



Public Focus. Proven Results.™

October 23, 2018

Hello New Mexico HCBS Providers,

As mentioned in the September 2018 communication to the field, New Mexico Department of Health, Developmental Disabilities Supports Division (DDSD), has contracted with Public Consulting Group, Inc. (PCG) to perform a study to recommend reimbursement rates for individuals with intellectual and developmental disabilities receiving services through the Developmental Disabilities (DD), Mi Via (MV), and Medically Fragile (MF) waiver programs.

This communication provides additional information on the training webinars as well as the overall timeline for data collection tools.

To participate, your provider agency will need to complete the following items:

- **Cost Report Tool**
 - Excel workbook, which should be filled out by fiscal staff at your agency. The cost report will capture revenue, personnel expenses, and other expenses associated with providing HCBS Waiver services.
- **Personnel Roster**
 - Excel workbook that will capture information about all employees and subcontractors at your agency that deliver HCBS Waiver services.
- **Time Study**
 - Excel workbook that will capture activities, in 15-minute increments, of personnel providing HCBS Waiver services over a two-week period. The time study will run for two periods and participants should participate in one period, either **November 26th – December 9th, 2018** or **January 7th to 20th, 2019**.

All materials (cost report tool, personnel roster, and time studies) will be distributed on **November 13, 2018 and are due January 22, 2019**.

Training Details

Online training sessions on how to complete the cost report tool, personnel roster, and how to participate in the time study will be provided on the following dates.

- Thursday, November 1st 11am-1pm MT
- Friday, November 2nd 10:30am-12:30pm MT
- Tuesday, November 6th 1pm-3pm MT

A recorded version of the trainings will be emailed on or around November 13th for future reference and for anyone that was not able to attend one of the webinars.

Time study materials and logistics will be reviewed in the first hour. Cost report and personnel roster materials will be reviewed in the second hour. While all personnel that deliver HCBS Waiver services are encouraged to attend the time study portion of the webinar the second hour of each session only needs to be attended by fiscal personnel that will be completing the cost report and personnel roster materials.

Please submit your RSVP through this link: <https://www.surveygizmo.com/s3/4641270/NM-HCBS-Rate-Study-Training-RSVP>. Note: You can still participate in the webinar if you did not get a chance to RSVP.

The webinar login information is below. PowerPoint decks of the training material will be provided in case you can only connect by phone.

Join WebEx meeting

<https://pcgus.webex.com/join/kryan>

Join by phone

Call-in toll-free number (US/Canada) 1-844-531-9388

Call-in toll number (US/Canada) 1-669-234-1708

Access code: 797 576 065

If you have any questions, please call us at our toll-free help line at 1-844-225-3658 or email us at NMHCBSRateStudy@pcgus.com. We appreciate your participation in this important initiative for the State of New Mexico, and we look forward to working with you in the upcoming months.

Sincerely,

Public Consulting Group, New Mexico HCBS Project Team