

## WASHINGTON STATE ASSOCIATION OF LOCAL PUBLIC HEALTH OFFICIALS – KITSAP PUBLIC HEALTH DISTRICT

### AGREEMENT

This AGREEMENT formalizes the understanding between the Washington State Association of Local Public Health Officials (WSALPHO) and KITSAP PUBLIC HEALTH DISTRICT regarding the operation of Medicaid Administrative Claiming (MAC) in Washington State.

### ARTICLE I PURPOSE

The purpose of this AGREEMENT is to facilitate the operation of a statewide Random Moment Time Survey (RMTS) that complies with the requirements of the LHJs' Cost Allocation Plan approved by the Centers for Medicare and Medicaid Services (CMS), and the MAC contract between HCA and each participating LHJ. The Agreement will also assist in oversight activities of the Health Care Authority (HCA) working with the LHJ MAC Steering Committee to provide coordination and program compliance among participating LHJs.

### ARTICLE II DEFINITIONS

Authorized Representative: The person or persons authorized by the LHJ and WSALPHO to coordinate activities under this AGREEMENT (the MAC Coordinator) will be the Point of Contact for response to monitoring activities. Contact information for the LHJ and WSALPHO Representative, or the person who will connect the caller to the Authorized Representative, is found in Article III of this AGREEMENT.

Business Associate: As defined in 45 CFR, Part 160.103, otherwise known as HIPAA, and includes any entity that performs or assists in performing a function or activity involving the uses/disclosures of individually identifiable Health Information or involving any other function or activity regulated by HIPAA; or provides legal, accounting, actuarial, consulting, data aggregation, management, accreditation, or financial service where the services involve individually identifiable Health Information.

Business Days and Hours: Shall mean Monday through Friday, 8:00 a.m. to 5:00 p.m., Pacific Time, except for holidays observed by the State of Washington.

Centers for Medicare and Medicaid Services (CMS): A federal agency within the Department of Health and Human Services responsible for the administration and oversight of the Title XIX Medicaid Administrative Claiming program.

Consortium: LHJs are grouped into consortia based on similar duties staff perform, organizational structure, types of programs, scope of work, or regional working relationships and participate in a common Random Moment Time Survey (RMTS) together in order to achieve the level of statistical validity in the RMTS required by CMS. Each consortium composed of more

than one LHJ will identify a member LHJ to act as the Lead Agency for the consortium and serve on the statewide LHJ Steering Committee. Each LHJ that is the sole entity in a consortium, such as Public Health – Seattle & King County, will identify a single person to represent it on the Steering Committee.

Cost Allocation Plan: A federally-approved plan describing the methodology and procedures for claiming federal reimbursement for activities that are necessary for the efficient administration of the State Medicaid Plan.

Health Care Authority (HCA): The State agency responsible for administration and oversight of the Medicaid Administrative Claiming program in Washington State.

HIPAA Rules: “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and 164.

Local Health Jurisdiction (LHJ): A signatory health department, health district, or county within the State of Washington that operates a public health department or division within its county government pursuant to authority granted under Chapters 70.05, 70.08, 70.46 RCW or other applicable law.

LHJ MAC Contract: The legal agreement between HCA and the LHJ for participation in the MAC program. The contract lays out the responsibilities of each party for ensuring program compliance.

LHJ MAC Steering Committee: The LHJ MAC Steering Committee (Steering Committee) functions as an advisory board working under the direction of WSALPHO leadership. The Steering Committee provides broad oversight of the LHJ MAC program in Washington State and acts as a point of contact for HCA staff.

Medicaid Administrative Claiming (MAC): Title XIX of the Social Security Act (the Act) authorizes payments to states for expenditures necessary for the administration of the State Medicaid Plan.

Proportional Share: The percentage paid by each LHJ to WSALPHO for the costs of the WSALPHO Contractor and WSALPHO’s administrative fee is based on the proportional share of the total federal reimbursement paid to all LHJs for MAC activities for the most recent four quarters for which there is complete data.

Protected Health Information: Shall have the same meaning as those terms in the HIPAA Rules.

