

**Revision History**

**This page will contain details of changes to the document**

Date	Version	Description of Updates	Author
06/16/09	1.0	Non-Schedules guide created for TB 400.	B Golterman
07/18/16	1.1	Information was updated and reformatted.	V Gutierrez-Poquiz

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**Introduction**

DDS has created a process to create and apply POS schedules to the POS Authorization. The purpose of this program is to allow regional centers to create and populate non-standard records for multiple authorizations at one time. This will make non-standard entry faster and easier to accomplish, especially with rollover authorizations.

Creating non-standard schedules require a review of the way your regional center authorizes services. Authorizations will not be selected for update for the following reasons:

- If authorizations do not match the schedules entered
- If multiple schedules are selected and an authorization matches more than one schedule, the authorization will not be updated by either schedule
- If authorizations have been paid or have an existing non-standard record

**Part 1: Preliminary Process Before Creating POS Schedules**

1. Determine appropriate services for non-standard record entry. Appropriate services may include day programs with holiday schedules or quarterly respite authorizations.
2. Review authorizations to determine schedule criteria for authorization selection. It is important to review programs that maintain and apply schedules to understand how they work before creating schedules.
3. Collect schedules for entry according to regional center policy. This may be a standard schedule for a service code, provider, or consumer specific schedules.
4. Determine the order to apply schedules. It is important to process the most specific schedules first. Once an authorization is updated with a non-standard schedule, it will no longer be available to be updated with a more generic schedule.
  - For example, if one vendor for service code 510 uses a different schedule than all other vendors, that vendor should be processed first with a vendor specific schedule. Then all other authorizations can be updated with a schedule that applies to all vendors within the service code.

**Part 2A: Create and Upload a Schedule**

**Note:** These directions only apply to non-standard monthly schedules (pages 1-16). If you would like to create and apply schedules for non-standard quarterly or annual schedules, please refer to pages 19-21: Authorization Maintenance – Apply Schedules.

1. Schedules must be created to match the authorizations for updating and be consistent with the desired results. To create a schedule, go to menu PSME26 Option 1 Schedule Maintenance.

```
Menu: PSME26          Accounts Payable Services      User ID: VALGPHQ
3/21/16 10:50:30      Schedules Menu

      1. Schedule Maintenance
      2. Edit Schedules
      3. Post Schedules

      6. Upload Schedules

     10. Apply Schedules

                                           90. Sign off

Selection or Command
===> _
```

**Figure 1 PSME26 Schedules Menu**

1. The following options are available to work with on the Schedule Maintenance Menu:
  - 2 - Change
  - 3 - Copy
  - 4 - Mark for Deletion
  - 5 - View
  - Search option by schedule description

```

3/22/16 8:07:06 Schedule Maintenance VALGPHQ
PS650 HQR400
S = Status
E = Edited
R = Review
P = Posted

Position to Schedule Desc:
2=Change 3=Copy 4=Delete 5=View

Opt Schedule Description Schedule# FY Svc S E R P
_ 400 P&IS WITH SUBCODE 43 2012 400 D Y N N
_ 400 P&IS WITH SUBCODE 71 2013 400 A Y N Y
_ 425 TRANSP FAMILY MEMBER 67 2012 425 D Y N N
_ 505 DM 22 ALL VENDORS NO SUBCODE 20 2011 505 D Y Y N
_ 505 DM 22 ALL VENDORS NO SUBCODE 44 2012 505 D Y N N
_ 505 DM 23 ALL VENDORS NO SUBCODE 5 2010 505 D Y N N
_ 505 DM 23 ALL VENDORS NO SUBCODE 72 2013 505 A Y N Y
_ 505 NONMO 132 ALL VENDORS WITH SUBCODE 21 2011 505 D Y Y N
_ 505 NONMO 132 ALL VENDORS WITH SUBCODE 45 2012 505 D Y N N
_ 505 NONMO 138 ALL VENDORS WITH SUBCODE 6 2010 505 D Y N N
_ 505 NONMO 138 ALL VENDORS WITH SUBCODE 73 2013 505 A Y N Y
_ 510 DM 23 ALL VENDORS NO SUBCODE 1 2010 510 D Y N N
_ 510 DM 23 ALL VENDORS NO SUBCODE 16 2011 510 D Y Y N
_ 510 DM 23 ALL VENDORS NO SUBCODE 46 2012 510 D Y N N
_ 510 DM 23 ALL VENDORS NO SUBCODE 74 2013 510 A Y N Y
More...

F3=Exit F6=Add New Schedule F12=Cancel
    
```

Figure 2 Schedule Maintenance. Note: Descriptions include identifying information.

