

Dear Human Service Finance Professionals:

The 56<sup>th</sup> Annual Conference of the National Association of State Human Service Finance Officers (HSFO) is ready to go. I'm very pleased to have this opportunity to invite you to attend the conference in Orlando, Florida August 3-August 8, 2003.

The challenge of our profession and the HSFO organization is two fold: 1) to learn about the rapid changes/opportunities in our field, and 2) to work together to get the job done. Clearly this is what HSFO is all about as we deal with the complexities of federal and state funding issues.

As you are aware, the financial issues we currently face in government may be the most difficult we have seen in decades. However, I assure you our organization has planned a conference that is dealing head on with these tough issues, choices and financial opportunities. As you review the program, you will see subject matter, presenters and educational opportunities that you will not want to miss. You will find some new opportunities this year, such as, formal state-to-state and federal-to-state exchange sessions as well as new topics at our conference that deal with the most significant financing/claiming issues of the day. In addition, it's a great opportunity for all of you to meet in Florida with all the attractions Florida has to offer.

I hope you will join me, other members, friends and guests in Orlando for a worthwhile and enjoyable experience.

Sincerely,

Don Warnke  
President

# HSFO 2003 CONFERENCE NOTES

## Organization Mission

- ★ To promote effective and efficient administration of human services through active participation by state and Federal fiscal officers in policy and procedural planning;
- ★ To provide fiscal officers with an opportunity for group work sessions on fiscal and related matters through annual meetings;
- ★ To review, compare, and evaluate systems of fiscal and reporting policy being formulated in Washington, D. C., and information on how other states are dealing with mandates, policies, disallowances, and Federal claiming; and
- ★ To provide an Internet medium of exchange of information among member fiscal officers throughout the nation. With a personal computer and an Internet connection, every member state is connected through the HSFO Website.

## HSFO History

The National Association of State Human Services Finance Officers was incorporated in 1984, but has met annually since 1948. HSFO is a not-for-profit organization of state human services finance officers responsible for the fiscal administration of state and Federal human services grants.

Its members serve on Federal Government technical advisory groups, which formulate policies and regulations affecting human services grants. Members are also called upon to evaluate the impact of new and revised policies and regulations within their state programs, and to disseminate this information throughout their human services agencies.

## Membership in HSFO

Membership is available to any state or local governmental human services agency interested in the financial administration of human services programs upon payment of the annual membership dues and with the approval of the Executive Committee.

This includes agencies in the fifty (50) U. S. States, the five (5) U. S. Territories, and the District of Columbia. Voting privileges are reserved to an employee of a member governmental human services agency and each member agency has one vote. In case of absence from the annual business meeting, the voting member agency may delegate its vote, by written proxy, to any other employee representing a member agency.

## Governing Body

The National Association of State Human Services Finance Officers is governed by a Board of Directors. The Board consists of the Executive Committee (president, vice-president, secretary, treasurer, and historian) and ten (10) directors-one elected from each of the eight (8) regions, and two (2) elected at large. It provides active leadership and continuity to the Association, ensuring it meets its stated goals and objectives from year to year.

## Who Should Attend?

All state government agencies and territories as well as federal government agencies involved in human services administration are welcome to attend.

## HOTEL and TRAVEL

When making hotel reservations, please call the hotel directly and reference HSFO to receive the conference rate. Hotel reservations must be made before July 3, 2003. We *cannot guarantee the HSFO rate after that date.*

### **Hotel Royal Plaza *in the* Walt Disney World Resort**

**1905 Hotel Plaza Blvd**

**Lake Buena Vista, Florida 32830-2203**

**Phone: (800) 248-7890 ★ FAX: (407) 827-6338**

**Ask for the NASHSFO rate, booking #1241**

**or use the internet at**

<http://www.royalplaza.com/>

*Click on Reservations, then Groups and enter Attendee Code 4188.*

#### **Conference room rates:**

Single or double	\$109 per night
Triple or Quad	\$109 per night
Additional persons	Children under 18 do not incur an additional fee when accompanied by an adult.
State and local tax	11.5%
Parking (self park)	Available at no charge

★ Kids 12 years and under eat free in the Giraffe Diner - (Breakfast, Lunch and Dinner). ★ Continuous complimentary transportation to all FOUR Disney Theme Parks, Typhoon Lagoon, Blizzard Beach and to Downtown Disney Restaurant, Shopping and Entertainment Complex starting at 6:00 PM. ★ Complimentary transportation to Outlet Mall at 2:20 PM. Preferred tee times can be made 90 days prior to play!

