

Completing the BN Workbook Video – Narration and Images

For State Users

<https://www.screencast.com/t/JMYsHHAwaisZ>

Narration	Image of the Relevant Workbook tab
<p>In this recording, state users will learn what tabs they need to populate on the Budget Neutrality workbook.</p> <p>After downloading the workbook from the Download Templates & Instructions page in PMDA, the state needs to enter actual budget neutrality data. This data is entered on the tabs in the workbook which are called out in this video.</p> <p>In this video, we will populate the workbook based on DY2 annual information.</p>	

For each demonstration, data needs to be copied into the 'MAP Waivers Total Computable,' 'MAP Waivers Federal Share,' 'ADM Waivers Total Computable' and 'ADM Waivers Federal Share' sections.

[illegible]

The video shows an example of copying data from the 'Schedule C' report to the C Report tab. Highlight the data for each section on the 'Schedule C' report and press Ctrl+C to copy the information to your clipboard. After you have copied the information to your clipboard, go to the correctly named section

on the ‘C Report’ tab and select the section’s cell titled ‘Waiver Name’. Then, paste (Ctrl+V) the clipboard information into the correct section.

You also need to populate the four fields at the top of this tab. These cells are titled Data Pulled On, For the Time Period Through, Reporting DY, and Reporting Quarter.

The next tab to update is the Total Adjustments tab. If there are adjustments needed for a specific DY and quarter, enter them on this tab.

A user must select adjustment type from the dropdown menu and enter a description for the adjustment.

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11-W-0000010

Test Demonstration

Adjustments made to the reported expenditures

Enter total adjustments made to the expenditure numbers, including adjustments to the previous reporting periods.

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

MEG Name

Medical Per Capita

MEG 1

MEG 2

Medical Aggregate

MEG 3

Hypothetical 1 Per Capita

MEG 4

Hypothetical 1 Aggregate

MEG 6

1

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\$1,000

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The third tab to update is the **With Waiver Spending Projected** tab.

Future projections are populated on this tab. In our example, projected expenditures start with DY3. Be sure to populate the federal share amounts for all corresponding total computable spending projections.

Data from the next two tabs is used for calculating without waiver numbers.

	A	B	C	D	E	F	G	H	AR	AS	AT
1		11-W-00000/0									
2		Test Demonstration									
3		WW Spending - Projected									
		Enter projected spending for the demonstration which includes the remaining quarters of the current DY and all future DYs.									
		Enter the projected annual expenditures for each DY per MEG for the active DYs.									
		For the current DY, only future quarters should have projected spending information. Do not include expenditures that were reported as actuals.									
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8		MEG Name	Total Computable	DEMONSTRATION YEARS (DY)					Federal Share		
9		Medicaid Per Capita		1	2	3	4	5	DEMONSTRATION YEARS (DY)		
10		MEG 1	1			\$460,000	\$500,000	\$550,000			\$200,000
11		MEG 2	2			\$300,000	\$320,000	\$350,000			\$140,000
12		Medicaid Aggregate									
13		MEG 3	1			\$650,000	\$670,000	\$700,000			\$290,000
14		Hypothetical 1 Per Capita									
15		MEG 5	1			\$1,500,000	\$1,600,000	\$1,700,000			\$670,000
16		Hypothetical 1 Aggregate									
17		MEG 6	1			\$600,000	\$620,000	\$650,000			\$270,000
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The first tab is titled **MemMon Actual** (Member Month Actual). Enter the number of months based on the actual number of participating beneficiaries.

	A	B	C	D	E	F	G	H
1		11-W-00000/0						
2		Test Demonstration						
3		Member Months - Actual						
		Enter actual member months (number of beneficiaries times the number of enrolled months) for quarters to date for each active DY.						
		For the reported quarter, add the actual number of member months per each MEG to the previous actual number. The number should equal the total of ALL actual member months.						
		Note: Depending on the specifics of the state, you can use Total member months or Average monthly unduplicated counts. Whichever definition is used, it must be applied consistently.						
		Helpful Hint: When updating a DY, remember to enter actual member months for the reported quarter along with actuals for prior quarter(s). Retroactive adjustments may affect the entries.						
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5		MEG Name		DEMONSTRATION YEARS (DY)				
6				1	2	3	4	5
7		Medicaid Per Capita						
8		MEG 1	1		2000	2000		
9		MEG 2	2		3000	3500		
10								
47		Hypothetical 1 Per Capita						
48		MEG 5	1		2500	3000		
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The next without waiver tab is titled **‘Mem Mon Projected’** (member month projected). Populate all projected DYs with the correct total number of member months, based on the projected number of participating beneficiaries.

1	A	B	C	D	E	F	G
2		11-W-00000/0					
3		Test Demonstration					
		Member Months - Projected					
		Enter/adjust projected member months based on reported actuals.					
		Enter projected number of member months for each active DY per MEG for the demonstration.					
		For the current DY, enter only the number that reflects projections for future quarters of the DY.					
4		Do not include member months for either the current reporting quarter or past quarters.					
5		MEG Name		DEMONSTRATION YEARS (DY)			
6				1	2	3	4
7		Medicaid Per Capita					
8		MEG 1	1	2000	2000		
9		MEG 2	2	3000	3500		
10							
47		Hypothetical 1 Per Capita					
48		MEG 5	1	2500	3000		
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< > ... C Report C Report Grouper Total Adjustments WW Spending Actual WW Spending Projected WW Spending Total Composite Federal Share MemMon Actual MemMon Projected MemMon Total Summary +

Even though the **Summary** tab is a tab that prepopulates with data from other tabs, sometimes the state may need to populate a few fields on this tab. These fields are highlighted in yellow.

