

FM01: Process Payments

May 12, 2017

Change History

Release # or Date	CR# or Incident #	Change Description	Author(s)	Section Modified
12/15/2013	Reimbursement Functional Specification	Handle Inactive Service Types for Payment Requests	A Pallme	1.2.1, 1.2.2
2/11/2014 2014-Q3	Process Payments Functional Specification	Add new Payment Activity page and associated updates to Payment Request page, and the Payment Calculation routine	A Pallme	1.2.2 1.2.3 (new) 1.4.4 (new)
4/10/2015	Q1 Financial Updates	Add detail to specify that upon approval, Payment Activity will create a new Invoice and/or Invoice Batch as needed. In addition, corrected the override parent agency rule language.	Thomas Erskine	1.2.2.6 1.2.3.1
10/22/2015		Initial updates due to Supported Platforms review	Robert Thornton	Throughout
11/12/2015		Peer Review for Supported Platforms updates	Gina Schendowich	Throughout
2/16/2016		Final Review for Supported Platforms	Nancy Weglinski	Throughout
04/20/2017		Applied publication date and formatting issues fixed.	Leah Dienger	Throughout



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1.1

Introduction

The *FM01: Process Payments* topic supports the following key activities:

- Preparation and authorization of one-time payment requests for expenditures, made on behalf of children in care, for goods or services (e.g., clothing)
- Viewing of the monthly payment requests (generated by the batch processes described in Section 1.4) for ongoing care and support costs (e.g., foster care)
- Documentation of checks issued in the field for expenditures made on an emergency basis
- Recalculation of payments on pending invoices to support reconciliation of the invoice before it is release

The Payment Request page (Create or Update) processing allows the user to link the case participant and service information to the dollar amount and the provider of the goods or services. The page is used as a record of payment and service provision for paid services and allows the user to see the details of the service provision such as the type of service, payment service begin date, payment service end date, and the number of units of service. The Payment Request page is essentially one page. In order to clearly document the different rules for accessing and processing the page, there are two sections: the first for the Create function (Create Payment Request), and the second for the Update function (Update Payment Request).

Details on overpayment processing for a payment can be found in *FM02b: Overpayment Adjustment* design paper.

The batch processes described in this topic allow the Florida Safe Families Network (FSFN) to generate recurring payments for ongoing services such as Foster Care and Adoption Assistance. The Calculate Ongoing Amounts batch process derives placement and rate information from the system to generate monthly payments, based on per diem rates for Foster Care and other ongoing services. FSFN calculates ongoing amounts based upon daily or monthly rates, where payment is made if the child is in care for at least a full day. This process calculates monthly payment amounts based on established service type rates or provider-specific rates. If there is a change in a provider-specific rate or an ongoing service rate with retroactive applicability, this batch process can calculate retroactive adjustments due to providers based on service provision during the period covered. Authorized users may view the payments generated by this process from the desktop if they have an assignment to the Case or Provider, through Navigational Search results in view-only mode, or through the Update Payment Request page.

Note: Payments for ongoing placements that last less than a full day will not be created by the



system. If a child is in care for a partial day and is to be paid, then a manual, one-time payment will have to be created.

The Payment Activity page provides the ability to recalculate payments for new and ended placements and services identified during the reconciliation of pending invoices created by the Create Payments batch process. It also is the means to pay for authorized services based on provider submitting an invoice.

The Create Pending Episode-Driven Payments batch program processes placements and creates a pending payment request for each child in a placement associated with a service type that is flagged as episode-driven on the Service Type page, such as Residential Group Care. The users can view the payment request records on the Update Payment Request page. This page is pre-filled with child, provider, and service information that was created by the batch process. The user can then enter the number of days the child was actually in the facility (units), and change the Payment Service Begin and End dates if needed. Upon final approval of this payment request, it becomes ready to be included in the next Invoice run.

Fixed price contracts between a fiscal agency and a provider will be handled in the system by a separate process. The rate information for the contract is derived from the Provider Service Rate page. An over-capacity rate is applied if the contract capacity is exceeded on any day. Monthly payment amounts are calculated based on the number of children in the placement on each day of the month, and whether the contract capacity was exceeded on that day. Authorized users that have an assignment to the case or provider can view the payments generated by this process from the desktop in view-only mode, through the Search Utility page results or through the Update Payment Request page. In order for payments to be generated, a child will have to be in placement for at least one day. If there are no children receiving the fixed price contract service, no payments will be generated for the vendor. The following example illustrates how a Fixed Price Contract will be calculated for a given month:

Provider contract capacity : 3
Contract rate : \$360/month
Over capacity rate : \$10/child per day
30 day month
Prorated daily rate = \$360/30 days in the month
= \$ 12 /day



Day	Children	Number of children	Number of over-capacity children	Rate per child per day	Over capacity rate per day per child
1	Child1, Child2	2	0	\$6	
2	Child1, Child2	2	0	\$6	
3	Child1, Child2	2	0	\$6	
4	Child1, Child2	2	0	\$6	
5	Child1, Child2	2	0	\$6	
6	Child1, Child2	2	0	\$6	
7	Child1, Child2	2	0	\$6	
8	Child1, Child2	2	0	\$6	
9	Child1, Child2	2	0	\$6	
10	Child1, Child2	2	0	\$6	
11	Child1, Child2, Child3	3	0	\$4	
12	Child1, Child2, Child3	3	0	\$4	
13	Child1, Child2, Child3	3	0	\$4	
14	Child1, Child2, Child3	3	0	\$4	
15	Child1, Child2, Child3	3	0	\$4	
16	Child1, Child2, Child3, Child4	4	1	\$4	\$10
17	Child1, Child2, Child3, Child4	4	1	\$4	\$10
18	Child1, Child2, Child3, Child4	4	1	\$4	\$10
19	Child1, Child2, Child3, Child4	4	1	\$4	\$10
20	Child1, Child2, Child3, Child4	4	1	\$4	\$10
21	Child2, Child3, Child4	3	0	\$4	
22	Child2, Child3, Child4	3	0	\$4	
23	Child2, Child3, Child4	3	0	\$4	
24	Child2, Child3, Child4	3	0	\$4	
25	Child2, Child3, Child4	3	0	\$4	
26	Child3, Child4	2	0	\$6	
27	Child3, Child4	2	0	\$6	
28	Child3, Child4	2	0	\$6	
29	Child3, Child4	2	0	\$6	



30	Child3, Child4	2	0	\$6	
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Total payment for child1 : $\$ 6 * 10 + \$ 4 * 10 = \$ 100$

Total payment for child2 : $\$ 6 * 10 + \$ 4 * 15 = \$ 120$

Total payment for child3 : $\$ 6 * 5 + \$ 4 * 15 = \$ 90$

Total payment for child4 : $\$ 6 * 5 + \$ 4 * 5 + \$10 * 5 = \$100$

1.2 Pages

1.2.1 Page - Create Payment Request

Florida Safe Families Network

[Hand Book](#) [Print](#) [Audit](#) [Spell Check](#) [Help](#)

Payment Request Identification

Payment ID:	Request Date:	11/27/2013
Creator: Tulla Tortoise	Agency:	BIG BEND CBC EAST FA

Provider Information

Provider: Practice Port	Provider ID:	150002046	Search
Provider Invoice/POS Number:	Provider Invoice/POS Date:	00/00/0000	
Payee: Practice Port	Payee ID:	150002046	

Case Participant Information

Case: Snapper, Sally	Case ID:	150010060
Child: Snapper, Doris (Age: 18 DOB: 09/09/1995)	Person ID:	150031525
Primary Worker: Tulla Tortoise	Placement Setting:	

Service Information

Expense Type: Placeholder	Units:	[]
Payment Service Begin Date: 10/01/2013	Payment Service End Date: 10/01/2013	Basic: \$300.00
Service Category: Independent Living		Admin: \$0.00
Service Type: ETV Scholarship start up (age 17)		Exceptional: \$0.00
Description: []		Supplemental: \$0.00
		Total Amount: \$300.00
		Calculate

Options: [] [Go](#) [Save](#) [Close](#)

1.2.1.1 Page Overview

Navigation

The Create Payment Request page is launched from the desktop by clicking the Create Financial Work icon, which launches the Financial Work page. From the Financial Work page the user selects Create Payment Request from the Payment drop down and then clicks the Continue button.

Page Summary

The Create Payment Request page initiates and records the request of a payment for expenditures made on behalf of the Department of Children and Family (DCF). Once in the page, the user completes the case participant and provider information by means of the Search hyperlinks which launch the Person and Provider Search pages. Once a payment request has been created, saved and the page is closed, the payment request can be viewed from the Update Payment



Request page.

When the Create Payment Request page is saved, the record remains in create mode until the page is closed. From then on the record can be launched from the Update Payment Request page.

In addition, this page can be used to record the cost of care payments made prior to Release 2B of FSFN, which were not converted. In order to prevent the disbursement of such payment requests, the cost of care service type should be set up as non-system-disbursed on the Service Type page. Please refer to the *PM01: Maintain Services* topic paper for additional information.

1.2.1.2 Page Information

Group Box		Payment Request Identification
Fields	Payment ID	Unique identifier of the payment; When creating a payment, this field is system generated on initial save processing; not user editable; no default value.
	Request Date	The date on which the request is being entered. When creating a payment, pre-fills with current system date; not user editable.
	Creator	The name of the person creating the payment; defaults to initial logged-in user's name upon page creation. Not user editable.
	Agency	Indicates Fiscal Agency from which the payment is generated. When the user has only one Fiscal Agency associated with the unit lead agency for his or her unit assignment, the field pre-fills with that Fiscal Agency. When the user has multiple Fiscal Agencies associated with the unit assignment, this field is a drop down with a list of their Fiscal Agencies, and the user is required to select one.
Group Box		Provider Information
Fields	Provider	The name of the provider. When creating a payment, derived from the Search hyperlink in the Provider Information group box; not user editable.
	Provider ID	The unique ID number of the provider. When creating a payment, derived from the Search hyperlink in the Provider Information group box; not user editable.
	Provider Invoice/ POS	The control number from the provider's invoice. User-entered field; not required.



	Provider Invoice/ POS Date	The date from the provider’s invoice. User-entered date field; not required. Enabled once the Provider Invoice/POS Number field is entered.
	Payee	The name of the payee. Displays the payee name from the Provider table, based on payee ID on the payment. Not user editable.
	Payee ID	The unique ID number of the payee. When creating a payment, the payee of the payment is determined by the Payment Database Trigger, by inserting the payment row into the database; not user editable.
Group Box	Case Participant Information	
Fields	Case	The name of the case that the payment is associated with. When creating a payment, derived from the Search hyperlink in the Case Participant Information group box. Required; not user editable.
	Case ID	Unique case identifier. When creating a payment, derived from the Search hyperlink in the Case Participant Information group box. Required; not user editable.
	Child	The name of the case participant who received the services. When creating a payment, derived from the Search hyperlink in the Case Participant Information group box; not user editable. Name formatted as Last, First, Middle followed by “Age:” with the person’s age for the current date, unless the payment request is approved, then display the age for the service end date, then “DOB:” and the person’s date of birth (mm/dd/yyyy).
	Person ID	The unique identifier of the participant. When creating a payment, derived from the Search hyperlink in the Case Participant Information group box; not user editable.
	Primary Worker	The primary case worker associated with the payment request. When creating a payment, defaults to the primary case worker associated with the case. For payments that are generated by the Create Pending Episode Driven payments batch program, this field will be populated with the worker that approved the underlying Out of Home Placement/Service; not user editable.



	Placement Setting	The type of placement that the child is in (e.g., Foster home – Non-relative – Voluntary, Group Home). When creating a payment, this field is derived from the associated placement identified in the Expense Type field. If there is no placement, this field is blank; not user editable.
Group Box	Service Information	
Fields	Expense Type	<p>The expense type associated with the payment identified by the service type (SERVICE_TYPE.tx_srvc for the EPISODE.cd_srvc) and the service begin date. When creating a payment, the Expense Type drop down field is only enabled if a provider and a participant have been selected and if there is an existing paid placement or service for the selected provider and participant in FSFN.</p> <p>The field lists all paid placements and services associated with the case participant and provider, and defaults to the value of placement or service at the time of the payment. Users are able to override the default from the list of placements and services. Placements are listed before Services, and take higher precedence in defaulting</p> <p>When the Calculate button is clicked, the selected expense type is used to populate the Admin, Exceptional, and Supplemental amount fields, and the Total Amount is populated with the sum of these three fields and the Basic amount field. Prior to closing the Create Payment Request page, a new expense type can be selected for the payment. This, however, deletes the values in the three amount fields. The Expense Type field is frozen after final payment approval.</p>
	Payment Service Begin Date	The beginning date of payment for the placement/service; User-entered date field; required; no default value.
	Payment Service End Date	The ending date of payment for the placement/service; User-entered date field; required. This field is disabled and it defaults to Payment Service Begin Date if the flag indicating multiple days of service on the SERVICE_TYPE table is equal to “No”



		(i.e. FL_MULTI_DAY = "N").
	Service Category	The category of the service for the payment being requested. When creating a payment, values are filtered based on the Fiscal Agency of the payment. User-selected drop down field; required; no default value.
	Service Type	<p>The type of service for the payment being requested. When creating a payment, values are filtered based on the value selected in the Service Category dropdown; User-selected drop down field; Required; No default value.</p> <p>Service types appear in the drop down only if the service type effective date on the Service Type page is on or before the service begin date.</p> <p>The service type inactive date on the Service Type page must be blank, or on or after the service begin date.</p> <p>If the service type was previously saved and is now inactive, it displays with "Inactive" and the inactive date in parentheses "(mm/yyyy)" appended to the description.</p> <p>Service Types are available even if they are ongoing on the service type page, to allow manual payments for placement or services instead of having to maintain a separate service type.</p>
	Description	Text field for adding payment request notes or comments; User entered; 200 character text field; not required.
	Units	Used for services where the payment amount is determined by service-specific rates and the number of units entered in the field. If the SERVICE_TYPE table flag FL_UNIT_RATE_TYPE = "N" then the field is disabled; User-entered number field; Required when enabled; no default value. The number of units entered corresponds to days of service but does not need to match the payment service begin and end dates.
	Basic	The basic amount associated with the selected service; maps to PAYMENT.am_basic. This field is automatically populated with an amount when a user clicks the Calculate button. Users can



		replace the automatically populated amount with a new amount depending on the Service Type. The Calculate button pulls in the Basic amount from several different sources and is discussed in detail in the Background Processing section; User-entered amount field; not required; no default value.
	Admin	The administrative amount associated with the ongoing service; maps to PAYMENT.am_admin. This field is automatically populated with an amount when a user clicks the Calculate button. Users can replace the automatically populated amount with a new amount. The Calculate button pulls the Admin amount from the Administrative Fee field (EPISODE.am_admin) for the placement or service identified in the Expense Type field. If a monthly rate is being used, the Admin amount is prorated based on the number of days between the Payment Service Begin and Payment Service End dates. If a daily rate is being used then the Admin amount is calculated by multiplying the rate by the number of Payment Service days. User- entered amount field; not required; no default value.
	Exceptional	The exceptional amount associated with the ongoing service; maps to PAYMENT.am_excpt. This field is automatically populated with an amount when a user clicks the Calculate button. Users can replace the automatically populated amount with a new amount. The Calculate button pulls the Exceptional amount from the Exceptional amount field (EPISODE.am_excpt) for the placement or service identified in the Expense Type field. If a monthly rate is being used, the Exceptional amount will be prorated based on the number of days between the Payment Service Begin and End dates. If a daily rate is being used then the Exceptional amount will be calculated by multiplying the rate by the number of Payment Service days. User- entered amount field; not required; no default value.
	Supplemental	The Supplemental amount associated with the ongoing service; maps to PAYMENT.am_suppl. This field is automatically populated with an amount when a user clicks the Calculate button. Users can replace the automatically populated amount



		with a new amount. The Calculate button pulls the Supplemental amount from the Supplemental amount field (EPISODE.am_supplmnt) for the placement or service identified in the Expense Type field. If a monthly rate is being used, the Supplemental amount will be prorated based on the number of days between the Payment Service Begin and End dates. If a daily rate is being used then the Supplemental amount will be calculated by multiplying the rate by the number of Payment Service days. User-entered amount field; not required; no default value.
	Total Amount	The total amount of the payment. Calculated based on the sum of the Basic, Admin, Exceptional, and Supplemental values. Users can replace the automatically populated amount with a new amount; required. (See Background Processing for further details).
Links	Search (Provider)	Located in the Provider Information group box. Accesses the Provider Search page; required.
	Search (Person)	Located in the Case Participant Information group box. Accesses the Person Search page; required.
Options	Approval	Navigates user to the Approval History page.
Buttons	Calculate	Button to calculate the Basic, Admin, Exceptional, Supplemental, and Total amount fields based on the selected expense type and service type. The button is disabled until the user has updated the following fields: Service Category, Service Type, Payment Service Begin Date, and Payment Service End Date. This button is disabled for approved payments.
	Save	Standard save processing.
	Close	Standard close processing.

