INTRA-AGENCY AGREEMENT
Between the Indian Health Service
and the
Health Care Financing Administration
HCFA-IA-99-53B–FMIB #9451 (c/r 9313)

Between Indian Health Service (IHS) and the Health Care Financing Administration (HCFA)

I. Purpose

The purpose of this IA is to amend an existing agreement that the Indian Health Service (IHS) has with the National Indian Health Board (NIHB) and to incorporate new tasks designed to assist HCFA in carrying out its Tribal consultation strategy. The specific tasks that NIHB would be required to perform include (1) assisting HCFA in planning a meeting with Tribal leaders to follow-up on issues raised during HCFA’s Tribal consultation meetings held in the winter and spring of 1999 and (2) surveying tribes to determine their technical assistance needs in order to help them better utilize Medicare, Medicaid and the Children’s Health Insurance Program to serve AI/ANs under IHS, Tribal and Urban Indian health program. The IA provides $40,000 to cover these tasks.

II. Authority

The Economy Act - 31 U.S.C. 1535 provides the legal basis for entering into this IA.

III. Background

President Clinton’s 1994 Executive Memorandum and his 1998 Executive Order instructs all Federal agencies, to the extent practicable, to consult with Tribes on any matters affecting AI/ANs. Given that there are over 550 Federally recognized Tribes, it is necessary for HCFA to utilize tribal consultation approaches that will reach this target audience most effectively and efficiently. We expect to participate in various forums which will provide access to the greatest number of Tribal leaders and Tribal health directors at one time. Accordingly, HCFA is planning to host several meetings with Tribes to address issues and share information which will help us make informed policy decisions regarding AI/AN health care concerns. This IA will provide necessary support.
to aid HCFA in convening one such meeting with the Tribes. The focus of the meeting will be HCFA's responses to Tribal recommendations on: modifications to be made in HCFA's proposed consultation strategy; method for consulting with the Tribes; calculation of the encounter rate for 2000; the definition of an encounter; out of plan reimbursement under Medicaid managed care; and Tribal participation in the waiver process. Tribes provided recommendations on these issues because they were asked to do so by HCFA during the Tribal consultation meetings held earlier this year. Inherent in the consultation process is the need to provide technical assistance to help Tribes address the problems they encounter in administering their health care programs.

Our ultimate goal is to determine the types of technical assistance requests that occur most frequently and to convene a workshop(s) to address those requests in order to maximize our resources while meeting the technical assistance needs of as many tribes as possible. As an initial step towards this goal, it is critical to determine the types of information and technical assistance that would benefit tribes most in serving their community under HCFA's programs. While we understand that HCFA needs to provide tribes fundamental background information about our programs to promote better communications between HCFA and the tribes, we also realize that tribes require specialized information to run their programs effectively. Tribes are in the best position to identify their specific technical assistance needs. Consequently, this IA will provide for a survey of tribal health directors to identify those areas in which HCFA should target its technical assistance efforts.

IV. Scope of Work and Responsibilities

IHS will:

- Enter into an agreement with NIHB, to perform the tasks noted below.

- Ensure that the tasks specified below are performed in accordance with the statement of work and by the due dates in the schedule of deliverables.

- Refer any inquiries from NIHB regarding this project to the HCFA Project Officer for disposition.

- Participate in the meetings that NIHB has with HCFA, as noted below, to discuss the deliverables.

- Provide its recommendations for agenda topics, speakers, and areas in which tribes require technical assistance to address HCFA-related issues.

- Provide other information and technical assistance to HCFA and NIHB, as necessary, to help achieve the objectives of this effort and facilitate completion of the tasks noted below.
HCFA will:

+ Meet with NIHB and IHS to discuss each task, as noted below.

+ Approve all draft and final reports and survey instruments prior to their release to the tribes, and otherwise conduct all activities as specified under the tasks listed for NIHB.

+ Respond to all inquiries that NIHB raises about the performance of this work.

