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Re: Children's Long-Term Support (CLTS) Waivers Program Calendar Year (CY) 2016 Reconciliation Process and Materials

Dear County Waiver Agency Fiscal Contact:

This document provides general instructions and a timeline for the CY 2016 CLTS reconciliation process. **Counties must complete and submit electronically, in Excel format, the CLTS Reconciliation Packet (form [F-00963](#)) available from the Department of Health Services (DHS) forms library.** 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 2016 CLTS services paid through March 17, 2017. All completed packets, including additional information as requested, must be sent via secure email, in Excel format (no PDFs), to dhscltsfiscal@wisconsin.gov by close of business on **Friday, April 7, 2016.** Before returning the finalized packet, please complete the "Statement of Approval and Accuracy" in Appendix A of the document. A packet is not considered complete if any pages are missing, or if the "Statement of Approval and Accuracy" is not completed. If the information requested is not applicable to the agency, please indicate "N/A" prominently on the page.

New to the CY 2016 CLTS reconciliation process:

- Several fields in the CLTS Reconciliation Packet have been repurposed to align with current CLTS funding options.
 - References to the Family Support Program have been removed from the CLTS Reconciliation Packet
 - Fields for reporting Children's Community Options Program (CCOP) as a matching CLTS funding source have been added.
 - Fields for (Non-Children's) Community Options Program (COP) have been changed to legacy COP to add clarity. **Counties where the Family Care/IRIS (Include, Respect, I Self-Direct) Programs operate do not have legacy COP funding.**
- The Business Objects CLTS Reconciliation template has been updated to replace the CLTS 2015 Reconciliation template. The CLTS 2016 Reconciliation template is designed to retrieve Third Party Administrator (TPA) data with the same service and check date

parameters as well as the same formatting that will be used to evaluate the CY 2016 CLTS Reconciliation Packets. DHS recommends that county waiver agency (CWA) fiscal staff participating in the reconciliation process obtain access to the template as soon as possible in order to troubleshoot problems before the reconciliation packets are due.

- Details for retrieving and using this template can be found in the document “How to Access the CLTS DW External CWA Templates.”
 - Claims from your CWA that are missing a submitter organization number in the CLTS Claims Extract data warehouse will not appear in your county’s CY 2016 Reconciliation template or in Community Aids Reporting System (CARS). CWAs must include any of their CLTS claims missing a submitter organization number as part of the reconciliation packet totals.
 - References to the Family Support (FS) program have been removed from the CLTS Reconciliation template. CY 2016 CLTS claims authorized using “FS” as a matching funding source code will be treated as if the Children’s Community Options Program (CCOP) funding source code “CC” had been used.
 - References to the Community Options Program (COP) have been replaced with legacy Community Options Program (legacy COP).
 - The CLTS 2016 Reconciliation template will automatically consider CLTS claims authorized with a funding source of “CP” in Family Care counties as CCOP-funded claims; in legacy (non-Family Care) counties, claims with a “CP” funding source will default to a legacy COP-funded claim. Legacy counties should carefully review their CY 2016 CP-funded CLTS claims to ensure they align with their intended funding source.
 - CLTS claims that are missing LTS codes in the TPA data will not automatically get assigned a funding source or target group in the CLTS Reconciliation template. It is the county’s responsibility to ensure these claims are included in their reconciliation packet using an appropriate funding source and target group.
- Capacity building worksheets have been removed from the CLTS Reconciliation process until further notice.

Please email dhscltsfiscal@dhs.wisconsin.gov or call Jeff Blankenheim at 608-267-8800 with questions.

CY 2016 – CLTS Reconciliation Packet Instructions

To complete the CY 2016 reconciliation process, counties will be asked to enter requested information into a series of Excel spreadsheets, organized into appendices. Counties must complete and securely 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.

Please email dhscltsfiscal@dhs.wisconsin.gov or call Jeff Blankenheim at 608-267-8800 with questions.

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 2016 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. Reconciliation follow-up 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.

The “Statement of Approval and Accuracy” must also be completed by typing the name, title, or 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 sections I and II, respectively, in Appendix B. Use the appropriate fields in appendix B to report CY 2016 CLTS waiver program expenses reimbursed through the CLTS TPA, on or before March 17, 2017, separated by target group and funding source. Expenses reported in appendix B should align with the target group and funding source information for which they were initially authorized.

While they are visible in Appendix B, adjustments to CLTS-Other and CLTS-Autism service claims and CLTS administrative claims should not be reported in Appendix B directly; they should be recorded in appendices C, D, and E, respectively. Adjustments and administrative claims reported in appendices C, D, and E will automatically be summarized in Appendix B.

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, C,1 etc.) in the field provided. If an adjustment is comprised of multiple components split across target groups or funding sources (for example, coding errors) 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 multiple components split across target groups or funding sources (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 allocated to the CLTS program, 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. Costs may not be duplicated between sections X-a, X-b, and X-c. 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.

Administrative reimbursement variances above 7% can be approved in special circumstances. If the county waiver agency chooses 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 DHS fiscal staff. The totals are linked to Appendix B.

Jeff Blankenheim,
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Systems, Fiscal, and Operations Management
Bureau of Long Term Care Financing