

Processing Private Agency Foster Parent Training Manual Payments

The **Processing Manual Payments for Foster Parent Training Sessions** Knowledge Base Article (KBA) provides instructions on how private agencies should process manual payments to get reimbursement for foster parent training.

Specifically, the **Manual Payment** link in SACWIS should be used to create all Foster Parent Training payment requests. When this link is used, the system generates payment requests without waiting for an overnight batch process and provides you with more control over which payments are being created.

Important: When Foster Parent Training sessions are being created, if the **Stipend Payable to Participant** check box is not checked (**Training Participants List** screen), no payment will be generated for that training session.

Complete the following steps to create manual payments for Foster Parent Training sessions:

Section 1: Navigating to the Payments Created Screen

1. On the SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Manual Payment Request** link in the **Navigation** menu. The **Manual Payment Selection Criteria** screen appears.
4. Click the **Payments By Foster Parent Training Session** link.



The **Foster Parent Training Session Information** screen expands.

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5. In the **Process Begin Date** field, select the training session payment began date.
6. In the **Process End Date** field, select the training session payment end date.
7. Click the **Select Training Sessions** button.

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The main content area is titled "Manual Payment Selection Criteria" and contains a section for "Payments By Foster Parent Training Session". Within this section, there is a "Foster Parent Training Session Information" box. This box contains two date fields: "Process Begin Date:" with the value "10/01/2011" and "Process End Date:" with the value "10/31/2011". Below these fields is a blue button labeled "Select Training Sessions". A red rectangular box highlights the two date fields and the "Select Training Sessions" button.

The **Training Session Search Criteria** screen appears and all training sessions that meet the criteria will populate in the **Training Session Results** section of the screen.

8. If needed, enter additional filter searches for payments in the fields.
9. Click the **Search** button.

The screenshot shows the "Training Session Search Criteria" screen. It has several input fields: "From Session Date:" (10/01/2011), "To Session Date:" (10/31/2011), "Session Name:", "Delivery Method:" (dropdown), "Person ID:", "Person:", "Status:" (Completed), and "Recommending Agency:" (Adriel School, Inc.). There are "Person Search" and "Clear" buttons. A red circle highlights the "Search" button. Below the search criteria is a section titled "Training Session Results" which is highlighted with a red box. It shows "Result(s) 1 to 1 of 1" and "Page 1 of 1". A table with the following data is displayed:

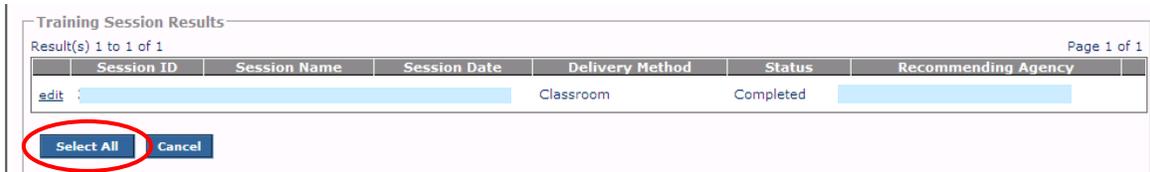
Session ID	Session Name	Session Date	Delivery Method	Status	Recommending Agency
edit			Classroom	Completed	

Below the table are "Select All" and "Cancel" buttons.

The **Training Session Results** section displays the filtered results.

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10. Click the **Select All** button.

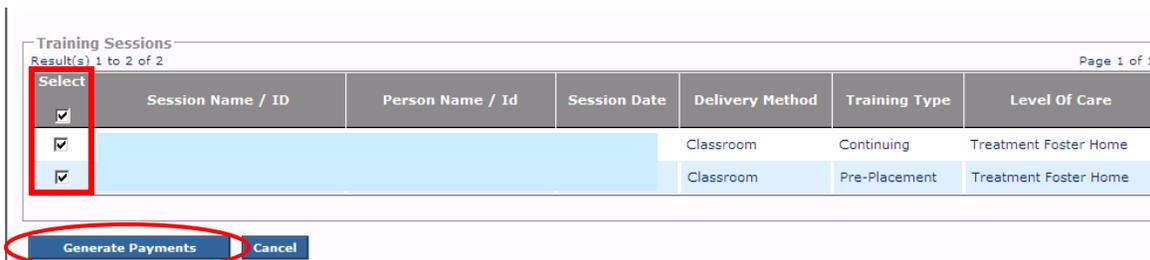


The screenshot shows the 'Training Session Results' interface. At the top, it says 'Result(s) 1 to 1 of 1' and 'Page 1 of 1'. Below this is a table with the following columns: Session ID, Session Name, Session Date, Delivery Method, Status, and Recommending Agency. The table contains one row with the values: Classroom, Completed, and a blue box. Below the table, there are two buttons: 'Select All' and 'Cancel'. The 'Select All' button is circled in red.

The **Training Sessions** screen appears with all of the checkboxes selected.

11. To exclude any payment(s) from being created, uncheck the check box next to that training session. If needed, refer to the **Payment Exceptions** section below.

12. Click the **Generate Payments** button.



The screenshot shows the 'Training Sessions' interface. At the top, it says 'Result(s) 1 to 2 of 2' and 'Page 1 of 1'. Below this is a table with the following columns: Select, Session Name / ID, Person Name / Id, Session Date, Delivery Method, Training Type, and Level Of Care. The table contains two rows. The first row has 'Classroom', 'Continuing', and 'Treatment Foster Home'. The second row has 'Classroom', 'Pre-Placement', and 'Treatment Foster Home'. Below the table, there are two buttons: 'Generate Payments' and 'Cancel'. The 'Generate Payments' button is circled in red.

The system displays the payments that will be created.

