



Benefits of Using the Indiana Long Term Care Web Portal

<https://inltcdeptexchange.mslc.com>

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Indiana LTC Web Portal



- General information
- Tips & tricks
- How to use the Indiana Long Term Care web portal
- Questions
- Indiana Myers and Stauffer website

Indiana LTC Web Portal



- 57% of providers are signed up.
- Purpose- to send and receive information electronically.
- If signed up, all communication (related to rates and compliance reviews) from OMPP/Myers and Stauffer will be through the web portal.
- This includes draft and final compliance review reports, rate letters, cost report acknowledgements, information requests, etc.
- Information submitted to OMPP/Myers and Stauffer does not have to be submitted through the web portal, but is the preferred method.

Indiana LTC Web Portal



1. Third party authorization forms
2. Dynamic vs. Static IP address
www.whatismyipaddress.com
 - IPv4 address
 - Public IP address
 - "show me more about my IP"
3. Cost Report Preparers (who have been given Third Party Access) should now be receiving email notifications when items have been uploaded

Indiana LTC Web Portal



4. Proof of delivery:

Upload [See my files](#)

Choose Provider:

Choose File Type:

Choose Version:

Max File Size: 50MB

Allowed File Extensions are: .DOCX, .XLSX, .XLS, .DOC, .PDF, .TXT, .RTF

Choose Period:

Choose Provider:

Show entries Search:

Select File(s)	Type	Version	Period	File Name	Source	Create Date	Size	Download
<input type="checkbox"/>	Compliance Review	N/A	RED - 2015	410 IAC 16-2 Indiana Regs for RTFs 16-2-3.1-6	Provider Upload	2/25/2017 8:42:13 PM	653.6KB	
<input type="checkbox"/>	Compliance Review	N/A	RED - 2015	Test File 25 MB	Myers & Stauffer Upload	2/24/2017 3:05:18 PM	34.3MB	
<input type="checkbox"/>	Compliance Review	N/A	RED - 2015	410 IAC 16-2 Indiana Regs for RTFs 16-2-3.1-6	Myers & Stauffer Upload	2/24/2017 3:05:07 PM	653.6KB	

Indiana LTC Web Portal



5. Test files
6. Uploading to portal vs. mailing
7. Uploading multiple files- drag and drop
8. Keep account users up-to-date

Forms at www.msic.com/indiana

or

<https://intcdeptexchange.msic.com>

Indiana LTC Web Portal



9. Files are deleted from web portal after 90 days.
10. Notification that web portal site does not exist.
11. File types supported for upload - DOCX, XLSX, XLS, DOC, PDF, TXT with a max of 75MB per file.

Contact Information



- Myers and Stauffer LC

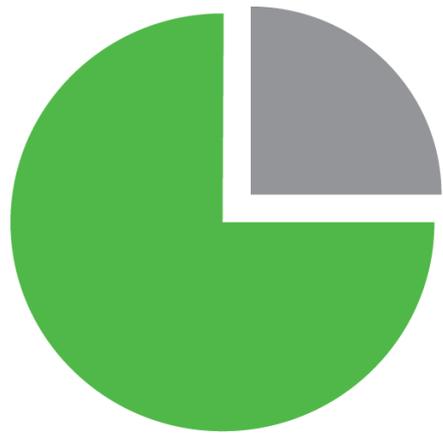
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Financial Management

CoreMMIS and the Provider Healthcare Portal

Tami Foster, Provider Relations Consultant-
Region 4, DXC Technology



Financial Management

DSP Wage Legislation Update

Steve Cook, President/CEO, INARF

Administrative Update

Waiver Rate Increase and DSP Wage Increase (since last we met)

- Tribal notice of 6/9/17 advised of the public comment period.
- Public comment period for this announcement will be posted for 30 days (7/12/17- 8/11/17) in advance of the submission of the waiver amendment.

Administrative Update

Waiver Rate Increase and DSP Wage Increase

- INARF secured Federal lobbying representation on a project specific basis from HRKHL. John Williams and Andrew Coats.
- Teleconference with CMS covering pre-submitted questions and follow-up written correspondence of understanding of issues from teleconference

Administrative Update

Waiver Rate Increase and DSP Wage Increase

– Questions sent to CMS

- What is the determination for a substantive change versus a non-substantive change?
- What does an expedited review mean and how long does it typically last?

Administrative Update

Waiver Rate Increase and DSP Wage Increase

– Meeting on July 13th on DSP wage pass through verification

- Paul Bowling, CFO for FSSA
- Julie Reynolds, DDRS/BDDS
- Kathee Troiani, FSSA Audit Manager
- Tracy Mitchell, INARF
- Katy Stafford-Cunningham, INARF
- Steve Cook, INARF
- Kim Dodson, ARC of Indiana

Administrative Update

Waiver Rate Increase and DSP Wage Increase

- Meeting on July 13th on DSP wage pass through verification-Topics Discussed
 - Process and documentation needed for verification
 - Notification of “plan” to increase compensation to FSSA and employees
 - Use of electronic mailbox to receive required notification-225 providers who have filed claims for the 12 dsp services

Administrative Update

Waiver Rate Increase and DSP Wage Increase

- Meeting on July 13th on DSP wage pass through verification-Topics Discussed
 - Impact of not providing the required notice within 30 days = non-compliance
 - Implementation Schedule
 - 10-1-17 implementation date
 - NOA changes would be processed starting September 23rd
 - NOA changes would incorporate cap increases to the FSW waiver and OBA “bucket adjustments” on the CIH waiver

