

SOCIAL SERVICES COMMITTEE AGENDA

March 30, 2011

1. Committee meeting called to order by Chairman.
2. Motion to approve minutes of prior committee meeting.

Action Agenda

1. **Request:** Permission to fill DSS Fiscal Manager Position in May or June due to a retirement July 6, 2011. This position is 70% funded through the State and Federal government. This would be a cost savings of \$4,900.00.

Rationale: This is a vital position within the Department; I need to have someone that can receive training.

2. **Request:** Permission to fill a Caseworker position April 24th, 2011 due to retirement.

Rationale: This position is 100% reimbursed and will be a cost savings of \$ 9147.00. This position is funded currently through Medicaid. State is looking to takeover these functions in 4 years.

Year	Staff	Caseload	Phone Calls	Contacts	Referrals/assigned
2009	4	200	300	417	466/149
2010	4	200	360	416	530/186
2011	3 or 4?	178	66	356	60/41 YTD 240/161 Estimate

3. **Request:** Permission to hire a third part-time driver as of May 31, 2011.

Rationale: One of our drivers has been out on Medical leave since November. We need to prevent overtime.

4. **Request:** Permission to transfer funds of \$396.00 from Insurance – General Liability to Travel/Education/ Conference

Rationale: We received monies back from the insurance payment.

5. **Request:** Permission to send a Supervisor to CPS Supervisory Core Mod II in Rochester, NY from 5/17 – 5/20/11 and 5/31 – 6/3/11.

Rationale: This is a mandated training and is budgeted. The cost is \$48.00 per night and

\$23.00 per day for meal except for the last day which we additionally have to pay up to \$26.00 per night for dinner.

6. **Request:** Permission to send a staff member to CPSRT (Child Protective Services Response Training) from 3/16 – 18/11 in Albany.

Rationale: This is a makeup training, the worker had to leave due to a family emergency. It is mandatory and it is budgeted. This will cost \$15.00 per day for meals only.

7. **Request:** Permission to send a staff member to Prevent Child Abuse Conference in Albany 4/7 – 4/11

Rationale: This is a beneficial training. It is budgeted (this was signed by Supervisor Loeb previously so we could get a decreased cost for registration) the cost is \$335.00 for three days, this includes all meals.

8. **Request:** Permission to send a staff person to the Great Escape Lodge on April 1, 2011.

Rationale: This is a Hearing Health Forum that costs \$15.00. This is budgeted.

9. **Request:** Permission to send two staff to Eating Disorders and Pregnancy Seminar at the Crandall Library in Glens Falls.

Rationale: This is a cost of \$15.00 each and is beneficial to the families we work with. This is budgeted.

10. **Request:** Permission to send one staff to Child Protective Response Training in Albany on 6/6 – 6/10 and 6/20 – 6/24/11.

Rationale: This is a mandated training and is budgeted. This is \$50.00 per night for room and \$15.00 per day for meals.

11. **Request:** Permission to send one staff member to PSA (Protective Services for Adults) Training in Albany from 5/2 – 5/5 and 5/16 – 5/19/11.

Rationale: This is a mandated training and is budgeted. This is \$52.00 per night for room and \$15.00 per day for meals.

12. **Request:** Permission to send three staff to the Annual Foster Care and Adoption Conference in Albany from 5/6 – 5/7/11.

Rationale: This conference is one of the few trainings regarding Adoption. It is budgeted. Normally we would send two people but the Deputy Commissioner is

requesting to go to gain knowledge in this area. This is \$170.00 per person and includes all meals.

