

**Work Plan for Hospital Reimbursement Project****Updated June 27, 2024****Caution: All dates in this workplan are subject to change.**

	Task Name	Duration (work days)	Start	Finish	Lead Agency	Notes
1	<b>Implementation schedule</b>	<b>343</b>	<b>5/15/2024</b>	<b>9/30/2025</b>	HSCRC	
2	<b>Develop reimbursement process w State Partners</b>	<b>343</b>	<b>5/15/2024</b>	<b>9/30/2025</b>	HSCRC	
3	<b>Workgroup Meetings</b>	343	5/15/2024	9/30/2025	HSCRC	
4	Internal HSCRC	343	5/15/2024	9/30/2025	HSCRC	
5	Interagency workgroup	279	5/15/2024	6/30/2025	HSCRC	
6	Combined Workgroup	279	5/15/2024	6/30/2025	HSCRC	
7	Consumer support and communications workgroup	279	5/15/2024	6/30/2025	HSCRC	
8	Data management workgroup	152	5/15/2024	12/26/2024	HSCRC	
9	Policy and legal workgroup	279	5/15/2024	6/30/2025	HSCRC	
10	<b>Finalize MOU+</b>	<b>99</b>	<b>5/15/2024</b>	<b>10/6/2024</b>	HSCRC	
11	State agency staff revise and review MOU	29	5/15/2024	6/26/2024	HSCRC	
12	MHA, Hospitals, and state agencies review MOU+ and provide feedback	15	6/26/2024	7/17/2024	ALL	
13	HSCRC revises MOU+	15	7/17/2024	8/6/2024	HSCRC	
14	State Agency approval of MOU+	22	8/6/2024	9/5/2024	State agencies	
15	Hospitals sign MOU+	22	9/5/2024	10/5/2024	Hospitals	
16	HSCRC collects each signed MOU+	0	10/5/2024	10/6/2024	HSCRC	
17	<b>4. Deliverables before data exchange begins</b>	<b>153</b>	<b>10/30/2023</b>	<b>6/4/2024</b>	HSCRC	
18	<b>Consumer consent forms and POAs</b>	<b>105</b>	<b>12/21/2023</b>	<b>5/20/2024</b>	HEAU	
19	HEAU works with State Agencies to revise data release form for consumer support	22	6/3/2024	7/3/2024	HEAU	
20	HEAU data release form shared with hospitals for feedback and finalized	22	7/3/2024	8/2/2024	HEAU	
21	HEAU revises forms based on state agency feedback	21	8/2/2024	9/1/2024	HEAU	
22	HEAU provides forms to hospitals	0	9/1/2024	9/1/2024	HEAU	
23	<b>PII data templates and matching</b>	<b>65</b>	<b>5/15/2024</b>	<b>8/17/2024</b>	HSCRC	
24	HSCRC develops data template and instructions for PII	29	5/15/2024	6/26/2024	HSCRC	
25	HSCRC shares template with state agencies and hospitals for review	1	6/27/2024	6/27/2024	HSCRC	
26	State Agencies and hospitals review template and instructions	21	6/27/2024	7/27/2024	ALL	

27	HSCRC finalizes template and shares with hospitals and state agencies	15	7/27/2024	8/17/2024	HSCRC	
28	<b>Data Matching Methodology and Programing</b>	<b>96</b>	<b>5/15/2024</b>	<b>10/1/2024</b>	COM, DHS, WIC, Hospitals.	
29	State agencies develop data matching methodology	44	5/15/2024	7/18/2024	COM, DHS, WIC	
30	Hospitals and state agencies program data files production	31	8/17/2024	10/1/2024	COM, DHS, WIC, Hospitals.	
31	<b>Summary data templates and instructions</b>	<b>65</b>	<b>5/15/2024</b>	<b>8/17/2024</b>	HSCRC	
32	HSCRC develops summary data templates and instructions	30	5/15/2024	6/27/2024	HSCRC	
33	HSCRC shares the summary data templates with hospitals and state agencies for review	1	6/27/2024	6/27/2024	HSCRC	
34	State Agencies and hospitals review template and instructions	21	6/27/2024	7/27/2024	COM, DHS, WIC, Hospitals.	
35	HSCRC finalizes template and shares with hospitals and state agencies	15	7/27/2024	8/17/2024	HSCRC	
36	<b>Hospitals with asset tests submit documents required by the SOW</b>	<b>37</b>	6/26/2024	8/16/2024	HSCRC	
37	HSCRC drafts memo to submit asset tests	29	5/15/2024	6/26/24	HSCRC	
38	HSCRC tells hospitals to submit asset test	1	6/26/2024	6/26/24	HSCRC	
39	Hospitals submit asset test	22	6/26/2024	7/26/2024	Hospitals	
40	<b>Consumer communication</b>	<b>273</b>	<b>5/15/2024</b>	<b>6/20/2025</b>	HSCRC	
41	Finalize text of message to consumers who are identified as eligible	22	5/15/2024	6/15/2024	HSCRC	
42	Workgroup feedback on letter text		6/15/2024	6/15/2024	HSCRC	
43	Translate message into Spanish	9	6/15/2024	6/30/2024	HSCRC	
44	Finalize text & template for hospital consumer webpages	22	5/15/2024	6/15/2024	HSCRC	
45	Translate webpage text into Spanish	9	6/15/2024	6/30/2024	HSCRC	
46	Provide instructions and message and webpage templates to hospitals on contacting patients	1	7/15/2024	7/15/2024	HSCRC	
47	Hospitals post webpage on project		TBD	TBD	HSCRC	Must be up by the time data is submitted to the state agencies
48	Develop state webpage to refer people to hospitals	95	5/15/2024	9/30/2024	HEAU	<i>Translate into spanish</i>
49	HEAU posts webpage on project		TBD	TBD	HEAU	Must be up by the time data is submitted to the state agencies
50	<b>Outreach campaign</b>	<b>273</b>	<b>5/15/2024</b>	<b>6/20/2025</b>	HSCRC	
51	Develop approach for outreach campaign	46	5/15/2024	7/22/2024	HSCRC	
52	Develop messages for outreach campaign	46	5/15/2024	7/22/2024	HSCRC	
53	Workgroup feedback on outreach campaign messaging		6/21/2024	6/21/2024	HSCRC	
54	Develop social media images for outreach campaign	46	5/15/2024	7/22/2024	HSCRC	
55	Implement outreach campaign	206	8/21/2024	6/20/2025	All	Coordinate start with when first letters are sent.

