

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>	

Narration

The first tab that needs to be populated is the **C Report tab**. To populate this tab, the state copies the demonstration’s expenditure data from the ‘Schedule C’ Report and pastes it into the correct sections on the ‘C Report’ tab. For example, if you are copying MAP Waivers Total Computable data from the Schedule C Report, paste this data on the C Report tab into the section starting at Row 100. Detailed instructions about where to paste copied data are provided at the top of the C Report tab.

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.

Image of the Relevant Workbook tab

	A	B	C	D	E	F	G	H	I	J	K	L	M
14													
96													
97	MAP Waivers												
98													
99	Total Computable												
100	Waiver Name	A	1	2	3	4	5	6	7	8	9	10	
101	Waiver 1	0	435,907	440,347	0	0	0	0	0	0	0	0	
102	Waiver 2	0	284,690	287,537	0	0	0	0	0	0	0	0	
103	Waiver 3 A	0	757,397	758,971	0	0	0	0	0	0	0	0	
104	Waiver 3 B	0	450,936	455,344	0	0	0	0	0	0	0	0	
105	Waiver 4	0	2,578,409	3,008,193	0	0	0	0	0	0	0	0	
106	Waiver 5	0	1,369,407	1,383,101	0	0	0	0	0	0	0	0	
107	Waiver 6	0	559,048	564,639	0	0	0	0	0	0	0	0	
111	Total	0	6,235,774	6,298,132	0	0	0	0	0	0	0	0	
112													
298													
299	Federal Share												
300	Waiver Name	A	1	2	3	4	5	6	7	8	9	10	
301	Waiver 1	0	188,176	200,158	0	0	0	0	0	0	0	0	
302	Waiver 2	0	129,405	130,699	0	0	0	0	0	0	0	0	
303	Waiver 3 A	0	71,544	72,350	0	0	0	0	0	0	0	0	
304	Waiver 3 B	0	204,325	206,975	0	0	0	0	0	0	0	0	
305	Waiver 4	0	1,253,622	1,387,360	0	0	0	0	0	0	0	0	
306	Waiver 5	0	622,458	628,682	0	0	0	0	0	0	0	0	
307	Waiver 6	0	254,113	256,654	0	0	0	0	0	0	0	0	
311	Total	0	2,834,443	2,862,787	0	0	0	0	0	0	0	0	
312													
313													
496													
497	ADM Waivers												
498													
499	Total Computable												
500	Waiver Name	A	1	2	3	4	5	6	7	8	9	10	
501	Waiver 5	0	40,000	50,000	60,000	0	0	0	0	0	0	0	
506	Total	0	40,000	50,000	60,000	0	0	0	0	0	0	0	
507													
698													
699	Federal Share												

Narration	Image of the Relevant Workbook tab
<p>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.</p> <p>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.</p>	

Narration	Image of the Relevant Workbook tab
<p>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.</p> <p>A user must select adjustment type from the dropdown menu and enter a description for the adjustment.</p>	
<p>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.</p> <p>Data from the next two tabs is used for calculating without waiver numbers.</p>	

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Narration

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 Demonstration Savings (O A C T certified).

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.

Image of the Relevant Workbook tab

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.

Budget Neutrality Summary

Budget Neutrality Reporting Start DY: 1
Budget Neutrality Reporting End DY: 5

Reset to Defaults

Actuals = Projected
Total Computable BN

	DEMONSTRATION YEARS (DY)					Total
	1	2	3	4	5	
Total Reduction	\$	- \$	- \$	- \$	- \$	- \$
BASE VARIANCE	\$	(34,503)	\$ 59,092	\$ 100,000	\$ 131,000	\$ 135,000
Excess Spending from Hypotheticals						
1115A Dual Demonstration Savings (state preliminary estimate)			\$ (50,000)			\$ (50,000)
1115A Dual Demonstration Savings (OACT certified)	\$	(100,000)				\$ (100,000)
Carry Forward Savings						
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						\$
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	\$ 20,139	\$ -
Actual Cumulative Variance (Positive = Overspending)	\$	34,503	\$ (24,559)	\$ (124,559)	\$ (255,559)	\$ (390,559)
Is a Corrective Action Plan needed?						
CAP Needed						

Active

Summary

Narration	Image of the Relevant Workbook tab
<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 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</p>	

Narration	Image of the Relevant Workbook tab
<p>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>	

Narration	Image of the Relevant Workbook tab
<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>	