

SERP - Services Detail: Payable

This screen is used to display, add or modify the details of all services provided to a specific client that are paid through the CAPS system. All payable service requests will require at least one level of approval (supervisor). Other service codes will require regional administrator and/or central office levels of approval. For services that require supplemental justification, the system will automatically take the worker to the SSJD (Supplemental Services Justification) screen.

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CAFSSERP          SERVICES DETAIL: PAYABLE          12/22/2011    9:15
USER ID : CS4566    INQUIRE
CAPS ID : 00002153  00    NAME: DOE, ELIZABETH

                                  LAST UPDATE DATE: 12/08/2011
SERVICE CD: PFRS1  FOSTER FAMILY CARE - ROOM OPEN: 11/02/2010 CLOSE: 03/22/2011
PROVIDERS: SERVICE-RENDERING: 0005019 001 CLEAVER WARD AND JUNE
          PAYMENT-RECEIVING:          000
FINANCIAL COUNTY OF RESPONSIBILITY: 025 LEWIS & CLARK
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RATE:      16.54    UNIT:      0    UNIT TYPE: DAY    TOTAL:
REASON: PT  OUT OF HOME PLACEMEN CONTRACT:
REMITTANCE ADVICE LINE:

WORKER      :          C7TR08  EIGHT    DATE: 12/08/2011  COMMENTS:
SUPERVISOR:   A  BY: C84142  HOLLING    DATE: 12/08/2011  COMMENTS:
ADMINISTRATOR: A  BY: C86100  KOENIG    DATE: 12/08/2011  COMMENTS:
CENTRAL OFFICE: A  BY: C72334  ISOLA    DATE: 12/08/2011  COMMENTS:

                                  PATH: 
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Field Descriptions (F12) indicates code lookup is available.

CAPS ID

This field will display the CAPS ID of the client you entered on the SERL (Services List) screen.

NAME

This field will display the name of the client whose ID is entered in the CAPS ID field.

LAST UPDATE DATE

This field will display the date the screen was last updated.

SERVICE CD (F12)

Enter the code for the service that is being provided to the client. *Services beginning with "P" are placement services – the client must be in a placement with the entered provider in order to add these services.*

OPEN

Enter the date the service began.

CLOSE

Enter the date the service ended. If this is an ongoing service (such as foster care) leave the end date open until the service is no longer being provided. Other services may be end-dated right away, such as clothing allowance.

PROVIDERS: SERVICE RENDERING (F12)

Enter the provider number of the provider who is providing the service to the client.

PROVIDERS: PAYMENT RECEIVING (F12)

Enter the provider number of the provider who is going to be paid for the service. If the service rendering provider and the payment receiving provider is the same, you do not need to enter the payment receiving provider.

FINANCIAL COUNTY OF RESPONSIBILITY (F12)

This field will display the county of the worker who is entering the service. If you change the county to something other than the default, a worker in that county must be shared with the client.

RATE

For most services, particularly "P" services, this field will default to the associated rate for that service. If the rate does not default, it must be entered. Rates can be overridden, if necessary. If the overridden rate is greater than the default rate, an additional level of approval will be required.

UNIT

If appropriate, enter the number of units you want to pay for the service. Most services (again, "P" services) will not require a number of units. Clothing allowance, for example, is a unit of "1". Other examples would be the number of hours of counseling, the number of hours of respite, etc.

UNIT TYPE (F12)

This field will display the unit type for the entered service code. For example, foster care is "day", counseling is "hour", and clothing allowance is "semi-annual." This cannot be changed.

TOTAL

This field will display the total amount that will be spent on the service, based on the entered rate and the entered number of units.

REASON (F12)

Enter the appropriate reason why the service is being requested. *For example, foster care is most likely "PT" (out of home placement to protect the child), clothing allowance is most likely "MP" (maintain placement). Transitional Living services should always be "TL" (transitional living) and juvenile probation/parole should always be "JC" (juvenile corrections or "CY" (corrections youth – mental health placement.)*

CONTRACT

This field will display the contract number if there is an executed contract for the entered service with the entered provider. If there is a contract, the rate will default and cannot be changed.

REMITTANCE ADVICE LINE

This field is a free-form text field for fiscal officers and Central Office staff to enter original bill or invoice information for services like food, hotel rooms or airline tickets. This allows for a cross reference between the service and the payment. *This information will also display on the Warrant Advice.*

WORKER

This field will display the C number of the worker who is entering the service.

DATE

This field will display the date the worker entered the service.

COMMENTS

Enter any comments you have regarding the service.

SUPERVISOR

This field is where the supervisor will enter an "A" to approve the service or a "D" to deny the service.

BY

This field will display the C number of the supervisor who approved/denied the service.

DATE

This field will display the date the supervisor approved/denied the service.

COMMENTS

This field will display any comments entered by the supervisor.

ADMINISTRATOR

This field is where the regional administrator will enter an "A" to approve the service or a "D" to deny the service.

BY

This field will display the C number of the regional administrator who approved/denied the service.

DATE

This field will display the date the regional administrator approved/denied the service.

COMMENTS

This field will display any comments entered by the regional administrator.

CENTRAL OFFICE

This field is where the Central Office worker will enter an "A" to approve the service or a "D" to deny the service.

BY

This field will display the C number of the Central Office worker who approved/denied the service.

DATE

This field will display the date the Central Office worker approved/denied the service.

COMMENTS

This field will display any comments entered by the Central Office worker.

Additional Information

After completing all fields above, the dashed line, press ENTER to access the bottom of the screen to complete service entry. The system will run through a series of edits before taking you to the bottom of the screen. If any of these edits fail, an error message will display. Examples of edits:

- 1) The entered service must be on the service rendering provider's FSPL (Facility Services Provided List) screen. If it is not, contact your regional fiscal officer.
- 2) The provider must be licensed for the time frame of the service, if a license is required for the entered service.
- 3) For "P" services, the client must be in a placement with the service rendering provider.
- 4) For certain services, the client must be a certain age (for example, diaper allowance can only be entered on clients aged 0-3.)
- 5) The provider must have a contract for the time frame of the service, if a contract is required for the entered service.

If services are back-dated and they cross fiscal years, you will have to enter two separate services. For example, one service dated 6/15/11 – 7/1/11 and another service 7/1/11 – 99s. This is to ensure the appropriate rate is pulled in on the service with fiscal year rate changes.

If the end date of a service is back-dated (for example, you modify a service on 7/22/11 and end date that service on 6/10/11), you will receive a message that “an overpayment may have been created.” Contact your regional fiscal officer or Central Office so that any appropriate payment adjustments can be made.

If services are entered and the start date is more than 365 days old, Central Office approval will be required, regardless of the standard required level of approval.

If services are entered that are considered “qualifying payable services” (for CHIMES interface), a gender of “M” (male) or “F” (female) must be entered on PERD (Person Detail) or CLID (Client Detail) before you will be able to add the service.

Some services will require supplemental justification. For these services, once SERP (Services Detail: Payable) is updated, the system will automatically take you to the SSJD (Supplemental Service Justification) screen. Once that screen is completed, you can access SSJD from SERP by pressing SHIFT + F5.