PURCHASE OF SERVICES (POS) REPORTS PROCEDURES

These procedures will allow the USER to produce reports in an Access database reporting tool using the data created from a query provided by the Department of Developmental Services (DDS) to regional centers. Additionally, these procedures will require that regional centers utilize a file that DDS has downloaded to each regional center and will also use programs that DDS has also installed on each regional center's I Series system.

Welfare and Institutions Code, Section 4519.5 requires that by March 31, 2013, each regional center shall post the data described in WIC, Section 4519.5, that is specific to the regional center on its Internet Web Site. Commencing on December 31, 2013, each regional center shall annually post this data by December 31. WIC, Section 4519.5 is incorporated herein as a reference.

The Access reporting tool will produce thirty-five (35) reports, as follows:

*Services by Ethnicity or Race
*Services by Language
*Services by Language - Overview
*Services by Residence
*Services by Diagnosis - Summary
*Services by Diagnosis - Expanded
*Services by Diagnosis - Legislative

*No Services by Ethnicity or Race
*No Services by Language
*No Services by Residence
*No Services by Diagnosis - Summary
*No Services by Diagnosis - Expanded
*No Services by Diagnosis - Legislative

*Insurance Expenditures by Ethnicity or Race
*Insurance Expenditures by Language
*Insurance Expenditures by Language - Overview
*Insurance Expenditures by Residence
*Insurance Expenditures by Diagnosis - Summary
*Insurance Expenditures by Diagnosis - Expanded
*Insurance Expenditures by Diagnosis - Legislative

*No Insurance Expenditures Disclaimer (Note A)

Note A: If there are no POS insurance-related expenditures for the reporting regional center during the reporting period, the seven (7) insurance services reports, listed above, will be disabled and the "No Insurance Expenditures Disclaimer" report will be enabled.

*Services by Ethnicity - Home
*Services by Ethnicity - ILS/SLS
*Services by Ethnicity - Institutions
*Services by Ethnicity - Residential
*Services by Ethnicity - MRP
*Services by Ethnicity - Other

*Services by Language - Home
*Services by Language - ILS/SLS
*Services by Language - Institutions
*Services by Language - Residential
*Services by Language - MRP
*Services by Language - Other

*Services for Living at Home by Ethnicity or Race
*Services for Living Out of Home by Ethnicity or Race

The first step of these procedures is to create the Excel file using the query provided by DDS. The second step of these procedures is to load the Excel file into the Access reporting tool to run the reports.

1. PROCEDURE TO PRODUCE DATA FROM DDS QUERY

The first procedure will produce a report that lists any variance between DDS and regional center payment data. The second procedure will merge the regional center authorization data with the DDS paid and demographic data.

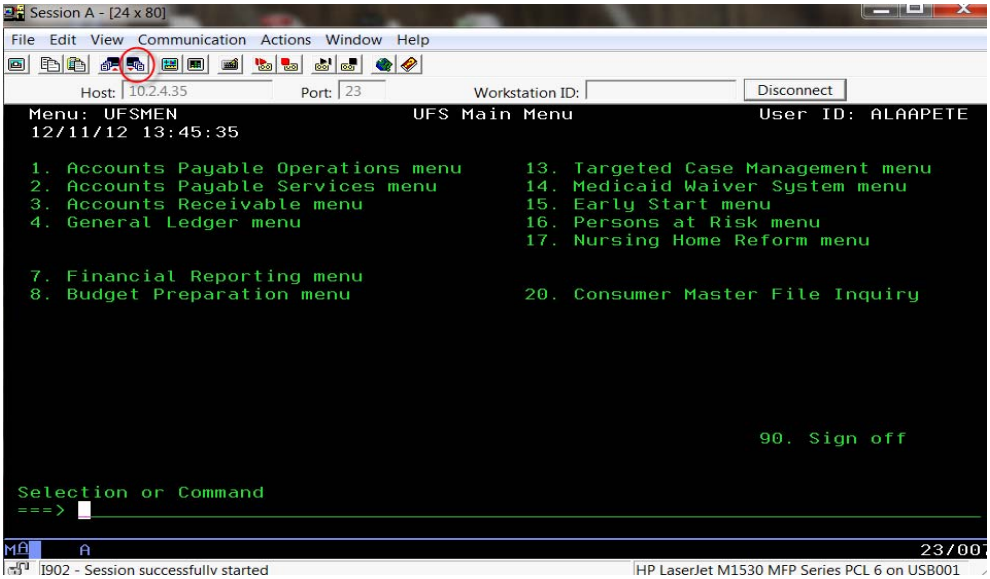
First Step: Procedure to Compare DDS data with Regional Center Data

1. Enter Call "ac933bcl" on the command line and press the enter key. Enter the fiscal year desired. A report will be created that shows any variance between the DDS paid amount and the regional center paid amount. Variances where the regional center amount is grater then the DDS amount may indicate a late bill that was recently paid and is not in the DDS data yet. Variances where the DDS amount is greater then the regional center amount may require DDS assistance to resolve.