Old business/Pending Items

- 1) Mr. Dusek, Ms. Weaver and Committee to examine properties for sale that might be suitable for housing the homeless. (10.22.10)

Topics for Discussion

1. Overtime Report.
2. Budget status report –
3. Impact of State Budget as proposed.
 - State is looking at a Medicaid takeover over the next 5 years, Medicaid administration is 100% funded. Medical transportation is due to be taken over by the State in May and in August the State is scheduled to take over 2500 Community Medicaid recertification. Most Commissioners are estimating that it will be approximately 45% of the current caseload that the State assumes responsibility for.
4. Update on Caseloads in different program areas:
Food Stamp applications have increased by over 100 new applications per month. This hit an all time high in November of 2010 when we had 360 applications. We have 7 Food Stamp workers and that has not increased at all in the past three years. This is a 29% increase over the past year.
5. Proposed Budget Impact for Safety Net Worksheet for Warren County with the State's options.



New York State Department of Health Preliminary Implementation Timeline

TIMELINE COLOR KEY	
▶	Law/Federal Reform
▶	Transportation
▶	Managed Care
▶	Eligibility
▶	Dental
▶	Long-Term Care

As this report demonstrates, planning the transition of Medicaid administration to the state from local social service districts requires a coordinated and comprehensive effort, along with thoughtful planning. The following timeline for a five-year implementation of a state assumption of administrative services, required by the June 2010 legislation, was developed with consideration of the guiding principles detailed at the beginning of this report and feedback provided by stakeholders.

- NOVEMBER 2010:**
- ▶ The Department releases first report required by legislation.
 - ▶ The Department releases solicitation for Transportation Manager in Hudson Valley region.
 - ▶ The Department releases solicitation for Transportation Manager in New York City.
 - ▶ Prior approval of private duty nursing services for the remaining five counties begins to transition to the Department.
-
- DECEMBER 2010:**
- ▶ The Department releases Request for Proposal for Managed Care Enrollment Broker Services.
 - ▶ Contract award expected for vendor to implement requirements for a long-term care assessment tool for use across Medicaid long-term care programs.
-
- FEBRUARY 2011:**
- ▶ Transportation Management-Hudson Valley implementation for Albany, Columbia, Greene, Orange, Rockland, Sullivan and Ulster.
 - ▶ The Department to begin development of guidelines for review of county Medicaid administration costs with advice from counties.
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- MARCH 2011:**
- ▶ Contract start date anticipated for vendor to implement requirements for a uniform long-term care assessment tool for use across Medicaid long-term care programs.
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New York State Department of Health Preliminary Implementation Timeline

(continued)

TIMELINE COLOR KEY	
▶	Law/Federal Reform
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- SEPTEMBER 2011:**
- ▶ The Department hosts quarterly stakeholder meeting.
-
- OCTOBER 2011:**
- ▶ Transportation management– New York City implementation for Manhattan and Bronx boroughs.
 - ▶ The Department presented with results of review of county expenditures on Medicaid administration by contracted independent accounting firm.
-
- DECEMBER 2011:**
- ▶ Statewide enrollment center assumes responsibility for disability determinations, cross county eligibility reviews and low volume programs.
 - ▶ The Department releases solicitation for transportation manager in the 4 rest-of-state regions: Long Island, Western, Central and Northern.
 - ▶ The Department hosts quarterly stakeholder meeting.
 - ▶ Advisory group on employee and labor relations submits recommendations to Commissioner.
-
- JANUARY 2012:**
- ▶ Enrollment broker assumes responsibility for managed care outreach and education for all counties.
-
- APRIL 2012:**
- ▶ The Department hosts quarterly stakeholder meeting.
-
- JUNE 2012:**
- ▶ Statewide enrollment center assumes responsibility for applications from FEs.
 - ▶ Transportation management implementation for Long Island region (Nassau and Suffolk counties).
 - ▶ The Department hosts quarterly stakeholder meeting.



