

Contracts and Reports Used by Local Health Departments

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State Health Director's Conference
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THE CONSOLIDATED AGREEMENT & AGREEMENT ADDENDA



Consolidated Agreement

Responsibilities of Department/ Local Public Health Unit

- Renewed Annually
- Comply with Funding Stipulations
- Maintain Fiscal Control
- Report in “Aid to Counties Database” (WIRM)
- Adhere and Comply with Personnel Policies
- Maintain Confidentiality of PHI/ePHI
- Assure compliance with Civil Rights Laws & Policies (Title VI)
- Report Monthly On-Site Wastewater Activities
- Report client, service, encounter and other data specified by program rules, AA, and NCAC



Consolidated Agreement

Responsibilities of the State

- Provide training and technical assistance:
 - Management Teams/Staffing
 - Policy Development
 - Program Planning and Implementation
 - Quality/Performance Improvement
 - General Administrative Consultation
 - Board Relations
 - Problem Solving
- Disbursement of Funds
- Amendment of Agreement
- Provision of Termination
- Ensure Compliance



Agreement Addenda

- Renewed Annually
- Program specific requirements
- Guide clinical and support services through the best practices of care, as well as the legal requirements of staffing, quality and quantity of services.
- Includes funding stipulations and required reporting



Web Identity Role Management (WIRM)



Purpose of WIRM

- Draw Down State Funds
- Report Local Contributions
- Report Other Local Revenues
- Meet Consolidated Agreement Requirement for DHHS Reporting



WIRM Reports Submitted Monthly

- OSC E-Payment Schedule published annually in November or December
- Reports NOT submitted by 5:00 will NOT BE PAID
- Early submission may result in early payment



Definition of “Actual Expenditure”

- Item has been ordered
- Item has been received
- Item has been invoiced
- Check has been cut
- Not just encumbered



Local Health Department Budget Preparation and Monitoring



Recognize County Budget Type

- One county health department budget (regardless of the number of program budgets)
- One county budget per program budget
- Two or more program budgets within one county budget



Identify and Project Revenues

- State/federal grant dollars
- Local appropriations
- Medicaid earnings
- Other receipts
 - Fees (Self Pay Patients, Companies, etc.)
 - Third-party billings (insurance)
 - Grants (Kate B. Reynolds, March of Dimes, etc.)
 - Contracts, Donations



Local Appropriations

- NCGS 130A-34.4
 - By July 1, 2014 county shall maintain appropriations at levels equal to SFY 10-11
 - ***Repealed effective July 1, 2016***
- Consolidated Agreement C.3.a
 - Locally appropriated funds may not be supplanted
- Consolidated Agreement G.19
 - Maintenance of Effort for MH, FH, FP



Identify and Project Expenditures

- Salaries/fringe benefits to support present staffing pattern
 - Reclassifications, vacant positions
- Contract staff
- Cost of any new positions (including training)
- Increased cost of operating expenses
- Office, data, and medical equipment needs



EXPENDITURES

EQUAL

REVENUES

Audit Requirements

- The Department shall have an annual audit performed in accordance with “The Single Audit Act of 1984
- All District Health Departments and Public Health Authorities must complete quarterly a Fiscal Monitoring Report

Other Reports

- Community Health Assessment (CHA)- every 4 years
- State of the County Health (SOTCH)- each of 3 years in between CHA

