

## **SCOPE OF WORK**

### **National Indian Health Board (NIHB)**

**Effective Dates: October 1, 2004 – September 30, 2005**

**Purpose:** Activities Associated with Developing the Centers for Medicare and Medicaid Services' Strategic Plan for American Indian and Alaska Native Needs and Priorities Pertaining to Medicare and Medicaid Services; Coordinating Activities for the CMS Tribal Technical Advisory Group; Providing Timely Information about CMS Directives to American Indian and Alaska Native Beneficiaries; and Assisting CMS with its Mission to Outreach to American Indians and Alaska Natives.

**Amount:** \$150,000

### **Background**

The Indian Health Service (IHS) and the Centers for Medicare and Medicaid Services (CMS) maintain an interagency agreement for the purpose of supporting the development of a CMS strategic plan for AI/ANs that would help implement mandated reforms from the recent enactment of the Medicare Prescription Drug, Improvement and Modernization Act (MMA) and other issues identified by IHS and the Tribes. The CMS requires assistance from IHS and a nationally recognized American Indian/Alaska Native organization with an expertise in health to solicit feedback from Tribes in developing CMS' Strategic Plan, coordinating administrative activities associated with TTAG and TTAG subcommittee meetings, and providing timely dissemination of information regarding CMS regulations, issuances, and notices.

The National Indian Health Board (NIHB) is an organization that is dedicated to improving the health status of American Indians and Alaska Natives and represents the interests of all federally recognized Tribal governments in its activities. The NIHB is governed by a Board of Directors consisting of representatives from each of the twelve IHS Areas. Each Area Indian Health Board elects a representative and an alternate to sit on the NIHB Board of Directors. In areas where there is no Area Indian Health Board, Tribal governments choose a representative. The NIHB is a Tribally operated organization that maintains broad, direct, and immediate communication with all of Indian country utilizing a variety of media.

The NIHB has a Medicare and Medicaid Policy Committee (MMPC), chaired by Mr. Mickey Percy, NIHB Treasurer and NIHB Representative to the TTAG. The MMPC is made up of TTAG members, alternates, technical advisors, Area Indian Health Board staff, tribal health directors, Indian health advocates and IHS staff. Mr. Percy, along with Ms. Valerie Davidson, TTAG Chair, and the other TTAG members, direct the group's work in developing TTAG meeting agendas, drafting formal comments in response to CMS policies and regulations, and tracking a list of AI/AN specific issues and concerns for CMS to address.

*National Indian Health Board*

*CMS Scope of Work & Deliverables Timeline*

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**NIHB Staffing for this Project:**

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Ms. Amy Sagalkin, Project Coordinator, will have the primary responsibility to manage and carry out the responsibilities outlined in the CMS AI/AN Strategic Plan and TTAG Administrative Support Project for the National Indian Health Board. She will be the principal contact for the CMS Project Officer, TTAG Members, and others connected with this project. She will prepare and submit the monthly reports to CMS and provide

notification for all TTAG meetings as well as maintain the content of NIHB's TTAG webpage, prepare publication materials and provide notification of all meetings.

Mr. J.T. Petherick will participate in the development of and Tribal consultation on the CMS AI/AN Strategic Plan as well as assist Ms. Sagalkin with coordination of NIHB staffing related to this project. Ms. Traci McClellan will provide additional staff support for the CMS AI/AN Strategic Plan as requested. Ms. Elaine Dado will provide administrative support, assist with mailings and other related duties as necessary to complete the project's objectives. Ms. Francilla Whiteskunk will provide the monthly budget information and status of project expenditures.

Mrs. Lynn Kickingbird has worked extensively with both nonprofit and governmental organizations for over twenty-eight years. Her training and consulting practice specializes in leadership development, strategic planning and organizational capacity building. She has the ability to help governments, organizations, and other clients clarify their vision and translate it into strategic plans and programs. An experienced trainer, meeting facilitator and speaker, Lynn is skilled at working with diverse and multicultural communities and professional groups. She has an M.Ed. from Virginia Tech. She has been trained in Grove Consultants International's Graphic Visioning process, the Board Self Assessment process for BoardSource, and The Drucker Foundation's Nonprofit Management Self-Assessment Tool. She is the author of many books and articles including: *Grant Writing for Results* and *Growing Effective Boards*. In spring 2002, her articles "Marketing Your Mission" and "Building Sustainable Nonprofits through Social Entrepreneurship" appeared in *Nonprofit Governance and Management* published by the American Bar Association.

