

State of Colorado Emergency Medical Services (EMS) Supplemental Payment Fiscal Year (FY) 2022-23 Training

Presented by:

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

September 19 – 21, 2023

Introductions – Department

The Colorado Department of Health Care Policy and Financing will administer the Colorado (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
- Olga Gintchin
- Tracy Gonzales



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
- Miles Brown
- Alex Creech
- Michelle Silvestre
- Melanie Brener



Agenda

- Acronyms
- FY 2021-22 Recap
- Supplemental Payment Overview
- Cost Report Requirements
- Timeline and Next Steps
- Certification Instructions
- Ambulance Services Cost Report (ASCR) Portal Walk-through & Demo
- Questions & Discussion



Acronyms

Acronym	Definition
ASCR	Ambulance Services Cost Report portal
CAD	Computer-Aided Dispatch
CAR	Comprehensive Audit Review
CARES	Coronavirus Aid, Relief, and Economic Security
CMS	Centers for Medicare & Medicaid Services
Department	Colorado Department of Health Care Policy and Financing
EMS	Emergency Medical Services
FFS	Fee-for-Service
FMAP	Federal Medical Assistance Percentage
FY	Fiscal Year
MTS	Medical Transportation Services
PCG	Public Consulting Group
SIT	Strategic Intervention Trainings



FY 2021-22 CO EMS Supplemental Payment Recap



150+ calls received
&
700+ emails issued
on the Help Desk



87 providers
completed the FY
2021-22 Cost Report



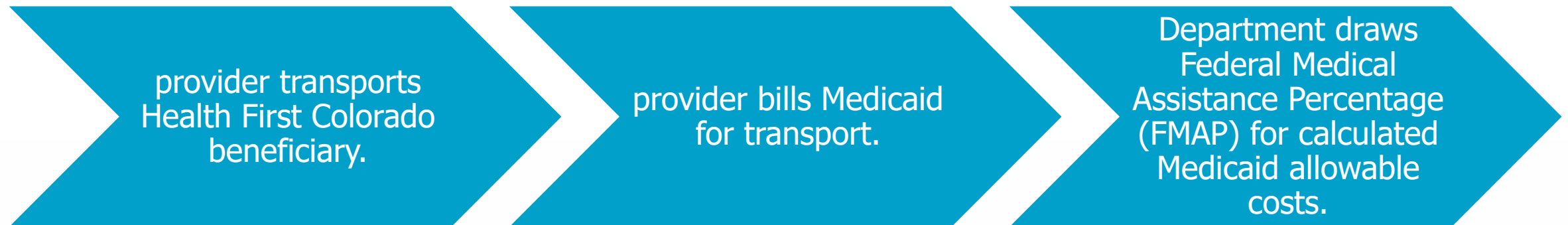
\$48 Million in
supplemental
payment funding

CO EMS Supplemental Payment Overview

The Current Situation of providers

Current Medicaid payment rates do not account for the actual costs incurred by providers for the provision of EMS

- Typically, the rate at which Medicaid transports are reimbursed is 25% or less of the actual cost to the provider
- Municipalities and counties are left to use alternative funding sources to supplement the costs, such as the allocation of taxes and fees
- The CO EMS Supplemental Payment provides additional funding on top of current Medicaid payments



CO EMS Supplemental Payment Summary

A voluntary, ongoing reimbursement opportunity for public providers to receive additional payments for EMS delivered to Health First Colorado beneficiaries

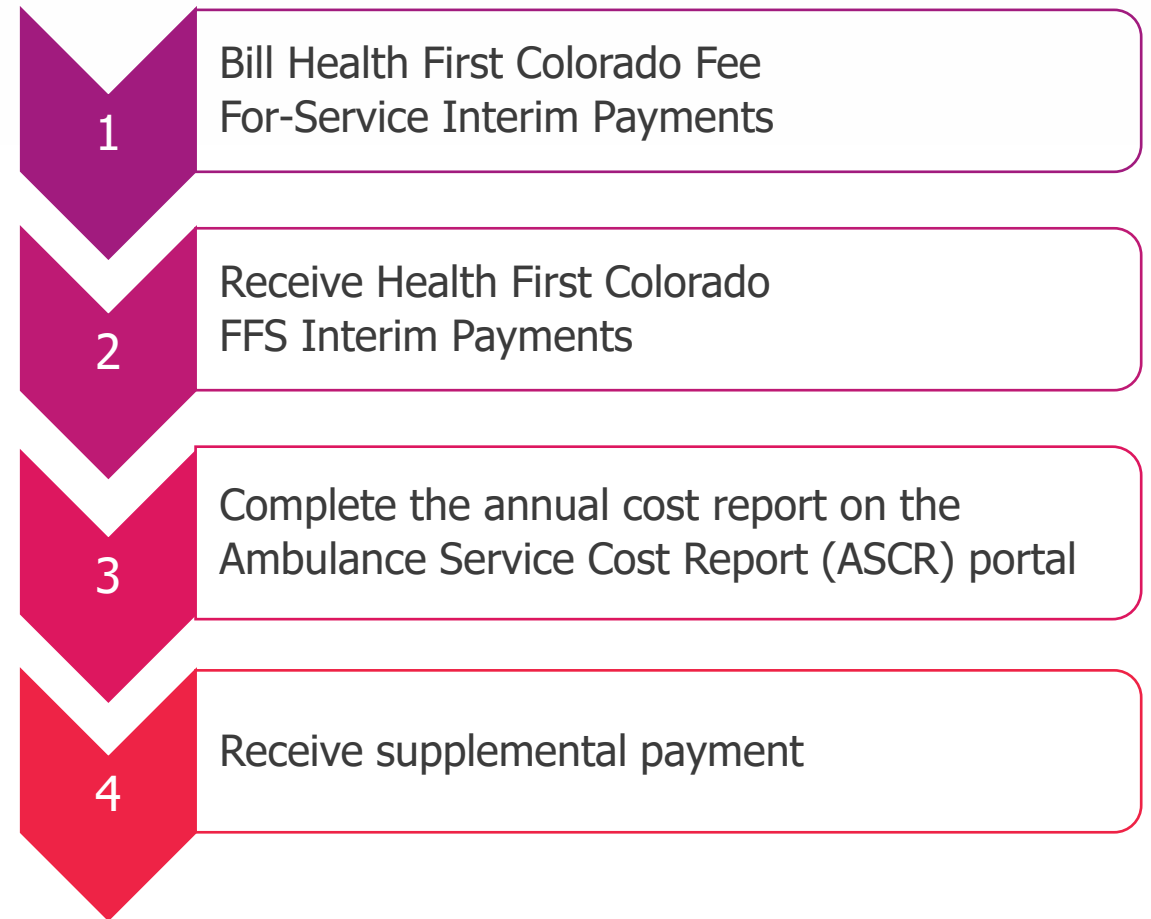
- Created to reduce the gap of low Medicaid reimbursement rates to public providers
- Public providers will complete a cost report on an annual basis containing costs from the State FY (July 1 to June 30)



