

REVENUE/TRUST TRUST MASTER MAINTENANCE

The purpose for the Trust Master Maintenance module is to allow regional center staff to 1) establish a client as a trust client; 2) change information for an existing trust client and 3) delete an existing trust client.

When a client is established as a trust client, this procedure will also initialize system indicators (i.e. receivable number) and records (i.e. subsidiary account). Therefore, it is extremely important that regional centers use caution whenever a trust client record is to be deleted. Failure to do so could result in either RPG and/or System SYS)errors.

Certain fields displayed in the Trust Master Record screen are obtained from the SANDIS Client Master file. All client information is to be updated using the appropriate SANDIS consumer module.

ERROR MESSAGES:

1. INVALID FUNCTION

 An 'A' for add, 'C' for change, or 'D' for delete was not entered.

2. INVALID CLIENT

 Either a UCI was not entered or the UCI entered is not for a client that has been established in the Client Master file.

3. INVALID OPTION

 Either an option number was not entered or the option number entered is not 1 through 4.

4. INVALID MEDI-CAL CARD

 The Medi-Cal number is not all numeric or not complete (14 numerics).

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5. INVALID DATE

The application date entered (MMDDYY) is not a logical date.

6. INVALID SOF CODE

The source of fund (SOF) code has not been established in the Source of Fund File.

7. MORE THAN 6 SOF

An attempt was made to enter more than 6 source of fund codes.

8. SOF ACTIVITY EXISTS

Source of fund activity has been completed for the identified SOF. This usually indicates a rep-payee code of 1 or 2 and the activity can be recurring receivables, cash receipts, SOF loan.

9. CANNOT DELETE

Attempting to delete a trust master or SOF record and there is outstanding SOF activity or a termination (TERM) date has not been entered.

10. INVALID DIR DEPOSIT

Valid codes are Y or N.

11. INVALID INDIV/GRP

Valid code is either 'I' for individual or 'G' for group.

12. BANK ACCT REQUIRED

For either savings or C/D, a bank account number is required.

13. INVALID OTHER SOF

The source of fund code entered into the other SOF field is not in the SOF file.

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14. INVALID FISCAL YEAR

The fiscal year is not the current, prior or 2nd prior fiscal year.

15. CHECK ACCT TYPE REQU

The type of account (I for Individual or G for group) was not entered.

16. INVALID EFF DATE

The effective date entered is not within the fiscal year.

17. TOO MANY SOF FOR B&C, TOO MANY SOF FOR P&I, TOO MANY SOF FOR CON

Exceeded six SOF for each category.

18. ONLY 3 PER SERV

Only 3 SOF are allowed on an authorization.

19. INVALID REP-PAYEE

Valid representative payee codes are 1, 2, or 3.

20. INVALID TRM DATE

The termination date entered is not within the fiscal year.

21. EFF DATE > TRM DATE

The effective date is after than the termination date.

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WARNING MESSAGES:

1. INACTIVE CLIENT

Client record has been 'deleted' from the Client Masterfile.

2. ACTIVATED DELETE TRUST CLIENT

A previously 'deleted' trust master record has been activated.

3. DELETED TRUST CLIENT

A trust client record has been 'deleted'.

4. MNTHLY AMTS NOT = TO DEFAULT WERE CHANGED

Individual monthly amounts that were not equal to the default have been changed.

5. MONTHLY REPS NOT = TO DEFAULT WERE CHANGED

Individual monthly representative payee codes that were not equal to the default have been changed.

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TRUST MASTER MAINTENANCE

FUNCTION (A,C,D) C

CLIENT ID 4300001

1. TRUST MASTER MAINTENANCE
2. SOF MAINTENANCE
3. TRUST MASTER COMMENTS
4. BURIAL EXPENSE MAINTENANCE
5. 3RD PARTY INFORMATION

OPTION # 1

CMD 7: END OF JOB

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FIELD DESCRIPTIONS

1. **Function**

- a. A Establish a new trust client
- b. C Change information for an existing trust client
- c. D Delete an existing trust client

Note: Caution must be used whenever a client is to be deleted. Please see the System Maintenance - Purge Deleted Trust Clients for guidelines.

