

2023 Wisconsin Human Services Financial Management Association Conference

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Overview of Requirements

- **Annual expenditure reports**
 - ◆ **Purpose:** A summary document that helps DHS help your agency meet federal, state, and DHS audit requirements
 - ◆ **Deadline:** June 1
 - ◆ **Information:** [Aging and Disability Resource Center—QuickLinks](#)—Fiscal section

Overview of Requirements

- **Adder workbook**

- ◆ **Purpose:** To allow the state to claim Medicaid administrative funding; approved cost allocation plan required
- ◆ **Deadline:** 20th of the month
- ◆ **Information:** [Aging and Disability Resource Center—Adder Workbooks](#)

Overview of Requirements

- **CARS expenditure reports**

- ◆ **Purpose:** Reimburse ADRC expenses (CARS Unit reviews, keys, and proofs information from expenditure reports, then payment data files are transmitted to DOA to cut checks; DHS mails the checks)
- ◆ **Deadlines:** [CARS Processing Dates through Feb. 2024](#) (keying date is a hard deadline—usually the 15th)
- ◆ **Information:** [CARS: Expenditure Reporting](#)

Annual Expenditure Report Tips

What we check:

- Does it make sense?
- Does it match up and show us the full financial picture?
- Are any incorrect profiles used?
- Is there accuracy and consistency between the submitted report and the agency's general ledger?

Annual Expenditure Report Tips

Goal: Better understand each ADRC's story.

- **Narrative tab:** Explain variables such as staffing challenges that may impact expenditures (such as underbudgeting).
- **Match:** Explain local contributions that may not run through CARS system. Ledger reports may not match CARS reports.

Adder Workbook Tips

- When adder workbooks are not submitted on time, it increases the risk of federal disallowance if there is ever a federal audit.
- When adders get changed after submission and resubmitted, the allocation **won't** be done with an estimated ratio and adjusted later.

Adder End Results

Ending calculations purge all job function references.

	Sum of Percentages	Percent of total	Federal Percentage Split	FFP Percentage	Non-Federal Percentages
Total for 50/50 profiles	64.51	47.11%	50.00%	23.55%	23.55%
Total for 75/25 profiles	30.36	22.17%	50.00%	11.08%	11.08%
Total for 0/100 profiles	42.07	30.72%	0.00%	0.00%	30.72%
Total for other non-MA profiles	0.00	0.00%	0.00%	0.00%	0.00%
TOTAL	136.93	100.00%	n/a	34.64%	65.36%

Adder End Results

The result is a simple federal and non-federal ratio.

ADRC 100% Time Reporting MA Claiming Rates for July, August, September, 2022				
Final Calculations from Row 66				
FFP Percentage	34.64%			
Non-Federal Percentage	65.36%			
TOTAL	100.00%			
County	50% Fed / 50% GPR profiles	75% Fed / 25% GPR Profiles	100% GPR profiles	Other Non-MA Programs
ADRC of County A	141.49%	61.24%	97.25%	0.00%
ADRC of County B	118.50%	64.37%	88.10%	29.05%
ADRC of County C	141.60%	56.93%	101.48%	0.00%
ADRC of County D	164.40%	33.29%	102.32%	0.00%

Adder—Sample Calculator Tool

Instructions for Aging and Disability Resource Center (ADRC) - From Adder and Payroll (General Ledger) to GEARS Expenditure Reports

Review *Grand Total Percentages* tab of the adder workbook. Transfer percentages from Column D of your adder workbook for each job function.

Transfer expenses from your ledger. Calculations will divide the cost into the three profiles and "other" proportionally

Transfer the dollars to Current Net Expense (Column C) of your GEARS Expenditure Report, which is form number F-00642



DCS	560144	54.39%
	560146	13.66%
	560148	31.95%
	Other program work	0.00%
		100.00%

