



KIDS FISCAL TRAINING PROVIDER PLAYBOOK

Fiscal Year 2012/2013

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Fiscal Invoice Training

Overview

Fiscal Claiming is the process of verifying that services rendered by Contracted Providers will be paid. Contracted providers will now receive one (1) invoice instead of multiple invoices for each Claiming Period, per contract year.

The Fiscal Claiming cycle has not changed:

- 1st Business Day of the month – Mock run for all providers and emailed to each provider.
- 10th Business Day of the month – Actual Claim/Invoice is generated for Contracted Providers.

The new Invoice statement will display the all actions that have an impact on Provider payments that were documented during the listed Claiming Period. A Claiming Period will coincide with a month.

Goals

The goal of this training is to provide an understanding of the new Fiscal Invoice statement and the information contained therein. The training will include a demonstration of how to Find a Payment and how to generate an invoice in the KIDS application.

Scenarios

The scenarios detailed in this training cover 2 monthly Claiming Periods. The scenarios illustrate the examples of New Payables and Receivables that can be viewed on an Invoice. Adjustments are also illustrated.

Note: If modifications are made to a Service Date in KIDS or a rate on an Allocation Statement in MPER that results in a change to the amount a provider receives, the original payment(s) will be recouped and a new payable will be generated for the affected Provider Claiming Period(s).

Scenarios

| | Action | Invoice Result |
|----|--|--------------------------|
| 1 | No Action After Processing | N/A |
| 2 | Rate Increase | Receivable / New Payable |
| 3 | Rate Decrease | Receivable |
| 4 | Placement Service Change | Receivable / New Payable |
| 5 | Placement Program Change | Receivable / New Payable |
| 6 | Placement PAT Level Change | Receivable / New Payable |
| 7 | Date Increase – New Placement Service Record (Entry) | New Payable |
| 8 | Date Increase – New Placement Service Record (Exit) | New Payable |
| 9 | Date Decrease (Close) | Receivable |
| 10 | Date Decrease (Start) | Receivable |
| 11 | Rate and Date Change (Positive Result) | Receivable / New Payable |
| 12 | Rate Increase; Date Decrease | Receivable / New Payable |
| 13 | Rate and Date Change (Negative Result) | 2 Receivables |
| 14 | Manual Receivable | Receivable |
| 15 | Adjustment | Adjustment |

Scenario 1: No Action After Processing

This scenario shows the line items created when there is a PAT level change during the month, so the payment is reflected in 2 payment lines. During the second month, the continued regular payment is one payment line.

Below is the detailed explanation of the information being displayed on the Provider's Invoice.

Claims Through 12/31/2011:

The Detail section shows Jack Doe entered placement on 12/1/2011. His placement record reflected a PAT Level of 1. The PAT Level was changed to 2 with a start date of 12/16/2011. The provider will receive Regular Payment totaling \$1,660.62 for Jack Doe.

The Payment Line ID detail is: The payment amount includes \$780.30 for 15 units (days) of CYF Foster Care/Non-relative/Non-Kinship/Pre-Adoptive service at PAT Level, paid at a rate of \$52.02, and 16 units (days) of CYF Foster Care/Non-relative/Non-Kinship/Pre-Adoptive service at PAT Level 2, paid at a rate of \$55.02. Note that there are 16 days paid for the date range from 12/16 to 12/31 because placement services pay by night and this is an ongoing placement. Since all of these actions were documented before the end of the Claiming Period, no adjustments are warranted.

Claims Through 1/31/2012:

The Provider will receive Regular Payments totaling \$1705.62 for Jack Doe.

The Payment Line ID detail is: The payment amount includes \$1705.62 for 31 units (days) of CYF Foster Care/Non-relative/Non-Kinship/Pre-Adoptive service from 1/1/2012 to 1/31/2012 at PAT Level 2 with a rate of \$55.02 per unit. Since all of these actions were documented in the Provider Claiming Period, no adjustments are warranted. Note that there are 31 days paid for the date range from 1/1 to 1/31 because placement services pay by night and this is an ongoing placement. The payment will look the same for each month with ongoing placement for the total number of days in the Provider Claiming Period.

Scenario 1: No Action After Processing

Claims Through 12/31/2011 – Regular Payment with timely PAT Level Change

Client ID: 811155 Client Name: Doe, Jack Case ID: 44414

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|---|-------------|---------------|----------------------------------|----------------|-----------|--------------------|------------------|-------------------|-------|--------------|-------------------|
| 210051 | CYF | Foster Care/Non-Relative/Non-Kinship/Pre-Adoptive | 507 | Facility C | 12 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/16/2011 | | 15 | \$52.02 | \$780.30 |
| 210059 | CYF | Foster Care/Non-Relative/Non-Kinship/Pre-Adoptive | 507 | Facility C | 12 Main St, Pittsburgh, PA 15222 | Not Applicable | 2 | 12/16/2011 | 12/31/2011 | Yes | 16 | \$55.02 | \$880.32 |
| | | | | | | | | | | | | Total | \$1,660.62 |

Claims Through 1/31/2012 – Regular Ongoing Payment

Client ID: 811155 Client Name: Doe, Jack Case ID: 44414

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|---|-------------|---------------|----------------------------------|----------------|-----------|--------------------|------------------|-------------------|-------|--------------|-------------------|
| 310059 | CYF | Foster Care/Non-Relative/Non-Kinship/Pre-Adoptive | 507 | Facility C | 12 Main St, Pittsburgh, PA 15222 | Not Applicable | 2 | 1/1/2012 | 1/31/2012 | Yes | 31 | \$55.02 | \$1,705.62 |
| | | | | | | | | | | | | Total | \$1,705.62 |

Scenario 2: Rate Increase

This scenario shows the line items created when the provider's payment includes a Retro-Payment for services documented in the current Provider Claiming Period. There also is a rate increase made to the provider's Allocation Statement in MPER which causes Receivable records) and new Regular payment records.

Below is the detailed explanation of the Payment Line ID's that are on the Provider's Invoice.

Claims Through 12/31/2011:

There are 2 Payment Line ID's for Amy Brown that total \$9,330.26. The first Payment Line ID has a Service Start Date of 11/2/2011 and a Service End Date of 11/30/2011. This is an Ongoing Placement. This is a total of 29 units (days) for the prior Provider Claiming Period. This detail is shown because, while the child started placement in the month of November, the actual documentation of that placement did not happen in KIDS until December. This detail was not created in time to be shown on the Invoice for Claims through 11/30/2011. The Provider will receive \$4,586.06 for this Payment Line ID. (29 units x \$158.14 per unit)

The second Payment Line ID is for the Service Start Date of 12/1/2011 through the Service End Date of 12/31/2011, for a total of 30 units (days) for the current Provider Claiming Period. Since this is not listed as an Ongoing Placement, the Service End Date is the date the child exited the placement. The Provider will receive \$4,744.20 for this Payment Line ID. (30 units x 158.14 per unit)

Claims Through 1/31/2012:

Because a rate increase was approved during this claiming period, the affected payment records will be recouped as a receivable and a new Regular Payment will be generated using the newly approved rate. The rate applicable for Amy's placement increased from \$158.14 per unit to \$159.14 per unit. This rate change is reflected in the invoice and shows as 4 line items, two Receivables and two Regular Payments. (Please note that the Regular Payments are listed before the Receivables in the Detail section of an invoice).

Two Receivables are processed, one for each payment line generated in the previous Provider Claiming Periods. The first Receivable ID is for the entire November Claiming Period, which totals \$4,586.06. The second receivable ID is for the entire December Claiming Period totaling \$4,744.20.

The time period from 11/2/2011 until 12/31/2011 is reprocessed and is reflected as two Regular Payments totaling \$9,389.26. The first Payment Line ID is for 11/2/2011 to 11/30/2011. This is for 29 units paid at a rate of \$159.14 per unit for a total of \$4,615.06. The second Payment Line ID is for 12/1/2011 to 12/31/2011. This is for 30 units paid at a rate of \$159.14 per unit for a total of \$4,774.20. Since this is not listed as an Ongoing Placement, the Service End Date is the date the child exited the placement.

