

SUPPLEMENT TO THE ADMINISTRATIVE OPENING OF A CONNECTIONS CASE TO MAKE RETROACTIVE PAYMENTS

Closing a Case

Prior to closing a case in CONNECTIONS and WMS, districts should review the case for any outstanding payment issues. If there are outstanding bills that need to be authorized for payment, these payments should be authorized prior to the case closing.

Closed Cases

CONNECTIONS and WMS cases should **not** be reopened when the bill reflects an adjustment for Level of Difficulty (LOD), Program Type or Rate Change and when Purchase of Service types 61, 62, 8D or 8P were used to authorize the original payment. Retroactive adjustments will be automatically generated for closed cases, through the BICS Retro-Rate process, when the system is updated with the LOD, Program Type or Rate Change information.

Closed Individuals

LOD and Legal activity information can be entered in CCRS for individuals with closed tracks, when the case remains open or is closed, and the date of the activity is prior to the date of the track closing. Child Specific Program Type changes can be entered in BICS if a 61 or 62 line was present on BICS for the date of the Program Type change.

Manual Vouchers

When the WMS case is closed, manual vouchers can be processed only when there is an unused POS line in BICS (payment has not been produced for all or part of that POS line) for the applicable CIN, vendor and period of service. For service type 61, 62, 8D and 8P payments, manual vouchers should always be processed by leaving the rate amount field blank so that payment is calculated through the BICS rate tables.

Closed Individuals in a CONNECTIONS Case

When the retro-payment involves a person who is not present or closed on a CONNECTIONS case, that person must be added to the CONNECTIONS case and be active on the WMS case prior to having the POS line authorized in WMS.

Reopening Closed Cases in CONNECTIONS

If it is necessary to reopen a closed case follow the procedures noted in the document "Administrative Opening of a CONNECTIONS case to make Retro-Payments". This document is posted to the CONNECTIONS intranet website.

Note: According to 18NYCRR regulation 302.2 vendors are required to submit bills to districts on a timely basis. WMS will not allow the writing of POS lines for a date greater than two years in the past.

WMS SERVICE AUTHORIZATION PROCESS

Foster Care Room and Board (R &B) payments (closed cases only)

When necessary, i.e. a manual voucher cannot be processed or if the BICS Retro-Rate process will not produce a payment, POS type 63 may be used to make additional R & B payments. Opening the case the date on which the work is done will not allow for the utilization of POS type 61 and will not allow entry of the actual 'From' and 'To' period of the service provided on the WMS POS line. Following local district procedures for the processing of POS type 63 lines, enter either the exact dollar amount or a 'C' in the

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Author: Maureen Godwin

Amount field on the single issue 63 POS line. Utilizing POS type 63 with a 'C' allows accounting to put in the actual amount of the payment. Use the first two days of the authorization period as both the "From" and "To" dates on the 63 POS line.

Miscellaneous Service Types (closed cases only)

For Purchase of Service types that are not subject to the BICS Rate Table edit (payment types other than 61, 62, 8D and 8P) use the actual Service type and authorize the service period as a single issue payment for one day using the first two days of the authorization period as both the From and To dates on the POS line.

ADDITIONAL CLAIMING CONSIDERATIONS

An eligibility determination is not necessary when re-opening a closed case. WMS eligibility should be reflective of the child's eligibility as of the date the service was provided. However, Title IV-E eligibility **must** be confirmed for the service time period for which payment is owed.

When the child has a IV-E eligibility code on WMS but the payment would not be IV-E eligible or is Non-Reimbursable for the service time period due to a lack of Legal authority, Foster Boarding Home Certification or if payment would result in a duplicate payment, the appropriate suffix code of E (EAF eligible,) N (Non-Reimbursable,) or F (Federally Non-Participating) must be entered on the WMS POS line with POS type 63 and in the Direct Services (DIR) area of the WMS 2970. Example – If there was no legal authority on file for the actual service period (not necessarily the time period reflected on the 63 POS line) the DIR Service Type of 08N and the POS Service Type of 63N would both be encoded in WMS. Usage of the NR or F suffix may apply to all children, not just those who have an eligibility code of IV-E.

As the Service Billing Period will not accurately reflect the dates of service, Accounting Units should ensure that manual entries are made on the Roster, Billing, and Composite Roll reflecting the actual Service Billing Period.

For POS 63, if the current payment is a duplicate (i.e. payments made to different vendors for the same service period), and the suffix code of N is not entered on the WMS POS line, payment must be categorized as Non-Reimbursable on the RF-2 Claims Package. Alternately, an Accounts Adjustment may be made so that BICS reflects the appropriate claiming category.

For CONNECTIONS questions, please call 1-800-697-1323

For SSPS questions, please call or email Maureen Godwin or Nancy Pare