NIHB will perform the following tasks:

**Task 1 – Determine Technical Assistance Needs of Tribal Providers**

The purpose of this deliverable is to conduct a survey of Tribes with a health program to determine their technical assistance needs relative to HCFA's programs – Medicare, Medicaid, Children's Health Insurance Program. The NIHB will prepare a report analyzing the survey findings and suggesting, among other things, ways to effectively provide technical assistance to a number of tribes concurrently, e.g., establishment of an information clearinghouse, dissemination of a list of tribal Medicaid/CHIP experts, etc.

NIHB should be aware that the Agency for Health Care Policy Research will be providing technical assistance workshops/training for Tribal providers in the spring of 2000. NIHB must ensure that its recommendations under this effort do not duplicate the efforts of the AHCPR training. To the extent NIHB's recommendations for technical assistance address subject areas similar to those addressed by AHCPR, NIHB must explain in its report on technical assistance recommendations how the training would augment or differ from the AHCPR training (e.g., different target audience, etc.)

In addition to the above mentioned tasks, NIHB will:

1. Meet with HCFA to clarify the purpose and intent of the survey. At that time, NIHB will provide recommendations on issues to be covered in the survey, clarify who will be surveyed, and discuss other issues which it deems necessary to conduct this research. Contact the HCFA Project Officer to schedule this meeting.

2. Based on the meeting, design a survey instrument. The instrument must be provided to the Project Officer (PO) for HCFA's review and approval before it is released to the survey recipients. Modify the survey to include HCFA's changes and meet with HCFA to discuss the final instrument before it is released. Contact the HCFA PO to schedule the meeting.
3. Survey the Tribes and follow-up with those not responding and or submitting incomplete survey responses, or responding inappropriately to survey questions; and analyze the survey findings.

4. Meet with HCFA to discuss survey findings and preparation of the draft report, including issues and recommendations to be covered in the report; recipients of the final report; dissemination of the final report; and other issues NEHHS deems appropriate.

5. Prepare the report setting forth the findings, and making recommendations of the issues to be addressed and the types of technical assistance HCFA should provide the tribes. The report must: include an executive summary; discuss the findings and identify trends; rank the technical assistance needs according to priority; discuss the methodology used to establish the prioritization of technical assistance needs; include a grid indicating the type of technical assistance requested by state and HCFA region; and provide other significant information as determined by NEHHS in consultation with HCFA and IHS. Send draft report to HCFA's PO for review by agency staff and clearance. Make all HCFA revisions and forward the final report to the HCFA Project Officer.

6. Distribute the final report, as agreed upon during the meeting noted at item 5 of this task.

**Delivery Schedule for Task 1**

11/99  Meet with HCFA to clarify purpose and intent of survey
1/00   Draft survey instrument to HCFA Project Officer
2/00   Meet with HCFA on final survey instrument
3/00   Survey Tribes
5/00   Meet with HCFA to discuss findings and report
6/00   Draft report to HCFA Project Officer
3/00   Distribute final report

**Task 2 — Assist with planning a meeting with the tribes to discuss HCFA's responses to their input from the tribal consultations.**
The purpose of this deliverable is to plan and convene a two-day meeting to discuss significant HCFA-related issues with Tribal leaders, National Tribal Organizations, Tribal health care directors, and State Medicaid representatives. The NTHB will plan the meeting for up to 200 people to be held in May 2000. NTHB will also ensure that the meeting date does not conflict with other National or major Tribal meetings.

The primary objective of this meeting is to review and discuss HCFA’s responses to the Tribes’ recommendations regarding: HCFA’s proposed consultation strategy; definition of an encounter; calculation of the encounter rate for 2000; coverage of out of plan care under Medicaid managed care; and tribal input on Medicaid waivers. At this point, we are uncertain whether all of these issues will be discussed during the meeting. HCFA will inform NTHB when this determination is made. The meeting will also permit HCFA to discuss emerging issues with the Tribes and allow tribes to discuss additional issues of concern to them. Plenary sessions and workshops will be used to address the issues. NTHB will be responsible for ensuring tribal participation in the meeting through publicizing the meeting to ensure tribal members attend, identification of speakers, and recommending agenda topics that Tribes wish to have HCFA address. IHS and HCFA will identify agenda items and speakers for the state and Federal sectors, but NTHB’s recommendations on these are welcomed.

