

State of Colorado Emergency Medical Services (EMS) Supplemental Payment Fiscal Year (FY) 2019-20 Training- Session II

Presented by:

Colorado Department of Health Care Policy and Financing (Department)
Public Consulting Group (PCG)

September 30 – October 7, 2020

Introductions – Department

The Department will administer the CO EMS Supplemental Payment, communicating with the Centers for Medicare and Medicaid Services (CMS) to disburse supplemental payments to public Providers who successfully complete the annual cost report.

Shannon Huska

Daniel Harper



Introductions – PCG

Public Consulting Group (PCG) is the third party assisting public Providers with CO EMS Supplemental Payment activities on behalf of the Department.

- Garrett Abrahamson
- Maggie Dunham
- Miles Brown
- Damia Mendoza



Agenda

- Acronyms
- Interactive Instructions
- Ambulance Services Cost Report (ASCR) Portal Walkthrough
- Questions & Discussion



Acronyms

Acronym	Full Name
Department	Colorado Department of Health Care Policy and Financing
PCG	Public Consulting Group
EMS	Emergency Medical Services
MTS	Medical Transportation Services
ASCR	Ambulance Services Cost Report (Portal)
FY	Fiscal Year
CAD	Computer-Aided Dispatch
FFS	Fee-for-Service
CAR	Comprehensive Audit Review



Interactive Instructions

- 1.** Log into the following Poll Everywhere website: www.polleven.com/coems134. Please use **first and last name** for your screenname and click continue.
- 2.** You should see a screen that displays **“Waiting for coems134’s presentation to begin...”**
- 3.** Once PCG activates a question, you will have the opportunity to respond by clicking on the answer of your choice
- 4.** Your answer will be anonymous and can be changed by selecting ‘Clear last response’
- 5.** PCG will refresh the PowerPoint to display all responses received and facilitate a discussion around the correct answer

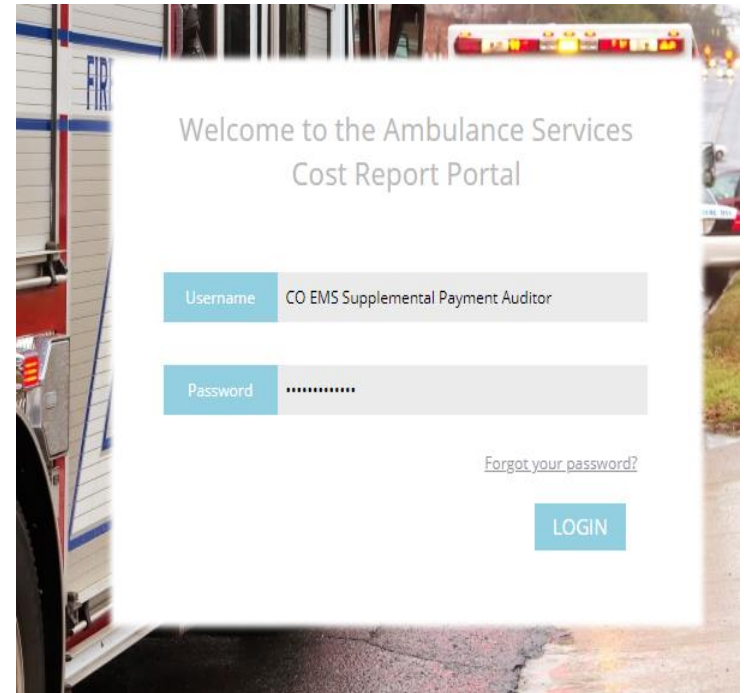


CO EMS Supplemental Payment ASCR Portal Walk-through

ASCR Portal

Goals and Objectives of ASCR Portal:

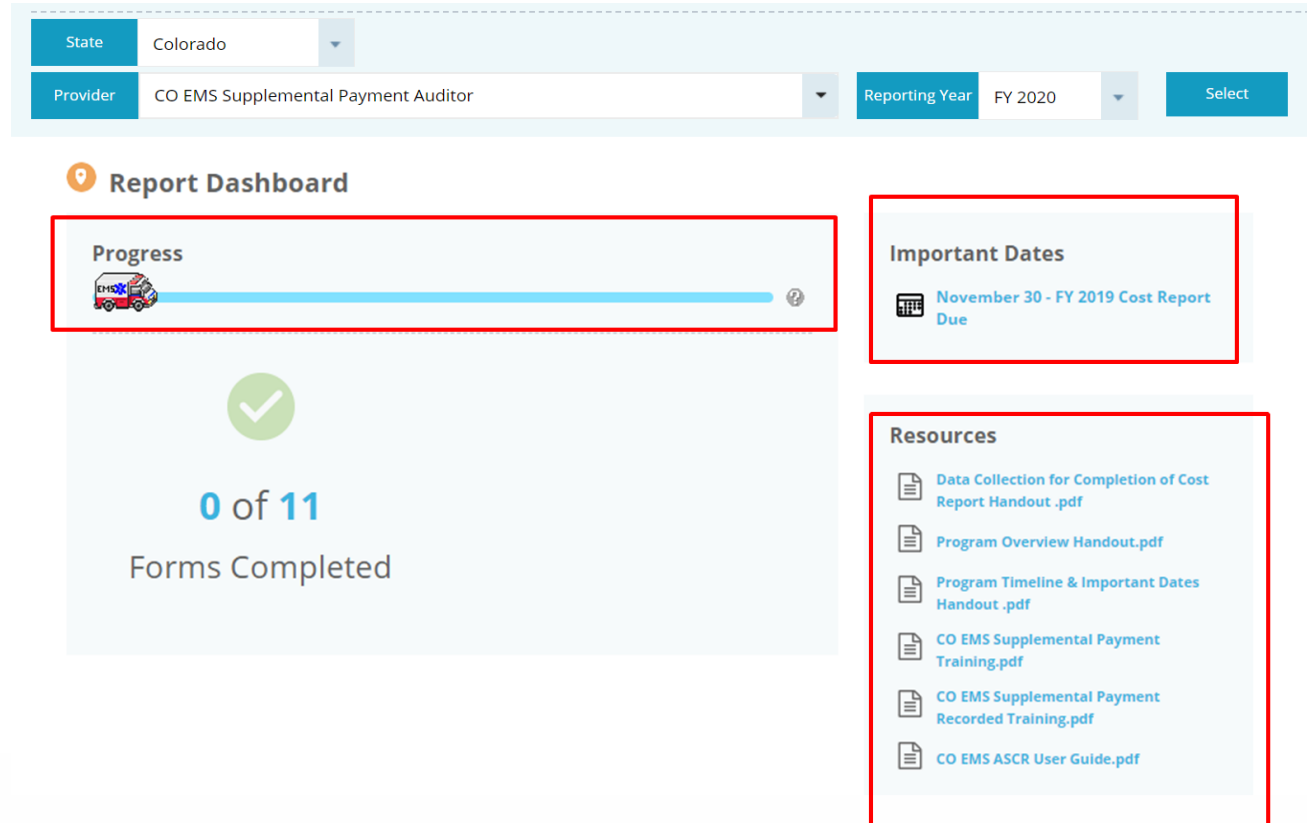
- Integrate the federally-approved cost reporting template into an easy-to-use online application.
- Streamline data input and calculations.
- Implement real-time data validation quality assurance and accuracy.
- Create enhanced reporting capabilities for year-to-year trend analysis.
- To access the ASCR portal, go to: ascr.pcgus.com/com



ASCR Portal - Dashboard

What will you find on the ASCR dashboard?