1.2.1.3 Background Processing

- Upon opening the Create Payment Request page, the Request Date field pre-fills with the current system date and the Creator field is pre-filled with the name of the user based on their log-in information and is not user editable. The Agency field is based on the Fiscal Agency of the user requesting the payment and defaults if the user is associated with only one Fiscal Agency. If the user is associated with more than one Fiscal Agency, then the



Agency drop down displays the values of the Fiscal Agencies that are associated with the user's login. The Agency drop down is enabled and the user is able to select the Agency that corresponds with the current record.

- System pre-fills information from the search pages. The user enters all fields that are editable. Information regarding the provider and person are retrieved from searches.
- If a value is entered into the Total Amount field and then the user enters an amount value in either the Basic, Admin, Exceptional, or Supplemental fields, the user receives the following notification message: "The Total Amount field will now be set to zero. Upon save, the Total Amount field will be updated with the sum of the Basic, Exceptional, Supplemental, and Administrative amount fields."
- If a value is entered into either the Basic, Admin, Exceptional, or Supplemental fields and the user enters a value in the Total Amount field, the user receives the following notification message: "The Basic, Admin, Supplemental, and Exceptional amounts will now be set to zero."
- The Expense Type field is disabled until a Case Participant and a Provider are selected via the Provider and Person Search hyperlinks. The Expense Type field remains disabled if no paid placements or services exist for the selected Provider and Case Participant. The Service, Date, and Amount fields remain enabled so that the user can create a payment, even if there is no expense type.
- The Calculate button is disabled until the user enters a value in the following fields: Service Category, Service Type, Payment Service Begin Date, and Payment Service End Date. The Payment Service End Date field is required only when enabled.
- The Calculate button retrieves information as follows:

Basic:

Select SERVICE_TYPE.fl_prvd_rate & SERVICE_TYPE.fl_chld_rate & SERVICE_TYPE.fl_full_month WHERE EPISODE.cd_srvc = SERVICE_TYPE.cd_srvc AND EPISODE.id_epsd = PAYMENT.id_epsd

- If fl_chld_rate = "Y" and EPISODE.am_rate > 0, then
 - **If the rate is a Daily rate,**
 - *If SERVICE_TYPE.fl_full_month = "Y" then*
 - PAYMENT.am_basic = EPISODE.am_rate **If the Rate is a Daily rate,**
 - * # of days in the month

Otherwise

- PAYMENT.am_basic = (Payment Service End Date – Payment Service Begin Date + 1) * EPISODE.am_rate



○ **If the rate is a Monthly rate**

- If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = "Y" then

PAYMENT.am_basic = EPISODE.am_rate

Otherwise

PAYMENT.am_basic = (Payment Service End Date – Payment Service Begin Date + 1) * EPISODE.am_rate / Number of Days in Payment Month

- If fl_chld_rate = "Y" and EPISODE.am_rate is null, then display "No Child Specific Rate is available for the specified placement" edit message
- If fl_chld_rate = "N," continue ...
- If fl_prvd_rate = "Y"
 - Select AM_RATE from PRVD_SRVC_RATE where PRVD_SRVC_RATE.dt_efct_strt <= PAYMENT.dt_pmnt_begin and PRVD_SRVC_RATE.id_prvd_org = PAYMENT.id_prvd_org and PRVD_SRVC_RATE.cd_srvc = EPISODE.cd_srvc and PRVD_SRVC_RATE.ts_cr is the max(ts_cr)
 - If no rate is selected, then display "No basic rate is available for the specified payment service dates" edit message.

○ **If the rate is a Daily rate**

- If SERVICE_TYPE.fl_full_month = "Y" then
 - PAYMENT.am_basic = PRVD_SRVC_RATE.am_rate * # of days in the month

Otherwise

- PAYMENT.am_basic = (Payment Service End Date – Payment Service Begin Date + 1) * PRVD_SRVC_RATE.am_rate

○ **If the rate is a Monthly rate**

- If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = "Y" then
 - PAYMENT.am_basic = PRVD_SRVC_RATE.am_rate

Otherwise

- PAYMENT.am_asic = (Payment Service End Date – Payment Service Begin Date + 1) * PRVD_SRVC_RATE.am_rate / Number of Days in Payment

Month

- If fl_prvd_rate = “N”
 - Select AM_RATE from SERVICE_RATE where SERVICE_RATE.dt_efct_strt <= PAYMENT.dt_pmnt_begin and SERVICE_RATE.cd_srvc = EPISODE.cd_srvc and SERVICE_RATE.ts_cr is the max(ts_cr)
 - *If no rate is selected, then display “No basic rate is available for the specified payment service dates.” edit message.*
 - **If the Rate is a Daily rate,**
 - If SERVICE_TYPE.fl_full_month = “Y” then
 - $PAYMENT.am_basic = SERVICE_RATE.am_rate * \# \text{ of days in the month}$

Otherwise

- $PAYMENT.am_basic = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * SERVICE_RATE.am_rate$
- **If rate is a Monthly rate,**
 - **If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = “Y” then**
 - $PAYMENT.am_basic = SERVICE_RATE.am_rate$

Otherwise

- $PAYMENT.am_basic = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * SERVICE_RATE.am_rate / \text{Number of Days in Payment Month}$

Select am_admin, am_excpt, am_supplmnt from EPISODE WHERE EPISODE.id_epsd = PAYMENT.id_epsd

Admin:

- *If the rate is a Daily rate,*
 - *If SERVICE_TYPE.fl_full_month = “Y” then*
 - $PAYMENT.am_admin = EPISODE.am_admin * \# \text{ of days in the month}$

Otherwise

- $PAYMENT.am_admin = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * EPISODE.am_admin$
- **If the rate is a Monthly rate,**



- *If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = "Y" then*

- $PAYMENT.am_admin = EPISODE.am_admin$

Otherwise

- $PAYMENT.am_admin = (Payment\ Service\ End\ Date - Payment\ Service\ Begin\ Date + 1) * EPISODE.am_admin / Number\ of\ Days\ in\ Payment\ Month$

Exceptional:

- *If the rate is a Daily rate,*

- *If SERVICE_TYPE.fl_full_month = "Y" then*

- $PAYMENT.am_excpt = EPISODE.am_excpt * \# \text{ of days in the month}$

Otherwise

- $PAYMENT.am_excpt = (Payment\ Service\ End\ Date - Payment\ Service\ Begin\ Date + 1) * EPISODE.am_excpt$

- **If the rate is a Monthly rate,**

- *If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = "Y" then*

- $PAYMENT.am_excpt = EPISODE.am_excpt$

Otherwise

- $PAYMENT.am_excpt = (Payment\ Service\ End\ Date - Payment\ Service\ Begin\ Date + 1) * EPISODE.am_excpt / Number\ of\ Days\ in\ Payment\ Month$

Supplemental:

- *If the rate is a Daily rate,*

- *If SERVICE_TYPE.fl_full_month = "Y" then*

- $PAYMENT.am_suppl = EPISODE.am_suppl * \# \text{ of days in the month}$

Otherwise

- $PAYMENT.am_suppl = (Payment\ Service\ End\ Date - Payment\ Service\ Begin\ Date + 1) * EPISODE.am_suppl$

- **If the rate is a Monthly rate,**

- *If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = “Y” then*

- $PAYMENT.am_suppl = EPISODE.am_suplmnt$

Otherwise

- *PAYMENT.am_suppl = (Payment Service End Date – Payment Service Begin Date + 1) * EPISODE.am_suplmnt / Number of Days in Payment Month*
 - When selecting a Service Type, the user will be presented with the list of services, set by each Fiscal Agency, that have been previously defined as eligible for One-Time payment requests via the Service Type page, on the SERVICE_TYPE table (i.e., FL_RECR_ELIG = “N” and FL_PMNT_ALLWD = “Y”). The Service Category drop down must first be selected by the user before selecting the associated service type. After the user has selected the service category, a valid list of service types will be presented to the user for the service category that was selected. Only service categories for the Fiscal Agency requesting payment are available for selection.
 - After the user has selected the expense type, the Placement Setting field is populated with a placement setting from the Episode table.
 - If the service type has been previously defined as a service that does not span multiple days, the Payment Service End Date field will be disabled and will default to the Payment Service Begin Date.
 - If a service type is associated with an age range on the Service Type page (SERVICE_TYPE.cd_age_rng = 2, 3, 4, 5, 6, or 7), the system will calculate the age of the child selected on the Payment Request to determine whether the service type is age-appropriate at the time of the payment, based on the user entered Payment Service Begin Date. The related system message is, “Please verify that the selected service type is appropriate for the age of the child.” For example, if the age range associated with the service type is “0-5” and the payment request is made on behalf of an 8-year-old child, the system will display the above message as soon as the user selects the inappropriate service type from the Service Type drop down. The same message is displayed if the user tries to save the payment request with the inappropriate service type selected.
 - Similarly, if there is no age documented for the child selected on the Create Payment Request page, the user receives an edit message that says “The child’s age must be documented before using this service type. Please enter this information on the Person Management page.”
- For one-time payment service types that are not associated with an age range (SERVICE_TYPE.cd_age_rng = 1), the Create Payment Request page does not require that a child’s age be entered into the system before a payment is allowed.
- If the service type has been previously defined to have the amount of the payment request automatically calculated (i.e. SERVICE_TYPE.fl_auto_calc = “Y”) and the Units field



enabled (fl_unit_rate_type = "Y"), then the Total Amount field will be calculated by multiplying the number of units entered with the unit rate information stored in the database. The system will decide which rate to use in the amount calculation based on which of the fl_chld_rate or fl_prvd_rate flags is selected in the rate definition for each service type on the SERVICE_TYPE table. A service type may be defined to have either a provider specific rate or a service specific rate. If the fl_prvd_rate = "Y" then the page uses the provider specific rate. If a value is added to the Basic, Admin, Exceptional, and/or Supplemental fields, a notification message is thrown stating *"The Total Amount field will now be set to zero."* After clicking the Close button on the notification pop-up, the Total Amount value is set to zero.

- If the service type has been previously defined to have the amount of the payment request automatically calculated (i.e. SERVICE_TYPE.fl_auto_calc = "Y"), the Total Amount field will be calculated once the user clicks the Calculate button. If the service type selected by the user is defined in the SERVICE_TYPE table with fl_multi_day = "Y" (i.e., service spans multiple days), then the amount field will be calculated by multiplying the number of days between the Payment Service Begin and End Date fields by either the service rate or the provider rate. The system will decide which rate to use in the amount calculation by reading the rate definition for each service type on the SERVICE_TYPE table. If a value is added to the Basic, Admin, Exceptional, and/or Supplemental fields, a notification message is thrown stating that *"The Total Amount field will now be set to zero."* After clicking the Close button on the notification pop-up, the Total Amount value is set to zero.
- In the event that the service type selected has fl_unit_rate_type = "Y" AND fl_multi_day = "Y" AND fl_auto_cal = "Y," then the units entered will be multiplied with the service rate or provider rate to derive the Amount fields (i.e., units have precedence over days in auto calculations).
- For a service type that is selected on the Create Payment Request page where SERVICE_TYPE.fl_prvd_rate = "N" AND SERVICE_TYPE.fl_auto_calc = "Y" and there is no service rate available for the service type, the user will receive a notification message upon change of the Service Type field on the Create Payment Request page that states *"Could not find rate code for Service Type XXXXXX."*
- For a service type that is selected on the Create Payment Request page where SERVICE_TYPE.fl_prvd_rate = "Y" AND SERVICE_TYPE.fl_auto_calc = "Y" and there is no provider service rate available for the service type, the user will receive a notification message upon change of the Service Type field on the Create Payment Request page that states *"Could not find rate code for Service Type XXXXXX and Provider XXXXXX."* For a service type that is selected on the Create Payment Request page where SERVICE_TYPE.fl_prvd_rate = "N" AND SERVICE_TYPE.fl_auto_calc = "Y" and SERVICE_TYPE.fl_unit_rate = "N," after the service type is selected and the Payment Service Begin and End dates are filled out, the latest created service rate with an effective date which is less than or equal to the Payment Service Begin Date is retrieved, and the Basic Amount field is set to:



- $(\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * \text{Daily Rate}$ or
- $\text{Monthly Rate} / \text{Number of Days in Payment Month} * (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1)$

In addition, when no rate is found, the Total Amount field remains enabled allowing the user to change the amount, if needed.

1.2.1.4 Save Processing

- After clicking the Save button, the user remains on the Create Payment Request page.
- When the user clicks the Save button, the information collected on the Create Payment Request page is inserted into the PAYMENT table. However, no payments can be made on the request until it has gone through the Approval process (i.e., No invoices will be issued for payments which have not gone through the appropriate level of approval). Once a Payment Request goes through the final approval process, it becomes frozen and no information can be modified on the payment request. Changes before the final approval process will need to be made through the Update Payment Request page.
- After clicking the Save button for a newly created payment request, the Payment ID field in the Payment Request Identification group box is prefilled with a unique payment number.
- If the Total Amount = 0 and there is a value in the Admin, Exceptional or Supplemental Amount field, calculate Total Amount field by adding Supplemental, Admin, Exceptional, and Basic amounts at save processing. When the Save button is clicked, values entered into the Basic, Admin, Exceptional, and Supplemental fields are added together and displayed in the Total Amount field.
- For services that are set up for the amount to be automatically calculated (SERVICE_TYPE.fl_auto_calc = "Y"), if the Calculate button has not been clicked before saving, and the values in the Basic, Admin, Exceptional and Supplemental Amount fields are 0, then the Total Amount will be calculated based on the service type during save processing.
- In the Service Information group box, if the user enters a Payment Service Begin Date and a Payment Service End Date that are not in the same month and/or year, then the following message appears during save processing: *"The Payment Service Begin and End dates must be within the same month and year."*
- Spending limits are enforced when a user initiates the Approval process on the Create Payment Request page. There are child-based and provider-based spending limits. These limits are specified on the Service Type page.
 - During the approval process, the system first checks the payment request against all approved non canceled payment and overpayment requests for that service type and inspects the amount available of the spending limit that was set on the Service Type page for the child or provider, and for the corresponding spending limit period. If this spending limit will not be exceeded by the payment, then FSFN creates the payment.
 - For spending limits that are defined on the Service Type page as having an approval override, if the sum of the payment request and the already approved amount exceeds the spending limit then the user must get approval from a supervisor with the appropriate security level, based on their job class as specified on the Services Type

- page. When a user attempts to approve a payment request that exceeds the spending limit, the user receives the following prompt: “The current request exceeds the spending limit. Would you like to approve this request?”
- For spending limits that are defined on the Service Type page as not having an approval override, the user will not be allowed to save a payment request that exceeds the spending limit. For ongoing services that are paid by a batch process (e.g. Calculate Ongoing Payments), spending limits will not apply.
 - The fiscal year (PAYMENT.dt_fscl_yr) for the payment is the Fiscal Year in which the Payment Request Begin date (i.e., PAYMENT.dt_pmnt_begin) resides. A new fiscal year begins on July 1st of each year (i.e., June 30, 2007 would be fiscal year 2007, whereas July 1, 2007 would be fiscal year 2008).
 - The Payment Database Trigger is used to determine the payee for the payment. See the Payment Database Trigger for details (section 1.2.2.6).
 - Upon final approval of the Payment Request Payment.am_nontrust is set to Payment.am_rqst. This field is used by the reimbursement batch programs. (Refer to FM04a: Reimbursement topic paper for further details.)
 - Upon final approval of the Payment Request, PAYMENT.fl_ffp_calc is set to “Y.” This field is used by the OCA Reimbursement Allocation batch programs. Refer to FM04a: Reimbursement topic paper for further details.
 - Upon final approval of the Payment Request, PAYMENT.cd_ffp is set to “1.”
 - If a Payment Request is canceled and the PAYMENT.fl_ffp_calc is “Y” then PAYMENT.fl_ffp_calc is set to “N.”
 - If a Payment Request is canceled and the PAYMENT.fl_ffp_calc is “N” then PAYMENT.fl_ffp_calc is set to “Y.”
 - If a selected service is specified as having a child based spending limit and the spending limit period is set as “Life of Removal Episode” on the Service Type page, the system uses the following logic to determine whether the spending limit was exceeded:
 - If the child has more than one valid placement, select the latest removal episode. All of the child’s approved and non-canceled payments for a service (clothing, for example), which were created on or after the begin date of the latest removal episode (PAYMENT.ts_cr), are added up to make the total amount (PAYMENT.am_rqst). This total is irrespective of the case - it can span more than one case. Payments that have a final approval status of “Not Approved” will not be included in the total amount. Compare this total amount with the spending limit.

