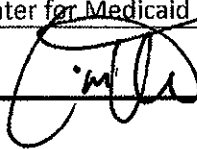


HHS Conference or Conference Grant Request and Approval

Operating/Staff Division Information	
Operating or Staff Division	Centers for Medicare & Medicaid Services
Office	Center for Medicaid and CHIP Services/IEAG/Division of Tribal Affairs
Conference Description	
Title/Topic	CMS ITU Outreach and Education Events ✓
Purpose of Conference (Attach draft program agenda, if not available, check here: _____)	<p>This request is for the approval of 16 CMS sponsored outreach and education events in locations with significant American Indian and Alaska Native (AI/AN) populations. The purpose of the events is to provide AI/AN beneficiary advocates, benefit coordinators, providers, beneficiaries and tribal leaders with information about the CMS programs including eligibility and benefits. The information will be provided by CMS staff, State Health Insurance Program (SHIP) staff, and State Medicaid staff. The goal of the events is increase the number of AI/AN beneficiaries enrolled in Medicare, Medicaid, CHIP and the Health Insurance Marketplace and to maximize the revenue recovered by Indian Health Service, Tribal, and Urban Indian Clinic (ITU) providers and facilities. ✓</p> <p>Nonfederal travel is supported in the logistics contract as an expense of the meeting' and is covered under 31 U.S.C. 1345. ✓</p>
Explanation of How the Conference Directly Supports the OPDIV/STAFFDIV Mission	The outreach events directly support the CMS mission by providing Information on CMS programs, eligibility requirements, outreach strategies for increasing enrollment, ways to improve billing and collection, ways to minimize billing/collection errors and providing answers to provider and beneficiary questions. These events are mission critical because they are designed to meet CMS' Strategic Plan goals to improve quality of care of beneficiaries, improve accuracy of claims processing, and foster teamwork between the agency and its stakeholders.
Justification for Conference Frequency (If scheduled regularly, explain the frequency of this conference and why the frequency is necessary. Include dates of the most recent prior conference as well as information on prior attendance size. If the size of the conference is increasing, justify why.)	These Outreach and Education events will be held as part of a new five year logistics contract. There are numerous new provisions that are already in effect that have a significant impact on AI/AN communities. Training is critical on the Health Insurance Marketplace, Medicaid expansion, and complicated ACA Indian provisions (e.g., multiple definitions of Indian, exemption from shared responsibility payments, special enrollment periods and cost sharing reductions). Annual trainings are needed because of the changing CMS rules and regulations as well as ITUs have to rotate staff attendance at trainings to ensure coverage is provided at ITU facilities. Information about the Indian provisions in CMS programs are a high priority of tribal leaders as indicated at the Secretary's Tribal Advisory Committee and the CMS Tribal Technical Advisory Group.
Dates To Be Held	
From: September 1, 2018	To: August 31, 2019
Justify the Number of Days (Explain why the conference cannot be	Each event is two days long to cover multiple CMS programs, SSA Disability and VA eligibility.