Scenario 2: Rate Increase

Claims Through 12/31/2011 – Regular Payment

Client ID: 811153 Client Name: Brown, Amy Case ID: 44412

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|--------------------|-------------|---------------|--|----------------|-----------|--------------------|------------------|-------------------|-------|--------------|-------------------|
| 210021 | CYF | Group Home/Regular | 505 | Facility A | 10 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 11/2/2011 | 11/30/2011 | Yes | 29 | \$158.14 | \$4,586.06 |
| 210031 | CYF | Group Home/Regular | 505 | Facility A | 10 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/31/2011 | | 30 | \$158.14 | \$4,744.20 |
| | | | | | | | | | | | | Total | \$9,330.26 |

Claims Through 1/31/2012 – Receivable

Client ID: 811153 Client Name: Brown, Amy Case ID: 44412

| Receivable ID | Legal Status | JDE Account String | Service | Receivable Start Date | Receivable End Date | Unit Type | Units | Original Rate | Receivable Amount | Original Invoice Number | Original Payment Line ID | Current Rate | Previous Date(s) |
|---------------|--------------|---------------------|--------------------|-----------------------|---------------------|----------------|-------|---------------|-------------------|-------------------------|--------------------------|--------------|------------------|
| 622 | CYF | 25920102.63010.0202 | Group Home/Regular | 11/2/2011 | 11/30/2011 | Not Applicable | 29 | \$158.14 | \$4,586.06 | 145001 | 210021 | \$159.14 | |
| 632 | CYF | 25920102.63010.0202 | Group Home/Regular | 12/1/2011 | 12/31/2011 | Not Applicable | 30 | \$158.14 | \$4,744.20 | 145001 | 210031 | \$159.14 | |
| | | | | | | | | | Total | \$9,330.26 | | | |

Claims Through 1/31/2012 – Regular Payment

Client ID: 811153 Client Name: Brown, Amy Case ID: 44412

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|--------------------|-------------|---------------|--|----------------|-----------|--------------------|------------------|-------------------|-------|--------------|-------------------|
| 310021 | CYF | Group Home/Regular | 505 | Facility A | 10 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 11/2/2011 | 11/30/2011 | Yes | 29 | \$159.14 | \$4,615.06 |
| 310031 | CYF | Group Home/Regular | 505 | Facility A | 10 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/31/2011 | | 30 | \$159.14 | \$4,774.20 |
| | | | | | | | | | | | | Total | \$9,389.26 |

Scenario 3: Rate Decrease

This scenario shows the line items created when a rate decrease is made to a Provider's Allocation Statement in MPER. This change causes a Receivable for the amount paid in the previous Provider Claiming Period and a new Regular Payment to be made.

Below is the detailed explanation of the Payment Line ID's that are on the Provider's Invoice.

Claims Through 12/31/2011:

The Payment Line ID shows that the provider's Regular Payment for Contracted Services includes a \$40.00 payment for Services delivered for Jones Smith. This Payment Line ID is for 2 units of Counseling Services/Counseling Setting/Family Counseling/Speech Therapy service at \$20.00 per unit. For this Payment Line ID, a unit is listed as .25 hour. ($2 \times \$20.00 = \40.00). This payment is reflected on invoice for Claims through 12/31/2011 due to the fact that the Service Log was completed in the month of December.

Claims Through 1/31/2012:

In the next month, a rate decrease of \$1.00 per unit was made to the Allocation Statement in MPER for the Speech Therapy service this provider offers. This causes the Receivable to be generated. The Receivable ID shows that 2 units of service are being recouped at a rate of \$20.00 per unit for a total of \$40.00. The current rate, or new rate, is listed to be \$19.00.

A Regular Payment is made for Counseling Services/Counseling Setting/Family Counseling/Speech Therapy for client Jones Smith for 2 - .25 hour units, paid at a rate of \$19.00 per unit for a total of \$38.00.

Scenario 3: Rate Decrease

Claims Through 12/31/2011 – Regular Payment

Client ID: 811152 Client Name: Smith, Jones Case ID: 44411

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | Payment Start Date | Payment End Date | Unit Type | Units | Rate | Amount |
|-----------------|--------------|---|-------------|---------------|--|----------------|--------------------|------------------|-----------------|-------|---------|----------------|
| 110035 | CYF | Counseling Services/Counseling Setting/Family Counseling/Speech Therapy | 2441 | Facility C | 12 Main St, Pittsburgh, PA 15222 | Not Applicable | 8/1/2011 | 8/1/2011 | Unit (.25 Hour) | 2 | \$20.00 | \$40.00 |
| Total | | | | | | | | | | | | \$40.00 |

Claims Through 1/31/2012 – Receivable

Client ID: 811152 Client Name: Smith, Jones Case ID: 44411

| Receivable ID | Legal Status | JDE Account String | Service | Receivable Start Date | Receivable End Date | Unit Type | Units | Original Rate | Receivable Amount | Original Invoice Number | Original Payment Line ID | Current Rate | Previous Date(s) |
|---------------|--------------|---------------------|---|-----------------------|---------------------|-----------------|-------|---------------|-------------------|-------------------------|--------------------------|--------------|------------------|
| 620 | CYF | 25920102.63010.0103 | Counseling Services/Counseling Setting/Family Counseling/Speech Therapy | 8/1/2011 | 8/1/2011 | Unit (.25 Hour) | 2 | \$20.00 | \$40.00 | 145001 | 110035 | \$19.00 | |
| Total | | | | | | | | | \$40.00 | | | | |

Claims Through 1/31/2012 – Regular Payment

Client ID: 811152 Client Name: Smith, Jones Case ID: 44411

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | Payment Start Date | Payment End Date | Unit Type | Units | Rate | Amount |
|-----------------|--------------|---|-------------|---------------|--|----------------|--------------------|------------------|-----------------|-------|---------|----------------|
| 320035 | CYF | Counseling Services/Counseling Setting/Family Counseling/Speech Therapy | 2441 | Facility C | 12 Main St, Pittsburgh, PA 15222 | Not Applicable | 8/1/2011 | 8/1/2011 | Unit (.25 Hour) | 2 | \$19.00 | \$38.00 |
| Total | | | | | | | | | | | | \$38.00 |

Scenario 4: Placement Service Change

This scenario shows the line items created when there is a change in Placement Services for David Jones that has been ‘back-dated’ in the KIDS application. Please note that only CYF Caseworkers or JPO Administrators can make a change to the Placement Services. This change in a service causes a Receivable for the affected Claiming Period(s) and new Regular payment for the affected Claiming Period(s).

Below is the detailed explanation of the Payment Line ID’s that are on the Provider’s Invoice.

Claims Through 12/31/2011:

The Providers payment for Contracted Placements includes the placement services for 31 units of Foster Care/Non-Kinship/Non-Relative/Regular service paid at the rate of \$52.02 per unit for a total of \$1,612.62. This is listed as an Ongoing Placement; therefore all 31 days in the period are paid. This item will also appear on the following invoice.

Claims Through 1/31/2012:

During this month, the Placement Service changed from Foster Care/Non-Kinship/Non-Relative/Regular to be Foster Care/Non-Kinship/Non-Relative/Shelter. This causes the Receivable to be generated. The Receivable ID shows that 31 units of Foster Care/Non-Kinship/Non-Relative/Regular service are being recouped at a rate of \$52.02 per unit for a total of \$1,612.62 for the Service dates of 12/1/2011 to 12/31/2011.

In the Regular Payment section, David Jones has 2 Payment Line ID’s that total \$3,101.24. The first line details the payment for Foster Care/Non-Kinship/Non-Relative/Shelter services with service dates of 12/1/2011 to 12/31/2011. The \$1,550.62 payment is for 31 units paid at a rate of \$50.02 per unit. The second line details the payment for Foster Care/Non-Kinship/Non-Relative/Shelter services with service dates of 1/1/2012 to 01/31/2012. The \$1,550.62 payment is for 31 units paid at a rate of \$50.02 per unit.

