



NORTH CENTRAL COMMUNITY SERVICES PROGRAM

OFFICIAL NOTICE AND AGENDA of a meeting of the Board or a Committee
A meeting of the Finance, Personnel & Property Committee will be held at North Central Health Care – Wausau Badger Room, 1100 Lake View Drive, Wausau WI 54403 at 11:00 AM, on Thursday, June 25th, 2015.

AMENDED AGENDA

1. Call to order
2. Minutes of 05/28/2015 Finance, Personnel & Property Committee meeting
 - a. Action: approve minutes
3. May financials
 - a. Action: approve financial statements
 - b. Write-offs (report only; no action)
4. CFO Report
5. Accounts Receivable Update
6. Discussion on Scheduler, Time and Attendance 2015 Capital Projects
7. Continue discussion on fund balance
8. Future agendas
9. Adjourn

- Action may be taken on any agenda items.
- In the event that any individuals attending this meeting may constitute a quorum of another governmental body, the existence of the quorum shall not constitute a meeting as no action by such body is contemplated.

Signed: /s/Gary Bezucha
Presiding Officer or His Designee

COPY OF NOTICE DISTRIBUTED TO:
Wausau Daily Herald Antigo Daily Journal
Tomahawk Leader Merrill Foto News
Langlade, Lincoln & Marathon County Clerk Offices

DATE: 6-19-2015 TIME: 4:00 p.m.
VIA: x FAX x MAIL By: D. Osowski

THIS NOTICE POSTED AT
NORTH CENTRAL HEALTH CARE
DATE: 06-19-2015 Time: 4:00 p.m.
By: D. Osowski

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Administrative office at 848-4405. For TDD telephone service, call 845-4928.



NORTH CENTRAL COMMUNITY SERVICES PROGRAM

OFFICIAL NOTICE AND AGENDA of a meeting of the Board or a Committee
A meeting of the Finance, Personnel & Property Committee will be held at North Central Health Care – Wausau Badger Room, 1100 Lake View Drive, Wausau WI 54403 at 11:00 AM, on Thursday, June 25th, 2015.

AGENDA

1. Call to order
2. Minutes of 05/28/2015 Finance, Personnel & Property Committee meeting
 - a. Action: approve minutes
3. May financials
 - a. Action: approve financial statements
 - b. Write-offs (report only; no action)
4. CFO Report
5. Accounts Receivable Update
6. Continue discussion on fund balance
7. Future agendas
8. Adjourn

- Action may be taken on any agenda items.
- In the event that any individuals attending this meeting may constitute a quorum of another governmental body, the existence of the quorum shall not constitute a meeting as no action by such body is contemplated.

Signed: /s/Gary Bezucha
Presiding Officer or His Designee

COPY OF NOTICE DISTRIBUTED TO:
Wausau Daily Herald Antigo Daily Journal
Tomahawk Leader Merrill Foto News
Langlade, Lincoln & Marathon County Clerk Offices

DATE: 6-19-2015 TIME: 4:00 p.m.
VIA: x FAX x MAIL By: D. Osowski

THIS NOTICE POSTED AT
NORTH CENTRAL HEALTH CARE
DATE: 06-19-2015 Time: 4:00 p.m.
By: D. Osowski

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Administrative office at 848-4405. For TDD telephone service, call 845-4928.

**NORTH CENTRAL COMMUNITY SERVICES PROGRAM
FINANCE, PERSONNEL & PROPERTY COMMITTEE
MEETING MINUTES**

May 28, 2015

11:00 a.m.

NCHC – Wausau Campus

Present:

EXC	Ron Nye	X	Jeff Zriny	X	Lee Olkowski
X	Bob Weaver	X	John Robinson		

Also Present: Gary Bezucha, Brenda Glodowski, Michael Loy, Debbie Osowski

The meeting was called to order 11:01 AM, roll call taken, and a quorum noted.

Minutes

Motion/second, Zriny/Weaver, to approve the minutes of the 4/30/15 Finance, Personnel & Property Committee meeting. Motion carried.