Note: A valid placement is one that is approved and not ended with a reason of “placement made in error” or “duplicate.” Only valid placements will be considered.



- The Life of Removal Episode spans from the begin date of the latest removal episode to the current system date or the end date of a placement that ended with purpose of “Discharge from Removal Epsd.”
- Selecting an expense type in the Expense Type field stores the ID of the expense type (EPISODE.id_epsd) in the Payment table upon Save processing.
- If PAYMENT.am_rqst > \$9,999,999.00, on Save processing, the user will receive an error message stating that “The total amount you have entered is too large. Please enter a value less than \$9,999,999.00.”
- Upon Save processing, if the Invoice/POS Date is greater than the current system date, the user will receive an error message stating “Invoice/POS Date must be less than or equal to today’s date.”
- Upon Save processing, if the Payment Service Begin Date is greater than the Payment Service End Date, the user will receive an error message stating that “The Payment Service Begin Date *must be less than or equal to the Payment Service End Date.*”
- Upon Save processing, if the Payment Service Begin and/or End dates are greater than the current system date, the user will receive an error message stating “The Payment Service Begin and End dates must be less than or equal to today’s date.”
- Use the payment service type to derive the Service Batch (e.g., Foster Care, Group Care) of the payment.

1.2.1.5 CRUD Matrix

Table Name	Create	Read	Update	Delete
PAYMENT	X	X	X	
PERSON		X		
PRVD_SRVC_RATE		X		
PROVIDER_ORG		X		
CASE		X		
ASSIGNMENT		X		
EPISODE		X		
SERVICE_TYPE		X		
SERVICE_RATE		X		



Table Name	Create	Read	Update	Delete
ORG_ENTITY		X		

1.2.2 Page - Update Payment Request

1.2.2.1 Page Overview

Navigation

The Update Payment Request page is accessed in the following ways:

- From the Desktop, by clicking the Create Financial Work icon, which launches the Financial Work page. From the Financial Work page the user selects Update Payment

Request from the Payment drop down and then clicks the Continue button.

- For a worker with assignment to the case or provider, access by selecting the Payment record from under the Case or Provider icons on the desktop.
- From the Financial Activity page, Results group box, Action column, Edit hyperlink.
- From the Payment Activity page, Payments group box, Action column, Edit hyperlink.

Page Summary

The Update Payment Request page allows authorized users to edit a payment request before it undergoes final approval, view a payment request that has been approved, or cancel a payment request that has undergone final approval but has not yet been included in an invoice. Users with the appropriate security level and assignment will be able to access the payment requests under the Cases or Provider expandos on their desktop. Their ability to update or view the page will depend on their security profile. In addition, users with the appropriate security level will be able to access the page through the Case or Provider search utilities in view-only mode.

In order to update a payment request through the Update Payment Request page, the Provider Search hyperlink is used to retrieve the particular existing payment. Alternatively, by entering the Payment ID in the Payment ID field (text box) and performing a search, the existing payment is populated on the page. The payment information can then be updated and re-submitted for approval. If the Update Payment Request page is launched for a payment request that has already undergone final approval, it will be accessed in view-only mode. When accessed via the Financial Activity page or Payment Activity page, the payment ID is passed into this page and the associated payment information pre-populates based on that payment ID.

When opened from the Payment Activity page and updates are made to any Payment information, clicking Save, and then Close, returns the user to the Payment Activity page with the payment row information refreshed.

The Update Payment Request page is used to update manual, one-time payment requests for expenses such as clothing, as well as to allow the users to view the payments generated monthly by the Calculate Ongoing Amounts batch process described in (Section 1.4.1), for ongoing services such as foster care.

The Update Payment Request page is also used to enter the number of units on an existing episode-driven payment, and approve the payment so that it is included in the next invoice run. These payment requests are created by the Create Pending Episode-Driven Payments batch process. The Case, Child, Provider, and Service Information are pre-filled when a



payment is selected from the Search hyperlink or via the Payment ID search. The user is responsible for entering the number of units (days) to be paid for the corresponding month and approving the payment request.



1.2.2.2 Page Information

Group Box	Payment Request Identification	
Fields	Payment ID	Unique identifier of the payment. When updating a payment, this is a user entered text field used for retrieving a payment or is populated by the payment returned from the Provider Search, in which case the field will not be editable. If the Payment ID is changed after the service information is entered, the service information will be reset.
	Request Date	The date on which the payment request was initially made; Retrieved from original payment information; not user editable.
	Creator	The name of the person who created the payment. When updating a payment, pre-fills with original creator for the payment; not user editable.
	Agency	Indicates the Fiscal Agency from which the payment was generated; When updating a payment, this is pre-filled with the original creator's Fiscal Agency; not user editable.
	Cancel	This check box is used to cancel payment requests before they have been included in an invoice. It is displayed for approved, non-canceled payment requests (Payment.cd_pmnt_stat is Null or Payment.cd_pmnt_stat <> "C") and (Payment.am_rqst > 0), that have not been included in an invoice (Payment.id_chck is Null) and pending payment requests (Payment.cd_pmnt_stat <> "P").
Group Box	Provider Information	
Fields	Provider	The name of the provider. When updating a payment, displays the provider associated with that payment; not user editable.
	Provider ID	The unique ID number of the Provider. When updating a payment, displays the provider ID associated with the payment; not user editable.
	Provider Invoice/POS Number	The control number from the provider's invoice. When updating a payment, displays the Provider Invoice/POS Number associated with that payment; user editable; not required.
	Provider Invoice/POS Date	The date from the provider's invoice. When updating a payment, displays the Provider Invoice/POS Date associated with that payment; user editable; not required.



	Payee	The name of the payee. When updating a payment, displays the Payee name from the Provider table based on the Payee ID of the payment; not user editable.
	Payee ID	The unique ID number of the payee. When updating a payment, displays the Payee ID associated with that payment; not user editable.
Group Box	Case Participant Information	
Fields	Case	The name of the case the payment is associated with. When updating a payment, displays the Case name associated with the Case ID for that payment; required. Not user editable.
	Case ID	Unique case identifier. When updating a payment, displays the Case ID associated with that payment; required. Not user editable.
	Child	The name of the case participant who received the services. When updating a payment, displays the Person name associated with the Person ID for that payment; not user editable. Name formatted as Last, First, Middle followed by “Age:” with the person’s age for the current date, unless the payment request is approved, then display the age for the service end date, then “DOB:” and the person’s date of birth (mm/dd/yyyy).
	Person ID	The unique identifier of the participant. When updating a payment, displays the Person ID associated with that payment; not user editable.
	Primary Worker	The primary case worker associated with the original payment request. When updating a payment, displays the primary case worker associated with the payment when the payment request was originally created. For payments that are generated by the Create Pending Episode Driven payments batch program, this field will be populated with the worker that approved the underlying Out of Home Placement/Service; not user editable.
	Placement Setting	The type of placement that the child is in (e.g., Foster home – Non-relative – Voluntary, Group Home). When updating a payment, derived from the associated placement identified in the Expense Type field. If there is no placement, this field is blank; not user editable.



Group Box	Service Information	
Fields	Expense Type	<p>The expense type associated with the payment identified by the service type (SERVICE_TYPE.tx_srvc for the EPISODE.cd_srvc) and the placement begin date. When updating a payment, displays the expense type from the original payment record.</p> <p>The Expense Type field is only enabled for manually created (one-time) payment requests. Prior to approval, from the Update Payment Request page, a new expense type can be selected for the payment. This, however, deletes the values in the Admin, Exceptional, and Supplemental amount fields. The Expense Type field is frozen after payment approval.</p> <p>The Expense Type field is disabled at all times for episode-driven payments (PAYMENT.cd_pmnt_type = C). For all other payment types, it is only enabled if a provider and a participant have been selected and if there are existing paid placements for the selected provider and participant in FSFN.</p>
	Payment Service Begin Date	<p>The beginning date of payment for the placement/service. When updating a payment, displays the value associated with that payment. Reset when a different service category is selected. User-entered date field; required.</p>
	Payment Service End Date	<p>The end date of payment for the placement/service. When updating a payment, displays the value associated with that payment. Reset when a different service category is selected. User-entered date field; required. Disabled and defaults to Payment Service Begin Date if the flag indicating multiple days of service on the SERVICE_TYPE table is equal to "No", (i.e. FL_MULTI_DAY = "N").</p>
	Service Category	<p>The category of the service for which payment is being requested. When updating a payment, displays the value associated with that payment; required.</p>
	Service Type	<p>The type of service for which payment is being requested. When updating a payment, displays the value associated with that payment; required.</p>



	Description	Text field for adding payment request notes or comments; For system generated payment requests, this would default to <i>"Payment created as a result of a placement/service."</i> and the field is disabled. When updating a payment, displays the value associated with that payment. User-entered text field; Not required.
	Units	Used for services where the payment amount is determined by service-specific rates and units. The field is disabled if the Service Type page Unit flag is not checked (SERVICE_TYPE table flag FL_UNIT_RATE_TYPE = "N"); User-entered number field; Required for episode-driven payments; The number units entered in this field corresponds to number of days of service but does not need to match the payment service begin and end dates. No default value. When updating an episode-driven payment that has not been approved, displays the value associated with the original payment. When updating a payment created on the Payment Activity page that has a value in the Units field, enable this field whether or not the Unit flag on the Service Type page is checked.
	Basic	The basic amount associated with the ongoing placement or service; maps to PAYMENT.am_basic. When updating a payment, displays the value associated with that payment. This field is automatically populated with an amount when a user clicks the Calculate button after selecting a service type. Users can replace the automatically populated amount with a new amount. The Calculate button can pull the Basic amount from several different sources and is discussed in detail in the Background Processing section; not required.
	Admin	The administrative amount associated with the ongoing placement or service; maps to PAYMENT.am_admin. When updating a payment, displays the value associated with that payment. This field is automatically populated with an amount when a user clicks the Calculate button. Users can replace the automatically populated amount with a new amount. The Calculate button pulls the Admin amount from the Administrative Fee field (EPISODE.am_admin) for the



		Placement or Service identified in the Expense Type field. If a monthly rate is used, the Admin amount is prorated based on the number of days between the Payment Service Begin and End dates. If a daily rate is being used then the Admin amount is calculated by multiplying the rate by the number of Payment Service days; not required.
	Exceptional	The exceptional amount associated with the ongoing placement or service; maps to PAYMENT.am_except. When updating a payment, displays the value associated with that payment. This field is automatically populated with an amount when a user clicks the Calculate button. Users can replace the automatically populated amount with a new amount. The Calculate button pulls the Exceptional amount from the Exceptional amount field (EPISODE.am_except) for the Placement or Service identified in the Expense Type field. If a monthly rate is used, the Exceptional amount will be prorated based on the number of days between the Payment Service Begin and End dates. If a daily rate is being used then the Exceptional amount will be calculated by multiplying the rate by the number of Payment Service days; not required.
	Supplemental	The Supplemental amount associated with the ongoing placement or service; maps to PAYMENT.am_suppl. When updating a payment, displays the value associated with that payment. This field is automatically populated with an amount when a user clicks the Calculate button. Users can replace the automatically populated amount with a new amount. The Calculate button pulls the Supplemental amount from the Supplemental amount field (EPISODE.am_supplmnt) for the Placement or Service identified in the Expense Type field. If a monthly rate is being used, the Supplemental amount will be prorated based on the number of days between the Payment Service Begin and End dates. If a daily rate is used then the Supplemental amount will be calculated by multiplying the rate by the number of Payment Service days; Not required.
	Total Amount	The total amount of the payment. Calculated based on the sum of the Basic, Admin, Exceptional, and Supplemental values.



		When updating a payment, displays the value associated with that payment. Users can replace the automatically populated amount with a new amount; required.
Links	SearchProvider)	Located in the Provider Information group box. Accesses the Provider Search page.
Options	Approval	Navigates user to the Approval History page.
Buttons	Search	Located in the Payment Request Identification group box. Allows users to search for existing payment records using the Payment ID.
	Calculate	Button to calculate the Basic, Admin, Exceptional, Supplemental, and Total amount fields based on the selected (expense type). The button is disabled until the user has updated the following fields: Service Category, Service Type, Payment Service Begin Date, and Payment Service End Date. This button is disabled for recurring episode-driven payments (PAYMENT.cd_pmnt_type = C). It is also disabled for approved payments.
	Save	Standard save processing.
	Close	Standard close processing.

1.2.2.3 Background Processing

- If the Payment Request searched by means of the Payment ID was not created by the logged-in users Fiscal Agency, the following message will displayed: “The selected Payment Request does not belong to your Fiscal Agency.” The page is then launched in view-only mode.
 - If there is no payment record with the same Payment ID as is entered in the search, the following message will be displayed: “Payment record does not exist. Please enter a different Payment ID.”
 - Payment Requests searched using the Provider Search hyperlink will only retrieve payments associated with the user’s Fiscal Agency(s).
 - If a value is entered into the Total Amount field and then the user enters an amount value in either the Basic, Admin, Exceptional, or Supplemental fields, the user will receive a notification message stating that “The Total Amount field will now be set to zero. Upon save, the Total Amount field will be updated with the sum of the Basic, Exceptional, Supplemental, and Administrative amount fields.”
 - If a value is entered into either the Basic, Admin, Exceptional, or Supplemental fields

and the user enters a value in the Total Amount field, the user will receive a notification message “The Basic, Admin, Supplemental, and Exceptional amounts will now be set to zero.”

