

HHS Conference Request and Approval

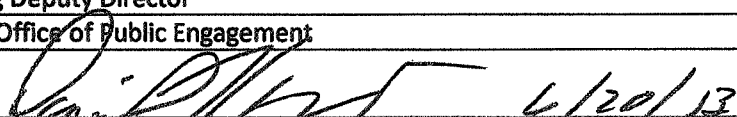
Operating/Staff Division Information	
Operating or Staff Division	CMS
Office	OPE/Tribal Affairs Group
Conference Description	
Title/Topic	CMS - ITU Outreach and Education Events
Purpose of Conference	The purpose of the CMS ITU outreach and education events is to provide American Indian/Alaska Native beneficiary advocates, third party benefits coordinators, providers, beneficiaries, and tribal leaders with information about CMS programs including eligibility and benefits. The information will be provided by CMS staff, State Health Insurance Program (SHIP) staff, and State Medicaid and CHIP staff. The goal of the events is to increase the number of AI/AN beneficiaries enrolled in Medicare, Medicaid, CHIP, and the Marketplace, and to maximize the revenue recovered by Indian Health Service, Tribal, and Urban Indian Clinic (ITU) providers and facilities. Other nonfederal travel is in support of the logistics contract as an "expense of the meeting" and is covered under 31 U.S.C. § 1345.
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.)	Per a May 28, 2013 email from OA, Tribal Affairs/OPE was asked to reduce the number of face to face ITU outreach events and schedule them throughout 2013 - 2014. Per this directive, we have reduced the number of ITU outreach events from 18 per year to 12 over a two year period, a 67% decrease. Under the FY 2012 contract, 5 events were completed, and the remaining 7 outreach events are scheduled to be held in locations with large Tribal populations. In order to minimize conference costs, one of the ITU events will be held in the CMS Central auditorium for tribes located in the eastern and southern regions. There are numerous new ACA 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 specific provisions (e.g., multiple definition of Indian, exemption from shared responsibility payments, special enrollment periods and cost sharing reductions.). Annual trainings are needed because ITUs have to rotate staff attendance at trainings to ensure coverage is provided at ITU facilities. Information about the new ACA provisions is a high priority of tribal leaders as indicated at the Secretary's Tribal Advisory Committee and CMS' Tribal Technical Advisory Group.

Dates To Be Held			
From:	7/01/2013	To:	6/30/2014
Justify the Number of Days (Explain why the conference cannot be conducted in 1 to 2 days less than planned)	Each event is 2 days long to cover multiple CMS programs, SSA Disability, and VA eligibility.		
Location			
Venue	National – 7 Events		
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 be utilized when available; if not available, then Tribal space will be utilized; and if no Tribal space available, then private sector space will be utilized. None of the trainings will be held in tribal casinos. We will try to secure the Central Office Auditorium or Media Center for the Baltimore training. In addition to reducing the number of trainings, we will try to schedule the trainings in locations where there is a greater concentration of federal space to increase the possibility of reducing costs even more.		
Justification for why the conference could not be held via teleconference, video conference, etc. to reduce attendee travel.			
Audience			
Profession (Insert Description)	The primary audience will be beneficiary advocates, benefits coordinators, business office staff, patient registration staff, medical records staff, providers, beneficiaries, and tribal leaders.		
Total Number of Attendees (Provide Best Estimate)	700	Total Number of Attendees whose Travel Expenses will be paid by HHS	211
# of Federal Attendees	364	From above, # Federal Travelers	180
# of Non-Federal Attendees	336	From above, # of Non-Federal Travelers	31
Justification for the total number of attendees			
Primary Method Used to Support the Conference (Check One)			
Government Staff	<input type="checkbox"/>	Contractor/Planner Support	<input checked="" type="checkbox"/>
		Other (Describe below)	<input type="checkbox"/>
		Grant or Cooperative Agreement	<input type="checkbox"/>
Cost Information			
Total Estimated Cost	\$ 277,841	Cost Per Attendee:	\$ 397
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	\$ 101,591	Federal Attendee Travel	\$ 135,000
Grant/Co-Ag	\$	Non Federal Attendee Travel	\$ 23,250*
Meeting Space/Venue	\$ 18,000	Federal Attendee Exhibit Costs	\$
Registration Website	\$	Non Federal Attendee Exhibit Costs	\$
Audio Visual	\$	Federal Attendee Registration Fees	\$

Speaker Fees	\$	Non Federal Attendee Reg. Fees	\$
Printing	\$	Federal Attendee Other Costs	\$
Promotional Materials	\$	(Explain below)	
Training Materials	\$	Non Federal Attendee Other Costs	\$
Other	\$	(Explain below)	
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:	
N/A		Other federal attendees include IHS, SSA, and VA staff. *Supported under the logistics contract.	

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>	\$
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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	X		
If yes, describe the types of training materials									
Early Registration Deadline (enter N/A if none):				N/A					
Conference Website (enter N/A if none):				N/A					
Requestor Information									
Name	Daniel Schreiner								
Title	Acting Deputy Director								
Office	CMS/Office of Public Engagement								
Signature									

OPDIV/STAFFDIV Senior Executive Officer or Senior Travel Official Approval

Name / Title	A. Michelle Snyder		
Signature	<i>AMS</i>		
Date	7/2/2013		
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	<input type="checkbox"/>	Non-Concur	<input type="checkbox"/>
Signature	_____		
Date	_____		