Training Program Budget Goal:
At the end of each academic year, the total full-time equivalent (FTE) utilized within the training program must match the final submitted Training Program Budget. FTE calculations consider the following: actual funding source (shortcode and effort) within HR appointment (GME, Department, VA, and/or Other Funding), and MedHub block/shift-call schedule for a full fiscal year (July 1 – June 30).

Overview of Annual Budget Process:

House Officer Budget Process

(Late December/January)
GME Financial Specialists create draft Training Program Budgets for approaching academic year using current data

(Feb/March)
FTE calculations are completed

(March/April)
GME submits budget to Finance

(March/April)
Program enters block schedule into MedHub

(June)
Program enters block schedule into MedHub

(June)
Program submits block schedule to Training Program Budget

(Monthly, Before the 15th)
Program reviews MedHub block/shift-call schedule for next month ensuring data reflects NO activity

For VA Only:
Program reviews VA Activity Report emailed by the GME Office and makes corrections in MedHub.

Program communicates any updates with GME and VA Timekeeper partners (biweekly)

(Monthly)
Program reviews FTE actual activity to Training Program Budget (/from GME Office of any significant variances)

(December)
GME Office emails final Training Program Budget for the current academic year for review:

Training program notifies GME Financial Specialists of updates. If a response is not received, the GME Office will assume the data is accurate

The program is held accountable to this version of the Training Program Budget

June 30th, the FTE calculations match the final submitted Training Program Budget. FTE calculations include actual funding source and MedHub block/shift schedule.
### Example of Training Program Budget:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>PROGR NM DIRECTOR</th>
<th>PROGRAM ADMINISTRATOR</th>
</tr>
</thead>
</table>

#### Accredited Program Size

<table>
<thead>
<tr>
<th>Category</th>
<th>Program</th>
<th>Last Name</th>
<th>First Name</th>
<th>Level</th>
<th>HO Level Start Date</th>
<th>Training Year End Date</th>
<th>Anticipated Graduation Date</th>
<th>Hospital (UMHHC)</th>
<th>VA</th>
<th>Hurley</th>
<th>SIMH</th>
<th>Other/Grant/Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the academic year, the budget is being created, the HO classification: Incoming - Promotion (next PSY-level) - Offcycle (promotion) - Oversstay (last year of training and staying beyond 6/30 of prior fiscal year)</td>
<td>Name of training program</td>
<td>Each HO that will be in the training program between July 1st - June 30th for the academic year has a line within the budget spreadsheet</td>
<td>HO Level (if a promotion will occur between July 1st - June 30th, the HO would have 2 rows, 1 for each HO level)</td>
<td>Typically 07/01/20XX</td>
<td>Typically 06/30/20XX</td>
<td>Anticipated completion date of training (graduation date). This is important for training programs that have different tracks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Each program will have the sites listed that are applicable to their program.*

**FUNDING SOURCE**

- Typical = 1.00
- Unless promotion and has 2 rows. Those 2 rows will = 1.00 or overstay (will be < 1.00)

*Common notes:
- Designated Chief Resident
- Offcycle
- Oversstay

*A list of the training program terminations to occur during that academic year are listed at the bottom for tracking purposes.*
VA FTE Allocation Process:
Annually, in the Fall for training programs that rotate to the VA, the VA Associate Chief of Staff for Education (ACOS) submits the VA FTE requests to the national VA Office of Academic Affiliations (OAA) for the *upcoming* academic year. (e.g. October 2020, VA ACOS is reviewing allocations for July 2021-June 2022).

In the Spring, the FTE allocations are confirmed for the upcoming academic year.

The VA Associate Chief of Staff for Education emails the UMH Program Directors and Program Administrators with the allocations (cc: UMH GME Office).

Training programs determine if they are able to utilize the total FTE allocation provided by the VA and communicate their anticipated FTE to their GME Financial Specialist to be budgeted for the upcoming academic year.

- The training program will be held accountable for VA FTE utilization based on their final Training Program Budget (not what the VA allocates).
- Training programs that do not utilize all FTEs allocated by the VA may be at risk of having FTEs reallocated to another training program by the VA Associate Chief of Staff for Education.