13. Click one of the following, the:

- **Save** button to save the payments
- **Cancel** button to return to the previous screen without saving



The screenshot shows two sections. The top section is 'Payments Created' and contains a table with the following columns: Payee Name / Id, Session Name / ID, Person Name / Id, Service Type, Cost, Session Hours, Session Date, and Total. The table contains one row with the values: Pre-adoptive training /, Training Allowance, \$15.00, 4, and \$60.00. The bottom section is 'Exceptions' and contains a table with the following columns: Session Name / ID, Person Name / Id, Service Type, Session Date, and Error Messages. The table contains three rows, all with the value 'Pre-adoptive training' in the first column and 'Participant not associated to Provider' in the last column. Below the tables, there are three buttons: 'Save', 'Cancel', and 'Export'. The 'Save' and 'Cancel' buttons are circled in red.

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Payment Exceptions

The **Exceptions** grid (shown in gold above) indicates payments the system will not create based on the given error message. The possible error messages and exceptions are listed below:

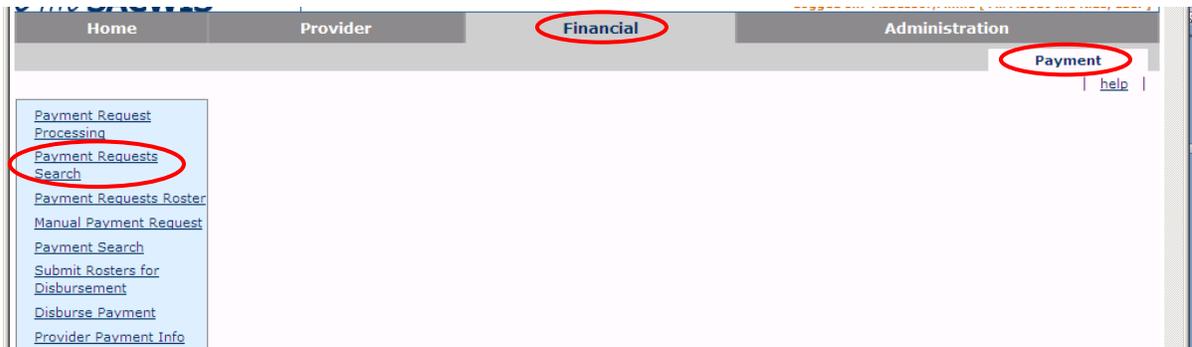
- **Participant under 18:** The Person ID linked to the training session is under the age of 18 in SACWIS and therefore not eligible for foster parent training reimbursement.
- **Participant Not Associated to a Provider:** The Person ID linked to the training session is not associated with a Provider record. An incorrect Person ID may have been used. Contact the SACWIS Help Desk for assistance.
- **License Not Found for Provider:** The Person ID linked to the training session is not associated with a Provider record that has a current license in SACWIS. An incorrect Person ID may have been used or there may be an issue with the provider record. Contact the SACWIS Help Desk for assistance.
- **Training Session Date is Prior to Training Cutoff Date:** The training session date is prior to the agency being “live” in SACWIS. Reimbursement should be requested via the JFS 1350.
- **Session Date is Over 18 months from License Effective Date:** The training must have been held within 18 months of the license to be eligible for reimbursement.
- **Training Session Status is Not Complete:** The training session in SACWIS must be marked as **Complete** to create payment requests / obtain reimbursement for training sessions.
- **Title IV-E Quarterly Rate was Not Found for an Agency:** The state maintains the IV-E Quarterly Rates in SACWIS. These may not be modified by the user. Contact the SACWIS Help Desk for assistance.
- **Training Cost Not Defined for Service at State Level:** The state maintains the standard amounts for the training stipend and allowance. These may not be modified by the user. Contact the SACWIS Help Desk for assistance.

Section 2: Searching for Payment Requests

After completing the steps above, you will conduct a search to locate the payment request records that were generated. The **Payment Request Search** screen then displays payments that have been created, but not yet been put on a roster.

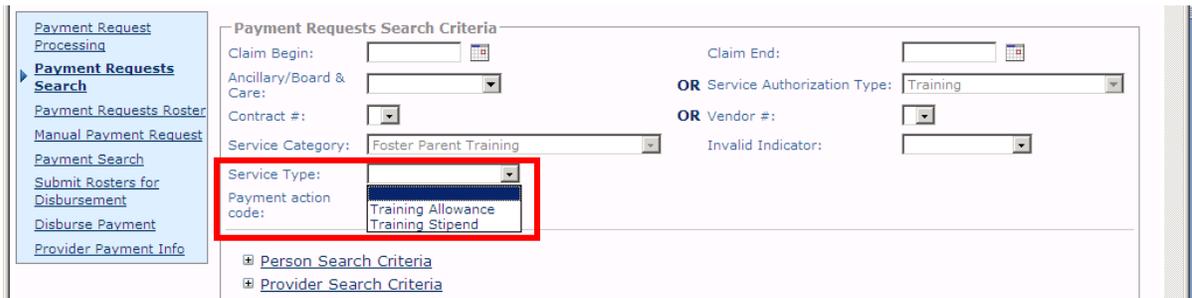
This section discusses both **creating a roster** and **adding payments to an existing roster**. To search for payment requests, complete the following steps:

1. On the SACWIS **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Payment Requests Search** link.



The **Payment Requests Search Criteria** screen appears.

4. Enter filter criteria into the fields, as needed.
5. To distinguish allowance from stipend payments, select **Training Allowance** or **Training Stipend** in the **Service Type** field.
6. Click the **Search** button at the bottom of the screen.



The filtered results appear in the **Payment Request Search Results** section.