- To add a schedule, press F6 = Add New Schedule. Below is an example of data used to create a schedule.

```

6/30/15 8:41:40 Schedule Maintenance VALGPHQ
PS651 CHANGE HQR400
Schedule Number: 178 Status: ACTIVE Screen 1 of 2
Schedule Description: 510 DM 23.00 ALL VENDORS NO SUB-CODE
Fiscal Year : 2015
Service Code: 510 ADULT DEVELOPMENT CT Last Applied Date: 0/00/00
Frequency . : M (A=Annual B=Bi-Monthly M=Monthly Q=Quarterly)
Unit based?(Y/N): Y Unit Type: DM DAYS/MONTH
Default Units: 2300 Default Amount:
Use Sub code?(Y/N): N Sub code:
POS Vendor#:
Consumer Specific?(Y/N): N UCI#:
Effective Date(MMDDYY): 7/01/14 Edited . . . . : N
End Date (MMDDYY) . . : 6/30/15 Pending Review : N
Set Invoice Prep Fields?(Y/N): Y Posted . . . . : N
Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
Invoice Prep Fields: _ _ _ _ _ _ _ _ _ _
F3=Exit F8=Update F12=Cancel PageUp/PageDown
    
```

Figure 3 Example Schedule Maintenance Entry Screens 1 of 2

```

6/30/15  8:42:00          Schedule Maintenance          VALGPH0
PS651          CHANGE          HQR400
Schedule Number:      178  Status: ACTIVE  Frequency: M  Screen 2 of 2
                Authorized Units  Authorized Amount
                _____  _____
Jul              2000
Aug              2100
Sep              2300
Oct              2200
Nov              2100
Dec              1800
Jan              2000
Feb              2100
Mar              2000
Apr              2100
May              2000
Jun              2100

Comment #1: TESTING NOW          Override?(Y/N): Y
Comment #2: TESTING NOW          Override?(Y/N): Y
Comment #3: TESTING NOW          Override?(Y/N): Y
Comment #4: TESTING NOW          Override?(Y/N): N

F3=Exit  F8=Update  F12=Cancel  PageUp/PageDown

```

**Figure 4 Example Schedule Maintenance Entry Screens 2 of 2**

- Review the schedule field descriptions below to understand how the fields are used in the program. These descriptions will help you understand the data you need to input to create a schedule.

(Schedule Maintenance Entry Screen 1 of 2)

#### Schedule Description

- The schedule description is used to identify a schedule in a list of schedules and when applying schedules. The description, fiscal year, and service code are visible from the search screen.
- Since the description is a searchable field, the description must be both descriptive and unique.
  - Enter the service code in the beginning of the description to keep like schedules together.
  - Include schedule identifying criteria such as unit types, default unit or amounts, vendor number, sub-code, UCI, number of quarterly units, etc.

#### Fiscal Year

- The fiscal year field indicates the service year of the authorizations to be selected. If the same schedule is used year to year, the schedule can be copied annually. Make sure to update the schedule with the new fiscal year.

#### Frequency

- Frequency is required entry and will be matched to the authorization service header when selecting authorizations for update.

- Available frequencies are:  
A = Annual; B = Bi-monthly; M = Monthly; and, Q = Quarterly.

**Note:** These directions only apply to non-standard monthly schedules (pages 1-16). If you would like to create and apply schedules for non-standard quarterly or annual schedules, please refer to pages 19-21: Authorization Maintenance – Apply Schedules.

#### Unit Based? (Y/N)

- If yes, input Default Unit. The authorized default units should be entered and match the authorization service headers.
- If no, input Default Amount. The authorized default amount should be entered and match the authorization service header. Only matching authorizations created with a zero rate will be selected.

#### Unit Type

- The unit type in the schedule must match the authorization unit type.

#### Use Sub-code? (Y/N)

- If yes, the sub-code field will be used to select schedules and authorizations. The sub-code specified can be blank to match with a blank sub-code or a specific sub-code.
- If no, the sub-code will not be taken into consideration when selecting authorizations.
- The Apply Schedule program will require that schedules created with Use Sub-code = Y cannot be processed in the same batch as those where Use Sub-code = N. If Use Sub-code = Y, \*all can be used to match to any sub-code including a blank sub-code.

