

PI – Preparing MCP Monthly Meetings

Purpose:

I. This procedure provides a comprehensive overview of the tasks associated with conducting each MCP 1:1 monthly meeting. This procedure lists instructions for preparing the monthly agendas, minutes, and other tasks for each MCP 1:1 meeting.

Identification of Roles:

RACI Definitions	
RACI - RACI charts are a type of responsibility assignment matrices in project management. These simple spreadsheets or tables highlight the different states of responsibility a stakeholder has over a particular task or deliverable and denotes it with the letters R, A, C, or I.	
(R)	Responsible
(A)	Accountable
(C)	Consulted
(I)	Informed

Iowa Medicaid PI MCP Oversight Specialist - responsible for scheduling the 1:1 meeting and facilitating the discussion on the topics that will be covered at each meeting. **(R, A)**

Iowa Medicaid PI Unit - responsible for reviewing and adding meeting topics covered at each meeting and attending meeting. **(C, I)**

Managed Care Reporting and Oversight Bureau – responsible for reviewing and adding meeting topics covered at each meeting and attending meeting. **(C, I)**

Iowa Medicaid PI Audits and Investigation Team – responsible for reviewing and adding meeting topics covered at each meeting and attending meeting. **(C, I)**

Performance Standards:

None.

Path of Business Procedure:

1. The MCP Oversight Specialist will schedule the 1:1 meeting with each of the MCPs individually during the last week of the month. The meeting invite will include call-in and webinar options.
2. The MCP Oversight Specialist will create the 1:1 Agenda and Monthly Template Questions by reviewing the PI monthly/quarterly/annual reports. Including questions on the MCPs provider tips, investigations, and overpayment status. These documents get sent to the Iowa Medicaid Program Integrity Unit, Managed Care Reporting and Oversight Bureau, and Iowa Medicaid Audits and Investigations team to review and approve the questions and add topics for discussion. They are given three days to review and approve and then the agenda and questions are attached to the MCP's 1:1 meeting invite. These documents must be attached to the meeting invites within 5 days of the 1:1 meeting.
3. Once the meeting has occurred, the MCP Oversight Specialist will prepare the meeting minutes and send to the Iowa Medicaid Program Integrity Unit, Managed Care Reporting and Oversight Bureau, and the Iowa Medicaid PI Audits and Investigations Team to review and approve. They are given three days to review and approve and then the minutes are sent to the MCPs. The meeting minutes are due no later than the second Friday after the meeting.

Forms/Reports:

MCP-IMPI-IonI-AGENDA-Month Year
MCP – Month Year – Monthly Template Questions
MCP-IMPI-IonI-MINUTES-Month Year

Location of MCP Agendas and Minutes:

Amerigroup - <\\dhsime\PI\MCO\MCO-DBM Information\AGP\Agendas and Minutes>
Delta Dental - <\\dhsime\PI\MCO\MCO-DBM Information\Delta Dental\Agendas and Minutes>
Iowa Total Care - <\\dhsime\PI\MCO\MCO-DBM Information\ITC\Agendas and Minutes>
MCNA - <\\dhsime\PI\MCO\MCO-DBM Information\MCNA\Agendas and Minutes>

Interfaces:

Microsoft Office

Attachments:

AGP – March 2023 – Monthly Template

AGP – IMPI – I on I – AGENDA – March 2023

AGP – IMPI – I on I – MINUTES – March 2023



AGP - March 2023 - AGP-IMPI-1on1-AGE AGP-IMPI-1on1-MIN
Monthly Template QuNDA-March 2023.docUTES-March 2023.doc