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DHH - CF - 1
Revised:2-08

**AGREEMENT BETWEEN STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS**

CFMS: 674796

DHH: 053040

Medical Vendor Administration

Agency # 305

AND

Postlethwaite & Netterville, APAC

FOR

Personal Services Professional Services Consulting Services Social Services

1) Contractor (Legal Name if Corporation) Postlethwaite & Netterville, APAC			5) Federal Employer Tax ID# or Social Security # 72120244500 (Must be 11 Digits)		
2) Street Address 8550 United Plaza Blvd. Suite 1001			6) Parish(es) Served ST		
City Balon Rouge	State LA	Zip Code 70809	7) License or Certification # LA Business #20051130008366		
3) Telephone Number (225) 922-4600			8) Contractor Status		
4) Mailing Address (if different)			Subrecipient: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
			Corporation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
			For Profit: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
			Publicly Traded: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
City	State	Zip Code	8a) CFDA#(Federal Grant #)		

9) **Brief Description Of Services To Be Provided:**
The contract provides for professional accounting services. These include performing audit and audit related services for the functions associated with monitoring Local Education Agencies (LEAs) (school boards) enrolled with Medicaid in the Medicaid Administrative Claiming (MAC) Program and the Early Periodic Screening, Diagnosis and Treatment (EPSDT) Health Services (Direct Services) Program. Specifically, to ensure that there is sufficient monitoring of the Programs to meet state and federal guidelines. Contractor acknowledges that potential conflicts of interest exist with some LEAs (listed in Attachment E) they currently audit unrelated to Medicaid. DHH will direct all functions regarding the monitoring of these LEAs.

10) Effective Date 07-01-2009	11) Termination Date 06-30-2012
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12) This contract may be terminated by either party upon giving thirty (30) days advance written notice to the other party with or without cause but in no case shall continue beyond the specified termination date.

13) Maximum Contract Amount \$

14) Terms of Payment

- Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.
- 1) Invoices are to be submitted to the DHH, Bureau of Health Services Financing, Rate & Audit Review Section by the fifteenth of the month for the prior month's services.
 - 2) Travel and other reimbursable expenses shall constitute part of the total maximum payable under the contract.
 - 3) Payment will be based on approval of invoices / deliverables.

See "FEE SCHEDULE": ATTACHMENT D

PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:	First Name Kent	Last Name Bordelon
	Title Section Chief, Rate & Audit Review	Phone Number (225) 342-6116

15) Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):

ATTACHMENT C
STATEMENT OF WORK

Goal/Purpose

The contractor will perform audit and audit related services for the functions associated with monitoring Local Education Agencies (LEAs) enrolled with Medicaid in the Medicaid Administrative Claiming (MAC) program and the Early Periodic Screening, Diagnosis and Treatment (EPSDT) Health Services Program.

Outcome

Desk Reviews

Annually during the contract period, the Contractor shall perform Desk Reviews on approximately 200-250 MAC claims and 55-66 EPSDT Health Services cost reports. Procedures of the desk review are:

Receive Claim from DHH

- LEAs submit all claims and/or cost reports to DHH for payment. Contractor is responsible for obtaining these files from DHH.
- Contractor shall review forms for completeness.
- Forms not completed with the minimum necessary documentation for desk review shall be returned to DHH with detailed explanation of missing information. Contractor must work with DHH to obtain completed documentation.

Perform Desk Review Procedures

- Contractor shall perform Desk Review Procedures on all claims and/or cost reports. **(NOTE: "DESK REVIEW PROCEDURES" ARE THE WRITTEN PROCEDURES AGREED UPON BY DHH AND THE CONTRACTOR BEFORE THE CONTRACTOR PERFORMS ANY DESK REVIEW, WHICH DETAIL THE STEPS WHICH THE CONTRACTOR WILL TAKE TO PERFORM DESK REVIEWS ON THE LEAs CLAIMS AND/OR COST REPORTS.)** Modifications may be made to these procedures during the contract period. DHH must approve all changes.

Post Adjustments

- Contractor shall make all necessary adjustments to the claim form/cost report to bring the claim form into compliance with the requirements of DHH.
- Contractor shall be responsible for obtaining signature of appropriate LEA staff on any adjusted claim form/cost report.

Issue Compilation Report

- Contractor shall issue a compilation report to DHH identifying all Desk Review Findings. Included in this report must be a detailed explanation of all adjustments made to the claim form/cost report. The adjusted claim form ready for payment must be attached.

Performance Indicators

The contractor shall produce a report monthly outlining all desk reviews performed. The report should be sorted by provider and by program type (MAC or EPSDT).

