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Summary

Disclosure Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it carries a valid OMB control number for this information collection is **0938-1148 (CMS-10398 #56)**. The time required to complete this information is **7.5 hours** per response, including the time to review instructions, search existing data resources, gather the data needed, and complete the collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

Budget neutrality is a Federal policy that governs the Federal expenditures for 1115 demonstrations. It is assured by placing a cap on the state's Financial Participation (FFP) the state can receive during the demonstration. The upper limit represents what the state could have received without the demonstration.

The Budget Neutrality workbook will assist in collecting standardized data in order to determine financial performance for the demonstration.

The workbook has two major groups of tabs: the first group collects and calculates Without Waiver (WOW) numbers, and the second group calculates With Waiver (WW) numbers. Data is collected per each demonstration Medicaid Eligibility Group (MEG), by demonstration year (DY). A Medicaid demonstration is budget neutral if the Federal title XIX match, or funding received by the state (i.e., "with waiver" expenditures) do not exceed what the state would have received without the demonstration (i.e., "without waiver" expenditures). The workbook provides the ability to evaluate any variation from budget neutrality.

The workbook consists of 15 tabs which contain different types of data and calculations. The following color schema is applied to the tabs:

Information populated in the Budget Neutrality workbook template based on the demonstration's approved STC
Information populated by states on a quarterly basis or per the reporting requirements defined in the STC
Information automatically populated based on the input from other worksheets

Within the tabs where a State User populates information (C Report, Total Adjustments, WW Spending Projected, MemMon Actuals), yellow highlighted cells denote where data entry may be needed (depending on DY being updated).

Default values in the downloaded Budget Neutrality workbook template

The original workbook entries are based on the STCs and other demonstration approval documentation. These entries are made to reflect demonstration-specific data such as demonstration start/end dates and MEG details.

The DY Def tab defines all the DYs for a demonstration. Only the DYs that are currently active for a demonstration will be visible. If a demonstration has been renewed for another three years, DY6-DY8 will be visible and DY1-DY5 will be hidden.

The MEG Def tab defines MEGs as Medicaid populations (core demonstration populations), Hypothetical populations (when a demonstration is not budget neutral), and Tracking Only populations (for example, "pass-through" populations). The MEG Def tab also defines the MEG type (Per Capita vs. Aggregate) and the applicable scenarios (WOW, WW, or both). Also, the tab contains indicators defining expenditure caps or applicability of savings phase-down calculations.

g With Waiver (WW) numbers

WW numbers for each active DY of a demonstration are calculated based on a combination of actual WW expenditures, projected WW expenditures, and adjustments entered by a State User. The actual WW expenditures are copied from the Schedule C of the MBES CMS-64 report. The projected WW numbers are automatically transferred to the C Report Grouper tab, where waiver expenditures are grouped by MEGs. The number of actual WW expenditures is calculated on the WW Spending Actual tab, which factors in adjustments entered on the Total Adjustments tab to calculate total actual WW expenditures. The projected WW expenditures are calculated on the WW Spending Projected tab. Finally, the total WW expenditures are transferred to the Summary TC (Total Computable) tab (into the With-Waiver Total Expenditures section).

g Without Waiver (WOW) numbers

WOW numbers can be obtained either one of two ways: using Aggregate or Per Capita calculations. If total projected expenditure calculation type is defined as 'Aggregate' on the MEG Def tab, the total projected expenditure amount is entered for each MEG. If expenditure calculation type is defined as 'Per Capita', total projected expenditures are derived by multiplying per member per month expenditures by the number of member months.

Both Aggregate and PMPM numbers are populated on the WOW PMPM & Agg tab. The number of actual member months (number of months enrolled) are entered by a State User on the MemMon Actual tab for each DY. A State User enters projected numbers for each MEG. Actuals and projected are displayed as a total on the MemMon Total tab. All the WOW data is transferred to the Summary Expenditures section).