How Does the CO EMS Supplemental Payment Work?

Supplemental Payment programs allow states to access additional federal funds for healthcare services

- Since Medicaid is a joint federal and state program, each entity is responsible for its share of costs
- The expenses already incurred by the public provider represent the state share



CO EMS Supplemental Payment Eligibility Criteria



Medicaid

Enrolled as a Medicaid provider



Transport

Provide EMS transports to Medicaid enrollees



Public

Owned or operated by a government entity

How to Obtain a Supplemental Payment

- 1 Must be a public EMS provider – providing Medicaid Transports
- 2 Bill Health First Colorado
- 3 Receive Health First Colorado FFS Interim Payments
- 4 To open FY 2022-23 Fill out the [Intent of Participation Form](#)
- 5 Complete FY 2022-23 cost report by November 27th, 2023
- 6 Complete Desk Review
- 7 If selected, complete Comprehensive Audit Review (CAR)
- 8 Complete Cost Report Certification
- 9 Receive supplemental reimbursement through the cost settlement process

Cost Settlement Calculation

The following example is of a fire department and should not be used for budgeting

- Several variables will impact the supplemental payment including allowable Medicaid transports
- providers will receive both, the Health First Colorado Paid Claims and the supplemental payment

SAMPLE COST SETTLEMENT	
Total Expenditures	\$8,000,000
EMS Allocation Statistic	x 75%
Total EMS Expenditures	= \$6,000,000
Total Transports	/ 5,000
Average Cost per Transport	= \$1,200
Total Health First Colorado Transports	x 250
Total Cost of Providing Health First Colorado Transports	= \$300,000
Health First Colorado Paid Claims	(\$75,000)
Net Cost of Providing Health First Colorado Transports	= \$225,000
FMAP Application (FY 2021-22)	x 50%
Total Computable	= \$112,500
State Administration of Program (10%)	(\$11,250)
Projected Supplemental Payment	= \$101,250



Supplemental Payment Calculation - Transports

The number of transports is highly important to calculate an accurate cost settlement

- An allowable transport is an emergency ambulance transport of a patient to an emergency facility
- Non-emergent or scheduled inter-facility transports are not allowable
- The **total** number of transports should include every single transport completed by the provider, regardless of payor type



QUIZ!



CO EMS Supplemental Payment Cost Report Requirements

Data Collection

The Supplemental Payment data collection requirements are designed to utilize reports and materials that most providers prepare for other purposes

- It is recommended that providers have inter-departmental support to collect this data
- All reports should be pulled to match the **7/1/2022 – 6/30/23** cost reporting period

	Expenditures by Cost Center	Annual detailed actual expenditures broken out by cost center
	Depreciation Report	Depreciation schedule file that includes capital asset number, description, date placed in service, years of useful life, and original cost
	Allocation Statistics	Report showing the total amount of time spent on EMS and non-EMS calls
	Indirect Cost Rate Proposal	Cost Allocation Plan or Indirect Cost Rate proposal from the provider's county/city/town to incorporate additional overhead costs
	Net Revenue Summary	Report of net revenues for all payer types, except Health First Colorado
	Total Transports	Report all emergency medical transports, including Health First Colorado
	Federal Funds	Award files including descriptions and the amount spent during the fiscal year

Expenditures

Report expenses incurred between July 1, 2022 to June 30, 2023

- Allowable expenses must be required for the provision of EMS (Ex: celebrations or fundraising events are not allowable)
- On the ASCR portal, determine whether the expense is:
 1. Solely dedicated to the provision of EMS (*MTS Expense tab*)
 2. Solely dedicated to fire services (*Non-MTS Expense tab*)
 3. Shared between fire and EMS operations (*Expense Allocation tab*)





If a provider reports on a calendar year basis, costs can be pro-rated to report 50% of the costs from 2022 and 2023

Recycled cost reports submitted for other programs such as Medicare are not applicable and will not be accepted



Depreciation Required Fields

Description of Asset	Include the provider's unique label or title for each asset
Expense Type	Select the asset type in the in drop-down of the corresponding category (<i>MTS, Non-MTS, Shared</i>)
Asset Number	Unique identifier that will tie back to the provider's fixed asset report
Month/Year Placed in Service	The date the depreciable asset was first placed into service
Years of Useful Life	Estimated useful life as identified in the provider's fixed asset report/depreciation schedule
Month/Year Placed out of Service	The ASCR portal automatically calculates this date based on the <i>Month/Year Placed in Service</i> and <i>Years of Useful Life</i>
Cost	Initial cost of asset as identified in the provider's depreciation schedule
Salvage Value	Estimated resale value of the asset at the end of its useful life

