Common Financial Processes

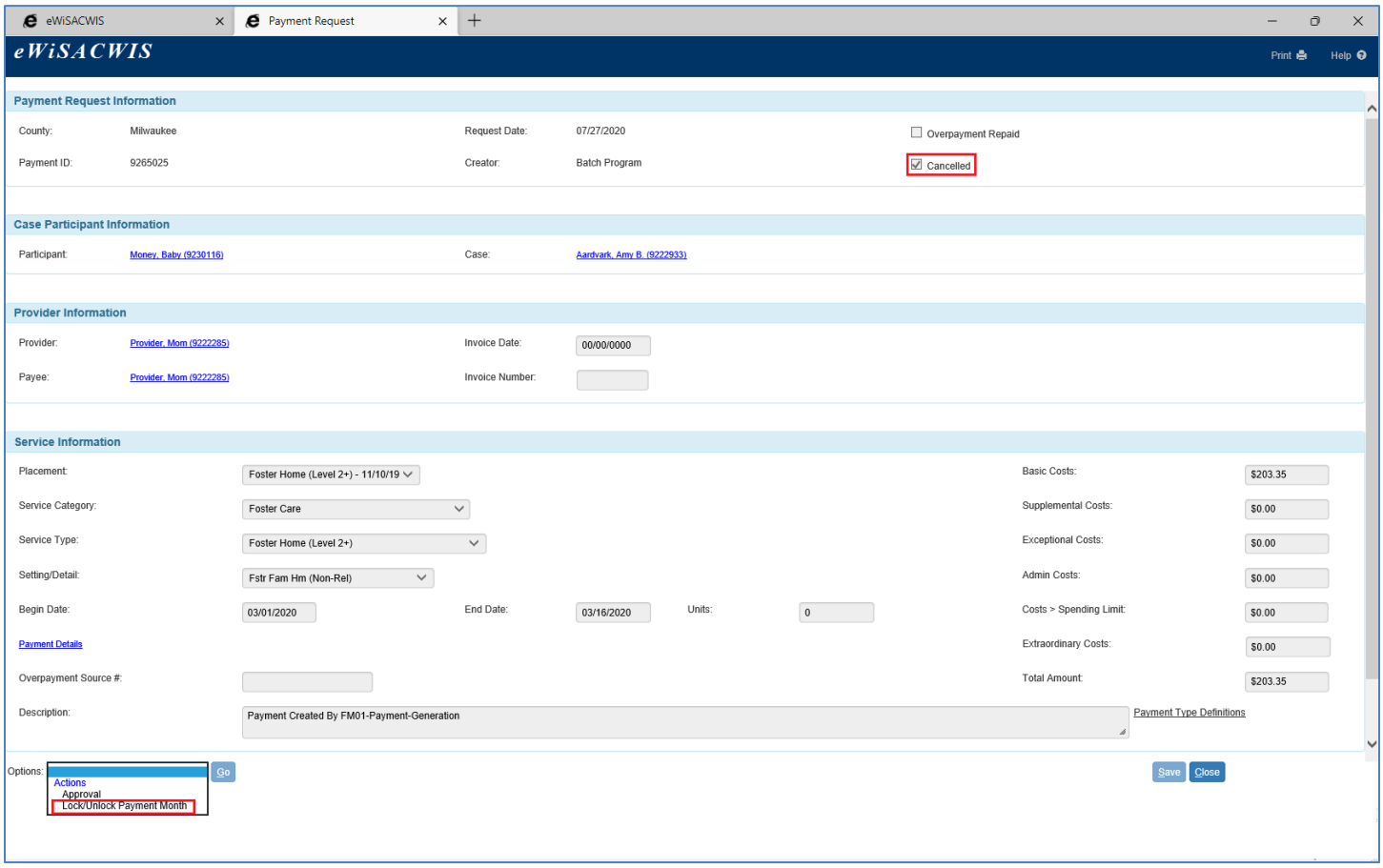
Introduction

This User Guide outlines some new fiscal functions that were added to eWiSACWIS with the June 2014 Release, and several of the more common scenarios that financial users may encounter as they walk payments and checks through monthly and weekly batch processes.

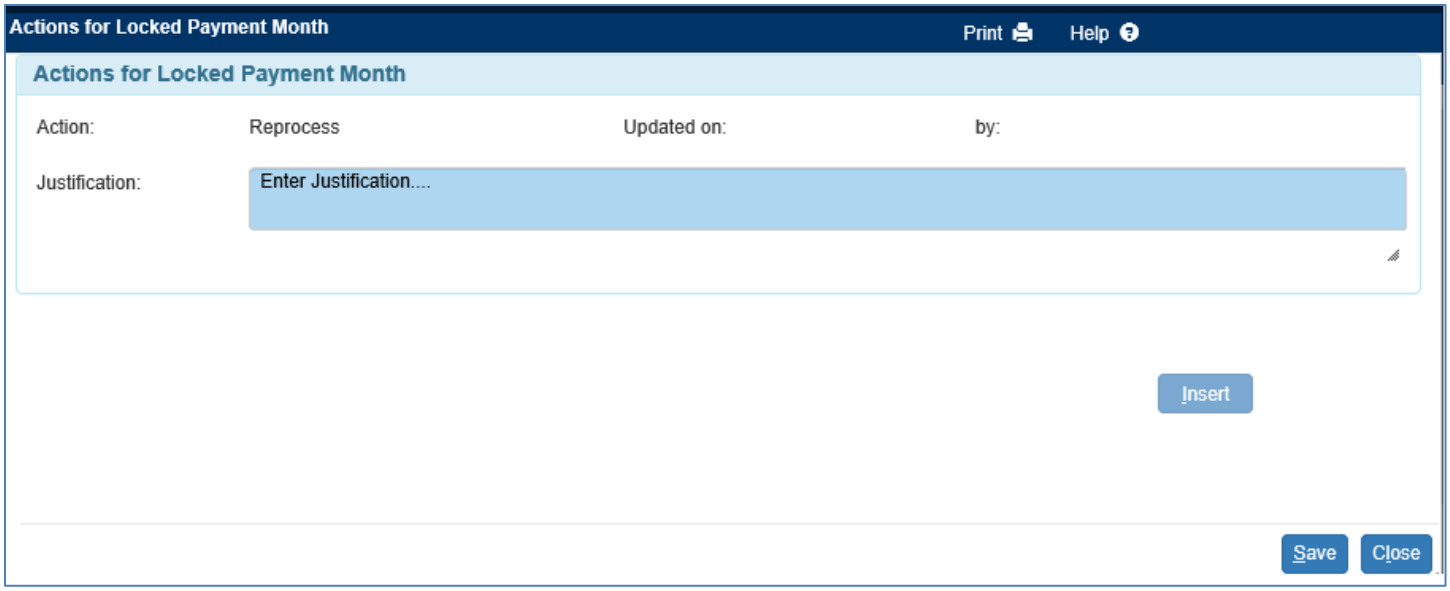
New Fiscal Functions

Lock/Unlock Payment Month: This function allows you to unlock or lock a payment month so that it is either eligible or not eligible for financial processing. When a payment is cancelled, the month associated with that payment becomes locked. A payment month is illustrated as being "locked" with the icon next to the payment. To unlock the payment month do the following:

1. Locate the payment to be cancelled (either from your desktop or the Checks and Payments Maintenance page).
2. Once the payment is cancelled and saved, from the Options drop-down select Lock/Unlock Payment Month and click Go. This will open the Actions for Locked Payment Month page.

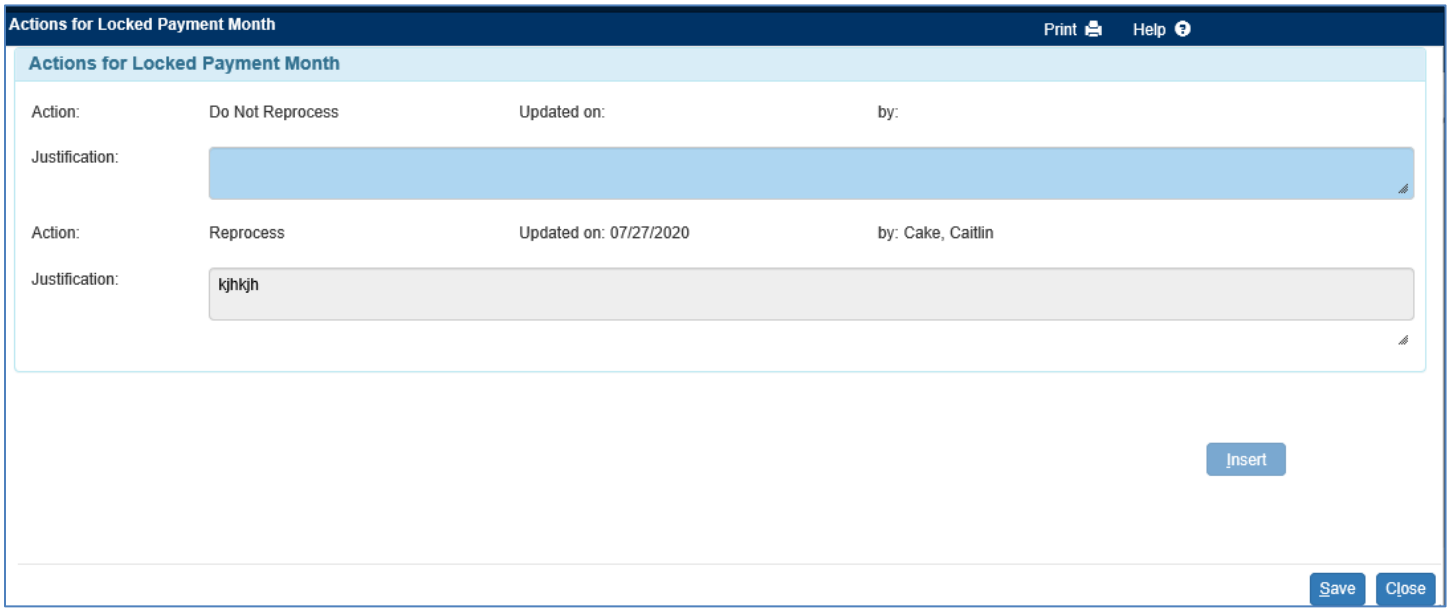


Select the Insert button, and provide a justification for unlocking or locking the payment month.



3. If a payment month was unlocked in error it can be reset to locked by accessing the Actions for Locked Payment Month page and inserting a new action.

   Note: The action of setting these values is tracked and displayed so that one can see when the value was set and by whom.



4. The payment icon will display differently on the Search page for a payment that is cancelled where the payment month is not locked versus one where the payment month is locked. In our example below, the top payment line is represented by a Lock icon because the payment month is locked. The bottom payment line is represented by a green money bag with a “No Sign”. This payment is cancelled, verbally indicated by the word “Cancelled” on the payment line. However, the payment month is not “Locked.”

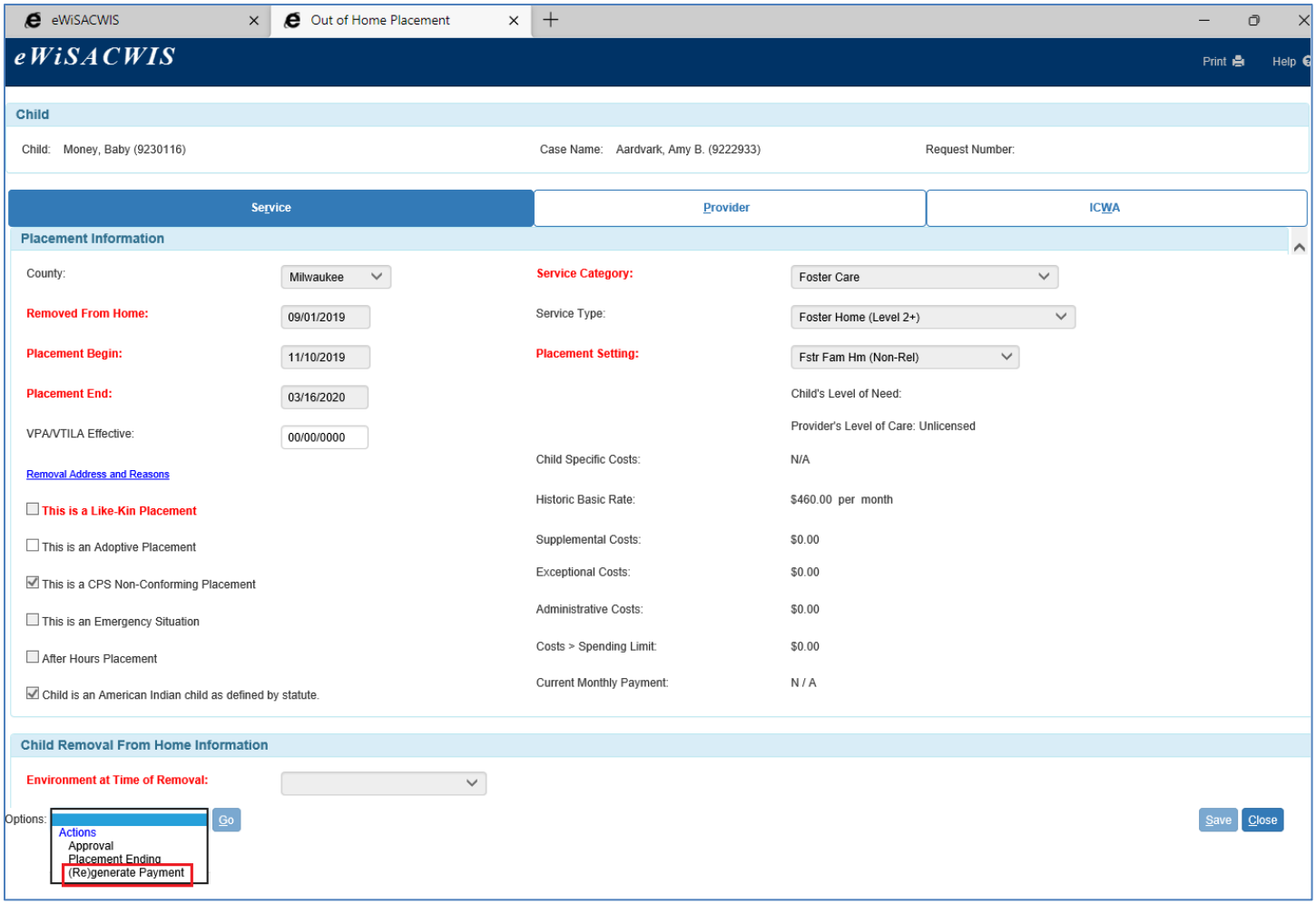
(Re)generate Payment: This function is available from a paid Out of Home Placement or Service for users with the appropriate security, and allows you to manually kick-off the payment batch for that specific Out of Home Placement or Service.

When is this function useful? The main purpose of this function is to allow you to generate payments without having to wait for the payment batch to run. For example, a payment is already generated and attached to a Pending Check, and then it is realized that the payment only includes the Basic Rate. This function allows you to create the Foster Care Rate and then regenerate the payment without having to wait a week for the payment batch to rerun. The rerun of the payment batch will evaluate what it has already paid versus what it should pay based on the most current Out of Home Placement/CANS/Foster Care Rate data. In our example above, it would generate a new payment that includes any Supplemental, Exceptional, and Administrative costs that may have been missed.

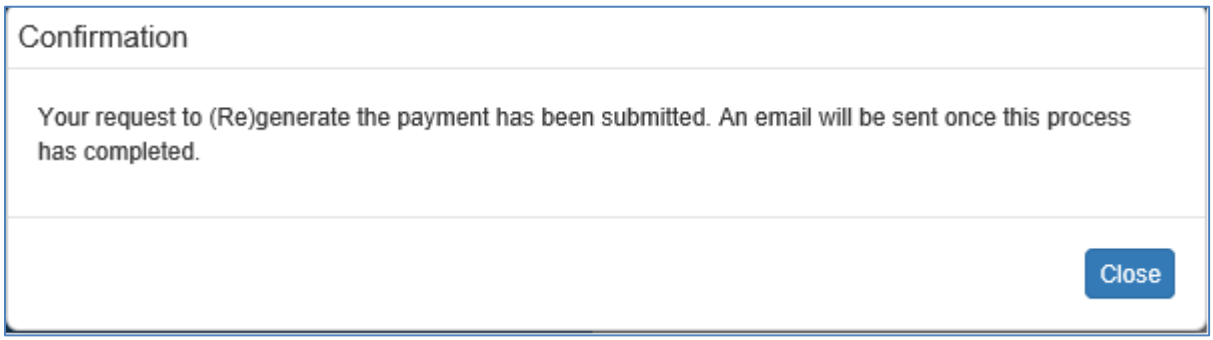
Note: You are not required to use this function. If you do nothing, the payment batch will pick up the change when it runs. Again, this function simply provides you with the ability to run the payment batch before it is actually scheduled.

The function is launched by doing the following:

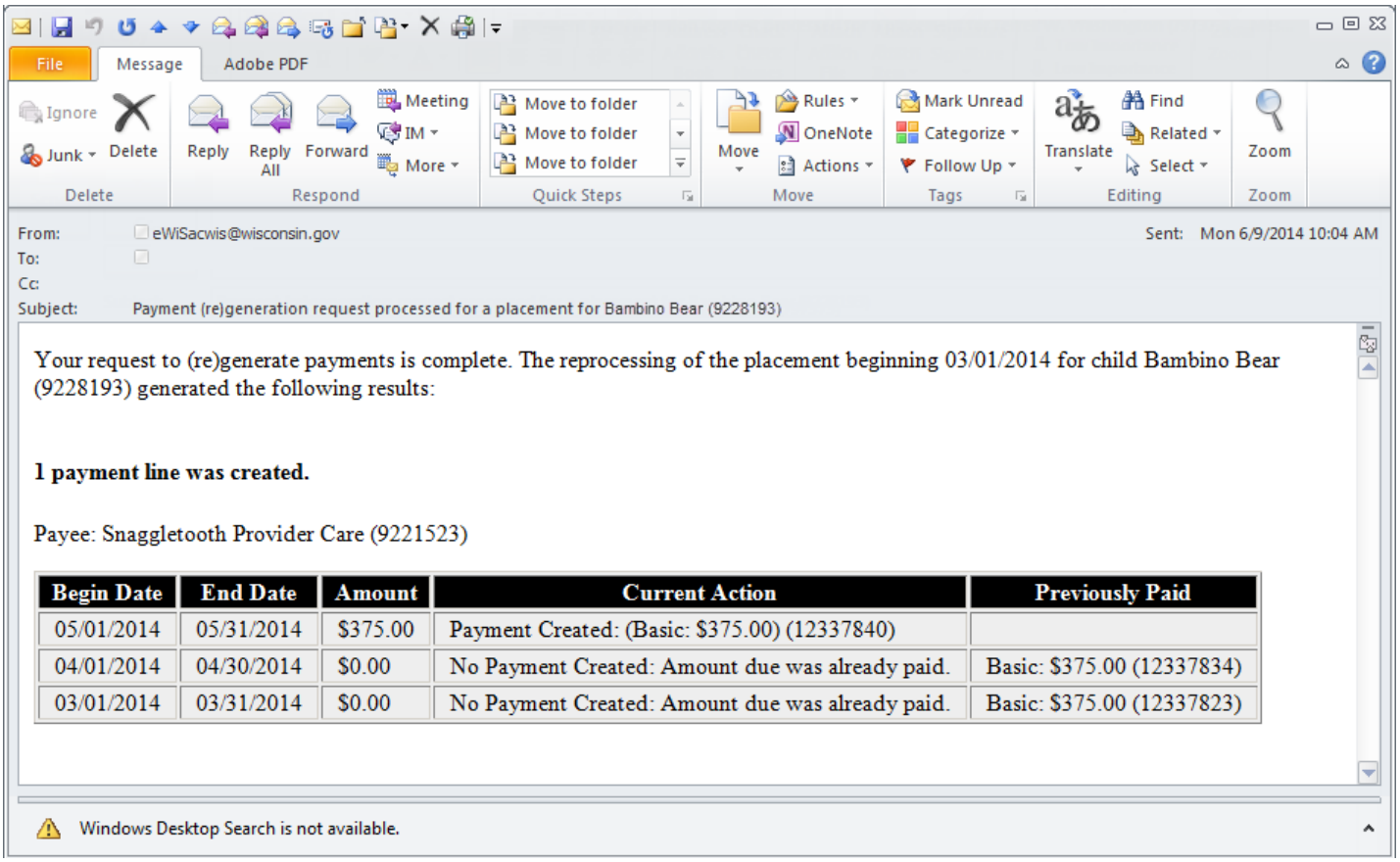
1. Access the paid Out of Home Placement or Service from your desktop.
2. From the Option drop-down choose (Re)generate Payment and click Go.



Upon selecting the (Re)generate Payment option and the Go button the payment batch kicks off and you will be presented with the following message:



3. The email you receive outlines the evaluation that the payment batch did and any Payments or Overpayments that were generated as part of the changes. Below is a sample email:



From: eWiSacwis@wisconsin.gov
Sent: Mon 6/9/2014 10:04 AM
To:
Cc:
Subject: Payment (re)generation request processed for a placement for Bambino Bear (9228193)

Your request to (re)generate payments is complete. The reprocessing of the placement beginning 03/01/2014 for child Bambino Bear (9228193) generated the following results:

1 payment line was created.

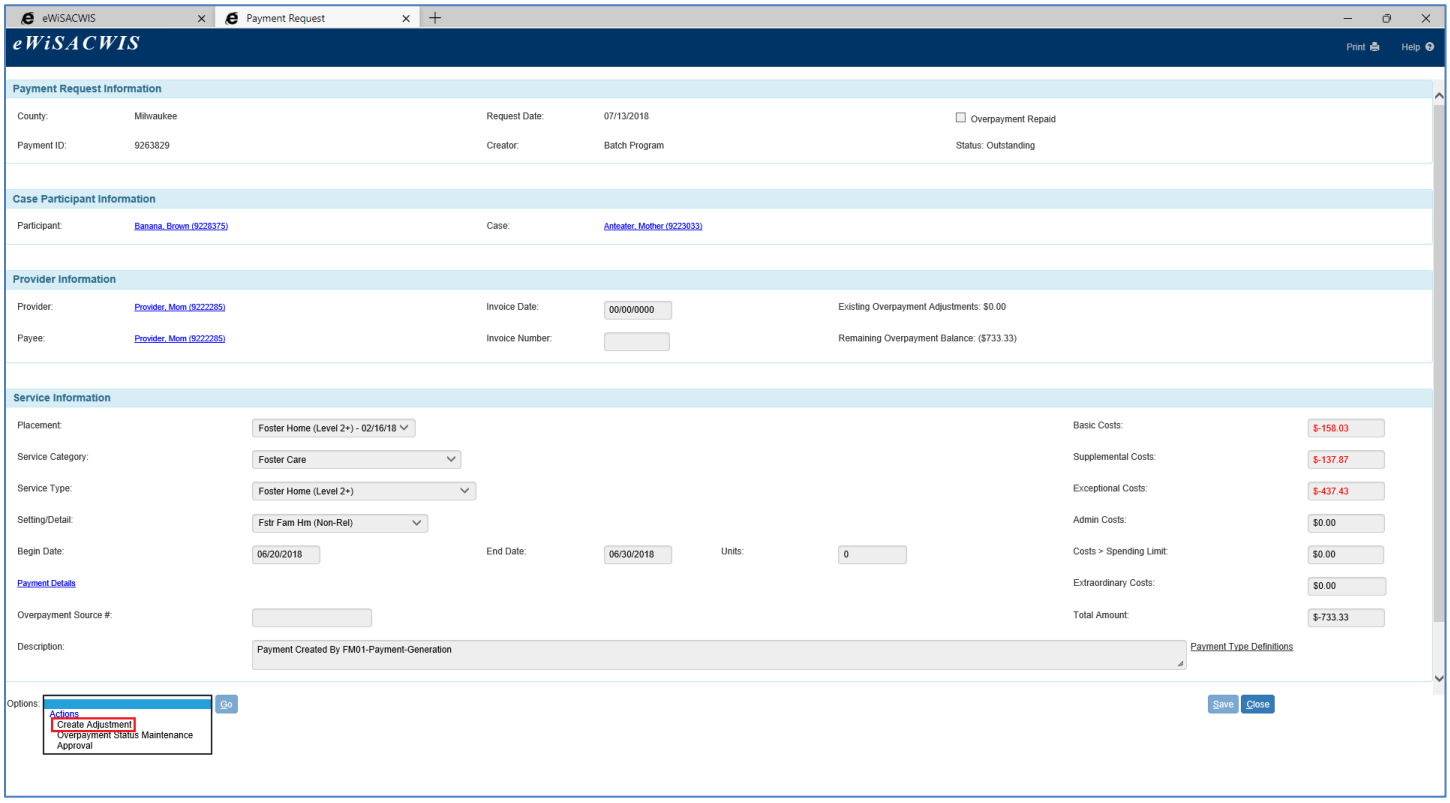
Payee: Snaggletooth Provider Care (9221523)

Begin Date	End Date	Amount	Current Action	Previously Paid
05/01/2014	05/31/2014	$375.00	Payment Created: (Basic: $375.00) (12337840)	
04/01/2014	04/30/2014	$0.00	No Payment Created: Amount due was already paid.	Basic: $375.00 (12337834)
03/01/2014	03/31/2014	$0.00	No Payment Created: Amount due was already paid.	Basic: $375.00 (12337823)

Windows Desktop Search is not available.

Create Adjustment: This function is available from an Overpayment that has not been marked as fully repaid. The function allows you to open the Overpayment Adjustment page directly linking the Adjustment to the Overpayment.

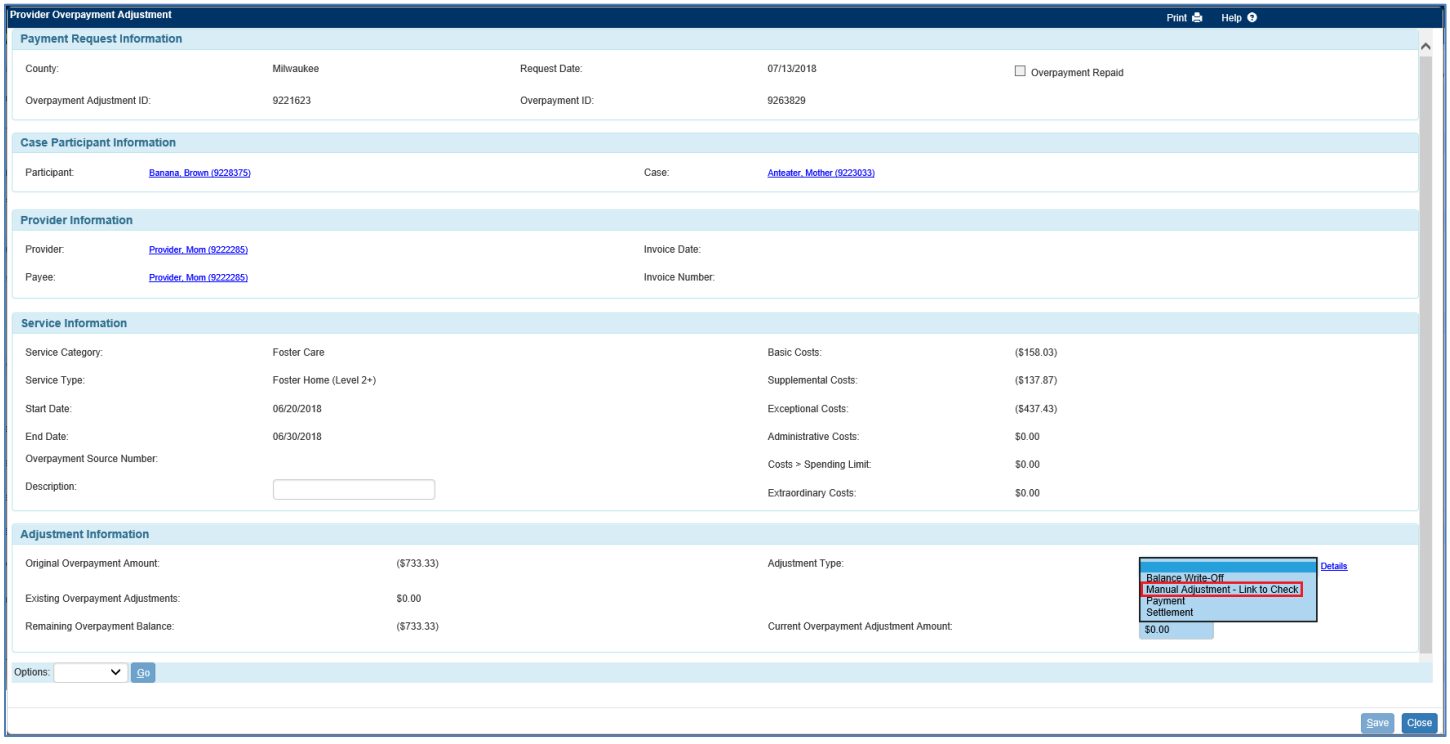
1. Access the Overpayment either from your desktop or from the Checks and Payments Maintenance page.
2. From the Option drop-down choose Create Adjustment click Go.



Manual Adjustment – Link to Check: This is a special type of Overpayment Adjustment. The purpose of this Overpayment Adjustment Type is to allow you to immediately adjust an Overpayment and link that adjustment to a Pending Check.

When is this useful? Similar to the (Re)generate Payment function, you would use this Overpayment Adjustment Type to manually influence a Pending Check without having to wait for the payment adjustment batch to run. For example, a payment is already generated and attached to a Pending Check. The Payment is for the full month. It is realized, after the fact that the placement had ended sometime during the month. Here's what you can do:

- End the Out of Home Placement with the correct date
- (Re)generate the Payment
    - The payment batch evaluates that a full month's payment was initially generated when in fact it should have been a partial month.
    - An Overpayment is generated.
- From the Overpayment, choose Create Adjustment
- From the Overpayment Adjustment, choose the Adjustment Type of "Manual Adjustment – Link to Check"
- Once approved, the Overpayment Adjustment will be linked to the pending check
- The Check to the provider will be reduced by the amount of the Overpayment Adjustment and the provider will be paid the correct amount
- The Overpayment will be set to "Repaid"



Putting It All Together
(Common Scenarios)

Scenario 1	Payment is generated prior to the Foster Care Rate being documented. **Note:** For this scenario the incorrect payment is currently associated with a check in a "Pending" status.
Initial result	A payment for just the Basic Rate will be created and linked to the Pending Check.
Steps to correct	1. Create and fully approve the Foster Care Rate. 2. Go to the placement and from the Options drop-down select **(Re)generate Payment**. 3. A new payment will be generated that contains the Supplemental, Exceptional, and Administrative Rate (as is applicable). 4. Link the newly created payment to the Pending Check. 5. The Pending Check now contains the Basic Rate and any applicable Supplemental, Exceptional, and Administrative Costs.

Scenario 2(a)	Payment is generated based on a placement being open for the full month. It is realized after the payment is generated that the placement actually ended within the month. **Note:** • For this scenario, the incorrect payment is currently associated with a check in a "Pending" status. • The incorrect payment is the only payment on the Pending Check.
Initial result	A payment is created for the full month.

Steps to correct	1. End the placement using the correct end date.
	2. Go to the placement and from the Options drop-down select **(Re)generate Payment**.
	3. Overpayment(s) are generated.
	4. Open the Overpayment(s), and from the Options drop-down select **Create Adjustment**.
	5. The Overpayment Adjustment page will open. Choose the type of **Manual Adjustment – Link to Check**.
	6. The Pending Check now contains both the original payment (full month) and an adjustment (equal to the amount the provider would have been overpaid). The total check will equal the difference of the two.
	
	Example:
	• Original Rate = $50.00 per day
	• Placement month = 31 days
	• Original Payment = ($50.00 * 31) = $1,550.00
	• Placement should have ended on the 20th
	• Payment should have been = ($50.00 * 20) = $1,000.00
	• Overpayment is generated for (-$550.00)
	• The Overpayment Adjustment that is created fully offsets the Overpayment
	  ○ (-$550.00 + $550.00) = $0.00
	• Once Overpayment Adjustment is linked to the check the final total = $1,000.00
	  ○ **($1,550.00 - $550.00) = $1,000.00**

Scenario 2(b)	Payment is generated based on a placement being open for the full month. It is realized after the payment is generated that the placement actually ended sometime within the month. **Note:** • For this scenario, the incorrect payment is currently associated with a check in a "Pending" status • The incorrect payment *is one of several payments* on the Pending Check
Initial result	A payment is created for the full month.
Steps to correct	1. Cancel the incorrect payment. DO NOT cancel the entire check. 2. Open the cancelled payment and from the Options drop-down choose **Lock/Unlock Payment Month**. 3. End the placement using the correct end date. 4. Go to the placement and from the Options drop-down select **(Re)generate Payment**. 5. A new payment is created for the correct number of days. 6. Link the newly created payment to the Pending Check. 7. The Pending Check now contains the correct payment. **Note:** These steps only work if there is more than one payment associated with the Pending Check. The incorrect payment must be cancelled in this example, and if there is only one payment attached to the Pending Check then canceling the payment would also cancel the Pending Check leaving no Pending Check to link the newly created payment to.

Scenario 3	Payment is generated based on an incorrect Foster Care Rate. It is realized after the payment is generated that the Foster Care Rate is incorrect and needs to be adjusted. **Note:** • For this scenario the incorrect payment is currently associated with a check in a "Pending" status. • The incorrect payment is the only payment on the Pending Check. • The incorrect Foster Care Rate only impacts the current month's payment • The incorrect Foster Care Rate was paying too little.
Initial result	A payment is created based on an incorrect Foster Care Rate.
Steps to correct	1. End the incorrect Foster Care Rate. 2. Create the new Foster Care Rate. 3. Go to the placement and from the Options drop-down select **(Re)generate Payment**. 4. Payment Generation (Pay Gen) evaluates what it did pay versus what it should have paid and creates a new payment for the amounts that were missed. 5. Link the newly created payment to the Pending Check. 6. The Pending Check now contains the original payment and the additional payment for those costs originally missed. **Note:** If the original Foster Care Rate was paying too much then the result of (re)generating the payment based on the new Foster Care Rate would result in an Overpayment being generated. In that instance, you would follow the steps outlined in Scenarios 2(a) or 2(b) depending upon whether or not the incorrect payment is the only payment associated with the Pending Check.

<table>
<tr><td>Scenario 4(a)</td><td>Out of Home Placement transitions from Court Ordered Kinship to Foster Care Level 1. Payments have been generated based on the Court Ordered Kinship Out of Home Placement.

Note:
For this scenario, the payments for the Court Ordered Kinship are associated with Checks in an Outstanding status.
Kinship was paid for January, February, March, April, and May.
The County receives notice that the home is licensed for Foster Home (Level 1) effective April 1st.
June's payment has NOT been generated yet.</td></tr>
<tr><td>Initial result</td><td>Five payments exist for Kinship (January, February, March, April, and May).</td></tr>
<tr><td>Steps to correct</td><td>1. End the Court Ordered Kinship Out of Home Placement dated back to March 31st.
2. Since Overpayments will be generated for April and May once the payment batches rerun, set the Provider's Repayment Method to "Reduce by All Overpayments." See Provider Repayment Method of the Overpayments User Guide in the Financial Manual.
3. Create the new Foster Home (Level 1) placement, Begin Date April 1st.
4. When the payment batch runs to produce May's payment it will also generate two (2) Overpayment Adjustments, one for April, and one for May's Kinship Overpayments.
5. June's Check will contain the following:

<table>
<tr><td>Foster Home (Level 1) Payment for April</td><td>$226.00</td></tr>
<tr><td>Foster Home (Level 1) Payment for May</td><td>$226.00</td></tr>
<tr><td>Foster Home (Level 1) Payment for June</td><td>$226.00</td></tr>
<tr><td>Kinship Overpayment Adjustment for April</td><td>($226.00)</td></tr>
<tr><td>Kinship Overpayment Adjustment for May</td><td>($226.00)</td></tr>
<tr><td>Check Total:</td><td>$226.00</td></tr>
</table>

Note: This scenario presents a proactive approach. June's payment and the Pending Check did not exist.</td></tr>
</table>

<table>
<tr><td>Scenario 4(b)</td><td>Out of Home Placement transitions from Court Ordered Kinship to Foster Care Level 1.

Note:
For this scenario the payments for the Court Ordered Kinship are associated with Checks in an Outstanding status.
Kinship was paid for January, February, March, April, and May.
The County receives notice that the home is licensed for Foster Home (Level 1) effective April 1st.
The June payment is incorrectly generated for Kinship and is associated with a Pending Check.</td></tr>
<tr><td>Initial result</td><td>Incorrect June Kinship Payment is associated with a Pending Check.</td></tr>
<tr><td>Steps to correct</td><td>1. End the Court Ordered Kinship Out of Home Placement dated March 31st.
2. Go to the Kinship Out of Home Placement and select (Re)generate Payment.
3. Three (3) Overpayment(s) are generated (April, May, and June).
4. Individually open the Overpayment(s), and from the Options drop-down select Create Adjustment.
5. Choose the type of Manual Adjustment – Link to Check. Three (3) Overpayment Adjustments will be linked to the Pending Check.
6. Create the new Foster Home (Level 1) placement, Begin Date of April 1st.
7. Go to the Foster Home (Level 1) Out of Home Placement and select (Re)generate Payment.
8. Three (3) Foster Home (Level 1) payments will be generated.
9. Link the newly created payments to the Pending Check.
10. June’s cCheck will contain the following:

<table>
<tr><td>Kinship Payment for June</td><td>$226.00</td></tr>
<tr><td>Foster Home (Level 1) Payment for April</td><td>$226.00</td></tr>
<tr><td>Foster Home (Level 1) Payment for May</td><td>$226.00</td></tr>
<tr><td>Foster Home (Level 1) Payment for June</td><td>$226.00</td></tr>
<tr><td>Kinship Overpayment Adjustment for April</td><td>($226.00)</td></tr>
<tr><td>Kinship Overpayment Adjustment for May</td><td>($226.00)</td></tr>
<tr><td>Kinship Overpayment Adjustment for June</td><td>($226.00)</td></tr>
<tr><td>Check Total:</td><td>$226.00</td></tr>
</table>

Note: The Overpayment Adjustments fully offset three (3) of the four (4) payments associated with the Pending Check (including the June’s Kinship Payment) leaving the provider receiving $226.00 for June’s Foster Home (Level 1) placement.</td></tr>
</table>