



Washington

Financial Executor Web Portal

ACH User Guide: Partnering Provider Payments

Updated: May 2018

Table of Contents

Introduction 3

Training and Support 3

Payments: Shared Domain 1 Incentive Approvals 4

Payments: Partnering Provider Payments 5

Payments: Approving Partnering Provider Payments 14

Introduction

About Us - Financial Executor

[Public Consulting Group](#), Inc, (PCG) will serve as the Washington State Health Care Authority's (HCA) financial executor, focused on the five-year Healthier Washington Medicaid Transformation, ending December 31, 2021.

In accordance with [Attachment G](#) of the Transformation's Special Terms and Conditions, PCG will, under the direction of Washington's nine, regional Accountable Communities of Health (ACHs), record, process, distribute, and report on incentive fund payments and other financial transactions between the ACHs and partnering providers supporting regional transformation projects. PCG will ensure the fund distributions comply with all applicable laws, regulations.

This portion of the user guide will review the steps to create a complete payment file within the Financial Executor (FE) portal.

Video Link of step by step process:

<https://pcgus.webex.com/pcgus/ldr.php?RCID=3b8df3ad70716a98d1bc01f41a2de969>

Training and Support

For questions, please feel free to reach out to Public Consulting Group, Inc., via email or phone.

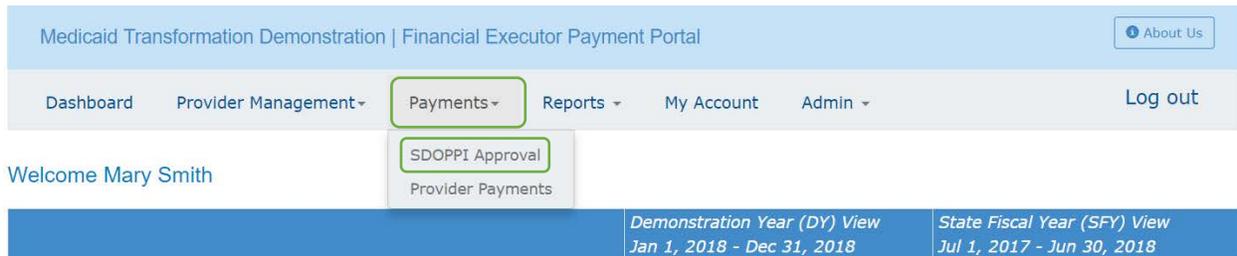
Email: WA_FE_FinancialServices@pcgus.com

Phone: 844-300-5040

Payments: Shared Domain 1 Incentive Approvals

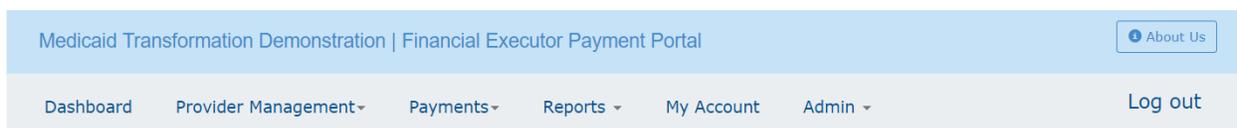
In addition to distributing payments to themselves and partnering providers, ACHs are able to distribute Shared Domain 1 Incentives through the Portal. The process for distributing Shared Domain 1 Incentives is a distinct function built into the Financial Executor (FE) Portal. PCG will upload the amount of funds to be distributed to each provider on behalf of the ACH. Once the payments have been uploaded, the ACH will be required to approve these payments in the FE Portal before the distribution can be scheduled. HCA will notify ACHs when these payments are ready for approval, and the date by which approvals must be made. To access this page, you will go to the **Payments** tab and then choose **Shared Domain 1 Incentive Approval**.

Note: Shared Domain 1 incentives will not immediately be deducted from your Available Balance. Instead these payments will be deducted from a future payment made to the ACH.



