



Wisconsin
Department of Health Services

**Children's Long-Term Support (CLTS)
Waivers Program**

**Adobe Connect
Monthly Fiscal Teleconference**

February 25, 2016

To join via phone, dial:

877-820-7831

Access Code: 421893



CLTS Fiscal Teleconference Agenda

- Overview of the Calendar Year (CY) 2015 CLTS Reconciliation Timeline
- How to access the CLTS 2015 Reconciliation Template
- CLTS Claims Extract data issues
- Overview of the CLTS Reconciliation Packet
- CY 2015 CLTS Capacity Building Worksheet
- Questions and answers session



CY 2015 CLTS Reconciliation Timeline

- **March 11, 2016:** Last day for CY 2015 provider payments.
- **March 18, 2016:** CY 2015 CLTS claims data will be available.
- **April 4, 2016:** CY 2015 CLTS Reconciliation Packets are due.
- **April 2016–May 2016:** CLTS fiscal staff review submitted CY 2015 CLTS Reconciliation Packets and work with County Waiver Agencies (CWAs) to resolve discrepancies.



CY 2015 CLTS Reconciliation Timeline

- **May 2016:**
 - Preliminary CLTS overspend and underspend notifications are sent to CWAs.
 - Signed preliminary notifications are due to CLTS fiscal staff.
 - Final Community Aids Reporting System (CARS) run; CWAs will receive adjustments to their Basic County Allocation (BCA) as appropriate.



CY 2015 CLTS Reconciliation Timeline

- **June 2016:**
 - Final CLTS overspend and underspend amounts are sent to CWAs.
- **July 2016:**
 - CLTS-Autism expenditures not authorized for waiver funding are sent to the Third Party Administrator (TPA) for corrections and recoupment.



2015 CLTS Reconciliation Template

- The template is available via ForwardHealth:
<https://www.forwardhealth.wi.gov>.
- Located in the Business Objects “CLTS DW External CWA Templates” folder.
- Refresh the template after March 18, 2016, to ensure the template aligns with state data.
- Refer to the CY 2015 CLTS reconciliation informational memo for more detailed instructions.



Duplicative Claims Extract Data

A known issue can cause duplicative expense reporting in Business Objects.

- Error appears in the data measure element of the CLTS Claims Extract.
- Most claims made after 2/1/15 have already been corrected in the data warehouse.
- The CLTS Reconciliation Template includes a comparison between attribute and measure data sets.
- CWAs should compare both the attribute and measure data sets to their local records to ensure accuracy.



Unassociated Claims Extract Data

Some claims in the CLTS Claims Extract do not include submitting organization and/or Long Term Support (LTS) code information.

- Claims without a submitting organization do not appear on any county's reconciliation template.
- Claims without an LTS code are not assigned a target group on the CLTS Reconciliation Template.
- Claims with missing data must be included in the TPA Data fields in the CLTS Reconciliation Packet.



CLTS 2015 Reconciliation Packet

- Make sure that your reported reconciliation numbers reflect all actual service costs, paid via the TPA, before March 11, 2016.
- Do not rely exclusively on the CLTS Reconciliation Template to complete your CLTS Reconciliation Packet.
- CY 2015 is the final year Family Support (FS) and [traditional] Community Options Program (COP) funding will be reported separately in CLTS; CY 2016 will utilize Children's COP instead.



Reconciliation Packet Overview

The CLTS Reconciliation Packet (F-0963) can be found online in the DHS forms library:

<https://www.dhs.wisconsin.gov/forms/index.htm>.



Capacity-Building Worksheet

- Three sections: summary, equipment/service purchases, and Support and Service Coordination (SSC) start-up.
- Estimated future year expense sections have been removed from the CY 2015 worksheet.
- No capacity building expenses for CY 2016 have been approved; do not include any CY 2016 expenses.
- CWAs approved for CY 2015 capacity building funding must complete the Capacity Building Worksheet in order to be reimbursed.



Capacity-Building Worksheet

- Report eligible CY 2015 capacity-building expenses in appendix E, section X-c, of the CLTS Reconciliation Packet.
- Capacity building costs included in section X-c must be excluded from costs reported in sections X-a and X-b.
- Complete Statement of Approval and Accuracy at the bottom of the Summary and Certification workbook.



Capacity-Building Worksheet Overview

The CLTS Capacity Building Worksheet (F-01455) can be found online in the DHS forms library:

<https://www.dhs.wisconsin.gov/forms/index.htm>



Question and Answer Session

Please submit questions and comments to the
Adobe Connect Q&A Section

or

ask questions through the conference call line
when prompted by staff.

You can may also reach CLTS fiscal staff at
dhscltsfiscal@wisconsin.gov.