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This example shows a **Training Stipend**:



Payment Requests Search Results

Result(s) 1 - 1 of 1

Payee/Provider ID	Person	Auth Number	Service	Cost	Bal/Pay Units	Claim Dates	Total	Exclude	Delete
	Jetson, George 4743744		Training Stipend	\$10.00	8	11/05/2011 11/05/2011	\$80.00	<input type="checkbox"/>	<input type="checkbox"/>

Option: Go

Attaching Payments to a Roster

A roster is a way to group payments, such as by provider or network. To approve and disburse payments, the payment request record must be attached to a roster. However, first you must exclude or delete any non-applicable payments.

To do so, complete the following steps:

1. In the **Exclude** or **Delete** columns (**Payment Requests Search Criteria** screen), select the check box for any payment record(s) that need to be removed from your search results.

Important:

- A payment request can only be deleted until the roster is approved.
- To select all of the payments in the column, click the checkbox in the grid header.



Payment Requests Search Results

Result(s) 1 - 1 of 1

Payee/Provider ID	Person	Auth Number	Service	Cost	Bal/Pay Units	Claim Dates	Total	Exclude	Delete
	Jetson, George 4743744		Training Stipend	\$10.00	8	11/05/2011 11/05/2011	\$80.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Option: Go

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- In the **Options** field drop-down list, choose:
 - Exclude Payments** to exclude payment(s) from the roster
 - Delete Payments** to delete payment(s) altogether
- Click the **Go** button.

Payment Requests Search Results

Result(s) 1 - 1 of 1

Payee/Provider ID	Person	Auth Number	Service	Cost	Bal/Pay Units	Claim Dates	Total	Exclude	Delete
	Jetson, George 4743744		Training Stipend	\$10.00	8	11/05/2011 11/05/2011	\$80.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Option: **Exclude Payments** Go

ACTIONS
> Append to Roster
> Create Roster
> Delete Payments
> Exclude Payments

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The payment(s) are removed.

Creating a New Roster

After payments are removed from the payment search, a roster can be created to include the remaining payments.

- In the **Options** field drop-down list, choose **Create Roster** to add a payment to a new roster.
- Click the **Go** button.

Payment Requests Search Results

Result(s) 1 - 1 of 1

Payee/Provider ID	Person	Auth Number	Service	Cost	Bal/Pay Units	Claim Dates	Total	Exclude	Delete
	Jetson, George 4743744		Training Stipend	\$10.00	8	11/05/2011 11/05/2011	\$80.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Option: **> Create Roster** Go

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3. Type a name in the **Roster Name** field. When naming a new roster, remember:
 - The **roster name must be unique** and should clearly identify the type of payments included in the roster.
 - The system will display all roster names that have already been used for ease in creating a unique value. These names will appear in the **Roster Names in Use** field (shown in green below).
4. If needed, choose an option from the **Select Category** field drop-down list, or type content into the **Roster Category** field.
 - Once a new **Roster Category** is added, it will display in the **Select Category** drop-down list.
 - **Both fields are optional** and do not need to have a unique value, but any value added into the **Roster Category** field will display as many times as it is added.
5. Click the **Save** button.

The screenshot shows the 'Create Roster' form. On the left, there are three input fields: 'Select Category:' with a dropdown arrow, 'Roster Category:' with a text box, and 'Roster Name: *' with a text box containing 'Test Roster 1'. These three fields are enclosed in a red rectangular box. Below them are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red. On the right, there is a section titled 'Roster Names in Use:' with a blue rectangular area below it, all enclosed in a green rectangular box.

The new roster is created. The **Payment Request Search** screen appears displaying a message that your data has been saved.

The screenshot shows the 'Payment Request Search' screen. At the top, a blue banner contains the message 'Your data has been saved.' with a 'close confirmation' link, and this banner is circled in red. Below the banner is the 'Payment Requests Search Criteria' section with various search fields: 'Claim Begin:', 'Claim End:', 'Ancillary/Board & Care:', 'OR Service Authorization Type:' (set to 'Training'), 'Contract #:', 'OR Vendor #:', 'Service Category:' (set to 'Foster Parent Training'), and 'Invalid Indicator:'.

6. Go to the **Section 3: Using the Payment Request Roster** in this Knowledge Base Article.

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Appending Payments to an Existing Roster

1. On the **Payment Request Search Criteria** screen, complete the filter criteria fields, as needed.
2. To distinguish allowance from stipend payments, select **Training Allowance** or **Training Stipend** in the **Service Type** field.
3. Click the **Search** button at the bottom of the screen.

Payment Requests Search Criteria

Claim Begin: Claim End:

Ancillary/Board & Care: OR Service Authorization Type: Training

Contract #: OR Vendor #:

Service Category: Foster Parent Training Invalid Indicator:

Service Type: Training Allowance

Payment action code:

Person Search Criteria
 Provider Search Criteria

Display Records Per Page

Sort Results By: Payee Then Sort By:

Order: Ascending Order: Ascending

The search results appear in the **Payment Requests Search Results** section.

4. In the **Options** field drop-down list, choose **Append to Roster**.
5. Click the **Go** button.

Payment Requests Search Results

ABCDEF GHIJKL MNOPQR STUVWXYZ

Result(s) 1 - 1 of 1 Page 1 of 1

Payee/Provider ID	Person	Auth Number	Service	Cost	Bal/Pay Units	Claim Dates	Total	Exclude	Delete
	Jetson, George 4743744		Training Allowance	\$15.00	8	11/05/2011 11/05/2011	\$120.00	<input type="checkbox"/>	<input type="checkbox"/>

Option: > Append to Roster

The **Add to Roster** screen appears.