The Orlando International Airport serves the Orlando area and is accessible to major airline carriers. It is located approximately 12 miles from the hotel. Driving time is about 20 minutes. Taxi service is available outside the terminal. The fare from Orlando International should be approximately \$35.00 one way. Mears Transportation provides shuttle service between the airport and conference hotel for \$27.00 round trip.

## WEATHER and ATTIRE

The weather in Orlando in late July/early August is usually warm with daytime temperatures in the low to mid 90's. Humidity may be high. Evening temperatures may cool slightly to the more comfortable mid 70's.

Sunday	Casual attire for the President's Reception. This will be held outdoors in the hotel courtyard.
Monday	Business casual attire for the conference sessions. Casual attire for the optional trip to Universal Studios. Comfortable walking shoes are a MUST.
Tuesday	Business casual attire for the conference sessions. Casual attire and comfortable walking shoes for the Kennedy Space Tour and Beach Party are a MUST.
Wednesday	Business casual attire for the conference sessions. Casual attire for the conference-sponsored guest event with comfortable walking shoes. Swimsuits for the youth activity.
Thursday	Business casual attire for the conference sessions. Coat and Tie attire for the banquet.

# HSFO 2003: TOUGH CHOICES: OPPORTUNITIES IN HARD TIMES THE COURSE SCHEDULE

## SATURDAY – August 2, 2003

5:00 PM **BOARD BUSINESS MEETING AND DINNER**

## SUNDAY – August 3, 2003

12:00 Noon – 5:00 PM **REGISTRATION DESK OPEN**

7:00 PM – 9:00 PM **PRESIDENT'S RECEPTION**

## MONDAY – August 4, 2003

7:30 AM – 5:15 PM **REGISTRATION DESK OPEN**

8:00 AM **NEW MEMBER ORIENTATION**

8:30 AM **INTRODUCTION & OPENING REMARKS**

**KEYNOTE ADDRESS:**

9:15 AM **THE VIEW FROM WASHINGTON (Part I)**

10:25 AM **BREAK**

10:40 AM **THE VIEW FROM WASHINGTON (PART II)**

11:10 AM **TCM/ACM: THE NEW FEDERAL SCRUTINY**

12:00 Noon – 1:30 PM **LUNCH**

1:30 PM **GETTING THE MOST BANG FOR YOUR STATE BUCK**

2:35 PM **WAIVERS 101** (concurrent session - 2 hours)

**(CONCURRENT, REPEATED)**

1. **ADMINISTRATIVE OUTSOURCING**

2. **ADMINISTRATIVE CLAIMING FUNDAMENTALS**

3. **IV-E ELIGIBILITY REVIEWS: "HOW WE DID IT"** (concurrent, not repeated)

3:25 PM - 3:40 PM **BREAK**

3:40 PM **(CONCURRENT, REPEATED)**

1. **ADMINISTRATIVE OUTSOURCING**

2. **ADMINISTRATIVE CLAIMING FUNDAMENTALS**

3. **IV-E CHILD AND FAMILY SERVICES REVIEWS** (concurrent, not repeated)

