



**TRICARE Management Activity Resource Management
Financial Analysis & Integration**

ROUTE SLIP	DATE: April 11, 2000
FROM:	LCDR Michael Schaffer, MSC, USN 681-8911 ext. 1011
THRU:	
	1. CDR John Varga, MC, USN, Director, Financial Analysis & Integration
	2. Mr. Paul Kearns, Deputy Director, Resource Management
	3. Ms. Jean Storck, Director, Resource Management
	4. TMA Correspondence Control
	5. Ms. Tabler, Deputy Executive Director, TMA
	6. Dr. Sears, Executive Director, TMA
COMMENTS: The attached policy implements the Fiscal Year 2000 Graduate Medical Education (GME)/Graduate Dental Education (GDE) Internal Management Review in order to establish a comprehensive system of management controls for the proper collection and reporting of GME/GDE student <u>salary expenses, hours and full-time equivalents (FTEs)</u> and the related support staff workcenter expenses. This is in direct response to the recommendation specified in the DoD IG Report No. 97-147, Reporting Graduate Medical Education Costs (May 23, 1997) on deficiencies in reporting GME/GDE expenses.	

MEMORANDUM FOR SURGEON GENERAL OF THE ARMY
SURGEON GENERAL OF THE NAVY
SURGEON GENERAL OF THE AIR FORCE

SUBJECT: Policy for Implementing the Fiscal Year 2000 Graduate Medical Expense (GME)/Graduate Dental Expense (GDE) Internal Management Review (IMR)

Effective 1 May 2000, this policy implements the attached Fiscal Year 2000 GME/GDE IMR.

In direct response to the recommendation specified in the **DoD IG Report No. 97-147, Reporting Graduate Medical Education Costs (May 23, 1997)** on deficiencies in reporting GME/GDE expenses, the MEPRS Management Improvement Group (MMIG) developed a comprehensive IMR for the proper collection and reporting of GME/GDE student salary expenses, hours and full-time equivalents (FTEs) and the related support staff workcenter expenses in MEPRS/EAS. This IMR must be incorporated into the **MTF Internal Management Control Program** and MTFs will assure complete adherence to this program reporting requirements.

By using the attachment, MTF designated personnel will perform the IMR on a quarterly basis to identify and correct deficiencies or non-compliance with the proper collection and reporting of GME/GDE student expenses and for allocating GME/GDE support staff expenses.

This IMR also provides clear guidelines on the assignment of the GME/GDE students during their academic program. Because there were recent policy inconsistencies found with the assignment of the 2nd and later year students throughout the Services, some MTFs will need to plan to change current tables to reflect the correct assignments as specified in the attachment.

Due to system constraints, some MTFs may need to implement these specific assignment changes in Fiscal Year 2001. These MTFs will need to document this specific issue and corrective action on the two quarterly reviews performed during Fiscal Year 2000 and will ensure compliance in Fiscal Year 2001.

My point of contact for this policy is LCDR Michael Schaffer, (703) 681-8911.

