

**From:** Ahrens, Kristin  
**Sent:** Wednesday, September 8, 2021 2:58 PM  
**To:** Smith, Rick; Yale, Jeremy  
**Subject:** RE: [External] RE: ODP Financial Workgroup

Yes, let's do it. [REDACTED]

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**From:** Smith, Rick <riesmit@pa.gov>  
**Sent:** Wednesday, September 8, 2021 2:51 PM  
**To:** Yale, Jeremy <jyale@pa.gov>  
**Cc:** Ahrens, Kristin <kahrens@pa.gov>  
**Subject:** FW: [External] RE: ODP Financial Workgroup

I don't think Tom's language hurts anything. Can we have this put into questionpro now?

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**From:** Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>  
**Sent:** Wednesday, September 8, 2021 2:04 PM  
**To:** Smith, Rick <[REDACTED]>  
**Cc:** Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>; Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Tonja Smith <[tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org)>; Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Fawver, Trish <[TFawver@merakey.org](mailto:TFawver@merakey.org)>; [eyth.john@archumanservices.org](mailto:eyth.john@archumanservices.org); Kenneth Gibat <[klgibat@persondirectedsupports.com](mailto:klgibat@persondirectedsupports.com)>; Bill Schoppe <[bschoppe@pathcenter.org](mailto:bschoppe@pathcenter.org)>; Melanie Opalka Bentler <[mopalka@stjosephscenter.org](mailto:mopalka@stjosephscenter.org)>; Ahrens, Kristin <[REDACTED]>; Gilligan, Gloria <[REDACTED]>; Race, Andrea <[REDACTED]>  
**Subject:** RE: [External] RE: ODP Financial Workgroup

Rick,

Proposed minor revisions included in track changes.

Tom

Thomas J. Crofcheck, CPA  
Vice President and CFO  
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**From:** Smith, Rick <[REDACTED]>  
**Sent:** Tuesday, September 7, 2021 2:48 PM  
**To:** Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>; Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Tonja Smith <[tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org)>; Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>; Fawver, Trish

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**Cc:** Ahrens, Kristin <[REDACTED]>; Gilligan, Gloria <[REDACTED]>; Race, Andrea <[REDACTED]>  
**Subject:** RE: [External] RE: ODP Financial Workgroup

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Good afternoon,  
Attached are the suggested survey questions for discussion tomorrow.

Agenda:  
Updates-Kristin 10 min  
Survey discussion-All 20 min  
Complete non-res discussion – All 30 min  
Residential discussion – 60 min

Thanks,  
Rick

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**From:** Smith, Rick  
**Sent:** Wednesday, August 25, 2021 10:10 AM  
**To:** Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>; Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Tonja Smith <[tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org)>; Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Mary Beth Horner (<[mhorner@lifepath.org](mailto:mhorner@lifepath.org)> <[mhorner@lifepath.org](mailto:mhorner@lifepath.org)>); Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>; Fawver, Trish <[TFawver@merakey.org](mailto:TFawver@merakey.org)>; [eyth.john@archumanservices.org](mailto:eyth.john@archumanservices.org); Kenneth Gibat <[klgibat@persondirectedsupports.com](mailto:klgibat@persondirectedsupports.com)>; Bill Schoppe <[bschoppe@pathcenter.org](mailto:bschoppe@pathcenter.org)>  
**Cc:** Ahrens, Kristin <[REDACTED]>; Gilligan, Gloria <[REDACTED]>; Race, Andrea <[REDACTED]>  
**Subject:** RE: [External] RE: ODP Financial Workgroup

Will add to agenda. Thanks

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**From:** Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>  
**Sent:** Wednesday, August 25, 2021 10:06 AM  
**To:** Smith, Rick <[REDACTED]>; Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Tonja Smith <[tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org)>; Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Mary Beth Horner (<[mhorner@lifepath.org](mailto:mhorner@lifepath.org)> <[mhorner@lifepath.org](mailto:mhorner@lifepath.org)>); Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>; Fawver, Trish <[TFawver@merakey.org](mailto:TFawver@merakey.org)>; [eyth.john@archumanservices.org](mailto:eyth.john@archumanservices.org); Kenneth Gibat <[klgibat@persondirectedsupports.com](mailto:klgibat@persondirectedsupports.com)>; Bill Schoppe <[bschoppe@pathcenter.org](mailto:bschoppe@pathcenter.org)>  
**Cc:** Ahrens, Kristin <[REDACTED]>; Gilligan, Gloria <[REDACTED]>; Race, Andrea <[REDACTED]>  
**Subject:** [External] RE: ODP Financial Workgroup

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Good morning Rick,

Thanks for sending this. I should have asked this last meeting but I was wondering if we could add a quick discussion to the agenda. There are a number of us who are new to working through this process with you, so what are the goals that ODP hopes to accomplish from this workgroup? More importantly, what are the goals that ODP hopes to accomplish through the rate refresh process?

