



IRIS (INCLUDE, RESPECT, I SELF-DIRECT) TEAM REFERENCE Assignments by Areas of Responsibility

IRIS PROGRAM OPERATIONS

Contract Renewals	Katie Kelnhofer and Karina Virrueta
IRIS Consultant Agency and IRIS Self-Directed Personal Care Oversight Contract Matters	Katie Kelnhofer (Lead) and Karina Virrueta (Back Up)
IRIS Fiscal Employer Agent Contract Matters	Karina Virrueta (Lead) and Katie Kelnhofer (Back Up)
ADRC/ORCD Communications	Amy Chartier and Katie Kelnhofer
Marketing Material	Approvers: Amy Chartier and Sheldon Kroning
Contractor Meetings	Regular Attendees: Amy Chartier, Katie Kelnhofer, Karina Virrueta
Contractor Updates and Clarifications	Katie Kelnhofer (ICA/General); Karina Virrueta (FEA)
GovDelivery	Katie Kelnhofer
Certification Criteria	Katie Kelnhofer and Karina Virrueta
IRIS Advisory Committee	Suzanne Ziehr and Betsy Genz
Forms and Publications Management	Katie Kelnhofer
Policy and Work Instruction Development	IRIS Policy Analysts and Program Staff
Open Records Requests	Katie Kelnhofer
Options Chart Updates	Katie Kelnhofer
HIPAA Breach, Unauthorized Disclosure, and Security Incident Reporting	Karina Virrueta
Office of Inspector General Provider Suspensions	Karina Virrueta, Shaun Swenson, and Chris Sell
Funding File Processing and Question	Karina Virrueta (Lead) or Katie Kelnhofer (Back Up)
Funding File Approver	Amy Chartier (Lead) or Betsy Genz (Back Up)
Monthly Rate of Service (MROS) Processing	Katie Kelnhofer
MROS Reconciliation and Discrepancies	Katie Kelnhofer





QUALITY ASSURANCE AND PROGRAM INTEGRITY

Budget Amendments and One-Time Expenses	Processors: Amy Daniels, John Galetka, Shaun Swenson Sheldon Kroning (Lead)
Fraud Allegation Review and Assessment (FARA) - Case Review and Closure - Credible Allegation of Fraud Referrals	Shaun Swenson (Lead) Sheldon Kroning (Back Up)
Critical Incidents	Amy Daniels, Kyle Novak (Lead) Processors: Quality Assurance Team
Remediation Assurance Project (RAP)	Sheldon Kroning (Lead) Processors: Quality Assurance Team
Record Review	Reviewers: MetaStar IRIS Program Lead: Sheldon Kroning
Long-Term Care Functional Screen Desk Reviews	Shannon Smith (DHS LTC FS Team) ShannonL.Smith@dhs.wisconsin.gov
Statement of Deficiency (SOD)	Shaun Swenson and Quality Assurance Team
Involuntary Disenrollment and Withdrawal Review	DHSIRISQuality@wi.gov
Institute for Mental Disease (IMD) Discharge Planning	DHSIRISQuality@wi.gov
Behavior Support Plans and Restrictive Measures	John Galetka (Lead) Shaun Swenson (Back Up)
Criminal Background Check Appeal Reviews	John Galetka
Cost Share Issues, Concerns, and Statements	Kyle Novak
Hearings and Appeals	Shaun Swenson and Kyle Novak
Complaints and Grievances	DHSIRISQuality@wi.gov and MetaStar
MetaStar Appeal and Grievance Questions	Sheldon Kroning



WISITS/SHAREPOINT/IT

WISITS Issues and General Questions	DHSWISITS.SystemAdmin@wi.gov
WISITS Training(s), User Manual/Job Aid Development	Danny Fossati
WISITS Contract and Project Management	Chris Sell
IRIS Website	Katie Kelnhofer and Jordan Humpal
FEA Transfers	DHSWISITS.SystemAdmin@wi.gov Darlene Shultz (Lead)
Ad Hoc Data Requests	Chris Sell (Lead) and Brie Arico (Back-up)
WISITS Record Corrections	DHSWISITS.SystemAdmin@wi.gov Jordan Humpal (Lead)
WISITS User Acceptance Testing (UAT)	Brie Arico
WISTIS Contractor Meetings and Agendas	Danny Fossati
Enrollment Reports	Danny Fossati (Lead) and Jordan Humpal (Back-up)
WISITS – System Outage and New Release Communications	Danny Fossati (Lead) and Brie Arico (Back-up)
FEA Systems – Authorizations and Encounter Submissions	Jordan Humpal Encounter File Technical Issues: DHSLTCareEncounterHelp@wi.gov
WISITS – Cost Share Reporting	Jordan Humpal
WISITS Roles and Permissions	Jordan Humpal
WISTIS Security Access Requests and Terminations	DHSWISITS.SystemAdmin@wi.gov
SharePoint Security Access Requests and Terminations	DHSWISITS.SystemAdmin@wi.gov Brie Arico (Lead) and Katie Kelnhofer (Back-Up)
SharePoint Account Lock Out and Password Management	WILMSHelp@Wisconsin.gov
SharePoint Data Reports, Entry Corrections, Entry Deletions, or other SharePoint-related Issues	Katie Kelnhofer
Quality Assurance Data SharePoint Reports	Katie Kelnhofer





IRIS PROGRAM STAFF

Name	Position	Phone Number	Email Address
Arico, Brie	System Analyst I	608-264-9768	Gabrielle.Arico@dhs.wisconsin.gov
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Karina Virrueta	Contract Specialist – Adv.	608 266-3699	Karina.Virrueta1@dhs.wisconsin.gov
Ziehr, Suzanne	<i>IAC Assistance Only</i>	608 264-6726	Suzanne.Ziehr@dhs.wisconsin.gov
VACANT	Policy and Program Analyst	Vacant	Vacant
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