Random Moment Time Study: A web-based system operated by WSALPHO’s Contractor that captures the activities that can be reimbursed under Medicaid Administrative Claiming via a CMS-approved time survey methodology.



Washington State Association of Local Public Health Officials: WSALPHO is a 501(c)3 private, non-profit organization operating on behalf of Local Health Jurisdictions to advance the interests of local public health in Washington State.

WSALPHO Contractor: Vendor contracted through WSALPHO to operate an RMTS and claiming system [including offset, indirect rate, and Medicaid Eligibility Rate (MER)] for the MAC program that is compliant with the currently approved LHJ Cost Allocation Plan and to provide consultation and technical assistance to the Steering Committee and LHJs, as directed by the Steering Committee.

### **ARTICLE III AUTHORIZED REPRESENTATIVES**

KITSAP PUBLIC HEALTH DISTRICT  
Keith Grellner  
Administrator  
345 6<sup>th</sup> Street, Suite 300  
Bremerton, WA 98337

WSALPHO  
Jaime Bodden  
Managing Director  
206 10<sup>th</sup> Ave. SE  
Olympia, WA 98501

### **ARTICLE IV RESPONSIBILITIES OF LOCAL HEALTH JURISDICTIONS**

Local Health Jurisdictions participating in the Medicaid Administrative Claiming program will:

- Participate in the MAC claiming program through an inter-local AGREEMENT between the LHJ and HCA, and participate in an RMTS operated by the WSALPHO Contractor.
- Participate in peer review or other quality assurance activities to ensure the program's compliance with all federal regulations and federal and state published guidance.
- Name an employee to act as the MAC Coordinator who will oversee MAC activities at the LHJ and monitor their compliance with federal and state regulations and published guidance, including the RMTS and the development and updating of all non-fiscal documents required for the MAC audit file.
- Name an employee to act as the MAC fiscal coordinator, who will oversee the development of the quarterly MAC invoice, certify its accuracy, and maintain the fiscal sections of the MAC audit file.
- The LHJ MAC Coordinator or designee will attend WSALPHO-sponsored trainings as scheduled.
- The LHJ fiscal coordinator will attend WSALPHO-sponsored fiscal trainings as scheduled.
- The LHJ MAC coordinator will participate in regularly-scheduled Coordinator conference calls convened by WSALPHO.

## **ARTICLE V RESPONSIBILITIES OF WSALPHO**

WSALPHO will:

- Procure a contractor to operate an RMTS and claiming system that complies with the most current federally-approved Cost Allocation Plan.
- Provide assurance that this AGREEMENT, once executed by the parties, is and remains a Public Record subject to the provision of Ch. 42.56 RCW, the Public Records Act.
- In conjunction with LHJ Steering Committee, will provide coordination and leadership of the LHJ MAC program in Washington State to ensure quality assurance and consistency state-wide.

## **ARTICLE VI RESPONSIBILITIES OF MAC CONTRACTOR**

The MAC Contractor will operate a MAC RMTS and claiming system for participating LHJs in Washington State in accordance with a federally-approved cost allocation plan. The MAC contractor will also provide consultation and technical assistance, as directed by the Steering Committee.

The MAC Contractor will submit a proposed work plan that includes proposed tasks, staffing, timeline, and associated costs to WSALPHO no later than November 15 of the preceding year for review and approval by WSALPHO and the LHJ MAC Steering Committee, which will be incorporated annually as an amendment to this AGREEMENT.

## **ARTICLE VII INVOICE AND PAYMENT**

The Contractor submits a quarterly invoice of actual costs to WSALPHO no later than 60 days following the end of a calendar quarter to the designee of the LHJ Steering Committee who will review calculations and approve proposed work for payment. Following approval for payment, WSALPHO will invoice Public Health Seattle King County and Tacoma Pierce County Health Department quarterly with the remaining participating LHJs invoiced their proportional share semi-annually in January and August (for the prior six months). The invoice will link billed tasks to the annual work plan. The budgeted annual costs for Contractor's services, WSALPHO's administrative fee, and the LHJ's proportionate share are incorporated by reference as Contractor Costs and LHJ Proportional Share for calendar years 2017 and 2018 (Attachment A).

