Ground Emergency Medical Transportation (GEMT) Program Training

Presenters:
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Jean Bui
Training Overview

• Who’s who at the Healthcare Authority (HCA)
• How will the GEMT Program benefit the provider
• GEMT Program Eligibility
• Annual provider enrollment
• GEMT Cost Report Process
• Frequent cost report errors
• Check figures and provider certification
• Interim rate setting
• Calculating the average cost per transport
• Overview of the Billing & Claims Process (provider’s roles & responsibilities)
• Claim submission & payment example
Training Overview Continued

• Non-ACA vs. ACA Payment Examples
• Final reconciliation and settlement process
• Who does what for settlements
• Approximate timing
• Cost report date example
• Federal Medical Assistance Percentage (FMAP)
• Non-ACA payment calculations
• ACA payment calculations
• HCA Administrative cost determination
• HCA Administration fee examples
• Additional GEMT Program Information & Resources
Who’s Who at the HCA

Hospital Finance and Professional Rates Section

• Shauna Penn – GEMT Program Manager
  – HCAGEMTAdmin@hca.wa.gov
  – 360-725-1952

• Abigail (Abby) Cole – Hospital Finance Unit Manager
  – HCAGEMTAdmin@hca.wa.gov
  – 360-725-1835

• Jean Bui – Hospital Finance and Drug Rebate Section Manager
  – HCAGEMTAdmin@hca.wa.gov
  – 360-725-1973
How will GEMT benefit my department?

- The Washington State Legislature passed HB2007 during the 2015 session, this authorized the Ground Emergency Medical Transportation (GEMT) payment Program.
- This is a voluntary Certified Public Expenditure (CPE) based program that provides supplemental cost based payments to eligible providers that render GEMT services to Medicaid enrollees.
- The State Plan Amendment was approved by the Centers of Medicare and Medicaid Services (CMS) in July of this year.
- Your department will receive federal funds to bring your payment per transport up to your cost.
GEMT Program Eligibility

In order to be considered for GEMT eligibility a provider must meet the following:

- Be a entity that is publically owned or operated by the state, a city, county, fire protection district, community services district, or federally recognized Indian tribe or any unit of government as defined in 42 CFR Sec. 433.50.
- Be a current Medicaid provider with an active core provider agreement (CPA) for the period being claimed
- Provide GEMT services to Medicaid enrollees
Annual Provider Enrollment

To enroll into the GEMT Program, providers must:

• Complete and submit the HCA Provider Participation Agreement (application)

• Complete annually, a cost report certifying public expenditures for program participation by November 30th.
  ➢ For the first year – Participation Agreements are due by 1/15/2018
  ➢ For the first year - cost reports for FY16 & FY17 are due by 3/31/18

• Agree to reimburse HCA’s administrative costs associated with overseeing the program
Cost Reporting Process

Step #1
• Enrolled GEMT provider goes to the HCA GEMT Program webpage to download the current version of the cost report.
• Cost reports are state fiscal year (SFY) specific.

Step #2
• Provider prints and signs the annual participation agreement and certification page and emails PDF
• Provider completes the cost report.
• Submit all documents to HCAGEMTAdmin@hca.wa.gov by November 30th.

Step #3
• HCA reviews the cost report for completeness and notifies the provider of status (acceptance, rejection or request for additional information) within 90 days of receipt.
• If cost report is rejected, the provider must make the necessary corrections and resubmit the information within 30 days of the rejection notification. Failure to provide the requested information will result in termination from the program.
Frequent Cost Report Errors

- Page 1 (certification page) is not signed or dated when submitted to HCA.
- Incorrect claiming period (page 1, box 25 and 26). SFY is July 1\textsuperscript{st} through June 30\textsuperscript{th}.
- Core Provider Agreement on file has been terminated and does not cover claiming period.
- Cost report is not complete, missing pages and/or supporting documentation when submitted.
- All submitted cost report must have 13 pages (front and back).
Provider must report and certify the total computable allowable costs annually on the cost report. Providers may be required to provide supporting documentation to substantiate information conveyed on the cost report and will be required to comply with the allowable cost requirements found in Part 413 of the Title 42 of the Code of Federal Regulations (CFR), OMB Circular A-87, and Medicaid non-institutional reimbursement policy.

<table>
<thead>
<tr>
<th>CHECK FIGURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Reported Expenses (Before Allocation of Expenses - From Sch 1)</td>
</tr>
<tr>
<td>Total Reported Expenses (After Allocation of Expenses - From Sch 2 thru 5)</td>
</tr>
<tr>
<td>Variance</td>
</tr>
</tbody>
</table>

Material variances may result in a rejection of this Cost Report submission.

