

Attendees:					
<input checked="" type="checkbox"/>	Jon Brogger	<input type="checkbox"/>	Jennifer Inman	<input checked="" type="checkbox"/>	Katherine Hudson
<input checked="" type="checkbox"/>	Hansine Fisher	<input type="checkbox"/>	Leslie Hopkins	<input checked="" type="checkbox"/>	Annie Goodwin
<input type="checkbox"/>	April Fisk	<input checked="" type="checkbox"/>	Carrie Riemann	<input checked="" type="checkbox"/>	Cathy Mortell
<input type="checkbox"/>	John Abplanalp	<input checked="" type="checkbox"/>	Patty Proctor	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Adams County	<input type="checkbox"/>	Asotin County	<input checked="" type="checkbox"/>	Benton Franklin
<input checked="" type="checkbox"/>	Clark County	<input checked="" type="checkbox"/>	Chelan-Douglas	<input type="checkbox"/>	Clallam County
<input type="checkbox"/>	Columbia County	<input checked="" type="checkbox"/>	Grant County	<input checked="" type="checkbox"/>	Island County
<input checked="" type="checkbox"/>	Jefferson County	<input type="checkbox"/>	Klickitat County	<input type="checkbox"/>	King County
<input checked="" type="checkbox"/>	Kittitas County	<input checked="" type="checkbox"/>	Kitsap Public Health	<input checked="" type="checkbox"/>	Lewis County
<input type="checkbox"/>	Mason County	<input checked="" type="checkbox"/>	NE Tri County	<input checked="" type="checkbox"/>	Okanogan County
<input checked="" type="checkbox"/>	Pacific County	<input checked="" type="checkbox"/>	San Juan County	<input type="checkbox"/>	Skamania County
<input checked="" type="checkbox"/>	Snohomish Health District	<input checked="" type="checkbox"/>	Skagit County	<input checked="" type="checkbox"/>	Spokane Reg Health District
<input type="checkbox"/>	Thurston County	<input checked="" type="checkbox"/>	Tacoma-Pierce County	<input type="checkbox"/>	Walla Walla County
<input checked="" type="checkbox"/>	Whatcom County	<input type="checkbox"/>	Yakima Health District	<input type="checkbox"/>	
Please Register for the webinar:	https://attendee.gotowebinar.com/register/2467189031036662785 Call-in: 1-888-407-5039/Participant PIN: 95523097				
Desired Outcome:	<input checked="" type="checkbox"/> Program updates, question and answers.				

Agenda Items	Lead	Comments	Summary Meeting Notes
Welcome	Jon	Attendance is tracked via webinar registration.	LHJs who participate via phone call only should contact Jon at jon.brogger@hca.wa.gov so that their attendance can be recorded.
Quarterly Invoice Review Status	Katherine	HCA is in process of reviewing quarterly invoices for 2016-2017.	HCA has nearly completed all reviews for Q117 certified invoices and is working on Q217 and Q317 invoices. LHJs who receive questions from HCA about their invoices should respond as soon as possible. LHJs who have not certified late 2016/early 2017 invoices should do so as soon as possible in order to avoid a future backlog.
Q317 Invoices Due	Jon	Q3 2017 Invoices were due by 01/29.	Reminder to certify Q317 invoices that were due on 01/29/18. LHJs who need to request extensions should reach out to Jon at

			jon.brogger@hca.wa.gov to discuss options.
Reminder: Electronic A19 Process	Jon	A19s should be submitted via email.	<p>Please utilize HCA's process for submitting a19s via email. LHJs do not need to send duplicate hard copy a19s via USPS or upload their a19 to URMTS.</p> <p>See handout: Electronic A19 Submission Process</p> <p>Question: Does my LHJ need to retain a hardcopy of the a19?</p> <p>Answer: LHJs should follow their own agency's guidance for retention of original a19 documents.</p>
Q218 Begins/Q118 Closes	Carrie	Q218 begins on 4/2. The Q118 RMTS closes on 4/6. Q118 URMTS invoice opens on 4/19.	Q218 begins on 4/2. The Q118 RMTS closes on 4/6. Q118 URMTS invoice opens on 4/19.
Q218 Participant List	Carrie	Q218 Participant List is due by 03/19.	Q218 Participant List is due by 03/19.
New Participant and 2018 Annual Refresher Training	Carrie	New Participant and 2018 Annual Refresher Training is due by 03/26.	<p>New Participant and 2018 Annual Refresher Training is due by 03/26.</p> <p>Question: Do new staff who have already completed in-person training need to complete online training?</p> <p>Answer: Yes and you can check status of participants' training progress using URMTS.</p> <p>Question: Some staff are missing the training submit button located at the bottom of the webpage. Is there any way it can be relocated to the top of the page?</p> <p>Answer: It may be possible to add a reminder message or relocate the submit button at a future date.</p>
Q118 Client MER File	Carrie	LHJs should submit the Q1 2018 client MER file as soon as possible.	LHJs should submit the Q1 2018 client MER file as soon as possible.
March and April Consortium Calls	Leslie	Consortium Calls are scheduled for 3/19, 27 & 28 and 4/16, 24 & 25.	Consortium Calls are scheduled for 3/19, 27 & 28 and 4/16, 24 & 25.
Comments/Questions	All	Open for any comments/questions.	<p>Question: How do I know whether new fiscal staff will benefit from attending HCA's monthly coordinator call?</p> <p>Answer: Each LHJ is required to have at least one staff member in attend HCA's coordinator call each month, others are welcome to participate as appropriate.</p>

			<p>The registration link is available at the top of this agenda.</p> <p>The agenda for the call is posted to HCA's external MAC website approximately one week prior to the call.</p>
Next Meeting: 04/16/18 3:30pm-4:00pm			
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