

Revision History

This page will contain details of changes to the document

Date	Version	Description of Updates	Author
2/25/16	1.0	Information contained in TB421 and TB421A was used to create this original document. The information was updated and reformatted.	V Gutierrez-Poquiz
3/2/16	1.1	Updated information not previously included in TB's.	K Nabors Gross
4/4/16	1.2	Final review	V Gutierrez-Poquiz

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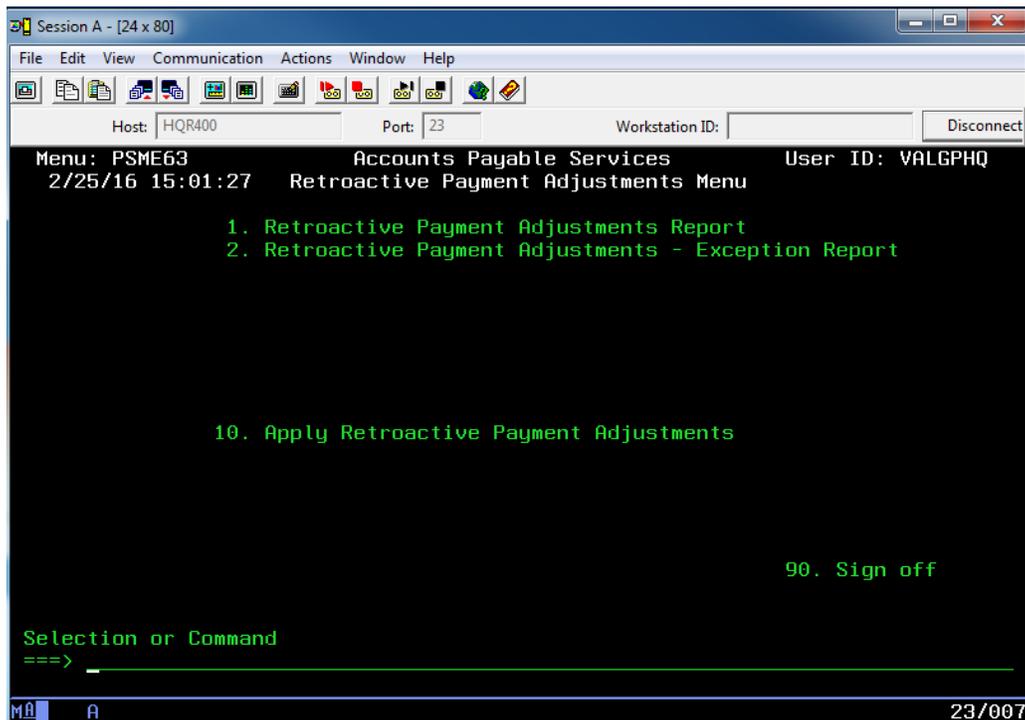
UFS POS Program To Create Retro Payment Adjustments

