# PRA Disclosure Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1148 (CMS-10398 #24). The time required to complete this information collection is estimated to average 40 per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

### **Overview**

States are required to demonstrate, and CMS has accepted a reasonable estimate of the Upper Payment Limit (UPL) based on payments to equivalent Medicare payment, Medicaid cost using Medicare principles, or customary/prevailing charges. CMS h documents to help states meet statutory and regulatory requirements that can be downloaded from:

http://www.medicaid.gov/medicaid-chip-program-information/by-topics/financing-and-reimbursement/accountability-guida

CMS is also introducing templates specific to each service and demonstration type, which have been developed to assist state requirements and increase comparability across states. This workbook contains templates for the Psychiatric Residential Tread demonstrations.

For each facility, please complete the attached PRTF template.

States may apply different UPL formulas for state government owned or operated facilities, non-state government owned or of facilities; however, the formula should be consistently applied to each provider within the category. Additionally, each facility one type of UPL demonstration. In filling out these templates, data for each individual provider should be included on a sepasupplemental payments made by the state should be reported for each individual provider and reported separate from region There may be instances where a variable is not applicable to your UPL calculation. Please leave these variables blank.

# **Information Requested:**

CMS requests the following information for each PRTF:

- **Demonstration Information** asks for basic information such as the state, demonstration rate year, service type (PRTF), and decharges, or payments)
- **Provider Identification** asks for provider identification numbers and names for each facility included, and the ownership cate government owned, state-government owned)
- Cost or Charge Data asks for base year data relevant to the calculation of the UPL
- Medicaid Payment and Utilization Data for Base Period asks for Medicaid utilization data used to calculate the UPL, as well that is used to determine whether or not the state has made payments in excess of the UPL
- Medicaid Payments Inflated to Demonstration Year asks for inflationary or volume adjustment data that are made by the st Medicaid program that have occurred between the base and current rate year periods
- UPL Calculation & Inflation to Demonstration Year instructs the state to calculate the UPL and asks for inflationary adjustmed UPL data from the base to the current rate year
- Adjustments to UPL asks for other adjustments to the UPL that are not included in the UPL calculation
- Calculation of UPL Gap instructs the state to calculate the UPL gap for each facility by subtracting (adjusted/inflated) Medica calculated UPL

<u>Payment and Cost Data:</u> Enter to the nearest dollar (i.e. \$1,234,567.89 should be entered as \$1,234,568)

<u>Proportion and Percentage Data:</u> Enter with no more than four decimal places (i.e., 0.12345 should be entered as 0.1235)

Detailed descriptions for each variable are provided in the next sheet labeled "Data Dictionary." A hypothetical PRTF's data each template to provide guidance regarding the data requested for each column.

#### Table 1. CMS UPL Psychiatric Residential Treatment Facilities Template Data Dictionary

Variable numbering scheme is used for internal identification of each variable and is not meant to be presented in numerical order

