

Aging and People with Disabilities

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Number: APD-IM-13-091

Issue date: 12/16/2013

CORRECTED

Topic: Systems Issues

Subject: End of Year Processing Schedule

Applies to (check all that apply):

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

Message: Please see attached End-of-Year processing schedule for APD systems.

If you have any questions about this information, contact:

Contact(s):	DHS Service Desk		
Phone:	503-945-5623	Fax:	
Email:	dhs.servicedesk@state.or.us		

APD End of Year (2013) Processing Schedule

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

Tuesday, December 24th

Local Office Actions

- Review your CBC suspended records on SCFP for any suspended service periods to prepare for the last 2013 check run. *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 CBC/512 out of suspense prior to CM end of month run.
Remember: When updating CMS with changes effective in November, staff will have to use a SUPL incoming code. When updating CMS with changes effective in December, staff should use the COMP incoming code.
- See the explanation CMS/CBC changes after the CMS end of month run on December 26th, 2013.

Wednesday, December 25th

- State Holiday – No payment processing
- USPS Closed – No mail delivery.

Thursday, December 26th

Local Office Action

- Please check in all cases on the laptops and log out of Oregon ACCESS by 5pm today.

Systems Actions

- Pay-In 2014 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).**
- Last day to clear CBC suspend records.
- Last CBC weekly check run for December (checks dated 12/27/2013).
- CMS records will be automatically updated with the SSI/SSB COLA and the new OSIP standards. This is the CMS end of month deadline.
- Oregon ACCESS CM related cases will be automatically updated with the SSI/SSB COLA this evening. This is the gross SSI/SSB amount.

- Oregon ACCESS OSIP and Community Spouse standards will be updated to reflect 2014 amounts.
- The Needs Standard for In-Home clients will change. An additional Need of IHA will be added systematically to In-Home cases. A Policy Transmittal will be released with additional information.

Friday, December 27th

Systems Actions

- CBC checks dated 12/27/2013 mailed.
- New 512 authorizations will automatically be generated dated 01/01/2014 using the new amounts from CM.

Monday, December 30th

Systems Actions

- Last CEP Daily check run (checks dated 12/30/2013).
- CBC 512 contracts to be printed and mailed during this week.
- CEP FICA Refund (checks dated 12/31/2013) will be processed.
 - * In this yearly run, all providers will be paid via check.
- Mainframe closed at 7pm.

Tuesday, December 31st

Systems Action

- Regular CEP checks mailed (checks dated 12/30/2013).
- CEP FICA Refund checks mailed (checks dated 12/31/2013).

Wednesday, January 1st

Systems Action

- State Holiday – No payment processing.
- USPS Closed – No mail delivery.
- First CBC monthly check run for 2014 will be processed (checks dated 1/2/2014).

Thursday, January 2nd

Systems Actions

- First CEP daily check run for 2014 will be processed (checks dated 1/3/2014).
- CBC checks dated and mailed (checks dated 1/2/2014).

Friday, January 3rd

Systems Action

- CEP checks dated mailed (checks dated 1/3/2014).

End of January

Systems Action

- W-2s and 1099s will be mailed by January 31, 2014.

Friday, January 31st

Systems Action

- Time Off Cash Out checks will be processed (checks dated 2/1/2014).
 - * NOTE: See reminder regarding cash out below.

Monday, February 3rd

Systems Action

- Time Off Cash Out checks mailed (checks dated 2/1/2014).
 - * In this yearly run, all providers will be paid via check.

REMINDER REGARDING THE CASH OUT:

HCW's who are open and active providers on January 31st will receive their vacation cash-out in February (checks dated February 1st).

There are review reports on View Direct (*SJM0315R-A, Provider Due for Review in 1 month*), *SJM0315R-B (Provider Due for Review in 2 months)* and *SJM0315R-C (Provider Due for Review in 3 months)*. HCW Clerks should review these reports, renew any active HCW's whose credentials are due to expire 1/31/14, and update the credential in Oregon ACCESS no later than January 31st.

Providers whose credential are no longer active on/after October 1, 2013, will receive their eligible vacation cash-out the month after the credential end date. There will be a one month waiting period between the credential end date and issuance of the vacation

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. For information on the dates to fix CMS/512 records for suspended payments, please see the SPD End of Year (2013) Processing Schedule.

