminated, but the loan program would continue which is administered by the Community Vitality Center privately. Proponents support this elimination because of the various other programs Iowa has to help small business development including MyEntrenet, the Small Business Development Center, Targeted Small Business program and the Main Street program.

Division 22 - Consolidation of Housing Programs

The bill codifies the move of the state's Shelter Assistance Fund from the Department of Economic Development (DED) to the Iowa Finance Authority (IFA). This happened several years ago through a Memo of Understanding with the two departments. The program provides funds to emergency housing shelters and domestic violence shelters. Not less than \$546,000 annually is to be spent from the fund on this assistance. Any leftover dollars does not revert to the general fund.

Money for the Shelter Assistance Fund comes from federal sources and the real estate transfer tax. The real estate transfer tax is collected by the county recorder every time a property in excess of \$500 changes title and documents are filed with the county recorder. The tax is 80 cents for every \$500, or a fractional part of what is in excess of \$500 from the sale of the property. Each month, the county recorder pays to the State Treasurer 82.75% from this tax that is collected, retaining 17¼ %. Currently, of the amount sent to the state, 90% goes to the general fund, 5% goes to the State Housing Trust Fund, and 5% goes to the Shelter Assistance Fund. For FY 11 through FY 15, a scheduled increase will happen to the State Housing Trust Fund. For FY 11, the amount sent to the general fund will decrease to 85%, the amount going to the State Housing Trust Fund will increase to 10%, and the Shelter Assistance Fund will remain at 5%.

The bill requires DED and IFA to jointly review all housing programs administered by IFA and DED, including federal programs. The review will identify all housing programs that are duplicative or similar to another, and how best to transfer all responsibilities for housing programs from DED to IFA. If this transfer is more than the Home Program that was recently transferred by the Governor, it may be somewhat complicated since DED is the designated pass-through agency of the federal Community Development Block Grant program, which includes many housing components, including flood relief dollars. The bill requires IFA and DED to submit a joint report to the governor, the department of management, and the general assembly by September 1, 2010.

Division 23 - Area Education Agencies

Changes are made to the Code chapters relating to Area Education Agencies as follows:

Strikes the changes with the board makeup of Area Education Agencies in the bill. Under the amendment the board makeup and number of members will remain as under current law. The following changes are adopted in the amendment.

- Creates a new advisory group. The board of directors of each AEA is to appoint an advisory group to make recommendations on policy, programs, and services to the board. The advisory group is to provide input, feedback, and recommendations to the board regarding projected future needs, and provide a review and response to any state-directed study or task force report on AEA efficiencies or reorganization. The advisory group is to be comprised of the following:
 - A minimum of three superintendents employed by school districts served by the AEA; at least one must represent a small school district, one a medium-sized school district, and one a large school district.
 - A minimum of three principals employed by school districts served by the AEA with representation as above.
 - A minimum of four teachers employed by school districts served by the AEA.
 - A minimum of three parents of children receiving services from the local AEA.
 - One member representing accredited nonpublic schools located within the boundaries of the AEA.
- The advisory group is to meet at least once per year.
- Adds a new standard for accrediting AEA programs to include support for early childhood service coordination for families and children to meet health, safety, and learning needs.
- The Iowa Learning Technology Initiative Code Chapter is repealed.
- The Midwest Higher Education Compact is repealed.

Division 24 - Early Childhood Iowa Initiative

Community Empowerment was created 12 years ago and Iowa was on the forefront of developing a state-community partnership to building early learning systems. Questions regarding the efficiencies and effectiveness of Community Empowerment at both a state and local level are often asked. The intent of this legislation is to make a good system better. The Early Childhood Iowa (ECI) portion of SF 2088, as written, makes changes to the structure of Community Empowerment, based upon the recommendations of a Lean Design event that occurred in June 2009, and drafted into the I-GOV “Early Childhood Initiative (ECI).”

SF 2088 recreates Community Empowerment as a part of an effort to do the following:

- Align early childhood programs and initiative to improve efficiencies both at the state and local level.
- Find a balance between maximizing flexibility at the local level and meeting state level requirements, including but not limited to, fiscal, quality and legislative.
- Establish consistent performance accountability for the services offered to Iowa’s 0-5 population.

This division repeals current Code chapters related to the Empowerment Initiative (Chapter 28) and establishes a new Code section 256I, Early Childhood Iowa Initiative, under the Department of Education.

Creates a new Code section for the Early Childhood Iowa Initiative in the Department of Management. An early childhood Iowa state board is created consisting of 21 voting members with 15 citizen members and 6 state agency members. The duties of the state board are outlined in the amendment. The amendment creates an early childhood coordination center. The Department of Management is required to provide administrative support. Staffing for the center is to be provided by a project director, a deputy, a family support coordinator, and a first-years-first coordinator.

Early childhood Iowa areas are designated by using county boundaries to the extent possible. An area cannot encompass more than four counties; the counties encompassing a multicounty area must have contiguous borders and a single county area shall have a minimum population of children zero through age five in excess of 5,000, based on the most recent population estimates. The early childhood Iowa functions for an area are to be performed by an early childhood Iowa area board.

Sets up an early childhood area internet site for the purposes of distributing information regarding early care. Information provided on the internet site shall include information about the early childhood Iowa initiative for state and local use, a link to a special internet site directed to parents, programs standards for early care.

An early childhood Iowa fund is created in the state treasury. A school ready children grants account is created in the fund. Up to five percent of the school ready grant moneys may be used by the area board for administrative costs.

- Also provides the following:
 - Provides that a members of the state board cannot be a provider of services or other entity receiving funding through the Early Childhood Iowa Initiative.
 - Requires data from common performance measures and other data be posted on the Early Childhood Iowa internet site and disseminated by other means and must also be aggregated to provide statewide information.
 - Allows flexibility in funding provisions, subject to funding requirements and other requirements established by law, by the state board if an area board achieves the highest rating level.
 - Requires the state board to determine how often area boards are reviewed under the system.
 - Amends duties of the state board to require they adopt rules except for the fiscal oversight measures to be adopted by the department.
 - Requires the department to provide administrative support for implementation of the Early Childhood Iowa Initiative and for the state board. The Department of Management is required to adopt rules in consultation with the state board to provide fiscal oversight of the initiative. The fiscal oversight measures adopted are to include but are not limited to all of the following:
 1. Reporting and other requirements to address the financial activities employed by area boards.
 2. Regular audits and other requirements of fiscal agents for area boards.
 3. Requirements for area boards to undertake and report on fiscal and performance reviews of the programs, contracts, services, and other functions funded by area boards.
- An Early Childhood Iowa Office is established in the department of management to provide leadership for facilitation, communication, and coordination for the early childhood Iowa initiative activities and funding and for the improvement of early care, education, health, and

human services systems. An administration is to be appointed by the director of the department. Other staff may also be designated, subject to appropriation made for this purpose.