WSALPHO receives a five percent fee based on the Contractor's budget to administer the MAC program and coordinate the work of the LHJ MAC Steering Committee. WSALPHO will reconcile this fee to the Contractor's actual cost and credit each LHJ its proportional share of any overpayment. This adjustment will be applied to the LHJ's succeeding year invoice.

## **ARTICLE VIII PROTECTED HEALTH INFORMATION**

WSALPHO acknowledges that some of the material and information that may come into the possession or knowledge of its Contractor in connection with this AGREEMENT or its performance may consist of Protected Health Information provided by participating LHJs. WSALPHO agrees to maintain the confidentiality of all information provided by the LHJ or acquired in performance of this AGREEMENT as required by the Health Insurance Portability and Accountability Act of 1996, commonly known as HIPAA, and Washington State privacy laws and further agrees not to use or disclose Protected Health Information other than as permitted or required by the AGREEMENT or as required by law. Contractor agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to Protected Health Information.

WSALPHO Contractors that may use the LHJ Protected Health Information in the course of their work are considered to be a Business Associate of WSALPHO and the LHJ.

The LHJ reserves the right to monitor, audit, or investigate the use of Protected Health Information collected, used, or acquired by Contractor through this AGREEMENT. The obligations set forth in this Section shall survive completion, cancellation, expiration, or termination of this AGREEMENT.

## **ARTICLE IX INDEMNIFICATION**

Each party shall indemnify, defend and hold harmless, each other, its officers, agents and employees, from and against any and all claims, lawsuits, demands for money damages, losses or liability, or any portion thereof, including attorney's fees and costs, arising from the negligent acts or omissions of the parties, its employees, or representatives.

## **ARTICLE X RIGHTS IN DATA**

Records and other documents in any medium, furnished by one party to this AGREEMENT to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

## **ARTICLE XI RECORDS, DOCUMENTS, AND REPORTS**

WSALPHO and its Contractor shall maintain books, records, documents, magnetic media, receipts, invoices and other evidence relating to this AGREEMENT and the performance of the services rendered, along with accounting procedures and practices, all of which sufficiently and

properly reflect all direct and indirect costs of any nature expended in the performance of this AGREEMENT. At no additional cost, these records, including materials generated under this AGREEMENT, shall be subject at all reasonable times to inspection, review, or audit by the LHJ. Records shall be retained for a period of six (6) years after the date of final payment.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

## **ARTICLE XII TERM AND TERMINATION**

This AGREEMENT is effective January 1, 2017, and will terminate December 31, 2018. Either LHJ or WSALPHO may terminate this AGREEMENT for convenience with written notification to all of the other signatories to the AGREEMENT no less than ninety (90) calendar days prior to the beginning of a calendar quarter. The AGREEMENT may be extended for two-year periods with the written consent of WSALPHO and the MAC Steering Committee.

## **ARTICLE XIII AMENDMENTS**

Modifications to this AGREEMENT must be in writing and will become effective upon the approval of the modification by WSALPHO and LHJ.

## **ARTICLE XIV INDEPENDENT CAPACITY**

The employees or agents of WSALPHO or LHJ who are engaged in the performance of this AGREEMENT shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of any other party to this AGREEMENT.

## **ARTICLE XV SEVERABILITY**

If any provision of this AGREEMENT or any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this AGREEMENT which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this AGREEMENT, and to this end the provisions of this AGREEMENT are declared to be severable.

## **ARTICLE XVI NO THIRD-PARTY BENEFICIARIES**

This AGREEMENT is entered into solely for the mutual benefit of the parties to this AGREEMENT. This AGREEMENT is not entered into with the intent that it shall benefit any

other person and no other such person shall be entitled to be treated as a third-party beneficiary of this AGREEMENT.

## **ARTICLE XVII DISPUTE RESOLUTION**

If a dispute between any parties to this AGREEMENT arises out of or related to this AGREEMENT, or the breach thereof, and if the dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle the dispute in an amicable manner by mediation. Thereafter, any unresolved controversy or claim arising out of or related to this AGREEMENT, or breach thereof, may be settled in a court having jurisdiction thereof. The parties may seek to resolve disputes pursuant to mediation or arbitration, but are not required to do so.

