

Select originating cluster

Deanna Hartwig
Authorized Signature

Number: SPD-IM-04-111
Issue Date: 12/16/2004

Topic: Systems Issues

Subject: SPD End of Year (2004) Processing Schedule

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message:

Attached is the following information:

- SPD End of Year (2004) Processing Schedule
- Client Maintenance System (CMS) and Community Based Care System (CBC) Suspended Records Information
- Oregon ACCESS End of Year Updates
- Client Pay-In System: To add a 2005 Yearly Account Screen

If you have any questions about this information, contact:

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SPD End of Year (2004) Processing Schedule

Following is the end of year and holiday schedule. It includes systems availability and payment processing information for the dates listed:

Wednesday, December 22nd

- Review your CBC suspended records on SCFP to prepare the last 2004 check run (for November service dates). *SJD9055R-B Suspense Report by Branch* is a View Direct list of all the suspended records in the local office

Thursday, December 23rd

- Review your CBC suspended records on SCFP to prepare the last 2004 check run (for November service dates). *SJD9055R-B Suspense Report by Branch* is a View Direct list of all the suspended records in the local office
- **LAST day to fix CMS record if needed to get 512 (November & December service dates) out of suspense.** (See following describing about CMS and CBC for more detail.)
- Oregon ACCESS will be updated with the new OSIP standard changes that take effect on 01/01/05. Please check in all cases on the laptops and log out of Oregon ACCESS by 5:00 PM today.

Monday, December 27th

- Mainframe will close at 6pm.
- **LAST day to fix CBC suspended records for November & December service dates.**
- CMS records will be automatically updated with the SSI/SSB COLA and the new OSIP standard.
- Pay-In 2005 yearly account screen will be added automatically. **(If you need to add a yearly account before this date, see following instructions on how to add manually.)**
- CBC records will be automatically updated with the SSI/SSB COLA and the new OSIP standard changes from CMS.
- Oregon ACCESS CM related cases will synchronize the Need/Resources to match CMS records. Oregon ACCESS CM related cases will be automatically updated with the SSI/SSB COLA this evening. Please check in all cases on the laptops and log out of Oregon ACCESS by 5:00 PM today.
- Oregon ACCESS update HCW provider rate tables.

Tuesday, December 28th

- CBC system will be opening late due to COLA update.
- New 512s will be printed for all clients. Mailing will be spread out through January 5th.
- Review your CBC suspended records on SCFP to prepare the first 2005 CBC check run (for December service dates). *SJD9055R-B Suspense Report by Branch* is a View Direct list of all the suspended records in the local office. New 2005 records were not made for these records. After the suspension issues are cleared, you will need to create the new 512.
- Oregon ACCESS update of the SSI/SSB COLA for CM related cases will be available to the field for review.

Wednesday, December 29th

- Last CEP check run for 2004, checks dated 12/30/04.
- Last CBC check run, checks dated 12/30/04.
- CEP FICA Refund checks will be processed with checks dated 12/31/04.

Thursday, December 30th

- Mainframe will close at 6pm.
- Last CEP checks for 2004 dated 12/30/04 will be mailed.
- Last CBC checks for 2004 dated 12/30/04 will be mailed.
- FICA Refund checks dated 12/31/04 will be mailed.

Friday, December 31st

- Mainframe closed all day.

Saturday, January 1st

- First CEP daily check run for 2005 will be processed with checks dated 1/3/05.
- CBC monthly check run will be processed with checks dated for 1/3/05.
- USPS closed - no mail delivery.

Monday, January 3rd

- CEP checks dated 1/3/05 will be mailed.
- CBC checks dated 1/3/05 will be mailed.
- Oregon ACCESS FS related cases will be automatically updated with the SSI/SSB COLA this evening. Please check in all cases on the laptops and log out of Oregon ACCESS by 5:00 PM today.

Tuesday, January 4th

- Oregon ACCESS update of the SSI/SSB COLA for FS related cases will be available to the field for review.

Wednesday, January 12th

- 2004 W2s will be mailed.

Thursday, January 20th

- ELGF long-term care files will be updated. Please ensure the CMS records reflect the correct client liability prior to this date.

