

HCA/LHJ Statewide MAC Coordinator Call

A G E N D A

April 18, 2016 3:30—4 p.m.

Webinar: <https://attendee.gotowebinar.com/register/114228634885757698>

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

Participants/Invitees

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

- Reminder: code review deadline is 45 days from the end of the quarter
- Reminder: spot checks of client-IDs
- URMTS update features
- End of quarter updates
- General discussion/questions

Next Meeting at 3:30—4 p.m.

NOTES

Handout

April 2016 Excerpt from URMTS Users Guide

To send the reminder “nudge” click the nudge button and the email will automatically send the email address on file for the participant.

Coding Progress

The coding progress page displays the status of moments where code review has been completed (“coded”) or is outstanding (“uncoded”), based on the filter selections. A coordinator can view the coding progress of all reviewers in his/her group.

The “coded” category displays all moments that have been reviewed, and “uncoded” shows any that need a review.

Coding Progress (31)

Coder	Coded	Uncoded
Cody F 	5	7
Cole F 	5	2
Conan F 	4	8

A RMTS coordinator may click on the “uncoded” number, which gives the coordinator access to code on behalf of their reviewers (for example, if the reviewer is out on leave).

Sending a “Nudge”

The “nudge” button will send the code reviewer a reminder email to complete their assigned coding.

To send the reminder “nudge” click the nudge button and the email will automatically send the email address on file for the participant.

Surveys Page

The surveys page displays all the detailed information about the surveys. It can be filtered using any of the filters discussed in the **SITE NAVIGATION** section of this guide. The “export” button may also be used to download a copy of the file to a .csv so that individualized reports may subsequently be created in Excel.

Surveys (page 1 of 7) 

[summary](#)

Surveys per page:

RMTS	Unit	ID	User	Job Classification	Moment	Status	Answered at	Activity	Client	Self Code	Final Code	Agreement	CQ	CR	Codings
2015-06-25 to 2015-07-17.hydra	hydra	210	Perla F	Other	2015-07-01 08:02:00	late									
2015-06-28 to 2015-07-14.nereid	nereid	61	Peter F	Other	2015-07-01 08:08:00	answered	2015-07-06 01:00:37	Illo dolores aliquam molestias.	Asperiores est in molestiae ea sit hic.	N/A					-in-queue- Cody F 
2015-06-29 to 2015-07-...	triton	11	Penny F	Other	2015-07-01 08:19:00	answered	2015-07-06 01:00:33	Eum distinctio vitae	Commodi odit facilis nemo et.	N/A					-in-queue- Cody F 

January 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 <i>New Year's Day</i> PHSKC Subcontractor Q3 2015 invoice due to PHSKC	2	3
4 Quarter 1 begins	5 Q3 2015 RMTS Results posted	6	7	8	9	10
11	12	13	14	15	16	17
18 <i>MLK Day</i>	19	20	21	22	23	24
25 Statewide MAC Coordinator Call	26	27	28	29	30	31

MAC TASKS

January 5

Quarter 1 (January- March) begins

January 5-8

Q3 2015 RMTS Results available on URMTS

February 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8 Annual refresher training notice sent to all participants	9	10	11	12	13	14
15 <i>President's Day</i>	16	17	18	19	20	21
22 Statewide MAC Coordinator Call	23	24	25	26	27	28
29 Q2 2016 Participant List Certification Due						

MAC TASKS

February 29th

LHJS update the participant lists, including new participants and calendars, and certify the list for Q2 2016

March 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8 LHJ completes Q4 2015 code review	9	10	11	12	13
14	15	16	17	18 New Participant Training Due	19	20
21 Statewide MAC Coordinator Call All participants complete annual online training	22 HFA completes review of Q4 2015 10% sample	23	24	25 Q2 2016 moments generated	26	27
28 LHJs submit in-person training rosters	29 LHJ finalizes Q4 2015 sample	30 PHSKC subcontract Q4 2015 invoices due	31 Invoice Extension: Q2 & Q3 2015 Invoice Due			

MAC TASKS

March 8th

Q4 2015 code review must be completed and certified.