Scenario 4: Placement Service Change

Claims Through 12/31/2011 – Regular Payment

Client ID: 811164 Client Name: Jones, David Case ID: 44425

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|--|-------------|---------------|----------------------------------|----------------|-----------|--------------------|------------------|-------------------|-------|---------|------------|
| 210054 | CYF | Foster Care/Non-Relative/Non-Kinship/Regular | 506 | Facility B | 11 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/31/2011 | Yes | 31 | \$52.02 | \$1,612.62 |
| | | | | | | | | | | | | Total | \$1,612.62 |

Claims Through 1/31/2012 – Receivable

Client ID: 811164 Client Name: Jones, David Case ID: 44425

| Receivable ID | Legal Status | JDE Account String | Service | Receivable Start Date | Receivable End Date | Unit Type | Units | Original Rate | Receivable Amount | Original Invoice Number | Original Payment Line ID | Current Rate | Previous Date(s) |
|---------------|--------------|---------------------|--|-----------------------|---------------------|-----------|-------|---------------|-------------------|-------------------------|--------------------------|--------------|----------------------|
| 624 | CYF | 25920102.63010.0204 | Foster Care/Non-Relative/Non-Kinship/Regular | 12/1/2011 | 12/31/2011 | Per Diem | 31 | \$52.02 | \$1,612.62 | 145001 | 210054 | | 12/1/2011-12/31/2011 |
| | | | | | | | | | Total | \$1,612.62 | | | |

Claims through 1/31/2012 – Regular Payment

Client ID: 811164 Client Name: Jones, David Case ID: 44425

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|--|-------------|---------------|----------------------------------|----------------|-----------|--------------------|------------------|-------------------|-------|---------|------------|
| 310063 | CYF | Foster Care/Non-Relative/Non-Kinship/Shelter | 506 | Facility B | 11 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/31/2011 | Yes | 31 | \$50.02 | \$1,550.62 |
| 310164 | CYF | Foster Care/Non-Relative/Non-Kinship/Shelter | 506 | Facility B | 11 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 1/1/2012 | 1/31/2012 | Yes | 31 | \$50.02 | \$1,550.62 |
| | | | | | | | | | | | | Total | \$3,101.24 |

Scenario 5: Placement Program Change

This scenario shows the line items created when there is a Placement Program Change in the KIDS application. Please note that only CYF Caseworker Supervisor or JPO Administrators can make a change to the Placement Program once the Provider Placement Entry section has been saved in the KIDS application. This change causes a Receivable for the affected Claiming Period(s) and new Regular payment for the affected Claiming Period(s).

Below is the detailed explanation of the Payment Line ID's that are on the Provider's Invoice.

Claims Through 12/31/2011:

The Payment Line ID shows that the Contracted Placement payment includes services for Jane Doe. She received Foster Care/Non-Relative/Non-Kinship/Regular service with a program of 'Not Applicable'. The payment is for 31 units of service paid at \$52.02 per unit which totals \$1,612.62. This is listed as an Ongoing Placement, therefore all 31 days in the period are paid. This item will also appear on the following invoice.

Claims Through 1/31/2012:

The placement record was updated to reflect a program selection of 'Foster Care Program'. Since this is a change to the Program, and affects the rate the provider is paid, DHS recoups the entire previous amount paid and a new payable is given.

The Receivable ID for Jane Doe is for the monies paid for the Foster Care service, Not Applicable Program. The receivable is for 31 units of service paid at \$52.02 per unit which totals \$1,612.62. The services dates are from 12/1/2011 to 12/31/2011.

In the Regular Payments section, Jane Doe has 2 Payment Line ID's that total \$3,287.24. The first line details 31 units of Regular Foster Care service, which has a Program of 'Foster Care Program' and is paid at a rate of \$53.02 per unit for a total of \$1,643.62. The second line details the payment for Foster Care/Non-Kinship/Non-Relative/Regular services, which has a program of 'Foster Care Program' with service dates of 1/1/2012 to 01/31/2012. The \$1,643.62 payment is for 31 units paid at a rate of \$53.02 per unit.

Scenario 5: Placement Program Change

Claims Through 12/31/2011 – Regular Payment

Client ID: 811162 Client Name: Doe, Jane Case ID: 44421

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|--|-------------|---------------|----------------------------------|----------------|-----------|--------------------|------------------|-------------------|-------|--------------|-------------------|
| 210052 | CYF | Foster Care/Non-Relative/Non-Kinship/Regular | 506 | Facility B | 11 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/31/2011 | Yes | 31 | \$52.02 | \$1,612.62 |
| | | | | | | | | | | | | Total | \$1,612.62 |

Claims Through 1/31/2012 – Receivable

Client ID: 811162 Client Name: Doe, Jane Case ID: 44421

| Receivable ID | Legal Status | JDE Account String | Service | Receivable Start Date | Receivable End Date | Unit Type | Units | Original Rate | Receivable Amount | Original Invoice Number | Original Payment Line ID | Current Rate | Previous Date(s) |
|---------------|--------------|---------------------|--|-----------------------|---------------------|-----------|-------|---------------|-------------------|-------------------------|--------------------------|--------------|----------------------|
| 621 | CYF | 25920102.63010.0204 | Foster Care/Non-Relative/Non-Kinship/Regular | 12/1/2011 | 12/31/2011 | Per Diem | 31 | \$52.02 | \$1,612.62 | 145001 | 210052 | | 12/1/2011-12/31/2011 |
| | | | | | | | | | Total | \$1,612.62 | | | |

Claims Through 1/31/2012 – Regular Payment

Client ID: 811162 Client Name: Doe, Jane Case ID: 44421

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|--|-------------|---------------|----------------------------------|---------------------|-----------|--------------------|------------------|-------------------|-------|--------------|-------------------|
| 310060 | CYF | Foster Care/Non-Relative/Non-Kinship/Regular | 506 | Facility B | 11 Main St, Pittsburgh, PA 15222 | Foster Care Program | 1 | 12/1/2011 | 12/31/2011 | Yes | 31 | \$53.02 | \$1,643.62 |
| 310161 | CYF | Foster Care/Non-Relative/Non-Kinship/Regular | 506 | Facility B | 11 Main St, Pittsburgh, PA 15222 | Foster Care Program | 1 | 1/1/2012 | 1/31/2012 | Yes | 31 | \$53.02 | \$1,643.62 |
| | | | | | | | | | | | | Total | \$3,287.24 |

Scenario 6: Placement PAT Level Change

This scenario shows the line items created when there is a PAT Level Change in the KIDS application. Please note that only CYF Caseworkers or JPO Administrators can make a change to the PAT Level. This change causes a Receivable for the affected Claiming Period(s) and new Regular payment for the affected Claiming Period(s).

Below is the detailed explanation of the Payment Line ID's that are on the Provider's Invoice.

Claims Through 12/31/2011:

The Payment Line ID shows that the Contracted Placement payment includes services for John Doe that total \$1,560.60. He received Foster Care//Non-Relative/Non-Kinship//Regular services that had a PAT Level of 1. The payment is for 30 units of service (12/1/2011 to 12/31/2011) paid at \$52.02 per unit. This is not an Ongoing Placement.

Claims Through 1/31/2012:

During this month, the placement record was updated to reflect a PAT Level of 2 with a Payment Start Date of 12/16/2011. This change affects the rate the provider is paid for the service dates of 12/16/2011 to 12/31/2011, which caused the Receivable to be generated for John Doe for the total amount paid to the provider. The Receivable ID shows 30 units at a rate of \$52.02 per unit are recouped for a total of \$1,560.60

In the Regular Payment section, John Doe has 2 Payment Line ID's that total \$1,590.600. The first line details the payment for Regular Foster Care service with a PAT Level of 1. This line item has a start date of 12/1/2011 and an end date of 12/16/2011. These 15 units of service are paid at a rate of \$52.02 for a total of \$780.30.

The second line details the payment for Regular Foster Care services with a PAT Level of 2. This line item has a start date of 12/16/2011 and an end date of 12/31/2011. This is not an Ongoing Placement. These 15 units of service are paid at a rate of \$54.02 for a total of \$810.30.