Financials

- Balance sheet:
 - Cash continues to improve; is comparable to last year.
 - Accounts Receivable continues to see improvement; has decreased about \$811,000 since January; days in Accounts Receivable has dropped to 72; target by year end is 55-60 days.
 - No significant write-offs identified through April; about \$15,000 has been identified in the nursing home billing area in May so far as we continue to clean-up that area.
- Revenues:
 - April showed a gain of \$107,200.
 - Hospital census is 13 which is at target; nursing home census dropped to 205 which is below the target of 213; Medicare census averaged 26 per day which is at target.
 - Outpatient revenues overall were down; in May we should see some spikes. No billing is able to be done until documentation is complete. We have established a policy in all programs with documentation guidelines and are working with staff on timely completion. A monitoring tool by individual is also being established.
 - Overall revenue was down slightly for the month; expenses were down also
 - Overall the organization shows a gain over \$737,344, which is ahead of target.
- Expenses:
 - Health Insurance was high in April however; May health insurance is very low; medications were up due to extra invoice date in April.
 - The vendor for rehab services changed as of 5/14/15 from RehabCare to Aegis; have seen March/April with expenses higher and revenue lower. This is not uncommon when a contract change occurs; we will continue to monitor closely.

Motion/second, Zriny/Weaver, to approve the April financial statements. Motion carried.

CFO Report

- Working on testing with ledger and reconciliation.
- Budget process has begun.
- In the nursing home we are looking at a 1% acuity increase in the Medicaid rate with the second year of the biennium. Medicaid increases continue to be below inflation rate.

Accounts Receivable Update

- Continuing to see the days in accounts receivable decrease.
- Continuing to get cash application process up to date.
- Developing internal reports for aging activity as we are not yet able to generate the reports on the system. Note: the vendor is currently working on two required projects: Meaningful Use and ICD10. These are large projects which prevent them from focusing on other projects at this time. The vendor has also experienced turnover which adds to the frustration and delay of projects.

2016 Capital Requests

- Each capital request item was reviewed in detail.
- **Motion**/second, Zriny/Robinson, to recommend the 2016 capital requests to the board and if approved, forward to Marathon County for approval. Motion carried.

Proposal for Contractual Nursing Assistant Recruitment/Retention Compensation Strategy

- The Executive Team and the Nursing Home Operations Committee have reviewed and recommend to the Finance Committee the approval of the CNA Recruitment/Retention Compensation Strategy for CNA staff in the nursing home
 - Goals are to increase current CNA compensation up to the projected market rate with a four-year phased-in approach; adjustments occurring in 6-month increments. Currently 70% of our CNA's are below market rate; 41% are in the nursing home.
 - In 2015 there would be a projected budget impact of \$67,000 with estimated financial impacts of \$200,000 over the next four budget cycles.

Motion/second, Robinson/Zriny, to advance the CNA Recruitment/Retention Compensation Strategy to the Board of Directors for approval. Motion carried.

Education on Fund Balances

Reviewed the definitions for Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) and North Central Health Care Fund Balance reporting. Committee expressed the importance of providing an education session to County Board members on why it is prudent and beneficial to have fund balances and reserves, their purpose, etc. It was also felt the education should be provided by a non-affiliated outside resource.

Future Agendas

- Continued fund balance review

Motion/second, Weaver/Zriny, to adjourn the meeting at 12:04 p.m. Motion carried.



MEMO

TO: North Central Health Care Finance Committee
FROM: Brenda Glodowski
DATE: June 19, 2015
RE: Attached Financials

Attached please find a copy of the May Financial Statements for your review. To assist you in your review, the following information is provided.

BALANCE SHEET

Accounts Receivable continues to show improvement and continues to be a priority. Cash continues to remain adequate for operations.

STATEMENT OF REVENUE AND EXPENSES

The month of May shows a gain of \$287,468 compared to a budgeted loss of (\$82,354), resulting in a positive variance of \$369,822.

The hospital averaged just over 14 patients per day, compared to the target of 13. The nursing home census decreased again in May, averaging 203 per day. The target is 213. The Medicare census also decreased for May, averaging 21, compared to the target of 26. Although the nursing home census is down, the Medicaid rates have improved compared to the target rates. This is helping the overall nursing home revenue to stay closer to targets.

Overall expenses were well below budgeted targets for May. Most of this is due to benefits coming in below target, especially health insurance.

Through May, the overall organization shows a gain of \$1,024,813 compared to the targeted gain of \$137,500. The Human Services Program shows a gain of \$924,275 and the nursing home shows a gain of \$100,538.