Client Maintenance System (CMS) and Community Based Care System (CBC/512) Suspended Records

About CMS

The Client Maintenance System (CMS) stores information about a client's income and liability. This information is used by the Community Based Care System (CBC/512). CMS only holds one record, it does not store history. Changes entered into CMS must process in overnight batch processing before they become "available" to other systems. This essentially results in a one day delay.

The CMS system is scheduled to automatically update SSI and SSB amounts on the night of December 27, 2004. The new amounts will reflect the 2005 COLA adjustment.

About CBC/512

The CBC/512 system uses income and liability information from CMS in generating the 512. As stated above, CMS only holds one record. So, whatever information is on the CMS record is used "as is" by the CBC system. Remember that changes made to CMS must process overnight. Once overnight batch processing has taken place, you must "touch" the CBC/512 record to draw in the CMS changes.

How the COLA affects the way CMS and CBC work together

The interaction between CMS and CBC/512 is especially important to remember at the end of each year. Automated Cost of Living (COLA) changes in the CMS system impact the CBC/512. The timing of the automatic updates must be considered when correcting suspended CBC/512 records with service periods in late 2004.

CMS/CBC change BEFORE the CMS COLA Run on 12/27/04

As stated, the CMS system is scheduled to automatically update SSI and SSB amounts on the night of December 27, 2004. This means that any changes that you need to make to CMS in order to correct suspended November/December CBC/512 payments must be made by **December 23rd**. This will allow the CMS changes to process overnight on the December 23rd. (December 24th is a holiday, and no computer processing will take place). You will then be able to "touch" the CBC/512 record on December 27th to draw in the CMS changes and fix the suspension.

CMS/CBC change AFTER the CMS COLA Run on 12/27/04

If you need to correct a November/December CBC/512 record after the night of December 27, 2004, be aware that the CMS record will reflect SSI and SSB amounts that are not valid until January 1, 2005. So, you will need to change the CMS record to

reflect the 2004 SSI/SSB amounts before making any changes to the November/December CBC/512 record. Otherwise, you will be using incorrect income and liability amounts on the November/December CBC/512 record. Once the correction has been made to the November/December CBC/512 record you will need to change the figures on CMS back, to reflect the January 2005 COLA adjusted SSI/SSB amounts.

If you do not have any suspended November or December CBC/512 records, you do not need to do anything. The automatic adjustment will not affect your CBC/512 payments for November and December.

Oregon ACCESS End of Year Updates

COLA Overview

Annually our systems are updated with various Cost of Living Adjustments that may affect income and standards. Any person with an income type that is administered by Social Security Administration should receive the 2005 COLA (Cost of Living Adjustment) increase of 2.7%.

The Social Security Administration gives information to the Department of Human Services to load into BENDEX and SDX. This information is displayed on the BEIN screen. The Client Maintenance System (CMS) and Food Stamp Management Information System (FSMIS) each has a special job that updates their records using the information found in BENDEX and SDX. Oregon ACCESS has a special job that runs using information found on CMS and FSMIS to update their case records. The end of this document will give more detailed information about the COLA process.

On 12/27/2004 a mass file update will run using the CM end-of-month (EOM) records. This update will synchronize all the Need/Resources that match between CM and OA (for example: SSI, SSB, SSDI, VET, OTH, PEN, ACC, LDS and SE). This process of synchronizing the two systems started with the 12/2002 update. SPD discovered a significant number of discrepancies between CMS and Oregon ACCESS data when planning for the budget cut changes in early 2003. At that time, Oregon ACCESS began the synchronization processing that is also used as part of the COLA.

For example:

Oregon ACCESS application module recorded \$650 VET.

PCMS on Mainframe recorded \$750 VET.

Oregon ACCESS will be changed to \$750 VET after 12/27/2004.

OSIP Standard Update

The OSIP Standards and Community Spouse Allowance will be updated on 01/01/2005 to reflect the annual standards changes. Oregon ACCESS updated the OSIP Standard used in the calculations that occur in the application module and print on specific forms on 12/27/2004. The forms that reflect the update are as follows: SPD 450 Liability Worksheet, Pay-In Calculation Form and RA 3401 Resource Assessment.