conducted in 1 to 2 days less than planned)			
Location			
Venue		Nationwide	
City		Various- see attached list	
State or Country			
Justification for Use of Non-Federal Space (Enter N/A if held in a Federal facility. If held in a facility that is not owned or controlled by the Government, explain the reason and basis for site selection)		Federal space will utilized when available, if not available then Tribally owned space will be utilized in remote locations, and if no Tribal space is available then private sector space will be utilized. The ITU events will be held in CMS Regional Office space whenever possible.	
Justification for why the conference could not be held via teleconference, video conference, etc. to reduce attendee travel.		The CMS TTAG has requested face to face trainings for the AI/AN staff.	
Audience			
Profession (Insert Description)		The primary audience will be beneficiary advocates, benefit coordinators, business office staff, patient registration staff, medical records staff, providers, beneficiaries and tribal leaders.	
Total Number of Attendees (Provide Best Estimate)		1600 (100 per event)	Total Number of Attendees whose Travel Expenses will be paid by HHS 144 (9 CMS staff per event)
# of Federal Attendees		1072 (67 per event)	From above, # Federal Travelers 32 (Average 2 CMS staff per event)
# of Non-Federal Attendees		528 (33 per event)	From above, # of Non-Federal Travelers 112 (7 per event)
Justification for the total number of attendees		There are over 1300 Indian Health facilities. Each of the facility has business office staff as well as patient benefit staff that attend these trainings.	
Primary Method Used to Support the Conference (Check One)			
Government Staff	<input type="checkbox"/>	Contractor/Planner Support	<input checked="" type="checkbox"/> Other (Describe below)
			Grant or Cooperative Agreement <input type="checkbox"/>
Cost Information			
Total Estimated Cost		\$598,658	Cost Per Attendee: \$374
Details on Costs to be Funded by HHS (See Last Page for Explanation)			
Hosting Costs		Attendance Costs	
		If multiple OPDIVs/STAFFDIVs are participating in your conference, please include the total HHS costs below. You will be asked to break out costs by OPDIV/STAFFDIV in CTA.	
Contractor/Planner (No Content Development Costs)	\$ \$120,000 (\$7500 per event)	Federal Attendee Travel	\$ 34,362 (Per C1 attached)
Grant/Co-Ag	\$ A NEW CONTRACT will be awarded	Non Federal Attendee Travel	\$143,416 (\$8963.50 per event/7 travelers @ \$1280.50)
Meeting Space/Venue	\$130,320 (\$8145 per event)	Federal Attendee Exhibit Costs	\$ NA
Registration Website	\$41,600 (\$2600 per event)	Non Federal Attendee Exhibit Costs	\$ NA
Audio Visual	\$62,400	Federal Attendee Registration Fees	\$ NA

	(\$3900 per event)		
Speaker Fees	\$0	Non Federal Attendee Reg. Fees	\$NA
Printing	\$34,560 (\$2160 per event)	Federal Attendee Other Costs (Explain below)	\$ NA
Promotional Materials	\$0		
Training Materials	\$32,000 (\$2000 per event)	Non Federal Attendee Other Costs (Explain below)	\$ NA
Other Shipping/postage/G & A	\$34,667 (\$2,167 per event)		
If charging Registration Fees to hold an HHS Conference, explain the nature of the fees, provide the estimated amount of fees to be collected/used), and site the authority used:		Explanation of Other Costs for Federal/Non Federal Attendees:	
Conference Sponsorship funded by another HHS OPDIV/STAFFDIV: <i>Sponsor – provides funding for expenses incurred by another OPDIV/STAFFDIV for planning and conducting a conference.</i>			\$NA
Reminder: Conferences that include food as part of the total estimated cost will not be approved.			

Additional Information							
Curriculum Based?	Yes		No	x	If yes, is there a course list?	Yes	No
If yes, describe the types of training materials							
Early Registration Deadline (enter N/A if none):		NA					
Conference Website (enter N/A if none):		The contractor will establish a website that contains a registration link for each of the 16 training events.					
Requestor Information							
Name	Timothy Hill						
Title	Acting Deputy Administrator and Director						
Office	Center for Medicaid and CHIP Services						
Signature							

OPDIV/STAFFDIV Senior Executive Officer or Senior Travel Official Approval

Name / Title

David Montell, STO

Signature

07/23/18

Date

OPDIV/STAFFDIV Approval

(If Total Estimated Cost Exceeds \$75,000, the OPDIV/STAFFDIV Head Must Sign the Request)

OPDIV/STAFFDIV
Head Signature (or
Designee if at or
below \$75,000)

Date

Deputy Secretary Approval

(Required if Total Estimated Cost Exceeds \$75,000)

