



GEARS Reimbursement and Flowchart Guide for Aging and Disability Resource Centers

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Purpose of this guide

Aging and disability resource center (ADRC) fiscal staff use Adder Workbooks for information to help them allocate costs for reimbursement. Fiscal staff request agency reimbursement through GEARS (Grant Enrollment, Application and Reporting System) using the [GEARS Expenditure Report, F-00642 \(Excel\)](#). See the form for further instructions on deadlines, information needed, and how to complete the form.

This flowchart guide gives instructions on how to enter ADRC program-related GEARS profiles on the GEARS Expenditure Report for expense reimbursement through GEARS.

How the Adder Workbook determines GEARS profiles

Cost allocation begins with an Adder Workbook report. This report compiles an agency's staff's paid time worked and tasks as entered by time reporters. The Adder Workbook groups time units into several components, which determines what GEARS profile should be used. This is a high-level overview:

a. What is the staff member's program (job function)?

Choices:

- ADR (aging and disability resource specialist)
- DCS (dementia care specialist)
- DBS (disability benefits specialist)
- EBS (elder benefit specialist)

b. Was the time and task related to a resource center program? Yes or no

If not, the paid time will be reimbursed using a GEARS profile not listed in these flowcharts, using non-ADRC funding.

c. Was the time and task related to Medicaid? Yes or no

d. If yes (related to Medicaid), was the task related to a long-term care functional screen or data gathering to assist a customer with completing and obtaining paperwork to obtain full-benefit Medicaid?

- If yes, federal Medicaid match is 75%.
- If no, federal Medicaid match is 50%.

Depending on which program and which task was reported in the client tracking software, the Adder Workbook assigns a GEARS profile number. Each unique profile number will give the [DHS GEARS team](#) reporting, allocating, and/or reimbursement instructions. Each program has a set of three unique reporting profiles that will split (or "allocate") funds in three different ways:

- 50% from Medicaid and 50% from state general purpose revenue (GPR) or local funding
- 75% from Medicaid and 25% from state GPR or local funding
- No Medicaid funding (or "100% GPR"; payment will be from state GPR or local funding)

Four GEARS profile types—reporting, sum sufficient (Medicaid), payment, and rolling

See the [GEARS manual](#) for further explanation of these profile types and how they work. Each profile is a unique number with a type that explains any related reporting instructions, reimbursement percentage, and funding source.

- **Reporting: Enter these numbers on the GEARS Expenditure Report.**

Reporting profiles split costs by a percentage between Medicaid and contract or local funds. Fiscal staff do not need to do any allocating calculations for the GEARS expenditure costs; using reporting profiles tells the GEARS system to do the correct splitting calculation.

- Costs are **not** reimbursed on reporting profiles. On GEARS contracts, dollar amount is \$0.
- These are also known as Type G—Allocated Profiles.

- **Medicaid (MA): Do not enter these numbers on the GEARS Expenditure Report.**

Federal Medicaid (MA) payment will use these profiles for payment:

560152 for a 75% MA payment, and

560155 for a 50% MA payment

- Costs are allocated to MA profiles from a reporting profile. Costs charged to a sum sufficient profile are reimbursed in full and are not limited by contract amount. On GEARS contracts, dollar amount is \$0.
- These are also known as Type E—Sum Sufficient Profiles.

- **Payment: Do not enter these numbers on the GEARS Expenditure Report.**

All GPR pays from payment profile number **560100** on these charts, unless otherwise stated.

Grant award contracts will show the award amount next to a payment profile.

- Costs are reimbursed up to the set contract amount (“contract controlled”), provided the report month is within the contract period and the contract is active. Costs are rolled, or transferred, to a contract-controlled profile from another profile or allocated to the payment profile from another profile.
- These are also known as Type F—Contract Controlled Profiles

- **Rolling: Do not enter rolling profile numbers on the GEARS Expenditure Report.**

These numbers roll GPR expenses from the reporting profile to the GPR payment profile. They are informational only and amounts usually appear as negative numbers on GEARS 620 and 603 reports (“contract to date roll”).