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

**NORTH CENTRAL HEALTH CARE
COMBINING STATEMENT OF NET ASSETS
MAY 2015**

	<u>51.42/.437 PROGRAM</u>	<u>NURSING HOME</u>	<u>TOTAL</u>	<u>TOTAL 31-May-14</u>
CURRENT ASSETS:				
CASH AND EQUIVALENTS	7,171,736	(26,544)	7,145,192	4,126,717
SHORT-TERM INVESTMENTS	7,108,686		7,108,686	6,630,319
CASH FOR APPROVED CAPITAL PURCHASES	1,768,829	422,486	2,191,315	1,669,682
DONATED FUNDS	222,424		222,424	126,737
ACCOUNTS RECEIVABLE:				
PATIENT (NET)	3,835,401	3,847,971	7,683,372	7,174,069
STATE GRANTS	989,427		989,427	906,092
OTHER	253,757		253,757	405,035
APPROPRIATIONS RECEIVABLE			0	1,480,361
AMOUNTS RECEIVABLE FROM				
THIRD-PARTY REIMBURSEMENT PROGRAMS	409,167	309,680	718,847	862,297
INVENTORY	16,920	256,902	273,822	331,005
OTHER	<u>417,514</u>	<u>64,904</u>	<u>482,418</u>	<u>605,539</u>
TOTAL CURRENT ASSETS	<u>22,193,860</u>	<u>4,875,399</u>	<u>27,069,259</u>	<u>24,317,853</u>
CAPITAL ASSETS				
CAPITAL ASSETS	30,093,806	14,664,366	44,758,172	42,797,099
ACCUMULATED DEPRECIATION	<u>(22,330,007)</u>	<u>(10,737,914)</u>	<u>(33,067,921)</u>	<u>(31,452,246)</u>
CAPITAL ASSETS - NET	<u>7,763,799</u>	<u>3,926,452</u>	<u>11,690,250</u>	<u>11,344,853</u>
OTHER ASSETS - DEFERRED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
RESTRICTED ASSETS - PATIENT TRUST FUNDS	<u>19,301</u>	<u>34,943</u>	<u>54,244</u>	<u>287,670</u>
TOTAL ASSETS	<u>29,976,960</u>	<u>8,836,794</u>	<u>38,813,753</u>	<u>35,950,375</u>

**NORTH CENTRAL HEALTH CARE
COMBINING STATEMENT OF NET ASSETS
MAY 2015**

	<u>51.42/.437</u> <u>PROGRAM</u>	<u>NURSING</u> <u>HOME</u>	<u>TOTAL</u>	<u>TOTAL</u> <u>31-May-14</u>
CURRENT LIABILITIES:				
ACCOUNTS PAYABLE	3,512,220	0	3,512,220	3,258,944
THIRD PARTY PAYABLE	354,322	0	354,322	541,000
APPROPRIATIONS ADVANCES	747,761	0	747,761	16,667
ACCRUED LIABILITIES:				
SALARIES & RETIREMENT	1,129,919	0	1,129,919	1,126,160
PAYROLL TAXES AND WITHHOLDING	399,299	0	399,299	452,710
COMPENSATED ABSENCES	1,647,670	0	1,647,670	1,661,990
OTHER PAYABLES	72,806	0	72,806	74,611
DEFERRED REVENUE - STATE GRANTS	<u>188,513</u>		<u>188,513</u>	<u>188,238</u>
TOTAL CURRENT LIABILITIES	<u>8,052,510</u>		<u>8,052,510</u>	<u>7,320,320</u>
PATIENT TRUST FUNDS	<u>19,301</u>	<u>34,862</u>	<u>54,163</u>	<u>287,451</u>
NET ASSETS:				
INVESTED IN CAPITAL ASSETS	7,763,799	3,926,452	11,690,250	11,344,853
UNRESTRICTED	13,217,075	4,774,943	17,992,017	17,142,064
OPERATING INCOME(LOSS)	<u>924,275</u>	<u>100,538</u>	<u>1,024,813</u>	<u>(144,315)</u>
TOTAL NET ASSETS	<u>21,905,148</u>	<u>8,801,932</u>	<u>30,707,081</u>	<u>28,342,603</u>
TOTAL LIABILITIES AND NET ASSETS	<u>29,976,960</u>	<u>8,836,794</u>	<u>38,813,753</u>	<u>35,950,375</u>