Concur

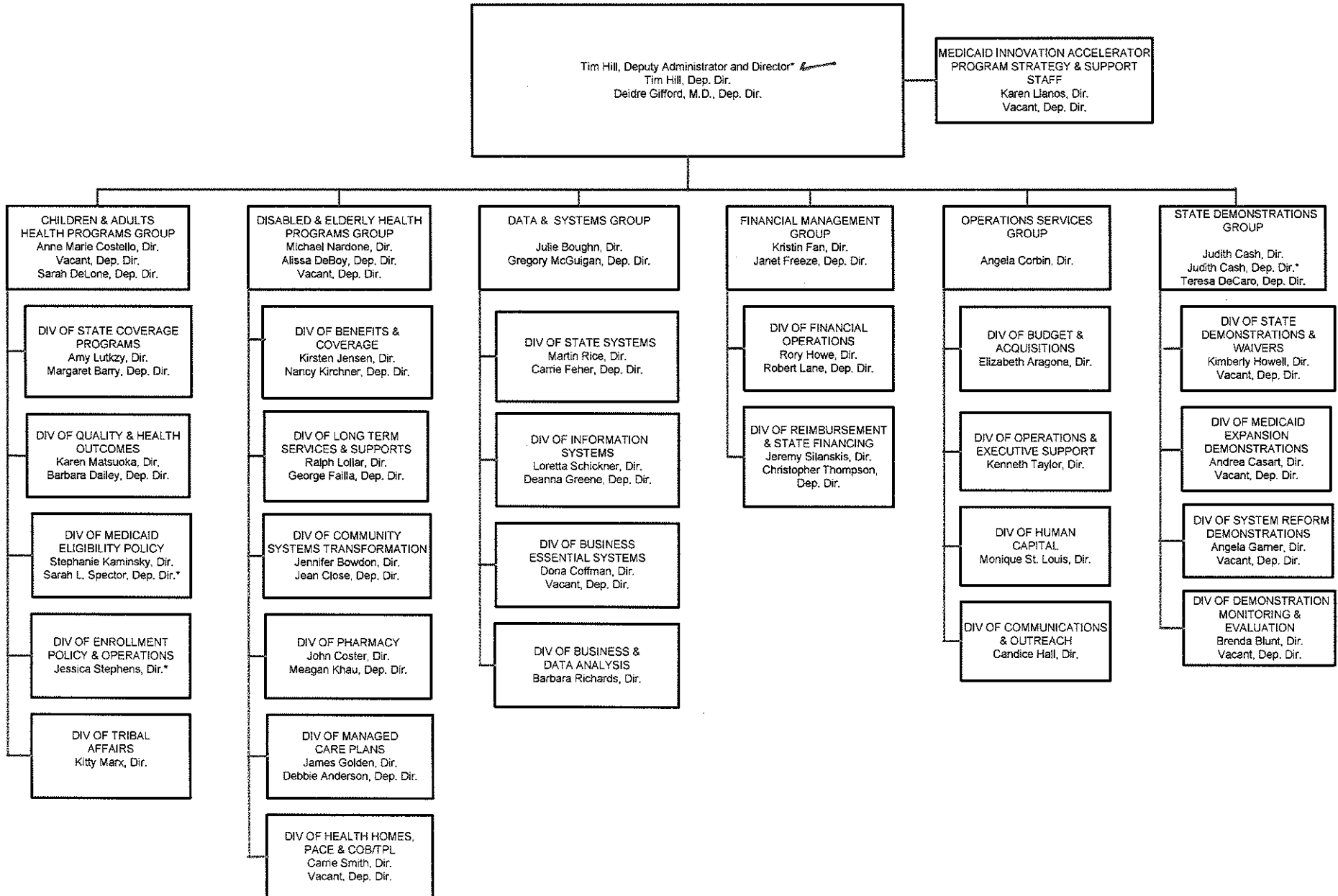
Non-Concur

Signature

Date

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR MEDICARE & MEDICAID SERVICES
CENTER FOR MEDICAID AND CHIP SERVICES**

