



GEARS Reimbursement and Flowchart Guide for Tribal Aging and Disability Programs

Contents

Purpose of this guide	1
How the Adder Workbook determines GEARS profiles	1
Four GEARS profile types—reporting, sum sufficient (Medicaid), payment, and rolling	2
Flowcharts and instructions by program (job function)	4
Aging and Disability Resource (ADR) Specialists (Table A)	4
Dementia Care Specialist (DCS) (Table B)	5
Disability Benefit Specialist (DBS) (Table C)	5
Elder Benefit Specialist (EBS) (Table D)	5
Another elder benefit specialist (EBS) program funding source—OCI SPAP	6
Crosswalk: Profiles by program and funding split, all funds	6
Glossary of acronyms	7

Purpose of this guide

Tribal 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 Tribal partners instructions on how to enter aging and disability 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 reporting and case management software (PeerPlace), 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 for reporting profiles is shown as \$0.
- These are also known as Type G—Allocated Profiles.

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

Costs are allocated to MA profiles for payment from a reporting profile. These sum sufficient profiles are reimbursed **in full** as long as they are matched with non-federal funds. On GEARS contracts, the dollar amount with these profiles is shown as \$0. MA will use these profiles for payment, depending on the program (see tables):

- For a 50% MA payment: 65891, 65861, 65851, 65904
- For a 75% MA payment: 65871, 65881, 65856, 65907
- These are also known as Type E—Sum Sufficient Profiles.

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

Costs are reimbursed up to the set contract amount (“contract controlled”), provided the report month is within the contract period, 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. Grant award contracts will show the amount next to a payment profile.

- GPR payment profiles numbers are 65899, 65865, 65859, and 65910, depending on the program (see tables).
- 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)

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 aging and disability program funding.

On the GEARS Expenditure Report (F-00642):

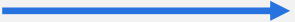
1. Enter the reporting profile number (column 1 in tables A–D) on F-00642 column C.
2. Enter the GEARS profile short name (column 2 in tables A–D) on F-00642 column B.

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](#) and/or 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
65890	Tribal ADRS–I/A MA Expenses	50% MA		65891
		50% GPR	 65892 	65899
65870	Tribal ADRS–LTCFS/Data MA	75% MA		65871
		25% GPR	 65872 	65899
65893	Tribal ADRS–Other Non-MA	100% GPR		65899

Dementia Care Specialist (DCS) (Table B)

1. Enter Reporting profile	2. Enter GEARS profile short name	Payment split (allocation)	Rolls from reporting to payment (FYI)	Payment profile
65860	Tribal DCS-I/A MA Expenses	50% MA	→	65861
		50% GPR	→ 65862 →	65865
65880	Tribal DCS-LTCFS/Data MA	75% MA	→	65881
		25% GPR	→ 65882 →	65865
65863	Tribal DCS-Other Non-MA	100% GPR	→	65865

Disability Benefit Specialist (DBS) (Table C)

1. Enter reporting profile	2. Enter GEARS profile short name	Payment split (allocation)	Rolls from reporting to payment (FYI)	Payment profile
65850	Tribal DBS-I/A MA Expenses	50% MA	→	65851
		50% GPR	→ 65852 →	65859
65855	Tribal DBS-LTCFS/Data MA	75% MA	→	65856
		25% GPR	→ 65858 →	65859
65857	Tribal DBS-Other Non-MA	100% GPR	→	65859

Elder Benefit Specialist (EBS) (Table D)

Note: These profiles are only to be used if the EBS 100% time and task reports.

1. Enter Reporting profile	2. Enter GEARS profile short name	Payment split (allocation)	Rolls from reporting to payment (FYI)	Payment profile
65903	Tribal EBS-I/A MA Expenses	50% MA	→	65904
		50% GPR	→ 65905 →	65910
65906	Tribal EBS-LTCFS/Data MA	75% MA	→	65907
		25% GPR	→ 65908 →	65910
65909	Tribal EBS-Other Non-MA	100% GPR	→	65910

Another elder benefit specialist (EBS) program funding source—OCI SPAP

The EBS program has an additional source of state funds (GPR) that uses a different payment profile number for both payment and GEARS reporting. OCI SPAP (Office of the Commission of Insurance State Pharmaceutical Assistance Program) grant funds use the same profile to report expenses and receive payment—**65930**. It does not have Medicaid reimbursement, so there is no flowchart for it.

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)	Reporting profiles	MA payment profiles— 50% share	MA payment profiles— 75% share	Rolling profiles (FYI)	Payment profiles— GPR share
ADR (I&A)	65890	65891		65892	65899
ADR (LTCFS)	65870		65871	65872	65899
ADR (No MA)	65893				65899
DCS (I&A)	65860	65861		65862	65865
DCS (LTCFS)	65880		65881	65882	65865
DCS (No MA)	65863				65865
DBS (I&A)	65850	65851		65852	65859
DBS (LTCFS)	65855		65856	65858	65859
DBS (No MA)	65857				65859
EBS Aging (I&A)	65903	65904		65905	65910
EBS Aging (LTCFS)	65906		65907	65908	65910
EBS Aging (No MA)	65909				65910
EBS—OCI SPAP (No MA)	65930				65930

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