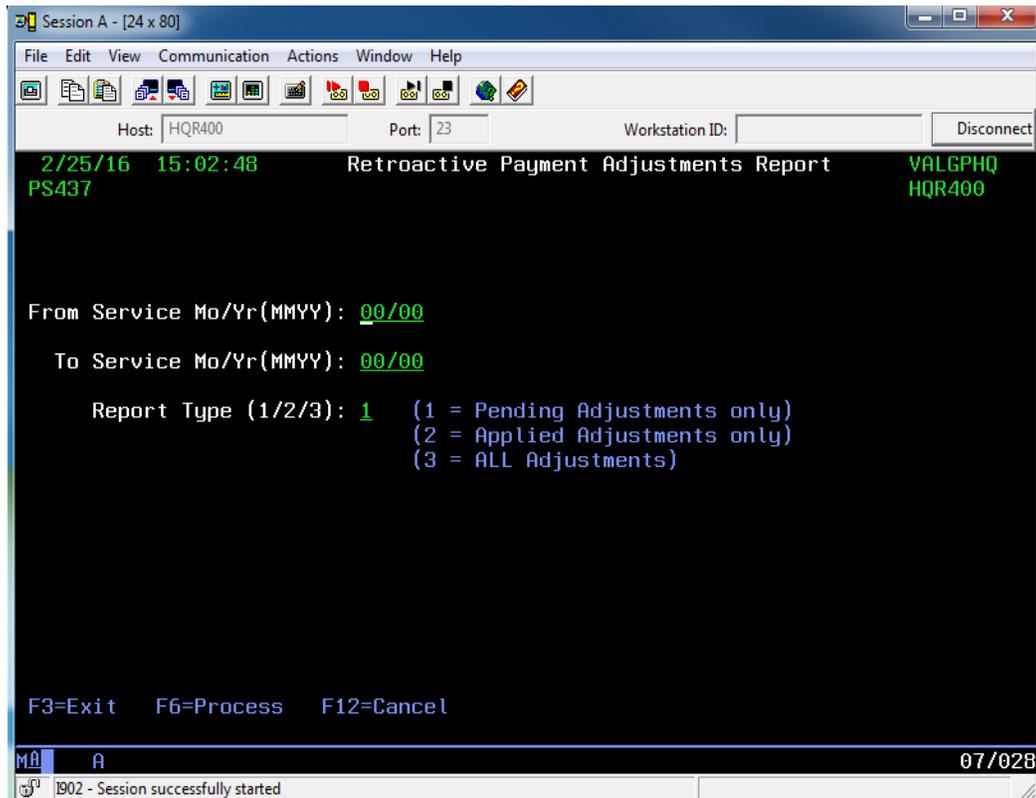
This program will allow for selection and processing of payment adjustment invoices when a rate change has been applied retroactively and paid invoices are found. This process should be done before any manual adjustments are made.

Regional center staff may then choose to “apply adjustment invoices” by month of service, POS vendor number and new invoice number. This process will create a UFS POS invoice that can be processed.

Note: If the payment adjustment is a negative adjustment, efforts should be made to either verify that a current payment is available for offset or obtain a refund prior to processing.

- Retro Payment Adjustments will only be created and applied if the rate change was processed using the program Menu PSMEN6 Option 1 Process Retro Active Vendor Rate Changes.
- After processing Retro Active Vendor Rate Changes, select Option 12 Retroactive Payment Adjustments Menu.



PSME63 Option 1 Retroactive Payment Adjustments Report:

A. Input the From and To Service Mo/Yr for the time period of the adjustments.

Note: It is recommended that initial pending reports be run one service month at a time.

B. Input number for report type

- 1 = Pending Adjustments Only – Paid POS invoices will be included on the pending payment report with a new invoice number and sequence number, as well as the original invoice number and sequence number.

Note:

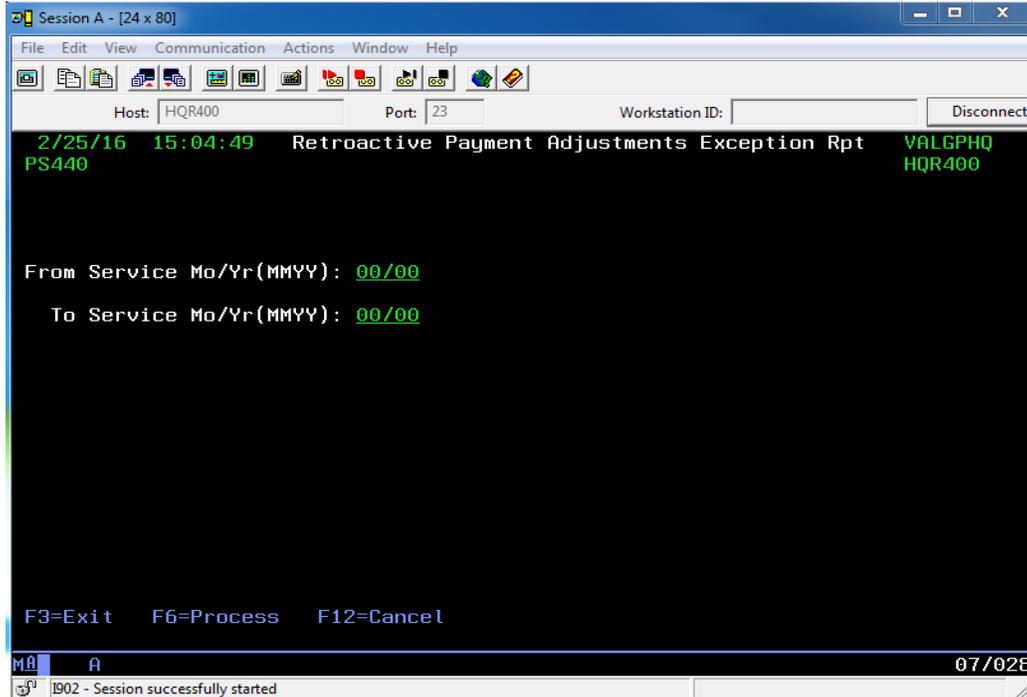
- Payment Adjustment Invoices will only be created if the rate change prior rate field is equal to the rate used on the paid invoice for the authorization, service code, sub-code and service month. This means that invoices will not be created in the following situations:
 - The authorization was an exception on the rate change process and was not updated
 - Rate changes were processed manually on the authorization
 - The new prior rate on the rate record does not match the rate on paid invoices for the authorization, service code, sub-code and service month
 - The invoiced rate times the invoiced units does not equal the amount paid

