

John R. Kasich, Governor Stan W. Heffner, Superintendent of Public Instruction

### **General Questions**

- 1) Are any funds from the 500 series allowable for reimbursement under MSP? *No- any funding from the 500 series of fund codes are federal funds and cannot be reimbursable under MSP.*
- 2) Why are there 2 copies of the AUP on the ODE-MSP web page? The copy of the AUP from 7/15/10 is outdated; please make certain CPAs are following the copy from 7/20/2011. This version has some lines highlighted in yellow, which reflect non-substantive changes from the previous version.
- 3) Will ODE be posting the student counts and MER rates of all the districts? Yes- an Email will be shared once student counts and MER data are posted on the ODE-MSP web page. The actual data sheets posted will also be shared in the Email.
- 4) My district did not apply indirect costs for the MSP cost report- is there anything needed for the AUP related to indirect costs?

  No.
- 5) Is there a standardized format that CPAs should use when they are reporting their AUP findings?

The Certified Public Accountant (CPA) conducting the audit of the cost report is expected to follow the AICPA reporting guidelines for the agreed upon procedures process.

6) Can you offer examples for billing services that would not be considered contingency fees?

An allowable example of a contract without a contingency element would be a contract that sets the payment from the number of IEP students. Payments could be divided on some time increment such as monthly, quarterly, or annually. Another potential avenue would be to set rates based on hours of services provided or by number of claims processed.

# Payroll

- 1) Will districts be required to have a copy of the employee contract for selected employees in the AUP?
- Yes- its will be a needed part of the verification of costs that are reimbursed for the MSP.
- 2) Are oral interviews/written documentation between CPAs and employees really required to verify they are doing MSP activities?

Yes- the MSP AUP is not simply a desk review, but a wider review to assure program compliance. This requirement has a number of different methods of information sharing, most of which do not require a face-to-face interview.

## Random Moment Time Study

- 1) The RMTS sample states a portion of the sample represent participants from Cost Pools 2 and 3. Ohio does not have any participants in those Cost Pools- what should be done? If the participants are identified in only one cost pool, 100% of the sample should be pulled from the Cost Pool 1 participant population.
- 2) Will there be additional information from the time study contractor to indicate the activity codes for moments selected in the AUP?

  Yes- Ohio's time study contractor is developing a report and will be making the activity codes available for a sample of participants available to the RMTS coordinator of each district. We also have changed the AUP language to allow for the RMTS data sample to be pulled by the time study contractor, rather than the CPA reviewing all RMTS data and pulling a sample.
- 3) The participants in the RMTS study didn't create specific logs about their moment and the activities being completed- should they keep records to justify their answers? Documentation related to the time study activities should be available by reviewing therapy case notes, billing documentation, time sheets, and any other existing documents that verify the activity during the moment took place as described.
- 4) Shouldn't the RMTS sample record the date of the moment, not when the moment was completed? The documentation will all reflect the time of the moment.

  Yes, the RMTS sample record should reflect the date and time that is being sampled.
- 5) There is mention of verifying Medicaid administrative activities through documentation. Therapists do not indicate the time when they do required administrative tasks; they do it whenever they can. Can you offer some advice on how CPAs will verify administrative activities?

CPAs will verify and collect documentation for the RMTS moment being reviewed, as indicated on page 14, 3.b. of the AUP.

- 6) The RMTS participant list is due before the start of a quarter, a therapist could deliver Medicaid services every day of their initial quarter of employment and not have their employment costs included in the cost report for that quarter. Is there a way that Medicaid can allow these people who get hired and miss the initial quarter they participate? Additional information is needed from the MSP provider to understand the extent and frequency with which this occurs, and to determine the necessity for the proposed change.
- 7) Can you define the time frames for the cost reporting periods? How does the RMTS impact the allowable percentage of salary and fringe given the different length of the cost reporting periods?

MSP Cost reporting period (initial year): 10/1/09 to 9/30/11

each quarter of RMTS participation earns 1/3 annual salary/fringe credit

MSP 'Year' 2: 10/1/10 to 6/30/11

• each quarter of RMTS participation gets 1/3 credit of span's salary/fringe (i.e. 9 months)

Subsequent MSP cost reporting years: 7/1/xx to 6/30/xx

• each quarter of RMTS participation earns 1/3 <u>annual</u> salary/fringe credit

#### **Paid Claims Procedures**

1) The sample for the CPA conducting the AUP is collected from 'the MSP agency'..which agency and what data are used?

The CPA conducting the AUP should select claims based from claims data received from ODJFS as part of their remittance for submitted claims. The data should already be with the district: additional data are not required from ODE nor ODJFS.

- 2) There is a reference to 'plan of care' that should be obtained for a student. Is this plan of care the same as the therapist service plan?
- No-a district would provide the details of the amount, scope, type and duration of service delivery for the student- this detail should be in the student's IEP file.
- 3) My district uses electronic documentation- how can an auditor verify the signatures if they are electronic?

An auditor should be given information demonstrating that the e-documentation system has a protocol in place to verify data reflects the appropriate employee USER NAME / PASSWORD to access the documentation process. If a user name and password are required to access the data, then they should assume that accessing the data and updating it through the user account is the meeting the electronic signature requirement of assuring the data input came from the user, and have safeguards in place to prevent unauthorized use of electronic signatures.

4) Will ODJFS be releasing the interim claims figures to use on the ODE-MSP cost report? For cost reporting, the MSP provider should rely on data supplied to them to-date in determining the interim claims paid for the reporting period. ODJFS will generate and distribute the total amount of interim claim paid once the MSP provider submits an attestation that all claims and adjustments for the cost reporting period have been submitted. It is that total amount of interim claim paid that will be used in the final settlement process. Providers will be given the opportunity to confirm/question the final interim payment amount. Please see the 'Claims Report Attestation' on the ODE-MSP web page.

5) In the 'Paid Claims' portion of the AUP, item #2j asks for 'the claim number'what claim number should we use?
The number to include here would be the Medicaid generated transaction control number (TCN).

#### Procurement

1) Many districts participating in MSP had signed service contracts with ESCs and billing agents prior to the start of the program that were presumed eligible for Medicaid reimbursements. Specifics on procurement requirements were not available to districts prior to these contracts being signed. Many of these contracts are for two-year periods. What feedback can you offer regarding potential procurement questions regarding these contracts for these initial two years?

Most districts have local procurement procedures- CPAs should make certain to request any documentation related to procurement processes for MSP related contracts..even if a contract did not meet the procurement minimums for formal bidding, a simple statement as such would be helpful. If there are any concerns regarding procurement, please refer to <u>45 CFR 92.36</u> for additional details.