The CMS is scheduled to automatically update SSI and SSB amounts on the night of December 26, 2013. The new amounts will reflect the 2014 COLA adjustment.

About CBC/512

The CBC/512 system uses service eligibility, 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. If you need assistance with clearing your suspense records, please contact the Service Desk.

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 2013.

CMS/CBC change BEFORE the CMS COLA Run on 12/26/13

As stated, the CMS system is scheduled to automatically update SSI and SSB amounts on the night of December 26, 2013. 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 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 26th** to draw in the CMS changes and fix the suspension.

CMS/CBC change AFTER the CMS end of month Run on 12/26/13

If you need to correct a November/December CBC/512 record that is *CM related* after the night of December 26, 2013, it is recommended that you send the late payment form found on the forms server. Central office can correct these records for you.

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/Provider 512

We will generate the annual copy of the 512 document for clients and providers that are generated each time there is a COLA. We will be add a narative to the 512's, as well.

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 2014 COLA (Cost of Living Adjustment) increase of 1.5%.

Please Note

The SSA amounts are rounded down in our systems. For example, if the SSA amount is \$1,180.90, our systems will show the amount as \$1,180.

Please do not take action to add the cents back to the SSA amount.

Also, DHS has always rounded down when the SSA income is updated in the systems, so this is not something which should be reported. Both the targeted and QA reviewers should be familiar with the rounding method used.

The Client Maintenance System (CMS) has a special job that updates its records. If a CMS record has an SSI/SSB entry, the amount is increased by the COLA percentage of 1.5%. Oregon ACCESS then has a special job that runs using information found on CMS to update its case records.

A mass file update will synchronize the Social Security benefit information in CMS with Oregon ACCESS:

- On 12/26/2013, a mass file update will run using the CM end-of-month (EOM) records. This process will take the COLA updated Social Security benefit information from CMS and update the Oregon ACCESS gross income fields for the appropriate social security benefit.

If a person on Oregon ACCESS did not have an active record on CMS, no update will occur related to the Social Security Administration COLA. The Food Stamps information in Oregon ACCESS will not be updated.

OSIP Standard Update

The OSIP Standards and Community Spouse Allowance will change effective 01/01/2014. Oregon ACCESS will update these amounts the night of 12/26/2013. There are several forms that use the standards and allowance in performing

calculations. Among them are: SDS 450(N) Liability Worksheet and SDS 3401 Resource Assessment. Beginning 12/27/2013, these forms will use the 2014 amounts when performing calculations.

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.

