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To: Directors, Public Children Services Agencies
               SACWIS Financial Points of Contact, Public Children Services Agencies

Subject: SACWIS Build Release 1.100
                  Upcoming Foster Care Maintenance (FCM) 9/29 & 9/30 Webinars

As the SACWIS Project Team moves forward in collaboration with county agencies to complete both phases of the financial roll out, in addition to completing significant enhancements in the application, please review the following information with your staff in the coming weeks.

Release 1.100 (originally targeted for deployment on September 16th and now targeted for September 30th) contains approximately 35 financial system enhancements. Preliminary testing of the build has prompted the team to increase the number of testing days in the deployment cycle to ensure both county and state staff have adequate time to thoroughly test all components. *As such, webinar reviews originally planned for mid September will now occur on 9/29 & 9/30 from 9 am – 12 pm and the deployment itself will occur on September 30th*. Additional webinar sign-up notification will be forwarded by the SACWIS team.

Different topics will be covered on both days and overviews are geared toward experienced FCM users. Recommended participants include: fiscal officers or agency personnel responsible for preparing, approving, or reconciling SACWIS created payments and reimbursements, county auditor payment authorizations as well as individuals responsible for maintaining and approving service authorizations, add-on rates, paid leave days and coding of payment authorizations for the JFS 02820 monthly financial statement.

Webinars will be recorded and utilized with non FCM live counties in coordination with other preparation activities as Phase 2 of the Financial Roll Out begins (schedule information forthcoming under separate cover). While non FCM live counties are not prohibited from participating, the webinars will cover a great deal of functionality and could be overwhelming to new FCM end users. We recommend non FCM live counties wait to review the webinars, or view them in the context of general information, as additional preparation activities will need to occur to optimize effectiveness.

A general description of functionality changes is attached for your convenience. The written overview provides <u>general</u> information for staff to review prior to the actual webinars. While enhancements significantly improve payment adjustment automation, it is important staff understand how automated logic will impact current and backlogged data. We are excited about this release and ask for your continued patience and collaboration as we accomplish this significant milestone. ***Thank you again to the many county staff who continue to dedicate their time, talents and energy to partner with us to improve our SACWIS system.***

SACWIS Build 1.100
Financial Enhancements Overview

- *Placement and Leave Edits*: Ability to insert, edit, and create in error, placements and service authorizations. The impact of these enhancements is similar to the changes that were implemented around modifications of Eligibility/Reimbursability records. If you make a change, the system will automatically make the corrections based on the information in the system at the time of cutoff. Prior to actually taking any reimbursements back, the system will present the discrepancies for review for the fiscal worker to see the impact of the changes prior to the impact occurring at the end of the month when they run payment processing. *It will become very important that the fiscal workers understand the invalid payment process. These invalid payments will be presented for review on several screens and reports.*

- *New online Invalid Payment Review Process*: Invalid payments are marked for review. For all payments which may be potentially impacted, by changes made to the Service Authorization, placement setting or leave setting, a Bold Green "R" will display to the left of the Payee name in the payee field. This "R" will appear anywhere the impacted payment request is displayed. The Green "R" appears on any payment request where there has been a change to the placement, leave days or service authorization associated to the payment and the invalid payment process has not yet been run. If a payment has been marked for review, an Invalid Review Reason will display. Payments marked for invalid review (Bold green "R") will not be considered for reimbursement until they have been rectified. Payments marked as Invalid (Bold yellow "I"), will be considered by the monthly reimbursement process which will reverse reimbursements previously issued. *The system will automatically initiate the invalid review process during the reimbursement process at the end of the second month after a payment was marked for invalid review. Therefore, we strongly advise agencies to initiate the process using the online process in order to identify the impact changes to placement, leave, and service authorization data will have on the agency's cash flow.*

- *New online Invalid Payment Review Process*: The payment requests search, payment request roster and the payment search screens will include a button to allow the user to run the invalid payment process for all payment requests marked for review which were returned by the search criteria on the applicable screen. The user will then be navigated to the process invalid payment screen.

- *New online Invalid Payment Review Process*: New actions for 'Review/Invalidate Payments'. This functionality allows the user to delete, invalidate or keep for review payments which have been reviewed via the Online Invalid Payment Review Process.

- **_Standard Costs_**: Standardized service costs can be marked as created in error: The payments associated to those service costs are marked for review by the invalid payment process.

- **_Placement and Leave Edits_**: Edit capability of placement begin and end dates within the current custody episode: The edit of a placement begin or end date will update the service authorization, create a notification for the eligibility specialist and fiscal supervisor and identify associated payment requests for invalid review.

- **_Service Authorization Search_**:   All Service Authorizations for placement settings/case services are displayed on the service authorization search page, not just the most recent one.

- **_Service Authorization Summary page_**: A new page has been added which provides a snapshot of service authorizations, leave episodes and add-on costs, by placement setting/case service and child. A hyperlink to payment search to view payments associated with service authorization. Service Authorizations can be added or inserted from this page.

- **_Placement Cost Report_**: New placement cost report to include per diem costs and additional data to allow a user to validate and estimate placement expenses, review dates, custody dates, etc. Additionally the report will identify data anomalies.

- **_Purchased Care paid leave days_**: Setting default paid leave days from contracts for purchase care. Ability to enter paid leave days per episode on new placement contracts. Purchased care leave days will be included in placement payments if specified on the contract.

- **_Paid leave day override_**: Ability to override the number of leave days paid for Own Home and Purchased care payments for each leave episode on the service authorization.

- **_Add-On Costs_**:   Ability to enter Add-on costs for purchase care as well as own home payments. Add-on costs will now be associated to the child rather than the service authorization. When adding a per diem cost, the user will also be required to select a Per Diem Cost Type. This cost type will identify in the reimbursement process if the cost is maintenance, administration or non IV-E reimbursable.

- **_Filter Criteria_**: Additional sort/filter criteria on the Service Authorization and Payment search pages for JFS 02820 codes, county account codes, voucher numbers, invalid review, contracts, etc.

- ***Allocation Codes***: Ability from payment request roster and payment search screens to allocate costs by JFS 02820 code, county account number, purchase order number, or voucher number.

- ***Agency Payment Date***: Ability to edit agency payment date and enter agency warrant number which will allow users to identify payments included in one disbursement but in more than one JFS 04280 or JFS 04281 reporting period.

- ***Last Day of Placement***: Ability to pay the last day of placement for Purchase Care and not for Own Home or vice versa.

- ***Updates to Reports***: Reimbursement Reconciliation Report, Roster Report, Invoice Report, Final Payment Report, Payment Reimbursement Report and Payment Detail Export Report to include new accounting allocation fields and invalid payment information.

- ***Creation of new reports***: Invalid Payment Export Report, Placement Cost Report, Service Authorization Summary Report and Service Authorization Detail Report.