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STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

LEGAL AND REGULATORY SERVICES

HEALTH FACILITIES LICENSING AND CERTIFICATION

IA

Lori A. Weaver
Interim Commissioner

Melissa A. St. Cyr, Esq.
Chief Legal Officer

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July 5, 2023

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House, Concord, NH 03301

REQUESTED ACTION

Pursuant to MOP 1301(VI)(D), the New Hampshire Department of Health & Human Services, Office of Legal & Regulatory Services, Bureau of Licensing & Certification requests authorization for permission for Ms. Kristie Holtz, Supervisor VII to travel outside of a 300-mile radius of the employees' office headquarters, by personal vehicle, to attend the Centers for Medicare and Medicaid Services (CMS) mandatory 2023 CLIA National Surveyor Training in Hunt Valley, MD, August 7-10, 2023. Effective upon Governor and Executive Council approval. Funding source: 89.4% federal funds, 5.30% general funds, 5.30% other funds.

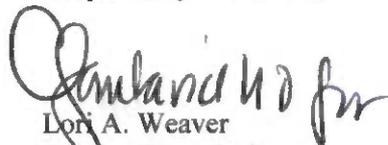
Funds are available in SFY 24 operating budget as follows:
05-095-095-952010-51460000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS; HHS: COMMISSIONERS OFFICE; OFFICE OF LEGAL & REGULATORY SERVICES; HEALTH FACILITIES ADMINISTRATION

| | |
|---------------------------------|-----------------|
| | <u>SFY 2024</u> |
| Class 080 – Out of State Travel | \$1,236.43 |

EXPLANATION

Ms. Holtz is unable to fly; a note from her doctor is on file in Human Resources.

Respectfully Submitted,


Lori A. Weaver
Interim Commissioner

REQUEST FOR OUT-OF-STATE CONFERENCE ATTENDANCE

(not for Department sponsored organized meetings over \$2,500)

Date: 6/27/2023

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Health and Human Services, Office of Legal & Regulatory requests permission for 2 employee(s) or their designees to travel to Hunt Valley, MD 4 days of travel status from 8/7/2023 to 8/10/2023

Conference/Workshop/Seminar Title

Clinical Laboratory Improvement Amendments (CLIA) Surveyor National Training, sponsored by the Centers for Medicare and Medicaid Services (CMS)

Purpose of Travel

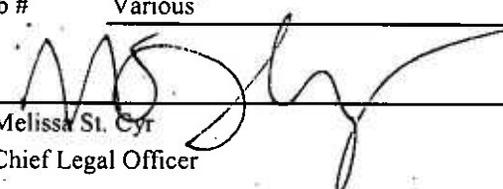
DHHS is the state contracted office for the federal CMS agency and as such, we are required to attend the training that they require. We were informed that the National Surveyor Training is being held in August and that both Ms. Kristie Holtz and Mr. Aaron Doyle are required to attend. Mr. Doyle is the CLIA surveyor for VT, NH, and ME. Ms. Holtz is the Unit Chief for CMS. The agenda includes the training that they need to conduct their jobs, regulations, etc. Both Mr. Doyle and Ms. Holtz are the federal CMS CLIA surveyors for the three states listed above and inspect all CLIA certified facilities.

Attendees and their Titles

Kristie Holtz, Supervisor VII and Aaron Doyle, Licensing and Evaluation Coordinator

Fiscal Information - Summary

| <u>Account</u> | <u>Description</u> | <u>Amount</u> | | <u>Amount</u> |
|----------------|---------------------|-------------------|--|---------------|
| 500710 | Common Carriers | \$319.16 | Appropriation of Out-of-State Travel | \$5,000.00 |
| 500711 | Per Diem in Lieu | \$0.00 | Amount Expended to date | \$0.00 |
| 500712 | Meals | \$336.00 | Available Balance | \$5,000.00 |
| 500713 | Hotel | \$679.14 | Amount Requested in authorization | \$2,269.56 |
| 500714 | Mileage | \$755.26 | Estimated Balance Available | \$2,730.44 |
| 500715 | Operation State Car | \$0.00 | | |
| 500717 | Miscellaneous | \$180.00 | Appropriation Code 010 095 51460000 080 | |
| 500719 | Registration Fees | \$0.00 | Source of Funds 89.40% Federal; 5.30% General; 5.30% Other | |
| Total | | \$2,269.56 | Activity/Job # Various | |