Lynn's facilitation skills help to promote vitality and commitment among teams, departments, organizations and institutions. Her clients include youth-serving, education, social service, arts, faith-based organizations, small businesses and national state, tribal and local governments.

### **Activities**

1. **Strategic Plan Development:** Up to \$100,000

#### **Proposed Timeline**

<b>Late November 2004</b>	Develop Tribal Survey
<b>Early December 2004</b>	Disseminate Tribal Survey
<b>Mid-Late January 2005</b>	Compile/Publicize Results
<b>February 4, 2005</b>	Strategic Planning Session in Washington D.C. in conjunction with TTAG meeting. Participants will include both Tribal and

federal representatives.

**Late February 2005**

Finalize Draft Strategic Plan

**March 2005 – April 2005**

Comment Period (includes regular mail and e-mail distribution, website, and presentations at various regional and national Tribal meetings such as: Area Indian Health Boards, the Direct Service Tribes National Meeting, Tribal Self-Governance Advisory Committee Spring Meeting, National Congress of American Indians Mid Year Meeting, and others)

**Early May 2005**

Compile Comments

**Early May 2005**

Final Strategic Planning session in Washington, D.C. in conjunction with TTAG meeting.

**Late May 2005**

Submit Final Draft Plan to CMS for Comment

**Early July 2005**

Receive Comments from CMS on Final Draft Plan

**Early August 2005**

Deliver Final Revised Plan to CMS and Provide Oral Presentation to CMS Staff

Activities To Accomplish Within the Timeline Above Include:

- Develop a draft CMS AI/AN plan to enhance the agency's ability to better serve program AI/AN beneficiaries. The plan will include a proposed budget to accomplish goals, and will provide at least a broad overview of the issues and direction to be taken on tribal issues. The plan will include, but is not limited to: a description of the legal and government framework for CMS services to AI/ANs including treaty obligations; description of MMA provisions and other issues impacting tribes that CMS should address; and identification of opportunities to modify programs, policies and regulations to improve health care services to AI/ANs.
- Meet with CMS and IHS to discuss the draft CMS AI/AN plan and incorporate proposed changes as recommended by the agencies.
- Based on accepted reports to CMS, provide periodic updates on CMS AI/AN plan during TTAG meetings.

- Work with the TTAG and IHS to conduct tribal consultations on the draft CMS AI/AN plan.
- Prepare the final draft CMSAI/AN plan that incorporates recommendations from CMS, IHS and the tribal consultation process. The final draft plan will include all elements noted above for the draft plan and other pertinent information identified by the contractor that will recommend to CMS methods to better meet the health care needs of AI/ANs under the agency's programs.
- Provide final draft document to the CMS and IHS Project Officers for review and comment, make necessary changes & forward final document to CMS and IHS
- Conduct oral presentation on the plan for key CMS and IHS.

2. **Other Technical Responsibilities:**

Up to \$50,000

**Administrative Support for CMS TTAG:** The NIHB will maintain an updated list of TTAG members, alternates, and technical advisors as well as members of TTAG subcommittees. The NIHB will also be responsible for clearing the TTAG minutes received from CMS and circulating the minutes and any related background materials to TTAG members as well as CMS and IHS staff. The NIHB has already developed a webpage within the NIHB website for the CMS Tribal Technical Advisory Group. The web page currently displays a calendar of TTAG and TTAG subcommittee meetings and formal correspondence between the TTAG and CMS. As projects from this scope of work are produced, such as meeting agendas and strategic plan documents, those items will be added to the webpage.