H. James T. Sears, M.D.
Executive Director

Attachment:
As stated

QUARTERLY TRI-SERVICE GME/GDE INTERNAL MANAGEMENT REVIEW

Date: / /	Branch of Service:	Selected Month/ FY:												
Division/Group DMIS ID:	MTF Name:													
MTF Office(s) Responsible For The Quarterly GME/GDE Internal Management Review:														
<ul style="list-style-type: none"> • Graduate Medical Education (GME)/Graduate Dental Education (GDE) Department, as appropriate • The Designated Manpower Department or Personnel Department responsible for personnel assignments • Resource Management (RM) Department: MEPRS/Budget 														
List the Responsible MTF Personnel														
Names:	Phone No.:	Office:												
_____	_____	_____												
_____	_____	_____												
_____	_____	_____												
_____	_____	_____												
_____	_____	_____												
Objectives														
<p>In direct response to the DoD IG Report No. 97-147, Reporting Graduate Medical Education Costs (May 23, 1997) on deficiencies in reporting GME/GDE expenses and FTEs, the objectives of this Internal Management Review are:</p> <ul style="list-style-type: none"> • To establish a comprehensive system of management controls for the proper collection and reporting of GME/GDE student salary expenses, hours and full-time equivalents (FTEs) and the related support staff workcenter expenses. • To identify and correct deficiencies or non-compliance with the proper collection and reporting of GME/GDE student expenses and for allocating GME/GDE support staff expenses. • To provide senior level management with a written assessment on GME/GDE business practices and processes. 														
Key Data Elements/Source Systems														
<p>SASs (by Services and by MEPRS codes that capture GME/GDE Support expenses):</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 30%; text-align: center;">EBE</th> <th style="width: 30%; text-align: center;">EBI</th> </tr> </thead> <tbody> <tr> <td>• Navy:</td> <td style="text-align: center;">870-875</td> <td style="text-align: center;">876-879</td> </tr> <tr> <td>• Army:</td> <td style="text-align: center;">743-746</td> <td style="text-align: center;">643-648</td> </tr> <tr> <td>• Air Force:</td> <td style="text-align: center;">609</td> <td style="text-align: center;">611</td> </tr> </tbody> </table> <p>(MEPRS codes that capture student salary expenses are addressed in the guidelines.)</p>		EBE	EBI	• Navy:	870-875	876-879	• Army:	743-746	643-648	• Air Force:	609	611	<p>Data Source System for Labor Hours:</p> <ul style="list-style-type: none"> • Navy: Standard Personnel Management System (SPMS), MEPRS/Military Labor (MML) • Army: Uniform Chart of Accounts Personnel Utilization (UCAPERS) • Air Force: EAS Personnel Subsystem Services Personnel Systems 	
	EBE	EBI												
• Navy:	870-875	876-879												
• Army:	743-746	643-648												
• Air Force:	609	611												
Expected Outcomes														
<ul style="list-style-type: none"> • Establishment and implementation of a GME/GDE Internal Management Review process for management control compliance purposes. • Continuous improvement processes. 														

