

Nursing Home Transition

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- Introduction
- Billing
- Documentation
- DocuShare
- Resources
- Questions
- Appendices for informational purposes:
 - Errors
 - Reports
 - Special Nursing Home Transition Fund (SNHTF)
 - W16 Form
 - Summary

Purpose of this presentation:

To cover the new billing process effective Dec. 1, 2016:

Two Billing Tracks:

1. Waiver eligible participants – transition services will be documented in SAMs and paid through W7337
2. Non-waiver eligible participants – transition services will be documented in SAMS and paid monthly in the same format currently paid

Three Main Changes:

1. NHT 01 – increased rates
2. NHT 02 – changed process
3. NHT 03, 04, and 05 – available for persons without care management through a waiver or program

Waiver (PROMISe code W7337):

1. Independence
2. OBRA
3. CommCare
4. Aging
5. Attendant Care

Non-waiver (OLTL monthly billing process):

1. Living Independently For Elders (LIFE) Program
2. Act 150 Program
3. Options Program
4. Caregiver Support Program (CSP)
5. Individuals not receiving service coordination or care management through an OLTL or PDA program. This may include individuals receiving person centered counseling, Apprise counseling or individuals private paying for services due to income or assets.
6. Non-care managed programs, such as, only receiving a personal emergency response system (PERS) or home delivered meals (HDM)

Billing

Billing Transition

NHT care
enrollments entered
November 30th 2016
and prior will follow
the previous NHT
billing process

NHT care
enrollments entered
December 1st forward
will follow the new
NHT billing process

December 1st 2016

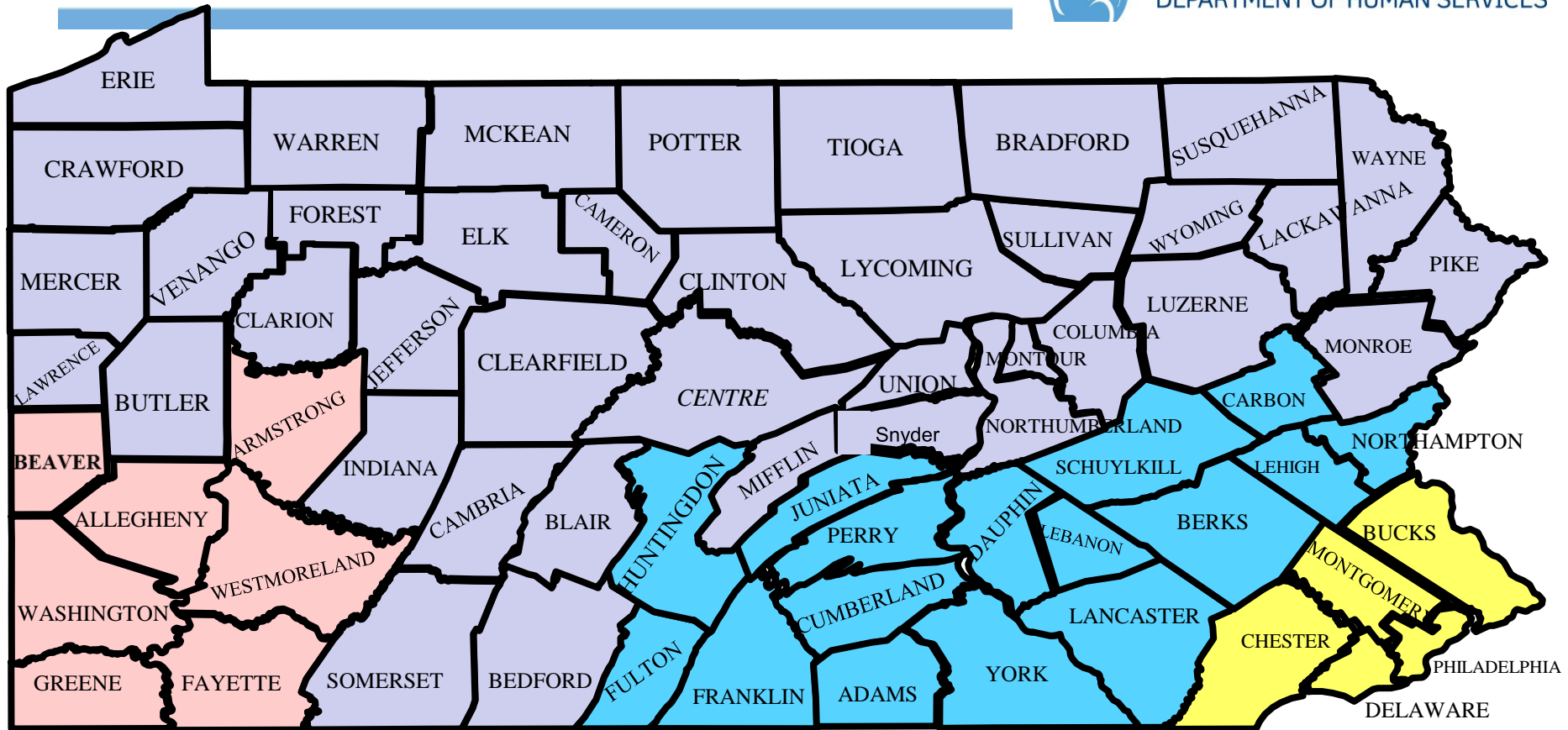
- NHT 01 Transition Coordination may be entered in SAMS as a Service Delivery once it is determined that an individual
 - Meets the NHT participant definition
 - Agrees to transition

- NHT 01 Transition Coordination rates are based on the Service Coordination regional rates

NHT Regional Rate Map



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Region 1
\$18.49

Region 2
\$20.21

Region 3
\$18.78

Region 4
\$21.47

- NHT 01 Transition Coordination (billable at regional rate) NHT01 are based on quarter $\frac{1}{4}$ hr increments. Ex: 1 hr=4 units, 4 hrs =16 units, 8 hrs=32 units
 - Capped at 32 units per day unless justification is provided and approved
 - Capped at 240 total units unless an exception is granted for up to 480 units
- NHT02A-NHT Outreach Form=\$250 payment
- NHT02B-NHT Post Transition Gap Coverage=\$250
 - Billable within the first 30 days after transition in specific circumstances when formal services have not yet begun to prevent re-institutionalization (must be documented in SAMS journal notes)
 - Is contingent upon the completion of the NHT Outreach Form

- Any OLTL or PDA Program that provides Service Coordination or Care Management may bill:
 - NHT01-NHT02B
 - Individual must meet the NHT participant definition
 - All transition coordination activities are entered in SAMS as NHT 01 as part of the record, documenting time spent, units provided, and when the units of service were provided. This becomes part of the supporting documentation for services rendered.
 - OLTL will run monthly reports for waiver eligible participants to include NHT01-NHT02B
 - These billed activities will be posted through DocuShare
 - Units are capped at 240 for all transitions, an exception for up to 480 may be requested

- OLTL and PDA programs that provide Service Coordination or Care Management include:
 - Aging
 - OBRA
 - COMMCARE
 - Independence
 - Attendant Care
 - ACT 150
 - LIFE (not eligible for NHT02B)
 - Caregiver Support Program (CSP)
 - Options
- NHT03, 04, 05 may not be billed for these programs as this is considered a duplication of service.