In conducting this task, NTHB will:

1. Meet with HCFA staff to discuss the objectives of the meeting. At this time, NTHB will provide tentative dates and locations for the meeting. HCFA/IHS will help select a meeting date and location. NTHB will also identify the Tribal participants to be invited, number of Tribal meeting participants, and raise any other outstanding concerns/issues related to this task.

2. Following the meeting, prepare and forward to the HCFA Project Officer (PO) the proposed agenda for the meeting. The proposed agenda will include the breakout sessions, a brief paragraph describing issues to be address in each session along with the recommended speakers for each session, and any other information that NTHB deems appropriate.

3. Meet with HCFA to discuss the agenda and obtain comments and/or approval on the proposed agenda. Modify the agenda to reflect all changes made by HCFA.

4. Acquire a hotel for a 2-day meeting. The hotel should be located in the area agreed upon during the meeting described at item 1 above. Arrange for conference space, room set-ups, necessary audio-visual equipment, and PC power point capability.
5. Identify and make arrangements for tribal elders to do the blessing at the meeting.

6. Send letters of invitation to all speakers informing them about their role in and the logistics of the meeting; mail invitations to all other participants; register participants; mail registration confirmation packets, including agenda and other pertinent information; develop and produce a binder containing all handouts (e.g., overheads, talking points, etc.), name tags and speaker biographies; and develop a meeting evaluation form which will provide information on how future meetings may be made more beneficial for Tribal participants. Distribute and collect completed meeting evaluation forms. Summarize the responses from the evaluation and include the summary in the report noted below at item 7.

7. Within 10 business days after the meeting, prepare and forward to the HCFA Project Officer for review and agency approval a summary report on the meeting. The report will include major issues discussed, a discussion of significant recommendations, and other relevant items that NEHB deems appropriate. The format, content, and recipients of the final report will be determined by NEHB in consultation with the PO and HCFA staff. HCFA must approve the final report prior to distribution.

**Delivery Schedule for Task 2**

<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/99</td>
<td>Meet with HCFA to discuss meeting objectives</td>
</tr>
<tr>
<td>12/99</td>
<td>Acquire hotel for meeting</td>
</tr>
<tr>
<td>1/00</td>
<td>Draft agenda to HCFA Project Officer</td>
</tr>
<tr>
<td>3/00</td>
<td>Finalize agenda, mail invitations to speakers and other participants, identify Tribal elder to do blessing</td>
</tr>
<tr>
<td>5/00</td>
<td>Convene meeting</td>
</tr>
<tr>
<td>10 days after mtg.</td>
<td>Draft meeting report to HCFA Project Officer</td>
</tr>
<tr>
<td>6/00</td>
<td>Final meeting report to HCFA Project Officer and distribution of report</td>
</tr>
</tbody>
</table>

**V. Duration of Agreement**

The new tasks under this agreement will be effective for the period of September 30, 1999, through September 29, 2000. Any modification or amendment of this agreement
must be agreed to by both parties in writing. Either party may terminate this agreement for
cause by giving the other party 30 days notice in writing.

VII. Project Officers

Linda Brown, Project Officer
Health Care Financing Administration
Rm. 337D, HHH Bldg.
200 Independence Avenue, S.W.
Washington, D.C. 20201
Phone Number: (202) 690-8172

Cari Harper, Project Officer
Office of Public Health
Indian Health Services
5600 Fishers Lane—Rm. 6A-55
Rockville, MD 20857
Phone Number: (301) 443-3024

VII. Funds

The amount of $40,000 is provided for new tasks 1 and 2, beginning September 30, 1999,
and expiring on September 29, 2000. This amount is an estimate based on the costs
incurred by other contractors for performance of similar tasks, i.e., surveys and
conferences.

