



Learning More About Medicaid Reimbursement for Tobacco Cessation Quitline Activities

Part One in a Series of Webinars Dedicated to Tobacco Cessation Services for Medicaid Beneficiaries

To join the webinar, please use the link below:

<https://www.livemeeting.com/cc/naquitline/join?id=78G3DK&role=attend&pw=NAQCseminar2011>

You will also need to join by phone. Use the information below to connect:

Toll-free: +1 (866) 614-2162

Participant code: 382-354-4665

FIRST-TIME USERS

To save time before the meeting, [check your system](#) to make sure it is ready to use Microsoft Office Live Meeting.

TROUBLESHOOTING

Unable to join the meeting? Follow these steps:

1. Copy this address and paste it into your web browser:

<https://www.livemeeting.com/cc/naquitline/join>

2. Copy and paste the required information:

Meeting ID: 78G3DK

Entry Code: NAQCseminar2011

Webinar Learning Objectives

By the end of the webinar, participants will be able to:

- Describe critical background and details related to the recent CMS expansion of tobacco cessation services, specifically quitlines as an allowable Medicaid administrative activity.
- Better understand the opportunities the new guidelines present for expanding access and the challenges anticipated.

Agenda Friday, August 12, 2011 2:30 – 4:00 PM ET

Agenda	Friday, August 12, 2011	2:30 – 4:00 PM ET
2:30 – 2:50	<p>Welcome</p> <p><i>Tamatha Thomas-Haase, MPA</i> Manager, Training and Program Services NAQC</p> <p><i>Linda Bailey, JD, MHS</i> President & CEO NAQC</p> <p><i>Karla Sneegas, MPH</i> Chair, Tobacco Control Network Executive Director, Indiana Tobacco Prevention and Cessation</p>	<ul style="list-style-type: none"> • Welcome by webinar co-sponsors • Review technology and ground rules. • What is the purpose of today's webinar? Why is it important to

*Timothy McAfee, MD, MPH
Director, Office on Smoking and Health
Centers for Disease Control and Prevention*

Agenda and technology review and setting the stage
Tamatha Thomas-Haase

2:50 –
3:20

Medicaid Reimbursement for Tobacco Cessation
Quitline Activities

*Sharon Brown, Senior Policy Analyst for the Financial
Management Group of the Centers for Medicare and Medicaid
Services*

Slide deck and other handouts will be posted to the
Handouts section of the webinar screen. These can
be downloaded directly to your computer.

3:20 –
4:00

Questions and Discussion

Link to Evaluation and Feedback Form

- Describe details related to the new guidelines on quitlines as an allowable Medicaid administrative activity.
- Answer NAQC and TCN questions submitted prior to the webinar.
- Remaining questions from participants
- Take-away messages
- Next steps
- Evaluation

Tips for a Successful Webinar

We are expecting 50-75 participants to join this webinar. For this reason, and in order to ensure that the webinar is as effective as possible, we ask that you adhere to the following:

Before the webinar:

- Please try to test your connection to the webinar application at least one day prior to the session to troubleshoot any technical issues.

During the webinar:

- **Please connect to the webinar and teleconference line several minutes before the start time.**
- Please keep your phone on mute in order to keep background noise to a minimum. **IF YOU DO NOT HAVE A MUTE FUNCTION ON YOUR PHONE, PLEASE PRESS *6 TO MUTE and #6 TO UNMUTE YOUR PHONE. THANKS!**
- Please do not use the “hold” button on your phone during the webinar, as it will play hold music or beeps audible to other participants. Instead, use your phone’s “mute” or “mic” button. If there is an emergency, feel free to hang up and call back.
- State your name and organization before asking a question or making a comment.
- Please use the Q&A function on the webinar page to ask a question or please feel free to state your questions and comments during the session.
- If you need technical assistance, press *0 to speak to the operator.

After the webinar:

- A link to the online evaluation survey will be made available during the final 5 minutes of

the seminar. Please take a few minutes to complete the survey so that we can continue to improve.

Ten Ground Rules for Being an Effective Virtual Meeting Participant

1. **Only attend when I am willing and able to fully show up.** Being a bystander is a waste of everyone's time.
2. **Come prepared.** Ask for an agenda and handouts ahead of time. Schedule 15 minutes to prepare for the meeting/webinar – if I don't need it I can have the time back. Do the pre-work. Make notes and be ready with questions.
3. **Test the technology ahead of time.** Log in the day before to ensure full access to whatever online technology is being used. Check my headset.
4. **Turn up early.** Put the web address and teleconference details in my calendar. Set the reminder 15 minutes ahead of the call.
5. **Remove distractions.** Schedule a quiet place to participate from. Clear my desk and computer desktop. Turn off email & instant messaging. Put my cell phone aside. Put a note on my office door.
6. **Take responsibility for my own participation.** Don't plan to do any "catch up" activities during the call. If I catch myself multi-tasking, close my eyes and listen. Avoid side conversations whether in the room with colleagues or in an online chat space.
7. **Be aware of air time.** Fully participate while allowing others to do the same. Speak my name before making a comment.
8. **Be aware of who else is on the call.** Make a note of those asking interesting questions or contributing provocative comments. Who do I want to connect with again after the call?
9. **Support the facilitator.** Laugh at jokes, acknowledge questions, pay attention. Keep off mute when possible.
10. **Have high expectations.** Do a mental evaluation at the end of the session. Send off a quick email to the facilitator – thank them for what worked well; make constructive requests for future events as needed.

From: <http://www.facilitate.com/blog/index.php/2009/10/virtual-meeting-ground-rules/>