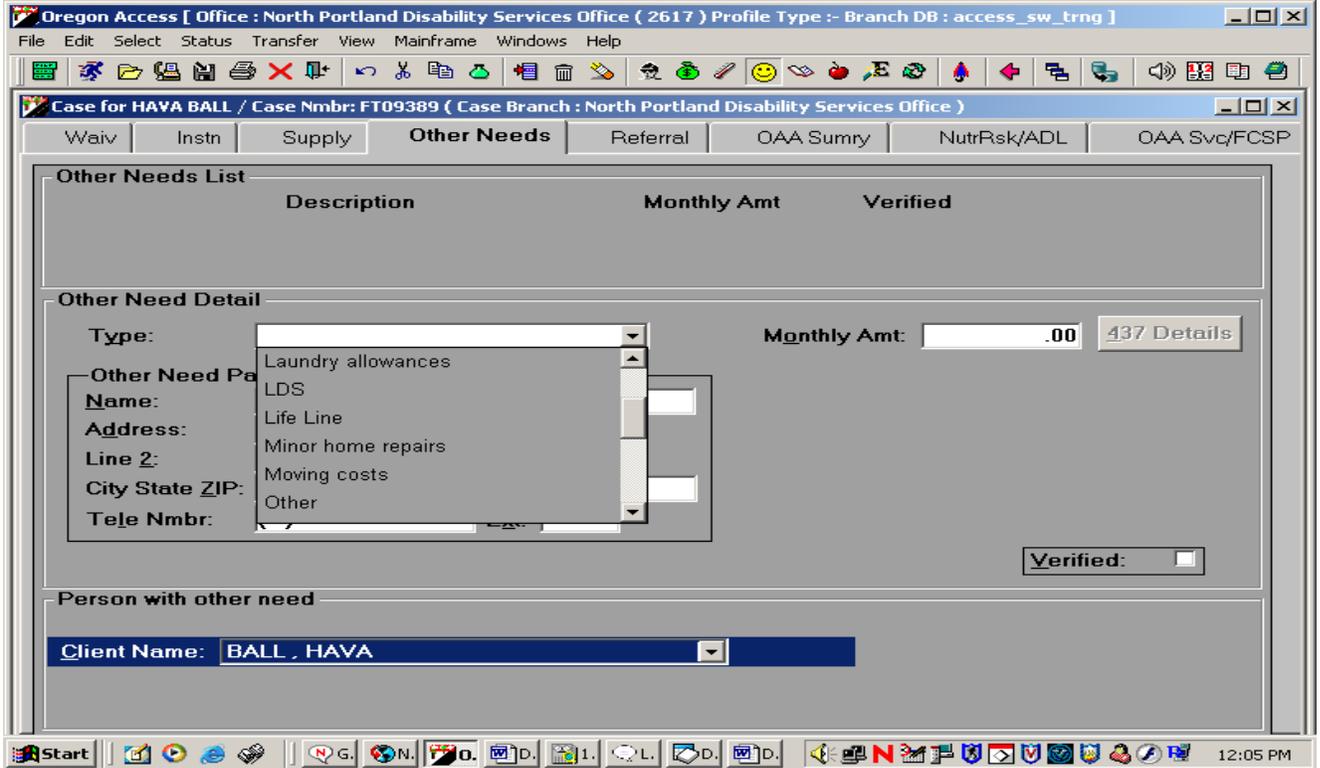
The system will begin using the 2014 standards and will reflect the 2014 COLA adjusted income amounts beginning 12/27/2013. The Pay-In calculation is dynamically performed on the the Pay-In(N) Worksheet. That means if the Worksheet is pulled up on 12/27/2013, or later, the pay-in calculation displayed/printed will reflect the 2014 COLA adjusted income and standards.

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 for 2014. 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 Need Standard change for In-Home clients will impact Pay-In and LDS amounts. These changes will be reflected on the Pay-In Worksheet and Liability Worksheet (450N). A Policy Transmittal will be released with additional information.

The screen print below shows where in Oregon ACCESS the various tabs mentioned above are located.

Other Needs Tab



Client Pay-In System

To add a 2014 yearly account screen

```

SJFSFMUI  MENU  - JF      SDDS Client Pay-in System      01/01/2014 15:25:30
Fast Path:  - JF      Main Menu      Trans Type: I

      Prim ID: XX12345A      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      01/01/2014 15:25:58
Fast Path:  - JF      Yearly Account      Trans Type: A

Prim ID: XX12345A      Acct Stat: OP      Stat..... 99/99/9999
SSN..... ***-**-3229      Yr:      2014      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

```

On Yearly Account screen back-tab to Trans Type, type an "A" for add. Change the YR to 2014, & press enter.

```

SJFS010C  YACT  - JF      SDDS Client Pay-in System      01/01/2014  15:26:54
Fast Path:  - JF      Yearly Account      Trans Type: A

Prim ID: XX12345A      Acct Stat: OP      Stat..... 00/00/0000
SSN..... ***-**-3229      Yr:      2014      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      -----
- 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
                          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      01/01/2014  15:26:54
Fast Path:  - JF      Yearly Account      Trans Type: A

Prim ID: XX12345A      Acct Stat: OP      Stat..... 00/00/0000
SSN..... ***-**-3229      Yr:      2014      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      -----
- Amt Paid      0.00      Ovcol Bal.      0.00      - Serv Rfnd      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      01/01/2014  15:27:28
Fast Path:      - JF      Yearly Account              Trans Type: I

Prim ID: XX12345A          Acct Stat:  OP          Stat..... 99/99/9999
SSN..... ***-**-3229      Yr:          2014        Last Chg. 99/99/9999
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
-----
- 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 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