Certification by Officer or Administrator of the Fire Department / Agency

I certify under penalty of perjury as follows:

Public funds for services provided have been expended as necessary for Federal Financial Participation (FFP), pursuant to the requirements of Section 1903(w) of the Social Security Act and 42 C.F.R. § 433.50 et seq. for allowable costs.
The expenditures claimed have not previously been, nor will be, claimed at any other time to receive Federal Funds under Medicaid or any other program and were certified in accordance with OMB Circular A-87 and Medicare Provider Reimbursement Manual Pub. 15-1.
The provider acknowledges that the information is to be used for claiming Federal funds and understands that misrepresentation of information constitutes a violation of Federal and State law.
The provider acknowledges that all funds expended pursuant to chapter 182-546 WAC are subject to review and audit by the Washington State Health Care Authority (HCA).
The provider acknowledges understands that HCA must deny payments for any claim submitted under chapter 182-546 WAC, if it determines that the certification is not adequately supported for purposes of FFP.
That I am the responsible person of the subject Fire Department / Agency and am duly authorized to sign this certification and that, to the best of my knowledge and information, each statement and amount in the accompanying schedules are to be true, correct, and in compliance with chapter 182-546 WAC.

Date of Signature

Name of Fire District/Agency
The GEMT Program is conducted in such a way that it doesn’t result in any additional expenditures from the state general fund:

- Payments are not considered to be an individual increase to current fee-for-service (FFS) rates.
- Payments are based on the actual costs to perform these transports.
- HCA uses the base year cost report to determine an average cost per transport.
- The cost per transport will vary between qualifying providers.

**FORMULA:**
Sum total of the actual allowable direct & indirect costs ÷ Total number of medical transports provided during the service period
Calculating Average Cost Per Transport

<table>
<thead>
<tr>
<th>Average Cost per GEMT Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cost of MTS Services (from Sch 2)</td>
</tr>
<tr>
<td>2. Indirect Cost Factor Based on MTS Services?</td>
</tr>
</tbody>
</table>
| 3. If no, please enter the total cost to be used for calculating the Indirect Cost | $-
| 4. Indirect Cost Factor Percentage (please see notes below) | 0.00% |
| 5. Administration & General Allocation from Sch 5 (A) | $-
| 6. Administration & General to be included | $-
| 7. Grand Total of MTS Expense (Sum Lines 1 thru 4) | $3,500,000 |

<table>
<thead>
<tr>
<th>Number of MTS Transports</th>
<th>WA Medicaid</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qtr 1</td>
<td>Managed Care</td>
<td>Medicare/Medicaid</td>
</tr>
<tr>
<td></td>
<td>496</td>
<td>210</td>
</tr>
<tr>
<td>Qtr 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qtr 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qtr 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of MTS Transports</td>
<td>4,809</td>
<td></td>
</tr>
</tbody>
</table>

Average Cost per MTS Transports (Line 7 / Line 8) | $728
Overview of the Billing and Claims Process

• Providers will submit claims as they currently do. The only difference will be an additional line entry for procedure code A0999. This code is set to pay the federal share of the difference between the Medicaid allowable amount paid (for both the trip and mileage) and the established average cost per transport (interim rate).

• Supplemental payments will be disbursed during the normal payment process and will be listed on the remittance advice sent to each provider.

• Managed Care Billing – emergency transportation services will be exempt (carved out) from managed care billing effective 1/1/2018. Providers will submit all claims through ProviderOne.
Providers will key three (3) line items, during the claim submission process, as follows:

- A0425 – Mileage per fee schedule (i.e. 10 miles at $5.08/mile)
- A0429 – Allowable transport base rate (i.e. BLS - $115.34)
- A0999 – Procedure code for the provider specific variance

For the purpose of this example the determined average cost per transport is $1500.00

**Formula:**

Average cost per transport (ACPT) - Medicaid allowable amount for both the base rate and mileage = (Variance determined by HCA * 50% FMAP) + Medicaid allowable payment for base rate and mileage = Total amount paid to the provider
Payment Examples

*Subject to change based upon federal guidelines

Non-ACA Example

$1500.00 (Average Cost Per Transport) - $50.80 (A0425 mileage) - $115.34 (A0429 trip rate) = $1,333.86 (Variance)

$1,333.86 (Variance) * 50% FMAP = $666.93 + $50.80 (mileage) + $115.34 (trip rate) = $833.07 Total Paid to the Provider

ACA Example

$1500.00 (Average Cost Per Transport) - $50.80 (A0425 mileage) - $115.34 (A0429 trip rate) = $1,333.86 (Variance)

$1,333.86 (Variance) * 95% FMAP = $1,267.17 + $50.80 (mileage) + $115.34 (trip rate) = $1,433.31 Total Paid to the Provider
Final Reconciliation & Cost Settlement Process

Approximately two years after the close of each SFY HCA will conduct final reconciliations:

• For providers who were paid more than their cost per transport; the excess amount will be paid back to HCA (to be sent to CMS)

• For providers who were paid less than their actual costs; HCA will issue an additional payment to bring the provider to their cost per transport.
Who does what for Settlements?

**What HCA does:**
- At settlement time, we will send claims data to the provider to assist in completing the cost report.
- The report from HCA will list the amount of payments and the number of transports provided.
- Receive the cost reports and communicate with the provider if we have everything we need to settle to actual costs.
- Review the cost reports and compare actual costs to amounts already paid through interim payments.
- Compile settlement information into a summarized format.
- Send providers the settlement data and a letter notifying them of the amount to reconcile to costs.
- If the provider was paid less than cost, they will receive a payment at the end of 60 days from the letter.
- If the provider was paid more than their costs, we will ask for repayment within 30 days from the letter.