- Cost Report Progress
- Important Dates
- Resources



The screenshot displays the ASCR Portal Dashboard with the following elements:

- Filters:** State: Colorado; Provider: CO EMS Supplemental Payment Auditor; Reporting Year: FY 2020.
- Report Dashboard:** A section with a location pin icon.
- Progress:** A section with a truck icon and a progress bar. It shows a green checkmark and the text "0 of 11 Forms Completed".
- Important Dates:** A section with a calendar icon and the text "November 30 - FY 2019 Cost Report Due".
- Resources:** A section with a list of PDF documents:
 - Data Collection for Completion of Cost Report Handout .pdf
 - Program Overview Handout.pdf
 - Program Timeline & Important Dates Handout .pdf
 - CO EMS Supplemental Payment Training.pdf
 - CO EMS Supplemental Payment Recorded Training.pdf
 - CO EMS ASCR User Guide.pdf



ASCR Portal – Add Users

Once an account has been created, the user will be able to **create additional accounts** for other members of the public Provider’s team who may need access to the ASCR portal.



Create User

Username		Email	
First Name		Last Name	
Street Address			
City		State	Florida
		Zip	

Privileges

- Edit Report
- Certify Report
- Create Users
- Colorado User



ASCR Portal – Save & Mark Complete

- Do you have more work to do on a tab? **Save your progress** and return to it when you are ready.
- Each tab of the cost report **must be completed** before you can submit your report. When you have input all necessary data for each tab, select "Mark Complete" at the bottom of the tab.
- If **you accidentally click** on the "Mark Complete" button, simply go back to the tab, make any edit and it will automatically open again.



ASCR Portal – Add Row

- If the listed categories that do not fit your expenses, **manually add a row** and indicate the name of the expense.
- Select the “Add” button.
- All new expenses need to be added under the MTS Expense tab, and they will be carried over to the Non-MTS Expense and Expense Allocation tabs.

The screenshot displays a table with 10 rows of expense categories. A modal dialog box titled "Add Capital" is overlaid on the table, containing the text: "You have chosen to add a new Capital. If you wish to continue, please click the Add Row button below. Otherwise click cancel." The dialog has two buttons: "Add Row" and "Cancel". The table below the dialog has columns for category, amount, and total. The "Total" row at the bottom right has a red box around the "Add Capital" button.

2	Depreciation - Leasehold Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Depreciation and Amortization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	Property Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	Interest - Property, Plant, and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	Other - (Specify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

ASCR Portal – Import & Export

- On many tabs of the cost report, you can use the **export/import function** to expedite data entry. An **Excel template** will be generated, which can be completed and uploaded back to the system.
- If you need to add rows, **please do so before exporting** the Excel file.



Select "Export" to download the template.



Enter your data into the Excel template.



Select "Import" to upload the template back into the portal.

ASCR Portal – Uploading Supporting Documentation

- All reported costs need to include supporting documentation.
- If you have issues uploading a file, contact the Help Desk at COEMSSupplemental@pcgus.com or 877-775-3867.

Supporting Documentation

Please note: If your file exceeds the maximum upload size of 28 MB, contact PCG at COEMSSupplemental@pcgus.com for assistance submitting your file.

Upload Files





The preferred browser for optimal performance is [Google Chrome.](#)

If the ASCR portal has been opened for a long time, it may need to refresh to upload.

If a file is too large, try turning it into a PDF and uploading.

ASCR Portal – Provider Information

Provider Information ▶ MTS Expense ▶ Non MTS Expense ▶ Expense Allocation ▶ Reclassifications & Adjustments
▶ Depreciation ▶ Allocation Statistics ▶ Expense Summary ▶ Revenues ▶ Final Settlement

Program Navigation SHOW HIDE

Provider Information

Name of Fire Department/Agency:

Medicaid #:

National Provider Identification (NPI):

Doing Business As:

Facility Business Phone:

Fire District/Agency Street Address:

City:

Zip Code:

Additional fields: Name of Person Signing and Certifying Report, Report Contact Person, and reporting period.



ASCR Portal - MTS Expense

- Input expenditures **related** to Medical Transportation Services (MTS) only.
- **Allowable categories:** Capital Related, Salaries, Fringe Benefits, and Administrative & General.
- Reference Slide 21 and 22 “Expenditures – Allowable Categories” from Session I.