#### POS Vendor Number

- If blank, the schedule can apply to all vendor authorizations.
- If populated, the schedule can only apply to authorizations for the specified vendor.
- The Apply Schedule program will require that schedules created with a vendor number cannot be processed in the same batch as those where the vendor number is blank.

#### Consumer Specific? (Y/N)

- If yes, the schedule can apply to authorizations for the specified consumer only.
- If no, the schedule can apply to any consumer.
- The Apply Schedule program will require that schedules created as consumer specific = Y cannot be processed in the same batch

as those where consumer specific = N.

#### Effective Date and End Date

- These dates are used to inhibit entry to months in the schedule. Generally, the schedule will be effective for the entire fiscal year. If an authorization is end dated before the end date of the schedule, the authorization non-standard record will be ended based on the authorization date even if the schedule is for the full fiscal year.

#### Pending Review Flag

- If the user would like to enter a schedule and finish it later or have someone else check it, set as pending review = Y. This schedule will not post until this flag is changed to N.

#### Set Invoice Prep Flags? (Y/N)

- If yes, input into the invoice prep flag fields the desired value.
- This can be used to set authorizations to not print (N) or to use an on-demand code.

(Schedule Maintenance Entry Screen 2 of 2)

#### Authorized Units

- If unit based (Schedule Maintenance Entry Screen 1) is equal to yes, authorized units should be entered. Authorized units from this schedule will be used to update the units on the non-standard screen and the authorized amounts will be a computation based on monthly units times the service header rate.

#### Authorized Amount

- If unit based (Schedule Maintenance Entry Screen 1) is equal to no, authorized amount should be entered. The schedule will be assumed to be dollar based and the authorized amounts will be updated on the non-standard screen. The authorized units will be updated as 1 unit per month where dollars are authorized unless otherwise indicated.

#### Comment #1-4 Override? (Y/N)

- If comments are entered on the comment line and the override flag is set to Y, then the corresponding authorization comment line will be overwritten with the entered comments.
- If the comment line is left blank and the override flag is set to Y, existing comments are removed.

4. On Schedule Entry Screen 1 of 2, input the following required information:

- Schedule Description
  - Fiscal Year
  - Unit Based, Default Units, Default Amount
  - Unit Type
  - Use Sub-Code
  - POS Vendor Number
5. Press the Page Down button
  6. On Schedule Entry Screen 2 of 2, input the following required information:
    - Authorized Units
    - Authorized Amount
    - Comment #1-4 Override
  7. Press F8 = Update
  8. You will be taken back to menu PSME26.
  9. Continue to page 13, Part 3A: Edit Schedules.

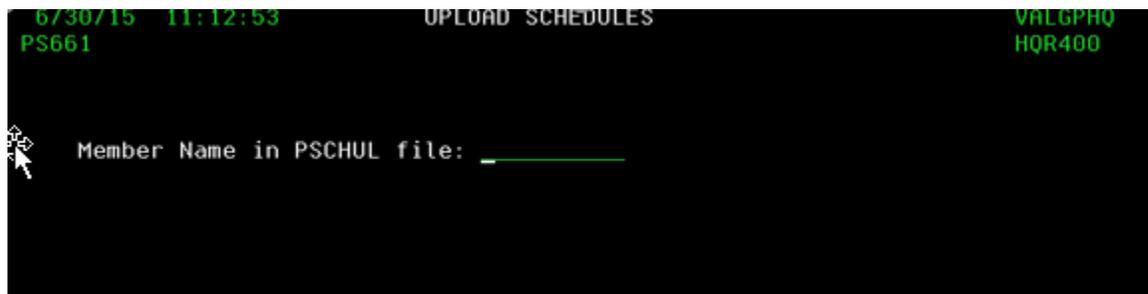
**Part 2B: Create and Upload Schedules Using Excel (Alternative Method)**

Creating and uploading schedules using Excel is an alternative method that can be used if users are creating and uploading multiple schedules. The PSCHUL file in iSeries has been made available to upload schedules from Excel so they can be validated and uploaded to the schedule file.

**Note:** Directions for this alternative upload process is specifically based on using the Add-In from Excel. RCs can also use other IBM Transfer Programs to upload schedules.

