

# CLTS & CCOP Reconciliation Processes



Bureau of Fiscal Accountability  
and Management (BFAM)  
Local Government Delivery Systems Section

# Agenda

- Reconciliation process timeline (approximate)
- Reconciliation overview and purpose
- CLTS reconciliation packet walkthrough ([F-00963](#))
- CLTS administrative reimbursements
- CLTS reconciliation template
- Children's Community Options Program (CCOP) reconciliation packet walkthrough([F-01997](#))
- Questions and answers

# Reconciliation Timeline

<b>March 15</b>	<p><i>All CCOP services for the reconciled year should be reported to the Human Services Reporting System (HSRS)!</i></p> <p>The last HSRS reports before HSRS is locked for the year will be based on submissions as of this date.</p>
<b>March 15</b> (subject to slight variation each year)	CLTS provider payments after this date for dates of service in the reconciled year will not be included in the CLTS reconciliation.

# Reconciliation Timeline (cont.)

<b>March 23</b> (subject to slight variation each year)	CLTS claims data for reconciliation (i.e. all claims paid prior to the cutoff date) will be available in the data warehouse.
<b>March 25</b>	Final Grant Enrollment Application and Reporting System (GEARS) expense reports are due for CLTS and CCOP. Reports received after this date will not be updated to GEARS.

# Reconciliation Timeline (cont.)

<b>March 31</b> (or last business day of March, if this date falls on a weekend)	HSRS is locked. Further adjustments to data for the reconciled year will not be accepted; no exceptions.
<b>April 8</b> (subject to slight variation each year)	CLTS and CCOP reconciliation packets are due to the Wisconsin Department of Health Services (DHS). Submit completed forms to: <a href="mailto:DHSCLTSFiscal@dhs.wisconsin.gov">DHSCLTSFiscal@dhs.wisconsin.gov</a> .

# Reconciliation Timeline (cont.)

<b>May</b>	<ul style="list-style-type: none"><li>• CLTS and CCOP reconciliation summary notifications are sent to county waiver agencies (CWAs).</li><li>• Signed CLTS and CCOP reconciliation notifications are due to DHS. Send signed notifications to: <a href="mailto:DHSCCLTSFiscal@dhs.wisconsin.gov">DHSCCLTSFiscal@dhs.wisconsin.gov</a>.</li></ul>
<b>June</b>	DHS updates final CLTS and CCOP GEARS expenses for reconciled year.

# Reconciliation Overview & Purpose

- Validates CLTS expenditures between DHS and CWAs and makes sure CLTS claims data is capturing all CLTS service expenses
- Necessary to report CLTS cost shares and Federal Insurance Contributions Act (FICA) reimbursements
- Reconciles CWA administrative expenses for additional reimbursement or recovery.

# CLTS Reconciliation Packet Walkthrough

- The CLTS reconciliation packet (F-00963) can be found in the [DHS Forms Library](#).
- Please securely email completed CLTS reconciliation documents to [DHSCLTSFiscal@dhs.wisconsin.gov](mailto:DHSCLTSFiscal@dhs.wisconsin.gov) in Excel format.
- Include county name in the subject line and on documents.
- **Completed packets are due to DHS in early April.**



# CLTS Administrative Reimbursements

- CLTS administrative costs should be reported to GEARS by March 25.
- CWAs should report all CLTS operational and administration expenditures in the reconciliation packet.
  - The CLTS cost allocation methodology must be consistent agency wide and must be supportable by the [DHS Allowable Cost Policy Manual](#).
  - County-provided, support and service coordination (SSC) CLTS claim revenue will offset some, or all, of these CLTS costs.

# Data Warehouse (DW) CLTS Reconciliation Template

- Allows CWAs to quickly pull CLTS claims data for the CLTS reconciliation packet
- Requires access to the SAS data warehouse
- The reconciliation template is located in the SAS folder pathway SAS Content >> External >> DAR >> CLTS
- Refresh the template after CLTS claims data up to the reconciliation cutoff date is loaded to SAS (approximately March 23)

# Data Warehouse (DW) CLTS Reconciliation Template (cont.)

- Do not rely exclusively on the CLTS reconciliation template to complete your CLTS reconciliation packet.
- Differences between the template and county tracking help identify potential systems problems.
- CWAs are responsible for ensuring costs reported during reconciliation accurately represent allowable CLTS expenses.

