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Date: February 18, 2016

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) 2015 Reconciliation Process and Materials

This document provides general instructions and a timeline for the CY 2015 CLTS reconciliation process. **Counties must complete and submit electronically, in Excel format, the CLTS reconciliation spreadsheets available from the Department of Health Services (DHS) forms library. Counties approved for CY2015 Capacity Building Funding must also complete and submit electronically the CLTS Capacity Building Funding Reconciliation Worksheet. These documents will allow DHS staff to complete the data analysis more efficiently.** Please share the reconciliation documents with the appropriate individuals.

CLTS Reconciliation will include all CY 2015 services paid through March 11, 2016. 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 **Monday, April 4, 2016**. Before returning the finalized packet, please complete the "Statement of Approval and Accuracy" in Appendix A of the document. If the information requested is not applicable to the agency, please indicate "N/A" prominently on the page. A packet is not considered complete if any pages are missing or if the "Statement of Approval and Accuracy" is not completed.

New to the CY 2015 CLTS Reconciliation process:

- The Business Objects report, CLTS 2015 Reconciliation Template, has been created to replace the previous years' CLTS 2014 Reconciliation Template. The CLTS 2015 Reconciliation Template is designed to retrieve Third Party Administrator (TPA) data with the same service and check date parameters and formatting that will be used to evaluate the CY2015 CLTS Reconciliation Packets. Details for retrieving and using this template are on page 3 of this memo and in the document "How to Access the CLTS DW External CWA Templates." Some claims are not associated with a County Waiver Agency in the CLTS Claims Extract data warehouse and will not appear in your county's CY 2015 Reconciliation Template, or CARS, as a result. CWAs will need to include any unassociated claims in their reconciliation packet totals.

- **IMPORTANT:** An issue has been identified that can cause duplicate expense reporting when utilizing the Business Objects’ “Sum Total Paid Amount” data measure feature.
 - Historically, the data measure has been used to prepare the initial expense estimates for the CLTS Reconciliation. The CY 2015 CLTS reconciliation will use an expanded data set and the data attribute to establish the initial CLTS expense estimates in order to avoid potential duplication.
 - The majority of claims paid using WPS’ FACETS system (claim dates beginning on, or after, 2/1/15) that contain this error have been corrected.
 - CY 2015 claims paid using the WPS system prior to FACETS (claim dates *before* 2/1/15) were not corrected.
 - A workbook tab comparing each CWA’s measure and attribute expenses has been included in the CLTS 2015 Reconciliation Template to assist in identifying claims where the measure includes duplicative data.
 - CWAs should be extra diligent when confirming that the expenses reported in their 2015 CLTS Reconciliation Packet are representative of their actual CLTS Waiver expenses. While we believe that the CLTS Reconciliation template is retrieving accurate data, it remains the county’s responsibility to ensure that the information reported on their CLTS Reconciliation Packet is accurate to their county’s actual CLTS Waiver expenses.
- The Anticipated Costs sections of the Capacity Building Worksheet have been removed. The CY 2015 Capacity Building worksheet must only contain approved Capacity Building expenses incurred during CY 2015.

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

Retrieving TPA Data for the CY 2015 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 2015 CLTS Claims data for the CY 2015 CLTS reconciliation process.

The “CLTS 2015 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 2015 CLTS Claims Extract to align with Column B of the “Appendix B-Final Service Claims” worksheet in the CY 2015 CLTS Reconciliation Packet (F-00963). The template query prompts are prepopulated with the final CLTS CY 2015 reconciliation service (1/31/15-12/31/15) and check (1/31/15-3/11/16) dates. To ensure accurate data, CWAs should run the template after March 18, 2016.

CWA fiscal staff participating in the reconciliation process should obtain access to the template through Business Objects as soon as possible and should run the template prior to the February 25 reconciliation teleconference to troubleshoot and prepare 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 as soon as possible.

To locate the template:

In Business Objects, select “CLTS DW External CWA Templates Folder,” which is a Universe in the Universe drop down box. Please reference the document, “How to Access the CLTS External DW CWA Templates Folder,” if you need to gain access to this folder. 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 2015 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 2015 reconciliation service and check dates. Click on Run Query in the Prompt Box to initiate the query data extract process.

The template should populate with the agency’s reconciliation data.

CY 2015 – CLTS Reconciliation Packet Instructions

To complete the CY 2015 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 2015 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.

Responses on this form are used to generate the CLTS fiscal contact list for CY 2016, which is used for sharing information and mailing contract update letters. If the fiscal contact person for 2016 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 2015 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 2015 – 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 for their reconciliation: The CY 2015 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 2015 CLTS Reconciliation Packet. DHS staff will use this worksheet to evaluate approved Capacity Building expenses and properly allocate funding for them to the CY 2015 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 2015 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 2015 Capacity Building purchases should be included in the CY 2015 Equipment or Service Purchases fields. No CY 2016 expenses may be included in the Capacity Building Workbook or in Appendix E of the CLTS Reconciliation packet.

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 CY2015 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 CY2015 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 2015 Capacity Building SSC Start-Up expenses should be included in the CY2015 Salary and Fringe and CY2015 Additional Start-Up Costs fields. No CY 2016 expenses may be included in the Capacity Building Workbook or in Appendix E of the CLTS Reconciliation packet.

CY 2015 CLTS Reconciliation Process
(Some dates may be subject to change)

February 18, 2016

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

February 25, 2016

The CLTS fiscal staff hosts a CY 2015 CLTS reconciliation technical assistance training using Adobe Connect.

March 11, 2016

Last day for CY 2015 provider payments, paid by the TPA, to be included in CY 2015 reconciliation.

March 18, 2016

CY 2015 claims data with service dates between 1/1/2015 and 12/31/2015 and check dates between 1/1/2015 and 3/11/2016 will become available in the Data Warehouse (through Business Objects).

April 4, 2016

CWA reconciliation packets are due to DHS CLTS fiscal staff. Packets should be emailed to the CLTS Fiscal mail box: DHSCLTSFiscal@dhs.wisconsin.gov

April 8, 2016, or as determined by the CARS team

Pre-reconciled CY 2015 CARS data is processed and available. This data is not necessary for CWAs to complete reconciliation packets.

April to May 2016

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 and adjustments to their Basic County Allocations (BCA). Following completion of the CY 2015 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 2016

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

Signed preliminary notifications are due to CLTS fiscal staff.

Final CARS update; CWAs will receive final adjustments to their Basic County Allocations (BCA) as appropriate.

June 2016

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

July 2016

Final adjustments for CLTS-Autism expenditures not authorized for waiver funding are sent to WPS for correction and recoupment.