Authorized Signature: 
 Melissa St. Cyr
 Chief Legal Officer

Approved By: 
 Lori Weaver
 Interim Commissioner

Fiscal Information-Detail #1-Activity/Job#:

K. Holtz - JN #95200037

| <u>Account</u> | <u>Description</u> | <u>Amount</u> | | <u>Amount</u> |
|----------------|---------------------|-------------------|--|---------------|
| 500710 | Common Carriers | \$0.00 | Appropriation of Out-of-State Travel | \$2,500.00 |
| 500711 | Per Diem in Lieu | \$0.00 | Amount Expended to date | \$0.00 |
| 500712 | Meals | \$168.00 | Available Balance | \$2,500.00 |
| 500713 | Hotel | \$339.57 | Amount Requested in authorization | \$1,236.43 |
| 500714 | Mileage | \$708.86 | Estimated Balance Available | \$1,263.57 |
| 500715 | Operation State Car | \$0.00 | | |
| 500717 | Miscellaneous | \$20.00 | Appropriation Code 010 095 51460000 080 | |
| 500719 | Registration Fees | \$0.00 | Source of Funds 89.40% Federal; 5.30% General; 5.30% Other | |
| Total | | \$1,236.43 | | |

Fiscal Information-Detail #2-Activity/Job#:

A. Doyle - JN #95200099

| <u>Account</u> | <u>Description</u> | <u>Amount</u> | | <u>Amount</u> |
|----------------|---------------------|-------------------|--|---------------|
| 500710 | Common Carriers | \$319.16 | Appropriation of Out-of-State Travel | \$2,500.00 |
| 500711 | Per Diem in Lieu | \$0.00 | Amount Expended to date | \$0.00 |
| 500712 | Meals | \$168.00 | Available Balance | \$2,500.00 |
| 500713 | Hotel | \$339.57 | Amount Requested in authorization | \$1,033.13 |
| 500714 | Mileage | \$46.40 | Estimated Balance Available | \$1,466.87 |
| 500715 | Operation State Car | \$0.00 | | |
| 500717 | Miscellaneous | \$160.00 | Appropriation Code 010 095 51460000 080 | |
| 500719 | Registration Fees | \$0.00 | Source of Funds 89.40% Federal; 5.30% General; 5.30% Other | |
| Total | | \$1,033.13 | | |

Fiscal Information-Detail #3-Activity/Job#:

| <u>Account</u> | <u>Description</u> | <u>Amount</u> | | <u>Amount</u> |
|----------------|---------------------|---------------|--------------------------------------|---------------|
| 500710 | Common Carriers | \$0.00 | Appropriation of Out-of-State Travel | \$0.00 |
| 500711 | Per Diem in Lieu | \$0.00 | Amount Expended to date | \$0.00 |
| 500712 | Meals | \$0.00 | Available Balance | \$0.00 |
| 500713 | Hotel | \$0.00 | Amount Requested in authorization | \$0.00 |
| 500714 | Mileage | \$0.00 | Estimated Balance Available | \$0.00 |
| 500715 | Operation State Car | \$0.00 | | |
| 500717 | Miscellaneous | \$0.00 | Appropriation Code | |
| 500719 | Registration Fees | \$0.00 | Source of Funds | |
| Total | | \$0.00 | | |

Fiscal Information-Detail #4-Activity/Job#:

| <u>Account</u> | <u>Description</u> | <u>Amount</u> | | <u>Amount</u> |
|----------------|---------------------|---------------|--------------------------------------|---------------|
| 500710 | Common Carriers | \$0.00 | Appropriation of Out-of-State Travel | \$0.00 |
| 500711 | Per Diem in Lieu | \$0.00 | Amount Expended to date | \$0.00 |
| 500712 | Meals | \$0.00 | Available Balance | \$0.00 |
| 500713 | Hotel | \$0.00 | Amount Requested in authorization | \$0.00 |
| 500714 | Mileage | \$0.00 | Estimated Balance Available | \$0.00 |
| 500715 | Operation State Car | \$0.00 | | |
| 500717 | Miscellaneous | \$0.00 | Appropriation Code | |
| 500719 | Registration Fees | \$0.00 | Source of Funds | |
| Total | | \$0.00 | | |