The screenshot shows the top navigation bar of the Financial Executor Payment Portal. The header includes "Medicaid Transformation Demonstration | Financial Executor Payment Portal" and an "About Us" button. The main navigation menu contains "Dashboard", "Provider Management", "Payments", "Reports", "My Account", and "Admin". The "Payments" menu is expanded, showing "SDOPPI Approval" and "Provider Payments". Below the navigation, a user greeting "Welcome Mary Smith" is visible. At the bottom, there are two view options: "Demonstration Year (DY) View Jan 1, 2018 - Dec 31, 2018" and "State Fiscal Year (SFY) View Jul 1, 2017 - Jun 30, 2018".

When it is time to approve Shared Domain 1 incentives, it will appear on this page. All you must do is select **Approve**. If it is not a time when a Shared Domain 1 Incentive payment requires ACH approval, the page will reflect as such (see below). When this payment process does occur, regular provider payments will be locked.



This screenshot shows the top navigation bar of the Financial Executor Payment Portal, similar to the previous one. The "Payments" menu is highlighted, and the "SDOPPI Approval" option is not visible, indicating that there are no SDOPPI payments to approve.

Approve SDOPPI Payments

There is no SDOPPI Payment file to approve.



The footer contains the PCG Health logo on the left and contact information for the Washington Financial Executor on the right. The contact information includes the email "WA_FE_FinancialServices@pcgus.com" and the contact number "844-300-5040".

Payments: Partnering Provider Payments

The primary purpose of the FE Portal is for you to be able to distribute DSRIP incentive funds to your partnering providers and to yourself. This function can be executed in the **Payments** tab under **Provider Payments**. As long as there are funds in your PCG operated bank account, an ACH can make payments throughout the year to their partnering providers (except for the short period when the system is locked to process Shared Domain 1 incentive payments, described above).

Medicaid Transformation Demonstration | Financial Executor Payment Portal [About Us](#)

Dashboard Provider Management **Payments** Reports My Account Admin Log out

Welcome Mary Smith

SDOPPI Approval
Provider Payments

Demonstration Year (DY) View Jan 1, 2018 - Dec 31, 2018 State Fiscal Year (SFY) View Jul 1, 2017 - Jun 30, 2018

This is the page you are brought to when you select the **Provider Payments** page. It is split into two parts: at the top you will find payment filters and you will see your available balance. On the bottom of this page is where you enter in payment information.

Medicaid Transformation Demonstration | Financial Executor Payment Portal [About Us](#)

Dashboard Provider Management **Payments** Reports My Account Admin Log out

Provider Payments

Available Balance \$550,000.00 **Select Payment Period** 3/1/2018 to 3/15/2018

Filter Providers By

Provider Type Select **Provider EIN**

Display ONLY Providers with Amounts **ProviderName**

Filter **Clear Filter**

Notes	Provider EIN	Provider Name	Entity Type	Total Amount	Project Management and Administration	Provider Engagement, Participation and Implementation	Provider Performance and Quality Incentive Payments
	788788747	234234324	Traditional Medicaid Provider	\$0.00			
	456346346	34535345	Traditional Medicaid Provider	\$0.00			
	123456789	ABC Hospital	Non-Traditional Provider	\$0.00			
	345345345	Birgunj Hospital	Traditional Medicaid Provider	\$0.00			

As you can see here, your **Available Balance** is shown. This is the amount of DSRIP funds you currently have in your account to distribute.

The next field is a **Filter Provider By** tab. In this area you can filter by provider type. The options for provider type will be Traditional Medicaid Provider, Non-Traditional Medicaid Provider, ACH, Tribal Provider (Tribal), Tribal Provider (UIHP), and Tribal Provider (IHS). You can also filter by other things such as provider EIN and provider name. Once you enter in a filter be sure to select **Filter** to make sure the Portal executes the task. If you have a filter on and want it cleared select **Clear Filter**.