Guidelines

- The **Commander** must designate in writing appropriate Internal Management Review representatives from the GME/GDE Program, Manpower, Personnel and Resource Management (RM) departments.
- The Internal Management Review must be incorporated into the **MTF Internal Management Control Program** to ensure a comprehensive system of management controls is established for proper recording and reporting of GME/GDE expenses and FTEs.
- **Tracking of GME/GDE Students: The GME/GDE Department** must provide updates about the assignment of students by their status and academic year of internships, residencies, and fellowships to the Manpower or Personnel Office as the changes occur. This update also includes GME/GDE students categorized as “borrowed” assets performing under a GME/GDE program (mainly a Tri-Service GME residency program) at other than their assigned medical center.
- **Time Keeping Source Documents:** MEPRS time-keeping source documents must be validated and signed by the **Department Head** on a monthly basis. The **GME/GDE Department** should facilitate collection of student hours by creating site specific templates or schedules according to the students’ academic programs. **RM Department** will ensure labor hours reported in the Service labor source data system matches the labor source documents. The following source system reports must be used for labor reconciliation purposes: Navy: SPMS, MML, MEPRS Report (MEP_502). Army: EAS Accumulator Report, and Air Force: EAS Personnel Audit Report.
- **The methodology to capture and report student labor hours (FTEs) is as follows:**
 - **By Skill Types:** GME Physicians: 1N-Intern; 1F-Fellow; 1R-Resident
GDE Dentists: 1S-Intern; 1T-Fellow; 1U-Resident
 - By MEPRS Codes:**
 - **FAM – Graduate Medical Education (GME) Intern and Resident Expenses – Physicians Program:** Includes GME trainee salary expenses computed for the time the trainee is in a pure learner role. During the first year of GME, labor distribution of the trainee’s salary shall be 50 percent chargeable to this code and 50 percent chargeable to the workcenter(s) the trainee supports. For the trainee who has completed the first year, labor distribution during the second and later years of GME (in which the curricula requires mainly performance of clinical tasks) shall be 30 percent chargeable to this code and 70 percent chargeable to the work center(s) the trainee supports. For manpower purposes, all students including 1st year students and 2nd and later year students are assigned to this account.
 - **FAN – Graduate Dental Education (GDE) Intern and Resident Expenses – Dentists Program:** Includes GDE trainee salary expenses computed for time the trainee is in a pure learner role in a GDE program. During the first year of GDE, labor distribution of the trainee’s salary shall be 50 percent chargeable to this code and 50 percent chargeable to the workcenter(s) the trainee supports. For the trainee who has completed the first year, labor distribution during the second and later years of GDE (in which the curricula requires mainly performance of clinical tasks), shall be 30 percent chargeable to this code and 70 percent chargeable to the work center(s) the trainee supports. For manpower purposes, all students including 1st year students and 2nd and later year students are assigned to this account.
 - **FAO – GME Fellowship and Resident Expenses – Full Time Research Program:** Includes fellow and resident trainee salary expenses when performing full time research under the GME program. For manpower purposes, GME Fellowship and Resident Students are assigned to this account.
 - **FAP – GME Fellowship Expenses Program:** Includes fellow trainee salary expenses for time the physician is in a pure learner role in a GME fellowship program. Labor distribution of the fellow trainee shall be 10 percent chargeable to this account and 90 percent chargeable to the work center(s) the trainee supports. For manpower purposes, GME Fellowship Students are assigned to the clinical work center they support.
 - **FAQ – GDE Fellowship Expenses Program:** Includes fellow trainee salary expenses for time the dentist is in a pure learner role in a GDE fellowship program. Labor distribution of the fellow trainee shall be 10 percent chargeable to this account and 90 percent chargeable to the workcenter(s) the trainee supports. For manpower purposes, GDE Fellowship Students are assigned to the clinical work center they support.

Rules: GME/GDE **students on probation** are assigned to the appropriate FA account with 100% of their time charged there. **Rotation** to civilian, accredited GME/GDE institutions is charged to the appropriate FC account. Labor hours reported to a clinical workcenter **cannot** be reported to a MEPRS **cost pool code**. When GME/GDE students perform **other training** such as readiness exercises or emergency operations, this time is charged to the applicable MEPRS training code.

The methodology to capture and report GME/GDE Support Staff labor hours (FTEs) is as follows:

- **EBE – Graduate Medical Education (GME) Support Expenses:** This account includes expenses incurred operating and maintaining the organized training and educational functions defined by the controlling Military Service to be conducted at the MTF. These functions may include, but are not limited to, attending rounds, precepting residents in clinic (when the patients being attended are not patients of the preceptor), educational committee meetings, preparation and presentation of educational lectures, and counseling of residents. These expenses also include military and civilian personnel costs of staff who conduct and direct GME programs.
- **EBI – Graduate Dental Education (GDE) Support Expenses:** This account refers to all expenses incurred in operating and maintaining GDE programs for dentists. It also includes the same type of functions described under EBE.
- **Note:** Time and expenses not associated with GME/GDE support functional activities should be reported under the corresponding MEPRS work center.
- The **DoD 6010.13-M and Service Guidance** are the references for collecting labor hours, workload and expense data by the official listing of DoD MEPRS Codes.