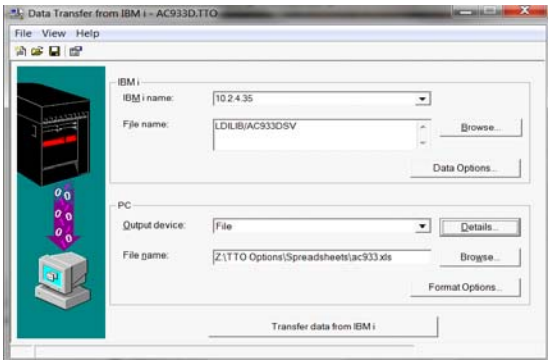
Second Step: Procedure to Merge Regional Center Data with DDS Data

1. Enter Call "ac933dcl" on the command line and press enter. A screen will appear with a prompt to enter the fiscal year. Key in the fiscal year and press the enter key. A file will be created for downloading to Excel but the program will not generate a print file.

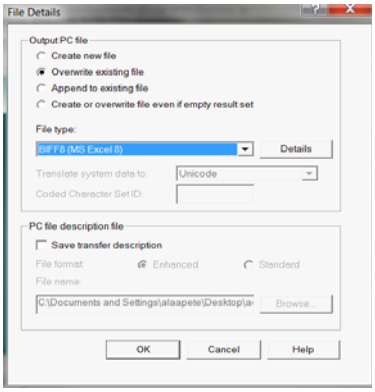
2. Using the file transfer feature on the I-Series computer create a data transfer to transfer the data created from step 1 to an Excel format. Click on the data transfer Icon.



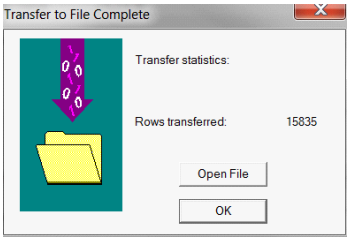
3. Enter the information as required. The File Name on the IBM I section should be as shown. The file name on the PC section can be any file where you want to save the spreadsheet.



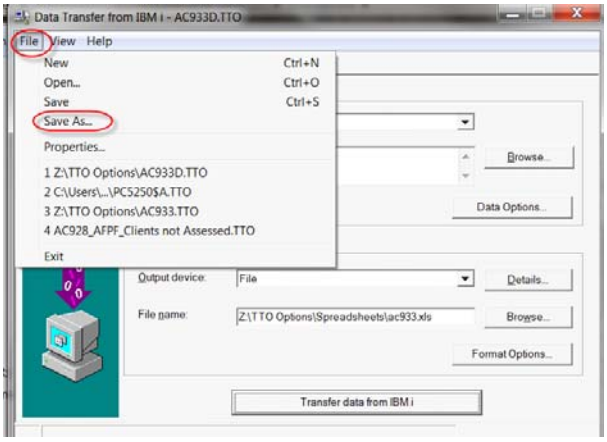
4. Click on the Details button under the PC section (see image above) and click on the drop down arrow under File Type. Select the file type as shown below or another file type that will meet your needs. Click



5. Click Transfer data from IBM i. This will download the data to a spreadsheet. When the data is done, a screen similar to the one below will appear. The user can either click on the Open File button or the OK