Flowcharts and instructions by program (job function) for base funding

The following sections provide written guidance and visual flow charts to:

- Help your agency prepare expense reimbursement requests.
- Understand how the funding flows.
- Read GEARS [603](#) and [620](#) reports.

Instructions for GEARS flowcharts are the same, but which profiles to use for expense reimbursement will vary with agency programs (job functions). The [Adder Workbook](#) is a source of information for GEARS reporting ([see instructions](#)). This section has a set of profiles for each of the four programs using ADRC base funding (payment profile 560100).

On the GEARS Expenditure Report (F-00642):

1. Enter the reporting profile number (column 1 in tables A–D) on F-00642 column C
2. Enter the GEARS profile short name (column 2 in tables A–D) on F-00642 column B

The GEARS system automatically calculates the funding distribution (split) and rolls to payment profiles based on the reporting profile used. Columns 3–5 are informational.

- Column 3: The [reporting](#) profile determines how the payment is split between MA and GPR or local funding (if any).
- Column 4: GPR portions will “[roll to](#)” a separate profile before rolling to the payment profile.
- Column 5: The [payment](#) profile number receives the rolled GPR payments from column 4 and shows payment profiles for [Medicaid](#) (either 560155 or 560152) after the split.

It is best practice to verify that your agency’s financials and GEARS reimbursement reports match and are correct by reviewing GEARS 603 and 620 reports. Contact your [regional quality specialist](#) or [BADR fiscal](#) for further assistance.

Aging and Disability Resource (ADR) Specialists (Table A)

1. Enter Reporting profile	2. Enter GEARS profile short name	Payment split (allocation)	Rolls from reporting to payment (FYI)	Payment profile
560086	ADRC I&A: I/A MA Expenses	50% MA 50% GPR	→ 560088 →	560155 560100
560096	ADRC I&A: LTCFS/Data MA	75% MA 25% GPR	→ 560098 →	560152 560100
560095	ADRC I&A: Other Non-MA	100% GPR	→	560100

Disability Benefit Specialist (DBS) (Table B)

1. Enter Reporting profile	2. Enter GEARS profile short name	Payment split (allocation)	Rolls from reporting to payment (FYI)	Payment profile
560080	ADRC DBS: I/A MA Expenses	50% MA 50% GPR	→ 560082 →	560155 560100
560083	ADRC DBS: LTCFS/Data MA	75% MA 25% GPR	→ 560084 →	560152 560100
560085	ADRC DBS: Other Non-MA	100% GPR	→	560100

Dementia Care Specialist (DCS) (Table C)

1. Enter Reporting profile	2. Enter GEARS profile short name	Payment split (allocation)	Rolls from reporting to payment (FYI)	Payment profile
560144	ADRC DCS: I/A MA Expenses	50% MA 50% GPR	→ 560145	560155 560100
560146	ADRC DCS: LTCFS/Data MA	75% MA 25% GPR	→ 560147	560152 560100
560148	ADRC DCS: Other Non-MA	100% GPR	→	560100

Elder Benefit Specialist (EBS) (Table D)

Note: EBS profiles are only to be used if the EBS staff 100% time and task reports. DHS will only permit agencies to claim federal MA funding for EBS services if state EBS funding that will serve as the basis for federal matching funds is managed as part of an ADRC contract.

1. Enter Reporting profile	2. Enter GEARS profile short name	Payment split (allocation)	Rolls from reporting to payment (FYI)	Payment profile
560070	ADRC EBS: I/A MA Expenses	50% MA 50% GPR	→ 560072	560155 560100
560133	ADRC EBS: LTCFS/Data MA	75% MA 25% GPR	→ 560134	560152 560100
560075	ADRC EBS: Other Non-MA	100% GPR	→	560100

Flowcharts for elder benefits specialist (EBS) program funding sources

The EBS program has three additional sources of funds that allow Medicaid matching. Two awards are state-funded and use different payment profile numbers: **560320** for EBS “aging” funds and **560328** for OCI SPAP (Office of the Commission of Insurance State Pharmaceutical Assistance Program) grant funds. They are separate funds from “base” contract awards.