**NORTH CENTRAL HEALTH CARE
COMBINING STATEMENT OF REVENUES AND EXPENSES
FOR PERIOD ENDING MAY 31, 2015**

TOTAL	<u>CURRENT MONTH ACTUAL</u>	<u>CURRENT MONTH BUDGET</u>	<u>CURRENT MONTH VARIANCE</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>YTD VARIANCE</u>
REVENUE						
Net Patient Service Revenue	<u>\$3,529,129</u>	<u>\$3,419,644</u>	<u>\$109,485</u>	<u>\$16,855,253</u>	<u>\$17,148,235</u>	<u>(\$292,981)</u>
OTHER REVENUE						
State Match / Addendum	325,060	325,120	(59)	1,625,301	1,625,598	(297)
Grant Revenue	220,079	184,113	35,966	942,671	920,071	22,600
County Appropriations - Net	736,232	730,192	6,040	3,681,162	3,650,960	30,202
Departmental and Other Revenue	<u>170,863</u>	<u>180,658</u>	<u>(9,796)</u>	<u>856,355</u>	<u>903,292</u>	<u>(46,937)</u>
Total Other Revenue	<u>1,452,234</u>	<u>1,420,083</u>	<u>32,151</u>	<u>7,105,489</u>	<u>7,099,921</u>	<u>5,568</u>
TOTAL REVENUE	4,981,363	4,839,728	141,636	23,960,742	24,248,156	(287,414)
EXPENSES						
Direct Expenses	3,479,389	3,510,912	(31,523)	16,869,473	17,102,539	(233,066)
Indirect Expenses	<u>1,225,502</u>	<u>1,418,671</u>	<u>(193,169)</u>	<u>6,116,098</u>	<u>7,045,617</u>	<u>(929,519)</u>
Total Expenses	<u>4,704,891</u>	<u>4,929,582</u>	<u>(224,691)</u>	<u>22,985,571</u>	<u>24,148,156</u>	<u>(1,162,585)</u>
Operating Income (Loss)	<u>276,472</u>	<u>(89,854)</u>	<u>366,326</u>	<u>975,171</u>	<u>100,000</u>	<u>875,171</u>
Nonoperating Gains (Losses):						
Interest Income	5,736	7,500	(1,764)	29,069	37,500	(8,431)
Donations and Gifts	5,260	0	5,260	20,573	0	20,573
Gain / (Loss) on Disposal of Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Nonoperating Gains / (Losses)	<u>10,996</u>	<u>7,500</u>	<u>3,496</u>	<u>49,641</u>	<u>37,500</u>	<u>12,141</u>
Operating Income / (Loss)	<u>\$287,468</u>	<u>(\$82,354)</u>	<u>\$369,822</u>	<u>\$1,024,813</u>	<u>\$137,500</u>	<u>\$887,313</u>

**NORTH CENTRAL HEALTH CARE
COMBINING STATEMENT OF REVENUES AND EXPENSES
FOR PERIOD ENDING MAY 31, 2015**

	CURRENT MONTH <u>ACTUAL</u>	CURRENT MONTH <u>BUDGET</u>	CURRENT MONTH <u>VARIANCE</u>	YTD <u>ACTUAL</u>	YTD <u>BUDGET</u>	YTD <u>VARIANCE</u>
51.42/.437 PROGRAMS						
REVENUE						
Net Patient Service Revenue	<u>\$1,490,180</u>	<u>\$1,377,963</u>	<u>\$112,217</u>	<u>\$6,914,693</u>	<u>\$7,115,584</u>	<u>(\$200,891)</u>
OTHER REVENUE						
State Match / Addendum	325,060	325,120	(59)	1,625,301	1,625,598	(297)
Grant Revenue	220,079	184,113	35,966	942,671	920,071	22,600
County Appropriations - Net	594,566	588,525	6,041	2,972,831	2,942,627	30,204
Departmental and Other Revenue	<u>124,776</u>	<u>145,825</u>	<u>(21,049)</u>	<u>658,762</u>	<u>729,125</u>	<u>(70,363)</u>
Total Other Revenue	<u>1,264,482</u>	<u>1,243,583</u>	<u>20,899</u>	<u>6,199,565</u>	<u>6,217,422</u>	<u>(17,856)</u>
TOTAL REVENUE	2,754,662	2,621,546	133,116	13,114,258	13,333,005	(218,747)
EXPENSES						
Direct Expenses	1,956,688	1,928,963	27,725	9,115,833	9,382,693	(266,860)
Indirect Expenses	<u>547,924</u>	<u>781,601</u>	<u>(233,676)</u>	<u>3,120,719</u>	<u>3,881,704</u>	<u>(760,985)</u>
Total Expenses	<u>2,504,612</u>	<u>2,710,564</u>	<u>(205,952)</u>	<u>12,236,552</u>	<u>13,264,397</u>	<u>(1,027,845)</u>
Operating Income (Loss)	<u>250,050</u>	<u>(89,018)</u>	<u>339,068</u>	<u>877,707</u>	<u>68,609</u>	<u>809,098</u>
Nonoperating Gains (Losses):						
Interest Income	5,736	7,500	(1,764)	29,069	37,500	(8,431)
Donations and Gifts	3,502	0	3,502	17,499	0	17,499
Gain / (Loss) on Disposal of Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Nonoperating Gains / (Losses)	<u>9,238</u>	<u>7,500</u>	<u>1,738</u>	<u>46,568</u>	<u>37,500</u>	<u>9,068</u>
Operating Income / (Loss)	<u>\$259,288</u>	<u>(\$81,518)</u>	<u>\$340,806</u>	<u>\$924,275</u>	<u>\$106,109</u>	<u>\$818,166</u>

