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Date: February 19, 2015

To: County Waiver Agency Fiscal Contacts

From: Jeff Blankenheim, Division of Long Term Care/Bureau of Long Term Care Financing

Re: Children's Long Term Support (CLTS) Waivers Program Calendar Year (CY) 2014 Reconciliation Process and Materials

This document provides general instructions and a time line for the CY 2014 CLTS reconciliation process. The format of the reconciliation packet has again changed substantially from CY 2013 reconciliation, but in a way that we hope will simplify and streamline the reconciliation process. **Counties must complete and submit electronically in Excel format the reconciliation spreadsheets provided. Counties approved for CY2014 Capacity Building Funding must also complete and submit electronically in Excel format the CLTS Capacity Building Funding Reconciliation Worksheet. These documents will allow Department of Health Services (DHS) staff to complete the data analysis more efficiently.** Please share the reconciliation documents with the appropriate individuals.

Notable changes to the reconciliation packet:

- For CY 2014 reconciliation, County Waiver Agencies (CWAs) are required to separately report in Appendix B all DHS approved High Cost expenditures on the "Special Funding" line of each target group. Please ensure that appropriate claims adjustments are applied as needed to the special funding line using the space provided in Appendixes C and D as you would for any other funding source.
- CWAs no longer need to incorporate their CLTS administrative costs into Appendix B directly. The Reconciliation Packet will automatically retrieve administrative expenses from Appendix E and allocate it to the funding sources in Appendix B on a cost basis.
- Hyperlinks have been added to Appendix B to quickly route CWAs to each target group's claims adjustment section in Appendixes C and D.
- Appendix B now includes a total summary table of all CLTS-Other claims and adjustments. The summary table was added to aid with the reconciliation to the newly consolidated CLTS CARS profiles.
- A "Ref ID" column has been added to Appendixes C and D. This optional field can be used by CWAs to create identifiers for their reconciling adjustments. By using a Ref ID, CWAs can reference specific adjustments and connect multi-part adjustments (like coding errors) to their component entries.

- Appendix E, the administrative costs workbook, has been completely restructured. The new Appendix E allows CWAs to detail the component expenses of their CLTS administrative claims. Additionally, Appendix E will automatically calculate the standard 7% administrative allowance and separate out administrative expenses in excess of the 7% maximum. CWAs may still request a variance for administrative costs above 7% similar to how they were able to in previous years.

Reconciliation will include all CY 2014 services paid through March 14, 2015. All completed packets, including additional information as requested, must be sent electronically in Excel format (no PDFs) to dhscltsfiscal@wisconsin.gov by close of business on **Friday, April 3, 2015**. A packet is not considered complete if any pages are missing. If the information requested is not applicable to the agency, please indicate “N/A” prominently on the page. Before returning the finalized packet, please complete the “Statement of Approval and Accuracy” in Appendix A of the document.

New additions to the CY 2014 CLTS Reconciliation process:

- A new Business Objects template has been created to retrieve Third Party Administrator (TPA) data with the same parameters and formatting that will be used to evaluate the CY2014 CLTS Reconciliation Packets. Details for retrieving and using this template are on page 3 of this memo.
- A CLTS Capacity Building Funding Reconciliation Worksheet has been created for CWAs that received approval for Capacity Building expenses during CY 2014. This worksheet will assist CWAs in evaluating eligible CLTS Capacity Building expenses and will help incorporate those expenses into the CY 2014 CLTS reconciliation process. This will ensure that Capacity Building funding is accurately allocated to each CWA’s administrative allowance. Additional details about the Capacity Building Funding Reconciliation Packet can be found on page 6 of this memo.

If you have questions, please email dhscltsfiscal@wisconsin.gov or call Jeff Blankenheim at (608)267-8800.

Retrieving TPA Data for the CY 2014 CLTS Reconciliation

The CLTS Budget and Operations Section (BOS) staff request that CLTS Fiscal Staff use a new template designed by our staff to accurately and efficiently extract the 2014 CLTS Claims data for the CY 2014 CLTS reconciliation process.

The “CLTS 2014 Reconciliation Template” is available in Business Objects for counties to access through the Partners Portal via ForwardHealth: <https://www.forwardhealth.wi.gov/>

The template is a Business Objects query that will extract and format CWA 2014 CLTS Claims Extract to align with Column B of the “Appendix B-Final Service Claims” worksheet in the CY 2014 CLTS Reconciliation Packet (F-00963). The template query prompts are prepopulated with the final CLTS CY 2014 reconciliation service (1/31/14-12/31/14) and check (1/31/14-3/14/15) dates. To ensure accurate data, CWAs should run the template after March 19, 2015.

CWA fiscal staff completing the reconciliation process must obtain access to the template through Business Objects and should run the template prior to the February 26 reconciliation teleconference to trouble shoot and prepare to ask any questions about the template during the teleconference.

To access Business Objects:

CWA fiscal staff that do not currently have Business Objects access should contact their local security administrators for instructions on Business Objects clearance and on accessing the CLTS Fiscal Claims Universe.