- Payment for Transition Service Coordination (W7337) will occur when:
 - Transition is indicated as completed through the NHT02A
 - Transition is indicated as unsuccessful through the NHT02A
 - Total length of transition exceeds 180 days
- Any entered NHT01 activities will be reviewed by OLTL. Upon this review it will be determined which entered service deliveries will be paid monthly (NHT 01), or direction will be provided to the NHTCA to bill entered units under W7337 through the Waiver Individual Service Plan (ISP) and paid through PROMISe.
 - For additional information regarding W7337 Transition Coordination Services please refer to **MA Bulletin 59-16-09 Nursing Home Transition Program Changes.**

- These programs includes:
 - Individuals who do not meet the NFCE level of care criteria – private pay individuals in a nursing facility
 - Non-care managed programs, such as, only receiving a personal emergency response system (PERS) or home delivered meals (HDM)
 - Individuals transitioning without any programmatic support or service from OLTL or PDA that involves Service Coordination or Care Management
- Transition coordination activities are to be billed as NHT01 and will be paid monthly for services posted in SAMS.
 - Billed activities will be posted through DocuShare
 - Outcome payments (NHT03, 04,05) may be billed, and must be completed in person as part of a face to face visit

- All transition coordination activities for individuals who will be transitioning into the LIFE program are billed monthly as NHT 01.
- OLTL will run monthly reports for LIFE eligible participants
 - These billed activities will be posted through DocuShare
- Participants receiving services through LIFE are **not** eligible to bill for NHT Post Transition Gap Coverage (NHT02B)
- Participants receiving services through LIFE are **not** eligible for NHT03,04,05

- In all cases regardless of the program or the waiver the individual is entering, payment will only occur when:
 - A successfully entered Service Delivery is entered in SAMS. A successful Service Delivery must have:
 - Correct Provider name,
 - Whole units (no partial units), and
 - Completed daily unit details calendar.
 - Payment for NHT02A must have a fully completed NHT Outreach Form. If the form is not completed in its entirety (based on skip patterns) this will appear on an error report.

- All NHT01-05 activities are billed under the NHT Care Enrollment beginning December 1st.
- This enrollment remains open until all activities and services related to NHT (including SNHTF) are entered into SAMS. This pertains to the new billing process and the existing billing process (NHT01-05).

Services Entered Into SAMS



- Example: participant enrolled in NHT prior to Dec. 1, 2016

OLD WAY	AFTER DEC. 1, 2016
NHT 01 MFP – NHT Care Enrollment	NHT 01 – NHT Care Enrollment
NHT 02 – NHT Care Enrollment	NHT 02A and B – NHT Care Enrollment
NHT 03 – Aging Waiver Care Enrollment	NHT 03 – NHT Care Enrollment
NHT 04 – Aging Waiver Care Enrollment	NHT 04 – NHT Care Enrollment
NHT 05 – Aging Waiver Care Enrollment	NHT 05 – NHT Care Enrollment

Transition

NHT 01 MFP – NHT Care Enrollment

NHT 02 – NHT Care Enrollment

NHT 03 – Aging Waiver Care Enrollment

NHT 04 – NHT Care Enrollment

NHT 05 – NHT Care Enrollment

- You must enter service delivery details through the daily unit details calendar.
 - We need to know the dates the services were actually delivered.
 - Payments will not be made if entry is not completed using the daily unit details calendar.

- The incorrect entries are identified and you have an opportunity to correctly re-enter through the daily unit details calendar.

Daily Unit Details Calendar



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Notes: Consumer created by Omnia Interviewer (2.3.7 Build: 10)

Details Activities & Referrals Assessments Billing Calls Care Plans Journals Routes **Service Deliveries** Service Orders

Service Delivery - NHT01 -Non-MFP Transition Coordination, 10.00 Units X

Close | Print | Open Audits |

Care Program NHT-Nursing Home Transition - 07/07/2014 -

Agency Allegheny County DHS AAA

Provider Allegheny County DHS AAA

Subprovider

Site

Service Category NHT-Nursing Home Transition Services

Service NHT01 -Non-MFP Transition Coordination

Topics (2 Items)

Service Month/Year 07/2014

Units 10.00

Unit Price \$10.00

Total Cost \$100.00

Place Of Service

Diagnosis Code

Service Order No: Order No : (None)

Type 1/4 Hour

[Format Property List](#)

Specify units by day in the calendar below:

July, 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 8.00	8	9 2.00	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Topics

[Add Topics](#) | [Sum Topics](#) | [Delete Topic](#)

Topic	Date	Time	Followup	C	Outcome	Comments
Other activities in support of NHT initiative	07/07/2014	2.00		<input checked="" type="checkbox"/>		Referral received fro
Other activities in support of NHT initiative	07/09/2014	0.50		<input checked="" type="checkbox"/>		7/21/14 received ca

- NHT01 may not be billed during the time that a Waiver ISP is on hold for up to 180 days. It is the Service Coordination Entities responsibility to address the individual's needs as this was taken into consideration when the Service Coordination rate (W1011) was developed. DHS website:
<http://www.dhs.pa.gov/provider/longtermcareprov/index.htm> under **“Billing” attachment B page 5**
http://www.dhs.state.pa.us/cs/groups/webcontent/documents/bulletin_admin/p_033878.pdf
- Some of these tasks include:
 - Housing
 - Home Adaptations
 - Increase in services through the ISP process
 - Obtaining Specialized Medical Equipment (SME)
 - Addressing any other barrier that may arise that would prevent the individual from returning to the community and resuming Waiver services
 - Developing the ISP

Non Billable Services or Time

- NHT Coordination Agencies (NHTCAs) may not bill for the completion of a Care Management Instrument (CMI) for Waiver eligible participants. This is completed by the Independent Enrollment Broker (IEB).
- NHT01 may not be entered into SAMS for activities that occur after the date of transition.
- NHT01 may not be billed for data entry or travel time.
- Any activity that cannot be directly tied to or related to a specific individual (e.g. general meetings, conferences, etc).



Documentation

- Proper documentation and record keeping requirements through SAMS journal notes is essential for NHT participants.
- Documentation is important to show a chronological historical record of the participants transitional activity.