* Due to this timeline, training programs must prospectively plan VA FTE increase/decrease requests at least 2-academic years in advance.

* UMH training program’s requests to increase or decrease their VA FTE allocations must include discussions with the UMH GME Financial Specialists.

VA Rotations:
For each VA rotation, a program must complete a VA Ann Arbor House Officer Rotations form and submit to the VA Education Office and GME Financial Specialist. The purpose of this form is to establish a consistent understanding between the training program, VA Education Office and GME Office of the type of rotation and expected activities that are a part of the rotation. The data submitted should justify the allocated or requested FTE.

- Should the activities of a rotation change, a revised form is completed and submitted.
- Prior to the start of the academic year, each VA Ann Arbor House Officer Rotations form is reviewed by the Program Director and Program Administrator for changes. Should changes be noted, a revised VA Ann Arbor House Officer Rotations form is completed/submitted.

VA Rotation Definitions:

It is essential that each VA rotation be “defined” based on VA clinical responsibilities. A rotation must be defined as one of the following:

- 5-Day
- 7-Day
5-Day Rotation:
- VA clinical responsibilities are only Monday – Friday.

7-Day Rotation:
- VA clinical responsibilities include weekends due to the service (e.g. inpatient).
- Following the ACGME requirements, the VA will fund 1 day off in 7.

**Full Rotation:**
**Definition:** During a 5-day or 7-day rotation, no other clinical or educational activity is occurring other than what is allowable under the VA Disbursement Agreement (e.g. didactics, off-site continuity clinics).

**Split Rotation:**
**Definition:** Monday-Friday VA scheduled rotation only *and* 1 or more half-days is spent clinically at another site (excludes didactics, off-site continuity clinics and UMH/other outside institution call coverage).

When an HO is on a split rotation, a calculation must occur to determine the number of weekend days that can be attributed to the VA.

\[
D = \text{total calendar days during the calendar month (7-days, Saturday-Sunday)}
\]
\[
W = \text{total # weekend days during calendar month (Saturday & Sunday)}
\]
\[
T = \text{total weekdays for calendar month (Monday-Friday only)}
\]
\[\text{(count vacation days)}\]
\[
V = \text{# weekdays worked at VA during calendar month (Monday-Friday only)}
\]
\[\text{(can include didactic time if required for all HOs & items under "N")}\]
\[
N = \text{Allowable but not reimbursable days}
\]
\[\text{(non-VA continuity clinic, licensing exam, military leave)}\]

**Step 1:** \[\frac{V}{T} = \text{the proportion of the rotation “owned” by the VA}\]

**Step 2:** \[\frac{V}{T} \times D - N = \text{total number of calendar days (including weekends) that may be billed to the VA}\]

**Step 3:** \[\frac{V}{T} \times W = \text{total number of weekend days that can be billed to the VA}\]

**Best Practice:** Based on the start date of the VA rotation/block, make the weekend day assignments on a HO’s weekend day *scheduled day off* starting with the first weekend of that VA rotation/block. An HO *cannot* have clinical responsibilities at another site.

For each VA rotation, a MedHub service must be created to align with the VA Ann Arbor House Officer Rotations form.

For Full VA rotations, the name of the rotation and abbreviated name in MedHub must begin with “Full”. Any time a new rotation, shift, call, or clinic is created in MedHub, GME Program Administrators must contact their GME Financial Specialist to assign the work site.
**Proportional Share:**

Source: Standard Operating Procedure for Administration of Disbursement Agreements Under VHA Directive, 01/04/2022, page 18 and as indicated below.

Definition: The number of days, for specific activities, that the VA is willing to reimburse based on the number (proportion) of the program’s House Officers that are assigned to the VA during an academic year.

Calculation: The number of House Officer positions budgeted to rotate to the VA divided by the total number of House Officers in the training program.