The Schedule Upload Excel Guide and Schedule Upload Template are available on the AST Website at <http://www.dds.ca.gov/ast/ufs.cfm>.

1. After schedules have been uploaded to UFS, go to menu PSME26 Option 6 Upload Schedules.



**Figure 5 Upload Schedules**

2. Enter the member name used in the upload process.
3. Press enter to confirm screen. Press F6 to process.
4. Once done, you should see two reports in your out queue.
  - PS652R1: Edit Schedules – contains all schedules (both failed/passed ones).
  - PS662R1: Uploaded Schedules Report – contains only schedules that passed edit and were uploaded successfully.
5. After this process, the member name in PSCHUL will be automatically removed.

**Note:** An uploaded file member with errors will not be added to the schedule file. It should be corrected in Excel and uploaded again. This schedule will need to be edited and posted.

**Part 3A: Edit Schedules**

1. To run edit, go to menu PSME26 Option 2 Edit Schedules. All unedited schedules will be edited.
2. Edit report PS652R1 is created. Schedules that pass edit will appear with no error codes and a pass edit flag of Y. Schedules that fail edit will include error codes. Records with errors will be marked with asterisks on the right side of the page.
3. Descriptions of all available error codes are included on the edit report. Printer control is available for this report.

**Part 3B: Post Schedules**

1. Schedules must be posted before they can be applied. To post schedules, go to menu PSME26 Option 3 Post Schedules. All edited and un-posted schedules that have not been set for review will be posted.
2. Post report PS653R1 is created. Printer control is available.

## Part 4: Apply Schedules to Authorizations

Before applying schedules, make sure that all authorizations are posted. An un-posted authorization will not be selected for update. Once schedules are posted, process specific schedules first and generic schedules last. When processed in this order, authorizations from specific schedules will not be selected and updated by generic schedules. Remember, once an authorization has a non-standard record, it will not be selected again for update.

When a schedule is applied, it will update the authorization with non-standard information from the selected schedule. It will also update comments and the invoice prep flags of the authorization, if indicated by the selected schedule.

To apply schedules, go to menu PSME26 Option 10 Apply Schedules.

```

4/07/16 15:01:18          APPLY SCHEDULES          VALGPHQ
PS654                    *** REGULAR PROCESSING MENU ***    HQR400

Batch Initials   : VP
Fiscal Year     : 2015
Service Code    : 510 ADULT DEVELOPMENT CT
Unit Type       : DM DAYS/MONTH
Unit based?(Y/N): Y
Default Units   :      23
Default Amount  :

Please Enter "*ALL" to select all
Sub code?(Y/N) : N   Sub code . :
Vendor?(Y/N)   : N   POS Vendor#:
Consumer?(Y/N) : N   UCI# . . . :

F3=Exit   F6=Process   F12=Cancel

```

**Figure 6 PSME26 Option 10 Apply Schedules**

Applying schedules consists of the following steps:

1. Enter batch initials and criteria to find matching schedules
  - A. To find matching schedules, refer back to the schedule posting register to enter the following criteria:
    - Batch Initials
    - Fiscal Year
    - Service Code
    - Unit Type
    - Unit Based? (Y/N)
    - Default Units
    - Default Amount
  - B. Press Enter and F6 to process
  - C. The user will be presented with matching schedules. If no matching

schedules are found, verify that the schedule was appropriately created by performing the appropriate action:

- F12 = Review and change entered parameters
- F3 = Return to the schedule maintenance program to fix schedule and review schedule field descriptions

**Note:** Remember, if an authorization has been paid, has an existing non-standard record for the service header, or is in an un-posted state, schedules will not be selected.

```

4/07/16 15:04:40          APPLY SCHEDULES          VALGPHQ
PS655          *** REGULAR PROCESSING MENU ***          HQR400

Position to Schedule Desc: _____
1=Select/Deselect
Opt Schedule Description          Schedule# FY   Svc Last App
  UTy Unt? Default Units  Default Amounts  SubCd Eff Date End Date Frq
  Vendor# Vendor Name          UCI#          Consumer Name
- 510 DM 23.00 ALL VENDORS NO SUB-CODE          178 2015 510 0/00/00
  DM  Y          23.00          .00          7/01/14 6/30/15 M

Bottom

F3=Exit  F6=Process  F10=Select All  F12=Cancel

```

**Figure 7 Matching Schedules**

2. Select schedules matching to entered criteria
  - A. To select matching schedules for processing, perform the appropriate action:
    - F10 = select all matching schedules
    - Type 1 on the option line to select desired schedules
  - B. Schedules selected for processing will be highlighted white. To deselect a schedule, type 1 on the option line and press Enter.
  - C. Press F6 to process
3. Select sort order of authorizations.
 

