

# DSHS DDA Employment and Day Services Billing Reconciliation Report

ADSA Reporting – Report 32092  
October 2017

## 32092 DDA Employment and Day Services Billing Reconciliation Report

- DDA Employment and Day Services Billing Reconciliation Report is located on [ADSA Reporting](#).
- Purpose of report: Identifies the difference between what counties have billed to [ADSA Web Access](#) (AWA) and what [ProviderOne](#) (P1) has paid or denied, broken out by Account Title/Service, Program/RAC, and associated detail.
- Primary users: DDA Regional Operations Managers
- Secondary users: county staff that upload DDA Employment and Day billing data to [AWA](#) (this may be DD program staff and/or fiscal staff)

# 32092 DDA Employment and Day Services Billing Reconciliation Report

## Two different reports can be generated

### Summary Report:

- Displays the amounts billed through AWA by Recipient Aid Category (RAC) and Account Title/Service Code.
- Displays the amounts paid through P1, the difference between the P1 amount paid, and the AWA amount billed.

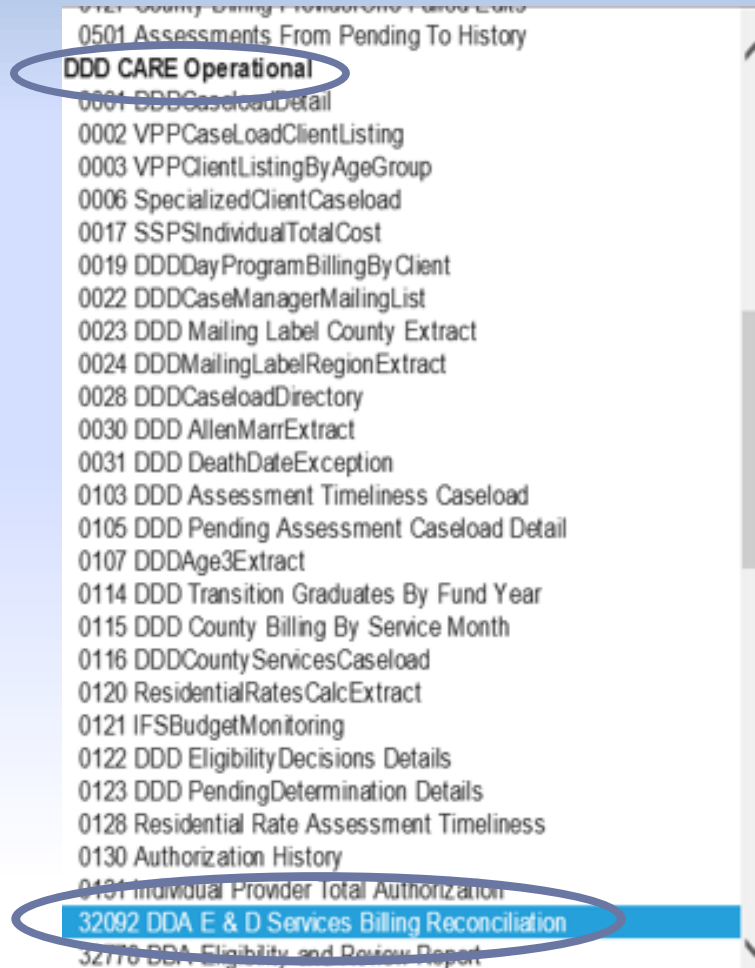
### Detail Report:

- Displays amounts authorized and paid by client identifier (name and ADSA ID), P1 authorization number, and different P1 claims statuses.

*Note: Both reports can be exported to Microsoft Excel and have “Difference” columns that will allow the user to isolate any discrepancies between AWA billing amounts and P1 payment amounts.*

The report is located  
under the DDD CARE  
Operational list in  
ADSA Reporting.

*Note: ADSA Reporting access expires if you  
do not log in at least once every 90 days.*



## Running the Report



1. Select the Report Type: Detail or Summary.
2. Select your county (or counties if you administer services for 2).
3. Select the Service Month and the corresponding P1 Payment Month (or months if you aren't sure when the payment occurred).
4. Click "View Report".

*Note: DSHS Regional Operations Managers and DDA staff have the ability to generate reports by Region in addition to by County.*

In the example below a summary report for Asotin County is being generated for July 2017 services with August or September 2017 as the associated Payment Month.