- Calculate button is disabled until the user enters a value in the following fields: Service Category, Service Type, Payment Service Begin Date, and Payment Service End Date.
- The Calculate button retrieves information as follows:

Basic:

Select SERVICE_TYPE.fl_prvd_rate & SERVICE_TYPE.fl_chld_rate & SERVICE_TYPE.fl_full_month WHERE EPISODE.cd_srvc = SERVICE_TYPE.cd_srvc AND EPISODE.id_epsd = PAYMENT.id_epsd

- If fl_chld_rate = “Y” and EPISODE.am_rate > 0, then
 - *If the rate is a Daily rate,*
 - *If SERVICE_TYPE.fl_full_month = “Y” then*
 - PAYMENT.am_basic = EPISODE.am_rate * # of days in the month

Otherwise

- PAYMENT.am_basic = (Payment Service End Date – Payment Service Begin Date + 1) * EPISODE.am_rate
- **If the rate is a Monthly rate,**
 - If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = “Y” then
 - PAYMENT.am_basic = EPISODE.am_rate

Otherwise

PAYMENT.am_basic = (Payment Service End Date – Payment Service Begin Date + 1) * EPISODE.am_rate / Number of Days in Payment Month

- *If fl_chld_rate = “Y” and EPISODE.am_rate is null, then display “No Child Specific Rate is available for the specified placement” edit message*
- If fl_chld_rate = “N,” continue ...
- If fl_prvd_rate = “Y”
 - Select AM_RATE from PRVD_SRVC_RATE where PRVD_SRVC_RATE.dt_efct_strt <= PAYMENT.dt_pmnt_begin and PRVD_SRVC_RATE.id_prvd_org = PAYMENT.id_prvd_org and



PRVD_SRVC_RATE.cd_srvc = EPISODE.cd_srvc and PRVD_SRVC_RATE.ts_cr is the max(ts_cr)

- *If no rate is selected, then display “No basic rate is available for the specified payment service dates” edit message.*
- **If the rate is a Daily rate,**
 - *If SERVICE_TYPE.fl_full_month = “Y” then*
 - $\text{PAYMENT.am_basic} = \text{PRVD_SRVC_RATE.am_rate} * \text{\# of days in the month}$

Otherwise

- $\text{PAYMENT.am_basic} = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * \text{PRVD_SRVC_RATE.am_rate}$
- **If the rate is a Monthly rate,**
 - *If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = “Y” then*
 - $\text{PAYMENT.am_basic} = \text{PRVD_SRVC_RATE.am_rate}$

Otherwise

- $\text{PAYMENT.am_basic} = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * \text{PRVD_SRVC_RATE.am_rate} / \text{Number of Days in Payment Month}$
- *If fl_prvd_rate = “N”*
 - Select AM_RATE from SERVICE_RATE where SERVICE_RATE.dt_efct_strt <= PAYMENT.dt_pmnt_begin and SERVICE_RATE.cd_srvc = EPISODE.cd_srvc and SERVICE_RATE.ts_cr is the max(ts_cr)
 - *If no rate is selected, then display “No basic rate is available for the specified payment service dates” edit message.*
 - **If the Rate is a Daily rate,**
 - *If SERVICE_TYPE.fl_full_month = “Y” then*
 - $\text{PAYMENT.am_basic} = \text{SERVICE_RATE.am_rate} * \text{\# of days in the month}$

Otherwise

- $\text{PAYMENT.am_basic} = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * \text{SERVICE_RATE.am_rate}$

- If rate is a Monthly rate,
 - If the service dates cover the entire month or if `SERVICE_TYPE.fl_full_month = "Y"` then
 - `PAYMENT.am_basic = SERVICE_RATE.am_rate`

Otherwise

- `PAYMENT.am_basic = (Payment Service End Date – Payment Service Begin Date + 1) * SERVICE_RATE.am_rate / Number of Days in Payment Month`

Select `am_admin`, `am_excpt`, `am_supplmnt` from EPISODE WHERE `EPISODE.id_epsd = PAYMENT.id_epsd`

Admin:

- *If the rate is a Daily rate,*
 - *If `SERVICE_TYPE.fl_full_month = "Y"` then*
 - `PAYMENT.am_admin = EPISODE.am_admin * # of days in the month`

Otherwise

- `PAYMENT.am_admin = (Payment Service End Date – Payment Service Begin Date + 1) * EPISODE.am_admin`

- **If the rate is a Monthly rate,**
 - *If the service dates cover the entire month or if `SERVICE_TYPE.fl_full_month = "Y"` then*
 - `PAYMENT.am_admin = EPISODE.am_admin`

Otherwise

- `PAYMENT.am_admin = (Payment Service End Date – Payment Service Begin Date + 1) * EPISODE.am_admin / Number of Days in Payment Month`

Exceptional:

- *If the rate is a Daily rate,*
 - *If `SERVICE_TYPE.fl_full_month = "Y"` then*
 - `PAYMENT.am_excpt = EPISODE.am_excpt * # of days in the month`

Otherwise

- `PAYMENT.am_excpt = (Payment Service End Date – Payment Service Begin Date + 1) * EPISODE.am_excpt`

- **If the rate is a Monthly rate,**
 - *If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = "Y" then*
 - PAYMENT.am_excpt = EPISODE.am_excpt

Otherwise

- *PAYMENT.am_excpt = (Payment Service End Date – Payment Service Begin Date + 1) * EPISODE.am_excpt / Number of Days in Payment Month*

Supplemental:

- *If the rate is a Daily rate,*
 - *If SERVICE_TYPE.fl_full_month = "Y" then*
 - PAYMENT.am_suppl = EPISODE.am_suppl * # of days in the month

Otherwise

- PAYMENT.am_suppl = (Payment Service End Date – Payment Service Begin Date + 1) * EPISODE.am_suppl

- **If the rate is a Monthly rate,**
 - *If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = "Y" then*
 - PAYMENT.am_suppl = EPISODE.am_supplmnt

Otherwise

- *PAYMENT.am_suppl = (Payment Service End Date – Payment Service Begin Date + 1) * EPISODE.am_supplmnt / Number of Days in Payment Month*

- For one-time payments, when selecting a service type, the user is presented with the list of services, set by each Fiscal Agency, that have been previously defined as eligible for one-time payment requests via the Service Type page on the SERVICE_TYPE table (i.e., FL_RECR_ELIG = "N" and FL_PMNT_ALLWD = "Y"). The Service Category drop down must first be selected by the user before selecting the associated service type. After the user has selected the service category, a valid list of service types will be presented to the user for the service category that was selected. Only service categories for the Fiscal Agency requesting payment are available for selection.
- After the user has selected the expense type, the Placement Setting field is populated with a placement setting from the Episode table if the expense type corresponds to a placement.

- If the service type has been previously defined as a service that does not span multiple days, the Payment Service End Date field will be disabled and will default to the Payment Service Begin Date.
- For episode-driven payments (PAYMENT.cd_pmnt_type = "C"), the user is able to change the Payment Service Begin and Payment Service End dates, which were inserted by the Create Pending Episode-Driven Payments batch program, as long as the dates remain in the same month for which the payment was created (Payment.dt_begin). The related message is *"The Payment Service Begin and Payment Service End dates must be within the same month and year for which the payment was created."* For example, if the Payment Service Begin and Payment Service End dates are 1/1/2000 and 1/31/2000, and the user changes the dates to 2/1/2000 and 2/28/2000, he or she receives the above mentioned error message when they try to save the changes.
- If a service type is associated with an age range on the Service Rate and Service Type pages (SERVICE_TYPE.cd_age_rng = 2, 3, 4, 5, 6, or 7), the system will calculate the age of the child selected on the Payment Request to determine whether the service type is age-appropriate at the time of the payment, based on the user entered Payment Service Begin Date. The related system message is, *"Please verify that the selected service type is appropriate for the age of the child."* For example, if the age range associated with the service type is "0-5" and the payment request is made on behalf of an 8-year-old child, the system will display the above message as soon as the user selects the inappropriate service type from the Service Type dropdown. The same message is displayed if the user tries to save the payment request with the inappropriate service type selected.

Similarly, if there is no age documented for the child selected on the Update Payment Request page, the user receives an edit message that says *"The child's age must be documented before using this service type. Please enter this information on the Person Management page."*

For one-time payment service types that are not associated with an age range (SERVICE_TYPE.cd_age_rng = 1), the Update Payment Request page does not require that a child's age be entered into the system before a payment is allowed.

- If the service type has been previously defined to have the amount of the payment request automatically calculated (i.e. SERVICE_TYPE.fl_auto_calc = "Y") and the Units field enabled (fl_unit_rate_type = "Y"), then the Total Amount field will be calculated by multiplying the number of units entered with the unit rate information stored in the database. The system will decide which rate to use in the amount calculation by reading

the rate definition for each service type from the SERVICE_TYPE table by checking the fl_chld_rate and fl_prvd_rate flags. A service type may be defined to have either a child specific rate, provider specific rate or a service specific rate. If the fl_chld_rate = “Y,” then the page uses the child specific rate. If the fl_prvd_rate = “Y,” then the page uses the provider specific rate. If a value is added to the Basic, Admin, Exceptional, and/or Supplemental fields, a notification message is displayed stating “The Total Amount field will now be set to zero.” After selecting the Close button on the notification page, the Total Amount value is set to zero.

- If the service type has been previously defined to have the amount of the payment request automatically calculated (i.e. SERVICE_TYPE.fl_auto_calc = “Y”), the Total Amount field will be calculated when the user clicks the Calculate button. If the service type selected by the user is defined in the SERVICE_TYPE table with fl_multi_day = “Y” (i.e., service spans multiple days), then the amount field will be calculated by multiplying the number of days between the Payment Service Begin and Payment Service End Date fields by either the child specific rate, service rate or the provider rate. The system will decide which rate to use in the amount calculation by reading the rate definition for each service type and checking fl_prvd_rate and fl_chld_rate flags in the SERVICE_TYPE. If a value is added to the Basic, Admin, Exceptional, and/or Supplemental fields, a notification message is displayed stating “The Total Amount field will now be set to zero.” After selecting the Close button on the notification page, the Total Amount value is set to zero.
- In the event that the service type selected has fl_unit_rate_type = “Y” AND fl_multi_day = “Y” AND fl_auto_cal = “Y,” then the units entered will be multiplied with the service rate or provider service rate to derive the Amount fields (i.e., units have precedence over days in auto calculations).
- For a service type that is selected on the Update Payment Request page where SERVICE_TYPE.fl_prvd_rate = “N” AND SERVICE_TYPE.fl_auto_calc = “Y” and there is no service rate available for the service type, the user will receive a notification message on change of the Service Type field on the Update Payment Request page that states “Could not find rate code for Service Type XXXXXX.”
- For a service type that is selected on the Update Payment Request page where SERVICE_TYPE.fl_prvd_rate = “Y” AND SERVICE_TYPE.fl_auto_calc = “Y” and there is no provider service rate available for the service type, the user will receive a notification message on change of the Service Type field on the Update Payment Request page that states “Could not find rate code for Service Type XXXXXX and Provider

XXXXXX.” For a service type that is selected on the Update Payment Request page where SERVICE_TYPE.fl_prvd_rate = “N” AND SERVICE_TYPE.fl_auto_calc = “Y” and SERVICE_TYPE.fl_unit_rate = “N”, after the service type is selected and the Payment Service Begin and Payment Service End dates are filled out, the latest created service rate with an effective date which is less than or equal to the Payment Service Begin Date is retrieved, the Basic Amount field is set to:

- $(\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * \text{Daily Rate}$ OR
- $\text{Monthly Rate} / \text{Number of Days in Payment Month} * (\text{Payment Service End Date} - \text{Payment Service Begin Date})$

In addition, the Total Amount field remains enabled allowing the user to change the amount, if needed.

- If the value in the Expense Type field is changed, the user will receive the following prompt: *“Changing the Expense Type will result in the Amount fields being set to zero.”*

1.2.2.4 Save Processing

- When the user clicks the Save button, the information collected on the Update Payment Request page is updated in the PAYMENT table. However, no payments can be made on this request until it has gone through the final Approval process (i.e., No invoices will be issued for payments which have not gone through the appropriate level of approvals). Once a Payment Request goes through the final approval process, the Cancel button remains enabled until the payment has been included in an invoice.
- Calculate Total Amount field by adding Supplemental, Admin, Exceptional, and Basic amounts at save processing. When the Save button is pressed, values entered into the Basic, Admin, Exceptional, and Supplemental fields are added together and displayed on the Total Amount field.
- For services that are set up for the amount to be automatically calculated (SERVICE_TYPE.fl_auto_calc = “Y”), if the Calculate button has not been pressed before saving and the values in the Basic, Admin, Exceptional and Supplemental Amount fields are 0, then the Total Amount will be calculated based on the service type during save processing.
- In the Service Information group box, if the user enters a Payment Service Begin Date and a Payment Service End Date that are not in the same month and/or year, then the following message appears during save processing: *“The Payment Service Begin and Payment Service End dates must be within the same month and year.”*



- Spending limits are enforced when a user initiates the Approval process on the Update Payment Request page. There are child-based and provider-based limits and are specified on the Service Type page.
- During the approval process, the system first checks the payment request against all approved and non-canceled payment and overpayment requests for that service type and inspects the amount available of the spending limit that was set on the Service Type page for the child or provider, and for the corresponding spending limit period. If this spending limit will not be exceeded by the payment, then FSFN creates the payment.
- For spending limits that are defined on the Service Type page as having an approval override, if the sum of the payment request and the already approved amount exceeds the spending limit then the user must get approval from a supervisor with the appropriate security level, based on their job class as specified on the Services Type page. When a user attempts to approve a payment request that exceeds the spending limit, the user receives the following prompt: “The current request exceeds the spending limit. Would you like to approve this request?”
- For spending limits that are defined on the Service Type page as not having an approval override, the user will not be allowed to save a payment request that exceeds the spending limit. For ongoing services that are paid by a batch process (e.g. Calculate Ongoing Payments), spending limits will not apply.
- The fiscal year (PAYMENT.dt_fsc1_yr) for the payment is the Fiscal Year in which the Payment Request Begin date (i.e., PAYMENT.dt_pmnt_begin) resides. A new fiscal year begins on July 1st of each year (i.e., June 30, 2007 would be fiscal year 2007, whereas July 1, 2007 would be fiscal year 2008).
- The Payment Database Trigger is used to determine the payee for the payment. See the Payment Database Trigger for details (section 1.2.2.6).
- Upon final approval of the Payment Request, Payment.am_nontrust is set to Payment.am_rqst. This field is used by the OCA Reimbursement Allocation batch programs. Refer to FM04a: Reimbursement topic paper for further details.
- Upon final approval of the Payment Request, PAYMENT.fl_ffp_calc is set to “Y.” This field is used by the OCA Reimbursement Allocation batch programs. (Refer to FM04a: Reimbursement topic paper for further details).
- Upon final approval of the Payment Request, PAYMENT.cd_ffp is set to “1.”



- If a Payment Request is canceled and the PAYMENT.fl_ffp_calc is “Y” then PAYMENT.fl_ffp_calc is set to “N.”
- If a Payment Request is canceled and the PAYMENT.fl_ffp_calc is “N” then PAYMENT.fl_ffp_calc is set to “Y.”
- If a selected service is specified as having a child-based spending limit and the spending limit period is set as “Life of Removal Episode” on the Service Type page, the system uses the following logic to determine whether the spending limit was exceeded:
 - If the child has more than one valid placement, select the latest removal episode. All of the child’s approved and non-canceled payments for a service (clothing, for example), which were created on or after the begin date of the latest removal episode (PAYMENT.ts_cr), are added up to make the total amount (PAYMENT.am_rqst). This total is irrespective of the case - it can span more than one case. Payments that have a final approval status of “Not Approved” will not be included in the total amount. Compare this total amount with the spending limit.

Note: A valid placement is one that is approved and not ended with a reason of “placement made in error,” or “duplicate.” Only valid placements will be considered.

The Life of Removal Episode spans from the begin date of the latest removal episode to the current system date or the end date of a placement that ended with purpose of “Discharge from Removal Epsd.”

- Selecting an expense type in the Expense Type field stores the ID of the expense type (EPISODE.id_epsd) in the Payment table upon save processing whether or not the user uses the Calculate button.
- If PAYMENT.am_rqst > \$9,999,999.00, on save processing, the user will receive an error message stating that *“The total amount you have entered is too large. Please enter a value less than \$9,999,999.00.”*
- Upon save processing, if the Invoice/POS Date is greater than the current system date, the user will receive an error message stating *“Invoice/POS Date must be less than or equal to today’s date.”*
- Upon Save processing, if the Payment Service Begin Date is greater than the Payment Service End Date, the user will receive an error message stating that *“The Payment Service Begin Date must be less than or equal to the Payment Service End Date.”*



- Upon Save processing, if the Payment Service Begin and/or End dates are greater than the current system date, the user will receive an error message stating “The Payment Service Begin and Payment Service End dates must be less than or equal to today’s date.”
- Use the payment service type to derive the Service Batch (e.g., Foster Care, Group Care) of the payment.

1.2.2.5 CRUD Matrix

Table Name	Create	Read	Update	Delete
PAYMENT		X	X	
PERSON		X		
PRVD_SRVC_RATE		X		
PROVIDER_ORG		X		
CASE		X		
ASSIGNMENT		X		
EPISODE		X		
SERVICE_TYPE		X		
SERVICE_RATE		X		
ORG_ENTITY		X		

1.2.2.6 Payment Database Trigger

The Payment Database Trigger is shared by all processes in FSFN that create or update payment records. The purpose of this trigger is to determine the payee and county associated with each payment. For payments/overpayments created by the FSFN financial batch processes, the payee is either the provider of the service or the parent agency (associated with the provider of the service). The payee is the same as the provider of service unless all the following conditions are met:

- 1) The provider of service is associated with a parent agency.
- 2) The user has indicated that the service does not override the parent agency rule.



3) Either the payment is an administrative payment, or it is not an administrative payment but the parent agency is a not-for-profit parent agency.

For payments entered using the Payment Request page, the payee rules are identical to those described above if there is an expense type selected on the page. Otherwise, the payee is the provider entered on the page.

For payments and overpayments, the county is determined based on the case participant’s jurisdiction as follows:

- 1) If the current primary worker assigned to the payments case is associated with one county, then use that county.
- 2) If the current primary worker assigned to the payments case is associated with more than one county, then use the county that was selected in Maintain Case for the Payment Case.

