

**SECTION 1115 FY 05 GRANTS (AWARDED 8/1/05)
QUARTERLY PERFORMANCE REPORT
COVER SHEET**

1. Grant Number: **90FD0106**
2. Grantee Name and Address: **Vermont Agency of Human Services
Office of Child Support
103 South Main Street
Waterbury, VT 05671-1901**
3. Phone Number: **(802) 241-2319**
4. Project Title: **Project UNIMED**
5. Period of Performance: **August 1, 2006 – October 31, 2006**
6. Approved Project Period: **August 1, 2005 – December 31, 2007**
7. Period Covered by this Report (Report due 30 days later):
5th Quarterly (10/31/06) X 6th Quarterly (1/31/07)
7th Quarterly (4/30/07) 8th Quarterly (7/31/07)
8. Principal Investigator and Phone Number: **Jeff Cohen, (802) 241-2319**
9. Author's Name and Phone Number: **Robin Arnell, (802) 241-2236**
10. Date of Report: **November 16, 2006**
11. Report Number (sequentially): **5**
12. Name of Federal Project Officer: **John Jolley**
13. Date Reviewed by Federal Project Officer:
14. Comments (if any):

**VERMONT OFFICE OF CHILD SUPPORT
PROJECT UNIMED: A Unified Approach to Medical Support through
Intra-Agency Collaboration and Data Exchange
Grant Number 90FD0106**

**FIFTH QUARTERLY PROJECT PERFORMANCE REPORT
Reporting Period August 1, 2006-October 31, 2006**

❖ Major Activities and Accomplishments this Period

During the fifth quarter of the grant, we completed the design segment of our contract with Policy Studies Inc. (PSI). System programming is now set to begin. The design portion included five system design sessions during the month of August, two design sessions in September, and two design sessions and a technical design presentation for IT staff in October. Our data team also met twice to discuss our reporting requirements and the framework for the data-mining model under the grant. In addition to the design document, PSI submitted the Training and Implementation Plans required under their contract.

The collaborative partners (OCS-child support, OVHA-Medicaid, ESD-TANF) met two times during the reporting period to review and revise processes, discuss data requirements, and receive contract updates.

❖ Other Activities

We held two OCS Medical Support Update Trainings for staff during this reporting period. This training covered the ESD procedures, how to find insurance information in our mainframe system (ACCESS), Vermont's new cash medical legislation, and the updated form 802 (Vermont Child Support Order).

The OCS Medical Support Team met once during the reporting period. This team reviews internal forms and processes and examines the implementation efforts from the child support perspective. The Grant Steering Team also met twice in the reporting period to track the progress of the grant. This team has focused much effort on the various reporting requirements for the grant and how best to capture certain data.

Submitted the 424A form to accompany our 12-month grant extension request.

Created a final report (guidebook) outline.

Finished redrafting the 137 (TANF Assignment) form to incorporate the Medicaid assignment of rights.

❖ **Problems**

Despite our efforts, some insurance plan administrators are still not providing our Employer Services Unit with insurance policy numbers due to purported concerns under the Health Insurance Portability and Accountability Act (HIPAA). The primary source of our problem is Blue Cross. One of our administrators will be contacting our OCSE rep to see what can be done to resolve this issue. In the meantime, our Employer Services Unit has been calling the non-custodial parents directly to obtain the policy numbers.

We have also found that some employers are unresponsive to our NMSN notices. We are currently keeping track of NMSN responses manually and calling employers that do not return the notice. This will become a more automated process with our system programming. When our programming is complete, our system will automatically send a second NMSN notice if the first one is not entered into the system. If the second NMSN also goes unreturned, the Employer Services Unit will receive a system message prompting follow-up and potential enforcement against the employer.

❖ **Significant findings and events**

The most significant events that occurred this period were the completion of the design sessions and design document with Policy Studies Inc.

❖ **Dissemination activities**

There were no dissemination activities for this reporting period.

❖ **Activities planned for next reporting period**

The following activities are planned for the next reporting period: 1) system programming; 2) weekly status meetings with PSI; 3) continue to develop and monitor interagency activities.

Attachments – 137 Form (TANF Assignment), Training Plan submitted by Policy Studies, Inc., Implementation Plan submitted by Policy Studies, Inc., and Design Document submitted by Policy Studies, Inc.

Respectfully submitted:

Jeff Cohen
Principal Investigator/OCS Director