- Changes the makeup of area boards somewhat by providing that the members of an area board must be elected officials.
- Designation of fiscal agent. The area board is required to designate a public agency of this state, a community action agency, an area education agency, or a nonprofit corporation to be the fiscal agent for the grant moneys and for other moneys administered by the area board.
- School ready children grant program. Adds language to provide that after an area board has committed the portion of school ready grant funding that is designated or authorized by law to be used or set aside for a particular purpose, the area board shall commit approximately 60 percent of the remainder to family support services and parent education programs targeted to families with children from 0 through age 5.
- School ready children grant program – corrective action. If the use of performance indicators does not show that an area board is achieving results, the state board shall require a plan of corrective action.
- Early Childhood Iowa Internet Site. Includes information on the site about the Early Childhood Iowa Initiative for state and local use. The information shall include data from the indicators of success and performance measures adopted by the state board and fiscal information and other data developed by the department.
- Administrative costs retained by area boards are 3 percent.

- **Early Childhood Stakeholders Alliance Created**

- An alliance is created to support the state board in addressing the early care, health, and education systems that affect children ages 0 through age 5 in Iowa.
- The purpose of the alliance is to oversee and provide broad input into the development of a high quality Iowa early childhood system that meets the needs of children age 0 through age 5. The alliance is to advise the Governor, General Assembly, state board, and other public and private policy bodies and service providers in coordinating activities throughout the state to fulfill its purpose.
- Membership is to include a representative of any organization that touches the lives of young children in the state age 0 through 5, has endorsed the purpose and vision state for the alliance, has endorsed the guiding principles adopted by the alliance for early childhood system, and has formally asked to be a member and remains actively engaged in alliance activities.
- The alliance shall determine its own rules of procedure.
- The alliance shall operate with a steering committee to organize, manage, and coordinate the activities of the alliance and its component groups. The steering committee may act on behalf of the alliance as necessary. The steering committee membership is to consist of the co-chairpersons of the alliance's component groups, the administrator of the early childhood Iowa office, and other leaders designated by the alliance.
- Component groups. The alliance must maintain component groups to address the key components of the Iowa early childhood system. Each component group must have one private and one public agency co-chairperson. The alliance may change the component groups as deemed necessary by the alliance. Initially, there will be a component group for each of the following:
 1. Governance planning and administration.
 2. Professional development.
 3. Public engagement.
 4. Quality services and programs.
 5. Resources and funding.
 6. Results accountability.

- Duties. The stakeholders alliance duties are to include but are not limited to all of the following: coordinate with the early childhood Iowa state board, and serve as the state advisory council required under the federal Improving Head Start for School Readiness Act of 2007.
- Staffing. Staff support for the stakeholders alliance is to be provided by the department.
- Requires the Department of Management and the Early Childhood Iowa Board to implement requirements for school ready children grant funds or other state, federal, or other funds in possession of a community empowerment area remaining unobligated or unexpended to the board designated to serve that area. The requirements will include measures to ensure there is continuity of services in the transition from the community empowerment initiative to the early childhood Iowa initiative.

Transition Provisions

1. The initial membership of the early childhood Iowa state board will be composed of the membership of the Iowa empowerment board.
 2. Effective on or after July 1, 2011, the designations granted by the Iowa Empowerment Board to community empowerment areas and community empowerment area boards are withdrawn. However, all or a portion of the membership of a community empowerment area board may be redesignated to serve as the membership of the initial early childhood Iowa area board for the relevant early childhood Iowa area to be served.
 3. Until the early childhood Iowa state board has adopted rules to implement this law, the Department of Management will apply the relevant rules adopted to implement the community empowerment initiative under Chapter 28.
 4. The Department of Management and the early childhood Iowa board will implement requirements for school ready child grant funds or other state, federal, or other funds in possession of a community empowerment area remaining unobligated or unexpended to be remitted to the successor early childhood Iowa area board designated to serve that area.
- Conforming changes to the Code are made to reflect the new Early Childhood Iowa Initiative.

Division 25 – Community College Accreditation

- The Department of Education must convene a working group, whose members include community college faculty. The working group is required to study the standard and maximum academic credit hour per school term workload appropriate for an instructor. The working group is required to submit its findings and recommendations to the state board of education and the General Assembly on or before December 31, 2010. During the 2010-2011 academic year, instructors may exceed the maximum 18 hour credit load.
- The Department of Education is required to review and evaluate the implementation of the recommendations and submit its findings, recommendations, and proposed amendment on or before December 31, 2010.

Division 26 - Registration of Postsecondary Schools

- Requires the College Aid Commission to post an application from a school seeking registration on the commission's website and to render a decision on an application for registration within 180 days of the filing of the application.
- Strikes the Advisory Committee on Postsecondary Registration (Chapter 261B.10) under College Student Aid Commission.

Division 27 – Division of Libraries and Information Services

- The State Medical Library is eliminated. The Hardin Health Sciences Library at the University of Iowa provides most of the services offered by the State Medical Library, and the Hardin Library has a much larger collection of books and journals. This reflects the current situation.
- This division is effective upon enactment.

Division 28 – Library Districts

- Amends Chapter 336, and makes it possible for existing city or county libraries to voluntarily merge and form a library district. Provisions of the chapter are updated.

Division 29 - Health and Human Services Program Efficiencies

The Department of Human Services (DHS) is required to develop and implement strategies to increase efficiencies by reducing paperwork, decreasing staff time, and providing more streamlined services to the public. The strategies may include, but are not limited to, simplifying and reducing duplication in eligibility determinations among programs by utilizing the same eligibility processes across programs to the extent allowed by federal law. In addition, DHS is required to provide a progress report to the HHS budget subcommittee on an annual basis.

DHS, IDPH, DOC, DOM and any other appropriate agency are required to review the provision of pharmaceuticals to populations they serve and programs under their respective purview to determine efficiencies in the purchase of pharmaceuticals. DHS is required to develop strategies to implement efficiencies and reduce costs to the state, and must determine any changes in state law or approval from the federal government necessary to implement any strategy identified.

Division 30 - Child Support

DHS is required to establish criteria and a phase-in schedule of no-later-than June 30, 2015, to have payors submit the child support payments electronically. DHS will assist payors of child support in this effort and will adopt rules to implement the procedure, and for an exemption of the process taking into consideration any undue hardship electronic transmission creates for payors.

Division 31 - False Claims Act

The division creates a False Claims Act for the state. A False Claims Act allows private individuals, as well as the state, to bring a fraud case where there could be financial loss to the state. The Federal Deficit Reduction Act of 2005 allowed states with a False Claims Act in place to retain 10% of any recoveries for Medicaid funds improperly paid. The False Claims Act proposed in SF 2088 is broader than a Medicaid only False Claims Act to fully comply with federal requirements and assure that Iowa will be granted the 10% recovery of any False Claim action. The bill appropriates \$60,000 and one full time employee from the general fund to the Attorney General to perform the duties required of the False Claims Act.

Division 32 - Medicaid Prescription Drugs

DHS is required to adopt rules to restrict physicians and other prescribers to prescribing not more than a 72 hour or three day supply of a prescription drug not included on the Medicaid preferred drug list while seeking approval to continue prescribing the medication. However, DHS is also required to adopt rules to restrict physicians and other prescribers to prescribing not more than a seven day supply of mental health prescription drugs not included on the Medicaid preferred drug list while seeking approval to continue prescribing the medication. Also, if an approval or disapproval is not received by the physician or other prescriber within 48 hours of the request, the request is deemed approved.