\$	2,720
\$	683
\$	1,597
\$	-
\$	5,000

560144 - DRC DCS I&A
560146 - ADRC DCS LTCFS
560148 - ADRC DCS Non-MA
N/A

\$	2,720
\$	683
\$	1,597
\$	-
\$	5,000

Adder Improvement Ideas

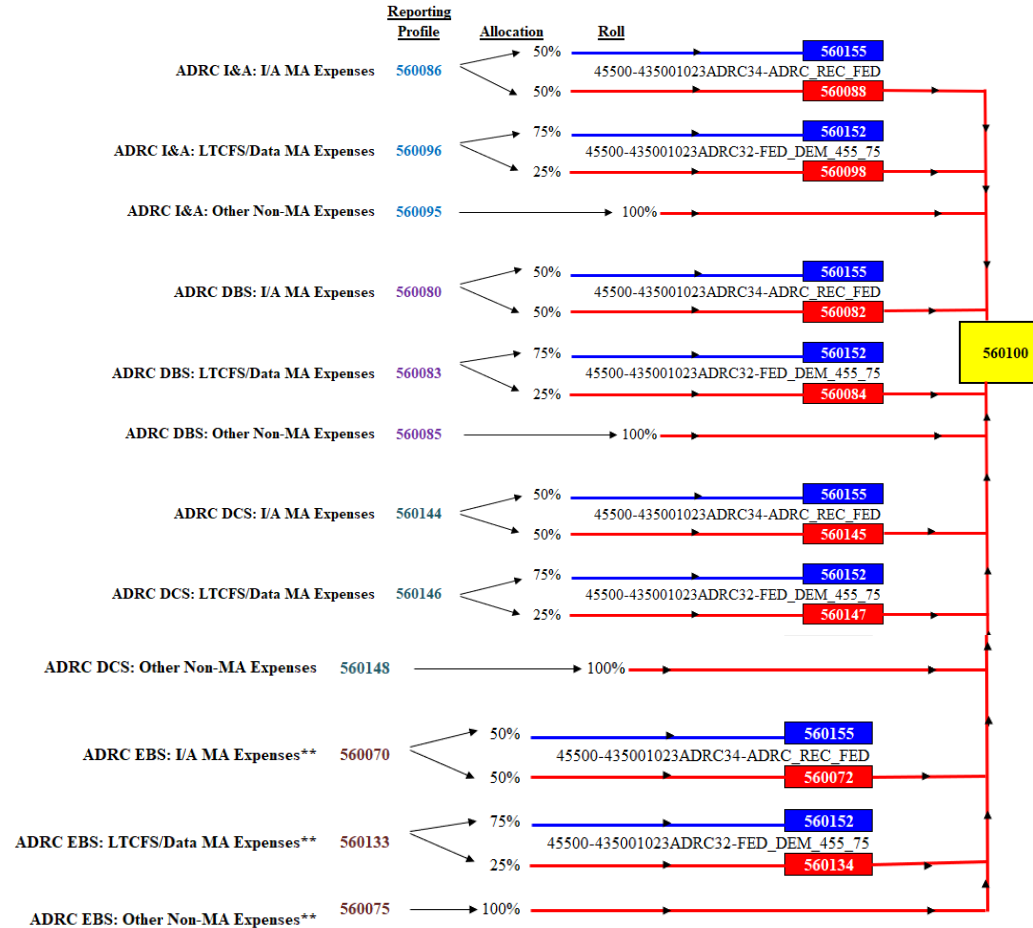
- Return visibility of calculations.
- Make it easier to pull data for comparisons.
- Create a tool similar to the elder benefit specialist (EBS) calculator that can estimate the CARS reimbursement amount.

CARS Reporting Tips

Flowchart location: See [CARS manual](#) webpage.

- Charts are intended for fiscal staff use.
- Profile **560100** now includes most funding, including dementia care and nursing home specialist programs.

Flowchart



Flowchart—Common Errors

- Reporting to **payment** profiles, instead of allocation profiles.
 - ◆ This is more common with smaller funding sources.
 - ◆ It is important to check your CARS expenditure report profiles.
- Not allocating to Medicaid, when it is allowed.

Fixing Common Flowchart Errors

To fix errors resulting in incorrect funding allocation and underspending: Enter a negative amount on the incorrect profile and a positive amount on the correct profile.

Avoiding Common Errors

Could the **EBS calculator** help maximize funding?

- It has features such as assistance in selecting funding sources that will expire sooner.
- EBS funding on profile 560320 has a six-month funding control.

Bottom line: Verify correct profiles are used by reviewing CARS 603 and 620 reports.

GEARS

	A	B	C	D	E	F	G	H	
2	DEPARTMENT OF HEALTH SERVICES		GRANT ENROLLMENT, APPLICATION & REPORTING SYSTEM (GEARS)					STATE OF WISCONSIN	
3	Division of Enterprise Services		EXPENDITURE REPORT						
4	F-00642 (05/2023)		<input type="checkbox"/> Original Report		<input type="checkbox"/> Additional /Adjustment Report		<input type="checkbox"/> Final Report		
5	INSTRUCTIONS:	Agency #	Agency Name						
6	1. Report expenses in whole dollar amounts.								
7	No formulas.		Agency Type	Agency Contact	Agency Contact Email Address				
8	2. See Contract for Agency # and Agency Type.								
9	3. Contract Year is the year in which the contract ends.		Contract Year (yyyy)	Report Period (MM/YYYY)	Agency Contact Phone Number				
10									
11	Profile Number (In numerical order, low to high)	Profile Short Name	New, Additional or Correcting Expenses	If Additional Exp or Corrections, comment as appropriate	Contract to Date Expenses	Line Count			
12						1			
13						2			
14						3			
15						4			