Proportional share is applied to:
- Sick days *(pages 16)*
- Local, regional or national meetings *(page 12)*
- Specialty board examinations *(page 17)*

**Example:** Otolaryngology Residency

<table>
<thead>
<tr>
<th>VA FTE Allocation</th>
<th>VA Budgeted FTE</th>
<th>Total # of Residents</th>
<th>VA Proportional Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>1.75</td>
<td>20 (5 per year)</td>
<td>0.0875 or 8%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proportional Share Examples</th>
<th>Calculation &amp; Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Days</td>
<td>15 days per VA budgeted FTE (see page 16)</td>
</tr>
<tr>
<td>Example: Otolaryngology:</td>
<td>1.75 FTEs x 15 days = 26.25 days</td>
</tr>
<tr>
<td></td>
<td>Spread across all of the HOs that rotate to the VA, a maximum of 26 days may be listed as sick days while on a VA service.</td>
</tr>
<tr>
<td>Local, Regional or National Meetings</td>
<td>5 days per VA budgeted FTE</td>
</tr>
<tr>
<td>Example: Otolaryngology:</td>
<td>1.75 FTEs x 5 days = 8.75 days</td>
</tr>
<tr>
<td></td>
<td>Spread across all of the HOs that rotate to the VA, a maximum of 8.50 days may be listed as conference leave for participating in a local, regional or national meeting while on a VA service.</td>
</tr>
<tr>
<td>Specialty Certifying Board Examinations</td>
<td>Step 1: # of HOs in the program that will take the national certifying Board during the academic year</td>
</tr>
<tr>
<td></td>
<td>Step 2: #1 / total number of HOs in the training program</td>
</tr>
<tr>
<td></td>
<td>Step 3: #2 x VA proportional share</td>
</tr>
<tr>
<td>Example: IM: Cardiology</td>
<td>3-year training program, with 7 HOs per year</td>
</tr>
<tr>
<td></td>
<td>Total complement = 21 FTEs</td>
</tr>
<tr>
<td></td>
<td>VA budgeted FTEs = 4.0</td>
</tr>
<tr>
<td></td>
<td>VA proportional share = 4 / 21 = .19 or 19%</td>
</tr>
<tr>
<td></td>
<td>Annually, the 1st year fellows take the IM certifying Board = 7 FTEs</td>
</tr>
<tr>
<td></td>
<td>7 FTEs x .19 = 1.33 FTEs</td>
</tr>
<tr>
<td></td>
<td>The VA will fund the Certifying Board examination days for 1 FTE.</td>
</tr>
</tbody>
</table>
FTE Rounding - used to help determine entry (either half or full day activity) in MedHub for billing the VA:
- MedHub captures activity in full or half-day increments.
- To ensure UMH does not overbill the VA, the standard practice is to round down. Therefore, calculations may result in the following:

- .01-.49 = 0 days or 0 FTE (do NOT attribute any activity for VA billing)
- .51-.99 = ½ day or .50 FTE (enter ½ day “clinic” activity for VA billing)

**VA Outpatient Clinics and Tenths:**
At the VA, outpatient clinics are referred to in half-day increments. There are 10 half-days in a week (Monday – Friday), therefore each half-day is equal to 1/10 (tenths).

Example #1: An HO is assigned VA outpatient clinic all day Monday, all day Tuesday and ½ a day Thursday = 5/10

Example #2: An HO is assigned VA outpatient clinical ½ a day Tuesday and ½ a day Friday = 2/10

**VA Administrative Work:**
Source: Dr. Craig Jaffe, VA Associate Chief of Staff for Education.
- Minimum of 4, ½ days would allow for 1, ½ day of VA administrative work (e.g. charting).
- During the ½ day of administrative time the House Officer may not be doing work for another institution.
- The administrative work should be done onsite at the VA in order to include that as VA time.

**Allowable But Not Reimbursable:**
Source: Standard Operating Procedure for Administration of Disbursement Agreements Under VHA Directive, 01/04/2022, page 9 and as noted below.

- Annual Leave (vacation) *(page 15)*
- Continuity Clinic *(page 11)*
- Licensing Exam *(page 17)*
- Military Leave *(pages 16-17)*

**HO Weekend (Saturday or Sunday) Call Coverage at UMH or Other Outside Institution:**
- When an HO is assigned to a Full VA rotation and provides call coverage (of any type) to UMH or other outside institution, that weekend day must *not* be billed to the VA.
- Should the call coverage cross over into both weekend days, both days must *not* be billed to the VA.