Scenario 6: Placement PAT Level Change

Claims Through 12/31/2011 – Regular Payment

Client ID: 811163 Client Name: Doe, John Case ID: 44424

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|--|-------------|---------------|----------------------------------|----------------|-----------|--------------------|------------------|-------------------|-------|---------|------------|
| 210053 | CYF | Foster Care/Non-Relative/Non-Kinship/Regular | 506 | Facility B | 11 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/31/2011 | | 30 | \$52.02 | \$1,560.60 |
| | | | | | | | | | | | | Total | \$1,560.60 |

Claims Through 1/31/2012 – Receivable

Client ID: 811163 Client Name: Doe, John Case ID: 44424

| Receivable ID | Legal Status | JDE Account String | Service | Receivable Start Date | Receivable End Date | Unit Type | Units | Original Rate | Receivable Amount | Original Invoice Number | Original Payment Line ID | Current Rate | Previous Date(s) |
|---------------|--------------|---------------------|--|-----------------------|---------------------|-----------|-------|---------------|-------------------|-------------------------|--------------------------|--------------|----------------------|
| 622 | CYF | 25920102.63010.0204 | Foster Care/Non-Relative/Non-Kinship/Regular | 12/1/2011 | 12/31/2011 | Per Diem | 30 | \$52.02 | \$1,560.60 | 145001 | 210053 | | 12/1/2011-12/31/2011 |
| | | | | | | | | | Total | \$1,560.60 | | | |

Claims Through 1/31/2012 – Regular Payment

Client ID: 811163 Client Name: Doe, John Case ID: 44424

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|--|-------------|---------------|----------------------------------|----------------|-----------|--------------------|------------------|-------------------|-------|---------|------------|
| 310062 | CYF | Foster Care/Non-Relative/Non-Kinship/Regular | 506 | Facility B | 11 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/16/2011 | | 15 | \$52.02 | \$780.30 |
| 310163 | CYF | Foster Care/Non-Relative/Non-Kinship/Regular | 506 | Facility B | 11 Main St, Pittsburgh, PA 15222 | Not Applicable | 2 | 12/16/2011 | 12/31/2011 | | 15 | \$54.02 | \$810.30 |
| | | | | | | | | | | | | Total | \$1,590.60 |

Scenario 7: Date Increase New Placement Service Record (Entry)

This scenario shows the line items created when there is an adjustment made to the placement entry date after the payment has been reconciled and paid. The date change results in additional days of payment due.

Below is the detailed explanation of the Payment Line ID's that are on the Provider's Invoice.

Claims Through 12/31/2011:

The Payment Line ID for Charles Brown totals \$572.22. This Contracted Placement service has a Payment Start Date of 12/20/2011 and a Payment End Date of 12/31/2011. This is not an Ongoing Placement. This is a total of 11 units (days) for the Provider Claiming Period which are paid at a rate of \$52.02 per unit.

Claims Through 1/31/2012:

During the January Provider Claiming Period, the placement entry date was adjusted to be 5 days earlier than the original date of 12/20/2011. The placement now has a Start Date of 12/15/2011. This date change results in a Regular Payment for Contracted Placements for the additional 5 units, which are paid at a rate of \$52.02 per unit for a total of \$260.10.

Scenario 7: Date Increase

New Placement Service Record (Entry)

Claims Through 12/31/2011 – Regular Payment

Client ID: 811154 Client Name: Brown, Charles Case ID: 44413

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|--|-------------|---------------|--|-------------------|-----------|--------------------|------------------|-------------------|-------|---------|----------|
| 210041 | CYF | Foster Care/Non-Relative/Non-Kinship/Regular | 506 | Facility B | 11 Main St, Pittsburgh, PA 15222 | Safe Home Program | 1 | 12/20/2011 | 12/31/2011 | | 11 | \$52.02 | \$572.22 |
| | | | | | | | | | | | | Total | \$572.22 |

Claims Through 1/31/2012 – Regular Payment

Client ID: 811154 Client Name: Brown, Charles Case ID: 44413

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|--|-------------|---------------|--|-------------------|-----------|--------------------|------------------|-------------------|-------|---------|----------|
| 310093 | CYF | Foster Care/Non-Relative/Non-Kinship/Regular | 506 | Facility B | 11 Main St, Pittsburgh, PA 15222 | Safe Home Program | 1 | 12/15/2011 | 12/20/2011 | | 5 | \$52.02 | \$260.10 |
| | | | | | | | | | | | | Total | \$260.10 |

Scenario 8: Date Increase New Placement Service Record (Exit)

This scenario shows the line items created when there is an adjustment made to the placement exit date after the payment has been reconciled and paid. The date change results in an additional days of payment due.

Below is the detailed explanation of the Payment Line ID's that are on the Provider's Invoice.

Claims Through 12/31/2011:

There is one payment line for Jane Smith totaling \$950.00. The Payment Line ID has a Payment Start Date of 12/1/2011 and a Payment End Date of 12/20/2011. This is a total of 19 units (days) for the Provider Claiming Period, which are paid at a rate of \$50.00 per unit.

Claims Through 1/31/2012:

During the January Provider Claiming Period, the placement exit date was adjusted to add 2 days to the end of placement which now stops on 12/22/2011. This date change results in a Regular Payment for Contracted Placement for the additional 2 units, which are paid at a rate of \$50.00 for a total of \$100.00.

Scenario 8: Date Increase New Placement Service Record (Exit)

Claims Through 12/31/2011 – Regular Payment

Client ID: 811210 Client Name: Smith, Jane Case ID: 44415

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|---|-------------|---------------|--|----------------|-----------|--------------------|------------------|-------------------|-------|---------|----------|
| 210057 | CYF | Foster Care/Relative/Kinship/Regular | 508 | Facility D | 15 Main St, Pittsburgh, PA 15222 | Not Applicable | 2 | 12/1/2011 | 12/20/2011 | | 19 | \$50.00 | \$950.00 |
| | | | | | | | | | | | | Total | \$950.00 |

Claims Through 1/31/2012 – Regular Payment

Client ID: 811210 Client Name: Smith, Jane Case ID: 44415

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|---|-------------|---------------|--|----------------|-----------|--------------------|------------------|-------------------|-------|---------|----------|
| 310064 | CYF | Foster Care/Relative/Kinship/Regular | 508 | Facility D | 15 Main St, Pittsburgh, PA 15222 | Not Applicable | 2 | 12/20/2011 | 12/22/2011 | | 2 | \$50.00 | \$100.00 |
| | | | | | | | | | | | | Total | \$100.00 |

Scenario 9: Date Decrease (Close)

This scenario shows the line items created when there is an adjustment made to the service end date after the payment has been reconciled and paid. The date change results in an overpayment, too many days paid originally.

Below is the detailed explanation of the Payment Line ID's that are on the Provider's Invoice.

Claims Through 12/31/2011:

There is one payment line for John Smith totaling \$504.68. The Payment Line ID has a Service Start Date of 12/1/2011 and a Service End Date of 12/31/2011. This is a total of 31 units of Independent and Transitional Living Services/Independent Living for the Provider Claiming Period paid at a rate of \$16.28 per unit.

Claims Through 1/31/2012:

During this month, the Service Close date was adjusted to end 5 days earlier. This change causes the Receivable to be generated for John Smith. DHS is recouping all 31 units of Independent Living Service that were paid at a rate of \$16.28 per unit for a total of \$504.68.

In the Regular Payment section, John Smith has a Payment Line ID under Contracted Services that total \$423.28. This line item has a Payment Start Date of 12/1/2011 and a Payment End Date of 12/26/2011. This is a total of 26 units paid at the rate of \$16.28.