2. **Client ID** (UCI)

- a. Enter the client's UCI (must already be established on the Client Masterfile)

3. **Option #**

- a. 1 Trust master record screen will be displayed
- b. 2 SOF maintenance screen will be displayed
- c. 3 Trust master comments screen will be displayed
- d. 4 Burial expense maintenance screen will be displayed.

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TRUST MASTER SCREEN

4300001

CLIENT NAME GRAS , MARDI D.O.B. 040125

ADDRESS 123 NEW ORLEANS DR

SSI# 556852234

SSA# 512458410 C1

CITY

SACRAMENTO

STATE CA

MEDI-CAL# 41609556852232

ZIP 000000000

MEDI-CAL CARD (Y/N) Y

SOF	APPL DATE	STATUS	IND/GRP	BANK ACCT #	DIRECT DEPOSIT
SSI	032494	P	CHECKING G		Y
SSA	080194	P	SAVINGS		
WGS	100194	P	C/D		
	000000				INVESTMENT
	000000		OTHER SOF'S DIRECT DEPOSIT		INCOME
	000000				Y

MD 2: SOF INQUIRY 97 CMD 3: COMMENTS 4: BURIAL STATUS 6: 3RD PARTY INFO
CMD 7: END

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FIELD DESCRIPTIONS

1. Client ID (UCI)
 - a. From Trust Master Header Screen
 - b. Cannot be changed

2. Client Name and DOB
 - a. From Client Masterfile
 - b. Cannot be changed

3. Address
 - a. Not required
 - b. From client's Physical Address field in the Client Masterfile

4. SSA, SSI, Medi-Cal Number
 - a. Not required
 - b. From Client Masterfile

5. Medi-Cal Card
 - a. Required: Default is 'Y'
 - b. Option

Y = Will print Medi-Cal label when label program is run

N = Will not print a Medi-Cal label

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6. Source of Fund (SOF)
 - a. Allows for up to six (6) SOF codes to be entered. Note: Only three (3) SOF are allowed in the authorization record.
 - b. SOF codes entered must have been established in the CSACCT file.
 - c. Establishes SOF records to be maintained.
7. Application Date
 - a. Enter in MMDDYY order. Note: System may not allow any transactions prior to the application date.
 - b. Can be used to track status of initial applications.
8. Status
 - a. No entry allowed. System defaults to a 'P'
 - b. Will change to an 'A' when first cash receipt is processed.
9. Indiv/Grp/Checking - Savings - C/D
 - a. Enter a 'G' for Group or a 'I' for Individual Checking, Savings and/or Certificate of Deposit (C/D) accounts.
 - b. The checking account is the account that the system will automatically update during revenue/trust processing. The Saving and C/D accounts must be updated with manual journal entries.
10. Bank Account Number
 - a. Required in an Individual (I) account.
 - b. Not required in a Group (G) account (default to 02-00-0-01020).

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- 11. Direct Deposit
 - a. Not required
 - b. Y = one or more SOF's are being direct deposited
N = no direct deposit of SOF's

- 12. Other Direct Deposit SOF
 - a. Not required
 - b. Any SOF, such as VA can be entered. The SOF code and identification number entered in this field will be specific for this client. This will assist regional centers in the processing of their direct deposit.

- 13. Investment Income
 - a. Y = Interest will be prorated and allocated to this client.
 - b. N = Interest will not be allocated to this client.
 - 3. Blank = Default to >Y=

Hint: There are instances when a client has been transferred to another regional center or for some reason the balance has been disbursed so that there is no remaining balance. When the interest proration program is run, this client may receive interest since there may have been a balance during the quarter. To avoid having the interest proration program allocate interest, change the investment income flag to 'N'.

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SOURCE OF FUND (SOF) MAINTENANCE

The Source of Fund (SOF) maintenance procedure will allow regional center staff to establish the initial SOF or any changes needed to reflect actual client income.

The amounts and representative payee codes entered will become the default amount and code for each month unless individual months are maintained.

Regional center staff should use the Benefit Notification Letter from the Social Security Administration for SSI and SSA income to update the SOF record accordingly. Other benefits usually will have some form of notification also. If the client works, wages should also be recorded accordingly.

