

## Reimbursement for County Staff for their participation as a QSR reviewer

Purpose: Fund potential county staff from future phases of the CQI effort to attend an onsite QSR.

Allowable expenses would include: lodging, meals, parking and travel reimbursement for the 2 day training and 3 day onsite review at CWRC allowable reimbursement rates.

### To be eligible for Casey funds the following criteria must be met:

- Number of allowable county staff being reimbursed in each county is based on the sampling strata:
  - Strata 1 through 2: potential of 3 staff from another county
  - Strata 3 through 5: potential of 2 staff from another county
  - Strata 6 through 8: potential of 1 staff from another county
- How to identify the potentially eligible county staff:
  1. Must be a new reviewer from another county (county agency staff only) – will attend the 2 day training and the 3 day review
  2. Has never received previous reimbursement (from ANY available OCYF/Casey/CWRC funds) to be a QSR reviewer
  3. Priority is given to reviewers on the State Review Team – may consider reviewers on the Local Review Team if all those eligible on the State Review Team have been considered and an open spots remain
  4. Priority goes to staff from counties that identified themselves as potential county interested in participating in the CQI effort
  5. Priority then goes to the staff traveling the furthest distance
- How this process will work:
  - Site Leads will email the eligible County Staff of the QSR Review team to see if anyone is interested in receiving reimbursement – **see Template Email #1**
  - Site Leads will then submit the names and contact information of the identified County Staff to CQI Project Managers for confirmed approval of reimbursement
  - CQI Project Managers will send County staff person(s) with the necessary paperwork and protocol for reimbursement and “cc” the Site Lead team – **see Template Email #2**
  - Follow up and monitoring of the reimbursement process will be a team effort done by the CQI Project Manager, CWRC Administrative and Fiscal Staff, the Site Lead team and the identified County Staff receiving reimbursement.

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### **Template email #1 (sent by Site Lead) – Inquiry about whether County Staff are interested in reimbursement for lodging, travel, parking and meals**

I am writing to you because you are a county staff person who has agreed to participate in *County Name's* QSR.

I am happy to inform you that we have some funds from Casey Family Programs to help supplement the costs of the lodging, travel, parking and meals for a certain number of individuals for their participation in the *County Name's* QSR team.

**If you and the County you represent are interested in receiving reimbursement via Casey Family Program funds instead of submitting for reimbursement from your county, please contact me ASAP and no later than DATE about your interest in receiving these funds.**

If you are selected as one of the individuals that will receive reimbursement for these funds, you will be contacted regarding the process for reimbursement at a later time.

Sincerely,  
NAME  
Site Lead

### **Template Email #2 (sent by assigned CQI Project Manager) – Reimbursement process and procedures**

Hi (*Name*)! Thank you for agreeing to be a QSR Reviewer for (*County*) County's upcoming Quality Service Review (QSR). You are eligible to receive reimbursement for your role as a QSR Reviewer in (*County*) County. The Resource Center is happy to be able to facilitate the coordination and oversight related to the reimbursement of the costs associated with your travel, parking, lodging and meals. This reimbursement is available as a result of Casey Family Program funds to support Pennsylvania's Continuous Quality Improvement (CQI) statewide roll-out.

**For travel, tolls and parking reimbursement** – If you are driving your own personal vehicle to the QSR training and onsite review, you will submit mileage as well as any tolls or parking costs that are incurred on the attached form (T&B Expense Form). The mileage information is entered on the attached form (page 2 - "Personal Car – Mileage" column). The parking and toll expenditures would go on (page 2 - "TAXI, CAR RENTAL, PARKING" column). Copies of receipts are required for parking, railway travel and tolls. **NOTE: If you are using a county vehicle, we are not able to reimburse for mileage, as the county is already covering the costs associated with travel any travel expenses, as we can only reimburse individual people, not the county.**

**For meal reimbursement** - You will submit food expenses on the attached form (page 2 – Column "Meals-During Travel"). No receipts are required, but you will need to follow our per diem rates. NOTE: The per diem rate in the Philadelphia County is \$-- per day. Breakfast is \$--. Lunch \$--. Dinner \$--. Incidentals are \$5.

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**For lodging arrangements** – If you are traveling over 50 miles to attend the QSR training and/or onsite review, you are eligible to secure lodging for your participation in the QSR training and the onsite QSR days. We request that you secure lodging at one of the PA CWRC's direct bill sites. **Please contact Joan Wirick ([jgw21@pitt.edu](mailto:jgw21@pitt.edu)), my colleague at the Resource Center – also cc'd on this email, ASAP and let her know what days you need lodging so that she can set up your hotel reservation and share the confirmation information with you.**

**IMPORTANT:** Please note that the T&B Expense Form has several tabs on the Excel Spreadsheet. You will fill out Page 1 and Page 2 for those things in which you are requesting and/or eligible to receive reimbursement. When this is filled out, you will sign and date the Page 1 and then either scan and email Page 1 and 2 to me or fax Page 1 and 2 to me at [717-795-8013](tel:717-795-8013). You must submit the attached W-9 form (also attached) with the T&B submission. Please submit your forms to me ([ils192@pitt.edu](mailto:ils192@pitt.edu)) by *(date)*. Once I receive your signed and dated forms, I will send them to my colleague, John Stought, for processing with our fiscal department. John is included on this email for informational purposes.

If you would like to talk via telephone regarding this or anything else, I can be reached at my direct line at *(phone #)*. Thank you again for your interest and willingness to be part of the QSR process. Have a great day!