Salaries

MTS Expense

Line No	Cost Center	MTS Expense	Allocated Direct Service Cost	Total Reclasses	Total Adjustments	Total MTS Expense
11	Chief	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	Administration/Director	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	Medical Director	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	Firefighters	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	Paramedics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	Fire Marshal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	Fire Prevention	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



ASCR Portal – Non-MTS Expense

- Input expenditures **unrelated** to MTS only.
- **Allowable categories:** Capital Related, Salaries, Fringe Benefits, and Administrative & General.
- Reference Slide 21 and 22 “Expenditures – Allowable Categories” from Session I.

Salaries

 Non MTS Expense

Line No	Cost Center	Non MTS Expense	Allocated Direct Service Cost	Total Reclasses	Total Adjustments	Total Non MTS Expense
11	Chief	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	Administration/Director	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	Medical Director	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	Firefighters	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	Paramedics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	Fire Marshal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	Fire Prevention	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00









ASCR Portal – Expense Allocation

- Input expenditures **Shared** between fire and EMS operations.
- **Allowable categories:** Capital Related, Salaries, Fringe Benefits, and Administrative & General.
- Reference Slide 21 and 22 “Expenditures – Allowable Categories” from Session I.

 Expense Allocation

Salaries


	Line No	Cost Center	Expense to be Apportioned	Total Reclasses	Total Adjustments	Net Expense to be Apportioned	MTS Allocation 0.00%	Non MTS Allocation 0.00%
	11	Chief	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	12	Administration/Director	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	13	Medical Director	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	14	Firefighters	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	15	Paramedics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	16	Fire Marshal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	17	Fire Prevention	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



ASCR Portal – Reclassification & Adjustments

- Any Federal Funds/Grants received by the Provider during the applicable reporting period must be reported on the Reclassification & Adjustments tab.
- This is the tab under which Bad Debt must be backed out, if reported.

Reclassifications & Adjustments

Basis For Adjustment (A or B)	Schedule	Line Number	Increase/Decrease	Amount
 B	MTS	15-Paramedics	Decrease	\$5,000.00
Total				\$5,000.00

Add Adjustment

Supporting Documentation

Please note: If your file exceeds the maximum upload size of 28 MB, contact PCG at COEMSsupplemental@pcgus.com for assistance submitting your file.


Upload Files

 Federal Grant Supporting Documentation.docx	9/6/2019 1:43:47 PM	CO EMS Supplemental Payment Auditor
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ASCR Portal – Depreciation

- Report Depreciation for any single EMS related non-personnel item **that exceeds \$5,000.**
- If you **wish to not report Depreciation**, click on the “Non-Applicable for the <Provider Name> FY 2020 cost report” button.
- **Allowable categories:** Building and Improvements, Equipment, Vehicles, Leasehold Improvements and Amortization - Other.

 **Depreciation**

Description of Asset	Expense Type	Asset Number	Month/Year Placed in Service	Years of Useful Life	Month/Year Placed out of Service
Test Asset	Select	123456	09/2007	8	09/2015

Description of Asset	Years of Useful Life	Month/Year Placed out of Service	Cost	Reductions	Salvage Value
Test Asset	8	09/2015	\$0.00	\$0.00	\$0.00



ASCR Portal – Allocation Statistics

- Input the total number of minutes (time on task) spent on medical calls (MTS Duty) and fire calls (NON-MTS Duty).
- Include total time on task for all calls from the CAD report, not just those that result in emergency medical transports.
- Ambulance only Providers must still report MTS Duty.

Allocation Statistics

Allocation Statistics for Direct Service Cost Allocation

Description	Statistic	Factor
CAD/Trip Statistics for MTS Duty	0.00	0.00%
CAD/Trip Statistics for NON-MTS Duty	0.00	0.00%
Total	0.00	0.00%

ASCR Portal – Expense Summary

The Expense Summary **combines expenditures** from the following tabs:

- Capital Expenses from Depreciation.
- MTS, Non-MTS and Shared and Expense Allocation.
- Reclassifications and Adjustments to MTS, Non-MTS and Allocation Statistics tabs.
- No data can be entered on this tab. It only provides a summary of all reported costs.