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Important:

- Some screen fields may auto-populate with information.
 - If a roster was previously approved and you append a payment to that roster, it will “unapprove” the roster.
6. If needed, select an entry from the **Roster Status** field drop-down list.
 7. In the **Worker** field drop-down list, select a name (mandatory).
 8. Click the **Save** button.

Add To Roster

Roster Status: Non-Approved Roster

Worker: Assessor, Annie

Roster Name: /Test Roster 1

Save Cancel

A message appears showing that your data has been saved.

9. Enter the appropriate content in the filter criteria fields.
10. Click the **Search** button.

Payment Request Processing

Payment Requests Search

Payment Requests Roster

Manual Payment Request

Payment Search

Submit Rosters for Disbursement

Disburse Payment

Provider Payment Info

Your data has been changed close confirmation

Payment Requests Search Criteria

Claim Begin: []

Ancillary/Board & Care: []

Contract #: []

Service Category: Foster Parent Training

Service Type: []

Payment action code: []

Claim End: []

OR Service Authorization Type: Training

OR Vendor #: []

Invalid Indicator: []

Person Search Criteria

Provider Search Criteria

Display 100 Records Per Page

Sort Results By: Payee

Order: Ascending

Then Sort By: []

Order: Ascending

Search

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Note: Once the worker is selected, the system displays all available rosters that the worker has created. If no roster appeared for a worker, then none existed.

11. Click the **Payment Requests Roster** link in the **Navigation** menu. The **Payment Requests Roster Search Criteria** screen appears.
12. In the **Worker** field, select the appropriate name.
13. In the **Roster Name** field, select the appropriate roster.
14. Click the **Search** button.

Payment Requests Roster Search Criteria

Agency:

Non-Approved Rosters only
 Approved Rosters only Roster Approval Date (MM/YYYY):

Filter Worker

Worker: * **Roster Name:** *

Payment action code:

Display Records Per Page

Sort Results By: Then Sort By:

Order: Order:

Search

The results appear in the **Payment Requests Roster Search Results** section.

15. In the **Option** field, select **Approve Payments**.
16. Click the **Go** button.

Payment Requests Roster Search Results

ABCDEF GHIJKL MNOPQRST UVWXYZ

Result(s) 1 - 2 of 2 Page 1 of 1

	Payee	Person	Service / Auth #	Cost	Units Bal / Pay	Pay Begin / End	Total	Aprv	Remove	Delete
<input checked="" type="checkbox"/> view		Jetson, George 4743744	Training Stipend /	\$10.00	30 8	11/05/2011 11/05/2011	\$80.00	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> view		Jetson, George 4743744	Training Allowance /	\$15.00	30 8	11/05/2011 11/05/2011	\$120.00	No	<input type="checkbox"/>	<input type="checkbox"/>
Roster Total:							\$200.00			
Approved Total:							\$0.00			
Recoupment Total:							\$0.00			

Option: **Go**

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The **Approve Payment Requests** screen appears displaying the results.

Agency: [Redacted] Worker: [Redacted]
Roster Category/Name: / Test Roster 1

Approve Payment Requests

Result(s) 1 - 2 of 2 Page 1 of 1

Payee	Person	Service	Cost	Pay Units	Pay Begin / End	Total	Approve <input type="checkbox"/>
[Redacted]	Jetson, George	Training Stipend	\$10.00	8	11/05/2011 11/05/2011	\$80.00	<input type="checkbox"/>
[Redacted]	Jetson, George	Training Allowance	\$15.00	8	11/05/2011 11/05/2011	\$120.00	<input type="checkbox"/>

Apply Save Cancel

17. In the **Approve** column, checkmark the boxes that need to be approved.

18. Click the **Save** button.

Agency: [Redacted] Worker: [Redacted]
Roster Category/Name: / Test Roster 1

Approve Payment Requests

Result(s) 1 - 2 of 2 Page 1 of 1

Payee	Person	Service	Cost	Pay Units	Pay Begin / End	Total	Approve <input type="checkbox"/>
[Redacted]	Jetson, George	Training Stipend	\$10.00	8	11/05/2011 11/05/2011	\$80.00	<input checked="" type="checkbox"/>
[Redacted]	Jetson, George	Training Allowance	\$15.00	8	11/05/2011 11/05/2011	\$120.00	<input checked="" type="checkbox"/>

Apply Save Cancel

As shown in green below, a message appears showing that your data has been saved.

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19. In the **Worker** field, select the appropriate name from the drop-down list.
20. In the **Roster Name** field, select the roster name.
21. Click the **Search** button.

Payment Request Processing

Payment Requests Search

Payment Requests Roster

Manual Payment Request

Payment Search

Submit Rosters for Disbursement

Disburse Payment

Provider Payment Info

Your data has been saved. [close confirmation](#)

Payment Requests Roster Search Criteria

Agency:

Non-Approved Rosters only

Approved Rosters only Roster Approval Date (MM/YYYY):

Filter Worker

Worker: * **Roster Name:** *

Payment action code:

Display Records Per Page

Sort Results By: Then Sort By:

Order: Order:

Search

The results appear in the **Payment Roster Search Results** section.

Payment Requests Roster Search Results

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Result(s) 1 - 2 of 2 Page 1 of 1

	Payee	Person	Service / Auth #	Cost	Units Bal / Pay	Pay Begin / End	Total	Aprv	Remove	Delete
<input checked="" type="checkbox"/>	view	Jetson, George 4743744	Training Stipend /	\$10.00	30 8	11/05/2011 11/05/2011	\$80.00	Yes	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	view	Jetson, George 4743744	Training Allowance /	\$15.00	30 8	11/05/2011 11/05/2011	\$120.00	Yes	<input type="checkbox"/>	<input type="checkbox"/>
							Roster Total: \$200.00			
							Approved Total: \$200.00			
							Recoupment Total: \$0.00			

Option: **Go**

The **Payment Request Search Criteria** screen appears. A message displays showing that your data has been saved.

