

Profile:870 871 872
873 874 875
876 877 878
879 880 881
Appendix # AN AM AO
Division of Long Term Care

Children's Long-Term Support (CLTS) Waiver Program.

It is further understood and agreed by both parties, through this attachment to the CY 2017 "State and County Contract Covering Social Services and Community Programs," that both parties shall comply with all provisions set forth in this Contract regarding the Children's Long-Term Support Program, hereinafter referred to as CLTS.

I. Funds Provided/Period Covered

Funding Period and Amount: Funds identified in this contract are provided for the period January 1, 2017 through December 31, 2017.

Funding for CLTS Waiver participant services may be "State-matched" or "local-matched." "State-matched" means that CLTS Program General Purpose Revenue (GPR) funds are used to pay the non-Federal share of Medicaid waiver costs. "Local-matched" means that the County uses an alternate and allowable "local" funding source to pay the non-Federal share of Medicaid CLTS waiver costs. Common examples of local funds include Basic County Allocation (BCA), Children's Community Options Program (CCOP), or County Levy. If a participant has allowable service expenses that exceed the available CLTS Program non-Federal allocations, the County may use local funds to supplement the available CLTS program allocation and still receive the Federal match.

The Federal matching rates in effect are the Federal Medical Assistance Percentages (FMAP) finalized and published in the Federal Register. The FMAP rates are calculated annually on a Federal fiscal year basis. The FMAPs for the current Federal fiscal year can be found on the Medicaid Website (<https://www.medicaid.gov/index.html>).

Reallocations: The Department may pay allowable CLTS expenses exceeding the County's contract maximum if funds are available. Any funding not used by the County for the cost of services may be subject to reallocation.

Increases and Decreases: Funding available for this program is subject to change. The County's allocation may be increased or decreased during this contract period by letter notice.

All increases or decreases to the designated allocation amount during the contract period will be provided to the County through a contract amendment from the Department. This letter shall document the Department's approval of a change in funding and document the cause of the increase or decrease in the designated amount. The County will be informed of allocation

increases or decreases resulting from reconciled year-end expenses through a reconciliation notification document.

II. Purpose and Conditions on the Use of these Additional Funds

Funds are allocated to the County based on the following methodology:

State-Matched CLTS-Grandfathered Funds (Profiles: 873, 874, 875, 879, 880, 881): Only participants approved by the Department may utilize CLTS-Grandfathered funding; the Department maintains a list of participants eligible to use CLTS-Grandfathered funding. The Department will pay the non-Federal match of actual allowable CLTS program expenses incurred which are less than, or equal to, the County non-Federal CLTS-Grandfathered allocation for eligible CLTS-Grandfathered participants. The Department will provide the Federal match for all actual allowable CLTS program expenses up to, or exceeding, the Federal CLTS-Grandfathered allocation. Administrative expenses that exceed 7 percent of actual allowable CLTS-Grandfathered service expenditures are not allowable without approval by the Department.

The Department may pay allowable expenses for the County when the additional allowable expenses exceed the contract maximums if funds are available. CLTS-Grandfathered funds not used by the County for the cost of services are subject to reallocation by the Department.

State-Matched CLTS-Waiver Funds (Profiles: 870, 871, 872, 876, 877, 878)

The Department will pay the non-Federal share of all allowable expenses incurred up to, or equal to, the County's non-Federal CLTS-Waiver allocation. The Department will provide the Federal share of any allowable CLTS expenses up to, or exceeding, the County's Federal CLTS-Waiver allocation. Administrative expenses that exceed 7 percent of actual allowable CLTS-Waiver service expenditures are not allowable without approval by the Department. Person-specific funding, such as crisis funding, is incorporated into the County's CLTS-Waiver allocations where applicable.

Local-Matched (Profiles: 818-829)

The Department will provide the Federal share of allowable local-matched expenses for CLTS participants. Services are determined to be local-match funded if the authorized LTS code indicates local-match funding (LTS codes I, K, and M). Allowable CLTS expenses exceeding the non-Federal CLTS program allocations are treated as non-Federal, local expenses.

III. Conditions on the Earning and Use of the Additional Funds

These funds may be used by the County in accordance with the following conditions:

- A. The County agrees to comply with the CLTS Waiver Program requirements, as Federally approved by the Centers for Medicare and Medicaid Services, according to s. 1915(c) Home and Community-Based Services of the Social Security Act (https://www.ssa.gov/OP_Home/ssact/title19/1915.htm). The Department of Health Services,

the State Medicaid Agency, maintains direct administrative oversight of the CLTS Waiver Program consistent with 42 CFR§431.10(e). The Department maintains the sole authority to provide administrative direction and issue policies, rules and regulations. County waiver agencies do not have the authority to change or disapprove any administrative decision of the State Medicaid Agency or otherwise substitute their judgment with respect to the application of policies, procedures, rules, and regulations issued by the State Medicaid Agency. The County also agrees to comply with s. 46.278 WI Stats., the relevant portions of the Medicaid Home and Community-Based Services Waivers Manual, applicable Numbered or Information Memos and other policy communications specific to the CLTS Waivers.

