Washington State Health Care Authority	**HCA/LHJ Statewide MAC Coordinator Call**	**Webinar** **August 15, 2016** **3:30pm-4:00pm**

Attendees:					
☐	Jennifer Inman	☐	Aranza Granrose	☐	Laureen Clark
☐	Kathy Spoor	☐	Leslie Hopkins	☐	Annie Goodwin
☐	April Fisk	☐	Deanna Quinn	☐	Cathy Mortell
☐	John Abplanalp	☐	Lynda Thomas	☐	Yukari Odora
☐	Patty Proctor	☐	Hansine Fisher	☐	Carrie Riemann
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☐	King County	☐	Kitsap Public Health	☐	Kittitas County
☐	Klickitat County	☐	Lewis County	☐	Mason County
☐	NE Tri County	☐	Okanogan County	☐	Pacific County
☐	San Juan County	☐	Skagit County	☐	Skamania County
☐	Snohomish Health District	☐	Spokane Reg Health District	☐	Tacoma-Pierce County
☐	Thurston County	☐	Walla Walla County	☐	Whatcom County
☐	Whatcom County	☐	Yakima Health District	☐	

Please Register for the webinar:	https://attendee.gotowebinar.com/register/6161559082050965764 **Call-in: 1-888-407-5039/Participant PIN: 95523097**
Desired Outcome:	✓ Program updates, question and answers.

Agenda Items (7-18-2016)	**Lead**	**Comments**	**Summary Meeting Notes**
Welcome	Jennifer	Attendance is tracked via webinar registration.	
Reconciliation training FAQ	Jennifer	FAQ is final and provided as a handout during this call.	
Reconciliation process	Leslie	Invoices are beginning to be released in the URMTS. Please start preparing the invoices.	
LHJ MAC Coordinator manual	Jennifer	The manual is finalized and covers the whole MAC program, including the RMTS and invoicing. The manual is available on HCA's website.	
New HCA website	Jennifer	HCA has launched the new website. Please update your links: http://hca.wa.gov/billers-providers/programs-and-	

		services/medicaid-administrative-claiming-mac	
Training requirements and freezing RMTS participants	Carrie	RMTS participants are blocked from responding to RMTS moments until they have completed the required training.	
RMTS participants leaving mid quarter	Leslie	Impact on RMTS results when a participant leaves mid quarter.	
In-person fiscal trainings	Carrie	8/31/16: Mount Vernon 9/30/16: Olympia (tentative) 10/12/16: Moses Lake	
End of quarter updates	Carrie	Code review for Q2 2016	
General discussion/questions	Aranza	Comments, questions, concerns	
Next Meeting: Monday, September 19, 2016 from 3:30pm-4:00pm			
Adjourn			

Q4 2016 Participant Update Schedule

1. **ON AUGUST 24TH** HFA opens the new quarter RMTS.
   a. LHJ updates participant lists and adds new participants.
   b. New participants receive their "Welcome" and complete online training.

2. **BY COB SEPTEMBER 19TH**, LHJs certify the final participant list.
   a. The certified list for the LHJ is generated and stored on the "RMTS" page for Q4 2016. The list shows the certifier and the datestamp.
   b. **LHJs without certified participant lists by COB cannot be included in the RMTS for the quarter.**
   c. After the list is certified, certain participant updates cannot be made until the following quarter. This includes: adding new participants, changing participant schedules, removing participants, changing participant cost pools, or job titles. Email addresses, supervisors and/or coder reviewers may be updated throughout the quarter.
3. **ON SEPTEMBER 22ND,** moments are generated.
   a. The consortium participant list and the master moment list (the master moment list is only available to HCA) are generated and stored on the consortium's Q4 2016 "RMTS" page.
4. **BY COB SEPTEMBER 26TH**
   a. Participants certify their online New Participant training.
   b. In-person training rosters are submitted to HFA.
   c. Any participant that has **not** met the training requirements has their surveys "frozen" so that s/he cannot complete those moments. Once training requirements are met, HFA reinstates the participant.
      i. All moments that occur during the time they are "frozen" are coded to 99 at the end of the quarter by the LHJ Coordinator/Code Reviewer.
5. **QUARTER BEGINS MONDAY, OCTOBER 3RD**

2016 RECONCILIATION TRAINING

Handout: 3

- An online invoice will be available on URMTS for each quarter that needs to be reconciled.

- The RMTS results and MER will be populated into these invoices.

- A new quarter will be deployed weekly, beginning in August 2016.