### ADSA Reporting

**Worker Reports:** 32092 DDA E & D Services Billing Reconciliation ?

ReportType	<span>Summary</span>	Geography	<span>County</span>	<span>View Report</span>
Region / County	<span>Asotin</span>	Service Month	<span>201707</span>	
Payment Month	<span>201709, 201708</span>			

## Running the Report (continued)

When the report is generated you will see information at the top of page about the geography, county/region, and service month as well as the report below.

To export this information to an Excel file click the blue floppy disk icon and select Excel (see screen shot below).

**ADSA Reporting**

**Worker Reports:** 32092 DDA E & D Services Billing Reconciliation ?

ReportType: Summary Geography: County

Region / County: Asotin Service Month: 201707

Payment Month: 201709, 201708

1 of 1 100% Find | text

?  
Geography: County  
Region / County: Asotin  
Service Month: 201707

XML file with report data  
CSV (comma delimited)  
PDF  
MHTML (web archive)  
Excel  
TIFF file  
Word

Note: when you change any of the fields and rerun the report be aware the “View Report” button is no longer right next to the required fields. You will need to move the cursor bar at the bottom of the screen all the way to the right to find the “View Report” button.

View Report



## Example Summary Report

Below is an mock example of a Summary Report. Here is a brief summation of what the column headers mean:

**Account Title** = BARS codes and [Procedure Codes](#)

**P1 Service Code Names** = Names of the codes for services in ProviderOne

**Recipient Aid Categories (RACs)**= funding sources such as Basic Plus Waiver or State Only

**CARE/AWA Service Totals** = what amounts were posted in ADSA Web Access

**P1 Paid Total** = what ProviderOne paid the county

**Difference** = what is the difference between the AWA amount posted vs. P1 payment amount

In this example all of the AWA amounts match the P1 payment amounts **EXCEPT** for \$450 in the Individual Employment (64 or SA834) category. **This mismatch should act as a prompt to run the DETAIL REPORT for more info.**

Account Title	P1 Service Code Name	RAC 3602 Basic Plus Waiver B	RAC 3603 Core Waiver CO	RAC 3515 PASRR Spec Services PSM	RAC 3920 and RAC 3919 State Only 8	RAC 3995 Indirect Consumer Supports	CARE AWA Service Total	P1 Paid Total	Difference
11 County Admin (SA920)	County - Admin Costs					\$2,645.66	\$2,645.66	\$2,645.66	\$0.00
12 PASRR Admin (SA927)	PASSR Administration					\$34.30	\$34.30	\$34.30	\$0.00
<b>Subtotal</b>						<b>\$2,679.96</b>	<b>\$2,679.96</b>	<b>\$2,679.96</b>	<b>\$0.00</b>
41 Info/ED. ACT (SA923)	County - Info and Education					\$107.00	\$107.00	\$107.00	\$0.00
61 Child Dev (SA157)	Child Development Services				\$4,805.90		\$4,805.90	\$4,805.90	\$0.00
61 Child Dev (SA928)									
62 Grp. Supported Emp (SA836)	Group Supported Employment	\$7,101.25	\$11,326.25			\$910.00	\$19,337.50	\$19,337.50	\$0.00
63 SI - Prevoc Empl. (SA834)									
64 Individual Empl (SA835)	Individual Employment	\$487.50	\$5,962.50				\$6,450.00	\$6,000.00	\$450.00
65 Indiv Tech Assist (SA344)									
67 Community Access (SA262)	Community Access	\$1,312.50	\$1,557.50	\$490.00			\$3,360.00	\$3,360.00	\$0.00
69 Adult Day Care (SA003)									
<b>Subtotal</b>		<b>\$8,901.25</b>	<b>\$18,846.25</b>	<b>\$490.00</b>	<b>\$4,805.90</b>	<b>\$1,017.00</b>	<b>\$34,060.40</b>	<b>\$33,610.40</b>	<b>\$0.00</b>
<b>Grand Total</b>		<b>\$8,901.25</b>	<b>\$18,846.25</b>	<b>\$490.00</b>	<b>\$4,805.90</b>	<b>\$3,696.96</b>	<b>\$36,740.36</b>	<b>\$36,290.36</b>	<b>\$450.00</b>



### Example Detail Report (Part 1)

**If an amount other than zero is found in the “Difference” column in the Summary Report, a Detail Report should be generated for more information.**

Below is the first half of a mock example of a Detail Report (second half is on the next slide). It is an example of successful payment for a client in Individual Employment Services in Clark County.