Tools For Managing a Health Department

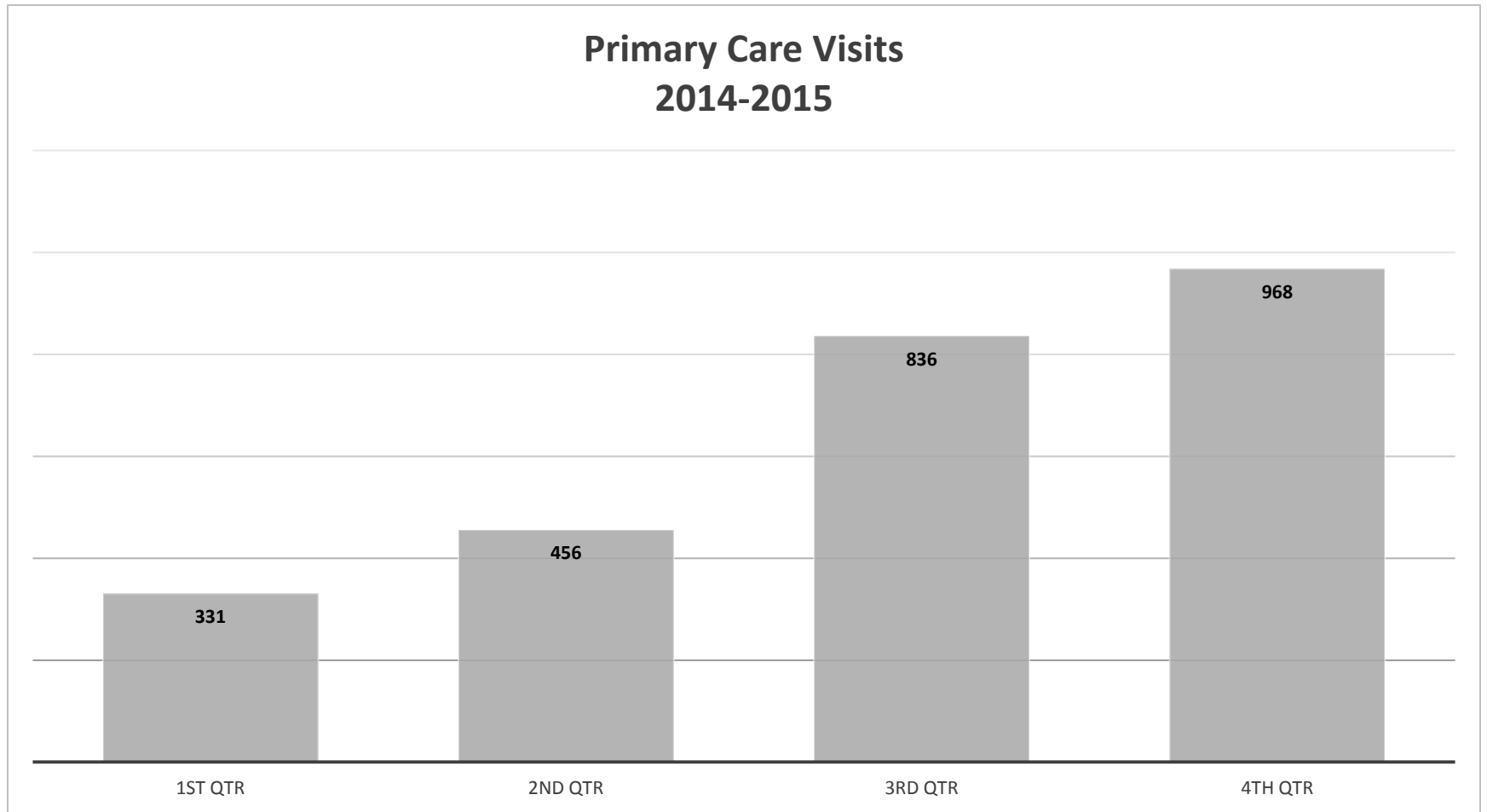
Teresa Ellen, Wilson County Health Director

Scott Harrelson, Craven County Health Director

What Gets Measured, Gets Done

- Clinic Program Productivity
- Individual Productivity (Clinic)
- Individual Productivity (EH, Case Management, Health Education)
- Clinic Cycle Times (intake thru checkout)
- Patient Satisfaction (93 or better)

Clinical Program Productivity



Individual Productivity

Unduplicated Patients by Provider

Craven County Health Department
11/16/2015 to 11/16/2015

<u>Provider</u>	<u>Patients</u>	<u>Visits</u>
Chenoweth,Courtney	7	7
Corey,Alicia	2	2
Druml,Michelle	10	10
Dyson,Jodi	22	22
Hancock, Virginia	25	25
Johnson,Alison	1	1
Mathews,Kelley	17	17
Mayo,Lisa	1	1
McCabe,Beverly Dawn	6	6
Meadows,Lauren	7	7
Moran,Louis	12	12
Parnell,Catherine	3	3
Poole,Lisa	17	17
Salter,Amy	1	1
Sanders,Amanda	3	3
Wall,Candi	4	4
Total	138	138

