

VA Recovery Audit - Contract Implementation Conference Call Summary

Date: 1/29/2001
Time: 1:00 – 2:30 PM (EST)

Attendees *Veteran Affairs*

Ralph Charlip, Director, Health Administration Center (HAC)
Carol Robinson, Chief Information Officer, HAC
James Davis, Contracting Officer, HAC
Ryan Lilly, Chief Fiscal Officer, HAC
Elliott VanderStek, Chief Accountant/AFO, HAC
Thomas Wayburn, COTR, VA Recovery Audit, HAC
Albert Brese, Chief Financial Officer, VISN 6
Sheldon Fine, Chief Financial Officer, VISN 21
George Gray, Director, VA Medical Center, Little Rock, AR

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
Minh Tompkins, Manager Government Contract Administration, Foundation
John Pieters, Program Manager, Foundation

Conference Call Summary

1. Attendee Identification: Participants identified themselves.
2. Review of action items (COTR):
 - a) Item 1: VA Directive - The draft Directive outlining the VAMCs POCs duties and responsibilities is being submitted by VA/HAS (Kent Simonis) to the National Fee Council for review this week. Following the National Fee Council review the directive should begin the VA concurrence process. (**OPEN: ECD 2/5/01**)
 - b) Item 2: Dollar Threshold - the dollar thresholds for pursuing collections have been established. Debts in the amount of \$25.00 or less will not be pursued following initial and follow-up letters to the vendor if not collected in 90 days after establishment of debt. Debts in amounts between \$25.01 and \$600.00 will be pursued for an additional 60 days following initial and follow-up letters to the vendor if not collected in 120 days after establishment of the debt. Debts in the amount of \$600.01 and greater will be referred to Department of Justice if not collected in 120 days. The group discussed proposed time frames for collection and offset actions. The timeframes for establishment of offsets and waiver of debts is described in Item 5 and it is pending

further development. The agreed upon dollar thresholds for follow-up actions are as stated above. **(CLOSED)**

- c) Item 3: Provider Contracts - VA/HAS (Kent Simonis) will provide samples of local agreements by 2/5/01. **(OPEN: ECD 2/5/01)**
- d) Item 4: VAMC POC list - National Conference Call was held last Thursday to expedite identification of points of contact. **(OPEN: ECD 2/2/01)**
- e) Item 5: Collection Process Change - Contractor recommendation to change billing follow-up letter cycle to 30 and 60 days following initial letter establishing debt is pending Office of General Counsel review. 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. Ralph Charlip will contact VA and see what options are available concerning this issue. In the interim, the proposed timeframe for establishing offsets for valid debts is as follows: (1) Write the debt off at the end of 90 days for debts in the amount of \$25.00 and less; (2) Establish an offset for debts in the amounts between \$25.01 and \$600.00 upon issuance of the 60 day follow-up letter. If the debt is uncollected after 60 days, one final letter will be sent by the HAC. If no response is received within 60 days the debt will be written off; (3) Establish an offset for debts in amounts of \$600.01 and greater upon issuance of the 60 day follow-up letter. If the debt is uncollected at the 120 day mark following the initial letter, the debt will be referred to Department of Justice for collection action. VA/HAC will refer the offset timeline proposal, if acceptable, to RASC for recommendation. **(OPEN: ECD 2/12/01)**
- f) Item 6: Collection Process Review for Duplicate Payments - Contractor asked if the identification of duplicate payments as part of the audit process was included in the scope of the contract. A determination is pending VA/Office of General Counsel opinion. **(OPEN: ECD 2/12/01)**
- g) Item 7: Program Marketing - The marketing plan was referred to Public Affairs Office, VACO for review and guidance. It is pending acceptance by that office. The letters to VISN and Medical Center Directors should go out this week. **(OPEN: ECD 02/15/01)**
- h) Item 8: Invoicing and Payment Processing - VA/HAC (Ryan Lilly) discussed the proposed Check Handling Process for centralized accounts receivable, offsets and disbursement functions at HAC. Many participants had not received the flow chart for review. The flow chart will be attached to these meeting minutes. The contractor agreed to the VA/HAC proposed monthly payment schedule. The proposal will be referred to RASC for review. The contractor requested daily access to VA accounting information to prevent issuance of duplicate letters and follow-up action. VA/HAC (Ralph Charlip) recommended that the accounting information be available on the VA web-site if feasible. **(OPEN: ECD 2/12/01)**
- i) Item 9: AAC Invoicing to FHFS - AAC met with the contractor on 1/16-17/01. The minutes of this meeting state that the requirements defined by Abacus will be satisfied