Thanks and I look forward to the discussion,

Chris Elliott, CPA

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**From:** Smith, Rick [REDACTED] >  
**Sent:** Tuesday, August 24, 2021 10:39 AM  
**To:** Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>; Tonja Smith <[tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org)>; Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Mary Beth Horner (<[mhorner@lifepath.org](mailto:mhorner@lifepath.org)> <[mhorner@lifepath.org](mailto:mhorner@lifepath.org)>); Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>; Fawver, Trish <[TFawver@merakey.org](mailto:TFawver@merakey.org)>; [eyth.john@archumanservices.org](mailto:eyth.john@archumanservices.org); Kenneth Gibat <[klgibat@persondirectedsupports.com](mailto:klgibat@persondirectedsupports.com)>; Bill Schoppe <[bschoppe@pathcenter.org](mailto:bschoppe@pathcenter.org)>  
**Cc:** Ahrens, Kristin <[REDACTED]>; Gilligan, Gloria <[REDACTED]>; Race, Andrea <[REDACTED]>  
**Subject:** RE: ODP Financial Workgroup

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Good morning,

Here is a rough agenda for the Non-Residential discussion tomorrow from 12-2...

30 min – Follow up from initial meeting (Rick)  
    TPA Survey Questions  
    Current BLS Data  
    Current assumptions versus historical cost reports

90 min – Discussion of service level assumptions  
    CPS  
    IHCS  
    Supported Employment  
    Nursing  
    Housing Tenancy & Transition Sustaining  
    Other non-res service priorities

For those of you attending in person, we have reserved room 327 which will hopefully give us sufficient technology to make a hybrid meeting work. Look forward to the discussion.

Thanks,  
Rick

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**From:** Smith, Rick  
**Sent:** Thursday, August 19, 2021 8:23 AM  
**To:** Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>; [tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org); Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Mary Beth Horner (<[mhorner@lifepath.org](mailto:mhorner@lifepath.org)> <[mhorner@lifepath.org](mailto:mhorner@lifepath.org)>); Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>; Fawver, Trish <[TFawver@merakey.org](mailto:TFawver@merakey.org)>; [eyth.john@archumanservices.org](mailto:eyth.john@archumanservices.org); Kenneth Gibat <[klgibat@persondirectedsupports.com](mailto:klgibat@persondirectedsupports.com)>; Bill Schoppe <[bschoppe@pathcenter.org](mailto:bschoppe@pathcenter.org)>  
**Cc:** Ahrens, Kristin <[REDACTED]>; Gilligan, Gloria <[REDACTED]>; Race, Andrea <[REDACTED]>  
**Subject:** RE: ODP Financial Workgroup

Good morning,

Here is a rough agenda for this afternoon discussion...

15 min-Introductions (all)

Name/role

What services does your agency provide?

Approximate annual funding received from ODP?

How many individuals do you support?

15 min-Expectations/Rate setting process (Kristin/Rick)

Cost Components:

Wages (direct care and other program staff)

Employee Related Expenses

Paid Time Off

Full time/part-time split

Billable Hours Per Day

Absentee Factor

Staffing Ratios

Transportation

Occupancy

Food and supply costs

Training costs

Administration Percentage

30 min-General discussion

Where are pain points in system (services)? i.e. which services cause most financial distress

Covid impacts on staffing

Thoughts on gathering staff vacancy and overtime data

Plan for next two meetings – Propose 8/25 11-1 for non-residential services

Thanks and looking forward to talking to you,

Rick

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**From:** Smith, Rick

**Sent:** Wednesday, August 11, 2021 10:53 AM

**To:** Bill Harriger <[BHarriger@verland.org](mailto:BHarriger@verland.org)>; Chris Elliott <[CElliott@barberni.org](mailto:CElliott@barberni.org)>; [tonja.smith@achomecare.org](mailto:tonja.smith@achomecare.org); Saylor, Kristine <[Ksaylor@khs.org](mailto:Ksaylor@khs.org)>; Mary Beth Horner ([mhorner@lifepath.org](mailto:mhorner@lifepath.org)) <[mhorner@lifepath.org](mailto:mhorner@lifepath.org)>; Thomas Crofcheck <[ThomasCrofcheck@melmark.org](mailto:ThomasCrofcheck@melmark.org)>; Fawver, Trish <[TFawver@merakey.org](mailto:TFawver@merakey.org)>; [eyth.john@archumanservices.org](mailto:eyth.john@archumanservices.org); Kenneth Gibat <[kgibat@persondirectedsupports.com](mailto:kgibat@persondirectedsupports.com)>; Bill Schoppe <[bschoppe@pathcenter.org](mailto:bschoppe@pathcenter.org)>

**Cc:** Ahrens, Kristin <[REDACTED]>

**Subject:** ODP Financial Workgroup

Thank you for agreeing to be part of our financial workgroup. The main task of the workgroup is to provide current input and perspective on ODP's fee schedule rate assumptions. The existing rate assumptions can be found at <https://www.dhs.pa.gov/providers/Providers/Pages/ODP-Rates.aspx>. If you are not familiar with these assumptions, I would ask that you review them prior to the first meeting. We anticipate scheduling a 1-hour kickoff meeting where we talk through process and expectations and two longer meetings (2-3 hours) where we get into details of the assumptions, probably focusing on non-residential services at one meeting and residential at the next. The kickoff meeting will be virtual, but depending on feedback, we may want to schedule the detailed meetings with an in-person option. Please let me know if **Thursday Aug 19 from 3-4pm** would work for the initial meeting.

Best,

Rick

**Rick Smith** | Director  
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Bureau of Financial Management and Program Support  
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