The Payment Database Trigger is activated on save processing of the Payment Request page, and by the batch programs described in *Section 1.4* of this design paper.

Exclude manually created overpayments from the payee logic, and use the payee and county from the original (positive) payment record.

1.2.2.7 CRUD Matrix

Table Name	Create	Read	Update	Delete
PAYMENT		X	X	
PERSON		X		
SERVICE_TYPE		X		
PROVIDER_ORG		X	X	
CASE		X		
ASSIGNMENT		X		
EPISODE		X		



1.2.3 Page - Payment Activity

Service Authorization View

Florida Safe Families Network
Hand Book Print Audit Spell Check Help

Service Information

Participant: Barnacle, Alison Lee (ID:4172838 Age:13 DOB:01/08/2001 Role:Child)
 Fiscal Agency: Family Support Services

Case: Barnacle, Alison Lee (ID:100941706)
 Page: [Service Authorization](#)

Actions:

[Approval](#)
[Pending Invoice](#)

Service Details

Service Category: Assessment & Evaluation Provider invoice/POS Number: PO234897234

Service Type: Psychological Evaluation Provider invoice/POS Date: 03/07/2014

Provider: BAYSIDE COASTAL BEHAVIORAL HEALTHCARE INC, (184380) Amount: \$425.00 Daily Monthly

Units: 1 Rate per Unit: \$425.00 Service Begin Date: 03/07/2014 Service End Date: 03/07/2014

Payment Requests

Payment ID	Status	Request Date	Begin Date	End Date	Service Type	Child	Invoice Number	Release Date	Amount	Units	Action
200034123	Pending Payment-	03/07/2014	03/07/2014	03/07/2014	Psych Evaluation	Barnacle, Alison Lee (ID:4172838)			\$425.00		Edit Copy Remove

Insert
Calculate

Service Authorization

Authorization Information

Service Category: Assessment & Evaluation Authorization ID: 1268

Service Sub-Category: Biopsychosocial Evaluation

From Date: 03/07/2014 To Date: 04/07/2014

Total Amount: \$425.00 Amount Remaining: \$425.00

Units: 1.00 Units Remaining: 1.00

Benefiting Children

Select	Participant
<input type="checkbox"/>	Barnacle, Alison Lee (ID:4172838 Age:13 DOB:01/08/2001 Role:Child)

Services

Save
Close



Out of Home Placement and Service View

Florida Safe Families Network
Hand Book Print Audit Spell Check Help

Service Information

Participant: Barnacle, Alison Lee(ID:4172838 Age:13 DOB:01/08/2001 Role:Child) Case: Barnacle, Alison Lee(ID:100941706)
 Fiscal Agency: Family Support Services Page: [Out of Home Placement](#)

Actions:

[Approval](#)
[Pending Invoice](#)

Service Details

Service Category: Foster Home Provider invoice/POS Number:

Service Type: Foster Home 13-17 Bed Hold Provider invoice/POS Date: 00/00/0000

Provider: JACKSON, LISA L (188365) Amount: \$0.00 Daily Monthly

Units: Rate per Unit: \$0.00 Service Begin Date: 02/01/2014 Service End Date: 00/00/0000

Payment Requests

Payment ID	Status	Request Date	Begin Date	End Date	Service Type	Child	Invoice Number	Release Date	Amount	Units	Action

[Insert](#) [Calculate](#)

Services

Service Category	Service Type	Provider	Child	Begin Date	End Date	Rate	Action
Foster Home	Foster Home 13-17 Bed Hold	JACKSON, LISA L	Barnacle, Alison Lee (ID:4172838 Age:13)	02/01/2014		\$17.00	Edit Copy Remove

[Save](#) [Close](#)

1.2.3.1 Page Overview

Navigation

- Access from the Out of Home Placement page, Actions panel, Payment Activity hyperlink.
- Access from the Service page, Actions panel, Payment Activity hyperlink.
- Access from the Service Authorization page, Actions panel, Payment Activity hyperlink.
- Access from the Financial Activity page, Results group box, Action column, Payment Activity hyperlink.
- Access from the Placement History (Placement Correction functionality) page, Payment Activity hyperlink.
- Access from the Desktop – Approvals outliner.



Page Summary

The Payment Activity page presents users with payments affected by the change to the placement or service and calls the Payment Calculation Routine to create or update payments for the Service Authorization page, Out of Home Placement page, Placement Correction page, or Services page.

Ability to create or update payments based on the rules specified in the Payment Calculation routine in Section 3.4.7.1.

Once the payments are calculated they are still pending and need approval. Approval uses the following rules:

- The approval hyperlink approves all pending payments as a package. This Payment Activity package is available under the Approvals icon on the Desktop, as well as the Financial Activity page as a “Pending” status for the Payment Activity page.
- The approval for the Payment Activity is automatically applied to each associated payment.

Once the pending payment is generated, the user selects the Approval hyperlink to initiate the approval of the Payment Activity and associated Payment Request.

Once the Payment Activity and associated payments have final approval, they are put into a Pending Invoice based on the following rules:

- If the Pending Invoice for the Service Batch, Service Month and Provider exists, update the Pending Invoice page for the existing invoice with the new or updated payment added to the Pending Invoice.
- If a Pending Invoice for the Service Batch, Service Month and Provider does not exist, FSFN will create a Pending Invoice and add this Payment to it. If an Invoice Batch for this Fiscal Agency, Service Batch and Service Month does not exist, create a new batch at this time as well. This new batch will be available for release on the Invoice Batch Release page.
- If the Pending Invoice for the Service Batch, Service Month and Provider exists but has already been released, FSFN will create a Pending Invoice, add this Payment to it, and create a new batch at this time as well. This new batch will be available for release on the Invoice Batch Release page.



Ability to create payments for “Episode Driven” service – When accessed from the Financial Activity page for a service that is “Episode Driven”, the page loads with the service type, provider, rate and service date information; then, the user enters the units or amount and selects the Calculate button to create the pending payment.

1.2.3.2 Page Information

Group Box	Actions	
Fields	Approval	Hyperlink that launches the Approval page. Approves the Payment Activity and associated Payment Request and Services. Each type of work is approved with its respective work type and id. Approval Level is 3 to match the approval level for Payment Requests.
	Pending Invoice	Pending Invoice – hyperlink that launches the Review Pending Invoice page to view associated payments using the Invoice ID associated with the approved payments.
Group Box	Service Information	
Fields	Participant	<p>Read-only text populated with the participant from the page that created this Payment Activity page.</p> <p>Name format is Last, First, Middle Initial followed by parentheses around: ID: ### Age: ## DOB: mm/dd/yyyy Role: xxxx.</p> <p>Name, Age, and DOB are from the Person Management page and Role is from the Maintain Case page for the participant.</p>
	Case	<p>Read-only text populated with the case from the page that created this Payment Activity page.</p> <p>Name displays as Last, First, Middle Initial the parentheses around “ID: ” and the FSFN Case ID from the Maintain Case page.</p>
	Fiscal Agency	<p>Read-only text populated with the fiscal agency from the page that created this Payment Activity page.</p> <p>Populated with the fiscal agency from the page that</p>



		created this Payment Activity page.
	Page	Hyperlink to the page that created this Payment Activity page.
Group Box	Service Details	
Fields	Service Category	<p>Required user-selected drop down lists service categories from the Service Category Options page.</p> <p>Populated with the Service Category from the Service Authorization – Authorization tab, Out of Home Placement or Service page that created this Payment Activity page.</p>
	Provider Invoice/POS Number	<p>Optional user-entered text value for provider supplied invoice number or Purchase of Service number.</p> <p>Up to 40 characters long including characters, numbers, dashes, and spaces.</p>
	Service Type	<p>Required user-selected drop down lists service types from the Service Type page filtered based on Service Category and the Fiscal Agency associated with the user.</p> <p>Service types appear in the drop down only if the service type effective date on the Service Type page is on or before the service begin date.</p> <p>Service type inactive date on the Service Type page must be blank, or on or after the service begin date.</p> <p>If service type was previously saved and is now inactive, it displays with “Inactive” and the inactive date in parentheses “(mm/yyyy)” appended to the description.</p> <p>Pre-filled with the Service Type from the Out of Home Placement or Service page from which this Payment Activity page was created.</p> <p>When created from the Service Authorization page</p>



		that has a previous Payment Activity entry, pre-fills from the most recently created Payment Activity entry; otherwise it is blank.
	Provider Invoice/POS Date	Optional user-entered date; cannot be a future date. When it has a value, it must be in the format mm/dd/yyyy or mmdyyyyy.
	Provider	Hyperlink launches the Provider Search page to return a provider ID and name.
	Provider Name	Required read-only text with provider name and ID. Name format is Provider Name followed by parentheses around: ID: ###. Pre-filled with the provider from the page that created this Payment Activity page or returned from Provider Search.
	Amount	Conditionally required user-entered positive amount up to \$9,999,999.99 for the requested payment or service. Required when page is "Service Authorization" and Units is blank – When created from the Service Authorization page, pre-fills with the Authorization tab Maximum Amount.
	Units	Conditionally required user-entered positive number of units from 0 to 9999 for the requested payment. Required when page is "Service Authorization" and Amount is blank. When created from the Service Authorization page, pre-fills with the Authorization tab Units.
	Rate per Unit	Conditionally required user-entered positive amount up to \$9,999,999.99 per unit for the requested




		<p>payment.</p> <p>Required when Units are entered.</p> <p>When created from the Service Authorization page, pre-fills with the Authorization tab Rate per Unit.</p> <p>When both Units and Rate per Unit are entered, the product cannot exceed \$9,999,999.99.</p>
	Service Begin Date	<p>Conditionally required user-entered date for the service period to which the payment or service applies.</p> <p>Required when inserting a payment or service, inclusive of clicking the Calculate button.</p> <p>When it has a value, it must be in the format mm/dd/yyyy or mmddyyyy.</p>
	Service End Date	<p>Conditionally required user-entered date for the service period to which the payment or service applies.</p> <p>Required when inserting a payment.</p> <p>When entered, must be greater than Service Begin Date and within the same month and year.</p> <p>When it has a value, it must be in the format mm/dd/yyyy or mmddyyyy.</p>
Group Box	Payment Requests	
Fields	Payment ID	<p>Read-only text displays the payment unique ID for the payment associated with this Payment Activity page.</p>
	Status	<p>Read-only text displays the status of the payment and associated invoice.</p> <p>Value is based on the payment status and invoice status: "Pending Payment", "Approved Payment",</p>



		<p>“Cancelled Payment”, “Rescheduled Payment”, “Outstanding Overpayment”, “Repaid Overpayment”, “Write-off”, “Sent to Collections”, “Pending Invoice”, “In Process Invoice”, “Outstanding Invoice”, and “Cancelled Invoice”.</p>
	Request Date	<p>Read-only date displays the payment request date for the payment associated with this Payment Activity page formatted as mm/dd/yyyy.</p>
	Begin Date	<p>Read-only date displays the payment begin date for the payment associated with this Payment Activity page formatted as mm/dd/yyyy.</p>
	End Date	<p>Read-only date displays the payment end date for the payment associated with this Payment Activity page formatted as mm/dd/yyyy.</p>
	Service Type	<p>Read-only text displays the payment service type for the payment associated with this Payment Activity page. Derive from Service Type page Medium Description.</p>
	Child	<p>Read-only text displays the payment child name for the payment associated with this Payment Activity page.</p> <p>Name format is Last, First, Middle Initial followed by parentheses around: ID: ###.</p>
	Invoice Number	<p>Read-only text displays the invoice number associated with the payment for the payment associated with this Payment Activity page.</p>
	Release Date	<p>Read-only date displays the release date associated with the invoice that includes the payment for the payment associated with this Payment Activity page formatted as mm/dd/yyyy.</p> <p>Derive from Check (Invoice) Disposition Date.</p>



	Amount	Read-only amount displays the payment amount for the payment associated with this Payment Activity page formatted as 9,999,999.99.
	Units	Read-only number displays the payment units for the payment associated with this Payment Activity page formatted as 9999.
	Action	<p>Edit – Hyperlink opens the Payment Request page in edit mode; conditionally visible for users with update access to the Payment Request page and until the payment is approved.</p> <p>Copy – Hyperlink creates a copy of the Payment Request with all the same information as this payment except it is pending approval; conditionally visible for users with create access to the Payment Request page.</p> <p>Remove – Hyperlink Removes the Payment Request; conditionally visible for users with update access to the Payment Request page and until the payment is approved.</p> <p>View – Opens the Payment Request page in view mode; conditionally visible for users with any access to the Payment Request page and the payment is approved.</p>
	Insert	<p>Button that inserts a pending payment using the Case, Participant, Service Category, Service Type, Provider, Begin and End Dates and Amount, Unit, and Rate entered in the Service Details group box.</p> <p>If Service Details group box Amount is blank, Rate and Unit must have a value and are multiplied together to populate the Total Amount on the Payment Request.</p> <p>Button is conditionally enabled when the user has Create access to the Payment Request page.</p>



	Calculate	<p>User-selected button that invokes the Payment Calculation routine to calculate the payments.</p> <p>Button is conditionally enabled when the user has Create access to the Payment Request page.</p> <p>Payments generated by the Payment Calculation routine appear in the Payment Requests group box and are further processed as specified in Process Payment Functional Specification Section 3.5.1 to create or update Pending Invoices.</p> <p>Messages returned by the Payment Calculation routine appear in the page Error Message pop-up.</p>
	Service Authorization	<p>User-selected expandable section that shows associated Service Authorization information.</p> <p>Visible only when the Service Authorization page created this Payment Activity page.</p>
Group Box	Authorization Information	
Fields	Service Category	Read-only text displays the Service Category for the associated Service Authorization page Authorization tab.
	Authorization ID	Read-only text displays the system generated unique identifier for the Service Authorization.
	Service Sub-Category	Read-only text displays the Service Sub-Category for the associated Service Authorization page Authorization tab.
	From Date	Read-only date displays the From Date for the associated Service Authorization page Authorization tab formatted as mm/dd/yyyy.
	To Date	Read-only date displays the To Date for the associated Service Authorization page Authorization tab formatted as mm/dd/yyyy.



	Total Amount	Read-only positive amount displays the Total Amount for the associated Service Authorization page Authorization tab formatted as \$9,999,999.99.
	Amount Remaining	<p>Read-only positive or negative amount displays the calculated amount remaining for the associated Service Authorization page Authorization tab formatted as \$9,999,999.99 or (\$9,999,999.99).</p> <p>Calculated based on the total payment amounts associated with Payment Activity pages for the Service Authorization.</p> <p>Equals the Total Amount on the Service Authorization minus the sum of all amounts for approved payments.</p> <p>Training Note: Users can generate payments and/or set up services that will cause the total payment amounts to exceed the Total Amount on the Service Authorization page Authorization tab, resulting in a negative Amount Remaining.</p>
	Units	Read-only positive number displays the Units for the associated Service Authorization page Authorization tab formatted as 9999.
	Units Remaining	<p>Read-only positive or negative number displays the calculated units remaining for the associated Service Authorization page Authorization tab formatted as 9999 or (9999).</p> <p>Calculated based on the total units on payments associated with Payment Activity pages for the Service Authorization.</p> <p>Equals the Units on the Service Authorization minus the sum of all units for approved payments.</p> <p>Training Note: Users can generate payments that will cause the total units to exceed the Total Amount on the Service Authorization page Authorization tab,</p>



		resulting in a negative Units Remaining.
Group Box	Benefiting Children	
Fields	Select	Optional user-selected check box indicating whether this child benefits from a service provided to an adult. Defaults to the value selected on the associated Service Authorization page Authorization tab.
	Participant	Read-only text displays the name of the participant from the Benefiting Children associated Service Authorization page Authorization tab. Name format is Last, First, Middle Initial followed by parentheses around: ID: ### Age: ## DOB: mm/dd/yyyy Role: xxxx. Name, Age, and DOB are from the Person Management page and Role is from the Maintain Case page for the participant.
	Service Category	Read-only service category for the service associated with this Payment Activity page.
	Service Type	Read-only service type for the service associated with this Payment Activity page. Derive from Service Type page Medium Description.
	Provider	Read-only text with provider name and ID for the service associated with this Payment Activity page. Name format is Provider Name followed by parentheses around: ID: ###.
	Child	Read-only service child name for the service associated with this Payment Activity page Name format is Last, First, Middle Initial followed by parentheses around: ID: ###.
	Begin Date	Read-only service begin date for the service associated with this Payment Activity page formatted



		as mm/dd/yyyy.
	End Date	Read-only service end date for the service associated with this Payment Activity page formatted as mm/dd/yyyy.
	Rate	Read-only amount of the rate for the service associated with this Payment Activity page formatted as \$9,999,999.99.
	Action	<p>Edit – Opens the Services page in edit mode; conditionally visible for users with update access to the Service page and until the service is approved.</p> <p>Copy – Creates a copy of the service with all the same information except it is pending approval; conditionally visible for users with create access to the Service page.</p> <p>Remove – Removes the service; conditionally visible for users with update access to the Service page and until the service is approved.</p> <p>View – Opens the Service page in view mode; conditionally visible for users with any access to the Service page and the service is approved.</p>
	Generate	<p>Button is conditionally enabled when the user has Create access to the Service page.</p> <p>Inserts pending service(s) using the Case, Service Category, Service TypeService Type, Provider, Provider, Begin and End Dates, and Amount information provided in the Service Details group box. If there are no Benefiting Children, the Participant in the Service Information group box is used; otherwise, a Service is created for each child with the Select check box checked.</p> <p>If there are multiple children, the rate is calculated as the Service Details Amount divided by the count of children.</p>



		<p>When entered, the Service Details group box Amount is used to populate the Child Specific Rate for the Service.</p> <p>Frequency and Basic Rate on the Service Page are derived using the same rules on the existing Service page to retrieve the rate from the Service Rate on the Service Type page when the rate is “By Service” or from the Provider Service Rate for the Service Type when the rate is “By Provider”.</p> <p>Note: Service Details group box values for Rate and Unit do not apply to Services, only to Payment Requests.</p>
	Save	Standard save processing.
	Close	Standard close processing.