Process To Be Followed

- **In a collaborative team effort**, the designated representatives must plan their assignments and perform the **Quarterly GME/GDE Internal Management Review** by assessing the data collected and reported under the designated student and support staff expenses accounts and the source system documentation; and evaluating the collection process.
- **A Tri-Service GME/GDE Checklist** is provided to document findings. This will facilitate an analysis of comparable results when succeeding reviews are performed. The following steps are intended to assist the “Review Team” (for more details refer to the checklist in the next section):
 - Gather a **current list** of GME/GDE students by status and year of training: 1st and 2nd and later years, full-time research and fellowships.
 - Select a **month** with complete data from the **prior quarter**. Gather labor reports (Hours and FTEs from the Service Personnel System and EAS) by the GME/GDE students (Refer to FAM, FAN, FAO, FAP, FAQ accounts) and GME/GDE Support Department accounts (Refer to EBE and EBI accounts.). Also gather labor reports under FAK accounts to verify that GME/GDE students’ salaries are not being reported to this account.
 - Select not less than five **GME/GDE students** (include all student types: 1st year, 2nd and later years, full-time research and fellow students) for a brief interview.
 - Check hours reported in time sheets/templates for the month in review as indicated in the checklist.
 - Provide written quarterly reports to the **MTF Steering Committee**. Include in the report, the corrective actions to be taken, who is responsible for implementing the corrective actions and the date when the actions will be effective.
- MTFs will assure complete **adherence to the reporting requirements** established by the MTF Internal Management Review Department. MTFs will communicate to their respective Services MEPRS Program Manager circumstances that do not permit the execution of the quarterly reviews.
- The Internal Management Review checklist and support documentation will be kept on file at the MTF for **three years**.

GME/GDE INTERNAL MANAGEMENT REVIEW CHECKLIST

Section I. Assignment Of GME/GDE Students

Yes/No: Does the GME/GDE office maintain a current FY list of the GME/GDE students by status and year of training, 1st and 2nd and later year students, full-time research students and fellows?

Yes/No: Is there a process established among the GME/GDE Department, the designated Personnel office and the MEPRS Division to update the students' assignments on a regular basis? Check if the assignments match in the Personnel Source Systems and MEPRS/EAS reports.

Report the following findings:

- # of total GME/GDE students reported by
the designated Personnel Office: _____
the GME/GDE Department: _____
- # of students assigned to "FAM": _____
- # of students assigned to "FAN": _____
- # of Full-Time Research students assigned to "FAO": _____

Remarks:

Section II. Work Hours/Salary Distribution

GME/GDE Students Assigned To The MTF

Select not less than five students (include all student types: 1st year, 2nd and later years, full-time research and fellow students) and address the following:

- Is the selected student aware of the time-keeping procedures established by the MTF? Indicate each response (Yes/No) next to the selected type of student that applies:
 1. GME 1st year student: Yes/No
 2. GDE 1st year student: Yes/No
 3. GME 2nd & later years: Yes/No
 4. GDE 2nd & later years: Yes/No
 5. Full-Time GME Research: Yes/No
 6. GME Fellow: Yes/No
 7. GDE Fellow: Yes/No
- Did the student receive training/orientation on time reporting procedures? Indicate each response (Yes/No) next to the selected type of student that applies:
 1. GME 1st year student: Yes/No
 2. GDE 1st year student: Yes/No

3. GME 2nd & later years: Yes/No 4. GDE 2nd & later years: Yes/No
5. Full-Time GME Research: Yes/No
6. GME Fellow: Yes/No 7. GDE Fellow: Yes/No

Remarks:

After completing section above, obtain from the MEPRS office, the hours reported (in the time sheets/templates) by the selected students during the month under review and check the following:

- Were the time sheets (templates) accurate, validated and approved by their department heads (or designees) prior to submitting them to the MEPRS office? Indicate each response (Yes/No) next to the selected type of student that applies:

1. GME 1st year student: Yes/No 2. GDE 1st year student: Yes/No
3. GME 2nd & later years: Yes/No 4. GDE 2nd & later years: Yes/No
5. Full-Time GME Research: Yes/No
6. GME Fellow: Yes/No 7. GDE Fellow: Yes/No

- Yes/No:** If one of these answers was "No", Did the MEPRS office report the problem?