Section 3: Using the Payment Request Roster

Payment requests on a roster can be viewed, approved, deleted, or updated using the steps in this knowledge base article.

Viewing Payment Detail and Roster Total

Once payment requests are attached to a roster, the payment detail and roster total can be found on the **Payment Requests Roster** screen.

To view details and totals, complete the following steps:

1. On the SACWIS **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Payment Request Roster** link.

The screenshot displays the SACWIS interface. At the top, there are four main tabs: Home, Provider, Financial, and Administration. The 'Financial' tab is currently selected and circled in red. Below it, there is a sub-tab for 'Payment', which is also circled in red. On the left side, there is a vertical menu with several links. The link 'Payment Requests Roster' is circled in red. The main content area is titled 'Payment Requests Roster Search Criteria'. It contains several input fields and dropdown menus: 'Agency' (text input), 'Non-Approved Rosters only' (radio button, selected), 'Approved Rosters only' (radio button), 'Roster Approval Date (MM/YYYY):' (text input), 'Filter Worker' (button), 'Worker: *' (dropdown menu), 'Roster Name: *' (dropdown menu), 'Payment action code:' (dropdown menu), 'Display 100 Records Per Page' (text input), 'Sort Results By: Payee' (dropdown menu), 'Then Sort By:' (dropdown menu), 'Order: Ascending' (dropdown menu), and a 'Search' button.

The **Payment Requests Roster Search Criteria** screen appears.

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4. In the **Workers** field, select the appropriate name from the drop-down list.
5. In the **Roster Name** field, select the appropriate roster.
6. Click the **Search** button.

Payment Requests Roster Search Criteria

Agency:

Non-Approved Rosters only
 Approved Rosters only Roster Approval Date (MM/YYYY):

Filter Worker

Worker: * **Roster Name:** *

Payment action code:

Display Records Per Page

Sort Results By: Then Sort By:

Order: Order:

Search

The **Payment Requests Roster Search Results** appears displaying the payment request records attached to the selected roster.

7. To view the payment record details, click the **View** link in the appropriate row.

Payment Requests Roster Search Results

Worker: * Roster Name: *

Payment action code:

Display Records Per Page

Sort Results By: Then Sort By:

Order: Order:

Search

Result(s) 1 - 2 of 2 Page 1 of 1

	Payee	Person	Service / Auth #	Cost	Units Bal / Pay	Pay Begin / End	Total	Aprv	Remove	Delete	
<input checked="" type="checkbox"/> view		Jetson, George 4743744	Training Stipend /	\$10.00	30 8	11/05/2011 11/05/2011	\$80.00	Yes	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> view		Jetson, George 4743744	Training Allowance /	\$15.00	30 8	11/05/2011 11/05/2011	\$120.00	Yes	<input type="checkbox"/>	<input type="checkbox"/>	
Roster Total: \$200.00											
Approved Total: \$200.00											
Recoupment Total: \$0.00											

Option: **Go**

The **Provider Information** screen appears.

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8. After viewing the information, click the **Close** button.

Provider Information
Training Participant: [Redacted]
Current License Period: [Redacted]
Payee Name: [Redacted]

Training Session Information
Session Name: Perfect Foster Parents
Instructor: Mr. Sproket
Training Type: Continuing
Reimburse Stipend: Yes
Session ID: [Redacted]
Delivery Method: Classroom
Level of Care: Family Foster Home
Reimburse Allowance: Yes

Service Information
Service Category: Foster Parent Training
Service Type: Training Stipend
Service Description: Training Stipend
Session Date: 11/05/2011
Actual Hours: 8
Total Amount: \$80.00
Description: [Redacted]

Close

The **Payment Requests Roster Search Results** section appears.

9. To view the total, scroll to the bottom of the screen.

[view](#) [Redacted]
[view](#) [Redacted]

Roster Total:	\$1,567.39
Approved Total:	\$0.00
Recoupment Total:	\$0.00

Reimbursement Report Option: [Dropdown] **Go**

The total amount included on the roster appears in the **Roster Total** section.

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Updating the Number of Units on Payment Requests

To change the number of hours to be paid to a specific participant(s), update the units and date function by completing the following steps:

1. In the **Payment Requests Roster Search Results** section, select **Update Units & Dates** from the **Option** field drop-down list.
2. Click the **Go** button.

view view No
view view No
Roster Total: \$
Approved Total: \$0.00
Recoupment Total: \$0.00
Reimbursement Report
Option: > Update Units & Dates Go

The **Payment Roster Units and Dates** screen appears.

3. In the **Pay Units** column, change the number of units for the appropriate participant(s) as needed.

Important: The number entered cannot exceed the original number of units on the payment request. In this example, the number could not be greater than 6 nor less than 1.

4. Click the **Save** button.

Payment Roster Units and Dates
Result(s) 1 - 6 of 6 Page 1 of 1

Payee	Person	Service	Cost	Bal Units	Pay Units	Pay Begin / End	Total
		Training Stipend	\$10.00	0	6	12/17/2011 12/17/2011	\$60.00
		Training Stipend	\$10.00	0	6	12/17/2011 12/17/2011	\$60.00
		Training Stipend	\$10.00	0	6	12/17/2011 12/17/2011	\$60.00
		Training Stipend	\$10.00	0	6	12/17/2011 12/17/2011	\$60.00
		Training Stipend	\$10.00	0	2	12/17/2011 12/17/2011	\$60.00
		Training Stipend	\$10.00	0	2	12/17/2011 12/17/2011	\$60.00

Apply Save Cancel

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The **Payment Requests Roster Search Results** screen appears displaying the newly updated units.

