

WISCONSIN DEPARTMENT OF HEALTH SERVICES

Division of Medicaid Services
F-00963 (01/2020)

CLTS Reconciliation Packet - Appendix A
Pleasant County CY 2020 CLTS Reconciliation

Appendix A**CLTS Reconciliation Fiscal Staff Contact Information and Certification**

Please fill out the contact information requested below for the **primary and secondary county waiver agency fiscal contacts** for the Children's Long Term Support (CLTS) reconciliation process.

The **primary** fiscal contact person should be the individual who is best able to address any questions or concerns related to these forms. All Department communications will begin with this person.

The **secondary** fiscal contact person should be the individual who is best able to address any questions or concerns related to these forms if the primary contact is unavailable. The secondary contact will be copied on the final reconciliation communication.

Section I is used to generate the CLTS fiscal contact list for the current calendar year, which is used for sharing county-specific information and contract update letters. **If the fiscal contact person is someone other than the two contacts listed, please inform the CLTS Fiscal Team when you submit these forms.**

The Statement of Approval and Accuracy must be read and completed by a representative who is able to attest to the accuracy and appropriateness of the information included in their CWA's CLTS Reconciliation Packet. DHS will not accept a CLTS Reconciliation Packet as completed unless the Statement of Approval and Accuracy includes a valid date and the approval of an appropriate county waiver agency (CWA) representative.

SECTION I: CONTACT INFORMATION

Primary Fiscal Contact	
County Waiver Agency:	Pleasant County
Last Name:	Fiscallead
First Name:	Sue
Phone Number:	555-123-4567
Email Address:	Sfiscallead@pleasantville.gov
Fax Number:	555-123-4569
Street Address:	1234 Main St
City:	Pleasantville
Zip Code:	99999

Secondary Fiscal Contact	
Last Name:	Fiscalperson
First Name:	Joe
Phone Number:	555-123-4568
Email Address:	Jfiscalperson@pleasantville.gov
Fax Number:	555-123-4569
Street Address:	1234 Main St
City:	Pleasantville
Zip Code:	99999

SECTION II: CERTIFICATION**Statement of Approval and Accuracy**

The below County Waiver Agency (CWA) representative certifies that the costs reported in this form are accurate and correct and were incurred solely in connection with Children's Long Term Support (CLTS) activities. All allocations used to derive these costs follow federally mandated cost accounting principles and adhere to all applicable State and Federal regulations specified in the State and County Contract for Social Services, Community Programs, and Income Maintenance. Additionally, the below CWA representative certifies that none of the costs claimed for reimbursement on this form have also been claimed, or allocated, through any other source of reimbursement.

NAME - CWA Representative	CWA Approval Date
Ann Divisionlead	04/02/20
Title / Position	Reconciled Year
Pleasantville DHHS Director	2020

DISTRIBUTION:

Please securely email the completed form to:
DHSCLTSFiscal@dhs.wisconsin.gov

Appendix B
CLTS Expense Summary
 Report the CLTS service claims paid via the CLTS third-party administrator (TPA) for the reconciled year, up to the established CLTS TPA cut-off date, using the lightly-colored **TPA payments as of CLTS cutoff date** fields in section III.

CLTS TPA payments must be separated by their funding source. The CLTS TPA payments reported in Appendix B should align with the funding information as represented in the CLTS service claims data* as of the established CLTS cutoff date. Any errors in the CLTS service claims data should be corrected using appendices C, D, and/or E of the CLTS Reconciliation packet and should not be reported directly in Appendix B.

Unidentified Expenditures (row G) is used to report CLTS service claims data that does not include a long-term service (LTS) code or Submitter Org ID. Appendix C should be used to assign a funding source these claims and reduce the Adjusted Service Payments for Unidentified Expenditures to \$0.00. The adjusted CLTS service payment cell for unidentified expenditures will turn red when adjusted payments do not equal \$0.00

Discrepancies (row J) will turn red when the adjustments in appendix B don't align with the amounts reported in appendix C, D, or E.

SECTION III: SERVICE COSTS AND ADJUSTMENTS SUMMARY

	TPA payments as of CLTS cutoff date (Manual entry)	Coding Error Adjustments Subtracted (From appendix C)	Coding Error Adjustments Added (From appendix C)	Non-Reimbursable CLTS Waiver Expenditures (From appendix D)	CLTS Cost Shares and FICA Refunds (From appendix E)	Adjusted CLTS Service Payments
A CLTS Funding Source						
CLTS State Match	\$ 1,938,830.43	\$ (9,500.00)	\$ 11,310.53	\$ -	\$ (350.00)	\$ 1,940,290.96
B Special Funding (i.e. CLTS High Cost)	\$ 83,547.90	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 98,547.90
C Local Match: Basic County Allocation (BCA), Community Aids, and Tax Levy	\$ 72,020.56	\$ -	\$ -	\$ (259.00)	\$ -	\$ 71,761.56
E Local Match: Children's Community Options Program (CCOP)	\$ 31,153.14	\$ (20,142.00)	\$ -	\$ -	\$ -	\$ 11,011.14
F Grandfathered State Match	\$ 801,705.25	\$ (4,000.00)	\$ 9,500.00	\$ -	\$ -	\$ 807,205.25
G Unidentified Expenditures	\$ 2,168.53	\$ (2,168.53)	\$ -	\$ -	\$ -	\$ -
H Total Reconciled Expenditures	\$ 2,929,425.81	\$ (35,810.53)	\$ 35,810.53	\$ (259.00)	\$ (350.00)	\$ 2,928,816.81
I Adjustments in Appendices C, D, and E	N/A	\$ (35,810.53)	\$ 35,810.53	\$ (259.00)	\$ (350.00)	\$ 2,928,816.81
J Discrepancies (H - I)	N/A	\$ -	\$ -	\$ -	\$ -	\$ -