		Variable numbering scheme is used for i	nternal identification of each variable and is not meant to be presented in numerical order	
Variable Number	Variable Format	Short Description	Long Description	Variable Status
100	2-character text	State	2-character state ID (e.g., Maryland = MD)	0: Variables Included in PRTF Template
101	4-digit number	State Demonstration Rate Year	State demonstration rate year	0: Variables Included in PRTF Template
102 104	4-character text	Service Type	Service type: PRTF = Psychiatric Residential Treatment Facilities	Variables Included in PRTF Template     Variables Included in PRTF Template
105	Text Unspecified	Demonstration Type (Cost, Charge) Other State Provider ID Number	Demonstration type (Cost = Cost-based, Charge = Charge-based)  State provider ID number that is not a MCD ID number (if applicable)	0: Variables Included in PRTF Template  0: Variables Included in PRTF Template
103	6-digit number	MCR Certification Number (MCR ID)	MCR ID Number	0: Variables included in PRTF Template
107	Unspecified	State-specific Provider ID (MCD ID)	MCD ID number	0: Variables Included in PRTF Template
108	Text	Provider Name	Provider name	0: Variables Included in PRTF Template
109	10-11 digit number	National Provider ID (NPI)	National Provider Identification Number	0: Variables Included in PRTF Template
110	Text	Ownership Category Type (Private, NSGO, SGO)	Ownership category type (private= private; NSGO= non-state government owned; SGO= state government owned)	0: Variables Included in PRTF Template
200.1	Date [DD/MM/YYYY]	Begin Date for Cost, Charge or Payment Data	Begin date of cost, charge or payment data provided that is used to calculate the UPL	0: Variables Included in PRTF Template
200.2	Date [DD/MM/YYYY]	Ending Date for Cost, Charge or Payment Data	End date of cost, charge or payment data provided that is used to calculate the UPL	0: Variables Included in PRTF Template
223	\$ Amount	Per Diem Cost, Charge or Payment	Per diem cost, charge or payment amount used to calculate the UPL from the period specified in Variables 200 and 201	0: Variables Included in PRTF Template
212.3	\$ Amount	Adjustments to Per Diem Cost, Charge or Payment	Adjustment to per diem cost, charge or payment	0: Variables Included in PRTF Template
215	\$ Amount	Adjusted Per Diem Cost, Charge or Payment	Calculated as Per Diem UPL Amount (Variable 223) + Adjustments to Per Diem Amount (Variable 212.3).	0: Variables Included in PRTF Template
300.1	Date [DD/MM/YYYY]	Time Period of MCD Days - Begin Date	Beginning date of base year MCD days (note: should match cost or customary charge data period)	0: Variables Included in PRTF Template
300.2	Date [DD/MM/YYYY]	Time Period of MCD Days - End Date	End date of base year MCD days (note: should match cost or customary charge data period)	0: Variables Included in PRTF Template
310	Number	MCD Days	MCD days from time period specified in Variables 300.1 and 300.2	0: Variables Included in PRTF Template
311.1	Date [DD/MM/YYYY]	Time Period of MCD Rates - Begin Date	Beginning date of MCD rates used to determine total MCD payments for purposes of comparing to the UPL $$	0: Variables Included in PRTF Template
311.2	Date [DD/MM/YYYY]	Time Period of MCD Rates - End Date	End date of MCD rates used to determine total MCD payments for purposes of comparing to the UPL	0: Variables Included in PRTF Template
312	\$ Amount	MCD Regular Payment Per Diem	MCD regular payments per diem applicable to time period specified in Variables 311.1 and 311.2 $$	0: Variables Included in PRTF Template
313.1	\$ Amount	MCD Supplemental Payment Per Diem	MCD supplemental payments per diem applicable to the time period specified in Variables 311.1 and 311.2 $$	0: Variables Included in PRTF Template
313.2	\$ Amount	MCD Supplemental Payment Per Diem - GME/Training	MCD supplemental payments per diem applicable to the time period specified in Variables 311.1 and 311.2 (GME=Graduate Medical Education/Training)	0: Variables Included in PRTF Template
313.3	\$ Amount	MCD Supplemental Payment Per Diem - Other	MCD supplemental payments per diem applicable to the time period specified in Variables 311.1 and 311.2 (Other) $$	0: Variables Included in PRTF Template
314.1 314.2	\$ Amount \$ Amount	Adjustment to MCD Per Diem #1 Adjustment to MCD Per Diem #2	Adjustment to MCD payments per diem (e.g., drugs, therapy, lab, radiology) Adjustment to MCD payments per diem (e.g., drugs, therapy, lab, radiology)	O: Variables Included in PRTF Template O: Variables Included in PRTF Template
317	\$ Amount	Total MCD Regular and Supplemental Per Diem with Adjustments	Calculated as MCD Regular Payment Per Diem (Variable 312) + MCD Supplemental Payment Per Diem (Variable 313.1) + Supplemental Payment GME/Training Per Diem (Variable 313.2) + Supplemental Payment Other Per Diem (Variable 313.3) + Adjustment to MCD Per Diem #1 (Variable 314.1) + Adjustment to MCD Per Diem #2 (Variable 314.2)	0: Variables Included in PRTF Template
307	Text	MCD Inflation Factor Type	Description of MCD payment trend factor used to reflect changes in the MCD program between the base and current rate year periods (e.g., Market Basket)	0: Variables Included in PRTF Template
308	Proportion	MCD Inflation Factor	Cumulative MCD payment trend factor used to reflect changes in the MCD program between the base and current rate year periods (note: 1.00= no change) (use "mid-point to mid-point approach")	0: Variables Included in PRTF Template
309	Proportion	Other Adjustment to MCD Payments	Cumulative other adjustment (e.g., volume adjustment) factor used to reflect changes in the MCD program between the base and current rate year periods (note: 1.00= no change) (use "mid-point to mid-point approach")	0: Variables Included in PRTF Template
315	\$ Amount	Inflated / Adjusted MCD Payment Per Diem	Calculated as Total MCD Regular and Supplemental Per Diem with Adjustments (Variable 317) x MCD Inflation Factor (Variable 308) x Other Adjustment to MCD Payments (Variable 309)	0: Variables Included in PRTF Template
316	\$ Amount	Total MCD Payments (Per Diem * Days)	Calculated as Inflated / Adjusted MCD Payment Per Diem (Variable 315) x MCD Days (Variable 310)	0: Variables Included in PRTF Template
404	Text	UPL Inflation Factor Type	Description of trend factor used to inflate the UPL Per Diem Amount from the base year to the rate year (e.g., Market Basket)	0: Variables Included in PRTF Template
405	Proportion	UPL Inflation Factor	Cumulative trend factor used to inflate the Calculated MCD UPL Per Diem from the base year to the rate year (note: 1.00= no change) (use "mid-point to mid-point approach")	0: Variables Included in PRTF Template
400	\$ Amount	Inflated / Adjusted UPL Per Diem	Calculated as Adjusted Per Diem Charge (Variable 215) x UPL Inflation Factor (Variable 405)	0: Variables Included in PRTF Template

