

Steps to find Claims included in the Q2 2015 Northstar Care Fiscal Reconciliation Summary – Interim Format

The following steps will help identify the Child Foster Care and RCA claims included in rows 11 and 12 in the Q2 2015 Northstar Care Fiscal Reconciliation Summary – Interim Format.

The Q2 2015 Northstar Care Fiscal Reconciliation report includes claims with Warrant/Eff dates in Q2 2015 reported on the Q2 2015 reports and Q3 2015 reports.



Row 11. Family Foster Care and EFC-SIL:

1. Select **Child Foster Care Report** from the Task Panel
 - a. Add the **State Report #** column into the grid
 - b. Write down **Q2 2015** and **Q3 2015 State Report #**
2. Open the **Child Foster Care Claim Search**
 - a. Search for claims with a **Warrant/Eff Date** within Q2 2015 (4/1/15 – 6/30/15)
 - i. You may need to increase the **Max results**
 - b. Select **Yes** in the Northstar Claim field
 - c. Click **Search**
3. In the grid, add the optional **State Report #** column
 - a. From the grid settings menu, select **View, Auto Filter**
 - b. Filter the **State Report #** column to include only the numbers for the Q2 & Q3 reports you found in step 1b
4. Totals in this grid match amounts in your Northstar Care Fiscal Reconciliation Summary
 - a. **Vendor Payment Amount**
- Non-Eligible Amount
Column B. Agency Issued Payments
 - b. **Total FFP Amount = Column D. Federal Title IV-E Earned**
 - c. **Northstar Amount = Column F. Agency Issued for Row 11**



Row 12. Relative Custody Assistance:

1. Select **RCA Report** from the Task Panel
2. Select the **Q2 2015 RCA Report**
 - a. Add the **Payment Period** column to the grid
 - b. From the grid settings menu, select **View, Auto Filter**
 - c. Filter the **Payment Period** column to include only 2015 Q2
3. The **Claim Amount** total for the Q2 2015 RCA Report is part of the amount included in column "B. Agency Issued Payments"
4. Select the **Q3 2015 RCA Report**
 - a. If your grid settings have not changed between step 2 and 4, skip these first two steps,
 - i. Add the **Payment Period** column into the grid
 - ii. From the grid settings menu, select **View, Auto Filter**
 - iii. Filter the **Payment Period** column to include only 2015 Q2
5. The **Claim Amount** column sum is the rest of the amount included in column "B. Agency Issued Payments"
6. Adding the amounts from steps 3 and 5 should equal the total amount in column "B. Agency Issued Payments"



Handout/Reference: Refer to the new job aid - Review Possibly Eligible Payments for Northstar Care for Children, for additional instructions how to use the proofing tabs on the RCA Report and Child Foster Care Report, as well as the Advanced Payment Search to identify possibly eligible expenditures and payments that have not created a Northstar claim due to proofing messages or entry error.