**NORTH CENTRAL HEALTH CARE
COMBINING STATEMENT OF REVENUES AND EXPENSES
FOR PERIOD ENDING MAY 31, 2015**

NURSING HOME	<u>CURRENT MONTH ACTUAL</u>	<u>CURRENT MONTH BUDGET</u>	<u>CURRENT MONTH VARIANCE</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>YTD VARIANCE</u>
REVENUE						
Net Patient Service Revenue	<u>\$2,038,949</u>	<u>\$2,041,681</u>	<u>(\$2,733)</u>	<u>\$9,940,560</u>	<u>\$10,032,651</u>	<u>(\$92,091)</u>
OTHER REVENUE						
County Appropriations - Net	141,666	141,667	(1)	708,331	708,333	(2)
Departmental and Other Revenue	<u>46,086</u>	<u>34,833</u>	<u>11,253</u>	<u>197,592</u>	<u>174,166</u>	<u>23,426</u>
Total Other Revenue	<u>187,752</u>	<u>176,500</u>	<u>11,252</u>	<u>905,923</u>	<u>882,500</u>	<u>23,424</u>
TOTAL REVENUE	2,226,700	2,218,181	8,520	10,846,483	10,915,150	(68,667)
EXPENSES						
Direct Expenses	1,522,701	1,581,948	(59,247)	7,753,640	7,719,846	33,794
Indirect Expenses	<u>677,577</u>	<u>637,070</u>	<u>40,508</u>	<u>2,995,379</u>	<u>3,163,913</u>	<u>(168,534)</u>
Total Expenses	<u>2,200,278</u>	<u>2,219,018</u>	<u>(18,740)</u>	<u>10,749,019</u>	<u>10,883,759</u>	<u>(134,740)</u>
Operating Income (Loss)	<u>26,421</u>	<u>(837)</u>	<u>27,259</u>	<u>97,465</u>	<u>31,391</u>	<u>66,073</u>
Nonoperating Gains (Losses):						
Interest Income	0	0	0	0	0	0
Donations and Gifts	1,758	0	1,758	3,073	0	3,073
Gain / (Loss) on Disposal of Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Nonoperating Gains / (Losses)	<u>1,758</u>	<u>0</u>	<u>1,758</u>	<u>3,073</u>	<u>0</u>	<u>3,073</u>
Operating Income / (Loss)	<u>\$28,179</u>	<u>(\$837)</u>	<u>\$29,016</u>	<u>\$100,538</u>	<u>\$31,391</u>	<u>\$69,147</u>

NORTH CENTRAL HEALTH CARE
 REPORT ON AVAILABILITY OF FUNDS
 May 31, 2015

BANK	LENGTH	MATURITY DATE	INTEREST RATE	AMOUNT
BMO Harris	395 Days	07/26/2015	0.30%	\$500,000
Abby Bank	365 Days	07/05/2015	0.55%	\$500,000
Abby Bank	365 Days	07/19/2015	0.55%	\$500,000
People's State Bank	365 Days	08/21/2015	0.45%	\$500,000
Abby Bank	365 Days	08/29/2015	0.45%	\$500,000
CoVantage Credit Union	456 Days	10/01/2015	0.65%	\$500,000
People's State Bank	365 Days	10/30/2015	0.50%	\$500,000
Abby Bank	365 Days	10/29/2015	0.55%	\$500,000
River Valley Bank	365 Days	12/27/2014	0.50%	\$500,000
CoVantage Credit Union	365 Days	12/28/2015	0.599%	\$300,000
Abby Bank	365 Days	12/30/2015	0.55%	\$500,000
Abby Bank	730 Days	02/25/2017	0.80%	\$500,000
People's State Bank	365 Days	02/28/2016	0.45%	\$250,000
Abby Bank	365 Days	03/15/2016	0.65%	\$400,000
People's State Bank	365 Days	04/29/2016	0.50%	\$350,000
People's State Bank	365 Days	04/30/2016	0.50%	\$500,000
Abby Bank	365 Days	05/03/2016	0.50%	\$500,000
BMO Harris	395 Days	05/28/2016	0.30%	\$500,000
Abby Bank	456 Days	09/01/2016	0.95%	\$500,000
CoVantage Credit Union	456 Days	09/01/2016	1.00%	\$500,000
TOTAL FUNDS AVAILABLE				\$9,300,000
WEIGHTED AVERAGE		337.15 Days	0.471% INTEREST	