Liability/Pay-In Update

The updates to Social Security Administration income types and OSIP standard on Oregon ACCESS may affect the amount of liability a client may have for Services. On 12/27/2004 Oregon ACCESS will reset the Pay-In calculation to update using the new OSIP standard and COLA increases. The Pay-In information can be found in the application module on the Medical Cost Tab. This updated information is pulled to the Pay-In form and SPD 450 Liability Worksheet.

As part of the review/recalculation of Pay-In amounts, staff will need to make sure all of the related deductions found on the Medical Cost Tab or Other Needs Tab are still accurate in 2005. If a worker forgets to remove the various deductions from these two tabs after they are no longer valid, the Pay-In Calculation will be wrong on Oregon ACCESS. The LDS/Pay-In/Spend Down Report found on Oregon ACCESS under the reports section can assist workers in checking cases for potential problems with LDS or Pay-In amounts.

The screen prints below show where in Oregon ACCESS the various tabs mentioned above are located.

The screenshot shows the Oregon ACCESS software interface. The title bar reads "Oregon Access [Office : North Portland Disability Services Office (2617) Profile Type :- Branch]". The menu bar includes "File", "Edit", "Select", "Status", "Transfer", "View", "Mainframe", "Windows", and "Help". The toolbar contains various icons for file operations and navigation. The main window title is "Case for HAVA BALL / Case Nmbr: FT09389 (Case Branch : North Portland Disability Services Office)". Below the title bar are five tabs: "Health Ins.", "Med. Services", "Medical Cost", "Physical", and "Medical Trans". The "Medical Cost" tab is selected. The main content area is divided into three sections: "Medical Expense List", "Medical Expense Detail", and "Person(s) Responsible".

Description	Monthly Amt	Verified
-------------	-------------	----------

Medical Expense Detail

Type: [Dropdown]
Monthly Amt: [Text Box] .00

Medical Expense Name: [Text Box] Dental Services
Address: [Text Box] Dentures, Hear Aids, Glasses
Line 2: [Text Box] Hospital/Nursing/Attendant
City State ZIP: [Text Box] Live In Attendant
Tele Nmbr: [Text Box] Medical Services
Other Incurred Medical

Spend Down Deduction:
Allowable Med. Deduction:
Adjusted # in Household:
One
Two or More

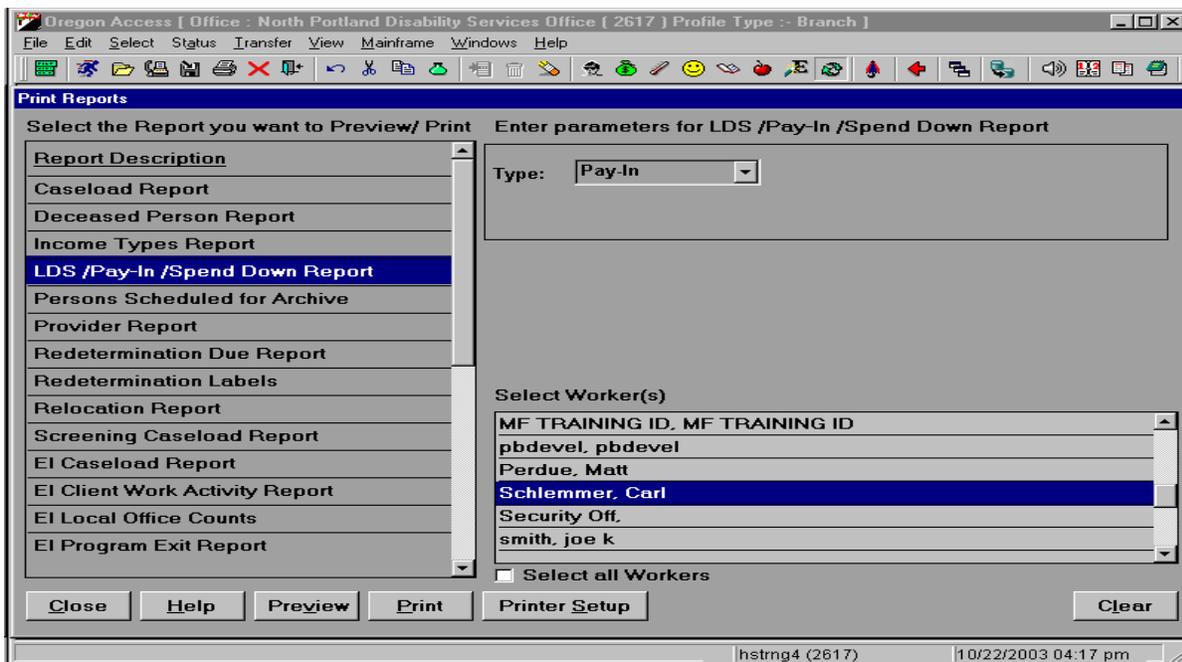
Verified:

Person(s) Responsible

Client Name	Involvement
BALL, HAVA	[Dropdown]

Add [Button] Remove [Button]

The type of medical expense.



COLA Update More Information

Social Security Income information is found on the BEIN screen. The BEIN screen displays the BENDEX (SSB/SSD) and SDX (SSI). The BENDEX only has one amount that is used to update the CMS (Medicaid) and FSMIS (Food Stamps). The SDX has an entitlement amount (E-Amt). The entitlement amount shows the total due to a claimant, which is used by Medicaid. SDX also has a payment amount (P-Amt). The payment amount shows the actual amount paid out after any over payments and/or garnishments, and is used by FSMIS.

the section called Monthly. The Gross Amt is filled based on CMS records and Net Amt is filled based on the FSMIS records.

Income List

Person	Income Type	Monthly Gross	Verified
1 BALL, HAVA	Supplemental Security Income	654.00	No

Income Detail

Type: Supplemental Security Income

Description:

Source Name: Social Security Administration

Address:

Line 2:

City State ZIP:

Tele Nbr: () - Ext:

Monthly Gross Amt: 654.00 Net Amt: 476.00

Claim Nbr: 555-66-9970A

Is Income Exempt from Food Stamp Calc:

Applied For: DDS

Attorney Name:

OHP Only

1st Prior month's income: .00 2nd Prior month's income: .00 Verified:

Client Name: BALL, HAVA

HCW Wage Increase

The HCW's will get a wage increase effective 01/01/2005. The wage increase is \$0.30 per hour. The Oregon ACCESS HCW wage table will be updated during End of Month processing 12/27/2004. These rates will be used on new 546 records. Existing records will not be changed.

Oregon ACCESS only has one set of standards (no history). This means any late 546s created or updated on Oregon ACCESS for 2004 year after 12/27/2004 will have the 2005 rate of pay. The user will need to manually change the rate back to prior rate of pay to print the Oregon ACCESS 546 or complete a 546 from the Forms Server instead.

For 2005 rates see SPD-PT-04-043 Revised Rates for Community-Based Care Programs.

For 2004 rates see SPD-PT-03-046.

Client Pay-In System

To add a 2005 yearly account screen

```
SJFSFMUI  MENU  - JF      SDDS Client Pay-in System      12/02/2003 15:25:30
Fast Path:  - JF      Main Menu      Trans Type: I

      Prim ID: AB12345A      Recip

                        Sel
                        s  Yearly Account (YACT)

                        Liabilities (LIAB)

                        Receipt (RCPT)

                        Monthly Accounts (MACT)

                        Payments (PMNT)

                        Provider Services (SERV)

                        Deposit (DPST)

Msg
F3=Exit
```

Go to SFMU. Type prime id of the client. Select yearly account. Press enter.

```

SJFS010C  YACT  - JF      SDDS Client Pay-in System      12/02/2003  15:25:58
Fast Path:      - JF      Yearly Account      Trans Type:  A

Prim ID: XX12345A      Acct Stat:  OP      Stat..... 05/15/2003
SSN..... 544-46-3229      Yr:      2005      Last Chg. 12/02/2003
Recip... Duck, Donald      Br..... 3518      15:24:52
Address      Wkr ID..... GL      RACF User SJF0510X
  Str..... 1234 DISNEY ROAD      Case..... XX1234  Elig End. 12/31/9999
  City.... DISNEY LAND      State.. OR  Date Enroll 05/15/2003
  Zip..... 97356 -

                          Year-To-Date Totals
-----
  Amt Bill      463.44
+ Amt Adj.      363.48-      Ovcol Amt.      0.00      Amt Paid.      49.98
-----      - Ovcol Rfnd      0.00      - Appl Serv      26.90
  Tot Bill      99.96      -----      - Serv Rfnd      0.00
- Amt Paid      49.98      Ovcol Bal.      0.00      -----
-----      Serv Bal.      23.08
  Amt Owed      49.98

Msg

                          Ans:

F2=Menu F3=Exit F4=Liab

```

On Yearly Account screen back-tab to Trans Type, type an "A" for add. Change the YR to 2005 & press enter.

