

# CENTRAL IOWA COMMUNITY SERVICES

Regional Governance Board

February 24, 2014 @ 1:30PM

Public Meeting Room, Story County Administration Building

900 6<sup>th</sup> Street, Nevada, IA 50201

## Agenda

Welcome and Introductions

### Agenda & Minutes

Action

### Governance Board Functions for Ex Officio Members (John)

Action

- Recommendation: Ex Officio members have all the rights of Board members except voting rights.

### 28E Agreement Update (John)

Informational

### Committee Reports

#### Finance

Regional Budgeting (Jill)

Informational

Case Management Subsidies (John)

Informational

Story County Community Life Resolution (Jessica)

Action

- Recommendation: Approve the Consultant Agreement, as a Regional contract to assist Story Co. Comm. Life with the transition.

Pooled Funds Document (John)

Action

- Recommendation: Approve the Pooled Funds doc.

Fiscal Agent Update (Heidi or Jill)

Action

### County Enterprise Services (Deb)

Informational

CM Updates

### Policy/Management Plan/Info/Public Affairs

Regional Plan Update (Jody)

Action

- Recommendation: Approve the Regional Plan.

IT Contract (Russell)

Action

- Recommendation: Approve authorizing the Admin. Team to spend up to \$10,000 to enter into a contract to establish Web. Site and Share Point capabilities.

### Rate Setting/Contracting (Linn)

Action

- Recommendation: Approve the service rate setting policies and procedures

<b>Regional Advisory Board</b> (Mary & Al)	Informational
<b>Technical Assistance Session Update</b> (John/Deb)	Informational
<b>HIPAA Protocol</b> (John & Russell) <ul style="list-style-type: none"><li>• Recommendation: Adoption of HIPAA policies and compliance procedures</li></ul>	Action
<b>Supported Employment RFP</b> (Russell)	Informational
<b>County Updates</b>	Informational
<b>Public Comment</b>	
<b>Adjourn</b>	

# CICS Pooled Funds Assessment

## County FY14 Projected Year End Cash Fund Balance

\_\_\_\_\_ (County Name)

Beginning cash 10 fund balance, (7/1/13) \_\_\_\_\_

FY 14 Tax Asking funds \_\_\_\_\_

FY 14 Equalization funds \_\_\_\_\_

FY 14 SPP funds \_\_\_\_\_

Total FY 14 Revenue \_\_\_\_\_

Projected fund 10 expenditures for FY 14 \_\_\_\_\_

Projected FY 14 ending cash balance \_\_\_\_\_  
(Total revenue less expenditures)

### Conditions

1. 10% of the projected FY 14 ending cash balance  
not to exceed \$50,000. \_\_\_\_\_

### Signatures:

\_\_\_\_\_ Date \_\_\_\_\_  
Chair, County Supervisor

\_\_\_\_\_ Date \_\_\_\_\_  
County Auditor

*Central Iowa Community Services (CICS)*  
**CONTRACTING/RATE SETTING POLICIES & PROCEDURES**

**A. Regional Contracts**

All MHDS contracts shall utilize a standard contract template that has been approved by the CICS Governing Board. All contracts for MHDS services shall be annual contracts based on a July 1<sup>st</sup> to June 30<sup>th</sup> fiscal year. Discretion for all contracting and rate setting issues shall rest with the CICS Governing Board and not with individual member counties.

**B. Contracting/Rate Setting Structure**

CICS shall utilize a Contracting/Rate Setting Committee (CRS Committee) for all contracting/rate setting matters. The CRS Committee shall be composed of a maximum of 5 member of the Administrative Team. The CEO shall appoint the CRS Committee members and CRS Committee Chair.

**C. Contracting/Rate Setting Process**

Contracting and rate negotiation matters shall be handled in one of the following methods:

- The CRS Committee, or committee representatives designated by the CRS Committee Chair, shall meet with a current or prospective contracting party to negotiate contract terms and rates with the final recommendation being reviewed by the full CRS Committee, or,
- The “host” county Community Services Director, as designated by the CRS Committee, shall meet with a current or prospective contracting party to negotiate contract terms and rates. The host county Community Services Director shall present their recommendation to the full CRS Committee. The CRS Committee shall have discretion to accept, reject, or change the recommendation.

Upon review, the CRS Committee shall present a recommendation to the Administrative Team. The Administrative Team shall review the recommendation of the CRS Committee and may accept, reject, or change the recommendation. The Administrative Team shall then make a recommendation to the CICS Governing Board. All contracting/rate setting matters shall require action of the CICS Governing Board.

**D. Eligibility To Contract with CICS**

In order to contract with CICS, a provider must meet at least one of the following criteria:

- Be currently licensed, accredited, or certified by the State of Iowa, or
- Be a currently enrolled as a Medicaid provider, or
- Have a current accreditation by a recognized state or national accrediting body (such as JCAHO, CARF, etc.), or
- Currently contracting with a CICS member county.

New providers wishing to contract with CICS shall apply to do so by submitting the Provider Network Application to the CRS Committee. The CRS Committee shall make a

recommendation to the Administrative Team. Upon approval of the Administrative Team the contracting/rate setting process outlined above may be initiated.

### **E. Rate Setting Terms**

There is an expectation that providers shall complete a designated (CRIS) cost report. Any exception must be approved by the Administrative Team, upon recommendation by the CRS Committee. Rates established and approved by the State (such as HCBS Waiver, Hab Services, etc.) shall be acceptable rates for regionally funded comparable services. All rates and rate changes shall be effective July 1<sup>st</sup> of each year. A rate established for a new service, or provider, shall be in effect until the following June 30<sup>th</sup>. Any exceptions for mid-year rate changes must be authorized by the CRS Committee. Contracts will be on a fee-for-service basis with any exceptions authorized by the CRS Committee. CICS will honor and utilize rates established by other MHDS regions for providers out of CICS. Providers must not negotiate or accept rates or terms lower than those contracted with CICS from any other Region or County.