4:45 PM – 5:15 PM **TIME AND PLACE**

## TUESDAY – August 5, 2003

7:30 AM – 11:30 AM **REGISTRATION DESK OPEN**

8:30 AM **THE MEDICAID JUGGERNAUT-WHAT'S BEHIND IT**

9:20 AM **MEDICAID PHARMACY: MULTI-STATE PURCHASING AGREEMENTS**

10:10 AM **BREAK**

10:25 AM **SCHOOL-BASED CLAIMING**

11:30 PM - 9:00 PM **CONFERENCE SPECIAL EVENTS - KENNEDYSPACE CENTER TOUR AND BEACH PARTY**

**WEDNESDAY – August 6, 2003**

7:30 AM – 5:00 PM	<b>REGISTRATION DESK OPEN</b>
8:30 AM	<b>THE FEDERAL OUTLOOK</b>
9:20 AM	<b>STATE PERSPECTIVE ON FEDERAL POLICIES</b>
10:25 AM	<b>BREAK</b>
10:40 AM	(concurrent, not repeated) <b>1. STATE-TO-STATE EXCHANGE</b> <b>2. FEDS AND STATES EXCHANGE</b>
12:00 Noon - 1:30 PM	<b>LUNCH</b>
1:30 PM	<b>OUTSOURCING HEALTH AND HUMAN SERVICES: USING YOUR PRIVATE PARTNERS EFFECTIVELY</b>
	<b>Concurrent, (each session repeated)</b>
2:35 PM	<b>1. CONTRACTING FOR RESULTS (two hours, not repeated)</b> <b>2. LOOKING FOR MOE WHERE YOU LEAST EXPECT IT</b> <b>3. RATE SETTING: MEASURING AND MOTIVATING FOR OUTCOMES</b> <b>4. OUTSOURCING SERVICES</b>
3:25 PM - 3:40 PM	<b>BREAK</b>
	(concurrent, repeated)
3:40 PM	<b>1. RATE SETTING: MEASURING AND MOTIVATING FOR OUTCOMES</b> <b>2. OUTSOURCING SERVICES</b> <b>3. LOOKING FOR MOE WHERE YOU LEAST EXPECT IT</b>

**THURSDAY – August 7, 2003**

8:00 AM – 3:00 PM	<b>REGISTRATION DESK OPEN</b>
8:30 AM	<b>WORKING WITH YOUR LEGISLATURE</b>
9:20 AM	<b>DEMOGRAPHIC CHANGE IN THE US: IMPLICATIONS AND CHALLENGES</b>
10:25 AM	<b>BREAK</b>
10:40 AM	<b>SUPPORTED LIVING: BALANCING CHOICE AND RESPONSIBILITY IN INDIVIDUALIZED SETTINGS</b>
12:00 Noon	<b>LUNCH</b>
1:30 PM	<b>LEGAL ISSUES</b>
2:30 PM	<b>CONFERENCE ADJOURNS</b>
2:35 PM – 5:00 PM	<b>HFSO BUSINESS MEETING</b>
6:00 PM – 10:00 PM	<b>RECEPTION AND BANQUET</b>

**FRIDAY – August 8, 2003**

8:00 AM – 10:00 AM	<b>BOARD BREAKFAST MEETING</b>
8:30 AM	<b>NEW OFFICERS ORIENTATION</b>

## CONFERENCE-SPONSORED EVENTS

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**SUNDAY, AUGUST 3, 2003 ★ 7:00 P.M. – 9:00 P.M.**

**President's Reception** – This event will be held in the outdoors in the hotel courtyard from 7:00 – 9:00 p.m. Hors d'oeuvres and music will be provided throughout the evening. This event is for registrants and their adult guests. Dress is casual.

**MONDAY, AUGUST 4, 2003 ★ 8:00 A.M. – 5:00 P.M.**

**TUESDAY, AUGUST 5, 2003 ★ 12:00 Noon – 9:30 P.M.**

**KENNEDY SPACE CENTER TOUR and BEACH PARTY, Cocoa Beach** - Dress is casual. Walking shoes are a must-have item.

**WEDNESDAY, AUGUST 6, 2003 ★ 9:00 A.M. - 4:00 P.M.**

**Guest/Spousal Event** - Spend the day making new friends or visiting with old ones. This event includes a tour of the Charles Hosmer Morse Museum of American Art with lunch and afternoon events at Park Avenue in downtown Winter Park, Florida. Dress is casual.

**THURSDAY, AUGUST 7, 2003 ★**

**Conference Banquet** – Our conference banquet will begin in the Castle Harbour Ballroom with cocktails at 6:00 PM. Dinner will be served at approximately 7:00 PM with entertainment to follow. Attire is coat and tie.

## CONFERENCE SPONSORED YOUTH EVENTS

**TUESDAY, AUGUST 5, 2003 ★ 1:00 P.M. – 9:00 P.M.**

**WEDNESDAY, AUGUST 6, 2003**

**Typhoon Lagoon** – Dive into an exotic, tropical paradise where families can escape to high waves of excitement and cool, relaxing fun. The fun takes place at the foot of Mount Mayday. Body surf in a 2.75-million-gallon wave pool. Zip down awesome body slides. Feeling brave? You can swim with real live sharks! *Don't forget your swim suit/trunks and shoes!!!*

Admission fee and meal ticket are provided by HSFO. However, all participants should bring at least

\$5.00 for snack money and \$2.00 for locker fee. *Signed parental permission slip is required for participation.*

# HOSPITALITY SUITE

## Hours of Operation - Adult Suite (21 or Older)

### **Saturday, August 2, 2003**

1:00 p.m. – 12:00 midnight

### **Sunday, August 3, 2003**

10:00 a.m. – 6:00 p.m.