6. Save the transfer request by clicking on File and Save AS and entering a file name.

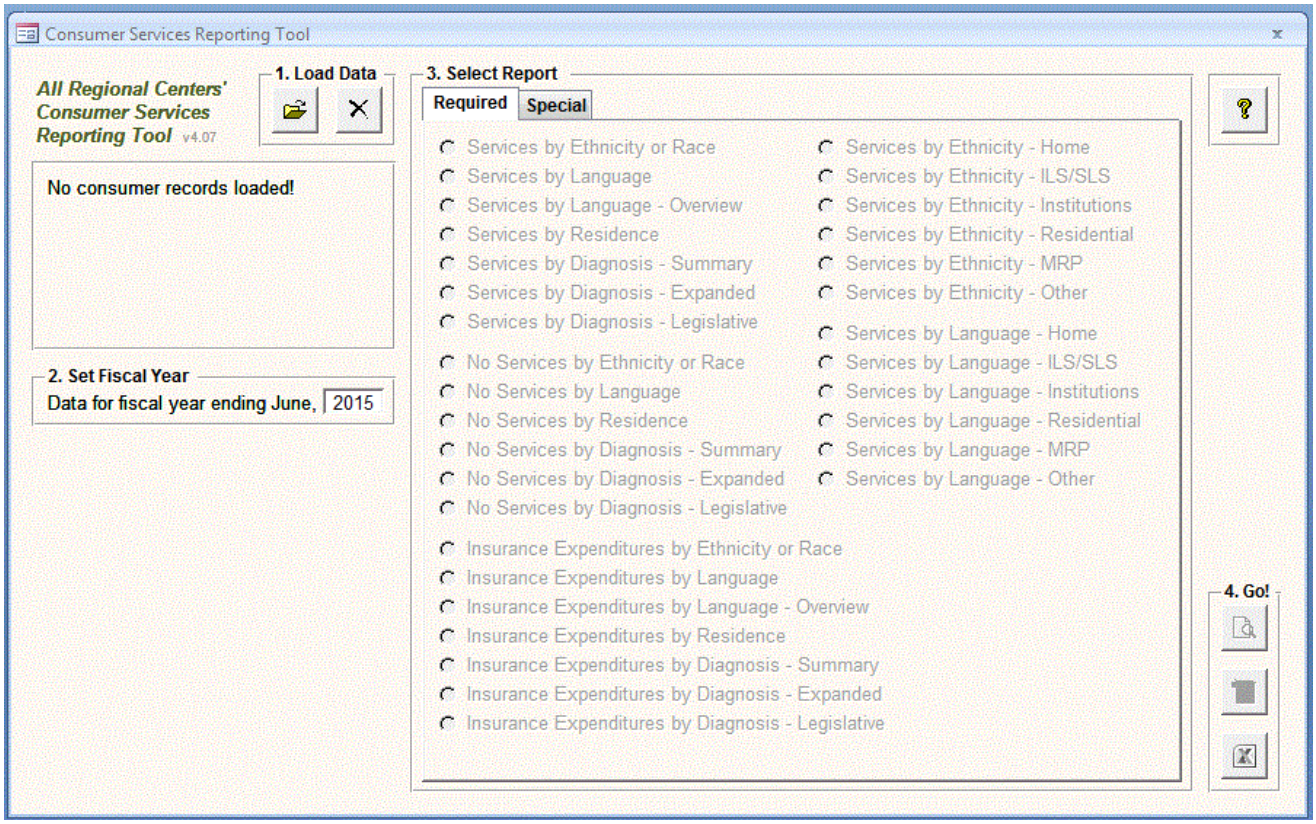


2. PROCEDURE TO PRODUCE REPORTS USING ACCESS REPORTING TOOL

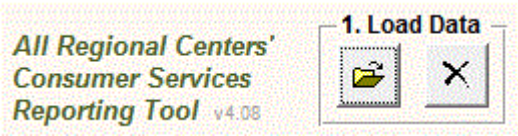
IMPORTANT NOTE:
Before using the All Regional Centers' Reporting Tool, verify that the computer is running MS Access and MS Excel, 2007, 2010 or 2013. This application will not run properly on any MS Access revision prior to 2007 or on a computer without MS Excel installed.

The first time only, craete a folder for long-term storage of the Access reporting tool. Remove this application, "RCWICReports.accdb", from the ZIP file and place it in the folder.

1. Open the Access reporting tool, "RCWICReports.accdb".



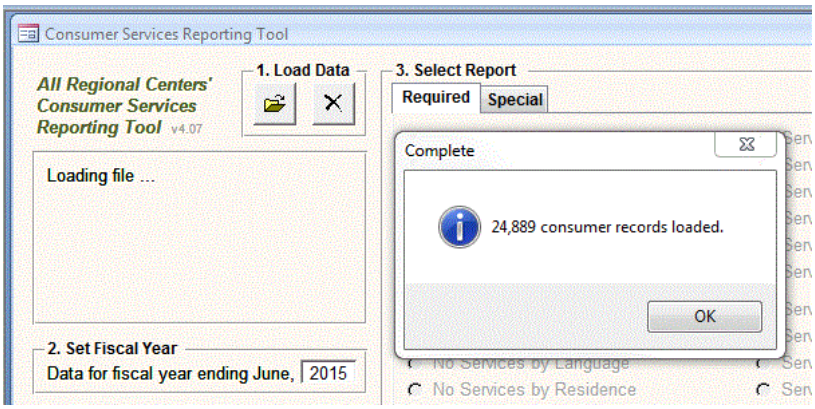
2. To load the query data from DDS for the first time, or to replace data loaded previously, click on the "open folder" button. This will delete any data currently loaded. Note: If you place your mouse over the “open folder” icon, additional information will appear.



