

DATE: December 27, 2019

TO: ALTCS Tribal Supervisors & Lead Case Managers

FROM: Kevin Hoy, Tribal ALTCS Manager
Rachel Hunter, Tribal ALTCS Administrator
Division of Fee For Service Management

SUBJECT: QTR AHCCCS Tribal ALTCS Meeting Schedule for 2020

The schedule for the 2020 Quarterly Tribal Case Management meetings are as follows:

DATE	LOCATION	WHO
February 28, 2020	Gold Room 701-3	Supervisors & Lead CM
April 30, 2020	HRD Training 701-3	Supervisors & Lead CM
July 30, 2020	Gila River Indian Community-location TBD	Supervisors & Lead CM
October 9, 2020	HRD Training 701-3	Supervisors & All staff (optional)

All meetings are scheduled to be held at the AHCCCS offices in Phoenix and will begin promptly at 9:30 am, unless otherwise notified in advance.

Please be on time as we generally have a great deal of information to share with participants. We will have a lunch break during each meeting and should wrap things up by 2:30 pm or 3:00 pm, depending on how much information is covered.

These meetings are voluntary but it is **strongly** encouraged that each Tribal Contractor send at least one supervisor and/or lead case manager to hear the information, so they can share all of the important updates and announcements with their staff. In addition, ensure a staff back-up system is in place at your office, in the event members and/or providers need assistance while staff are absent.

Out of consideration for all meeting participants, we ask everyone please turn off their cell phones or change the ring tone to vibrate during the meeting. Also, try to limit making and receiving calls to break times. If a call must be made or taken, exit the conference room in order to not disturb the other participants.

If Tribal Contractor staff have topics they would like to have added to the meeting agenda or if anyone would like to **present information to the group**, please contact us at least 2 weeks before the scheduled meeting date.

Thank you all, as we look forward to continuing our collaborative process of improving overall case management quality, communication and positive treatment outcomes for each enrolled Tribal ALTCS member.