- Specify the monthly hours reported under the "F" accounts and compare them against the total hours reported. (Refer to the above MEPRS guidelines to compare the standards for distribution of reporting student labor hours.) Indicate each response next to the selected type of student as applicable:

1. GME 1st year student: FAM Hrs: _____ Total Hrs: _____ FAM% of total: _____
2. GDE 1st year student: FAN Hrs: _____ Total Hrs: _____ FAN% of total: _____
3. GME 2nd & later years: FAM Hrs: _____ Total Hrs: _____ FAM% of total: _____
4. GDE 2nd & later years: FAN Hrs: _____ Total Hrs: _____ FAN% of total: _____
5. Full-Time Research: FAO Hrs: _____ Total Hrs: _____ FAO% of total: _____
6. GME Fellow: FAP Hrs: _____ Total Hrs: _____ FAP% of total: _____
7. GDE Fellow: FAQ Hrs: _____ Total Hrs: _____ FAQ% of total: _____

Remarks:

GME/GDE Students Assigned to the MTF (Loaned to Others)

- For MTFs loaning assigned GME/GDE students:

Yes/No When students rotate through another non-local GME/GDE program, is that time recorded as “loaned labor “ in support to others by the MTF responsible for “loaning” the students?

(**Tip:** The appropriate “FC” MEPRS codes must be used when residents/trainees are in support to other non-local MTF activities.)

GME/GDE Students Not Assigned to the MTF (Borrowed)

Other GME/GDE students not assigned to the MTF. This mainly applies to Tri-Service GME/GDE residency programs. Check the following (if applicable):

- Other MTFs’ students rotating through the local MTF GME/GDE programs
- GME/GDE civilian students under Memorandum of Understandings (MOUs) between local universities/civilian hospitals and MTFs

Yes/No Is the time for the above students recorded as “borrowed” labor by the MTF receiving the labor?

(**Tip:** MTFs receiving “loaned” labor will record the “borrowed” labor in the appropriate MEPRS account.)

Other Findings To Report:

- # of Total FTEs by Skill Type 1 under FAK? _____

(**Tip:** Prior to FY 99, all GME/GDE students expenses were under FAK. If there are FTEs by Skill Type 1 under FAK, these must be investigated and validated. Skill Type 1 FTEs should not be reported under FAK)

- # of Total FTEs by Skill Type 2, 3, 4, and 5 under FAM, FAN, FAO and FAP?

(**Tip:** These accounts are only for Skill Type 1.)

- FAM: Skill Type: 2_____, 3_____, 4_____, 5_____
- FAN: Skill Type: 2_____, 3_____, 4_____, 5_____
- FAO: Skill Type: 2_____, 3_____, 4_____, 5_____
- FAP: Skill Type: 2_____, 3_____, 4_____, 5_____

Remarks:

Section III. GME/GDE “Support” Staff

For the purpose of this program, “support” staff (personnel) are identified as the following: Program Directors, Course Supervisors, Instructors, and administrative support personnel, including military and civilian. The support codes used to report their time are based on the program they work (GME or GDE). Obtain a list of the GME/GDE support staff and instructors/preceptors and check the hours reported by them:

Yes/No Are the GME Support staff assigned and reporting the time to the “EBE* account?

Yes/No Are the GDE Support staff assigned and reporting the time to the “EBI” account?

Yes/No Are providers reporting the time to the corresponding “EBE” or “EBI” account when performing as preceptors?

Remarks:

Section IV. Corrective Actions/Recommendations: (Report results to the MTF Steering Committee and provide supporting documentation, if necessary, to refer to this section.)

Action	Action Party	Due Date
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

Remarks:

Are MEPRS Tri-Service Procedures or System Software Changes Needed? YES ____ / NO ____

If Yes, Submit Issue Paper and System Change Request (SCR) or System Incident Report (SIR) if applicable, through the respective Military Service chain of command. For further guidance, contact your Service MEPRS Program Manager.

Date Completed:	Signatures Of Officials Performing the IMR:
_____	_____
_____	_____
_____	_____
_____	_____

Reason(s) that Did Not Permit the Execution of the Quarterly Review:

Date Notification Submitted to the Service’s MEPRS Program Manager: