

## Instructions for Performance-based Service Tracking Form

The Service Tracking form is designed to monitor multiple variables (data elements) in Performance- Based Contracts. It is a useful utility to track and compare **Manual Counts** of services units, data entered in **AIRS**, the **MIR Reports Actual Payments** recieved from HIVCS and potential **Disallowances**. Moreover, it will help providers monitor, projected Vs actual, and Year-To-Date services provided on a monthly basis. The table uses the EIS contract which has two service types, as an example to illustrate various scenarios. Definitions of data elements in the various columns and rows of the table are listed below:

**Note: All cells that contain formulas are locked. Only those cells highlighted in yellow can be manipulated by the user.** These are: the reimbursement rate, the monthly projections, AIRS count, Manual Counts, MIR units reported HIVCS Payments (PYT), recoupment amount and the dates on the Grand Total page (13).

**Column Information Provided:**

BCD	The Overall performance of the contract which is extracted from the Grand Total (page13) : eg. Y-T-D Status of Manual Count of Service units Vs Paid Units paid; Net Y-T-D Payments; Y-T-D Recoupment Amount or Y-T-D Disallowances. Includes the dates for Submission of the last Data Extract, last Payment Create Date and last HIVCS Payment Date which can be used to calculate the length between report submission date and payment date.
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**Row Information Provided:**

7 - 8	Monthly tracking of Projected and Actual Services entered in AIRS, % monthly target met Vs % Y-T-D target met, Projected Monthly Budget Vs Actual Earning
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15-16	Monthly tracking of Manual counts, MIR Report and HIVCS payment and checks for variances in the data elements
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20 - 21	Compares <i>actual amount</i> paid less re-coupment and checks for potential Disallowances
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25 -26	Converts service units from row 15-16 into cash amounts. The three important variables, Manual Count, the MIR and the actual Payment (PYT) are highlighted in orange and indicates if there is a variance between Manual Count (provider agency gold standard) and MIR (HIVCS gold standard) and Actual HIVCS Payment received.
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29	Calculates (overpayment)- agency will owe HIVCS- or underpayment for the month based on the Manual count, Actual payment and the MIR
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35	Subtracts the monthly advance recoupment amount
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36	Calculates the monthly net recievable after advance recoupment
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38	Compares if there is variance in Payment based on the Manual Count and AIRS
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39	Compares if there is variance in Payment based on the Manual Count and Actual HIVCS Payment
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42	Checks if report was submitted for the month (Submitted/Not Submitted)
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42	Checks if payment has been made for the month (Paid/Not Paid)
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47	Calculates the total amout earned Y-T-D as of the reporting month
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48	Calculates remaining balance for the year by reporting month
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52 -54	Calculates % Y-T-Date Projection for the month, % earned by the reporting month and the variance between % Y-T-D projection and the % actually earned Y-T-D
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