Example: An HO is scheduled for UMH call from 8pm-8am on Saturday. Both Saturday and Sunday would not be billed to the VA.

- MedHub shift/call scheduling functionality must be used to capture the supplemental activities.
- To determine the best method to record non-billable call coverage in MedHub, please contact your GME Financial Specialist.
**HO Weekday (Monday-Friday) Call Coverage at UMH or Other Outside Institution:**


- When an HO works a full workday at the VA and then provides call coverage at UMH, or other outside institution, that day may be billed to the VA.
- If the HO is assigned to VA but unable to work at the VA following UMH night, or other outside institution, coverage because of work hour restrictions the “off” time should be assigned to UMH, or the other outside institution.
- MedHub shift/call scheduling functionality must be used to capture the supplemental activities.
- To determine the best method to record non-billable activities in MedHub, please contact your GME Financial Specialists.

**HO Weekend Call Coverage at Both VA and UMH:**


- Regardless of the primary work site, programs that cover call at VA and UMH must use MedHub shift/call scheduling to properly account for the call coverage.
- UMH would be listed as the work site for the weekend days (Saturday/Sunday), unless the HO physically goes to the VA on one of those days. Then the site can be listed as the VA.
  - 1-2 hours = not billable
  - 3-6 hours = ½ day
  - 7-24 hours = full day
- Responding to phone calls does **not** allow VA to be listed as the site.

**Vacation:**


- At the VA this is referred to as “annual leave”.
- The VA is never billed for HO vacation days (see “Vacation Factor” below for additional clarification).
  - If a vacation is scheduled Monday-Friday during a VA rotation block, only 1 Saturday & Sunday, either preceding or following, may be billed to the VA. The only way both a weekend preceding and following a 5 day Monday-Friday vacation would be billable to the VA is if documented VA clinical activity is scheduled on both weekends preceding and following the 5 days of vacation.

**VA Federal Holidays:**


- If the HO was assigned to the VA and a VA federal holiday occurred during that time and the VA service is closed on that holiday, the holiday may be billed to the VA.
- If a VA service does **not** close on a federal holiday, the HO is expected to report for duty. If the HO was scheduled to report and does not report for duty, that day may **not** be billed.
Sick Days (includes maternity, parental, bereavement or family leave):

- The VA can be listed as the work site for sick days (*not* LOA time) if (1) actually used and (2) must not exceed 15 days per year per VA budgeted FTE (see “Proportional Share” above).
  - VA Sick Days includes: maternity, parental, bereavement, or family leave.
- If need to pull an HO to VA to cover a "missing" (presumably sick) HO, the work site for the pulled HO’s can be listed as VA. If VA HO pulled to UMH during this time, the VA should not be listed as the work site for that day/half-day.
- MedHub continuity clinic/alternate activity scheduling works best to capture this coverage.

*At this time, by default, all LOA time (maternity, parental, bereavement or family leave) is *not* billed to the VA. If the program has a qualifying LOA that would allow a proportionate share to be billed to the VA, please contact your GME Financial Specialist to determine the best approach for entering the billable leave time to the VA.

Off-Site Educational (Didactics) Activity:

VA may reimburse the following:
- Didactic sessions if (1) activities are specified in advance on HO's schedule, (2) necessary for the HO’s to perform their VA duties and (3) required of all HO’s (or all HOs of the same level) in the program.
  - UMH didactic time must be prospectively approved by the VA for the training program prior to billing this time to the VA.
  - Location of didactics should be listed in the VA Ann Arbor House Officer Rotations form.

Life Support Training Courses:

- When an HO is assigned to a VA rotation and participates in a life support training course (BLS, ACLS, PALS, ATLS, etc.) that time may *not* be billed to the VA.
- Best practice is to use MedHub Alternate Activity functionality and assign the HO to this activity for the half or full day.

In-Service Training Examinations:

- VA may reimburse time for in-service examinations, including time for travel to and from.
- The House Officer must be on a VA assigned rotation.

Specialty Board Examinations:

- VA may reimburse time to take specialty board certification examinations.
- The House Officer must be on a VA assigned rotation.
• Not to exceed proportional share (see “Proportional Share” above).

**Licensing Examinations:**

• Time to take a USMLE / COMLEX examination is *not* reimbursable.

