

Working with Pending Release Checks

Introduction

Counties can process their checks using one of two options. The first option is to allow checks to move from a “Pending” status to an “In Process” status without any sort of manual intervention on the county’s side. This is the standard setup. The second option, using the Release Function, sets the initial check status to “Pending Release.” At this stage, the county must manually “release” the check in order for it to continue to move to an “In Process” status. The check will remain in a “Pending Release” status until it is “Released.”

The Release Function gives the county greater control over their payment/check output. A check will not move through the different check stages until the county has indicated that it should.

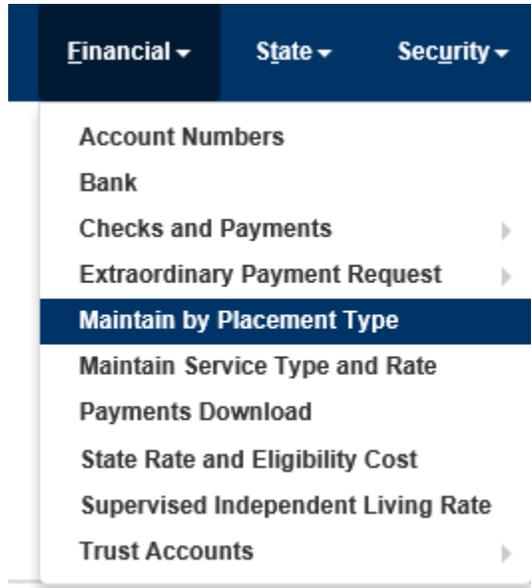
Counties have the ability to decide and set which types of checks should use the Release Function and which should not. For example, counties can choose to “release” all their checks, or they could decide to only “release” their bigger dollar checks (ie. residential care centers and group homes), or they could choose to not use the Release Function at all.

Note: If your county previously used the Episode Driven Batch process to generate your payments, then those Service Types were flagged to utilize the Release Function.

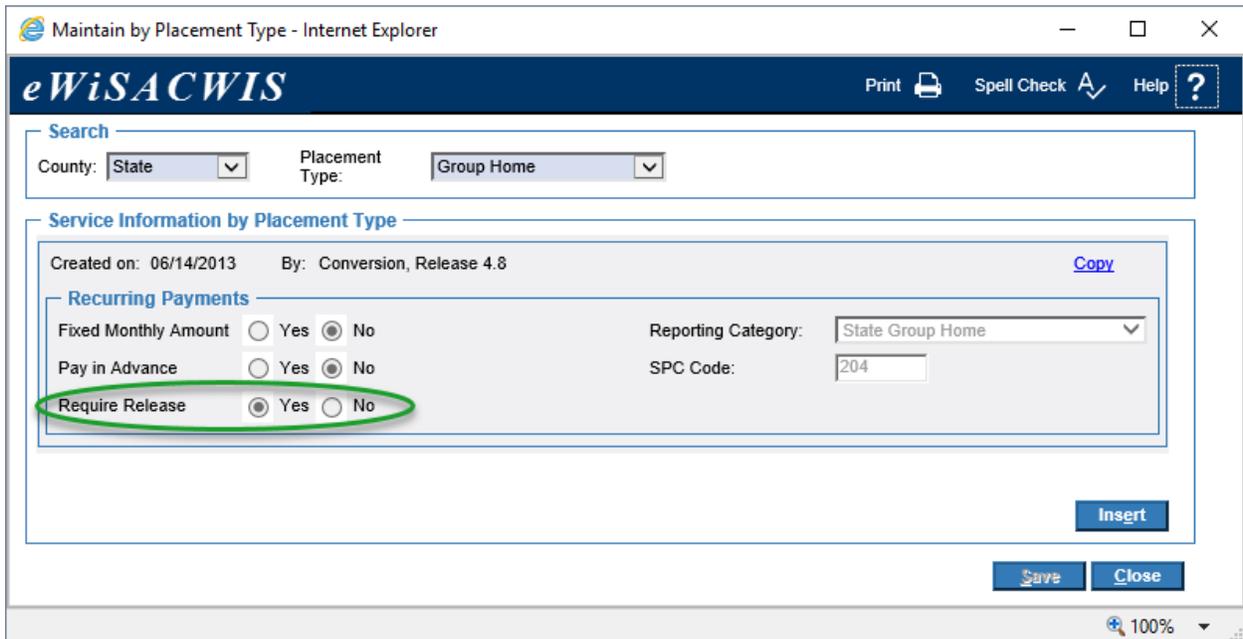
This User Guide outlines how to set up your county to use the Release Function, and how to work with Pending Release Checks.

Setting Up Service Types to Use the Release Function

1. From the desktop, go up to Financial > Maintain by Placement Type. This will open the Maintain by Placement Type page.