Reconciled CY 2020 Service Expenditure Summary

	Funding Category	TPA payments as of CLTS cutoff date	Reconciliation adjustments	Adjusted CLTS service payments
K	State Match prioritized (CARS 871 / 872)	\$ 2,094,398.89	\$ 16,201.53	\$ 2,110,600.42
L	CCOP Match (CARS 377 and 822 / 823)	\$ 31,153.14	\$ (20,142.00)	\$ 11,011.14
M	Grandfathered State Match (CARS 874 / 875)	\$ 801,705.25	\$ 5,500.00	\$ 807,205.25
N	Unidentified Expenditures	\$ 2,168.53	\$ (2,168.53)	\$ -
O	Total:	\$ 2,929,425.81	\$ (609.00)	\$ 2,928,816.81

SECTION IV: ADMINISTRATIVE REQUEST SUMMARY

Administrative request amounts are retrieved from appendix F. The CLTS administrative variance requested total will turn red if the variance request exceeds allowable amounts based on adjusted CLTS service costs and allowable CLTS administrative expenses

	Standard CLTS administrative request (from appendix F)	CLTS administrative variance requested (from appendix F)	Total CLTS administrative request	
P	Expenses requested for CLTS CARS admin profiles (CARS 877 / 878)	\$ 148,512.81	\$ 28,975.68	\$ 177,488.49
Q	Expenses requested for CLTS-Grandfathered admin profiles (CARS 880 / 881)	\$ 56,504.37	\$ 11,024.32	\$ 67,528.69
R	Total:	\$ 205,017.18	\$ 40,000.00	\$ 245,017.18
S	Percent of services	7.00%	1.37%	8.37%

CLTS administrative expense category	Incurred, but not requested, CLTS administrative reimbursement
CLTS	\$15,047.49
CLTS-Grandfathered	\$5,725.09
Total	\$ 20,772.58
Percent of services	0.71%

SECTION V: CODING ERROR ADJUSTMENTS

Ref ID	Child Last Name	Child First Name	Child MCI	Claim Number	Service Begin Date	Service End Date	Procedure Code(s)	Revenue Code(s)	Service Description	TPA Funding Source	Intended Funding Source	Adjustment Amount	Additional Comments
A1	S...	Tony	000000001	5555555555	02/01/20	02/01/20	S5165	N/A	Home Modification	CCOP	Special Funding	\$15,000.00	Approved special funding request accidentally coded as CCOP-match
A2	S...	Tony	000000001	All	01/01/20	01/31/20	All	All	All services	CCOP	State Match	\$857.00	Accidentally auth'd services as CCOP instead of state-match
A3	S...	Tony	000000001	All	02/02/20	06/30/20	All	All	All services	CCOP	State Match	\$4,285.00	Accidentally auth'd services as CCOP instead of state-match
B1	R...	Natasha	100000000	6666666666	09/24/20	09/24/20	T1016	N/A	Case Management	Unidentified / Missing LTS	State Match	\$722.84	Auth was missing LTS code
B2	B...	Bruce	100000000	7777777777	10/05/20	10/05/20	T1016	N/A	Case Management	Unidentified / Missing LTS	State Match	\$1,445.69	Auth was missing LTS code
C1	R...	Steve	000000002	1111111111	01/01/20	12/31/20	All	All	All services	State Match	Grandfathered State Match	\$9,500.00	CLTS-Grandfathered participant coded as state-match
D1	M...	Wanda	200000000	2222222222	07/15/20	12/31/20	T1005	N/A	Respite, residential	Grandfathered State Match	State Match	\$4,000.00	All of a non-grandfathered participant's respite was auth'd using a grandfathered LTS

SECTION VI: Non-Reimbursable CLTS Waiver Expenditures

Ref ID	Child Last Name	Child First Name	Child MCI	Claim Number	Service Begin Date	Service End Date	Procedure Code	Revenue Code	Service Description	Funding Source	Original Units	Revised Units	Original Payment	Non-Reimbursable Amount	Reimbursable Amount	Additional Comments
E1	S...	Scott	000000003	2222222222	07/12/20	07/12/20	S5150	N/A	Respite, other	BCA, Community Aids, or Tax Levy	8	0	\$24.00	\$24.00	\$0.00	Participant was in a non-eligible setting on 7/12/19
E2	S...	Scott	000000003	3333333333	08/18/20	08/20/20	S9125	N/A	Respite care, home	BCA, Community Aids, or Tax Levy	3	2	\$705.00	\$235.00	\$470.00	Not eligible on final day of service

