

**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: **May 1, 2006 – July 31, 2006**
6. Approved Project Period: **August 1, 2005 – December 31, 2006**
7. Period Covered by this Report (Report due 30 days later):  
1<sup>st</sup> Quarterly (10/31/05) \_\_\_\_\_ 2<sup>nd</sup> Quarterly (1/31/06) \_\_\_\_\_  
3<sup>rd</sup> Quarterly (4/30/06) \_\_\_\_\_ 4<sup>th</sup> Quarterly (7/31/06)   X
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: **August 24, 2006**
11. Report Number (sequentially): **4**
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**

**FOURTH QUARTERLY PROJECT PERFORMANCE REPORT  
Reporting Period May 1, 2006-July 31, 2006**

**❖ Major Activities and Accomplishments this Period**

During the fourth quarter of the grant, we completed the contract process and started work with the vendor, Policy Studies, Inc. (PSI) on July 3, 2006. Two system design sessions were held during the month of July. Our data team also met on July 21<sup>st</sup> to discuss our reporting requirements under the grant. PSI submitted their plan for the project using MS Project. This will be used to monitor contractor activities.

Another major accomplishment was the completion of the Economic Services Division (ESD-TANF) procedures and staff training. Prior to this reporting period, the centralized ESD Health Access Eligibility Unit (HAEU) processed all 137M (Medicaid Application and Assignment) forms. During the month of June, ESD field staff throughout the state received training on the new 137M form and the procedures for processing these cases. Once training was complete, the rollout was implemented and the number of 137M referrals received at OCS increased significantly. In January 2006, OCS Employer Services Unit received approximately fifty-one 137M forms. Once the rollout took place in July 2006, they received four hundred and thirty five 137M forms. This is an 850% increase in referrals from January to the rollout in July. The preliminary data show that most of the referrals are already known to the IV-D child support program. This data will be further developed as the grant progresses.

The collaborative partners (OCS-child support, OVHA-Medicaid, ESD-TANF) met three times during the reporting period to review and revise processes, finalize the 137M Form, discuss data requirements, and receive contract updates.

**❖ Other Activities**

We held four 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 twice 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 three times 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.

Also during this period we added key personnel to work on this project: Tom Rotella, Stacy Gibson-Grandfield, Betsy Forrest and Sean Brown. All four have extensive backgrounds in child support and medical support. The biographies for each individual are attached. Betsy Forrest began working on the grant the fourth quarter but accepted a position with Vermont's Medicaid agency just prior to the end of the fourth quarter. OCS promoted Sean Brown to Betsy's former position and he will be assuming an extensive role in the collaborative process and the IT design. As a result, OCS has assigned tasks that were formerly assigned to the project assistant under the grant and will therefore absorb the allotted \$25,347.00 personnel costs for that temporary part-time position.

Additionally, we filed for a 12-month grant extension.

#### ❖ **Problems**

Some employers/insurance plan administrators were not providing our Employer Services Unit with insurance policy numbers due to purported concerns under the Health Insurance Portability and Accountability Act (HIPAA). This caused a problem for us since OVHA cannot process a claim without a policy number. To resolve this, the supervisor of the Employer Services Unit drafted a cover letter to accompany the NMSN that explains the legal obligation to provide OCS with the plan policy numbers and how providing this information does not violate HIPAA.

#### ❖ **Significant findings and events**

The significant events that occurred this period were the completion of the contract process with Policy Studies Inc., the beginning of the design sessions with the programmer, and the rollout of the 137M process to the ESD district offices.

#### ❖ **Dissemination activities**

The 137M (Medicaid Application and Assignment) was disseminated to all OCS and ESD staff during this period. This form is included as an attachment to this performance report.

#### ❖ **Activities planned for next reporting period**

The following activities are planned for the next reporting period: 1) system design sessions; 2) complete design document and begin programming; 3) continue to develop and monitor interagency activities; 4) finish redrafting 137 (TANF Assignment) to incorporate Medicaid assignment of rights.

**Attachments** – Personnel Biographies, 137M Form (Medicaid Application and Assignment), ESD Staff Procedures, NMSN cover letter, and Project Plan submitted by Policy Studies, Inc.

Respectfully submitted:

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Robin Arnell  
Project Manager/Supervising Attorney