Welcome to the

KIDS Fiscal Invoice Training

July-August 2012

Agenda

- Overview of Fiscal Invoice Changes

- Provider Service Review & DHS Payment Process

- Fiscal Invoice Training

- Lab Time (if applicable)

Fiscal Schedule Update

Attention CYF/JPO KIDS Providers:

- All services documented during the month of June have been processed on July 1st. There was not a mock invoice for the month of July. We will return to the mock schedule in August.

- All services documented by June 29th have been processed on both the monthly invoice and the cumulative invoice for payment in the month of July. The monthly invoice was emailed to you Fiscal Contact. If you did not receive it, please call the Help Desk.

- Please be assured that any services documented after June 29th will be processed and paid in the upcoming months.

Attention Non-Referred Service Providers:

- If you did not document services by June 29th, the services documented after that date will be processed in the month of August.

New Fiscal Invoice

This year the Fiscal invoice has been redesigned to make reconciliation efforts more transparent for your agency. The invoice has been redesigned to:

- ✓ Reduce the number of separate invoices that a provider receives
  - o all payment information will now be documented on one invoice each month
  - o all of your programs will be consolidated into one comprehensive invoice

- ✓ Allow your fiscal staff to reconcile all of your records
  - o payments, adjustments and receivables are tied directly to clients to enable your agency to see how funds have been distributed
  - o the invoice will be available in an excel format

Cumulative Invoice
- Shows the total payments made to date, to you agency. The cumulative does not detail previous adjustments and receivables

Ongoing Monthly Invoice
- Shows payments, adjustments, receivables
- References previous payments and invoices
- One per month per contract period

Find Payment Screen

Invoice Screen-Provider Tab

Invoice Screen-Payables Tab

Invoice Screen-Receivables Tab

Payment Status Screen

Payment Status Screen

Cap Summary Screen

Contracted Service Cap Summary

Providers do not have access to this screen.

Payment Summary

Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

| Referral | Case | Client | Provider | FS/OC | Admin | Mainframe | kDASH |

Help Logout Case

Case ▸ Client ▸ Finances ▸ Income | Resource | **Payment History** |

Payment History
* Denotes Required Fields   ** Denotes Half-Mandatory Fields   ‡Denotes AFCARS Fields

Payment Line

	Invoice Date	Invoice Number	Service	Agency	Start Date	End Date	Units	Amount	Payment Type

Organizer **Focus** History
In Focus

User Name:
Jennifer Barton

Entity Type:
Case
Entity Name:
Purcell
Entity ID:
60968

Entity Type:
Client
Entity Name:
Sally Client
Entity ID:
981856

Payment Line Details

Current Transaction

Provider ID   Provider

Date   Invoice Number   Invoice Start Date   Invoice End Date

Service

Start Date   End Date   Units   Unit Type   Rate   Invoice Amount

Facility ID   Facility Name   PAT Level   Program

Check Date   Check Number   Check Amount

Previous Transaction

Invoice Number   Payment Line ID   ☐ Date Change   Previous Start Date   Previous End Date   ☐ Rate Change   Previous Rate

Cancel

Providers have access to **only** their payments, and not other provider payments on this screen.

Contract Renewal

Service Offering Rollover

- Service Offerings are associated to a contract. If a contract ends then a contracted service ends and service offerings end.

- Providers must annually roll over their service offerings in MPER.

- KIDS providers risk not receiving referrals and/or payment if service offerings are not rolled over.

- All service offerings should have been rolled over by June 29th (**if you did not roll over, please do this immediately**).