Data Dictionary 3

#### Inpatient Hospital Upper Payment Limit (UPL) Data Template

Variable Number	Variable Format	Short Description	Long Description	Variable Status
406	\$ Amount	Inflated UPL Amount	Calculated as Inflated / Adjusted UPL Per Diem (Variable 400) x MCD Days (Variable 310)	0: Variables Included in PRTF Template
401	\$ Amount	MCD Provider Tax Cost	For cost-based demonstrations, MCD provider tax costs can be added to the UPL separately	0: Variables Included in PRTF Template
402	\$ Amount	Other Adjustments to the UPL Amount	Adjustments made to the UPL that are not otherwise accounted for in the UPL calculation (e.g., adjustments for managed care transition)	0: Variables Included in PRTF Template
403	\$ Amount	Adjusted MCD UPL Amount	Calculated as Inflated UPL Amount (Variable 406) + Other Adjustments to the UPL Amount (Variable 402) [+ MCD Provider Tax Cost (Variable 401) for cost-based demonstrations]	0: Variables Included in PRTF Template
407	\$ Amount	UPL Gap Amount	Calculated as Adjusted MCD UPL Amount (Variable 403) - Inflated MCD Payments to Demonstration Year (Variable 316)	0: Variables Included in PRTF Template
408	\$ Amount	Adjustment to the UPL Gap	Adjustments made to the UPL gap that are not otherwise accounted for in MCD payments or the UPL calculation	0: Variables Included in PRTF Template
409	\$ Amount	Adjusted UPL Gap	Calculated as UPL Gap Amount (Variable 407) + Adjustment to the UPL Gap (Variable 408)	0: Variables Included in PRTF Template

