

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

Purpose:

To assist IME Communications Staff with the processing of MAAC public member travel and per diem reimbursement for MAAC Full Council and MAAC Executive Committee meetings.

Identification of Roles:

IME Communications Staff
DHS Human Resources Associate (HRA)
Secretary to the Medicaid Director
Medicaid Director

Performance Standards:

In accordance with Iowa Code 249A.4b, subsection 2, “For each council meeting, other than those held during the time the general assembly is in session, each legislative member of the council shall be reimbursed for actual travel and other necessary expenses and shall receive a per diem as specified in section 7E.6 for each day in attendance, as shall the members of the council or the executive committee who are recipients or the family members of recipients of medical assistance, regardless of whether the general assembly is in session. Travel Payment (TP) Forms are to be printed by IME Communications Staff and made available to appropriate MAAC public members for signature at all Full Council and Executive Committee meetings. MAAC public member attendance is to be recorded on the ‘MAAC_Travel_Reimbursement’ Excel document within 24 business hours of each MAAC meeting. Travel Payment (TP) Forms are to be submitted to Fiscal Payable within the 7 business days following MAAC meetings. MAAC attendance for per diem reimbursement is to be emailed to the Secretary of the Medicaid Director within the 7 business days following MAAC meetings.

Path of Business Procedure:

Step 1: Determine MAAC public members eligible for reimbursement at meeting
IME Communications Staff will review the ‘MAAC_FormalMembers’ Excel document (<\\Dhsime\ldvdrom\Groupshare\IMEUNIVERSAL\MAAC\Members>) prior to each meeting to determine whether the members are appointed to the Full Council and/or Executive Committee.

- a. Public members appointed to the Full Council only will receive reimbursement for attendance at Full Council meetings only.
 1. Full Council members who call in will receive:
 - i. Per Diem
 2. Full Council members who attend in-person will receive:

- i. Per Diem
 - ii. Travel
- b. Public members appointed to the Executive Committee will receive reimbursement for attendance at both Full Council and Executive Committee meetings.
 1. Executive Committee members who call in will receive the following:
 - i. Per Diem
 2. Executive Committee members who attend in-person will receive:
 - i. Per Diem
 - ii. Travel

Step 2: IME Communications Staff will determine whether the eligible member elected to receive reimbursement

IME Communications staff will determine which of the eligible members elected to receive reimbursement.

- a. If the member elected to receive Per Diem and Travel reimbursement, go to Step 3
- b. If the member declined or elected to receive Per Diem only, go to Step 5

Step 3: IME Communications Staff will create a new Travel Payment (TP) Form for each eligible public member who chose to receive travel reimbursement and may be in attendance at the Full Council or Executive Committee meeting.

- a. Member who has not previously received travel reimbursement:
 1. Open the blank TP form excel file titled 'tp_ex' in the MAAC Travel share folder
[\(\Dhsime\dvdrom\Groupshare\IMEUNIVERSAL\MAAC\Travel\)](\\Dhsime\dvdrom\Groupshare\IMEUNIVERSAL\MAAC\Travel)
 2. Save a copy of the TP form in the member's folder within the MAAC Travel share folder. The name of the new document is to indicate the member's name and date that the meeting is to be held
 - i. Example: John_Smith_TP_08_08_2017
 3. Open the member's folder within the MAAC Travel share folder for employment information. This information will be needed to fill out the initial TP form.
 - i. An example of a completed TP Form may be found in a previously reimbursed member's folder within the MAAC Travel share folder.
 4. Follow the steps below to fill out the member's initial form:
 - i. OFFICIAL DOMICILE – 'Des Moines'
 - ii. PURPOSE OF TRAVEL – 'OTHER'
 - iii. NAME AND HOME ADDRESS/ALTERNATE ADDRESS – Member's name and address as identified in their employment documentation
 - iv. YEAR – Current year/year that the meeting is to be held
 - v. PERSONAL VEHICLE/STATE VEHICLE/PASSENGER – select 'PERSONAL VEHICLE'
 - vi. MM/DD – Month and day of meeting

- vii. TIME LEFT/TIME RETURNED – This is based on Google Maps. When does the meeting start, how long does it take for the member to travel to Des Moines from the city in which they live and then how long does it take for the member to travel back to their city from Des Moines?
 - 1) Example: Ames to Des Moines is a 40 minute drive. If a meeting starts at 1:00 p.m., the member needs to leave at 12:20 p.m. to arrive at the meeting on time. If the meeting ends at 4:00 p.m., the member will arrive home at 4:40 p.m.
 - viii. TRAVEL FROM/TO – member’s city to Des Moines round trip
 - 1) Example: Ames to Des Moines – RT
 - ix. MILES – Google Maps Round trip number of miles from the member’s city of residence to Des Moines
 - 1) Example: Ames to Des Moines is 36.1 miles, therefore roundtrip is 72.2 miles
 - x. RATE - .39
 - xi. CHARGE – this will calculate on its own
 - xii. CLAIMANT’S CERTIFICATION box
 - 1) COMMUTING MILES EXCLUDED? – No
 - 2) TRAVEL INCLUDES VICINITY MILES? - No
 - 3) DIRECT DEPOSIT? – No (public members are not eligible for direct deposit)
 - 4) WARRANT TO ALT ADDR? – No
 - 5) DEPARTMENT TO BE CHARGED – 0001-401-5300
 - 6) EMPLOYEE’S VENDOR CUSTOMER NUMBER – This is the vendor number obtained in SOP ‘ MEM – MAAC PUBLIC MEMBER EMPLOYMENT’ and can be found in the ‘MAAC_Travel_Reimbursement’ Excel document (<\\Dhsime\dvdrom\Groupshare\IMEUNIVERSAL\MAACT\travel>)
 - 7) CHECK IF BOARD OR COMMISSION MEMBER – check box
5. Save the document
 6. Print the document and proceed to Step 4
- b. Member who has previously received travel reimbursement
1. Open the member’s folder in the MAAC Travel share folder
 2. Select a previously completed TP form and save the form as a copy in the member’s folder within the MAAC Travel share folder. The name of the new document is to indicate the member’s name and date that the meeting is to be held
 - i. Example: John_Smith_TP_11_07_2017
 3. Edit the MM/DD and YEAR to reflect the date of the meeting
 - i. If necessary, edit the TIME LEFT/TIME RETURNED – This is based on Google Maps. When does the meeting start, how long

