Washington State Health Care Authority	HCA/LHJ Statewide MAC Coordinator Call	Webinar May 15, 2017 3:30pm-4:00pm

Attendees:					
☐	Jon Brogger	☐	Jennifer Inman	☐	Annie Goodwin
☐	Kathy Spoor	☐	Leslie Hopkins	☐	Cathy Mortell
☐	April Fisk	☐	Carrie Riemann	☐	Hansine Fisher
☐	John Abplanalp	☐	Lynda Thomas	☐	Patty Proctor
☐	Benton Franklin	☐	Clark County	☐	Tacoma-Pierce County
☐	Adams County	☐	Asotin County	☐	Grant County
☐	Chelan-Douglas	☐	Clallam County	☐	Jefferson County
☐	Columbia County	☐	Cowlitz County	☐	Kittitas County
☐	King County	☐	Island County	☐	Mason County
☐	Klickitat County	☐	Kitsap Public Health	☐	Pacific County
☐	NE Tri County	☐	Lewis County	☐	Skamania County
☐	San Juan County	☐	Okanogan County	☐	Tacoma-Pierce County
☐	Snohomish Health District	☐	Skagit County	☐	Yakima Health District
☐	Thurston County	☐	Spokane Reg Health District	☐	
☐	Whatcom County	☐	Walla Walla County	☐	

Please Register for the webinar:	https://attendee.gotowebinar.com/register/2253744130631232258 **Call-in: 1-888-407-5039/Participant PIN: 95523097**
Desired Outcome:	✓ Program updates, question and answers.

Agenda Items	Lead	Comments	Summary Meeting Notes
Welcome	Jon	Attendance is tracked via webinar registration.	
Reminder: Contact Jon Brogger and Katherine Hudson	Jon	Please direct email inquiries to Jon with a CC to Katherine.	
Electronic A19 Process	Jon	Reminder that electronic A19 submission process began on 4/1. See **Electronic A19 Submission Process** handout.	
Code Reviewer Training Dates	Jon	New time: 9:30am-3:00pm King County training date: • 5/31/17 Reminder: this training is required. Registration: http://www.123contactform.com/form-2517358/Spokane-And-Tri-Cities-Code-Reviewer-Training	

Update on Q2 2015-Q1 2016 Invoice Revisions	Carrie	Some LHJs still need to complete revisions for Q215-Q116 invoices. See **Q215-Q116 Revised Invoices** handout.	
Q3 2015 Deadline	Jon	The deadline for submitting revised invoices for Q3 2015 is 5/19/17.	
Reminder: Quarterly Deadlines	Carrie	Q4 2016 invoices were due: 5/1/17 Q1 2017 code review is due: 5/16/17	
Reminder: May Consortium Call Schedule	Carrie	Consortium 5: May 23rd at 10:30am Consortium 6: May 24th at 9am Consortium 9: May 23rd at 3pm Consortium 10: May 22nd at 10am Consortium 11: May 24th at 1pm Consortium 12: May 24th at 11am	
Comments/Questions	All	Open for any comments/questions.	
Next Meeting: 06/19/17 3:30pm-4:00pm			
Adjourn			

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

Q2-Q4 2015 & Q1 2016 Client ID Review Instructions

Background

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 withboth 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

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 Reconcilation 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 reconcilation 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 theRMTS 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 31st -September 1st:** 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 9th:** LHJs will complete their client ID review, make necessary corrections, and recertify all quarters.
- **September 13th:** HFA will re-process the RMTS results for the four quarters affected by the inaccuracies in the client ID.
- **September 15th:** HFA will resume processing the RMTS results for the reconciliation invocies in the URMTS, as follows:
    - September 15: Q1-Q4 2013
    - September 19th: Q1-Q2 2014
    - September 26th: Q3 2014-Q4 2014
    - October 3rd: Q1 2015
- **October 14th:** LHJs will have completed all reconciled invoices and submitted an electronic copy of the excel-based A19 for HCA review.

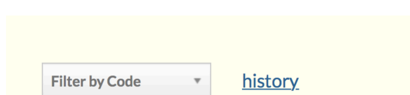
LHJ Tasks

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 correctionsand certification of the final code review for each quarter, must be completed within **5 business days (no later than September 9th)**. 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 14th deadline.
    - LHJs that have no corrections to their client IDs will still need to recertify their final code review.

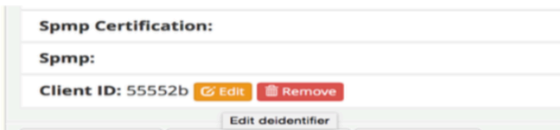
How to Correct Client IDs

- 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 resultshave been entered into the URMTS' reocniciation invoices.

Submit Revised Invoices

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