Depreciation

Report capital assets that are \$5,000 or more under the Depreciation tab

- If an asset is less than \$5,000, it can be reported under the appropriate expense tab (*MTS*, *Non-MTS*, or *Expense Allocation*), if it was purchased during the cost reporting period. If not, it is unallowable.
- All assets should be labeled as either *MTS*, *Non-MTS*, or *Shared*





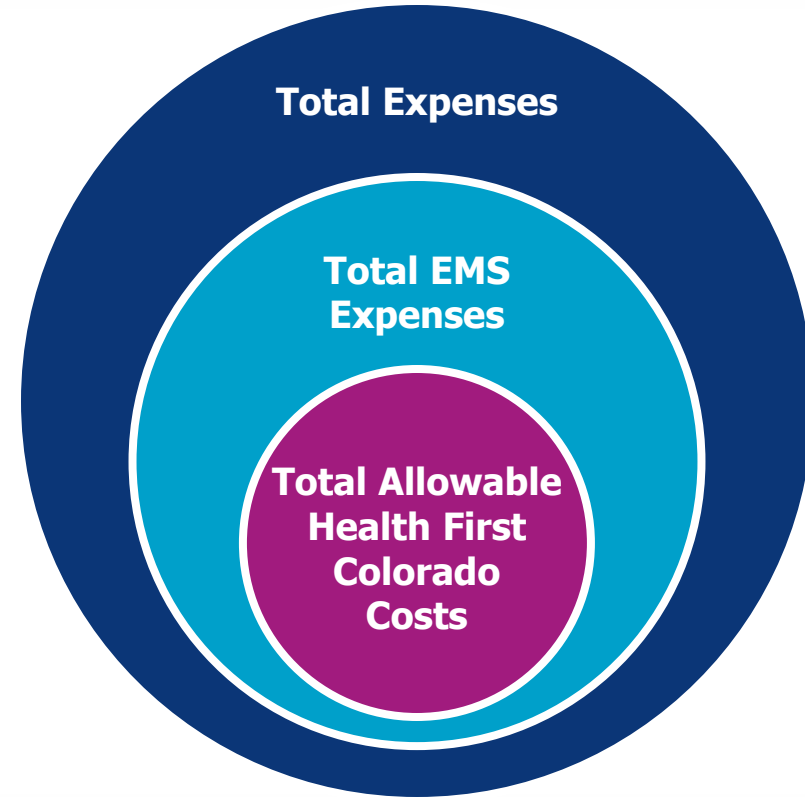
New CMS guidelines indicate that vehicles reported under Depreciation should only be categorized under MTS if they transport patients.



Allocation Statistics

The *Allocation Statistics* determine how much of your shared expenses (reported under the *Expense Allocation* tab) and capital assets can be allocated toward the total allowable costs

- Report total amount of **time** spent on EMS related calls (*MTS Duty*) and non-EMS calls (*Non-MTS Duty*) under the *Allocation Statistics* tab
- The total “time on task” is the time spent between “dispatch” time to “clear” time



Indirect Cost Rate Proposal

Known as Cost Allocation Plan or Indirect Cost Rate Proposal

- Determines the percentage of shared costs between a county/town/city and the provider
- Examples include Utilities, Human Resources, Legal and other administrative expenses
- Not commonly reported in Colorado.
- If applicable, this will be entered on the *Final Settlement* tab of the ASCR portal



Net Revenues Summary

Report the amount that the provider **received (net)** only for transports from non-Medicaid payor types on the *Revenues* tab, under the *Other Revenues from Transports* section

- Do **not** report amounts charged (gross)
- The *Medicaid Fee for Service Revenue from Transports* section on the *Revenues* tab is locked for editing and will be populated on your behalf
- If a revenue source does not fit the categories previously listed, add a new row and title it appropriately to identify the additional revenue sources



Total Transports

Report transports on the *Final Settlement* tab, under the *Number of MTS Transports* section, in the *Total* column

- Report the total amount of **ALL** EMS transports regardless of payment
 - This should include Medicaid, Medicare and **all calls that resulted in an EMS transport**
- The Health First Colorado transports will be reported in August of 2024 by the Department



Warning : Eligible Medicaid transports are required to receive supplemental reimbursement.

Federal Funds

Report only **federal** grants under the *Reclassification and Adjustments* tab.

- Do **not** report state and local grants as they do not affect the CO EMS Supplemental Payment
- Only report the **amount expended** during the cost reporting period (July 1, 2022, through June 30, 2023)
- Supporting documentation should include the original grant (fully awarded amount), and **items expended** during the cost reporting period





All Coronavirus Aid, Relief, and Economic Security Act (CARES) Act funding spent during the FY 2022-23 cost reporting period must be reported on the *Reclassifications and Adjustments* tab on the ASCR portal

