

VA Recovery Audit - Contract Implementation Conference Call Summary

Date: 1/22/2001
Time: 1:00 – 2:30 PM (EST)

Attendees:

Veteran Affairs

Ralph Charlip, Director, Health Administration Center (HAC)

Kent Simonis, Director, Health Administration Services (HAS)

Carol Robinson, Chief Information Officer, HAC

James Davis, Contracting Officer, HAC

Ryan Lilly, Chief Fiscal Officer, HAC

Elliott VanderStek, Chief Accountant/AFO, HAC

Glenn Corn, COTR, VA Recovery Audit, HAC

Gail Graham, Director Health Information (VAC) 193B3)

Jenie Perry, Chief Health Information Systems, Austin Automation Center (AAC)

Contractor

Frank Kelly, Director, Business Development, Foundation

Walter Jordan, Principal, Abacus Technology

Joy Wilkie, Director, Managed Care Services, Foundation

Padra Randall, DRG Quality Coordinator, Foundation

Sharon Lopez, Manager, DRG Recoupment, Foundation

Steve Westbrook, Director, Government Contracts, Foundation

Minh Tompkins, Manager Government Contract Administration, Foundation

Makini Enakaya, Program Manager Information Technology, Foundation

Conference Call Summary

1. Attendee Identification: Participants identified themselves.
2. Review of action items (COTR):
 - a) Item 1: Closed from last teleconference. **(CLOSED)**

- b) Item 2: This item is still open for HAS. Kent Simonis said it would be completed by Friday (1/26/01). **(OPEN: ECD 1/29/01)** There was subsequent discussion about the medical records requests from the contractor to the VAMCs not being specific about needing “all medical records from the provider”. The COTR clarified that it is not the responsibility of the VAMC to contact the provider and obtain any medical information they do not have in the Fee file. Ralph Charlip suggested that HAS include in the VA Directive, outlining the VAMC POCs responsibilities, information about providing all medical information filed in the Fee file and not to request any additional information from the provider. It will be the contractor’s responsibility to request any additional “provider” medical information directly from the provider.
- c) Item 3: Contract Modification sent to contractor. **(CLOSED at this meeting)**
- d) Item 4: Contract Modification sent to contractor. **(CLOSED at this meeting)**
- e) Item 5: Records retention guidelines provided to contractor (1/22/01). Email did not arrive, will re-send. Clarification made that retention is 3-years after final payment. **(CLOSED at this meeting)**
- f) Item 6: Closed from last teleconference. **(CLOSED)**
- g) Item 7: Dollar Threshold. Ryan Lilly provided an update that it is VA policy to proceed with any government debt for 90 days and then the Fiscal Officer has the authority to write off as uncollectable. Ryan Lilly has requested a review from VA Central Office (Accounts Receivable Office) on this policy as it pertains to setting a threshold. Ralph Charlip will contact VA and see what options are available concerning this issue. **(OPEN: ECD 1/31/01)**
- h) Item 8: Jerry Simpson provided data points in question to the COTR which was forwarded to the contractor for review. Contractor reviewed the data elements and there are three elements that are not available in the AAC system. This was discussed at the IT meeting Austin and the data elements can be obtained in other systems and provided to the contractor. **(CLOSED at this meeting)** Will open a new item for accessing these data elements.
- i) Item 9: Closed from last teleconference. Ralph Charlip stated that the HAC can provide 5-years of data as previously indicated, but will need to maintain an open item for the 6th year’s of data (already archived). **(CLOSED)** Will open a new item for the 6th years data.
- j) Item 10: The contractor reviewed the data file layouts and have all they need. **(CLOSED at this meeting)**
- k) Item 11: Closed from last teleconference. **(CLOSED)**
- l) Item 12: Sent email to contractor (1/19/01) stating there were no security requirements for the contractor to comply with at this time. **(CLOSED at this meeting)**
- m) Item 13: VA CIO security requirements will not be applicable if VA Network Connectivity is not needed. Decision to close item and reopen if needed. **(CLOSED at this meeting)**
- n) Item 14: Electronic copy of HAC plans sent to contractor (1/9/01). **(CLOSED at this meeting)**
- o) Item 15: Contract Modification sent to contractor. **(CLOSED at this meeting)**
- p) Item 16: Closed from last teleconference. **(CLOSED)**
- q) Item 17: Kent Simonis indicated he would have the requested information by next week. **(OPEN: EDC 2/5/01)**
- r) Item 18: Contract Modification sent to contractor. **(CLOSED at this meeting)**