Data Dictionary 4

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	Database		Rate Year			Number	Provider ID (NPI)	Number	(Medicaid ID)			Payment Data	Payment Data	Payment
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		[100]	[101]	[102]	[104]	[105]	[109]	[112]	[107]	[108]	[110]	[200.1]	[200.2]	[223]
	Variable	[100]	[101]		[104]	[103]	[107]	[112]	[107]	[100]	[110]	[200.1]	[200.2]	[223]
	Numbers													
3	EXAMPLE	MD	2015	PRTF	Charge	RA53433	1234567890	210000	65745234	EXAMPLE PRTF	Private	7/1/2012	6/30/2013	\$210.11
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2	Database Description &	State	State Demonstration Rate Year	Service Type	Demonstration Type	Other State Provider ID Number	National Provider ID (NPI)	Medicare Certification Number (Medicare ID)	State-specific Provider ID (Medicaid ID)	Provider Name	Ownership Category Type	Begin Date for Cost, Charge or Payment Data	Ending Date for Cost, Charge or Payment Data	Per Diem Cost, Charge or Payment
	Variable Numbers	[100]	[101]	[102]	[104]	[105]	[109]	[112]	[107]	[108]	[110]	[200.1]	[200.2]	[223]
3	EXAMPLE	MD	2015	PRTF	Charge	RA53433	1234567890	210000	65745234	EXAMPLE PRTF	Private	7/1/2012	6/30/2013	\$210.11
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2	Adjustments to Per Diem Cost or Charge	Adjusted Per Diem Cost or Charge	Time Period of Medicaid Days - Begin Date	Time Period of Medicaid Days - End Date	Medicaid Days	Time Period of Medicaid Rates - Begin Date	Time Period of Medicaid Rates - End Date	Medicaid Regular Payment Per Diem	Medicaid Supplemental Payment Per Diem	Medicaid Supplemental Payment Per Diem (GME/Training)	Medicaid Supplemental Payment Per Diem (Other)
	[212.3]	[215]	[300.1]	[300.2]	[310]	[311.1]	[311.2]	[312]	[313.1]	[313.2]	[313.3]
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	[212.3]	[215]	[300.1]	[300.2]	[310]	[311.1]	[311.2]	[312]	[313.1]	[313.2]	[313.3]
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	[212.3]	[215]	[300.1]	[300.2]	[310]	[311.1]	[311.2]	[312]	[313.1]	[313.2]	[313.3]
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3	\$1.20	\$0.00	\$200.60	None	1.000	1.000	\$200.60	\$626,674	Market Basket	1.055	\$222.37	\$694,693
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2	Adjustment to Medicaid Per Diem #1	Adjustment to Medicaid Per Diem #2	Total Medicaid Regular and Supplemental Per Diem with Adjustments	MCD Inflation Factor Type	MCD Inflation Factor	Other Adjustment to Medicaid Payments	Inflated / Adjusted Medicaid Payment Per Diem	Total Medicaid Payments	UPL Inflation Factor Type	UPL Inflation Factor	Inflated / Adjusted UPL Per Diem	Inflated UPL Amount - UPL Per Diem * Medicaid Days
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	Utilization Info:	Utilization Info:	Utilization Info:	Payment Info:	Payment Info:	Payment Info:	Payment Info:	Payment Info:				
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	Adjustment to	Adjustment to	Total Medicaid Regular and Supplemental Per	MCD Inflation	MCD Inflation	Other	16 - 4 - 4 / 4 - 1: 4 - 4	Total Medicaid	UPL Inflation	UPL Inflation	Inflated / Adjusted UPL Per Diem	Inflated UPL Amount - UPL Per
2	Medicaid Per Diem	Medicaid Per Diem	and Supplemental Per	Factor Type	Factor	Adjustment to	Inflated / Adjusted Medicaid Payment	Payments	Factor Type	Factor	Adjusted UPI Per	Amount - UPI Per
-	#1	#2	Diem with Adjustments	r detor Type	i actor	Medicaid	Medicaid Payment	Tayments	ructor type	i actor	Diem	Diem * Medicaid
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						Payments						Days
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	[314.1]	[314.2]	[317]	[307]	[308]	[309]	[212]	[316]	[404]	[405]	[400]	[406]
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3	\$1.20	\$0.00	\$200.60	None	1.000	1.000	\$200.60	\$626,674	Market Basket	1.055	\$222.37	\$694,693