Provider Payments

Available Balance \$550,000.00 Select Payment Period 3/1/2018 to 3/15/2018

Filter Providers By

Provider Type Provider EIN

Display ONLY Providers with Amounts ProviderName

The bottom half of the page is where you can enter in DSRIP funds that you want distributed to partnering providers. Provider information is found on the left of the screen. You will be able to see the providers information and when funds are entered that will be reflected in the total amount column. You can also add a note for providers who have a payment associated with them. If you have a dollar value associated with a provider and want to add a note, select the icon under the note column to add in information about the payment, or anything else you may find useful.

Notes	Provider EIN	Provider Name	Entity Type	Total Amount	Project Management and Administration	Provider Engagement, Participation and Implementation	Provider Performance and Quality Incentive Payments
	788788747	234234324	Traditional Medicaid Provider	\$0.00			
	456346346	34535345	Traditional Medicaid Provider	\$0.00			
	123456789	ABC Hospital	Non-Traditional Provider	\$0.00			
	345345345	Birgunj Hospital	Traditional Medicaid Provider	\$0.00			
	468513143	Cornell Healthcare	Non-Traditional Provider	\$0.00			
	949494949	Fuzz Factory	Tribal Provider (UIHP)	\$0.00			
	177777777	Great Ormond	Traditional Medicaid Provider	\$0.00			
19 Providers				\$0.00	\$0.00	\$0.00	\$0.00

The right side of the screen has the use categories listed in which you can pay partnering providers. There are two ways to enter payments into the FE portal, the first way is manually. To enter in an amount, click inside the box and enter in the amount of funds you would like distributed to that partnering provider. The amount you enter will populate a total value in the **Total Amount** column. To access the rest of the use categories, drag the bar to the right. To see all your providers, scroll up and down.

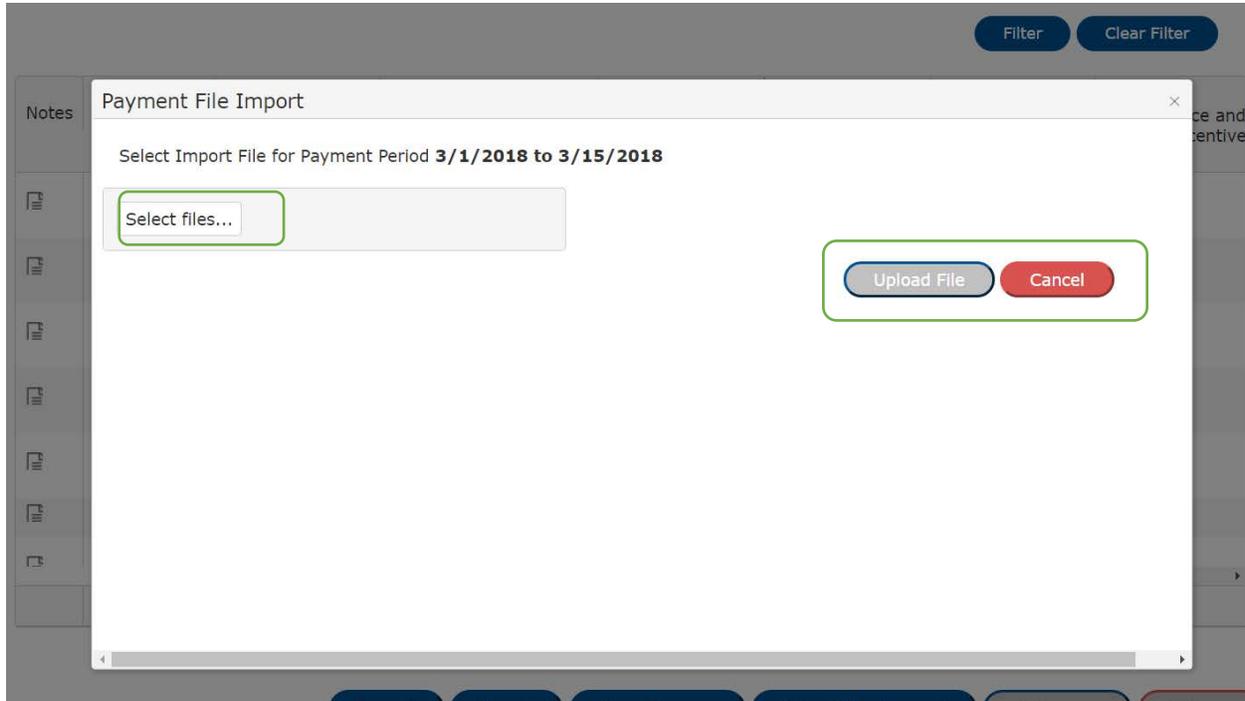
Notes	Provider EIN	Provider Name	Entity Type	Total Amount	Project Management and Administration	Provider Engagement, Participation and Implementation	Provider Performance and Quality Incentive Payments
	788788747	234234324	Traditional Medicaid Provider	\$40,059.00	\$40,059.00		
	456346346	34535345	Traditional Medicaid Provider	\$72,489.00		\$72,489.00	
	123456789	ABC Hospital	Non-Traditional Provider	\$0.00			
	345345345	Birgunj Hospital	Traditional Medicaid Provider	\$5,679.00			\$5,679.00
	468513143	Cornell Healthcare	Non-Traditional Provider	\$0.00			
	949494949	Fuzz Factory	Tribal Provider (UIHP)	\$0.00			
	177777777	Great Ormond	Traditional Medicaid Provider	\$0.00			
19 Providers				\$118,227.00	\$40,059.00	\$72,489.00	\$5,679.00

