

From: [Costello, Jody \(HCA\)](#)
To: [OFM Budget](#)
Cc: [Marcus, Roselyn \(OFM\)](#); [Schuffenhauer, Annette \(HCA\)](#)
Subject: Staffing Update: HCA Contingency Plan
Date: Wednesday, June 28, 2017 2:54:01 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
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[image005.png](#)

Good Afternoon,

Based upon the recent guidance to both employees and benefit offices about the dual-state employee special open enrollment situation, HCA proposes to add two FTE's from the PEBB program. The 2 FTEs are as follows:

- 1 FTE : WMS Band 2, PEBB rules expert
- 1 FTE: Management Analyst 5, regularly handles benefit office questions and can send mass advice to benefit officers

If you have any questions or concerns please let me know.

Jody Costello

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Washington State
Health Care Authority

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From: [Costello, Jody \(HCA\)](#)
To: [OFM Budget](#)
Cc: [Henshaw, Tamarra \(HCA\)](#); [Schuffenhauer, Annette \(HCA\)](#)
Subject: HCA 2017 Updated Contingency Plan
Date: Tuesday, June 06, 2017 1:24:03 PM
Attachments: [David Schumacher Contingency Plan for State Agency Operations 06-06-07.d....pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Please find the attached memo from HCA regarding the 2017 updated contingency plan for state agency operations. The modifications from our 2015 plan are as follows:

- ProviderOne staffing is reduced from 13 to 10.
- Added 1 FTE to draw down federal funds
- Added 1 review judge, on standby, to handle any expedited hearings

If you have any questions, please feel free to contact me directly.

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June 6, 2017

TO: David Schumacher, Director
Office of Financial Management

FROM: Dorothy F. Teeter, Director *Dorothy F. Teeter*

SUBJECT: 2017 Updated Contingency Plan for State Agency Operations

The following is updated information from the Health Care Authority (HCA) for use in contingency planning.

The Apple Health (Medicaid) program will continue to operate until the federal funding authority, the Centers for Medicare and Medicaid Services, approves suspension of the program. Medical services mandated under Medicaid and other medical programs will continue but all administrative activities will be suspended. Suspension of administrative activities could result in a violation of federal Medicaid requirements. The risk of violating federal requirements increases the longer the shutdown remains in effect. If a government shutdown lasts longer than one to two weeks, HCA will need to revisit the contingency plan and make modifications.

For a brief government shutdown, specific staffing needs are as follows:

- Staffing necessary to support the operation of ProviderOne (Washington's Medicaid Management Information System) to avoid a shutdown of the system and the related cost to restart the system once the budget passes. (Total FTEs = 10.)
- Staffing necessary to draw down federal funds to replenish the general fund. (Total FTEs = 1.)
- Staffing necessary to avoid an interruption in determining Medicaid eligibility. At HCA this staffing supports Medicare beneficiaries also enrolled in the Medicaid program and enrollees whose eligibility must be confirmed to receive emergency services. These staff will also represent HCA if an expedited administrative hearing is requested. (Total FTEs = 2.)
- Staffing necessary for a review judge to handle any expedited hearing for Medicaid required under federal law. (Total FTEs on Standby = 1.)

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Director
Office of Financial Management
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- Staffing to maintain building operations during the shutdown. (Total FTEs = 1.)

Under this plan, many administrative activities would not continue, creating serious service degradation and payment delays to providers and plans. For example:

- Customer call services and provider assistance would not occur.
- Only expedited Medicaid-related administrative hearings would occur. All other cases would be delayed.
- Payments to providers, plans, the Health Benefit Exchange, and vendors would be delayed.
- Prior authorization of services for fee-for-service enrollees would not be enforced; services could be performed without authorization in an emergency.
- Interaction with federal and state authorities would not occur unless necessary to maintain federal funding.

The Public Employees Benefits Board Program will continue to provide services because funds for this program are primarily non-appropriated. However, the administrative portion of the Public Employees Benefits Division is from appropriated funds, requiring that all administrative activities cease until the operating budget is enacted. Similar to Medicaid, activities supporting customers, authorizing entities, providers, and plans would not occur during a government shutdown and this would require evaluation if the shutdown lasted more than a week or two.

Should you have questions or seek further clarification regarding the information provided, please feel free to contact me directly by telephone at 360-725-1040 or via email at dorothy.teeter@hca.wa.gov or Acting Chief Operations Officer Jody Costello by telephone at 360-725-1937 or via email at jody.costello@hca.wa.gov.