9:00 p.m. - 12:00 midnight

### **Monday, August 4, 2003**

6:00 p.m. – 12:00 midnight

### **Tuesday, August 5, 2003**

9:00 p.m. – 12:00 midnight

### **Wednesday, August 6, 2003**

5:30 p.m. – 12:00 midnight

### **Thursday, August 7, 2003**

10:00 p.m. – 12:00 midnight – (after Banquet)

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## Hours of Operation - Youth - Jasmine Bay Suite (8 yrs of age and up)

### **Saturday, August 2, 2003**

6:00 p.m. - 11:00 p.m. (Suite Open)

6:00 p.m. - 10:00 p.m. (Pool Party w/sub sandwiches provided)

(Life Guard Provided)

### **Sunday, August 3, 2003**

2:00 p.m. - 11:00 p.m. (Suite Open)

2:00 p.m. - 5:00 p.m. (Pool Party w/chicken tenders dinner provided)

(Life Guard Provided)

### **Monday, August 4, 2003**

Universal Studios

11:30 a.m. - 12:00 noon (Depart from Suite for Trip)

7:00 p.m. - 10:00 p.m. (Suite Open after trip)

### **Tuesday, August 5, 2003**

Kennedy Space Center Tour and Cocoa Beach

(Suite Closed)

### **Wednesday, August 6, 2003**

Typhoon Lagoon 9:30 a.m. - 10:00 a.m. (Depart from Suite for Trip)

5:30 p.m. - 6:00 p.m. (Suite open after Trip)

### **Thursday, August 7, 2003**

6:00 p.m. – 11:00 p.m. (Suite Open)

7:00 p.m. - 10:30 p.m. (Pool & Pizza Party)

(Life Guard Provided)

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## HSFo Orlando Tip Sheet

1. Register by June 13, 2003. You may register through the mail using the enclosed registration form or obtain an electronic registration form from the HSFO website ([www.hsfo.com](http://www.hsfo.com)) and register electronically. We'll confirm receipt of your registration by email. Please contact us if you do not receive a registration confirmation within a week of submitting your registration form.
2. Hotel reservations must be made by July 2, 2003. There are two ways to do this:
  - (a) Use the toll-free number of the hotel – 1-800-248-7890.
  - (b) Use the internet:
    - 1) Go to [www.royalplaza.com](http://www.royalplaza.com).
    - 2) Click on 'Reservations.'
    - 3) At the bottom of the reservations screen, click on 'Groups'.
    - 4) Enter 'Attendee Code' = "4188" and click on 'Attendee Login.'
    - 5) Make your reservations.
3. In order to assist us in the payment of conference related bills, all registration fees must be paid prior to the commencement of the conference. You may pay at the conference registration desk. Purchase orders will not be accepted as payments.
4. Sue Holland, an employee of the host agency in Florida and the world's biggest Disney fan will be on hand during the weekend before the conference to answer your questions about anything relating to Walt Disney World. You may check out her reviews of the various Disney attractions at:  
[www.mouseplanet.com/sue\\_holland.index.htm](http://www.mouseplanet.com/sue_holland.index.htm).
5. Driving instructions from the Orlando airport:
  - a. Take the NORTH exit out of the airport to SR 528 West – the Bee Line Expressway. This is a TOLL ROAD. You cannot readily get out of the Orlando airport without using a toll road.
  - a. Take 528 West to Interstate 4 West – approximately 8 miles.
  - b. Take I-4 West to SR 535, exit # 68 – approximately 3 miles.
  - c. At the exit, get in the LEFT TURN LANE and make a RIGHT turn onto SR 535. On SR 535, get into the LEFT LANE and prepare to make another LEFT TURN.
  - d. At the first traffic light, turn LEFT onto Hotel Plaza Blvd. You'll see the Walt Disney World sign on the left at the intersection.
  - e. The Hotel Royal Plaza will be on the left.

### **ALSO:**

**We have 2 free tickets for an all-day deep sea fishing trip out of Cocoa Beach that have been donated to us. If you would be interested in using these tickets before or after the conference, please let us know. We'll save them for the first requestors.**