To locate the template:

In Business Objects, select “CLTS DW External CWA Templates Folder”, which is a Universe in the Universe drop down box. Instructions to acquire access to Universes are provided in section 4.3 (Requesting DSS Universe Access, page 21) in the Partner Portal User Guide.

After accessing the template folder, CWA staff must follow the steps below to be able to refresh the template and view their own agency data:

1. Go to the CLTS DW External CWA Templates folder.
2. Select the CLTS 2014 Draft Reconciliation Template report, and choose Copy from the Organize dropdown menu.
3. Go to that user’s agency report folder, and select Paste from the Organize dropdown menu.
4. Select the report from the agency folder, and select Modify from the Actions dropdown menu to open the Report Screen.
5. Select Edit Query from the Report screen and Click on Run Query.
6. The prompt date fields that pop up are prepopulated with the CY 2014 reconciliation service and check dates. Click on Run Query in the Prompt Box to initiate the query data extract process.
7. The template should populate with the agency’s reconciliation data.

CY 2014 – CLTS Reconciliation Packet Instructions

To complete the CY 2014 reconciliation process, counties will be asked to enter requested information into a series of Excel spreadsheets, organized into Appendices. Counties must complete and submit the reconciliation packets electronically in Excel format (no PDFs please), which will allow DHS staff to complete the data analysis more efficiently. An explanation of the Appendices is below. Once the CWA name is entered into the contact information page of Appendix A, it will automatically appear in the top line of every Appendix.

If you have any questions, please contact Jeff Blankenheim at (608) 267-8800 or email dhscltsfiscal@wisconsin.gov.

Appendix A – Contact Information

In Appendix A, please fill out the contact information requested for the primary county waiver agency fiscal contact for the Children’s Long Term Support CY 2014 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. This person will only be contacted in the event that the primary contact is unavailable. The secondary fiscal contact will be copied on the final reconciliation communication.

Reponses on this form are used to generate the CLTS fiscal contact list for CY 2015, which is used for sharing information and mailing contract update letters. If the fiscal contact person for 2015 is someone other than the two contacts listed, please indicate the correct contact when you submit these forms.

The “Statement of Approval and Accuracy” must also be completed by typing the name and title/position of the person who is able to approve the information reported in the packet and attest to its accuracy. The reconciliation packet is not considered complete unless this statement is completed with a valid date.

Appendix B – Final Service Claims Determination and Administrative Cost Claim CLTS-Other and CLTS-Autism

Unadjusted CLTS-Other and CLTS-Autism service costs should be reported in the separate tables provided. Adjustments to CLTS-Other and CLTS-Autism, and CLTS administrative claims, while visible in Appendix B, should not be reported in Appendix B directly; they should be recorded in appendixes C, D, and E respectively.

Appendix C – CLTS-Other Claims Adjustment Spreadsheet

If adjustments are needed to CLTS-Other claims please fill out the appropriate spreadsheets in Appendix C. The spreadsheets are divided by waiver type: CLTS-Other DD, SED and PD. The

spreadsheets are further divided into coding error corrections, cost share collections and expenditures not authorized for waiver funding. Agencies should assign a Ref ID to each adjustment (example: A1, B1, C1 etc.) in the field provided. If an adjustment is comprised of several components (for example, coding errors) then each component should share the same Ref ID. Appendix C totals are linked to Appendix B.

Appendix D – CLTS-Autism Claims Adjustment Spreadsheet

If adjustments are needed to CLTS-Autism claims, please fill out the appropriate spreadsheets in Appendix D. The spreadsheets are divided by waiver type: CLTS-Autism DD, SED and PD. The spreadsheets are further divided into coding error corrections, cost share collections and expenditures not authorized for waiver funding. Agencies should assign a Ref ID to each adjustment (example: A1, B1, C1 etc.) in the field provided. If an adjustment is comprised of several components (for example, coding errors) then each component should share the same Ref ID. Appendix D totals are linked to Appendix B.

Appendix E – Administrative Cost Claims Worksheet

CWAs may claim *up to 7%* administration costs for each waiver (DD, SED, and PD), determined by total final adjusted service claims and not to exceed actual CLTS administrative costs. County waiver agencies must report *actual* administrative expenses, whether they are above or below the 7% cap. Use Section X-a to describe administrative CLTS expenses based on staffing costs, Section X-b to describe CLTS administrative expenses attributed to CLTS overhead costs not incorporated into Section X-a, and use Section X-c to describe any other allowable CLTS administrative costs not included in sections X-a or X-b. Total administrative expenses will sum and allocate between CLTS-Other and CLTS-Autism on a cost basis at the bottom of Appendix E and are linked to Appendix B.

Expenses attributed to 2014 Capacity Building funding awards should be reported in Section X-c and *not* included in sections X-a or X-b, even if the Capacity Building allowance is attributed to a staff or overhead expense; this is an exception to the normal process. To determine the correct Capacity Building amount to include in Section X-c, please complete the CLTS Capacity Building Funding Reconciliation Worksheet.