On the Summary TC tab, the expenditures for Per Capita and Aggregate MEGs are calculated.

Finally, based on information transferred from other tabs, on the Summary TC tab, the WW and WOW numbers are compared to the demonstration.

the definitions for the tabs of the workbook which require data entries from State User.

the C Report, Total Adjustments, WW Spending Projected, MemMon Actual, and MemMon Projected tabs, enter data in the following manner:

'Last Updated:' - enter the date the information on this tab was last updated

'Last Updated By:' - enter full name of user entering data on this tab

'Data Pulled On:' - enter the date the source file used to enter data on this tab was pulled

'For the Time Period Through : ' - enter the date through which the source file data was pulled

Reporting DY' - enter the demonstration year for which data is being reported

Reporting Quarter' - enter a number of the quarter for which data is being reported

Note: dates must be entered in the following format: mm/dd/yyyy

State User enters information on the following tabs:

Tab

Open Schedule C of the CMS 64 Expenditure Report. Under your state, locate expenditure data for the specific demonstration. From this location on the CMS 64 Expenditure Report, copy expenditure data cells for all DYs (active and non-active). On the C Report, paste the numbers into the appropriate cell/row. Repeat the copy and paste process for MAP Waivers section (Total Computable and Federal Share) and ADM Waivers section. The pasted numbers are correctly aligned with the Waiver Name values.

Adjustments tab

When adjustments are relevant for a demonstration, enter the actual numbers of total contributions to the reported expenditure for the reported quarter. Add new reported adjustments to any existing numbers for previous quarters for the reported DY.

Note: Any adjustments that reduce expenditures must be entered as negative numbers (for example, -\$10,000).

WW Spending Projected tab

Enter projected annual expenditures for each MEG for the active DYs of a demonstration.

For each reporting quarter, update the projected numbers so they reflect only future quarter projections. Please see the example for more details.

MemMon Actual tab

For each MEG, calculate the actual number of member months for the reported quarter and add this number to the previous example, for Q3 reporting period, add Q3 member months to the existing number for the same MEG and DY and enter the result.

th Projected tab

For each MEG, enter projected (future) annual member months for all active DYs of the demonstration. Adjust future DY numbers. For the current DY, enter only the number that reflects future quarters. For example, for Q3 reporting, only enter the projected member months for completed (actual) DYs.

TC tab

In the Net Variance section, for each DY, enter estimated numbers in row '1115A Dual Demonstration Savings (state preliminary)'. In the next row, '1115A Dual Demonstration Savings (OACT certified)' enter certified numbers. Both estimated and certified numbers must be negative, as the savings information reduces the Net Variance amount.

Demonstration Years Definitions

DY	1	2	3	4	5
<u>Start Date</u>					
<u>End Date</u>					

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MEG Definitions

MEG Name

MEG Description

WOW

WW

Medicaid Per Capita

- 1
- 2
- 3
- 4
- 5

Medicaid Per Capita - WOW only

- 1
- 2
- 3
- 4
- 5

Medicaid Aggregate

- 1
- 2
- 3
- 4
- 5

Medicaid Aggregate - WOW only

- 1
- 2
- 3
- 4
- 5

Medicaid Aggregate - WW only

- 1
- 2
- 3
- 4
- 5

Hypothetical 1 Per Capita

- 1
- 2
- 3

Hypothetical 1 Aggregate

- 1
- 2
- 3

Hypothetical 2 Per Capita

- 1
- 2
- 3

Hypothetical 2 Aggregate

- 1
- 2
- 3

Tracking Only

- 1
- 2
- 3

Enter any general comments / notes:

<u>Per Capita or Aggregate</u>	<u>Savings Phase-Down</u>	<u>Expenditures Subject to Cap?</u>	<u>Hypothetical Populations Included in Calculations?</u>	<u>Start DY</u>
			N/A	
			N/A	
			N/A	
			N/A	
			N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		<u>Hypothetical Test 1</u>	
	N/A		Yes	
	N/A			
	N/A			
	N/A			
	N/A			

