

**Regional Contract Program
Virtual Coordinators' Meeting
Thursday, April 22, 2021**

AGENDA

Zoom Link 2:

<https://us02web.zoom.us/j/89062086927?pwd=cXJEaHRoeHIyOWFFMFZHNUxGTzFCdz09>

- 2:00 pm Welcome and Introductions
Elisa Jaden, Regional Program Coordinator
- Coordinator Introductions
- 2:05 pm The Year in Review
- Institutional Reports
 - RCP Totals
- 2:35 pm RCP Practices and Procedures – State and Institutional Coordinators
- Designation of Authorized RCP Representatives
 - Authorized Representative Responsibilities
 - Authorized Representatives versus Signatories
- 2:50 pm RCP Practices and Procedures – State and Institutional Coordinators
- RCP Recruitment for Your State's Residents
 - What role does the state play?
 - What role does the institution play?
 - RCP Invoicing Responsibilities
 - Institution Responsibilities
 - State Responsibilities
 - SREB Responsibilities
 - RCP Invoicing Protocol
 - Invoicing
 - State Payments
 - Annual RCP Renewals
 - Master Contracts
 - Going to true 5-year contract
 - The Exhibit A-1
 - Annual renewal
 - These Documents Must Match
- 3:50 pm Louisiana's RCP Process is Automating
- Louisiana would like to provide updates to its RCP institutions on what information is needed to complete the automation process.
- 3:55 pm Closing Remarks
- 4:00pm Meeting Adjourns