STATE OF NEW YORK DEPARTMENT OF HEALTH

One Commerce Plaza Albany, New York 12210
www.health.ny.gov

Nirav R. Shah, M.D., M.P.H.
Commissioner

March 2, 2011

Dear Commissioner:

The Office of Health Insurance Programs is pleased to provide you with this update on the implementation of the Enrollment Center. As you know, the Enrollment Center will take responsibility for processing renewals for a portion of the community Medicaid population (self-attesters who are not aged, blind or disabled) from counties outside of New York City beginning in June 2011. Counties will be phased-in over three months (see attached roll-out schedule). The telephone renewal option will be phased in beginning in August 2011. By November 2011, all recipients who renew with the Enrollment Center will have the choice to renew by telephone or by mail.

In 2009, several districts volunteered to participate in an Enrollment Center Workgroup to assist with planning for the implementation of the Enrollment Center. Enclosed are meeting note summaries from the workgroup meetings from January 2010 – January 2011. We have also included the summaries from 2009, a number of which were previously circulated, in case you did not receive them. We will plan to circulate additional summary notes from our 2011 meetings as they are completed. As a reminder, these summaries or meeting notes reflect workgroup discussions, suggestions, feedback, and work in progress. They are not procedures or instructions to districts. Where appropriate, we have annotated these summaries with updates in italics to enhance understanding.

Written guidance will be provided to all districts several weeks in advance of the Enrollment Center implementation with more detailed information about the implementation. We will also schedule a special M-TAG meeting to review the written material. Due to certain functionality limitations with the HEART tool that the Enrollment Center will be using to process renewals, there will be instances when cases will be required to be forwarded to the district for further action. The guidance provided to districts will outline these circumstances. Ongoing enhancements will be made to the HEART tool to reduce the number of instances that require separate actions to be taken by the district.

If you have any questions or require further information regarding the roll-out schedule, please feel free to contact me or Mary Lou Festa, of my staff, at (518) 474-8887.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Wendy Butz', written over the printed name.

Wendy Butz, Director

Bureau of Medicaid/Family Health Plus Enrollment
Division of Coverage and Enrollment

Enclosures

District	June 2011		July 2011		August 2011		September 2011		October 2011		Ongoing
	Mail-In Renewal Option		Mail-In Renewal Option		Mail-In Renewal Option	Mail-In & Telephone Renewal Option	Mail-In Renewal Option	Mail-In & Telephone Renewal Option	Mail-In Renewal Option	Mail-In & Telephone Renewal Option	Mail-In & Telephone Renewal Option
Oneida		X		X	X		X			X	X
Onondaga		X		X	X		X			X	X
Ontario		X		X	X		X			X	X
Orange				X	X		X		X		X
Orleans				X	X		X		X		X
Oswego	X		X		X		X	X		X	X
Otsego				X	X		X		X		X
Putnam					X		X		X		X
Rensselaer			X		X		X			X	X
Rockland	X		X		X		X			X	X
Saratoga			X		X		X			X	X
Schenectady	X		X		X		X			X	X
Schoharie	X		X		X		X		X		X
Schuyler					X		X		X		X
Seneca					X		X		X		X
St. Lawrence			X		X		X			X	X
Steuben			X		X		X			X	X
Suffolk	X		X		X		X	X		X	X
Sullivan					X		X		X		X
Tioga	X		X			X		X		X	X
Tompkins					X		X		X		X
Ulster			X		X		X		X		X
Warren					X		X		X		X
Washington			X		X		X			X	X
Wayne			X		X		X			X	X
Westchester			X		X		X			X	X
Wyoming			X		X		X			X	X
Yates			X		X		X			X	X

June 2011 implementation = renewals generated in June with authorization end dates of Aug 31, 2011 will be directed to the Enrollment Center.
 Mail-in = the renewal cover letter will ask the recipient to mail the renewal to the Enrollment Center.
 Telephone = the renewal cover letter will offer the recipient the option of mailing the renewal to the Enrollment Center or renewing by telephone.

