

Note: This workplan offers an aggressive timeframe to ensure that slippage on any individual task does not jeopardize the ability to meet the overall December 1 deadline

	Jan 31	Feb 7	Feb 14	Feb 21	Feb 28	Mar 7	Mar 14	Mar 21	Mar 28	Apr 4	Apr 11	Apr 18	Apr 25	May 2	May 9	May 16	May 23	May 30	Jun 6	Jun 13	Jun 20	Jun 27	Jul 4	Jul 11	Jul 18	Jul 25		
Conduct Background Research and Develop Project Work Plan																												
Facilitate introductory meetings with BHDDH																												
Present overview of project approach																												
Discuss BHDDH's goals and priorities for the project																												
Discuss membership of Stakeholder Advisory group																												
Develop written work plan																												
Develop and submit data request to BHDDH																												
Develop service requirement discussion outline																												
Review waiver, regulations, policies, previous reports, etc.																												
Consider cost drivers, model structures, rate differentials																												
Consider impact of state and federal policy/regulatory changes																												
Project Kickoff Meetings																												
Facilitate project kickoff with Provider Advisory group																												
Develop materials to present project overview and tasks																												
Present project overview to Provider Advisory group																												
Discuss Provider Advisory group's goals and priorities																												
Facilitate project kickoff with Stakeholder Advisory group																												
Develop materials to present project overview and tasks																												
Present project overview to Stakeholder Advisory group																												
Discuss Stakeholder Advisory group's goals and priorities																												
Facilitate meeting with BHDDH regarding service definitions																												
Review service requirement discussion outline																												
Provider Survey																												
Develop provider survey and instructions																												
Review draft survey with BHDDH																												
Review draft survey with Stakeholder Advisory group																												
Administer, evaluate, and present provider survey results																												
Distribute provider survey																												
Provide technical assistance (e.g., recorded webinar, helpdesk)																												
Analyze survey results																												
Present results to BHDDH																												
Present results to Stakeholder Advisory group																												

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Other Research and Analysis																										
Evaluate independent/benchmark cost data																										
Obtain BLS data																										
Identify wage categories and compile base information																										
Generate regional BLS wage analysis																										
Obtain benefits data (MEPS, UI, Work Comp)																										
Obtain other cost data																										
Analyze claims/utilization data																										
Generate general summary of claims data																										
Review service utilization by provider																										
Generate template for fiscal analyses																										
Perform geospatial (time/travel distance) analysis																										
Identify candidate services																										
Geocode/generate analysis																										
Generate regional time/distance analysis																										
Gather benchmark provider rates																										
Identify rates for similar services in state (e.g., other HCBS, VR)																										
Gather rate data and service requirements																										
Identify other states for comparison																										
Gather rate data and service requirements																										
Summarize results of comparisons																										
Individual and Family Survey																										
Develop draft survey																										
Review draft survey with BHDDH																										
Review draft survey with Stakeholder Advisory group																										
Administer, evaluate, and present survey results																										
Release survey																										
Analyze survey results																										
Present results to BHDDH																										
Present results to Stakeholder Advisory group																										

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Draft Rate Models and Fiscal Impact Analysis																											
Develop and present draft rate models																											
Construct rate model structures																											
Consider billing unit																											
Identify major cost factors for models																											
Consider value-based purchasing options																											
Identify potential rate variations to include																											
Participant acuity (impact on ratios, staff quals, etc.)																											
Review regional factor variations																											
Populate rate models																											
Identify potential changes to billing guidelines (e.g., units, standards)																											
Present draft rate models and potential standards changes to BHDDH																											
Revise rate models as appropriate																											
Update draft rate models based on feedback/input from BHDDH																											
Present updated draft models to BHDDH																											
Develop and present draft fiscal impact estimates																											
Develop fiscal impact overview and estimates																											
Present fiscal impact to BHDDH																											

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Assessment Tool and Individual Budgets																											
Evaluate current assessment tool and related scoring																											
Document current use of assessment																											
Consider existing scoring framework in relation to recent iterations																											
Consider inclusion of other factors to inform allocations																											
Identify and analyze options for alternatives																											
Present recommendations to BHDDH																											
Benchmark individual budget methodology to other states																											
Identify other states' HCBS programs that link assessment to funding																											
Document key policies (assessment, levels, included services, etc.)																											
Present summary to BHDDH																											
Evaluate current service packages																											
Document service mix assumptions and compare to utilization																											
Review exceptions requests and approvals																											
Evaluate policies for managing individual budgets																											
Consider ability to move funds between service categories																											
Consider impact on self-direction																											
Develop recommended changes to individual budgets																											
Present recommendations to BHDDH																											
Revise as necessary																											
Develop materials to present for public comment																											

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	Aug 1	Aug 8	Aug 15	Aug 22	Aug 29	Sep 5	Sep 12	Sep 19	Sep 26	Oct 3	Oct 10	Oct 17	Oct 24	Oct 31	Nov 7	Nov 14	Nov 21	Nov 28	Dec 5	Dec 12	Dec 19	Dec 26	
Public Comments																							
Publish materials (draft rate models, fiscal impact estimates, etc.)																							
Present draft rate models to Stakeholders Advisory group																							
Record webinar for overview of rate models																							
Accept public comments																							
Review, aggregate, and draft responses to comments																							
Compile comments and draft responses																							
Review comments and draft responses with BHDDH																							
Revise responses to comments and rate model as appropriate																							
Review comments and changes with Stakeholder Advisory group																							
Finalize Rate Models and Provide Implementation Support																							
Finalize rate models, individual budgets, and fiscal impact estimates																							
Finalize rate models and update fiscal impact estimates																							
Update individual budgets based on changes to rates																							
Deliver rate model and individual budget packages to BHDDH																							
Identify budgetary and operational needs																							
Document changes to rates and budgets																							
Consider operational needs																							
Policies and procedures (e.g., exceptions)																							
Billing procedures, codes, and rules																							
Information technology infrastructure																							
As required, develop alternatives for implementation (e.g., phase-in)																							
Meet with Stakeholder Advisory Group																							
Develop capstone report and supporting materials (e.g., presentations)																							
Provide implementation support																							
Provide support with waiver amendments																							
Prepare materials for budget justification																							
Present implementation as directed																							
Other technical support as directed																							