## **ARTICLE XVIII NOTICES**

Whenever this AGREEMENT provides for notice to be provided by one party to another, such notice shall be in writing and directed to the Authorized Representatives identified in Article III.

## **ARTICLE XIX SURVIVORSHIP**

The following clauses survive the termination of this AGREEMENT:

- VIII Confidential Information
- IX. Immunity, Indemnification, and Limitations
- XIV. Severability
- XV. No Third-Party Beneficiaries
- XVI. Dispute Resolution

## **ARTICLE XX INSURANCE**

WSALPHO shall ensure that any Contractor shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect WSALPHO should there be any claims, suits, actions, costs, damages or expenses arising from any negligent or intentional act or omission of the Contractor or subcontractor, or agents of either, while performing under the terms of this AGREEMENT.

The Contractor shall provide insurance coverage that shall be maintained in full force and effect during the term of this AGREEMENT, as follows:

Commercial General Liability Insurance Policy: Provide a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence.



Professional Liability Insurance: Provide a Professional Liability Insurance policy, including contractual liability, in adequate quantity to protect against legal liability, but no less than \$1,000,000 per claim.

**ARTICLE XXI  
TERM**

The AGREEMENT shall be effective January 1, 2018, and end December 31, 2018.

**ARTICLE XXII  
OTHER OR PRIOR AGREEMENTS**

If WSALPHO and LHJ have a prior written AGREEMENT that relates to the subject matter of this AGREEMENT, namely, MAC claiming, then, at such time that WSALPHO and said LHJ both execute this AGREEMENT, such prior written AGREEMENT between them shall become null and void and of no further force and effect.

**ARTICLE XXIII  
GOVERNING LAW**

This AGREEMENT shall be interpreted, construed and enforced in accordance with the laws of the State of Washington.

IN WITNESS WHEREOF, this AGREEMENT has been executed and approved and is effective and operative by WSALPHO and LHJ as herein provided.

**KITSAP PUBLIC HEALTH DISTRICT**

By: \_\_\_\_\_

Keith Grellner  
Administrator

Date: \_\_\_\_\_

2/7/2018

**WSALPHO**

By: \_\_\_\_\_

Jaime Bodden  
Managing Director

Date: \_\_\_\_\_

2-9-18



**2017 PROPOSED WORKPLAN**

Approved 12/12/2016

TASK	Manager		Project Specialist		Technical Specialist		Project Technician		Support		Programmers		TOTALS
	Days	Est. Cost	Days	Est. Cost	Days	Est. Cost	Days	Est. Cost	Days	Est. Cost	Days	Est. Cost	
<b>CURRENTLY ASSIGNED STAFF</b>													
<b>Task 1: QUARTER START UP ACTIVITIES</b>													
A	0	6	4320	0	0	0	4	960	2	1760			7,040.00
B	0	8	5760	0	0	0	2	1760					7,520.00
C	0	8	5760	0	0	0	15	3600	0	0			9,360.00
<b>SUBTOTAL TASK 1</b>													<b>23,920.00</b>
<b>Task 2: MANAGING THE RMTS</b>													
A	0	30	21600	0	0	10	2400						24,000.00
B	2	1440						4	3520				4,960.00
C	4	4800	2880	0	0	0	0						7,680.00
<b>SUBTOTAL TASK 2</b>													<b>36,640.00</b>
<b>Task 3: TRAINING AND TECHNICAL ASSISTANCE</b>													
A	0	4	2880	0	0	0	1	880					3,760.00
B	8	9600	7200	3	2160	0	2	1760					20,720.00
C	18	21600	10080	1	720	0	0	0					32,400.00

**Task 1: QUARTER START UP ACTIVITIES**  
Set up new quarters, send notifications and reminders to coordinators regarding participant updates. Set up reconfiguration of consortia as requested by WSALPHO. Provide assistance with participant updates. Review final updates. Perform tasks related to moment generation for each RMTS on a quarterly basis. Ensure that all processes are in place prior to moment generation. Monitor and follow-up with LHJ coordinators for participants who have not completed required training.