Expected Timeline
Hudson Valley Region Transportation Manager Initiative
January 5, 2011

- November 18, 2010: Department of Health (DOH) releases solicitation for transportation manager in Hudson Valley region
- December 14, 2010: DOH releases answers to questions submitted by 11 potential contractors.
- January 7, 2011: Solicitation proposals due to DOH.
- January 27, 2011: DOH review of proposals completed.
- February 4, 2011: Contractor selected. Discussions with contractor begin.
- * February 7, 2011: Meeting with 13 counties to discuss proposed roll out activities. Tentative roll out plan adopted.
- February 21, 2011: DOH approval of contractor's required Transportation Management Implementation Plan.
- March 1, 2011: Transportation management implementation for Albany, Columbia, Greene, Orange, Rockland, Sullivan, and Ulster counties.
- April 1, 2011: Transportation management implementation for Westchester and Putnam counties
- * May 1, 2011: Transportation management implementation for Fulton, Montgomery, Washington, and Warren counties
- * July 2011: Semi-annual meeting with counties, DOH, and transportation manager to discuss implementation.

Category	Major Transportation Management Function	Department of Health	Transportation Manager	County Department of Social Services
Ongoing Technical Support	8c. <ul style="list-style-type: none"> provide trip information to local department of social services for payment reimbursement of transportation manager, and report expenditures on Administrative financial form 		X	
	8d. <ul style="list-style-type: none"> reimbursement of transportation manager, and report expenditures on Administrative financial form 			X
	9. Oversee quality standards of transportation providers		X	
	1. Evaluate the performance of the Transportation Manager	X		X
	2. Produce relevant management reports		X	
	3. Convene telephone conferences with counties and Transportation Manager to review performance data and relevant issues	X		
	4. Participate in scheduled telephone conferences	X	X	
	5. Convey State transportation policy and issue guidance on local transportation issues to the Transportation Manager	X		X
	6. Ongoing liaison with local county department of social services staff to ensure transportation is delivered according to expectations	X	X	
	7. Relay policy information to ordering providers, Medicaid beneficiaries, and transportation providers	X	X	
	8. Educate ordering providers as to how the Medicaid Transportation Plan operates in the local district, including determining the appropriate mode of transportation	X	X	
	9. Apply knowledge of local area and travel routes		X	
10. Proposed cost savings initiatives	X	X	X	
11. Approve cost savings initiative	X	X	X	
12. Maintain a public website			X	

Your County DSS Proposed Budget Impact for Safety Net Worksheet

	Safety Net 50/50 State/Local Original	Safety Net 30/70 State/Local Gov/Assembly	Safety Net 25.9/74.1 State/Local Senate
Safety Net	\$ 1,415,000.00	\$ 1,415,000.00	\$ 1,415,000.00
Expense			
State Share	\$ 707,500.00	\$ 424,500.00	\$ 366,485.00
Local Share	\$ 707,500.00	\$ 990,500.00	\$ 1,048,515.00
Local Share Diff.		\$ 283,000.00	\$ 341,015.00
Countryside Adult Home			
Expense	\$ 1,687,451.80	\$ 1,687,451.80	\$ 1,687,451.80
State Share	\$ 843,725.90	\$ 506,235.54	\$ 437,050.02
Local Share	\$ 843,725.90	\$ 1,181,216.26	\$ 1,250,401.78
Local Share Diff.		\$ 337,490.36	\$ 406,675.88
Grand Total	\$ 1,551,225.90	\$ 2,171,716.26	\$ 2,298,916.78
Local Share Diff.		\$ 620,490.36	\$ 747,690.88

Countryside COMMITTEE

March 30, 2011

Action Agenda

- 1. Request:**
Rationale:

Old business/Pending Items

- 1) Mr. Dusek to research the invoices from Technical Building Services, as well as maintaining glycol relative to the boilers.
- 2) Director of Countryside Adult Home to meet with the County Attorney to discuss laundry issues at Countryside and determine whether it is feasible to obtain laundry services as opposed to using Westmount. (01.28.11)
- 3) Request that the Purchasing Agent research the consolidation of contracts for employee physicals and clinician coverage for Westmount and Countryside Adult Home.