**Local, Regional, or National Educational Conferences**

• If the HO will be away for a local, regional, or national educational conference, the Site Director must be aware in advance and provide written approval.
  o The Site Director’s written approval is emailed to the VA Education Office at VAAHOSchedule@va.gov
  o The Program Director, Program Administrator or Site Director can send the email, however all individuals previously stated should be copied on the email for awareness.
• The time is limited to $\leq 5$ days per year, per VA budgeted FTE (see “Proportional Share” above).

**Incoming House Officer VA Orientation:**

• During an incoming House Officers orientation, if a $\frac{1}{2}$ or full day is spent onsite at the VA that time should be billed to the VA.

Should House Officers need to go to the VA prior to the start of their rotation for orientation/onboarding activities then either a $\frac{1}{2}$ or full day can be billed to the VA if the time spent at the VA met the following:
  • 1-2 hours = not billable
  • 3-6 hours = $\frac{1}{2}$ day
  • 7-24 hours = full day

Name of MedHub Service = VAOrient

**Telehealth:**
Source: Dr. Craig Jaffe, VA Associate Chief of Staff for Education, Email dated 05/06/2020, Subject: VAMC Telehealth Activity.

**Allowable during the 2020 – 2021 pandemic:**
• Telehealth visits must occur where the House Officer and VA faculty supervisor are co-located.
• The House Officer cannot be assigned clinical/educational responsibilities that are not associated with the VA during the designated VA telehealth shift.
• For telehealth, the GME training program must:
  o Submitted a *VA Ann Arbor House Officer Rotations* form that reflects telehealth as a part of the rotation.
  o Create a MedHub service to reflect the telehealth activity.
• VA telehealth must be done onsite at the VA in order to include that as VA time.
Teleradiology

- House Officers may perform VA radiologic activity, that is billed to the VA, while working at a non-VA location if it meets the following criteria:
  - documented justification for the off-site activity that was provided to, and approved by, the VA Site Director, DEO, and OAA in advance of the activity; and
  - above approval provided to the GME Financial Specialist; and
  - they are engaged in electronically reading VA patient images at a remote location while on-call; and
  - supervision is performed by a faculty member with a VA appointment.

Research:
For a training program to report a House Officer’s research activity as VA time, a VA approved Description of Proposed Research form must be provided to the program’s GME Financial Specialist. Approved forms are valid for only the “Trainee’s year of postgraduate training” indicated on the form. Should the research activity continue into the next training year, a new approved form will be required.

Programs are unable to retrospectively alter MedHub schedule data to reflect an approved VA research experience. Therefore, it is encouraged that requests are submitted to the VA at least 2-months prior to the start of the research activity.

Please see the Guidelines for VA Funding for Trainee Research located on the GME Office website for the VA requirements and the Description of Proposed Research form.

Reporting VA Research in MedHub:
Training programs must schedule their House Officers for VA research time in order to bill for a ½ or full day. Adding up hours over the course of the month and randomly assigning to a day that the House Officer is scheduled off will not be permitted.
  - The VA Education Office will provide the VA Timekeeper with the approved Guidelines for VA Funding for Trainee Research/Description of Proposed Research forms.
  - Program Administrators should email HO research schedules or communication (showing dates/times scheduled for VA research activity) to the VA Education Office at VAAAHSchedule@va.gov

The Vacation Factor:
As a federal agency, the VA has a Disbursement Agreement for GME related payments to which all institutions that partner with the VA for GME educational experiences must adhere. The VA allows (and assumes) that vacation time is taken, the Disbursement Agreement requires that all vacation days be removed from the invoices sent monthly by GME. However, the VA does reimburse UMH for vacation days because vacation days are built into the daily billed rate that is charged per resident/fellow. This is what is referred to as the “vacation factor”—the VA allows/assumes that there are 28 days (or .08 FTE) of vacation taken for every 1 FTE of allocated/budgeted rotations at the VA.

