

NC Department of Health and Human Services

# COVID-19 Testing: Reporting under Secretarial Order #2

## Part 2 of 2

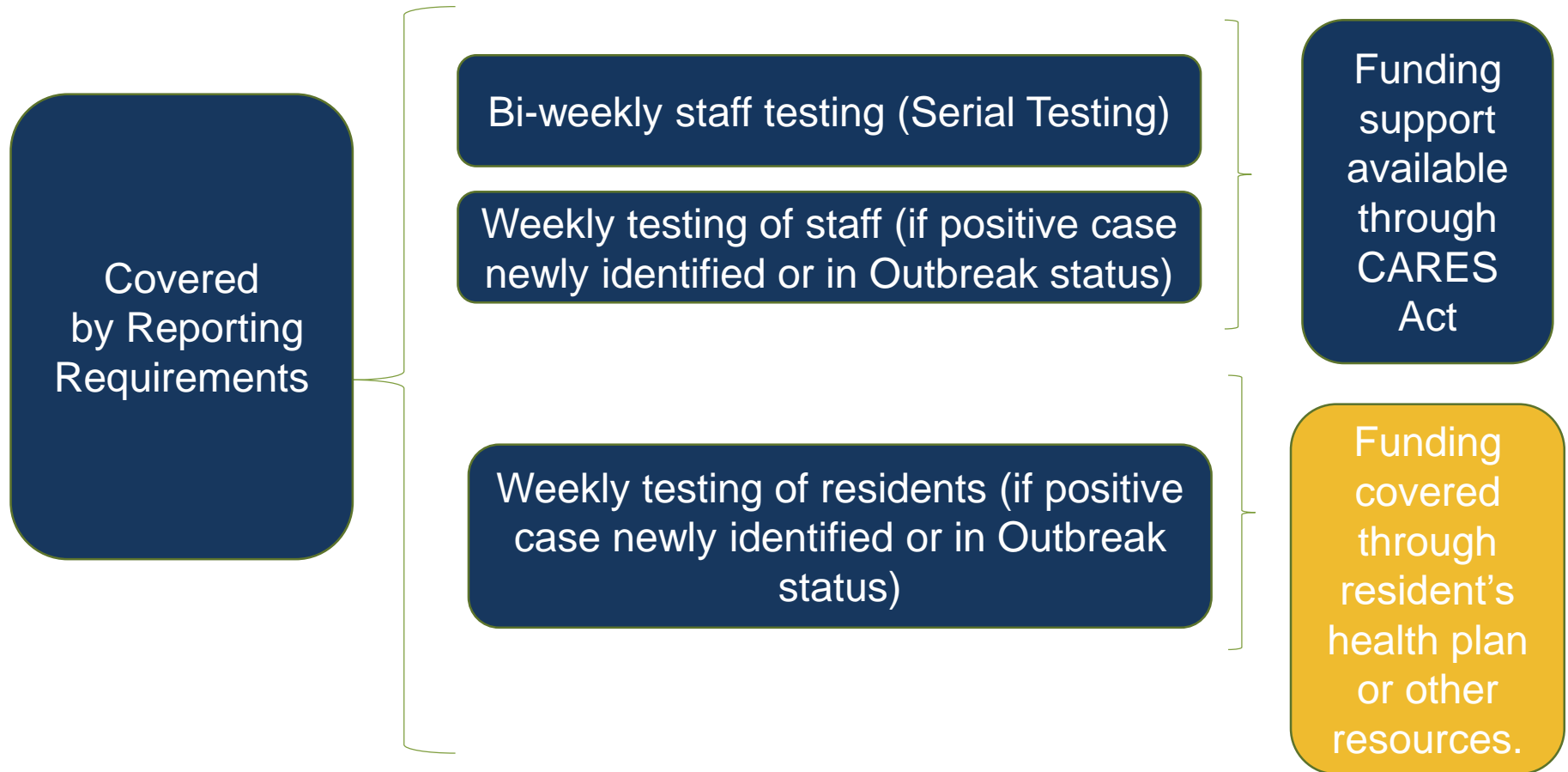
August 21, 2020, \* notes revisions

# Overview of Today's Session

- **Testing Reporting**
  - Registering to use Overview of registration process with screen shots
  - Tour of REPORTING section of Portal.
- **Financial Process/CARES Act Overview**
  - Accessing
  - Payment process
  - Overview of reporting requirements
  - Next Steps
- **Next Steps**
- **Materials to Support You**
  - Timetable reference
  - Appendix Materials
  - Coming Soon: knowledge articles and website