- We ask that you follow basic standard practices and document in the journal note area of SAMS the services you are providing and the decisions you are making regarding the participants you are working with.
- Documentation should include what was done, by whom, why and what the results are.
- When in doubt, it is always better to document!!!

- We ask that you be especially diligent in documenting the following situations:
 - Any and all transitions that are cancelled and the reasoning behind the cancellation.
 - One participant having multiple transitions that fall within a 180 day period.
 - When declining to assist with a transition, document the following:
 - Why,
 - What risks are unable to be mitigated,
 - Why the transition would not be safe, and/or
 - What barriers cannot be safely/adequately overcome to ensure a safe discharge.

- Document in-community contacts (NHT 03, 04, 05 contacts must be **in-person face-to-face**).
- Community Living Plan:
 - Document in the SAMS journal notes the “community living plan,” which should include but not be limited to needed waiver services, mental health or substance abuse counseling and services.
 - Include other Office of Long Term Living (OLTL), Office of Developmental Programs (ODP), Office of Mental Health and Substance Abuse Services (OMHSAS), or PA Department of Aging (PDA) programs, services or programs provided by Office of Income Maintenance (OIM) or charitable community organizations.

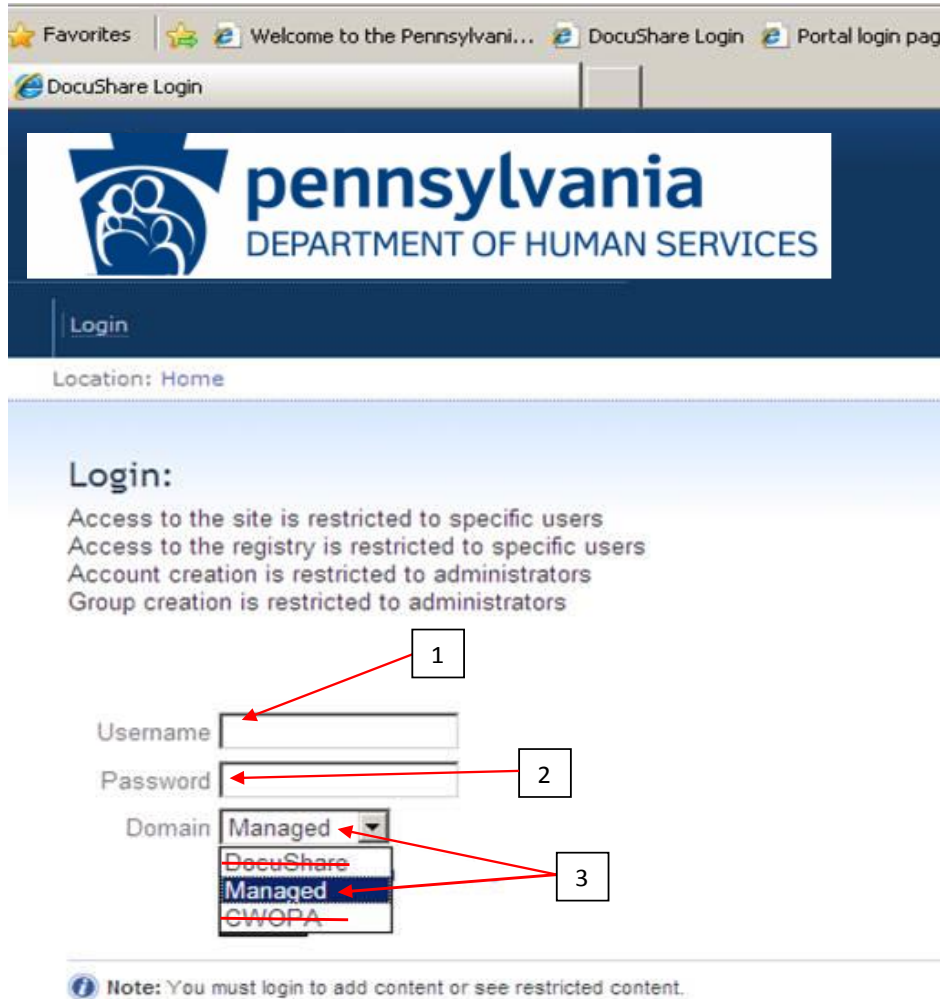
- Home Adaptations (NHTCA must have prior authorization and “front” monies for completion prior to transition).
 - ❖ The Community Living Plan serves as a way to communicate with the selected Service Coordination agency (SCE) the specific community services the individual will need and which have been arranged. Please clearly state in the subject line of the SAMS journal note “Community Living Plan.”
- State when and why the units for NHT (240 units) are exceeded or when more than 32 units per day are billed in SAMS service delivery. When exceeding units, contact our office (ra-nht@pa.gov) to get approval ahead of time.
- Document contacts with the IEB and SCE.
- Document the NHT Care Plan Worksheet to identify any risks and how the risks are being addressed or mitigated.

Proper documentation of standards and practices ensures the accuracy and legitimacy that services are provided in accordance with NHT program requirements and procedures.

DocuShare Information for NHT Providers

- Separate groups were created for each provider.
- Everyone has access to a General Information & Instruction folder.
- New user / Remove user send email to:
 - RA-pwoltldocushare@pa.gov

- The report currently consists of four tabs and additional tabs may be added in the future to distinguish Waiver vs Non-Waiver participants.
- The following are the current four tabs:
 - 1) All payables entered and processed during the month (NHT Services MM/YYYY),
 - 2) Errors not processed (Items to be Corrected),
 - 3) Errors/exceptions reviewed by NHT staff with approval/disapproval (Errors), and
 - 4) Summary.



The screenshot shows the DocuShare login interface. At the top, there's a navigation bar with 'Favorites', 'Welcome to the Pennsylvania...', 'DocuShare Login', and 'Portal login pag'. Below this is a banner with the Pennsylvania Department of Human Services logo and the text 'pennsylvania DEPARTMENT OF HUMAN SERVICES'. A 'Login' link is visible. The main content area is titled 'Login:' and contains the following text: 'Access to the site is restricted to specific users', 'Access to the registry is restricted to specific users', 'Account creation is restricted to administrators', and 'Group creation is restricted to administrators'. Below this text are three input fields: 'Username', 'Password', and 'Domain'. The 'Domain' field is a dropdown menu with 'Managed' selected. Three red arrows with numbered boxes point to the input fields: arrow 1 points to the 'Username' field, arrow 2 points to the 'Password' field, and arrow 3 points to the 'Domain' dropdown menu. At the bottom, there is a note: 'Note: You must login to add content or see restricted content.'