- Retroactive Vendor Rate changes and their associated Payment Adjustment invoices should be processed in order.

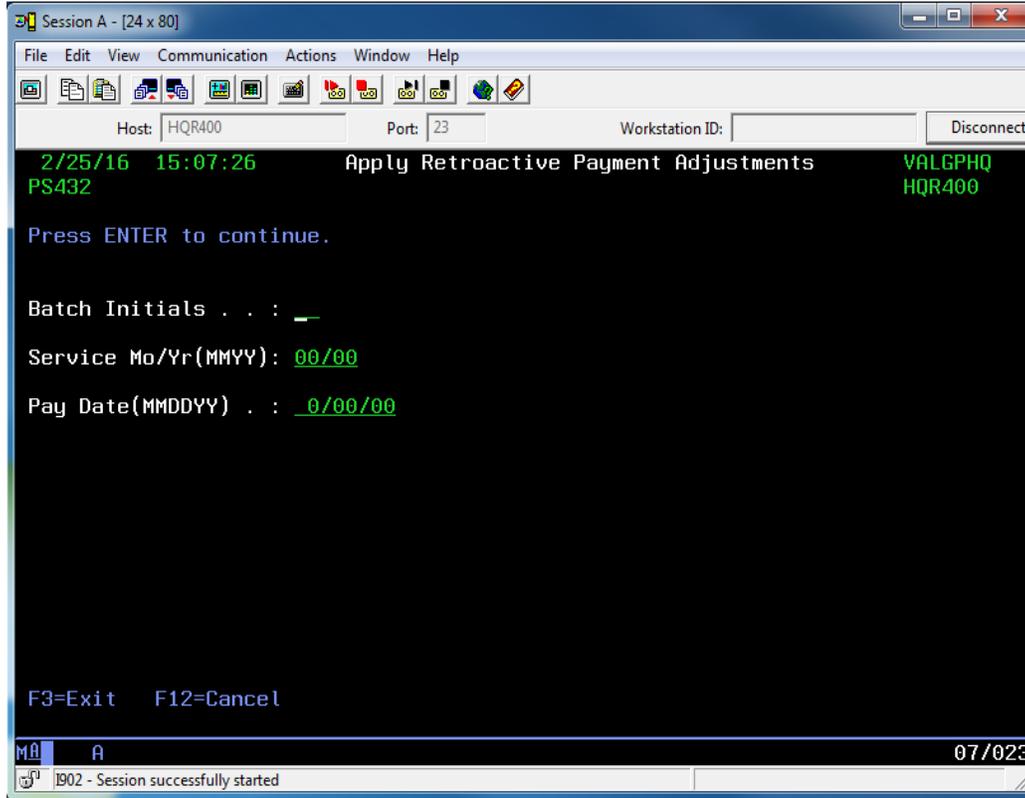
- 2 = Applied Adjustments only – Paid POS invoices processed through PSME63 Option 10 will be included on the report with a new invoice number and sequence number, as well as the original invoice number and sequence number.
- 3 = All Adjustments – This report shows both pending and applied adjustments.