# Reminder: The Scope of Secretarial Order #2

## Secretarial Order #2



# Reporting Tool Updates

- BIG thanks to our pilot partners who dedicated 3+hours to helping us.
- Portal will go live on Monday, 8/24/2020.
- Will be sending out registration link on Monday, along with registration process steps and access to customer support.
- Reminder: first Office Hours will be held on Thursday, 8/27/2020 from 10:30-11:30. Will be dedicated to financial portal tour.

# COVID-19 Testing: Nursing Home Reporting A Tour

## Your Home Base Screen

**NCDHHS**  
N.C. Medicaid  
Division of Health Benefits

Knowledge My Lists Case Support Julian Allica

### COVID-19 Testing: Nursing Home Reporting

COVID-19 Testing: Nursing Home Reporting under Secretarial Order #2

Search (minimum 3 characters)

- Nursing Home Facility Enrollment**  
Register a Nursing Home
- Nursing Home - COVID Test Reporting**  
Report COVID Testing
- Supporting Financial Documentation**  
Submit financial documentation around COVID testing
- Knowledge**  
Browse and search for articles, rate or submit feedback.

*For most nursing homes, this link won't be needed*

*Today's focus*

*Supporting Financial Documentation Tour on Thursday 8/27 and screen shots included in Appendix*

# CARES Act Overview and Requirements

- Section 2.2 of NC [Session Law 2020-4](#) establishes the Coronavirus Relief Fund, using funds allocated to NC through the federal [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#)
- Section 3B.(b) of [SL 2020-88](#) appropriates funds to DHHS for COVID-19 “testing, tracing, and trends tracking” -- \$25M has been dedicated to nursing home staff/HCP testing activity under Secretarial Order #2.
- CARES Act funding is a stated priority for State Auditor review
- Time-limited: CARES Act funds must be spent by 12/30/2020.
- Subject to funding availability: it is uncertain whether other funds beyond the \$25M may become available for nursing home staff testing.
- Funds may be used for eligible testing conducted on or after the Secretarial Order #2 effective date (August 7, 2020).

# CARES Act Payment Process is Established for All Nursing Homes Covered by Secretarial Order #2

- Nursing homes enrolled in NC Medicaid with active NPI, will receive payment as part of their regular checkwrite, identified as a separate line item on RA.
- Nursing homes not enrolled in NC Medicaid will submit an NC (not federal) Substitute W-9 and be established as a vendor.
  - Electronic funds transfer (EFT) available but not required.
  - See instructions in Appendix.

# Goals of Interim Payment Design

- To ensure providers have prompt payment source to cover testing-related costs, even if vendor invoices are delayed.
- To accommodate as many testing arrangements as possible, recognizing each facility has established its own process.
- To create a process that is both responsive to provider need and complies with CARES Act auditing requirements.



# Overview of Interim Payment Design and Process

- NC DHHS will provide interim payments to facilities on a monthly basis based on preliminary testing counts provided in the COVID-19 Testing Nursing Home Reporting Portal.
  - Providers should enter preliminary testing counts into Portal on required Reporting Period timeframes.
  - NC DHHS will authorize interim payments based on proper submission.
  - Vendor invoices/HCP roster is not required to process interim payment (but will be as part of Reconciliation, see below).
  - Payment schedule will follow NC Tracks Checkwrite Cycle.
- Payments will be calculated based on a rate of up to \$125.00 per test.
- NC DHHS will later reconcile interim payments to actual costs up to \$125.00 per test later in the year (subject to CARES Act timelines and funding availability).
- NC DHHS will recoup overages if interim payment(s) exceeded actual tests performed.
- Supporting documentation is not required at the time of interim payment but will be required to verify testing activity as part of reconciliation process on a date to be determined.

