

The background of the slide features the official seal of the United States Department of Veterans Affairs. The seal is circular, with a rope-like border. Inside the border, the words "DEPARTMENT OF VETERANS AFFAIRS" are written in a circular path. The center of the seal depicts an eagle with its wings spread, perched on a shield. The eagle is holding an olive branch in its right talon and arrows in its left. Above the eagle's head are thirteen stars.

# **VA Resident Schedules and Payment**

Loma Linda University Health Education Consortium  
Chief Resident Orientation

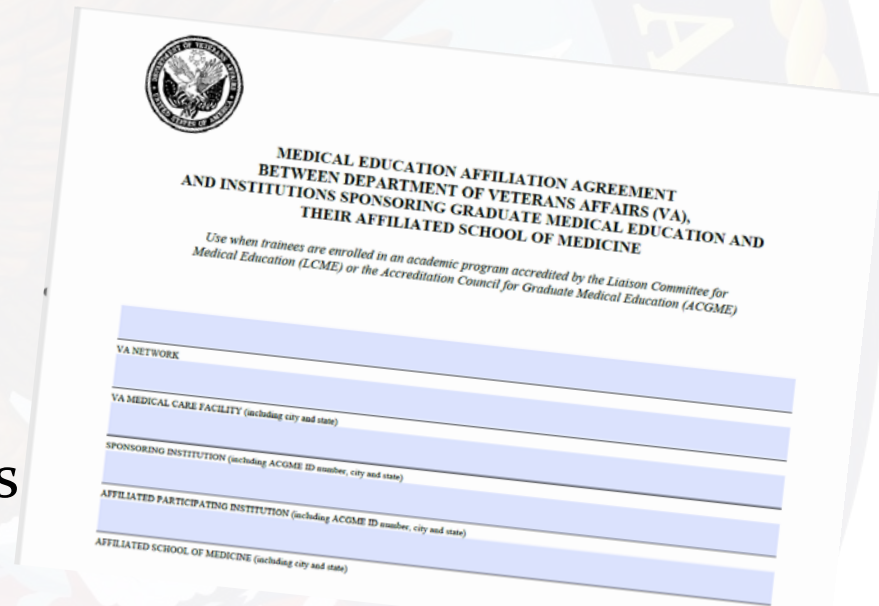
May 21, 2020

# Objectives

- Describe the process for payment of salaries while residents are on rotation at the VA, the Disbursement Agreement
- Explain the types of reimbursable activities covered under the disbursement agreement
- Be able to perform resident educational activity record keeping and certification

# VA GME Affiliations

- ACGME or American Osteopathic Association (AOA) sponsoring institution
- VA's must have
  - Disbursement agreements
  - Affiliation agreements
  - Program Letter of Agreement
  - VA Residency Site Coordinators
  - Faculty appointments
  - Policies and procedures for conducting GME



The image shows a form titled "MEDICAL EDUCATION AFFILIATION AGREEMENT BETWEEN DEPARTMENT OF VETERANS AFFAIRS (VA), AND INSTITUTIONS SPONSORING GRADUATE MEDICAL EDUCATION AND THEIR AFFILIATED SCHOOL OF MEDICINE". The form includes a Department of Veterans Affairs seal and a note: "Use when trainees are enrolled in an academic program accredited by the Liaison Committee for Medical Education (LCME) or the Accreditation Council for Graduate Medical Education (ACGME)". The form has several blue-lined sections for text entry, labeled: "VA NETWORK", "VA MEDICAL CARE FACILITY (including city and state)", "SPONSORING INSTITUTION (including ACGME ID number, city and state)", "AFFILIATED PARTICIPATING INSTITUTION (including ACGME ID number, city and state)", and "AFFILIATED SCHOOL OF MEDICINE (including city and state)".



# How GME is Financed



Centers for Medicare & Medicaid Services (CMS)

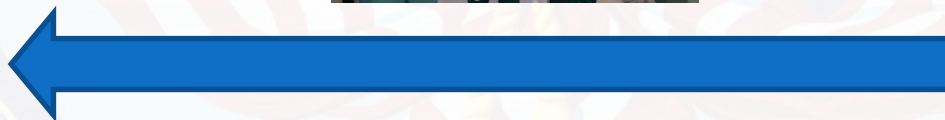
Department of Veterans Affairs  
Office of Academic Affiliations (OAA)