Scenario 9: Date Decrease (Close)

Claims Through 12/31/2011 – Regular Payment

Client ID: 811151 Client Name: Smith, John Case ID: 44411

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | Payment Start Date | Payment End Date | Unit Type | Units | Rate | Amount |
|-----------------|--------------|--|-------------|---------------|------------------|---------|--------------------|------------------|-----------|-------|---------|----------|
| 210011 | CYF | Independent and Transitional Living Services/Independence Training | | | | | 12/1/2011 | 12/31/2011 | Per Diem | 31 | \$16.28 | \$504.68 |
| | | | | | | | | | | | Total | \$504.68 |

Claims Through 1/31/2012 – Receivable

Client ID: 811151 Client Name: Smith, John Case ID: 44411

| Receivable ID | Legal Status | JDE Account String | Service | Receivable Start Date | Receivable End Date | Unit Type | Units | Original Rate | Receivable Amount | Original Invoice Number | Original Payment Line ID | Current Rate | Previous Date(s) |
|---------------|--------------|---------------------|--|-----------------------|---------------------|-----------|-------|---------------|-------------------|-------------------------|--------------------------|--------------|----------------------|
| 615 | CYF | 25920102.63010.0701 | Independent and Transitional Living Services/Independence Training | 12/1/2011 | 12/31/2011 | Per Diem | 31 | \$16.28 | \$504.68 | 145001 | 210011 | | 12/1/2011-12/31/2011 |
| | | | | | | | | | Total | \$504.68 | | | |

Claims Through 1/31/2012 – Regular Payment

Client ID: 811151 Client Name: Smith, John Case ID: 44411

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | Payment Start Date | Payment End Date | Unit Type | Units | Rate | Amount |
|-----------------|--------------|--|-------------|---------------|------------------|---------|--------------------|------------------|-----------|-------|---------|----------|
| 320011 | CYF | Independent and Transitional Living Services/Independence Training | | | | | 12/1/2011 | 12/26/2011 | Per Diem | 26 | \$16.28 | \$423.28 |
| | | | | | | | | | | | Total | \$423.28 |

Scenario 10: Date Decrease (Start)

This scenario shows the line items created when there is an adjustment made to the service start date after the payment has been reconciled and paid. The date change results in an overpayment, too many days paid originally.

Below is the detailed explanation of the Payment Line ID's that are on the Provider's Invoice.

Claims Through 12/31/2011:

There is one payment line for Alicia Thompson totaling \$504.68. The Payment Line ID has a Payment Start Date of 12/1/2011 and a Payment End Date of 12/31/2011. This is a total of 31 units of Independent and Transitional Living Services/Independent Living for the Provider Claiming Period which is paid at a rate of \$16.28 per unit.

Claims Through 1/31/2012:

During this month, the Authorized Start Date was changed to be 12/5/2011. This change causes the Receivable to be generated for Alicia Thompson. DHS is recouping all 31 units of Independent Living Service that were paid at a rate of \$16.28 per unit for a total of \$504.68.

In the Regular Payment section, Alicia Thompson has a Payment Line ID under Contracted Services that total \$439.56. This line item has a Payment Start Date of 12/5/2011 and a Payment End Date of 12/26/2011. This is a total of 27 units paid at the rate of \$16.28.

Scenario 10: Date Decrease (Start)

Claims Through 12/31/2011 – Regular Payment

Client ID: 811179 Client Name: Thompson, Alicia Case ID: 44251

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | Payment Start Date | Payment End Date | Unit Type | Units | Rate | Amount |
|-----------------|--------------|--|-------------|---------------|------------------|---------|--------------------|------------------|-----------|-------|---------|----------|
| 210013 | CYF | Independent and Transitional Living Services/Independence Training | | | | | 12/1/2011 | 12/31/2011 | Per Diem | 31 | \$16.28 | \$504.68 |
| | | | | | | | | | | | Total | \$504.68 |

Claims Through 1/31/2012 – Receivable

Client ID: 811179 Client Name: Thompson, Alicia Case ID: 44251

| Receivable ID | Legal Status | JDE Account String | Service | Receivable Start Date | Receivable End Date | Unit Type | Units | Original Rate | Receivable Amount | Original Invoice Number | Original Payment Line ID | Current Rate | Previous Date(s) |
|---------------|--------------|---------------------|--|-----------------------|---------------------|-----------|-------|---------------|-------------------|-------------------------|--------------------------|--------------|----------------------|
| 626 | CYF | 25920102.63010.0701 | Independent and Transitional Living Services/Independence Training | 12/1/2011 | 12/31/2011 | Per Diem | 31 | \$16.28 | \$504.68 | 145001 | 210013 | | 12/1/2011-12/31/2011 |
| | | | | | | | | Total | \$504.68 | | | | |

Claims Through 1/31/2012 – Regular Payment

Client ID: 811179 Client Name: Thompson, Alicia Case ID: 44251

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | Payment Start Date | Payment End Date | Unit Type | Units | Rate | Amount |
|-----------------|--------------|--|-------------|---------------|------------------|---------|--------------------|------------------|-----------|-------|---------|----------|
| 320013 | CYF | Independent and Transitional Living Services/Independence Training | | | | | 12/5/2011 | 12/31/2011 | Per Diem | 27 | \$16.28 | \$439.56 |
| | | | | | | | | | | | Total | \$439.56 |

Scenario 11: Rate and Date Change Positive Result

This scenario shows the line items created when a rate change is made to a Provider's Allocation Statement in MPER and a Placement Exit Date is modified in the KIDS application. Both of these changes cause a Receivable for the amount paid in the previous Provider Claiming Period and a new Regular Payment to be made.

Below is the detailed explanation of the Payment Line ID's that are on the Provider's Invoice.

Claims Through 12/31/2011:

There is one payment line for Charles Smith in the Regular Payments/Contracted Placements section. The provider will receive \$208.00 for 4 units of Foster Care/Relative/-Kinship/Shelter services with a PAT Level of 1 paid at a rate of \$52.00 per unit. This Payment Line ID has a Payment Start Date of 12/1/2011 and a Payment End Date of 12/5/2011. This is not an Ongoing Placement.

Claims Through 1/31/2012:

During the Month of January, a rate increase of \$1.00 was made to the Allocation Statement in MPER for this Provider's Foster Care/Relative/Kinship/Shelter service. Also, the Placement Exit date of Charles Smith was changed to be 12/7/2011. These changes cause a Receivable to be generated for Charles Smith. DHS is recouping all 4 units of Shelter Foster Care Service that were paid at a rate of \$52.00 per unit for a total of \$208.00. This Receivable shows that the current rate is now \$53.00 per unit.

In the Regular Payment section, Charles Smith has a Payment Line ID under Contracted Placements that total \$318.00. This line item has a Payment Start Date of 12/1/2011 and a Payment End Date of 12/7/2011. These 6 units of Shelter Foster Care services are being paid at the rate of \$53.00 per unit.

Scenario 11: Rate and Date Change

Positive Result

Claims Through 12/31/2011 – Regular Payment

Client ID: 851203 Client Name: Smith, Charles Case ID: 43201

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|---|-------------|---------------|--|----------------|-----------|--------------------|------------------|-------------------|-------|---------|----------|
| 210055 | JPO | Foster Care/Relative/Kinship/Sh elter | 508 | Facility D | 15 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/5/2011 | | 4 | \$52.00 | \$208.00 |
| | | | | | | | | | | | | Total | \$208.00 |

Claims Through 1/31/2012 – Receivable

Client ID: 851203 Client Name: Smith, Charles Case ID: 43201

| Receivable ID | Legal Status | JDE Account String | Service | Receivable Start Date | Receivable End Date | Unit Type | Units | Original Rate | Receivable Amount | Original Invoice Number | Original Payment Line ID | Current Rate | Previous Date(s) |
|---------------|--------------|---------------------|---|-----------------------|---------------------|-----------|-------|---------------|-------------------|-------------------------|--------------------------|--------------|---------------------|
| 645 | JPO | 48020104.63010.0203 | Foster Care/Relative/Kinship/Sh elter | 12/1/2011 | 12/5/2011 | Per Diem | 4 | \$52.00 | \$208.00 | 145001 | 210055 | \$53.00 | 12/1/2011-12/5/2011 |
| | | | | | | | | | Total | \$208.00 | | | |

Claims Through 1/31/2012 – Regular Payment

Client ID: 851203 Client Name: Smith, Charles Case ID: 43201

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|---|-------------|---------------|--|----------------|-----------|--------------------|------------------|-------------------|-------|---------|----------|
| 310055 | JPO | Foster Care/Relative/Kinship/Sh elter | 508 | Facility D | 15 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/7/2011 | | 6 | \$53.00 | \$318.00 |
| | | | | | | | | | | | | Total | \$318.00 |

Scenario 12: Rate Increase; Date Decrease

This scenario shows the line items created when there has been a rate increase for the service made to the Allocation Statement in MPER. There has also been a change to the Placement Exit Date. Both of these changes cause a Receivable for the amount paid in the previous Provider Claiming Period and a new Regular Payment to be made.

