# 2 TOTALS MENU

This menu allows you to view totals for facilities, providers and purchasers. Totals for each are categorized by fund source, category, parent fee and payment amount.

Select Option 2 from the Main Menu and press <ENTER>. The Totals Menu screen will appear (Figure 2 - 2).

GHB0001M 00470001 OPTION	SUBSIDIZED CHILD CARE REIMBURSEMENT MAIN MENU DESCRIPTION	04/09/07 10:06:28
(12)	PAYMENT PROCESSING MENU TOTALS MENU APPROVAL NOTICE MENU NONLICENSED HOME/FACILITY W/O APPROVAL NOTICE MENU CHILD NAME SEARCH FACILITY & NONLICENSED HOME NAME SEARCH PROVIDER NAME SEARCH QUERIES MENU ADMINISTRATIVE MENU SCC BULLETIN BOARD LIST OF APPROVAL NOTICES RECENTLY ISSUED NEW WAITING LIST SUMMARY FEDERAL SAMPLING MENU - NO CASE RECORDS SELECTED CASE NUMBER OR FAMILY NAME SEARCH	
SELECTIO F KEYS: 1=He	N: 2_ lp	

Figure 2 - 1: Option 2 - Totals Menu

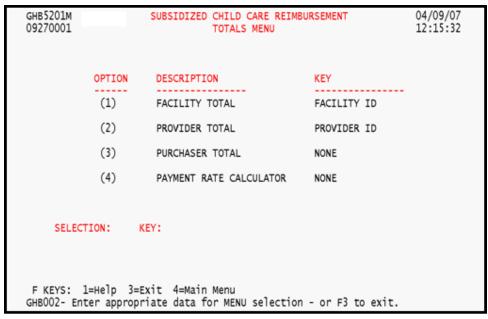


Figure 2 - 2: Totals Menu

#### 2.1 Facility Total

The Facility Total option is the total of all fund sources for a facility. If there is only one fund source, then the Facility Total will equal the Fund Source Total. Fund Source Totals are shown in numerical order with one fund source per screen. When the last fund source is reached, the following message appears: "There are no more fund sources for this facility".

## **Accessing Facility Total screen**

- 1. Type "1" in the **SELECTION** field and key the Facility ID in the key field (Figure 2.1 1).
- 2. Press **<ENTER>** and the totals for the keyed facility will appear (Figure 2.1 2).

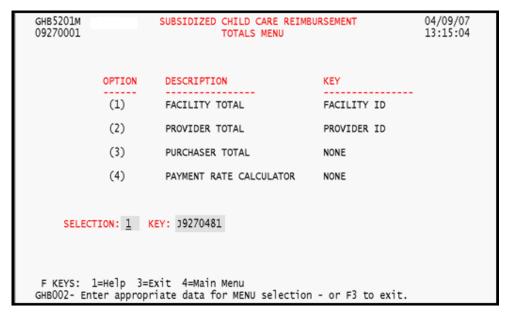


Figure 2.1 - 1: Select Option 1, Facility Total

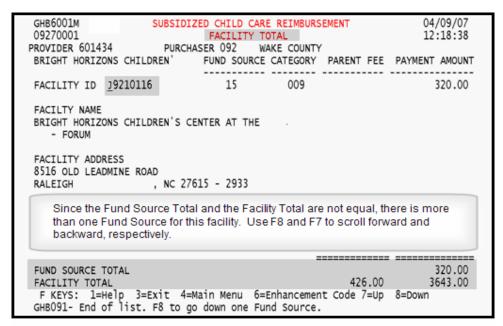


Figure 2.1 - 2: Facility Totals

#### 2.2 Provider Total

The Provider Total option is the total of all facilities for a provider. If there is only one facility, then the Provider Total will equal the Facility Total. Facility totals are shown in order by facility number, then fund source(s) for each facility, with one facility and fund source per screen. When the last fund source for the last facility is reached, the following message appears: "There are no more fund sources for this facility".

### **Accessing Provider Total screen**

- 1. Type "2" in the **SELECTION** field and the Provider ID in the **KEY** field (Figure 2.2 1).
- 2. Press **<ENTER>** and the totals for the keyed provider will appear (Figure 2.2 2).

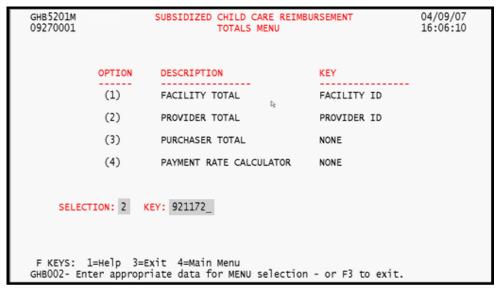


Figure 2.2 - 1: Select Option 2, Provider Total

09270001 PROVIDER 921172 PURCHASER 0	270001 PROVIDER TOTAL					
APPLETREE DAY CARE, INC. FUND	SOURCE C	ATEGORY	PARENT FEE	PAYMENT	AMOUNT	
	25	005 006 009	137.00 1718.00	24	699.00 406.00 907.00	
FACILITY ID J9240131		019 054		10	3.00 694.00	
FACILITY NAME APPLETREE DAY CARE	LITY NAME					
FACILITY ADDRESS 104 CLARENDON CRESCENT RALEIGH , NC 27610 -		more than one facility for this provider. Use F8 and F7 to scroll forward and backward, respectively.				
FUND SOURCE TOTAL			1855.00		709.00	
FACILITY TOTAL PROVIDER TOTAL			3221.00 4707.00		562.00 904.00	
F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down GHB484- End of list. F7 to go up one fund source. F8 for next facility.						

Figure 2.2 - 2: Provider Totals

#### 2.3 Purchaser Total

The Purchaser Total option is the total of all fund sources for all purchaser facilities. If there is only one fund source, then the Purchaser Total will equal the Fund Source Total. Purchaser Totals are shown in numerical order of fund source with one fund source per screen. When the last fund source is reached, the following message appears: "There are no more fund sources for this facility".

### **Accessing Purchaser Total screen**

- 1. Type "3" in the **SELECTION** field (Figure 2.3 1).
- 2. Press  $\langle ENTER \rangle$  and the totals for the purchaser will appear (Figure 2.3 2).

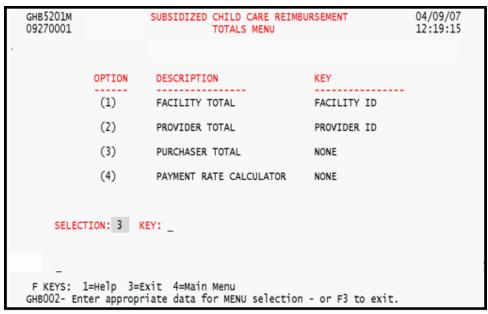


Figure 2.3 - 1: Select Option 3, Purchaser Total

GHB6201M 09270001	PUF	HILD CARE REIMBURSE RCHASER TOTAL	MENT 04/09/07 12:19:20
PURCHASER 092 WAKE FUND SOURCE		PARENT FEE	PAYMENT AMOUNT
25	005 006 009 019 020	8646.60 278154.80	31205.45 100375.65 1812268.70 131218.85 13553.30
	054 055	1121.90 6.00	61831.35 1482.00
FUND SOURCE TOTAL PURCHASER TOTAL F KEYS: 1=Help 3=I GHB090- End of list.	Exit 4=Main M F7 to go up o	287929.30 343359.70 Menu 6=Enhancement one Fund Source, F8	2151935.30 2781978.10 Code 7=Up 8=Down to go down one FS.

Figure 2.3 - 2: Purchaser Totals

# 2.4 Payment Rate Calculator

The Payment Rate Calculator is a tool used to calculate monthly, daily or weekly rates of a facility. It is also used to determine amounts for partial payment when the number of service days is less than the number of business days for a given month.

#### **Accessing Payment Rate Calculator screen**

- 1. Type "4" in the **SELECTION** field (Figure 2.4 1).
- 2. Press **<ENTER>** and the Payment Rate Calculator will appear (Figure 2.4 2).

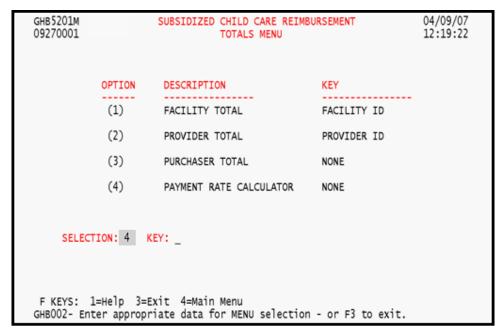


Figure 2.4 - 1: Select Option 4, Payment Rate Calculator

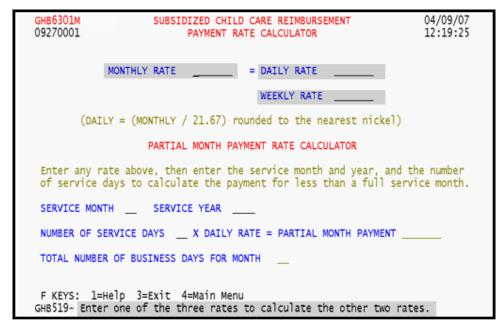


Figure 2.4 - 2: Payment Rate Calculator

# 2.4.1 Using the calculator for monthly, weekly and daily rates

To use the Payment Rate Calculator, you must enter one of the three rates, monthly, weekly or daily, to obtain the other two. In the example below, the monthly rate of \$817.00 was keyed to obtain the daily rate of \$37.70 and the weekly rate of \$188.50.

- 1. Type "817.00" in the **MONTHLY RATE** field (Figure 2.4.1 1).
- 2. Press **<ENTER>** to generate the Daily Rate and Weekly Rate (Figure 2.4.1 2).

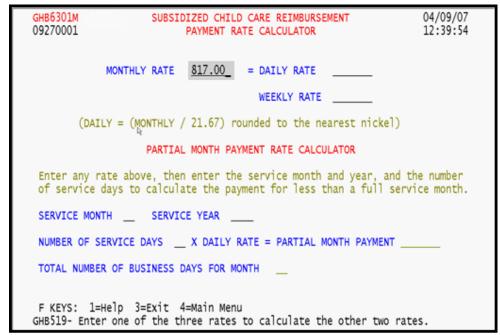


Figure 2.4.1 - 1: Payment Rate Calculator, monthly rate keyed

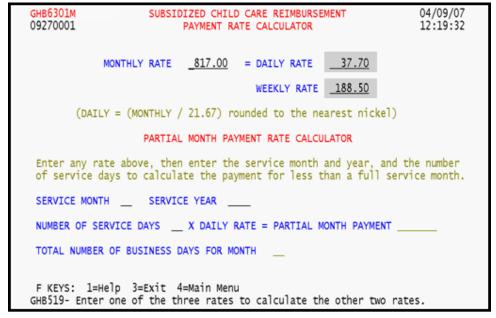


Figure 2.4.1 - 2: Payment Rate Calculator, generated daily and weekly rates

#### 2.4.2 Using the calculator for a partial month payment

When the number of service days is less than the total number of business days for the month, use the Partial Month Payment Rate calculator to calculate a partial payment. The system multiplies the daily rate by the number of service days. In the example below, the daily rate of \$37.70 is used to calculate a partial payment for 19 service days in the month of March.

- 1. Type "3" in the **SERVICE MONTH** field, "2007" in the **SERVICE YEAR** field and "19" in the **NUMBER OF SERVICE DAYS** field (Figure 2.4.2 1).
- 2. Press **<ENTER>** to generate the partial month payment (Figure 2.4.2 2).

```
GHB6301M
                    SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                                   05/31/07
09270001
                          PAYMENT RATE CALCULATOR
            MONTHLY RATE __817.00 = DAILY RATE __37.70
                                      WEEKLY RATE 188.50
       (DAILY = (MONTHLY / 21.67) rounded to the nearest nickel)
                   PARTIAL MONTH PAYMENT RATE CALCULATOR
Enter any rate above, then enter the service month and year, and the number
of service days to calculate the payment for less than a full service month.
SERVICE MONTH _3 SERVICE YEAR 2007
NUMBER OF SERVICE DAYS 19 X DAILY RATE = PARTIAL MONTH PAYMENT
TOTAL NUMBER OF BUSINESS DAYS FOR MONTH
F KEYS: 1=Help 3=Exit 4=Main Menu
GHB901 - Month, Year and Days required to calculate Partial month.
```

Figure 2.4.2 - 1: Partial Month Payment Rate Calculator

```
GHB6301M
                    SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                                   05/31/07
09270001
                          PAYMENT RATE CALCULATOR
                                                                   12:03:38
            MONTHLY RATE __ 817.00 = DAILY RATE __ 37.70
                                      WEEKLY RATE 188.50
       (DAILY = (MONTHLY / 21.67) rounded to the nearest nickel)
                   PARTIAL MONTH PAYMENT RATE CALCULATOR
          Þ
Enter any rate above, then enter the service month and year, and the number
of service days to calculate the payment for less than a full service month.
SERVICE MONTH _3 SERVICE YEAR 2007
NUMBER OF SERVICE DAYS 19 X DAILY RATE = PARTIAL MONTH PAYMENT 716.30
TOTAL NUMBER OF BUSINESS DAYS FOR MONTH 22
F KEYS: 1=Help 3=Exit 4=Main Menu
```

Figure 2.4.2 - 2: Partial Month Payment Rate Calculator, generated partial month payment