### **F. Quality Assurance**

The CRS Committee and/or Administrative Team may establish outcome measures in order to measure performance and progress. The CRS Committee may initiate billing or other audits of provider records if warranted on an “as needed” basis.

### **G. Appeals**

A Provider may appeal a decision of the CICS Governing Board related to contract rates and/or terms by following the procedures outlined below:

1. To initiate a review of a decision, a Provider must send a written request for review to the CICS Contracting/Rate Setting (CRS) Committee Chair. The request must be postmarked or personally delivered within 10 working days from the date of decision.
2. **Level 1 Review.** The CRS Committee shall review the decision within 10 working days of receipt of the written request for review. The CRS Committee may allow the Provider to submit additional information relative to the appeal and/or may schedule a meeting with the Provider. Within 10 working days of Level 1 Review the CRS Committee shall issue a written recommendation related to the appeal to the Administrative Team.
3. **Level 2 Review.** The Administrative Team shall review the appeal request and the recommendation of the CRS Committee at the next Administrative Team meeting. The Administrative Team shall provide a written decision of their findings. If the Administrative Team recommends a change in the previous decision, the Chief Executive Officer (CEO) shall place the recommendation on the agenda of the next CICS Governing Board meeting for action regarding the recommendation. The CEO shall send a written explanation of the Administrative Team action and/or recommendation to the Provider. If the Administrative Team does not recommend any change in the previous decision of the CICS Governing Board the previous decision shall stand.
4. **Level 3 Review.** The CICS Governing Board shall review and take action regarding the recommendation of the Administrative Team at the next scheduled meeting of the CICS

Governing Board. The CICS Governing Board Chair, or designee, shall send a written explanation of action taken regarding the appeal.

5. If still dissatisfied following the above process, the Provider may appeal the decision to an Administrative Law Judge (ALJ). The request for appeal hearing by an ALJ shall be submitted in writing to the CICS CEO within 10 days of the final review decision. The ALJ will schedule and conduct a hearing and shall issue a written decision following the hearing. The decision of the ALJ shall be the final step of the process.

**These policies and procedures were approved by the CICS Governing Board on \_\_\_\_\_, 2014.**

**Approval Signature: \_\_\_\_\_**  
**Wayne Clinton, Chair, CICS Governing Board**

## Bylaws Central Iowa Community Services Regional Advisory Board

### I NAME

The name of this organization shall be Central Iowa Community Services Regional Advisory Board (hereinafter “Regional Advisory Board”)

### II PURPOSE

The Regional Advisory Board, pursuant to IAC Section 33. 331.438C Regional governance structure will look at how services are delivered, the quality of services and help identify and prioritize service needs.

The Advisory Board may also address any mental health related issues the Regional Advisory Board feels to be appropriate.

The Regional Advisory Board shall act in an advisory role and all authority for policy making shall remain with Central Iowa Community Services Regional Governing Board (hereinafter “Regional Governing Board”)

### III MEMBERSHIP

The Regional Advisory Board shall consist of a maximum of 22 members.

Two members shall come from each of the 10 counties in the Central Iowa Community Services Region. The counties are Boone, Franklin, Hamilton, Hardin, Jasper, Madison, Marshall, Poweshiek, Story and Warren. From each county, one member will be a provider and one member will be an individual who utilizes mental health and disability services or is an actively involved relative of such an individual.

Two members from the Governing Board will serve as ex-officio non voting members.

The Regional Advisory Board members shall serve two year terms. The appointments shall be divided into two classes. The first class (Boone, Franklin, Hamilton, Hardin and Jasper) shall serve until January 2015 and the second class (Madison, Marshall, Poweshiek, Story and Warren) shall serve until January 2016. Thereafter, all appointments shall be for two years.

Members will be eligible for appointment for a total of 6 years. An individual can be reappointed again after at least one year off the board. In the case of a resignation or vacancy on the Regional Advisory Board, the local county advisory board shall appoint a replacement to serve out the balance of that term.

### IV OFFICERS

The officers of the Regional Advisory Board shall include a chair and vice-chair. Each shall be elected at the first advisory board meeting of the calendar year. The chair shall preside at all meetings and appoint all sub-committees as determined necessary by the regional advisory board. The vice-chair shall act in the chair’s absence.

The permanent recording secretary shall be a community services director from the region.

### V MEETINGS

Meetings of the Regional Advisory Board shall be held each January and at least quarterly thereafter. One of the community services directors shall be responsible for sending written notice to all members at least one week in advance of meetings. Public notice of meetings will be provided by posting meeting date, time and agenda on Central Iowa Community Services website and/or local County websites.

Special meetings can be called at anytime at the request of two advisory board members. The request for a special meeting shall be presented to the chair. The chair will then be responsible for scheduling the meeting.

A quorum will be a majority of appointed members. No action will be taken in the absence of a quorum.

#### VI ADOPTION

These by-laws shall be adopted by both the Regional Advisory Board and the Regional Governing Board. These by-laws become effective upon approval by the Regional Governing Board.

#### VII REVISIONS

These by-laws will be reviewed annually in January and may be revised by the Regional Advisory Board with approval from the Regional Governing Board. The revision shall first be approved by a vote of 2/3 of the Regional Advisory Board at a regularly scheduled meeting and then presented to the Regional Governing Board. The revision shall become effective upon majority approval by the Regional Governing Board.

#### VIII TERMINATION

The Regional Advisory Board serves at the complete discretion of the Regional Governing Board. If state law changes and/or other circumstances arise, the Regional Governing Board may, upon board action, dissolve the Regional Advisory Board.