Rose Glorioso-Brandt, CMSO FY 1999 Funds Certification
Date

TRANSFER FUNDS

FROM: HCFA
Component: IHS
Agency Symbol: 75050080 75030030
Appropriation: 7590511 7590390
CAN: 95997235 9242092
Object Class: 25.39 25.39
Allowment: 50 939000
Allowance: 752 939194
EIN: 52-0883104 52-0821668
Control Number: IA-99-53B LA-99-53B
FY '99 Total Funds: $40,000 $40,000
FMIB Approval #: 9451 (c/r 9318) 9451 (c/r 9318)
Billing Contact: Billing Contact:
Deloria Kurim
d(301) 443-7765
IHS will bill HCFA through the on-line payment and collection system (OPAC) quarterly. Prior to the OPAC submission to HCFA, IHS shall submit payment documentation to justify the OPAC billing that will be submitted to HCFA. Send this documentation to:

Jean Katzen  
P.O. Box 7520  
Baltimore, MD 21207-0520

Agencies submitting OPAC bills to HCFA without funds documentation will be charged back if documentation is not received within five working days of OPAC submission. Please include the following HCFA control number on the OPAC submission IA-99-53B.

MAILING ADDRESS:  
Health Care Financing Administration  
Office of Financial Management  
Division of Financial Operations  
POB 7520  
Baltimore, Md. 21207-0520

VIII. AUTHORIZING SIGNATURES AND DATES

APPROVED AND ACCEPTED BY:  
INDIAN HEALTH SERVICE

APPROVED AND ACCEPTED BY:  
HEALTH CARE FINANCING ADMINISTRATION

DATE

DATE
IHS/HCFA and NIHB Intra-Agency Agreement Budget

A. Personnel

<table>
<thead>
<tr>
<th>Position</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>$2,380</td>
</tr>
<tr>
<td>Policy Analyst</td>
<td>$11,481</td>
</tr>
<tr>
<td>Office Manager</td>
<td>$1,530</td>
</tr>
<tr>
<td>Project Assistant</td>
<td>$5,400</td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>$1,638</td>
</tr>
</tbody>
</table>

**TOTAL PERSONNEL:** $22,429

B. Fringe

<table>
<thead>
<tr>
<th>Fringe Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA/Social Security</td>
<td>6.2%</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>1.6%</td>
</tr>
<tr>
<td>Life Insurance, Health &amp; Dental</td>
<td>4.0%</td>
</tr>
<tr>
<td>Disability/Unemployment Insurance</td>
<td>2.3%</td>
</tr>
<tr>
<td>401(k) Retirement Plan</td>
<td>5.0%</td>
</tr>
<tr>
<td>Medicare</td>
<td>1.45%</td>
</tr>
</tbody>
</table>

**TOTAL FRINGE:** $4,609

C. Travel

1. Project start-up meeting to discuss tasks 1 & 2, overall project plan, and purpose and intent of survey
   - (Airfare 2 x $875, Per Diem 2 x 3 days x $42, Hotel 2 x 2 nights x $110) $2,442

2. Meet w/HCFA to review/discuss survey findings
   - (Airfare 2 x $875, Per Diem 2 x 3 days x $42, Hotel 2 x 2 nights x $110) $2,442

3. Meet w/HCFA to discuss draft report/issues:
   - (Airfare 2 x $875, Per Diem 2 x 3 days x $42, Hotel 2 x 2 nights x $110) $2,442

**TOTAL TRAVEL:** $7,326

D. Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes</td>
<td>$200</td>
</tr>
<tr>
<td>Letterhead</td>
<td>$1,000</td>
</tr>
<tr>
<td>Copying</td>
<td>$350</td>
</tr>
<tr>
<td>Telephone</td>
<td>$600</td>
</tr>
<tr>
<td>Postage</td>
<td>$2,436</td>
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</tbody>
</table>

**TOTAL SUPPLIES:** $4,586

E. Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teleconferences (5 x $110/conference)</td>
<td>$550</td>
</tr>
<tr>
<td>Mailhouse Services</td>
<td>$500</td>
</tr>
</tbody>
</table>

**TOTAL OTHER:** $1,050

**TOTAL BUDGET:** $40,000