

**Seniors and People with Disabilities**

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**Authorized Signature**

**Number:** SPD-IM-06-042

**Issue Date:** 5/15/2006

**Topic:** Developmental Disabilities

**Subject:** Retroactive Six Cents per Hour Wage Increase procedures for eXPRS

**Applies to (check all that apply):**

- |                                                                |                                                                          |
|----------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> All DHS employees                     | <input type="checkbox"/> County Mental Health Directors                  |
| <input 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 checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): eXPRS Users  |

**Message:**

**Retroactive six-cent wage increase**

The next automated process to occur is the addition of six-cent wage increase for the retroactive period of 8/1/2005 – 3/31/2006. The targeted time for this run has changed from the original estimated date of late April 2006 (see [SPD-AR-06-018](#)) . It is currently scheduled for the weekend of May 27-29. Since the process is expected to take 40-60 hours of processing time, there may be a need to continue the processing on the weekend of June 3 and 4.

To process this CPA rate update, the system will:

- 1) Update the rate to include the retroactive portion of the six-cent wage increase on all CPAs that are in “Accepted” status and have effective dates between 8/1/2005 and 3/31/2006.
- 2) Delete all of the draft claims, created from these CPAs.
- 3) Void all of the “Approved” claims associated with each of these CPAs.
- 4) Create a replacement for each of the voided claims
- 5) Then reprocess each of those claims.

Each of these rate adjustments will create a series of Provider Liability Accounts as the claims are voided. When the new claims are approved they will offset those accounts and the difference will be paid.

To ensure that these adjusted payments are in a separate accounting batch than the regular daily eXPRS payments, the system will create a separate RUN ID for these replacement claims. Before the rate increase is applied, the payment process will be

run to clear out any regular payments for the day. This will create a Remittance Advice with a RUN ID for those claims submitted and approved earlier that day. The process to apply the retroactive rate increase will be run; then the payment process will be run again, thus creating a different Remittance Advice and RUN ID. Both payments will be sent the next working day, but will come with different RUN IDs (or Invoice Numbers).

*If you have any questions about this information, contact:*

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