**North Central Health Care
Write-Off Summary
May 2015**

	<u>Current Month</u>	<u>Current Year To Date</u>	<u>Prior Year To Date</u>
<i>Inpatient:</i>			
Administrative Write-Off	\$168	\$11,007	\$2,900
Bad Debt	\$255	\$697	\$2,983
<i>Outpatient:</i>			
Administrative Write-Off	\$5,189	\$37,073	\$5,815
Bad Debt	\$3,785	\$4,685	\$19,450
<i>Nursing Home:</i>			
Daily Services:			
Administrative Write-Off	\$0	\$0	\$6,860
Bad Debt	\$15,357	\$20,852	\$1,662
Ancillary Services:			
Administrative Write-Off	\$8,589	\$9,116	\$3,320
Bad Debt	\$0	\$0	\$676
<i>Pharmacy:</i>			
Administrative Write-Off	\$0	\$0	\$0
Bad Debt	\$0	\$0	\$0
Total - Administrative Write-Off	\$13,945.94	\$57,195.95	\$18,895.00
Total - Bad Debt	\$19,396.38	\$26,233.93	\$24,771.00

**North Central Health Care
2015 Patient Days**

<u>Month</u>		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Budgeted Occupancy</u>	<u>Actual Occupancy</u>
January	Nursing Home	6,603	6,500	(103)	88.75%	87.37%
	Hospital	403	403	0	81.25%	81.25%
February	Nursing Home	5,964	6,007	43	88.75%	89.39%
	Hospital	364	446	82	81.25%	99.55%
March	Nursing Home	6,603	6,607	4	88.75%	88.80%
	Hospital	403	439	36	81.25%	88.51%
April	Nursing Home	6,390	6,162	(228)	88.75%	85.58%
	Hospital	390	403	13	81.25%	83.96%
May	Nursing Home	6,603	6,301	(302)	88.75%	84.69%
	Hospital	403	440	37	81.25%	88.71%
June	Nursing Home Hospital					
July	Nursing Home Hospital					
August	Nursing Home Hospital					
September	Nursing Home Hospital					
October	Nursing Home Hospital					
November	Nursing Home Hospital					
December	Nursing Home Hospital					

North Central Health Care Finance Committee-Analysis
Calendar Year: 2015

	Target	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Days Cash On Hand:														
Invested	70	61	62	62	60	61								61
Operating		48	36	33	47	46								46
Total		109	98	95	107	107								107
Average Daily Census:														
Nursing Home	213	210	215	213	205	203								209
Hospital	13	13	16	14	13	14								14
Days in Accounts Receivable:**	55-60 days	80	79	75	72	71								71
Direct Expense/Gross Patient Revenue**	55%-59%	61%	51%	59%	62%	65%								58%
Write Offs**	.5%-.6%	0.18%	0.27%	0.32%	0.16%	0.59%								0.30%
Excess Revenue (Expense):														
Actual		\$10,895	\$590,281	\$28,969	\$107,200	\$287,468								\$1,024,813
Budget		\$56,970	\$117,322	(\$12,015)	\$57,582	(\$82,354)								\$137,500
Prior Year-Actual		\$124,183	\$12,296	\$31,615	(\$294,589)	(\$17,820)								(\$144,315)

**Dash Board Outcomes

NCHC-DONATED FUNDS**Balance Sheet**

As of May 31, 2015

ASSETS

Current Assets

Checking/Savings

CHECKING ACCOUNT

Adult Day Services	4,861.91
Adventure Camp	693.99
AODA Day Services	-754.62
Birth to 3 Program	2,035.00
Clubhouse	98,655.40
Community Services - M/H	2,348.62
CSP	-492.15
Fishing Without Boundries	850.00
General Donated Funds	71,293.46
Housing - DD Services	1,370.47
Langlade HCC	3,103.80
Legacies by the Lake	
Music in Memory	2,192.65
Legacies by the Lake - Other	4,325.33
Total Legacies by the Lake	<u>6,517.98</u>