In addition, DHS is required to adopt rules to require that, unless the manufacturer of a mental health prescription drug enters into a contract to provide Iowa with a supplemental rebate, the drug will be placed on the non-preferred drug list and subject to prior authorization before a Medicaid recipient is able to obtain the drug. DHS must also consult with interested parties to develop rules. The rules cannot take effect before January 1, 2011.

Division 33 - Medicaid Disease Management

DHS is required to design and implement a disease management program for children to address the most prevalent chronic diseases among children in Iowa. The program may include technology-based disease management, in-person or telephonic care management, self-management strategies, and health literacy education and training.

Division 34 - Medicaid Home and Community-Based Services Waiver Payments

DHS is required to evaluate payment records and determine the proper mechanism to trigger a review of payments for services provided under a Home and Community Based Services (HCBS) waiver that are in excess of the median amount for payments through the waivers. Following development of the trigger mechanism, DHS will require advance approval for services for which payment is projected to exceed the median.

Division 35 - Divestiture - Medicaid Program

The division amends the definition of "transfer of assets" for the purpose of eligibility for Medicaid program so that any transfer of a legal or equitable interest in property, from a transferor to a transferee for less than fair consideration, made while the transferor is receiving assistance from Medicaid or within five years prior to application for Medicaid by the transferor, is presumed to be made with the intent, on the part of not only the transferee, but also the transferor. The presumption is then rebuttable only by clear and convincing evidence that the transferor's eligibility or potential eligibility for Medicaid or the impact on the recovery or payment of a Medicaid debt was no part of the reason of not only the transferee, but any of the other parties specified for making the transfer or assignment.

In addition, The division provides that a transfer of assets includes a transfer of an interest in the transferor's home, domicile, or land appertaining to such home or domicile while the transferor is receiving medical assistance, unless otherwise exempt. Lastly, the division amends the listing of transfers that are exempt from the definition to provide that a transfer of assets that would have been exempt from consideration as a resource if retained by the transferor pursuant to federal law does not include a transfer of the home or land appertaining to the home.

Division 36 - Child Care Advisory Committee

The Early Childhood Iowa Council is required to establish a State Child Care Advisory Committee as part of the Council. This Advisory Committee will replace the Child Care Advisory Council. As with the previous council's duties, the advisory committee will advise and make policy recommendations to the Governor, General Assembly, DHS, and other state agencies concerning child care. In addition, DHS will provide financial and utilization data to the advisory committee to assist them in their recommendations.

The membership of the Advisory Committee will consist of a broad spectrum of parents and other persons from across Iowa with an interest in or involvement with child care. The membership will be appointed by the Early Childhood Iowa Council, and not by the Governor. Also, the Council is required to submit a legislation proposal to the Governor and General Assembly specifying membership slots for the committee by December 15, 2010. The proposal shall ensure that there is appropriate representation for the various types of child care arrangements available in the state and for expertise. In addition, if the Early Childhood Iowa State Board is created, then the new board will fulfill the responsibilities of the Early Childhood Iowa Council, and the Department of Education will propose corrective language regarding the Child Care Advisory Committee. Except for the proposal due by December, 15, 2010, this division takes effect July 1, 2011.

Division 37 and 38 - MH/MR/DD/BI Commission Duties and Services

The divisions realign the Commission's duties with their purpose and the resources available to support its activities. This will allow the Commission to streamline and coordinate duties.

Division 39 - MH/MR/DD/BI Commission and Waiver Name Change

Changes the name of the MH/MR/DD/BI Commission to the Mental Health and Disability Services Commission. In addition, changes the term mental retardation to intellectual disabilities.

Division 40 - Consolidation of Advisory Bodies - Council on Human Services

The Council on Human Services is required to establish and utilize at least the following advisory committees under the council. The Council is required to establish appointment provisions, membership terms, operating guidelines, and other operational requirements for the committees.

- Child Abuse Prevention Advisory Committee
- Child Support Advisory Committee
- Child Welfare Advisory Committee

These new advisory committees will replace the stand alone Child Abuse Prevention Advisory Council, Child Support Advisory Committee and the Child Welfare Advisory Committee. The Council must consider re-appointing the current members, of the stand alone committees, when establishing the new committees under the council.

Division 41 - Repeal of Health Advisory Bodies

The following boards are eliminated:

- State Substitute Medical Decision-Making Board
- State Medical Examiner Advisory Council
- Swimming Pool Advisory Committee
- Technical Advisory Committee for Radiation

Division 42 - DHS - Field Services Organization

The division repeals the current service areas assignment set in 2002, and authorizes the director of DHS to realign the service areas based on caseload and budget concerns. This provision takes effect upon enactment. This is the same language as HSB 572, a DHS department bill.

Division 43 - DHS - Family Support Subsidy

The division begins the elimination of the Family Support Subsidy. Starting July 1, 2010, DHS will stop new enrollment for the Family Support Subsidy. In addition, any pending applications will not be approved starting the same date. The Family Support Subsidy program consists of a monthly cash payment made to families who have a child with a disability. The subsidy is meant to help keep families together by defraying some of the special costs of caring for a child with a disability at home. The program is based on the assumption that the most desirable place for a child is at home and that the family is the most knowledgeable about what supports are needed and appropriate for their child.

Division 44 – Department of Human Services Level of Care

Requires the DHS to amend the Medical Assistance Program Home and Community Based Services waiver for persons with intellectual disabilities to that required evaluations performed subsequent to the initial diagnosis of mental retardation are for the purpose of determining the appropriate level of care rather than confirming the original diagnosis.

Division 45 – DHS – Transportation Services

Requires the DHS to amend the Medical Assistance Program Home and Community Based Services waiver for persons with intellectual disabilities as necessary for employment-related transportation to be covered by the supported community living services provider.

Division 46 - DHS - Electronic Funds Transfer Payments

DHS is required to continue expanding their ability to make payments to program participants and vendors by using electronic funds transfer. In addition, DHS will work to expand the use of electronic funds transfers for all programs administered by the department.

Division 47 - DHS - Adoption Subsidy Program

The division reduces the maximum payment for non-recurring expenses to \$500, and additional amounts for court costs and other related legal expenses will no longer be allowed, starting July 1, 2010. This is a reduction from a limit of \$750 for non-recurring expenses.

Division 48 - County Commissions of Veteran Affairs Fund

The bill inserts language requiring each county receiving an allocation from the Veterans Affairs Fund must report annually on the expenditures of the allocation in a form agreed to by the IDVA and the county.

Division 49 - Department of Corrections

- Changes the number of times that the Board of Corrections meets from 12 times per year to quarterly. LSA estimates the fiscal impact of this provision saves \$6,400 general fund for FY 11 and FY 12.
- Adds new language under disciplinary procedures stating that the disciplinary rules may impose a reasonable administrative fee for instances when an inmate is found guilty of violating a major disciplinary rule. These violations are kept in the inmates records/files. LSA estimates this new disciplinary fee will raise \$6,000 in general fund revenue for FY 11 and FY 12.
- Requires the Department of Corrections to close, by July 1, 2010, farm 1 and farm 3 at Fort Madison by January 1, 2011. Inmates at these facilities must be transferred to another facility. Farm 1 is scheduled to be the spot for the new Fort Madison prison.