Here is a brief summation of what the column headers mean:

**Region** = DDA Region where client is receiving services

**P1 Provider ID** = County ProviderOne ID

**County (P1 Provider Location Name)** = County name

**Service Month** = the month that services occurred

**AWA Billing Month** = the month the county posted billing amounts to AWA

**P1 Payment Month** = the month that ProviderOne issued payment to the County

**ADSA ID** = Client ADSA ID, unique identifier in CARE/AWA

**P1 Client ID** = Client P1 ID, unique identifier in ProviderOne

**Client Last Name and Client First Name** = Client Name as it appears in ProviderOne

**P1 Service Code** = ProviderOne [Procedure Codes](#)

**P1 Service Code Name** = Name of service in ProviderOne, can also be found on the [Procedure Codes](#) crosswalk

**P1 Auth #** = 9 digit unique identifier on the ProviderOne authorization

**P1 Error Code Description** = The code associated with the error in ProviderOne

Region	P1 Provider ID	County (P1 Provider Location Name)	Service Month	AWA Billing Month	P1 Payment Month	ADSA ID	P1 Client ID	Client Last Name	Client First Name	P1 Service Code	P1 Service Code Name	P1 Auth Number	P1 Error Code(s) and Description(s)
Region 3 South	000000000	Clark	201708	201709	201710	111111	00000000 OWA	Smith	Client	SA835	Individual Employment	000000000	



### Example Detail Report (Part 2)

**AWA Service Amount** = Dollar amount posted to AWA

**P1 Authorized Amount** = Dollar amount ProviderOne is authorized to pay

**P1 Payment Amount** = Dollar amount paid to the county by ProviderOne

**Difference** = The difference between the AWA service amount and the ProviderOne payment amount

**RAC Code and Description** = The Code and Description associated with the Recipient Aid Category

**TCN** = The Transaction Control Number, an 18 digit unique identifier for each claim in ProviderOne

**Claim Status** = The status of the claim in ProviderOne – has it been paid or not?

**Warrant Date** = The date of payment from ProviderOne

AWA Service Amount	P1 Authorized Amount	P1 Paid Amount	Difference between service amt and paid amt	RAC Code	RAC Description	TCN	Claim Status	Warrant Date
\$700.00	\$700.00	\$700.00	\$0.00	3602	Basic Plus Waiver	000000000000000000 00000000	Paid	10/5/2017

## Example Detail Report with a direct service “difference”

Going back to the example Summary Report on Slide 10 – There is a \$450 error for Individual Employment for July 2017 services for Asotin County. A Detail Report needs to be generated to learn more information about this \$450 error.

Next steps:

- Generate a Detail Report for July 2017 services, payment month August 2017;
- Export the report to Excel;
- Add a filter to the “Difference between service and paid amount” column; and
- Select the \$450 amount.

In the screen shot below the client with the associated \$450 error (see ADSA ID column) is specified and you now have enough information to contact the Case Manager, Payment Specialist, or Regional Operations Manager for assistance. Typically you should start with the CRM as they can look up the error associated with the client in CARE.

If you know the difference is due to an adjustment in hours in AWA (for example – you provided a supplemental billing for more hours for the client the following month) than your Regional Operations Manager should be notified so they can submit a ticket to P1 .

*Note: for any P1 error that has no associated payment with P1, you will see numerous blank fields like the example below.*

### P1 11453 DDA County Billing Detail

Region	P1 Provider ID	County (P1 Provider Location Name)	Service Month	AWA Billing Month	P1 Payment Month	ADSA ID	P1 Client ID	Client Last Name	Client First Name	P1 Service Code	P1 Service Code Name	P1 Auth Number	P1 Error Code(s) and Description(s)	AWA Service Amount	P1 Authorized Amount	P1 Paid Amount	Difference between service amt and paid amt	RAC Code	RAC Description	TCN	Claim Status	Warrant Date
Region 1 South		Asotin	201707			1111111				SA835	Individual Employment	0		\$450.00			\$450.00					

### Example Summary Report with an indirect service “difference”

Below is an example of a summary report with an indirect “difference”. In this case the county has a difference in the Info/Ed (SA 923 or BARS 41) category. This is due to a county submitting a supplemental billing for indirect services. This information should always be passed on to your Regional Operations Manager so they can submit a ticket in ProviderOne – this is how you will receive a supplemental payment.