Manually entering funds is just one way you can get this information into the Portal. The second way to enter payments into the portal is through the use of the import and export functions. You can **Export** a Microsoft Excel document that will mirror this screen and will be a little easier for you to enter in the funds.

Notes	Provider EIN	Provider Name	Entity Type	Total Amount	Systems Community Building	Social Determinants of Health/Resiliency Fund	Reserve/Contingency Fund	Consumption Policy Advoc.
	345345345	Birgunj Hospital	Traditional Medicaid Provider	\$5,679.00				
	468513143	Cornell Healthcare	Non-Traditional Provider	\$0.00				
	949494949	Fuzz Factory	Tribal Provider (UIHP)	\$0.00				
	177777777	Great Ormond	Traditional Medicaid Provider	\$0.00				
	986556147	Isac Healthcare	Traditional Medicaid Provider	\$7,695.00			\$7,695.00	
	621111111	Lamont Healthcare	Traditional Medicaid Provider	\$0.00				
	658485163	Last Healthcare	Non-Traditional Provider	\$1,028.00		\$1,028.00		
			Non-Traditional					
19 Providers				\$126,950.00		\$1,028.00	\$7,695.00	\$0.00

Import
Export
Save Changes
Submit for Approval
Approve
Deny

Once you select **Import**, a **Payment File Import** page will appear. To import your file, choose the **Select Files** box and then choose the excel file you have just saved. Once you have selected the file choose the **Upload File** button. If you do not wish to upload the file select **Cancel**.



Once the file has been imported, you will be able to preview it before uploading it to the provider payment screen. If everything is how you entered it, select **Upload File**. If you notice an error, or do not want to upload at this time, select **Cancel**.

Payment File Import

Payment file data format is correct. You can Upload this file if you would like.