Division 50 - State Public Defender

- Eliminates the Indigent Defense Advisory Committee, and instead requires the State Public Defender to file a written report with the Governor and the General Assembly every three years, with the first report due on January 1, 2012. The report will review the recommendations and activities related to the state indigent defense system, as well as the hourly rates paid to court-appointed counsel and per case fee limitations. This idea came from the Legislative Commission. The fiscal note says that this change is projected to save \$6,400 each year for FY 2011 and FY 2012.
- Appropriates \$1.1 million and 16 FTEs from the general fund to the Office of the State Public Defender for the fiscal year 2011. This appropriation is to be used for additional public defender positions and staff, including salaries, support maintenance, and miscellaneous purposes. This idea came from Public Works.

Division 51 - Iowa Law Enforcement Academy (ILEA)

- Adds language stating that candidates for the training school for the Department of Public Safety will pay for one-third of the training costs, but the department may pay for all or a portion of the candidate's share. Under current practices, these candidates do not pay for any of their training.
- Rewrites language regarding the charging practices for the ILEA as follows:
 - DOT and DNR must pay the full costs of the training for their candidates.

- If the candidate is from any other state agency or state department, the candidate will be charged one-third of the cost, the agency or department will be charged the remaining two-thirds, and the agency or department has the option of paying the full cost.
- If the candidate is sponsored by a political subdivision, the candidate will be charged one-third of the cost, the political subdivision will be charged one-third, and the state is responsible for the last third. The political subdivision has the option of paying for the candidate's share.
- For all other candidates, including candidates from a tribal government, the candidate will be charged all costs.
- Requires ILEA, with the approval of the Iowa Law Enforcement Academy Council, to develop and administer a pilot training program for private security personnel. This pilot program must consist of at least ten trainees, with each trainee receiving fifty hours of training. The pilot program will cost \$50 per hour of training and all money received will be deposited into the general fund.

Division 52 - State Government Efficiency Review Committee

Establishes a State Government Efficiency Review Committee, which meets at least every four years to review the operations of state government. The committee is made up of three members of the Senate appointed by the Majority Leader of the Senate, two members of the Senate appointed by the Minority Leader of the Senate, three members of the House of Representatives appointed by the Speaker of the House of Representatives, and two members of the House of Representatives appointed by the Minority Leader of the House of Representatives.

The committee meets as directed by the Legislative Council. Members are appointed prior to Jan. 31 of the first regular session of each GA. Members are reimbursed for expenses and paid a per diem (when not in session). The Committee is to:

- Review and consider options for reorganizing state government to improve efficiency, modernize processes, eliminate duplication and outdated processes, reduce costs, and increase accountability. The review is required to address the expanded use of the internet and other technology, and the incorporation of productivity improvement measures.
- Review recommendations received by the public and public employees.
- Issue a report, including findings and recommendations to the GA. The first report is due by Jan. 1, 2014, and at least every fourth year thereafter.

Division 53 - Boards and Commissions - Establishment Criteria

Prior to establishing a new appointive board, commission, committee, or council of the state, the General Assembly is to consider all of the following:

- Whether there is an existing board or commission that would be able to perform the duties of the new board, commission, committee, or council.
- The estimated annual cost of the new board, commission, committee, or council, including any additional personnel costs arising out of the creation of the new board, commission, etc.
- Whether a repeal date is needed for the new board, commission, etc., and an appropriate repeal date.

This will apply to board, etc., established by the Code on or after July 1, 2010

Further action in 2010:

HF 2531, the Standings bill, directs DOM to allocate \$83.7 million in operational cost savings due to the implementation of the early retirement (SF 2062), government reorganization (SF 2088), and the Governor's executive order #20, to all executive branch agencies except the Board of Regents. The Department of Management is required to report on or before December 1, 2010, the anticipated reductions in operational expenses. The reductions are to be categorized in one of the following areas: early retirement, span of control, FTE vacancies, executive order, and remaining provision of SF 2088.

Public Health 2010 Legislative Wrap Up

Lynh Patterson, Iowa Department of Public Health

April 20, 2010

1

- Election year
- 80-day vs. 100-day legislative session
- Tough economy and tight state budget



2010 Political Climate

2

- Look for "enrolled" version of bills
- Bills effective July 1, 2010 unless otherwise designated
- Governor has 30 days to act on bills passed during the last three days of session.
- Veto messages

Notes on Process

3

SF 2088

DIVISION I

DIVISION II

DIVISION IV

DIVISION V

DIVISION VII

DIVISION XXIV

DIVISION XLI

DIVISION LII

DIVISION LIII

GOVERNMENT INFORMATION TECHNOLOGY SERVICES

ELECTRONIC RECORDS

STATE BUDGETING AND PERSONNEL

SPAN OF CONTROL

DEPARTMENT OF ADMINISTRATIVE SERVICES – PURCHASING

EARLY CHILDHOOD IOWA INITIATIVE

HEALTH ADVISORY BODIES

STATE GOVERNMENT EFFICIENCY REVIEW COMMITTEE

BOARDS AND COMMISSIONS – ESTABLISHMENT CRITERIA

Government Reorganization

4

- **State retirement incentives**, SF 2062 (\$270M in savings when combined with SF 2088, Government Reorganization)
- **Banning texting while driving**, HF 2456
- **Domestic violence and firearms**, SF 2357
- **Concealed weapons permits**, HF 2528
- **Mental health and substance abuse coverage for veterans**, SF 2201
- **Expanding autism insurance coverage for state employee health plans**, HF 2531
- **Hospital health care access assessment**, SF 2388
- **Seat belts for children**, SF 2381
- **Driving safely around bicyclists**, HF 2531
- **Extension of certification of pharmacy technicians**, HF 2531

Highlight of Bills Enacted

5

- **2010 health care reform**, SF 2356
 - IowaCares regional provider network
 - Diabetes care coordination plan
 - Iowa insurance information exchange
- **Iowa Needs Nurses Now**, SF 2384
 - Nursing workforce data clearinghouse
 - New workforce accounts to promote nurse educators and nursing workforce

Highlight of Bills Enacted

6

1. Revisions to Chapter 137 Local Boards of Health, SF 2266
2. Revisions to Chapter 136 State Board of Health, HF 2183
3. Revisions to Chapter 147A EMS, HF 2193
4. IDPH Omnibus, HF 2144
5. IDPH Technical Bill, HF 2284
6. Iowa Board of Pharmacy Updates to Controlled Substances Act, HF 2403
7. Lead Certification Fee Clarification, HF 2526

IDPH Legislative Package



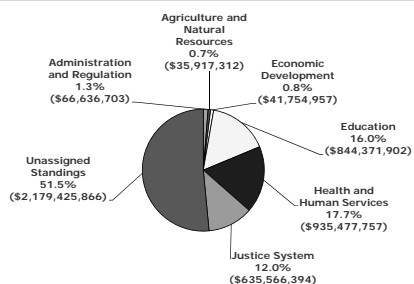
7

- Mental health and substance abuse coverage for all Iowans
- Direct-entry lay midwives licensure
- Naturopathic physicians licensure
- Audiological coverage for children
- Breastfeeding in the workplace
- Authorizing sale of raw milk
- Labor bills
- Gambling expansion bills



Highlight of Bills that Died

8



FY11 State General Fund

Source: Legislative Services Agency

9

- FY11 state budget: \$5.28 billion (FY10: \$5.3 billion after 10% ATB)
 - \$725M- one-time funding
 - \$243.7M - ARRA Medicaid
 - \$46.1M - ARRA Health and Human Services
 - \$263.3M - Cash Reserve Fund
 - \$24.4M - Underground Storage Tank Fund
 - \$147.4M - Other (carry forward funding, intra-state transfers, smaller funds, emergency TANF, and the Medicaid Fraud Account)
- FY12 state budget tighter with use of one-time funds.