**Task 2: MANAGING THE RMTS**  
Monitor RMTS system. Respond to LHJ requests for technical support or questions via email or the helpline. Follow-up as needed; perform all other daily RMTS management activities. Provide technical assistance and support to participants on using the RMTS. Manage DocuVault. Maintain URMTS User Guide and MAC calendar; update as needed. Provide technical assistance as requested regarding RMTS system. Provide technical assistance to new RMTS Coordinators. Answer ongoing questions related to RMTS operations.

**Task 3: TRAINING AND TECHNICAL ASSISTANCE**  
Set up new participant training for each quarter on URMTS, including updated materials and video tutorials.

As requested by WSALPHO Steering Committee, draft updates and coordinate the review process for web-based and other established training materials. Trainings will include the New Participant training and annual refresher training, and any changes or modifications resulting from revised claiming plan or emerging concerns. Post and update web-based tutorials, training materials and supporting documents to the RMTS and Claiming System.

As requested by WSALPHO Steering Committee, coordinate and assist in any training for LHJ RMTS or fiscal coordinators that may be scheduled, including drafting materials. Trainings will include, at a minimum, in person code reviewer trainings, webinars for SPMP participants on SPMP coding, and annual fiscal refresher training. As requested by LHJs, respond to questions about coding issues, SPMP issues, or other program concerns through emails, and phone calls.

<b>D</b>	Work with Provider One/HCA regarding processing of 270/271 documents for the quarterly clinic and client-based MERS. Work with HCA on any issues that may surface around the MER; continue dialogue to ensure optimal matching of MER data.	Fisher/Riemann/Programmers	2	2400	4	2880	1	720	0	5	4400	10,400.00
<b>E</b>	Using data supplied by DSHS, prepare the quarterly modified countywide MER.	Programmers		0		0		0	0	6	5280	5,280.00
<b>F</b>	Monitor MER online data submissions for processing and provide assistance as necessary. Troubleshoot any MER issues with LHJs related to results variance and/or data problems.	Programmers/ Riemann		0	3	2160	0	0	0	3	2640	4,800.00
<b>SUBTOTAL TASK 4</b>												<b>77,360.00</b>

**Task 4: END OF QUARTER ACTIVITIES/QA REVIEW/INVOICING**

<b>A</b>	Monitor completion of initial RMTS review by LHJ coordinators. Review 10% sample of moments by quarter and by RMTS for accuracy, provide feedback to coordinators on a regular basis including use of automated coding review module for comments and/or suggestions. Notify lead agency and WALPHO work group of any late submissions. Assist WALPHO in statewide management of program. Assist in any updated needed to manuals. Manage/monitor quarterly completion of the RMTS review process. Send reminders, notify lead agencies of progress, update instructions as needed.	Fisher/Riemann	24	28800	24	17280	0	0	0	0	0	46,080.00
<b>B</b>	As requested by LHJs, provide technical assistance on questions related to gathering financial data needed for the web-based claiming system. Assist users with the online invoice.	Riemann/Reynolds		0	6	4320	0	0	10	6000	0	10,320.00
<b>C</b>	Ensure that LHJs' RMTS certifications have been completed; close out the quarter; process RMTS results.	Fisher/Riemann	10	12000	6	4320	0	0	0	0	0	16,320.00
<b>D</b>	Work with Steering Committee to finalize design of Docvault (to house supporting documentation for RMTS) and implement, including loading documents.	Riemann/Programmers		4	2880					2	1760	4,640.00
<b>SUBTOTAL TASK 3</b>												<b>77,360.00</b>

**Task 5: System Development/Change Requests by Steering Committee**

<b>A</b>	Work with Steering Committee to finalize design of Docvault (to house supporting documentation for RMTS) and implement, including loading documents.	Riemann/Schueter/Fisher/Programmers	5	6000	12	8640	2	1440	0	23	20240	36,320.00
<b>B</b>	Work with HCA/Steering Committee to create and manage RMTS change requests. This includes initiating the change request form, guiding it through the Steering Committee approval process, development of specifications, and estimated programmatic implementation.	Riemann/Schueter/Fisher/Programmers	4	4800	12	8640	1	720	0	24	21120	35,280.00
<b>SUBTOTAL TASK 5</b>												<b>71,600.00</b>