Lincoln County CSP	-175.00
Marathon Cty Suicide Prev Task	5,798.02
National Suicide Lifeline Stipe	3,176.37
Northern Valley West	1,816.00
Northwoods Alliance	8,752.92
Nursing Home - General Fund	3,172.09
Outpatient Services - Marathon	101.08
Pool	6,730.48
Prevent Suicide Langlade Co.	1,543.55
Suicide Prevention Walk	750.00
United Way	274.60

Total CHECKING ACCOUNT 222,423.97

Total Checking/Savings 222,423.97

Accounts Receivable

Accounts Receivable	16.00
Total Accounts Receivable	<u>16.00</u>

Total Current Assets 222,439.97

TOTAL ASSETS 222,439.97

LIABILITIES & EQUITY

Equity

Opening Bal Equity	123,523.75
Retained Earnings	59,745.02
Net Income	<u>39,171.20</u>
Total Equity	<u>222,439.97</u>

TOTAL LIABILITIES & EQUITY 222,439.97

**North Central Health Care
Budget Revenue/Expense Report**

Month Ending May 31, 2015

ACCOUNT DESCRIPTION	CURRENT MONTH ACTUAL	CURRENT MONTH BUDGET	YTD ACTUAL	YTD BUDGET	DIFFERENCE
<u>REVENUE:</u>					
TOTAL NET REVENUE	4,981,363	4,839,728	23,960,742	24,248,156	(287,414)
<u>EXPENSES:</u>					
Salaries and Wages	2,280,847	2,464,882	11,280,479	11,914,392	(633,913)
Fringe Benefits	850,270	1,003,348	4,331,892	4,850,003	(518,111)
Departments Supplies	471,252	431,133	2,321,869	2,155,667	166,202
Purchased Services	377,833	273,725	1,588,379	1,409,625	178,754
Utilitites/Maintenance Agreements	279,868	307,644	1,472,444	1,574,221	(101,777)
Personal Development/Travel	42,071	40,350	154,790	201,750	(46,960)
Other Operating Expenses	104,903	172,988	527,412	864,942	(337,529)
Insurance	41,598	48,258	208,921	241,292	(32,371)
Depreciation & Amortization	140,600	137,253	719,685	686,265	33,420
Client Purchased Services	<u>115,650</u>	<u>50,000</u>	<u>379,700</u>	<u>250,000</u>	<u>129,700</u>
TOTAL EXPENSES	4,704,891	4,929,582	22,985,571	24,148,156	(1,162,585)
EXCESS REVENUE (EXPENSE)	276,472	(89,854)	975,171	100,000	875,171

**North Central Health Care
Accounts Receivable Action Plan
February, 2015**

Purpose: Accounts Receivable has escalated to days in Accounts Receivable being at 80 days. The action plan is to bring the days in accounts receivable down to 55-60 days, which will meet the 2015 outcome target for the organization. Accounts receivable has increased significantly with the implementation of the new billing system, Tier. While the billing system is still being worked on to function as needed, the action plan will serve as a guide to stay on task with working through the processes and achieving the desired results.

Action Item	Action	Target Completion Date	Completion Date/Status Update
<p>The accounts with non- applied cash increased to \$2.8 million as of 12/31/14, and include several hundred individual client accounts.</p>	<p>A temporary staff is working entirely on applying cash for the balances as of 12/31/14. The cash application staff position will work on cash application for payments from January forward. This process will be caught up and will remain current once caught up. While there will be an amount of non-applied cash on a regular basis due to prepayment of some services, the dollar amount this will be is significantly less than the current amount.</p>	<p>April 30, 2015</p>	<p>As of March 19: Additional problem has been detected with void/reissues of charges. A support case is filed for this; it is supposed to be corrected by March 31. It has been detected that internal staff were making corrections to the unapplied balances. This has been stopped and only specific staff will be doing this.</p> <p>As of April 23: An additional temp staff started 04/21 to work on CCS Cash application. Current temp still working on 2014 cash, most of what can be done is done. There is still some non-applied nursing home. This can't be applied until a</p>

