

Workgroup Charter

January 16, 2009

***Workgroup on Nursing Facility Reimbursement
Agency for Health Care Administration
Tallahassee, Florida***

Purpose/Scope

- The responsibilities of this Workgroup shall be to evaluate, on behalf of the Agency, alternative reimbursement and payment methodologies for nursing facilities. Based on this evaluation, the Agency will develop and submit a report, to the “relevant committees of the Senate and House of Representatives by November 1, 2009.”
- The Workgroup on Nursing Facility Reimbursement shall also consider price-based methodologies for indirect care and acuity adjustments for direct care. The Workgroup will evaluate and report only on those health programs funded through the Agency.

Out of Scope

- Discussions not related to Reimbursement and Payment Issues are outside the scope of the Workgroup and will not be included as topics of discussion.

Membership

- The Workgroup shall be composed of four members appointed by the Medicaid Director.
 - Erwin P. Bodo, Florida Association of Homes and Services for the Aging.
 - Doug Burr, Cypress Administrative Services, LLC.
 - Tony Marshall, Florida Health Care Association.
 - Betty Sorna, River Garden Hebrew Home Wolfson Health & Aging Center.
- Members are appointed for a term of one year or until all the information for the required report is obtained. Vacancies will be filled by the Medicaid Director as appropriate.

Facilitator

- The Agency shall appoint a facilitator of this Workgroup. The Facilitator will be an employee of the Agency appointed by the Medicaid Director.

- The Facilitator is responsible for:
 - Planning, organizing meetings.
 - Processing nomination and appointment papers.
 - Assisting in the implementation of plans, preparing status reports.
 - Preparing summaries of meetings; and other activities as appropriate.

Basic Rules of Order

- Three members shall constitute a quorum.
- Members shall inform the Facilitator if they are unable to attend a scheduled meeting. In the event that a quorum will not be met, the Medicaid Director will determine if the meeting is to be rescheduled or proceed without quorum.
- Except where there is conflict with this document, the rules contained in the current edition of “Robert’s Rules of Order” shall govern the Workgroup in all cases to which they are applicable.

Duties of the Workgroup

- The Workgroup is a fact finding body whose scope is limited to those health programs funded through the Agency for Health Care Administration.
- The Agency is the author of this report and retains control of its content.
- The duties of the Workgroup shall include the following:
 - Evaluation of alternative reimbursement and payment methodologies for nursing facilities including prospective payment methodologies.
 - Report findings to the Medicaid Director as to the outcome of their fact finding.

Meetings

- The Workgroup shall meet at least quarterly or upon request of the Facilitator or the Medicaid Director. The length of each meeting will be three hours.
- Meeting materials shall be coordinated through the Facilitator. The Facilitator will work with the individual members to develop an agenda that is inclusive of their related topics.
- The Agency will retain control of the final contents of the agenda.
- Staff will work with members to develop supporting documentation of their items for each meeting.

Non-member Participation

- As part of the agenda, technical resource persons may present information to the Workgroup. Participation is at the discretion of the Agency.
- Audience participation is limited to attendance. The Workgroup meetings are not be open for public comment.
- The public may submit Items for the Workgroup's agenda to the Facilitator for consideration.

Questions