Integrated Business Cycle

Plan	Serve	Pay	Claim

Plan
- Preparation for Fiscal Year
- Create/Renew Contract
- Document Service Offering
- Execute Contract

Ongoing Contractual Obligations

Eligibility Determination

Serve
- Initiate Services
- Document Services

Ongoing Provider Review

Pay
- Mock Payment Processing
- Actual Payment Processing
- Invoice Creation
- JDE Processing
- Adjustments

Claim
- Revenue Breakdown
- Quarterly State IV-E Invoice
- TANF Summary Invoice
- Penetration Report

Legend

Contracts	Program Office	Provider	Caseworker	Fiscal	KIDS/MPER

MPER Allocation Components
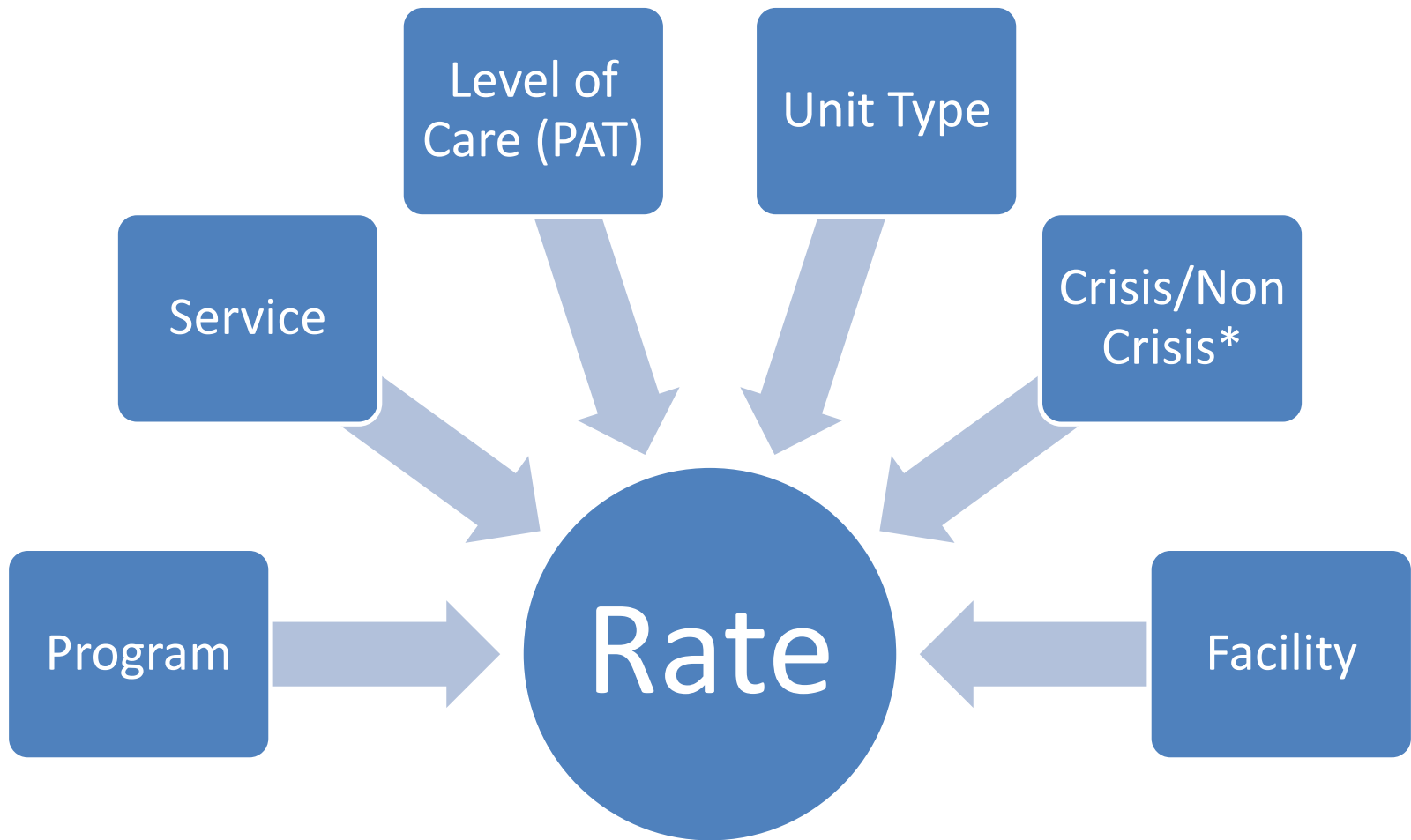
MPER Allocation Example

