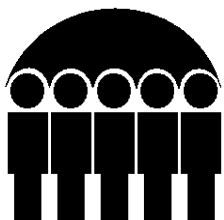


May 1, 2001

Employees' Manual
Title 14
Chapter L

PURCHASE OF SERVICE DATA SYSTEM



Iowa
Department
of
Human Services

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POSS SYSTEM OVERVIEW

The Purchase of Service Data System (POSS) is the mainframe computer system designed to maintain information on providers of certain services (see below) to the Department clients and to support payment of claims for the provision of those services. The purpose of this chapter is to provide staff with instructions for adding, correcting, and deleting invoice data to process approved claims for services paid through the POSS system.

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System Security

Security for POSS is such that anyone having approved access to the mainframe CICS can view but not enter data on the POSS data system. To obtain entry capability on the CICS mainframe, a person must have supervisory approval. The supervisor sends a request to the Division of Data Management using the *Electronic Security Information* form in the public state-approved forms folder on Outlook.

Services Paid Through POSS

The following services are paid out of the POSS data system: Contract numbers starting with “30” (such as 30-77-166) are Purchase of Social Services (POSS) contracts. Contract numbers starting with “15” are State Payment Program (SPP) contracts for people with a primary diagnosis of mental retardation or developmental disability.

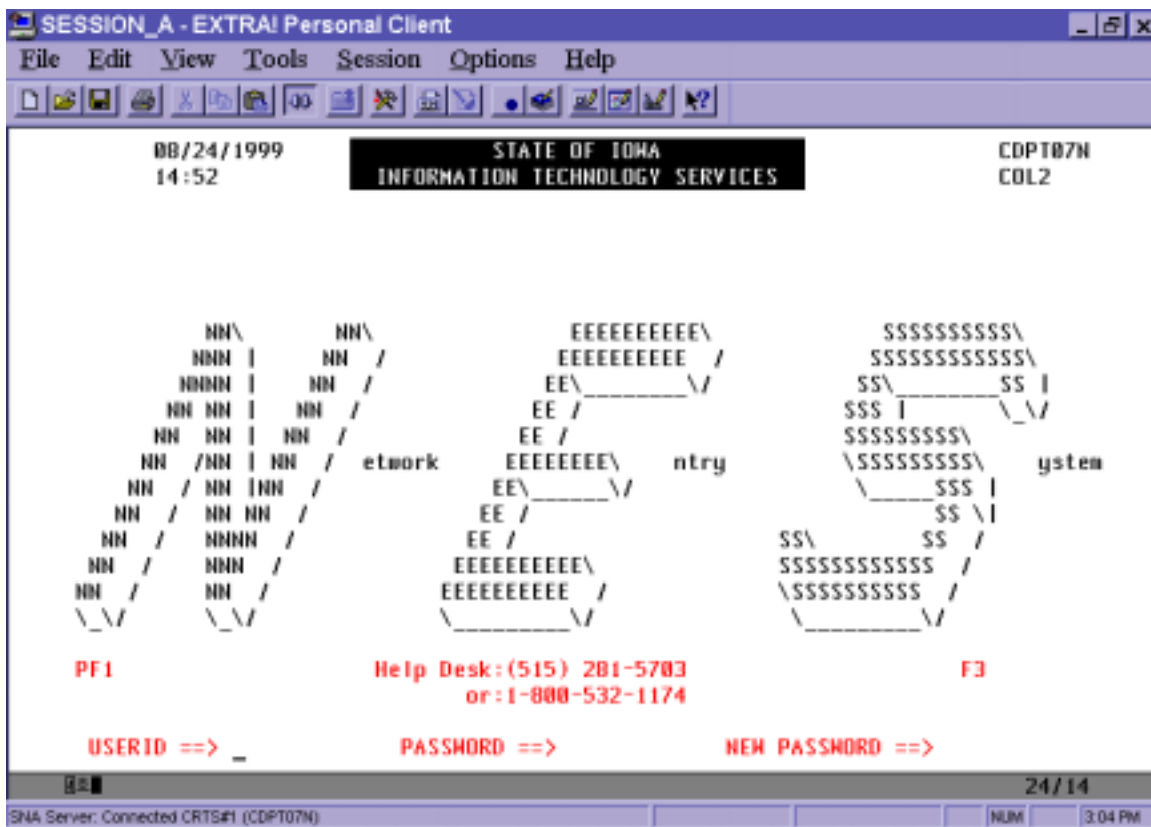
Services	Provider Numbers/Contract
Adoption home study	30 XX XXX (POSS)
Adult day care	30 XX XXX (POSS) 15 XX XXX (SPP)
Adult residential care	30 XX XXX (POSS) 15 XX XXX (SPP)
Adult support	30 XX XXX (POSS) 15 XX XXX (SPP)
Child care	38 XX XXX 39 XX XXX
Community supervised living arrangement (also called supported community living)	30 XX XXX (POSS)
Decategorization	30 XX XXX (POSS)
Family planning	30 XX XXX (POSS)
Foster care home study	29 XX XXX (RTSS)
In-home health-related care	31 XX XXX 32 XX XXX 33 XX XXX 34 XX XXX
Sheltered work	30 XX XXX (POSS) 15 XX XXX (SPP)
Supported community living (also called community supervised living arrangement)	15 XX XXX (SPP)
Transportation	30 XX XXX (POSS) 15 XX XXX (SPP)
Work activity	30 XX XXX (POSS) 15 XX XXX (SPP)

Information for the State Payment Program, including “special MH-MR” agreements for State Payment Program cases and a list of enrolled providers, contract numbers and service codes can be found at: Hoovr3s2/mhdd.772\SPP\Providers\

The Medicaid managed care contract with Merit Behavioral Care, Incorporated (MBCI) to administer services under the Iowa Plan for people with a primary diagnosis of mental illness is numbered 12-77-001. MCBI invoices are **not** paid through the POSS data system. Service providers should send these invoices directly to MBCI.

If a DHS office receives MBCI invoices in error, send them back to the provider, noting that the invoice should be sent to the MBCI payment address indicated in the Iowa Plan Provider manual. (A list of the people eligible for services from MBCI is available on the DHS network each month at Hoovr3s2/st8pymt.)

Accessing POSS

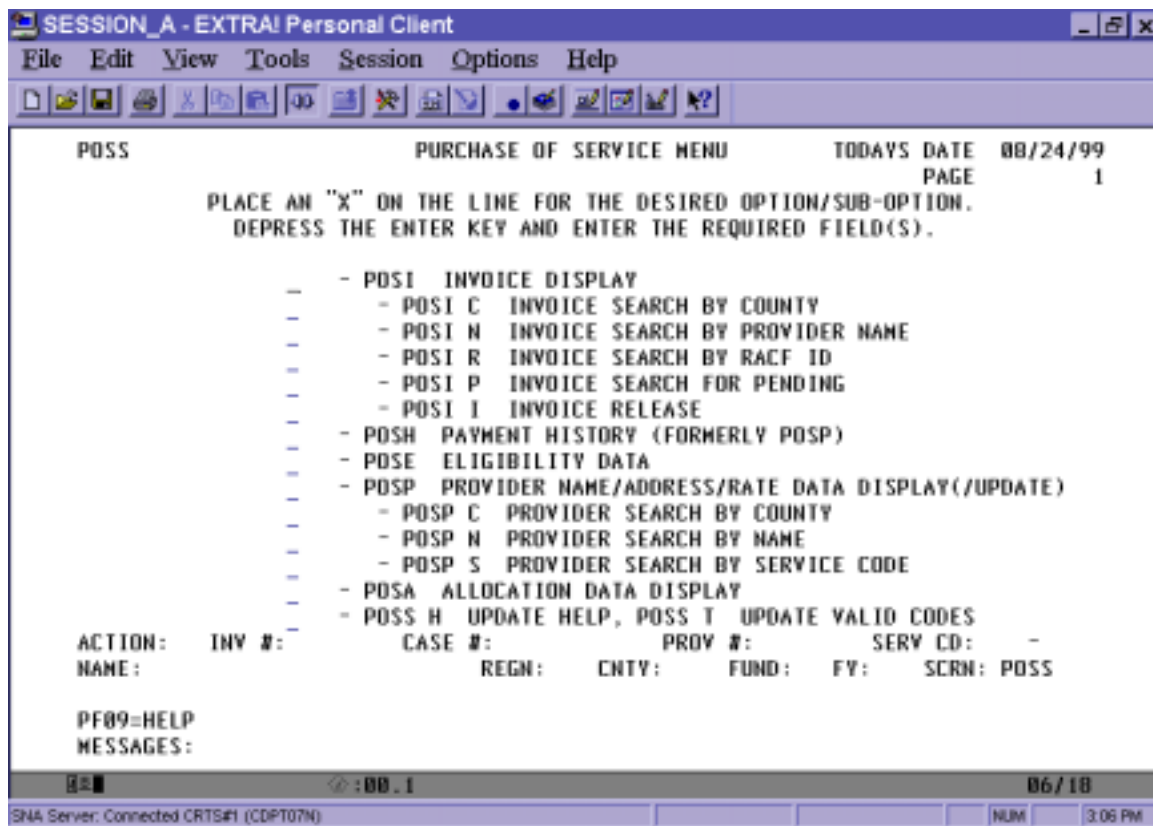


Before you can access the POSS system, you must sign on to the Network Entry System (NES). To sign on to NES:

- ◆ Enter your RACF user ID, tab, enter your password, and press Enter.
- ◆ Press F1 for production CICS.
- ◆ Press Enter at this screen “CICS Production System” menu.
- ◆ Type POSS and press Enter.

This brings up the PURCHASE OF SERVICE MENU screen.

PURCHASE OF SERVICE MENU Screen



Screen Fields and Coding

The fields on the POSS MENU screen (and other screens) are explained below. The system identifies what information is required by placing question marks (?) in the various fields of the command line. If the question marks are optional entry, this is noted in the screen instructions.

