

DSS ADMINISTRATIVE LETTER NO. 3-2004

PERFORMANCE REPORTING/AUTOMATION

(EPICS)

TO: County Directors of Social Services

ATTENTION: Food Stamp Supervisors/Caseworkers

Medicaid Supervisors/Caseworkers

Work First Supervisors/Caseworkers

Program Integrity Supervisors/Workers

DATE: March 22, 2004

RE: Quarterly Status of Claims Report

EFFECTIVE

DATE: April 1, 2004

I. GENERAL

As part of the USDA Claims Management Review, changes have been made to the Quarterly Status of Claims Report. The revised report now tracks and displays all adjustments made to established claims as well as claims in U and P status. The report will continue to be produced quarterly and will be available for viewing by the counties in NCXPTR.

Outlined below are line by line instructions used to calculate and create the report.

I. Line Definitions and Calculations

Line 1 Beginning Balance Active Claims

This line is used to show the beginning balance and total number of all active claims in the state/county for each heading, IPV Fraud, IHE Non-Fraud, AE Non-Fraud. These figures are calculated by using the ending balance of the prior quarter for each heading, IPV Fraud, IHE Non-Fraud, AE Non-Fraud.

Line 2A Transfers between Counties

This line is used to show the total dollar amount (Current Balance), at the time of the transfer, and number of claims transferred between the counties for the given quarter for each heading, IPV Fraud, IHE Non-Fraud, AE Non-Fraud. This line should show the sum of Line 2Ai + 2Aii.

Line 2Ai □ Transfer out

This line is used to show the total dollar amount (Current Balance), at the time of the transfer, and the number of claims transferred out of the counties for the given quarter for each heading, IPV Fraud, IHE Non-Fraud, AE Non-Fraud.

Line 2Aii □ Transfer in

This line is used to show the total dollar amount (Current Balance), at the time of the transfer, and the number of claims transferred into the counties for the given quarter for each heading, IPV Fraud, IHE Non-Fraud, AE Non-Fraud.

Line 2B □ Compromise

This line is used to show the total dollar amount of reduction and number of claims reduced by Compromise (judgment) for the given quarter for each heading, IPV Fraud, IHE Non-Fraud, AE Non-Fraud. Only AJCA coded entries are included. AJUC coded entries are NOT included.

Line 2C □ Adjustments

This line is used to show the number and/or dollar amount of the adjustments that have occurred during the quarter. This line is designed to show the adjustments that are applied in the formulas throughout this report.

2C.1- AJCI □ shows the dollar amount and the number of claims in which a Current Balance increase occurred.

2C.2 □ AJCD □ shows the dollar amount and the number of claims in which a Current Balance decrease occurred.

2C.3 □ AJUC □ shows the dollar amount and the number of claims in which an Uncompromise occurred.

2C.4 □ AJIT □ shows the dollar amount and number of claims that have been transferred into the state from another state. This is done by using the referral source code of OT.

2C.5 □ AJOT □ shows the dollar amount and number of claims transferred out of state. This can be done by changing the referral status from CO to OT.

2C.6 □ Deleted - shows the dollar amount (current balance) at the time of the delete and number of deleted claims. All U and P claims that are deleted are included under the IHE column.

2C.7 AJUP □ The dollar amount (Overpayment Amount) for all closed U and/or P claim.

Line 2D □ Keying/Arithmetic Adjustments Amount and Number

This line is used to show the total dollar amount and number of corrections and adjustments made during the given quarter for each heading, IPV Fraud, IHE Non-Fraud, AE Non-Fraud. The number and/or dollar amount is derived from claims that have an AJCI, AJCD, AJUC, claims with a referral status of OT, U and P claims that are closed out , and deleted claims.

AJCI= Adjust Current Balance Increase

AJCD= Adjust Current Balance Decrease

AJUC= Adjust Uncompromise Amount

AJOT = Claims transferred out of state

AJUP = (new code) U and P claims that close out.

Line 2D - Dollar Amount Formula:

$2C.1 (AJCI) - 2C.2 (AJCD) + 2C.3 (AJUC) + 2C.4 (AJIT) - 2C.5 (AJOT) - 2C.6 (Deleted) \square 2C.7 (AJUP)$

Line 2D □ Number Formula:

$2C.4 (AJIT) - 2C.5 (AJOT) - 2C.6 (Deleted)$

***Note: Line 2C.1 (AJCI), Line 2C.2 (AJCD), Line 2C.3 (AJUC) and Line 2C.7 (AJUP) do not increase/decrease the number of claims for a county unless the following happens**

If the Current Balance for a claim is adjusted down (AJCD) to 0.00 and closes out OR a U or P claim is closed (AJUP)by the

county, these claims will be included in the Number Amount on Line 17. This will prohibit double counting.

An AJCI and AJUC will increase the Current Balance amount for a claim, but not increase the number of claims.

Line 2E □ Expungements

This line is used to show the number and total dollar amount of expungements (EX payment code) that have occurred during the given quarter.

Line 3 □ Subtotal

This line is used to show the subtotal dollar amount and number of all active claims for the given quarter for each heading, IPV Fraud, IHE Non-Fraud, AE Non-Fraud.

Line 3 - Dollar amount formula:

1 (Beg. Balance) + 2A (Transfers) - 2B (Compromise) + 2D (Keying Adjustments)- 2E Expungements

Line 3 □ Number formula:

1 (Beg. Balance) +2A (Transfers) + 2D (Keying Adjustments)

***Note: Line 2B (Compromise) and Line 2E (Expungements) do not increase/decrease the number of claims for a county unless the following happens:**

If a claim is compromised to 0.00 and closes out OR a claim is paid out by an expungment, these claims are included in the Number Amount on Line 17. This will prohibit double counting.

Line 4 □ New Claims Established

This line is used to show the total dollar amount and number of new claims established for the given quarter for each heading, IPV Fraud, IHE Non-Fraud, AE Non-Fraud. U and P claim types appear in the IHE Non Fraud column. For U and P claims we look at the U/P Creation Date. The dollar amount is captured from the overpayment amount for all newly established claims. These entries are identified with an AJNE code.

Line 5 □ Transfers between A, B, C Balances

This line is used to show all claims that have been transferred from one category to another. This includes court ordered and non-court ordered category changes within the same quarter or a subsequent quarter.

***Note: A court order category change is a hearing or court determination claim for any U or P claim that has changed to another category OR any claim that is changed from one category to an IPV.**

A non-court ordered category change is defined as IPV changing to any other category; IHE to SIE/AE, and SIE/AE to IHE.

Line 6 Subtotal

This line is used to show the total dollar amount and number of claims transferred between categories, IPV Fraud, IHE Non-Fraud, AE Non-Fraud during the given quarter. This number may reflect a positive or negative figure.

Line 6 - Dollar Amount Formula:

3 (Active Claim Subtotal) + 4 (New Claims Established) + 5 (Category Transfers)

Line 6 Number Formula:

3 (Active Claim Subtotal) + 4 (New Claims Established) + 5 (Category Transfers)

Line 7a Check, Cash, M.O.

This line is used to show all voluntary payments made in the form of cash, check, or money order for each heading IPV Fraud, IHE Non-Fraud, AE Non-Fraud made during the given quarter.

Voluntary payments:

C Cash (This code would also be used for check or money order)

FSC Food Stamp Cash

Line 7b TOP (Pre-Offset) Display Only

***Note: This line is used to show all voluntary payments made by the debtor during the 60-day notice period (Stage B) for the given quarter. This number is:**

Read all 'C' Payments that have occurred during the report quarter. Read Claim Debtor related to the payment. If Federal Tax Intercept Notice date is prior to the payment read above

AND If payment date is within 60 days of the notice date, this payment is considered a TOP Pre-Offset Payment.

These payments are included in Line 7a.

Line 7c TOP (Intercept)

This line is used to show all TOP payments made for each heading IPV Fraud, IHE Non-Fraud, AE Non-Fraud during the given quarter.

TOP payments:

CT - TOP Payment Prior To June 1

T TOP Payment

Line 7d DOR

This line is used to show all DOR payments made for each heading IPV Fraud and IHE Non-Fraud during the given quarter. AE/SIE Claims are not submitted for DOR.

DOR payments:

N DOR payment

Line 7e Total Cash Collected

This line is used to show the total amount of cash collected for each heading, IPV Fraud, IHE Non-Fraud, AE Non-Fraud during the given quarter.

Line 7e - Dollar Amount Formula:

7a (Cash/Check/M.O.) + 7c (TOP (Intercept)) + 7d (DOR)

Line 8 Coupons

This line is used to show the total amount of coupons and EBT benefits collected for each heading, IPV Fraud, IHE Non-Fraud, AE Non-Fraud during the given quarter.

S = Stamps

EB = EBT

Line 9 □ Recoupments

This line is used to show all recoupments taken during the given quarter for each heading, IPV Fraud, IHE Non-Fraud, AE Non-Fraud.

R = Regular recoupments

LR = Local recoupments

Line 10 □ Offsets

This line is used to show all offset amounts made during the given quarter for each heading IPV Fraud, IHE Non-Fraud, AE Non-Fraud.

O = Offset payments

Line 11 □ Total collected

This line is used to show the total dollar amount collected for each heading IPV Fraud, IHE Non-Fraud, AE Non-Fraud during the given quarter.

Line 11 - Dollar Amount Formula:

7e (Total Cash Collected) + 8 (Coupons) + 9 (Recoupments) + 10
(Offsets)

Line 12 □ Terminated claims

This line is used to show all claims terminated during the given quarter for each heading IPV Fraud, IHE Non-Fraud, AE Non-Fraud. This line shows the number of claims and dollar amounts. The dollar amount reflects should be the current balance at the time the claim was terminated. These entries are identified by an AJTE code.

Line 13 □ Non Cash Adjustments

This line is used to reflect amendments or corrections, which need to be made because of changed or incorrect entries related to food stamps, EBT, recoupment, or offset collections **from a previous quarterly report**

for each heading IPV Fraud, IHE Non-Fraud, AE Non-Fraud. This should include reversals of a previous quarter S, EB, EX, R, LR, or O payments.

Line 14 □ Cash Adjustments

This line is used to reflect amendments or corrections, which need to be made because of changed or incorrect entries related to cash, check, or money orders collections **from a previous quarterly report** for each heading IPV Fraud, IHE Non-Fraud, AE Non-Fraud. This should include reversals of previous quarter C, FSC, CT, N, or T payments.

Line 15 □ Transfer between A, B, C Collections

This line is used to show any collections that have been collected from one category in a quarter and changed to another category within the a subsequent quarter. This number may reflect a positive or negative figure. **This line is not be included in any formulas. It is for information purposes only.**

Line 16 □ Subtotal

This line is used to show the subtotal of all collections during the given quarter for each heading IPV Fraud, IHE Non-Fraud, AE Non-Fraud.

Line 16 - Dollar Amount Formula:

11 (Total Collected) + 12 (Terminated Claims) + 13 (Non-Cash Adjustments) + 14 (Cash Adjustments)

Line 16 □ Number Formula:

12 (Terminated Claims)

***Note: Line 11 (Total Collected), Line 13 (Non-Cash Adjustments), and Line 14 (Cash Adjustments) only have dollar amounts and therefore are not included in the Number formula for Line 16, but they are included in the Dollar Amount formula for Line 16.**

Line 17 □ Closed Claims

This line is used to show all claims closed during the given quarter for each heading, IPV Fraud, IHE Non-Fraud, AE Non-Fraud. Closed is defined as receiving payment in full or compromised amount down to zero only. Terminated claims are not included. The count for all U and P claims that are closed are included under the IHE column.

Line 18 ☐ Claims reactivated

This line is used to show all claims that have been reactivated during the given quarter for each heading IPV Fraud, IHE Non-Fraud, AE Non-Fraud.

Line 19 ☐ Balance for Active Claims

This line is used to show the ending balance amount and number for active claims for a given quarter for each heading IPV Fraud, IHE Non-Fraud, AE Non-Fraud.

Line 19 - Dollar Amount Formula:

3 (Active Claims Subtotal) + 4 (New Claims Est.) +5(Category Transfers)

☐ 16(Subtotal of Collections) +18 (Claims Reactivated)

***Note: Line 17 (Closed Claims) is only a count and therefore is not included in the Dollar Amount formula for Line 19, but it is included in the Number formula for Line 19.**

Line 19 ☐ Number Formula:

3 (Active Claims Subtotal) + 4 (New Claims Est.) +5(Category Transfers)

☐ 16(Subtotal of Collections) ☐ 17(Closed Claims) +18 (Claims

Reactivated)

Line 20 ☐ Subtotal

This line is used to show the number and dollar amount of all active and terminated claims for the given quarter for each heading IPV Fraud, IHE Non-Fraud, AE Non-Fraud.

Line 20 - Dollar Amount Formula:

19 (Balance for Active Claims) + 12 (Terminated Claims)

Line 20 ☐ Number Formula:

19 (Balance for Active Claims) + 12 (Terminated Claims)

If you have any questions, please contact DSS Automation at (919) 733-8938.

Sincerely,

Hank Bowers, Chief

Performance Reporting/Automation

HB/JK