Expense Summary

Total Summary

	MTS Expense	Non MTS Expense	Administration & General	Total Expense
Total Fire District/Agency	\$0.00	\$116,538.12	\$450.56	\$122,972.75









ASCR Portal – Revenues

- **Revenues tab** is used to enter revenue for Other Payers by date of service.
- Only report revenues **received (net)** and not charges (gross).
- **PCG will enter** your Health First Colorado (Medicaid FFS) data.
- Health First Colorado revenue will be **deducted from the net cost** to calculate your final cost settlement.

Revenues

Other Revenue/Funding Sources

		Other Revenue/Funding Sources	MTS	Non-MTS	Total
		OoS Medicaid FFS	\$0.00	\$0.00	\$0.00
		OoS Medicaid MCC	\$0.00	\$0.00	\$0.00
		Auto Insurance	\$0.00	\$0.00	\$0.00



ASCR Portal - Final Settlement

➤ Enter the total number of **ALL MTS Transports** per quarter under the "Total" column only, including Health First Colorado.

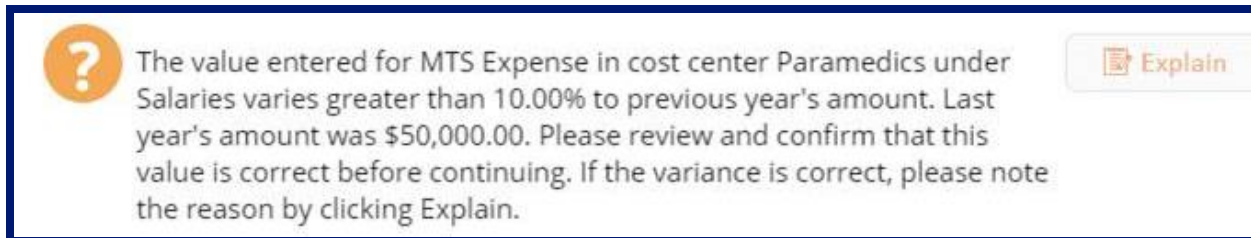
Final Settlement

8	Number of MTS Transports	Other Payor	Fee For Service	Total
Qtr 1	July 1 through September 30	0	0	0
Qtr 2	October 1 through December 31	0	0	0
Qtr 3	January 1 through March 31	0	0	0
Qtr 4	April 1 through June 30	0	0	0
		0	0	0
				0



ASCR Portal - Validations

- There are **two types of Validations** on the ASCR portal:
 1. A user is required to confirm the accuracy of the data.
 2. A user is required to provide an explanation as to why the warning is being triggered and then confirm it is correct.



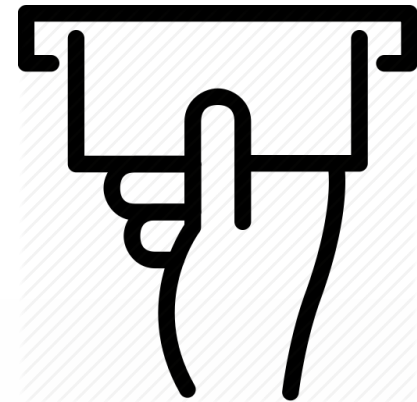
- **Sufficient Explanation-** "The cost increase for Paramedic Salaries is due to our EMS department expansion. We hired 5 new paramedics. We have supporting documentation for this expense."
- **Insufficient Explanation-** "I think this information appears reasonable."



All responses provided for Validations will be reviewed during the Desk Review process. If these are not sufficient, additional detail will be requested.

Electronic Cost Report Submission

- Once you have completed reporting all costs, click on the “Certify” button at the end of the Final Settlement tab.
- Participating **public Providers are responsible** for the accuracy of reported costs and supporting documentation.
- For the “Certify” button to work, all previous tabs need to have been “Marked Complete.”



CO EMS Supplemental Payment Contacts and Support

Department Contact

Daniel Harper

Financial Analyst

daniel.harper@state.co.us



On-Going Support

Please reach out to us if you have any questions!

On-Going Cost Reporting Support Information

877-775-3867

COEMSSupplemental@pcgus.com

Help Desk Operations hours are Monday- Friday, from 9 am to 5 pm, excluding holidays.



Questions?



Solutions that Matter