March 18th

All new MAC participants certify the new participant training. Participants who have not certified the training will be removed from the participant list for Q2 2016.

March 21st

All participants complete and certify the annual online refresher training.

March 28th

All new MAC participants complete required in-person training. Signed rosters must be submitted by COB.

March 31st

Q2 & Q3 2015 invoices due to HCA

April 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 Q2 2015 begins	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18 Statewide MAC Coordinator Call	19	20	21	22	23	24
25	26	27	28	29	30	

MAC TASKS

May 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16 LHJ certifies Q1 2016 code review Statewide MAC Coordinator Call	17	18	19	20	21	22
23	24	25	26 HFA completes Q1 2016 10% review	27	28	29
30 <i>Memorial Day</i>	31 LHJ Q3 2016 participant updates due					

MAC TASKS

May 16th

LHJ completes and certifies the code review for Q1 2016

May 31st

LHJS update the participant lists, including new participants and calendars, and certify the list for Q3 2016

June 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6 LHJ certifies Q1 2016 10% sample	7	8	9	10	11	12
13 Q1 2016 RMTS results posted	14	15	16	17 Q3 2016 new participants complete online training	18	19
20 Statewide MAC Coordinator Call	21	22	23	24 Q3 2016 moments generated	25	26
27	28 LHJ submits in-person rosters	29	30 Invoice Extension: Q4 2015 Invoice Due PHSKC subcontractor Q1 2016 invoices due to PHSKC			

MAC TASKS

June 6th

LHJ completes and certifies the 10% sample for Q1 2016

June 17th

All new MAC participants complete and certify the online participant training by **COB June 17th**. Participants who have not completed and certified the training will be removed from the participant list for Q3 2016.

June 28th

Signed rosters must be submitted by COB.

June 30th

All new MAC participants complete required in-person training.

Q4 2015 invoices due to HCA

July 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 Quarter begins	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18 Statewide MAC Coordinator Call	19	20	21	22	23	24
25	26	27	28	29 Q1 2016 Invoice Due	30	31

MAC TASKS

July 29th

Q1 2016 invoices must be submitted to HCA
no later than today.

August 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 LHJ certifies Q2 2016 code review Statewide MAC Coordinator Call	16	17	18	19	20	21
22	23	24	25 HFA completes 10% review	26	27	28
29 LHJ Q4 2016 participant updates due	30	31				

MAC TASKS

August 15th

LHJ completes and certifies the code review for Q2 2016

August 29th

LHJs update the participant lists, including new participants and calendars, and certify the list for Q4 2016.

September 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5 LHJ certifies 10% review for Q2 2016	6	7	8	9	10	11
12 Q2 2016 RMTS results posted	13	14	15	16 Q4 2016 new participants complete online training	17	18
19 Statewide MAC Coordinator Call	20	21	22	23 Q4 2016 moments generated	24	25
26	27	28 LHJ submits in-person rosters	29 PHSCKC subcontractor Q2 2016 invoices due to PHSKC	30		

MAC TASKS

September 5th

LHJ finalizes and certifies the 10% review of Q2 2016 moments.

September 16th

All new MAC participants complete and certify the online participant training by **COB Sept. 16th**. Participants who have not completed and certified the training will be removed from the participant list for Q3 2016.

September 30th

All new MAC participants complete required in-person training. Signed rosters must be submitted by COB.

October 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3 Quarter 4 2016 begins	4	5	6	7	8	9
10	11	12	13	14	15	16
17 Statewide MAC Coordinator Call	18	19	20	21	22	23
24	25	26	27	28 Q2 2016 Invoice Due	29	30
31						

MAC TASKS

October 28th

LHJs must submit Q2 2016 invoices to HCA no later than today.

