

Attendees:		
<input checked="" type="checkbox"/> Jon Brogger	<input type="checkbox"/> Jennifer Inman	<input type="checkbox"/> Annie Goodwin
<input checked="" type="checkbox"/> Kathy Spoor	<input checked="" type="checkbox"/> Leslie Hopkins	<input checked="" type="checkbox"/> Cathy Mortell
<input checked="" type="checkbox"/> April Fisk	<input checked="" type="checkbox"/> Carrie Riemann	<input checked="" type="checkbox"/> Hansine Fisher
<input checked="" type="checkbox"/> John Abplanalp	<input checked="" type="checkbox"/> Lynda Thomas	<input checked="" type="checkbox"/> Patty Proctor
<input checked="" type="checkbox"/> Benton Franklin	<input checked="" type="checkbox"/> Clark County	<input type="checkbox"/> Tacoma-Pierce County
<input checked="" type="checkbox"/> Adams County	<input type="checkbox"/> Asotin County	<input type="checkbox"/> Grant County
<input type="checkbox"/> Chelan-Douglas	<input type="checkbox"/> Clallam County	<input checked="" type="checkbox"/> Jefferson County
<input checked="" type="checkbox"/> Columbia County	<input type="checkbox"/> Cowlitz County	<input checked="" type="checkbox"/> Kittitas County
<input checked="" type="checkbox"/> King County	<input type="checkbox"/> Island County	<input type="checkbox"/> Mason County
<input checked="" type="checkbox"/> Klickitat County	<input checked="" type="checkbox"/> Kitsap Public Health	<input checked="" type="checkbox"/> Pacific County
<input checked="" type="checkbox"/> NE Tri County	<input checked="" type="checkbox"/> Lewis County	<input checked="" type="checkbox"/> Skamania County
<input type="checkbox"/> San Juan County	<input type="checkbox"/> Okanogan County	<input checked="" type="checkbox"/> Tacoma-Pierce County
<input type="checkbox"/> Snohomish Health District	<input type="checkbox"/> Skagit County	<input checked="" type="checkbox"/> Yakima Health District
<input type="checkbox"/> Thurston County	<input type="checkbox"/> Spokane Reg Health District	<input checked="" type="checkbox"/> Whitman County
<input checked="" type="checkbox"/> Whatcom County	<input type="checkbox"/> Walla Walla County	<input type="checkbox"/>
<b>Please Register for the webinar:</b>	<a href="https://attendee.gotowebinar.com/register/2253744130631232258">https://attendee.gotowebinar.com/register/2253744130631232258</a> <b>Call-in: 1-888-407-5039/Participant PIN: 95523097</b>	
<b>Desired Outcome:</b>	<input checked="" type="checkbox"/> Program updates, question and answers.	

Agenda Items	Lead	Comments	Summary Meeting Notes
<b>Welcome</b>	Jon	Attendance is tracked via webinar registration.	
New LHJ Program Specialist Backup Staff	Jon	Welcome Katherine Hudson to the program.	You can contact Katherine Hudson at <a href="mailto:Katherine.hudson@hca.wa.gov">Katherine.hudson@hca.wa.gov</a>
Reminder: Contact Jon Brogger	Jon	Please direct email inquiries to Jon, with a CC to Jennifer and Katherine.	Please send all LHJ email inquiries to Jon Brogger at <a href="mailto:jon.brogger@hca.wa.gov">jon.brogger@hca.wa.gov</a> and CC Katherine
Electronic A19 Process	Jon	Reminder that electronic A19 submission process began on 4/1. See <b>Electronic A19 Submission Process</b> handout.	Process has been implemented effective 4/1/17. Signed, scanned A19s can be submitted to Jon Brogger at <a href="mailto:jon.brogger@hca.wa.gov">jon.brogger@hca.wa.gov</a>  <b>Question:</b> Where can the new A19 electronic process be located on the website?  <b>Answer:</b> The process is posted in the LHJ section of HCA's Medicaid