Elder Benefit Specialist (EBS) “aging funds” (Table E)

1. Enter Reporting profile	2. Enter GEARS profile short name	Payment split (allocation)	Rolls from reporting to payment (FYI)	Payment profile
560020	ADRC EBS: Aging Funds–I/A MA Expenses	50% MA	→	560155
		50% GPR	→ 560022 →	560320
560040	ADRC EBS: Aging Funds–LTCFS/Data MA	75% MA	→	560152
		25% GPR	→ 560043 →	560320
560023	ADRC EBS: Aging Funds–Other Non-MA	100% GPR	→	560320

Elder Benefit Specialist (EBS)–OCI SPAP (Table F)

1. Enter Reporting profile	2. Enter GEARS profile short name	Payment split (allocation)	Rolls from reporting to payment (FYI)	Payment profile
560028	ADRC EBS: SPAP Funds–I/A MA Expenses	50% MA	→	560155
		50% GPR	→ 560032 →	560328
560044	ADRC EBS: SPAP Funds–LTCFS/Data MA	75% MA	→	560152
		25% GPR	→ 560045 →	560328
560033	ADRC EBS: SPAP Funds–Other Non-MA	100% GPR	→	560328

Elder Benefit Specialist (EBS)–local match (Table G)

ADRCs may also use non-federal local funds (such as county levy) instead of state funding as match to receive Medicaid reimbursement. Medicaid is reimbursed on a sum-sufficient basis like other funding, but the local funds are **not** reimbursed. Any amount spent over the contract limit or applied as local funding appears as “over match” on a GEARS 620 report.

1. Enter Reporting profile	2. Enter GEARS profile short name	Payment split (allocation)	Rolls from reporting to payment (FYI)	Payment profile
560076	ADRC EBS: Local Match–I/A MA Expenses	50% MA	→	560155
		50% GPR	→ 560162	Local Match
560077	ADRC EBS: Local Match–LTCFS/Data MA Expenses	75% MA	→	560152
		25% GPR	→ 560164	Local Match

Crosswalk: Profiles by program and funding split, all funds

Remember, rolling profiles are informational only. They roll funds from the reporting profiles to GPR payment profiles. **Do not enter on the GEARS form.** Only enter **reporting** profiles from the second column on a GEARS expenditure report.

Program (job function) and allocation type	Reporting profiles	MA payment profiles–50% share	MA payment profiles–75% share	Rolling profiles (FYI)	Payment profiles–GPR share
ADR (I&A)	560086	560155		560088	560100
ADR (LTCFS)	560096		560152	560098	560100
ADR (No MA)	560095				560100
DBS (I&A)	560080	560155		560082	560100
DBS (LTCFS)	560083		560152	560084	560100
DBS (No MA)	560085				560100
DCS (I&A)	560144	560155		560145	560100
DCS (LTCFS)	560146		560152	560147	560100
DCS (No MA)	560148				560100
EBS ADRC Base (I&A)	560070	560155		560072	560100
EBS ADRC Base (LTCFS)	560133		560152	560134	560100
EBS ADRC Base (No MA)	560075				560100

Program (job function) and allocation type	Reporting profiles	MA payment profiles– 50% share	MA payment profiles– 75% share	Rolling profiles (FYI)	Payment profiles– GPR share
EBS Aging (LTCFS)	560040		560152	560043	560320
EBS Aging (No MA)	560023				560320
EBS-OCI SPAP (I&A)	560028	560155		560032	560328
EBS-OCI SPAP (LTCFS)	560044		560152	560045	560328
EBS-OCI SPAP (No MA)	560033				560328
EBS–Local Match	560076	560155		560162	Local match
EBS–Local Match	560077		560152	560164	Local match

Glossary of acronyms

ADR Aging and disability resource

DBS Disability benefit specialists

EBS Elder benefit specialists

DCS Dementia care specialists

GPR General purpose revenue

I&A Information and assistance specialists

I/A Information and assistance activities

LTCFS Long-term care functional screen

MA Medicaid administrative