Payment Requests Roster Search Results											
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z											
Result(s) 1 - 6 of 6 Page 1 of 1											
		Payee	Person	Service / Auth #	Cost	Units Bal/ Pay	Pay Begin / End	Total	Aprv	Remove	Delete
<input type="checkbox"/>	view			Training Stipend /	\$10.00	30 6	12/17/2011 12/17/2011	\$60.00	No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	view			Training Stipend /	\$10.00	30 6	12/17/2011 12/17/2011	\$60.00	No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	view			Training Stipend /	\$10.00	30 6	12/17/2011 12/17/2011	\$60.00	No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	view			Training Stipend /	\$10.00	30 6	12/17/2011 12/17/2011	\$60.00	No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	view			Training Stipend /	\$10.00	30 2	12/17/2011 12/17/2011	\$20.00	No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	view			Training Stipend /	\$10.00	30 2	12/17/2011 12/17/2011	\$20.00	No	<input type="checkbox"/>	<input type="checkbox"/>
Roster Total											
Approved Total:								\$0.00			
Recoupment Total:								\$0.00			

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Payment Requests Roster Screen Functions

As shown in the chart, the following functions can be performed from the **Payment Requests Roster Search Results** screen.

Note: Approving Payments and **Approving a Roster** are discussed later in this section.

Function	Description
Approving Payments	Approves individual payment requests
Approving a Roster	Forwards the roster as a whole for approval
Updating Units and Dates	Updates units and dates for non-placement services
Adding a Payment Request	Adds manual payment requests to a roster
Deleting Payments	Deletes selected payment requests
Appending Payments to a Roster	Appends payment requests to an existing roster
Removing Payments from a Roster	Removes payment requests from a roster
Removing a Roster	Removes all payment requests from a roster to allow them to be attached to another roster
Printing Roster	Generates a printable report that contains all payment requests attached to the roster
Generating a Reimbursement Detail Report	A Reimbursement Detail report can be generated from the Payment Requests Roster Search screen. It identifies whether or not each payment attached to the roster is reimbursable. The report also provides details related to why the payment would not be reimbursable.

Processing Private Agency Foster Parent Training Manual Payments

Approving Payments

(Payment Requests Roster Screen Function)

Each payment request must be approved before the roster can be forwarded for approval. After filtering on the **Payment Requests Roster Search Results** screen (discussed previously), scroll to the bottom of the screen.

1. In the **Options** field, choose **Approve Payments**.
2. Click the **Go** button.



The **Approve Payment Requests** screen appears.

3. In the **Approve** column, select the appropriate check box(es):
 - To select individual payment requests, click the box next to a record.
 - To approve or unapprove all payment requests, click the box in the grid header.



Processing Private Agency Foster Parent Training Manual Payments

4. Click the **Apply**, **Save**, or **Cancel** button.



If you click:

- **Save**, the data is saved and you are returned to the previous screen.
- **Apply**, the data is saved and you remain on the screen.
- **Cancel**, you remain on the screen and your changes are not saved.

Approving a Roster

(Payment Requests Roster Screen Function)

The **Approve Roster** option allows the roster to be approved. All of the individual payment requests attached to the roster **must be approved** before the roster can be submitted for approval (see the next page).

After filtering on the **Payment Requests Roster Search Results** screen (discussed previously), scroll to the bottom of the screen.

1. In the **Options** field drop-down list, choose **Approve Roster**.
2. Click the **Go** button.

	Payee	Person	Service / Auth #	Cost	Units Bal/ Pay	Pay Begin / End	Total	Aprv	Remove	Delete
<input type="checkbox"/> view		Jetson, George 4743744	Training Stipend /	\$10.00	30 8	11/05/2011 11/05/2011			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> view		Jetson, George 4743744	Training Allowance /	\$15.00	30 8	11/05/2011 11/05/2011			<input type="checkbox"/>	<input type="checkbox"/>

ACTIONS

- > Approve Payments
- > Approve Roster
- > Apply for Payments
- > Add Payment Request
- > Delete Payments
- > Append Payments to Roster
- > Remove Payments from Roster
- > Remove Roster

REPORTS

- > Generate Invoices
- > Print Roster

Option:

Processing Private Agency Foster Parent Training Manual Payments

Important: The **Aprv** column must show **Yes** before the roster can be approved.

Payment Requests Roster Search Results

Result(s) 1 - 2 of 2

Page 1 of 1

	Payee	Person	Service / Auth #	Cost	Units Bal / Pay	Pay Begin / End	Total	Aprv	Remove	Delete
<input type="checkbox"/> view		Jetson, George 4743744	Training Stipend /	\$10.00	30 8	11/05/2011 11/05/2011	\$80.00	Yes	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> view		Jetson, George 4743744	Training Allowance /	\$15.00	30 8	11/05/2011 11/05/2011	\$120.00	Yes	<input type="checkbox"/>	<input type="checkbox"/>
							Roster Total:	\$200.00		
							Approved Total:	\$200.00		
							Recoupment Total:	\$0.00		

Option: > Approve Roster

The **Process Approval** screen appears.

3. In the **Action** field, choose the appropriate entry from the drop-down list.
4. In the **Reviewers/Approvers** field, select from the drop-down list.
5. Click the **Save** button.

Home Provider Financial Administration

Process Approval

Work Item

ID: Task ID: Test Roster 1

Action: *

Comments:

2000

Agency: Reviewers/Approvers:

Processing Private Agency Foster Parent Training Manual Payments

The **Payment Requests Roster Search Criteria** screen appears displaying a message that your data has been saved.

