

CBPD - Client-Based Payment Detail

This screen is used to view and adjust (until posted) the payment information for a specific client and provider. This screen also displays Central Office release information. This screen can be accessed directly by typing CBPD in the PATH field or by selecting a specific payment from the CBPL (Client-Based Payment List) screen.

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CAFSCBPD          CLIENT-BASED PAYMENT DETAIL          02/26/2007    15:38
USER ID : CS4566   MODIFY                               PAGE NO:    1
PAY NO: 000000038 STATUS: R RELEASED   DATE: 12/10/2004  TOTAL:      57.20
PROV NO: 0007109 001 NAME: MAHONEY SEAN AND SUSANNE CITY: HELENA
CAPS ID: 00002120 25 NAME: FISCHER, DAWNNA
CONTRACT:          AMENDMENT: 000 TYPE:

                                INVOICE RECEIVED DATE:
TO SELECT, ENTER A=ADD, M=MODIFY (ADJUST), OR I=INQUIRE
      LINE          SUC          PAYMENT PERIOD          UNIT
SEL   ITM          CODE          BEGIN DATE  END DATE          NO  TYP
      RATE          AMT OWED          AMT PAID          STS
-     1           PFRS1          12/09/2004 12/12/2004          4  DAY
      14.30          57.20          57.20          A
-
-

NOTIFY CENTRAL OFFICE: N          CENTRAL OFFICE COMMENTS:
RELEASE: A   BY: CS4566          DATE RELEASED: 02/26/2007  RELEASER'S COMMENTS:

SHIFT+F1=ACCEPT

                                PATH: █
```

Field Descriptions (F12) indicates code lookup is available.

PAGE NO

This field will display the current page number. The next page can be displayed by pressing F8. The previous page can be displayed by pressing F7.

PAY NO

If CBPD is accessed directly, a payment number can be entered manually in this field. If CBPD is accessed by selecting a specific payment from the CBPL (Client-Based Payment List) screen, this field will display the selected payment number.

STATUS

This field will display the current status of the payment (A=approved; D=denied; H=hold; I=incomplete; M=mailed; P=posted; R=released; U=unapproved).

DATE

This field will display the date the payment was created.

TOTAL

This field will display the total (sum of all individual line items) amount of the payment.

PROV NO

This field will display the payment receiving provider/facility number.

NAME

This field will display the payment receiving provider/facility name.

CITY

This field will display the city/location of the payment receiving provider/facility.

CAPS ID

This field will display the CAPS ID of the client that is associated to the payment.

NAME

This field will display the name of the client that is associated to the payment.

CONTRACT

This field will display, if applicable, the contract number that is associated to the payment.

AMENDMENT

This field will display, if applicable, the contract amendment number that is associated to the payment.

TYPE (F12)

This field will display, if applicable, the contract type that is associated to the payment.

INVOICE RECEIVED DATE

If the payment was created from an invoiced service (counseling, respite, etc.) this field will display the date Central Office received the billing invoice from the provider.

SEL

Enter "A" if you want to add a new payment line item, "M" if you want to modify a payment line item, modify the payment funding details or make adjustments to the payment after it has been posted (Central Office only) or "I" if you want to inquire on payment funding or adjustment details for the payment line item.

LINE ITM

This field will display the line item number associated with the payment detail.

SVC CODE (F12)

This field will display the service code that is associated with the payment detail.

PAYMENT PERIOD BEGIN DATE

This field will display the begin date of the payment.

PAYMENT PERIOD END DATE

This field will display the end date of the payment.

UNIT NO

This field will display the total number of units associated with the payment detail.

UNIT TYP (F12)

This field will display the unit type associated with the payment detail.

RATE

This field will display the rate associated with the payment detail.

AMT OWED

This field will display the amount owed (unit no x rate) for the payment detail.

AMT PAID

This field will display the amount paid for the payment detail.

STS (F12)

This field will display the current status of the payment detail.

NOTIFY CENTRAL OFFICE

This field will display a "Y" or "N". Central Office staff will update this field and they will enter a "Y" if they wish to be notified, via an alert, if there are any modifications made to the payment.

CENTRAL OFFICE COMMENTS

This field will display the reason the "notify central office" flag has been set to a "Y".

RELEASE

This field will display the Central Office release information (approved or denied) for the payment.

BY

This field will display the C number of the Central Office worker who released (approved) or denied the payment.

DATE RELEASED

This field will display the date the Central Office worker released (approved) or denied the payment.

RELEASER'S COMMENTS

This field will display any comments the Central Office has entered regarding the released (approved) or denied payment. Comments are required if a denial is entered.

Additional Information

Steps to modify payment details prior to approval on the PAYA (Payment Approval) screen:

- 1) TAB to the select line in front of the payment detail you need to modify and enter an "M" (modify).
- 2) TAB to the 'payment period begin date' and/or 'payment period end date' and make the proper date adjustment.
 - a. The payment period span cannot be outside the service span on the SERP (Services Detail: Payable) screen.
 - b. **IMPORTANT:** Do not pay for the last day of placement! If the client left the facility on 3/27/09, the *payment* end date will be 3/26/09.
- 3) TAB to the 'unit no' field and adjust the number of units (if applicable). For example, if you are adjusting the date span from 3/1/09 – 3/31/09 to 3/1/09 – 3/26/09, the number of units will need to be adjusted to 26.
- 4) Press ENTER – the system will multiply your new number of units by the rate and calculate a new 'amt owed.'
- 5) Transfer the new 'amt owed' amount to the 'total' field in the upper right corner of the screen.
- 6) Press ENTER.
- 7) Press SHIFT + F1 – this will balance the payment (ensure the 'total' balances with the individual 'amount owed' balances.)
 - a. The payment must balance in order for you to approve the payment on the PAYA (Payment Approval) screen.
 - b. If the payment does not balance, the payment will be in 'incomplete' status, it will be highlighted in pink on the PAYA (Payment Approval) screen and you will not be able to approve the payment.