Clinic Cycle Times

Clinic	Appt Type	Target Cycle Time	Average Cycle Time
Adult Health Clinic	BCCCP Exam	1:00:00	0:40:13
	Lab Only	0:30:00	0:19:22
	MISC Visit	0:30:00	0:31:00
	Results Only	0:15:00	0:20:07
	STD Exam	1:00:00	0:43:46
	Treatment Visit	0:30:00	0:28:58
Adult Health Immunization	17P Weekly Injection	0:15:00	0:13:00
	Hepatitis A Vaccine	0:15:00	0:14:20
	Hepatitis B Vaccine	0:15:00	0:13:31
	HPV Vaccine	0:15:00	0:29:00
	MMR Vaccine	0:15:00	0:19:20
	PPD Appointment	0:15:00	0:14:21
	PPD Reading	0:15:00	0:10:11
	Pregnancy Test Walk-in	0:30:00	0:31:34
	TD Vaccine	0:15:00	0:05:00
	TDAP Vaccine	0:15:00	0:17:55
	Travel Vaccines	0:30:00	0:29:07
	TV Interviews	0:45:00	0:54:10
	Twinrix Vaccine	0:15:00	0:11:45
Varicella Titer	0:15:00	0:11:20	
Varicella Vaccine	0:15:00	0:14:00	
Adult Primary Care	Follow Up Visit	1:00:00	1:28:00
	Lab Only	0:30:00	0:32:15
	New Patient	1:00:00	0:58:13
	New Refugee	1:20:00	1:20:24
	Physical Visit	1:00:00	0:53:58
	Problem Visit	1:00:00	0:50:18



Financial Reports

- Monthly P/L
- Payer Mix Report
- A/R Report
- Missing Encounter Report
- Coding Report
- Check the Medicaid R/A
- First Pass Pay Rate

Monthly Profit/Loss

CRAVEN COUNTY HEALTH DEPT.		2014/2015 SUMMARY REPORT										MONTH/DATE ENDING: 2/28/2015				
		REVENUE:						EXPENSES:								
Dept #:	Dept Name:	Fees	Medicaid/ Medicare	1st/3rd party	State/ Grants	Other	County Approp.	BUDGETED Monthly Rev	ACTUAL REVENUE	Salary & Fringe	Contractual Expenses	Operating Expenses	Capital Outlay	Budget Monthly Exp	ACTUAL EXPEND.	MONTHLY Profit/(Loss)
2601	Animal Cntrl.	3,725				750	22,830	33,468	27,305	17,739	1,650	4,866	643	33,468	24,898	2407
3101	Env. Hlth.	3,650			3,366		85,293	93,190	92,309	76,839	1,366	3,503		93,190	81,708	10601
3133	Lead	705						292	705			145		292	145	560
3134	Env. Lab	440						2,333	440	1,654		558		2,589	2,212	(1772)
5001	Admin				6,406		94,271	99,994	100,677	71,119	4,577	4,586		99,994	80,281	20395
5005	Safety						58	58	58			68		58	68	(10)
5010	Bioterrorism				3,075			5,460	3,075	138	2,500	16		5,460	2,654	421
5200	Lab		56	81			17,320	17,982	17,457	10,891	3,329	4,435		17,982	18,655	(1198)
5500	Dental		30,409	478				39,963	30,887	3,774	18,561	3,649		37,712	25,983	4904
5700	Maternity		37,163	1,585	14,516			95,933	53,265	69,660	2,718	5,006		95,933	77,383	(24118)
5704	Preg Care Mgmt		31,923					15,532	31,923	12,354	1,178	467		15,532	13,998	17925
5800	Child Health		51,025	6,506	83			75,492	57,615	47,530	5,807	6,165		80,538	59,501	(1886)
5801	CSC		20,196		1,258			15,418	21,454	10,664	1,211	363		12,817	12,238	9216
5802	Imm. Act Plan		6,024		898			9,280	6,922	3,480		491		6,742	3,971	2950
5803	Child Fatality							0	0					93	0	0
5810	Caro. Access					4,199		11,465	4,199	4,006		189		11,465	4,195	4
6010	WIC-CI Serv				21,780			27,242	21,780	20,080	187	1,652		27,170	21,920	(139)
6011	WIC-Admin				5,605			5,325	5,605	3,727		489		5,318	4,216	1389
6020	WIC-Education				16,498			19,379	16,498	16,597		300		19,474	16,897	(400)
6021	WIC-Breastfdg				1,755			2,353	1,755	1,755				2,338	1,755	(0)
6300	TB- CDC				3,182			3,176	3,182	4,717	643			6,761	5,360	(2178)
6301	HIV/STD-CDC				1,200			1,586	1,200	2,851		96		3,753	2,946	(1746)
6302	Comm Dis.	49	3,694	3,945	529			11,413	8,217		14	6,662		5,661	6,677	1540
6400	Fam.Planning		25,085	7,059	21,548			68,189	53,692	29,987	409	22,846		68,189	53,242	450
6500	Home Hlth							13,903	0		52	56		13,327	4	4
6502	Hospice		100,936	2,244		755		99,589	103,934	54,665	21,013	28,612		100,164	104,289	(355)
6506	Foundation					650		833	650			2,440		833	2,440	(1790)
6602	BCCP				2,132			2,871	2,132	503	1,822	66		2,871	2,391	(260)
6612	Adult Primary		53,030	8,261				22,202	61,291	8,599	3,173	2,369	1,791	22,202	15,932	45359
6700	RR/Hlth Promo				559			2,236	559	427		82		2,236	510	49
6704	Refugee Hlth				2,166			2,162	2,166		2,802	112		2,162	2,914	(748)
6709	Jail				7,130			8,667	7,130	3,961	3,772	753		8,667	8,486	(1356)
		8,569	359,543	30,159	113,686	6,354	219,773	806,985	738,084	477,719	73,766	92,415	2,434	804,990	657,864	80,220