Below is the detailed explanation of the Payment Line ID's that are on the Provider's Invoice.

Claims Through 12/31/2011:

There is one payment line for Michael Terry in the Regular Payments/Contracted Placements section. The provider will receive \$200.00 for 4 units of Group Home/Shelter services with a PAT Level of 1 paid at a rate of \$50.00 per unit. This Payment Line ID has a Payment Start Date of 12/1/2011 and a Payment End Date of 12/5/2011. This is not an Ongoing Placement.

Claims Through 1/31/2012:

During the Month of January, a rate increase of \$1.00 was made to the Allocation Statement in MPER for this Provider's Group Home/Shelter service. Also, the Placement Exit date of Michael Terry was changed to be 12/3/2011. These changes cause a Receivable to be generated for Michael Terry. DHS is recouping all 4 units of Shelter Group Home Service that were paid at a rate of \$50.00 per unit for a total of \$200.00. This Receivable shows that the current rate is now \$51.00 per unit.

In the Regular Payment section, Michael Terry has a Payment Line ID under Contracted Placements that total \$102.00. This line item has a Payment Start Date of 12/1/2011 and a Payment End Date of 12/2/2011. These 2 units of Shelter Group Home service is being paid at the rate of \$51.00 per unit.

Scenario 12: Rate Increase; Date Decrease

Claims Through 12/31/2011 – Regular Payment

Client ID: 819917 Client Name: Terry, Michael Case ID: 44301

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|--------------------|-------------|---------------|--|----------------|-----------|--------------------|------------------|-------------------|-------|---------|----------|
| 210058 | JPO | Group Home/Shelter | 508 | Facility D | 15 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/5/2011 | | 4 | \$50.00 | \$200.00 |
| | | | | | | | | | | | | Total | \$200.00 |

Claims Through 1/31/2012 – Receivable

Client ID: 819917 Client Name: Terry, Michael Case ID: 44301

| Receivable ID | Legal Status | JDE Account String | Service | Receivable Start Date | Receivable End Date | Unit Type | Units | Original Rate | Receivable Amount | Original Invoice Number | Original Payment Line ID | Current Rate | Previous Date(s) |
|---------------|--------------|---------------------|--------------------|-----------------------|---------------------|-----------|-------|---------------|-------------------|-------------------------|--------------------------|--------------|---------------------|
| 629 | JPO | 48020104.63010.0203 | Group Home/Shelter | 12/1/2011 | 12/5/2011 | Per Diem | 4 | \$50.00 | \$200.00 | 145001 | 210058 | \$51.00 | 12/1/2011-12/5/2011 |
| | | | | | | | | | Total | \$200.00 | | | |

Claims Through 1/31/2012 – Regular Payment

Client ID: 819917 Client Name: Terry, Michael Case ID: 44301

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|--------------------|-------------|---------------|--|----------------|-----------|--------------------|------------------|-------------------|-------|---------|----------|
| 310058 | JPO | Group Home/Shelter | 508 | Facility D | 15 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/3/2011 | | 2 | \$51.00 | \$102.00 |
| | | | | | | | | | | | | Total | \$102.00 |

Scenario 13: Rate and Date Change Negative Result

This scenario shows the line items created when there has been a rate decrease for the service made to the Allocation Statement in MPER. There has also been a change to the Placement Entry Date. Both of these changes cause a Receivable for the amount paid in the previous Provider Claiming Period and a new Regular Payment to be made.

Below is the detailed explanation of the Payment Line ID's that are on the Provider's Invoice.

Claims Through 12/31/2011:

There is one payment line for James Smith in the Regular Payments/Contracted Placements section. The provider will receive \$468.00 for 9 units of Regular Foster Care service with a PAT Level of 1, which is paid at a rate of \$52.00 per unit. This Payment Line ID has a Payment Start Date of 12/1/2011 and a Payment End Date of 12/10/2011. This is not an Ongoing Placement.

Claims Through 1/31/2012:

During the Month of January, a rate decrease of \$2.00 was made to the Allocation Statement in MPER for this Provider's Regular Foster Care service. Also, the Placement Exit date of James Smith was changed to be 12/8/2011. These changes cause a Receivable to be generated for James Smith. DHS is recouping all 9 units of Regular Foster Care Service that were paid at a rate of \$52.00 per unit for a total of \$468.00. This Receivable shows that the current rate is now \$50.00 per unit.

In the Regular Payment section, James Smith has a Payment Line ID under Contracted Placements that total \$350.00. This line item has a Payment Start Date of 12/1/2011 and a Payment End Date of 12/8/2011. These 7 units of Regular Foster Care service is being paid at the rate of \$50.00 per unit.

Scenario 13: Rate and Date Change Negative Result

Claims Through 12/31/2011 – Regular Payment

Client ID: 851209 Client Name: Smith, James Case ID: 43205

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|---|-------------|---------------|--|----------------|-----------|--------------------|------------------|-------------------|-------|---------|----------|
| 210056 | JPO | Foster Care/Relative/Kinship/Regular | 508 | Facility D | 15 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/10/2011 | | 9 | \$52.00 | \$468.00 |
| | | | | | | | | | | | | Total | \$468.00 |

Claims Through 1/31/2012 – Receivable

Client ID: 851209 Client Name: Smith, James Case ID: 43205

| Receivable ID | Legal Status | JDE Account String | Service | Receivable Start Date | Receivable End Date | Unit Type | Units | Original Rate | Receivable Amount | Original Invoice Number | Original Payment Line ID | Current Rate | Previous Date(s) |
|---------------|--------------|---------------------|---|-----------------------|---------------------|-----------|-------|---------------|-------------------|-------------------------|--------------------------|--------------|--------------------------|
| 625 | JPO | 48020104.63010.0204 | Foster Care/Relative/Kinship/Regular | 12/1/2011 | 12/10/2011 | Per Diem | 9 | \$52.00 | \$468.00 | 145001 | 210056 | \$50.00 | 12/1/2011- 12/10/2011 |
| | | | | | | | | | Total | \$468.00 | | | |

Claims Through 1/31/2012 – Regular Payment

Client ID: 851209 Client Name: Smith, James Case ID: 43205

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|---|-------------|---------------|--|----------------|-----------|--------------------|------------------|-------------------|-------|---------|----------|
| 310056 | JPO | Foster Care/Relative/Kinship/Regular | 508 | Facility D | 15 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/8/2011 | | 7 | \$50.00 | \$350.00 |
| | | | | | | | | | | | | Total | \$350.00 |

Scenario 14: Manual Receivable

This scenario shows the line items created when a manual receivable is entered into KIDS. Manual Receivables are created for Contracted Services (Non-Placement) only. A Manual Receivable for Contracted Placement cannot be created.

Claims Through 12/31/2011:

Client Laura Adams has no activity in the Provider Claiming Period ending 12/31/2011.

Claims Through 1/31/2012:

A Manual Receivable was created to show a recoupment in the amount of \$15,500.00. The provider was over paid for 31 units at the rate of \$500.00 per unit. The Service Start Date was 7/1/2011 and the Service End Date was 7/1/2011.

Scenario 14: Manual Receivable

Claims Through 12/31/2011 – N/A

Claims Through 1/31/2012 – Receivable

Client ID: 800137 Client Name: Adams, Laura Case ID: 42056

| Receivable ID | Legal Status | JDE Account String | Service | Receivable Start Date | Receivable End Date | Unit Type | Units | Original Rate | Receivable Amount | Original Invoice Number | Original Payment Line ID | Current Rate | Previous Date(s) |
|---------------|--------------|---------------------|---|-----------------------|---------------------|-----------------|-------|---------------|-------------------|-------------------------|--------------------------|--------------|-------------------|
| 618 | CYF | 25920102.63010.0103 | Counseling Services/Counseling Setting/Family Counseling/Speech Therapy | 7/1/2011 | 7/1/2011 | Unit (.25 Hour) | 31 | \$500.00 | \$15,500.00 | 129002 | 100017 | | 7/1/2011-7/1/2011 |
| Total | | | | | | | | | \$15,500.00 | | | | |

Scenario 15: Adjustment

This scenario shows the line items created when a “data fix” is required.

