

**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, 2005 – December 31, 2006**
6. Approved Project Period: **August 1, 2005 – December 31, 2006**
7. Period Covered by this Report (Report due 30 days later):
1st Quarterly (10/31/05) **X** 2nd Quarterly (1/31/06)
3rd Quarterly (4/30/06) 4th Quarterly (7/31/06)
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 30, 2005**
11. Report Number (sequentially): **1**
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

FIRST QUARTERLY PROJECT PERFORMANCE REPORT
Reporting Period August 1, 2005-October 31, 2005

❖ **Major Activities and Accomplishments this Period**

A primary activity for this initial phase of the grant included the development of cooperative interagency protocols by the collaborative partners (OCS-child support, OVHA-Medicaid, ESD-TANF). Additional major activities and accomplishments that occurred during this period centered on drafting a Request for Proposal (RFP) to procure an IT contractor to implement medical support system enhancements and assembling an IT design team to draft a preliminary IT design document to include in the RFP.

Collaborative Efforts: The collaborative partners met four times during this period. Additionally, various members met in subgroups to develop a draft interagency agreement that sets forth enhanced intake, referral, case processing, and monitoring procedures. The partners also approved an improved assignment of rights form during this quarter. Other forms remain in the process of development. Procedures related to the waiver process and sanctioning for non-cooperation are also in development. Monthly meetings have been scheduled to monitor progress and to refine and revise the collaborative agreement as data interfaces and processes become automated.

IT Design Document: After assembling the IT design team, the team met several times in an effort to design a document outlining IT work needed to fulfill the grant's IT requirements. The document incorporates enhancements that automate various case flow processes between the partners, enhance automated interagency communication, and strengthen interagency data interfaces by capturing data necessary for reporting program performance and program costs.

❖ **Other Activities**

During this start-up phase, the collaborative partners commenced hiring for new positions that the Vermont legislature approved as part of a medical support improvement initiative. In particular, the Employer Services Unit (ESU) has been expanded with 5 new full-time positions. Medical support work formerly handled in other areas of OCS is now centralized in ESU. OCS conducted several formal trainings during this quarter.

❖ **Problems**

As some of the interagency procedures were implemented this quarter, OCS and ESD experienced communication and system difficulties. Most of the monitoring and tracking activities are largely manual processes. It is anticipated that many of the problems

encountered will be addressed once system enhancements are programmed as specified in the IT design document.

❖ **Significant Findings and Events**

The three major events that occurred during this period were the production of the draft interagency agreement, the drafting of the IT design document and the Request for Proposal (RFP) for medical support system enhancements.

❖ **Dissemination Activities**

There were no dissemination activities for this period.

❖ **Activities Planned for the Next Reporting Period**

The following activities are planned for the next reporting period: 1) recruit a temporary (12-month), part-time project assistant in January 2006; 2) issue the RFP for an IT contractor to set up medical support system enhancements; 3) submit the IT contract into the State approval system; and 4) continue to develop and monitor interagency activities.

Attachment - Draft IT Design Document

Respectfully submitted:

Jeffrey P. Cohen, Director
Principal Investigator