Washington
Financial Executor Web Portal
ACH User Guide: Partnering Provider Payments

Updated: May 2018
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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.

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.
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).

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.

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**.

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.
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.

<table>
<thead>
<tr>
<th>Notes</th>
<th>Provider EIN</th>
<th>Provider Name</th>
<th>Entity Type</th>
<th>Total Amount</th>
<th>Project Management and Administration</th>
<th>Provider Engagement, Participation and Implementation</th>
<th>Provider Performance and Quality Incentive Payments</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>788788747</td>
<td>234234324</td>
<td>Traditional Medicaid Provider</td>
<td>$40,059.00</td>
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<tr>
<td></td>
<td>123456789</td>
<td>ABC Hospital</td>
<td>Non-Traditional Provider</td>
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<tr>
<td></td>
<td>345345345</td>
<td>Birgunj Hospital</td>
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<tr>
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<tr>
<td></td>
<td>949404949</td>
<td>Fuzz Factory</td>
<td>Tribal Provider (UHPI)</td>
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<td></td>
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<tr>
<td></td>
<td>1777777777</td>
<td>Great Ormond</td>
<td>Traditional Medicaid Provider</td>
<td>$0.00</td>
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<td></td>
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</tbody>
</table>

19 Providers | $118,227.00 | $40,059.00 | $72,489.00 | $5,079.00

**Buttons:** Import, Export, Save Changes, Submit for Approval, Approve, Deny
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.
Once you export and download the file, a similar screen to the one below will show. As you can see, it is an exact replica of the provider payment screen within the Portal. It is extremely important that you do not add or remove any columns or rows. The Portal will read this document and this document only, so be sure not to edit any of the formatting.

Another important thing to note is that the **Total Amount** column will not auto populate in this Excel document. It will calculate once it is imported back into the Portal. If you would like to see totals, we suggest you save another Excel file and add in any calculations you would like. Again, only the exact Excel document that you downloaded can be uploaded back into the system.

Now that you have entered in the funds that you want distributed to partnering providers, it is time to save and import this Excel document back into the FE Portal. Once it is saved, go back to the Portal and select the **Import** option.
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.
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**.

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.
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**.

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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.

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**.

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.

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

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.

Congratulations! You have successfully made your payment.