Provider ABC

Ungrouped Services

Service Allocation

Program Name	Service Name	Amount Not To Exceed	Initial/Adjustment	Funding Source	Start Date	End Date	Service Comments
Not Applicable	Administrative Support||Information Technology||Hardware Support	$11,000.00	Initial	CYF Programs	07/01/2011	06/30/2012	
	Concrete Goods and Services||Other||Other	$99,999.99	Initial	CYF Programs	07/01/2011	06/30/2012	
	Educational and Training Services||Education Programs||Staff Training	$99,999.99	Initial	CYF Programs	07/01/2011	06/30/2012	

*Concrete Goods for In Home and Inua Ubuntu service providers is limited to a maximum of $500 per family per episode.

Provider ABC

In Home 11/12

$2,370,290.78

Capped

Program Name	Service Name	Level Of Care	Funding Source	Unit Rate Type	Initial/Adjustment	Fee	Crisis	Start Date	End Date	Client	Facility Name	Age Range	Service Comments
Not Applicable	Counseling Services||Counseling Setting||Family Counseling||Family Intervention Services		CYF Programs	Unit (.25 Hour)	Initial	USD12.98	Yes	07/01/2011	06/30/2012				
			CYF/JPO	Unit (.25 Hour)	Initial	USD12.98	No	07/01/2011	06/30/2012				
	Counseling Services||Counseling		CYF Programs	Unit (.25	Initial	USD12.98	Yes	07/01/2011	06/30/2012				

Uncapped

Program Name	Service Name	Level Of Care	Funding Source	Unit Rate Type	Initial/Adjustment	Fee	Crisis	Start Date	End Date	Client	Facility Name	Age Range	Service Comments
Not Applicable	Foster Care||Non-Relative/ Kinship||Pre-Adoptive	1	CYF Programs	Per Diem	Initial	$52.02	No	07/01/2011	06/30/2012				
		2	CYF Programs	Per Diem	Initial	$57.22	No	07/01/2011	06/30/2012				
		3	CYF Programs	Per Diem	Initial	$65.55	No	07/01/2011	06/30/2012				
		4	CYF Programs	Per Diem	Initial	$78.03	No	07/01/2011	06/30/2012				

Monthly Payment Process

Maintaining the information required for payments in a single location allows documentation, review, and correction of service information before an invoice is ever created.

Payment Processing Flow

Mock Invoice	Exceptions Resolution	Invoice Run

A mock invoice run is auto-generated by the **KIDS** system. Exceptions are documented

A resolution occurs between **CYF** and the **Provider** for services rendered based on entry date in KIDS.