# Accessing Interim Payments: Scenario

- Provider has conducted 500 tests that are eligible for CARES Act payment between 8/7/2020 and 8/30/2020 that are eligible for \$125 per test payment.
- Provider enters 500 test count and provides the projected costs associated with these tests into the *Supporting Financial Documentation* of the Portal, submitting it on the timeline established for all reporting. For Reporting Period 1, this is 9/8/2020.
- Provider may submit invoice/roster at this time but is not required to.
- NC DHHS team will review submission and if approved for processing, will provide payment for 500 tests x \$125 per test = \$62,500 to nursing home as part of Cycle 37 on NC Tracks Checkwrite Cycle with EFT transfer occurring on 9/23/2020.
- As part of reconciliation process, provider uploads supporting vendor invoices or roster that validates each test (with dates of service) that “match” to the projected costs reported through portal.

# Public Resource Stewardship

- Providers will attest to good faith submission and adherence to established requirements.
- If not otherwise reflected on vendor invoice, providers will be required to submit a de-identified staff roster, using a template developed by the Department which includes
  - Tests performed
  - Dates tests performed
  - Total costs of testing

# Simplified Example for Illustration Only: Staff Roster Template

Staff Roster	Tests performed for Dates of Service: [listed here] Tests	Additional data elements as required by the Department (TBD).
Staff A	4	
Staff B	6	
Staff C	4	
Staff D	4	

# Interim Payment Process Recap

## Testing Method

- Vendor-based
- Other

Not covered: tests covered by third party payers even if numbers are reflected in the Testing Section of portal

## Interim Payment

- Up to \$125 x # staff/HCP tests reported in Financial Section of *COVID-19 Testing Nursing Home Reporting Portal*
- Preliminary information provided each reporting period.
- Interim payment processed monthly

## Reconciliation Requirements

Verification Required as Part of Reconciliation :

- Vendor invoice that meets documentation criteria OR
- Vendor invoice that doesn't meet documentation criteria+ facility roster/documentation roster/supplement OR
- Facility roster/documentation

# Next Steps

- **Providers will receive an email on Monday**
  - Link to Portal/Registration
  - Additional training resources
  - Contacts for Customer Support
- **Also Coming Your Way:**
  - Reporting and Payment Schedule
  - User “desk reference” and training videos if needed.

Reporting under Secretarial Order #2: Timeline Overview and Payment Cycle  
Subject to Modification

Training	Testing Reporting	Financial Reporting
Timelines through <u>September, 2020</u>		
Date	Related Activities	
Friday, 8/7/2020	Secretarial Order goes into effect. CARES Act Funding for staff testing, aligned with Secretarial Order and subsequent DHHS guidance available for dates of service (DOS) 8/7/2020 forward.	
Monday, 8/17/2020	First reporting period (“Reporting Period 1”) required under Secretarial Order #2 begins, covering testing weeks: 8/17/2020-8/23/2020 & 8/24/2020-8/30/2020	
Through 8/21/2020	Training and piloting of reporting tool/portal	
Monday, 8/24/2020	State provides registration link to DSHR nursing facility listserv. Providers register staff who will be entering data through link provided. Rapid response state support through <a href="mailto:Medicaid.ProviderReimbursement@dhhs.nc.gov">Medicaid.ProviderReimbursement@dhhs.nc.gov</a>	
Monday, 8/24/2020	Reporting Portal goes live.	
Thursday, 8/27/2020	Office Hours begin Thursdays, 10:30-11:30a and will continue weekly, minimally through 9/17/2020.	
Monday, 8/31/2020	Reporting Period 2 Begins Covers testing weeks: 8/31/2020-9/6/2020 & 9/7/2020-9/13/2020.	
Thursday, 9/3/2020	Office Hours (10:30-11:30)	
Tuesday, 9/8/2020	Due Date: Reporting Period 1 Testing Activity Testing weeks 8/17/20-8/23/20 & 8/24/20-8/30/20 Covered financial information, properly submitted, for DOS 8/7/2020 forward may also be submitted.	
Thursday, 9/10/2020	Office Hours (10:30-11:30)	
Monday, 9/14/2020	Reporting Period 3 Begins covering testing weeks: 9/14/2020-9/20/2020 & 9/21/2020-9/27/2020)	
Thursday, 9/17/2020	Office Hours (10:30-11:30)	
Monday, 9/21/2020	Due Date: Reporting Period 2 Testing Activity Testing weeks 8/31/20-9/6/20 and 9/7/20-9/13/20	
Monday, 10/5/2020	Due Date: Reporting Period 3 Testing Activity Testing weeks 9/14-9/20 & 9/21-9/27 (if Secretarial Order #2 is extended beyond 9/22/2020)	
Reporting and related payments subject to be extended based on Secretarial Order #2		