SJFS010C YACT - JF SDSD Client Pay-in System 12/02/2003 15:26:54
Fast Path: - JF Yearly Account Trans Type: A

Prim ID: XX12345A Acct Stat: OP Stat..... 00/00/0000
SSN..... 544-46-3229 Yr: 2005 Last Chg.
Recip... Duck, Donald Br..... 3518 00:00:00
Address Wkr ID..... GL RACF User
Str..... 1234 DISNEY ROAD Case..... XX1234 Elig End. 12/31/9999
City.... DISNEY LAND State.. OR Date Enroll
Zip..... 97356 -

Year-To-Date Totals

Amt Bill 0.00
+ Amt Adj. 0.00 Ovcol Amt. 0.00 Amt Paid. 0.00
----- - Ovcol Rfnd 0.00 - Appl Serv 0.00
Tot Bill 0.00 ----- - Serv Rfnd 0.00
- Amt Paid 0.00 Ovcol Bal. 0.00 -----
----- Serv Bal. 0.00
Amt Owed 0.00

Msg **EN001 Enter yearly account data**

Ans:

F2=Menu F3=Exit F4=Liab

Ignore the message (EN001 Enter yearly account data) & press enter.

SJFS010C YACT - JF SDDS Client Pay-in System 12/02/2003 15:26:54
Fast Path: - JF Yearly Account Trans Type: A

Prim ID: XX12345A Acct Stat: OP Stat..... 00/00/0000
SSN..... 544-46-3229 Yr: 2005 Last Chg.
Recip... Duck, Donald Br..... 3518 00:00:00
Address Wkr ID..... GL RACF User
Str..... 1234 DISNEY ROAD Case..... XX1234 Elig End. 12/31/9999
City.... DISNEY LAND State.. OR Date Enroll
Zip..... 97356 -

Year-To-Date Totals

Amt Bill	0.00				
+ Amt Adj.	0.00	Ovcol Amt.	0.00	Amt Paid.	0.00
		- Ovcol Rfnd	0.00	- Appl Serv	0.00
Tot Bill	0.00			- Serv Rfnd	0.00
- Amt Paid	0.00	Ovcol Bal.	0.00		
				Serv Bal.	0.00
Amt Owed	0.00				

Msg **EN012 Add new yearly account?**

Ans: **Y**

F2=Menu F3=Exit F4=Liab

A message of (EN012 Add new yearly account?) will come up, type a "Y" in Ans. & press enter.

```

SJFS010C  YACT  - JF      SDDS Client Pay-in System      12/02/2003  15:27:28
Fast Path:    - JF      Yearly Account                Trans Type: I

Prim ID: XX12345A          Acct Stat: OP          Stat..... 12/02/2004
SSN..... 544-46-3229      Yr:          2005      Last Chg. 12/02/2004
Recip... Duck, Donald     Br..... 3518          15:27:28
Address
Str..... 1234 DISNEY ROAD   Case..... XX1234   Elig End. 12/31/9999
City.... DISNEY LAND       State.. OR   Date Enroll 12/02/2004
Zip..... 97356 -          Wkr ID..... GL      RACF User HS00001

                          Year-To-Date Totals
-----
  Amt Bill          0.00
+ Amt Adj.         0.00      Ovcol Amt.          0.00      Amt Paid.          0.00
-----
  Tot Bill          0.00      - Ovcol Rfnd        0.00      - Appl Serv        0.00
- Amt Paid         0.00      -----
  Amt Owed         0.00      Ovcol Bal.          0.00      - Serv Rfnd        0.00
-----
                          Serv Bal.          0.00

Msg EN006 Yearly account has been added

F2=Menu F3=Exit F4=Liab      F7=Back
Ans:

```

You will receive this message (EN006 Yearly account has been added). Now you can add the January liability.