More Budget

Source: Legislative Services Agency

10



- FY11 \$56,792,774 = \$2,108,366 less or 3.58% reduction compared to FY10
 - \$785,000 of this is one-time funding
 - Does not include loss of \$3M stimulus

- Factors: government reorg savings requirements, early retirements, not filling vacated positions, span of control requirements, no funding for salary adjustments for contract state employees, and no COLA or merit increases for noncontract state employees.



IDPH Budget

11

Senators

- Roger Stewart (D-Preston)
- Steve Warndstadt (D-Sioux City)
- Ron Wieck (R-Sioux City)

Representatives

- Polly Bukta (D-Clinton)
- Kerry Burt (D-Waterloo)
- Wayne Ford (D-Des Moines)
- Marcie Frevert (D-Emmettsburg)
- Eleshia Gayman (D-Davenport)
- Mark Kuhn (D-Charles City)
- Dolores Mertz (D-Ottosen)
- Roger Wendt (D-Sioux City)
- Wes Whitehead (D-Sioux City)
- Mike May (R-Spirit Lake)
- Chris Rants (R-Sioux City)
- Rep. Rod Roberts (R-Carroll)
- Rep. Kent Sorenson (R-Indianola)
- Doug Struyk (R-Council Bluffs)
- Jodi Tymeson (R-Winterset)

Retiring Legislators

12

The Community Health Needs Assessment and Health Improvement Plan (CHNA & HIP)

Presented by
Louise Lex, MS, PhD



CHNA & HIP

Iowa Department of Public Health

What is it?

It is a report on a local board of health-led discussion about a community's health needs and what can be done about them.

In submitting a report, counties may work together or as a single county.



Iowa Dept. of Public Health
<http://www.idph.state.ia.us/chnahip/default.asp>

Who is involved?

- Local health-care providers
- Other public health system agencies
- Community-based organizations
- Members of the general public
- Emergency management
- Fire department
- Educational system
- Law enforcement



Iowa Dept. of Public Health
<http://www.idph.state.ia.us/chnahip/default.asp>

And...

- Law enforcement
- Business/industry
- Human service agencies
- Elected official representation
- Media
- EMS
- Judicial system
- Transportation
- Disparate population groups



Iowa Dept. of Public Health
<http://www.idph.state.ia.us/chnahip/default.asp>

Why is it important to the community?

- Assessment is a core function of public health.
- The community makes the decisions about health problems.
- The process meets the Iowa Public Health Standards.
- Information helps allocate resources and set policy.



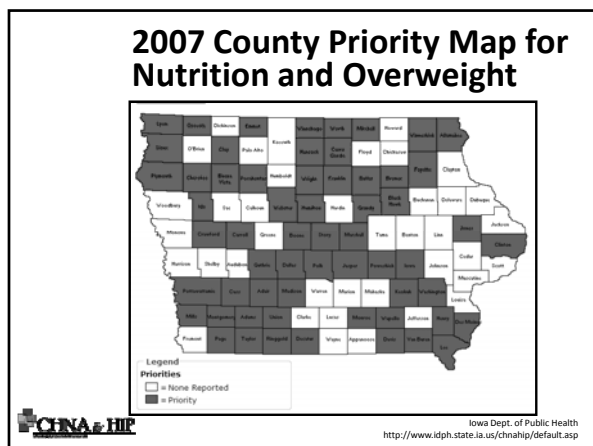
Iowa Dept. of Public Health
<http://www.idph.state.ia.us/chnahip/default.asp>

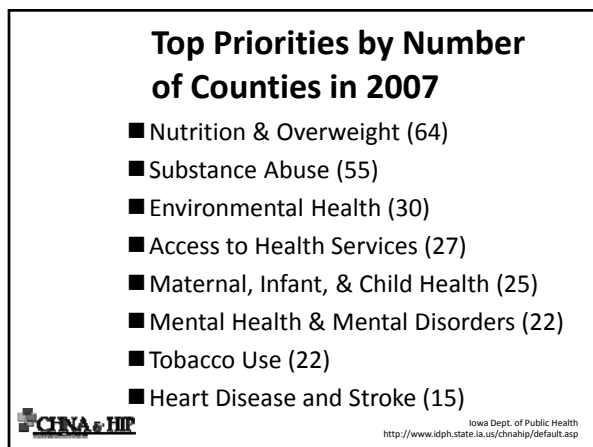
Why is it important to the state?

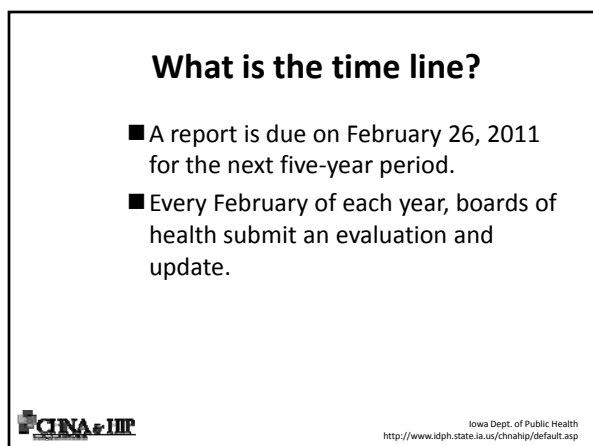
- It provides a solid profile of the health priorities of the entire state and guidance on what resources are needed.



Iowa Dept. of Public Health
<http://www.idph.state.ia.us/chnahip/default.asp>







What resources and support are available?

- Every county has a CD with county-specific data and materials.
- Materials are on the CHNA & HIP Web page:
<http://www.idph.state.ia.us/chnahip/default.asp>
- Resource people are available for each county.



Iowa Dept. of Public Health
<http://www.idph.state.ia.us/chnahip/default.asp>

And...

- Three members of the Iowa Department of Public Health serve as links to data and resources.
- Webinars are held each month from March to November.



Iowa Dept. of Public Health
<http://www.idph.state.ia.us/chnahip/default.asp>

The 11-Step CHNA & HIP Model

- Build the Foundation
 1. Inform the community and engage the stakeholders.
 2. Create a planning structure and identify resources.
 3. Identify and secure the resources.



Iowa Dept. of Public Health
<http://www.idph.state.ia.us/chnahip/default.asp>

Gather Information on Community Health Status.

4. Review the 2005 and 2007 CHNA & HIP report.
5. Engage the stakeholders in review and discussion of state-provided data and additional local information.
6. Review the key factors that are important for health and well-being.



Iowa Dept. of Public Health
<http://www.idph.state.ia.us/chnahip/default.asp>

Evaluate the community's resources and invite feedback.

