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February 5, 2016

Beth Ashcroft
Director
Office of Program Evaluation and Government Accountability

Director Ashcroft,

This letter is the Maine Department of Health and Human Services response to your questions regarding corrective actions taken from the 2013 Report on Healthy Maine Partnerships.

Below we list each question followed by our response.

1. The April report said DHHS expected to issue the RFP in late fall 2015 for the next round of HMP contracts to begin July 2016. Has the RFP been issued yet? If so, when was it issued and could you please provide a copy of it, or a link to it if it can be found on the web? If it has not yet been issued, can you provide a date when it is expected to go out and do you have a draft of it that you could share confidentially with us?

Response:

No, the RFP has not been issued yet. We expect to issue the HMP RFP by the end of February 2016.

2. Has DHHS completed the task of assigning current Records Officers for all DHHS offices? If not, please provide a status of the effort and when it is expected to be completed. Please provide a list of all Records Officers that are currently assigned with their name, title and office.

Response:

This task is near completion. Of the Department's 6 largest offices (OMS, CFS, OADS, SAMHS, MCDC and OFI) we have four appointed records officers. Until we have a chance to work with SAMHS on their records management program, Peggie Lawrence is serving as their interim Records Officer. DHHS has not yet had an opportunity to do an assessment of OMS' Records Management program. Records Officers are as follows:

- Robert Blanchard, Associate Director of OCFS
- Cynthia Sasseville, Administrative Assistant, OCFS
- Doreen McDaniel, Associate Director for Central Operations and Support, Office of Aging and Disability Services

- Elaine Lovejoy, Administrative Assistant, Maine Center for Disease Control and Prevention
- Diane Grover, Administrative Assistant, Office for Family Independence
- Frank Haggan, Director, Disability Determination Services
- Jerry Joy, Director, Division of Support Enforcement and Recovery, Office for Family Independence
- Lucretia Clavet, Division of Licensing and Regulatory Services
- Katherine Veilleux, Administrative Assistant, Commissioner's Office
- Peggie Lawrence, Administrative Assistant, Commissioner's Office

Here is the link to the Maine State Archives' page where they list Agency Records officers: <http://www.maine.gov/sos/arc/records/state/recordsofficers.html>

Note that both Records Officers *and* Assistant Records Officers are listed here. Also, the headings represent both Offices(Bureaus) and Divisions within DHHS, and that's based on the size of the presence of the units in the realm of records management.

3. Has DHHS completed the task of updating the inventory of current records center cardholders and terminated access for those who should no longer have it? If so, please provide the current list of cardholders. If not, please provide a status of this effort and when it is expected to completed?

Response:

In the period between March and July 2015 DHHS conducted a complete cardholder inventory and terminated access for 70 cardholders. DHHS has requested an updated list of cardholders from the Maine State Records Center (this is something they must generate for us from their database) and will use that for the next inventory.

4. Has DHHS established the planned procedure to do an inventory of cardholders every quarter? If so, is the procedure in writing and could you provide a copy? If not, what is the status of this effort and when is it expected to be completed?

Response:

DHHS's plan is to utilize Records Officers to conduct quarterly inventories and plan to begin the first quarterly inventory before the end of February 2016.

5. Have the performance measures been developed and implemented for monitoring the performance of the HMPs? If so, we would like to have a document that shows what they are – if they have been incorporated into the RFP and you can send us the RFP then that would suffice. If they are not in the RFP, or you don't yet have the RFP to share, is there some other document you could share that would illustrate the work being done on that or the final measures that were established?

Response:

Yes the performance measures have been developed and they are as follows:

The Successful Bidder(s) will be responsible for achieving the following required measurable targets of the 2016 – 2021 grant cycle. The targets are measured as the data point expected to be achieved by 2021, not as a percent decrease from the current rate. These are the long-term outcomes for which the Successful Bidder(s) will be held accountable. As part of the contract negotiation and implementation process, the Department will work with the Successful Bidder(s) to determine interim measures demonstrating progress toward the long-term outcomes. Interested Bidders are required within their application to propose interim measures as well as targets for every contract cycle during the entire grant period. These results are for the State level. The Successful Bidder(s) will be required to develop District-level results in consultation with the respective DCCs that will be reported on at minimum an annual basis. District-level results will be expected to achieve the desired Statewide results required of the Successful Bidder(s).

The data sources for these outcomes are two of Maine’s surveillance instruments (BRFSS and MIYHS). Tobacco outcomes are in alignment with, but further, the goals as set in Healthy Maine 2020. Alcohol, Marijuana and Prescription Drug Abuse results are in alignment with the goals set in the Partnerships for Success grant maintained by SAMHS. This grant is awarded until 2020; the Department reserves the right to re-determine these results for the year 2021 based on a reassessment of available resources after the 2020 timeframe.

1. Youth (Middle School)

- a. Exposure to Secondhand Smoke in the Home – 20%
- b. Current Alcohol Use – 4%
- c. Current Marijuana Use – 2%
- d. Current Prescription Drug Abuse – 2%

2. Youth (High School)

- a. Current Any Tobacco Use – 12%
- b. Current Alcohol Use – 22%
- c. Current Marijuana Use – 18%
- d. Current Prescription Drug Abuse – 4%

3. Young Adults

- a. Illicit Opioid Use
- b. Current Cigarette Use (over 18 years) – 14%
- c. Current Alcohol Use (18-20 years) – 32%
- d. Current Marijuana Use (18-25 years) – 21%
- e. Current Prescription Drug Abuse (18-25 years) – 7%

Please let me know if you need additional information at this time.

Sincerely,
Sam Adolphsen
Maine DHHS - Chief Operating Officer