<u>Field</u>	<u>Valid Entries</u>	<u>When to Enter</u>
ACTION	A Add C Change D Delete Leave this field blank for display.	Always required when making entry on POSI or POSP. Not required for read only, display, or search.
INV #	A seven-digit system-generated number. (The first digit is a control byte.) or the user (RACF) ID	Required on "C" or "D" actions on POSI. (Leave the Action field blank on POSI for display.) When doing an ID search with POSI-R.
CASE #	The 11-digit SRS case number	Enter when doing a search on POSH or POSE.
PROV #	The seven-digit number designating the provider (also known as the agreement, contract, or certificate number, depending on the service). Do not enter spaces or dashes within this field.	Required on "A" actions for POSI and POSP. Required on "C" or "D" actions on POSP. Optional when you have access using POSH.
SERV CD	Four-digit service code. (The first two digits are known as the "prefix" and the second two digits as the "suffix.")	Required (prefix) on "C" and (prefix & suffix) on "D" actions on POSP. Required (prefix & suffix) on POSA. Required (prefix only or both) on POSP-S.
NAME	24-character provider name. Must be exactly as entered on the agreement or contract.	Required (3 characters only) on "A" actions for POSI. Required (full name) for POSI-N & POSP-N. Optional for POSI-P.

REGN	Two-digit regional designation.	Required on POSA.
CNTY	Three-digit number: 001 through 099 for county numbers 901 through 905 for region numbers 000 for state cases	Required on POSI-C and POSP-C. Required on POSA, if allocation is at county level.
FUND	One-character funding code (same as state/local code). A At risk F State Child Care Assistance P Protective child care M Adoption or foster care home study, decategorization R Child care block grant (Use at Central Office direction only) S State case	Required on POSA.
FY	Last two digits of the state fiscal year.	Required for POSA and POSI.
SCRN	Five-character code for the screens in POSS.	Required when not on main menu and you want to do to another screen in POSS.

PROCESSING INVOICES

The POSS data system will process an invoice, which is a claim for payment for services provided, when the following conditions have been met:

- ◆ The provider or contract number indicates that the Department has entered into an agreement or contract with the provider to buy services for eligible clients.
- ◆ The provider has sent an invoice for payment for services provided.
- ◆ An authorized person at the local office level has approved the invoice for payment.

Note: Submit hard copy invoices with original claimant signature to the Division of Fiscal Management for processing when:

- ◆ The claim is for the prior fiscal, or
- ◆ The provider or payee is a state employee or recently terminated.

The cutoff for any week's processing of claims (invoices) is 5 p.m. on Wednesday, except during August, when it is Tuesday and Wednesday at 5 p.m. (See the invoice cutoff calendar found on the DHS Network at Hoovr3s2/Payments/POS.) If an invoice is not entered by cutoff, it will not be processed for payment until the following week.

When an invoice is completed and accepted, the system automatically releases the invoice for payment on the weekly payment run. The field has the responsibility of identifying and re-entering all rejections or errors. (See **POSS ON-LINE MESSAGES**, for more information.)

Invoice Approval by Authorized County Office Person

Before an invoice is entered in the POSS data system, the invoice must be approved. To see if there is an open SRS (needed for some services for payment for a client), the person who approves the invoices at the local level should:

Step 1 First look at the Iowa Services Reporting System (SRS) for the case by entering SSRS on the blank screen where you usually type POSS to access the POS Data System. Select the appropriate option and enter the case number shown on the invoice.

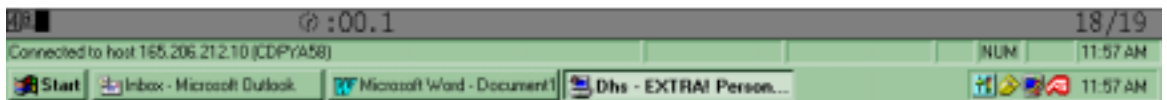
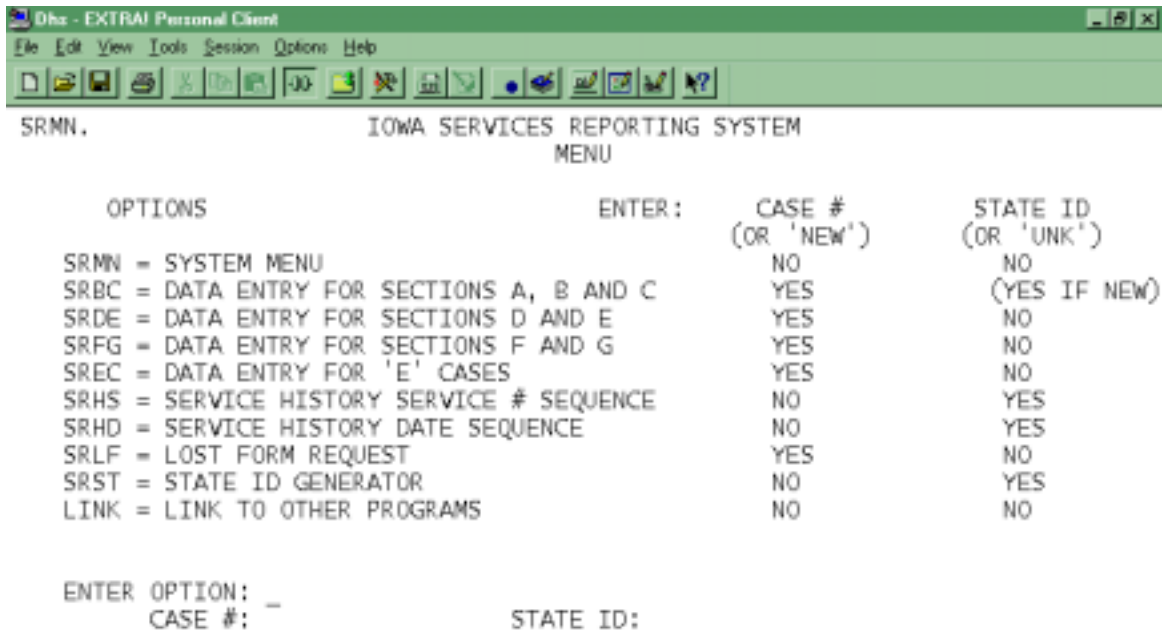
- ◆ A State Payment Program case will show '000' in Field 41 (financial responsibility).

Cases for which DHS processes invoices (because the consumer's primary diagnosis is mental retardation or developmental disability):

- Show a code other than 'B' or 'K' in the first position of Field 25 (handicap), and
- May also show '1' in Field 34 (client functioning level).

Regardless of what is shown in Fields 25 and 34, a case for which DHS should process invoices will show active provider contract numbers beginning with either '15' or '30' in Field 54, and in Field 52 service codes beginning with 18, 30, 34, 39, 51, 52, or 57.

- ◆ Cases for which the provider should send invoices directly to MBCI (the Iowa Plan contractor) because the consumer's primary diagnosis is mental illness will show a B or K in the first position of Field 25 (handicap), and in Field 54 it will show provider number 1277001 (which is MBCI). The case should not show any other providers.



Step 2 Once the invoice has been approved (authorized) for entry, check provider contract data to verify that there is:

- ◆ A valid or open contract,
- ◆ A valid open service, and
- ◆ A rate matching what is on the provider’s invoice or claim.

Note: An open SRS does not mean there is a valid or open provider contract and service.

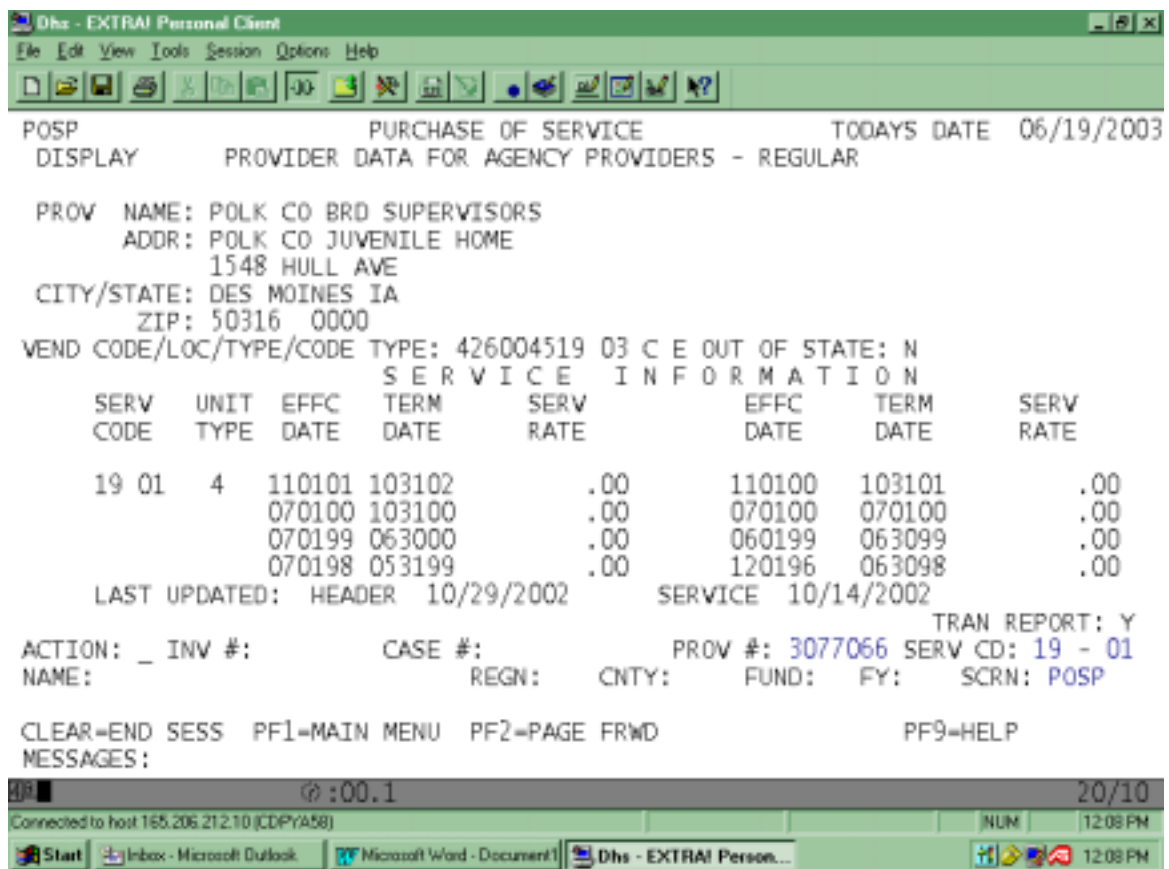
Access this data through the PURCHASE OF SERVICE MENU:

- ◆ Put an “X” by “posp provider name/address/rate data display” and press Enter.
- ◆ Enter the seven-digit contract number shown on the invoice over the “????” after prov #.
- ◆ Then enter the four-digit service code over the “????” after “serv cd.”

This will bring up the POS PROVIDER DATA screen (POSP) and show the service code, rate, and effective date of the rate as shown below.

Note: State employees who provide child care or in-home health services cannot be paid through POS. They must be paid through their payroll department. Contact the Bureau of Payments and Receipts for instructions on how to pay state employees doing these services.

PROVIDER DATA Screen



Note: If you place an X on the POSS PURCHASE OF SERVICE MENU screen by POSP PROVIDER NAME/ADDRESS/RATE DATE DISPLAY (/UPDATE) to view provider information for a POS or SSP contract (30- or 15-), do not try to enter "A" or "C" for the ACTION field. You are not authorized, and the system will not allow you to do this. Just tab through the action field.

If the service code on the invoice is not shown on the POSP screen, the invoice cannot be processed. **Note:** Only central office staff have security access to add or change “30” and “15” contract providers, addresses, or rates.

If the service rate shows a termination date, this may indicate any of the following:

- ◆ The contract was terminated or it expired (not an open or valid provider contract).
- ◆ The service was terminated from the contract.
- ◆ The provider has terminated the POSS contract and opened an SPP contract.

Note: The provider may have entered the wrong contract number on the invoice, i.e. “30-” instead of “15-.”

If the rate on the screen is lower than the rate on the invoice:

- ◆ The provider may have entered on the invoice the rate that a county is paying them instead of the POSS contract rate.
- ◆ The provider may not have sent the appropriate paperwork to the State Payment Manager to obtain a new rate for the SPP contract.

For POSS contracts, the providers’ invoice should match the information shown on the POSS data system. The rate shown on the screen is the correct rate that the Department will pay the provider. A provider can bill at a lower rate than on the screen.

POSS contract rates are frozen by the Legislature and are not changed unless the Legislature gives a rate increase. When necessary, if you cannot determine what information is correct, please call the Bureau of Payments and Receipts in Central Office: at (515) 281-6007 or the Purchase of Service Bureau at (515) 281-6023.

Adding an Invoice

Enter the system-generated invoice number on the original invoice. All electronically entered invoices are to be numbered and filed with the DHS county office with financial responsibility for the client and retained for five state fiscal years.

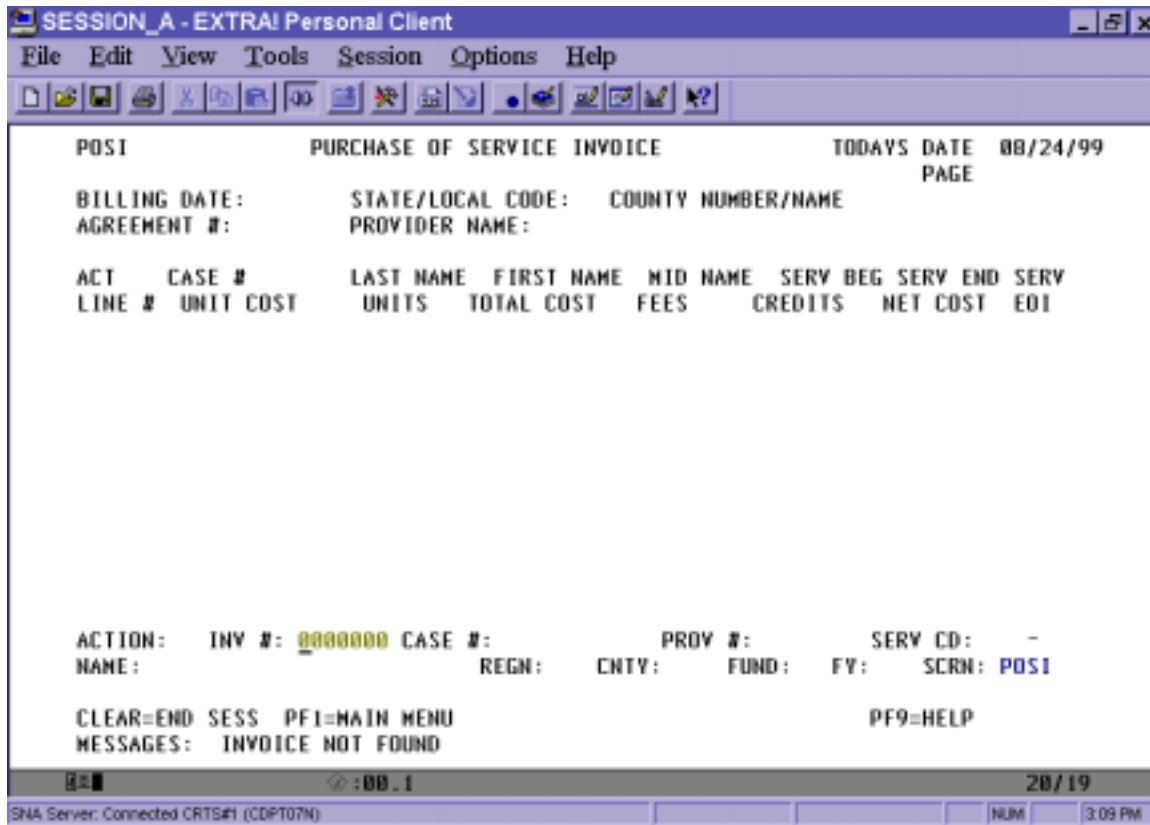
The system will generate daily transaction reports on entries made, by User ID.

- Step 1** On the PURCHASE OF SERVICE MENU, place an “x” on the line for POSI INVOICE DISPLAY and then press Enter.

Step 2 On the command line at the bottom of the POS MENU, enter the information for the three fields listed below then, press Enter.

Field	Valid Entries	General Consideration
ACTION	A	Add
PROV #	Seven-digit designation for a provider	Provider vendor number, contract number, or agreement number
NAME	First three characters of the provider name as shown on the provider file. (For in-home health, use the payee name.)	

Step 3 This brings up the POSI INVOICE screen. Data entry instructions follow the screen sample.



POSI-Add Entries

Enter claim data from the invoice as directed below. When the first line of the invoice is entered, the system will generate a seven-digit invoice number on the command line.

Write this number down immediately in the box on the invoice form.

Field	Valid Entries	General Consideration
BILLING DATE	Six-digit date: Month 01 to 12 Day 01 to 31 Year Numeric	This date is used to determine payment eligibility for: <ul style="list-style-type: none"> • The month being billed for • Any line entered that does not have its own service beginning date entry.
STATE/LOCAL CODE	One-character funding code: A At risk child care F State Child Care Assistance P Protective child care R Child care block grant (Use at Central Office direction only.) H Foster care home study M Adoption/foster care home study, decategorization S In-home health, state cases, family planning	Cases with goal: 1 or 4 = F 2 = A 3 = P A billing for child care and state cases may contain different child care and state case service codes.
COUNTY NUMBER/ NAME	Two part code: <u>First</u> three digits: County: 001-099 (the 2 nd & 3 rd digits = county number, e.g. 077) Region: 901-905 (the 2 nd & 3 rd digits = region number) State cases: 000 <u>Second</u> three characters: First three characters of the county or region name. Exception: No entry is made for state cases (000).	

Field	Valid Entries	General Consideration
CASE #	Eleven-digit SRS case number.	
LAST NAME	First three characters of the client's last name. For family planning, enter FAM.	
SERV BEG	Six-digit service beginning eligibility date for month being Month 01 to 12 Day 01 to 31 Yea Numeric	Enter only when it is the client's first month of service and the eligibility began after the first day of the month. (Child care invoices may show different beginning dates here.)
SERV END		Not used by system. The cursor does not stop in this field.
SERV	Four-digit service code	This is the specific service code found on the provider's contract. (This may or may not be the SRS service code.)
UNIT COST	Up to nine digits: Seven digits for dollars Two digits for cents	The system automatically generates a decimal point to the left of the last two digits entered. When correcting an entry error: <ul style="list-style-type: none"> • Place the cursor in the left most space of the field, delete with the delete key, and re-enter as previously done; or • Reenter over the information previously entered. Remember to enter cents, dollars, and the decimal point. Delete whole dollar figures not needed.
UNITS	Up to five digits, in whole numbers.	No fractions, decimal points, etc., are allowed.

Field	Valid Entries	General Consideration
TOTAL COST	(None) System generated. Up to nine digits: Seven digits for dollars Two digits for cents	The system will automatically calculate this entry. You cannot enter over this information.
FEES	Optional. (If there are no fees, just press Enter. The system generates zeros.) Up to nine digits: Seven digits for dollars Two digits for cents	The system automatically generates a decimal point to the left of the last two digits entered. When correcting an entry error: <ul style="list-style-type: none"> • Place the cursor in the left-most space of the field, delete with the delete key, and re-enter as previously done; or • Reenter over the information previously entered. Remember to enter cents, dollars, and the decimal point. Delete whole dollar figures not needed.
CREDITS	Same as FEES	Same as FEES information above.
NET COST	Up to nine digits: Seven digits for dollars Two digits for cents	Same as FEES information above. If net cost is different from the invoice, recheck the figures entered. If figures are correctly entered, correct the invoice.
EOI (END OF LINE)	To add more lines for child care, state cases, adoption home studies, foster care home studies, and decategorization, <u>leave this blank</u> . E = Last line of invoice	The system assigns an invoice number after the first line is accepted. For in-home health and family planning, the system allows only one line per invoice. You don't have to enter the E code.

Field	Valid Entries	General Consideration
EOI (END OF LINE) (Cont.)		If you forget to enter the “E” and a new blank line comes up, just enter the “E” at the end of this line (making no other entries on the line), and the total line will come up. This blank line will not affect your invoice.
	P = Pend line	If there are problems in one line, you can pend it and go on to enter the rest of the invoice. Exception: The system does not allow the first line of an invoice to be pended. You can immediately correct or delete lines after you have completed the invoice, and it is pended.
	D = Delete line	If a line has errors that can’t easily be corrected, you can delete this line and process the rest of the invoice. (To delete the first line of an invoice, you must have more than one line entered.)

Note: If you forget to write down the invoice number on the invoice, go to the POS MAIN MENU and put an “X” by POSI INVOICE RELEASE. Next put in the county number, and press Enter. You will find your invoice number for the provider or payee name in the list on the left side of the screen.

TOTAL Screen

When the last entry is made and designated with an “E,” the system will bring up the TOTAL screen. This screen looks like the screen you have been entering on, except to the far left where “TOTL” is printed and to the far right where “E” is printed.

The system generates the following entries.

- ◆ Total units
- ◆ Total cost
- ◆ Total fees
- ◆ Total credits

Enter the total net cost from the invoice, and press Enter.

Note: If the invoice has pended or deleted lines, the system will adjust the entries to reflect the totals of the accepted lines, and the total net cost from the invoice will not match the system calculations.

Do not adjust the totals. Instead, enter the totals as they appear on the paper invoice. The only exception to this is if the unit cost has been changed on one or more lines of the invoice. Then the totals must be adjusted, because unit cost is not part of the TOTAL screen.

If any fields are highlighted, check the math and correct the original invoice. (For other kinds of errors, see **POSS ON-LINE MESSAGES** and **Changing an Invoice with Pended Lines**.) **Note:** Before you can enter an invoice, the provider must be set up in the SRS system, the POSS data system, and IFAS. The entry will not be acceptable if the provider has not been entered on the SRS for the client.

Always enter any changes or deletions to the original invoice, contract, or certificate form from which you are entering data the same day the invoice is entered. If you don't do these changes or deletions the same day, the overnight process registers your original entry and it will take more steps to make the needed changes. If the errors are significant, it's preferable to delete the invoice and return it to the provider for correction.

If the invoice cannot be corrected, then press the Enter key one more time without making entry. This will pend the invoice, and the system will prepare for new entries as if the invoice were accepted. (See below.)

If this entry is acceptable, the system assumes that more invoice entries are to be entered, so:

- ◆ The cursor moves to the command line.
- ◆ Zeros appear in PROV.
- ◆ “A” appears in the ACTION field.
- ◆ “POSI” appears in the SCREEN field.
- ◆ The message “INVOICE ACCEPTED – ENTER NEXT PROVIDER NUMBER AND NAME” appears in the message area.

This allows you to enter the next provider number and name for your next invoice. The system will generate daily transaction reports on entries made, by user ID.

Remember:

- ◆ Claims (invoices) for a prior fiscal year need to be submitted to the Division of Fiscal Management for processing through the administrative process, with original claimant signature.
- ◆ If the provider or payee is a state employee, or recently terminated, send original invoice (claim) to the Division of Fiscal Management for payment.
- ◆ All invoices are to be numbered and filed with the financial DHS county office responsible and retained for five state fiscal years.

Invoice Status

Invoices for contracts, agreements, and certificates can be found on the system immediately after they are entered or corrected.

A = Accepted Status. This status means that claim/invoice has passed system edits. “A” status invoices are removed in the first weekly processing after they are accepted.

O = Pending Status. This status remains until the invoice is corrected. If not corrected, “O” status invoices remain on the data system for display and correction for only two or three weekly pay periods and then are removed automatically. When doing an invoice search, the status of an invoice will appear under the column heading “PENDING.”

Once the payment cycle has processed all invoices, the invoice numbers are removed from the POSI screen if the claim (invoice) is accepted for payment processing, or processed and rejected. (That is why it is important to copy the system generated invoice number on the original invoice.) If the claim/invoice is status “O” (pending), you can still view the claim/invoice.

Changing an Invoice with Pended Lines

The system identifies what information is required by placing (?) question marks in the various fields of the command line. If the question marks are an optional entry, this is noted in the screen instructions.

Note: Only Central Office staff have security access to add or change “30” and “15” contract providers, addresses, or rates. Accordingly, do not try to enter “A” or “C” in the ACTION field, as you are not authorized nor will the system allow you to do this. Just tab through the ACTION field.

Step 1 On the PURCHASE OF SERVICE MENU, place an “x” on the line for posi invoice display and then press Enter.

Step 2 On the command line, enter these two fields and press Enter.

Field	Valid Entries	General Consideration
ACTION	C	Change
INV #	Seven-digit designation for the specific invoice.	

Step 3 The invoice will be displayed one line at a time, starting on the first non-deleted page and line. You have two options:

- ◆ If you know the page and line number you need to have displayed, you can enter the four-digit page and line number over the displayed page and line. By pressing Enter, you will go directly to that line, or you can enter line number wherever you are to move to another line.

When this option is used along with PF keys for paging, the system will respond to paging from the previous correction made.

- ◆ You can use the PF keys to page through the invoice line by line. When a line is deleted, the paging capabilities of the PF keys is negated. To re-activate the paging function, go to the command line and re-enter a “C” in the ACTION field and press Enter.

Step 4 The ACTION field (ACT) to the left of the case number will contain a P for all pended lines.

Step 5 Place a “C” over the “P” and make whatever line changes are necessary, then press Enter. If the corrected action still will not work and the fields continue to be highlighted, you may replace the “C” with a “D,” press Enter and delete the line.

Deleting an Invoice

Step 1 On the Purchase of Service Menu, place an “x” on the line for POSI Invoice Display and then press Enter.

Step 2 On the Command Line, enter these three fields and press Enter.

Field	Valid Entries	General Consideration
ACTION	D	Delete
INV #	Seven-digit designation for the specific invoice.	

Step 3 The system will request you to re-enter the invoice number and press Enter a second time to verify this is what you want. Then this specific invoice is removed from the system.

If you decide not to delete the invoice, you can change the action code to other than “D,” put in another invoice number, and proceed to work on invoices, or you can use the PF keys to move you out of the delete function.

POSS ON-LINE MESSAGES

The system checks three main files to edit data entered for verification of payment (the eligibility master file, the provider master file, and the payment history file). When errors occur, the system highlights the problem area and designates this on the error line with a specific code. (This means that either the service code, the provider number, the billing or service date, the case number, or some other entry did not match one or all of the master files checked.)

These errors need to be corrected before the system will accept the invoice. The error message is shown at the bottom of the screen. The codes appear as follows:

THE ERROR MESSAGE LINE IS AT THE BOTTOM OF THE SCREEN

The following are error messages that may be displayed:

XXXX-XXXX-XXXX - ERROR(S) ON FILE(S) DISPLAYED

These values can be ELIG-PHIS-PROV, ELIG-PHIS, ELIG-PROV, PHIS-PROV, ELIG, PROV, or PHIS, to indicate on what master files the error was found. Instructions for researching these errors are as follows:

ELIG = Eligibility Master File(POSE screen):

- ◆ Check the POSE screen to ensure the client's case number, service code, beginning date, and provider number are displayed on this screen.
- ◆ Check that the service code is open for the billing period you are attempting to enter.
- ◆ Check for the correct provider number to be listed.
- ◆ Check the case number to make sure you have the correct case number.

If eligibility information is not showing up for the case number entered on the POSE screen, then the SRS either has not been done or has an error that has not allowed the information to roll to the POSE screen. If the eligibility does not show on POSE, the SRS must be completed or corrected. Remember, client eligibility must be corrected **via the client's SRS** to update POSE.

PROV = Provider Master File (POSP screen):

- ◆ Check the POSP screen to ensure the provider agreement has been entered.
- ◆ Check to see that the service code is effective for the billing period of the invoice.
- ◆ Check to see that the rate on the invoice does not exceed the rate listed for the service code.

PHIS = Payment History File (POSH screen):

- ◆ A PHIS error means payment has already been made to this provider for this client, case number, service code, and billing period (even if the POSH screen shows \$0.00 as paying).
- ◆ You will need to re-enter the invoice for the next day of the month (or billing period).

Other messages that can appear are as follows:

BILLING DATE IS TOO FAR IN THE PAST - CORRECT AND PRESS ENTER.

A billing date has been entered that is over two years old. This is may be an operator entry error, or the billing date was written on the invoice incorrectly.

BILLING DATE IS TOO FAR IN THE FUTURE - CORRECT AND PRESS ENTER.

A billing date has been entered that is to be billed two years in the future. This may be an operator entry error, or the billing date was written on the invoice incorrectly.

CANNOT DELETE FIRST INVOICE LINE - PRESS PF1 AND CONTINUE

You received an error on the first invoice line or tried to delete the line item on the first invoice line. You cannot delete a line item if it is the only one for the invoice. (The entire invoice must be deleted.)

CANNOT DELETE FIRST INVOICE LINE - YOU MUST DELETE ENTIRE INVOICE

You received an error on the first invoice line or tried to delete the line item on the first invoice line. You cannot delete a line item if it is the only one for the invoice. Delete the entire invoice.

CANNOT PEND FIRST INVOICE LINE - PRESS PF1 OR CHANGE EOI (End Of Invoice)

The first invoice line item contained an unresolvable error. The first line item must not contain any errors.

ENTER APPROPRIATE FIELDS

This message appears when a new screen is brought up for entry.

ENTER INVOICE TOTALS

This message appears when the total line is brought up for entry.

ENTER INVOICE LINE TOTAL

You forgot to enter the line total on the invoice.

ENTERED SERVICE CODE NOT ALLOWED FOR CLIENT – First Line Item

This service code is not allowed for the state/local code entered. On the first line item, you will not have an invoice number. To get out of this invoice screen, press PF1 and continue. Check POS-E or the SRS screen.

ENTERED SERVICE CODE NOT ALLOWED FOR CLIENT – PEND or DELETE LINE

This service code is not allowed for the state/local code entered. Anywhere after the first line item, you will have an invoice number. You must complete the invoice.

FILE ERROR

A file error occurred on one or all the files being accessed.

FILE NOT OPEN

One or all of the files being accessed are not opened for some reason. You must find out why.

HIGHLIGHTED FIELDS IN ERROR - PLEASE CORRECT AND DEPRESS ENTER KEY

This happens when one or more errors are detected. Because a message cannot be displayed for each error, the suspected erred fields are highlighted and this message appears. It also occurs when the program cannot detect an exact error. (Example: Billing date may be typed in wrong or it may not be on a file). That is why the wording 'suspected error' is indicated.

INVALID PF KEY DEPRESSED

You pressed a PF key that is not known to the program

INVOICE LINE PENDED, INVOICE LINE DELETED

There is an error that could not be reconciled, so the invoice line is pended or deleted.

INVOICE MUST BE COMPLETED

Not all of the necessary fields were entered. You may have tabbed over a necessary entry field.

INVOICE ACCEPTED - ENTER NEXT PROVIDER NUMBER AND NAME

This message indicates that all information on the invoice has been entered.

INVOICE LINE CANNOT BE PENDED - MUST DELETE LINE OR INVOICE

This occurs when the error detected is that the payment history shows that the invoice has already been paid.

INVOICE LINE WITH NO ENTERED FIELDS CANNOT BE PENDED

This occurs when you have placed a pending indicator on a line item and have not entered data into any line item fields.

PARTIAL UNITS ARE NOT ALLOWED - MUST ENTER A WHOLE NUMBER

Units must be a whole number (for example, 5 units instead of 5.5 units).

PROVIDER NUMBER NOT FOUND, PROVIDER NAME NOT FOUND

The provider number or name entered onto the descriptor line is not on the provider master header file. The provider may not have been entered on IFAS or the POSS data system.

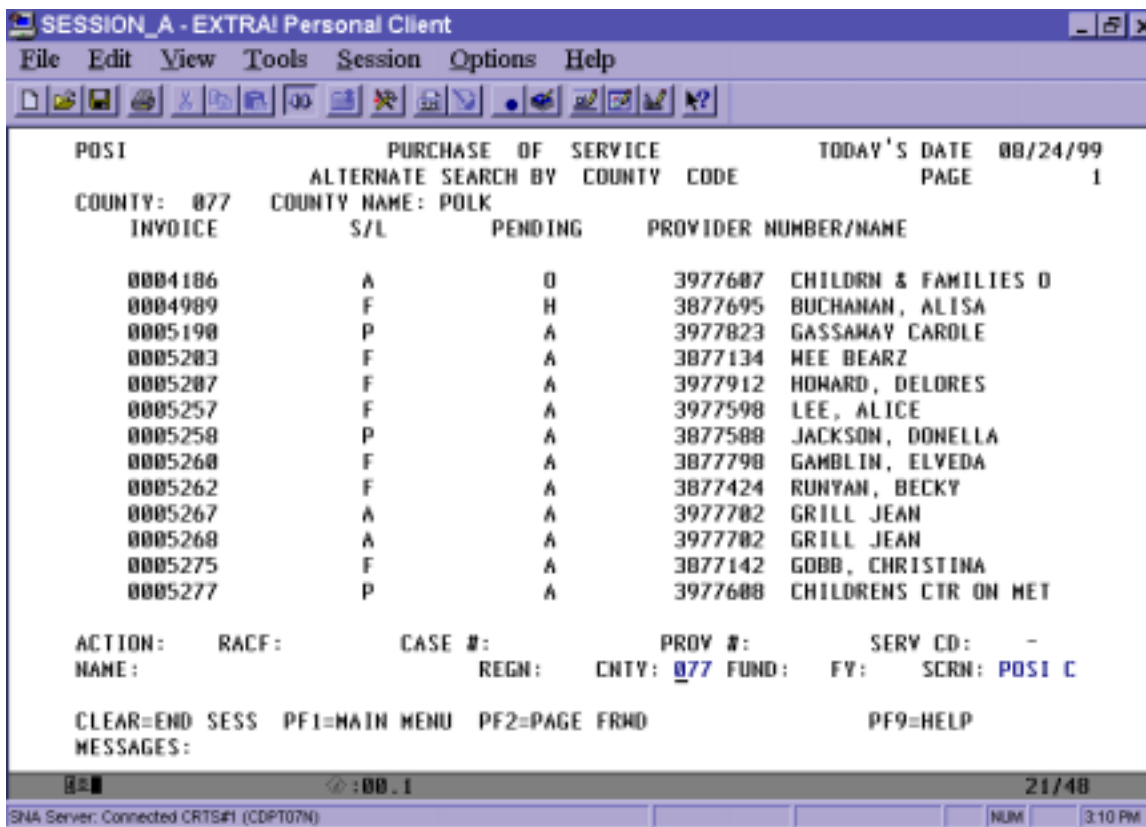
FINDING INVOICES

There are several ways to find a specific invoice:

- ◆ You can search the invoices from a specific county.
- ◆ You can search the invoices for a specific provider.
- ◆ You can search the invoices entered by a specific person.
- ◆ You can search the invoices that are in pending status.

Finding Invoices for a Specific County

To find invoices for a specific county, search by COUNTY CODE (POSI-C) screen.



- Step 1** On the PURCHASE OF SERVICE MENU, place an “x” on the line for POSI-C and then press Enter.
- Step 2** On the command line, enter the CNTY field and press Enter. Valid entries:
 - 001-099 for a county case
 - 901-905 for a region case
 - 000 for a state case

Step 3 Review the resulting POSI-C screen:

The top of the screen contains the number and name of the county being searched. In the body of the screen, reading left to right, there are five fields:

Invoice: Contains the seven-digit number assigned by the system to each invoice. The information on the screen is in order by invoice number, lowest to highest.

S/L: This is the code for the fund that the invoice will be paid out of:

- A At risk child care
- F State Child Care Assistance
- P Protective child care
- R Child care block grant – Use at Central Office direction only
- H Foster care home study
- M Adoption home study, decategorization
- S In-home health, state cases, family planning

Pending: This is the status of the invoice as to payment.

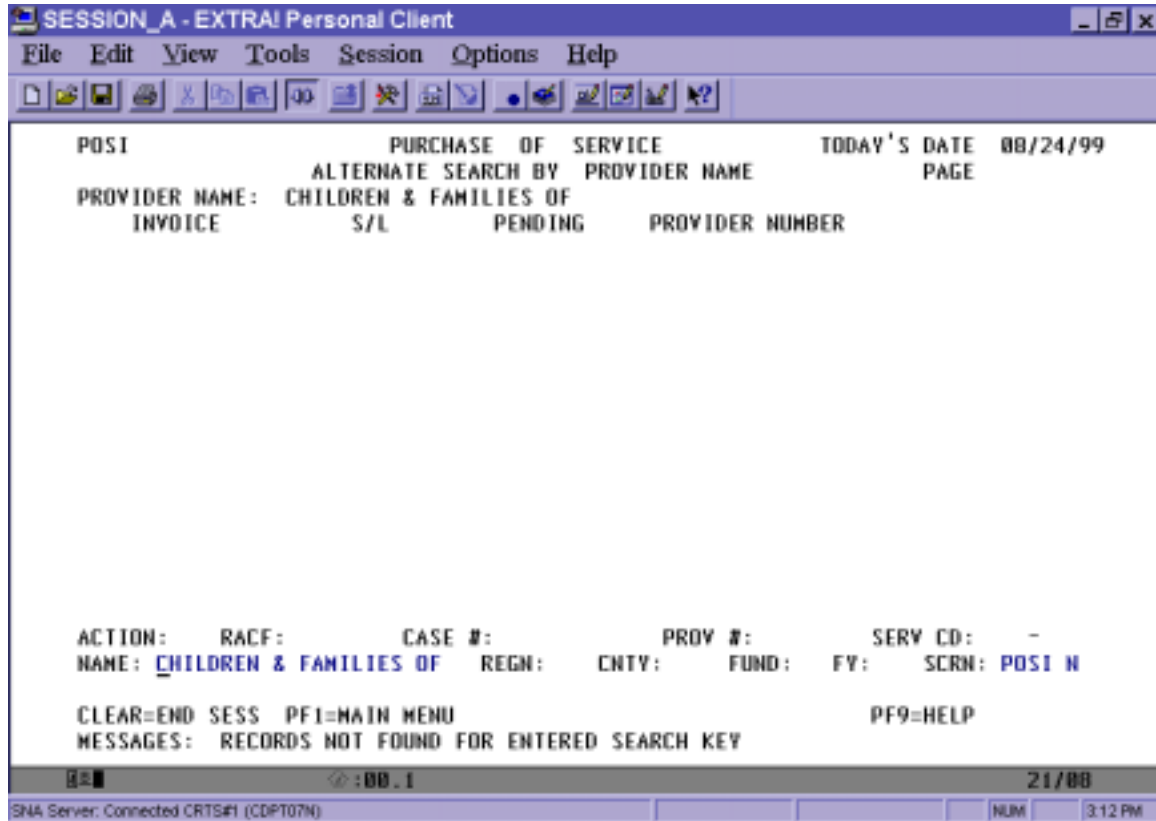
- A The county office has received the paper invoice and approved it for payment during the week.
- O The invoice was entered in the current payment cycle, but is not accepted for payment processing. It must be corrected or deleted and reentered before being eligible for processing.

Provider Number: This is the seven-digit contract or agreement number unique to a specific provider.

Name: This is the provider's name as it appears on the contract or agreement.

Finding Invoices for a Specific Provider

To find invoices from a specific provider, search by the PROVIDER NAME screen:



- Step 1** On the PURCHASE OF SERVICE MENU, place an “x” on the line for POSI-N and then press Enter.
- Step 2** On the command line, enter the NAME field and press Enter. The provider name can be up to 24 characters, and must be exactly as what is on the provider master file (POSP).
- Step 3** Review the resulting POSI-N screen:

The top of the screen contains the provider’s name and contract or agreement number. In the body of screen, reading left to right, there are five fields:

Invoice: Contains the seven-digit number assigned by the system to each invoice. The information on the screen is in order by invoice number, lowest to highest.

S/L: This is the code for the fund that the invoice will be paid out of:

- A At risk child care
- F State Child Care Assistance
- P Protective child care
- R Child care block grant – Use at Central Office direction only
- H Foster care home study
- M Adoption home study, decategorization
- S In-home health, state cases, family planning

Pending: This is the status of the invoice as to payment.

- A The county office has received the paper invoice and approved it for payment during the week.
- O The invoice was entered in the current payment cycle, but is not accepted for payment processing. It must be corrected or deleted and reentered before being eligible for processing.

Provider Number: This is the seven-digit contract or agreement number unique to a specific provider.

Name: This is the provider's name as it appears on the contract or agreement.

Finding Invoices by the User ID of the Person Who Entered Them

Supervisors can search for invoices by the RACF user ID of the person who entered them, using the POSI-R screen.

- Step 1** On the PURCHASE OF SERVICE MENU, place an "x" on the line for POSI-R and then press Enter.
- Step 2** On the command line, enter the USER ID (RACF) field and press Enter. (This is the seven-character alpha/numeric code assigned to the person doing the entry.)

Step 3 Review the resulting POSI-R screen:

The top of the screen contains the user identification number and name of person assigned the number. In the body of the screen, reading left to right, there are five fields:

Invoice: Contains the seven-digit number assigned by the system to each invoice. The information on the screen is in order by invoice number, lowest to highest.

S/L: This is the code for the fund that the invoice will be paid out of:

- A At risk child care
- F State Child Care Assistance
- P Protective child care
- R Child care block grant – Use at Central Office direction only
- H Foster care home study
- M Adoption home study, decategorization
- S In-home health, state cases, family planning

Pending: This is the status of the invoice as to payment.

- A The county office has received the paper invoice and approved it for payment during the week.
- O The invoice was entered in the current payment cycle, but is not accepted for payment processing. It must be corrected or deleted and reentered before being eligible for processing.

Provider Number: This is the seven-digit contract or agreement number unique to a specific provider.

Name: This is the provider's name as it appears on the contract or agreement.

Finding Invoices in Pending Status

You can search the invoices that are in a pending status using to the POSI-P screen.

Step 1 On the PURCHASE OF SERVICE MENU, place an “x” on the line for POSI-P and then press Enter.

Step 2 On the command line, enter any combination of the three fields listed below and press Enter. The number of fields entered defines the scope of the search.

Field	Valid Entries	General Consideration
USER ID (RACF)		If this is the only field entered, the list will be all pending invoices entered by this person.
NAME	First three characters of the provider’s name.	If this is the only field entered, the list will be for all pended invoices for this provider, regardless of who entered them.
CNTY	Three-digit county, region, or state case (000) number	If this is the only field entered, all pended invoices for this office will appear, regardless of who entered them or what provider they are for.

Step 3 Review the resulting POSI-P screen:

The top of the screen will contain only the user identification number and name, unless the only field entered is CNTY. Then it will contain county number and name. In the body of the screen, reading left to right, there are five fields:

Invoice: Contains the seven-digit number assigned by the system to each invoice. The information on the screen is in order by invoice number, lowest to highest.

S/L: This is the code for the fund that the invoice will be paid out of:

- A At risk child care
- F State Child Care Assistance
- P Protective child care
- R Child care block grant – Use at Central Office direction only
- H Foster care home study
- M Adoption home study, decategorization
- S In-home health, state cases, family planning

Pending: This is the status of the invoice as to payment.

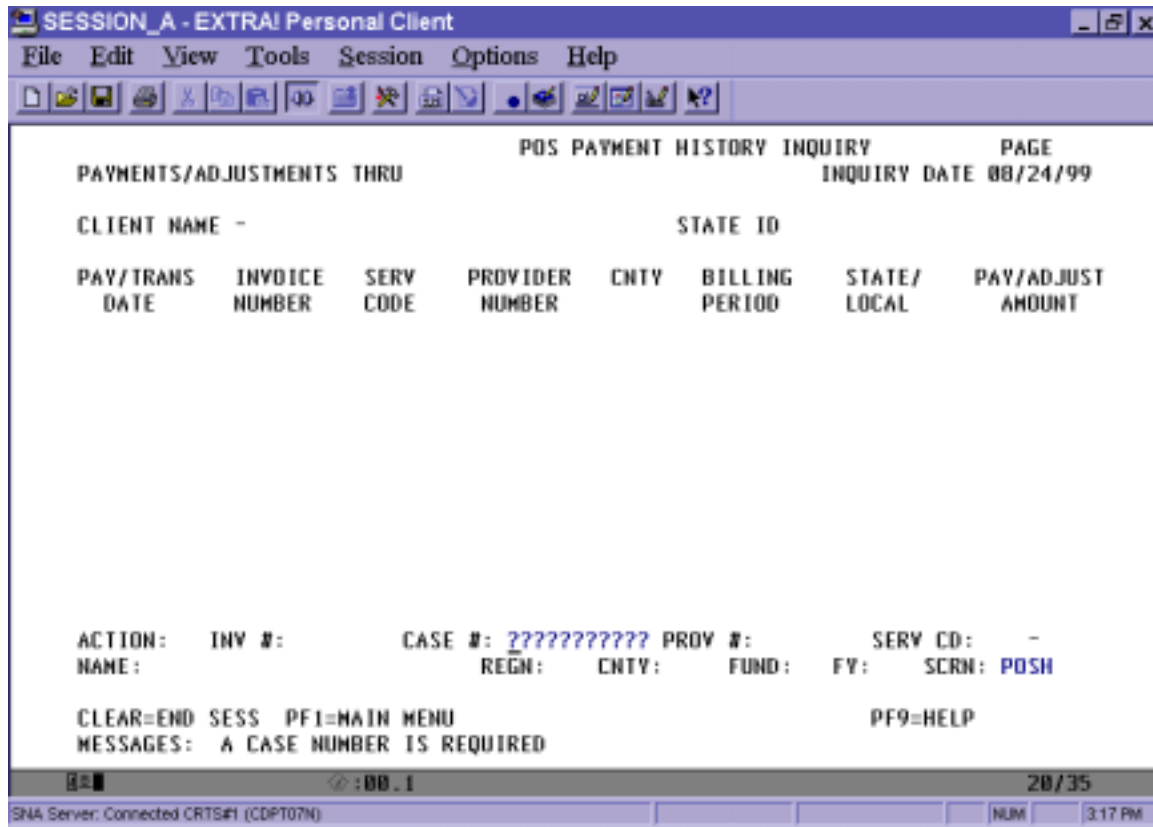
- A The county office has received the paper invoice and approved it for payment during the week.
- O The invoice was entered in the current payment cycle, but is not accepted for payment processing. It must be corrected or deleted and reentered before being eligible for processing.

Provider Number: This is the seven-digit contract or agreement number unique to a specific provider.

Name: This is the provider's name as it appears on the contract or agreement.

FINDING WHAT HAS BEEN PAID ON A CASE

You can research what invoices have been paid on a specific case using the PAYMENT HISTORY (POS-H) screen.



Step 1 On the PURCHASE OF SERVICE MENU, place an “x” on the line for POSH and then press Enter.

Step 2 On the command line, enter one or both of these fields and press Enter.

Field	Valid Entries	General Consideration
CASE # (required)	Eleven-character number assigned to a case	If this is the only item entered, the display will include all payments made for this case.
PROV # (optional)	Seven-digit number assigned to a contract or agreement	If used, only payments to the specific provider will display.

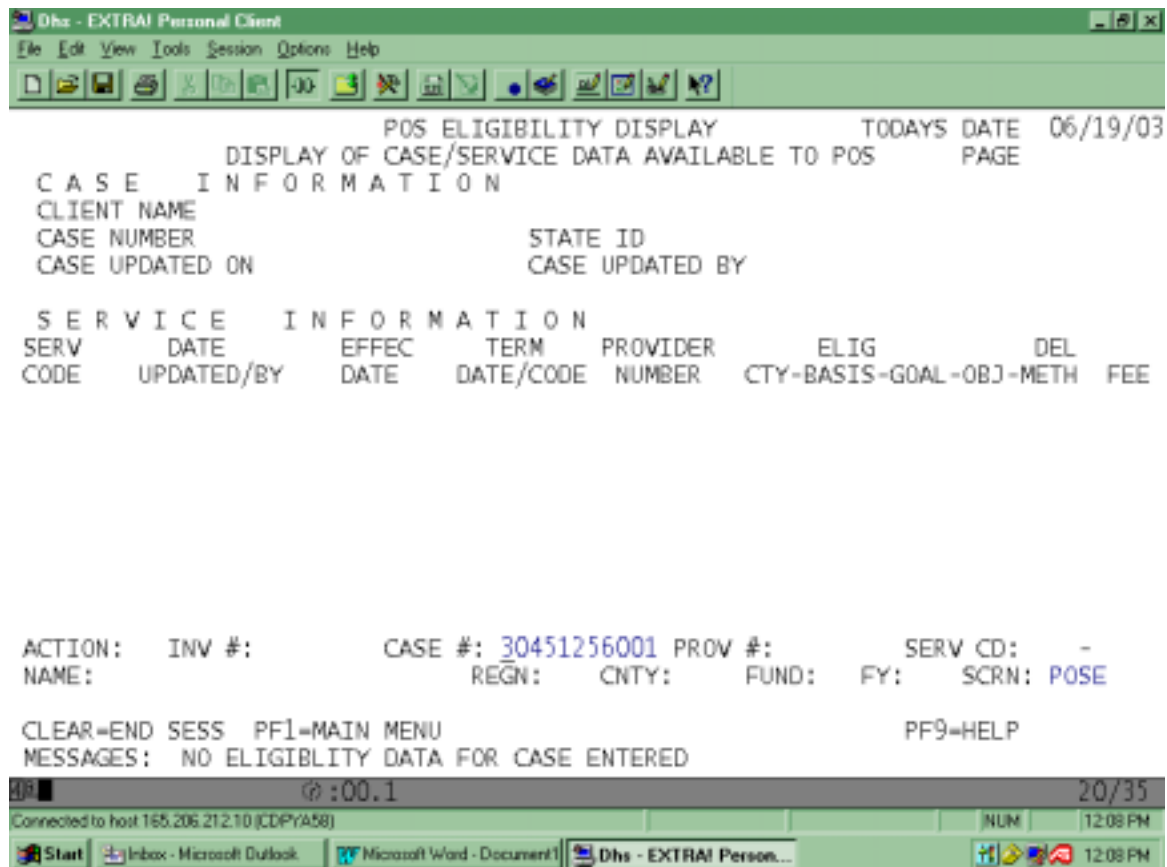
Step 3 Review the resulting POS-H screen:

The top of the screen contains the client's name and the client's state identification number. The body of the screen contains eight fields, ordered by the date the warrant was issued. (The issue date is usually one or two days before the mailing date.)

- ◆ **PAY/TRANS DATE:** This is the date the payment file accepted for payment. Warrants are written one to two days after the issue date in pay/trans date field. Warrants are mailed the next working day.
- ◆ **INVOICE NUMBER:** This is the seven-digit number assigned to each invoice.
- ◆ **SERV CODE:** This is the code identifying the service paid.
- ◆ **PROVIDER NUMBER:** Seven-digit number assigned to a contract or agreement (same as prov # above).
- ◆ **CNTY:** This is the county, region, or state case identifier found on the invoice.
- ◆ **BILLING PERIOD:** This is the month being paid and the first day of the month services began in that month.
- ◆ **STATE/LOCAL:** This is the letter code representing the source of funding.
 - A At risk child care
 - F State Child Care Assistance
 - P Protective child care
 - R Child care block grant – Use at Central Office direction only
 - H Foster care home study
 - M Adoption home study, decategorization
 - S In-home health, state cases, family planning
- ◆ **PAY/ADJUST AMOUNT:** This is the amount of payment made.

FINDING CLIENT SERVICE ELIGIBILITY

You can research a client's eligibility for the service being billed, using the CLIENT ELIGIBILITY (POS-E) screen.



- Step 1** On the PURCHASE OF SERVICE MENU, place an "x" on the line for POSE and then press Enter.
- Step 2** On the COMMAND LINE, enter the CASE # field and press Enter. (This is the eleven-character number assigned to the service case.)
- Step 3** Review the resulting POS-E screen:

The top of the screen contains five fields:

- ◆ CLIENT NAME
- ◆ CASE NUMBER
- ◆ STATE ID
- ◆ CASE UPDATED ON: This is the date of the last action taken on the case relative to any purchased service.
- ◆ CASE UPDATED BY: This is the system that took the last action.

The body of the screen contains rows of eleven fields, listed in numerical order by service code and within a series of identical four-digit service codes, in order of transaction date.

- ◆ SERV CODE: This must be a four-digit code that matches the code on the POSP file.

For foster care home studies, all four characters of the service code on the invoice must match the service code on the eligibility file. For other services, the invoice will pay if the first two digits of the code match (but the rate may not match up if the second two digits differ).

- ◆ DATE UPDATED BY: Date this information was transmitted to the eligibility file.
- ◆ EFFEC DATE: This is the beginning date of eligibility.
- ◆ TERM DATE/CODE: This is the date that eligibility terminated and numeric code which explains why it terminated. If both are blank, then the service is active. Termination codes and explanations can be found in the SRS manual.
- ◆ PROVIDER NUMBER
- ◆ CTY: This is the county of financial responsibility.
- ◆ ELIG BASIS: This is the basis of eligibility.
- ◆ GOAL
- ◆ OBJ: Objective Code
- ◆ DEL METH: Method of Provision
- ◆ FEE: This is the cost for one unit of this service.

ADDING, CHANGING OR DELETING CONTRACTS OR AGREEMENTS

Designated field staff are authorized to enter, change, and delete individual child-care agreements and in-home health-related care agreements, using the POSP screen.

Other agencies and providers (contracts with numbers beginning with 15, 29, or 30, such as Purchase of Social Service contracts and contracts under the State Payment Program) are accessible for entry and update **only** by Central Office staff. Field office staff cannot change or delete entries on the POSP screen for these providers.

Step 1 On the PURCHASE OF SERVICE MENU, place an “x” on the line for POSP and then press Enter.

Step 2 On the command line, enter two or three of these fields and press Enter.

Field	Valid Entries	General Consideration
ACTION	A, C or D or blank	A Add C Change D Delete Blank Display
PROV #	Seven-digit designation for a provider	Provider number or agreement number.
SERV CD	Four-digit service code	This is not used for “A” actions. If a specific service is to be changed or deleted, this entry will bring up that service. If this is not entered on a “C” or “D” action, the system will display one service at a time, in numeric order by service code.

Step 3 Enter contracts/agreements as follows: (See **PROVIDER DATA Screen** for an example of the screen.) **Note:** Instructions on address and vendor information are also listed in the Department of Revenue and Finance *Pre-Audit Manual*, CLAIMS PROCESSING – VENDOR CODES, Procedure No. 207.450, pages 1 to 22.

Field	Valid Entries	General Consideration																														
PROVIDER OR PAYEE NAME	<p>Up to 24 characters for the provider or payee name.</p> <p>For an individual, enter the last name first, then comma and first name. Example: DOE, JANE OR DOE, JANE L</p> <p>There is no need to use upper and lower case letters.</p> <p>Question marks remaining after completed name do not need to be removed.</p>	<p>Warrants will be written to the provider or payee name on left side of POSP screen.</p> <p>Note: If a provider is doing business as (DBA) a business name different from the name attached to the provider’s tax identification number, enter the business name on the POSP screen.</p> <p>Example: Jane Doe is doing business as Happy Time Day Care under her social security number. Enter “HAPPY TIME DAY CARE” as the provider name.</p> <p>Notify the Bureau of Payments and Receipts when a provider is “doing business as” another name, to make sure that IFAS records are accurate.</p>																														
ADDR	<p>Up to 42 characters of the provider’s street address.</p> <p>Use these abbreviations:</p> <table border="0" data-bbox="493 1100 760 1314"> <tr><td>Apartment</td><td>APT</td></tr> <tr><td>Building</td><td>BLDG</td></tr> <tr><td>Department</td><td>DEPT</td></tr> <tr><td>Floor</td><td>FL</td></tr> <tr><td>Room</td><td>RM</td></tr> <tr><td>Suite</td><td>Ste</td></tr> </table> <p>Suffixes:</p> <table border="0" data-bbox="493 1381 760 1703"> <tr><td>Avenue</td><td>AVE</td></tr> <tr><td>Circle</td><td>CIR</td></tr> <tr><td>Court</td><td>CT</td></tr> <tr><td>Drive</td><td>DR</td></tr> <tr><td>Lane</td><td>LN</td></tr> <tr><td>Parkway</td><td>PKWY</td></tr> <tr><td>Place</td><td>PL</td></tr> <tr><td>Road</td><td>RD</td></tr> <tr><td>Street</td><td>ST</td></tr> </table> <p>There is no need to use upper and lower case letters. Omit all punctuation.</p>	Apartment	APT	Building	BLDG	Department	DEPT	Floor	FL	Room	RM	Suite	Ste	Avenue	AVE	Circle	CIR	Court	CT	Drive	DR	Lane	LN	Parkway	PKWY	Place	PL	Road	RD	Street	ST	<p>Addresses must be entered according to Post Office regulations. Be sure the address is accurate. The Post Office will not forward state warrants. Do not use “General Delivery” as an address. State warrants will not be delivered to General Delivery.</p> <p>If there is not enough room on address line 1 for the entire address, enter the secondary address (apartment, building, or suite) on line 1 and the street address on line 2.</p> <p>Example: Line 1: APT 14 Line 2: 310 VALLEY RIDGEWAY RD</p> <p>A box number must appear as “PO Box,” unless it appears with RR (rural route).</p> <p>Example: PO BOX 11 Example: RR 5 BOX 222</p> <p>If both a street address and a post office box are listed in the address, the street address goes on line 1 and the post office box goes on line 2. Example: Line 1: 310 VALLEY RIDGEWAY RD Line 2: PO BOX 14</p>
Apartment	APT																															
Building	BLDG																															
Department	DEPT																															
Floor	FL																															
Room	RM																															
Suite	Ste																															
Avenue	AVE																															
Circle	CIR																															
Court	CT																															
Drive	DR																															
Lane	LN																															
Parkway	PKWY																															
Place	PL																															
Road	RD																															
Street	ST																															

Field	Valid Entries	General Consideration																
ADDR (Cont.)	<p>Directionals must be abbreviated as follows:</p> <table><tr><td>N</td><td>North</td></tr><tr><td>S</td><td>South</td></tr><tr><td>E</td><td>East</td></tr><tr><td>W</td><td>West</td></tr><tr><td>NE</td><td>Northeast</td></tr><tr><td>SE</td><td>Southeast</td></tr><tr><td>NW</td><td>Northwest</td></tr><tr><td>SW</td><td>Southwest</td></tr></table> <p>There must be one space between all words, numbers, directional, etc.</p> <p>Use C/O for “In care of.” (Do not use %.)</p> <p>“C/O” and “ATTN” must always be in the address line 1.</p> <p>Question marks remaining after address is entered do not need to be removed.</p>	N	North	S	South	E	East	W	West	NE	Northeast	SE	Southeast	NW	Northwest	SW	Southwest	<p>A “directional” is the part of the address that gives directional information for delivery. If a directional word is found as the first word in the street name with no other directional to the left of it, it must be abbreviated. Example:</p> <p>North Bay Street becomes N BAY ST</p> <p>If a directional word is located to the right of the street name and suffix, it must be abbreviated. Example:</p> <p>Bay Drive West becomes BAY DRIVE W</p> <p>If a directional word appears between the street name and suffix, it must be spelled out. Example:</p> <p>Bay West Drive becomes BAY WEST DR</p> <p>If two directions appear consecutively as one or two words, before the street name or following the street name or suffix, then the two words become either the <u>pre</u> or <u>post</u> directional, and the appropriate directional must be used. Example:</p> <p>North East Main St becomes NE MAIN ST</p> <p>Exceptions are any combinations of North – South or East – West as consecutive words. The second directional becomes part of the primary name, spelled out. Examples:</p> <p>North South Main St ⇒ N SOUTH MAIN ST Elm Crt East West ⇒ ELM COURT EAST W</p>
N	North																	
S	South																	
E	East																	
W	West																	
NE	Northeast																	
SE	Southeast																	
NW	Northwest																	
SW	Southwest																	