			Administrative Claiming website under conference call materials for March 2017.  <b>See Electronic A19 Submission Process handout</b>
Code Reviewer Training Dates	Jon	<p>New time: 9:30am-3:00pm</p> <p>Eastern WA training dates:</p> <ul style="list-style-type: none"> <li>• 5/3/17 Tri Cities</li> <li>• 5/4/17 Spokane</li> </ul> <p>King County training date:</p> <ul style="list-style-type: none"> <li>• 5/31/17</li> </ul> <p>Reminder: this training is required. Registration: <a href="http://www.123contactform.com/form-2517358/Spokane-And-Tri-Cities-Code-Reviewer-Training">http://www.123contactform.com/form-2517358/Spokane-And-Tri-Cities-Code-Reviewer-Training</a></p>	<p>There are upcoming training dates for Eastern Washington and King County in May 2017.</p> <p>The training time has been adjusted to 9:30-3:00pm.</p>
Update on Q2 2015-Q1 2016 Invoice Revisions	Carrie	<p>Some LHJs still need to complete revisions for Q215-Q116 invoices. See <b>Q215-Q116 Revised Invoices</b> handout.</p>	<p><b>Question:</b> What are the instructions for submitting revised invoices?</p> <p><b>Answer:</b> Contact Carrie Riemann at <a href="mailto:carrie@hfa3.org">carrie@hfa3.org</a> for assistance with submitting revised invoices. See <b>Q215-Q116 Revised Invoices</b> handout and refer to the URMTS Guide for more information.</p>
Reminder: Quarterly Deadlines	Carrie	<p>Q4 2016 invoices are due: 5/1/17 Q1 2017 code review is due: 5/16/17</p>	<p>Q4 2016 invoices are due: 5/1/17 Q1 2017 code review is due: 5/16/17</p>
URMTS Participant Only Guide	Carrie	Update on the URMTS Participants Guide.	The URMTS Participants Guide is now available and you can locate it by visiting URMTS>Help>Tutorials.
Comments/Questions	All	Open for any comments/questions.	
<b>Next Meeting: 05/15/17 3:30pm-4:00pm</b>			
<b>Adjourn</b>			

## Medicaid Administrative Claiming - A19 Submissions

### Overview

For participants in the Health Care Authority's (HCA) Medicaid Administrative Claiming (MAC) program, contractors are required to submit quarterly A19-1A Invoice Vouchers (A19) in order to receive federal reimbursement. This notification is to provide an update to the A19 submission process effective April 1, 2017. This update applies to all MAC contractors including School Districts (SD), Local Health Jurisdictions (LHJ), Washington State Tribes (Tribes), and King County Superior Court Juvenile Probation Services (KCSCJPS).

### Current A19 Process:

- When a claiming quarter ends, HCA will notify the MAC program coordinator of claim approval.
- MAC program coordinators then print the A19 form.
- The A19 form is manually signed, dated, and mailed to HCA.

### New A19 Process

- When a claiming quarter ends, HCA will notify the MAC program coordinator of claim approval.
- MAC program coordinators then print the A19 form.
- The A19 form is manually signed, dated, scanned, and emailed to your designated HCA contact.

### Benefits of the New A19 Process

- Quicker submission process. Rather than waiting 5 – 10 business days for HCA to receive the physically-mailed A19 form, it can be received same day via electronic mail.
- Easier to track and archive. Saving an e-mail,

rather than using other tracking/archiving formats, can be easier to manage.

- Consistency through the submission process. In addition to the A19, Certified Public Expenditures (CPE) are required quarterly to receive federal reimbursement. Currently, the CPE can be submitted electronically. Allowing electronic delivery of the A19 form is the logical next step in a seamless submission process.

### Next Steps

The Coordinator Manuals for each MAC program will be updated to include this revision which is to begin on April 1, 2017. You will then be able to reference the Coordinator Manual for any questions regarding the A19 submission process. If you have any questions at this time, please reach out to your current HCA contact person or use the information provided below.

### For additional information about HCA's MAC program, please contact:

Jonathan Brogger  
360-725-1647

[Jon.brogger@hca.wa.gov](mailto:Jon.brogger@hca.wa.gov)

# Q2-Q4 2015 & Q1 2016 Client ID Review Instructions

## Background

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In preparing the RMTS results for the reconciliation invoices, HFA staff discovered instances where data had been entered into the client ID field that appear to be text other than a client ID. This affects Quarter 2, 2015 – Quarter 1 2016.

The database that generates the RMTS results for each consortium uses all MAC linkage-related moments with data in the client ID field in the calculation of the activity percentage for these codes. Since not all LHJs use the same client ID format, the URMTS system was programmed to recognize anything entered into the field as a client ID.

Unfortunately, some client ID fields contain text other than a client ID. Counting them as client ID would inflate the percentage of moments in the linkage related MAC codes where a client ID is applied and would result in the LHJs being out of compliance with both the federally-approved Cost Allocation Plan that went into effect with Q2 15 and with the reconciliation plan covering the eleven quarters affected by the deferral.

## Required Action

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As a result, the erroneous data entered into the client ID field it must be corrected in order to get an accurate percentage of MAC linkage-related codes associated with a client ID.

The reason for correcting these errors in the client ID is threefold:

- To ensure compliance with the federally approved MAC Cost Allocation Plan and the Reconciliation proposal.
- To preserve the original RMTS files for audit purposes - they are source documentation for the original invoices. Their results were certified, and invoices were submitted to HCA using this data.
- To have a transparent process for correcting erroneous client IDs and to provide an audit trail that will clearly show how the corrected RMTS file was created.

### Reconciliation RMTS Results and Invoices

While the client IDs are being corrected, HFA will suspend processing RMTS results for the reconciliation invoices. However, HFA will continue to open each reconciliation invoice on the published schedule so that LHJs may begin entering expenditures and funding into URMTS.