*Activities Performed on an Ongoing, Monthly Basis:*

- Work with CMS Project Officer to obtain toll-free telephone number and schedule monthly TTAG Committee and TTAG Subcommittee conference calls at least 5 business days in advance of meeting, unless TTAG Committee and TTAG Subcommittee members agree to accept a shorter timeframe for notification.
- Notify all TTAG Members, Alternates and Technical Advisors of call-in information via email and include all pertinent agendas and background materials within the message at least 3 days in advance of meeting.
- List all face-to-face meetings between CMS and TTAG members on NIHB's CMS TTAG webpage. Post all meeting agendas, resolutions, formal correspondence between the TTAG and CMS, and any pertinent background materials on the NIHB website.
- Forward TTAG minutes to TTAG/Subcommittee members and advisors for review and comment. Comments are to be provided within 5-business days after the date that the IHS contractor submits them to NIHB. Coordinate the timely response of TTAG

- Assist CMS and the TTAG with development of the agenda for TTAG and Subcommittee meetings/conference calls and e-mail the agenda along with any background materials to all TTAG members, TTAG advisors, and the IHS/CMS key contacts. These materials are to be forwarded at least 3-business days prior to the next meeting, unless instructed to do otherwise.
- Ensure handouts provided by TTAG, Subcommittee members, CMS or IHS during a TTAG Committee/Subcommittee meeting are disseminated to all parties listed in the minutes and others as directed by TTAG, IHS or CMS.
- Maintain current TTAG and Subcommittee membership lists that include e-mail and street addresses, as well as telephone number for each member. Provide an updated list to the CMS and IHS Project Officers and TTAG members as changes occur. NIHB will also maintain the list on its CMS TTAG webpage. As directed by CMS, e-mail, announcements and other information to TTAG members and advisors as materials will be sent to the TTAG Membership list and, as directed, be provided on NIHB's CMS TTAG webpage.

**Information Dissemination for CMS:** The NIHB will include information regarding the projects contained in this scope of work as well as regulations, issuances, notices and trainings that CMS provides for IHS, Tribes, and American Indian and Alaska Native beneficiaries on its website. Information will also be included in NIHB's Quarterly Newsletter, the **Health Reporter**, distributed via postal mail to over 6,000 addresses. Additionally, information will be included in the NIHB **Washington Report**, distributed via electronic network to all subscribers. The NIHB will utilize an e-mail directory consisting of over 2,000 addresses in order to assist the Centers for Medicare and Medicaid Services and the Indian Health Service in the broadcasting of information provided by CMS for IHS, Tribes, and Area Indian Health Boards in addition to soliciting feedback regarding the strategic plan.

*Activities Performed on an Ongoing, Monthly Basis:*

- Maintain necessary lists to permit CMS to e-mail all Tribes, Tribal health organizations, and health boards.
- Prepare NIHB news alerts for CMS press releases on new policies, regulations, and key agency activities to post through NIHB email broadcast system. Post all news alerts on NIHB's CMS TTAG webpage.
- Send out NIHB news alerts to major Native press outlets (newspapers such as Indian Country Today, Native American Times, Lakota Times, News From Native America and radios such as Native America Calling and AIROS).
- Conduct mailings to these entities as prescribed by CMS. These mailings will usually address new policies and key agency activities.

## **Administrative Support for CMS AI/AN Initiatives:**

### *Activities Performed on an Ongoing, Monthly Basis:*

- Prepare monthly reports that include, but are not limited to accomplishments, materials required, status of work plan and delivery schedule, expenditures (including travel costs), and remaining budget.

### *Activities Performed on Intermittent or One-Time Basis:*

- To enhance communications between CMS and the tribes, cover the registration fee for up to 15 CMS NAC and central office staff to participate in the NIHB annual consumer conference (ACC) to be held in Phoenix in October 2005.

By August 2005:

NIHB to request final list of CMS Staff to attend NIHB ACC.

NIHB to process registration for 15 CMS Staff by end of August 2005.

- Conduct brief research/surveys projects to aid CMS in responding to inquiries or gathering information required for policy development.
- Assist CMS in identifying ways to reach/inform tribes about the agency's programs and in promoting such initiatives as satellite broadcasts and open door forums on issues that impact tribal communities.