

Contract #26449
KFH Group, Inc.

DELIVERABLES

Monthly Reports: Due the 3rd business day of each month.

Task 1: Develop and initiate the Review Process

April 1-31, 2012

- Meet with DHHS/DMA – **April 11, 2012**
- Develop a comprehensive review process to include the following:
 - Review Processes
 - Training requirements
 - Draft of correspondence to counties
 - Draft survey
 - Outline for final report
- Develop workbook/review too and findings report
- Template for monthly report
- Develop quality assurance (QA) plan for reviews

Task 2: Conduct Reviews at Initial Set of Counties (25) – Desk Reviews and On-Site Visits

May 1, 2012 – July 31, 2012

- Prepare findings report
- Prepare final report after follow-up
- Provide DMA copies of all reports given to the counties

Task 3: Develop Ongoing Monitoring Procedures and Suggestions for Improving State Policies and Procedures

July 1-31, 2012

- Provide DMA with recommendation reports for changes to NEMT program
- Develop monitoring procedures for DMA

Task 4: Conduct Reviews of Remaining Counties (75)

July 1, 2012 – February 28, 2013

- Review remaining 75 counties - provide reports to DMA

Task 5: Final Project Report

March 1-31, 2013

- Final report and recommendations