#### P1 11453 DDA County Billing Summary

Account Title	P1 Service Code Name	RAC 3602 Basic Plus Waiver B	RAC 3603 Core Waiver CO	RAC 3920 and RAC 3919 State Only 8	RAC 3995 Indirect Consumer Supports	CARE AWA Service Total	P1 Paid Total	Difference
11 County Admin (SA920)	County - Admin Costs				\$5,628.00	\$5,628.00	\$5,628.00	\$0.00
12 PASRR Admin (SA927)								
<b>Subtotal</b>					<b>\$5,628.00</b>	<b>\$5,628.00</b>	<b>\$5,628.00</b>	<b>\$0.00</b>
30 Training (SA922)								
31 Staff Training (SA921)								
<b>Subtotal</b>								
41 Info/ED. ACT (SA923)	County - Info and Education				\$5,628.00	\$10,517.53	\$5,628.00	\$4,889.53
61 Child Dev (SA927)	Child Development Services			\$1,143.00		\$1,143.00	\$1,143.00	\$0.00
61 Child Dev (SA928)								
62 Grp. Supported Emp (SA836)								
63 SI - Prevoc Empl (SA834)								
64 Individual Empl (SA835)	Individual Employment	\$41,355.75	\$10,033.25		\$1,072.00	\$52,461.00	\$52,461.00	\$0.00
65 Indiv Tech Assist (SA344)								
67 Community Access (SA262)	Community Access	\$735.00	\$952.50			\$1,687.50	\$1,687.50	\$0.00
69 Adult Day Care (SA003)								
<b>Subtotal</b>		<b>\$42,090.75</b>	<b>\$10,985.75</b>	<b>\$1,143.00</b>	<b>\$6,700.00</b>	<b>\$65,809.03</b>	<b>\$60,919.50</b>	<b>\$4,889.53</b>
92 Admin Infrastructure (SA924)								
93 Agency Start-Up (SA925)								
94 Partnership (SA926)								
<b>Subtotal</b>								
<b>Grand Total</b>		<b>\$42,090.75</b>	<b>\$10,985.75</b>	<b>\$1,143.00</b>	<b>\$12,328.00</b>	<b>\$71,437.03</b>	<b>\$66,547.50</b>	<b>\$4,889.53</b>

## Example Detail Report with an indirect service “difference”

Using the example from the prior slide, generate a Detail Report for the \$4,889.53 indirect difference.

The Detail Report below confirms that this is in fact due to a supplemental payment. This is clear because the AWA Billing Month is after the P1 Payment Month. Also, the P1 Paid Amount has a value assigned so we know a payment has occurred, just not the full amount. *(Please see screen shots below)*

Using the information from the Detail Report, we can now alert the Regional Operations Manager that a ticket needs to be submitted to P1 for the county to receive the rest of the payment.

*Note: All indirect services have a “Non-client specific payment” RAC description and 3995 RAC code.*

Service Month	AWA Billing Month	P1 Payment Month	ADSA ID	P1 Client ID	Client Last Name	Client First Name	P1 Service Code	P1 Service Code Name	P1 Auth Number	P1 Error Code(s) and Description(s)	AWA Service Amount	P1 Authorized Amount	P1 Paid Amount	Difference between service amt and paid amt
201705	201707	201706	-	-	-	-	SA923	County - Info and Education	1020226483		\$10,517.53	\$16,145.53	\$5,628.00	\$4,889.53

RAC Code	RAC Description	TCN	Claim Status	Warrant Date
3995	Non-client specific payments - DDD	00000000000000000000	Paid	6/28/2017

## Adult Clients with more than one provider for the same service in the same billing month

For adult employment and day clients (*not CDS clients*) if the client has more than one service provider for the same service and billing overlaps in the same service month, the report will see this as a “difference” when it is not. P1 cannot tell the difference between providers since to P1 the counties are the providers.

In the top screen shot below is an example of a client with 2 Individual Technical Assistance (SA344) providers in the same month. In the second screen shot below you can see the report divides this into 4 lines instead of 2 and shows a “difference” of \$862.50. There really isn’t a difference in this case, the report just erroneously displays a difference for all adult services who have two providers for the same service in the same month.

