

PAYMENTS

Payment Approvals

Payment Details

Payment Modifications

Funding Modifications



- On line payment entry and approval
- You will be alerted when payments are not approved timely
- Complete client payment histories
- Payment adjustments at your finger tips

PAYA - Payment Approval

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CAFSPAYA                PAYMENT APPROVAL LIST                07/06/2016    9:10
USER ID : C74142SW                                PAGE NO:    1

STATUS INQUIRY: X NOT APPROVED    APPROVED    DENY    ALL    USER ID:

TO SELECT, ENTER I=INQUIRE, A=APPROVE, U=UNAPPROVE, M=MODIFY(ADJUST), OR D=DENY
PAY          SVC          SERVICE UNIT
S AGE        NAME        PROVIDER CODE BEGIN DT  END DT  NO    TYP    RATE
U 0660 ALMOND, ANNAB SIGMOND PFRS1 10/01/14 10/30/14 30 DAY 18.46
U 1273 PIPER, PETER  JESTERFH SCALL 01/10/13 01/10/13 1 SEM 200.00
U 0660 PIPER, PETER  JESTERFH PFRS1 10/01/14 10/31/14 31 DAY 21.96
U 0663 ALMOND, ADAM  FINKLEFH SUPAA 08/01/14 08/30/14 1 DAY 150.00
U 1282 COTTON, CARLA BRADYB  SOSSP 01/01/13 01/01/13 1 DAY 150.00
U 1039 ALMOND, ANNAB SIGMOND PFRS1 09/01/13 06/30/14 303 DAY 18.12
U 1039 ALMOND, ANNAB SIGMOND PFRS1 07/01/14 07/31/14 31 DAY 18.12
U 0783 BUNDLE, BRIAN SIGMOND STRNX 02/02/14 02/02/14 1 DAY 3.13
U 0871 EGGBERT, ELIS WINKLERF STRNE 02/16/14 02/16/14 1 DAY 15.00
U 0754 BARKLEY, BRAD FINKLEFH SCALL 06/13/14 06/13/14 1 SEM 200.00
U 0321 ALLEN, ALICE  FINKLEFH SCALL 01/01/15 01/01/15 1 SEM 200.00
U 0660 WINKLER, WEND REDHM  PFRS1 10/01/14 10/31/14 31 DAY 18.46
U 0917 WALKER, WAYNE FINKLEFH PFRS1 01/01/14 06/30/14 181 DAY 18.12
U 0660 BROCKLEBANK, GOLDENFH PFRS1 10/01/14 10/31/14 31 DAY 18.46
PINK INDICATES AN INCOMPLETE PAYMENT.
PATH: _
  
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- This screen displays a list of all payments waiting for approval by the worker
- The User ID field defaults to the C# of the worker accessing the screen. Supervisors have access to PAYA for their workers by entering the worker's C number.
- You can INQUIRE (I), APPROVE (A), UNAPPROVE (U), MODIFY (M) or DENY (D) a payment by entering the appropriate selection in the select field and pressing enter
- The worker assigned to the client will approve both constant (non-invoiced) and variable (invoiced) payments
 - The information appearing on this screen will have been entered by a central office worker from an actual provider invoice (for invoiced payments), or it will be system generated (for non-invoiced payments)
- The select field will display an "A" when the payment has been approved
 - This will allow the worker to unapprove something that has been approved but not yet paid
 - Reversing an approval is accomplished by typing over the 'A' with a 'U'
- The licensing status will be checked by the system when the payment line item/claim is approved
 - An error message will appear when there is not a current, valid license for the provider

and the provider has not been marked for payment without a license

- The system will also check court order and parental agreement information for custody status before approval can be accepted
- It is perfectly acceptable for the worker to DENY a payment if he/she has questions or knows a modification needs to take place and the solution is not going to be immediate
 - The advantage of using the deny capability is that the payment remains on the PAYA screen, but under a different search criteria, so the worker would be less likely to approve that payment by mistake
- This screen gives the worker a place to check on the status of a particular payment
 - If you notice that a particular payment has been sitting in APPROVED status for a few days, contact Central Office to find out if there is a problem
- A payment that is in INCOMPLETE status will show up highlighted in pink to remind the worker that further processing needs to be done (SHIFT+F1 to balance)

CBPL - Client-Based Payment List

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CAFSCBPL                CLIENT-BASED PAYMENT LIST                02/26/2007    15:39
USER ID : CS4566                PAGE NO: 9