Topics for Discussion

1. Overtime – 97 hours for the past 2 pay cycles (including a holiday), ↓160.5 hours overall from last year's figures.
2. Current Census: 41 Residents
 - a. 16 Men, 25 Women
3. Monthly Statistics:
 - a. Referrals: (3) one requires a higher level of care, one is undecided about placement, and the last one will be coming in for a tour next week.
 - b. Admissions/Discharges: (1) admission, (1) discharge
4. VA Aid & Attendance Applications
 - a. We received 1 more acceptance letter this month. This resident may also be eligible to receive past payments for 1 year prior to his application date. We are working on completing the necessary forms at this time.
5. Adult Day Care Services.
 - a. We are working on finalizing the Admission Agreement for the day care program and will then send the application in to the DOH.
6. Advertising in the Glens Falls Hospital Patient Information Guide.
 - a. We are awaiting the proof for our ad from the company.
7. Warrensburg Meal Site.
 - a. We have been asked to look into having the Warrensburg meal site at our facility.

Overtime Report*Pay period ending 1/30/11*

Foster Care	13.5
MA	43
TA	9
Preventive	1.5
CPS after hours	34.05
CPS Backlog	<u>33</u>
	134.05

Pay period ending 1/31/10

42.5

Pay period ending 2/13/11

CASA	.5
Foster Care	10.5
HEAP/Food Stamps	18.5
TA/Employment	16
MA	23
CPS after hours	35.6
CPS Backlog	<u>28.4</u>
	132.5

Pay period ending 2/14/10

86.3

Pay period ending 2/27/11

APS	1
Foster Care	6.8
HEAP/Food Stamps	35.4
TA/Employment	35
MA	7
CPS after hours	45.6
CPS Backlog	<u>3.5</u>
	134.3

Pay period ending 2/28/10

65.7

Pay period ending 3/13/11

Foster Care	7.4
FS	5
APS	1
Preventive	2.2
CPS after hours	11.2
CPS Backlog	<u>9</u>
	35.8

Pay period ending 3/14/10

63.2

Total**436.65 Total Hours****257.7 Total Hours****109.16 hours per pay period 64.42 hours per pay period**



WARREN COUNTY YOUTH BUREAU
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LAKE GEORGE, NEW YORK
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SOCIAL SERVICES COMMITTEE
Youth Programs

March 30, 2011

1. Junior Tennis Foundation Grant

Background: Since 2006, the Youth Bureau has been awarded United States Tennis Association grants so that more county youth could learn this lifetime sport. In summer and after-school programs, 65 youth in Chester, Johnsbury and Lake Luzerne gained basic tennis skills with the help of these funds.

Resolution Request: The Youth Bureau requests approval to apply for a National Tennis Foundation grant for up to \$2000. The application is due April 16, 2011.

2. State Youth Program \$ Update

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Warren County Youth Bureau

DATE: March 30, 2011

Purpose of Grant: Approval to submit grant application to Junior Tennis Foundation in the total amount of \$2000.

- (b) Name of Grantor: Junior Tennis Foundation Grants
- (c) Address of Grantor: 4W. Red Oak Lane, Suite 300, White Plains, NY 10604
- (d) Grantor's Contact Person and Telephone Number: Linda Mann, 914-697-2385
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
- (f) Effective Date of Grant: April 17, 2011
- (g) Termination Date of Grant: December 31, 2011
- (h) Total Dollar Amount Involved (not to exceed): \$2000.
- (i) Deadline to Submit Grant Application and/or Grant Agreement: April 16, 2011
- (j) Is a Budget amendment required? **No** If yes, also complete and submit Form No. 7. [If approved, budget amendment will be requested at a later date.]
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **No** If yes, complete and submit Form No. 8 or Form No. 9, as applicable.
- (l) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code (with title), Object Code (with title), and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: _____