Community Services Reimbursement Rate Commission  
Mental Hygiene Administration, Catonsville, Maryland  
November 6, 2013  
MINUTES

Present

Commissioners: Jillian Aldebron (Chair), Katherine Humber; call in: Patsy Blakeshear, Kia Brown, Jeff Richardson  
Alvarez & Marsal: Melissa Glynn  
Public: Herb Cromwell (CBH), Laura Howell, Brian Frazee

*****************************************************************************

1. Proceedings

The meeting was called to order at 6:00 p.m. in the absence of a quorum. The October 8 meeting minutes could not be approved because an incorrect draft had been distributed. The corrected version will be approved at a later date.

2. Report from Alvarez & Marsal on DDA Developments

DDA issued requests for the FY 2012 cost reports with a due date of Dec. 31, as required for annual budget reconciliation. Wage surveys were not distributed pending implementation of a web-based reporting system, which is still in development. DDA has indicated that it will immediately issue penalty notices to providers that do not meet the deadline. An informational call with providers will be scheduled by DDA during the week of Nov. 8 to reduce reporting errors and assist providers in achieving greater accuracy and timeliness compliance. The CSRRC will participate in the call to better understand instructions given to providers and the difficulties experienced by providers in completing the reports. DDA will produce an inventory of reports due and received in early January; the CSRRC will need to have this and the electronic files submitted.

DDA is strengthening its financial operations and resolving audit issues, and will meet with legislators on Nov. 19 to update them on progress. The main audit concern has been compliance with federal regulation on assessing contributions to care and room and board. DDA is working with providers to make sure there is a system to calculate these amounts and enforce collection. Contribution to care is required of those clients who come into the system on a basis other than need: roughly 25% of residential clients maybe required to contribute to the cost of their care. Contribution to room and board is required of all residential clients.

Other audit findings will take more time to work out; for example: the “hold harmless payment” that was aimed at easing the financial impact on providers of the new absence policy will continue in 2014. This only affects a small portion of providers (estimate: 15).
DDA has hired a new utilization review contractor to monitor compliance of service funding plans with state and federal law and ensure that providers are delivering the intended services. In particular, the reviews will examine high utilization add-ons annually, and conduct quarterly reviews of random samples selected by DDA to determine whether the need for authorization results are reliable and representative of the level of services provided to clients. This is a three-year contract and will expand to other services.

DDA is also moving forward with SIS implementation and preparing an RFP for this in parallel with the development of a new rate-setting system. This is anticipated to be ready to issue in March 2014. A fuller description of DDA progress and plans for the coming year are attached to these minutes – see “DDA Report Final October 8.”

3. Annual Report – Review of Revised Salary Tables and Recommendations

The Commission reviewed the latest draft of the annual report with emphasis on the tables that required reformatting and calculations. Questions on the clarity of certain passages were resolved, in particular regarding the basis for OMHC reimbursement. CBH provided its FY 2012 salary survey to the Commission for possible use in its annual report, but because the data collection methodologies did not share common definitions and because the sample group of CBH members was small (48) and was further reduced by CSRRRC exclusion criteria (eliminating 18 of these), it was not possible to use CBH results to inform the CSRRRC analysis.

**Decision:** The OMHC salary tables will be recalculated to add hourly salaries, which will produce a more accurate representation of compensation by reducing anomalies due to reporting errors and, most importantly, skewing that results from an individual holding more than one job title and receiving a single salary. Commissioners will meet in person one last time to finalize the annual report with the new tables and other recommended edits before the end of November.

**Adjournment:** Meeting adjourned at 7:25 p.m.

#####