

AGENDA

HIT GRANT MEETING

DATE: JANUARY 22, 2014
TIME: 9:00 AM – 10:00 AM
LOCATION: CONFERENCE CALL: 1-877-455-0244; PASSCODE: 2072786573
CHAIRS: DAWN GALLAGHER, LORIE SMITH
MEMBERS: BOUCHARD, JAMES; BRADSHAW, JAY; CHUBBUCK, PATRICIA; DAVE
LAWLOR; HARVEY-MCPHERSON, LISA; HOLLY HARMON ;JAMES
SANBORN; JIM ROGERS ; KATIE SENDZE; KIM MOHAN; LARRY STERRS;
LEET, THOMAS ; MARGARET GRADIE; MARKLE, PENELOPE S. ;
MCWILLIAMS, LEE F ;MURPHY-DEAN, JAMES; NANANDA COL;
PRESTON, EVELYN; RALPH JOHNSON; RICHARD ERB; RONALD DEPREZ;
SHACKLEY, JULIE; SHAUN ALFREDS; SUSAN CORBETT; VRANA-
BOSSART, MARTHA; PRISCILLA WEST

MEETING OBJECTIVE: FOCUS HCF PROGRAM/PROJECT

Agenda

- A. **Attendance** – due to anticipated high attendance volumes and new attendees i.e. interested HCPs during the HCF Program focused meetings; attendance, will be tracked according to Outlook Meeting Tracker i.e. Accepted Outlook meeting request will indicate meeting attendance. Declined or None Response will indicate non-attendance. To ensure accurate documentation of attendees' presence in these meetings; accurate Outlook Meeting response is requested and required. Thank you.
- B. January 8, 2014 – **Minutes**' review
- C. **HCF Program** (terminology)
 - a. **HCF Project Status Update**
 - i. Project Plan (Phase I-IV) - draft
 - ii. Timeline / Major Key Milestone Completion Dates – on target
 - iii. Draft RFP in process
 - iv. Risks / Issues
 - b. **Survey, Awareness and Outreach Efforts**
 - i. HCF Summary – main talking points document at www.maine.gov/hit
 - ii. Ambassador Feedback
 - c. **Consortium Membership Forms**
 - i. Letter of Agency (LOA)
 - ii. Third Party Authorization (TPA), **new form** at www.maine.gov/hit
 - iii. Legal and Financial Written Agreement – USAC approval
 - 1. Membership Form details – to be scanned separately; email to Lorie.Smith@maine.gov
 - d. **USAC Eligibility Form 460**
 - i. USAC F460 file on-line at www.usac.org HCP filing deadline: **January 30, 2014**
 - ii. If HCP wants the Consortium to file F460 on their behalf; contact us by **1/24/2014**.
 - 1. LOA/TPA/Legal and Financial – mandatory predecessor steps
 - 2. Provide HCP information for F460 filing to Lorie.Smith@maine.gov with a contact persons' name/phone number for follow up questions.

D. **Updated**- Onboarding Process / for Phase I

- i. Letter of Agency (**LOA**)
 - Requirement for Consortium to work on behalf of HCPs
 - HCPs to convert template to their **official letterhead**
 - If multiple HCP sites, the privileged signing individual (officer, director or employee) may list all HCP site names with their physical addresses, site contact name and phone number on one LOA form
 - sign/date/scan LOA and return deadline: **January 30, 2014**
 - LOA instructions and template – at www.maine.gov/hit
- ii. Third Party Authorization (**TPA**) – new form from 1/8/2014 mtg.
 - Requirement for HIT Consultant to work on behalf of each HCPs and Consortium
 - HCPs to convert template to their **official letterhead**
 - sign/date/scan TPA and return deadline: **January 30, 2014**
- iii. Legal and Financial Written Agreement
 - Written Agreement between Consortium and each HCP's privileged signing individual (officer, director, employee) for site(s), sign/date and return
 - 35 % flat rate of undiscounted expenses to be paid by HCP(s)
 - Written Agreement – **requires USAC approval**
 - Deadline: **January 30, 2014**
- iv. USAC **F460 Eligibility and Registration Form**
 - HCPs' file at www.usac.org Deadline: **January 30, 2014**
 - F460 Instructions (pgs. 1-21) pdf. at www.maine.gov/hit

E. **Resource:** Lorie.Smith@maine.gov phone: 207-762-1316

F. **Next HIT Grant Meeting** – February 5, 2014 at 9:00-10:00 a.m.