**Task 6: Tech Assistance to HCA**

<b>A</b>	Draft SPMP code quarterly report, quarterly RMTS QA trend analysis report as required by contract. Respond to questions from HCA staff on RMTS or invoicing questions; prepare requested monitoring reports regarding invoice submission status, coding correction status. Maintain LHJ Contact List. Assist with A19 updates as requested by HCA.	Riemann/Fisher/Schueter	4	4800	7	5040	4	2880				12,720.00
<b>B</b>	Respond to questions from HCA staff on RMTS or invoicing questions; prepare requested monitoring reports regarding invoice submission status, coding correction status. Maintain LHJ Contact List. Assist with A19 updates as requested by HCA.	Riemann/Fisher/Schueter	2	300	7	5040	2	1440				6,780.00
<b>SUBTOTAL TASK 6</b>												<b>19,500.00</b>

**Task 7: Meetings (Workgroup, HCA, Consortium, Including Planning and Prep)**

Organize and participate in regular consortia calls; draft agendas, prepare any handouts and draft summaries, etc. Assist in planning and facilitating LHJ work group or coordinator meetings and doing any follow-up, as requested. Attend HCA meetings as requested. Assist with any preparation or follow-up tasks. Assist in implementing any changes required by CMS or HCA.

Fisher/Riemann	36	43200	34	24480	0	0	0	67,680.00
								<b>67,680.00</b>

**Task 8: PHSKC Reconciliation**

Assist in preparing agendas for weekly task meetings, host meeting and participate. Respond to any technical assistance questions related to reconciliation. Set up URMTS involve for all PHSKC units and subcontractors, including MER set up, and misc. other set up required. Assist technical staff in processing the reconciliation results, proof all bridging documents. Assist MAC coordinator in drafting any written documents needed to support the reconciliation process, as requested by the MAC coordinator.

Fisher/Riemann	10	12000	10	7200				19,200.00
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Process reconciliation results. Develop and implement any required programming changes.

Programmers	2	1760						1,760.00
								<b>20,960.00</b>

Subtotal 2017  
WSALPHO (5%)

	117	138,300	205	147,600	14	10,080	10	6,000	29	6,960	74	65,120	395,020
													<b>19,751.00</b>

374,060

414,771.00

	2013	2014	2015 (1)(2)	2016
HFA	378,360.00	394,840.00	415,360	502,222
WSALPHO	18,918.00	15,742.00	20,768	25,111
atty fee	0	0	9,500	
Full-year Budget	397,278.00	414,582.00	445,628	527,333
HFA (actual)	294,500.00	392,857.06	434,073	
atty fee	14,725.00	19,642.85	9,028	
WSALPHO (actual)	309,225.00	412,499.91	464,805	
Total Actual				

(1) All programmer time was billed at 1/2

(2) December 2015 billed in 2016

Year	budget
2009	481,000
2010	480,000
2011	451,000
2012	472,000



2018 PROPOSED WORKPLAN

FINAL 12/15/2017

TASK

CURRENTLY ASSIGNED STAFF

Task 1: QUARTER START UP ACTIVITIES

Note: 1 day=8 hours

	Days	Est. Cost Manager (\$150 per hour)	Days	Est. Cost Project Specialist (\$90 per hour)	Days	Est. Cost Technical Specialist (\$90 per hour)	Days	Est. Cost Project Technician (\$75 per hour)	Days	Est. Cost Support (\$30 per hour)	Days	Est. Cost Programmers (\$110 per hour)	TOTAL COST
A		\$0	5	\$3,600		\$0	4	\$960	2	\$1,760		\$6,320	
Riemann/Programmers													
B		\$0	4	\$2,880		\$0	0	\$0	2	\$1,760		\$4,640	
Riemann													
C		\$0	4	\$2,880		\$0	0	\$0	15	\$3,600		\$6,480	
Riemann/Support Staff													
													<b>\$17,440</b>

