

# 2021 Reconciliation Processes

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



Jeff Blankenheim: Budget and Policy Analyst

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# Agenda

- Calendar year (CY) 2021 reconciliation timeline
- Children's Long-Term Support (CLTS) Program reconciliation changes
- 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

# CY 2021 Reconciliation Timeline

**March 15, 2022**

*All CY 2021 CCOP services should be reported to the Human Services Reporting System (HSRS)!*

The last CY 2021 HSRS reports before HSRS is locked for the year will be based on submissions as of this date.

**March 17, 2022**

CY 2021 CLTS provider payments after this date will not be included in the CY 2021 reconciliation.

# CY 2021 Reconciliation Timeline (cont.)

<b>March 25, 2022</b>	CY 2021 CLTS claims data for reconciliation will be available in Business Objects.
<b>March 25, 2022</b>	Final CY 2021 Community Aids Reporting System (CARS) expense reports are due for CLTS and CCOP. Reports received after this date will not be updated to CARS.

# CY 2021 Reconciliation Timeline (cont.)

<b>March 31, 2022</b>	CY 2021 HSRS is locked. Further adjustments to CY 2021 data will not be accepted; no exceptions.
<b>April 8, 2022</b>	CY 2021 CLTS and CCOP reconciliation packets are due to the Wisconsin Department of Health Services (DHS). Submit to packets to: <a href="mailto:dhscltsfiscal@dhs.wisconsin.gov">dhscltsfiscal@dhs.wisconsin.gov</a> .

# CY 2021 Reconciliation Timeline (cont.)

<b>May 2022</b>	<ul style="list-style-type: none"><li>• CY 2021 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:dhscltsfiscal@dhs.wisconsin.gov">dhscltsfiscal@dhs.wisconsin.gov</a>.</li></ul>
<b>June 2022</b>	DHS updates final CY21 CLTS and CCOP CARS expenses.

# CY 2021 CLTS Reconciliation Changes

CLTS saw major policy changes in CY 2021:

- No CLTS service allocations to balance
- No CLTS funding source codes needed
- No CLTS-grandfathered population to track
- Maintenance of Effort (MOE) requirement no longer tied to match funding
- 120-day CLTS service claim deadline changed to 365-day deadline

# CY 2021 CLTS Reconciliation Changes (cont.)

So how has CLTS reconciliation changed?

- Much simpler service reporting
- No more coding error adjustments
- Non-reimbursable service adjustments no longer tied to reconciliation deadline
- CLTS MOE handled exclusively via invoice and the CCOP reconciliation (see [DMS Numbered Memo 2021-01](#))



# CY 2021 CLTS Reconciliation Changes (cont.)

With all of the changes, why is there still a reconciliation?

- Validates CLTS expenditures 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
- Still needed to reconcile administrative expenses

# 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 subject line and on documents.
- **Packets are due by close of business April 8, 2022.**

# CLTS Administrative Reimbursements

- CLTS administrative costs should be reported to CARS by March 25, 2022.
- 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 CY 2021 CLTS claims data for the CLTS reconciliation packet
- Requires Business Objects Web Intelligence (Webi) access via ForwardHealth: [ForwardHealth Partner Portal Guide](#)
- File located in the CLTS DW External CWA Templates Webi folder
- Refresh the template after March 25, 2022
- Refer to ForwardHealth's [How to Log Into Business Objects](#)

# 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.

# CCOP Reconciliation Updates

The CCOP reconciliation packet has been revised!

- No CCOP policy changes.
- The new CCOP reconciliation packet is built to be more transparent and easier to follow.
- CCOP administrative reporting and risk reserve reporting each have dedicated workbooks.
- New fields added to help CWAs understand CCOP spending before submitting reconciliation documents.

# HSRS Reporting

- Plan to complete all 2021 HSRS reporting by **4:45 p.m. on March 15, 2022.**
- 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 CY 2021 CCOP services.



# HSRS Reporting (cont.)

- CY 2021 HSRS reporting will be closed on March 31, 2022, at 4:45 p.m.
- HSRS will not be able to accept CY 2021 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 CY 2021 HSRS after March 31, 2022.

# 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.
- CY 2021 CCOP financial summary documents will be distributed shortly.

# 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

New CCOP risk reserve reporting structure!

- 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.
- **Packets are due by close of business April 8, 2022.**

# Question and Answer Session

- Submit questions and comments via Zoom chat.
- Email questions to the CLTS fiscal mailbox at [dhscltsfiscal@dhs.wisconsin.gov](mailto:dhscltsfiscal@dhs.wisconsin.gov).