Affiliate Hires  
and Pays  
Residents

Residents  
Rotate to VA

VA OAA Pays  
for Resident  
FTEE to  
Affiliated  
VAMC's



CMS & Affiliate fund  
resident positions

VA Pays Affiliate resident  
salaries through a  
Disbursement Agreement



# Disbursement Agreement

- Legal agreement and process
- VA pays resident salaries by reimbursing Affiliate
- Budget
  - Determined by Affiliate & VA negotiated resident rotations
  - Requested each year from OAA
  - Sent to facility fund control point
  - Used ONLY for resident stipends
  - VA pays each month based on resident completion of VA rotation assignments

VHA Handbook 1400.05

Appendix B

## DISBURSEMENT AGREEMENT

### FOR RESIDENT STIPENDS AND FRINGE BENEFITS FOR PAYMENT IN ADVANCE

The Loma Linda University Medical Center and the Department of Veterans Affairs facility, Loma Linda, California, do hereby mutually agree to the following:

#### 1. QUALIFICATIONS

Each physician and dentist appointed to the affiliated residency program must meet the requirements established by the Department of Veterans Affairs (VA) and by the sponsoring institution and program.

#### 2. RESPONSIBILITIES

During the period of the VA residency training, all trainees will be subject to VA policies and procedures and the regulations of the medical staff bylaws for the VA facility.

#### 3. VA ASSIGNMENTS AND EDUCATIONAL ACTIVITIES



# Disbursement Agreement Office of Inspector General Audit, November 2006

- 4 facilities audited
- Focus on  $\geq$ PGY 3



**Department of Veterans Affairs  
Office of Inspector General**

- Findings/concerns:
  - Timekeeping not accurate
  - Leave accounting practices varied widely
  - Fiscal procedures were inadequate
  - No oversight by local VAMC management
  - Disbursement agreement policies unclear & incomplete

**Audit of VA Disbursement Agreements  
for Senior Residents**

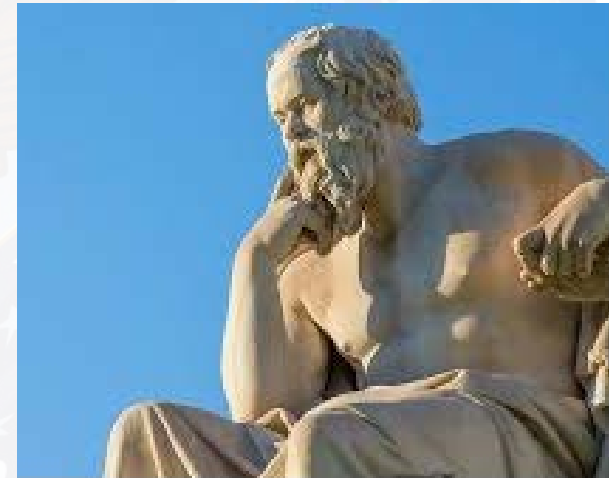
# OIG Recommendations

- Require all VAMCs to comply with operational and oversight requirements in VHA policies
- VAMCs to ensure:
  - Appropriate rates and PGY levels are paid
  - Social Security exemptions are applied
  - Unallowable costs are not paid
  - Duplicate billings do not occur
- OAA update all policies



# Disbursement Agreement Policy: Underlying Philosophy

- Pay for assigned residents engaged in VA-approved educational activities
- VA is not paying for “service” or “work”
- No VA reimbursement for off-site training that can be provided at the sponsoring institution or other participating sites.
  - Other, limited off-site educational activities *may* be approved (per policy)





# Underlying Principles

- Planning process
- Resident schedules
  - Represent *planned* VA assignments
- Certified activity record
  - Record of residents' VA activities
- VA Site Director
  - Certifies record of resident activities
- “Monitoring” instead of “auditing”