1

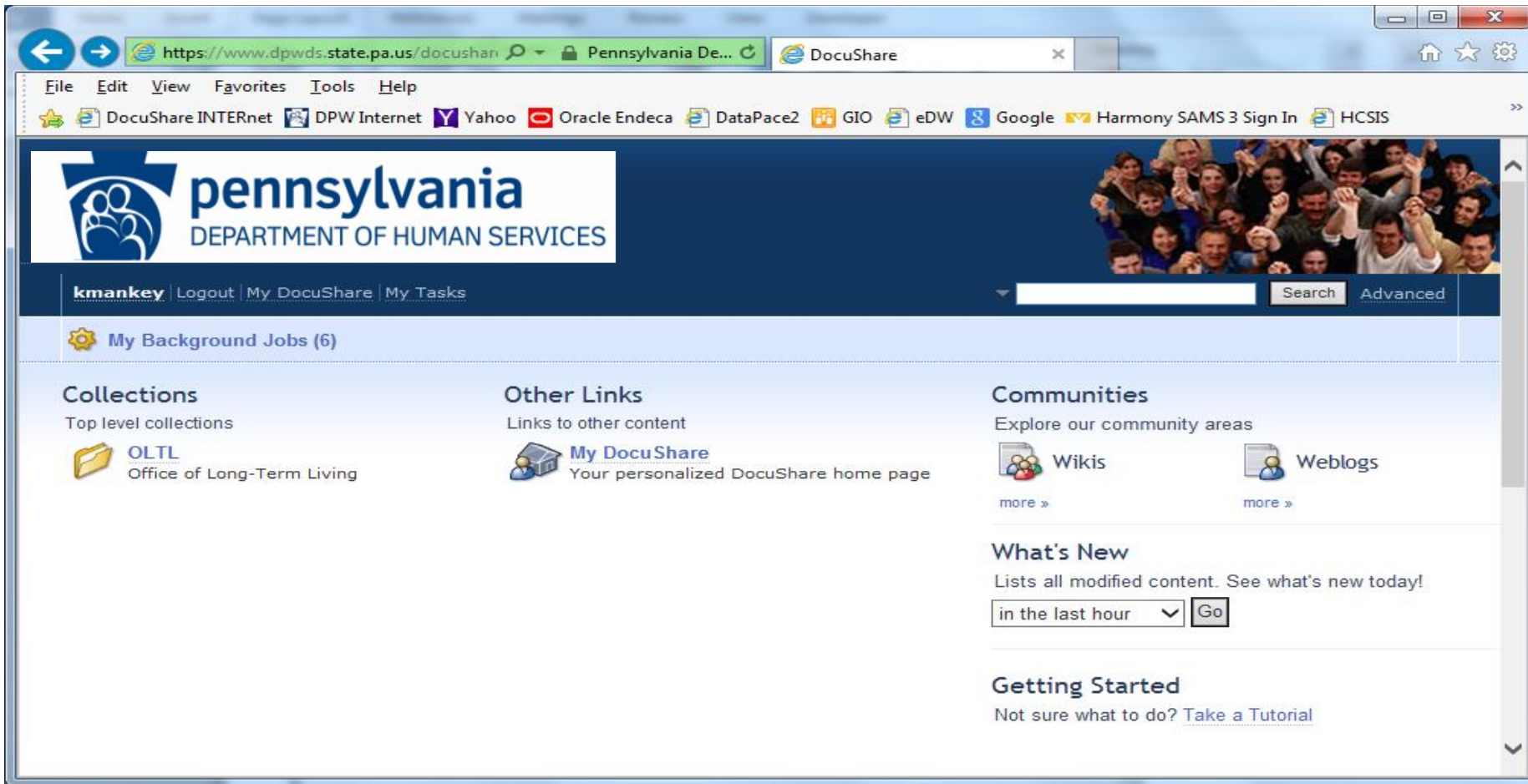
2

3

Note: You must login to add content or see restricted content.

- Our internet environment is located at <https://www.dpwdshs.state.pa.us/>. The URL uses SSL so it must start with https:// and not <http://>.
- You must use the user name (1) and password (2) provided to you by OLT
- The domain is Managed (3)

After Signing in click on the OLTL folder.



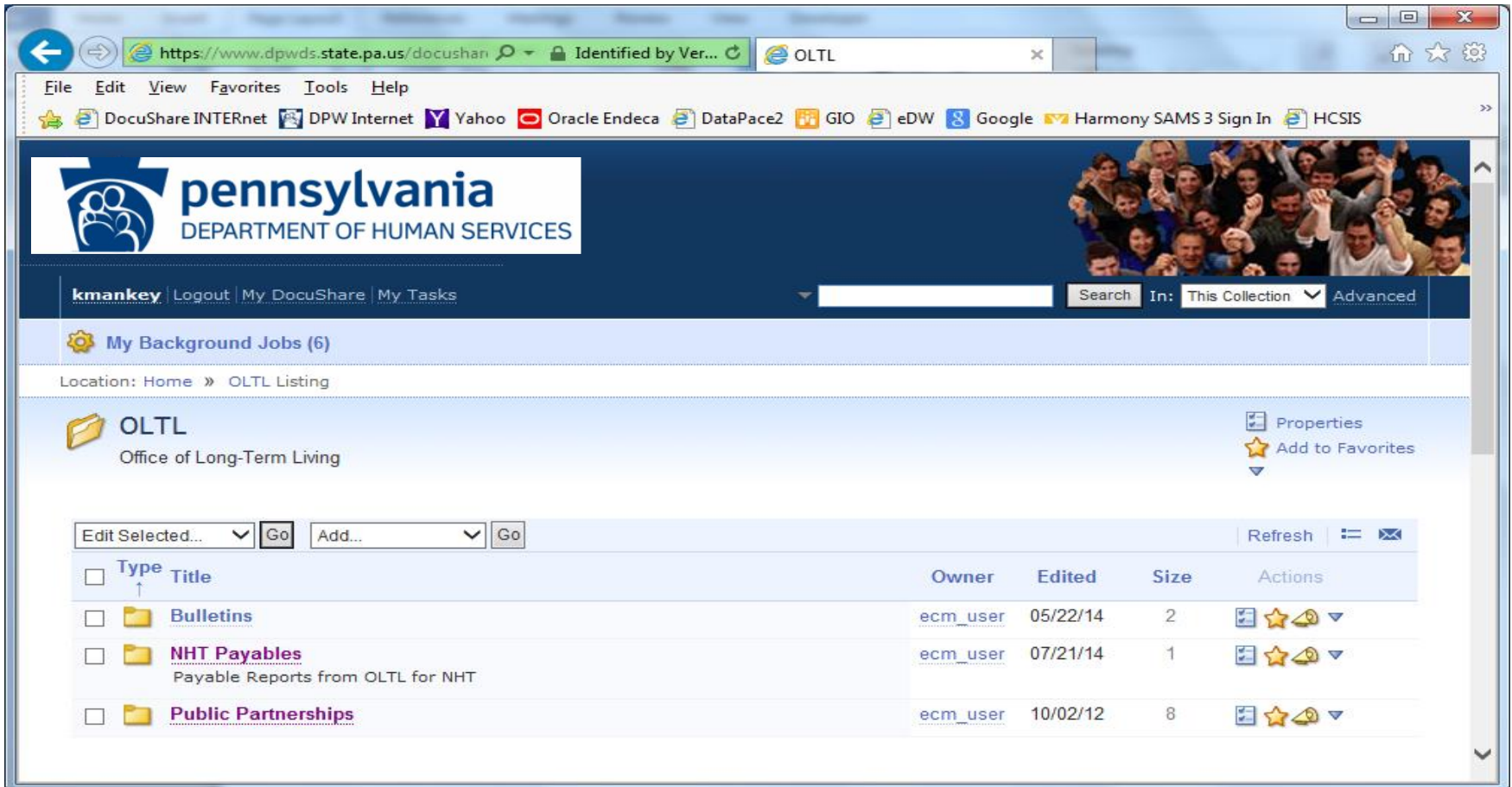
The screenshot shows a web browser window with the address bar displaying <https://www.dpwds.state.pa.us/docushare>. The browser's address bar also shows "Pennsylvania De..." and "DocuShare". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "DocuShare INTERNET", "DPW Internet", "Yahoo", "Oracle Endeca", "DataPace2", "GIO", "eDW", "Google", "Harmony SAMS 3 Sign In", and "HCSIS".

