FM02b: Overpayment Adjustments

August 13, 2012

Change History

Release #	CR# or Incident #	Change Description	Who	Section Modified
R2C26 8/13/2012	CR-334 OCA Reports	Overpayment Page, Overpayment Adjustment Page, and Adjust Overpayments Based on Repayment Plan Batch changed to support payment ledger transactions for overpayment adjustment entries.	A. Pallme'	1.2.2 Update Overpayment Request Page 1.2.3 Overpayment Adjustment Page 1.4.1 Adjust Overpayments Based on Repayment Plan Batch

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1.1. Introduction

FM02b: Overpayment Adjustments topic paper covers the functionality that allows users to view outstanding overpayments for a provider and manually adjust or correct these overpayments if necessary. Additionally, the batch program included in this topic gives the capability to reduce future payments that will be made to a provider based on a repayment schedule that is negotiated between the provider and the fiscal agency. This constitutes the automatic overpayment adjustment process and the user does not need to record manual adjustments for existing overpayments.

The user can create a manual overpayment from the Overpayment Request page by accessing the Create Financial Work icon on the desktop from the Financial Work page select 'Create Overpayment Request' from the 'Overpayment' dropdown.

The user can update a manual or system generated overpayment from the Overpayment Request page by accessing the Create Financial Work icon on the desktop 'Update Overpayment Request' from the 'Overpayment' dropdown. In addition, Overpayment Records can be viewed (in view-only mode) after they have been approved by accessing the Update Overpayment Request page. Users with appropriate security will be able to update the Overpayment Status and Repayment Method expandos until the overpayment is no longer 'Outstanding.'

The 'Overpayment Status' expando, located on the Overpayment Request page, provides users with a tool to manage overpayments made to providers. Under this expando, users with the appropriate security can designate if an outstanding overpayment should be sent to collections, written off, or cancelled.

The repayment method for recouping the overpayment is specified at the Fiscal Agency, Fiscal Agency/Payee, and individual Overpayment Request levels. The default values are defined at the Fiscal Agency level, but can be overridden for a particular Payee within that Fiscal Agency and/or at the individual Overpayment Request level. When overpayments are still outstanding, users with adequate security can designate what repayment method should be used to recoup the overpayment. To designate a repayment method for individual overpayments, the 'Override' check box on the Overpayment page must be selected. This indicates that the repayment method will override any repayment method that is specified at the Fiscal Agency level or the Fiscal Agency/Payee level.

The 'Repayment Method' expando provides users with a tool to manage recoupment of individual overpayments made to providers. Users can also choose to recoup overpayments by reducing an individual provider's future payments by a certain amount specified at the Fiscal Agency/Payee level.

Overpayments can also be created for Historical Payments. For these, the providers will not have an associated payment in FSFN. In order to create an overpayment for a Historic Payment, the user will select the 'Historic Payment' check box in the Overpayment Request Information group box. The user will then not be required to select a payment record from the Provider Search window. In addition, 'ongoing' services can be selected for Historical

Payments. Note, however, that the Payment Service Begin and End Dates will have to be in the same month.

The user can review the outstanding overpayments and the previous overpayment adjustments to a payee by accessing the Payee Overpayment Adjustment page from Create Financial Work 'Payee Overpayment Adjustment' from the 'Overpayment' dropdown, and pressing the 'Continue' button. Once on the page, the user will then search the 'Payee Name' using the 'Search' hyperlink or the 'Payee ID' text input box in the 'Payee Information' group box. A user can only modify those overpayments and adjustments that were created within their fiscal agency. Selecting the radio button next to an overpayment row will display any previous adjustments associated with that overpayment in the 'Adjustment Information' group box. Clicking on the 'Adjust' hyperlink for an overpayment row will launch the Overpayment Adjustment page, providing the user the opportunity to review the overpayment and/or perform a manual adjustment to the overpayment, either because there was an error when the overpayment was set up, or because the provider sent in money to repay all or part of the overpayment. All the fields on this page except for the 'Adjustment Amount' and 'Description' fields will be disabled. The original overpayment amount will be displayed and the user may enter the new adjustment amount. The amount entered must be positive thereby decreasing the original overpayment amount (overpayments are always displayed as a negative amount). Clicking on the 'Adjustment ID' hyperlink will launch the Overpayment Adjustment page and display information from the corresponding adjustment. When accessed from the 'Adjustment ID' hyperlink, the page is view-only.

1.2. Pages

1.2.1. Create Overpayment Request Page

1.2.1.1. Page Overview

Navigation

The Create Overpayment Request page can be accessed from the desktop by clicking on the Create Financial Work icon and the 'Create Overpayment Request' from the 'Overpayment' dropdown and then clicking the 'Continue' button.

Page Summary

The user must click the 'Search' hyperlink in the 'Provider Information' group box, in order to select the appropriate payment for a payee/provider. On the Provider Search page, under the 'Provider' icon the user selects the appropriate 'Payment' icon and then selects the radio button next to the payment that the overpayment being created pertains to. If the payment has already been sent out in a check, then the user drills down to the 'Check' icon and then selects the radio button next to the appropriate individual payment within that check and clicks continue. All the fields on the Create Overpayment Request page except for the 'Amount' fields are pre-filled with the information from the corresponding payment. After the user

enters a negative (-) amount in an 'Amount' field for a manual overpayment, the 'Overpayment Status' and 'Repayment Method' expandos located at the bottom of the Overpayment Request page become enabled for users with the appropriate security. Authorized staff members use the 'Overpayment Status' expando to manage overpayment status decisions at the individual overpayment level. Managing repayment methods can be done in the 'Repayment Method' expando at the individual overpayment level.

Note:

The 'Overpayment Status' and 'Repayment Method' expandos have different security access requirement, therefore an authorized user may only be able to access one or the other, or both, depending on their security profile.

For users with appropriate security, the 'Overpayment Status' and 'Repayment Method' expandos are enabled and remain enabled after the overpayment request is approved and after the overpayment has been cancelled.

1.2.1.2. Page Information

Box: Overpayment Request Identification

Fields:	Overpayment ID:	Unique identifier of the overpayment; this field is system generated on initial save processing; Not user editable; No default value.
	Creator:	The name of the person creating the overpayment; Not user editable; Defaults to logged-in user's name upon page creation.
	Request Date:	The date on which the request is being made; When creating an overpayment, pre-fills with current system date; Not user editable.
	Agency:	Indicates the Fiscal Agency for which the original payment is generated. When creating an overpayment, pre-fills with the Fiscal Agency of the associated Payment Request.
	Overpayment Repaid:	Indicator of whether or not the overpayment has been fully repaid by the provider; System derived check box; Not user editable; Defaults to unchecked.
	Historical Payment:	Check box that indicates whether or not the overpayment is for a payment that does not exist in FSNF; User selected; Defaults to unchecked.
		Note: The OCA claiming will not process overpayments that are flagged as 'historical payment.'
Fields:	Provider:	The name of the provider is derived from the payment selected when creating the overpayment; Not user editable.
	Provider ID:	The unique ID number of the provider; this information is derived from the payment selected when creating the overpayment; Not user

editable.

	Provider Invoice/POS Number:	The control number from the provider's invoice; derived from the payment selected when creating the overpayment; Not user editable.
	Provider Invoice/POS Date:	The date from the provider's invoice; derived from the payment selected when creating the overpayment; Not user editable.
	Payee:	The name of the payee of the payment; derived from the payment selected when creating the overpayment; Not user editable.
	Payee ID:	The unique ID number of the payee; derived from the payment selected when creating the overpayment; Not user editable.
Box:	Case Participant Information	
Fields:	Case:	The name of the case; this information is pre-filled based on the payment information retrieved from the payment selected when creating the overpayment; Not user editable.
	Person:	The name of the case participant who received the services; this information is pre-filled based on the payment selected when creating the overpayment; Not user editable.
	Primary Worker:	The name of the primary case worker associated with the original payment; this information is retrieved from the Person table based on the primary worker (id_person_wrkr) in the payment selected when creating the overpayment; For overpayments that are generated for payments created 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.
	Case ID:	Unique case identifier; Case ID associated with the participant; this information is pre-filled based on the payment selected when creating the overpayment; Not user editable.
	Person ID:	The unique identifier of the participant; this information is pre-filled based on the payment selected when creating the overpayment; Not user editable.
	Placement Setting:	The type of placement that the child is in (e.g., Foster home – Non-relative – Voluntary, Group Home); this information is retrieved from the Payment table based on the payment selected when creating the overpayment; Not user editable.
Box:	Service Information	