1.2.3.3 Background Processing

If the user creates a payment request that may be a duplicate using the insert button, of a payment on that same Payment Activity page, prompt the user to verify “Are you sure you want to create this payment request that may be a duplicate of an existing payment request?” “Yes” creates the payment request, “No” returns the user to the page without creating the payment request. A potential duplicate has the same case, person, provider, fiscal agency, service type, begin date, end date, and amount on that same Payment Activity page.

If the user creates a service that may be a duplicate using the generate button, of a Service on that same Payment Activity page, prompt the user to verify “Are you sure you want to create this service that may be a duplicate of an existing service?” “Yes” creates the service, “No” returns the user to the page without creating the service. A potential duplicate has the same case, person, provider, fiscal agency, service type, begin date, end date, and rate on that same Payment Activity page.

Users may approve, cancel, or not approve individual Payment Requests or Services associated with the Payment Activity. The Approval function at the Payment Activity level applies to any Payment Request or Services that are not already approved.

Approval Outliner for Payment Activity

Level 2 displays Case



Level 3 displays Work Type “Payment Activity”

Level 4 displays the standard approval status, history and link to the Payment Activity page (see Approvals Topic Paper Section Desktop – Approvals)

Generate Button – When user clicks this button, do the following edits:

If the service type is not active for the provider, prompt the user with this message: "Please select a Service Type that is active for the Provider." The user must close the message and return to the page to select either a different service type or different provider.

For the child(ren) that the service rows are generated for, check that each child has date of birth on the Person Management page and, if the service type has age to/from, that the age calculated as the service begin date minus the date of birth is within the age from/to range. If not, prompt user with “Date of Birth is not documented on the Person Management page for [Participant Name(s)]”. If there are multiple children without a Date of Birth, this message must list each name, or be repeated for each name.

Note: the Service page has an edit that requires gender, but this edit is not needed for services, only for placements and thus is not included as an edit on this page.

1.2.3.4 Save Processing

- N/A

1.2.3.5 CRUD Matrix

Table Name	Create	Read	Update	Delete
APPROVAL	X	X	X	
CASE		X		
CHECK	X	X	X	
EPISODE	X	X	X	
PAYMENT	X	X	X	
PAYMENT_ACTIVITY	X	X	X	
PERSON		X		
PROVIDER_ORG		X		
PRVD_SRVC_RATE		X		



Table Name	Create	Read	Update	Delete
SERVICE_REQUEST		X		
SERVICE_TYPE		X	X	
SERVICE_RATE		X		

1.3 Inventories

1.3.1 Table Descriptions

Table Name	Description
ORG_ENTITY	This table maintains information on the structure of Agency entities. This includes the relationship between Parent Agencies to their subordinate agencies. This includes the relationship between the Unit to the Agency, the Agency to the CBC Lead Agency, and the CBC Lead Agency to the Fiscal Agency.
CASE	A CASE is the focus of every human services business activity. A case is created as a result of intake work and can be one of three types: individual (which includes TPR and Adoption cases), family, and DCF/SHERIFF'S OFFICE/COMMUNITY-BASED CARE PARTNERS provider or other provider. The CASE table contains case relations, address and approval information. Processes of SM04 (Maintain Case) and SM05 (Close Case) create and maintain case records.
EPISODE	The EPISODE table maintains information pertaining to the occurrence of the delivery of one or more out-of-home SERVICES involving one PROVIDER and one or more CASE PARTICIPANTS. Placement out of home and removal from home are other types of Episodes stored in this table. Processes of SM10a (Out of Home Placement) build and maintain this information.
PAYMENT	PAYMENT table stores data about authorization of payment to provider. Payment can be associated with service episode or contract item. Processes of FM01 (Process Payment Requests) build and maintain this information.
PERSON	This PERSON table maintains information that identifies an individual known to DCF/SHERIFF'S OFFICE/COMMUNITY-BASED CARE PARTNERS or the Agency child welfare division such as name, date of birth, social security number, race, sex, etc. A PERSON can be a WORKER, INTAKE PART, REFERRAL PART, CASE PART, or PROVIDER PART. Primary search processing is centered on this data. Processes of CM01 (Manage Person) build and maintain this information.



PROVIDER ORG	This table maintains information pertaining to a PROVIDER ORG, facility, or vendor. Data includes name and address information, placement preferences and home condition description. Records in PROVIDER ORG table are created in PM02a/b (Maintain Person/Organization Provider) and updated in PM04a (Licensing).
PROV REPMNT MTHD	The PROV REPMNT MTHD table stores the method in which overpayments are to be recouped from a specific provider by Agency.
PRVD SRVC RATE	The PRVD SRVC RATE table maintains history information for daily and monthly rates of all the services available from a certain provider organization. Processes of PM01 (Maintain Services) build and maintain this information.
SERVICE RATE	This table houses the rate(s) information associated with Service Types. This information is created and maintained in PM01 (Maintain Services).
SERVICE TYPE	SERVICE TYPE table maintains information associated with any defined category of provider service offered by DCF/SHERIFF'S OFFICE/COMMUNITY-BASED CARE PARTNERS or the Agency organization including training requirements, standard rate (across all provider organizations) and license requirements etc., associated with providers. Processes of PM01 (Maintain Services) and FSFN table maintenance build and maintain this data.
ASSIGNMENT	The ASSIGNMENT table maintains information pertaining to the ASSIGNMENT of a WORKER to a designated activity or a dimension of work for which a user is held responsible. Category, type, role, and responsibility define the structure of user assignment. ASSIGNMENTS can be associated with a CASE which may carry an associated weight, or they can be CASE, PROVIDER, or other work-related ASSIGNMENTS that do not carry any associated weight that feeds the measurement of workload capacity. Processes of CM02 (Maintain Worker Assignment) create and update this information.
CODE DESC	The CODE DESC table is used to house the description fields for most of the reference data used in FSFN.



**SERVICE_RE
QUEST** The SERVICE REQUEST table is used to capture the information for a request for service authorization.

1.3.2 Drop downs

Field Name: Service Category
Table Name: CODE_DESC
Group ID: SRVCTGRY

Field Name: Service Type
Table Name: SERVICE_TYPE

Field Name: Agency
Table Name: ORG_ENTITY
Group ID: REGION

1.3.3 Automated Messages

- None

1.3.4 Checklists

- None

1.3.5 Ticklers

- None

1.3.6 Notifications

- None

1.3.7 Text Templates

- None

1.3.8 Reports

1.3.8.1 Episode-Driven Payments Report

Report will be generated by pulling the Fiscal Agency, County (optional), Service Batch then Payee Name and Payee ID. The columns will include: Child Name, Child SSN, Provider Name, Provider ID, Service Type, Payment ID, Payment Request Date, Payment Service Begin, Payment Service End, and Payment Amount.



1.3.9 Triggers

- None



1.4 Batch Programs

1.4.1 Calculate Ongoing Amounts

Program Name: b-fm01-calc-ongoing

Script Name: b-fm01-00.script

Process Summary:

This batch program collects information to initiate payment requests for the ongoing care and support payments for children in foster care, subsidized adoption, and for children receiving other ongoing services. FSFN calculates ongoing payment amounts based upon either a monthly or daily rate. Payments are made if the child is in care for more than one day i.e. Payments are not generated for the day the child is discharged within a day of placement.

If the child's service has a monthly rate but the child does not receive a full month of service, the payment amount is prorated based on the number of days in the payment month. For example, in January the monthly rate will be divided by 31 and in February, the rate is divided by 28 in order to get the prorated amount which is multiplied by the number of days the child received the service.

On a monthly basis this program calculates ongoing payment amounts by gathering placement episode and service rate information and generating approved payments. For each child in out-of-home care or other placement for which ongoing payment is made, the service begin and end dates stored on the Episode Table provide the basis for calculating the payment amount on a length-of-service basis.

In the event that a placement has existed for some time, but payments have not been created, this batch program creates a series of payments for each month that a payment should have been made. For example, if during the June run, it is determined that Placement XYZ began on January 1, but has not been paid, six payments are created for Placement XYZ. For a one-day placement that is ended with a reason of "Placement Made in Error," the batch program does not generate a payment and will generate overpayments for all payments previously generated for placements that ended with a reason of "Placement Made in Error."

If a placement or service ending has been initiated but does not have final approval prior to the payments being generated, when the Calc Ongoing batch runs, payments are still generated. If a placement or service for which payments have already been generated has an ending initiated but does not have final approval, when the batch runs, payments are generated. If the placement ending is approved at a later date and after payments have been generated, overpayments are generated.



Payments are generated for In Home Services in advance of their service begin date as long as the service has been approved and the payment month parameter of the batch is set to the service month.

For services that have been approved and an end date has not been entered, a full month payment is generated for the payment month.

For services that have approved future begin and end dates documented, payments are generated that reflect the service duration.

If a future service is documented and has a provider/service rate that is entered with a future effective rate, payments are generated using the future effective rate where the service dates and rate coincide. If a future rate has not been documented then the current rate is used.

If future rates are entered in the system after payments have been generated using the current rates, then over/under payments are generated.

For services with Child Specific Rate, the service dates represents the rate effective dates. In some situations, the monthly payment amount needs to be split between the provider of the service and some other provider. Calculate Ongoing Amounts batch program reads the payment split information as recorded by the user on the SM10a: Out-of-Home Placements Financial tab. There are two methods by which a payment can be split: by percentage or by a fixed amount. The provider, for whom the payment will be split, is selected in the Split Payment group box on the Financial tab. The batch program generates two approved payment requests, one for each of the providers. The payment amounts reflect the split based on percentage or fixed amount as stored on the EPISODE table.

In addition, the Calc Ongoing batch is responsible for generating overpayments that are a result of retroactive rate changes and retroactive placement and service endings. For rates that are retroactively reduced and placements that are ended after the associated payment has been generated, the batch program generates the appropriate overpayment amount the next time it is run. When placement ends and is approved, the program looks in the Payment table to determine if an overpayment should be created for the Placement by the Calc Ongoing batch program. If it is determined that an overpayment should be created, the DT_PMNT_LAST of the EPISODE is set to the Placement Begin Date and FL_RETRO_CALC and FL_OVER_PYMNT on the EPISODE are set to "Y" so that Calc Ongoing knows to calculate an overpayment as opposed to a positive payment. The overpayment is then calculated appropriately based on the number of days that were overpaid.

The Advance (A) run generates approved payment requests for those services that are specified as "paid in advance" on the Service Type page. The rest of the paid service types are processed



by the Initial (I) run. The Initial run processes current payments and also retroactive payments that are due to changes in the episode. For example, retroactively changing placement or service dates will result in over or under payments being generated by the Initial run.

The Retroactive (R) run is used to calculate retroactive payments due to changes in rates which are effective for a month which has already been processed. In addition, the Retroactive run processes payments generated by the Create Pending Episode-Driven Payments batch program, for which the rate information has been retroactively changed, and generate over or under payments accordingly.

As a result of this batch program, the user may review payment amounts to be generated for a specific month by using the Update Payment Request page. A user with the proper security access to view case-specific or provider-specific information may also use the Case or Provider on the Outliner to access and view Payment Requests generated by the batch process.

For services that the system generates payments, the OCA Reimbursement Allocation batch program will identify the correct OCA value for the payment.

This process accommodates daily frequency in addition to monthly frequency for placements that have a child-specific rate, administrative amount, or an exceptional or supplemental amount.

The process includes the ability to select payments for a batch run by Service Batch, which is associated with a Service Type and defines the high-level grouping of Foster Home, Residential Group Care, Adoption, Independent Living, and Non-Recurring payments.

Frequency: Weekly and Monthly for the Initial and Advance runs. Monthly for the Retroactive run.

Dependencies: None

Input Parameters: fm01-00-parameter

Job Name

Create Date

Sequence Number

Run Type

Payment Month

Payment Year



	Service Type	
	Agency Code	
	Service Batch	
Input Files:	cycle-date-override	
Output Files:	fm01-00-report	
	Fm01-00-retro-report	
Database Tables:	APPROVAL	C, R
	ASSIGNMENT	R
	EPISODE	R, U
	NEXT NUMBER	R, U
	PAYMENT	C, R
	PERSON	R
	PROVIDER ORG	R
	PRVD_SRVC_RATE	R
	ONLINE_TRIGGER	R, D
	SERVICE_RATE	R
	SERVICE_TYPE	R, U
	WORKER	R



Process Description:

Advanced Run:

- Perform edits on control card.
- Calculate the last day of the month for the payment month supplied on the parameter card.
- Calculate the first day of the next month after the month supplied on the input control card.
- Calculate the first day of the previous month before the month supplied on the input control card.
- For all valid episodes that correspond to the fiscal agency specified in the parameter, and fall within the specified date range for This-Payment-Month parameter where DT_PMNT_LST on the Episode table is less than This-Payment-Month, CD_SRVC matches the service type entered on the parameter or select all services if ALL was selected on the parameter card and the service type Service Batch matches the parameter card or ALL parameter was selected, and the FL_RETRO_CALC flag is = "N," and FL_ADVANCE_PAY on the EPISODE table = "Y":
 - Verify the service codes on the parameter card match the CD_SRVC on Episode or if "ALL" was entered on the parameter card for service code, and then select all service codes on the Episode table.
 - Verify the service type Service Batch(s) on the parameter matches the Service Batch(s) associated with the episode service type or ALL parameter selected.
 - Verify the episode has appropriate approvals by reading the Approvals table using ID_EPSD and checking approval status.
 - Select a row from the Service Type table for the CD_SRVC on the Episode table. If SERVICE_TYPE.fl_cci = "N" and SERVICE_TYPE.fl_fixed_price = "N" then continue with this episode else issue an exception message.
 - Verify if the service type selected on EPISODE.cd_srvc has SERVICE_TYPE.fl_pmnt_allwd = "Y."
 - Verify that the Episode begin date is less than or equal to the effective date of the rate.
 - Determine the payment amount by getting the number of days of service and multiplying by service rates.
 - If child is in placement for a full month then Payment Service Begin Date = Payment Month Begin Date and Payment Service End Date = Payment Month End Date.
 - If child is **not** in placement for a full month then Payment Service Begin Date = Payment Month Begin Date and Payment Service End Date = Payment Month End Date – 1.
 - Number of days is calculated as: (Payment Service End Date – Payment Service Begin Date + 1)