Acceptable representative payee codes are:

- 1 Regional center is the representative payee.
- 2 Third party is the representative payee and forwards the funds to the regional center.
- 3 Third party is the representative payee and forward the Board & Care portion to the residential facility. P&I is also usually forwarded to the facility.

Changes to the Source of Fund amounts will generate transactions for the **Process SOF Changes To Authorization** procedure.

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SOURCE OF FUND (SOF) MAINTENANCE

CLIENT ID 4300001

CLIENT NAME GRAS , MARDI

FISCAL YEAR 98 - 99

B & C INDIVIDUAL MONTHS

	SSI	SSA	WGS				
JUL	0050000 1	0023100 1	0000000 3	0000000 0	0000000 0	0000000 0	0000000 0
AUG	0050000 1	0023100 1	0000000 3	0000000 0	0000000 0	0000000 0	0000000 0
SEP	0050000 1	0023100 1	0000000 3	0000000 0	0000000 0	0000000 0	0000000 0
OCT	0050000 1	0023100 1	0000000 3	0000000 0	0000000 0	0000000 0	0000000 0
NOV	0050000 1	0023100 1	0000000 3	0000000 0	0000000 0	0000000 0	0000000 0
DEC	0050000 1	0023100 1	0000000 3	0000000 0	0000000 0	0000000 0	0000000 0
JAN	0054000 1	0023100 1	0000000 3	0000000 0	0000000 0	0000000 0	0000000 0
FEB	0054000 1	0023100 1	0000000 3	0000000 0	0000000 0	0000000 0	0000000 0
MAR	0054000 1	0023100 1	0000000 3	0000000 0	0000000 0	0000000 0	0000000 0
APR	0054000 1	0023100 1	0000000 3	0000000 0	0000000 0	0000000 0	0000000 0
MAY	0054000 1	0023100 1	0000000 3	0000000 0	0000000 0	0000000 0	0000000 0
JUN	0054000 1	0023100 1	0000000 3	0000000 0	0000000 0	0000000 0	0000000 0

CMD 2: SOF INQUIRY

8: COLUMNS 1-3 9: COLUMNS 4-6

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SOURCE OF FUND (SOF) MAINTENANCE

TRUST MASTER COMMENTS

CLIENT ID 4324001
CLIENT NAME GRAS , MARDI

SOF	SSI	SSA	WGS			
STAT	P	P	P			
EFF DATE	0101	0101	0101	0000	0000	0000
TRM DATE	0000	0000	0000	0000	0000	0000
REP	1	1	3			

CMD 1: TRUST MASTER MAINTENANCE 2: SOF MAINTENANCE 4: BURIAL TRUST MAINTENANCE
CMD 7: END

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SOURCE OF FUND (SOF) MAINTENANCE

FIELD DESCRIPTIONS:

1. Client ID, Client Name, and Source of Fund (SOF)
 - a. From Trust Master Maintenance Screen
 - b. Cannot be changed

2. Status
 - a. From Trust Master Maintenance Screen
 - b. Cannot be changed
 - c. Will indicate 'P' (pending) until the first cash receipt is posted to this SOF, then it will indicate an 'A'.

3. Effective Date
 - a. Required field
 - b. Enter month/year that the amount for this SOF will begin.
 - c. The effective date will update the SOF detail month(s).

4. Term Date
 - a. Required field, if terminating a SOF. (Some regional centers will always enter a term date)
 - b. Enter month/year that the amount for this SOF will end.

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SOURCE OF FUND (SOF) MAINTENANCE

5. Rep
- a. Required field
 - b. Enter the appropriate representative payee code.
 - 1 = Regional center is the client's representative payee (R/R will be created).
 - 2 = Third party is the client's representative payee and forwards the funds to the regional center (R/R will be created).
 - 3 = Third party is the client's representative payee and forwards the funds directly to the service provider.
6. B&C, P&I and CON
- a. Required field
 - b. Enter the amount to be allocated to each category by SOF. The total to the right will indicate amount allocated to each category. The total beneath the SOF will indicate the total SOF amount.

Regional center staff should insure that the total allocated to B&C is equal to the basic board & care amount. P&I will usually be a standard amount, however, this could differ due to many different situations.