Select Import File for Payment Period **3/1/2018 to 3/15/2018**

Select files... Done

Provider EIN	Provider Name	Notes	Category1 Amount	Category2 Amount	Category Amount
788788747	234234324		\$0.00	\$9,877.00	\$0.00
456346346	34535345		\$0.00	\$0.00	\$0.00
123456789	ABC Hospital		\$0.00	\$0.00	\$0.00
345345345	Birgunj Hospital		\$0.00	\$0.00	\$0.00
468513143	Cornell Healthcare		\$0.00	\$0.00	\$0.00
949494949	Fuzz Factory		\$0.00	\$0.00	\$0.00

Upload File Cancel

Import Export Save Changes Submit for Approval Approve Deny

Now that you have uploaded the file, it will be displayed on the payment page, as shown below. All amounts will correspond with the providers and use categories and the total amount column will be calculated. You can make additional changes to the payment distribution if you would like. Just remember to Save Changes when you do make them.

Once you are satisfied with the payment distribution numbers, and you are prepared to make the actual DSRIP incentive payments to your partnering providers, select **Submit for Approval**.

Notes	Provider EIN	Provider Name	Entity Type	Total Amount	Project Management and Administration	Provider Engagement, Participation and Implementation	Provider Performance and Quality Incentive Payments
	788788747	234234324	Traditional Medicaid Provider	\$9,877.00		\$9,877.00	
	456346346	34535345	Traditional Medicaid Provider	\$0.00			
	123456789	ABC Hospital	Non-Traditional Provider	\$0.00			
	345345345	Birgunj Hospital	Traditional Medicaid Provider	\$0.00			
	468513143	Cornell Healthcare	Non-Traditional Provider	\$0.00			
	949494949	Fuzz Factory	Tribal Provider (UIHP)	\$0.00			
			Traditional Medicaid	\$0.00			
19 Providers				\$120,502.00	\$23,063.00	\$97,439.00	\$0.00

A confirmation pop-up will appear confirming you want to submit the file. If you are sure, select **Yes**. If you are not ready, select **No**. If you select **No**, no payment file will be submitted for approval.

The image shows a confirmation dialog box overlaid on a table. The dialog box has a title bar 'Confirmation' and a close button 'X'. The main text inside the dialog asks 'Are you sure you want to submit the payment file?'. At the bottom of the dialog are two buttons: a blue 'Yes' button and a red 'No' button. The background table is dimmed and shows the same data as the previous table, including columns for Provider EIN, Provider Name, Entity Type, and Total Amount.

Once you select **Yes**, the payment file will be **Submitted For Approval**. You will get a message informing you that the file has been **Submitted Successfully**.

Provider Payments have been submitted Successfully

Filter Clear Filter

Notes	Provider EIN	Provider Name	Entity Type	Total Amount	Project Management and Administration	Provider Engagement, Participation and Implementation	Provider Performance and Quality Incentive Payments
	788788747	234234324	Traditional Medicaid Provider	\$9,877.00		\$9,877.00	
	456346346	34535345	Traditional Medicaid Provider	\$0.00			
	123456789	ABC Hospital	Non-Traditional Provider	\$0.00			
	345345345	Birgunj Hospital	Traditional Medicaid Provider	\$0.00			
	468513143	Cornell Healthcare	Non-Traditional Provider	\$0.00			
	949494949	Fuzz Factory	Tribal Provider (UIHP)	\$0.00			
	111111111	First Street	Traditional Medicaid	\$0.00			
		19 Providers		\$120,502.00	\$23,063.00	\$97,439.00	\$0.00

Payments: Approving Partnering Provider Payments

Now that you have submitted the file, an Admin and Approver from your ACH needs to log in to approve the payment. Once they log in and go to the **Provider Payments** screen they can begin approving. This process will need to be completed by **two different** ACH admin/approver users.

As you will see when you get to this page, the import, save changes, and submit for approval are grayed out. All you can do as the second approver is approve or deny the payment file. If you choose to **Deny**, the two-step approval process will start from scratch.

As an approver, there are two ways you can view the payments to be distributed. Either by scrolling through on the Portal or exporting the excel file. If you choose to scroll through the Portal, you can review on the screen below. If you choose to export the excel file, select export to download.