URMTS RECONCILIATION INVOICE DEPLOYMENT SCHEDULE

Week of August 15th: Quarters 3 & 4 2012

Week of August 22nd: Quarters 1 & 2 2013

Week of August 29th: Quarters 3 & 4 2013

Week of September 5th: Quarters 1 & 2 2014

Week of September 12th: Q3 2014

Week of September 19th: Q4 2014

Week of September 26th: Quarter 1 2015

Week of October 10th: LHJ Prepares and submits the Excel-based A19 to HCA

Week of November 14th: HCA reviews and approves reconciled A19s

A19-1A INVOICE VOUCHERS

QUESTION: Will there only be one A19 for all 11 quarters?
- ➢ Answer: Yes, and there will be a single over or underpayment displayed on the A19.

QUESTION: Can two example versions of the A19 be provided? One with a single subunit and the other with multiple subunits?
- ➢ Answer: Yes, examples will be developed and provided soon.

QUESTION: The A19 is not generated in URMTS?
- ➢ Answer: No, the LHJ will use an Excel-based A19 which will be provided to each LHJ.

PREPARING RECONCILED INVOICES

QUESTION: How are the discounts (CMS required reductions during the reconciled period) entered on the reconciled invoice?
- ➢ Answer: The amounts from the A19 of the final, prior paid invoice for the reconciled quarter will reflect any reduced payment that was a condition of claiming during the reconciled period. Enter expenditures and funding as they appeared on the final prior paid invoice for the reconciled quarter. The URMTS reconciliation invoice will not apply any discounts to your claim. On the A19, you will enter the amount that you were originally paid on the previously paid tab, and the amount of the reconciled invoice on the adjusted tab. The A19 used for reconciliation will calculate your LHJ's net over or under-payment. Note, Q3 and Q4 2012 had no discount and each LHJ received 100% of the federal share. Q1 and Q2 2013 had a 25% discount, and each LHJ received 75% of the federal share. Q3 2013—Q2 2015 had a 50% discount and each LHJ received 50% of the federal share.

QUESTION: How current is the Excel file that shows the amounts paid to each LHJ for the 11 quarters being reconciled?
- ➢ Answer: HCA prepared the billing detail spreadsheets and verified the accuracy of the data on 7/27/16.

QUESTION: Do any supporting documents needed to be uploaded for the reconciliation invoices?
- ➢ Answer: No, but they must be maintained on site, and be available for review.

QUESTION: Since some LHJs elected to use only the modified countywide MER. Will this affect LHJs that used both the client and modified countywide MER in the reconciliation methodology?
- ➢ Answer: HCA is required to implement the reconciliation methodology as approved by CMS. There may be an impact, which is anticipated to be very minimal based on an initial review of the data.

QUESTION: If errors have been discovered in the way the original invoices were prepared, can the prior paid invoice be revised as part of reconciliation, or does a revised invoice need to be submitted? For example, if expenses were incorrectly allocated to CP6, and should have been assigned to CP3?
- ➢ Answer: If errors have been discovered in prior paid invoices, a revised invoice should be submitted ASAP. The A-19 and corresponding invoices for the final paid amounts from these revised invoices become the

basis of the URMTS invoice for the quarter being reconciled. The expenditures and funding from the revised invoice will be entered into the URMTS reconciliation invoice.

QUESTION: Will the total amount of local match needed for CPE be displayed on the reconciliation invoice?
➢ Answer: Yes, the funding page will show the amount needed for local match in the gray box. Because the total computable amount may change, it may be necessary to adjust the amount of local match needed to pay for the total computable expenditure.

QUESTION: Do we have to include the BARS code in the reconciled invoices?
➢ Answer: Yes. CMS requires the new Cost Allocation Plan requirements be applied to the reconciled invoices, which includes the Certified Public Expenditure documentation and review process. However, HCA only requires that the BARS codes be applied to funds used for local match. Applying them to other funding sources is at the option of the LHJs.

QUESTION: Is it required to report funding by their sources?
➢ Answer: Yes. CMS requires the new Cost Allocation Plan requirements be applied to the reconciled invoices, which includes the Certified Public Expenditure documentation and review process. All funds used as local match must be reported by their funding source and BARS codes. Funding used to support non-MAC costs (assigned to CP3) can be reported as they were in the original invoice.

QUESTION: How does direct charge work under the reconciliation invoices? Does it need to be documented differently?
➢ Answer: Direct charges will be entered in the URMTS invoice on the direct charge page. They should be entered exactly as they appear in the final paid invoice.

OVER AND UNDER PAYMENTS

QUESTION: If an LHJ was overpaid, are they required to pay it back?
➢ Answer: Yes. Payment should be remitted with the reconciliation A19.

QUESTION: Are all underpayment or overpayments required to be completed within the 180 day deadline?
➢ Answer: Yes. CMS expects the entire reconciliation process to be completed within the approved deadline.

QUESTION: If an LHJ has a net underpayment, can they expect to receive payment from HCA before the end of the year? (To determine whether the revenue should be booked in 2016 or 2017.)
➢ Answer: The payment will be issued within 30 days of when an approved A19 is received by the HCA accounting department.