Amounts allocated to B&C and P&I will be committed upon receipt.
Amounts allocated to CON will not be committed.

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SOURCE OF FUND (SOF) MAINTENANCE

Board & Care, P&I and Conserved (CON) Individual Month

FIELD DESCRIPTIONS:

1. Client ID (UCI), Client Name and Source of Fund (SOF)
 - a. From Source of Fund maintenance screen
 - b. Cannot be changed

2. SOF Amount
 - a. Default amount from source of fund maintenance screen
 - b. Individual monthly amounts can be changed as the need arises.

3. Rep-Payee
 - a. Default rep-payee code from source of fund maintenance screen.
 - b. Individual monthly rep-payee codes can be changed as the need arises (cannot be changed if there has been A/R activity - R/R, C/R, etc.)

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Trust Master Comments

Regional center staff may enter any information onto this screen. The comments entered will appear on the Client Ledger Report.

FIELD DESCRIPTIONS:

1. Client ID (UCI) and Client Name
 - a. From Trust Master
 - b. Cannot be changed
2. Comments
 - a. Up to 4 lines of information may be entered by regional center staff.

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Burial Trust Maintenance

FIELD DESCRIPTIONS:

1. Client ID (UCI), Client Name, Date of Birth
 - a. From Trust Master
 - b. Cannot be changed
2. Description
 - a. Regional center staff can enter any information.
3. Date
 - a. Regional center staff can enter the date the burial trust was established in month, day, year order.
4. Amount
 - a. Regional center staff can enter the amount of the burial trust.
5. Mortuary/Vendor Name
 - a. Regional center staff can enter the name of the vendor.
6. Address, City, State, Zip and Phone No.
 - a. Regional center staff can enter the pertinent information relating to the mortuary/vendor.

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SOURCE OF FUND CHANGES TO AUTHORIZATIONS

The Source of Fund Changes To Authorizations (ARMEN3,3) procedure allows regional centers to change SOF data in existing authorizations without having to actually complete the authorization maintenance process. The SOF changes to the authorization is based upon the information contained in the client's SOF file.

Menu Options:

1. SOF Change Preview Report

Lists possible SOF changes to the authorization. This report will indicate the amount on the SOF record before and after it was updated and both the current (before) and possible (after) SOF changes to the authorization. This menu option does not update the authorizations.

Note: This procedure will list authorizations that will NOT change the SOF amount on an authorization because the encumbrance will change. This is a reason why it's encouraged that regional centers insure that the client's SOF remains 'whole'.

Error Messages

a. ENCUMBRANCE MAY CHANGE

The total of the proposed changes to the SOF on the authorization will change the encumbrance amount. The procedure will NOT make the changes to the authorization.

Requires actual authorization maintenance to reflect correct SOF amount on the authorization.

b. SOF CHANGE > AUTH AMT

The total amount of the proposed (after) SOF change is greater than the existing authorization amount. This will change the encumbrance amount. The procedure will NOT make the changes to the authorization.

Requires actual authorization maintenance to reflect correct SOF amount on the authorization.

SOURCE OF FUND CHANGES TO AUTHORIZATION

c. MULTIPLE AUTHS EXIST

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There are two or more authorizations for the same service period.

Requires authorization maintenance. Regional center staff should review for duplicate authorization. Another possibility could be when there are multiple authorizations, however, each is for a different vendor and the actual days do not overlap.

d. INACTIVE AUTH

The proposed SOF change is referencing an authorization that is inactive (marked for deletion).

If the authorization is valid, reactivate using the authorization maintenance process. If not, update the SOF record to reflect correct status (i.e., termination date, etc).

e. NO B&C OR P&I AUTH FOUND

An authorization with SOF's for B&C or P&I could not be found.

If an authorization should reflect SOF, use the authorization maintenance process.

2. SOF Update To Authorization

This menu option will update the authorization based upon SOF data in the client's SOF file that passed the validations in the SOF Preview Report.

A listing "SOF Change Update Report" is generated that reflects how the SOF was changed on the authorization.

Note: It is suggested that this report be reviewed to insure that the authorizations were updated accurately. Also any authorizations not updated by this procedure must be updated using the authorization maintenance procedure. An example of an authorization that will not be updated are those where the encumbrance amount will change.