**What the GEMT provider does:**
- Submits their annual participation agreement no later than 1/31/2018 (For the first year).
- Completes the cost report with their own data and the data from HCA.
- Submits their cost report to HCA within 5 months from end of fiscal year (normally 11/30 – the first year 3/30/18).
- Respond to requests for more information or clarification.
- Pays back the federal share of any funds above actual costs identified during settlement (within 60 days of the letter).
Approximate Timing

- 6/30 – Fiscal Year Ends
- 9/30 – data sent from HCA to Provider
- 11/30 – Cost reports due to HCA
- 2/28 – Settlement & Interim rate calculations complete
- 3/30 – Settlement letters to providers
- 4/30 – excess payments due from providers
- 5/30 – additional payments owed sent to providers
- 6/15 – preliminary interim rate letters sent to providers
- 7/1 – final interim rate letters sent to providers
- 7/1 – new interim rate effective for the next year
Cost Report date example

• In March of 2018 - 2016 & 2017 cost reports will be due to HCA

• The 2016 cost report will be used to settle to costs for 6/2/16-6/30/16 & set an interim rate for the last few months of FY18

• The 2017 cost report will be used to settle to costs for 7/1/16-6/30/17 & set an interim rate for 7/1/18-6/30/19 (FY19)
Federal Medical Assistance Percentage (FMAP)*

Pursuant to federal law, the increased federal financial participation rate will equal:
- 100% for calendar years 2014 through 2016;
- 95% for calendar year 2017;
- 94% for calendar year 2018;
- 93% for calendar year 2019; and
- 90% for calendar year 2020 and all subsequent calendar years.

Non-ACA clients FMAP
- 50% for calendar year 2018

*Subject to change based upon federal guidelines
## Non-ACA Payment Calculation Box

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Qtr 1</th>
<th>Qtr 2</th>
<th>Qtr 3</th>
<th>Qtr 4</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>July 1 through September 30</td>
<td>October 1 through December 31</td>
<td>January 1 through March 31</td>
<td>April 1 through June 30</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Total No. of WA Medicaid Fee for Service GEMT Transports</td>
<td>179</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>179.00</td>
</tr>
<tr>
<td>11.</td>
<td>Total Cost of WA Medicaid GEMT Transports (Line 9 x Line 10)</td>
<td>$130,276</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>130,276.00</td>
</tr>
<tr>
<td>12.</td>
<td>Less Total WA Medicaid Revenue from Transports (Fr Sch 8)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>13.</td>
<td>Net Cost of Transports</td>
<td>130,276</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>130,276.00</td>
</tr>
<tr>
<td>15.</td>
<td>Net Federal Participation Amount</td>
<td>$65,138</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$65,138.00</td>
</tr>
</tbody>
</table>

(A) In most cases, when an Indirect Cost Factor is being applied, there should be no Administration & General cost allocated.
### ACA Payment Calculation Box

<table>
<thead>
<tr>
<th></th>
<th>Qtr 1</th>
<th>Qtr 2</th>
<th>Qtr 3</th>
<th>Qtr 4</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July 1 through</td>
<td>October 1</td>
<td>January 1</td>
<td>April 1</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>through December</td>
<td>through March 31</td>
<td>through June 30</td>
<td></td>
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<td>-</td>
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<td>$130,276.00</td>
</tr>
<tr>
<td>12. Less Total WA Medicaid Revenue from Transports (Fr Sch 8)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>13. Net Cost of Transports</td>
<td>130,276</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>130,276.00</td>
</tr>
</tbody>
</table>
HCA Administrative Cost Determination

- Provider must agree to reimburse HCA for all administrative costs associated with GEMT Program.
- Based on the number of transports provided during the service period (July 1 through June 30)
- Collected during the final reconciliation and settlement
- Cannot be included as an expense in the cost report.
- Exact amount yet to be determined
## Administrative Fee Examples

<table>
<thead>
<tr>
<th>Admin Costs</th>
<th>Total Number of Medicaid Transports</th>
<th>Cost per transport</th>
<th>Provider A # of Transports</th>
<th>Fee for Provider A</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100,000</td>
<td>8000</td>
<td>$12.50</td>
<td>500</td>
<td>$6,250</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admin Costs</th>
<th>Total Number of Medicaid Transports</th>
<th>Cost per transport</th>
<th>Provider B # of Transports</th>
<th>Fee for Provider B</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100,000</td>
<td>8000</td>
<td>$12.50</td>
<td>50</td>
<td>$625</td>
</tr>
</tbody>
</table>
Additional GEMT Information & Resources

• Please visit our website: tinyurl.com/hcagemt

• Join our email distribution list: tinyurl.com/hcaalert

• Email questions to HCAGEMTAdmin@hca.wa.gov