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	MCD Payment and Utilization Info:	MCD Payment and Utilization Info:	MCD Payment and Utilization Info:	MCD Inflated Payment Info:	MCD Inflated Payment Info:	MCD Inflated Payment Info:	MCD Inflated Payment Info:	MCD Inflated Payment Info:	UPL Calc Info:	UPL Calc Info:	UPL Calc Info:	UPL Calc Info:
2	Adjustment to Medicaid Per Diem #1	Adjustment to Medicaid Per Diem #2	Total Medicaid Regular and Supplemental Per Diem with Adjustments	MCD Inflation Factor Type	MCD Inflation Factor	Other Adjustment to Medicaid Payments	Inflated / Adjusted Medicaid Payment Per Diem	Total Medicaid Payments	UPL Inflation Factor Type	UPL Inflation Factor	Inflated / Adjusted UPL Per Diem	Inflated UPL Amount - UPL Per Diem * Medicaid Days
	[314.1]	[314.2]	[317]	[307]	[308]	[309]	[315]	[316]	[404]	[405]	[400]	[406]
3	\$1.20	\$0.00	\$200.60	None	1.000	1.000	\$200.60	\$626,674	Market Basket	1.055	\$222.37	\$694,693
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	UPL Adjustment Info:	UPL Adjustment Info:	UPL Adjustment Info:	UPL Gap Info:	UPL Gap Info:	UPL Gap Info:
2	Medicaid Provider Tax Cost	Other Adjustments to the UPL Amount	Adjusted Medicaid UPL Amount	UPL Gap Amount	Adjustment to the UPL Gap	Adjusted UPL Gap
	[401]	[402]	[403]	[407]	[408]	[409]
3	\$130,000	\$0	\$824,693	\$198,019	\$0	\$198,019
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	UPL Adjustment Info:	UPL Adjustment Info:	UPL Adjustment Info:	UPL Gap Info:	UPL Gap Info:	UPL Gap Info:
2	Medicaid Provider Tax Cost	Other Adjustments to the UPL Amount	Adjusted Medicaid UPL Amount	UPL Gap Amount	Adjustment to the UPL Gap	Adjusted UPL Gap
	[401]	[402]	[403]	[407]	[408]	[409]
3	\$130,000	\$0	\$824,693	\$198,019	\$0	\$198,019
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	UPL Adjustment Info:	UPL Adjustment Info:	UPL Adjustment Info:	UPL Gap Info:	UPL Gap Info:	UPL Gap Info:
2	Medicaid Provider Tax Cost	Other Adjustments to the UPL Amount	Adjusted Medicaid UPL Amount	UPL Gap Amount	Adjustment to the UPL Gap	Adjusted UPL Gap
	[401]	[402]	[403]	[407]	[408]	[409]
3	\$130,000	<b>\$</b> 0	\$824,693	\$198,019	<b>\$</b> 0	\$198,019
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	UPL Adjustment Info:	UPL Adjustment Info:	UPL Adjustment Info:	UPL Gap Info:	UPL Gap Info:	UPL Gap Info:
2	Medicaid Provider Tax Cost	Other Adjustments to the UPL Amount	Adjusted Medicaid UPL Amount	UPL Gap Amount	Adjustment to the UPL Gap	Adjusted UPL Gap
	[401]	[402]	[403]	[407]	[408]	[409]
3	\$130,000	\$0	\$824,693	\$198,019	\$0	\$198,019
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	UPL Adjustment Info:	UPL Adjustment Info:	UPL Adjustment Info:	UPL Gap Info:	UPL Gap Info:	UPL Gap Info:
2	Medicaid Provider Tax Cost	Other Adjustments to the UPL Amount	Adjusted Medicaid UPL Amount	UPL Gap Amount	Adjustment to the UPL Gap	Adjusted UPL Gap
	[401]	[402]	[403]	[407]	[408]	[409]
3	\$130,000	\$0	\$824,693	\$198,019	\$0	\$198,019
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	UPL Adjustment Info:	UPL Adjustment Info:	UPL Adjustment Info:	UPL Gap Info:	UPL Gap Info:	UPL Gap Info:
2	Medicaid Provider Tax Cost	Other Adjustments to the UPL Amount	Adjusted Medicaid UPL Amount	UPL Gap Amount	Adjustment to the UPL Gap	Adjusted UPL Gap
	[401]	[402]	[403]	[407]	[408]	[409]
3	\$130,000	\$0	\$824,693	\$198,019	\$0	\$198,019
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		UPL Adjustment	UPL Adjustment	UPL Gap	UPL Gap	UPL Gap
	UPL Adjustment Info:	Info:	Info:	Info:	Info:	Info:
2	Medicaid Provider Tax Cost	Other Adjustments to the UPL Amount	Adjusted Medicaid UPL Amount	UPL Gap Amount	Adjustment to the UPL Gap	Adjusted UPL Gap
	[401]	[402]	[403]	[407]	[408]	[409]
3	\$130,000	\$0	\$824,693	\$198,019	\$0	\$198,019
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