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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF OPERATIONS SUPPORT  
BUREAU OF LICENSING & CERTIFICATION

Nicholas A. Toumpas  
Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9499 1-800-852-3345 Ext. 9499  
FAX: 603-271-8716 TDD Access: 1-800-735-2964

Mary P. Castelli  
Senior Division Director

October 16, 2013

Her Excellency, Governor Margaret Wood Hassan  
State House  
Concord, NH 03301

Dear Governor Hassan:

**REQUESTED ACTION**

*100% Federal funds*

Authorize the approval for an exception to MOP Section 1102 (L) to allow Ms. Kristie Holtz, Program Specialist III, Clinical Laboratory Improvement Amendment, (CLIA) Licensing & Evaluation Coordinator Surveyor or designee, of the Department of Health and Human Services, Office of Operations Support, Health Facilities Administration-Certification (HFA-C), to travel over 300 miles one way by automobile traveling approximately 965 miles round trip. Ms Holtz is requesting reimbursement for an amount not to exceed \$594.29 for travel costs by automobile to Baltimore, Maryland to the conference for approximately 965 miles round trip. This request includes an additional day for travel if winter weather necessitates an extra day for travel, at no extra cost to the State of New Hampshire. CLIA training is 100% federally funded and funds are available in the CLIA budget account **05-095-095-952010-51460000-080**, out-of-state travel.

**EXPLANATION**

Ms. Kristie Holtz is required to attend the Centers for Medicare & Medicaid Services (CMS) mandatory CLIA, Individualized Quality Control Plan (IQCP) CLIA Surveyors' training course scheduled for November 18, 2013 through November 22, 2013. The estimated cost of reimbursement for travel by plane is \$594.29 and \$665.00 for travel via automobile for approximately 965 miles at \$0.565 per mile including tolls. The actual amount will be submitted at the conclusion of the travel. Ms. Holtz is planning to use personal leave time at the end of the training beginning on November 23 and will return to New Hampshire on November 30, 2013. Ms. Holtz prefers to travel via automobile as she has a severe fear of flying which causes extreme anxiety for her. She has agreed to pay the difference in the cost of travel, so there will be no additional expense to the state. We respectfully request the authorization for reimbursement for an amount not to exceed the cost of taking a plane. Source of funds: 100% CMS Federal Funds.

*In the event that the Federal Funds become no longer available, General Funds will not be requested to support this agreement.*

Respectfully submitted,

*Mary P. Castelli*  
Mary P. Castelli  
Senior Division Director

Approved by: *Nicholas Toumpas*  
Nicholas Toumpas,  
Commissioner

# REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: October 16, 2013

**TO THE HONORABLE GOVERNOR & COUNCIL:**

The Department of Health and Human Services, OOS - Health Facilities Administration-CLIA requests permission for 2 employees or their designees to travel to Baltimore, Maryland for 6-7 days of travel status from November 16\17, 2013 to November 22/30 & 12/2/ 2013.

### Conference/Workshop/Seminar Title

Centers for Medicare and Medicaid Services (CMS), Clinical Laboratory Improvement Act, (CLIA), Individualized Quality Control Plan (IQCP)

### Purpose of Travel

The Centers for Medicare and Medicaid (CMS) is holding a mandatory Individualized Quality Control Plan (IQCP) CLIA Training. CMS requires state agency CLIA surveyors attend. Health Facilities Administration (HFA) CLIA Surveyors Ms. Kristie Holtz, CLIA Surveyor, and Mr. Rodney Bascom, Supervisor VII, CLIA selected to attend. Mr. Bascom using air arriving at training 11/18 to 11/22; Ms. Holtz is requesting to travel via automobile on 11/17 through 11/22 with additional day 11/16 if an extra travel day is necessary dependent on weather at either end of the travel. The CLIA IQCP Surveyor training course focuses on Risk assessment, IQCP Policies, Outcome Oriented Survey Process, D Tags, Validation, Infectious processes reports for: Mono, Group A Strep; Micro Albumin/ Creatinine; PT/INR (coagulation time tests) and quality improvement reports. The existing funding in the CMS FY2014 budget is to be used for State agency travel. One participant prefers not to fly, and is requesting to drive to this training. Ms. Holtz is requesting mileage reimbursement for driving via automobile for an amount not to exceed \$594.29 (see calculation below) plus hotel costs for her travel to the conference. Ms Holt is using personal leave beginning 11/23/13 and will not return to New Hampshire until November 30, 2013 traveling at no cost to the state of New Hampshire. Mr. Bascom is planning to travel using use personal leave time on November 15, and November 23rd, returning on 12/2/13 also at no additional cost to the state of New Hampshire.