The screenshot shows the 'Payment Requests Roster Search Criteria' interface. At the top, a navigation bar includes 'Home', 'Provider', 'Financial', and 'Administration'. A 'Payment' tab is active, with a 'help' link. A blue notification bar at the top of the main content area states 'Your data has been changed.' with a 'close confirmation' link. The main form area is titled 'Payment Requests Roster Search Criteria' and contains the following elements:

- Agency: [text input]
- Radio buttons for 'Non-Approved Rosters only' (selected) and 'Approved Rosters only'. A 'Roster Approval Date (MM/YYYY):' field is next to the second option.
- 'Filter Worker' button
- 'Worker: *' dropdown menu
- 'Roster Name: *' dropdown menu
- 'Payment action code:' dropdown menu
- 'Display 100 Records Per Page'
- 'Sort Results By: Payee' dropdown menu
- 'Then Sort By:' dropdown menu
- 'Order: Ascending' dropdown menu
- 'Order: Ascending' dropdown menu
- 'Search' button (circled in red)

When both the payments and roster have been approved, the roster appears in the listing on the submit rosters for disbursement screen as shown below.

6. Check mark the appropriate box.
7. Click the **Save** button.

The screenshot shows the 'Submit Rosters for Disbursement' interface. At the top, a navigation bar includes 'Home', 'Provider', 'Financial', and 'Administration'. A 'Payment' tab is active, with a 'help' link. The main form area is titled 'Submit Rosters for Disbursement' and contains the following elements:

- Agency: [text input]
- Table with one row: Assessor, Annie / / Test Roster 1
- 'Select Disbursement:' dropdown menu
- 'OR'
- 'New Disbursement:' text input
- 'Save' button (circled in red)

Section 4: Disbursing a Payment

Submitting a Roster

Once a roster has been approved, it must be submitted for disbursement.

All approved rosters that have not yet been disbursed will be available to attach to the disbursement. The rosters can be attached to an existing disbursement that has not been processed or a new disbursement can be created.

The **Select Disbursement** field will contain a list of all the disbursements that have not yet been processed. To view approved rosters, complete the following steps:

1. On the **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Submit Rosters for Disbursement** link.



The **Submit Rosters for Disbursement** screen appears displaying the approved rosters.

As shown in the screen shot below:

4. Click the checkbox for the roster(s) that you want to select.
5. In the **Select Disbursement** field, choose the appropriate option.
6. Or, in the **New Disbursement** field, type in a name.
7. Click the **Save** button at the bottom of the screen.

Processing Private Agency Foster Parent Training Manual Payments

Agency: [redacted]

Submit Rosters for Disbursement

Assessor, Annie / / Test Roster 1

Select Disbursement: [dropdown] OR New Disbursement: test disbursement

Save

A message appears showing your data has been saved.

Your data has been saved. [close confirmation]

Agency: [redacted]

Submit Rosters for Disbursement

Once a disbursement record has been created, the payments are ready for final processing.

After both the payments and roster have been approved, the roster appears in the listing on the **Disburse Payment Search Criteria** screen.

Agency: [redacted]

Disburse Payment Search Criteria

Non-Disbursed Only

Disbursed Only Disbursement Date (MM/YYYY): [text box]

Filter Disbursement Name

Disbursement Name: [dropdown menu] test disbursement

Search

Processing Private Agency Foster Parent Training Manual Payments

Disbursing a Payment

1. On the **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Disburse Payment** link. The **Disburse Payment Search Criteria** screen appears.
4. Choose the appropriate name in the **Disburse Name** field.
5. Click the **Search** button.

Agency: [redacted]

Disburse Payment Search Criteria

Non-Disbursed Only
 Disbursed Only Disbursement Date (MM/YYYY): [text box]

Filter Disbursement Name [button]

Disbursement Name: test disbursement [dropdown]

Search [button]

The **Disburse Payment Search Results** appear.

6. In the **Option** field at the bottom, choose **Payment Report** or **Final Payment**. Both options are discussed below.
7. Click the **Go** button.

Disbursement Name: test disbursement [dropdown]

Search [button]

Disburse Payment Search Results

Result(s) 1 to 1 of 1 Page 1 of 1

Worker	Roster Category/Roster Name	Roster Approval Date	
Assessor, Annie	/ Test Roster 1	12/07/2011	remove

Option: [dropdown] Go [button]

Payment Report
Final Payment 1,115.00

The **Document Details** screen appears.

Processing Private Agency Foster Parent Training Manual Payments

Payment Report Option

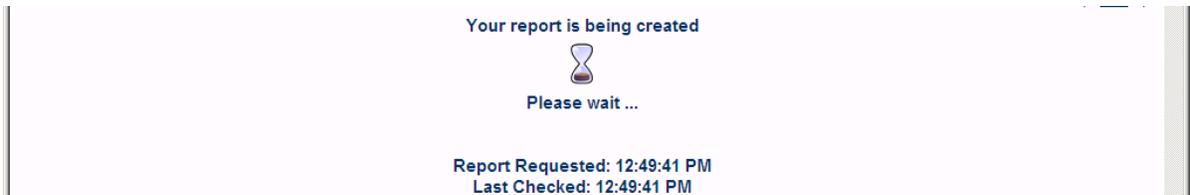
Payment Report allows you to generate a report that contains payment details for every payment request attached to the disbursement.

1. On the **Document Details** screen, click the **PDF** or **Excel** radio button.
2. Click the **Generate Payment** button.



The screenshot shows the 'Document Details' screen. It includes fields for Document Category, Document Title, Work-Item ID, Work-Item Reference, Task ID, and Task Reference. Below these is a 'Document History' table with columns for ID, Date Created, Employee ID, and Name. A red box highlights the 'Select Report Output Format' section, which contains two radio buttons: 'PDF' and 'Excel' (which is selected). A 'Generate Report' button is located below the radio buttons.