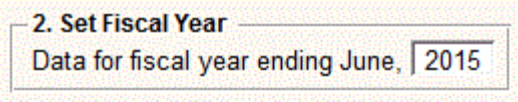
3a. After you mouse click on the “open folder” icon the Access reporting tool will open a browse dialog to allow you to find and select the Excel spreadsheet query results from DDS.

3b. Alternately, you can set the file to load automatically. To do this, name the Excel spreadsheet "ac933dsv.xls" or "ac933dsv.xlsx", then place it in the same folder as the Access reporting tool. When you click the folder button the application will recognize and load the file automatically (without the dialog).

4. When the Excel spreadsheet is loaded, a popup will appear to explain that the process is complete and how many records were loaded. This popup will be followed by error messages or warnings, if any. Select "OK" for each.



5. Verify that the "fiscal year" setting is correct for the subject data.



6. Select one of thirty-five (35) different reports.

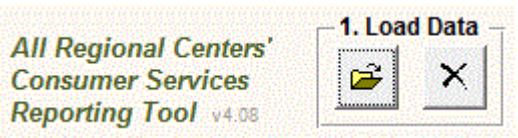
- If there are no POS insurance-related expenditures for the reporting regional center during the reporting period, the seven (7) insurance services reports, listed above, will be disabled and the "No Insurance Expenditures Disclaimer" report will be enabled.

7. To generate a report preview, and to print a report, click the "paper and magnifying glass" icon. For a PDF version of the report, click the "Reader" icon. For a spreadsheet version of the report, click the "Excel" icon.

- The PDF and Excel buttons will provide a dialog to allow you to choose a name and location to save the report.

- After the application saves the PDF or Excel file to the location that you selected, it will automatically open the file for viewing.

8. When you are done generating reports, you may click on the "X" or delete button to clear the reporting tool, or you may leave the data loaded for future reporting or until you are ready to load new data.



3. ERROR MESSAGES

The first procedure will produce a report that lists any variance between DDS and regional center payment data. The second procedure will merge the regional center authorization data with the DDS paid and demographic data.

"X contract Records have invalid expenditure amounts"

This means that one or more the CONTRACT authorizations have both a zero ($0) amount in the "AUTAMT" column and the "AMT" column. In order to produce the POS expenditure reports, the regional center must delete all line items in the Excel spreadsheet where the CONTRACT authorization has both a zero ($0) amount in the "AUTAMT" column and the "AMT" column. Once the appropriate CONTRACT authorization line items have been deleted, import the excel spreadsheet in the MS access reporting tool and following the procedures identified in Section 2: PROCEDURE TO PRODUCE REPORTS USING ACCESS REPORTING TOOL, above.

"The following consumer records appear more than once with different consumer settings"

If a consumer has both insurance-related expenditures and non-insurance related expenditures, the consumer will appear in the DDS query multiple times. In some in cases, if a consumer has both insurance related POS expenditures and non-insurance related POS expenditures the consumer's diagnosis is not the same. In order to produce accurate POS expenditure reports by diagnosis, the only solution is for the regional center to manually change the consumer's diagnosis to match in the excel spreadsheet. Once the appropriate consumer diagnosis has been corrected, import the excel spreadsheet in the MS access reporting tool and following the procedures identified in Section 2: PROCEDURE TO PRODUCE REPORTS USING ACCESS REPORTING TOOL, above.

"This import has no insurance-related records"

This means that no insurance related POS expenditures were found in the data. The regional center should verify that in fact they had no insurance related POS expenditures during the fiscal year. If in fact, the regional center does not have any insurance related POS expenditures during the fiscal year, no action is required by the regional center. However, if the regional center determines that there should be insurance related POS expenditures reported for the fiscal year, the regional center should check the MS Excel spreadsheet from DDS for accuracy. If the MS Excel spreadsheet is inaccurate, the regional center should contact DDS for assistance.

The following error messages are most likely due to “data errors”

- "The following consumer records have incorrect Regional Center settings."
- "The following consumer records have incorrect Ethnicity settings."
- "The following consumer records have incorrect Language settings."
- "The following consumer records have invalid Ages."
- "The following consumer records have invalid or unknown Residence Codes."
- "The following consumer records have incorrect Diagnosis settings."
- "The following consumer records have invalid Authorized Services Amounts."
- "The following consumer records have invalid Expenditures Amounts."
- "The following consumer records have incorrect Insurance settings."
- "The import has no Contract records"
- "The following contract records have incorrect insurance settings."

A “data error” message means that the data is corrupted or that the data import did not process correctly. If a “data error” message is received, immediately contact the Department of Developmental Services for assistance.

For additional help, other reports, or custom Access database applications, contact:
Principal Solutions Consulting - Support@PrincipalSC.com - 714-349-9150