Week	Intern 1	Intern 2	Intern 3	Intern 4	Intern 5
June 25-June 26 <sup>th</sup>	VA WARDS	*+1 clinic week*	Charity WARDS	TULANE WARDS	Charity WARDS
June 27th- July 3rd	Charity WARDS	*+1 clinic week*	Charity WARDS	TULANE WARDS	Charity WARDS
July 4th- July 10th	VA WARDS	Charity WARDS	Charity WARDS	*+1 clinic week*	Charity WARDS
July 11th- July 17th	VA WARDS	Charity WARDS	Charity WARDS	*+1 clinic week*	Charity WARDS
July 18th- July 24th	*+1 clinic week*	Charity WARDS	Charity WARDS	TULANE WARDS	*+1 clinic week*
July 25th- July 31st	ID	*+1 clinic week*	Charity WARDS	TULANE WARDS	Pulmonary
August 1st- August 7th	ID	TULANE WARDS	*+1 clinic week*	TULANE WARDS	Pulmonary
August 8th- August 14th	ID	TULANE WARDS	TULANE WARDS	*+1 clinic week*	Pulmonary
August 15th- August 21st	*+1 clinic week*	TULANE WARDS	TULANE WARDS	Charity WARDS	*+1 clinic week*
August 22nd- August 28th	TULANE WARDS	*+1 clinic week*	TULANE WARDS	Charity WARDS	Charity WARDS
August 29th- Sept. 4 <sup>th</sup>	TULANE WARDS	VA WARDS	*+1 clinic week*	Charity WARDS	Charity WARDS
Sept. 5th- Sept. 11th	TULANE WARDS	VA WARDS	*+1 clinic week*	Charity WARDS	Charity WARDS
Sept. 12th- Sept. 18th	TULANE WARDS	VA WARDS	Heme/Onc	*+1 clinic week*	Charity WARDS
Sept. 19th- Sept. 25th	*+1 clinic week*	VA WARDS	Heme/Onc	Research	*+1 clinic week*
Sept. 26th- Oct. 2 <sup>nd</sup>	Charity WARDS	*+1 clinic week*	Heme/Onc	VACATION	Charity WARDS
Oct. 3rd- Oct. 9th	Charity WARDS	GI	*+1 clinic week*	VACATION	Charity WARDS
Oct. 10th- Oct. 16th	Charity WARDS	GI	VA WARDS	*+1 clinic week*	Charity WARDS
Oct. 17th- Oct. 23rd	Charity WARDS	GI	VA WARDS	Tulane ICU	*+1 clinic week*
Oct. 24th- Oct. 30th	*+1 clinic week*	VACATION	VA WARDS	Tulane ICU	ID
Oct. 31st- Nov. 6th	TULANE WARDS	*+1 clinic week*	VA WARDS	Tulane ICU	ID
Nov. 7th- Nov. 13th	TULANE WARDS	TULANE WARDS	*+1 clinic week*	Tulane ICU	ID
Nov. 14th- Nov. 20th	TULANE WARDS	TULANE WARDS	VACATION	*+1 clinic week*	Renal
Nov. 21st- Nov. 27th	TULANE WARDS	TULANE WARDS	VACATION	Renal	*+1 clinic week*
Nov. 28th- Dec. 4th	*+1 clinic week*	TULANE WARDS	Charity ER	Renal	Charity ICU
Dec. 5th- Dec. 11th	TULANE WARDS	*+1 clinic week*	Charity ER	Renal	Charity ICU
Dec. 12th- Dec. 18th	TULANE WARDS	VACATION	Charity WARDS	VACATION	Charity ICU
Christmas	TULANE WARDS	VACATION	Charity WARDS	VACATION	Charity ICU
New Years	VACATION	Tulane ICU	VACATION	Charity WARDS	Charity ICU
Jan. 2nd- Jan. 8th	Charity ER	Tulane ICU	*+1 clinic week*	Charity WARDS	Urgent Care
Jan. 9th- Jan. 15th	Charity ER	Tulane ICU	*+1 clinic week*	Charity WARDS	Urgent Care
Jan. 16th- Jan. 22nd	KNIGHTRIDER	Cardiology	TULANE WARDS	*+1 clinic week*	Urgent Care
Jan. 23rd- Jan. 29th	*+1 clinic week*	Cardiology	TULANE WARDS	VA WARDS	*+1 clinic week*
Jan. 30th- Feb. 5th	Research	*+1 clinic week*	TULANE WARDS	VA WARDS	Charity WARDS
Feb. 6th- Feb. 12th	Research	Charity WARDS	*+1 clinic week*	VA WARDS	Charity WARDS
Feb. 13th- Feb. 19th	Research	Charity WARDS	TULANE WARDS	*+1 clinic week*	Charity WARDS
Feb. 20th- Feb. 26 <sup>th</sup>	*+1 clinic week*	Charity WARDS	TULANE WARDS	Cardiology	*+1 clinic week*
Feb. 27th- March 5th	*+1 clinic week*	Charity WARDS	TULANE WARDS	Cardiology	Tulane ICU
March 6th- March 12th	Tulane ICU	*+1 clinic week*	TULANE WARDS	Cardiology	Tulane ICU
March 13th- March 19th	Tulane ICU	VACATION	*+1 clinic week*	VACATION	Tulane ICU
March 20th- March 26th	Charity ER	VACATION	*+1 clinic week*	VACATION	Tulane ICU
March 27th- April 2nd	Charity ER	KNIGHTRIDER	Charity WARDS	*+1 clinic week*	Charity WARDS
April 3rd- April 9th	*+1 clinic week*	GI	Charity WARDS	Charity WARDS	Charity WARDS
April 10th- April 16th	VACATION	*+1 clinic week*	GI	Charity WARDS	Charity WARDS
April 17th- April 23rd	VACATION	*+1 clinic week*	GI	Charity WARDS	Charity WARDS
April 24th- April 30 <sup>th</sup>	VA WARDS	TULANE WARDS	Tulane ICU	*+1 clinic week*	Charity WARDS
May 1st- May 7th	TULANE WARDS	TULANE WARDS	Tulane ICU	KNIGHTRIDER	VACATION
May 8th- May 14th	*+1 clinic week*	TULANE WARDS	Tulane ICU	Charity ER	VACATION
May 15th- May 21st	VACATION	*+1 clinic week*	Tulane ICU	Charity ER	VACATION
May 22nd- May 28th	VACATION	Research	*+1 clinic week*	Charity ER	Research
May 29th- June 4 <sup>th</sup>	Research	KNIGHTRIDER	Cardiology	TULANE WARDS	*+1 clinic week*
June 5th- June 11th	Research	KNIGHTRIDER	Cardiology	TULANE WARDS	*+1 clinic week*
June 12th- June 18th	VACATION	Cardiology	Cardiology	TULANE WARDS	Charity WARDS