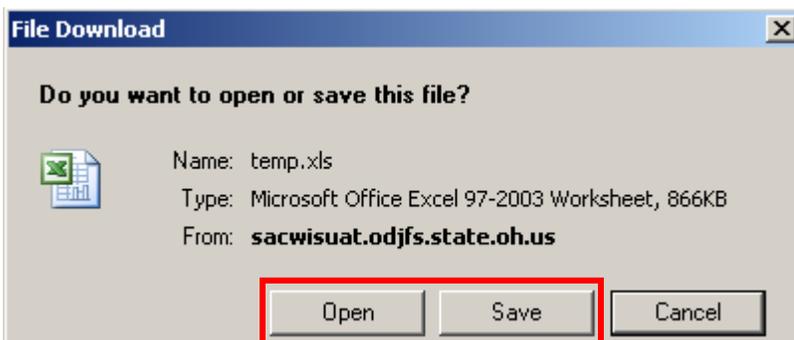
A screen appears showing that the report is being created.



The screenshot shows a progress screen with the text 'Your report is being created' and an hourglass icon. Below the icon is the text 'Please wait ...'. At the bottom, it displays 'Report Requested: 12:49:41 PM' and 'Last Checked: 12:49:41 PM'.

A message box appears.

3. Click the **Open** or **Save** button.



The screenshot shows a 'File Download' dialog box. It asks 'Do you want to open or save this file?'. The file information is: Name: temp.xls, Type: Microsoft Office Excel 97-2003 Worksheet, 866KB, From: sacwisuat.odjfs.state.oh.us. The 'Open' and 'Save' buttons are highlighted with a red box.

Processing Private Agency Foster Parent Training Manual Payments

The **Payment Report** appears. An example is shown here.

Invalid Date	Invalid Comment	Invalid Review Indicator	Invalid Review Reason	Provider ID	Payee Name and Address
		No			

Final Payment Option

1. If you choose **Final Payment**, a **Disburse Date** field appears below the **Option** field (shown below).
 - The **Final Payment** option will complete the payment processing and submit the claim for reimbursement.
 - The **Disburse Date** field is mandatory and defaults to the current date.
 - Individual rosters can be removed from the disbursement prior to final payment processing.
2. If needed, change the **Disburse Date** to when your agency actually paid the provider.

Important: This date should represent either the date the auditor sent out the actual payment to the provider, or if that information is not known, the date the information to create the payments was sent to the auditors.

3. Click the **Go** button.

Worker	Roster Category/Roster Name	Roster Approval Date
Assessor , Annie	/ Test Roster 1	12/07/2011

Option:

Disburse Date: *

A validation message appears showing that the final payment was processed successfully. **The disbursement is now complete.**

Section 5: Generating a Final Payment Report

Once final payment processing has been completed, a **Final Payment Report** can be generated. This report generates a text file that can be edited and sent to your county auditor's office. A **Final Payment Report** in PDF format can continue to be generated even after final payment processing.

To generate a final payment report, complete these steps:

1. On the **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Disburse Payment** link in the **Navigation** menu. The **Disburse Payment Search Criteria** screen appears.
4. Click the **Disbursed Only** radio button.
5. In the **Disbursement Date** field, enter the appropriate date.
6. Click **Filter Disbursement Name** button.

The screenshot shows the 'Disburse Payment Search Criteria' form. At the top, there are navigation tabs: Home, Intake, Case, Provider, Financial (circled in red), and Administration. Below these are sub-tabs: Workload, Services, Eligibility, Payment (circled in red), and Benefits. The 'Disburse Payment Search Criteria' section includes a 'Disbursement Date (MM/YYYY):' field and a 'Filter Disbursement Name' button (circled in red). The 'Disbursed Only' radio button is selected. A sidebar on the left contains a 'Navigation' menu with 'Disburse Payment' circled in red.

In the **Disbursement Name** field, a list of disbursements displays.

7. Select the appropriate disbursement in the **Disbursement Name** field.
8. Click the **Search** button.

This screenshot shows the 'Disbursement Name' dropdown menu populated with a list of disbursements. The 'Search' button is circled in red. The 'Filter Disbursement Name' button is also visible above the dropdown.

The **Disburse Payment Search Results** section appears.

Processing Private Agency Foster Parent Training Manual Payments

9. In the **Option** field, select the **Final Payment** to generate the final payment report.
10. In the **Disburse Date** field, select the appropriate date.
11. Click the **Go** button.

Disburse Payment Search Criteria

Non-Disbursed Only
 Disbursed Only Disbursement Date (MM/YYYY):

Filter Disbursement Name

Disbursement Name:

Search

Disburse Payment Search Results

Result(s) 1 to 1 of 1 Page 1 of 1

Worker	Roster Category/Roster Name	Roster Approval Date	
Assessor , Annie	/ Test Roster 1	12/07/2011	remove

Option: **Go**

Disburse Date: *

The report appears in Excel format.

Worker	Roster Category/Roster Name	Roster Approval Date	Invalid Da	Invalid Re	Provider I	Payee Na	Payee Ad	Vendor N	Invoice	Service Ca	Service /	Recipient	Recipient	Claim Beg	Claim End
Assessor , Annie	/ Test Roster 1	12/07/2011	No	No											

A message appears showing the payment was processed successfully.

Home Provider **Financial** Administration

Payment [help](#)

The final payment was processed successfully. [close confirmation](#)

Agency:

Disburse Payment Search Criteria

Non-Disbursed Only
 Disbursed Only Disbursement Date (MM/YYYY):

Filter Disbursement Name