                STATUS PAYMENT/
                PROVIDER NO  CD  INVOICE #  FROM DATE  TO DATE  CAPS ID
STARTING VALUES:                000                00001003

TO SELECT, ENTER C=COPY,I=INQUIRE,M=MODIFY,R=RELEASE,U=UNRELEASE OR H=HOLD
PAYMENT/ STATUS
SEL INVOICE  CD  CLIENT NAME                DATE                PROVIDER NO PROVIDER NAME                AMOUNT
- 000001097 P LAST NAME, FIRS 03/31/2000 0001003 001 YOUTH FOSTER                455.10
- 000001122 P LAST NAME, FIRS 03/24/2000 0001012 001 SWAN VALLEY                12,100.00
- 000001081 P LAST NAME, FIRS 02/29/2000 0001003 001 YOUTH FOSTER                421.79
- 000001065 P LAST NAME, FIRS 02/29/2000 0001003 001 YOUTH FOSTER                352.06
- 000001040 U LAST NAME, FIRS 01/31/2000 0001003 001 YOUTH FOSTER                376.34
- 000001050 A LAST NAME, FIRS 01/13/2000 0001003 001 YOUTH FOSTER                230.66
- 000001023 P LAST NAME, FIRS 12/31/1999 0001003 001 YOUTH FOSTER                376.34
- 000001016 P LAST NAME, FIRS 11/29/1999 0001003 001 YOUTH FOSTER                364.20
- 000001019 P LAST NAME, FIRS 11/29/1999 0001003 001 YOUTH FOSTER                32.00

PINK=PAYMENT ON HOLD, BLUE=DOC, YELLOW=TRUST ACCOUNT PAYMENT, VIEW ON TAED.

                PATH:
    
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- This screen displays a list of all client-based, unit-based payments whether invoiced or not, and whether contracted or non-contracted
- A worker also may search for a range of payments by entering selection criteria including provider number, status code, payment/invoice number, date span or by CAPS ID
- This screen shows the status of the PAYMENT, not the status of the WARRANT. For status on a warrant, the worker needs to go to WRNH (Provider Warrant History)
- The colors you see on CBPL indicate the following:
 - Pink = payment has been placed on HOLD by Central Office
 - Blue = payment is a DOC payment
 - Turquoise = payment is a DPHHS payment
 - Yellow = trust account payment – view on TAEL/TAED screens

CBPD - Client-Based Payment Detail

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CAFSCBPD          CLIENT-BASED PAYMENT DETAIL          07/11/2016    10:35
USER ID : C74150A  MODIFY                               PAGE NO:    1
PAY NO: 000001234  STATUS: P POSTED                   DATE: 07/01/2014  TOTAL:    543.60
PROV NO: 0001054 001  NAME: FINKLE FOSTER HOME        CITY: HELENA
CAPS ID: 00001266 00  NAME: COCONUT, CHRISTOPHER
CONTRACT:          AMENDMENT: 000  TYPE:

                                INVOICE RECEIVED DATE:
TO SELECT, ENTER A=ADD, M=MODIFY(ADJUST), OR I=INQUIRE
      LINE          SVC          PAYMENT PERIOD          UNIT
SEL   ITM          CODE        BEGIN DATE  END DATE          NO   TYP
      RATE        AMT OWED        AMT PAID        STS
-     1          PFRS1          05/16/2014  06/14/2014          30  DAY
      18.12        543.60          543.60          P
-
-

NOTIFY CENTRAL OFFICE: N          FISCAL/CENTRAL OFFICE COMMENTS:

RELEASE: A  BY: C74150A  DATE RELEASED: 07/01/2014  RELEASER'S COMMENTS:

SHIFT+F1=ACCEPT

                                PATH: _
  
```

- This screen is used to view and adjust (until approval) the detailed payment information for a specific client and provider
 - If an adjustment is made on CBPD, the worker needs to remember to use the SHIFT+F1 function keys to balance the payment. This also changes the status of the payment from INCOMPLETE back to UNAPPROVED so the worker can then approve the payment on PAYA
- The worker can adjust the payment up to the point the payment is released or posted
 - If the payment is in RELEASED or POSTED status, the worker needs to contact Central Office if a modification needs to be made
- Should the user wish to adjust the Funding Details associated with this service, enter an “M” on the select line in front of the desired service, and PAFD in the PATH and press ENTER
 - This takes the user to the Payment Funding Detail (PAFD) screen
- The system assigns the next available 'PAYMENT NUMBER' when a payment is created

PAFD - Payment Funding Detail

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CAFSPAFD          PAYMENT FUNDING DETAIL          09/16/2014  12:25
USER ID : C74150A  MODIFY                          PAGE NO:   1
PAY NO: 000001264 STATUS: I INCOMPLETE DATE: 09/16/2014 TOTAL:    1,144.52
PROV NO : 0001073  001      NAME: REDMOND HOMES      CITY: HELENA
CAPS ID : 00001211   00      NAME: PICKLE, PAULA
CONTRACT:                AMENDMENT: 000      TYPE:

SERVICE CODE: PFRS1 FOSTER FAMILY-ROOM&BOARD SUPER LEVEL  AMOUNT:    1,070.68
PERIOD BEGIN DATE: 07/01/2014  END DATE: 08/31/2014  OFFSET:    +73.84
OVERPAYMENT PAY NO:                TOTAL:    1,144.52
TO SELECT, ENTER A=ADD, D=DELETE, M=MODIFY(ADJUST), OR I=INQUIRE
  FUNDING SOURCE                FUNDING STATUS  ADJUSTMENT
SEL CD  DESCRIPTION                AMOUNT  CD  DESC  CD  DESC
-   POP  PROVIDER OVERPAYMENT (NOT    73.84  N  NEW   MIS  MISCELLANEOU
-   GFO  ALL GENERAL FUND            1,070.68 N  NEW   MIS  MISCELLANEOU
-   SEN  SSI/IV-E COURT ORDERED      N  NEW   MIS  MISCELLANEOU
-
-
-
=====
TOTAL DFS:    1,144.52
TOTAL NON-DFS:
TOTAL:    1,144.52
SHIFT+F1=BALANCE
FS900018 UPDATE SUCCESSFUL . PATH: █
  
```

- This screen is used to view and/or adjust funding information for client-based service payments
- The TOTAL FUNDING AMOUNT must balance to the SERVICE TOTAL displayed above
 - Press SHIFT+F1 to check the balance
 - A message will be displayed if the amounts are not equal
 - The TOTAL FUNDING AMOUNT includes both DFS and non-DFS Funding Source which means the SERVICE TOTAL must include both as well
- Before approval of the payment, all information can be added to CAPS even if it does not balance
- To make an adjustment after a payment has been approved, enter an “M” on the select line and press ENTER to access PFAD (Payment Funding Adjustment Detail screen)

PFAD - Payment Funding Adjustment Detail

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CAFSPFAD                PAYMENT FUNDING ADJUSTMENT DETAIL    07/06/2016    9:25
USER ID : C74150A  MODIFY                                PAGE NO: 1
PAY NO: 000001232  STATUS: P POSTED                    DATE: 07/01/2014  TOTAL: 525.48
PROV NO: 0001054 001  NAME: FINKLE FOSTER HOME        CITY: HELENA
CAPS ID: 00001266 00  NAME: COCONUT, CHRISTOPHER
CONTRACT:                AMENDMENT: 000 TYPE:
SERVICE CODE: PFRS1  FOSTER FAMILY-ROOM&BOARD SUPER LEVEL AMOUNT: 525.48
PERIOD BEGIN DATE: 04/01/2014  END DATE: 04/29/2014
-----PREVIOUS FUNDING DETAIL INFORMATION-----
      ADJUSTMENT          FUNDING SOURCE
      TYP DESCRIPTION      CODE DESCRIPTION          AMOUNT

-----FUNDING DETAIL INFORMATION-----
      ADJUSTMENT          FUNDING SOURCE
      TYP DESCRIPTION      CODE DESCRIPTION          AMOUNT
      SYS SYSTEM GENERATED  GFO ALL GENERAL FUND      525.48

-----ADJUSTMENT INFORMATION-----
      ADJ  FUNDING SOURCE          ADJUSTMENT          NEW
      TYP  CODE  DESCRIPTION        AMOUNT             TOTAL
      GFO  ALL  GENERAL FUND                525.48

                                           PATH: _
  
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- This screen is used by Central Office staff to make funding source adjustments to a specific payment after the payment has been posted. The screen will display the adjustment information, the current funding detail information and the previous funding detail information. to view and/or adjust funding information for client-based service payments