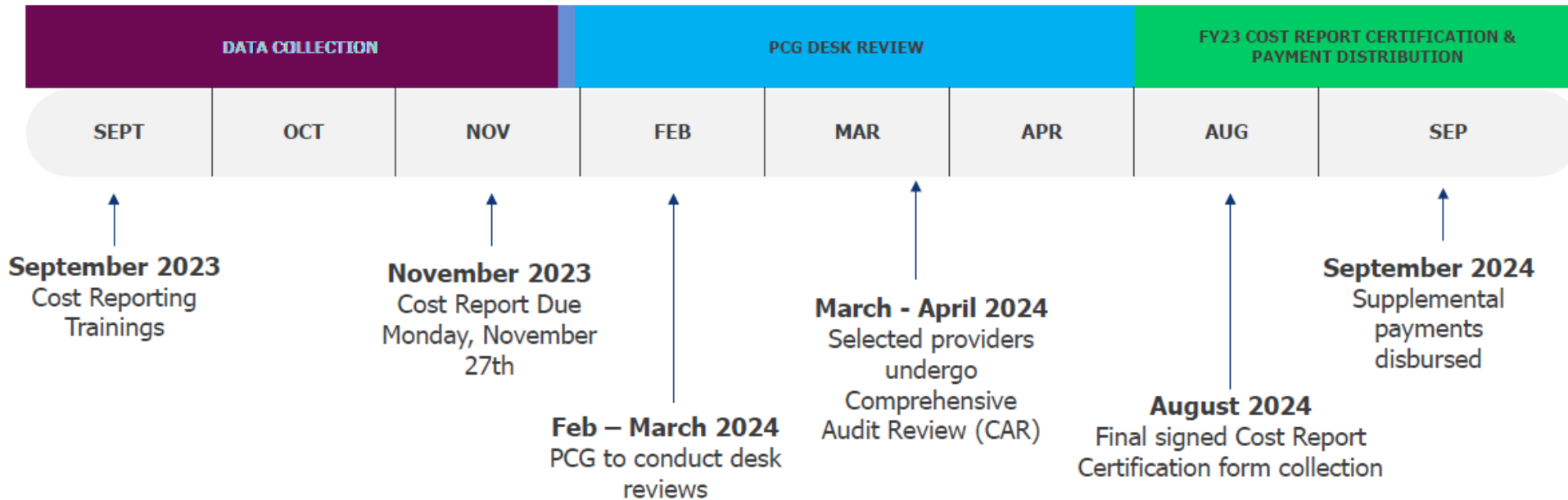
QUIZ!



CO EMS Supplemental Payment Timeline and Next Steps

FY 2022-23 Cost Report Timeline

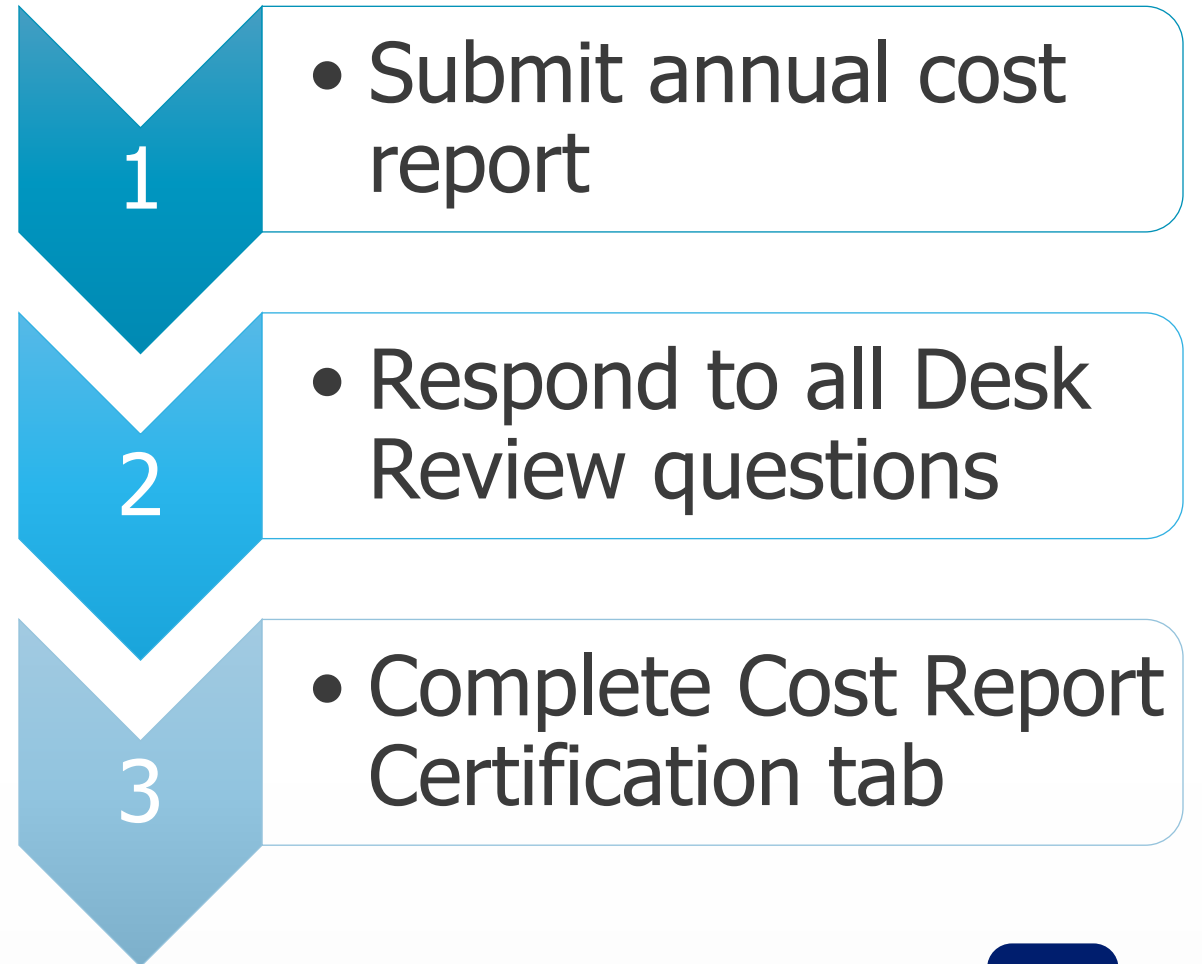
The upcoming year for CO Supplemental Payment Program Timeline at a glance:



Desk Reviews

All providers must undergo a Desk Review between February and March of 2024

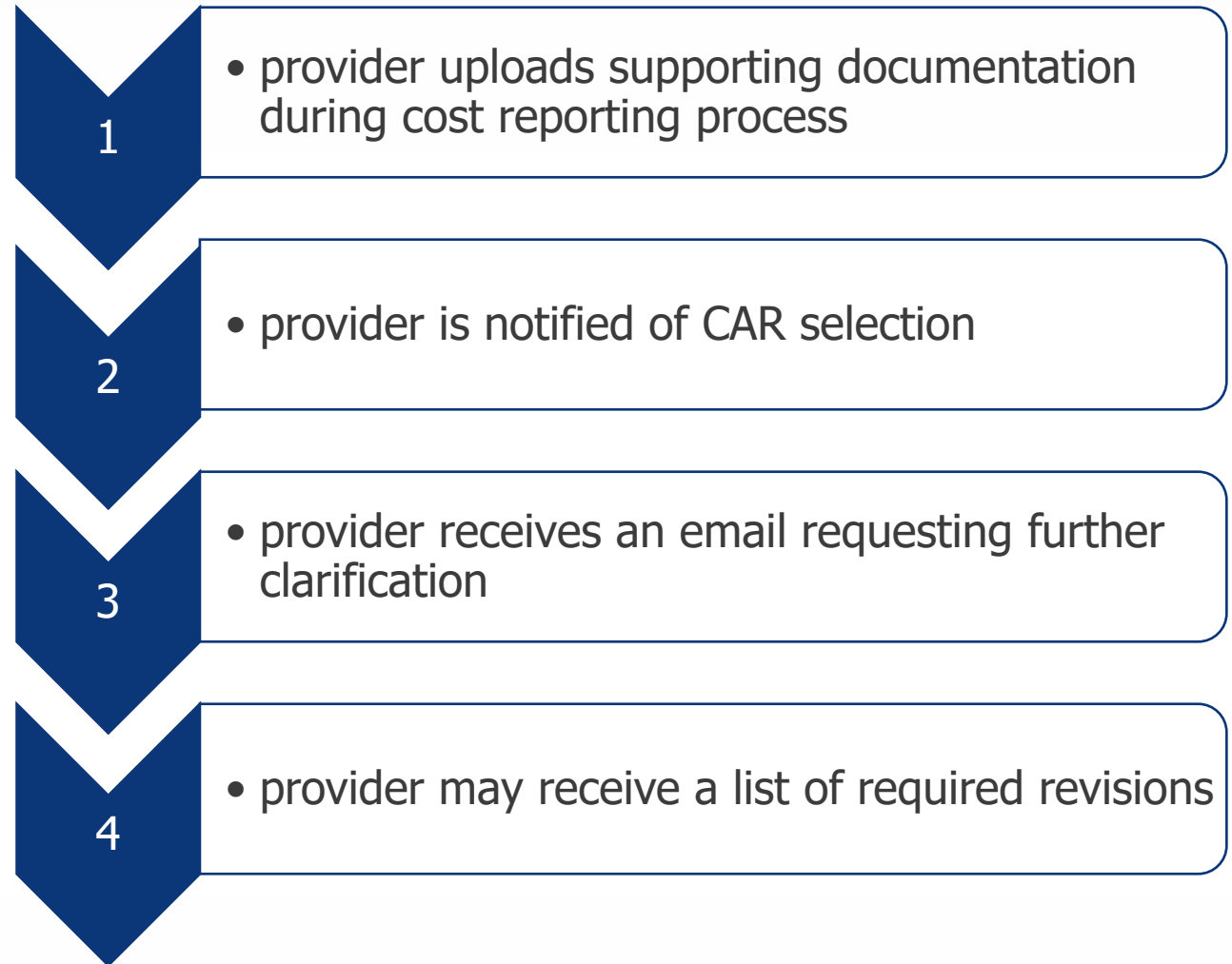
- This is a process designed to maintain accuracy
- provider responds to triggered warnings and thresholds Responses will be reviewed and follow up questions will be asked if necessary
- If any Desk Review items require cost report revisions, the cost report can be reopened



Comprehensive Audit Review (CAR)

Selected providers must undergo the CAR process between March and April of 2024

- All providers must undergo a CAR at least once every three years



Strategic Intervention Training (SIT)

SITs are a requirement for providers whose CAR resulted in cost report revisions

- SITs will take place between March and April of 2024



- provider receives list of required revisions



- provider is required to attend SIT



- provider makes required revisions on the ASCR portal

Health First Colorado Transports & Revenue

Only **Health First Colorado transports** are eligible for reimbursement to public providers through the CO EMS Supplemental Payment

- After all cost report revisions are made, the allowable Health First Colorado transports and revenue will **be incorporated on the provider's behalf**
- The **transports and revenue** will be incorporated in August of 2024



CO EMS Supplemental Payment Cost Report Certification Instructions

Cost Report Certification

Upon completion of all tabs, and once the Health First Colorado transports and revenues have been populated, an Authorized Signatory of the public agency **must print** the *Cost Report Certification* form and sign it

The *Cost Report Certification* signing, and collection process will take place in late August of 2024



Cost Report Certification Notes

The Cost Report Certification form attests to and certifies the accuracy of the financial information reported

- provider ensures that the information reported ties exactly to the **supporting documentation**
- provider will sign the Cost Report Certification **after** the Desk Review, CAR, and inclusion of Health First Colorado transport and revenue data



Additional Resources

The following documents will be available on **October 3rd, 2023**:

- FY 2022-23 Ambulance Services Cost Report (ASCR) User Guide
- FY 2022-23 Frequently Asked Questions
- FY 2022-23 Recorded Trainings



Cost Report Discussion

What roadblocks or challenges have you experienced when completing the cost report?