Fields:	Expense Type:	The expense type (placement service type and begin date) associated with the overpayment. Displays the value from the Payment table based on payment selected when creating the overpayment; Not user editable.
	Service Category:	The category of the service for which overpayment is being requested; pre-filled based on payment selected when creating the overpayment; Not user editable.
	Service Type:	The type of service for which overpayment is being requested; pre-filled based on the payment selected when creating the overpayment; Not user editable.
	Payment Service Begin Date:	The beginning date of the payment for the service; pre-filled based on the payment selected when creating the overpayment; Not user editable.
	Payment Service End Date:	The ending date of the payment for the service; pre-filled based on the payment selected when creating the overpayment; Not user editable.
	Units:	Used for services where the payment amount is determined by the rates and number of units. Pre-filled based on the payment selected when creating the overpayment; Not user editable; No default value.
	Basic:	The basic amount associated with the ongoing service; maps to PAYMENT.am_basic. When creating an overpayment, this field is pre-filled based on the amount on the payment; User entered amount field; Not required; No default value.
	Admin:	The administrative amount associated with the ongoing service; maps to PAYMENT.am_admin. When creating an overpayment, this field is pre-filled based on the amount on the payment; User entered amount field; Not required; No default value.
	Exceptional:	The exceptional amount associated with the ongoing service; maps to PAYMENT.am_excpt. When creating an overpayment, this field is pre-filled based on the amount on the payment; User entered amount field; Not required; No default value.
	Supplemental:	The Supplemental amount associated with the ongoing service; maps to PAYMENT.am_suppl. When creating an overpayment, this field is pre-filled based on the amount on the payment; User entered amount field; Not required; No default value.
	Total Amount:	The total amount of the overpayment; When creating an overpayment, this field is pre-filled based on the amount on the payment; Users can replace the automatically populated amount with a new negative amount; User entered amount field; Required;

		No default value.
	Original Payment ID:	Unique identifier of the original payment that the overpayment corresponds to; pre-filled based on the payment information retrieved when creating the overpayment; Not user editable.
	Description:	Text field for adding overpayment request notes or comments; User entered text field; Not required.
Links:	Search (Provider)	Located in the Provider Information group box. Accesses the Provider Search page to retrieve an existing payment as a basis for the overpayment.
	Search (Person)	Located in the Case Participant Information group box. Enabled when Historic Payment is selected. Accesses the Person Search page.
Options:	Approval	Navigates user to the Approval History page.
Buttons:	Save	Standard Save Processing.
	Close	Standard Close Processing.
	Calculate	Button to calculate the sum of the Basic, Admin, Exceptional, and Supplemental fields and place this in the Total Amount field. The button is disabled until the user has updated any one of the following fields: Basic, Admin, Exceptional, and Supplemental. It is also disabled for approved overpayments.
Expando	Overpayment Status	Enabled once the page is saved. See next section for Update Overpayment Request for details.
Expando	Repayment Method	Enabled once the page is saved. See next section for Update Overpayment Request for details.

1.2.1.3. Background Processing

1. 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."*

2. 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."*

3. The Calculate button determines the Total Amount follows:

   PAYMENT.am_basic + PAYMENT.am_admin + PAYMENT.am_excpt + PAYMENT.am_suppl.

4. When selecting a corresponding payment for which to create an overpayment, if none of the Fiscal Agencies under the user currently logged in match the 'Fiscal Agency' that the payment was made from, the following message is displayed when the radio button next to the Payment icon is selected: *"This Payment is not from your Fiscal Agency(s)."*

5. Outstanding is the default status for new overpayments. A status of Outstanding indicates that the Fiscal Agency is still attempting to recoup the overpayment from the provider.

10. All negative amounts will be displayed in red with a minus (-) sign.

12. If the 'Historical Payment' check box is selected, when searching for a provider from the Provider Search pop-up window, the user will not be required link the overpayment to an existing payment. The user will select the radio button next to the provider name in order to retrieve the provider.

13. If the 'Historic Payment' check box is selected, the search hyperlink in the Case Participant Information group box will be enabled and will launch the Person Search window to allow the user to search for the appropriate case participant.

14. If the 'Historic Payment' check box is selected, the user will be required to enter appropriate values in the Service Information group box.

15. If the user toggles the 'Historical Payment' check box the Overpayment Request page will be reset.

1.2.1.4. Save Processing

1. When the user clicks on the 'Save' button, the information collected on the Create Overpayment Request page is inserted into the PAYMENT table. However, no overpayments can be made on this request until it has gone through the Approvals process (i.e., No invoice processing will occur for overpayments which have not gone through the appropriate level of approvals). Once an 'Overpayment Request' goes through the final approval process, it becomes frozen and no information can be changed on this 'Overpayment Request', except for under the 'Overpayment Status' and 'Repayment Method' expandos.

2. After pressing the 'Save' button for a newly created overpayment request, the 'Overpayment ID' field in the 'Overpayment Request Identification' group box completes with a unique overpayment number.

3. The Payment Database trigger is invoked when overpayment is created. (Refer to the *FM01: Process Payments* topic paper for further details).

4. Upon final approval of the 'Overpayment Request', Payment.am_nontrust is set to zero. This field is used by the reimbursement batch programs. (Refer to the *FM04a: Reimbursement* topic paper for further details).

5. Upon final approval of the Overpayment Request, PAYMENT.fl_ffp_calc is set to 'Y.'. This flag is used by the reimbursement batch program. (Refer to *FM04a: Reimbursement* topic paper for further details).

6. If an Overpayment Request is cancelled and the PAYMENT.fl_ffp_calc is 'Y' then PAYMENT.fl_ffp_calc is set to 'N.'

7. If an Overpayment Request is cancelled and the PAYMENT.fl_ffp_calc is 'N' then PAYMENT.fl_ffp_calc is set to 'Y.'

8. Upon save processing, if PAYMENT.am_rqst < 0 and SERVICE_TYPE.fl_neg_allwd = 'N', the user receives an error *message "This Service Type does not allow for negative payments."*

9. In the 'Service Information' group box, if the user enters a positive number in any of the amount fields, then upon saving, the following message appears *"The Overpayment Request page does not allow positive amounts."*

10. If the Total Amount is zero, calculate Total Amount field by adding the 'Basic', 'Admin', 'Exceptional', or 'Supplemental' amounts at save processing. When the 'Save' button is pressed, values entered into the 'Basic', 'Admin', 'Exceptional', or 'Supplemental' fields, are added together and displayed on the 'Total Amount' field.

11. If PAYMENT.am_rqst < -$9,999,999.00, on save processing, the user will receive an error message *"The total amount can not be less than -$9,999,999.00."*

1.2.1.5. CRUD Matrix

Table Name	CRUD
PAYMENT	C,R,U
PERSON	R
PROVIDER_ORG	R
CASE	R
SERVICE_TYPE	R
PROV_REPMNT_MTHD	R
ORG_ENTITY	R

1.2.2. Update Overpayment Request Page

1.2.2.1. Page Overview

Navigation

The Update Overpayment Request page can be accessed from the desktop by clicking on the Create Financial Work icon and selecting 'Update Overpayment Request from the 'Overpayment' dropdown on the Financial Work page. This page can also be accessed by a worker with assignment to the case or provider by selecting the Payment record from under the Case or Provider icons on the desktop.

Page Summary

The Update Overpayment Request page allows the user to edit an overpayment request before it is approved and to view (in view-only mode) an overpayment request after it has been approved. In order to update an overpayment, the user enters the appropriate 'Overpayment ID' in the 'Overpayment ID' field and clicks the search button to pre-fill the page with that

overpayment's information. A user can also retrieve an existing overpayment using the Provider search by selecting the 'Search' hyperlink in the 'Provider Information' group box. On the Provider Search page, the user searches for the payee/provider, expands the Provider icon, expands the Payment icon, and uses the radio button next to an overpayment to select the overpayment they need to update. The overpayment information can then be updated and then sent for approval. Once approved, the overpayment record can be viewed from this page. The information will be populated by using one of the above search methods, and will not be editable. Users with appropriate security will be able to access and update the 'Overpayment Status' and Repayment Method expandos. When the 'Overpayment Status' is no longer "Outstanding," these expandos will be in 'view-only' mode.

1.2.2.2.   Page Information

Box: Overpayment Request Identification.

Fields:	Overpayment ID:	Unique identifier of the overpayment. From the Update Overpayment Request page, this is a user entered numeric field for retrieving an overpayment, or is populated by the overpayment returned from the 'Provider Search' and in this case will not be user editable; No default value.
	Creator:	The name of the person creating the overpayment; When updating an overpayment, this field displays the value associated with the original overpayment; Not user editable.
	Request Date:	The date on which the overpayment request is made; When updating an overpayment, this field displays the value associated with the original overpayment; Not user editable.
	Agency:	Indicates the Fiscal Agency for which the original payment is generated. When updating an overpayment, displays the value associated with the original overpayment; Not user editable.
	Overpayment Repaid:	Indicator of whether or not the overpayment has been fully repaid by the provider; System derived check box; Not user editable; Defaults to unchecked.
	Historical Payment:	Check box that indicates whether or not the overpayment is for a payment that does not exist in FSNF; User selected; Defaults to unchecked. Note: The OCA claiming will not process overpayments that are flagged as 'historical payment.'

Box: Provider Information

Fields:	Provider:	The name of the provider is derived from the existing overpayment when updating an overpayment; Not user editable.

updating an overpayment; Not user editable.

Box: Service Information

Fields: Expense Type: The expense type (placement service type and begin date) associated with the overpayment. Displays the value from the Payment table based on payment selected for the existing overpayment when updating an overpayment; Not user editable.

Service Category: The category of the service for which overpayment is being requested; pre-filled based on the existing overpayment when updating an overpayment; Not user editable.

Service Type: The type of service for which overpayment is being requested; pre-filled based on the existing overpayment when updating an overpayment; Not user editable.

Payment Service Begin Date: The beginning date of the payment for the service; pre-filled based on the existing overpayment when updating an overpayment; Not user editable.

Payment Service End Date: The ending date of the payment for the service; pre-filled based on the existing overpayment when updating an overpayment; Not user editable.

Units: Used for services where the payment amount is determined by rates and number of units. Pre-filled based on the existing overpayment when updating an overpayment; Not user editable.

Basic: The basic amount associated with the ongoing service; maps to PAYMENT.am_basic. This field is automatically set to the amount in the existing overpayment when updating an overpayment; Users can replace the automatically populated amount with a new negative amount. User entered amount field; Not required.

Admin: The administrative amount associated with the ongoing service; maps to PAYMENT.am_admin. This field is automatically set to the amount in the existing overpayment when updating an overpayment; Users can replace the automatically populated amount with a new negative amount. User entered amount field; Not required.

Exceptional: The exceptional amount associated with the ongoing service; maps to PAYMENT.am_excpt. This field is automatically set to the amount in the existing overpayment when updating an overpayment; Users can replace the automatically populated amount with a new negative amount; User entered amount field; Not required.

Supplemental: The Supplemental amount associated with the ongoing service;

maps to PAYMENT.am_suppl. This field is automatically set to the amount in the existing overpayment when updating an overpayment; Users can replace the automatically populated amount with a new negative amount; User entered amount field; Not required.

Total Amount:	The total amount of the overpayment; in 'view-only' mode when the user comes from either the Case or Provider expandos on the Desktop. This field is automatically set to the amount in the existing overpayment when updating an overpayment; Users can replace the automatically populated amount with a new negative amount; User entered amount field; Required.
Original Payment ID:	Unique identifier of the original payment that the overpayment corresponds to; pre-filled based on the existing overpayment when updating the overpayment; Not user editable.
Description:	Text field for adding overpayment request notes or comments; User entered text field; Not required; pre-filled based on the existing overpayment when updating the overpayment.
Links: Search (Provider)	Located in the 'Provider Information' group box. Accesses the Provider Search page to retrieve an existing overpayment.
Search (Person)	Located in the Case Participant Information group box. Enabled when 'Historic Payment' is selected. Accesses the Person Search page.
Options: Approval	Navigates user to the Approval History page.
Buttons: Retrieve	Search for existing payment record using Overpayment ID.
Save	Standard Save Processing.
Close	Standard Close Processing.
Calculate	Button to calculate the sum of the 'Basic', 'Admin', 'Exceptional', and 'Supplemental' fields and place this in the 'Total Amount' field. The button is disabled until the user has updated any one of the following fields: 'Basic', 'Admin', 'Exceptional', and 'Supplemental'. It is also disabled for approved overpayments.
Expando Overpayment Status	Enabled once page is saved
Fields: Overpayment Repaid:	Indicator of whether or not the overpayment has been fully repaid by the provider; System derived check box; Not user editable; Defaults to unchecked.

	Cancel:	Selecting this option designates that the overpayment should be cancelled. Selecting this option updates the overpayment's status to 'Cancelled' (PAYMENT.cd_pmt_stat = 'C') and updates the date that the overpayment was processed to the current system date (PAYMENT.dt_ovp_prcs = current date); Disabled if PAYMENT.fl_repaid = 'Y'; User selected radio button; Not Required; 'Overpayment Status' group box default value is "Outstanding."
	Write Off:	Selecting this option designates that the overpayment should be written off. Selecting this option updates the overpayment's write-off flag to 'Yes' (PAYMENT.fl_write_off = 'Y') and updates the date that the overpayment was processed to the current system date (PAYMENT.dt_ovp_prcs = current date); Disabled if PAYMENT.fl_repaid = 'Y'; User selected radio button; Not Required; 'Overpayment Status' group box default value is "Outstanding."
	Send to Collections:	Selecting this option designates that the overpayment should be reported to the State Collections system. Selecting this option updates the overpayment's recoupment option to Collections (PAYMENT.cd_recoup = 'C') and updates the date that the overpayment was processed to the current system date (PAYMENT.dt_ovp_prcs = current date); Disabled if PAYMENT.fl_repaid = 'Y'; User selected radio button; Not Required; 'Overpayment Status' group box default value is "Outstanding."
	Outstanding:	Selecting this option designates that the overpayment is still outstanding (i.e., trying to be recouped). Selecting this option updates the overpayment's recoupment status to "Outstanding" (PAYMENT.cd_recoup = 'O') and deletes any value in the date overpayment processed (PAYMENT.dt_ovp_prcs = null); Disabled if PAYMENT.fl_repaid = 'Y'; User selected radio button; Not required; Default value for new overpayments.
Expando	Repayment Method	Enabled when page is saved
Fields:	Reduce by Total Overpayment Amount – Allow Negative Invoice:	Selecting this option (PAYMENT.cd_ovp_mthd = I) designates the total overpayment amount (less any existing adjustments) to be removed from the provider's next check from the Fiscal Agency, regardless of if it results in a negative invoice. When a user selects this option, the absolute value of the 'Overpayment Request's Total Amount' (|PAYMENT.am_rqst|) will be copied into the Monthly Amount field (PAYMENT.am_reduce); Enabled if the payment's recoupment status is 'Outstanding' (PAYMENT.cd_recoup = 'O')

and the overpayment has not been repaid (PAYMENT.fl_repaid = 'N') and the 'Override' check box is selected. User selected radio button; Not required; When updating an overpayment, this field defaults to the value in the existing overpayment.

Reduce by Total Overpayment Amount – Do Not Allow Negative Invoice:	Selecting this option (PAYMENT.cd_ovp_mthd = P) designates the total overpayment amount (less any existing adjustments) to be removed from the provider's next check from the Fiscal Agency, but not allowing this to result in a negative invoice. When a user selects this option, the absolute value of the "Overpayment Request's Total Amount" (|PAYMENT.am_rqst|) will be copied into the Monthly Amount field (PAYMENT.am_reduce); Enabled if the payment's recoupment status is 'Outstanding' (PAYMENT.cd_recoup = 'O') and the overpayment has not been repaid (PAYMENT.fl_repaid = 'N') and the 'Override' check box is selected. User selected radio button; Not required; When updating an overpayment, this field defaults to the value in the existing overpayment.
Reduce Future Payments by Monthly Amount	This option (cd_ovp_mthd = R) is used to designate a specific dollar amount to be deducted on a monthly basis from payments made to the provider from the Fiscal Agency. The dollar amount is entered in the monthly amount field. Enabled if the payment's recoupment status is 'Outstanding' (PAYMENT.cd_recoup = 'O') and the overpayment has not been repaid (PAYMENT.fl_repaid = 'N') and the 'Override' check box is selected. User selected radio button; Not required; When updating an overpayment, this field defaults to the value in the existing overpayment.
Monthly Amount:	This field is enabled only when the 'Reduce Future Payments by Monthly Amount' repayment method is selected. Users will use this field to designate the dollar amount to be deducted on a monthly basis from payments made to the provider. The monthly amount (am_reduce) cannot be greater than the absolute value of the payment requests total amount (am_rqst); User entered amount field; Conditionally required; Enabled if the payment's recoupment status is 'Outstanding' (PAYMENT.cd_recoup = 'O') and the overpayment has not been repaid (PAYMENT.fl_repaid = 'N') and the 'Override' check box is selected. When updating an overpayment, this field defaults to the value in the existing overpayment.

1.2.2.3. Background Processing

1. If a value is entered into the 'Total Amount" field and then the user enters an amount

value in either the 'Basic', 'Admin', 'Exceptional', and 'Supplemental' fields, the user will receive a notification message *"The Total Amount field will now be set to zero."*

2. If a value is entered into either the 'Basic', 'Admin', 'Exceptional', and '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."*

3. The Calculate button determines the Total Amount follows:

    PAYMENT.am_basic + PAYMENT.am_admin + PAYMENT.am_excpt + PAYMENT.am_suppl.

4. If the 'Overpayment Request' searched by means of the 'Overpayment ID' was not created by the logged-in user's Fiscal Agency, the following message will be displayed: *"The selected Overpayment Request does not belong to your Fiscal Agency."*

5. If there is no overpayment record with the same Overpayment ID as is entered in the search, the following message will be displayed: *"That Overpayment record does not exist. Please enter a different Overpayment ID."*

6. 'Overpayment Search' using the 'Provider Search' hyperlink will only retrieve overpayments associated with the user's Fiscal Agency(s).

7. If a User selects an Overpayment Status of Cancel, Write Off, or Send to Collections, PAYMENT.cd_ovp_mthd = 'R' and PAYMENT.am_reduce = $0.00.

8. For users with appropriate security, 'Overpayment Status' and 'Repayment Method' expandos and related fields remain enabled after Overpayment approved, until Overpayment status is no longer "Outstanding" and has not been repaid.

9. All negative amounts will be displayed in red with a minus (-) sign.

10. The Reduce by Total Overpayment Amount – Allow Negative Invoice, Reduce by Total Overpayment Amount – Do Not Allow Negative Invoice and Reduce Future Payments by…Monthly Amount fields are enabled when the 'Override' check box is selected.

11. If the 'Historical Payment' check box is selected, when searching for a provider from the Provider Search pop-up window, the user will not be required link the overpayment to an existing payment. The user will select the radio button next to the provider name in order to retrieve the provider.

12. If the 'Historic Payment' check box is selected, the search hyperlink in the Case Participant Information group box will be enabled and will lunch the Person Search window to allow the user to search for the appropriate case participant.

13. If the 'Historic Payment' check box is selected, the user will be required to enter appropriate values in the Service Information group box.

14. If the user toggles the 'Historical Payment' check box the Overpayment Request page will be reset.

1.2.2.4. Save Processing

1. When the user clicks on the 'Save' button, the information collected on the Overpayment Request page is updated on the PAYMENT table. However, no overpayments can be made on this request until it has gone through the Approvals process (i.e., No invoice processing will occur for overpayments which have not gone through the appropriate level of approvals). Once an Overpayment Request goes through the final approval process, it becomes frozen and no information can be changed on this Overpayment Request, except for under the Overpayment Status and Repayment Method expandos.

2. The Payment Database Trigger is invoked. (Refer to the *FM01: Process Payments* topic paper for further details).

3. Upon final approval of the Overpayment Request, Payment.am_nontrust is set to zero.. This field is used by the reimbursement batch programs. (Refer to *FM04a: Reimbursement* topic paper for further details).

4. Upon final approval of the Overpayment Request, PAYMENT.fl_ffp_calc is set to 'Y.' This flag is used by the reimbursement batch program. (Refer to *FM04a: Reimbursement* topic paper for further details).

5. If an Overpayment Request is cancelled and the PAYMENT.fl_ffp_calc is 'Y' then PAYMENT.fl_ffp_calc is set to 'N.'

6. If an Overpayment Request is cancelled and the PAYMENT.fl_ffp_calc is 'N' then PAYMENT.fl_ffp_calc is set to 'Y.'

7. Upon save processing, if PAYMENT.am_rqst < 0 and SERVICE_TYPE.fl_neg_allwd = 'N', the user receives an error message *"This Service Type does not allow for negative payments."*

8. In the Service Information group box, if the user enters a positive number in any of the amount fields, then upon saving, the following message appears *"The Overpayment Request page does not allow positive amounts."*

9. If the Total Amount is zero, calculate Total Amount field by adding Supplemental, Administrative, 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.

10. If PAYMENT.am_rqst < -$9,999,999.00, on save processing, the user will receive an error message *"The total amount can not be less than -$9,999,999.00."*

11. Upon save processing for an overpayment request, if the Monthly Amount value is greater than the total overpayment amount, the user receives an error message *"Reduce Future Payment's by Monthly Amount cannot be greater than Total Amount."*

12. Generate Overpayment Adjustment record when an Overpayment Status is updated to Write-off or Send to Collections (PAYMENT.FL_WRITE_OFF = 'Y') or sent to collections (PAYMENT.CD_RECOUP = 'C').

    a. Find all approved Overpayment Adjustments for the corresponding overpayment

where PAYMENT.ID_PMNT = PAYMENT_ADJUST.OVP_ID_PMNT and sum their amounts as TOTAL_PAYMENT_ADJUST_AMT.

b. Calculate the balance as overpayment amount – sum of overpayment adjustments (OVERPAYMENT_BALANCE_AMT = PAYMENT.AM_RQST – TOTAL_PAYMENT_ADJUST_AMT).

c. Generate an Overpayment Adjustment for the above overpayment and the remaining balance (PAYMENT_ADJUST.AM_RQST = OVERPAYMENT_BALANCE_AMT), with the FFP Flag on the Overpayment Adjustment set to 'Y' (PAYMENT_ADJUST.FL_FFP_CALC). This will prompt the OCA Batch to generate payment ledger entries for this final Overpayment Adjustment for the Overpayment.

13. Ensure that once the Overpayment Status is no longer "Outstanding," that the Overpayment Status expando and associated fields is in view-only mode and no further changes may be made.

1.2.2.5. CRUD Matrix

Table Name	CRUD
PAYMENT	R,U
PERSON	R
PROVIDER_ORG	R
CASE	R
EPISODE	R
SERVICE_TYPE	R
PROV_REPMNT_MTHD	R
ORG_ENTITY	R
PAYMENT_ADJUST	C,R

1.2.3. Payee Overpayment page
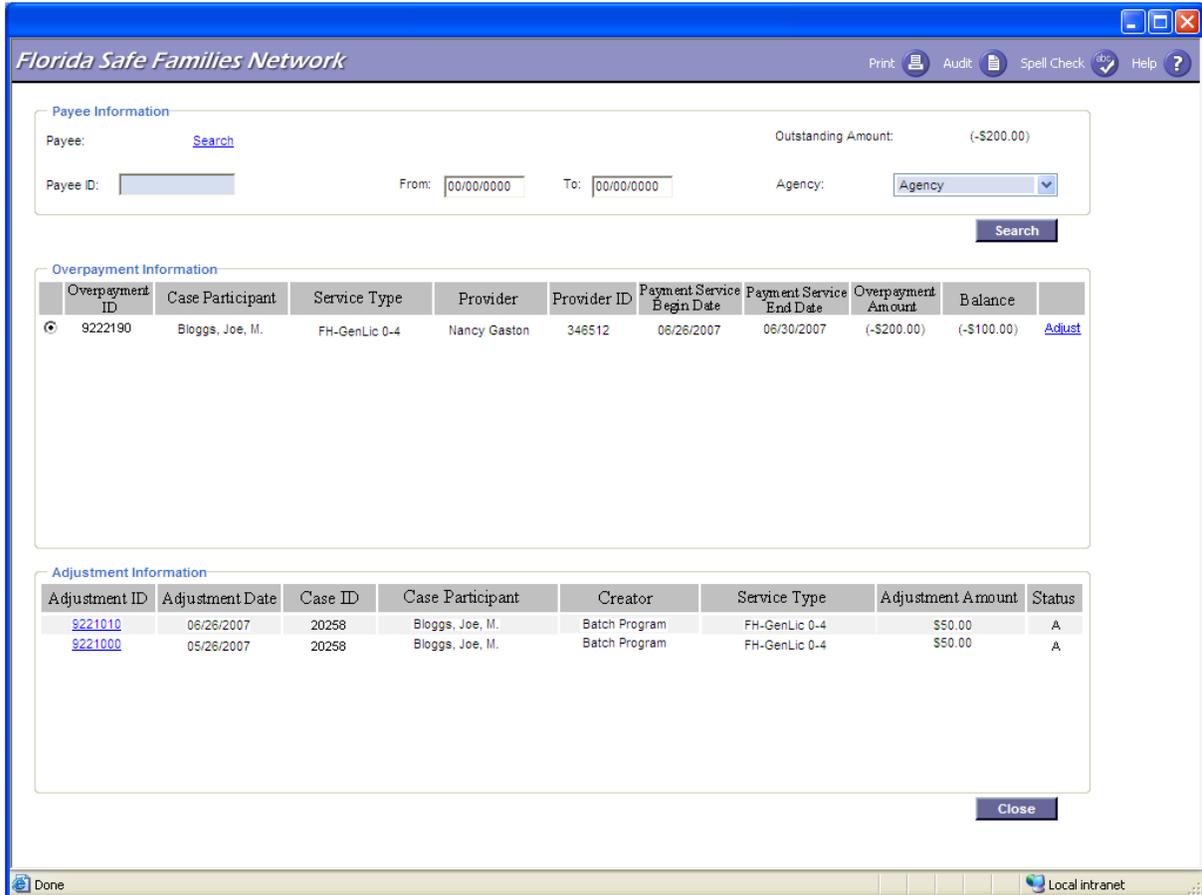
1.2.3.1. Page Overview

Navigation

The Payee Overpayments page is launched from the desktop by selecting the Create Financial Work icon and selecting the 'Payee Overpayment Adjustment' from the 'Overpayment' dropdown from the Financial Work page and then pressing the 'Continue' button.

Page Summary

The user must click the 'Search' hyperlink in the 'Payee Information' group box in order to select the appropriate payee. The 'Search' button will initiate the search and the Overpayment Information group box will display all overpayments for the payee, which were generated within the user's agency, and with a radio button next to each one. The 'Fiscal Agencies' associated with the logged in user will be listed in the 'Fiscal Agency' dropdown, and they can select the appropriate one. If the user is only associated with one 'Fiscal Agency' then the dropdown will default to that value. Any overpayments or overpayment adjustments that do not match the selected 'Payee' and the 'Fiscal Agency' of the user accessing the page are not displayed.

By selecting the radio button next to an overpayment entry, any previous overpayment adjustments for that specific overpayment will be displayed in the Adjustment Information group box. These adjustments may be manual adjustments that a user recorded through the Overpayment Adjustment page or may have been generated by a batch process which records adjustments based on a repayment schedule *(the detailed processing by this batch is explained in Section 1.4.1)*. To select an overpayment entry for a manual adjustment, the user must launch the Overpayment Adjustment page by clicking the '<u>Adjust'</u> hyperlink next to the overpayment row in the 'Overpayment Information' group box or by clicking the '<u>Adjustment ID'</u> hyperlink in the 'Adjustment Information' group box.

1.2.3.2. Page Information

Box: Payee Information

Fields:

Payee:	The name of the payee; the payee is populated after selecting the appropriate payee from the Payee search hyperlink, or by entering the Payee ID in the text box and performing a search; it is drawn from the Provider table based upon the Payee ID in the Payment; Not user editable.
Payee ID:	The unique ID number of the payee; the payee is populated after selecting the appropriate payee from the Payee search hyperlink, or by entering the Payee ID in the text box and performing a search; it is drawn from the Provider table based upon the Payee ID in the Payment; User entered field.
Outstanding Amount:	Sum of the overpayments in the Overpayment Information group box minus any amounts that have been already recouped; Not user editable.
From:	Begin date for overpayment search; User entered. Not Required.
To:	End date for overpayment search; User entered. Not Required.
Agency:	Indicates the 'Fiscal Agency' for which the overpayment adjustment is generated; user selected dropdown from the list of 'Fiscal Agencies' with which they are associated. When the user has only one associated 'Fiscal Agency', the dropdown defaults to that value; Required, dropdown field.

Box: Overpayment Information

Fields:	Overpayment ID:	Unique identifier of the overpayment; system retrieved from id_pmnt on the PAYMENT table; Not user editable.

Case Participant:	The name of the case participant; The name is formatted as Last, First, Middle Initial. Retrieved from the PERSON table, using id_prsn on the PAYMENT record; Not user editable.
Service Type:	Type of service for which the payment was generated; retrieved by the system from the SERVICE_TYPE table, using cd_srvc on the PAYMENT record. Display the short text description; Not user editable.
Provider:	The name of the provider; derived from the provider associated with the payment; Not user editable.
Provider ID:	The unique ID number of the provider; this information is derived from the provider associated with the payment; Not user editable.
Payment Service Begin Date:	The beginning date of payment for the service; System derived field; Required; No default value.
Payment Service End Date:	The ending date of payment for the service; System derived field; Required; No default value.
Overpayment Amount:	The amount of the original overpayment (always a negative amount); retrieved from am_rqst on the PAYMENT table; Not user editable.
Balance:	The balance due. This is calculated by adding up the Adjustment Amounts and subtracting this from the Overpayment Amount; Not user editable.

Box: Adjustment Information

Fields:

Adjustment ID:	Unique identifier of the overpayment adjustment; system retrieved from id_pmnt on the PAYMENT_ADJUST table; Not user editable.
Adjustment Date:	Date the overpayment adjustment request was recorded; system retrieved from dt_rqst on the PAYMENT_ADJUST table. Not user editable.
Case ID:	Unique identifier of the case; system retrieved from id_case on the PAYMENT_ADJUST table; Not user editable.
Case Participant:	The name of the case participant; formatted as Last, First, Middle Initial. Retrieved from the PERSON table using id_prsn on the PAYMENT_ADJUST record; Not user editable.
Creator:	Name of the worker who created the overpayment; retrieved from the PERSON table using id_cr on the PAYMENT record; Not user editable.

	Service Type:	Type of service for which the overpayment adjustment was generated; system retrieved from the SERVICE_TYPE table using cd_srvc on the PAYMENT_ADJUST record; the short text description is displayed; Not user editable.
	Adjustment Amount:	Amount of the overpayment adjustment; retrieved from am_rqst on the PAYMENT_ADJUST table.
	Status:	Status of the overpayment adjustment; Pending and Approved adjustments will be displayed; retrieved from Approval table using id_pmnt from PAYMENT_ADJUST table.
Links:	Adjust	Launches the Overpayment Adjustment page in create mode.
	Adjustment ID	Launches the Overpayment Adjustment page in update mode if it hasn't been approved, in view-only mode if it has been approved.
	Search	Located in the 'Payee Information' group box. Accesses the Provider Search page, where search can be performed for payee.
Buttons:	Close	Standard Close Processing.
	Search	Retrieves the overpayment records from the PAYMENT table and the associated adjustments for each overpayment.

1.2.3.3.   Background Processing

1. When the search button is clicked, if the Payee ID was entered then search will populate the Payee field with the Payee Name.

2. When the search button is clicked, if the Payee search hyperlink had been used to search for a Payee, the Payee ID field will be populated with the Payee ID and will disabled.

3. To select the Overpayments and Payment Adjustments that populate the group boxes, first check to see if PAYMENT.CD_AGENCY = Code of agency selected in the Agency dropdown AND PAYMENT_ADJUST.CD_AGENCY = Code of value selected in the Agency dropdown for the user that is logged in. If the Agencies do not match, then do not display the Overpayment or Payment Adjustment on the page.

4. To populate the Overpayment Information group box, select the overpayment(s) for the selected payee from the PAYMENT table. Read PAYMENT table using id_payee selected in the Payee Information group box, where am_rqst is negative and CD_RECOUP = 'O' (i.e., outstanding). The approved overpayment rows are the only items that may be adjusted by the user. Therefore, verify if the final approval status of this overpayment is "Approved" by accessing the APPROVAL table for the selected id_pmnt.

5. Display the selected rows in the Overpayment Information and Adjustment Information group boxes in reverse chronological order.

6. When the user selects a row, display any previous overpayment adjustments, both pending and approved, for this overpayment from the PAYMENT_ADJUST table in the Adjustment Information group box. Read PAYMENT_ADJUST where ovp_id_pmnt on PAYMENT_ADJUST = id_pmnt of PAYMENT AND PAYMENT_ADJUST.cd_recoup = X (previous adjustment) AND PAYMENT_ADJUST.cd_pmnt_stat <> 'C' (i.e., Not canceled overpayment adjustments). The original overpayment and any adjustments are linked by storing the original overpayment ID on each payment adjustment row.

7. Calculate the Balance by adding all the values in the Adjustment Amounts (am_rqst on the PAYMENT_ADJUST table) for a payment row, and subtracting the total from the value in the Overpayment Amount field (am_rqst on the PAYMENT table) for that payment row.

8. To select an overpayment for adjustment, the user will click on the Adjust hyperlink of the desired entry. This process will launch the Overpayment Adjustment page in create mode.

9. In addition, the Adjustment ID hyperlink will launch the Overpayment Adjustment page in update mode if it hasn't been approved, in view-only mode if it has been approved.

1.2.3.4. Save Processing

There is no save processing associated with this page.

1.2.3.5. CRUD Matrix

Table Name	CRUD
PROVIDER_ORG	R
PAYMENT	R
PERSON	R
SERVICE_TYPE	R
APPROVAL	R
PAYMENT_ADJUST	R
ORG_ENTITY	R

1.2.4. Overpayment Adjustment page

1.2.4.1. Page Overview

Navigation

The Overpayment Adjustment page is launched by the clicking on the 'Adjust' hyperlink next to an overpayment on the Payee Overpayments page, or by clicking the 'Adjustment ID' hyperlink.

Page Summary

The Overpayment Adjustment page allows users to review the original overpayment before making any manual adjustments. The 'Payment Request Identification', 'Provider Information', 'Case Participant Information', and 'Service Information' are retrieved from the Payment table. All fields will be disabled except the 'Adjustment Amount' and 'Description' fields in the 'Service Information' group box. The original overpayment amount is displayed as well as the total of any previous adjustments (both pending and approved) to this

overpayment, and the outstanding overpayment balance. The user will enter the new adjustment amount in the 'Adjustment Amount' field. This amount reduces the amount of the original overpayment.

For example, if a user discovered that Provider A was overpaid by $100, the user would generate an overpayment from the Create Overpayment Request page, including all Payment, Provider, Case Participant, and Service Information required and would enter a negative amount of -$100. If the amount owed by Provider A should have actually been $75 and not $100, the user would see the Original Amount = $100 and the Previous Adjustments = 0 on the Overpayment Adjustment page. The user would enter $25 in the Adjustment Amount field, thereby reducing the original overpayment amount of $100 to $75. The Original Amount field would still display -$100, however, but the Balance field would display -$75.

The Overpayment Adjustment page is also used to reduce the overpayment amount to reflect the receipt of a check or money order from a provider. The check amount is entered in the 'Adjustment Amount' field while the check number or money order number can be entered in the 'Description' field. A user can only make adjustments for overpayments that correspond to the Agency they work in. For example, a Big Bend CBC Agency can only make adjustments on overpayments that were created for Big Bend CBC Agency.

Note:

The total of the new 'Adjustment Amount' plus any previous adjustments cannot exceed the original overpayment amount.

The user is able to Print the Invoice – 188 form through the Options drop down. The user will be able to view and print the Invoice – 188 prior to the page being closed. Once the page is closed the Invoice – 188 cannot be printed.

1.2.4.2. Page Information

Box: Payment Request Identification

Fields:

Overpayment ID:	Unique identifier of the overpayment; retrieved from id_pmnt on the PAYMENT table; Not user editable.
Creator:	Name of the worker who created the overpayment; retrieved from the PERSON table using id_cr on the PAYMENT record; Not user editable.
Request Date:	Date the overpayment was initially recorded; retrieved from dt_rqst on the PAYMENT table; Not user editable.
Overpayment Repaid:	Indicates that this overpayment was fully repaid/recouped; retrieved from fl_repaid on the PAYMENT record; Not user editable.
Agency:	The Fiscal Agency for which the payment (overpayment) request was made; retrieved from the original payment record; Not user editable.

Box:	Provider Information	
Fields:	Provider:	The name of the provider; retrieved from the PROVIDER_ORG table using id_prvd_org on the PAYMENT record; Not user editable.
	Provider ID:	Unique ID of the provider; retrieved from id_prvd_org on the PAYMENT record; Not user editable.
	Payee:	The name of the payee; the payee is retrieved from the Provider table based on the Payee ID in the Payment; Not user editable; No default value.
	Payee ID:	The unique ID number of the payee; the payee is retrieved from the Provider table based on the Payee ID in the Payment; Not user editable; No default value.
Box:	Case Participant Information	
Fields:	Case:	Case name for which the overpayment was created; retrieved from the CASE table using id_case on the PAYMENT record; Not user editable.
	Case ID:	Unique case identifier for which the overpayment was created; retrieved from id_case on the PAYMENT record; Not user editable.
	Person:	Name of the case participant who received the services for which the overpayment was created; retrieved from the PERSON table using id_prsn on the PAYMENT record; Not user editable.
	Person ID:	The unique identifier for the case participant for which the overpayment was created; retrieved from id_prsn on the PAYMENT record; Not user editable.
Box:	Service Information	
Fields:	Expense Type:	The expense type associated with the payment identified by the service type (SERVICE_TYPE.tx_srvc for the EPISODE.cd_srvc) and the expense type begin date. This field will be pre-filled based on the value of placement at the time of the payment. Not user editable.
	Service Category:	Service Category for which the overpayment was recorded; retrieved from the CODE_DESC table by selecting the service category that is linked to the cd_srvc on the PAYMENT record; Not user editable.
	Service Type:	Service Type for which the overpayment was recorded; retrieved from SERVICE_TYPE table using the cd_srvc on the PAYMENT record; Not user editable.
	Payment	Beginning date of payment for the service for which the

	Service Begin Date:	overpayment was recorded; retrieved from dt_pmnt_begin on the PAYMENT record; Not user editable.
	Payment Service End Date:	End date of the payment for the service for which the overpayment was recorded; retrieved from dt_pmnt_end on the PAYMENT record; Not user editable.
	Original Payment ID:	Unique identifier of the original payment that the overpayment corresponds to; retrieved from id_pmnt on the PAYMENT record; Not user editable.
	Description:	The description of the overpayment adjustment recorded; retrieved from tx_pmnt_dscr on the PAYMENT_ADJUST table for an existing adjustment; User editable.
	Original Amount:	The amount of the original overpayment recorded; retrieved from am_rqst on the PAYMENT record; Not user editable. (This is always a negative number).
	Approved Adjustments:	The total amount of previous approved adjustments; retrieved from the Payment Adjustment table; system derived by totaling all the payment adjustments that are made against this overpayment; not user editable. (Adjustments are always a positive number).
	Pending Adjustments:	The total amount of previous adjustments that are pending an approval; retrieved from the Payment Adjustment table; system derived by totaling all the pending payment adjustments that are made against this overpayment; Not user editable. (This is always a positive value).
	Adjustment Amount:	The amount of the new overpayment adjustment; User entered currency field; saved to am_rqst on the PAYMENT_ADJUST table; Required field. (The values in this field can only be positive).
	Balance:	The outstanding overpayment amount. System derived by adding the value of the Approved Adjustments field (positive value) to the value of the Original Amount field (negative value); Not user editable. (This value is never greater than zero).
Options:	Approval	Standard Approval Processing.
	Invoice – 188	Printable invoice for all manual overpayment adjustments must be o the page being closed. After 'Save' is selected the invoice is frozen can be launched. Once the page is closed the invoice is not is page.
Buttons:	Save	Standard Save Processing.
	Close	Standard Close Processing.

1.2.4.3. Background Processing

1. Using id_pmnt from the row selected on the Payee Overpayments page, read PAYMENT table and retrieve the overpayment to populate the Overpayment Adjustment page.

2. Display the selected overpayment by retrieving the supporting data and disabling all fields except the Adjustment Amount and Description fields and allowing the user to enter an amount to reduce the original overpayment amount.

3. Display the original overpayment amount in the *Original Amount* field; read the PAYMENT_ADJUST table and select all rows where PAYMENT.id_pmnt = PAYMENT_ADJUST.ovp_id_pmnt AND PAYMENT_ADJUST.cd_pmnt_stat <> 'C.' Add the amounts for all outstanding overpayment adjustments (i.e., sum the PAYMENT_ADJUST.am_rqst) and display in the *Previous Adjustments* field.

4. Once the adjustment amount has been entered into the Overpayment Adjustment page, the request must be approved. The user accesses the Approval page from the Options dropdown field (see *CM19: Approvals for details on the approval process*).

5. Verify that the adjustment amount entered plus the sum of the previous adjustments do not exceed the original overpayment amount. The absolute value of the original amount must be greater than or equal to the sum of previous adjustments plus the new adjustment amount at all times. If this condition is not satisfied display an error message.

6. Calculate the Balance by adding the value of the Approved Adjustments field (positive) to the value of the Original Amount field (negative).

7. The Balance field is always less than or equal to zero.

8. The Original Amount field is always negative.

9. The Adjustment Amount field only accepts positive (+) values.

10. The Approved Adjustments field is always positive.

11. The Pending Adjustments field is always positive.

1.2.4.4. Save Processing

1. Save Processing is initiated by clicking the Save command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if they would like to 'Save changes before closing the page.'

2. When the user clicks on the Save button, the information on the Overpayment Adjustment page is written to the PAYMENT_ADJUST table.

3. If the user enters a negative number in the Adjustment Amount field, then upon saving, the following message appears: *"The Overpayment Adjustment page does not allow negative amounts."*

4. If the user enters an Adjustment Amount that exceeds the absolute value of the sum of the Balance (negative) and the Pending Adjustment (positive) (i.e. |Balance + Pending

Adjustment|), they will receive the following error message upon save processing: *"The Adjustment Amount cannot exceed the difference between the Balance and Pending Adjustment."*

5. Write a new row in the PAYMENT_ADJUST table setting the following fields and using the original overpayment row information to populate the remaining required fields:

> id_pmnt = Unique identifier from NEXT_NUM (Adjustment row ID or Adjustment ID)
>
> am_rqst = New amount entered (must be positive)
>
> cd_pmnt_type = 'D'
>
> dt_rqst = System date
>
> fl_non_sys_disb_post = 'N'
>
> cd_recoup = 'X' (adjustment)
>
> cd_adjst_type = 'M' (Manual Adjustment)
>
> ovp_id_pmnt = id_pmnt from original overpayment on Payment
>
> tx_pmnt_dscr = new adjustment description entered.

Once the original overpayment to be adjusted is located, get all the remaining information to populate the rest of this PAYMENT_ADJUST record from that PAYMENT record.

6. Upon final approval of an overpayment adjustment,

> IF the absolute value of the original amount is equal to the sum of approved previous adjustments with PAYMENT_ADJUST.cd_pmnt_stat <> 'C' plus the new approved adjustment amount,
>
> THEN Update PAYMENT.cd_recoup = 'R' (to designate that the selected overpayment is fully recouped) AND Update PAYMENT.fl_repaid = 'Y.'
>
> Set fl_ffp_calc='Y' to let the OCA Reimbursement Allocation batch (FM04a) know to process this overpayment adjustment

7. When Close is selected the user will receive a warning message "Before the page is closed launch and print the Invoice -188. You will not have another opportunity to complete this task after the page is closed. Do you wish to continue and close the page?"

1.2.4.5. CRUD Matrix

Table Name	CRUD
PROVIDER_ORG	R
PAYMENT	R,U
CASE	R
PERSON	R

Table Name	CRUD
SERVICE_TYPE	R
APPROVAL	C,R
PAYMENT_ADJUST	C,R,U

1.3.   Inventories

1.3.1.   Table Descriptions

Table Name	Description
APPROVAL	The APPROVAL table stores information about all Approvals in FSFN. All related FSFN processes build and maintain this data.
CASE_MASTER	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 FSFN provider or other provider. The CASE_MASTER table contains case relations, address and approval information. Processes of SM04 (Maintain Case) and SM05 (Close Case) create and maintain case records.
PAYMENT	PAYMENT table stores data about payments and authorization of payments to providers. Payments can be associated with service episode. Processes of FM01 (Process Payment Requests) build and maintain this information.
PAYMENT_ADJUST	The PAYMENT_ADJUST table stores detailed information about adjustments made against provider overpayments. Processes of FM01 (Process Payments) maintain and update this information.
PERSON	This PERSON table maintains information that identifies an individual known to FSFN such as name, date of birth, social security number, race, gender, etc. 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/Organizational Provider) and updated in PM04a (Licensing Person Provider).
SERVICE_TYPE	SERVICE TYPE table maintains information associated with any defined category of provider service offered in FSFN including training requirements, 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.
ORG_ENTITY	The ORG_ENTITY table maintains the information that relates Parent Agencies to their Fiscal Agencies, and thus workers to Fiscal Agencies.

1.3.2.   <u>Reference Data</u>

1.3.2.1.   **Dropdowns**

1.3.2.2.   **List Boxes**
     None

1.3.3.   <u>Automated Messages</u>
     None

1.3.4.   <u>Checklists</u>
     None

1.3.5.   <u>Ticklers</u>
     None

1.3.6.   <u>Notifications</u>
     None

1.3.7.   <u>Text Templates</u>
     1.3.7.1.   188 form -(Overpayment Adjustment page)

1.3.8.   <u>Reports</u>

1.3.8.1.   Overpayment Activity Report

1.3.9.   <u>Triggers</u>
     None

1.4.   Batch Programs

1.4.1.   Adjust Overpayments Based on Repayment Plan

Program Name: b-fm02b-adjust-overpayments

Script Name: b-fm02b-00.script

Process Summary: This batch program processes outstanding overpayments to a provider and creates overpayment adjustments that reduce the future payments that will be made to a provider.

Provider repayment methods can be designated at three levels; 1) Fiscal Agency, 2) Fiscal Agency/Payee, and 3) Individual Overpayment. The methods for repayment are: 1) Reduce by Total Overpayments – Allow Negative Invoice, 2) Reduce by Total Overpayments – Do Not Allow Negative Invoice, and 3) Reduce Future Payments by Monthly Amount.

A repayment method can be designated for an individual overpayment if the 'Override' check box at the Overpayment Request level is selected. If not, the system will check to see if the 'Override' check box at the Payee/Fiscal Agency level is selected. If so then the system will use the Payee/Fiscal Agency repayment method. If not then the system will use the Fiscal Agency repayment method. If 'Override' is selected at both the Payee/Fiscal Agency level and the individual Overpayment Request level, then the system will use the value designated at the individual Overpayment Request level.

In addition, users can specify whether overpayments should be recouped only from a particular Service Batch, such as Foster Home, Adoption, or Independent Living. This is done by selecting the 'Service Batch Applicable' check box at Fiscal Agency level.

The batch will read the preferred method of repayment as designated on the *CM25: Organization*, *PM02a: Person Provider* or *PM02b: Organizational Provider* pages or if applicable on the *Overpayment Request* page and process the outstanding overpayments accordingly.

The appropriate worker may negotiate a repayment plan with the payee so that a certain dollar amount will be recouped from the future payments that are due to the payee. If this is negotiated for a specific overpayment, the batch will record overpayment adjustments against that specific overpayment. If this is negotiated at the Payee/Fiscal Agency level, the batch process will record overpayment adjustments against the first payment, and monthly thereafter until that overpayment is recouped.

In recording the adjustments, the batch will copy the agency code associated with the overpayment to the adjustment record. The appropriate

worker can change the monthly amount that will be reduced via the Person Provider, Organizational Provider, or Overpayment Request pages. This gives the worker the flexibility to increase the amount or take out no money for a certain period of time if necessary (e.g., around Christmas time).

Frequency: Daily, Weekly, and Monthly depending on the frequency of the Calculate Ongoing Amounts process.

Dependencies: This batch program needs to run after FM01 – Calculate Ongoing Amounts and Fixed Price Contracts batch programs and before FM02 – Create Pending Invoices batch program.

Input Files: cycle-date-override

Output Files: None

Database Tables:

APPROVAL	C, R
NEXT NUMBER	R, U
PAYMENT	R, U
PAYMENT_ADJUST	C, R
PROVIDER_ORG	R
PROV_REPMNT_MTHD	R
ORG_ENTITY	R

Process Description:

This batch program consists of two sections that record adjustments against the overpayments to those providers with which the worker has negotiated a repayment plan.

1. Select an approved overpayment record from the PAYMENT table (need to verify through the APPROVAL table) with PAYMENT.cd_recoup = 'O' (outstanding) and PAYMENT.am_rqst < 0.

2. Verify if the overpayment is finally approved by checking if APPROVAL.cd_stat = 'A' on the APPROVAL table row where APPROVAL.id_wrk_type = PAYMENT.id_pmnt AND APPROVAL.cd_wrk_type = '1' (i.e., work type = Payment).

3. Select ORG_ENTITY. fl_service_batch where

   ORG_ENTITY.CD_AGENCY = PAYMENT.cd_agency
   If Found
       Set ws_fl_service_batch = ORG_ENTITY.fl_service_batch
       Set ws_agncy_cd_ovp_mthd to ORG_ENTITY.cd_ovp_mthd
       Set ws_agncy_am_reduce = ORG_ENTITY.am_reduce
   Else
       Set ws_fl_service_batch = 'N'

      Set ws_agncy_cd_ovp_mthd to 'R'

      Set ws_agncy_am_reduce = $0.00

4. For the selected PAYMENT record,

    If PAYMENT.fl_indvl_ovrd = 'Y'

        Set ws_cd_ovp_mthd to PAYMENT.cd_ovp_mthd

        Set ws_am_reduce = PAYMENT.am_reduce

    ELSE Select PROV_REPMNT_MTHD.fl_indvl_ovrd, cd_ovp_mthd, am_reduce where

        PROV_REPMNT_MTHD.id_prvd_org = PAYMENT.id_payee

        and PROV_REPMNT_MTHD.cd_agency = PAYMENT.cd_agency

        IF found and ELSE IF PROVIDER_ORG. fl_indvl_ovrd = 'Y'

            Set ws_cd_ovp_mthd to PROV_REPMNT_MTHD.cd_ovp_mthd

            Set ws_am_reduce = PROV_REPMNT_MTHD.am_reduce

            ELSE

                Set ws_cd_ovp_mthd to ws_agncy_cd_ovp_mthd

                Set ws_am_reduce = ws_agncy_am_reduce

5. For the selected overpayment, if ws_cd_ovp_mthd <> 'I' (indicating negative invoices allowed), determine if the payee is receiving positive payments during the time period. If no positive payments are being generated for the payee, overpayment adjustments are not created.

If ws_fl_service_batch is 'N' (Fiscal Agency does not require that service batch of overpayment matches the payment's service batch), continue processing overpayment.

If ws_fl_service_batch is 'Y' (Fiscal Agency only recoups overpayment from payments whose service batch matches), check if any of the positive payments have a matching service batch (overpayment service type's service batch is same as payment service type's service batch).

Section I

6. If ws_cd_ovp_mthd = 'R' and ws_am_reduce = 0, then skip to the next overpayment record. This means that there will not be any reductions made to a payment issued to the payee for the current month.

7. If PROV_REPMNT_MTHD.cd_ovp_mthd = 'R' AND PROV_REPMNT_MTHD.am_reduce > 0, then the batch program creates an overpayment adjustment that will equal PROV_REPMNT_MTHD.am_reduce for the last month. In order to make sure that the monthly overpayment adjustment amount is taken from the payments issued to the provider, the batch checks the sum of the overpayment adjustments that have already been posted in the last month. This is done by adding up the

PAYMENT_ADJUST.am_rqst for this id_payee -passed from the PAYMENT record - recorded in the last month.

The batch will select all the PAYMENT_ADJUST records with PAYMENT_ADJUST.cd_pmnt_stat <> 'C' (i.e., not canceled) and add the PAYMENT_ADJUST.am_rqst of the selected records for the last month (based on PAYMENT_ADJUST.dt_rqst).

The batch will also copy the PAYMENT.cd_agency_ value to the PAYMENT_ADJUST.cd_agency field.

If the sum of the adjustments made in the last month are greater than or equal to PROV_REPMNT_MTHD.am_reduce, then skip this provider (i.e., necessary adjustments have already been made).

> If the sum of the adjustments made in the last month is less than PROV_REPMNT_MTHD.am_reduce: Create a new PAYMENT_ADJUST record with the following attributes.
>
> > id_pmnt = Unique identifier from NEXT_NUM (Adjustment row ID or Adjust ID)
> >
> > am_rqst = PROV_REPMNT_MTHD.am_reduce **OR** PAYMENT.am_rqst (whichever is smaller) – (sum all adjustments in the last month)
> >
> > cd_pmnt_type = 'D'
> >
> > dt_rqst = System date
> >
> > fl_non_sys_disb_post = 'N'
> >
> > cd_recoup = 'X' (adjustment)
> >
> > cd_adjst_type = 'B' (Batch Adjustment)
> >
> > tx_pmnt_dscr = "Adjusted by Batch"
> >
> > ovp_id_pmnt = id_pmnt of the oldest outstanding overpayment (PAYMENT.cd_recoup = "O") for this provider. Find the oldest overpayment record based on PAYMENT.dt_rqst date on each of the outstanding overpayment records. This will enforce that the oldest outstanding overpayments get recouped earlier.
> >
> > cd_ovp_mthd = ws_cd_ovp_mthd
> >
> > Set fl_ffp_calc='Y' to let the OCA Reimbursement Allocation batch (FM04a) know to process this overpayment adjustment
> >
> > Once the original overpayment to be adjusted is located, get all the remaining information to populate the rest of this PAYMENT_ADJUST record from that PAYMENT record.
>
> Otherwise, skip this payment.

8. There may be overpayment records that are partially adjusted but may need further adjustments until they are fully recouped (i.e., PAYMENT.cd_recoup = 'R'). Therefore, the outstanding portion of an overpayment that is not yet fully recouped is calculated by subtracting the sum of PAYMENT_ADJUST.am_rqst from all records where PAYMENT_ADJUST.cd_pmnt_stat <> 'C' AND PAYMENT_ADJUST.ovp_id_pmnt = PAYMENT.id_pmnt (i.e., subtract the sum of previous adjustments that have been already made against this overpayment).

9. If the PROV_REPMNT_MTHD.am_reduce is greater than the amount on the specific overpayment record being adjusted (PAYMENT.am_rqst), then create PAYMENT_ADJUST record as described above AND flag the original overpayment as fully recouped by setting PAYMENT.cd_recoup = 'R' and PAYMENT.fl_repaid = 'Y.' In this case, (PROV_REPMNT_MTHD.am_reduce − PAYMENT.am_rqst) still needs to be reduced, so search for the next outstanding AND oldest (based on PAYMENT.dt_rqst) overpayment record to adjust. If there are no other overpayment records for the same provider, then search for next outstanding overpayment record for a new provider and start from the beginning of Section II.

Section II

10. If ws_cd_ovp_mthd = 'I' or 'P' (i.e., Reduce by Total Overpayments (Allow Negative Invoice, or Do Not Allow Negative Invoice), then Update PAYMENT.cd_recoup = 'R' and PAYMENT.fl_repaid = 'Y' and PAYMENT.dt_ovp_prcs = current system date.

11. Create a new PAYMENT_ADJUST record with the following attributes.

> id_pmnt = Unique identifier from NEXT_NUM (Adjustment row ID or Adjust ID)
>
> am_rqst = Payment.am_rqst (for the original overpayment) - sum of all payment adjustments made against this overpayment
>
> cd_pmnt_type = 'D'
>
> dt_rqst = System date
>
> fl_non_sys_disb_post = 'N'
>
> cd_recoup = 'X' (adjustment)
>
> cd_adjst_type = 'B' (Batch Adjustment)
>
> tx_pmnt_dscr = "Adjusted by Batch"
>
> ovp_id_pmnt = Payment.id_pmnt
>
> cd_ovp_mthd = ws_cd_ovp_mthd
>
> Set fl_ffp_calc='Y' to let the OCA Reimbursement Allocation batch (FM04a) know to process this overpayment adjustment
>
> Once the original overpayment to be adjusted is located, get all the remaining information to populate the rest of this PAYMENT_ADJUST record from that PAYMENT record.

11. When a PAYMENT_ADJUST record is created by the batch process, associated approval rows are also created in the database. Insert two rows in the APPROVAL table, first with APPROVAL.cd_actn and cd.stat = 'I' and the second with APPROVAL.cd_actn and cd_stat = 'A.' Set APPROVAL.id_wrk_type = PAYMENT_ADJUST.id_pmnt. Set APPROVAL.cd_wrk_type = '33' (i.e., work type = Overpayment Adjustment) and set APPROVAL.id_wrk_type = PAYMENT_ADJUST.id_pmnt.

1.5.   Requirements Covered in This Paper

- FMP-004
- FMP-042
- FOU-001
- FOU-003
- FOU-004
- FOU-006
- FOU-007
- FOU-008
- FOU-009
- FOU-010
- CR-334

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