SUBTOTAL TASK 1

Task 2: MANAGING THE RMTS

- Monitor RMTS system. Respond to LHJ requests for technical support or questions via email or the helpline.
- Follow-up as needed; perform all other daily RMTS management activities. P Manage Docvault, Maintain URMTS User Guide and MAC calendar; update as needed.
- Provide technical assistance to URMTS users in navigating the URMTS system, as requested.
- Provide technical assistance to new RMTS Coordinators. Answer ongoing questions related to RMTS operations.

SUBTOTAL TASK 2

Task 3: TRAINING AND TECHNICAL ASSISTANCE

- Set up new participant training for each quarter on URMTS, including updated materials and video tutorials. Set up any additional online trainings as requested by WSALPHO. AS requested by WSALPHO Steering Committee, orient and coordinate the review process for web-based and other established training materials. Trainings will include new participant training and annual refresher training, and any changes or modifications resulting from a revised claiming plan or other identified concerns. Post and update web-based tutorials, training materials and supporting documents to the RMTS and Claiming System. As requested by WSALPHO Steering Committee, coordinate and assist in any training for LHJ RMTS or fiscal coordinators that may be scheduled, including drafting materials. Trainings will include, but are not limited to, in person or web-based code reviewer trainings, webinars for RMTS participants on time survey coding, and annual fiscal refresher training. As requested by LHJs, respond to questions about coding issues, SPMP issues, or other program concerns through emails, phone calls, or onsite visits.

A		\$0	30	\$21,600		\$0	12	\$2,880		\$0	1	\$880	\$3,760
Riemann/Support Staff													
B		\$6,000	5	3600		\$0	9	\$7,920		\$0		\$0	\$11,520
Riemann/Programmers													
C		\$6,000	10	\$7,200		\$0		\$0		\$0	2	\$1,760	\$28,160
Riemann/Fisher													
													<b>\$49,200</b>
A		\$0	4	\$2,880		\$0		\$0		\$0	1	\$880	\$3,760
Riemann/Programmers													
B		\$12,000	18	\$12,960		\$1,440		\$0		\$0	2	\$1,760	\$28,160
Riemann/Fisher/Schuster													
C		\$24,000	18	\$12,960		\$0		\$0		\$0		\$0	\$36,960
Fisher/Riemann													



Work with Provider One/HCA regarding processing of 270/271 documents for the quarterly clinic and client-based MERs. Work with HCA on any issues that may surface around the MER; continue dialogue to ensure optimal matching of MER data.  
Using data supplied by DSHS, prepare the quarterly modified countywide MER.  
Monitor MER online data submissions for processing and provide assistance as necessary. Troubleshoot any MER issues with LHJs related to results variance and/or data problems.

	1	2	3	4	5	6	7	8	9	10	11	12
D	Fisher/Riemann/Programmers	\$1,200	\$2,160	\$0	\$0	\$0	\$720	\$0	\$0	\$0	\$4,400	\$8,480
E	Programmers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,280	\$5,280
F	Programmers/Riemann	\$0	\$2,160	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,640	\$4,800
<b>SUBTOTAL TASK 3</b>												

**Task 4: END OF QUARTER ACTIVITIES/OA REVIEW/INVOICING**  
Monitor completion of third RMTS review by LHJ coordinators. Review 10% sample of moments by quarter and by RMTS for accuracy; provide feedback to coordinators on a regular basis including use of automated coding review module for comments and/or suggestions. Notify lead agency and WSALPHO work group of any late submissions. Assist WSALPHO in statewide management of end of quarter and invoicing processes. Assist in any updates needed to manuals.  
Manage/monitor quarterly completion of the RMTS review process. Send reminders, notify lead agencies of progress, update instructions as needed.  
As requested by LHJs, provide technical assistance on questions related to gathering financial data needed for the web-based claiming system. Assist users with the online invoice.  
Ensure that LHJs' RMTS certifications have been completed; close out the quarter; process RMTS results.