The main content area of the browser displays the DocuShare interface. At the top, there is a banner with the "pennsylvania DEPARTMENT OF HUMAN SERVICES" logo and a group photo of people. Below the banner, there is a navigation bar with the username "kmankey", a "Logout" link, and links to "My DocuShare" and "My Tasks". There is also a search bar with a "Search" button and a link to "Advanced".

The main content area is divided into several sections:

- My Background Jobs (6)**: A section with a gear icon.
- Collections**: A section titled "Top level collections" with a folder icon and a link to "OLTL Office of Long-Term Living".
- Other Links**: A section titled "Links to other content" with a link to "My DocuShare Your personalized DocuShare home page".
- Communities**: A section titled "Explore our community areas" with links to "Wikis" and "Weblogs".
- What's New**: A section titled "Lists all modified content. See what's new today!" with a dropdown menu set to "in the last hour" and a "Go" button.
- Getting Started**: A section titled "Not sure what to do? Take a Tutorial".

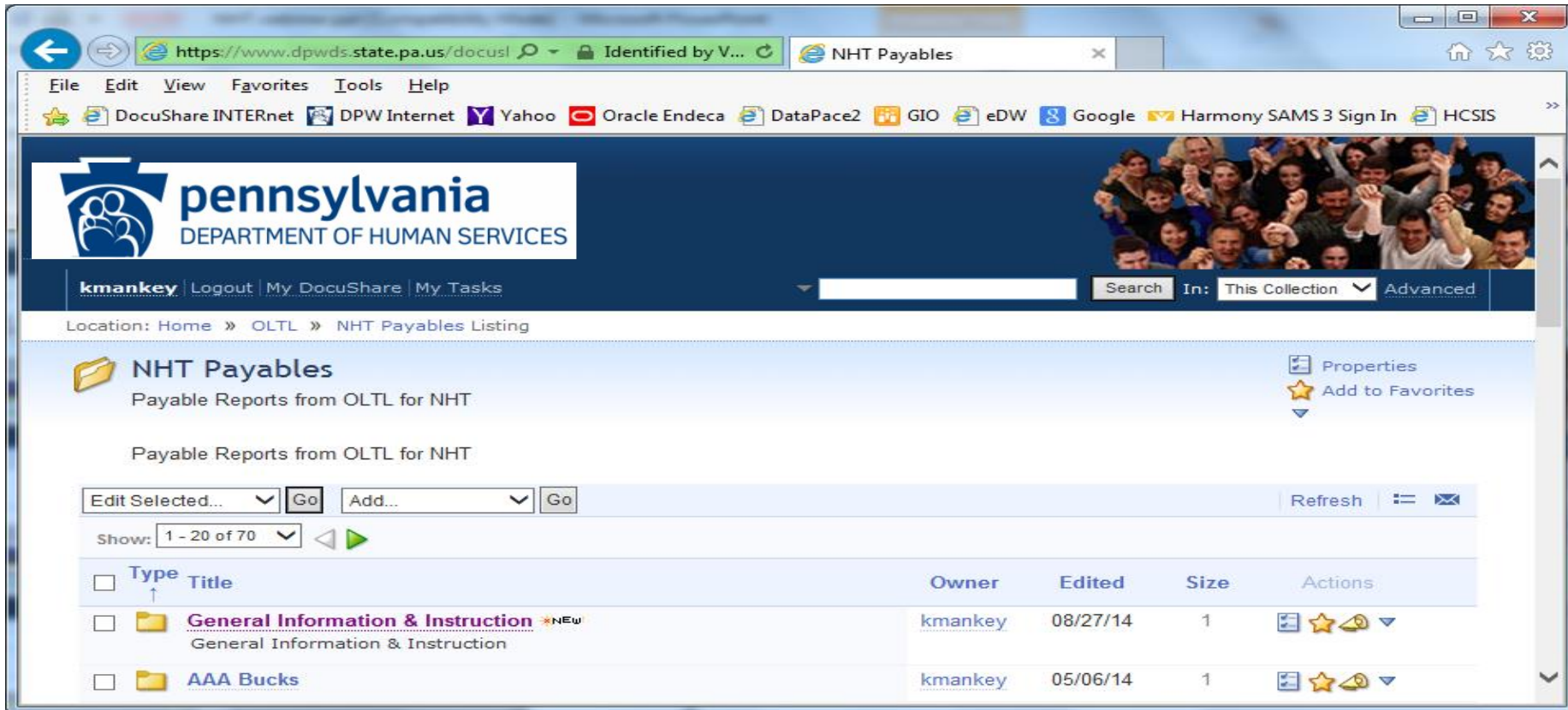
Next click on NHT Payables folder.



The screenshot shows a web browser window with the URL <https://www.dpwds.state.pa.us/docushare>. The user is logged in as **kmankey**. The interface displays the **OLTL** (Office of Long-Term Living) folder structure. Below the folder list, there is a table of items:

Type	Title	Owner	Edited	Size	Actions
Folder	Bulletins	ecm_user	05/22/14	2	[Icon] [Star] [Icon]
Folder	NHT Payables Payable Reports from OLTL for NHT	ecm_user	07/21/14	1	[Icon] [Star] [Icon]
Folder	Public Partnerships	ecm_user	10/02/12	8	[Icon] [Star] [Icon]

Click on your agency folder. You should only be able to see your provider(s) folders and the General Instructions folder. Please notify OLTL via the RA mailbox (RA-PWOLTLDOCUSHARE@pa.gov) if you can see more or less.