7. Document key points of the stakeholder discuss and invite community participation and feedback.



Iowa Dept. of Public Health
<http://www.idph.state.ia.us/chnahip/default.asp>

Lay Out the Action, Marketing, and Evaluation Plan

8. Develop the action plan based on Steps 6 and 7.
9. Track progress and sustain the process.
10. Establish a marketing plan to communicate health needs and goals.
11. Annually evaluate the strategies, goals, and marketing plan.



Iowa Dept. of Public Health
<http://www.idph.state.ia.us/chnahip/default.asp>

Why is CHNA & HIP important to everyone?

■ *Health is vital to all of us some of
the time, but public health is vital
to all of us all of the time.*

--C. Everett Koop, MD
Former US Surgeon
General



Iowa Dept. of Public Health
<http://www.idph.state.ia.us/chnahip/default.asp>

Contact Information

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Phone: 515-281-4348



Iowa Dept. of Public Health
<http://www.idph.state.ia.us/chnahip/default.asp>

WHIS UPGRADE

Steph Trusty

Maternal Health Consultant

4/29/2010

Reason for the Upgrade

- Improve time input form (now call Service Detail Form) to support billing to IDPH for Outreach and Care Coordination
- Improve documentation of Oral Health Services
- Fix errors in database

Pilot Testing Sites

- THANK YOU!!!!!!!
- Mid - Iowa Community Action
- Grinnell Regional Medical Center

Plan of Care

Developing an individualized plan of care based on the member's needs, including pregnancy, personal, and interpersonal issues

- Counseling
- Referral
- Ensuring the member receives all components as appropriate
- Changed care plan there are now general categories and goals are free form text as are action items to meet goals.

Medicaid Risk Assessment

- Fixed scoring on OH question on assessment form
- Removed from validation report . The risk assessment is a required form but, if you prefer you can do it as a paper form and keep it in the client's paper chart



Dental Form

- Dental Intake now entered on Intake Form
- Separate Dental Form still exists “Dental First” Clients it is not required, but when needed allows documentation of dental services first can admit a client to WHIS from this form.
- Service Detail Forms change to capture repeat visits.



Service Detail Form

- Separate entry for each service with payment source and comment box for each
- When selected services are provided there are prompts for documentation
 - OH - initial and rescreening
 - Care Coordination
- Area to document non-billable care coordination
- Check box for when service provided is documented in client record.

Next Steps

- Once upgrade is provided to you make sure your agency and you subcontractors have installed the upgrade.
- WHIS manual and WHIS paper forms, & release notes will be available soon.
- Contact Steph Trusty or Brad Hummel if your having problems with the upgrade



FAMILY PLANNING - PROGRAM REVIEW

Iowa Department of Public Health

Date: _____ Agency: _____ State Staff: _____

Local Staff: _____

Data_____
% Eligible pop. served (Based on latest Alan Guttmacher Institute estimates)_____
Current users (Last CY)_____
% Poverty_____
% Adolescent**Service Delivery**

	Yes	No	N/A
Title X Dollars Not Used for Abortion			
Services are voluntary			
Services are confidential			
No-contact policy assesses methods to contact clients while protecting confidentiality			
Intake interview is conducted in private			
Costing and Cost Saving Activities			
Costing completed in last year			
Obtained results			
Applied findings			
Appointments			
Person(s) responsible			
Failed appt. policy			
Walk-in policy			
Appointment availability for adolescents: _____			
Recall Methods for Missed Appointments			
Mail			
Phone (Home)			
Phone (Cell)			
Verbal only			
Referral procedure			
Client informed of importance to follow-up			
Follow-up assigned			
Criteria			
Release of info. signed			
Linkages (list below)			
Contracts or			
Memos of understanding			
Medical Emergencies (vaso-vagal reactions, anaphylaxis, syncope, cardiac arrest, shock, hemorrhage, and respiratory difficulty)			
Policy in place			
All employees trained			
Necessary equipment			
Non-Medical Emergencies (natural disasters, violent acts, fire)			
Policy in place (site-specific and define role of staff)			
All employees trained			

Quality of Service

	Yes	No	N/A
Medical protocols			
Current			
Reference current national standard of care when vary from Title X Guidelines			
Reviewed yearly			
Person responsible: _____			
Standing orders from physician when indicated			
Current			
Reviewed yearly			
Person responsible: _____			
Job Descriptions			
Current/appropriate			
Reviewed yearly			
Person responsible: _____			
Manuals current			
Copies of professional licenses current			
Release of medical records protocols			
Written consent for the release of personally identifiable information, except as required by law			
When information is requested, agencies release only the specific information requested			
Information collected for reporting purposes may be released in the aggregate, so as not to identify individuals			
Upon request, clients transferring to other providers must be provided a copy or summary of their record			

Personnel Policies

	Yes	No	N/A
Clinic staff meetings			
Agency staff meetings			
Training updates			
New employees trained			
Continuing education offered			
Statement in project personnel files acknowledging possible prosecution if coerce any person to undergo abortion or sterilization			
Conflict of interest policy is signed and in personnel files			

Community Education and Project Promotion

	Yes	No	N/A
Current annual plan (review plan)			
Is the plan adequate?			
Resources/who is available: _____			
Community			
Mass media			
Posters			
Public Presentations			
Schools			
Churches			
Other(s) Describe: _____			
Presentation content in compliance (based on review of materials used)			
Content for adolescents on			
Parental involvement			
Adolescent decision-making			
STI/HIV Prevention			
Clinic servicing			
Confidential services			

Voluntary services			
Sliding fee			
Strategies to avoid coercive sexual activity			
Professional			
Physicians			
OB Departments			
PHN			
School Nurses			
AEAs			
Other(s)			
Client			
Newsletter			
Program information pamphlet			
Special efforts for high-risk			
Special efforts for minorities			
Other(s)			

Review of Grant Application

	Yes	No	N/A
Work plan			
On schedule			
Evaluation plan			
What activities are focusing on national priorities? _____			

Patient Fee and Collections (review income, fee schedules & policies)

	Yes	No	N/A
Basis of current fee schedule (review)			
Costing activities			
Description: _____			
Clients placed accurately on the income scale			
Review client income verification forms and procedures			
Is income verified?			
Is income verification a barrier to services?			
Can fees be waived for good cause?			
Is confidential minor income assessment based on the minor's income only?			
Review of fee schedule			
Are services free for those clients under 100% poverty?			
Are current poverty guidelines incorporated?			
Are sliding fees charged between 101% and 250%?			
Are charges appropriate?			
Are donations voluntary?			
Are there failed appointment or supply pickup fees?			
Are postage & handling fees are based on income?			
Are discounts applied to balances after insurance pays?			
Review payment & collection policies			
Describe how unpaid balances are solicited from confidential clients			
Billing procedures safeguard confidentiality for no-contact clients			
Describe how unpaid balances are solicited from non-confidential clients			
Contraceptive supplies are not rationed for non payment			
Is client's sensitivity & dignity maintained?			
Do client bills show total charges minus discounts?			
Are all third parties billed for total charges without discounts?			
Is there a method for aging outstanding accounts? Describe			

Review of agency policy regarding availability of services regardless of ability to pay Describe_____			
Review procedure for separation of patient financial/balance due information from clinical records is separation assured? Comments_____			
Review policies for referring clients to collection agencies: Comments			

Community Participation (Information & Education Committee)**Yes No N/A**

Process for soliciting community participation and input for development, implementation and evaluation of the program			
Committee has local racial & ethnic representation			
Committee members are knowledgeable about community family planning needs			
Review minutes of Community Participation meeting			
Minimum of one meeting per year			
Minutes reflect actions taken on materials			
Educational material evaluation forms on file			
Comments:			
Describe the review process for all materials provided to clients:			
Describe the process for local input for the program plan:			

***NOTE: Materials developed by IDPH will be approved through state level I & E committee: therefore, local approval is unnecessary for these specific materials.**

Civil Rights**Yes No N/A**

What activities has the agency implemented to be in compliance with Title VI (Civil Rights Act)?			
Does the agency assure there is a non-discrimination policy for clients?			
Are facilities accessible to people with disabilities? (Americans With Disabilities Act – Public Law 101-336) (review disability accessibility assessment)			

Facilities**Yes No N/A**

Are facilities available at the times convenient to clients?			
Do facilities meet local fire, building & licensing codes?			