After the resolution period, an invoice run is auto-generated by the **KIDS** system.
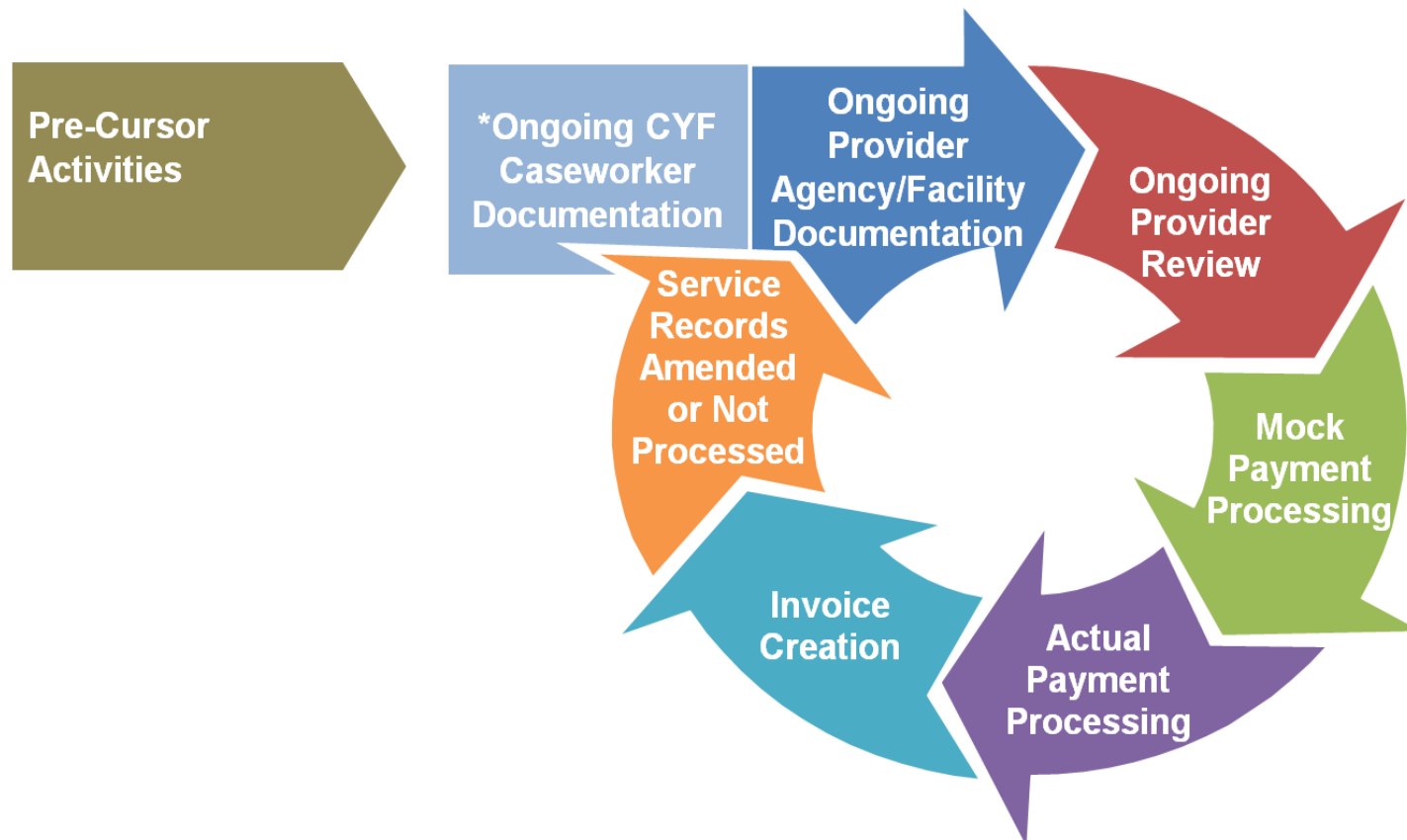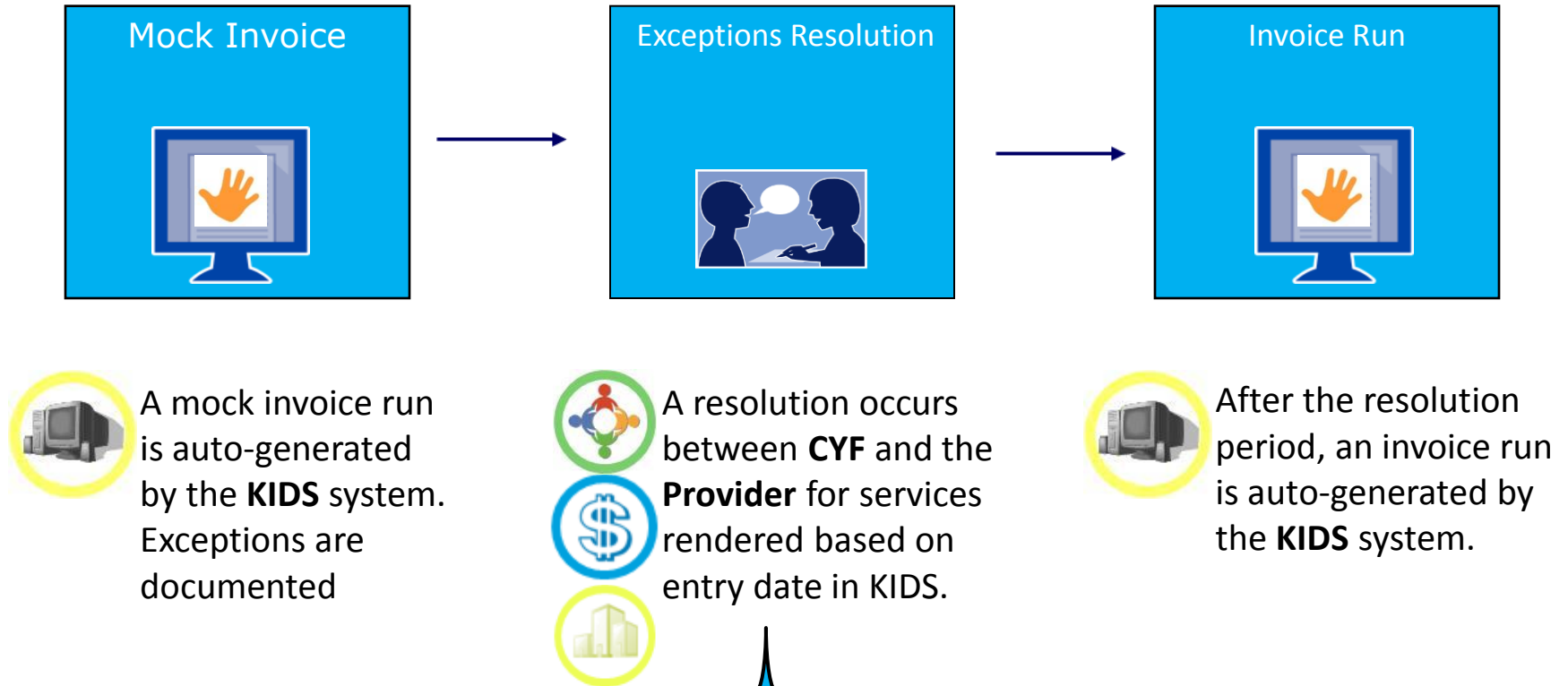
- Unit Rate Not Found – The program planner should document the rate in the providers contract allocation page
- No Service Offering Exists – The provider's MPER contact should update Service Offerings to include the facility / service designation required