<b>56</b>	<b>Data Matching and Refunds</b>	<b>253</b>	<b>8/17/2024</b>	<b>8/25/2025</b>	HSCRC	<i>Entities should complete this work as early as possible.</i>
<b>57</b>	Hospitals prepare data files	<b>52</b>	8/17/2024	10/31/2024	Hospitals	
<b>58</b>	Hospitals send to the comptroller, DHS, and MDH/WIC in timeline specified in SOW	<b>40</b>	9/5/2024	10/31/2024	Hospitals	Hospitals can send data as soon as the MOU is signed
<b>59</b>	Hospitals send required summary data to HSCRC on data file	<b>57</b>	9/5/2024	11/30/2024	Hospitals	
<b>60</b>	Comptroller matches data	<b>57</b>	9/5/2024	11/30/2024	COM	
<b>61</b>	Comptroller send required summary data to HSCRC	<b>77</b>	9/5/2024	12/30/2024	COM	
<b>62</b>	Comptroller sends letters to patients	<b>45</b>	10/5/2024	12/15/2024	COM	COM will send letters in batches, every 30 days, based on all data received in that period.
<b>63</b>	DHS matches data	<b>57</b>	9/5/2024	11/30/2024	DHS	
<b>64</b>	DHS send required summary data to HSCRC	<b>77</b>	9/5/2024	12/30/2024	DHS	
<b>65</b>	DHS sends letters to patients	<b>45</b>	10/5/2024	12/15/2024	DHS	DHS will send letters in batches, every 30 days, based on all data received in that period.
<b>66</b>	WIC notifies enrollees of data matching (website)	<b>202</b>	9/5/2024	6/30/2025	WIC	
<b>67</b>	WIC matches data	<b>57</b>	9/5/2024	11/30/2024	WIC	
<b>68</b>	WIC sends required summary data to HSCRC	<b>77</b>	9/5/2024	12/30/2024	WIC	
<b>69</b>	WIC sends letters to patients	<b>45</b>	10/5/2024	12/15/2024	WIC	WIC will send letters in batches, every 30 days, based on all data received in that period.
<b>70</b>	Patients contact hospitals about refunds	<b>160</b>	10/5/2024	6/1/2025	Patients	Note that all refunds should be provided by 6/30. This deadline is to give hospitals time to provide checks
<b>71</b>	Hospital review patients for eligibility	<b>171</b>	10/5/2024	6/16/2025	Hospitals	
<b>72</b>	Hospitals mail refunds	<b>173</b>	10/15/2024	6/26/2025	Hospitals	
<b>73</b>	Hospitals send required summary data to HSCRC on patient contacts, patient responses, and refunds	<b>182</b>	12/4/2024	8/25/2025	Hospitals	Every 60 days throughout the time period
<b>74</b>	<b>HEAU &amp; Hospital Consumer Support Function</b>	<b>380</b>	<b>12/21/2023</b>	<b>6/30/2025</b>	HEAU	
<b>75</b>	HEAU trains volunteers, staff	<b>87</b>	6/1/2024	10/5/2024	HEAU	
<b>76</b>	Hospitals train staff	<b>87</b>	6/1/2024	10/5/2024	Hospitals	
<b>77</b>	Answer consumer questions/Respond to complaints	<b>180</b>	10/5/2024	6/30/2025	HEAU and hospitals	
<b>78</b>	<b>Report to Legislature</b>	<b>106</b>	<b>5/1/2024</b>	<b>10/1/2024</b>	HSCRC	
<b>79</b>	Write first draft	<b>46</b>	5/1/2024	7/8/2024	HSCRC	
<b>80</b>	Deputy Director reviews 1st draft	<b>5</b>	7/8/2024	7/13/2024	HSCRC	
<b>81</b>	Write 2nd Draft	<b>15</b>	7/13/2024	8/3/2024	HSCRC	