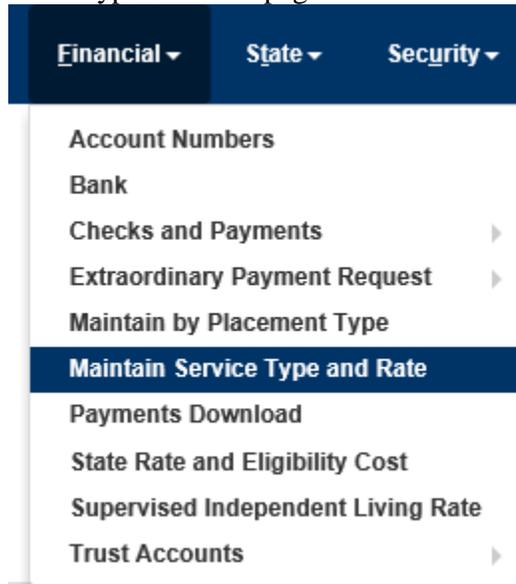


2. The circled radio button below is the value that controls whether or not the Release Function is required by eWiSACWIS when processing checks using the identified type of Service Types. In our example below, we are telling eWiSACWIS to require the Release Function for all of our county's "Group Home" checks.



The screenshot shows the 'Maintain by Placement Type' page in Internet Explorer. The page title is 'Maintain by Placement Type - Internet Explorer'. The eWiSACWIS logo is visible in the top left. The page contains a search section with 'County: State' and 'Placement Type: Group Home'. Below this is the 'Service Information by Placement Type' section, which includes a 'Recurring Payments' sub-section. In the 'Recurring Payments' section, the 'Require Release' radio button is selected (circled in green) and set to 'Yes'. Other options include 'Fixed Monthly Amount' (No), 'Pay in Advance' (No), and 'Reporting Category' (State Group Home). The 'SPC Code' is set to 204. There are 'Insert', 'Save', and 'Close' buttons at the bottom of the form.

- You are also able to set this flag for a single Service Type if you wish to only require the Release of one particular Service or Provider. Select Financial > Maintain Service Type and Rate. This will open the Maintain Service Type and Rate page.



Maintain Service Type and Rate - Internet Explorer

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Search Criteria

View Inactive

County: Ashland

Service Category: GH - Beginnings ID: (35452) Category Type: Placement

Service Type: Beginnings Group Home (GH) ID: (10021379)

Statewide Reporting Group: Beginnings Group Home (GH)

Name

Long: Beginnings Group Home (GH) Medium: Beginnings Group Home Short: Beginnings

Service Information

Service Type Status: Active Reporting Category: Reporting Category 8

SW Reporting Group: Beginnings Group Home (GH) SPC Code: 204

Payment Information

Payments Allowed Date Last Paid:

Rate Type: By Provider

Fixed Monthly Amount Yes No Updated on: By:

Pay In Advance Yes No Updated on: By:

Require Release Yes No Updated on: By:

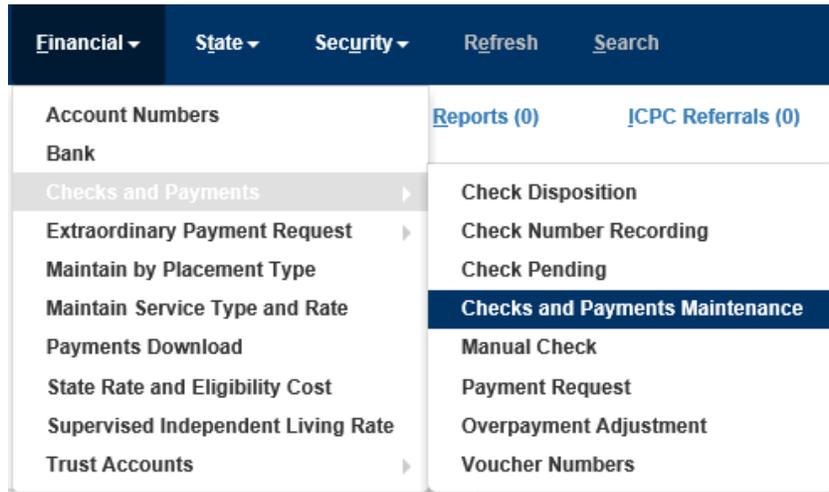
Non-System-Disbursed Payment Override Management/Staffing Agency Rule

Override Parent Agency Rule Exception to Admin Payment Only Rule

Rate Edit Updated On: 11/17/2011 By: Conversion, GH Conversion **Rate**

Working with Checks that are in a “Pending Release” Status

1. The check status moves to either “Pending” or “Pending Release” with the Pending Checks Batch run, which is part of the Monthly or Weekly F1 run cycle. See the Batch Calendar for more information on when these runs occur month to month.
2. Access the Checks and Payments Maintenance page via Maintain > Financial > Checks and Payments Maintenance.