**APPROVED LEADERSHIP
As of May 1, 2018
*Acting**



16 # of Events Current Year
 12 # of Events Previous Year

2018 CMS Indian Health Service, Tribal, and Urban Indian Clinic (ITU) Outreach and Education Events

FY 18			FY19			FY19 - FY18	
Estimated Hosting Cost		Per Event	Estimated Hosting Cost		Per Event	Per Event	
Contractor/Planner	\$ 181,080	\$ 15,090	Contractor/Planner (no content development costs)	\$ 120,000	\$ 7,500	\$ (61,080)	\$ (7,590)
Venue	\$ 40,000	\$ 3,333	Venue	\$ 130,320	\$ 8,145	\$ 90,320	\$ 4,812
Website	\$ 22,105	\$ 1,842	Website	\$ 41,600	\$ 2,600	\$ 19,495	\$ 758
Audio/Visual	\$ 40,550	\$ 3,379	Audio/Visual	\$ 62,400	\$ 3,900	\$ 21,850	\$ 521
Speaker		\$ -	Speaker	\$ -	\$ -	\$ -	\$ -
Printing	\$ 25,875	\$ 2,156	Printing	\$ 34,560	\$ 2,160	\$ 8,685	\$ 4
Promotional Marketing		\$ -	Promotional Marketing	\$ -	\$ -	\$ -	\$ -
Training Materials	\$ 22,056	\$ 1,838	Training Materials	\$ 32,000	\$ 2,000	\$ 9,944	\$ 162
Other Cost		\$ -	Other Cost	\$ -	\$ -	\$ -	\$ -
Total	\$ 331,666	27,638.83	Total	\$ 420,880	\$ 26,305	\$ 89,214	\$ (1,334)
Total # of Attendees 1236			Total # of Attendees 1600				
Total # of Federal Attendees 24			Total # of Federal Attendees 32			8	
Total # of Non- Federal Attendees 84			Total # of Non- Federal Attendees 112			28	
Total # of CMS Funded Attendees 108			Total # of CMS Funded Attendees 144			36	
						Per Event	
Federal Attendees Travel Cost Funded by CMS		\$ 25,604	\$ 2,134	Federal Attendees Travel Cost Funded by CMS		\$ 34,362	2,148
Non-Federal Attendees Travel Cost Funded by CMS		\$ 110,107	\$ 9,176	Non-Federal Attendees Travel Cost Funded by CMS		\$ 143,416	8,964
Total Cost of CMS Funded Attendees		\$ 135,711	\$ 11,309	Total Cost of CMS Funded Attendees		\$ 177,778	11,111
Total of 12 events			Total of 16 events				
Total Conference Cost			Total Conference Cost			Total Conference Cost	
	\$ 467,377	\$ 38,948		\$ 598,658	\$ 37,416	\$ 131,281	\$ (1,532)