Notes	Provider EIN	Provider Name	Entity Type	Total Amount	Project Management and Administration	Provider Engagement, Participation and Implementation	Provider Performance and Quality Incentive Payments
	788788747	234234324	Traditional Medicaid Provider	\$9,877.00		\$9,877.00	
	456346346	34535345	Traditional Medicaid Provider	\$0.00			
	123456789	ABC Hospital	Non-Traditional Provider	\$0.00			
	345345345	Birgunj Hospital	Traditional Medicaid Provider	\$0.00			
	468513143	Cornell Healthcare	Non-Traditional Provider	\$0.00			
	949494949	Fuzz Factory	Tribal Provider (UIHP)	\$0.00			
	177777777	Great Ormond	Traditional Medicaid Provider	\$0.00			
19 Providers				\$120,502.00	\$23,063.00	\$97,439.00	\$0.00

Buttons: Import (grayed out), **Export** (highlighted), Save Changes (grayed out), Submit for Approval (grayed out), **Approve** (highlighted), Deny (red)

Now that you have exported the file, you will be able to review the payments that have been entered into the Portal by the submitter. If all information is correct, select the **Approve** button. If information is

incorrect, select **Deny** and the payment process will start again. If you feel as though any changes need to be made to the payment distribution, select **Deny**.

A	B	C	D	E	F	G
Provider EIN	Provider Name	Provider Entity	Notes	Total Amount	Project Management and Administration	Provider Engagement, Participation and Implementation
123456789	ABC Hospital	Non-Traditional Provider		\$0.00	\$0.00	\$0.00
555444333	XYZ Hospital	Tribal Provider (IHS)		\$9,740.00	\$9,740.00	\$0.00
345345345	Birgunj Hospital	Traditional Medicaid Provider		\$0.00	\$0.00	\$0.00
789789747	234234324	Traditional Medicaid Provider		\$9,877.00	\$0.00	\$9,877.00
456345345	34535345	Traditional Medicaid Provider		\$0.00	\$0.00	\$0.00
177777777	Great Ormond	Traditional Medicaid Provider		\$0.00	\$0.00	\$0.00
621111111	Lamont Healthcare	Traditional Medicaid Provider		\$0.00	\$0.00	\$0.00
565656564	TX Healthcare	Non-Traditional Provider		\$4,729.00	\$4,729.00	\$0.00
454545456	WY Healthcare	Non-Traditional Provider		\$0.00	\$0.00	\$0.00
468513143	Cornell Healthcare	Non-Traditional Provider		\$0.00	\$0.00	\$0.00
96656147	Isac Healthcare	Traditional Medicaid Provider		\$0.00	\$0.00	\$0.00
658485163	Last Healthcare	Non-Traditional Provider		\$87,562.00	\$0.00	\$87,562.00
165498498	Vikings	Non-Traditional Provider		\$0.00	\$0.00	\$0.00
654621651	Patriots	Non-Traditional Provider		\$0.00	\$0.00	\$0.00
591515150	Wild	Non-Traditional Provider		\$0.00	\$0.00	\$0.00
999988888	Tribal Provider (UIHP)	Tribal Provider (Tribe)		\$8,594.00	\$8,594.00	\$0.00
979797979	Tribal Rain	Tribal Provider (Tribe)		\$0.00	\$0.00	\$0.00
948494849	Fuzz Factory	Tribal Provider (UIHP)		\$0.00	\$0.00	\$0.00
959595959	Zindabad	Tribal Provider (IHS)		\$0.00	\$0.00	\$0.00
	19 Providers			\$120,502.00	\$23,063.00	\$97,439.00

If you select **Approve** you will see an **Incentive Payment Summary** appear. These will show some high-level summaries of the payments you have entered.

Incentive Payment Summary

Please note you are about to approve payments to HealthierHere's Partner Providers for the total amount of \$120,502.00.