Compliance with Iowa law**Yes No N/A**

Does the agency have policies for reporting child abuse consistent with Iowa child abuse reporting requirements?			
--	--	--	--

Appendix A11: Agency Administrative On-Site Review

Agency: _____

Programs: WIC, MH, CH, FP

Date of on-site review: _____

Agency staff consulted: _____

Department reviewer: _____

Date of last administrative review: _____

List any recommendations and requirements from previous administrative reviews that are still unmet:

Yes No N/A

I. Organizational Chart:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Documents on file are consistent with current organizational structure. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Actual lines of supervision are reflected. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Agency has notified the Department, in writing, of required staff changes. |

II. Agency lines of Communication and/or Management:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. How often are agency staff meetings held? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. How are staff minutes dispersed to staff? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. How often are meetings with subcontractors held? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. How are subcontractor meeting minutes dispersed? _____ |

III. Subcontractors:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Agreements, contracts, and memoranda of understanding have been signed for current grant year prior to effective date. (Check against list of subcontractors for each contractor in Appendix A of contract.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Subcontracts are in compliance with Article 5 of the General Conditions dated February 1, 2007. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. For Subcontracts, the qualifications and responsibilities are stipulated in the contract, or with contracted providers, as required by Americans with Disabilities Act of 1990 (ADA). |

IV. Licensure:

- ☐ ☐ ☐ A. Agency has on file verification of current licensure status of professional staff, including contracted staff.

V. OSHA Bloodborne Pathogens Standards:

- ☐ ☐ ☐ A. Agency exposure control plan meets all of the OSHA Bloodborne Pathogens Standards.
- ☐ ☐ ☐ B. Employees directly exposed to bloodborne pathogens signed the "Hepatitis B Immunization Consent/Refusal Form".
- ☐ ☐ ☐ C. Agency conducts training and education (at the time of hire and annually thereafter) concerning bloodborne pathogen exposure.
- ☐ ☐ ☐ D. Records of training are kept for at least three years.

VI. Personnel Policies:

- ☐ ☐ ☐ A. Conditions of employment include recruitment, selection, termination, promotion, and compensation (including fringe benefits)
- ☐ ☐ ☐ B. Leave and absence.
- ☐ ☐ ☐ C. Grievance procedure.
- ☐ ☐ ☐ D. Provision for career development or continuing education.
- ☐ ☐ ☐ E. Nondiscrimination policy, to be consistent with Title VI of the Civil Right Act, Section 504 of the Rehabilitation Act of 1973, and Title I of the Americans with Disabilities Act.
- ☐ ☐ ☐ F. Employee orientation program.
- ☐ ☐ ☐ G. Employee performance evaluation.
- ☐ ☐ ☐ H. Policies reviewed according to the agency policy and updated as needed.

VII. Employee/Personnel Files:

- ☐ ☐ ☐ A. Employee performance review in employee personnel files is in compliance with Employee Performance Evaluation Policy. (Randomly selected a representative sample and all Family Planning personnel files.)
- ☐ ☐ ☐ B. Confidentiality of personnel records are insured in what way(s)? _____
- Locked cabinet? Yes ☐ No ☐

VIII. Employment Application Form:

- ☐ ☐ ☐ A. Forms are in compliance with civil rights regulations.
- ☐ ☐ ☐ B. Form includes a detachable demographic data sheet.

IX. Job Description:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Every agency position in the budget has a written job description available. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Job descriptions delineate qualifications and responsibilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Job descriptions are dated and reflect current responsibilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Job descriptions are updated regularly to delineate essential functions. |

X. Salary Schedule:

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Salary schedule is current. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Salaries for budgeted positions agree with this schedule. |

XI. Civil Rights:

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Contractor is in compliance with Title VI of the Civil Rights Act, the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the 1973 Rehabilitation Act. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Agency has appointed a Section 504/ADA coordinator:
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. The section coordinator has taken recommended Civil Rights training. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Agency is prepared and willing to provide "reasonable accommodation" to an applicant or employee who requests it. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Service sites have been evaluated for handicapped accessibility and have written documentation. By whom: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. The agency is in compliance with Affirmative Action requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Agency has an Equal Employment/Affirmative Action (AA) officer:
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Agency has a current Affirmative Action policy and plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. The plan analyzes and compares the agency's workforce to labor. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Areas of under-utilization are identified. Goals, objectives, action steps, and timetables have been developed to correct these under-utilizations and revised to reflect progress. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. The AA plan is evaluated and updated at regularly specified intervals to reflect progress. At what intervals? _____ |

XII. Inventory Control:

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. The Department's computerized inventory record reconciles with items on site. |
|--------------------------|--------------------------|--------------------------|--|

XIII. Fiscal Policies and Control:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. The agency tracks interest earned on advances. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. The agency remits such interest, at least quarterly, to the Department. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. A system to compare actual vs. budgeted expenditures is in place. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Monthly reports of budgeted and actual expenditures are reviewed and approved. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. All prior approval budget revisions have been submitted to the Department. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Allocating administrative and/or indirect costs charged to the program has a valid methodology. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Cost allocation plan is current. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Supporting documentation is available. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. WIC and/or MCH funds pay for a vehicle lease arrangement. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. The terms of the lease comply with federal policies. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E. Agency personnel perform all accounting functions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F. All required monthly, quarterly, and closeout reports have been received by the Department. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | G. Patient bills show total cost of services and fees based on the sliding fee scale, as applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | H. MCH – billing procedures for third party payers, and other funding sources, are in place. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I. MCH and FP programs have a sliding fee scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | J. Sliding fee scale is applied after payment from other sources is received. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | K. The methodology for deferring fees meets program requirements. |

XIV. Time Records:

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Time records allow reporting for more than one program. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Time records accurately reflect total distribution of work time. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Time studies and payroll records balance. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. All agency personnel keep time records. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E. Time records are maintained and signed or provide for dual verification system. _____ |

XV. Expenditures and Documentation:

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Chart of accounts is current. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. The agency fiscal year covers the following time period _____ |

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Agency-wide audit is conducted annually. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Agency audit checked by Department auditor. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E. Expense reports and vouchers are prepared and signed properly. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F. Expenses are within contractual and budget parameters. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | G. Monthly expense reports and agency ledgers match. |

Child Health Only:

XVI. Early Periodic Screening Diagnosis and Treatment:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | H. Protocols in the EPSDT Handbook: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Informing services |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Care coordination services |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I. Date of last protocol review: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | J. Protocols shared on a regular basis with staff and subcontractors. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | K. Time studies, reflecting 20 days continuous recording for every quarter, are on file for EPSDT services. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | L. EPSDT services that reflect 20 days continuous recording every quarter. |

WIC Only:

XVII. WIC Agency:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. WIC Agency is in compliance with the Voter Registration Act of 1993. |
|--------------------------|--------------------------|--------------------------|---|

XVIII. WIC Nutrition Education and Breastfeeding Documentation

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Supporting documentation is adequate for WIC Nutrition Education and Breastfeeding Documentation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Time studies and time certificates are current for all required staff and contracted personnel. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Time is recorded appropriately on daily and monthly summary report. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Time is being calculated and charged correctly. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. The year-to-date percentage of total expenditure in nutrition education and breastfeeding is at least 20%. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Breastfeeding- 3 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Breast pumps are purchased with food funds (not NSA). |

XIX: Inventory Control

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. WIC's infant formula sample inventory and/or issue log is maintained in a current and accurate manner. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. A specified person has been named as responsible for maintaining the log. |

XX. In the exit interview, recommendations and requirements from this review were orally presented to management staff of:

Recommendations

Requirements

To assist with your planning for the On-Site Review, this listing of documents should be available during the review:

- Current table(s) of organization
- Administrative and personnel policies and procedures
- Verification of current licensure status of professional staff
- Current job descriptions for each budgeted position
- Current salary schedule
- Employee performance evaluation form
- Employment application form
- Time sheets
- Affirmative action plan
- Verification of compliance with OSHA bloodborne pathogens standards and the Americans with Disabilities Act of 1990
- Clinic site accessibility evaluation documentation
- Equipment inventory list and procedures
- Fiscal policies and procedures
- Fiscal records, chart of accounts, and support documentation
- Contract and budget file
- Vehicle lease agreement
- Contracts and agreements with other providers or agencies
- Rent leases/agreements and space cost allocation plan
- Cost allocation plan for shared costs
- MCH/FP sliding fee, billing, collection and bad debt policies
- Documentation of compliance with requirements of previous reviews.

Determining Fees for Maternal Child Health

CAROL HINTON AND STEPH TRUSTY
IDPH STATE STAFF
GRANTEE MEETING APRIL 29, 2010

Determining fees for MCH

- Screen for eligibility
 - Title XIX (Medicaid) and Title XXI (*hawk-i*)
- Refer families within income guidelines DHS or other enrollment source to apply for coverage
- Pregnant women should be considered for Medicaid presumptive eligibility
- Presumptive eligibility for children coming soon
 - ✦ Currently in pilot project phase

References

- MCH Administrative Manual 3rd edition page 312.2
- *Determining fees for MCH Services*
http://www.idph.state.ia.us/hpcdp/common/pdf/family_health/mch_manual.pdf
- Additional information - Iowa Code
 - ✦ *"An individual whose income is above the poverty level established by Title XXI and below 300 percent of the federal poverty guidelines will qualify for services on a sliding fee scale, as determined by the local agency's cost for services."* (same link as above MCH Admin Manual Third edition Appendix A2 page A2.8)

Budgetary Guidelines

- **Cost Analysis**– Required
 - charges must be based on cost analysis of all billable services provided by the agency.
- **Sliding fee scale** must be in place
- **Schedule of discounts** required
 - must be proportional –
 - required for family incomes between 101% and 300% of the Federal Poverty Level.
 - Under 100% - No fee
 - Above 300% - Full fee
- **Assure access to services for low income families**

Schedule of Discounts

- **Generally accepted guidelines**
 - schedule of discounts have at least 3 steps in addition to the zero and full fee categories
- **Initial step - Develop schedule of discounts**
 - Based Federal Poverty Level
 - ✦ Use most current FPL
 - ✦ FPL usually published in March

Percent of full Fee	Level 1 (100%) 0%	Level 2 (101%- 150%) 20%	Level 3 (151 – 200%) 40%	Level 4 (201- 250%) 60%	Level 5 (251- 299%) 80%	Level 6 (300% and above) Full fee
	Income level	Income level	Income level	Income Level	Income Level	Income Level
Household size						
1	\$10,830	10, 831 - 16,245	16,246 – 21,660			
2	14,570	14,571 - 21,855	21,856 – 29,140			
3	18,310	18,311- 27,465	27,466 – 36,620			
4	22,050	22, 051 - 33,075	33,076 – 44,100			
5	25,790	25,791 - 38,685	38,686 – 51,580			
6	29,530	29, 531 - 44,295	44,296 – 59,060			
7	33,270	33,271 - 49,905	49,906 – 66,540			
8	37,010	37,010 - 55,515	55,516			
For each additional person, add	\$3,740	\$4,488				

Apply the schedule of discounts to your costs

- Use proportional tiers or levels from schedule of discounts
- Apply discounts to the unit cost of the services provided by your agency
- Use list of services and adjusted cost of service from approved cost analysis report.
- Adjusted cost of service is your "full fee"
- Calculate the discounted cost for the other levels in your schedule of discount.
- Calculate for each MCH service provided

Sample Maternal Health sliding fee scale for Individual Services								
		Adjusted Cost for Service	Tier 1 100% Poverty & Below	Tier 2 101- 149%	Tier 3 150%- 199%	Tier 4 200- 249%	Tier 5 250- 299%	Tier 6 300% and Above
Percent Client is Responsible For ->			0%	20%	40%	60%	80%	100%
Individual Services	Code							
Mental Health Services not otherwise specified	H0046	\$ 69.43	\$ -	\$ 13.89	\$ 27.77	\$ 41.66	\$ 55.54	\$ 69.43
Social work visit in the home	S9127	\$ 92.52	\$ -	\$ 18.50	\$ 37.01	\$ 55.51	\$ 74.02	\$ 92.52
Prenatal care at risk service education (15 min)	H1003	\$ 9.39	\$ -	\$ 1.88	\$ 3.76	\$ 5.63	\$ 7.51	\$ 9.39
Initial oral screening	D0150	\$ 18.61	\$ -	\$ 3.72	\$ 7.44	\$ 11.17	\$ 14.89	\$ 18.61
Periodic oral screening	D0120	\$ 13.03	\$ -	\$ 2.61	\$ 5.21	\$ 7.82	\$ 10.42	\$ 13.03
Pregnancy test	81025	\$ 19.28	\$ -	\$ 3.86	\$ 7.71	\$ 11.57	\$ 15.42	\$ 19.28
Risk assessment	B9420	\$ 9.97	\$ -	\$ 1.99	\$ 3.99	\$ 5.98	\$ 7.98	\$ 9.97

Oral Health Bureau
OH Reimbursement Rate Comparison
March 17, 2010

Code	Current RVU (2010)	IHS RVU
D0120	26.66	26.66
D0145	38.09	38.09
D0150	38.09	38.09
D0270	19.04	17.52
D0272	22.85	25.52
D0274	30.47	34.66
D1110	57.13	75.80
D1120	38.09	38.85
D1206	14.55	21.33
D1310	45.70	54.57
D1320	41.90	26.28
D1330	26.66	39.23
D1351	30.47	30.47