C. Select F6=Process

D. “Retroactive Payment Adjustment” (PS438R1) is generated. Printer control is available.

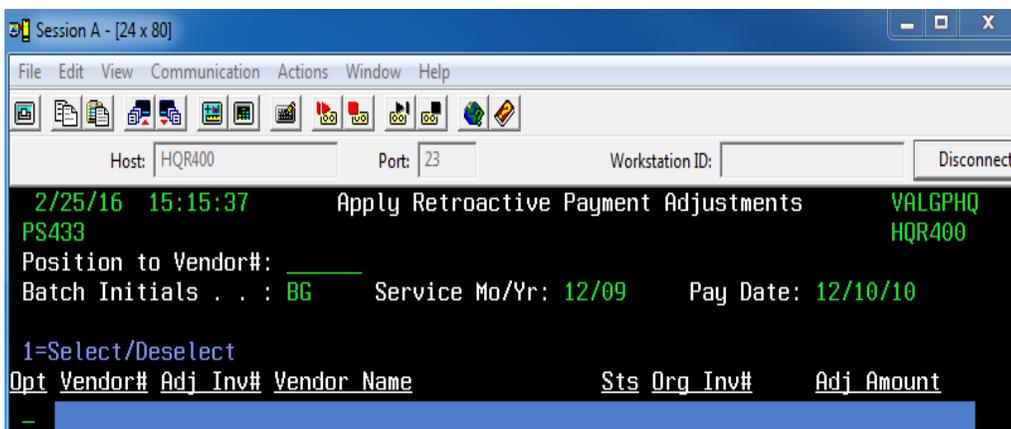
PSME63 Option 2 Retroactive Payment Adjustments - Exception Report:

- A. Input the From and To Service Mo/Yr for the time period of the adjustments
- B. Select F6=Process
- C. "The Retroactive Payment Adjustment - Exception Report" (PS441R1). Printer control is available.
 - This report includes invoice line detail that does not meet the criteria to create a payment adjustment where at least one line of the invoice meets the criteria to be included in a payment adjustment. This feature will be useful in identifying rate records that may require an additional rate change or identifying invoice lines where the payment adjustment must be manually entered.

PSME63 Option 10 Apply Retroactive Payment Adjustments:

Note: If invoices are created that you do not want to pay/process you can delete the invoices through PMSE23 Option 10. This must be done before they are accrued.

- A. Enter Batch Initials
 - B. Enter the service month/year
 - C. Enter the Pay Date
 - D. Press Enter to continue
- Payment adjustments are presented for selection to be applied by POS Vendor number and name with the new and original invoice numbers, and adjustment amount.



- E. Enter 1 on the Option line to select an invoice or press F10 to select all invoices
- F. Press ENTER and F6 to Process
- G. Apply Retroactive Payment Adjustments Report is generated (PS435R1).
 - Applying adjustment invoices creates the invoices in the UFS POS invoice files. These POS invoices must be processed through the existing UFS payment process.
 - Credit adjustments must offset future payments or if a refund is received, processed using UFS Menu PSME25, Option 10 Post Accrual Manual Check Processing. Prior to applying payment adjustments, it is recommended that regional centers verify that a payment is available for offset by reviewing the Cash Requirements Report.

Verifying Accuracy of Payment Adjustments

If the rate used on invoice lines is not the current rate on the rate table, the payment adjustment line will be marked with three asterisks on the right margin.

If multiple rate changes were applied to the same authorization, service code, sub-code and service month, a rate change record matching the paid invoices will be included. It will be noted on the pending adjustment report if the new rate is not equal to the current rate on the rate table. It is likely that these invoices will require manual changes.

While the adjustment invoices will be created automatically, it is incumbent on the regional centers to verify their accuracy, especially multiple rate changes for the same rate record or rate changes processed in error and then corrected manually.

It is recommended that regional centers work with a list of paid invoices for the service month (query), the rate table, the list of pending adjustment invoices, and the

adjustment invoices exception report. If invoice lines on the exception report need to be adjusted, they will need to be invoiced manually.

If no authorizations on an invoice were archived during the rate change process, the invoice will not show up on either the pending adjustment invoice report or the exception report. Regional center users will need to verify that all appropriate payment adjustments get processed.

A query, TB421PDINV/RCQRYHQ, was disseminated to the RC's with the release of TB421. While it was set up to create a report of all payments for the July 2010 month of service, the selection criteria can be modified to meet current retro payment specifications.