Monitoring Plan

The contract monitor will review monthly reports. The Contractor will meet with DHH staff as needed, but no less than monthly, to discuss issues related to this contract.

Outcome

On-Site Audits/Monitoring

During the 36 month contract period, the Contractor shall perform annually on-site audits on a minimum of 16 LEAs enrolled in the MAC and EPSDT Health Services. Procedures of the desk review are:

- Identify LEAs targeted for Audit
- Contractor shall work with DHH to identify LEAs targeted for monitoring. All participating LEAs should be monitored at least once every 3 years. However, DHH may, at its discretion, choose to forego any or all on-site monitoring in a given fiscal year.

Perform Agreed Upon Procedures

- Contractor shall perform Agreed Upon Procedures for all Audits. (**NOTE: "AGREED UPON PROCEDURES" ARE THE WRITTEN PROCEDURES AGREED UPON BY DHH AND THE CONTRACTOR BEFORE THE CONTRACTOR PERFORMS ANY AUDITS, WHICH DETAIL THE STEPS WHICH THE CONTRACTOR WILL TAKE TO PERFORM AUDITS ON THE LEAs.**) Modifications may be made to these procedures during the contract period. DHH must approve all changes.

Post Adjustments

- Contractor shall make all necessary adjustments to claim forms/cost reports subject to the audit to bring the claim into compliance with the requirements of DHH.
- Contractor shall be responsible for obtaining signature of appropriate LEA staff on any adjusted claim forms/cost reports.

Issue Agreed Upon Procedures Report

- Contractor shall issue an Agreed Upon Procedures Report to DHH identifying all findings as a result of the audit. Included in this report must be a detailed explanation of all adjustments made to claim forms/costs reports. Any adjusted claim forms/cost reports must be attached.

Assist in Preparation of Accounts Receivable Documentation

- Accounts receivable which result from a negative audit finding must be reported to DHH Financial Management. Contractor must assist Medicaid staff in preparing explanations on accounts receivable.

Performance Indicators

The contractor shall produce a report monthly outlining all on-site monitoring engagements performed. The report should be sorted by provider and by program type (MAC or EPSDT).

Monitoring Plan

The contract monitor will review monthly reports. The Contractor will meet with DHH staff as needed, but no less than monthly, to discuss issues related to this contract.

Outcome

Technical support in the administration of the MAC/EPSDT Random Moment (RMS) Software

The MAC/EPSDT Random Moment Software is an Access based database. The contractor shall perform the following activities:

- Merge Employee Files submitted by LEAs into the sample pool. Contractor shall work with DHH to verify files submitted by LEAs are completed to DHH guidelines and shall assist in obtaining corrected files when necessary.
- Load all Employee Files into the database on DHH server.
- Print, stuff, and mail all time study moments to LEAs in a manner approved by DHH.
- Prepare ad hoc reports at the request of DHH.
- Analyze database information.
- Provide ongoing technical support to DHH staff on the maintenance of database software.

Performance Indicators

The contractor shall have all Employee files submitted by LEAs loaded into the database and ready for moment generation no later than 10 working days prior to the beginning of each quarter.

Monitoring Plan

The contract monitor will monitor to make sure the contractor is in compliance with this responsibility. The contract monitor will also monitor the functionality of the database on an ongoing basis as this program is used by DHH staff daily. Technical support issues will be discussed as necessary.

Outcome

Training and State Plan/Implementation Plan Process

Training

Contractor shall assist DHH in training sessions provided to participating LEAs.

- This includes scheduling training sessions, designing and producing materials, and conducting the training sessions.
- Participation in any training sessions conducted and/or sponsored by the Department of Education is required.
- Training sessions occur in various locations statewide.

Assist in State Plan/Implementation Plan Process

- Contractor shall assist DHH staff in preparing documents for CMS approval in both the MAC and EPSDT Health Services Program. This includes State Plan Amendments or Implementation Plans.
- Contractor staff shall attend and participate at the request of DHH in meetings and/or conference calls related to the preparation and submittal of such documents

Performance Indicators

The contractor shall provide a list of all trainings attended.

Monitoring Plan

The contract monitor shall review the training schedules and verify the contractor has attended an adequate number of training sessions.

Outcome

Provide auditing/monitoring services on an as needed basis at the request of the Secretary or Medicaid Director of other Medicaid programs.

Contractor shall provide ad hoc monitoring or auditing services at the request of the DHH on other Medicaid programs. The contractor will not be required to perform more than 10 such audits annually.

Performance Indicators

The contractor shall provide a list of all ad hoc engagement performed.

Monitoring Plan

The contract monitor shall review the results of ad hoc engagements for compliance with contract requirements.