does it takes for the member to travel to Des Moines from the city in which they live and then how long does it take for the member to travel back to their city from Des Moines?

- 1) Example: Ames to Des Moines is a 40 minute drive. If a meeting starts at 1:00 p.m., the member needs to leave at 12:20 p.m. to arrive at the meeting on time. If the meeting ends at 4:00 p.m., the member will arrive home at 4:40 p.m.

4. Save the document
5. Print the document and proceed to Step 4.

Step 4: IME Communications Staff will bring printed copies of TP forms to meeting for appropriate public member signature

- a. If public member was not present and did not call in
 1. Discard TP form
 2. Process complete.
- b. If public member was not present but called-in
 1. Discard TP form
 2. Proceed to Step 5
- c. If public member was present and signed TP form
 1. Proceed to Step 5

Step 5: Following the meeting, update attendance in the 'MAAC_Travel_Reimbursement' Excel document

IME Communications Staff will update attendance information in the Excel document within 24 business hours of the MAAC meeting.

- a. If public member was not present but called-in
 1. Type 'Per Diem' in the same row as the member's Vendor ID, for the appropriate date of the meeting
 - i. If member opted out of receiving reimbursement, use strikethrough on their 'Per Diem' entry. Process complete.
 - ii. If member chose to receive reimbursement, proceed to Step 10
- b. If public member was present (Traveled)
 1. Type 'Per Diem' in the same row as the member's Vendor ID, for the appropriate date of the meeting
 - i. If member opted out of receiving reimbursement, use strikethrough on their 'Per Diem' entry.
 2. Type 'Travel' in the same row as the member's name, for the appropriate date of the meeting
 - i. If member opted out of receiving reimbursement. Process complete
 - ii. If member chose to receive Travel reimbursement, proceed to Step 6.

Step 6: IME Communications Staff will submit TP forms for Medicaid Director's signature

Give original copies of TP forms to Secretary of the Medicaid Director for Director's signature.

- a. Flag TP document for Medicaid Director to sign in the 'TRAVEL APPROVAL' box on the TP form.
 - a. This is under 'Enter TDA number here'
- b. Proceed to Step 6

Step 7: Once the Medicaid Director has signed the TP form, IME Communications Staff will scan and save the signed TP form and save to the TP Form Submissions share folder.

- a. Create a new folder in the TP Form Submissions folder within the MAAC Travel folder
(\\Dhsime\dvdrom\Groupshare\IMEUNIVERSAL\MAAC\Travel\TP Form Submissions)
- b. Title the folder with the date that the documents were scanned
 1. Example:08102017
- c. Save the scanned TP forms in the new folder

Step 8: Send TP forms to Fiscal Payable

IME Communications staff will send original copies of TP forms that include the member and Medicaid Director's signature to Fiscal Payable.

- a. Fill out the envelope as follows:
 1. Deliver To: Fiscal Payable
 2. Department: Receipts
- b. Send in LOCAL MAIL/HOOVER mailbox

Step 9: Update the 'MAAC_Travel_Reimbursement' Excel document for TP forms submitted

- a. Color fill the appropriate member's 'Travel' box for each member for whom a TP form was submitted.
 1. To note forms as sent/completed, color fill with blue:
 - i. R: 83 G: 141 B: 213

Step 10: Based on information from the 'MAAC_Travel_Reimbursement' Excel document, IME Communications Staff will send an email to the Secretary to the Medicaid Director listing members eligible for Per Diem reimbursement for the meeting. The Secretary to the Medicaid Director will submit information for per diem reimbursement to fiscal.

- a. The subject for the email to the Secretary to the Medicaid Director should be "MAAC Public Member Travel – Per Diem Reimbursement"
- b. Within the email, inform the Secretary to the Medicaid Director of the date of the meeting and list member's in attendance via phone or in person who chose to be reimbursed.

Step 11: Update the 'MAAC_Travel_Reimbursement' Excel document for Per Diem request submitted

- a. Color fill the appropriate member's 'Per Diem' box for each member for whom a Per Diem request for reimbursement was submitted.
 1. To note forms as sent/completed, color fill with blue:
 - i. R: 83 G: 141 B: 213

Forms/Reports:

'MAAC_Travel_Reimbursement' Excel Document
Travel Payment (TP) Form

RFP References:

N/A

Interfaces:

N/A

Attachments: