# Table of Contents

Introduction .................................................................................................................................................. 3
Training and Support .................................................................................................................................... 3
Adding Partnering Providers to the Portal .................................................................................................... 4
Adding Providers Already in the Portal ......................................................................................................... 9
Approving Partnering Providers .................................................................................................................. 13
Introduction
About Us - Financial Executor

Public Consulting Group, Inc, (PCG) will serve as the Washington State Health Care Authority’s (HCA) financial executor, focused on the five-year Healthier Washington Medicaid Transformation, ending December 31, 2021.

In accordance with Attachment G of the Transformation’s Special Terms and Conditions, PCG will, under the direction of Washington’s nine, regional Accountable Communities of Health (ACHs), record, process, distribute, and report on incentive fund payments and other financial transactions between the ACHs and partnering providers supporting regional transformation projects. PCG will ensure the fund distributions comply with all applicable laws, regulations.

This portion of the user guide will review the steps to add Partnering Providers within the Financial Executor (FE) portal.

Training and Support
For questions, please feel free to reach out to Public Consulting Group, Inc., via email or phone.

Email: WA_FE_FinancialServices@pcgus.com

Phone: 844-300-5040
Adding Partnering Providers to the Portal
As an ACH you have the ability to add partnering providers into the Portal. There are two ways to do this: through a batch upload, or by adding providers individually.

The Financial Executor (FE) will work with HCA and the ACHs on a batch upload process to add multiple partnering providers at a time. This will be offered through June of 2018 and if needed the FE will work with HCA and ACH’s to get the partnering providers into the portal. This process is not discussed in the manual.

The process here describes how you add an individual partnering provider. To begin, select the Provider Management tab and choose Partner Providers.

You will now be brought to the Add Partner Provider page where they will be prompted to enter in the partnering providers EIN. Enter in your partnering providers EIN and select Search.
A message will appear saying there were no matches. (If there is a match, proceed to the next section of the user manual). No match indicates this provider is not registered with any other ACHs within the Portal. You will also notice the provider EIN cannot be updated, that is because this information has been entered above.

Please enter the EIN of Provider you want to add as a partner and click on search

No matches were found please add the below details to invite this Provider to register on WA FE system

<table>
<thead>
<tr>
<th>Provider Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider EIN</td>
<td>564564564</td>
</tr>
<tr>
<td>Entity Type</td>
<td>Select</td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Street Address 1</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zipcode</td>
<td></td>
</tr>
</tbody>
</table>

Participating Projects

Domain 1: Financial Sustainability Strategies
- Financial Sustainability Payment Strategies
- Workforce Strategies
- Population Health Management

Domain 2: Care Delivery Redesigns
- 2A: Bi-directional Integration of Care and Primary Care Transformation
- 2B: Community Based Care Coordination
- 2C: Transitional Care
- 2D: Diversions Interventions

Domain 3: Prevention and Health Promotion
- 3A: Addressing the Opioid Use Crisis
- 3B: Reproductive and Maternal and Child Health
- 3C: Access to Oral Health Services
- 3D: Chronic Disease Prevention and Control

Other Funding
- Behavioral Health Integration Incentive
- Value-Based Payment (VBP) Incentive
- High Performance Pool
The next step is to complete the partnering provider’s information. All fields with an asterisk (*) need to be completed. You will also need to select the Participating Projects that this partnering provider will be taking part in.

Add Partner Provider

Please enter the EIN of Provider you want to add as a partner and click on search

Provider EIN: 564564564

No matches were found please add the below details to invite this Provider to register on WA FE system

<table>
<thead>
<tr>
<th>Provider Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider Name *</td>
<td>ABC Provider</td>
</tr>
<tr>
<td>Provider EIN *</td>
<td>564564564</td>
</tr>
<tr>
<td>Entity Type *</td>
<td>Traditional Medicaid Provider</td>
</tr>
<tr>
<td>Primary Contact</td>
<td>John</td>
</tr>
<tr>
<td>First Name *</td>
<td></td>
</tr>
<tr>
<td>Email *</td>
<td><a href="mailto:john.miller@yopmail.com">john.miller@yopmail.com</a></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Street Address 1</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zipcode</td>
<td></td>
</tr>
<tr>
<td>Primary Contact</td>
<td>Miller</td>
</tr>
<tr>
<td>Last Name *</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Ext</td>
<td></td>
</tr>
<tr>
<td>Street Address 2</td>
<td></td>
</tr>
</tbody>
</table>

You will now choose the participating projects your partnering provider will be participating in with you. Simply check the box of the projects this provider has participated in, once this step is completed choose to send invite.

Participating Projects*

- Domain 1: Financial Sustainability Strategies
  - Financial Sustainability Payment Strategies
  - Workforce Strategies
  - Population Health Management

- Domain 2: Care Delivery Redesigns
  - 2A: Bi-directional Integration of Core and Primary Care Transformation
  - 2B: Community Based Care Coordination
  - 2C: Transitional Care
  - 2D: Diversions Interventions

- Domain 3: Prevention and Health Promotion
  - 3A: Addressing the Opioid Use Crisis
  - 3B: Reproductive and Maternal and Child Health
  - 3C: Access to Oral Health Services
  - 3D: Chronic Disease Prevention and Control

Other Funding

- Behavioral Health Integration Incentive
- Value-Based Payment (VBP) Incentive
- High Performance Pool

Send Invite
A Terms and Conditions page will appear. If the information is all correct, select **I Accept**. If edits need to be made, exit out or click **I Decline**. Then update the information and, once correct, accept the agreement.

Once you click **Accept** the agreement you will be brought back to the **Add Partner Provider** page, confirming an email will be sent to the provider.
The next step here is for the FE to verify the EIN of the provider through a TIN matching service, where we will validate the partnering provider’s names and EINs. This process generally takes around 24 hours to hear back from the IRS, so please allow a few business days before expecting a provider to receive their invitation email. Once this EIN is confirmed, the email will be sent. The next step is now for the provider to complete the registration process.
Adding Providers Already in the Portal
When adding a partnering provider to your network, it is possible that they are already registered with another ACH in the FE Portal. This speeds up the process, because you will not have to wait for the EIN match. To begin adding a partnering provider to your network, select the Provider Management tab and the Partner Providers option.

You will then be brought to the Add Partner Provider page where you will be prompted to enter in your partnering provider’s EIN.
Once you enter in the partner providers EIN, select **Search**.

Because this provider is already registered within the Portal, you will choose the **Select Provider** button. A partnering provider would already be in the system if that partnering provider has registered through another ACH.
Now that you have selected the provider, a list of participating projects will appear. Select the **Participating Projects** that this partnering provider will be participating in with you by checking the box. Once you have selected the projects, choose the **Send Invite** button to send the invitation to your partnering provider.
A Terms and Conditions agreement will appear ensuring that you have entered in the correct information. After reading, select I Accept if the information is correct. If something needs to be updated, simply exit out or decline, update the information, and then accept.

Now that your ACH has accepted the Terms and Conditions agreement, you will be brought back to the add partner provider page. A message will appear that indicates that your invitation has been sent. Because this partnering provider has already registered within the Portal, the financial executor will not need to re-verify the EIN and the email will be immediately sent to the participating provider. The provider must now accept your invitation and fill in the necessary information before your ACH can approve the partnering provider, which is the final step in the partnering provider registration process.
Approving Partnering Providers

At this point, the provider has accepted your ACH’s invitation and all that is left to do is for you to approve them as a partner provider. To do this, select the Provider Management tab and then choose Approve Partner Providers.

This page displays all partnering providers who have accepted your invitation and are waiting to be approved by you. Notice that because no providers have been selected, the approve and deny options are grayed out.
To approve a provider, **check the box** next to the partnering provider that you want to approve. Once selected, click **Approve** at the bottom right hand corner of the screen.

A terms and conditions agreement will appear. Once you have read the terms, select **I Accept** to add this partner provider to your ACH.
The last step is to agree to the Master Services Agreement (MSA). The MSA is also known as and sometimes referred to as the Standard Partnership Agreement. You will not be able to accept to the terms of this agreement if you do not scroll through to the bottom, reading the agreement.
Now that you have read the agreement, on the bottom of the page, select I Accept to add this partnering provider to your account.

Congratulations! Your partnering provider is now registered in the FE Portal. This means that they will now be eligible to receive DSRIP incentive payments from you.