- s) Item 19: The COTR is still working the VAMC POCs. Kent Simonis indicated he would have the list completed by the end of the week. Decision made to provide the contractor with the VAMC POC's received and update as more POCs are received. **(OPEN: ECD 1/ 31/01)**
- t) Item 20: Sent Network POCs to contractor this morning. **(CLOSED at this meeting)**
- u) Item 21: The Contracting Officer is still waiting on information from General Counsel on this issue. **(OPEN: ECD 1/31/01)**
- v) Item 22: The Contracting Officer is still waiting on information from General Counsel on this issue. **(OPEN: ECD 1/31/01)**
- w) Item 23: Sent RASC report information to contractor (1/18/01). Joy Wilkie clarified that if there was a new data field requested by the VA that past data wouldn't be available if it was a data field they weren't collecting information on. The RASC noted this and understood the clarification. **(CLOSED at this meeting)**
- x) Item 24: The program marketing plan has been developed and is being coordinated with Central Office. Will provide a copy of the plan to the contractor after coordination. Ralph Charlip indicated we are already providing contract information and updates through various government meetings and teleconferences. Gail Graham asked about having Abacus provide an update at the February Health Information teleconference. Ralph Charlip said the update will be provided by the VA instead of the contractor. He asked to have an email about the teleconference and will work representation. **(OPEN: ECD 1/31/01)**
- y) Item 25: The Invoicing and Payment Processing function was put on hold until next teleconference. **(OPEN: ECD 1/29/01)**
- z) Item 26: Indication from AAC, from last weeks meeting, that there are no identified charges to the contractor. This will be put in writing and provided to the COTR. Ralph Charlip will provide a written response to the contractor to their letter **(OPEN: ECD 1/29/01)**
- aa) Item 27: HAS is coordinating a meeting with Network Non-VA Care Coordinators to implement a process for tracking and monitoring medical records requests from the contractor. **(OPEN: ECD 1/31/01)**
- bb) Item 28: New item added to action listing. Fee Basis Manual requested by contractor. Sent electronic copy of manual to contractor (1/18/01). **(CLOSED at this meeting)**
- cc) Item 29: New item added to action listing. The Operation & Policy Manual from HAC is ready to be transferred to the contractor. Makini Enakaya would prefer having the files on CD, if possible. The COTR will find out if this is available and coordinate the transfer of information. **(OPEN: ECD 1/24/01)**
- dd) Item 30: New item added to action listing. Operation & Policy Manuals from HAS. Sent electronic copy of manuals provided by HAS to contractor (1/22/01). Joy Wilkie asked if they could obtain the DRG Calculation (formula). Kent Simonis indicated it would be in the regulation and if this wasn't sent, he would get a copy sent to the COTR. Joy Wilkie also asked about obtaining a Vista Users Manual referenced in the Fee manual. Kent Simonis will also provide this to the COTR. **(OPEN: ECD 1/29/01)**

ee) Item 31: New item added to action listing. Contractor requested a listing of VAMCs that have closed their doors during the audit review period and determination on where the Fee files would be maintained. Jenie Perry will provide a download of mapping information to the COTR for transmission to the contractor. **(OPEN: ECD 1/31/01)**

3. New Business:

- a) IT visit (Austin). Jenie Perry provided an overview of the Austin IT meeting. More details of the meeting will be provided once finalized.
- The meeting was very productive and provided the contractor insight to their operations.
 - Data format was decided (CD/FAS)
 - Functional Overview on Fee
 - Pricer/Groupier information and operation
 - Discussion on the three data elements not available in AAC that will be made available through other VA systems.
 - Timelines established
 - New requirement identified – Vendor File Addresses. Vendor files contain “pay to” address and not the address needed for requesting medical information. Issue being pursued with HCFA for this address by the contractor.
 - File data transfer to start with AAC first part of February. Ralph Charlip cautioned the IT working group and the contractor about getting ahead of other processes that must be in place prior to actual start of information requests (Invoicing and Payment Processing must be ready before this happens). It is okay to do any of the testing needed to ensure the system capability is in place.
- b) Invoicing and Payment Processing Review. This briefing was put on hold until next teleconference. Some of the contractor staff did not have the emailed copies of the briefing.
- c) Contractor charges for ADP support. This was addressed in the action item listing and no charges were identified to be billed to the contractor. Ralph Charlip will provide a formal response to the contractor after receiving the minutes from the IT meeting in Austin.
- d) Fee Basis Manual. This was addressed in the action item listing.
- e) Operation and Policy Manuals. This was addressed in the action item listing.
- f) POC for records where VAMCs have closed. Addressed in the action item listing.
- g) A new business item addressed in the December 27, 2000 teleconference was discussed. Joy Wilkie asked where adjustments are maintained for payments. Kent Simonis indicated they were stored locally. The intent of needing this information is to prevent recoupment on a claim if the adjustment was already made. Ralph Charlip

suggested this line item be added to the medical information requests sent to the VAMCs. The contractor agreed to add this item to the letters.

5. Next Call: The next call will be January 29, 2001. The call-in telephone number is --- ---
---- and meeting ID is ----.

Glenn Corn
COTR, Recorder

Attachment – Action Item Listing