QUESTION: What do the 50% and 75% columns represent on handout #4?
➢ Answer: These are the rates of federal reimbursement; 50% for outreach and linkage activities and adult interpretation, and 75% for SPMP activity and interpretation for children under 21.

REVISING INVOICES PRIOR TO APRIL 2015

QUESTION: When submitting a revised/amended invoice (for example, to adjust an overpayment during the reconciliation period), how should payment be remitted to HCA?

> Answer: Payment can be remitted for any number of quarters, so long as the remittance clearly states the MAC contract # and the period of service it is covering. Specifically, if the remittance is for Q2 and Q3 2014, it should state 'April—September 2014.'

QUESTION: What supporting documentation is required for a revised invoice for a period of time prior to April 2015?

> Answer: The Excel invoice workbook, the Excel A19 workbook, the signed CPE form, and a signed A19.

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Reconciliation training FAQ	Jennifer	FAQ is final and provided as a handout during this call.	Please review the FAQ and if you have further questions, contact Jennifer Inman, HCA.
Reconciliation process	Leslie	Invoices are beginning to be released in the URMTS. Please start preparing the invoices.	Please start gathering the necessary records and loading content into the URMTS for the reconciliation quarters. The reconciliation quarters will be released in the URMTS based on the schedule in the handout and will include the RMTS and MER data. Please remember this timeline is simply the schedule of when the quarters will be available in the URMTS—you do not have to complete each invoice by these dates. However, all 11 quarters must be done, and the final A19 generated and sent to HCA by the week of October 10 in order to meet the CMS deadline for when all invoices have been accepted, reconciled and paid. **Question:** When was the billing detail spreadsheet sent to each LHJ? **Answer:** It was sent after the consortium trainings. If you need it resent, please contact Carrie Riemann, HFA.

LHJ MAC Coordinator manual	Jennifer	The manual is finalized and covers the whole MAC program, including the RMTS and invoicing. The manual is available on [HCA's website](#).	The manual is final and posted to HCA's website. **Question**: Will this also be linked on the URMTS? **Answer**: It can be, Jennifer will work with the Steering Committee on this.
New HCA website	Jennifer	HCA has launched the new website. Please update your links: [http://hca.wa.gov/billers-providers/programs-and-services/medicaid-administrative-claiming-mac](#)	Please review the new website, and update your links. The old site is no longer in existence and you will not be able to navigate from it.
Training requirements and freezing RMTS participants	Carrie	RMTS participants are blocked from responding to RMTS moments until they have completed the required training.	The handout explains some changes to the process. This process allows some staff to be included in the RMTS even if they will be on leave for a portion of the quarter. It is important to remember that all moments are generated at the beginning of the quarter, and assigned randomly to all participants. This means that any staff who are frozen will still be assigned moments. If they have not completed the training, the participant will be unable to respond and the moment will be coded to 15, 16, or 99. It is important to monitor these participants and ensure they take the training as soon as possible to minimize the negative impact that coding moments to 99 might have. The calendar will be updated and posted to the URMTS by 8/16/16. **Question**: Are there new training requirements? **Answer**: No, this update is only related to the sequence of events. **Question**: Is there still annual training in the spring? **Answer**: Yes, this training is still required.
RMTS participants leaving mid quarter	Leslie	Impact on RMTS results when a participant leaves mid quarter.	If a participant leaves or is no longer eligible to participate in the RMTS during a quarter, the remaining moments must be coded to 15, 16, or 99 depending on their pay status. It is recommended that if coordinators are aware before the participant certification deadline of staff who will be unable to participate in the RMTS for half or more of the quarter that they be excluded from that quarter's RMTS. **Question**: Do the moments stop once a participant is deactivated in the URMTS? **Answer**: No, all moments are generated at the beginning of the quarter. Deactivating a participant does stop the email notices, but it does not stop moments from occurring. Any moments that occur after a participant has left must be completed by a code reviewer at the end of the quarter. Moments are closed 5 business days after the quarter ends.
In-person fiscal trainings	Carrie	8/31/16: Mount Vernon 10/5/16: Olympia (tentative)	These trainings are not mandatory, but it is encouraged for any LHJ who has questions or wants additional training to attend. A registration email was sent out 8/16/16—please register if you plan to attend.

		10/12/16: Moses Lake	
End of quarter updates	Carrie	Code review for Q2 2016	The initial Q2 2016 RMTS code review deadline is today. If you have not completed the code review, please do so ASAP. Make sure you also have certified the review, HFA is unable to complete the 10% quality assurance review until you have certified. This is a contract requirement.
General discussion/questions	Jennifer	Comments, questions, concerns	
Next Meeting: Monday, September 19, 2016 from 3:30pm-4:00pm			
Adjourn			