

## Medicaid Compliance Contract – KFH Group

### Kick Off Meeting April 11, 2012

1. Review Scope and Timeline
2. E-mail protocols DMA/KFH
3. Review Procedures - Compliance Review Guidelines
  - Phone MPR to discuss issues and coordinate on-site visit schedule
  - Send e-mail or letter to DSSs to schedule the on-site review, include a survey on how they administer the program and request some materials in advance, outline the on-site visit process(including a review of their subcontractors/vendor, as appropriate)
  - Conduct desk reviews, including drawing a random trip sample from January 2012 logs
  - Conduct on-site visit, including reviewing of the sample trips
  - Prepare *Draft Report* on site (matrix)
  - Allow DSSs 30 days to submit corrective action plans
  - Prepare *Final Report* (matrix)
4. File Transfer Procedures
5. Questions on Policy/Forms
6. Data Requests
  - Confirm/Update MPRs
  - Confirm/Update List of Initial 25 Reviews
  - County NEMT Plans and written policies and procedures
  - January trip logs
  - Reimbursement Request Forms for Each County (DMA-2055)
    - “unduplicated recipients”
    - trips
    - reimbursement requests
  - Written Contracts (does DMA have copies?) – Standard Contract?
7. Next Steps