

**Aging and People with Disabilities**

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**Number:** APD-IM-15-102

**Issue date:** 12/10/2015

**Topic:** Systems Issues

**Subject:** APD End Of Year (2015) Processing Schedule and Updates

**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 checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                     | <input type="checkbox"/> ODDS Children’s Intensive In Home Services          |
| <input type="checkbox"/> County DD Program Managers                    | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                |
| <input type="checkbox"/> ODDS Children’s Residential Services          | <input type="checkbox"/> Other (please specify):                             |
| <input type="checkbox"/> Child Welfare Programs                        |  |

**Message:**

See attached documents covering the topics for End of Year (2015):

- APD End of Year (2015) Processing Schedule
- Client Maintenance System (CMS) and Community Based Care System (CBC/512) Suspended Records
- Client Pay-In System – To Add A 2016 Yearly Account Screen

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

<b>Contact(s):</b>	OIS Service Desk		
<b>Phone:</b>	503-945-5623	<b>Fax:</b>	
<b>Email:</b>	dhs.servicedesk@state.or.us		

## **APD End of Year (2015) Processing Schedule**

This year there is not going to be a SSI/SSB COLA increase but we want to remind everyone that it is important to fix all of the 512 suspense records in a timely manner. We also want to remind everyone that CMS may impact whether you can clear your suspended records the night of a check run. It is important you check your suspended records on the suspend screens and reports prior to a check run. See Client Maintenance System (CMS) and Community Based Care System (CBC/512) Suspended Records section to see how CMS interacts with the 512 system and other important information.

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

### **Wednesday, December 23<sup>rd</sup>**

#### ***Local Office Actions***

- Review CBC suspended records on SCFP for any suspended service periods to prepare for the last 2015 check run. *SJD9055R-B Suspense Report by Branch* is a View Direct list of all the suspended records.
- 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, use a SUPL incoming code. When updating CMS with changes effective in December, use the COMP incoming code.

### **Thursday, December 24<sup>th</sup>**

- Last day to clear any CBC suspense records

### **Friday, December 25<sup>th</sup>**

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

## **Monday, December 28<sup>th</sup>**

### ***Systems Actions***

- This is the CMS end of month deadline
- Pay-In 2016 yearly account screen will be added. **(If you need to add a yearly account before this date, see the attached instructions on how to add manually)**
- Mainframe closed at 8PM
- New 512 authorizations generated dated 01/01/2016
- CBC 512 documents for 2016 mailed during this week

## **Tuesday, December 29<sup>th</sup>**

### ***Systems Actions***

- Last CEP check run for December (checks dated 12/30/2015)

## **Wednesday, December 30<sup>th</sup>**

### ***Systems Actions***

- Last CBC weekly check run for December
- CEP FICA Refund (checks dated 12/31/2015) processed
  - \* In this yearly run, FICA returns paid via check
- Mainframe closed at 6PM
- CEP checks mailed

## **Thursday, December 31<sup>st</sup>**

### ***Systems Actions***

- CBC checks mailed
- CEP FICA Refund checks mailed
- Mainframe closed at 7PM

**Friday, January 1<sup>st</sup>**

***Systems Actions***

- State Holiday
- USPS Closed – No mail delivery
- First CBC monthly check run for 2016
- First 2016 CEP daily check run for service dates in 2015

**Monday, January 4<sup>th</sup>**

***Systems Actions***

- CBC checks mailed
- CEP checks mailed

**Sunday, January 31<sup>st</sup>**

***Systems Action***

- W-2s and 1099s will be mailed by January 31, 2016

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

## **About CMS**

The Client Maintenance System (CMS) stores information about a consumer'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 APD End of Year (2015) Processing Schedule.

## **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 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.

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**

Even though there is no SSI/SSB COLA this year we will still generate a copy of the 512 document for consumers and providers in RCFs and ALFs.

APD and DD Adult Foster Homes and respective consumers will get one in the first part of 2016. We will add a narrative to the 512's at that time, as well.

# Client Pay-In System

## To Add A 2016 Yearly Account Screen

```

SJFSPMUI  MENU  - JF      SDDS Client Pay-in System      01/01/2016 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 consumer. Select yearly account. Press enter.**

```

SJFSP10C  YACT  - JF      SDDS Client Pay-in System      01/01/2016 15:25:58
Fast Path:  - JF      Yearly Account      Trans Type: A

Prim ID: XX12345A      Acct Stat: OP      Stat.... 99/99/9999
SSN.... ***-**-3229      Yr:      2016      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-
-----
  Tot Bill      99.96
- Amt Paid      49.98
-----
  Amt Owed      49.98

      Ovcol Amt.      0.00      Amt Paid.      49.98
      - Ovcol Rfnd      0.00      - Appl Serv      26.90
-----
      Ovcol Bal.      0.00      - Serv Rfnd      0.00
-----
      Serv Bal.      23.08

Msg

Ans:

F2=Menu F3=Exit F4=Liab
  
```

**On Yearly Account screen, back-tab to Trans Type, then type an "A" for add. Change the YR to 2016, & press enter.**

```

SJFS010C  YACT  - JF      SDDS Client Pay-in System      01/01/2016  15:26:54
Fast Path:  - JF      Yearly Account      Trans Type: A

Prim ID: XX12345A      Acct Stat:  OP      Stat..... 00/00/0000
SSN..... ***-**-3229      Yr:      2016      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      01/01/2016  15:26:54
Fast Path:  - JF      Yearly Account      Trans Type: A

Prim ID: XX12345A      Acct Stat:  OP      Stat..... 00/00/0000
SSN..... ***-**-3229      Yr:      2016      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      01/01/2016  15:27:28
Fast Path:      - JF      Yearly Account          Trans Type: I

Prim ID: XX12345A          Acct Stat:  OP          Stat..... 99/99/9999
SSN..... ***-**-3229      Yr:          2016        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      -----
  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.