# Policy Definitions

<i>Previous Terms</i>	<i>Current Terms</i>
<b>Timekeeping</b>	<b>Record keeping</b>
<b>Training &amp; related services</b>	<b>Educational activities</b>
<b>Timecards/time sheets</b>	<b>Certified educational activity records</b>
<b>Salary</b>	<b>Stipend</b>
<b>Duty day or duty week</b>	<b>Duty month or rotation</b>
<b>Affiliated institution or Index hospital</b>	<b>(Affiliated) Sponsoring institution or its Disbursing Agent</b>

# Planning Process

- Define the type of assignments
  - Full assignments to VA (e.g. assigned to VA ward for the entire month)
  - Split assignments (e.g. several clinics per week at VA with other assignments elsewhere, 3 half days of clinic would represent 30% VA time)

VA MOD Rotation	Resident Team
July 2018	Anne Smith, M.D. Joe Jones, M.D. Jennifer Peters, M.D.

Rheumatology Clinic July 2018					
	Mon	Tue	Wed	Thur	Fri
AM	Smith			Smith	
PM		Smith			



# Educational Activities

- Inpatient clinical duties
- Outpatient clinical duties
- Didactic sessions
- Research
- Literature searches
- Independent study
- Committee meetings
- Scholarly activities
- Quality improvement activities



# Allowable Off-Site Activities

- Must enhance the care of VA patients
  - Continuity clinics
  - Research
    - Principle investigator holds VA appointment
    - Approved by VA Research Service (IRB)



# Allowable Off-Site Activities

- Must enhance the care of VA patients
  - Didactic sessions & scholarly activities
    - Specified in advance
    - Enables residents to perform VA duties
    - All residents required to attend
    - *Exception: coursework taken for academic credit is not reimbursable*
  - Other off-site activities
    - Require special written approval





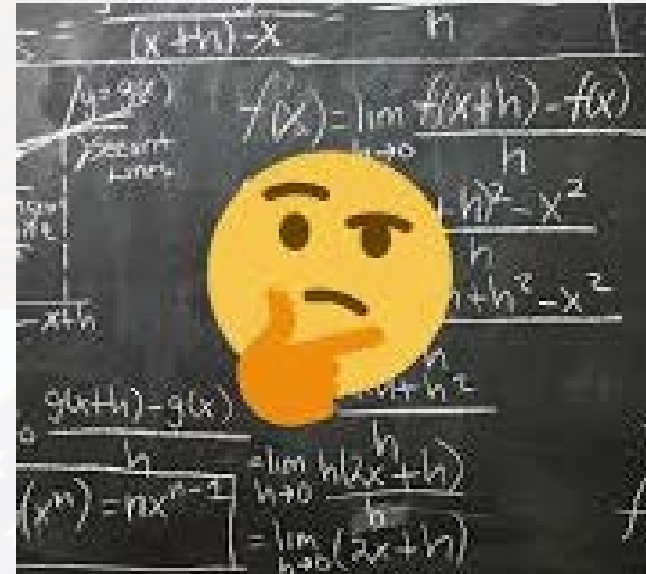
# Affiliate Resident Leave

- Governed by sponsoring institution
- Vacation
  - 20 days per year
  - Must not exceed 30 days
- Sick
  - Must not exceed 15 days per resident per year



