



N O R T H A M E R I C A N
QUITLINE
C O N S O R T I U M

2012 Seminar Series

**Medicaid: Learning More About Infrastructure, Lingo and Coverage
and Why it Matters**

January 18, 2012 from 3:30-5:00 PM ET

To join the seminar, please use the following link:

<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 (<http://go.microsoft.com/fwlink/?LinkId=90703>).

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**

NOTE: In order to have access to all webinar features, please use the following Internet browsers: [Internet Explorer](http://www.microsoft.com/windows/internet-explorer/default.aspx) (<http://www.microsoft.com/windows/internet-explorer/default.aspx>)(PC) and [Safari](http://www.apple.com/safari/)(<http://www.apple.com/safari/>) (Mac).

Seminar Learning Objectives

During this seminar, participants will:

- identify critical components of Medicaid infrastructure at the federal level and key federal guidelines which apply broadly across all states;
- gain an improved understanding of Medicaid-specific terminology;
- learn about what is changing in Medicaid due to healthcare reform laws including what is required now, what will be required later and dates for implementation; and
- identify critical aspects of the Medicaid infrastructure and coverage at the state level by hearing one state's process to secure approval for Federal financial participation for quitline administrative activities.

Resources that May be Helpful

<http://www.kff.org/medicaid/8248.cfm>

**Moving Ahead Amid Fiscal Challenges: A Look at Medicaid Spending, Coverage and Policy Trends
Results from a 50-State Medicaid Budget Survey for State Fiscal Years 2011 and 2012**

Agenda

- | | |
|------------------|---|
| 3:30-3:45 | Welcome and introduction to the 2011/2012 series
Agenda review and setting the stage
<i>Tamatha Thomas-Haase, MPA</i>
Manager, Training and Program Services
NAQC |
| 3:45-4:10 | Medicaid: An Advanced Primer
<i>Laura Snyder</i>
Policy Analyst
Kaiser Commission on Medicaid and the Uninsured |
| 4:10-4:20 | Clarifying Questions and Discussion |
| 4:20-4:40 | Securing Federal Financial Participation for Quitline Services: Maryland's Story
<i>Sara Wolfe, MS</i>
Maryland Tobacco Quitline Coordinator
Center for Health Promotion and Education
Maryland Department of Health and Mental Hygiene |
| 4:35-5:00 | Questions and Discussion |

Tips for Successful Seminar

Each seminar will include 45-50 NAQC members and guests. For this reason, and in order to ensure that the seminar is as effective as possible, we ask that you adhere to the following:

Before the seminar:

- **Remember, these calls are reserved for NAQC members only.** Please do not forward dial-in information to colleagues who are not members. Non-members are able to participate in seminars but must pay a registration fee.
- Please try to test your connection to the seminar application at least one day prior to the session to troubleshoot any technical issues.
- **Review the background materials for the seminar.** To access all seminar materials please visit the NAQC calendar on the member-only site, click on the date of the seminar for which you are registered and download the appropriate documents.

During the seminar:

- **Please connect to the seminar 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/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 seminar:

Please complete the evaluation and feedback survey. The link to the survey will be provided to you during the seminar.

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/>