- If the service rate or the provider service rate is a daily rate, then the basic amount is calculated as (number of days) * (daily rate). Applicable administrative, exceptional, or supplemental amounts are also treated as daily rates and calculated as (number of days) * amount specified in the respective administrative, exceptional, or supplemental amount field on the episode.
- If the payment is for the full month and if the service rate is monthly, then the provider receives the full monthly payment amount. Applicable administrative, exceptional, and supplemental amounts are also processed as monthly rates and they are saved in the respective field in the database.
- If the payment is not for a full month (i.e., if the child has been in placement fifteen days during the month) and if the service rate is monthly, then the payment made to the provider is prorated using the following formula: $\text{Payment} = (\text{number of days in care} / \text{Number of Days in Payment Month}) * \text{monthly rate}$. Applicable administrative, exceptional, or supplemental amounts are also treated as monthly rates and prorated as $(\text{number of days} / \text{Number of Days in Payment Month}) * \text{amount specified in the respective administrative, exceptional, or supplemental amount field on the episode}$.
- Create a payment row for the placement.
 - Derive the fiscal year for the payment. Set `PAYMENT.dt_fscl_yr` = the Fiscal Year in which the Payment Request start date (i.e., `PAYMENT.dt_pmnt_begin`) resides. A new fiscal year begins on July 1st of each year.
 - If the payment is to be split between providers, then calculate the split payment amounts. The payment can be split based on a percentage or a fixed amount.
 - The Payment Database Trigger is activated. (Please refer to Section 1.2.1.6).
 - If the trigger fails, issue an exception report indicating the episode that was not processed.
 - `PAYMENT.fl_ffp_calc` is set to “Y.”
 - `PAYMENT.cd_ffp` is set to “1.”
 - Update the Episode row by setting `FL_RETRO_CALC` to “N” and `DT_PMNT_LAST` to the parameter payment date.
 - Update the Service Type row by setting the `DT_PMNT_LAST` to the parameter payment date.
- For all valid episodes that correspond to the fiscal agency code in the parameter, and fall within the specified date range for This-Payment-Month parameter where `DT_PMNT_LST` on the Episode table is less than the begin date of This-Payment-Month, `CD_SRVC` matches the service type entered on the parameter or select all services if ALL was selected on the parameter card and the service type Service Batch matches the parameter card or ALL parameter was selected, and the `FL_RETRO_CALC` flag is = “Y” and for services that are flagged as “advance” `FL_ADVANCE_PAY` on the EPISODE table = “Y”:



- Verify the service codes on the parameter card match the CD_SRVC on Episode or if ALL was entered on the parameter card for service code, and then select all service codes on the Episode table.
- Verify service type Service Batch on the parameter matches the Service Batch associated with the episode service type or ALL parameter selected.
- Verify the episode has appropriate approvals by reading the Approvals table using ID_EPSD and checking approval status.
- If SERVICE_TYPE.fl_cci = "N" and SERVICE_TYPE.fl_fixed_price = "N" then continue with this episode else issue an exception message.
- Verify if the service type selected on EPISODE.cd_srvc has SERVICE_TYPE.fl_pmnt_allwd = "Y."
- Determine if there is an overpayment by selecting DT_PMNT_END from the most current row from the payment table for the Episode.
- Verify that the Episode begin date is less than or equal to the effective date of the rate.
- Determine the payment amount by getting the number of days of service and multiplying by service rates.
- Create a payment row for the placement.
 - Derive the fiscal year for the payment. Set PAYMENT.dt_fscl_yr = the Fiscal Year in which the Payment Request start date (i.e., PAYMENT.dt_pmnt_begin) resides. A new fiscal year begins on July 1st of each year.
 - Calculate possible administrative fees, exceptional amounts, supplemental amounts, and basic amounts associated with the payment row added.
 - If the payment is to be split between providers, then calculate the split payment amounts. The payment can be split based on a percentage or a fixed amount.
 - Reverse the sign of the payment amount for overpayments.
- The Payment Database Trigger is activated. (Please refer to Section 1.2.1.6).
- If the trigger fails, issue an exception report indicating the episode that was not processed.
- PAYMENT.fl_ffp_calc is set to "Y."
- PAYMENT.cd_ffp is set to "1."
- Update the Episode row by setting FL_RETRO_CALC to "N" and DT_PMNT_LAST to the parameter payment date.
- Update the Service Type row by setting the DT_PMNT_LAST to the parameter payment date.



Initial Run:

- Perform edits on control card.
- Calculate the last day of the month for the payment month supplied on the parameter card.
- Calculate the first day of the next month after the month supplied on the input control card.
- Calculate the first day of the previous month before the month supplied on the input control card.
- For all valid episodes that correspond to the fiscal agency code in the parameter, and fall within the specified date range for This-Payment-Month parameter where DT_PMNT_LST on the Episode table is less than the begin date of This-Payment-Month, CD_SRVC matches the service type entered on the parameter or select all services if ALL was selected on the parameter card and the service type Service Batch matches the parameter card or ALL was selected, and the FL_RETRO_CALC flag is = “N,” and for services that are flagged as “advance” FL_ADVANCE_PAY on the EPISODE table = “N”:
 - Verify the service codes on the parameter card match the CD_SRVC on Episode or if “ALL” was entered on the parameter card for service code, and then select all service codes on the Episode table.
 - Verify service type Service Batch on the parameter matches the Service Batch associated with the episode service type or ALL parameter selected.
 - Verify the episode has appropriate approvals by reading the Approvals table using ID_EPSD and checking approval status.
 - Select a row from the Service Type table for the CD_SRVC on the Episode table. If SERVICE_TYPE.fl_cci = “N” and SERVICE_TYPE.fl_fixed_price = “N” then continue with this episode else issue an exception message.
 - Verify if the service type selected on EPISODE.cd_srvc has SERVICE_TYPE.fl_pmnt_allwd = “Y.”
 - Verify that the Episode begin date is less than or equal to the effective date of the rate.
 - Determine the payment amount by getting the number of days of service and multiplying by service rates.
 - If child is in placement for a full month then Payment Service Begin Date = Payment Month Begin Date and Payment Service End Date = Payment Month End Date.
 - If child is **not** in placement for a full month then Payment Service Begin Date = Payment Month Begin Date and Payment Service End Date = Payment Month End Date – 1.
 - Number of days is calculated as: (Payment Service End Date – Payment Service Begin Date + 1)
 - If the service rate, the provider service rate, or child-specific rate is a daily rate, then

- the amount is calculated as (number of days) * (daily rate). Applicable administrative, exceptional, or supplemental amounts are also treated as daily rates and calculated as (number of days) * amount specified in the respective administrative, exceptional, or supplemental amount field on the episode.
- If the payment is for the full month and if the service rate is monthly, then the provider receives the full monthly payment amount. Applicable administrative, exceptional, and supplemental amounts are also processed as monthly rates and they are saved in the respective field in the database.
 - If the payment is not for a full month (i.e., if the child has been in placement fifteen days during the month) and if the service rate is monthly, then the payment made to the provider is pro-rated using the following formula: $\text{Payment} = (\text{number of days in care} / \text{Number of Days in Payment Month}) * \text{monthly rate}$. Applicable administrative, exceptional, or supplemental amounts are also treated as monthly rates and prorated as $(\text{number of days} / \text{Number of Days in Payment Month}) * \text{amount specified in the respective administrative, exceptional, or supplemental amount field on the episode}$.
- Create a payment row for the placement.
 - Derive the fiscal year for the payment. Set `PAYMENT.dt_fscl_yr` = the Fiscal Year in which the Payment Request start date (i.e., `PAYMENT.dt_pmnt_begin`) resides. A new fiscal year begins on July 1st of each year.
 - If the payment is to be split between providers, then calculate the split payment amounts. The payment can be split based on a percentage or a fixed amount.
 - The Payment Database Trigger is activated. (Please refer to Section 1.2.1.6).
 - If the trigger fails, issue an exception report indicating the episode that was not processed.
 - `PAYMENT.fl_ffp_calc` is set to “Y.”
 - `PAYMENT.cd_ffp` is set to “1.”
 - Update the Episode row by setting `FL_RETRO_CALC` to “N” and `DT_PMNT_LAST` to the parameter payment date.
 - Update the Service Type row by setting the `DT_PMNT_LAST` to the parameter payment date.
 - For all valid episodes that correspond to the fiscal agency code in the parameter, and fall within the specified date range for This-Payment-Month parameter where `DT_PMNT_LST` on the Episode table is less than the begin date This-Payment-Month, `CD_SRVC` matches the service type entered on the parameter or select all services if `ALL` was selected on the parameter card and the service type `Service Batch` matches the parameter card or `ALL` was selected, and the `FL_RETRO_CALC` flag is = “Y” and `FL_ADVANCE_PAY` on the EPISODE table = “N”:



- Verify the service codes on the parameter card match the CD_SRVC on Episode or if “ALL” was entered on the parameter card for service code, and then select all service codes on the Episode table.
- Verify service type Service Batch on the parameter matches the Service Batch associated with the episode service type or ALL parameter selected.
- Verify the episode has appropriate approvals by reading the Approvals table using ID_EPSD and checking approval status.
- If SERVICE_TYPE.fl_cci = “N” and SERVICE_TYPE.fl_fixed_price = “N” then continue with this episode else issue an exception message.
- Verify if the service type selected on EPISODE.cd_srvc has SERVICE_TYPE.fl_pmnt_allwd = “Y.”
- Determine if there is an overpayment by selecting DT_PMNT_END from the most current row from the payment table for the Episode.
- Verify that the Episode begin date is less than or equal to the effective date of the rate.
- Determine the overpayment amount by getting the number of days of service and multiplying by service rates.
- Create a payment row for the placement.
 - Derive the fiscal year for the payment. Set PAYMENT.dt_fscl_yr = the Fiscal Year in which the Payment Request start date (i.e., PAYMENT.dt_pmnt_begin) resides. A new fiscal year begins on July 1st of each year.
 - Calculate possible administrative fees, exceptional amounts, supplemental amounts, and basic amounts associated with the payment row added.
 - If the payment is to be split between providers, then calculate the split payment amounts. The payment can be split based on a percentage or a fixed amount.
 - Reverse the sign of the payment amount for overpayments.
- The Payment Database Trigger is activated. (Please refer to Section 1.2.1.6).
- If the trigger fails, issue an exception report indicating the episode that was not processed.
 - PAYMENT.fl_ffp_calc is set to “Y.”
 - PAYMENT.cd_ffp is set to “1.”
 - Update the Episode row by setting FL_RETRO_CALC to “N” and DT_PMNT_LAST to the parameter payment date.
 - Update the Service Type row by setting the DT_PMNT_LAST to the parameter



payment date.

Retroactive Rate Change Run:

- For all valid Triggers on the Online trigger table where, CD_TXN of Online Trigger table = “6100.”
 - If ID_TRIGGER of Online Trigger is not = NULL then select rows from the Payment table using ID_TRIGGER from Online Trigger as ID_PRVD_ORG and CD_TRIGGER from Online Trigger as CD_SRVC. If ID_TRIGGER of Online Trigger is = NULL then select rows from the payment table using CD_TRIGGER from Online Trigger as CD_SRVC.
 - If SERVICE_TYPE.fl_fixed_price = “Y,” delete the record without processing.
 - Verify if the service type selected on EPISODE.cd_srvc has SERVICE_TYPE.fl_pmnt_allwd = “Y.”
 - Select the total of all amounts previously requested from the payment table for the Episode.
 - Get the new rate from either the Provider Service Rate table or the Service Rate table.
 - If the selected service is an episode-driven service (SERVICE_TYPE.fl_cci = “Y”)
 - Calculate the amount of payment (Rate * Number of Units (i.e., days) for each month that the provider payment needs to be adjusted).
 - Get the overpayment amount (if it exists) and subtract it from the Recalc Amount.
 - Create the Retroactive rate change Payment row.
 - Update PAYMENT.am_rqst with the calculated amount.
 - Derive the fiscal year for the payment. Set PAYMENT.dt_fscl_yr = the Fiscal Year in which the Payment Request start date (i.e., PAYMENT.dt_pmnt_begin) resides.
 - Create approval rows.
 - The Payment Database Trigger is activated. (Please refer to Section 1.2.1.6).
 - If the trigger fails, issue an exception report indicating the episode that was not processed.
 - PAYMENT.fl_ffp_calc is set to “Y.”
 - PAYMENT.cd_ffp is set to “1.”
 - If the cd_srvc selected is any other service
 - Calculate the amount of payment. (Rate * Number of Days)
 - Get the overpayment amount (if it exists) and subtract it from the Recalc Amount.
 - Create the Retroactive rate change Payment row.



- Update PAYMENT.am_rqst with the calculated amount.
- Derive the fiscal year for the payment. Set PAYMENT.dt_fscl_yr = the Fiscal Year in which the Payment Request start date (i.e., PAYMENT.dt_pmnt_begin) resides
- Create the Approval rows.
 - The Payment Database Trigger is activated. (Please refer to Section 1.2.1.6).
 - If the trigger fails, issue an exception report indicating the episode that was not processed.
 - PAYMENT.fl_ffp_calc is set to "Y."
 - PAYMENT.cd_ffp is set to "1."
- Delete all triggers from the Online Trigger table where CD_TXN of Online Trigger table = "6100."



1.4.2 Create Pending Episode-Driven Payments

Program Name: b-fm01b-create-pend

Script Name: b-fm01b00.script

Process Summary:

Residential Group Care payments are treated as episode-based recurring payments that require the user to enter the number of days the child was actually in the facility. The batch program will read those placements or services that are specified as being Episode-Driven Payments on the Service Type page for a specified fiscal agency and process them - documented in *PM01 Maintain Services* topic paper. The Create Pending Episode-Driven Payments batch will read all episode-driven placements or services from the Episode table and create payment rows with pending approval status. After the payment rows have been generated by the batch program, the user will launch the Update Payment Request page from the Financial Work page. The user will then enter the number of days of care (units) actually provided and approve the payment request in order to initiate payment to that provider.

The approving worker is based on the person who approved the underlying episode-driven placement, or service on the Financial tab of the Out-of Home Placement page or the Services page.

For episode-driven placements and services, the fl_unit_rate_type flag will be set on the Service Type table (fl_unit_rate_type = "Y"). This will enable the Units field on the Update Payment Request page in order to allow the user to input the total number of days the child was in care for the month. Note that the number of units entered need not match the number of days between the Payment Service Begin and End Dates.

The Total Amount field (PAYMENT.am_rqst) is calculated using the number of Units multiplied by the appropriate service rate.

Note: The Create Pending Episode Payments does not create "Advance" payments; neither does it create Administrative payments.

Frequency: Monthly

Dependencies: None

Input Parameters: fm01b00-parameter

Job Name



Create Date

Sequence Number

Pay Month

Pay Year

Service Type

Co-pay Service

Agency Code

Input Files: cycle-date-override

Output Files: fm01b00-report

Database Tables:	APPROVAL	C
	ASSIGNMENT	R
	EPISODE	R, U
	NEXT NUMBER	R, U
	PAYMENT	C, R
	SERVICE TYPE	R
	SERVICE_RATE	R
	PRVD_SRVC_RATE	R

Process Description:

- Perform edits on control card.
- For all valid episodes that correspond to the fiscal agency code in the parameter card, and fall within the specified date range for This-Payment-Month parameter where DT_PMNT_LST on the Episode table is less than This-Payment-Month:
 - Verify the service codes on the parameter card match the CD_SRVC on Episode or if ALL was selected on the parameter card, then process all services.
 - Verify the episode has appropriate approvals by reading the Approvals table using



ID_EPSD and checking approval status.

- Using CD_SRVC on Episode read Service Type table, verify CD_UNIT_RATE_TYPE not = "None." Else issue an exception message.
- Using CD_SRVC on Episode read Service Type table, verify fl_cci = "Y." Else issue an exception message.
- Verify if the service type selected on EPISODE.cd_srvc has SERVICE_TYPE.fl_pmnt_allwd = "Y."
- Write payment row information to the Payment table with CD_PMNT_TYPE = "C" and AM_RQST = 0.
- The Payment Database Trigger is activated. (Please refer to Section 1.2.1.6).
- If the trigger fails, issue an exception report indicating the episode that was not processed.
- Write new approval rows to the Approval table as "Pending Approval" using the Fiscal worker who approved the original Episode.

