Review Possibly Eligible Payments for Northstar Care for Children

This document include steps on how to use the proofing tabs on the Child Foster Care Report and RCA Report as well as the Advanced Payment Search in SSIS to identify possibly eligible expenditures and help identify any payments that have not created a Child Foster Care or RCA claim due to proofing messages or entry error. Use these steps to ensure all possibly eligible Payments create Child Foster Care claims or RCA claims, if applicable.

There are a number of reasons why a possibly eligible Payment has not created a Child Foster Care claim or RCA claim. Review your proofing tabs on the Child Foster Care report and the RCA Report and use the Advanced Payment search to ensure all eligible payments have created a Child Foster Care claim or RCA claim. Possibly eligible Payments not claimed will not be included in the Final Northstar Care Fiscal Reconciliation.

Review the Payment Proofing tab on your current RCA Report:

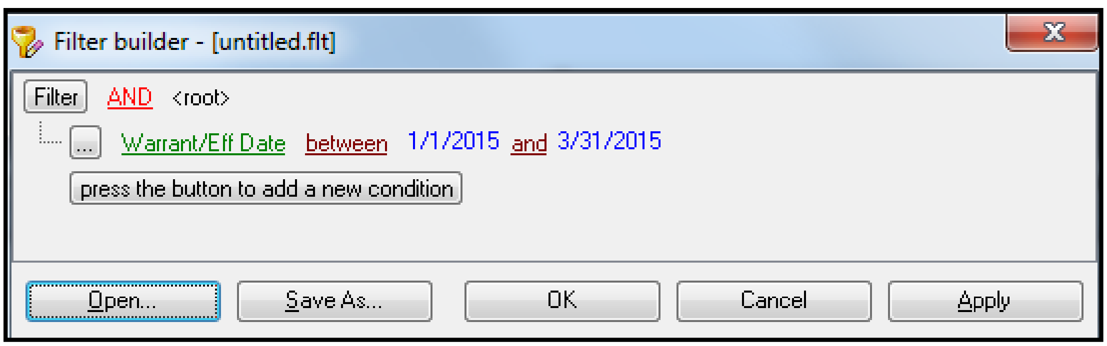
1. Open your current **Draft** status **RCA Report**
2. Click on the **Payment Proofing** tab
3. Run all errors
4. Review all the proofing messages and correct any errors, to ensure all possible payments create claims for the Final Northstar Care Fiscal Reconciliation

Review the Claimed Payment Proofing tab on your current RCA Report:

1. Open your current **Draft** status **RCA Report**
2. Click on the **Claimed Payment Proofing** tab
3. Run all errors
4. Review all the proofing messages and correct any errors, to ensure all possible payments create claims for the Final Northstar Care Fiscal Reconciliation

Hint: To view only payments issued in a specific quarter use the steps below to add a custom filter to the grid:

1. *From the grid action menu, select **View**, then **Filter Box** to filter Warrant/Eff. Dates for one quarter*
2. *On the Filter Box select the **Customize** button and the Filter builder window displays, click the **"press the button to add a new condition"** button*
3. *Click on the blank space next to the blank box that displays and a drop-down displays*
4. *Select **Warrant/Eff. Date** from the list*
5. *Click on **equals** and a drop-down displays; select **between***
6. *Click on **<empty>** and the date picker displays, select the beginning date of the quarter to view*
7. *Click on the second **<empty>** and select last day of the quarter to view*
8. *Click the **Apply** button*



9. *Click the **X** on the Filter builder window*
10. *Now only payments with Warrant/Eff. Dates for the selected quarter display with their proofing messages*

Review the Payment Proofing Tab on your current Child Foster Care report:

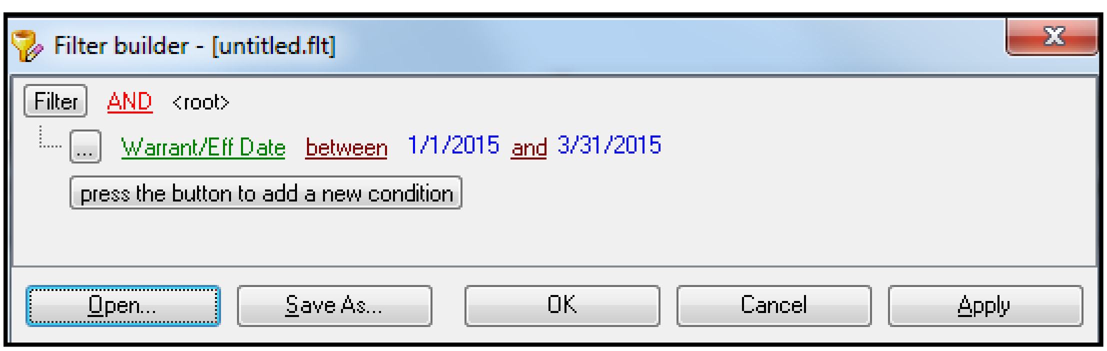
1. Open your current **Draft** status **Child Foster Care Report**
2. Click on the **Payment Proofing** tab
3. Run all errors
4. Review all the proofing messages and correct any errors, to ensure all possible payments create claims for the Final Northstar Care Fiscal Reconciliation

Review the Claimed Payment Proofing tab on your current Child Foster Care Report:

1. Open your current **Draft** status **Child Foster Care Report**
2. Click on the **Claimed Payment Proofing** tab
3. Run all errors
4. Review all the proofing messages and correct any errors, to ensure all possible payments create claims for the Final Northstar Care Fiscal Reconciliation

Hint: To view only payments from a certain quarter use the steps below to add a custom filter to the grid:

1. *From the grid action menu, select **View**, then **Filter Box** to filter Warrant/Eff. Dates for one quarter*
2. *On the Filter Box select the **Customize** button and the Filter builder window displays, click the **"press the button to add a new condition"** button*
3. *Click on the blank space next to the blank box that displays and a drop-down displays*
4. *Select **Warrant/Eff. Date** from the list*
5. *Click on **equals** and a drop-down displays; select **between***
6. *Click on **<empty>** and the date picker displays, select the beginning date of the quarter to view*
7. *Click on the second **<empty>** and select last day of the quarter to view*
8. *Click the **Apply** button*



9. *Click the **X** on the Filter builder window*

10. *Now only payments with Warrant/Eff. Dates for the selected quarter display with their proofing messages*

Use the Payment Advanced Search to find Payments made with certain Special Cost Codes that do not create Northstar claims by design. These Special Cost Codes include:

- 94 – Corrections supervised foster care (no IV-E agreement)
  - Ensure these payments are for corrections placements and your agency does not have a IV-E agreement or is not an umbrella agency
- 95 – Foster care, legally, not financially responsible
  - Ensure these payments are for placements where your agency is not the financially responsible agency and you are getting reimbursed separately for these payments
- 96 – Additional foster care (non-reimbursable)
  - Ensure the rate is only the amount over the basic + supplemental amount. Confirm a matching maintenance payment exists

Review Payments using the Advanced Payment Search to verify Special Cost Codes are used correctly:

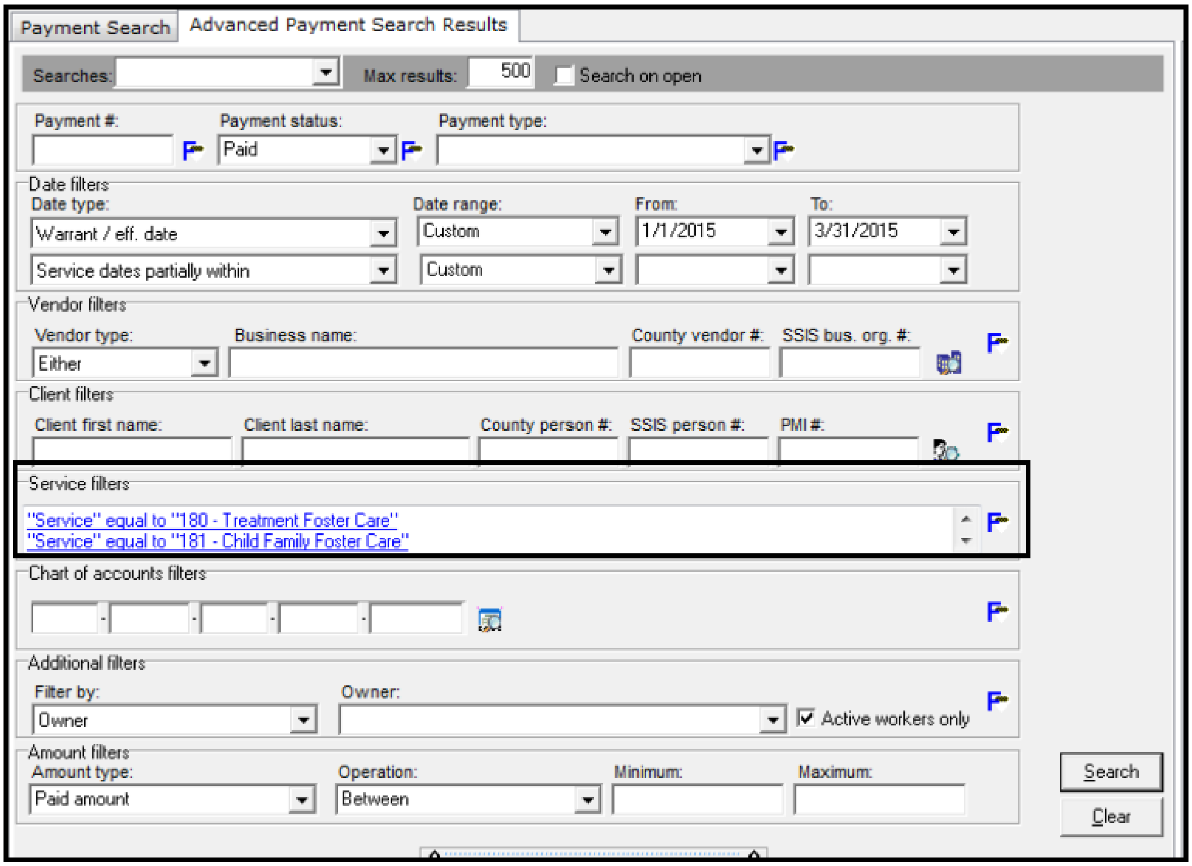
Hint: Advanced Payment Search results display in a grid you can customize by adding, moving, or deleting columns and by sorting or grouping on any field.

1. Select **Payment Searches** from the Task Panel
2. Select the **Advanced Payment Search**
3. Adjust **Max results** if necessary, the default is 500
4. Select Payment Status = **Paid**
5. Select Date type = **Warrant / eff. Date**

   - *Hint: SSIS suggests reviewing at one quarter at a time. Be sure to select a manageable date range based on the size of your agency and the number of Payments issued per quarter. For example Quarter 1 2015:*

- *Select Custom as a Date range =* ***Custom*** *and* ***1/1/2015*** *in the from field and* ***3/31/2015*** *in the To field*

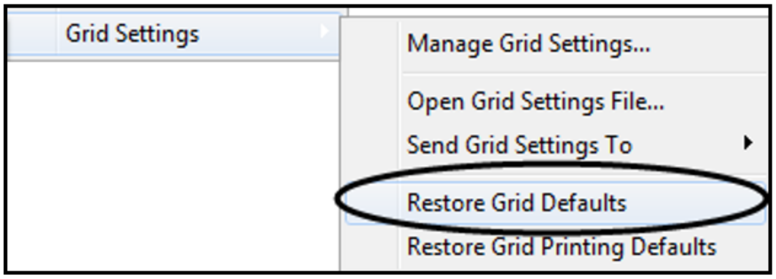
6. Set Advanced Service filters: 
    a. **180 – Treatment Foster Care**
    b. **181 – Child Family Foster Care** and
    c. **188 – Supervised Independent Living (18 up to 21)**



7. Click **Search**

Customize the grid results to review Payments with Special Cost Codes:

The following steps are some suggestions to customize your grid and review Payments grouped by Special Cost Code. If you previously made extensive changes to your grid, you may want to Restore Grid Defaults from the Grid Action Menu.



1. Remove the following columns:
   a. **Payment Type**
   b. **Payment Status**
   c. **COA Code**
2. Add the following columns:
   a. **IV-E Reimbursable**
   b. **Spec Cost Code**
   c. **Svc Code**
3. Add **Group By Box** and group by **Spec Cost Code**
4. Select **Expand All** in the Grid menu
5. Review payments with Special Cost Codes to ensure they are used correctly

Hint: Save your grid settings as a managed grid setting to use in the future.