Select the order in which to view the selected authorizations and press Enter.
4. Select Authorizations matching selected schedules
  - A. The user is presented with a list of matching authorizations in the order selected. Review the authorizations to validate they are appropriate for update. To select authorizations, perform the appropriate action:

- F10 = select all authorizations for update
  - Type 1 on the option line preceding the authorization and press Enter to select individual authorizations.
- B. Schedules selected for processing will be highlighted white. To deselect a schedule, type 1 on the option line and press Enter.
- C. Once the entire list of authorizations is validated, press F6 to continue processing by checking for authorizations that would potentially be updated by more than one schedule.

```

4/07/16 15:45:45          APPLY SCHEDULES          VALGPHQ
PS657                *** REGULAR PROCESSING MENU ***          HQR400

  Position to Vendor#: _____ Sorted by: Vendor#
  1=Select/Deselect
Opt Vendor# Vendor Name          UCI#      Consumer Name          Dup
  Auth#   Svc SubCd Schedule# UTy   Monthly Units Monthly Amount
  Comments
-          AIM HIGHER INC
  01 510                178 DM
-          AIM HIGHER INC
  02 510                178 DM
-          COLE VOCATIONAL SERVICES
  97 510                178 DM
  5 DAYS/WEEK ADC. 0L
-          COLE VOCATIONAL SERVICES
  2 510                178 DM
  5 DAYS/WK ADC.
More...

F3=Exit  F6=Process  F10=Select All  F12=Cancel

```

**Figure 8 Selected Authorizations**

5. You are presented with a double confirmation and your selected authorizations are now highlighted in green. Determine if any authorizations match to more than one schedule. Authorizations matching more than one schedule will be indicated by asterisks on the right side of the screen. Continued processing will not be allowed until authorizations indicated are deselected so that they only apply to one schedule.
6. Correct batch if necessary  
This situation can be prevented by processing schedules in batches, starting with most specific to most generic.
7. Create schedules
- A. If no authorizations match multiple schedules, press F6 to complete processing.
  - B. Authorizations will be updated. Report PS659R1 is created, listing all updated authorizations. Authorizations that begin or end mid-month will be indicated on the report so that they can be reviewed. "Partial Month" authorizations may need further maintenance. Printer control is available.
  - C. Authorizations must be edited and posted.

**Important Reminders**

- It is only possible to add one schedule at a time to an authorization.
- Regional Centers choosing to apply multiple schedules to multiple service headers will need to go into the authorization multiple times.
- If multiple schedules are used on the same authorization, please be aware that the invoice prep fields and comments will be updated based on the last schedule applied that has those parameters selected.

## PSME27 Annual Schedules Menu

PSME27 Annual Schedules Menu includes the following options:

- Option 1 Schedule Maintenance
- Option 2 Edit Schedules
- Option 3 Post Schedules
- Option 6 Upload Schedules
- Option 10 Apply Schedules

```
Menu: PSME27           Accounts Payable Services   User ID: VALGPHQ
4/07/16 15:48:21     Annual Schedules Menu

      1. Schedule Maintenance
      2. Edit Schedules
      3. Post Schedules

      6. Upload Schedules

      10. Apply Schedules (Annual)

      -

                                           90. Sign off

Selection or Command
==>
```

**Figure 8 PSME27 Annual Schedules Menu**

Option 10 Apply Schedules (Annual) is the only program on this menu that is different from the one available on the regular processing menu. The only difference is that Option 10 Apply Schedules (Annual) will only update authorizations created by Final Rollover until Final Rollback (the “window period”) has been performed.