Payment Process Flow

Contracted Providers

Scan invoice to OnBase	→	Code Invoice	→	Send to Central Payables Unit (CPU)

Fiscal scans the invoice into the OnBase system.

Fiscal will code the invoice in OnBase System.

The coded invoice is sent to Central Payables Unit (CPU).
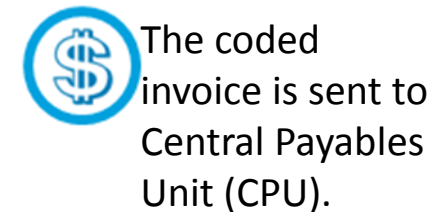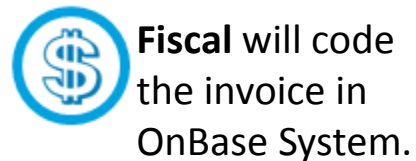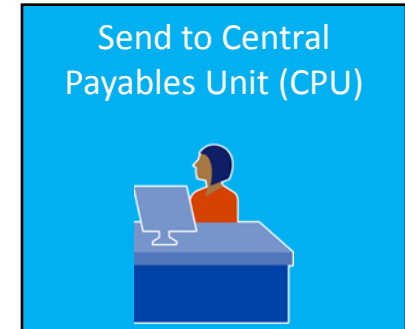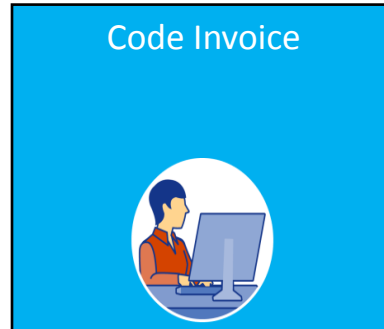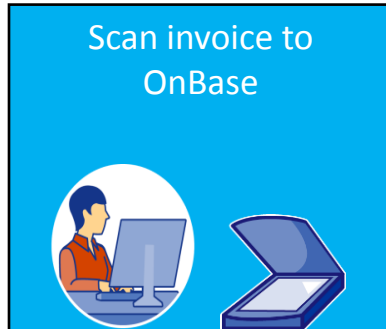
Non Contracted Providers
(DHS Foster Care Homes)

→ Enter invoice in JDE

System enters the invoice in **JDE**.