Following the Disbursement Agreement guidelines, monthly the GME Office produces an invoice based on MedHub data to collect payment from the VA for the days the UMH residents/fellows worked at the VA for that month, excluding any recorded vacation days. Considering the VA vacation factor, there are two ways a training program may use to manage their VA budgeted FTEs. The option used by the training program must be used consistently throughout the academic year.
Training programs must calculate the maximum number of resident/fellow clinical and vacation days they are able to assign to the VA based on their budgeted VA FTE. The following calculation is completed to determine the maximum number of VA vacation days.

**Example:**
Elbow Fellowship is allocated 2.75 FTEs from the VA.
Elbow Fellowship’s budgeted VA FTE is 2.50.

**Complete Review by Days:**
2.50 x 365 days in a year = 912.50 days
2.50 x 28 days of vacation (annual leave) = 70 days of vacation in total that can be used by Elbow Fellows over 1 year at VA
912.50 days – 70 vacation days = 845.50 maximum number of days that can be billed to the VA as clinical days

*The 70 vacation days cannot be scheduled as clinical days, or the training program will exceed their FTE allotment.

**Complete Review by FTE:**
2.50 FTE / 1.08 (vacation factor) = 2.315 FTE
2.315 FTE = maximum FTE that can be billed to the VA as clinical days
2.50 FTE – 2.315 FTE = 0.185 FTE = maximum FTE that can be schedule for vacation during a VA rotation over 1 year at VA

Due to the vacation factor, if additional allocated FTEs are needed, the Program Director would discuss this request with the VA Associate Chief of Staff for Education.

**MedHub Reports:**
- At any time, programs can request a MedHub Billing Report from their GME Financial Specialist or the GME Billing Specialist to calculate their year-to-date VA utilization.

- **MedHub Billing Report:** To calculate the year-to-date VA utilization, multiply the “Billed Days” column x 1.08 = VA FTE utilization for the reporting period. *MedHub billed days may differ from VA final billed days, since VA has final determination of billable time.

**MedHub Access to VA Personnel:**
The MedHub rotation schedules are the data source used for the VA activity report and final invoice.

Programs can share a public link to the MedHub rotation schedule for VA personnel to access the read-only schedule.

**Steps for Sharing a MedHub Rotation Schedule link for public (view only) access:**
- From the MedHub home page, center section under Site Management, select “Program Settings”
- Select the Schedules tab
Scroll to the bottom of the page to enable the public view.

Only the schedules for programs with this setting enabled in their program settings are available for public viewing. Once enabled, all schedules defined and all academic years for a program are available to view publicly for anyone who has the link.

The public schedule link for all programs is listed on the right side of the screen. The program specific link displays underneath. Program Administrators will need to share the link with any individuals who need to view their program’s schedule.

Additional Resources:

- GME Foundations: Resource Guide, GME Funding, Budgets, Billing and Variances, GME Definitions for Finance Terminology
- Job Aid: Defining Off-Cycle and Overstay House Officers
VA Billing Workflow
VA Education Office = VAAAHOSchedule@va.gov

Prior to the start of the academic year, each program sends their program’s block schedule to the VA Education Office, VA Timekeeper and VA Site Director.

At least 30 days prior to the start of the rotation/block, the Program Administrator provides the VA Education Office, VA Timekeeper and VA Site Director with a copy of the HO’s VA rotation/call schedule for the approaching month/block.

As changes are made the VA Site Director/Timekeeper is provided with an updated schedule.

1st week of month: GME Financial Assistant emails previous month’s VA invoice to the Program Directors and Program Administrators for review and to make MedHub corrections if needed.
- The VA Education Office will be copied on the email.

Prior to the 15th of each month, the Program Director and/or Program Administrator ensures MedHub data is accurate/updated for the previous month.

15th of each month: MedHub locks for the previous month.

Before the end of the month: The GME Financial Assistant sends the MedHub invoice for the previous month to VA for review.

VA Education Office reviews MedHub invoice and identifies discrepancies with VA EARs (Educational Activity Records), indicating excluded days and proportional weekend days for split rotations.
- Once review is complete, the VA Education Office will email final analysis to UMHS GME Office.

UMH GME Office collaborates with Program Administrator to mark excluded days and excess proportional weekend days as “VA Non-Billable”.
- Once completed, final invoice is provided to the VA Education Office.

Key:
- GME Training Programs
- UMHS GME Office
- VA Ann Arbor