Travel by Auto Hotel Parking =\$9.00 per day= 45.00

Travel by Plane Manchester Airport Parking: = 50.00

Airfare = 467.80

Milne Travel fee = 28.49

Super Shuttle r/t = 68.00

Miles round trip 965 x .565 + tolls = \$625 Total \$665

(miles from H to airport R/T) Miles 108 x .565 = 61.02 Total **\$594.29**

### Attendees and their Titles

Kristie Holtz, CLIA Surveyor/ Program Specialist III and Rodney Bascom, Supervisor VII/ CLIA Surveyor or designee

### Fiscal Information - Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 467.80	Appropriation of Out-of-State Travel	\$ 23,252.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 5,825.00
0712	Meals	\$ 700.00	Available Balance	\$ 17,427.00
0713	Hotel	\$ 1,117.20	Amount requested this authorization	\$ 3,080.23
0714	Mileage	\$ 545.23	Estimated Balance Available	\$ 14,346.77
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 250.00	Appropriation Code	<u>010 - 095 - 5146 - 080</u>
0719	Registration Fees	\$ 0.00	Source of Funds	<u>100.00% CMS Federal</u>
<b>TOTAL</b>		<b>\$ 3,080.23</b>	Job #	<u>95200051</u>

Authorized Signature: \_\_\_\_\_

*M P Castelli*

Mary P. Castelli  
Senior Division Director

Approved By: \_\_\_\_\_

*Nicholas A. Toumpas*

Nicholas A. Toumpas  
Commissioner

**Fiscal Information - Detail #1 (Job #: 95200051)**

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 467.80	Appropriation of Out-of-State Travel	\$ 23,252.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 5,825.00
0712	Meals	\$ 700.00	Available Balance	\$ 17,427.00
0713	Hotel	\$ 1,117.20	Amount requested this authorization	\$ 3,080.23
0714	Mileage	\$ 545.23	Estimated Balance Available	\$ 14,346.77
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 250.00	Appropriation Code	010 - 095 - 5146 - 080
0719	Registration Fees	\$ 0.00	Source of Funds	100% CMS Federal
<b>TOTAL</b>		\$ 3,080.23		

**Fiscal Information - Detail #2 (Job #: )**

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 0.00	Appropriation of Out-of-State Travel	\$ 0.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 0.00
0712	Meals	\$ 0.00	Available Balance	\$ 0.00
0713	Hotel	\$ 0.00	Amount requested this authorization	\$ 0.00
0714	Mileage	\$ 0.00	Estimated Balance Available	\$ 0.00
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 0.00	Appropriation Code	- - - -
0719	Registration Fees	\$ 0.00	Source of Funds	
<b>TOTAL</b>		\$ 0.00		

**Fiscal Information - Detail #3 (Job #: )**

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 0.00	Appropriation of Out-of-State Travel	\$ 0.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 0.00
0712	Meals	\$ 0.00	Available Balance	\$ 0.00
0713	Hotel	\$ 0.00	Amount requested this authorization	\$ 0.00
0714	Mileage	\$ 0.00	Estimated Balance Available	\$ 0.00
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 0.00	Appropriation Code	- - - -
0719	Registration Fees	\$ 0.00	Source of Funds	
<b>TOTAL</b>		\$ 0.00		

