



# **Local Implementation Plan**

**VA Medical Center**

**and**

**Tribal Health Program (THP)**

# VA and THP Local Implementation Plan

## 1.0 Purpose

The purpose of the Local Implementation Plan is to ensure the Tribal Health Program (THP) sites are ready to begin submitting claims/invoices to the VA and that both parties have relevant points of contact (POCs) to effectively support Veterans.

## 2.0 Responsibilities

### 2.1 Tribal Health Program Responsibilities

- Complete draft and sign final Agreement.
- Complete site readiness milestones (section 5)
- Return completed Implementation Plan (this document)

### 2.2 Payment Operations (PO), Western Region, Responsibilities

Process all paper and electronic claims and invoices. Respond to all questions related to the processing and payment of claims.

### 2.3 Local VAMC Responsibilities

The local VAMC plays a critical role in care coordination with the THP facility. Below are just a few ways the THP facility may need to coordinate with the local VAMC:

- When the THP facility needs to check Veteran eligibility or enroll a Veteran
- When an AI/AN Veteran needs care that cannot be provided as a direct care or reimbursed as PRC per the terms of the Agreement, how to request care from VA
- When additional information about VA programs or resources for Veterans is needed

## 3.0 THP and VA Points of Contact (POCs)

The purpose of this list is to ensure each site has accurate points of contact (include email and phone number for individual POCs) during the implementation and operational phases of the reimbursement agreement.

### A. THP Information

THP	
Affiliated Tribe Name	
Healthcare Facility Name	
Healthcare Facility Address	
Mailing Address (if different)	
Out Pt facility Type*	
Facility Tax ID/TIN:	

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THP	
<b>NPI (Primary)</b>	
<b>Facility Phone:</b>	
<b>Facility Leadership:</b> (name/email/phone with extension):	
<b>Facility POC/ Agreement Manager:</b> (name/email/phone with extension):	
<b>Facility Claim POC/Billing</b> (name/email/phone):	
<b>Facility PRC POC</b> (name/email/phone):	
<b>Additional Facility POCs</b>	

\*Outpatient free standing, outpatient hospital based, Inpatient, SUD, Surgery, other

**Please list subsidiary facilities that will be submitting claims for reimbursements.**

Facilities must bill under the *primary participating Tax ID/TIN*. All NPI's must be registered with FSC for payment, collection here is just for Program Office awareness.

THP Facility name	Facility NPI	Address	Facility Types*	Phone Number

\*Outpatient free standing, outpatient hospital based, Inpatient, SUD, Surgery, other

**B. VA information – Local VAMC contacts and National support.**

VA	
<b>VAMC Name &amp; Station #</b>	
<b>VAMC Address:</b>	
<b>VAMC Phone:</b>	
<b>VAMC Director/Dep Dir</b>	
<b>VA Contracting Officer</b>	RPO West. Megan Weyer, Michelle Belkot, Curtis Jordan. <a href="mailto:ITUReimbursementAgreements@va.gov">ITUReimbursementAgreements@va.gov</a>
<b>VAMC Agreement Manager:</b>	
<b>VAMC Agreement Manager backup</b>	
<b>VAMC Eligibility/ Benefits</b>	
<b>VAMC community care Manager</b>	
<b>VAMC Other POC</b>	
<b>Regional VA OTGR Rep</b>	

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VA	
<b>On-line Claims status Check</b>	eCAMS Provider Portal (ePP) <a href="https://occepp.fsc.va.gov/">https://occepp.fsc.va.gov/</a>
<b>Claims Processing Inquiries</b>	<a href="mailto:vha_104p_ops_western_region_nw_ihs_thp_support@a.gov">vha_104p_ops_western_region_nw_ihs_thp_support@a.gov</a>
<b>Claims Payment Center Manager:</b>	Brittany Moore, <a href="mailto:Brittany.Moore@va.gov">Brittany.Moore@va.gov</a>
<b>Claims Payment Center Call Center:</b>	Claims Payment Processing Call Center at 1-877-881-7618, Monday through Friday, between 6:05 a.m. and 4:45 p.m., Mountain Standard Time, use the NW POM Vancouver zip code 98661.
<b>Claims Payment Center Address:</b>	Paper Claims Submission Address: VHA Office of Community Care P.O. Box 30780 Tampa, FL 33630-3780
<b>National RAP Program Office Staff</b>	Kara Hawthorne, Program Manager; Michelle Slusser, Operations Manager. <a href="mailto:Tribal.agreements@va.gov">Tribal.agreements@va.gov</a>
<b>National Website</b>	<a href="https://www.va.gov/COMMUNITYCARE/providers/info_IHS-THP.asp">https://www.va.gov/COMMUNITYCARE/providers/info_IHS-THP.asp</a>

### 4.0 VA and THP Healthcare Services

It is important for both facilities to understand what services are available for the AI/AN Veteran. Please complete information on your THP and VA will complete for the local VA

VAMC
VAMC available services include:

Tribal Health Program
THP direct care services include:

### 5.0 Site Readiness Checklist. The below documents need to be submitted to VA or annotated as completed.

Milestone	Description/ Resource	Notes or Completion Date
<b>Local Implementation Plan (this document)</b>	This document. To be completed as the below tasks are completed	
<b>Initial Onboarding Meeting</b>	THP representatives took part in the onboarding meeting	

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Milestone	Description/ Resource	Notes or Completion Date
<b>Draft Agreement</b>	THP accepts template and returns Agreement with tribe information updated (in word). If edits are made beyond facility information, THP will return with those in track change.	
<b>Final Signed Agreement</b>	Tribe signs and sends to VA. VA signs and returns.	
<b>NPI Number</b>	Provide Primary Facility NPI	
<b>Tax ID #</b>	Provide Facility Tax ID	
<b>CMS FQHC/CAH status</b>	Annotate if Federally Qualified Health Center (FQHC) provider or Critical Access Hospital (CAH)	
<b>VA HEC Enrollment Training Attendance</b>	1) THP participated in the VHA HEC Eligibility and Enrollment Training (Generally offered the 3rd Tuesday from 2-3 p.m., EST) 2) Submit an initial list of Veterans for verification.	
<b>VA Form 10091 webform</b>	THP completed and submitted FMS Vendor File webform through the VA Customer Engagement Portal (CEP) link - <a href="https://www.cep.fsc.va.gov/">https://www.cep.fsc.va.gov/</a>	
<b>Needed for the VA form 10091</b>	<a href="#">ID.me - ID.me</a>	
	<a href="https://www.sam.gov/SAM/">https://www.sam.gov/SAM/</a>	
<b>Joint Orientation Meeting</b>	THP facility took part in a Joint Orientation Call.	

- 6.0 Next Steps. When the above information is collected/completed, the Program office will facilitate obtaining signatures on the Agreement. When the final signature is obtained, the agreement will be executed, and the tribe can start submitting claims. At that time, VA will also set up a Joint Orientation meeting to walk through operational details of the program. Program information can also be found on VA's [I/T/U Reimbursement Agreement website.](#)