Authorizations must be in posted status in order to be selected by the Apply Schedule program. To flip the authorization posted flag to posted, go to menu PSME43 Option 3 Flip Authorization Posted Flag.

```
Menu: PSME43           Accounts Payable Services           User ID: VALGPHQ
6/30/15 08:35:07      New Fiscal Year Authorizations

Maintain Authorizations:
 1. Enter/Update Authorizations
 2. Edit Authorizations
 3. Flip Authorization Posted Flag
 4. Generate Authorization Documents
 5. Change Auth Document Printed Flag to No
 6. Maintain Non-Fiscal Data

Reports:
 7. Print Authorizations by Caseworker
 8. Print Authorizations by Vendor Alpha
 9. Print Authorizations by Client Name
10. Print Auth Control by Caseworker

Inquiry:
11. Authorization Inquiry

90. Sign off

Selection or Command
===> _____
```

Figure 9 PSME43 New Fiscal Year Authorizations

**Note:** Regional Centers that do not perform authorization maintenance during the “window period” will not use the Annual Menu to create non-standard schedules.

**POS Authorization Maintenance – Apply a Schedule**

Before you can apply schedules during POS Authorization Maintenance, you must create a schedule in Parts 1-3 above (pages 1-17).

The authorization program PSME22 Option 1 Enter/Update Service Authorizations has been updated to allow the user to apply schedules. When a schedule is applied, it will update the authorization with non-standard information from the selected schedule. It will also update comments and the invoice prep flags of the authorization, if indicated by the selected schedule.

```

Service Code 510 ADULT DEVELOPMENT CT Service 1 of 1
Service Subcode ADULT DEVELOPMENT CENTER; 1:3; 6 HRS/D;
Units 2300 (2 decimal positions) Use Prior Rate?(Y/N): N
Unit Type DM DAYS/MONTH Rate 68.490 C/S
Frequency: M (A=Annual B=Bi-Monthly M=Monthly Q=Quarterly)
Authorized Amount 157527

```

```

*** SOURCE OF FUNDS ***

```

Source	R/P	Description	Amount
		State Claims	1575.27
			.00
			.00
			.00

```

Roll for other Service Headers
F3=Exit F5=Non-standard F8=Auth complete F11>Delete Service Header
F12=Return to Control screen F14=SOF Inquiry
F16=Pay Hist Scn1 F17=Pay Hist Scn2 F18=TCB SOF Entry F19=Apply Schedule

```

**Figure 10 Authorization Entry Service Header**

1. Create an authorization, including the service header
2. Select F19 = Apply Schedules
3. The user will be presented with all applicable schedules that match the service code and sub-code information entered on the service header of the authorizations.