The fields that may need state information include the following:

In the Base Variance section, two rows are highlighted. One highlighted row is the 1115 A Dual demonstration savings (state preliminary estimate) and the other highlighted row is the 1115 A Dual

The Budget Neutrality Reporting Period dropdown menu allows for selection of a specific reporting period, by Demonstration Year.

By changing these settings, you change the view for which Demonstration Years will be used in calculating Budget Neutrality.

Selecting the 'Reset to Defaults' button will reset the Reporting DY values back to the demonstration's current Period of Performance.

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Budget Neutrality Summary

Budget Neutrality Reporting Start DY	1	Reset to Defaults
Budget Neutrality Reporting End DY	5	

Actuals + Projected	
Total Computable BN	

	DEMONSTRATION YEARS (DY)					
	1	2	3	4	5	Total
Total Reduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

BASE VARIANCE	\$ (34,503)	\$ 59,062	\$ 100,000	\$ 131,000	\$ 135,000	\$ 390,559
Excess Spending from Hypotheticals						
1115A Dual Demonstration Savings (state preliminary estimate)		\$ (50,000)				\$ (50,000)
1115A Dual Demonstration Savings (OACT certified)						\$ (100,000)
Carry-Forward Savings	\$ (100,000)					\$ -
NET VARIANCE						\$ 240,559

(A) Expenditure Authority Cap (15 percent of total Medicaid spend)	\$ -
(B) Savings Available to Fund Expenditure Authorities	\$ 240,559
Maximum Expenditure Authority MIN(A,B)	\$ -
Expenditure Authority Under (Over) Maximum	\$ -

Carry-Forward Used to Offset Medicaid Aggregate - WW only	Active	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Potential Future Carry-Forward		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,559

Cumulative Target Limit	
Cumulative Target Percentage (CTP)	2.0% 1.5% 1.0% 0.5%
Cumulative Budget Neutrality Limit (CBNL)	\$ 1,295,407 \$2,696,668 \$ 4,206,668 \$5,827,668 \$7,562,668
Allowed Cumulative Variance (= CTP X CBNL)	\$ 25,908 \$ 40,450 \$ 42,067 \$ 29,138 \$ -
Actual Cumulative Variance (Positive = Overspending)	\$ 34,503 \$ (24,559) \$ (124,559) \$ (255,559) \$ (390,559)
Is a Corrective Action Plan needed?	CAP Needed

< > ... C Report C Report Grouper Total Adjustments WW Spending Actual WW Spending Projected WW Spending Total Composite Federal Share MemMon Actual MemMon Projected MemMon Total Summary +

<p>Demonstration Savings (O A C T certified).</p> <p>If a demonstration has dual demonstration savings, the State should populate the dual demonstration estimated savings and the certified savings in the correct cells. Certified numbers replace estimated savings amounts. The two savings amounts should not overlap for the same DY. Both estimated and certified numbers must be negative, as the savings information will reduce the Net Variance amount.</p>	
<p>On the Summary tab, under the demonstration name and number at the top of the tab, you can adjust how budget neutrality information is displayed by selecting different buttons.</p> <p>First, you can select which DYs are used to calculate budget neutrality. The Budget Neutrality reporting start and end DY fields have drop-down menus. Use the drop-down menus to select a different DY start and end range. Click Reset to Defaults to display all DYs that correspond to the current</p>	

<p>demonstration's performance period.</p> <p>Second, there is a selection button labeled Actuals + Projected. You can select this button to see a drop-down that allows you to select either Actuals Only or Actuals + Projected (the default).</p> <p>Third, there is a selection button labeled Total Computable BN. You can select this button to see a drop-down that allows you to select either Total Computable BN (the default) or Federal Funds BN only.</p>	
<p>After you have populated the Budget Neutrality workbook, the workbook must be uploaded to the Budget Neutrality report deliverable that corresponds to the DYQ that is being reported. During upload, the system checks for data issues.</p> <p>Let's briefly discuss some examples of data issues that may be flagged.</p> <p>There are two types of messages that may be displayed to a state user after upload: Critical and non-critical.</p>	

<p>Critical messages indicate required data is missing from the workbook or the wrong version of the template was uploaded. PMDA displays an Error message that describes the issue. Critical errors must be resolved before you can upload the file to the deliverable.</p> <p>Non-critical messages identify possible data issues. After the Success message displays indicating successful upload of the workbook, any non-critical messages are displayed. After reviewing the displayed messages, the state can either make changes to the workbook and re-upload the file or the state can decide to proceed without making changes.</p> <p>If no change is made, CMS reviewers will be able to review all unresolved non-critical messages.</p>	
<p>This concludes this video describing how state users populate the appropriate tabs on the Budget Neutrality workbook and the types of messages that may display after upload.</p>	