**Fiscal Information - Detail #4 (Job #: )**

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 0.00	Appropriation of Out-of-State Travel	\$ 0.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 0.00
0712	Meals	\$ 0.00	Available Balance	\$ 0.00
0713	Hotel	\$ 0.00	Amount requested this authorization	\$ 0.00
0714	Mileage	\$ 0.00	Estimated Balance Available	\$ 0.00
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 0.00	Appropriation Code	- - - -
0719	Registration Fees	\$ 0.00	Source of Funds	
<b>TOTAL</b>		\$ 0.00		

Agenda IQCP National Surveyor Training  
November 18-22, 2013

The Sheraton Baltimore North Hotel  
903 Dulaney Valley Road  
Baltimore, MD 21204

Monday, November 18<sup>th</sup>

8:00 – 9:00	Registration
9:00 – 9:30	Welcome and Housekeeping
9:30 – 10:15	Pre-test
10:15 – 10:45	It's A Brave New World, Judith Yost, Director/DLS
10:45 – 11:00	Break
11:00 – 11:45	Individualized Quality Control Plan (IQCP), Charles Reynolds, RO1
11:45 – 12:45	Lunch
12:45 – 1:45	General Overview of Risk Assessment, Elizabeth Clay, RO5
1:45 – 2:45	IQCP Policies, Keith Scott, RO10
2:45 – 3:00	Break
3:00 – 4:00	IQCP: 3 Parts, Eric Arendash, RO3, Sandra Pearson, RO6
4:00 – 4:30	Daily Summary/Plan for Tomorrow

Tuesday, November 19<sup>th</sup>

8:30 – 9:00	Questions & Answers
9:00 – 10:30	IQCP: 3 Parts cont., Eric Arendash, RO3, Sandra Pearson, RO6
10:30 – 10:45	Break
10:45 – 11:45	Outcome Oriented Survey Process: Citation/D-tags, Keith Scott, RO10
11:45 – 12:45	Lunch
12:45 – 2:15	Outcome Oriented Survey Process: Surveying for Compliance/Validations, Sandra Pearson, RO6 and Martha Kay Personette, RO4
2:15 – 2:30	Break
2:30 – 3:30	Outcome Oriented Survey Process: Surveying for Compliance/Validations, Sandra Pearson, RO6 and Martha Kay Personette, RO4
3:30 – 4:00	Flowchart, Sandra Pearson, RO6
4:00 – 4:30	Daily Summary/Plan for Tomorrow

Wednesday, November 20<sup>th</sup>

8:30 – 9:00	Questions & Answers
9:00 – 9:30	Sample QCP Evaluations, Diana Fairbanks, RO7
9:30 – 10:30	Sample QCP Evaluation, ABG, Eric Arendash, RO3
10:30 – 10:45	Break
10:45 – 11:30	Group A Strep, Small Groups
11:30 – 12:30	Lunch
12:30 – 1:00	Group A Strep Reports
1:00 – 3:00	TriCanGard, Small Groups
3:00 – 3:15	Break
3:15 – 4:00	TriCanGard Reports
4:00 – 4:30	Daily Summary/Plan for Tomorrow

Thursday, November 21<sup>st</sup>

8:30 – 9:00	Questions & Answers
9:00 – 10:00	Infectious Mono, Small Groups
10:00 – 10:15	Break
10:15 – 10:45	Infectious Mono Reports
10:45 – 11:45	Microalbumin/Creatinine, Small Groups
11:45 – 12:45	Lunch
12:45 – 1:15	Microalbumin/Creatinine Reports
1:15 – 2:45	PT/INR, Small Groups
2:45 – 3:00	Break
3:00 – 3:30	PT/INR Reports
3:30 – 4:15	Education and Transition Period, Fran Lehr, RO10
4:15 – 4:30	Daily Summary/Plan for Tomorrow

Friday, November 22<sup>nd</sup>

8:30 – 9:00	Questions & Answers
9:00 – 9:15	Summary and Rollout, Fran Lehr, RO10
9:15 – 10:30	Panel Discussion, All Presenters
10:30 – 10:45	Break
10:30 – 11:15	Post Test
11:15 – 11:30	Plans Moving Forward