

# next steps for 638 transition

## 1) **Board Decisions, Position Statements and Policies – Board will need to make decisions related to certain policies. They will also need to take a position regarding certain practices.**

### a) Policies:

- i) Determine how you want to handle IPAs and prepare a statement. Include qualifications needed in order to be offered IPA, IPA renewals, RIFs, etc. There will be a lot of questions regarding these items, so the Board will want to have a position on each.
- ii) Have a compensation philosophy. Do you intend to offer compensation and benefits equal to or better than IHS (feasibility study says you do)? This will encourage employees to convert from IPA to direct hire employee.
- iii) Decision on benefits to be offered. Will corporate employees participate in the Tribe's benefit programs or will separate benefit plans be developed for health, life, retirement, etc.?
  - (1) Feasibility study says corporate employees will participate in Tribe's benefit programs. May want to consider if the benefit programs are sufficient to attract the medical providers needed.
- iv) Will you offer some type of incentive to transition from IPA employee to direct hire (corporate employee)?

### b) IHS Information:

- i) Submit final proposal and confirm transition date.
- ii) Check on the current year funds available for transitions and confirm amounts to be received for pre-transition costs. Have Negotiation Team discuss and confirm with IHS.
- iii) Prepare support cost proposal.

### c) Board needs to identify where they may need additional help from outside legal counsel, consultants, etc. to assist with:

- i) IHS negotiations
- ii) Support Cost Proposal
- iii) Contract development
- iv) Transition tasks:
  - (1) Finance and budget planning (including staffing of Finance Department)
  - (2) Human Resources planning (including staffing of HR Department)
  - (3) Revenue Generating Department (aka Billing Office) planning (including staffing of Revenue Generating Department / Billing Office)
  - (4) IT Department planning (including staffing of IT Department)
  - (5) Policy and Procedure development (finance, procurement, personnel, clinic, billing office, IT, etc.)

#### Contacts

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iv) *Transition tasks (continued):*

- (6) Develop compensation structure for corporate positions
- (7) Develop position descriptions
- (8) Software and systems planning
  - (a) Finance
  - (b) Budget
  - (c) General ledger
  - (d) Timekeeping
  - (e) Human Resources Information System (HRIS)
  - (f) Online application system
  - (g) Compliance
  - (h) Billing/Patient Registration
- (9) Accreditation/Quality Assurance
  - (a) Policies and Accreditation plan

**2) Communication plan:**

- a) Consider having a panel to conduct employee and community meetings
- b) FAQ – prepare FAQ that can be used at community meetings, employee meetings, etc.
- c) Training – schedule additional trainings with employees
- d) Website – consider setting up a website where you can publish various documents and up to date information for the community and the employees

**3) Timeline and action plan:**

- a) Put together a more detailed timeline and action plan for activities related to 638 transition. This should include specific action steps, deadlines, and champions.