

# HCA/LHJ Statewide MAC Coordinator Call

## A G E N D A

March 21, 2016 3:30—4 p.m.

**Webinar:** <https://attendee.gotowebinar.com/register/8787907530015310082>

**Call-in:** Dial 1-888-450-5996, Passcode: 273503

### Participants/Invitees

HCA Jennifer Inman

WSALPHO Kathy Spoor, Leslie Hopkins, Annie Goodwin, April Fisk, Deanna Quinn, Cathy Mortell,  
Steering John Abplanalp, Lynda Thomas, Yukari Odora, Patty Proctor, Hansine Fisher, Carrie  
Committee Riemann

LHJ MAC  
Coordinators All

- Invoice review and payment process
- Invoice deadlines:
  1. Q2 and Q3 2015 are due: **March 31, 2016**
  2. [Q4 invoice extended](#) due: **June 30, 2016**
  3. *Reminder* Q1 2016 invoice due: **July 29, 2016**
- Reminder: code review deadline is 45 days from the end of the quarter
- [Management Letter](#) re: Subcontracting
- Deadline for all training (today) (in-person rosters due to Jill 3/28)
- End of quarter updates
- General discussion/questions

**Next Meeting** April 18, 2016 at 3:30—4 p.m.

### NOTES

# HCA/LHJ Statewide MAC Coordinator Call

## MINUTES

March 21, 2016 3:30 to 4 p.m.

### Participants

**HCA:** Jennifer Inman

**WSALPHO Steering Committee:** Leslie Hopkins, Annie Goodwin, April Fisk, Lynda Thomas, Deanna Quinn, Cathy Mortell, John Abplanalp, Yukari Odora, Hansine Fisher

**LHJ MAC Coordinators:** **Adams** —Karla Gutierrez, Jessica Ozuna; **Asotin** — Diane Rousseau, Shannon Jones; **Benton-Franklin** —Annie Goodwin; **Chelan-Douglas** — Christal Eshelman; **Clallam**—NA ; **Clark**—Jeff Harbison, Pat Shaw; **Columbia**—Martha Ianman; **Cowlitz**—Carole Harrison; **Grant**—Ryan Brimacombe; **Grays Harbor**—Tina Coker, Karolyn Holden; **Island**— Melissa Doss; **Jefferson**—Julia Danskin; **Kitsap**—April Fisk; **Kittitas**—Liz Whitaker; **Klickitat**—NA; **Lewis**—John Abplanalp; **Mason** — Lydia Buchheit, Casey Bingham; **NE Tri**—Kelly LeCaire, Dale House; **Okanogan**—NA; **Pacific**—Mary Goelz; **PHSKC**—Leslie Hopkins, Yukari Odora; **San Juan**—Shelly Easterday; **Skagit**—Lynda Thomas; **Skamania**—Carol McClung, Amanda Cole; **Snohomish**—Carol Furness, Barbara Taylor; **Spokane**—Deanna Quinn; **Tacoma-Pierce**—Cathy Mortell, Chris Morrison; **Thurston**—Deborah Allen; **Walla Walla**—NA; **Whatcom**—Patty Proctor, Kathy Cunningham; **Whitman**—Pat Black; **Yakima**—Dulce Jenck

### Topic

#### Invoice review and payment process

There is currently a backlog of invoices, primarily due to a large influx of invoices at once, and the learning curve of implementing a new system and process. The RMTS and invoices are being reviewed and processed as fast as possible. Almost all LHJs have been contacted regarding the Q2 2015 RMTS, and the remaining will be contacted this week. The review process will start to speed up now, and the backlog will start to reduce. Once the backlog is resolved, the reviews will be completed in a timely fashion.

**Question:** Are LHJ still required to submit A19s?

**Answer:** Yes. Once HCA completes the invoice review, you will be asked to submit the signed A19.

#### Invoice deadlines

See handout. The Q4 2015 invoice has been extended to June 30, 2016. It is expected that LHJs will meet all deadlines and be in compliance with the HCA contract beginning with the Q1 2016 quarter. This includes invoicing and code review deadlines. As a reminder, the invoice deadlines are:

- Q2 and Q3 2015 invoices due: March 31, 2016
- Q4 2015 invoice due: June 30, 2016
- Q1 2016 invoice due: July 29, 2016

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Once the invoice is approved by HCA, the LHJ will then be able to generate the A19 and submit the signed original to HCA for payment.

### **Code review deadline: 45 days from end of quarter**

It is very important to adjust your workflows so that all deadlines are met, especially the code reviews. Not all LHJs are in compliance with the 45 day deadline for completing code reviews. An LHJ must certify all code reviews have been completed within 45 days from the end of a quarter and notify HFA. HFA will complete the 10% quality assurance review within 10 days, and the LHJ must then certify the RMTS as final. Please adjust your work process to ensure you are in compliance with all deadlines.

**Question:** Is there a reminder for LHJs to certify their RMTS?

**Answer:** There is not an automated reminder. LHJs should complete the certifications once the code review is done, and when the 10% quality assurance review is done.

### **Subcontracting management letter**

As a reminder, a HCA sent a management letter describing the subcontracting requirements to all LHJs. It is also posted on [HCA's website](#).

### **Deadline for all trainings**

The deadline for all trainings is today. This includes new participant and refresher training. Currently, there are 13 participants that have not completed training—in order to be included in the RMTS for Q2 2016, they must complete the training today. Please email all new participant training rosters to Jill with HFA at [Jill@hfa3.org](mailto:Jill@hfa3.org).

### **End of quarter updates**

- The annual refresher participant online training must be completed by today, March 21, 2016.
- RMTS results must be completed within 45 days from the end of a quarter.

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## MINUTES

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**NOTE:** If you have any questions, or you attended this call and you are not listed, please contact Jennifer Inman at [Jennifer.inman@hca.wa.gov](mailto:Jennifer.inman@hca.wa.gov). The agenda, handouts, and minutes are available on HCA's website at [www.hca.wa.gov/medicaid/mac](http://www.hca.wa.gov/medicaid/mac).

**Please register for the next webinar:** April 18, 2016 3:30 to 4 p.m.  
<https://attendee.gotowebinar.com/register/114228634885757698>