	1	2	3	4	5	6	7	8	9	10	11	12
A	Fisher/Riemann	\$24,000	\$15,840	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39,840
B	Riemann/Reynolds	\$0	\$4,320	\$0	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$19,320
C	Fisher/Riemann	\$7,200	\$2,880	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,080
D	Riemann/Programmers	\$0	\$2,160	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,520	\$5,680
<b>SUBTOTAL TASK 4</b>												

**Task 5: System Development/Change Requests by Steering Committee**  
Work with Steering Committee on any updates to Docvault (which houses supporting documentation for RMTS) and implement, including loading documents.  
Work with HCA/Steering Committee to create and manage URMTS change requests. This includes initiating the change request form, guiding it through the Steering Committee approval process, development of specifications, and estimated programmatic implementation.

	1	2	3	4	5	6	7	8	9	10	11	12
A	Riemann/Schuster/Fisher/Programmers	\$0	\$1,440	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,440
B	Riemann/Schuster/Fisher/Programmers	\$1,200	\$12,960	\$1,440	\$0	\$0	\$0	\$0	\$0	\$0	\$30,800	\$46,400
<b>SUBTOTAL TASK 5</b>												

**Task 6: Technical Assistance to HCA per HCA-WSALPHO Contract**  
Draft quarterly reports on SPMP coding and quarterly RMTS OA trend analysis reports as required by contract.  
Respond to questions from HCA staff on RMTS or invoicing questions; prepare requested monitoring reports regarding invoice submission status, coding correction status.  
Maintain LHI Contact List. Assist with A19 updates as requested by HCA.

	1	2	3	4	5	6	7	8	9	10	11	12
A	Riemann/Fisher/Schuster	\$4,800	\$5,760	\$2,880	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,440
B	Riemann/Fisher/Schuster/Programmers	\$300	\$5,760	\$720	\$0	\$0	\$0	\$0	\$0	\$0	\$880	\$7,660
<b>SUBTOTAL TASK 6</b>												

**Task 7: Meetings (Workgroup, HCA, Consortium, Including Planning and Prep)**

	1	2	3	4	5	6	7	8	9	10	11	12
<b>SUBTOTAL TASK 7</b>												

Organize and participate in regular RMTS consortia calls; draft agendas, prepare any handouts and draft summaries, etc. Assist in planning and facilitating LHI work group or coordinator meetings and doing any follow-up, as requested. Attend HCA meetings as requested. Assist with any preparation or follow-up tasks. Assist in implementing any changes required by CMS or HCA. Participate in statewide monthly LHI coordinator calls hosted by HCA. Respond to requests by workgroup including data gathering, analysis, and report preparation. Monitor workgroup tasks and projects.

A

Fisher/Riemann

36

\$43,200

\$0

\$0

\$0

\$0

\$72,000

**SUBTOTAL TASK 7**

**\$72,000**

**Subtotal HFA 2018**

105	\$123,900	215	\$154,800	10	\$7,200	31	\$7,440	70	\$61,600	\$369,940
										\$18,497

**WSALPHO (5%)**

**TOTAL 2018**

**\$388,437**

	2013	2014	2015 (1 2)	2016 (3)	2017
HFA	\$378,360	\$394,840	\$415,360	\$502,222	\$395,020
WSALPHO	\$18,918	\$19,742	\$20,768	\$25,111	\$19,751
atty fee	\$0	\$0	\$9,500	\$0	\$0
Full-year Budget	\$397,278	\$414,582	\$445,628	\$527,333	\$414,771
HFA (actual)	\$294,500	\$392,857	\$434,073	\$439,984	
atty fee	\$0	\$0	\$9,028	\$0	
WSALPHO (actual based on 5% of actual billed)	\$14,725	\$19,643	\$21,704	\$21,999	
Total Actual	\$309,225	\$412,500	\$464,805	\$461,983	

(1) All programmer time was billed at 1/2  
(2) December 2015 billed in 2016  
(3) Oct, Nov, Dec 2016 billed in January 2017

year	budget
2009	481,000
2010	480,000
2011	451,000
2012	472,000