# 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

MEDICAL EDUCATION AFFILIATION AGREEMENT BETWEEN DEPARTMENT OF VETERANS AFFAIRS (VA), AND INSTITUTIONS SPONSORING GRADUATE MEDICAL EDUCATION AND INSTITUTIONS APPONSORING GRADUATE MEDICAL EDUCATION AND THEIR AFFILIATED SCHOOL OF MEDICINE 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)
VA NETWORK
VA MEDICAL CARE FACILITY (including city and state)
SPONSORINO INSTITUTION (including ACOME ID studies, city and state)
AJTRULATED PARTICIPATING INSTITUTION (including ACOME ID sumber, city and state)
(including ACOME ID number, city and state)
AFFILIATED SCHOOL OF MEDICINE (including only and state)

#### How GME is Financed

Centers for Medicare & Medicaid Services (CMS)



Department of Veterans Affairs Office of Academic Affiliations (OAA)

> VA OAA Pays for Resident FTEE to Affiliated VAMC's



Affiliate Hires and Pays

Residents



Residents Rotate to VA

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:

#### I. 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 <u>></u>PGY 3



Department of Veterans Affairs Office of Inspector General

- Findings/concerns:
  - Timekeeping not accurate

Audit of VA Disbursement Agreements for Senior Residents

- Leave accounting practices varied widely
- Fiscal procedures were inadequate
- No oversight by local VAMC management
- Disbursement agreement policies unclear & incomplete

#### **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 <u>not</u> 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
  - <u>Record</u> 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 22-June 26 <sup>th</sup>	VA WARDS	"+1 clinic week"	Charity WARDS	TULANE WARDS	Charity WARDS
June 27th- July 3rd	VA WARDS	Charity WARDS	"+1 clinic week"	TULANE WARDS	
July 4th- July 10th	VA WARDS		Charity WARDS	"+1 clinic week"	Charity WARDS
July 11th-July 17th	VA WARDS		Charity WARDS	TULANE WARDS	"+1 clinic week"
July 18th- July 24th	"+1 clinic week"	Charity WARDS	Charity WARDS	TULANE WARDS	1
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	"+1 clinic week"	Pulmonary
August 15th- August 21st	ID		TULANE WARDS	Charity WARDS	"+1 clinic week"
August 22nd-August 28th	"+1 clinic week"	TULANE WARDS	TULANE WARDS	Charity WARDS	TULANE WARDS
August 29th- Sept. 4th	TULANE WARDS	"+1 clinic week"	TULANE WARDS	Charity WARDS	
Sept. 5th- Sept. 11th	TULANE WARDS	VA WARDS	"+1 clinic week"	Charity WARDS	
Sept. 12th- Sept 18th	TULANE WARDS	VA WARDS	VACATION	"+1 clinic week"	TULANE WARDS
Sept. 19th- Sept 25th	TULANE WARDS	VA WARDS	Heme/Onc	Research	"+1 clinic week"
Sept. 26th- Oct. 2nd	"+1 clinic week"	VA WARDS	Heme/Onc	Research	TULANE WARDS
Oct. 3rd- Oct. 9th	Charity WARDS	"+1 clinic week"	Heme/Onc	VACATION	
Oct. 10th- Oct 16th	Charity WARDS	GI	"+1 clinic week"	VACATION	TULANE WARDS
Oct. 17 th- Oct. 23rd	Charity WARDS	GI	VA WARDS	"+1 clinic week"	TULANE WARDS
Oct. 24th- Oct. 30th	Charity WARDS	GI	VA WARDS	Tulane ICU	"+1 clinic week"
Oct. 31st-Nov. 6th	"+1 clinic week"	VACATION	VA WARDS	Tulane ICU	ID
Nov. 7 th- Nov. 13th	TULANE WARDS	"+1 clinic week"	VA WARDS	Tulane ICU	ID
Nov. 14th Nov. 20th	TULANE WARDS		"+1 clinic week"	Tulane ICU	ID
Nov. 21st- Nov. 27th	TULANE WARDS		VACATION	"+1 clinic week"	ID
Nov. 28th-Dec. 4th	TULANE WARDS	TULANE WARDS	VACATION	Renal	"+1 clinic week"
Dec. 5th- Dec. 11th	"+1 clinic week"	TULANE WARDS	Charity ER	Renal	Charity ICU
Dec. 12th- Dec. 18th	TULANE WARDS	"+1 clinic week"	Charity ER	Renal	Charity ICU
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# **Policy Definitions**

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

# **Planning Process**

#### Define the type of assignments

• Full assignments to VA (e.g. assigned to VA ward for the entire month)

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

Split assignments (e.g. several clinics per week at VA with other assignments elsewhere, 3 half days of clinic would represent 30% VA time)

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 =
    - <u>Annual stipend</u>
       365 days 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 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



Resident Phone Visits to Improve Outcomes and Satisfaction for Diabetic Patients in the PCMH... Focus on Lipid Management

Lorne Linda Family Medicine Residency

Jamie Oxborn MD, Residency Program Director Kelly Nerton PHD, Research Director April Witson ND, Faculty Research Nerton Aaron Sattin MD, Audity Williams MD, Resident Researchers

> 8TFM Spring Meeting, New Orleans 29 April 2011



#### **Non-Covered Leave**

Type of Leave	Policy
Maternity	<ul> <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> <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

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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 <u>http://www.va.gov/oaa/</u>
- Local Policy- Resident Record keeping 14A-01
- VA ACOS/E and Clinical Education Department

• 909.583.6850