GEARS

- Use the new Grants Enrollment, Application & Reporting System (GEARS) [Expenditure Report \(F-00642\)](#) starting May 16.
 - ◆ DHS will return any and all CARS Expenditure Reporting forms to local agencies by email.
 - ◆ The return email will include the link to the new GEARS form.
- See the [CARS Expenditure Reporting](#) page for an overview of what you need to complete the Expenditure Report.

GEARS—Report Changes

- **Easy downloads to Excel:** All GEARS reports, including the 603, can be downloaded to Excel.
- **Dollars and cents:** GEARS reports and payments now include dollars and cents; however, **continue to report expenses in whole dollars.**

GEARS—Report Changes

- **Order change:** The GEARS 603 report has a slight change in order.
- **Agency type:** This will be broken out into the last two digits of the CARS agency type + contract year (use end date)—for example, Type 25, CY 2023.

GEARS—Contacts

- Submit expenditure reports to the **same** CARS email address: DHS600RCars@dhs.wisconsin.gov.
- Sign up for CARS/GEARS updates.
 - ◆ [CARS/GEARS: Updates](#)
 - ◆ dhsdldesbfscars@dhs.wisconsin.gov

General Link— From WILMS/SharePoint Site

[ADRC Home Page](#) to ADRC Resources to [Quick Links](#)



📄 Aging and Disability Resource Center

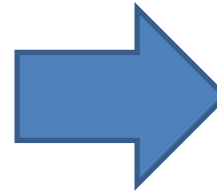
- Home
- Aging and Disability Network (ADN)
 - COVID-19 Information
 - ADILN Forums
 - Calendar
 - Training Registration
- ADRC
 - ADRC Directory
 - Tribal Directory
 - ADRC Informational Pages
 - ADRC Specialist and Tribal ADRS News
 - ADRC Administration

ADRC and Aging SharePoint Site

- +ADRC Scope of Services
- +ADRC Programs Operations Manual
- +ADRC Administrative Operations Manual
- ADRC Resources

Forms, Quick Links, and Trainings

- [Forms](#)
- [Quick Links](#)
- [Training](#)



Quick Links and Forms

ADRC

- [Information and Assistance](#)
- [Options Counseling](#)
 - [MDS-Q and Nursing Home Transitions](#)
- [Publicly Funded Long-Term Care](#)
 - [Enrollment Counseling Process](#)
 - [Disenrollment Counseling Process](#)
- [Eligibility Determination](#)
 - [Long-Term Care Functional Screen](#)
 - [Financial Eligibility and General Medicaid](#)
- [Benefit Specialist Programs](#)
 - [Disability Benefit Specialist Program](#)
 - [Elder Benefit Specialist Program](#)
- [Dementia Care Specialist](#)
- [Marketing, Outreach, and Public Education](#)
- [Client Tracking](#)
- [100% Time and Task Reporting](#)
- [History of Aging and Disability Programs](#)
- [Organizational Structure](#)
- [Physical Location](#)
- [Equipment, Technology, and Systems](#)
- [Governing Boards, Committees, and Commissions](#)
- [Fiscal](#)
- [Emergency Preparedness](#)
- [Advocacy](#)
- [Health Equity](#)

Getting SharePoint Access

- Complete [ADRC/AGING/TRIBAL User System Access Request \(F-02000\)](#).
- Create a WILMS ID and include it on the form.

[Home](#)

ADRC/AGING/TRIBAL User System Access Request

Assigned Number	Title	Release Date	File Type	Language	Available to Order
F-02000	ADRC/AGING/TRIBAL User System Access Request	April 12, 2023	Word	English	No
F-02000	ADRC/AGING/TRIBAL User System Access Request: Form Instructions	April 12, 2023	PDF	English	No

Contacts

- **Fiscal staff** may subscribe to receive GovD messages from BADR Fiscal. Submit access requests to DHSBADRTech@dhs.wisconsin.gov.
- **All** adder workbook and time reporting questions may be sent to the special mailbox at dhsbadrtime&task@dhs.wisconsin.gov
- General fiscal questions may be sent to BADR Fiscal at dhsbadrfiscal@dhs.wisconsin.gov.

Questions and Suggestions?