

## PI - Verification of Month-End A/R Data Uploaded by PI to the Data Warehouse via IMPA

### Purpose:

I. Provide instructions for verifying the accuracy of the uploaded accounts receivable files (3) sent to the Data Warehouse by Program Integrity at month-end.

### Identification of Roles:

RACI Definitions	
<b>RACI</b> - RACI charts are a type of responsibility assignment matrices in project management. These simple spreadsheets or tables highlight the different states of responsibility a stakeholder has over a particular task or deliverable and denotes it with the letters R, A, C, or I.	
<b>(R)</b>	Responsible
<b>(A)</b>	Accountable
<b>(C)</b>	Consulted
<b>(I)</b>	Informed

Iowa Medicaid PI Financial Analyst—sends accounts receivable files at each month-end to the Data Warehouse and verifies the accuracy of the data upload when requested. **(R)**

Data Warehouse—processes accounts receivable data into a special section of the DHS website. **(I)**

Core Unit Data Warehouse Staff -send verification once IMPA Files are uploaded before putting into production **(A)**

### Performance Standards:

Verify month-end A/R data within one hour of the verification request from Data Warehouse staff.

### Path of Business Procedure:

I. At the end of each month the PI Financial Analyst sends an Accounts Receivable file, a specially-formatted CSV (comma separated values) spreadsheet, to the Data Warehouse.

Refer to the procedure, “Accounts Receivable-Uploading PI Unit Data to Data Warehouse”.

2. The Data Warehouse staff processes the CSV spreadsheets into a special file for inclusion into a secure portion of the Department’s website. This process includes a file validation test to verify the ending balances of the previous month’s file tie exactly to the beginning balances of the current month. If there are any discrepancies, data warehouse staff will send an email to the affected unit with a request to quickly resolve any variances. The analyst needs to prioritize resolving any such variances to ensure timely finalization.
3. Prior to the fifth (5<sup>th</sup>) day of each month following the month covered by the file, Data Warehouse staff send the PI Financial Analyst, or designee, a PDF of the month end totals uploaded to verify the accuracy of the data upload by comparing the summary figures (Program Integrity, MFCU, and CCI Retro) displayed on the website grid to the Excel-version of the files generated in the Program Integrity Unit.

The following are the steps the PI Financial Analyst follows to complete this verification.

1. Open the PDF attachment in the email from the Core Unit Data Warehouse Staff.
2. Open the Outstanding Receivable Balances excel spreadsheet the PI Financial Analyst uses to track all new invoices, checks, claims offsets, and rescinded amounts recorded at month end.

Outstanding Receivable Balances for Program Integrity, MFCU, & CCI Retro							
	Program Integrity	MFCU	CCI Retro	Total			
Beginning Balance, 3/01/2023	\$13,784,954.94	\$1,662,874.23	\$2,838.56	\$15,450,667.73	Offsets		
New Findings	\$116,480.42	\$0.00	\$0.00	\$116,480.42	Week 1	\$646.35	
Checks (Recoveries)	\$96,389.70	\$924.92	\$0.00	\$97,314.62	Week 2	\$931.98	
Claims Offsets (Recoveries)	\$5,262.65	\$0.00	\$0.00	\$5,262.65	Week 3	\$3,208.11	
Rescind	\$16,552.56	\$400.00	\$0.00	\$16,952.56	Week 4	\$476.21	
Ending Balance, 3/31/2023	\$13,783,230.45	\$1,661,549.31	\$2,838.56	\$15,447,618.32	Total	\$5,262.65	

3. Compare all Program Integrity, MFCU, and CCI Retro balances to ensure the correct amounts were uploaded to the Data Warehouse.
4. Any discrepancies must be reported to the Core Unit Data Warehouse Staff immediately. This file is utilized by the Bureau of Fiscal Management for both CMS-64 report preparation and Medicaid recovery account reconciliation.

5. If there are any discrepancies, the analyst works with the Data Warehouse staff to find the location of the variance and, if necessary, makes any revisions in the month-end files in a timely manner. A revised file upload would then be necessary.

**Forms/Reports:**

Month-End A/R Reports for Program Integrity, MFCU, and CCI Retro

**Interfaces:**

Core Unit Data Warehouse Staff

**Attachments:**

DSRS\_Medicaid\_AR\_Summary\_March

MFCU032023

CCI\_Retro 032023

Program\_Integrity 032023



DSRS\_Medicaid\_AR  
\_Summary\_March\_20



MFCU032023.csv



CCI\_Retro032023.csv



Program\_Integrity0  
32023.csv

**File Path:**

<\\dhsime\PI\SURS\Recoupment and Recovery\Financial Analyst Draft SOPs>