BREAK

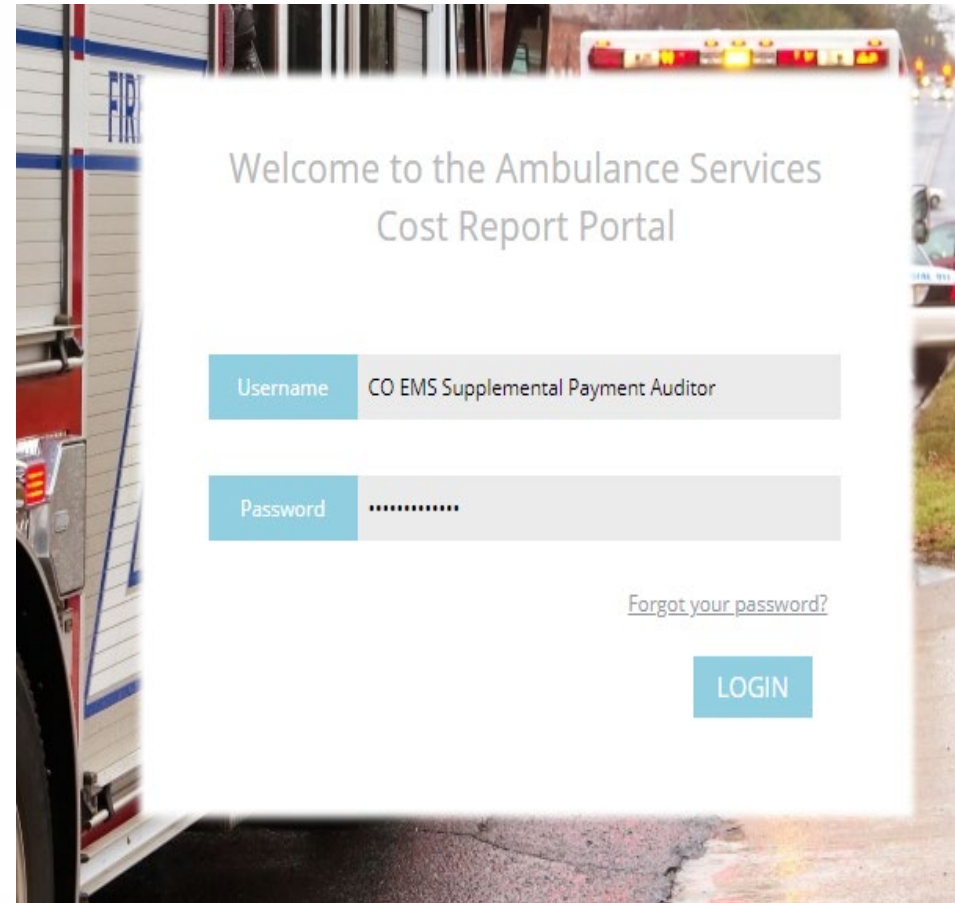


Ambulance Services Cost Report (ASCR) & Demo

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.pcghealthservices.com



ASCR Portal - Dashboard

What will you find on the ASCR Report Dashboard?

- Cost Report Progress
- Resources

Report Dashboard

Progress



0 of 11

Forms Completed

Resources

- 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 – Manage 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

- **Existing Feature:** Add, edit and remove all users assigned to your provider
 - All users will appear at the bottom of the *provider Information* tab
 - All providers will need to review and confirm their active users before certifying the cost report

Active Users

User Name	First Name	Last Name	Email Address		
qaco	qa	co	pcgstaterole@gmail.com	Edit	Remove

Add New User

Confirm Users



ASCR Portal – Save & Mark Complete

Do you have more work to do on a tab?

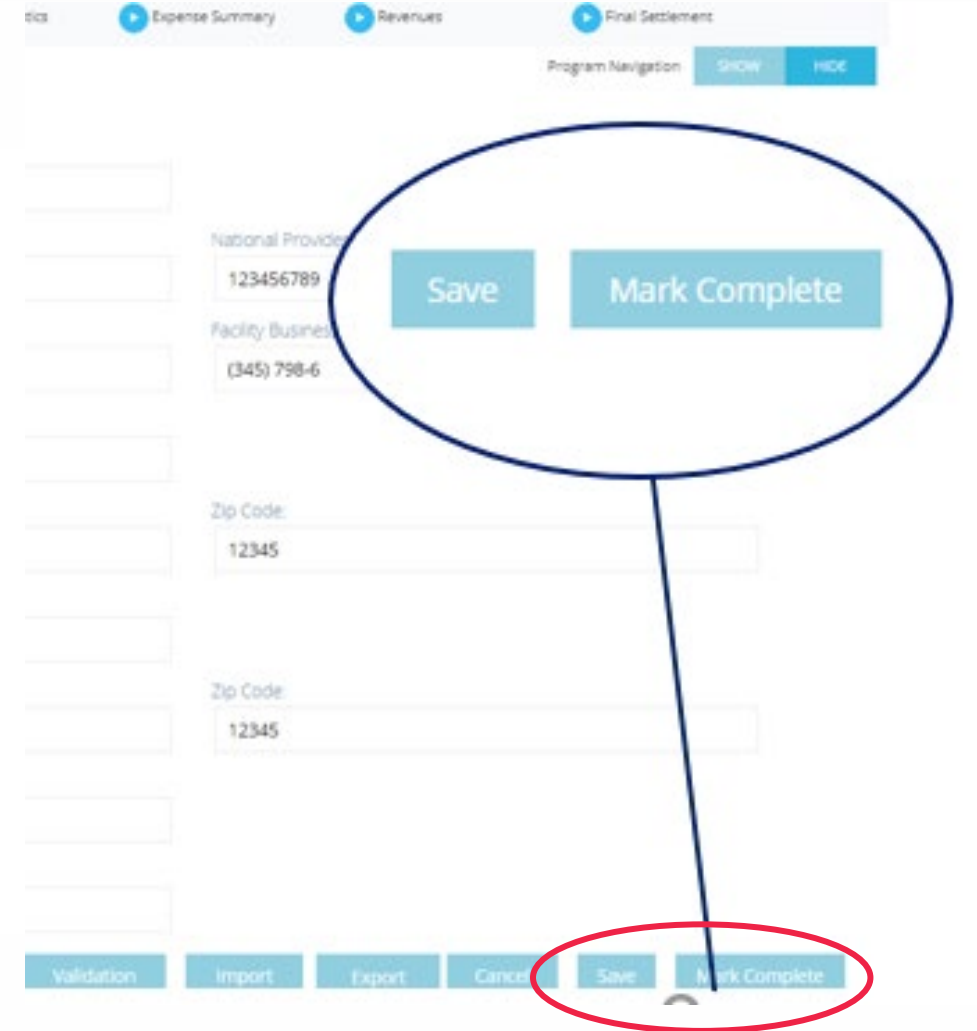
- **Save your progress** and return to it when you are ready.