November 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11 <i>Veteran's Day</i>	12	13
14	15 LHJ certifies Q3 2016 code review	16	17	18 Update and certify participant list for Q1 2017	19	20
21 Statewide MAC Coordinator Call	22	23	24 <i>Thanksgiving Day</i>	25 HFA completes 10% review for Q3 2016	26	27
28	29	30				

MAC TASKS

November 15th

LHJ completes the review and certifies the Q3 2016 code review

November 18th

LHJs update and certify the participant list and calendar for Q1 2017
Participants notified to complete annual training

December 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 LHJ submits annual MER proposal	2	3	4
5 LHJ finalizes Q3 2016 10% sample	6	7	8	9	10	11
12 Q3 2016 Results posted	13	14 New participants complete training	15	16	17	18
19 Statewide MAC Coordinator Call Reconciled invoices due to HCA Q1 2016 moment are generated	20	21	22	23 <i>Christmas Day (observed)</i>	24	25
26	27 LHJ submits in person training rosters	28	29	30 PHSKC subcontractor Q3 2016 invoices due to PHSKC	31	

MAC TASKS

December 1st

LHJ submits annual MER proposal

December 5th

LHJ finalizes and certifies Q3 2016 10% sample and notifies HFA

December 14th

New participants complete and certify the online participant training.

December 19th

Reconciled invoices: All LHJs must submit reconciled invoices to HCA.
Note: PHSKC reconciled invoices due April, 28 2017

HCA/LHJ Statewide MAC Coordinator Call

MINUTES

April 18, 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, Yukari Odora

LHJ MAC Coordinators: **Adams** — Jessica Ozuna; **Asotin** — Diane Rousseau; **Benton-Franklin** —Annie Goodwin, Jeff Jones; **Chelan-Douglas** — NA; **Clallam**—NA ; **Clark**—Pat Shaw, Heidi Steen; **Columbia**—Kathleen Juris; **Cowlitz**—; **Grant**—; **Grays Harbor**—Tina Coker; **Island**— Melissa Doss; **Jefferson**—**Kitsap**—April Fisk; **Kittitas**—Liz Whitaker; **Klickitat**—NA; **Lewis**—; **Mason** – Lydia Buchheit, Casey Bingham; **NE Tri**—Kelly LeCaire; **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; **Spokane**—Deanna Quinn; **Tacoma-Pierce**—Cathy Mortell, Chris Morrison; **Thurston**—NA; **Walla Walla**—Susann Bassham; **Whatcom**—Kathy Cunningham; **Whitman**—NA; **Yakima**—Dulce Jenck

Topic

Reminder: code review deadline is 45 days from the end of the quarter

This is a reminder that all code reviews must be completed within 45 days from the end of the quarter, and this requirement will be enforced. It is getting closer to this deadline, and it is important to appropriately plan your time in order to stay in compliance with the HCA-LHJ MAC contract.

Reminder: spot checks of client-IDs

See handout. You can export the RMTS moments into Excel which allows you to sort and filter by client ID. Instructions for the export/sort feature may also be found in the URMTS User Guide. It is a contract requirement that the client IDs are spot checked for two purposes: 1) to ensure they are correct and trace back to an actual individual and 2) to ensure they come from a database documented on the annual MER proposal. Client ID's should not be entered in the RMTS if your county only uses the modified countywide MER.

Question: If the MER that we are using has changed, what should I do?

Answer: A revised MER proposal must be submitted. The contract states: "The proposal must be updated and re-submitted if the data source or collection, calculations, or monitoring changes thirty (30) business days prior to the change." The proposal can be found on the [HCA website](#).

HCA/LHJ Statewide MAC Coordinator Call

MINUTES

April 18, 2016 3:30 to 4 p.m.

URMTS update features

Additional filters have been added to the code review page of the URMTS. There are step-by-step instructions for using the filters in the URMTS user guide.

Comment: These filters have significantly expedited the code review process.

End of quarter updates

The URMTS user guide has been updated to include more detail on the revised claim process. This process only needs to be followed for invoices that have been paid and need to be revised. It is not needed for correcting an invoice that you have certified but has not been paid.

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. The agenda, handouts, and minutes are available on HCA's website at 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/6161559082050965764>