# Appendix: What's Included

- Key Reporting Term Definitions (will also be included in upcoming reference materials)
- Guidance for nursing homes that do not participate in NC Medicaid program for accessing funds under Secretarial Order #2
- Screenshots of Portal

# COVID-19 Testing Nursing Home Portal Term Clarifications



# Defining “Staff Census:” *Who is Covered?*

- **As noted on 8/17/2020 Training Webinar**
  - NC DHHS follows the CDC’s health care professional (HCP) definition.
  - While each facility will interpret definition based on the facility’s circumstance, facilities are strongly encouraged to interpret broadly, erring on the side of covering more staff/HCPs than fewer.
- **Staff/HCP Census should include:**
  - Those eligible HCPs who are under the direct authority of the facility either as a paid staff member, a contractor or a volunteer.
  - Facilities should have screening procedures in effect for all visitors, but for the purposes of Secretarial Order #2, the following HCPs are not considered to be “under the direct authority of the facility.” They are *not* required to be part of facility’s testing census.
    - External contractors who work with the facility resident, such as hospice nurses employed by a separate agency, paramedics, or caregiving staff employed by the resident’s family.

# Defining “Staff Census:” *When do We Count?*

- NC DHHS recognizes that “staff census” is not a fixed number: staff resign, new staff are hired, etc.
- NC DHHS will accept an estimated HCP census when reporting census and encourages facilities either:
  - Use a “point in time” count based on the first day of the first reporting period (August 17, 2020) and report this count as census number in subsequent reporting periods; or
  - continue its current count logic, so long as logic is consistent with NC DHHS HCP definition and remains consistent through the duration of Secretarial Order #2.

# Staff/HCP Testing Count: *Who Do We Include?*

**Generally, facility should include all HCPs tested in reported count.**

**Should these HCPs be included in our testing pool/count?**

- Staff/HCPs who work at multiple facilities (within the provider’s own facility network):
  - A: If staff/HCPs work at multiple facilities and documentation of recent testing is available, the staff/HCP does not need to be tested by reporting facility but *may* be included in the count if otherwise reflected in the census and supporting documentation is available.
  
- Staff/HCPs who get tested by an outside source (like community site):
  - A: If staff work at multiple facilities and documentation of recent testing is available, the HCP does not need to be tested by reporting facility but *may* be included in the count if otherwise reflected in the census and supporting documentation is available.

# Staff/HCP Tested Count: What HCPs may be Excluded from Testing?

- Facilities may adopt a more rigorous strategy for testing PRN staff and staff who otherwise miss the testing cycle, but minimally:
  - PRN staff/HCPs should be included in any testing activity occurring in the week they work but do not otherwise need to be included in testing activity.
  - Staff/HCPs on leave during the scheduled testing cycle should be reintegrated into the next testing cycle upon their return.
- Staff/HCPs (or residents) who previously tested positive within the past three months (regardless of whether they were asymptomatic or symptomatic), and are now asymptomatic, do not need to be retested as part of PPS testing. Residents and HCPs who had a positive viral test at any time and become symptomatic after recovering from the initial illness should be evaluated by their medical provider.
  - NOTE: If the positive test result is over three months old, the staff member/HCP should be reintegrated into the biweekly staff/HCP testing.
- Staff/HCPs working on a larger campus (i.e. CCRC) but not within the nursing home are not within the scope of the testing and should be excluded from both census and testing counts.
- Staff/HCPs who work in a combination facility but do not work in the nursing home section of the facility.

# **Additional Guidance for Nursing Homes that are Not NC Medicaid Providers**


# Overview of Payment Set Up for Nursing Homes That Do Not Participate in NC Medicaid

Provider will complete an NC OSC Substitute W-9 (**NOT federal W-9**) and be established as a vendor with NC DHHS.

Form available at NC Office of State Controller's website and [here](#).

- Provider can elect to sign up for EFT through Controller's Office (but may not elect to do so).
- Providers should submit NC OSC Substitute W9 form to [Medicaid.ProviderReimbursement@dhhs.nc.gov](mailto:Medicaid.ProviderReimbursement@dhhs.nc.gov) no later than Friday, 8/28 in order to ensure prompt payment. \*
- Participation agreement may be required.