Administrative Update

Waiver Rate Increase and DSP Wage Increase

– Meeting on July 13th on DSP wage pass through verification-Topics Discussed

- Definition of total compensation
- Calculation methods to determine 75% threshold
- Base period for 75% threshold
- Definition of DSP (see 460 IAC)

Administrative Update

Waiver Rate Increase and DSP Wage Increase

– Meeting on July 13th on DSP wage pass through verification-Topics Discussed

- **460 IAC 6-3-18 .Direct care staff. defined**

Authority: IC 12-8-8-4; IC 12-9-2-3; IC 12-11-1.1-9; IC 12-11-2.1-12

Affected: IC 12-11-1.1; IC 12-11-2.1

- Sec. 18. .Direct care staff. means a person, or an agent or employee of a provider entity, who provides hands-on services to
 - an individual while providing any of the following services:
 - (1) Adult day services.
 - (2) Adult foster care services.

Administrative Update

Waiver Rate Increase and DSP Wage Increase

- (3) Community-based sheltered employment services.
- (4) Community education and therapeutic activities services.
- (5) Community habilitation and participation services.
- (6) Facility-based sheltered employment services.
- (7) Prevocational services.
- (8) Residential habilitation and support services.
- (9) Respite care services.
- (10) Supported employment services.
- (11) Transportation services.
- (12) Children foster care services.
- (13) Independence assistance services.

- *(Division of Disability, Aging, and Rehabilitative Services; 460 IAC 6-3-18; filed Nov 4, 2002, 12:04 p.m.: 26 IR 751; filed Aug 29, 2003, 10:30 a.m.: 27 IR 102)*

Administrative Update

Waiver Rate Increase and DSP Wage Increase

– Meeting on July 13th on DSP wage pass through verification-Topics Discussed

- Initial look at data per quarter (revenue)
- Use of monitoring/educational audits with no recoupment
- Assume Revenue pull 60 days after the end of FY 18 and FY 19

Administrative Update

Waiver Rate Increase and DSP Wage Increase

- Meeting on July 27 on DSP wage pass through verification

Administrative Update

Thoughts on “Your Plan”

- Plan by EIN number (legal entity)
- Basic Info about the provider
- How will your agency implement IC 12-15-1.3-18
- Which services in IC 12-15-1.3-18 do you provide
- Who will receive a wage increase
- How will you determine your 75% threshold and monitor your own compliance (use INARF methodology)

Administrative Update

Thoughts on “Your Plan”

- How will you use the 25% that is not required to go to DSP compensation?
- How will you tell your staff who will receive increased compensation about the increased compensation and the time frame ?

Administrative Update

Thoughts on Proposed Wage Verification Schedule

- Discussion on verification by person but currently the decision is to calculate compliance based on total and an average hourly rate because of various issues including staff crossing over between programs and funding sources.

Administrative Update

Thoughts on Proposed Wage Verification Schedule

- Test Period(s) is the two periods that will be used to measure your compliance with the 75% threshold. If effective is 10/1/17 test period 1 is 10-1-17 thru 6/30/18 and test period 2 is 7/1/18 thru 6/30/19.

Administrative Update

Thoughts on Proposed Wage Verification Schedule

- Calculating Revenue and 75% threshold for the test period.

Administrative Update

Thoughts on Proposed Wage Verification Schedule

- Base Period- for now it is 7-1-16 thru 6-30-17.
- Base period average hourly rate for 12 months is compared to test period average hourly rate and the variance is multiplied by the test period payroll hours associated with total compensation.

Administrative Update

Thoughts on Proposed Wage Verification Schedule

- Payroll Summary-total compensation; line 7; instructions; decisions-training time hours and wages; PTO hours and wages.
- Overtime=costs associated with the .50 OT rate.
- Shift differential= weekday rate is \$10.00 per hour but I pay a weekend shift differential of \$1.00 per hour per weekend shift, you are backing out the extra \$1.00 per hour not the \$11.00 per hour.

Administrative Update

Thoughts on Proposed Wage Verification Schedule

- Compliance Summary does the current period wages exceed line 6 the DSP wage threshold?

Administrative Update

Thoughts on Proposed Wage Verification Schedule

- Draft Recommendations- DSP's who work in day services with groups that have “different payer's”; include staff hours and compensation in all calculations; simpler and has little impact on the “average hourly calculation”.

Administrative Update

Thoughts on Proposed Wage Verification Schedule

- Draft Recommendations- Staff who do some direct care but more supervision (non billable duties); do not include their compensation or hours in the calculations even if you give them raises to avoid the impact of possible disallowance/exclusion.

Administrative Update

Thoughts on Proposed Wage Verification Schedule

- **OTHER EMPLOYEE COST SUMMARY**

- Yes, the State can ask for this information
- Info only request
- No, there is no threshold or other factors that would trigger recoupment

Administrative Update

Thoughts on Proposed Wage Verification Schedule

- **OTHER EMPLOYEE COST SUMMARY**

- If you exceeded the 75% threshold, start with that!
- No, there is no threshold or other factors that would trigger recoupment
- OT and Shift differential can be included.
- Be able to defend how you allocated increased benefit expenses, like payroll taxes, workers comp etc.
- PTO and training-let's discuss

Administrative Update

Next Steps on Proposed Wage Verification Schedule

State gives us final approval of INARF Verification Schedule

- State will put out info on “plan”
- INARF will set up one or more webinars on the “plan” and will release the version of the verification schedule with formulas



Thank you!

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