After the Placement was exited and the CYF case was closed in the KIDS application, a Data Fix was required to correct the exit date of the child by 2 days. This Data Fix was requested through the DHS HelpDesk, which resulted in an Adjustment to the Provider.

Claims Through 12/31/2011:

There is one payment line for Charles Baker in the Regular Payments/Contracted Placements section. The provider will receive \$3819.36 for 24 units of Regular Group Home service with a PAT Level of 1, which is paid at a rate of \$159.14 per unit. This Payment Line ID has a Payment Start Date of 12/1/2011 and a Payment End Date of 12/25/2011. This is not an Ongoing Placement.

Claims Through 1/31/2012:

In the Adjustment Payments section, as a Contracted Placement the Payment Line ID details that 2 units of Regular Group Home services are being paid to the provider at the rate of \$159.14 for a total of \$318.28. The Payment Start Date of the adjustment is 12/25/2011 and the Payment End Date of the Adjustment is 12/27/2011. The Previous Dates are 12/1/2011 to 12/25/2011.

Scenario 15: Adjustment

Claims Through 12/31/2011 – Regular Payment

Client ID: 811172 Client Name: Baker, Charles Case ID: 44412

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Payment Start Date | Payment End Date | Ongoing Placement | Units | Rate | Amount |
|-----------------|--------------|--------------------|-------------|---------------|--|----------------|-----------|--------------------|------------------|-------------------|-------|----------|------------|
| 310011 | CYF | Group Home/Regular | 505 | Facility A | 10 Main St, Pittsburgh, PA 15222 | Not Applicable | 1 | 12/1/2011 | 12/25/2011 | | 24 | \$159.14 | \$3,819.36 |
| | | | | | | | | | | | | Total | \$3,819.36 |

Claims Through 1/31/2012 – Adjustment

Client ID: 811172 Client Name: Baker, Charles Case ID: 44412

| Payment Line ID | Legal Status | Service | Facility ID | Facility Name | Program | PAT Level | Payment Start Date | Payment End Date | Units | Rate | Amount | Previous Invoice Number | Previous Payment Line ID | Previously Adjusted | Previous Rate | Previous Dates |
|-----------------|--------------|--------------------|-------------|---------------|----------------|-----------|--------------------|------------------|-------|----------|----------|-------------------------|--------------------------|---------------------|---------------|----------------------|
| 320014 | CYF | Group Home/Regular | 505 | Facility A | Not Applicable | 1 | 12/25/2011 | 12/27/2011 | 2 | \$159.14 | \$318.28 | 145001 | 310011 | | | 12/1/2011-12/25/2011 |
| | | | | | | | | | | | Total | \$318.28 | | | | |

Contracted Invoice

The Contracted Invoice details all information processed since the last claiming cycle was completed. Services Rendered (placement, referred non-placement services, non-referred services, and IL rosters), Adjustments, as well as Receivables recognized will be displayed on a single report.

- 3 Areas
 - Header: “At-a-glance” invoice details; condenses the invoice to amount due to provider or amount due from provider
 - Summary: Mimics the information currently used when sending the information for further processing
 - Detail: Displays individual payment or receivable line information by client and type of service
- Sections
 - Regular: Standard claims generated from initial documentation in KIDS
 - Adjustments: Additional payment amounts due provider because of changes to data.
 - NOTE: Adjustments are listed as a result of a Data Fix requested through the HelpDesk.
 - Receivables: Amounts recouped by DHS
- Adjustment and Receivable Lines
 - Read: Records processed today → From Records handled yesterday
 - The results of what was processed during the current claiming cycle → based on what was processed in a previous cycle
- Grouped by Type of Transaction and Service (Placement or Non-Placement)
 - Divided by client

Invoice Overview

Invoice Header

The Invoice Header is an overview of the Payment the provider will receive. Basic details such as name, address and Provider ID are displayed. All totals displayed are detailed between CYF and JPO Services. Listed are the totals for Regular Payments, Adjustments and New Receivables. Any Prior Receivable balance is displayed as well as a Carry Forward Receivable Balance.

Claims Through 12/31/2011:

For Claims Through 12/31/2011, the provider is owed a total of \$23,043.66. This amount is all from Regular Payments; of this amount, \$22,167.66 is for CYF Services and \$876.00 for JPO Services. There are no Adjustments or New Receivables for this Provider Claiming Period. There is no Prior Receivable Balance from prior claiming periods that have carried forward.

Claims Through 1/31/2012:

For Claims Through 1/31/2012, the Provider will not be receiving payment; the provider has a negative balance of \$10,118.28 that will be carried forward to the next month.

There are Regular Payments totaling \$21,104.90 (\$20,334.90 for CYF services and \$770.00 for JPO services). An Adjustment Payment in the amount of \$318.28, all for CYF services, is shown. There is a \$31,541.46 balance in New Receivable that DHS is recouping. \$30,665.46 is for CYF services and \$876.00 is for JPO services.

To obtain the Amount Owed to the provider, the Regular Payments plus Adjustment Payments is subtracted from the New Receivables. Since there is a negative balance, that recoupment will carry forward to the next month.

$\$21,104.90 + \$318.28 - \$31,541.46 = -\$10,118.28$

Invoice Summary

The Invoice Summary gives a summary of the line items that are found in the Invoice Details section. The information is grouped by Regular Payments, Adjustments and Receivable. Regular Payments and Adjustments are further detailed by Contracted Placements Contracted Services (Non-Placement Services). Totals for CYF Services and JPO services are listed. Each line item shows the Legal Status (CYF or JPO), the JDE Account String, and the Service, #of Unique Children, #of Units, Rate per unit and the total Amount.

Receivable totals are listed for CYF services and JPO services. The details listed are by JDE Account String.

The Invoice Summary details information as follows:

- Regular Payments
 - Contracted placements
 - Contracted Services
 - Totals by account string
- Adjustment Payments
 - Contracted placements
 - Contracted Services
 - Totals by account string
- Receivables
 - Totals by account string

Claims Through 12/31/2011:

On the first Invoice, Claim Period through 12/31/2011, the Summary section shows that the Regular Payments total \$23,043.66. This amount is from \$22,167.66 for CYF services and \$876.00 for JPO services.

The Regular Payments are detailed between Contracted Placements and Contracted Services, which are further split between CYF Services and JPO services. These amounts are also detailed by the JDE Account String.

The first detailed section under Regular Payments is for Contacted Placements which shows the provider to be receiving \$21,994.30. This amount is split as \$21,118.30 for CYF services and \$876.00 for JPO services. The first line item details that the provider is receiving \$780.30 for delivering 15 units of Foster Care/Non-relative/Non-Kinship/ Pre-Adoptive service at a rate of \$52.02 per unit to one Unique Child. CYF is the payment driver for this line item. This line has 25920102.63010.0101 as the JDE Account String.

The second detailed section is for Contracted Services which shows the provider to be receiving \$1,049.36, all for CYF Services. The first line item details that the provider is receiving \$40.00 for delivering 2 units of Counseling Services/Counseling Setting/ Family

Counseling/Speech Therapy at a rate of \$20.00 per unit to one Unique Child. (Target child) CYF is the payment driver for this line item.

The third detailed section lists the Totals by JDE Account String. These amounts are not detailed by CYF and JPO Services. The first line details the provider to be receiving \$780.30 for JDE Account String 25920102.63010.0101 for delivering 15 units of service at a rate of \$52.02 per unit.

The Summary shows that the Adjustment Payments total \$0.00. If Adjustment Payments are applied, they would be detailed between CYF Services and JPO Services.

The Adjustment Payments are detailed between Contracted Placements and Contracted Services, which are further split between CYF Services and JPO services. These amounts are also detailed by the JDE Account String.