Payer Mix

2014-2015		
Payer Source	No. of Patients	Percentage
Commerical	1756	26%
Medicaid	2039	30%
Medicare	295	4%
NCHC	84	1%
Other	124	2%
Selfpay	<u>2530</u>	<u>37%</u>
	6828	100%

Accounts Receivable

Craven County Health Department

AR Balance as of 09/09/2015

Payer	Current	30+	60+	90+	120+	TOTAL
BCBS	\$ 14,124.79	\$ 1,732.69	\$ 784.90	\$ 1,422.90	\$ 24,597.08	\$ 42,662.36
Commercial	\$ 8,724.96	\$ 15,242.45	\$ 399.23	\$ 2,797.75	\$ 19,765.77	\$ 46,930.16
Medicaid	\$ 44,820.54	\$ 13,797.20	\$ 6,065.91	\$ 4,491.79	\$ 48,139.01	\$ 117,314.45
Medicare	\$ 5,576.57	\$ 1,248.46	\$ 240.00	\$ 143.01	\$ 15,089.79	\$ 22,297.83
Occ Med	\$ 678.00	\$ 84.00	\$ 187.00	\$ 26.00	\$ -	\$ 975.00
Self Pay	\$ 18,597.80	\$ 14,504.86	\$ 13,644.64	\$ 12,010.84	\$ 76,961.81	\$ 135,719.95
TOTALS	\$ 92,522.66	\$ 46,609.66	\$ 21,321.68	\$ 20,892.29	\$ 184,553.46	\$ 365,899.75

Dental	\$ 7,113.44	\$ -	\$ -	\$ 184.40		\$ 7,297.84
TOTALS W/ Dental	\$ 99,636.10	\$ 46,609.66	\$ 21,321.68	\$ 21,076.69	\$ 184,553.46	\$ 373,197.59

Collections	\$ -	\$ -	\$ -	\$ 49.60	\$ 248,952.13	\$ 249,001.73
GRAND TOTAL	\$ 99,636.10	\$ 46,609.66	\$ 21,321.68	\$ 21,126.29	\$ 433,505.59	\$ 622,199.32

Missing Encounter Report

Enterprise Clinic Report

Wilson County Health Department

October 14, 2015 to October 18, 2015

Appointment	Patient	Sex	DOB	Account	Phone	Provider / Resource	Location	Copay	Responsible	Reason	Comments	Status
10/14/2015 3:30 PM						Nutrition	Wilson County Health Dept	0.00	None	Nutrition Co Child	Obesity referral E66.01 referral from Edna at ECP	Checked-Out
10/15/2015 9:15 AM						General Clinic C	Wilson County Health Dept	0.00	None	TB Skin Test Reading		Checked-Out
10/16/2015 8:00 AM						General Clinic C	Wilson County Health Dept	0.00	None	Titers	VAR TITER-NO INS(T.ARTIS)	Checked-Out
10/16/2015 9:30 AM						Nutrition	Wilson County Health Dept	0.00	None	DSME Initial Assessment		Checked-Out
10/16/2015 1:15 PM						CHILD HEALTH	Wilson County Health Dept	0.00	None	CH WCC	9 YEAR (SRB)	Checked-In
10/16/2015 2:45 PM						CHILD HEALTH	Wilson County Health Dept	0.00	None	FP Follow-Up	IUD insertion	Checked-Out
10/16/2015 3:00 PM						CHILD HEALTH	Wilson County Health Dept	0.00	MEDICAID	CH WCC	14 YEAR	Checked-In
10/16/2015 3:15 PM						CHILD HEALTH	Wilson County Health Dept	0.00	MEDICAID	CH Problem Visit	re-check vision	Checked-Out
10/16/2015 3:15 PM						General Clinic C	Wilson County Health Dept	0.00	None	Immunizations	NO INS-TDAP AND MENACTRA	Checked-Out