Payment Process Flow

Send invoice to Controller for payment		Issue Payment		JDE sends check number and date to KIDS

CPU sends the invoice to the controller for payment review In OnBase System.

Once the payment is reviewed by the **Controller**, the payment is issued.

JDE sends the invoice check number and date back to the **KIDS** system for reference.
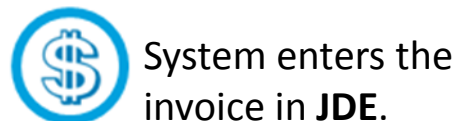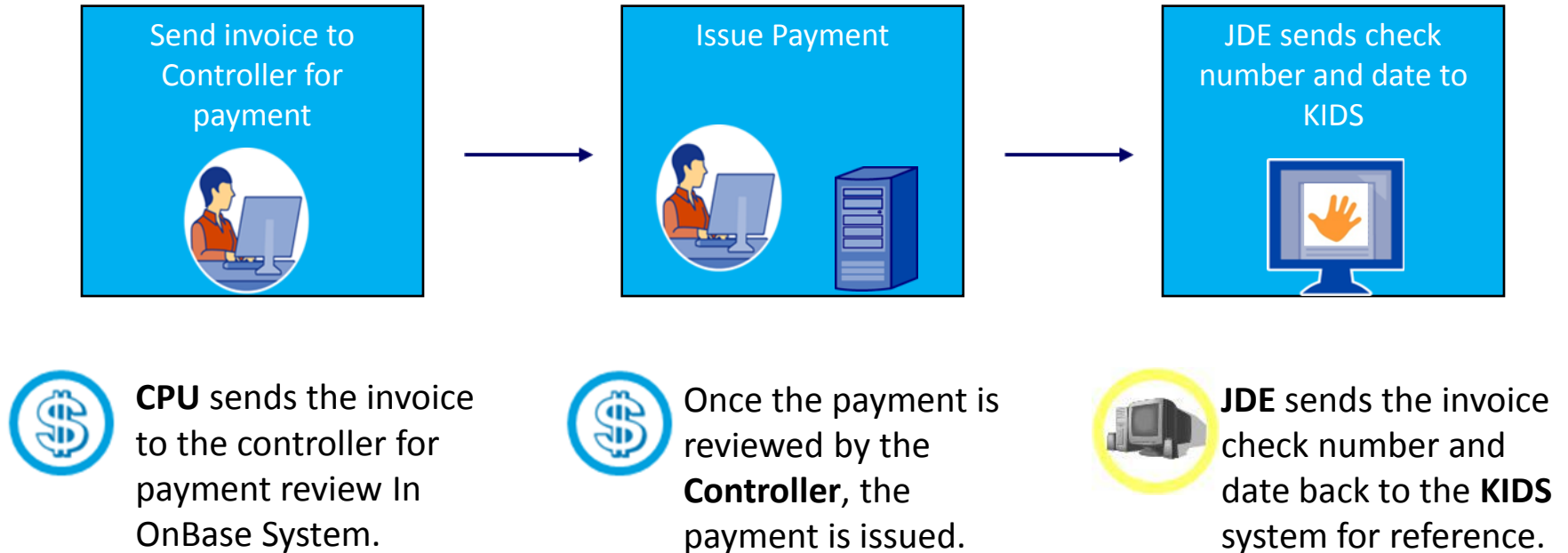
Mock Invoice Reconciliation

- **Mock Claim Reports** – Shows clients, by program, with reconciled/approved service records that were successfully processed in the mock batch. It is e-mailed out to providers on or before the 1st business day.

- **Exception Report** – Shows records that were not successfully processed in the batch. All exceptions must be resolved before a record can be processed. It is e-mailed out to providers on or before the 1st business day.

- **Unprocessed Report** – Shows all records that were documented within the month that have not been processed in the batch. This report is updated real-time based on information entered into the application.

- KIDS exceptions and mock claim reports reconciled by the contracted provider in KIDS by the 10th business day of each month will be included for payment.