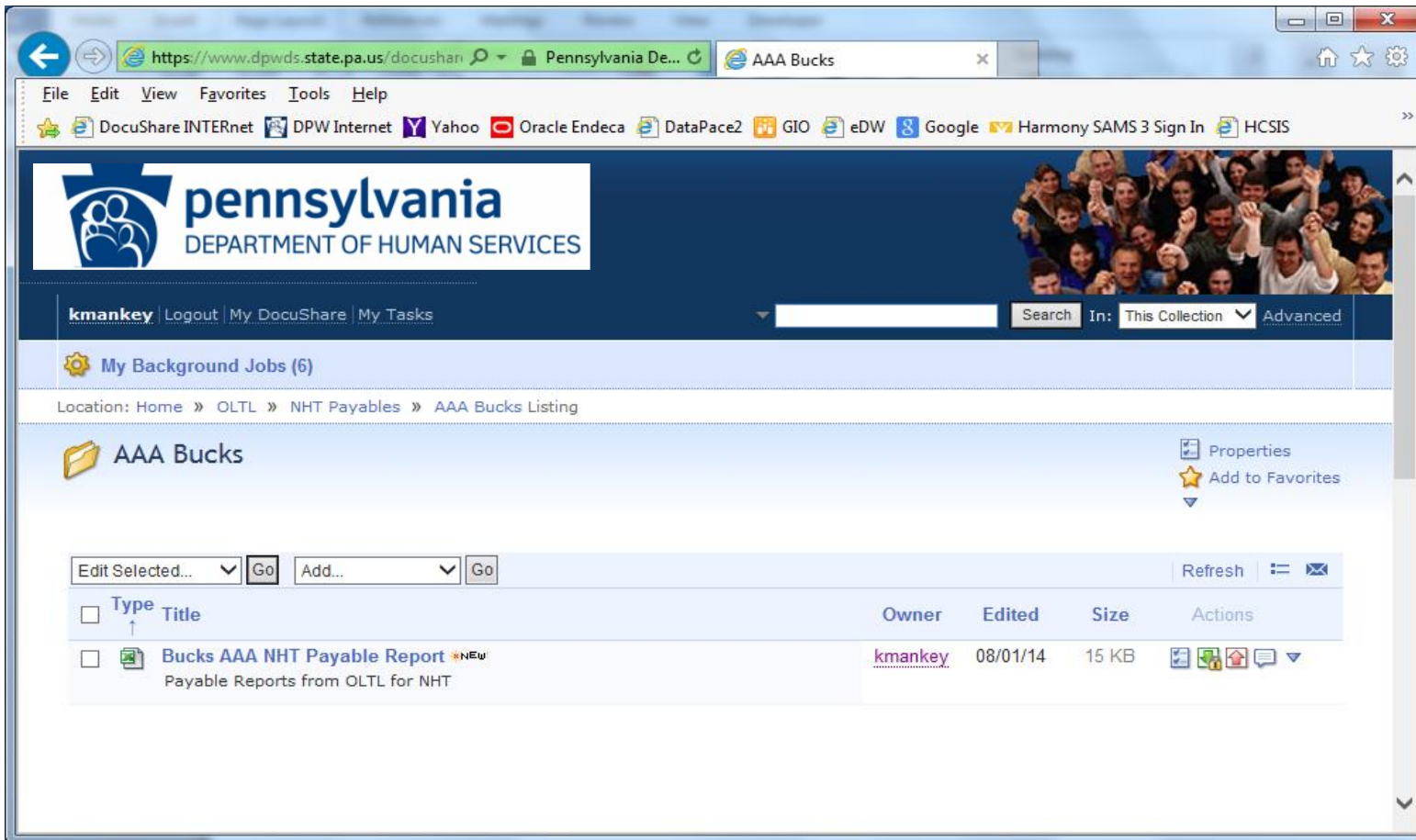
The screenshot shows a web browser window with the address bar displaying <https://www.dpwds.state.pa.us/docu>. The browser's address bar also shows "Identified by V..." and "NHT Payables". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes DocuShare INTERNET, DPW Internet, Yahoo, Oracle Endeca, DataPace2, GIO, eDW, Google, Harmony SAMS 3 Sign In, and HCSIS.

The main content area displays the "NHT Payables" folder. The folder name is "NHT Payables" and the description is "Payable Reports from OLTL for NHT". The folder is owned by "kmankey". The folder is located at "Home » OLTL » NHT Payables Listing".

The folder contains two subfolders:

- General Information & Instruction** (NEW) - Owner: kmankey, Edited: 08/27/14, Size: 1
- AAA Bucks** - Owner: kmankey, Edited: 05/06/14, Size: 1

Your report is here with designated month and year.



https://www.dpwds.state.pa.us/docushan Pennsylvania De... AAA Bucks

File Edit View Favorites Tools Help

DocuShare INTERNET DPW Internet Yahoo Oracle Endeca DataPace2 GIO eDW Google Harmony SAMS 3 Sign In HCSIS

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kmankey Logout My DocuShare My Tasks

My Background Jobs (6)

Location: Home » OLTL » NHT Payables » AAA Bucks Listing

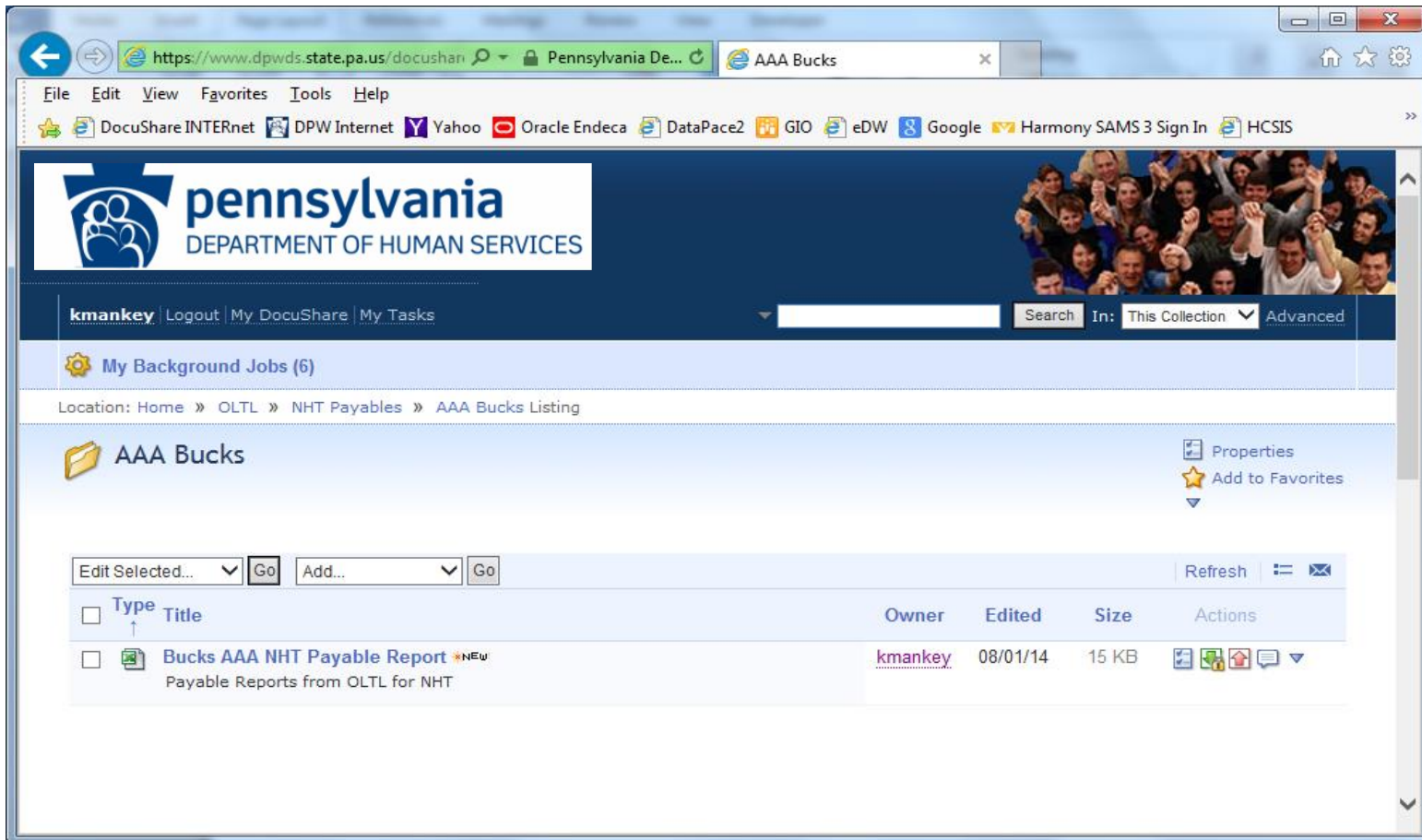
AAA Bucks

Properties
Add to Favorites

Edit Selected... Go Add... Go Refresh

Type	Title	Owner	Edited	Size	Actions
	Bucks AAA NHT Payable Report NEW Payable Reports from OLTL for NHT	kmankey	08/01/14	15 KB	

The report is read-only.



Location: Home » OLTL » NHT Payables » AAA Bucks Listing

AAA Bucks

Properties
Add to Favorites

Edit Selected... Go Add... Go Refresh

Type	Title	Owner	Edited	Size	Actions
<input type="checkbox"/>	Bucks AAA NHT Payable Report NEW Payable Reports from OLTL for NHT	kmankey	08/01/14	15 KB	

Resources

▪ **OLTL NHT Staff**

- NHTCA Related questions, concerns, technical assistance, and support
 - ra-nht@pa.gov
- NHT Funding requests
 - ra-transitionfunding@pa.gov

▪ **NHT Hotline**

- ra-PWNHTinfo@pa.gov
- 1-800-833-5196

▪ **OLTL Finance**

- Concerns related to W16 Form or to request an electronic copy of the W16 form:
 - ra-nh_assessments@pa.gov
- Billing questions or concerns should be sent to:
 - ra-PWOLTLNHTBilling@pa.gov

▪ **OLTL Provider Enrollment**

- 1-800-932-0939
- ra-HCBSEnProv@pa.gov

- **DocuShare – new user / remove user**
 - RA-pwoltldocushare@pa.gov

- **Passwords expire every 60 days.** If you require a password reset, you will need to contact Account Administration by calling (800) 281-5340.

- You should mark your calendars 8 weeks from your password reset so you are prompted when it is about to expire. DocuShare will NOT alert you when your password is about to expire. If you are unable to log-in for any reason, it is likely because your password is incorrect or has expired.



Questions???

- Appendices for additional informational purposes:
 - Errors
 - Reports
 - SNHTF
 - W16 Form
 - Summary

Errors

- The Following entries will not be processed for payment (NHT01-05):
 - Incorrect provider name,
 - Partial units,
 - Service delivery entries into SAMS without using the daily unit details calendar, and
 - An Incomplete NHT Outreach Form.

The above entries require corrections in SAMS. When these corrections are made, they will be processed in a subsequent Payables Report.

- Total NHT 01 units per transition are capped at 240. An exception may be requested and approved for up to 480 units with justification and documentation.
- Total NHT 01 units per day are capped at 32. If you enter units above the daily cap of 32 units, NHT staff will disapprove all units and give you an opportunity to re-enter up to 32 units per day, unless justification and documentation has been provided.

- Transition payments out of order will cause an error:
 - NHT02A cannot be billed before NHT01
 - NHT02B cannot be billed before NHT02A
 - NHT03 cannot be billed before NHT02A
 - NHT04 cannot be billed before NHT03
 - NHT05 cannot be billed before NHT04

- NHT03 – NHT05 contacts of non-waiver persons without care management services before the allowable timeframes after transition will cause an error:
 - NHT03 – before 90 Days
 - NHT04 – before 180 Days
 - NHT05 – before 365 Days

NHT staff review errors and approve them upon you contacting NHT staff with documentation and justification.

An essential part of the NHT staff review process includes checking journal entries about issues that would justify payments for services outside the normal caps and timeframes.

Reports

- OLTL will run reports monthly just as it occurs now.
- The report will determine which entered service deliveries should:
 - appear on Payables report
 - which entered service deliveries contain errors that the provider must correct,
 - which entered service deliveries require additional review by OLTL staff in order for payment to occur, and
 - Which payments are eligible for state and federal funding or require the PROMISe W7337 code.

- Reconciliation reports are run bi-annually to check for:
 - Duplicate entries for the same service,
 - More than one transition within 180 days, and
 - Incorrect unit rates.
- OLTL staff review and approve or disapprove these service entries.
- The results are incorporated into the reconciliation process.

NHT Payables Timeline (example)



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**July
Payables
Report is
run -
OLTL
review**

**Payables
Report with
errors posted
on DocuShare**

July

August

September

October

**Providers enter
service deliveries
using dates on
calendar**

**OLTL staff review
complete process**

NHT Monthly Payables Timeline



- NHT services (NHT01-NHT05) were entered into calendar in July 1 – 31.
- On August 1, the NHT Payables Report was run for all services entered July 1 – 31.
- OLTL staff review the report and approve or disapprove potential errors by August 15.
- OLTL staff process and forward for payment by September 15 unless they are Waiver eligible.
- Payables Report with errors posted on DocuShare by October 31. Payment should be received close to this same time.



SNHTF-Special Nursing Home Transition Funds

- Special Nursing Home Transition Funds require prior authorization from the OLTL NHT Team. Requests may be sent to ra-transitionfunding@pa.gov using the Funding Request form.
- Services under SNHTF mirror those in Community transition Services (CTS):
 - NHT-equipment, furnishings, initial supplies
 - NHT-moving expenses
 - NHT-personal/environmental safeguards
 - NHT-security deposit
 - NHT-Utility set up fee or deposit

- SNHTF may be requested when:
 - The total amount requested under CTS has exceeded the permitted \$4,000.
 - The individual is entering a program that does not offer CTS such as ACT 150, LIFE, Options, or CSP.
 - The individuals does not meet the NFCE level of care criteria.
 - “Stranded costs” have been incurred (prior authorized costs).
- SNHTF may only be used when all other resources have been exhausted.
- SNHTF are state only dollars and the availability is contingent upon funds being made available by the Pennsylvania Department of Aging.

- SNHTF expenditures are entered into the NHT Care Plan in SAMS and should list what is being requested as a service in the NHT Care Plan.
 - The NHT care plan should match the Funding Request Form
 - If the actual amount spent is less than the NHT Care Plan, the care plan should be modified to reflect actual costs. If the actual amount spent is **MORE** than authorized, an amended request should be sent to ra-transitionfunding@pa.gov.
- SNHTF are billed in the SAMS service delivery under the NHT Care Enrollment.
- In order to be payable there must be a service allocation in the service plan, a service order, and a service delivery.

- SNHTF reports will be run on a quarterly basis. These reports will be placed into each agency's DocuShare folders.
- Two types of reports:
 1. Payables
 2. Errors that require correction by the NHTCA:
 - Incorrect Provider Name
 - No partial units-service units (must be unit of 1)
 - Service delivery amount exceeds service order or service allocation amount (should be: $SD \leq SO \leq SA$)
 - Service delivery date falls outside date range of service order, service allocation, or both
 - Date conformity error
 - Usually caused by failure to enter SD via daily unit details calendar
 - Without calendar entry, SD date defaults to 15th of the month

SNHTF Reports-Errors con't



- Once an error has been corrected by the NHTCA it will appear on the next quarter's payable report.
- Both the SNHTF payables and error reports are reviewed by OLTL staff.

W16 Report Submission

- Allowable activities to report include:
 - Staff time dedicated to following up with discharge planners on consumers with scheduled discharge date
 - Assessing the needs and supports of the NHT participant
 - Developing the ISP for transition and the coordination of services to allow the participant to live independently in the community
 - Monitoring transition activities

- Providing information to the NHT participant about community resources
- Assisting in finding housing
- Assisting the participant in establishing a household
- Providing assistance to participant and family members for qualifying for services (e.g. Medicaid, food stamps, home adaptations, etc.)
- Coordinating with medical providers to obtain required documentation
- Other activities performed for the participant directly related to support the NHT initiative

- The W16 file for the quarter should be submitted after the monthly payments for the quarter that appear on DocuShare. Reports are to be based on actuals not estimated numbers.
 - Period 3 – July-August-September
 - Period 6 – October-November-December
 - Period 9 – January-February-March
 - Period 12 – April-May-June
 - Period 13 – after all reconciliations completed

W16 Form



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DATE=12/4/2015

W16-16
PDA Title XIX - NHT expenditures

Time=8:40 AM
Per(03)

AAA=nt Period=03	A. NHT Admin	B. NHT 01	C. NHT 02-05	D. NHT TOTAL EXPENSES
Personnel				
1. Unit Director	0	0	0	0
2. Supervisor(s)	0	0	0	0
3. Care Manager/ Vendor Manager	0	0	0	0
4. Clerical		0	0	0
5. Fiscal		0	0	0
6. Other	0	0	0	0
7. Other	0	0	0	0
8. Total Salary	0	0	0	0
9. Fringe Benefits	0	0	0	0
10. Total Personnel	0	0	0	0
11. Occupancy	0	0	0	0
12. Communications	0	0	0	0
13. Supplies	0	0	0	0
14. Minor Equipment/ Repairs	0	0	0	0
15. Total Supplies/ Equipment	0	0	0	0
16. Transportation	0	0	0	0
Contract Services				
17. Other		0	0	0
18. Other	0	0	0	0
19. Other	0	0	0	0
20. Other	0	0	0	0
21. Other	0	0	0	0
22. Other	0	0	0	0
23. Other	0	0	0	0
24. Total Contract Services	0	0	0	0

1/18/2017

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W16 Form



pennsylvania
DEPARTMENT OF HUMAN SERVICES

DATE=12/4/2015

W16-16
PDA Title XIX - NHT expenditures

Time=8:40 AM
Per(03)

AAA=nt Period=03	A. NHT Admin	B. NHT 01	C. NHT 02-05	D. NHT TOTAL EXPENSES
Other Operating				
25. Insurance	0	0	0	0
26. Misc. (Training)		0		0
27. Miscellaneous/Other	0	0	0	0
28. Total Other Operating	0	0	0	0
29. Indirect Cost	0	0	0	0
30. Fixed Assets	0	0	0	0
31. Total Cost	0	0	0	0
32. 50/50 FFP	0	0	0	0
33. 75/25 FFP	0	0	0	0
34. Title XIX Total	0	0	0	0
35. NHT Goal Based Incentive Funds				0
36. Other	0	0	0	0

- A sample of the W16 form will be included in the initial Provider Enrollment Packet.
- Completed forms are to be sent to:
 - OLTL Finance at ra-nh_assessments@pa.gov (underscore between nh_assessments@pa.gov)



Summary

- The NHT Payable Report is based on dates services were entered into SAMS, not dates of service.
- Entries must be made using the daily unit details calendar.

- The following entries are not processed and providers need to make corrections in SAMS:
 - Entries not using the daily unit details calendar
 - Entries with partial units
 - Entries with wrong provider name
 - NHT Outreach Form not completed (NHT02A)
- When corrections are made to the above entries, they will be processed in a subsequent report.

- Proper documentation ensures that OLTL staff can adequately review and approve unusual entries.
- Each provider has staff enrolled in DocuShare.

- Separate reports for each provider will be posted in DocuShare that will include:
 - All payables entered and processed during the month (NHT Services MM/YYYY)
 - Errors not processed (Items to be Corrected)
 - Errors/exceptions reviewed by NHT staff with approval/disapproval (Errors)
- W16 quarterly reports for NHT01 services need to be submitted after the last Payables report for the quarter is posted on DocuShare.