# CCOP Reconciliation

The CCOP reconciliation will:

- Align CARS reimbursements with policy and HSRS reporting.
- Record and apply county-determined application of CCOP funds.

# HSRS Reporting

- Plan to complete all HSRS reporting for the reconciled year by **4:45 p.m. on March 15.**
- HSRS will produce mid-March Control D reports prior to the final HSRS closeout.
- Use the mid-March HSRS reports to:
  - Confirm that CCOP services are reported to the correct HSRS module.
  - Confirm that HSRS includes all CCOP services.

# HSRS Reporting (cont.)

- HSRS reporting for the reconciled year will be closed on March 31 at 4:45 p.m.
- HSRS will not be able to accept CCOP service data after this date.
- **DHS cannot reimburse for CCOP service costs not reported in HSRS.**
- DHS does not have the capability to reopen HSRS for the prior calendar year after March 31.

# CCOP Allocations

- CCOP allocations are split into two categories:
  - Sub A funds for assessments and planning.
  - Sub B funds for CCOP services and admin.
- County-specific Sub A and Sub B information is included on the CCOP financial summary document.
- CCOP financial summary documents are distributed to CWAs in February.

# CCOP Sub A Funds: Assessments and Planning

- CCOP Sub A funds may be used for CCOP assessment and planning services as identified in HSRS.
- Sub A funds not used towards assessment and planning may be applied towards other allowable CCOP services/activities as if it were Sub B funding.



# CCOP Sub B allocations

- CCOP Sub B funds may **not** be used for CCOP assessment and planning services.
- CCOP Sub B funds may be applied towards:
  - CCOP services as identified in HSRS.
  - Match towards CLTS services.
  - CCOP admin reimbursement (limited to 7% of base Sub B funds without a variance).
  - Risk reserve deposits (subject to statutory limitations).

# Target Case Management (TCM) Revenue

- CWAs that claimed CCOP TCM, at the TCM rate, must report the corresponding federal reimbursement in the CCOP reconciliation packet (appendix B, section IV).
- Revenue from Medicaid-matched CCOP targeted case management offsets CCOP expenditures:
  - Up to 7% of TCM revenue may be used to offset CCOP administrative costs.
  - TCM revenue not applied to admin will be used to offset CCOP assessments, plans, or services.

# CCOP Administrative Claims

- Up to 7% of base Sub B funds may be used to reimburse the CWA for CCOP administrative costs.
- Up to 10% of base Sub B funds may be used to reimburse for CCOP administrative costs with an approved variance.
- CWAs requesting a variance must complete appendix D of the CCOP reconciliation packet.

# CCOP Risk Reserve Funds

- CWAs will report starting balance, ending balance, and demonstrate how their CCOP activities interact with those totals.
- CWAs with CCOP risk reserve accounts must include the following with their reconciliation:
  - Year-start bank statement
  - Year-end bank statement
  - DHS approvals for administrative use of CCOP risk reserve funding (when applicable)

# CCOP Risk Reserve Funds

Risk reserve activities split into four categories:

	<b>Risk reserve funds deposited/withdrawn before year-end statement</b>	<b>Risk reserve funds have, or need to be, deposited/withdrawn, after year-end statement</b>
<b>Applies to reconciled year CCOP allocation</b>	Reconciled year activity	Pending reconciled year activity
<b>Applies to prior year CCOP allocation</b>	Prior year activity resolved during reconciled year	Pending prior year activity

# CCOP Reconciliation Packet Walkthrough

- The CCOP reconciliation packet ([F-01997](#)) can be found online in the DHS Forms Library.
- Please securely email completed CCOP Reconciliation documents to [DHSCLTSFiscal@dhs.wisconsin.gov](mailto:DHSCLTSFiscal@dhs.wisconsin.gov) in Excel format.
- Include county name in subject line and on documents.
- **Completed packets are due to DHS in early April.**

# Questions?

- Please email CLTS and CCOP reconciliation questions to the CLTS fiscal mailbox at [DHSCCLTSFiscal@dhs.wisconsin.gov](mailto:DHSCCLTSFiscal@dhs.wisconsin.gov).