- B. Funds may only be used for services for eligible participants who meet functional, financial and non-financial requirements for the CLTS Waiver Program and have an approved Individualized Service Plan (ISP).
- C. Each participant shall receive service and support coordination and will be given a choice of qualified and willing providers for all other covered waiver services
- D. The amount of funds paid is determined by actual allowable CLTS waiver service expenses incurred, which include support and service coordination services, as well as administrative expenditures paid to maintain CLTS Waiver Program operations. Funds will be paid up to the maximum amount allowed by the contract allocation including matching funds required by the contract. Costs paid with this funding must correspond to actual expenditures in support of the CLTS program and may not be reimbursed through any other funding source. Reimbursed administrative costs may not exceed 7 percent of actual allowable CLTS waiver service expenses without approval by the Department.
- E. These funds may only be used for persons who reside in qualifying settings that include a private residence or licensed foster home for children.
- F. Support and Service Coordination shall be available to all CLTS participants.
- G. The County will not be reimbursed for services on any day a participant receives MA-funded services in an inpatient setting (such settings include general hospitals, SNFs, ICFs, or ICF-MRs).
- H. Funds may not be used to cover any portion of room and board expenses for participants except when the cost of room and board is an integral but subordinate part of covered respite care services when such care is provided outside of the participant's home.
- I. The County agrees to implement the Parental Payment System for the CLTS Waiver Program as directed by Ch. DHS 1 of the Administrative Code. Requirements are available online at the Department of Health Services (DHS) website:
<http://www.dhs.wisconsin.gov/children/clts/ppl/index.htm>
- J. The County is required to implement operation of the CLTS Waiver Program, including the following target groups: developmental disabilities, substantial mental health needs, and physical disabilities. The CLTS Waiver Program must be operated Statewide for all target groups as per the Federally approved requirements established by the Centers for Medicare and Medicaid Services. The County may choose to have different County departments or subcontractors operate the different waivers, or may choose to contract with another County waiver agency or subcontractor to offer services for a particular waiver target group. The County must report any division of the County's CLTS waiver program operations and/or CLTS waiver program funding to the Department.
- K. The County will share information as requested by the Department.

- L. Failure to meet these purposes and conditions or requirements specified in the Medicaid Home and Community-Based Waivers Manual may result in the loss of these funds and their repayment to the Department by the County.

IV. Fiscal and Client Reporting Requirements

The County shall make the following reports as a condition of receiving these funds:

- A. **THIRD PARTY ADMINISTRATOR REQUIREMENTS:** The County is required to pre-authorize all participant services by submitting service authorizations to the Department's third party administrator (TPA) vendor in a manner that is consistent with Medicaid Management Information System (MMIS) encounter reporting requirements, as outlined in the TPA Handbook and applicable Numbered or Informational Memos.
- B. **FINANCIAL REPORTING ON FORM 20 942A - EXPENSE REPORT FOR HUMAN SERVICE PROGRAMS:** The County must report to the Department the total actual allowable expenses incurred for all County-provided services and the total actual allowable expenses for all local-match services for eligible CLTS participants on Form 20 942A according to the schedule in the State/County Contract.
- C. **FINANCIAL REPORTING ON FORM F-22 540 (FORMERLY THE HSRR) - HUMAN SERVICES REVENUE REPORT:** The County must report to the Department the total actual revenue received for all County-provided services and the total actual allowable expenses for all local-match services for eligible CLTS participants on Form F-22 540 according to the schedule in the State/County Contract.
- D. **ANNUAL RECONCILIATION ON FORM F-00963:** The county must reconcile all CLTS program expenditures incurred during the contract period and paid before an annually established CLTS cut-off date. Reconciled expenditures must be reported on form F-00963.
- E. **COMMUNITY AIDS REPORTING SYSTEM (CARS):** The County will see their contract allocations reflected on the following CARS profiles. The Department will report all CLTS service expenses to CARS on a quarterly basis. Local-match CARS profiles are for tracking purposes and all contract amounts on local match profiles are \$0. No prepayments will be made on any of the profiles listed in this Appendix.

Reporting Profiles (Source)	Payment Profiles
Profile 818 CLTS BCA Match (from CLTS Claim Extract)	Profile 819 CLTS TPA FED Match (Non-reimbursable)
Profile 821 CLTS CCOP Match (from CLTS Claim Extract)	Profile 820 CLTS TPA BCA Local Match (Non-reimbursable)
Profile 824 CLTS Legacy COP Match (from CLTS Claim Extract)	822 CLTS TPA CCOP FED Match (Non-reimbursable)
Profile 827 CLTS CWA Match (from CLTS Claim Extract)	823 CLTS TPA CCOP Local Match (Non-reimbursable)
Profile 827 CLTS CWA Match (from CLTS Claim Extract)	825 CLTS TPA Legacy COP Fed Match (Non-reimbursable)
Profile 827 CLTS CWA Match (from CLTS Claim Extract)	826 CLTS TPA Legacy COP Local Match (Non-reimbursable)
Profile 827 CLTS CWA Match (from CLTS Claim Extract)	828 CLTS TPA CWA Fed Match (Non-reimbursable)
	829 CLTS TPA CWA Local Match (Non-reimbursable)
	Profile 872 CLTS-Waiver TPA Fed Match (Non-reimbursable)