REV 01/2019

NC Office of the State Controller (IRS Form W-9 will not be accepted in lieu of this form) *Denotes a Required Field		STATE OF NORTH CAROLINA SUBSTITUTE W-9 FORM Request for Taxpayer Identification Number		
*1. <input type="checkbox"/> Social Security Number (SSN), OR <input type="checkbox"/> Employer Identification Number (EIN), OR <input type="checkbox"/> Individual Taxpayer Identification Number (ITIN)		Please select the appropriate Taxpayer Identification Number (EIN, SSN, or ITIN) type and enter your 9-digit ID number. The U.S. Taxpayer Identification Number is being requested per U.S. Tax Law. Failure to provide this information in a timely manner could prevent or delay payment to you or require The State of NC to withhold 24% for backup withholding tax.		
*2. _____				
*4. Legal Name (as shown on your income tax return):		3. Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions)		
5. Business Name/DBA/Disregarded Entity Name, if different from Legal Name:				
Contact information				
*6. Legal Address (DO NOT TYPE OR WRITE IN THIS FIELD)		7. Remittance Address (Location specifically used for payment that is different from Legal Address, if applicable)		
*Address Line 1:		Address Line 1:		
Address Line 2:		Address Line 2:		
*City	*State	*Zip (9 digit)	City	State Zip (9 digit)
*County	County			
*8. Contact Name:				
*9. Phone Number:				
10. Fax Number:				
11. Email Address:				
*12. Entity Type		*13. Entity Classification	14. Exemptions (see instructions)	
<input type="checkbox"/> Individual/Sole Proprietor/Single-member LLC <input type="checkbox"/> C-Corporation <input type="checkbox"/> S-Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/Estate <input type="checkbox"/> Other _____ <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) _____		<input type="checkbox"/> Medical Services <input type="checkbox"/> Legal/Attorney Services <input type="checkbox"/> NC Local Govt <input type="checkbox"/> Federal Govt <input type="checkbox"/> NC State Agency <input type="checkbox"/> Other Govt <input type="checkbox"/> Other (specify) _____	Exempt payee code (if any): _____  Exemption from FATCA reporting code (if any): _____	
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.				
Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding because of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined later in general instructions), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.				
Certification instructions: Please refer to the IRS Form W-9 located on the IRS Website ( <a href="https://www.irs.gov/">https://www.irs.gov/</a> )				
*Printed Name:		*Printed Title:		
*Authorized U.S. Signature:				*Date:

Please complete the "Modification to Existing Vendor Records" section below if there have been any changes to the following: Tax Identification Number (TIN), Legal Name, Business Name, Remittance Address

\* Email address corrected from earlier version's typo

# COVID-19 Testing: Nursing Home Reporting Portal Screen Shots

# Home Page

## COVID-19 Testing: Nursing Home Reporting

COVID-19 Testing: Nursing Home Reporting under Secretarial Order #2

Search (minimum 3 characters)



### Nursing Home Facility Enrollment

Register a Nursing Home



### Nursing Home - COVID Test Reporting

Report COVID Testing



### Supporting Financial Documentation

Submit financial documentation around COVID testing.



### Knowledge

Browse and search for articles, rate or submit feedback.

*For most nursing homes, this link won't be needed*

Most Read Articles

No content to display

Most Read Articles

No content to display

Most Useful Articles

No content to display



# Yellow Arrow=1<sup>st</sup> Step to Register



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COVID-19 Testing: Nursing Home Reporting under Secretarial Order #2

Search (minimum 3 characters)



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#### Most Read Articles

No content to display

#### Featured Articles

No content to display

#### Most Useful Articles

No content to display

# Registration Page

Customer Registration

First Name

Last Name

Business Email

Registration Code

I agree to the [Privacy Policy](#) and Community [Terms and Conditions](#)

# Yellow Arrow=Login



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COVID-19 Testing: Nursing Home Reporting under Secretarial Order #2

Search (minimum 3 characters)



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#### Featured Articles

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#### Most Useful Articles

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Search (minimum 3 characters)



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Most Read Articles

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Featured Articles

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Most Useful Articles

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**Additional, updated screen shots to be posted by Tuesday, 8/25/2020 at <https://medicaid.ncdhhs.gov/about-us/covid-19-guidance-and-resources/providers/status-reporting-reimbursement> \***

**\* Original screen shots removed to direct readers to revised version.**