The Summary shows Receivables that total \$0.00. If Receivables were applicable, they would be detailed between CYF Services and JPO Services. These amounts are detailed by JDE Account String.

Claims Through 1/31/2012:

On the second Invoice, Claim Period through 1/31/2012, the Summary shows Regular Payments totaling \$21,104.90 (\$20,334.90 for CYF services and \$770.00 for JPO services).

Under Regular Payments, the Contacted Placements section shows the provider to be receiving \$20,204.06. This amount is split as \$19,434.06 for CYF services and \$770.00 for JPO services. The first line item details the payment for \$9,389.26 for delivering 59 units of Group Home/Regular service at a rate of \$159.14 per unit to one Unique Child. CYF is the payment driver for this line item. This line has 25920102.63010.0202 as the JDE Account String.

The Contracted Services section shows the provider to be receiving \$900.84, all for CYF Services. The first line item details that the provider is receiving \$38.00 for delivering 2 units of Counseling Services/Counseling Setting/ Family Counseling/Speech Therapy at a rate of \$19.00 per unit to one Unique Child. CYF is the payment driver for this line item and has a JDE Account String of 25920102.63010.0103.

In the Totals by JDE Account String section, the first line details of JDE Account String 25920102.63010.0103 to be for 2 units paid at a rate of \$19.00 per unit.

The Adjustment Payments total \$318.28, all from CYF Services. This amount is for a Contracted Placement. The detail shows the adjustment is for 2 units of Group Home/Regular service paid at a rate of \$159.14 per unit. This item has a JDE Account String of 25920102.63010.0202. The total for Contracted Services is \$0.00. This Adjustment is also detailed in the Totals by JDE Account String area.


The Receivables section lists recoupments that total \$32,541.46. This is broken between \$30,665.46 for CYF services and \$876.00 for JPO services. The Totals by JDE Account String lists the first line detail to be a recoupment of \$40.00 for JDE Account String 25920102.63010.1030. This recoupment is for 2 units of service that were paid at a rate of \$20.00 per unit.

Invoice Detail

The Invoice Detail lists the individual records that the provider is receiving payment for or the payments that are being recouped. The Details are listed by Regular Payments, Adjustment Payments and Receivables. The sections for Regular Payments and Adjustment Payments are grouped by Contracted Placements and Contracted Services, with all listed in alphabetical order by client's last name.


The Receivables are listed in alphabetically by client last name.

Sample 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) |

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Sample 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 | IDE Account String | Service | # of Unique Children | Units | Rate | Amount |
|--------------|---------------------|---|----------------------|-------|----------|------------|
| CYF | 25920102.63010.0202 | Group Home/Regular | 1 | 39 | \$158.14 | \$9,330.26 |
| CYF | 25920102.63010.0204 | Foster Care/Non-Relative/Non-Kinship/Regular | 4 | 101 | \$52.02 | \$5,254.02 |
| CYF | 25920102.63010.0204 | Foster Care/Relative/Kinship/Regular | 1 | 19 | \$50.00 | \$950.00 |
| CYF | 25920102.63010.0101 | Foster 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 | 1 | 16 | \$55.02 | \$880.32 |
| JPO | 48020104.63010.0204 | Care/Relative/Kinship/Regular | 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 | IDE Account String | Service | # of Unique Children | Units | Rate | Amount |
|--------------|---------------------|---|----------------------|-------|---------|------------|
| CYF | 25920102.63010.0701 | Independent and Transitional Living Services/Independence Training | 3 | 75 | \$16.28 | \$1,221.00 |
| CYF | 25920102.63010.0103 | Counseling Services/Counseling Setting/Family Counseling/Speech Therapy | 1 | 2 | \$20.00 | \$40.00 |

TOTALS BY IDE ACCOUNT STRING

| IDE Account String | Units | Rate | Total |
|---------------------|-------|----------|--------------------|
| 25920102.63010.0202 | 39 | \$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 | IDE Account String | Service | # of Unique Children | Units | Rate | Amount |
|--------------|--------------------|---------|----------------------|-------|------|--------|
|--------------|--------------------|---------|----------------------|-------|------|--------|

CONTRACTED SERVICES: \$0.00 CYF: \$0.00 JPO: \$0.00

| Legal Status | IDE Account String | Service | # of Unique Children | Units | Rate | Amount |
|--------------|--------------------|---------|----------------------|-------|------|--------|
|--------------|--------------------|---------|----------------------|-------|------|--------|

TOTALS BY IDE ACCOUNT STRING

| IDE Account String | Units | Rate | Total |
|--------------------|-------|------|-------|
|--------------------|-------|------|-------|

RECOUPMENTS: \$0.00 CYF: \$0.00 JPO: \$0.00

TOTALS BY IDE ACCOUNT STRING

| IDE Account String | Units | Rate | Total |
|--------------------|-------|------|-------|
|--------------------|-------|------|-------|

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Sample Invoice



Allegheny County Department of Human Services

Contracted Invoice - Detail
 Provider 130 - Child Welfare Agency
 Invoice Number - 336008
 Claims Through 02/29/2012

REGULAR PAYMENTS: \$0.00 CYF: \$0.00 JPO: \$0.00

CONTRACTED PLACEMENTS: \$0.00 CYF: \$0.00 JPO: \$0.00

| Client ID: | Client Name: | Case ID: | Service | Facility ID | Facility Name | Facility Address | Program | PAT Level | Service Start Date | Service End Date | Units | Rate | Amount |
|-----------------|--------------|----------|---------|-------------|---------------|------------------|---------|-----------|--------------------|------------------|-------|------|--------|
| Payment Line ID | Legal Status | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | \$0.00 |

CONTRACTED SERVICES: \$0.00 CYF: \$0.00 JPO: \$0.00

| Client ID: | Client Name: | Case ID: | Service | Facility ID | Facility Name | Facility Address | Program | Service Start Date | Service End Date | Unit Type | Units | Rate | Amount |
|-----------------|--------------|----------|---------|-------------|---------------|------------------|---------|--------------------|------------------|-----------|-------|------|--------|
| Payment Line ID | Legal Status | | | | | | | | | | | | |

ADJUSTMENT PAYMENTS: \$0.00 CYF: \$0.00 JPO: \$0.00

CONTRACTED PLACEMENTS: \$0.00 CYF: \$0.00 JPO: \$0.00

| Client ID: | Client Name: | Case ID: | Service | Facility ID | Facility Name | Program | PAT Level | Service Start Date | Service End Date | Units | Rate | Amount | Previous Invoice Number | Previous Payment Line ID | Previously Adjusted | Previous Rate | Previous Dates |
|-----------------|--------------|----------|---------|-------------|---------------|---------|-----------|--------------------|------------------|-------|------|--------|-------------------------|--------------------------|---------------------|---------------|----------------|
| Payment Line ID | Legal Status | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | \$0.00 | | | | | |

CONTRACTED SERVICES: \$0.00 CYF: \$0.00 JPO: \$0.00

| Client ID: | Client Name: | Case ID: | Service | Facility ID | Facility Name | Program | Service Start Date | Service End Date | Unit Type | Units | Rate | Amount | Previous Invoice Number | Previous Payment Line ID | Previously Adjusted | Previous Rate | Previous Date(s) |
|-----------------|--------------|----------|---------|-------------|---------------|---------|--------------------|------------------|-----------|-------|------|--------|-------------------------|--------------------------|---------------------|---------------|------------------|
| Payment Line ID | Legal Status | | | | | | | | | | | | | | | | |

RECEIVABLES: \$0.00 CYF: \$0.00 JPO: \$0.00

| Client ID: | Client Name: | Case ID: | RDR Account String | Service | Receivable Start Date | Receivable End Date | Unit Type | Units | Current Rate | Receivable Amount | Original Invoice Number | Original Payment Line ID | Previous Rate | Previous Date(s) |
|---------------|--------------|----------|--------------------|---------|-----------------------|---------------------|-----------|-------|--------------|-------------------|-------------------------|--------------------------|---------------|------------------|
| Receivable ID | Legal Status | | | | | | | | | | | | | |

Run Date:

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