Profile 870 CLTS – Waiver <i>(from CLTS Claim Extract)</i>	Profile 871 CLTS-Waiver TPA Non-Federal <i>(Non-reimbursable)</i>
	Profile 875 CLTS-Grandfathered TPA Fed <i>(Non-reimbursable)</i>
Profile 873 CLTS – Grandfathered <i>(from CLTS Claim Extract)</i>	Profile 874 CLTS-Grandfathered TPA Non-Federal <i>(Non-reimbursable)</i>
	Profile 878 CLTS-WaiverAdmin FED <i>(Sum Sufficient)</i>
Profile 876 CLTS-WaiverCWA Admin <i>(from CWA via CARS)</i>	Profile 877 CLTS-WaiverAdmin GPR <i>(Contract Controlled – Rolls to 561 BCA)</i>
	Profile 881CLTS-GrandfatheredAdmin FED <i>(Sum Sufficient)</i>
Profile 879 CLTS-Grandfathered CWA Admin <i>(from CWA via CARS)</i>	Profile 880 CLTS-Grandfathered Admin GPR <i>(Contract Controlled – Rolls to 561 BCA)</i>

The Federal match for CLTS-Grandfathered participants' allowable service expenses will be reflected on Profile 875. The non-Federal match for CLTS-Grandfathered participants' allowable service expenses will be reflected on Profile 874. Service expenses are distributed between CARS profiles 874 and 875 as determined by the current, applicable FMAP rate. Any allowable

expenses in excess of the CLTS-Grandfathered allocation amounts after the annual CLTS reconciliation will be applied to the County's CLTS BCA profiles (CARS profiles 819, 820, and 918) and may be subject to the cash back adjustment process.

The Federal match of CLTS-Waiver participants' State-matched allowable expenses will be reflected on Profile 872. The non-Federal match for CLTS-Waiver participants' State-matched allowable expenses will be reflected on Profile 871. Service expenses are distributed between CARS profiles 871 and 872 as determined by the current, applicable FMAP rate.

CLTS Program Administrative Expenses

The County will be reimbursed for CLTS Waiver Program administrative expenses through CARS reporting. Counties must report allowable CLTS-Grandfathered -administrative expenses to CARS reporting profile 879 and allowable CLTS-Waiver administrative expenses to CARS reporting profile 876. The Federal match for CLTS administrative expenses will be reflected on CARS profile 881 for CLTS-Grandfathered and CARS profile 878 for CLTS-Grandfathered. The non-Federal match for CLTS administrative expenses will be reflected on CARS profile 880 for CLTS-Grandfathered and CARS profile 877 for CLTS-Waiver. The County should not report administrative expenses directly to CARS profiles 877, 878, 880, 881 without the Department's approval. CLTS administrative expenses receive the Federal Medicaid administrative match rate of 50 percent. Any allowable administrative expenses in excess of CLTS program non-Federal administrative allocation amounts will be applied against the County's BCA funding and may be subject to the cash back adjustment process.

CARS Cash Back Adjustment Profiles

All local match source expenses, coded as BCA, CCOP, or any other local match source will be reported quarterly by the Department to the CLTS local-match CARS profiles. The non-Federal portion of these expenses will be subject to the cash back adjustment process. These adjustment amounts will be reflected on the cash back adjustment CARS profiles listed below.

- 918 Cash Adjust CLTS BCA Match –
This will be a negative amount and will reconcile to Profile 820.
- 919 Cash Adjust CLTS CCOP Match –
This will be a negative amount and will reconcile to Profile 823.
- 920 Cash Adjust CLTS Legacy COP Match –
This will be a negative amount and will reconcile to Profile 826.
- 921 Cash Adjust CLTS CWA Match –
This will be a negative amount and will reconcile to Profile 829.

It is the County's responsibility to monitor these profiles and report the adjustment as an expense to the appropriate profiles.

Reconciliation Adjustments

CARS data and/or final CLTS allocation amounts are subject to adjustment to align with the County's reconciled service and administration claims.

V. Payment Procedures

No prepayments are made for funds included in this Appendix. The Department contracts with a Third Party Administrator (TPA) for claims processing. CLTS Waiver provider claims are processed and paid through the Department's contracted TPA vendor. CLTS waiver service claims are not reimbursed under the County CARS process. All other county waiver responsibilities remain in effect. County reported administrative expenses will be paid on a monthly basis through CARS. CARS payments through 06/30/2017 are limited to 6/12ths of the contract with the balance paid after 07/01/2017 based on reported allowable expenses up to the contract level for the non-Federal line only.

Cash Back Adjustments

All Federally-funded waiver participants' allowable expenses are paid by the Department through the TPA. These payments include both the Federal and non-Federal share of the payment. In paying the TPA processed claims, the Department has paid any local-match expenditures on behalf of the County; therefore, the Department must receive reimbursement from the County for local-match expenses through the Cash Back process.