Field	Valid Entries	General Consideration
CITY/ STATE	<p>Up to 16 characters.</p> <p>Omit all punctuation in the city. The state name must be abbreviated.</p> <p>There is no need to use upper and lower case letters.</p> <p>Question marks remaining after city/state is entered do not need to be removed.</p>	<p>The city and state are used to mail warrants.</p> <p>The state must be the official two-letter abbreviation. Example: Iowa = IA</p> <p>If the city name is more than 14 characters, reduce it to 14 so the state can be entered.</p> <p>Example: Council Bluffs IA is too long. Use: CO BLUFFS IA or COUNCIL BLUFF IA</p>
ZIP	<p>Up to nine digits.</p> <p>Enter either five digits or five digits, hyphen, four digits.</p>	<p>The zip code is used to mail warrants.</p> <p>Only the five digits of the primary zip code are necessary.</p>
VENDOR CODE	<p>Nine-digit social security or IRS number</p>	<p>The vendor code is the provider's social security number or federal tax identification number.</p> <p>Exception: For in-home health-related care, this is always the <u>payee's</u> social security number.</p>
VENDOR LOCATION	<p>Two digits</p> <p>System generated "00"</p> <p>Do not enter, leave "00"</p> <p>Changes will be handled by Central Office.</p>	<p>The LOC number directs where the warrant is mailed. The code is usually the two digits after the social security number (00), but if the provider is using a federal tax ID number, either look it up on the IFAS VEN2 table or contact the Bureau of Payments and Receipts.</p>
VENDOR TYPE	<p>I Individual</p> <p>S Sole proprietorship</p> <p>C Corporation</p> <p>P Partnership</p> <p>E Estate or trust</p> <p>U Public service corporation</p> <p>G Government</p> <p>O Other</p>	

Field	Valid Entries	General Consideration
VENDOR CODE TYPE	Never entered.	System generated.
TAX EXEMPT	Y Yes N No	For in-home health-related care only. Can be changed or deleted.
OUT-OF- STATE	Y Yes N No Blank No	For agency providers only. Leave blank for in-state providers. Enter "Y" if the provider is out-of-state. Enter "N" to change Yes to No.
SERV CODE	Four-digit service code In-home health will already have the only valid code displayed: 9801.	Up to ten different services can be entered. If more than ten services need to be entered, review instructions below for the field after SERV RATE.
UNIT TYPE	1 ½ hour 2 Hourly 3 ½ day 4 Day 5 Monthly 6 Session/job/study 7 Trip 8 Mile 9 Meal (week) 0 Less than 30 minutes	
EFFC DATE	Six-digit beginning date of service in month/day/year order: Month 1-12 Day 1-31 Year Numeric	
TERM DATE	Six-digit ending date of service in month/day/year order: Month 1-12 Day 1-31 Year Numeric	Not entered on "adds," but can be entered for changes or deletions. When a new effective date or rate is added to an existing service, the old rate or service will get a termination date one day before the new effective date.

Field	Valid Entries	General Consideration
SERV RATE	Nine-digit entry for the cost of a unit of service: Seven-digits for dollars Two digits for cents Question marks left after the rate is entered can be ignored.	The system will automatically generate a decimal point to the left of the last two digits entered. When correcting an entry: ◆ Place the cursor in the left-most space of the field and delete with the delete key, then re-enter as previously done; or ◆ You can correct over the information previously entered. Remember to enter cents, dollars, and decimal point, and delete whole-dollar figures not needed.
JUST ABOVE THE COMMAN D LINE	One-letter code: A 10 more blank service lines C Cancels all information on the screen	For more than ten services enter an "A" in the ACTION field and depress the Enter key. The system will bring up another ten fields. To delete everything on the screen, enter "C." This will allow you to re-enter provider and service data. It removes only what is being added, not what was previously entered and is already on the provider master file.

Address Changes

Make address and name changes for child care providers and in-home health payees on the POSP screen. You no longer have to call or e-mail changes into Central Office. The POS system will:

- ◆ Pick up the changes you make to the POSP header (names/address).
- ◆ Create and send a tape of the changes to the IFAS Suspense file in the nightly processing.

The next working day Division of Fiscal Management staff will edit the changes on line, make any needed corrections, and then release the batch.

The Department of Revenue and Finance will review and approve the changes (or hold them until the required information is submitted). Approvals will be added to the Vendor File in the nightly processing cycle.

Once the provider has been added to the IFAS Vendor Table, a copy of the IFAS vendor table will be sent back to Fiscal Management in the nightly processing to update the POS system copy of the vendor table. Once that copy has updated the POS Vendor Table (behind the scenes), you will be able to enter invoices with the new provider information.

If you attempt to enter an invoice for a new provider that has not gotten through the cycle to be added to the vendor tables you will get the error message, PROVIDER NAME NOT FOUND. You will not be able to enter the invoice until the provider is active on both IFAS Vendor Table and the POS copy of the Vendor Table. This edit process eliminates most of the exception 11 on the weekly Error List Report.

Likewise, if you change an address or name, on Monday, Tuesday, or Wednesday and enter an invoice for payment on that same week, the address change may not be updated in time to print out on the warrant that week. The warrant may be sent to the old address unless you call and request that the Bureau of Payments and Receipts pulls the warrant on Friday and checks the address.

If the warrant is mailed out of Central Office with an incorrect address, it usually takes ten working days, before the warrant is received back in Central Office. It the policy of Fiscal Management not to issue a duplicate warrant until we have waited the 10 working days to see if the warrant will be returned.

If the warrant is returned, staff check the POSP screen to see if it has been updated with a new address. If so, central office will re-mail the warrant to the new address. If not, staff will call the county office to get a new address.

If providers call stating they have not received their check, before you call Central Office, please check HOOVR3S2/Payments/Offsets and HOOVR3S2/Payments/POS/returned warrants, to see if Revenue and Finance has held the warrant for income offsets or if the warrant has been returned to Central Office.

If the warrant has been held for income offsets, give the provider the phone number for Income Offsets in the Department of Revenue and Finance: 515-281-3149 or 6649. At this point, DHS is out of the picture and it is between the provider and Revenue and Finance and the offsetting agency.

Searching for Providers in a Specific County

- Step 1** On the PURCHASE OF SERVICE MENU, place an “x” on the line for POSP-C, and then press Enter.
- Step 2** On the COMMAND LINE, enter the COUNTY field (three digits) and press Enter.
- Step 3** Review the resulting POSP-C screen.

The top of the screen contains the number and name of county being searched.

The bottom of the screen contains a list of all providers in the county in numeric order by provider number and name. (However, a provider on the day that this provider is entered. This provider will appear only after the IFAS and POS vendor tables are updated.).

Searching for Providers by Name

- Step 1** On the Purchase of Service Menu, place an “x” on the line for POSP-N and then press Enter.
- Step 2** On the Command Line, enter the NAME field and press Enter. (Enter the name on the contract, or agreement, up to 24 characters.)
- Step 3** Review the resulting POSP-N screen.

The top of the screen contains the provider name. (However, a provider on the day that this provider is entered. This provider will appear only after the IFAS and POS vendor tables are updated.)

The bottom of the screen contains the providers number, mailing address, street, city, state and zip code.

Searching for Providers by Service Provided

Step 1 On the PURCHASE OF SERVICE MENU, place an “x” on the line for POSP-S and then press Enter.

Step 2 On the command line, enter at least the SERV CD field and press Enter.

Field	Valid Entries	General Consideration
SERV CD	First two digits of the service code	This identifies all providers with this primary service.
	OR All four digits of the service code.	This identifies all providers with this prefix/suffix combination.
CNTY	Option 3 digits	Not required. If you enter the three digits, it restricts search to the location coded.
	001-099; 901-905; 000	

Step 3 Review the resulting POSP-S screen.

The top of the screen contains the specific service being identified by number and name (if available).

The body of the screen displays four fields in provider number order. However, on the day that a provider is entered, this provider will not be in numeric order until the next day. This provider will appear at the end of the list on the day entered.

1. Provider number
2. Provider name
3. Effective date: The date the contract or agreement became effective.
4. Rate: The dollar value charged for the service.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

May 1, 2001

GENERAL LETTER NO. 14-L-1

ISSUED BY: Bureau of Payments & Receipts,
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 14, Chapter L, *PURCHASE OF SERVICE DATA SYSTEM*, Title page, new; Contents (page 1), new; and pages 1 through 43, new.

Summary

This letter transmits a new Employees' Manual chapter to be used by Department support staff to assist them in:

- ◆ Entering invoice data on line in the POSS data system and
- ◆ Understanding the different types of contracts and services within this data system.

The POSS data system is an automated "hands-off" system. Field staff enter invoices on line in the POSS data system and keep all the invoices in the field office. This eliminates the need for Central Office staff to:

- ◆ Receive and date stamp invoices.
- ◆ Sort invoices by program.
- ◆ Manually number and batch invoices by a Tuesday 2 p.m. cutoff.
- ◆ Key invoices into system.
- ◆ Resubmit invoices from the error report.
- ◆ Release the invoices for payment.

There is still an error report, but the majority of rejections are eliminated by system edits at the time the invoices are entered. Division of Fiscal Management staff still have the weekly "Pre-Issue" report to process and a weekly exception list to review.

The number of phone calls is reduced, because of the automated vendor/provider process. When field staff add or change information on a provider, the information is automatically run each night and put onto the IFAS SUSF file for review each day. (In the old system, field staff had to call and tell Central Office about name or address changes that they had updated on the POSP screen, and then Central Office would have to enter the change into the IFAS vendor system.)

The system change also enables in-home-health providers to use direct deposits for their payments.

Effective Date

Upon receipt.

Material Superseded

None. New material.

Additional Information

As of June 30, 2001, the “local purchase” services listed will no longer be under a Purchase of Social Services contract (contract/provider numbers beginning with the number 30). “Local purchase” services refer to the following services, as currently defined by the Department:

- ◆ Adult day care
- ◆ Adult support
- ◆ CSALA
- ◆ Adult residential
- ◆ Sheltered work
- ◆ Work activity
- ◆ Transportation

Note: Supported employment and supported work training are included in the administrative rules for sheltered work and work activity.

Refer questions about this general letter to your regional benefit payment administrator.