Processing for Episode-Driven Payments (On-line):

- Once the payment rows have been created by the batch, they will be accessible to the user from the Financial Work page. The user launches the Update Payment Request page to enter the units of service and amount and approve the Payment Request to initiate payment.
 - On the Payment Request page use CD_SRVC from Payment and read Service Type table or Provider Service Type table. If FL_UNIT_RATE_TYPE is not = "N," the Units field will be enabled to allow the user to enter the units of service provided. The Units will be multiplied by the rate defined in the Service Type table.
 - Populate the Payment Request page with the payment row information generated by the Create Pending Episode-Driven Payments batch.
 - Determine the payment amount by multiplying the number of units entered by the service rate.
 - Update AM_RQST on the payment row.
- Upon final approval of the Payment Request, Payment.am_nontrust is set to Payment.am_rqst. This field is used by the reimbursement batch programs. Refer to *FM04a: Reimbursement* topic paper for further details.
- Upon final approval of the Payment Request, PAYMENT.fl_ffp_calc is set to "Y." This field is used by the reimbursement batch programs. (Refer to *FM04a: Reimbursement* topic paper for further details).
- Upon final approval of the Payment Request, PAYMENT.cd_ffp is set to "1."



- If a Payment Request is canceled and the PAYMENT.fl_ffp_calc is “Y” then PAYMENT.fl_ffp_calc is set to “N.”
- If a Payment Request is canceled and the PAYMENT.fl_ffp_calc is “N” then PAYMENT.fl_ffp_calc is set to “Y.”
 - Derive the fiscal year for the payment. Set PAYMENT.dt_fscl_yr = the Fiscal Year in which the Payment Request start date (i.e., PAYMENT.dt_pmnt_begin) resides. A new fiscal year begins on July 1st of each year.
 - Update DT_PMNT_LST on the Episode table to be equal to This-Payment-Month.



1.4.3 Fixed Price Contracts

Program Name:

Script Name:

○ Process Summary:

- For placements indicated as Fixed Price Contract on the Service Type page, approved payments will be generated for each child that was in the placement during the month. The payment amounts will be calculated by getting a prorated daily rate for the Fixed Price Contract service, based on the contract amount and number of days that a placement existed in that particular month (contract amount/number of placement days in month). This amount is further prorated per child receiving the service on each day (daily service rate/number of children) given that the contract capacity is not being exceeded. This amount will be applied to each child, each day. On days that the contract capacity is exceeded, the above processing will remain for the children that are within the contract capacity, and the over-contract rate will apply to the children who exceeded the capacity. At the end of the month, the daily amounts for each child are added up and applied to each child's total payment amount. If children change placement during the course of the month, the last day of placement will not be included in the payment amount. Spending limits do not apply to this process. In order for payments to be generated, a child will have to be in placement for at least one day. If there are no children receiving the fixed price contract service, no payments will be generated for the vendor.
- The batch process will not handle retroactive rate changes to payments that have already been created. In addition, the batch will not handle placement adjustments that were made after payment. In these cases, the user will have to create a manual one-time payment/overpayment in order to adjust the payment.
- Placements for which the Placement Begin and End dates are on the same day will not be paid and will be excluded from processing. Placements that are ended with reason of "Placement Made in Error" will be excluded from processing.

As a result of this batch program, the user may review payment amounts to be generated for a specific month by using the Update Payment Request page. A user with the proper security access to view case-specific or provider-specific information may also use the Case or Provider on the Outliner to access and view Payment Requests generated by the batch process.

Frequency: Monthly

Dependencies: None

Input Parameters: fmxxxx-parameter



Job Name
Create Date
Sequence Number
Payment Month
Payment Year
Agency Code

Input Files: cycle-date-override

Output Files:

Database Tables:	APPROVAL	C
	ASSIGNMENT	R
	EPISODE	R, U
	NEXT NUMBER	R, U
	PAYMENT	C, R
	PROVIDER ORG	R
	SERVICE TYPE	R
	PRVD_SRVC_RATE	R

Process Description:

- Point to the first day of the month.
- Select all valid (approved and not canceled) episodes that correspond to the agency specified in the parameter, and fall within the specified date range for This-Payment-Month parameter where DT_PMNT_LST on the Episode table is less than This-Payment-Month for the Fixed Price Contract CD_SRVC type.
- Group by Provider
- User parameter for Payment Month and Provider in order to select the Rate
 - Select AM_RATE from PRVD_SRVC_RATE where PRVD_SRVC_RATE.dt_efct_strt <= PAYMENT.dt_pmnt_begin and PRVD_SRVC_RATE.id_prvd_org = PAYMENT.id_prvd_org and



PRVD_SRVC_RATE.cd_srvc = EPISODE.cd_srvc and PRVD_SRVC_RATE.ts_cr is the max(ts_cr)

- Count the number of children receiving Fixed Price Contract CD_SRVC type on the day of the month pointed to, from the Episode table.
- If rate period is set as daily for the Fixed Price Contract CD_SRVC, use daily rate in calculation for days in which there was at least one placement.
- If rate period is set as Monthly, calculate the prorated daily rate for the Fixed Price Contract CD_SRVC type for the Fiscal Agency specified in the parameter.
 - If monthly rate, calculate the prorated daily rate per child as follows:
 - For the current day, if the total number of children receiving the Fixed Price Contract CD_SRVC type is greater than zero and less than or equal to the contract capacity of the service then the rate per child is prorated as (rate per day/ total count).
 - For the current day, if the total number of children receiving the Fixed Price Contract CD_SRVC type is greater than the contract capacity of the service then the rate per child up to the contract capacity is prorated as (rate per day/ contract capacity), and the over-capacity rate will be applied for the remaining children (total count – contract capacity).
 - If no children receiving the Fixed Price Contract CD_SRVC on current day then the day is not counted in total count of days.
- Load the ID_PRSN and rate for each child into a Temp-table.
- Repeat steps 5 to 8 for the following day, until the end of the month.
- Add the payments for each ID_PRSN in that month.
- Create payments for all the records in the Temp-table and assign an ID_PMNT.
- CD_pmnt_type = “F.”
- Update Episode record with new dt_pmnt_lst.
- Update the Service Type table with new dt_pmnt lst.
- Delete all the records from the temp-table.
- When a service that is flagged as being “Fixed Price” on the Service Type table is selected on the Out-of-Home or Services page, do not consider information entered on the financial tab of the Out-of-Home placement or Services page.
- The fiscal year (PAYMENT.dt_fscl_yr) for the payment is the Fiscal Year in which the Payment Request begin date (i.e., PAYMENT.dt_pmnt_begin) resides. A new fiscal year



begins on July 1st of each year (i.e., June 30, 2007 would be fiscal year 2007, whereas July 1, 2007 would be fiscal year 2008).

- The Payment Database Trigger is activated. See the Payment Database Trigger for details (section 1.2.2.6).
- PAYMENT.fl_ffp_calc is set to “Y.”
- PAYMENT.cd_ffp is set to “1.”
- Use the payment service type to derive the Service Batch (e.g., Foster Care, Group Care) of the payment.
- If child is in placement for a full month then Payment Service Begin Date is equal to Payment Month Begin Date and Payment Service End Date is equal to Payment Month End Date.
- If child is not in placement for a full month then Payment Service Begin Date is equal to Payment Month Begin Date and Payment Service End Date is equal to Payment Month End Date – 1.

1.4.4 Payment Calculation Routine

This is a new routine to create or update payments based on changes to the Service Authorization page, Out of Home Placement, Placement Correction or Services page. This routine is invoked by the new Payment Activity page when accessed for new or modified placements or services. The resulting payment and overpayment requests are presented to the user via the Payment Activity page as pending payments and/or overpayments, as well as canceled payments if the original payment has not yet been released. On that page, the user has the ability to review and approve the payments and/or overpayments before they move into the next step in the financial processing cycle.

The routine accepts the unique identifier for the episode record (representing the placement or service). Using this it retrieves the new or updated placement or service and examines it to determine which, if any, new or updated payments and/or overpayments are needed.

If the Service has the “Advance” flag checked on its Maintain Service Type & Rate page, payments will be generated for the next service month in addition to any other appropriate previous service months.

1. Payments Allowed – Service Type Payments Allowed must be “Y”
2. Get the Service Type, Service Batch, Service Month and Provider:
 - a. If there is an invoice for the Service Type, Service Batch, Service Month and Provider that has not been released yet, update the existing payment with the new amount and dates. If the amount is zero, delete the payment from the pending



invoice. When payment amounts and dates are updated, the pending invoice automatically reflects the new payment information.

- b. If there is an invoice for the Service Type, Service Batch, Service Month and Provider that has been released, create a new payment and/or overpayment and a new pending invoice for the Provider.
 - i. If a payment already exists for a released invoice, then a new negative payment (overpayment) is created for the amount of the existing payment, and a new payment is created for new amount calculated using the current information on the episode.
 - ii. If the new payment is negative (overpayment), a payment adjustment entry is created depending on the repayment instructions for the Fiscal Agency/Provider.

Calculation Rules:

Basic – Get Service Type information for basic and child specific amounts: Select SERVICE_TYPE.fl_prvd_rate & SERVICE_TYPE.fl_chld_rate & SERVICE_TYPE.fl_full_month WHERE EPISODE.cd_srvc = SERVICE_TYPE.cd_srvc AND EPISODE.id_epsd = PAYMENT.id_epsd

- a. If fl_chld_rate = “Y” and EPISODE.am_rate > 0, then
 - i. **If the rate is a Daily rate,**
 - 1. If SERVICE_TYPE.fl_full_month = “Y” then
 - a. $PAYMENT.am_basic = EPISODE.am_rate * \# \text{ of days in the month}$
 - 2. **Otherwise**
 - a. $PAYMENT.am_basic = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * EPISODE.am_rate$
 - ii. **If the rate is a Monthly rate,**
 - 1. If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = “Y” then
 - a. $PAYMENT.am_basic = EPISODE.am_rate$



2. Otherwise

a. $\text{PAYMENT.am_basic} = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * \text{EPISODE.am_rate} / \text{Number of Days in Payment Month}$

b. If $\text{fl_prvd_rate} = \text{"Y"}$

i. Select AM_RATE from PRVD_SRVC_RATE where
 $\text{PRVD_SRVC_RATE.dt_efct_strt} \leq \text{PAYMENT.dt_pmnt_begin}$ and
 $\text{PRVD_SRVC_RATE.id_prvd_org} = \text{PAYMENT.id_prvd_org}$ and
 $\text{PRVD_SRVC_RATE.cd_srvc} = \text{EPISODE.cd_srvc}$ and
 $\text{PRVD_SRVC_RATE.ts_cr}$ is the $\text{max}(\text{ts_cr})$

ii. If the rate is a Daily rate,

1. If $\text{SERVICE_TYPE.fl_full_month} = \text{"Y"}$ then

a. $\text{PAYMENT.am_basic} = \text{PRVD_SRVC_RATE.am_rate} * \#$
of days in the month

2. Otherwise

a. $\text{PAYMENT.am_basic} = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * \text{PRVD_SRVC_RATE.am_rate}$

iii. If the rate is a Monthly rate,

1. If the service dates cover the entire month or if
 $\text{SERVICE_TYPE.fl_full_month} = \text{"Y"}$ then

a. $\text{PAYMENT.am_basic} = \text{PRVD_SRVC_RATE.am_rate}$

2. Otherwise

a. $\text{PAYMENT.am_basic} = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * \text{PRVD_SRVC_RATE.am_rate} / \text{Number of Days in Payment Month}$

c. If $\text{fl_prvd_rate} = \text{"N"}$



- i. Select AM_RATE from SERVICE_RATE where
SERVICE_RATE.dt_efct_strt <= PAYMENT.dt_pmnt_begin and
SERVICE_RATE.cd_srvc = EPISODE.cd_srvc and
SERVICE_RATE.ts_cr is the max(ts_cr)
- ii. **If the Rate is a Daily rate,**
 1. If SERVICE_TYPE.fl_full_month = "Y" then
 - a. $\text{PAYMENT.am_basic} = \text{SERVICE_RATE.am_rate} * \# \text{ of days in the month}$
 2. **Otherwise**
 - a. $\text{PAYMENT.am_basic} = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * \text{SERVICE_RATE.am_rate}$
- iii. **If rate is a Monthly rate,**
 1. If the service dates cover the entire month or if
SERVICE_TYPE.fl_full_month = "Y" then
 - a. $\text{PAYMENT.am_basic} = \text{SERVICE_RATE.am_rate}$
 2. **Otherwise**
 - a. $\text{PAYMENT.am_basic} = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * \text{SERVICE_RATE.am_rate} / \text{Number of Days in Payment Month}$

Administrative – Check for administrative amount: Select am_admin from EPISODE WHERE EPISODE.id_epsd = PAYMENT.id_epsd. If am_admin>0, do the following:

a. If the rate is a Daily rate,

- i. If SERVICE_TYPE.fl_full_month = "Y" then
 1. $\text{PAYMENT.am_admin} = \text{EPISODE.am_admin} * \# \text{ of days in the month}$
- ii. **Otherwise**



1. $\text{PAYMENT.am_admin} = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * \text{EPISODE.am_admin}$

b. If the rate is a Monthly rate,

- i. If the service dates cover the entire month or if $\text{SERVICE_TYPE.fl_full_month} = \text{"Y"}$ then

1. $\text{PAYMENT.am_admin} = \text{EPISODE.am_admin}$

- ii. **Otherwise**

1. $\text{PAYMENT.am_admin} = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * \text{EPISODE.am_admin} / \text{Number of Days in Payment Month}$

Exceptional – Check for exceptional amount: Select am_excpt from EPISODE WHERE $\text{EPISODE.id_epsd} = \text{PAYMENT.id_epsd}$. If $\text{am_excpt} > 0$, do the following:

1) If the rate is a Daily rate,

- a) If $\text{SERVICE_TYPE.fl_full_month} = \text{"Y"}$ then

- i) $\text{PAYMENT.am_excpt} = \text{EPISODE.am_excpt} * \# \text{ of days in the month}$

- b) **Otherwise**

- i) $\text{PAYMENT.am_excpt} = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * \text{EPISODE.am_excpt}$

2) If the rate is a Monthly rate,

- a) If the service dates cover the entire month or if $\text{SERVICE_TYPE.fl_full_month} = \text{"Y"}$ then

- i) $\text{PAYMENT.am_excpt} = \text{EPISODE.am_excpt}$

- b) **Otherwise**

- i) $\text{PAYMENT.am_excpt} = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * \text{EPISODE.am_excpt} / \text{Number of Days in Payment Month}$

Supplemental – Check for supplemental amount: Select am_suppl from EPISODE WHERE $\text{EPISODE.id_epsd} = \text{PAYMENT.id_epsd}$. If $\text{am_suppl} > 0$, do the following:



3) If the rate is a Daily rate,

- a) If SERVICE_TYPE.fl_full_month = “Y” then
 - i) $PAYMENT.am_suppl = EPISODE.am_suppl * \# \text{ of days in the month}$
- b) **Otherwise**
 - i) $PAYMENT.am_suppl = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * EPISODE.am_suppl$

4) If the rate is a Monthly rate,

- a) If the service dates cover the entire month or if SERVICE_TYPE.fl_full_month = “Y” then
 - i) $PAYMENT.am_suppl = EPISODE.am_supplmnt$
- b) **Otherwise**
 - i) $PAYMENT.am_suppl = (\text{Payment Service End Date} - \text{Payment Service Begin Date} + 1) * EPISODE.am_supplmnt / \text{Number of Days in Payment Month}$

Benefiting Children

Determine if there are multiple benefiting children associated with the Payment Activity page. If found, allocate the calculated payment amount evenly for each child to create multiple payments.

If the amount does not divide evenly and there is a remainder, apply the remainder to the last child.

Payment Column	Source
Case ID	Payment Activity – Case ID
Person ID	Payment Activity – Person ID or Benefiting Children Person ID
Service Type	Payment Activity – Service Type



Request Date	Payment Activity – Begin Date or Service Month 1 st day
Service Begin Date	Payment Activity – Begin Date or Service Month 1 st day or Birth Date minus 1
Service End Date	Payment Activity – End Date or Service Month last day or Birth Date minus 1
Request Amount	See above calculation rules



1.5 Requirements Covered in This Paper

- FMP-002
- FMP-003
- FMP-004
- FMP-005
- FMP-006
- FMP-008
- FMP-009
- FMP-010
- FMP-011
- FMP-015
- FMP-016
- FMP-017
- FMP-018
- FMP-019
- FMP-020
- FMP-021
- FMP-022
- FMP-025
- FMP-026
- FMP-027
- FMP-030
- FMP-032
- FMP-034
- FMP-039
- FMP-042
- FMP-047
- FMP-050
- RFM-002
- FOU-002
- FOU-005