

MEM – Medical Assistance Advisory Council (MAAC) Public Member Employment

Purpose:

To assist newly appointed MAAC Public Members with employment documentation and submission in order to hire said members as State employees.

Identification of Roles:

IME Communications Staff
Member Services Manager
DHS Human Resources Associate (HRA)
Assistant to the Medicaid Director

Performance Standards:

Employment documentation must be completed and submitted between July 1st and September 30th of each State Fiscal Year (SFY).

Path of Business Procedure:

Step 1: MAAC public member appointment letters

IME Communications Staff will obtain member appointment letters from Member Services Manager. Current Member Services Manager is Lindsay Paulson:

lpaulso@dhs.state.ia.us

- a. Create folder for the year's member appointment letters in the MAAC Travel share folder (<\\Dhsime\dvdrom\Groupshare\IMEUNIVERSAL\MAAC\Travel>)
 - i. Save letters in new appointment letters folder.
- a. Existing public members:
 - i. IME Communications Staff will save appointment letters to corresponding existing member share folders within the MAAC Travel share folder
- b. New public members:
 - i. IME Communications Staff will create a folder(s) for the new member in the MAAC Travel share folder
 - ii. Save corresponding appointment letters to member folders within the member(s) new folder

Step 2: Update the MAAC Travel Reimbursement Excel document

IME Communications Staff will update the MAAC Travel Reimbursement Excel document with new SFY public member information

- a. Open the 'MAAC_Travel_Reimbursement' Excel document in the MAAC Travel share folder
<\\Dhsime\dvdrom\Groupshare\IMEUNIVERSAL\MAAC\Travel>
- b. Create a new sheet and label the sheet with the new SFY date span.
 1. Ex: July 2017 – June 2018

- c. Copy and paste the previous SFY's table to the new sheet
- d. Clear the table's contents on the new SFY sheet
 1. Do not clear the names and Vendor ID's of members that remained appointees in column 'B'
- e. Input the new SFY's public member information in column 'B.'
- f. Input the scheduled Full Council and Executive Committee dates in rows 7 & 8. Please color code meetings accordingly:
 1. Full Council Meetings
 - i. R: 184 G: 204 B: 228
 2. Executive Committee
 - i. R: 217 G: 217 B: 217
- g. Save the document

Step 3: Obtain updated employment forms from the HRA for the new SFY

- a. IME Communications Staff will:
 1. Contact the HRA and request all necessary employment documents for the new SFY for public board members
 - i. Current HRA contact is Amy Brown: amy.brown@iowa.gov
 2. Save the forms in the MAAC Travel share folder

Step 4: Contact MAAC Public Members Regarding Reimbursement

- a. IME Communications Staff will send an email to new MAAC Public Members advising them of MAAC Council reimbursement policy as outlined in the 'Iowa Gubernatorial Appointee Handbook' and necessary information for processing reimbursement. Please see Appendix A – Sample Email
 1. Attach employment documents obtained from HRA
 2. Attach 'Iowa Gubernatorial Appointee Handbook' . Google search for most up-to-date version.
 3. Letter will advise the member that:
 - i. If the member wishes to opt out of receiving per diem and travel reimbursement, they must respond to the email stating as such.
 - ii. If the member wishes to receive per diem reimbursement only, they must fill out/submit all documents and state as such.
 - iii. If the member wishes to receive per diem and travel reimbursement, they must fill out/submit all documents and state as such.
 - iv. The member must complete and submit all documentation between July 1st and September 30th of the SFY for prompt processing.