Exception Report

Allegheny County Department of Human Services
Consolidated Exception Report
04/01/2012 - 04/30/2012

Provider ID	Provider Name	Facility ID	Facility Name	Client ID	Client Name	Service ID	Service	Service Start Date	Service End Date	Exception Type	Exception Description	Owner
##	XXXX	##	XXXX	####	XXXX	419	Group Home/Regular	04/17/2012	06/08/2012	No Service Offering Exist	No Service Offering record exists for the contracted placement (09-MAY-12). Placement record date range - (04-APR-12 , 31-MAY-12)	Program Office / Providers
##	XXXX	##	XXXX	####	XXXX	419	Group Home/Regular	12/13/2010	05/23/2012	No Service Offering Exist	No Service Offering record exists for the contracted placement (09-MAY-12). Placement record date range - (01-JUL-11 , 23-MAY-12)	Program Office / Providers
##	XXXX	##	XXXX	####	XXXX	419	Group Home/Regular	02/14/2012		No Service Offering Exist	No Service Offering record exists for the contracted placement (09-MAY-12). Placement record date range - (14-FEB-12 , 31-MAY-12)	Program Office / Providers
##	XXXX	##	XXXX	####	XXXX	419	Group Home/Regular	03/14/2012		No Service Offering Exist	No Service Offering record exists for the contracted placement (09-MAY-12). Placement record date range - (14-MAR-12 , 31-MAY-12)	Program Office / Providers
##	XXXX	##	XXXX	####	XXXX	419	Group Home/Regular	02/09/2012		No Service Offering Exist	No Service Offering record exists for the contracted placement (09-MAY-12). Placement record date range - (09-FEB-12 , 31-MAY-12)	Program Office / Providers
##	XXXX	##	XXXX	####	XXXX	419	Group Home/Regular	09/29/2011		No Service Offering Exist	No Service Offering record exists for the contracted placement (09-MAY-12). Placement record date range - (29-SEP-11 , 31-MAY-12)	Program Office / Providers

Unprocessed Report

Unprocessed Report – Last Status Placement

Service Type	Latest Status	Description	Resolution for successful processing
Placement	Placement Authorized	This is a placement that has been documented and not started as yet.	Entry and/or Exit dates need to be entered and reconciled
Placement	Placement Request Posted	An online service requests, it has been posted and the service has not started as yet and is still awaiting providers responses.	Provider needs to respond to the request; Caseworker Supervisor (if Second Chance) or Resource Coordinator needs to accept the Provider and approve; Entry and/or Exit dates need to be entered and reconciled.
Placement	New Service Request	Placement episode is created but the dates are not entered and hence not started.	Approve the placement episode; Entry and/or Exit dates need to be entered and reconciled
Placement	Child at Alternate Location	Child is in an alternate location	NA
Placement	Placement Ended	The placement episode has been closed. Child is no longer in the placement	NA
Placement	Provider Entered	Calculated based on entry dates entered on the screen	Entry date needs to be reconciled. If the Provider and Caseworker/Social Worker dates match, the Placement Unit Entry date will automatically be reconciled/populated. If the dates do not match, Caseworker Supervisor can update the dates.
Placement	Social Worker Entered	Calculated based on entry dates entered on the screen	Entry date needs to be reconciled. If the Provider and Caseworker/Social Worker dates match, the Placement Unit Entry date will automatically be reconciled/populated. If the dates do not match, Caseworker Supervisor can update the dates.
Placement	Placement Unit Entered	Calculated based on entry dates entered on the screen	NA

Unprocessed Report –Last Status Services

Service Type	Latest Status	Description	Resolution for successful processing
Non-Placement	Approved	Service log record has been approved	NA
Non-Placement	Not Approved	Service log record has not been approved	Service log record needs to be approved by Provider Supervisor

Contracted Invoice Header

Allegheny County Department of Human Services
Contracted Invoice
Provider 130 - Child Welfare Agency
Invoice Number - 245002
Claims Through 01/31/2012