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 that requires an edit

- The page will automatically open again and updates can be made



ASCR Portal – Add Row

If the listed categories 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
 - Added expenses will be carried over to the *Non-MTS Expense* and *Expense Allocation* tabs

2	Depreciation - Leasehold Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Depreciat				\$0.00	\$0.00
4	Depreciation				\$0.00	\$0.00
5	Depreciation and Amortiz				\$0.00	\$0.00
6	Lease				\$0.00	\$0.00
7	Pr				\$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

Salaries

Add Capital

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



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.

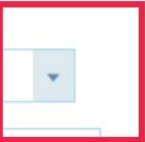
Upload Files

ASCR Portal – File Identification

If more than one file is uploaded to the *MTS Expense* tab, you will be asked to identify and select the file under which each expense will be found

Notes

Which supporting file backs up this dollar amount?

Select 

Enter Notes:



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

QUIZ!



ASCR Portal – provider Information

Additional fields: Name of person signing and certifying report, report contact person, and reporting period

Multiple NPIs? providers who have more than one NPI will be required to add all pertaining NPI

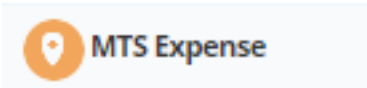
The screenshot shows the ASCR Portal interface. At the top, there is a navigation bar with 'Provider' set to 'CO EMS Supplemental Payment Auditor', 'Reporting Year' set to 'FY 2019', and buttons for 'Dashboard' and 'Log Out'. Below this is a horizontal menu with icons and labels for 'Provider Information', 'MTS Expense', 'Non MTS Expense', 'Expense Allocation', 'Reclassifications & Adjustments', 'Depreciation', 'Allocation Statistics', 'Expense Summary', 'Revenues', and 'Final Settlement'. A 'Program Navigation' section contains 'SHOW' and 'HIDE' buttons. The main content area is titled 'Provider Information' and contains a form with the following fields:

- Name of Fire Department/Agency:
- Medicaid #:
- National Provider Identification (NPI):
- Doing Business As:
- Facility Business Phone:
- Fire District/Agency Street Address:
- City:
- Zip Code:

ASCR Portal - MTS Expense

Input expenditures related to *Medical Transportation Services (MTS)* only

- **Cost centers:** *Capital Related, Salaries, Fringe Benefits, and Administrative & General*



Salaries

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	\$13,624.00	\$0.00	\$0.00	\$0.00	\$13,624.00
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
18	Emergency Management Coordinator	\$24,000.00	\$0.00	\$0.00	\$0.00	\$24,000.00



ASCR Portal – Non-MTS Expense

Input expenditures unrelated to *MTS* only

- **Cost centers:** *Capital Related, Salaries, Fringe Benefits, and Administrative & General*

Non MTS Expense

Salaries

Line No	Cost Center	Non MTS Expense	Allocated Direct Service Cost	Total Reclasses	Total Adjustments	Total Non MTS Expense
11	Chief	\$97,133.60	\$0.00	\$0.00	\$0.00	\$97,133.60
12	Administration/Director	\$64,168.00	\$0.00	\$0.00	\$0.00	\$64,168.00
13	Medical Director	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	Firefighters	\$436,995.93	\$0.00	\$0.00	\$0.00	\$436,995.93
15	Paramedics	\$0.00	\$288,106.77	\$0.00	\$0.00	\$288,106.77
16	Fire Marshal	\$48,185.28	\$0.00	\$0.00	\$0.00	\$48,185.28
17	Fire Prevention	\$51,864.80	\$0.00	\$0.00	\$0.00	\$51,864.80

ASCR Portal – Expense Allocation

Input expenditures shared between fire and EMS operations

- **Cost centers:** *Capital Related, Salaries, Fringe Benefits, and Administrative & General*

Expense Allocation

Salaries

Line No	Cost Center	Expense to be Apportioned	Total Reclasses	Total Adjustments	Net Expense to be Apportioned	MTS Allocation 65.31%	Non MTS Allocation 34.69%
11	Chief	\$203,388.84	\$0.00	\$0.00	\$203,388.84	\$132,824.98	\$70,563.86
12	Administration/Director	\$217,591.81	\$0.00	\$0.00	\$217,591.81	\$142,100.36	\$75,491.45
13	Medical Director	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	Firefighters	\$3,003,464.45	\$0.00	\$0.00	\$3,003,464.45	\$1,961,440.52	\$1,042,023.93
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



Cost identification methodologies that inappropriately allocate costs associated with fire and rescue personnel and equipment to the Medicaid program potentially would be unallowable under the federal cost allocation requirements.

- Center for Medicaid and CHIP Services (CMCS) Informational Bulletin, Wednesday, August 18, 2022.

ASCR Portal – Reclassifications & Adjustments

Any Federal Funds/Grants received and spent by the provider during the applicable reporting period must be reported on the *Reclassifications & Adjustments* tab

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 capital assets that exceeds **\$5,000**

- If you **do not** wish to report Depreciation, click on the *Not Applicable for the <provider Name> FY 2022 cost report* button
- **Cost centers:** *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, not just those that result in emergency medical transports
- EMS only providers do not populate *Non-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 (only provides a summary of all reported costs)

Expense Summary

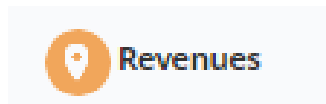
Total Summary

	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

The *Revenues* tab is used to enter *Other Revenues from Transports*

- 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



Other Revenue/Funding Sources

Other Revenue/Funding Sources		MTS
	Out of State Medicaid Fee for Service	\$0.00
	Out of State Medicaid Managed Care Organizations	\$0.00
	Auto Insurance	\$115,540.48
	Contract	\$0.00
	Governmental	\$0.00
	Medicare	\$48,124.47



ASCR Portal - Final Settlement

Enter the total number of ALL MTS Transports per quarter under the *Total* column only

- This should include Health First Colorado transports


Final Settlement

8	Number of MTS Transports	Other Payor	Fee For Service	Total
Qtr 1	July 1 through September 30	60	0	60
Qtr 2	October 1 through December 31	67	0	67
Qtr 3	January 1 through March 31	77	0	77
Qtr 4	April 1 through June 30	80	0	80
		284	0	284
				284


ASCR Portal - Validations

There are two types of required validations on the ASCR portal

- Confirm the accuracy of the data, or
- Provide an explanation as to why the warning is being triggered and then confirm it is correct



The value entered for MTS Expense in cost center Paramedics under Salaries varies greater than 10.00% to previous year's amount. Last year's amount was \$50,000.00. Please review and confirm that this value is correct before continuing. If the variance is correct, please note the reason by clicking Explain.



Sufficient Explanation Example: *"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 Example: *"I think this information appears reasonable."*

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*



ASCR Portal – Desk Review

All responses provided for *Validations* will be reviewed during the Desk Review process and if they are not sufficient, additional detail will be requested.

- providers will receive automatic notifications that the Desk Review is ready for review
- All Desk Review entries need to be addressed prior to submission to PCG

 Desk Review

Page:	MTS Expense
Cost Center:	Minor Medical Equipment
Value:	FY 2021: \$69,119.00 FY 2020: \$39,829.23 Variance: 73.54%
Row#:	56
Validation Details:	The value entered for MTS Expense in cost center Minor Medical Equipment under Administrative and General varies greater than 10.00% to previous year's amount. Last year's amount was \$39,829.23. Please review and confirm that this value is correct before continuing. If the variance is correct, please note the reason by clicking Explain.
Note:	

Data Entered is: Correct Incorrect

Save Response

Please explain why:


An Explanation is required in order to complete this validation.

ASCR Portal – Desk Review Status

The provider can easily access Desk Review questions by selecting the Desk Review tab.

At the top of the page, it will display how many Desk Review questions are Completed, In Process, and Pending.



 Desk Review
Current Status: Cost Report Open
Completed: 25
In Process: 3
Pending: 0

The Desk Review may be in any one of the following statuses:

- *Under Review:* with PCG, provider cannot edit
- *Released:* with provider, PCG cannot edit
- *Cost Report Open:* cost report is open for provider to make necessary revisions to cost report
- *Completed:* all Desk Review entries have been accepted

ASCR Portal – Creating Desk Review Entries

If there are additional edits that providers need to make, the *Revision Request* button should be used

- Be specific as possible when explaining the edit you would like to make

Revision Request

State additional revisions that you need to make to the cost report and provide an explanation as to why.

Page:	<input type="text"/>
Cost Center:	<input type="text"/>
Value:	<input type="text"/>
Row#:	<input type="text"/>
Validation Details:	<input type="text" value="Enter Details:"/>

Save Cancel



ASCR Portal – New File for Desk Review

If additional files are requested, use the *Upload New Document* button

- Provide a detailed explanation about which costs the newly uploaded file is related to

Supporting Documentation	Upload New Document
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ASCR Portal – Revisions as Result of the Desk Review

Once all the Desk Review entries are addressed and approved by PCG, the cost report may be reopened if there are items to revise

- The *Desk Review* tab will list at the top of the page the items that need revision
- providers must confirm that all items highlighted have been revised
- providers need to recertify the cost report under the *Final Settlement* tab before releasing the Desk Review back to PCG

I confirm that I have made this revision.

Save Response



ASCR Portal – Comprehensive Audit Review (CAR)

The CAR process will take place on the ASCR

- The *CAR tab* will appear on the dashboard
- All communication regarding the reported costs will take place on the ASCR
- providers will receive automatic email notifications that the CAR is ready for review within the ASCR
- The timeline for the CAR will take place shortly after Desk Reviews

Program Navigation SHOW HIDE

Comprehensive Audit Review

Scoring Category	Line No	PCG Observation	Provider Response	Action	Status
 MTS Expense	65-Dues and Subscriptions	Please confirm Dues are X amount		Follow Up ▾	
 Depreciation	1-test	Please provide supporting documentation		Rollback ▾	[Roll Back]

Unsaved Changes Save Add New Item Export Submit



The **Bad Debt** category will be locked this year to prevent misreporting this unallowable cost



Discussion

We just completed the first year of the new Comprehensive Audit Review (CAR) process. What advice would you share with the other providers regarding the CAR process?



CO EMS Supplemental Payment Contacts and Support



Department Contact

Olga Gintchin

Program Administrator

Olga.Gintchin@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 hours are **Monday- Friday, from 9 am to 5 pm, excluding holidays.**

Questions?





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