			<p>problem in the system is fixed. Netsmart indicates they continue to work on this.</p> <p>As of May 18: Temp staff is hired to work on CCS payments. There is still a significant amount of non-applied cash. This continues to be worked on.</p>
<p>As of February 2015, there are 37 billing support cases open with Netsmart that need to be corrected to be able to continue with multiple billing functions.</p>	<p>Are working on an agreement with Netsmart to complete these open cases. In addition, the agreement should include that any other items that occur related to resolving the open cases also need immediate attention and correction. An additional agreement will be put in place for future support cases. The timing of closing the cases will be part of the agreement and will be closely monitored.</p>	<p>March 31, 2015</p>	<p>On March 19 status call, the number of open cases will be updated.</p> <p>As of April 23: Still approx. 25 open issues with Netsmart. Continue to work with vendor.</p> <p>As of May 18: There 20 open cases. Net Smart has been contacted again for status report, still waiting for the response.</p> <p>As of June 16: A Net Smart programmer is on site working on the billing open cases. Progress is being made.</p>

<p>Comprehensive Community Services have not been billed since July, 2014, due to the system not working to enable billing of these services.</p>	<p>Continue testing the file and working with the vendor to correct. Sample bills are submitted to Forward Health for payment to see if the system is working. Once the test bills work through the entire system, billing will be sent every week until all billing is current.</p>	<p>March 31, 2015</p>	<p>As of March 19: A \$400,000 EOB has come in. They check should be here by Monday, March 23. All of September, October, November and December billing has been sent. July and August billing are being done manually and will be completed by March 31.</p> <p>As of April 23: Billing is current. Approx. \$1,000,000 of payments have been received. Working to apply payments to accounts.</p>
<p>The client detail aging that is in the Tier system is very long (approx. 8,000 pages) so is not a usable aging. It also does not group the outstanding balances by client in a user friendly format. (The summary aging by payer is being used to analyze the aging)</p>	<p>Work with internal staff (data analyst) to develop aging reports by provider that will accurately reflect the open balances.</p>	<p>March 31,2015</p>	<p>As of March 19: A report has been developed, using Langlade County charges. It is being tested.</p> <p>As of April 23: Have reviewed another program (Aquatic) to try and set up internal reports to be able to work from while vendor works on the system aging.</p> <p>As of May 18: There are still struggles with the vendor that are continued to be worked on.</p> <p>As of June 16: The aging report has been worked on and is being tested. It appears that a workable aging may be in place.</p>

<p>Potential errors on the aging have been discovered. It appears that nursing home clients who have a MA liability payment do not drop off the aging once the payment is made. This results in balances being left on the aging after being paid.</p>	<p>Review the aging on individual clients to be sure the balances have been paid, and to understand the trail of how the process is flowing. This will then provide information on how to resolve the problem. Review additional self pay plans to see if this situation is occurring in other areas. A support case has been filed with the vendor to also review.</p>	<p>March 31,2015</p>	<p>During the March 12 status call, Net Smart indicated this was corrected and the report should be run again. When the report was run, the errors still appeared, so this will be discussed again on the March 19 call.</p> <p>As of April 23: Continue to work with NetSmart.</p> <p>As of May 18: Continue to work with NetSmart.</p> <p>As of June 16: Net Smart has been working on the aging. A modified aging report is in testing and appears to be working.</p>
<p>Review all plans with balances over 150 days. Review why they are not paid and take action to bill.</p>	<p>Develop internal reports by plan by client to review which clients have balances. Submit billings on these clients and plan.</p>	<p>May 31, 2015</p>	

<p>Review all aging by client by plan for accuracy.</p>	<p>Once support cases are cleaned up, and all billing is out, review the balances at that point by client t review for accuracy. This is another check to be sure the aging information has been corrected.</p>	<p>June 30, 2015</p>	<p>As of March 19: The aging for Langlade County services is being reviewed.</p> <p>As of April 23: The aging for Aquatic has been reviewed.</p>
<p>Continue to monitor the days in A/R every month. Each month the days in A/R should decrease. The target is for days in A/R to reach target levels.</p>	<p>Review and report days in A/R each month.</p>	<p>Monthly.</p> <p>Days in A/R to be between 55 and 60 by year 4th quarter, 2015.</p>	<p>The days in A/R as of the end of February decreased by 1 day.</p> <p>The days in A/R as of the end of March have decreased by another 4 days.</p> <p>Are adding a staff to do Medicaid billing.</p> <p>The days in A/R as of the end of April decreased another 3 days.</p>
<p>Review of processes in place to monitor efficiency and outcomes of processes.</p>	<p>Monitor processes to be sure they are meeting outcomes of billing and collections on a timely basis, and that days in A/R are maintained at targeted levels.</p>	<p>4th Quarter, 2015</p> <p>Ongoing</p>	<p>As of April 23: The goal is to work with several programs (O/P, Birth to Three, Psych, and Day Treat) to move to billing every two weeks. Working with programs on timeliness of documentation so this can occur.</p>