Invoice Number	245002
Provider ID	130
Provider Name	Child Welfare Agency
Provider Address	100 Main St, Pittsburgh, PA 15222
Provider JDE Number	1111111
Contract Number	22222

Current Monthly Activity		($1,079.62)
Regular Payments	**$9,249.96**	
CYF	$9,249.96	
JPO	$0.00	
Adjustment Payments	**$171.00**	
CYF	$59.00	
JPO	$112.00	
New Receivables	**($10,500.58)**	
CYF	($10,282.58)	
JPO	($218.00)	
Prior Receivable Balance		**($0.00)**

Amount Owed to Provider	$0.00
Carry Forward Receivable Balance	($1,079.62)

Contracted Invoice Summary

Allegheny County Department of Human Services
Contracted Invoice - Summary
Provider 130 - Child Welfare Agency
Invoice Number - 145001
Claims Through 12/31/2011

REGULAR PAYMENTS: $19,331.90 | **CYF: $18,455.90** | **JPO: $876.00**

CONTRACTED PLACEMENTS: $18,070.90 | **CYF: $17,194.90** | **JPO: $876.00**

Legal Status	JDE Account String	Service	# of Unique Children	Units	Rate	Amount
CYF	25920102.63010.0202	Group Home/Regular	1	59	$158.14	$9,330.26
CYF	25920102.63010.0204	Foster Care/Non-Relative/Non-Kinship/Regular Foster	4	101	$52.02	$5,254.02
CYF	25920102.63010.0204	Care/Relative/Kinship/Regular Foster	1	19	$50.00	$950.00
CYF	25920102.63010.0101	Care/Non-Relative/Non-Kinship/Pre-Adoptive	1	15	$52.02	$780.30
CYF	25920102.63010.0101	Foster Care/Non-Relative/Non-Kinship/Pre-Adoptive Foster	1	16	$55.02	$880.32
JPO	48020104.63010.0204	Care/Relative/Kinship/Regular Foster	1	9	$52.00	$468.00
JPO	48020104.63010.0203	Care/Relative/Kinship/Shelter	1	4	$52.00	$208.00
JPO	48020104.63010.0203	Group Home/Shelter	1	4	$50.00	$200.00

CONTRACTED SERVICES: $1,261.00 | **CYF: $1,261.00** | **JPO: $0.00**

Legal Status	JDE Account String	Service	# of Unique Children	Units	Rate	Amount
CYF	25920102.63010.0701	Independent and Transitional Living Services/Independence Training Counseling Services/Counseling Setting/Family Counseling/Speech	3	75	$16.28	$1,221.00
CYF	25920102.63010.0103	Therapy	1	2	$20.00	$40.00

TOTALS BY JDE ACCOUNT STRING

JDE Account String	Units	Rate	Total
25920102.63010.0202	59	$158.14	$9,330.26
25920102.63010.0204	101	$52.02	$5,254.02
25920102.63010.0204	19	$50.00	$950.00
25920102.63010.0101	15	$52.02	$780.30
25920102.63010.0101	16	$55.02	$880.32
25920102.63010.0701	75	$16.28	$1,221.00
25920102.63010.0103	2	$20.00	$40.00
48020104.63010.0204	9	$52.00	$468.00
48020104.63010.0203	4	$52.00	$208.00
48020104.63010.0203	4	$50.00	$200.00
		Total	$19,331.90

ADJUSTMENT PAYMENTS: $0.00 | **CYF: $0.00** | **JPO: $0.00**

CONTRACTED PLACEMENTS: $0.00 | **CYF: $0.00** | **JPO: $0.00**

Legal Status	JDE Account String	Service	# of Unique Children	Units	Rate	Amount

CONTRACTED SERVICES: $0.00 | **CYF: $0.00** | **JPO: $0.00**

Legal Status	JDE Account String	Service	# of Unique Children	Units	Rate	Amount

TOTALS BY JDE ACCOUNT STRING

JDE Account String	Units	Rate	Total

RECOUPMENTS: $0.00 | **CYF: $0.00** | **JPO: $0.00**

TOTALS BY JDE ACCOUNT STRING

JDE Account String	Units	Rate	Total

28