SECTION VII: CLTS COST SHARES AND FICA REFUNDS

Ref ID	Child Last Name	Child First Name	Child MCI	CLTS Service Begin Date	CLTS Service End Date	Cost Share or FICA Refund?	CLTS Funding Source	Cost Share / FICA Amount	Additional Comments						
FI	X...	Charles	0000000004	01/01/20	12/31/20	FICA Refund	State Match	\$300.00							
GI	G...	Jean	0000000005	01/01/20	05/02/20	Cost Share	State Match	\$50.00							

Appendix F

CLTS-Administrative Cost Claims Worksheet

CWAs may claim up to 7% of their reconciled adjusted CLTS service claims as CLTS administrative costs; CLTS administrative claims are applied against the CWA's CLTS administrative allocations. Administrative reimbursements may not exceed the actual administrative costs associated with CWA operation of the CLTS Waiver Program and must be allocated to the CLTS Waiver Program following [Allowable Cost Policy Manual](#) guidelines. County waiver agencies must report all actual administrative expenses allocated to the CLTS program, whether they are above or below the 7% limit. CWA fiscal staff should be prepared to provide additional written evidence to support administrative costs if requested by DHS.

DHS will automatically apply the standard administrative allowance (row I) as a CLTS administrative claim. If the CWA wishes to opt out of some, or all, of their standard CLTS administrative allowance please include the opt-out amount as an offset in section X.

Variance Requests

CWAs may request a CLTS administrative variance to claim allowable CLTS administrative expenses above the normal 7% administrative reimbursement limit. CLTS administrative variance requests undergo a DHS review and approval process; DHS may choose to approve less than the full variance request amount. Approved CLTS administrative variances are applied against the CWA's CLTS Waiver Program administrative allocations.

CWAs desiring a CLTS administrative variance should enter the amount of their request in green-outlined variance request field (row K). CWAs requesting a variance must provide a narrative describing the reasons for

SECTION VIII: CLTS OPERATIONAL AND ADMINISTRATIVE COSTS

CLTS Operational / Administrative Cost Description	Amount	Administrative Cost Category	Cost Allocation Methodology	Additional Comments
CLTS social worker payroll	\$ 135,958.00	Staff Costs	direct time reporting to CLTS	
Management and support staff	\$ 99,615.00	Staff Costs	FTE allocation	Excludes social workers
Overhead & indirect costs	\$ 156,550.50	Overhead Costs	FTE allocation	Excludes all payroll
Total:	\$ 392,123.50			

SECTION IX: CWA SUPPORT AND SERVICE COORDINATION (SSC) REVENUE

SSC Service Provider Type	SSC claims paid as of CLTS cutoff date	Pending (unpaid) SSC claims as of CLTS cutoff date	Total
County Waiver Agency SSC provider	\$ 121,833.74	\$ 4,500.00	\$ 126,333.74
Other SSC service providers	\$ 224,585.93	\$ 71.86	\$ 224,657.79
Total:	\$ 346,419.67	\$ 4,571.86	\$ 350,991.53

SECTION X: CLTS OPERATIONAL COST OFFSETS

CLTS Operational Cost Offset Description	Amount	Additional Comments
County Waiver Agency SSC Revenue (B)	\$ 126,333.74	
Total:	\$ 126,333.74	

SECTION XI: CLTS ADMINISTRATIVE SUMMARY AND VARIANCE REQUEST

CLTS Administrative Expense Breakdown	Total CLTS	CLTS	Grandfathered CLTS
Reconciled CLTS Service Expenses (from appendix B)	\$ 2,928,816.81	\$ 2,121,611.56	\$ 807,205.25
Unreimbursed (over-reimbursed) CLTS operational expenses (A - E)	\$ 265,789.76	\$ 192,535.98	\$ 73,253.78
Unreimbursed (over-reimbursed) CLTS operational expense percentage	9.07%	9.07%	9.07%
Standard CLTS administrative allowance (lesser of G or F * 7% to a minimum of 0)	\$ 205,017.18	\$ 148,512.81	\$ 56,504.37
Unreimbursed CLTS operational expenses exceeding standard administrative allowance (G - I to a minimum of 0)	\$ 60,772.58	\$ 44,023.17	\$ 16,749.41
Administrative Variance Request (requires manual entry; max of J)	\$ 40,000.00		

L Please describe the reason for the CLTS administrative variance request:

Had to hire and train 2 new case workers (100% CLTS caseload) who had no costs incorporated into Pleasantville's SSC rate and caused Pleasantville's unreimbursed expenditures to be higher than normal.

Final CLTS Administrative Request	Total CLTS	CLTS	Grandfathered CLTS
Standard CLTS administrative allowance	\$ 205,017.18	\$ 148,512.81	\$ 56,504.37
CLTS variance request	\$ 40,000.00	\$ 28,975.68	\$ 11,024.32
Total CLTS administrative request (M + N)	\$ 245,017.18	\$ 177,488.49	\$ 67,528.69
Admin percent of services (O / F)	8.37%	8.37%	8.37%