N/A
N/A
N/A

N/A
N/A
N/A

Hypothetical Test 2

Yes



Start Date End DY End Date

Last Updated:
 Last Updated By:

1. On the Schedule C Report, locate rows relevant to all expenditures for a specific demonstration.
2. Complete two rounds of copy/paste starting from the cell in column A (Waiver Name).
 - MAP Waivers/ Total Computable section – into cell A100
 - MAP Waivers/ Federal Share section – into cell A200
3. If ADM waivers are applicable to the demonstration, complete two more rounds of copy/paste starting from the cell in column A (Waiver Name).
 - ADM Waivers/ Total Computable section – cell A300
 - ADM Waivers/ Federal Share section – cell A400

MAP Waivers

Total Computable

Waiver Name	A	1	2	3	4
Waiver 1	0	0	0	0	0
Waiver 2	0	0	0	0	0
Waiver 3	0	0	0	0	0
Waiver 4	0	0	0	0	0
Waiver 5	0	0	0	0	0
Waiver 6	0	0	0	0	0
Waiver 7	0	0	0	0	0
Waiver 8	0	0	0	0	0
Waiver 9	0	0	0	0	0
Waiver 10	0	0	0	0	0
Total	0	0	0	0	0

Federal Share

Waiver Name	A	01	02	03	04
Waiver 1	0	0	0	0	0
Waiver 2	0	0	0	0	0
Waiver 3	0	0	0	0	0
Waiver 4	0	0	0	0	0
Waiver 5	0	0	0	0	0
Waiver 6	0	0	0	0	0
Waiver 7	0	0	0	0	0
Waiver 8	0	0	0	0	0
Waiver 9	0	0	0	0	0
Waiver 10	0	0	0	0	0
Total	0	0	0	0	0

ADM Waivers

Total Computable

Waiver Name	A	01	02	03	04
ADM	0	0	0	0	0
Total	0	0	0	0	0

Federal Share

Waiver Name	A	01	02	03	04
ADM	0	0	0	0	0
Total	0	0	0	0	0

05	06	07	08	09	10	11
0	0	0	0	0	0	0
0	0	0	0	0	0	0

05	06	07	08	09	10	11
0	0	0	0	0	0	0
0	0	0	0	0	0	0

12	13	14	15	16	17	18
0	0	0	0	0	0	0
0	0	0	0	0	0	0

12	13	14	15	16	17	18
0	0	0	0	0	0	0
0	0	0	0	0	0	0

19	20	21	22	23	24	25
0	0	0	0	0	0	0
0	0	0	0	0	0	0

19	20	21	22	23	24	25
0	0	0	0	0	0	0
0	0	0	0	0	0	0

Total	Total Less Non-Adds
0	0
0	0

Total	Total Less Non-Adds
0	0
0	0

Adjustments made to the reported expenditures

Last Updated:

Last Updated By:

Enter total adjustments made to the expenditure numbers, including adjustments to the prior period. Positive adjustments increase expenditures, and negative adjustments decrease expenditures. Enter adjustments for every MEG for which adjustments were made or are planned.

Helpful Hint: Remember to enter total adjustments as positive or negative (for example, .

	DEMONSTRATION YEARS (DY)	
	1	2
<u>Medicaid Per Capita</u>		
<u>Medicaid Aggregate</u>		
<u>Medicaid Aggregate - WW only</u>		
<u>Hypothetical 1 Per Capita</u>		
<u>Hypothetical 1 Aggregate</u>		
<u>Hypothetical 2 Per Capita</u>		
<u>Hypothetical 2 Aggregate</u>		



Data Pulled On:

For the Time Period Through:

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-\$10,000 reflects a decrease in expenditures).

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23	24	25	Description (type of collection, time period, CMS-64 reporting line, etc.)