CMS Attendance Travel

Attachment C1

Event Name: CMS ITU Outreach and Education Events:Base year

Dates: September 1, 2018 - August 31 2019

Name of Traveler / Title	Center/Office/ Consortium	City of Origin	Role of Attendee & explanation of why they need to attend.	Class of AIR service (Contract/ NonContract)	Airfare	Per Diem	Other (incl. rental car, reg. fees, etc.)	Total
Event 1. Uncasville,CT (Tribal Property)		New York, NY	Regional Native American Contact (NAC)	Contract	\$ 630.00 ✓	\$ 539.00 ✓	\$ 212.00	\$ 1,381.00
Event 1. Uncasville,CT (Tribal Property)		Baltimore	Division of Tribal Affairs	Contract	\$ 392.00 ✓	\$ 539.00 ✓	\$ 212.00	\$ 1,143.00
Event 2. Richmond, VA		Baltimore	Division of Tribal Affairs	Contract	\$ 618.00 ✓	\$ 641.00 ✓	\$ 212.00	\$ 1,471.00
Event 2. Richmond, VA		Philadelphia, PA	Regional Native American Contact (NAC)	Contract	\$ 858.00 ✓	\$ 641.00 ✓	\$ 212.00	\$ 1,711.00
Event 3. Bemidji, MN		Chicago, IL	Regional Native American Contact (NAC)	Contract	\$ 410.00 ✓	\$ 457.50 ✓	\$ 212.00	\$ 1,079.50
Event 3. Bemidji, MN		Baltimore	Division of Tribal Affairs	Contract	\$ 1,110.00 ✓	\$ 457.50 ✓	\$ 212.00	\$ 1,779.50
Event 4. Tulsa, OK		Dallas, TX	Regional Native American Contact (NAC)	Contract	\$ 380.00 ✓	\$ 457.50 ✓	\$ 212.00	\$ 1,049.50
Event 4. Tulsa, OK		Baltimore	Division of Tribal Affairs	Contract	\$ 508.00 ✓	\$ 457.50 ✓	\$ 212.00	\$ 1,177.50
Event 5. Albuquerque, NM		Baltimore	Division of Tribal Affairs	Contract	\$ 678.00 ✓	\$ 457.50 ✓	\$ 212.00	\$ 1,347.50
Event 5. Albuquerque, NM		Dallas, TX	Regional Native American Contact (NAC)	Contract	\$ 606.00	\$ 457.50 ✓	\$ 212.00	\$ 1,275.50
Event 6. Santo Domingo, NM (Tribal Property)		Denver, CO	Division of Tribal Affairs	Contract	\$ 286.00	\$ 457.50 ✓	\$ 212.00	\$ 955.50
Event 6. Santo Domingo, NM (Tribal Property)		Dallas, TX	Regional Native American Contact (NAC)	Contract	\$ 606.00	\$ 457.50 ✓	\$ 212.00	\$ 1,275.50
Event 7. Kansas City, MO		Baltimore	Division of Tribal Affairs	Contract	\$ 320.00 ✓	\$ 587.00 ✓	\$ 212.00	\$ 1,119.00
Event 7. Kansas City, MO		Kansas City	Regional Native American Contact (NAC)	NA	✓			
Event 8. Denver, CO (March)		Baltimore	Division of Tribal Affairs	Contract	\$ 522.00 ✓	\$ 781.50 ✓	\$ 212.00	\$ 1,515.50
Event 8. Denver, CO (March)		Denver, CO	Regional Native American Contact (NAC)	NA	NA ✓			
Event 9. Billings, MT		Denver, CO	Division of Tribal Affairs	Contract	\$ 378.00 ✓	\$ 457.50 ✓	\$ 212.00	\$ 1,047.50
Event 9. Billings, MT		Denver, CO	Regional Native American Contact (NAC)	Contract	\$ 378.00 ✓	\$ 457.50 ✓	\$ 212.00	\$ 1,047.50
Event 9. Billings, MT		Denver, CO	Regional Native American Contact (NAC)	Contract	\$ 378.00 ✓	\$ 457.50 ✓	\$ 212.00	\$ 1,047.50
Event 10. Rapid City, SD		Baltimore	Division of Tribal Affairs	Contract	\$ 736.00 ✓	\$ 485.00 ✓	\$ 212.00	\$ 1,433.00
Event 10. Rapid City, SD		Denver, CO	Regional Native American Contact (NAC)	Contract	\$ 300.00	\$ 485.00 ✓	\$ 212.00	\$ 997.00
Event 11. Sacramento, CA		San Francisco, CA	Regional Native American Contact (NAC)	Contract	\$ 440.00 ✓	\$ 608.00 ✓	\$ 212.00	\$ 1,260.00
Event 11. Sacramento, CA		Baltimore	Division of Tribal Affairs	Contract	\$ 590.00 ✓	\$ 608.00 ✓	\$ 212.00	\$ 1,410.00
Event 12. Gallup, NM (Tribal Properties)		Denver, CO	Regional Native American Contact (NAC)	Contract	\$ 286.00	\$ 457.50 ✓	\$ 112.00	\$ 855.50
Event 12. Gallup, NM (Tribal Properties)		Phoenix, AZ	Division of Tribal Affairs	Contract	\$ 388.00	\$ 457.50 ✓	\$ 312.00	\$ 1,157.50
Event 13. Phoenix, AZ (November)		San Francisco, CA	Regional Native American Contact (NAC)	Contract	\$ 240.00	\$ 578.50 ✓	\$ 212.00	\$ 1,030.50
Event 13. Phoenix, AZ (November)		Phoenix, AZ	Division of Tribal Affairs (outstationed staff)	NA	✓			
Event 14. Phoenix, AZ (July)		San Francisco, CA	Regional Native American Contact (NAC)	Contract	\$ 240.00	\$ 485.50 ✓	\$ 212.00	\$ 937.50
Event 14. Phoenix, AZ (July)		Phoenix, AZ	Division of Tribal Affairs (outstationed staff)	NA	✓			
Event 15. Seattle, WA		Baltimore	Division of Tribal Affairs	Contract	\$ 480.00 ✓	\$ 796.00 ✓	\$ 212.00	\$ 1,488.00
Event 16. San Deigo, CA		Denver, CO	Division of Tribal Affairs	Contract	\$ 360.00	\$ 718.00 ✓	\$ 212.00	\$ 1,290.00
Event 16. San Deigo, CA		San Francisco, CA	Regional Native American Contact (NAC)	Contract	\$ 150.00	\$ 718.00 ✓	\$ 212.00	\$ 1,080.00
					\$ 13,268.00	\$ 15,158.00	\$ 5,936.00	
Grand Total:							\$	34,362.00