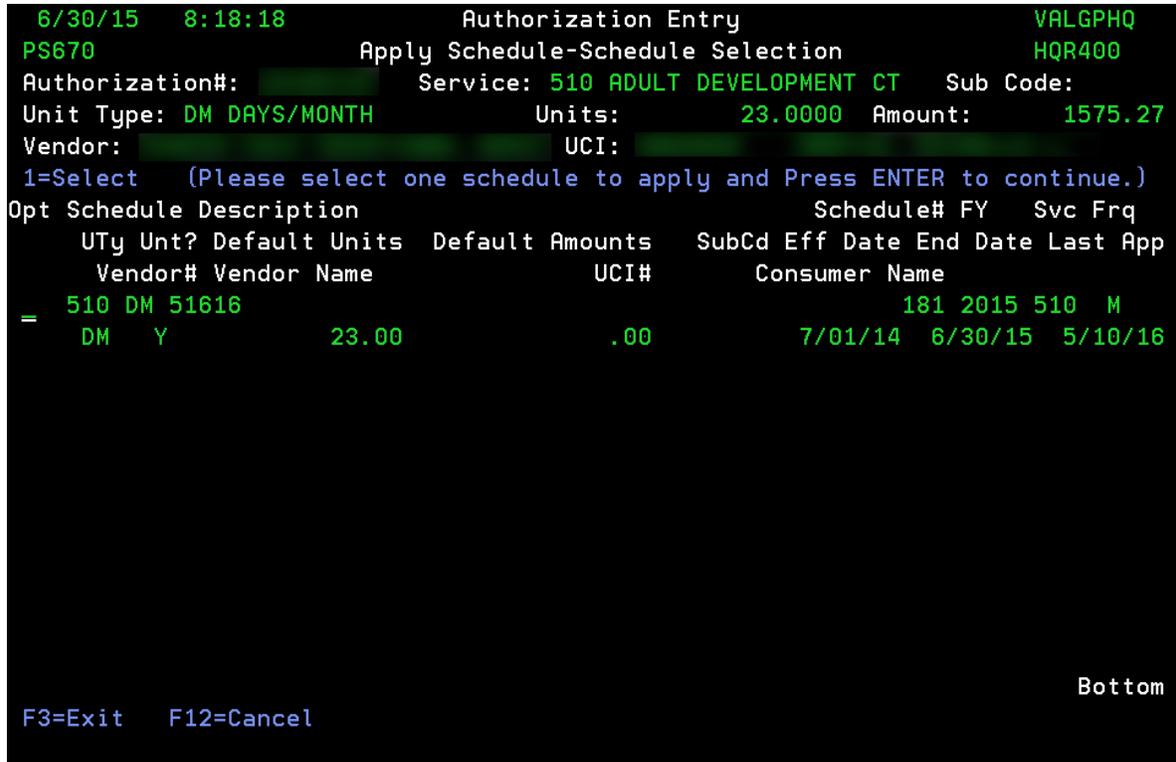


Figure 10 Apply Schedule – Schedule Selection

- To select a schedule, type 1 in the line preceding the schedule and press Enter.

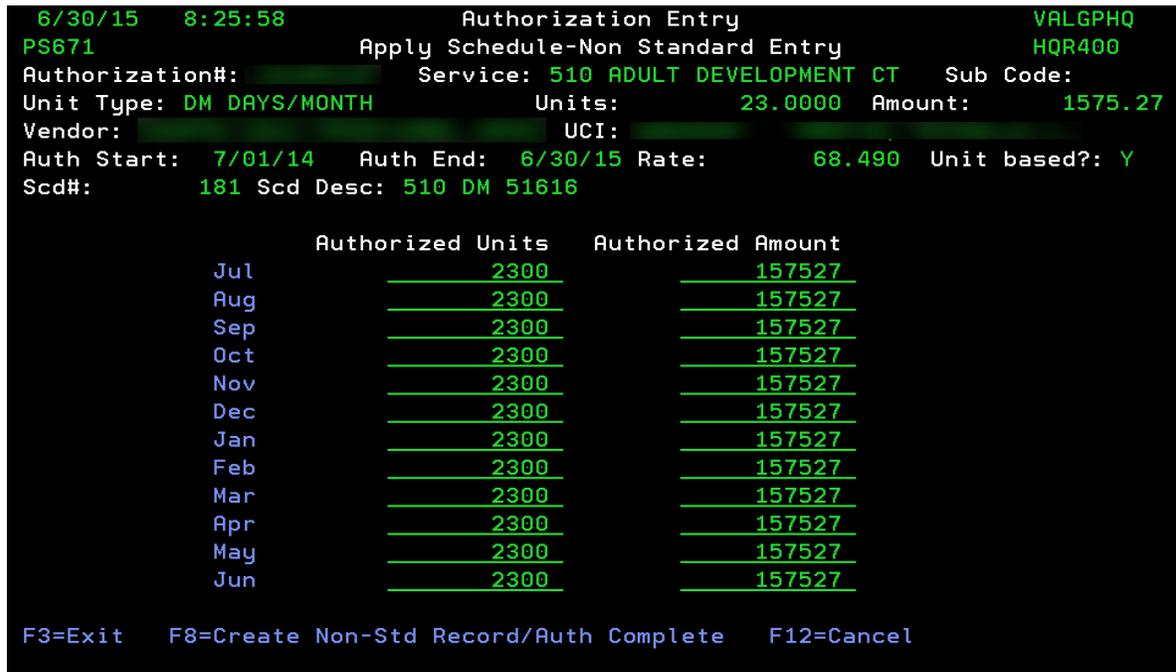


Figure 11 Apply Schedule – Non Standard Entry

- The user is presented with the proposed non-standard screen. The proposed non-standard entries may be updated if appropriate. To update

units on the proposed non-standard screen, enter the new number of authorized units and field exit through the authorized amount. Press enter to allow the system to recalculate the authorized amount.

6. Press F8 = Create Non-Std Record/Auth Complete to create the schedule and complete the authorization. The user is brought back to the consumer's authorization list.

**Important Reminders**

- It is only possible to add one schedule at a time to an authorization.
- Regional Centers choosing to apply multiple schedules to multiple service headers will need to go into the authorization multiple times.
- If multiple schedules are used on the same authorization, please be aware that the invoice prep fields and comments will be updated based on the last schedule applied that has those parameters selected.