Summary Statistics

Scheduled	Confirmed	Res	Waiting List	Canc	No Show	Checked In	Checked-Out	Charged	Filed	Paid	Total
-	-	-	-	-	-	2	7	-	-	-	9

Coding Report

Service Analysis By Procedure

7/1/15-9/30/15

CPT	Number
99202	22
99203	16
99204	1
99211	416
99212	180
99213	592
99214	28

First Pass Pay Rate

		July	August
BCBS	Total Claims	166	160
	% Paid	81%	66%
	% Denied	10%	7%
	% Rejected	7%	3%
	% Pending Pymt	2%	24%
Commercial	Total Claims	70	86
	% Paid	44%	35%
	% Denied	14%	5%
	% Rejected	1%	1%
	% Pending Pymt	41%	59%
Medicaid	Total Claims	987	907
	% Paid	90%	79%
	% Denied	10%	16%
	% Rejected	0%	0%
	% Pending Pymt	0%	5%
Medicare	Total Claims	38	45
	% Paid	58%	27%
	% Denied	34%	29%
	% Rejected	8%	7%
	% Pending Pymt	0%	37%

Reports That Drive Scheduling

- No Show Report
- Next Available Appointment Report
- Percentage of Non-English Speaking
- EH-Percentage of Inspections Met (Strive for 100%)
- EH-Response Time for On-Site Requests (Strive for 5 days or less)

No Show Report

August 2015

Clinic	Kept Appts	No Show	% No Show
Adult Health Clinic	238	80	25%
Adult Health Immunizations	323	44	12%
Adult Primary Care	395	146	27%
Child Health Immunizations	45	0	0%
Child Health Sick	363	95	21%
Child Health Well	72	9	11%
Family Planning Physicals	200	47	19%
Maternity General	349	51	13%
Maternity New	41	9	18%
Nutrition	9	12	57%
Pap Smear Program	4	4	50%
Tuberculosis Clinic	25	3	11%
TOTALS	2064	500	20%

Average patients per
day: 98

Next Available

Adult Health Clinic	AH 30 MIN	9/22/2015	2 weeks
	AH 15 MIN	9/14/2015	< 1 week
Adult Health Immunization	PPD	9/9/2015	Same Day
	Other Immunizations	9/9/2015	Same Day
Adult Primary Care	New Patient	9/22/2015	2 weeks
	Physical	9/16/2015	1 week
	Problem	9/14/2015	< 1 week
Child Health Immunization	Immunizations	9/9/2015	Same Day
Child Health Sick	Physical	9/17/2015	1 week
	Newborn Physical	9/10/2015	Next Day
	Problem	9/10/2015	Next Day
Child Health Well	Physical	9/17/2015	1 week
Family Planning	Physical	9/10/2015	Next Day
	Hosp Postpartum	9/9/2015	Same Day
Maternity	New Maternity	10/1/2015	3 weeks
	Regular Visit	9/9/2015	Same Day
	High Risk Visit	9/9/2015	Same Day
Nutrition	Nutrition Counseling	9/9/2015	Same Day
Pap Smear Program	Abnormal PAP	9/9/2015	Same Day
Tuberculosis	TB Clinic	9/9/2015	Same Day

Value Based Health Care Reports

- Percentage of pregnant women beginning prenatal care in the first trimester
- Percentage of children fully immunized before their third birthday
- Percentage of women 21-64 years of age who received one or more tests to screen for cervical cancer
- Percentage of patients 18 to 85 years of age with diagnosed hypertension whose BP was less than 140/90 at the time of the last reading
- Total cost per medical visit