**These should be filtered out when checking on monthly balances.**

You can verify in AWA that there are 2 providers for the same service under the Client Tab, CSA (bottom screen shot).

You can also verify by comparing if the P1 Auth is the same as well as the TCN number for all lines.

*Note: This is a fairly rare occurrence but one that counties should be aware of.*

Service Month	AWA Billing Month	P1 Payment Month	ADSA ID	P1 Client ID	Client Last Name	Client First Name	P1 Service Code	P1 Service Code Name	P1 Auth Number	P1 Error Code(s) and Description(s)
201708	201709	201710	111111	1111111111WA	Name	Client	SA344	Employment Technical Assistance Add-on	1111111111	
201708	201709	201710	111111	1111111111WA	Name	Client	SA344	Employment Technical Assistance Add-on	1111111111	
201708	201709	201710	111111	1111111111WA	Name	Client	SA344	Employment Technical Assistance Add-on	1111111111	
201708	201709	201710	111111	1111111111WA	Name	Client	SA344	Employment Technical Assistance Add-on	1111111111	

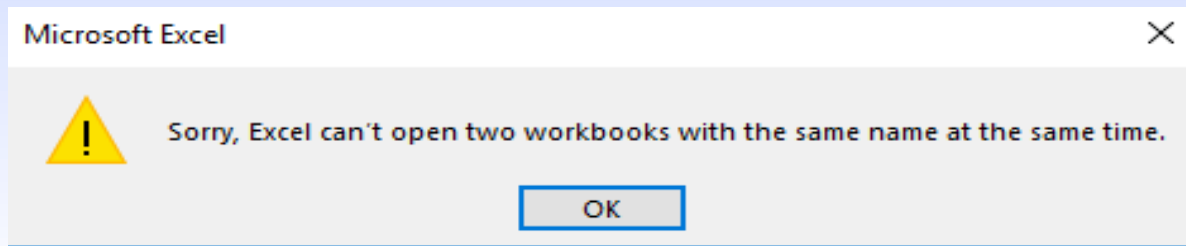
  

AWA Service Amount	P1 Authorized Amount	P1 Paid Amount	Difference between service amt and paid amt	RAC Code	RAC Description	TCN	Claim Status	Warrant Date
\$187.50	\$187.50	\$862.50	\$862.50	3602	Basic Plus Waiver	000000000000000000	Paid	10/5/2017
\$675.00	\$187.50	\$862.50	\$862.50	3602	Basic Plus Waiver	000000000000000000	Paid	10/5/2017
\$187.50	\$675.00	\$862.50	\$862.50	3602	Basic Plus Waiver	000000000000000000	Paid	10/5/2017
\$675.00	\$675.00	\$862.50	\$862.50	3602	Basic Plus Waiver	000000000000000000	Paid	10/5/2017

Service Type	Provider Name	From Date	To Date	Status
Individualized Technical Assistance	Make Ends Meet (B. Bertram)	07/17/2017	09/30/2017	Open
Individualized Technical Assistance	M Meyer Consulting, Inc	07/10/2017	09/30/2017	Open

# Report Tips

- These reports (especially the Detail Report) are VERY complex and take a few minutes to generate. It is advised to only run one or two service months at a time with only two or three corresponding P1 payment months. It is possible the reports will time out if you attempt to run multiple service months at a time.
- You cannot export more than one report to Excel without first saving one of the reports with a different name or you will get the following error message:



## **DDA Regional Operations Managers:**

R1 – Seanna Woodard, 509-329-2952

R2 – Joe Carter, 425-339-4836

R3 – Wendi Winchel, 360-725-4264

## **DDA Payment Specialists:**

R1 – Diane Bonin, 509-374-2116

R1 – Robin Rosman, 509-329-2902

R2 – Thomas Lee, 425-977-6587

R2 – Suzanne Taloa-Hickey, 206-568-5636

R3 – Lori Shepherd, 360-725-4283

R3 – Amy Hoodendoorn, 360-501-2496



**For AWA Support, please contact your  
Regional Employment Specialist:**

R1 – Carrie Bayha, 509-374-2128

R2 – Rod Duncan, 425-339-4855

R3 – David Money, 253-404-5553

**Central Office AWA Support:**

Megan Burr, 360-407-1523

Terry Redmon, 360-407-1548

Branda Matson, 360-407-1522