# Accounting for Annual Leave (AL)

- AL is incorporated into the *daily* rate
- Determination:
  - Daily rate = 
$$\frac{\text{Annual stipend}}{365 \text{ days} - \text{days AL}}$$
- Daily rate based on Affiliate leave benefit
  - 345 days/year
- Advantages
  - No separate billing for AL
  - No VA tracking of AL for residents



# Accounting for Sick Leave (SL)

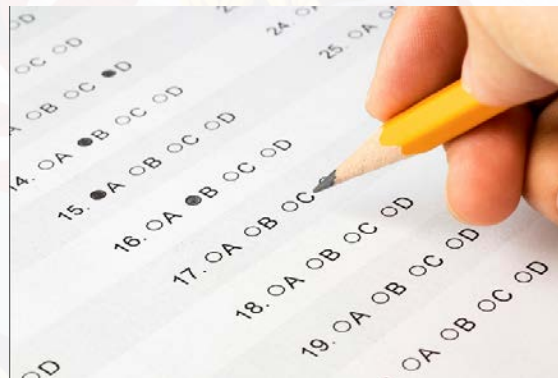
- Governed by sponsoring institution
- SL *cannot* be incorporated into daily rate
- Unused leave is not paid or carried over
- A leave pool of  $\leq 15$  days
  - Set up at beginning of the year
  - Per resident position per program
  - Based on number of residents rotating to VA
- SL use is tracked at the program (service) level
- No one resident can have more than 15 days SL





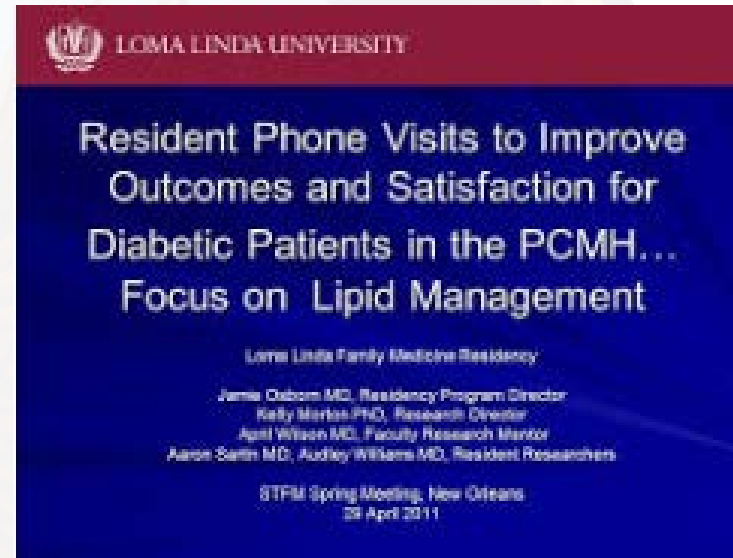
# Other allowable leave

- Military leave
  - NTE 15 days per year
- Examination leave
  - To take medical licensing exams and specialty board exams
  - Includes travel time to & from the exam site



# Meeting Leave

- Local, regional or national meetings
  - As part of scholarly activities
  - Attendance must reasonably be considered to enhance care to VA patients
- Approvals in advance of meeting, in writing
  - VA Site Director
  - Designated Education Officer (DEO) or ACOS/E
  - Time approved based on proportionate share of assigned resident positions
  - Should not exceed 5 days per year



# Non-Covered Leave

Type of Leave	Policy
Maternity	<ul style="list-style-type: none"><li>• Can be taken from a combination of SL (max 15 days) and AL (max 30 days)</li><li>• When leave exhausted, LWOP is possible.</li></ul>
Court Leave	No provision for jury duty leave (take from AL or LWOP).
Exam STUDY Leave	No allowance
Interview Leave	No allowance
Educational Leave	<ul style="list-style-type: none"><li>• No entitlement.</li><li>• Some residents may be approved to attend or present at conferences.</li></ul>





# Setting The Standard For Work Hour Collection

Improving Well-Being Through Automation and Innovation

[Download & Register](#)

Any Resident Can Use ResQ. Read Our User Guide.

[VIEW THE  
GUIDE](#)

# Reference/Guidance

- VHA Handbook 1400.05 Disbursement Agreements Procedures
- Disbursement Agreement FAQ's
- OAA <http://www.va.gov/oaa/>
- Local Policy- Resident Record keeping 14A-01
- VA ACOS/E and Clinical Education Department
  - 909.583.6850