

Seniors and People with Disabilities

DeAnna Hartwig

Authorized Signature

Number: SPD-IM-09-098

Issue Date: 12/14/2009

Topic: Systems Issues

Subject: SPD End of Year (2009) Processing Schedule

Applies to (check all that apply):

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

Message:

To allow for sufficient processing time, SPD and CAF-SS related mainframe screens will be unavailable after 6:00 pm on December 28, 2009.

See attached documents covering the topics for End of Year (2009):

- SPD End of Year (2009) Processing Schedule
- Client Maintenance System (CMS) and Community Based Care System (CBC/512) Suspended Records
- Client Pay-In System: To add a 2009 Yearly Account Screen

If you have any questions about this information, contact:

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SPD End of Year (2009) 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 23rd and Thursday, December 24th

Local Office Actions

- Review your CBC suspended record on SCFP to prepare for the the last 2009 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. CMS corrections must be completed by Thursday, December 24th. This will allow the CMS changes to process overnight on December 24th. You will then need to “touch” the CBC/512 record on December 28th to draw in the CMS changes and fix the suspension.

Friday, December 25th

- Mainframe closed all day.
- USPS Closed – No mail delivery.

Monday, December 28th

Local Office Actions

- Review your CBC suspended records on SCFP to prepare the last 2009 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.
- Pay-In 2010 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.)**

Systems Actions

- Mainframe closes at 6pm. CMS end of month processing will take place. This includes the changes to eliminate the SIP amounts.

Tuesday, December 29th

Local Office Actions

- **LAST day to fix CMS record if needed to get CBC/512 (November service dates) out of suspense.**

- Review your CBC suspended records on SCFP to prepare the first 2010 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. After the suspension issues are cleared, you may need to create the new 512.

Systems Actions

- SPD Screens *might* not be available until later in the day.

Wednesday, December 30th

Local Office Actions

- **LAST day to fix CBC/512 suspended records for November service dates.**
- **LAST day to fix CMS record if needed to get 512 (December service dates) out of suspense for the 2010 CBC monthly check run.**

Systems Actions

- Last CEP Daily (checks dated 12/30/2009).
- Last CBC Weekly (checks dated 12/30/2009).
- CEP FICA Refund run (checks dated 12/31/2009).
- SPD and CAF-SS Mainframe screens close at 5:00pm.

Thursday, December 31st

Local Office Actions

- **LAST day to fix CBC suspended records for December service dates.**
- CEP checks dated 12/30/2009 mailed.
- CBC checks dated 12/30/2009 mailed
- CEP FICA Refund checks dated 12/31/09 will be mailed.

Friday, January 1st

- First CBC monthly check run for 2010 will be processed with checks dated 1/2/2010.
- Mainframe closed all day.
- USPS Closed – No mail delivery.

Monday, January 4th

- First CEP daily check run for 2010 will be processed with checks dated 1/5/2010.
- CBC checks dated 1/2/2010 will be mailed.

Tuesday, January 5th

- CEP checks dated 1/5/2010 will be mailed.

End of January

- W-2s and 1099s will be mailed by January 31, 2010.

CMS Note:

Remember, the CMS system is point in time – it only has one set of rules, one record. When the rules for the SIP payment change over to the January rules (the night of 12/28/2009) you will not be able to go back to December and pay the SIP through CMS.

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.

Although there is no SSI/SSB COLA this year, staff should be aware that other CMS changes will impact the CBC/512 records. On the night of December 28, 2009, new CBC/512 records will be created for the year 2010. Some 2010 CBC/512 records may reflect changes to the income amounts, liability amounts, and program codes due to the mass conversion that is part of the SIP elimination. Please see SPD-PT-09-023 for additional information on the SIP elimination. Some 2010 CBC/512 records will reflect no change, but will generate the yearly copy of the 512 document for clients and providers.

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 end of year SIP elimination 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. The automated SIP elimination changes in the CMS system may impact the CBC/512. The timing of the automatic updates must be considered when correcting suspended CBC/512 records with service periods in late 2009.

CMS/CBC change BEFORE the CMS end of month Run on 12/28/09

As stated, the CMS system is scheduled to automatically apply the SIP elimination changes on the night of December 28, 2009. This means that any changes you need to make to CMS in order to correct suspended November/December CBC/512 payments must be made by **December 24th**. This will allow the CMS changes to process overnight on December 24th. You will then need to "touch" the CBC/512 record on December 28th to draw in the CMS changes and fix the suspension.

CMS/CBC change AFTER the CMS end of month Run on 12/28/09

If you need to correct a November/December CBC/512 record after the night of December 28, 2009, be aware that the CMS record may reflect changes as part of the SIP elimination. So, you may need to change the CMS record to reflect the 2009 SIP amounts, program codes, etc... before making any changes to the November/December CBC/512 record. Otherwise, you may 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 2010 information.

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.

Client Pay-In System

To add a 2010 yearly account screen

<i>SJFSFMUI</i>	<i>MENU</i>	<i>- JF</i>	<i>SDSD Client Pay-in System</i>	<i>12/02/2007 15:25:30</i>
<i>Fast Path:</i>	<i>- JF</i>		<i>Main Menu</i>	<i>Trans Type: I</i>
<i>Prim ID: AB12345A</i>		<i>Recip</i>		
<i>Sel</i>				
<i>s</i> <i>Yearly Account (YACT)</i>				
<i>Liabilities (LIAB)</i>				
<i>Receipt (RCPT)</i>				
<i>Monthly Accounts (MACT)</i>				
<i>Payments (PMNT)</i>				
<i>Provider Services (SERV)</i>				
<i>Deposit (DPST)</i>				
<i>Msg</i>				
<i>F3=Exit</i>				

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

```

SJFS010C  YACT  - JF      SDDS Client Pay-in System      12/02/2007  15:25:58
Fast Path:  - JF      Yearly Account      Trans Type:  A

Prim ID: XX12345A      Acct Stat:  OP      Stat..... 99/99/9999
SSN..... 544-46-3229      Yr:      2010      Last Chg. 99/99/9999
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

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On Yearly Account screen back-tab to Trans Type, type an "A" for add. Change the YR to 2010 & press enter.

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SJFS010C  YACT  - JF      SDDS Client Pay-in System      12/02/2007  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:          2010        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
-----
- Tot Bill              0.00      - Ovcol Rfnd        0.00      - Appl Serv        0.00
- Amt Paid              0.00      -----
                          Ovcol Bal.          0.00      - Serv Rfnd        0.00
-----
                          Serv Bal.          0.00
  Amt Owed              0.00

Msg EN001 Enter yearly account data

F2=Menu F3=Exit F4=Liab
Ans:

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

SJFS010C YACT - JF SDDS Client Pay-in System 12/02/2007 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: 2010 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.

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SJFS010C  YACT  - JF      SDDS Client Pay-in System      12/02/2007  15:27:28
Fast Path:  - JF      Yearly Account      Trans Type: I

Prim ID: XX12345A      Acct Stat: OP      Stat..... 12/02/2007
SSN..... 544-46-3229      Yr:      2010      Last Chg. 12/02/2007
Recip... Duck, Donald      Br..... 3518      15:27:28
Address      Wkr ID..... GL      RACF User HS00001
Str..... 1234 DISNEY ROAD      Case..... XX1234  Elig End. 12/31/9999
City.... DISNEY LAND      State.. OR  Date Enroll 12/02/2004
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      -----
- Amt Paid      0.00      Ovcol Bal.      0.00      - Serv Rfnd      0.00
-----
                          Serv Bal.      0.00
  Amt Owed      0.00

Msg EN006 Yearly account has been added

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

                          Ans:

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