3. To find your checks that are in a “Pending Release” status, set your Select By value to “Checks” and the Check Status to “Pending Release” within the Search Criteria and click Search.

In our example below we return three checks that are “Pending Release.”

Note: If you search Check Status by “Pending” you will not find your “Pending Release” checks.

The screenshot shows a web browser window titled 'Checks and Payments Maintenance - Internet Explorer'. The page header features the 'eWiSACWIS' logo and navigation links for 'Print', 'Spell Check', and 'Help'. The main content area is divided into 'Search Criteria' and 'Search Results' sections. In the 'Search Criteria' section, several fields are visible: 'County' (Milwaukee), 'Site/Office', 'Check Status' (Pending Release), 'Payee ID', 'Person ID', 'Voucher #', 'Placement Type', 'Svc Cat', 'Svc Type', 'Payment Type', and 'Payment Status'. The 'Select By' dropdown is set to 'Checks'. The date range is 'View Records From: 06/01/2018 To: 00/00/0000' and 'Sort By: Payee'. Below the search criteria, it indicates 'Record 1 to 1 of 1' and provides 'Clear Fields' and 'Search' buttons. The 'Search Results' section shows a single result: 'Pending Release Check - Adams, Cheryl (9221382) - \$160.00'. At the bottom, there is an 'Options' field and a 'Close' button.

- Evaluate whether or not the “Pending” check and all of the payments contained within are ready to be “released.” Again, once a check is “Released” it is eligible to be picked up by the next check batch and moved to “In Process.”

From the Checks and Payments Maintenance page you can select one or multiple “Pending Release” Checks and set them to be “released.” In our example below, we are marking the first and the third checks to be “released” by checking the checkbox next to each check we wish to release and then from the Options drop-down choosing the value of “Release Selected Checks” and clicking Go.

Checks and Payments Maintenance - Internet Explorer

eWiSACWIS Print Spell Check Help ?

Search Criteria

County: Milwaukee Site/Office: Select By: Checks

Check Status: Pending Release Payee ID: Person ID: Voucher #:

Placement Type: Svc Cat: Svc Type:

Payment Type: Payment Status:

View Records From: 06/01/2018 To: 00/00/0000 Sort By: Payee

Record 1 to 1 of 1 Clear Fields Search

Search Results

Select All

Pending Release Check - Adams, Cheryl (9221382) - \$160.00

Options: Cancel Selected Checks
Cancel-Reschedule Selected Checks
Export Results
Release Selected Checks
Set Selected Checks to Pending Release

Go Close

100%

- You can also mark the check as “Released” from the Review Pending Checks page (which is accessed by clicking on the check link from the outliner, or from within the Checks and Payments Maintenance page).

Review Pending Checks -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Check Information

Provider Name: Adams [Search](#) First Name: Cheryl Disposition: Pending Release
 Check Status: **OK** Reschedule Date: 00/00/0000 Check Amount: \$160.00
 County: **Released**

Payment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Basic Costs	Supplemental Costs	Exc Cos
Zoo, Bee	One Time TFC Placement Payment	01/15/2006	01/31/2006	\$15.00	\$0.00	\$0.00
Zoo, Bee	One Time TFC Placement Payment	02/25/2006	02/28/2006	\$105.00	\$0.00	\$0.00
Zoo, Bee	One Time TFC Placement Payment	05/01/2006	05/31/2006	\$40.00	\$0.00	\$0.00

Payment Adjustment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Total	Adjustment Status
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Save Close

6. To find the checks that have been “Released,” set your Select By value to “Checks” and the Check Status to “Released” on the Checks and Payments Maintenance page and click Search.

Note: If a check was erroneously “Released” and the check is in a “Released” stage, then select that check and from the Options drop-down choose “Set Selected Checks to Pending Release” and click Go. This will move the selected check’s status back to “Pending Release” effectively protecting the check from moving forward in the Check Processing stages.

The screenshot shows the 'Checks and Payments Maintenance' web application in Internet Explorer. The page title is 'eWiSACWIS'. The search criteria section includes the following fields: County (Milwaukee), Site/Office, Select By (Checks), Check Status (Pending Release), Payee ID, Person ID, Voucher #, Placement Type, Srvc Cat, Srvc Type, Payment Type, Payment Status, View Records From (06/01/2018), To (00/00/0000), and Sort By (Payee). Below the search criteria, it shows 'Record 1 to 1 of 1' and buttons for 'Clear Fields' and 'Search'. The search results section shows one result: 'Pending Release Check - Adams, Cheryl (9221382) - \$160.00'. An 'Options' menu is open, showing the following actions: Cancel Selected Checks, Cancel-Reschedule Selected Checks, Export Results, Release Selected Checks, and Set Selected Checks to Pending Release (highlighted). There are also 'Go' and 'Close' buttons at the bottom of the options menu.