Administrative reimbursement variances above 7% can be approved in special circumstances. If your county waiver agency needs to request an administrative variance, please fill in the amount of the request in the “Variance Request for Administrative Costs Above 7%” field and describe the reason for the request in the text box at the bottom of Appendix E. CWA fiscal staff should be prepared to provide additional written evidence to support administrative costs, if requested by CLTS fiscal staff. The totals are linked to Appendix B.

CY 2014 – CLTS Capacity Building Funding Reconciliation Worksheet

Counties that were approved to use funding from the Capacity Building project will need to complete an additional form to complete their reconciliation: The CY 2014 Capacity Building Funding Reconciliation Worksheet. CWAs must complete and submit the Capacity Building Funding Reconciliation Worksheet electronically in Excel format (no PDFs please) with their CY 2014 CLTS Reconciliation Packet. DHS staff will use this worksheet to evaluate approved Capacity Building expenses and properly allocate funding for them to the CY 2014 CLTS contracts. An explanation of each section is below.

Section 1 - CLTS Capacity Building Award Summary

Please type the name of the County Waiver Agency completing the Capacity Building Funding Reconciliation Worksheet in the field provided. The totals for approved Capacity Building Requests and Capacity Building expenses are retrieved from Sections 2 and 3 of the worksheet and summarized in Section 1. Instructions for incorporating Capacity Building expenses into the CY 2014 CLTS reconciliation process are also included in Section 1. If all of the data included in Section 1 is accurate, complete the “Statement of Approval and Accuracy”. The CLTS Capacity Building Funding Reconciliation Worksheet is not considered complete unless this statement is completed with a valid date.

Section 2 – CLTS Capacity Building Equipment/Services

In the area labeled “Funding Request Number(s)” enter the funding request number (ex: XX-471726-14XX) and the approved amount that was included in the approved Capacity Building Request notification memo.

Only actual CY 2014 Capacity Building purchases should be included in the CY 2014 Equipment or Service Purchases fields. Any anticipated, or actual, CY 2015 Capacity Building Expenses should be listed separately in the space provided. Including anticipated CY 2015 costs assists the CLTS Fiscal Team in budgeting for CY 2015 expenditures.

Section 3 – CLTS Capacity Building Support and Service Coordinator (SSC) Start-Up Funding

In the area labeled “Funding Request Number(s)” enter the funding request number (ex: XX-471726-14XX) and the approved amount that was included in the approved Capacity Building Request notification memo. Capacity Building funding may only be used for CLTS SSC Start-Up time and expenses that have not been reimbursed through the established CY2014 CLTS SSC rate. Any work hours an employee funded by Start-Up SSC Capacity Building has submitted to the Third Party Administrator (TPA) for reimbursement should be entered in column 7 of the SSC Salary and Fringe tables. Any allocated direct, or indirect, work hours used to establish the CY2014 CLTS SSC rate and associated with a Start-Up SSC Capacity Building employee should be accounted for in column 8 of the SSC Salary and Fringe tables.

Only actual CY 2014 Capacity Building SSC Start-Up expenses should be included in the CY2014 Salary and Fringe and CY2014 Additional Start-Up Costs fields. Any anticipated, or actual, CY 2015 Capacity Building Expenses should be listed separately in the space provided. Including anticipated CY 2015 costs assists the CLTS Fiscal Team in budgeting for CY 2015 expenditures.

**CY 2014 CLTS Reconciliation Process
(Some dates may be subject to change)**

February 19, 2015

CLTS staff sends a web site link with reconciliation packet and general instructions to counties via email.

February 26, 2015

CLTS fiscal staff hosts a CY 2014 CLTS reconciliation technical assistance training using Adobe Connect.

March 14, 2015

Last day for CY 2014 provider payments, paid by the TPA, to be included in CY 2014 reconciliation.

March 20, 2015

CY 2013 claims data with service dates between 1/1/2014 and 12/31/2014 and check dates between 1/1/2014 and 3/14/2015 will become available in the Data Warehouse (through Business Objects).

April 3, 2015

CWA reconciliation packets are due to DHS CLTS fiscal staff.

April 8, 2015

Pre-reconciled CY 2014 CARS data is processed and available. This data is not necessary for CWAs to complete reconciliation packets.

April to May 2015

CLTS fiscal staff reviews CWA reconciliation packets and works with counties to correct any errors.

The Department determines non-federal and federal portions of allowable expenses paid. CLTS-Other waiver services paid during ineligible settings (inpatient hospital stays) will be recouped through allowable expense adjustments to CWA contracts. Following completion of the CY 2014 reconciliation process, CLTS-Autism ineligible settings waiver payments will be sent to WPS for recoupment directly from providers. Please see C.R.I.B. Sheet #13-01 for more information.

May, 2015

Preliminary notifications regarding overspend and underspend amounts are sent to CWAs.

Signed preliminary notifications are due to CLTS fiscal staff.

June, 2015

Final notifications regarding overspend and underspend amounts are sent to CWAs.

CWAs receive final adjustments to their Basic County Allocations (BCA) as appropriate.