The first two quarters of reconciliation results (Q3 and Q4 2012) that have already been processed will need to be revised. LHJs that previously certified these invoices will need to re-certify them once revised RMTS results have been entered.

Once all the client IDs are corrected, HFA will resume processing the RMTS results for the reconciliation invoices.

### Q2 2015 –Q4 2015 & Q1 2016 Invoices

The invoices for these quarters (Q2 2015-Q4 2015 & Q1 2016) will need to be revised to reflect the updated RMTS results.

# Q2-Q4 2015 & Q1 2016 Client ID Review

## Timeline & Checklist

- **August 31<sup>st</sup> -September 1<sup>st</sup>:** HFA will delete the random moment coding certifications for all LHJs for quarters 2, 3, and 4 2015 and Q1 2016. The RMTS results will be unlocked and the original RMTS results archived.
- **September 9<sup>th</sup>:** LHJs will complete their client ID review, make necessary corrections, and recertify all quarters.
- **September 13<sup>th</sup>:** HFA will re-process the RMTS results for the four quarters affected by the inaccuracies in the client ID.
- **September 15<sup>th</sup>:** HFA will resume processing the RMTS results for the reconciliation invoices in the URMTS, as follows:
  - September 15: Q1-Q4 2013
  - September 19<sup>th</sup>: Q1-Q2 2014
  - September 26<sup>th</sup>: Q3 2014-Q4 2014
  - October 3<sup>rd</sup>: Q1 2015
- **October 14<sup>th</sup>:** LHJs will have completed all reconciled invoices and submitted an electronic copy of the excel-based A19 for HCA review.

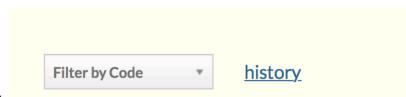
## LHJ Tasks

### Correcting the Client IDs

- Each LHJ will review its client IDs for Q2, Q3, Q4 2015, and Q1 2016 using the attached summary report.
  - All corrections must be done in the Code Review section of URMTS.
  - Any client IDs that are being modified should include a comment explaining why a change was made.
- The review of moments with client IDs, including any necessary corrections and certification of the final code review for each quarter, must be completed within **5 business days (no later than September 9<sup>th</sup>)**. This is a tight turnaround, but it is necessary to keep the overall reconciliation process moving as closely as possible to the original timeline in order to meet the October 14<sup>th</sup> deadline.
  - LHJs that have no corrections to their client IDs will still need to recertify their final code review.

### How to Correct Client IDs

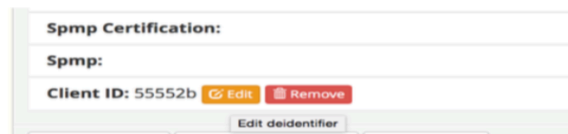
- Review the attached report to identify client IDs that need correction. This includes any ID that is invalid or contains erroneous text. (If there is no valid client ID, this field should be blank.)
- Login to URMTS.
- Click on the “Coding Queue” menu item.
- Select the quarter using the filter at the top of the page.



- Click on the “History” button to open the moments.

# Q2-Q4 2015 & Q1 2016 Client ID Review

- Search for the moments using the filters (the code reviewer can search by RMTS participant or use the activity code filter – retrieve all moments assigned to the MAC-related linkage codes - 6b,7b,7d, 10b, and 12b)
- Click on “return to coding” next to the moment.
- Return to your coding page after you have returned all moments to the coding queue.
- Click on either “edit” or “remove” next to the client ID. Enter the change, and click save. Repeat this for all moments a



client ID that must be edited.

## How to Certify “Codings Finalized”

- When the LHJ has confirmed that all corrections to the client ID for a quarter are completed, go to the RMTS menu item.
- Select the appropriate quarter (for example 2015.Q2.Consortium 9)
- Click on the red “certify” button.
- Click the check box next to the certification statement, then click “submit”.
- Repeat for all four quarters (2015 Q2, 2015 Q3, 2015 Q4 and 2016 Q1).

## Reconciled Invoices

- LHJs should not certify any reconciled invoices until notified by HFA.
- LHJs who have already certified a Q3 or Q4 2012 reconciliation invoice will need to adjust funding, re-certify the invoice and the CPE form, once the revised RMTS results are populated in the reconciliation invoices.
  - HFA will unlock these invoices and delete the CPE form.
  - The LHJ will adjust funding as needed.
  - The LHJ will re-certify and submit the invoice and regenerate the CPE form.
- LHJs who have begun entering data may need to adjust funding once the new reconciled RMTS results are posted.
- HFA will notify each consortium when the revised RMTS results for reconciliation results have been entered into the URMTS' reconciliation invoices.

## Submit Revised Invoices

- Each LHJ must submit revised invoices for 2015 Q2, 2015 Q3, 2015 Q4 and 2016 Q1.
- Invoices cannot be revised until the original invoice has been paid.
- Once the LHJ receives payment, a revised invoice will need to be created in URMTS. See the URMTS User Guide for step-by-step instructions for preparing and submitting a revised invoice.