

State of Arkansas Department of Human Services

Attachment B  
CMS Financial Reporting  
Written Questions w/Answers

## Instructions

This Response Template must be used for submission of written questions. All questions should provide the requested information. Those that do not, may not be answered by DHS. The Vendor may add as many lines as needed. DHS would strongly prefer the Vendor to ask multi-part questions as individual questions on separate lines.

**Instructions:** Complete all cells of each question asked in the Table below. Clearly identify the referenced section or text.

Question ID	RFP Reference (page number, section number, paragraph)	Specific RFP Language	Question	Answers
<i>Example</i>	<i>Page 20, Desk Reviews</i>	<i>Desk Review</i>	<i>Where are the Desk Review Specifications?</i>	
1	Page 11, 2.4 Scope of Work, 2c i. and ii.	Prepare the following reconciliations... []: i. Reconcile Federal draws from the U.S. Treasury Payment Management System to the Federal Share reported on the CMS-64 and CMS-21. ii. Reconcile Non-Federal share to the total State General Revenue and other revenue sources maintained in fund accounting system with DHS Managerial Accounting.	Has DHS staff been able to successfully perform these reconciliations for any of the quarters recently submitted?	DHS has put into place new internal controls which include this solicitation around the Federal reporting to improve the efficiency and effectiveness of the preparation and reconciliation of CMS-64 and CMS-21 filings.
2	Page 11, 2.4 Scope of Work, 2c i. and ii.	Prepare the following reconciliations... []: i. Reconcile Federal draws from the U.S. Treasury Payment Management System to the Federal Share reported on the CMS-64 and CMS-21. ii. Reconcile Non-Federal share to the total State General Revenue and other revenue sources maintained in fund accounting system with DHS Managerial Accounting.	How many staff does the state have assigned to these efforts?	Five staff members have duties that involve completion of the CMS-64 and CMS-21. Additionally, DHS has implemented a Management Administrative Reporting Subsystem (MARS) to assist in data gathering for these reports.
3	Page 11, 2.4 Scope of Work, 2c i. and ii.	Prepare the following reconciliations... []: i. Reconcile Federal draws from the U.S. Treasury Payment Management System to the Federal Share reported on the CMS-64 and CMS-21. ii. Reconcile Non-Federal share to the total State General Revenue and other revenue sources maintained in fund accounting system with DHS Managerial Accounting.	What is the level of experience and tenure of the staff in completing these exercises.	Five staff members have duties that involve completion of the CMS-64 and CMS-21. The experience level of the current staff ranges from individuals that have reviewed the federal reports for more than 10 years to individuals that have one year of experience working on portions of the CMS-64 and CMS-21.

4	Page 11, 2.4 Scope of Work, 2c i. and ii.	Prepare the following reconciliations... []: i. Reconcile Federal draws from the U.S. Treasury Payment Management System to the Federal Share reported on the CMS-64 and CMS-21. ii. Reconcile Non-Federal share to the total State General Revenue and other revenue sources maintained in fund accounting system with DHS Managerial Accounting.	Are current financial data sources easily retrieved for completing reconciliation	The reconciliations will be performed in the following manner. MARS Reports to DMS Payout Report. DMS Payout Report to the Arkansas State Accounting System (AASIS). DHS feels data is in sufficient detail due to changes to allow for completion of reconciliations.
5	Page 11, 2.4 Scope of Work, 2c i. and ii.	Prepare the following reconciliations... []: i. Reconcile Federal draws from the U.S. Treasury Payment Management System to the Federal Share reported on the CMS-64 and CMS-21. ii. Reconcile Non-Federal share to the total State General Revenue and other revenue sources maintained in fund accounting system with DHS Managerial Accounting.	On average, what is the state's current level of effort (time) for completing the reconciliation process	Our process is to have individuals dedicate a significant portion of their days from the 15th through the 28th of the month after quarter end to complete their tasks within the CMS-64 and CMS-21. Reconciliations have been done after the fact which is being changed in the new processes being implemented for the Federal reporting.
6	Page 11, 2.4 Scope of Work, 2c i. and ii.	Prepare the following reconciliations... []: i. Reconcile Federal draws from the U.S. Treasury Payment Management System to the Federal Share reported on the CMS-64 and CMS-21. ii. Reconcile Non-Federal share to the total State General Revenue and other revenue sources maintained in fund accounting system with DHS Managerial Accounting.	What training or tools are currently used by state staff, and can these be shared?	The staff has received external training from an outside vendor and additional training from the CMS Regional Office staff. As part of this solicitation, we will be implementing ongoing training that we would be done between the 10th and the 15th of the month after the reporting quarter. Additionally, DHS has developed a MARS reporting form that we will provide.
7	General	N/A	Is there a budget assumed for this project?	DHS seeks the most advantageous rate available to the state while meeting or exceeding the minimum qualifications set forth in the solicitation. Ideally, the annually cost would not exceed \$1 million.
8	Pages 10-11, 2.4 Scope of Work, 2a and 2b	Quarterly, provide external quality review of prepared workpapers... []: a. Develop reconciliation process to map expenditures and revenue from the Arkansas Administrative Statewide Information System (AASIS) to the DHS Quarterly Payout Report. b. Ensure workpapers prepared by DHS staff have been compared to the DHS Quarterly Payout Report with variances noted and the amounts determined are properly reported on the CMS-64 and CMS-21.	To what extent is federal reporting currently accomplished using data from the Arkansas Administrative Statewide Information System (AASIS) and to what extent does it require data to be obtained and qualified from outside of AASIS (workpapers, spreadsheets, other)?	AASIS is the state accounting record. DHS does not report information in detail into AASIS. The weekly and quarterly payout reports provide the detail. The quarterly payout report will be reconciled to AASIS in total. The quarterly payout reports will be reconciled to the MARS reports.

9	Page 11, 2.4 Scope of Work, 3	Work with the Division of Medical Services (DMS) Chief Financial Officer to recommend improvements in the CMS-37 and CMS-21B process currently completed by DMS staff. These improvements shall include incorporating the Arkansas Management Administrative Reporting Subsystem (MARS) reports into the process.	What process is currently completed by DMS staff?	MARS reports are reconciled to the quarterly payout report in the process of reporting Federal claims.
10	Page 10-11, 2.4 Scope of Work	Entire Section	Have you adopted the use of three separate excel workbooks that a contractor previously designed that uses index matches rather than v-lookups for the CMS-64 in order to separate MAP, ADM, and CHIP into their component parts?	The previous source document used by DHS in Federal reporting is not being used to support CMS-64 and CMS-21 expenditures.
11	Page 10-11, 2.4 Scope of Work	Entire Section	Are there any unresolved or outstanding issues attributable to prior findings, or current work, of the State Auditor that involve Federal claiming and/or reporting?	Previous findings identified by the Single State Auditor are being communicated with CMS to ensure that the State has satisfied all requested changes.
12	Page 10-11, 2.4 Scope of Work	Entire Section	Are there any outstanding, unresolved matters relating to CMS' review of any quarterly filing?	All filed CMS-64 and CMS-21 reports have been finalized.
13	Page 10-11, 2.4 Scope of Work	Entire Section	When was the last quarter for which the State has completed a reconciliation of the CMS-64 Report filed?	30-Jun-18