82	Deputy Director reviews 2nd draft	4	8/3/2024	8/8/2024	HSCRC	
83	Resolve edits to 2nd draft & format and send to ED	4	8/8/2024	8/13/2024	HSCRC	
84	Executive Director approves draft	1	8/13/2024	8/13/2024	HSCRC	
85	Draft sent to GOV for review and shared w/ MDH	22	8/13/2024	9/12/2024	HSCRC	
86	Resolve edits to from GOV	12	9/12/2024	9/27/2024	HSCRC	
87	Submit draft following legisaltive reporting instructions	1	9/30/2024	9/30/2024	HSCRC	
88	Report Due	1	10/1/2024	10/1/2024	HSCRC	
89	<b>Compliance</b>	<b>265</b>	<b>11/1/2024</b>	<b>11/28/2025</b>	HSCRC	
90	Special audit procedures edited	37	11/1/2024	12/30/2024	HSCRC	
91	Procedures finalized	20	1/2/2025	1/30/2025	HSCRC	
92	Audits reviewed by HSCRC staff	19	10/30/2025	11/28/2025	HSCRC	
93	<b>Reimbursement for state agencies working on the initiative</b>	<b>485</b>	<b>10/30/2023</b>	<b>10/3/2025</b>		
94	State agencies account for time/resources spent	418	10/30/2023	6/30/2025	State Agencies	
95	State agencies submit quarterly report to HSCRC on expenditures	1	4/30/2024	4/30/2024	State Agencies	
96	State agencies submit quarterly report to HSCRC on expenditures	1	7/31/2024	7/31/2024	State Agencies	
97	State agencies submit quarterly report to HSCRC on expenditures	1	10/31/2024	10/31/2024	State Agencies	
98	State agencies submit quarterly report to HSCRC on expenditures	1	1/31/2025	1/31/2025	State Agencies	
99	State agencies submit quarterly report to HSCRC on expenditures	1	4/30/2025	4/30/2025	State Agencies	
100	State agencies submit quarterly report to HSCRC on expenditures	1	7/31/2025	7/31/2025	State Agencies	
101	State agencies submit quarterly report to HSCRC on expenditures	1	10/31/2025	10/31/2025	State Agencies	
102	HSCRC determines amount hospitals owe to the state for prior quarters (start of law - 9/30/24)	21	12/30/2024	1/29/2025	HSCRC	
103	HSCRC sends invoices to hospitals	1	2/28/2025	2/28/2025	HSCRC	
104	Hospitals pay HSCRC	32	2/28/2025	4/14/2025	Hospitals	
105	HSCRC transfers funds to State agencies	23	4/15/2025	5/15/2025	HSCRC	
106	HSCRC determines amount hospitals owe to the state for 4th Q CY 24	19	1/31/2025	3/2/2025	HSCRC	
107	HSCRC sends invoices to hospitals	1	4/1/2025	4/1/2025	HSCRC	
108	Hospitals pay HSCRC	34	4/1/2025	5/16/2025	Hospitals	
109	HSCRC transfers funds to State agencies	21	5/17/2025	6/16/2025	HSCRC	
110	HSCRC determines amount hospitals owe to the state for 1st Q CY 25	23	4/30/2025	5/30/2025	HSCRC	

<b>111</b>	HSCRC sends invoices to hospitals	<b>0</b>	6/29/2025	6/29/2025	HSCRC	
<b>112</b>	Hospitals pay HSCRC	<b>32</b>	6/29/2025	8/13/2025	Hospitals	
<b>113</b>	HSCRC transfers funds to State agencies	<b>21</b>	8/14/2025	9/13/2025	HSCRC	
<b>114</b>	HSCRC determines amount hospitals owe to the state for 2nd Q CY 25	<b>22</b>	7/31/2025	8/30/2025	HSCRC	
<b>115</b>	HSCRC sends invoices to hospitals	<b>1</b>	9/29/2025	9/29/2025	HSCRC	
<b>116</b>	Hospitals pay HSCRC	<b>32</b>	9/29/2025	11/13/2025	Hospitals	
<b>117</b>	HSCRC transfers funds to State agencies	<b>19</b>	11/14/2025	12/14/2025	HSCRC	
<b>118</b>	HSCRC determines amount hospitals owe to the state for 3rd Q CY 25 (tentative)	<b>18</b>	10/31/2025	11/30/2025	HSCRC	
<b>119</b>	HSCRC sends invoices to hospitals	<b>1</b>	12/30/2025	12/30/2025	HSCRC	
<b>120</b>	Hospitals pay HSCRC	<b>34</b>	12/30/2025	2/13/2026	Hospitals	
<b>121</b>	HSCRC transfers funds to State agencies	<b>21</b>	2/14/2026	3/16/2026	HSCRC	