Step 5: The member's response

IME Communications Staff receives response/ does not receive response from new Public Members

- a. If the member does not respond:
 1. Four weeks following initial email
 - i. IME Communications Staff will send a reminder email with the same content as initial email
 2. Six weeks following initial email

- i. IME Communications Staff will send a reminder email with the same content as initial email
 - 1) Strongly advise the member of the September 30th requested response date
 3. By September 30th
 - i. IME Communications Staff will send a final reminder email with same content as second email
 - 1) Advise that member may turn in documentation at any point prior to the end SFY however, reimbursement will be delayed
 - 2) Advise that if no response is received, the Department will deduce that the member opts-out of reimbursement
 4. By October 1st through June 30th
 - i. No additional emails will be sent.
 - ii. Update the 'MAAC_Travel_Reimbursement' Excel document with 'Declined' following the member's name
 - iii. No additional action required. Employment processing complete.
 - b. If the member wishes to opt out of receiving per diem and travel reimbursement:
 1. Save the email to the member's folder in the MAAC Travel share folder.
 2. Forward email to HRA and Assistant to the Medicaid Director [Currently Alisa Horn (ahorn@dhs.state.ia.us)] for documentation on the member's file.
 3. Update the 'MAAC_Travel_Reimbursement' Excel document with 'Declined' following the member's name
 4. Employment processing complete.
 - c. If the member wishes to receive per diem reimbursement only, update the 'MAAC_Travel_Reimbursement' Excel document with 'Per Diem' following the member's name. Then, proceed to Step 6
 - d. If the member wishes to receive per diem and travel reimbursement, update the 'MAAC_Travel_Reimbursement' Excel document with 'Travel/Per Diem' following the member's name. Then, proceed to Step 6
- Step 6: Ensure that all documents are included in the member's email
 - a. If the email does not contain all necessary documents:
 1. Save attached documents and email stating member's choice for reimbursement to the member's folder in the MAAC Travel folder.
 2. Respond to member's email informing them of the missing documents.
 - i. Advise the member that all documents must be completed in order to process reimbursement
 - ii. Attach missing documents
 3. Repeat 1 & 2 until all necessary documents have been received. Once all documents have been received, save a copy of the documents to their folder in the MAAC Travel share, then proceed to Step 7.

- b. If the email contains all necessary documents, save a copy of the email stating the member's choice for reimbursement and supporting documents to their folder in the MAAC Travel share, then proceed to Step 7.

Step 7: Email completed forms and request State Vendor IDs

IME Communications staff will email the HRA requesting that they process the member's employment information and generate new State Vendor IDs.

- a. The email to the HRA must include the following:
 1. Entitle email "MAAC Public Member Employment Information"
 2. Request that the HRA process the attached employment information for the new MAAC public member and request a Vendor ID for the new member
 3. Within the email:
 - i. Attach all necessary employment documents to the email.
 - ii. Attach the member's corresponding appointment letter.

NOTE: It will take approximately 1 week to process the employment information. The member cannot be reimbursed without the Vendor ID.

Step 8: Once received, the IME Communications Staff will update member Vendor ID information on the 'MAAC_Travel_Reimbursement' Excel document with corresponding member. Vendor ID will go on the row below the member's name.

Forms/Reports:

'MAAC_Travel_Reimbursement' Excel Document

RFP References:

N/A

Interfaces:

N/A

Attachments:

Appendix A – Sample Email

Appendix A

Subject: MAAC Public Appointee Stipend

Good Morning,

As a public appointee for the Medical Assistance Advisory Council (MAAC), you are able to receive a stipend for attendance at any Full Council and Executive Committee meetings, as applicable. In addition, if you live outside of the Des Moines metro area, you are eligible for travel reimbursement. MAAC Executive Committee members may receive stipends and travel reimbursement for attendance at both MAAC Full Council and MAAC Executive Committee meetings. MAAC Full Council members who are not on the MAAC Executive Committee may only receive a stipend for attendance and travel reimbursement at MAAC Full Council meetings.

We've recorded your attendance at meetings since your appointment on July 1, (YEAR). In order to process the stipends and any applicable travel reimbursement, we'll need you to complete tax paperwork. This needs to be completed so you are eligible for payment by the Department of Human Services.

Please find the tax forms attached. We will have copies at the (DATE OF NEXT FULL COUNCIL MEETING), Full Council meeting as well, so you may bring them along, or complete in person and hand to either myself or Lindsay.

After the forms are entered, we will begin the payment process.

All documents need to be completed and submitted by the end of May. Please email or deliver your documents to myself, Lindsay, or Luisito. If you do not wish to receive the stipend, please respond to this email or email Lindsay stating your decision by the end of September.

Please let me know should you have any questions.

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