by the initial data download. Assuming that no additional data requirements arise there will be no future IT or connectivity costs required by this contract that are not covered by the existing Austin work request. **(CLOSED)**

- j) Item 10: Medical Record Requests - Contractor requests for supporting VA medical record documentation will be submitted to the appropriate VISN POC. VA/HAS, VISN POCs and COTR need to develop internal control process for providing requested information. **(OPEN: ECD 2/12/01)**
- k) Item 11: Operation and Policy Manuals (HAC) - Pending completion of updated HAC policy manual. Information will be submitted to Contractor on CD. **(OPEN: ECD 2/5/01)**
- l) Item 12: POC for VAMC activities that have closed their doors over the last several years - AAC meeting minutes dated 1/16-17/01 state that AAC will provide a list of station numbers and historical changes with dates due to station integrations). **(CLOSED)**
- m) Item 13: VISTA User Manual to contractor and regulation on DRG Calculation (formula) - VA/HAS (Kent Simonis) has reported to HAC that the AAC is coordinating with HCFA to obtain the formula for DRG calculation. VA/HAS is in the process of providing the VISTA Users Manual. **(OPEN: ECD 2/2/01)**
- n) Item 14: HAC Data Availability - VA/HAC (Carol Robinson) reported that the 6th year data is archived and won't be available for disclosure until July 1st at the earliest. VA/HAC will coordinate with Richard Pectol, Vice President, Abacus and keep Contractor advised of timeline for data for the 6th year. **(OPEN: ECD 7/1/01)**
- o) Item 15: AAC Data Elements (to be obtained in other VA systems) - See AAC meeting minutes dated 1/16-17/01 that state that the fields 'disposition type' and 'date of birth' are not available for most payments in the FEE files. AAC will provide Abacus this information from the NVH historical files and the information needed to link the NVH data to the FEE file. AAC will also provide a list of vendors and their billing addresses from the FEE vendor file. Abacus indicated during the 1/21/01 conference call that the vendor addresses to obtain supporting medical documentation would be obtained from HCFA. **(CLOSED)**
- p) Item 16: FSC waiver letter - VA/HAC to submit a request to VACO for special waiver authority for HAC to input offsets similar to FSC data entry offset policy and procedures. **(OPEN: ECD 2/21/01)**
- q) Item 17: Visit to Foundation in April - the group discussed preliminary planning to visit Foundation in April 2001. Excluded from potential visiting dates was the week of April 15-21, 2001. **(OPEN: ECD 3/1/01)**
- r) Item 18: Web Site - VA/HAC is coordinating inclusion of selected information pertaining to this contract to the VA Web Site. **(OPEN: ECD 2/15/01)**

3. New Business:

a) Debt Actions - discussed under action items.

b) Invoicing and Payment Processing Review - discussed under action items.

c) Announcement of Contract Award - Contractor requests that a public announcement, such as a press release, be made regarding the contract award. VA requires that any announcement be reviewed by VA Office of Public Affairs. Contractor (Walter Jordan and John Pieters) will draft a statement and refer it to VA/HAC (Ralph Charlip) for PA review.

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

Tom Wayburn
COTR, Recorder

Attachments – Action Item Listing, VHA/AAC DRG Recovery Audit Meeting Minutes dated
1/16-17/01, Check Handling Process flow chart