The top ten payments by total amount are being made to below partnering providers:

#	Provider Name	Total Amount
1	Last Healthcare	\$87,562.00
2	234234324	\$9,877.00
3	XYZ Hospital	\$9,740.00
4	Tribal Provider (UIHP)	\$8,594.00
5	TX Healthcare	\$4,729.00

Total Incentive Payments are distributed by Use Categories as below:

Use Category	Total Amount
Project Management and Administration	\$23,063.00
Provider Engagement, Participation and Implementation	\$97,439.00
Provider Performance and Quality Incentive Payments	\$0.00

After a final review of the summary, you will be prompted to **Approve** or **Cancel**. If all information is correct, select **Approve**. If not, select **Cancel**.

Incentive Payment Summary

Health Systems and Community Capacity Building	\$0.00
Social Determinants of Health/Resiliency Fund	\$0.00
Reserve/Contingency Fund	\$0.00
Consumer Empowerment; Policy and Advocacy	\$0.00
Integration Fund	\$0.00

Total Incentive Payments are distributed by Provider Entity Type as below:

Entity Description	Total Amount
Tribal Provider (IHS)	\$9,740.00
Traditional Medicaid Provider	\$9,877.00
Non-Traditional Provider	\$92,291.00
Tribal Provider (Tribe)	\$8,594.00

Now that you have approved the payment file, a Terms and Conditions page will appear. This states that you have reviewed and approve of the payments, as noted in the FE Portal. After reading, select **I Accept** to complete the payment. If you select **I Decline**, the payment file will not be submitted.

Terms and Conditions

Please Note: You must scroll till end and read entire agreement to be able to accept it

Payment Approval Agreement

By clicking this button, you are attesting on behalf of your ACH that: (1) these proposed payments which have been requested to be made to your partnering providers are accurate in all respects; (2), all of the information that you have provided for submission to Public Consulting Group, Inc. (PCG) is complete and correct in all respects, and (3) that in no event shall PCG be liable to any party for any inaccurate, incorrect, or incomplete information that has been entered.

[Download Terms & Conditions](#)

Once you have selected **I Accept**, you will see a message informing you that the “Provider Payments have been approved Successfully.”

Provider Payments have been approved Successfully

Filter
Clear Filter

Notes	Provider EIN	Provider Name	Entity Type	Total Amount	Project Management and Administration	Provider Engagement, Participation and Implementation	Provider Performance and Quality Incentive Payments
	788788747	234234324	Traditional Medicaid Provider	\$9,877.00		\$9,877.00	
	456346346	34535345	Traditional Medicaid Provider	\$0.00			
	123456789	ABC Hospital	Non-Traditional Provider	\$0.00			
	345345345	Birgunj Hospital	Traditional Medicaid Provider	\$0.00			
	468513143	Cornell Healthcare	Non-Traditional Provider	\$0.00			
	949494949	Fuzz Factory	Tribal Provider (UIHP)	\$0.00			
	177777777	Great Ormond	Traditional Medicaid Provider	\$0.00			
19 Providers				\$120,502.00	\$23,063.00	\$97,439.00	\$0.00

Import
Export
Save Changes
Submit for Approval
✓ Approve
✗ Deny

Again, please note: this process must be done **two times by two different ACH admin/approver users** for the payment file to go through. The bottom of your payment screen should have a **submitted by** timestamp, as well as two **approval by** timestamps as well. If there is only one approval, the payment file will not go through and will have to be completed again for the next payment cycle.

	852545125	Dutch Healthcare	\$563.00	Non-Traditional Provider	\$563.00		
	741452147	Harvard Health	\$0.00	Tribal Provider (Tribe)			
31 Providers				\$7,196.00	\$1,238.00	\$1,350.00	\$1,458.00

Import
Export
Save Changes
Submit for Approval
✓ Approve
✗ Deny

Submitted By: North Sound on 30 Mar 2018 16.46
 Approval By: North Sound on 30 Mar 2018 16.49
 Approval By: Ach Admin on 30 Mar 2018 16.52

Congratulations! You have successfully made your payment.



www.publicconsultinggroup.com