CMS Net

Enrollment & Assessment

This guideline is for training and internal use only.

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Preface

Legend

In procedures on the following pages you will see various symbols used.

✔ When a procedure is described, the check mark indicates the result of an action.

➨ The arrow indicates a content note.

Enrollment and Assessment

Overview

This document provides information on how the Enrollment and Assessment fees of CMS-Net will operate. The screen will allow the user to:

- Determine the enrollment and assessment fees
- Setup payment plans
- Generate payment due letters
- Record payments.

Payment Plans System Tracking

Based upon the data entered on the Financial Worksheet, if the system determines there are enrollment and/or assessment fees, the user can establish a payment plan for the patient.

Once the payment plan has been set up, the system can:

- Generate fee correspondence
- Generate ticklers for the next payment letter due
- Track the amounts paid
- Track the balance due.

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Security Access

The system will analyze the Fin Status from the Financial Worksheet and determine the user's access to the Enrollment and Assessment Screen.

- If the Fin Status is blank or "Pending Fin Det" the system will display the following message:

```
Financial Worksheet must be
complete
( ) Press Enter
```

Press <Enter> to display the Eligibility Menu.

- If the Fin Status is "Eligible" the user is allowed to access the Enrollment and Assessment Fee Screen. The system will display the Enrollment and Assessment Fee Screen.
- If the Fin Status is "Ineligible" the system will display the following message:

Financially ineligible, no access to Enrollment and Assessment Fee screen

```
( ) Press Enter
```

Press <Enter> to display the Eligibility Menu

Enrollment and Assessment Fees Screen

Enrollment and Assessment Fees Screen (CMSFE-10)

Access the Enrollment and Assessment Fee Screen from the Eligibility Menu or the Financial Worksheet Branch Menu.

➨ Use the <Down Arrow> to move from field to field. Required fields or fields that the user can change are **bolded**.

```
CMSNET                         ENROLLMENT & ASSESSMENT FEES                   CMSFE-10
Pt Nm: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  CCS#: 9999999  CIN: 99999999X 9
1) Gender: X  DOB: 99/99/9999  Lgl Co: XXXXXXXXXX  REG=XXXXXXXXX    MED=X    F/R=X
2) Pgrm Begin Date 99/99/9999 End 99/99/9999  CCS Elig Status XXXXXXXXX1XXXXXXXXXX

3) Assess Fee xxxxxxxxxxxx+ 4) Reason Not Coll xxxxxxxxxxxxxxxxxxx+ 5) Amount   99
6) Date Received 99/99/9999
7) Enroll Fee xxxxxxxxxxxx+ 8) Reason Not Coll xxxxxxxxxxxxxxxxxxx+ 9) Amount 9999
10) Reduced From 9999  11) Reason Reduced xxxxxxxxxxxxxxxxxxxxxxxx+
12) Date Received 99/99/9999  13) Payment Plan xxxxxxxxxxxxxx+   14) Total Amt 9999

15) Ltr Status xxxxxxxxxxxxxxxxxxxxxxxxxxxxx+ 16) Payment Status xxxxxxxxxxxxxxxxxx
Pymt   Date Sent      Due By     $Due   $Rec   Dt Recv'd    Receipt #  Pmt Bal
17) 1     99/99/9999   99/99/9999   9999   9999   99/99/9999   xxxxxxxxx   9999
18) 2     99/99/9999   99/99/9999   9999   9999   99/99/9999   xxxxxxxxx   9999
19) 3     99/99/9999   99/99/9999   9999   9999   99/99/9999   xxxxxxxxx   9999
20)                                                       Balance Due = 9999
21)Comment xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
           xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
           xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

22) Last Update By XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  23) Date 99/99/9999
```

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Enrollment and Assessment Fees Screen, Continued

Enrollment and Assessment Fees Data Entry Fields

The following table describes the fields on the Enrollment and Assessment Fees screen.

Field #	Field Name	Description/Comments
1	(header)	**Display Only**
2a	Pgrm Begin Date	**Display Only** Populated from Pending Eligibility or Program Eligibility screen
2b	End	**Display Only** Populated from Pending Eligibility or Program Eligibility screen
2c	CCS Elig Status	**Display Only** Populated from the Client Eligibility (CMSCE-10) "CCS Elig Status"
3	Assess Fee	**Required** Values: Required or Not Required • If the user selects Required, the system defaults the amount in Amount to 20. This becomes display only field. Cursor moves to Date Received.
4	Reason Not Coll	**Required** If "Assess Fee" displays "Not Required; otherwise, deactivated. " Values: • Adoption • Combine w/ Enroll Fee (NEW VALUE) • Healthy Families • AGI < 100% FPL • Medi-Cal No SOC • MTU with IEP • Sibling on Program • Waiver Induced
5	Amount	**Display Only**

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Enrollment and Assessment Fees Screen, Continued

Field #	Field Name	Description/Comments
6	Date Received	**Optional** No future dates allowed. If "Assess Fee" entry displays "Not Required": Field is empty and deactivated
7	Enroll Fee	**Required** Values: Required or Not Required *Defaults to " Required" if: Assessment Fee Reason Not Coll (Field 4) is "Comb w/ Enroll Fee" User CANNOT overwrite it. *Defaults to "Not Required" if on the Financial Worksheet: GI is < 200% FPL **or** "Reason Not Req'd" is "Healthy Families", "Medi-Cal, No SOC" or "Adoption" **or** "MTU Services Only" or "Diagnostic Services Only"
8	Reason Not Coll	**Required** if "Enroll Fee" is "Not Required" Pick list Values: • Adoption • Diagnostic Only • Healthy Families • GI < 200% FPL • Medi-Cal No SOC • MTU Services Only • Payment Plan • Referred to Medi-Cal • Sibling In Program • Waiver Induced

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Enrollment and Assessment Fees Screen, Continued

Field #	Field Name	Description/Comments
9	Amount	**Required** Enter enrollment fee amount that is calculated based on the Family Size and Annual Income Level Chart
10	Reduced Amt	**Optional** Amount Enrollment Fee is to be reduced
11	Reason Reduced	**Required** if enrollment fee is reduced Pick List Values: • Financial Hardship • Others
12	Date Received	**Required** unless payment plan is established NO future dates allowed and the date entered cannot be prior to the "Pgrm Begin Date"
13	Payment Plan	**Required** If Payment Plan is populated. Pick List Values: • Single Payment • Two Payments • Three Payments
14	Total Amt	**Display Only** system calculates

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Enrollment and Assessment Fees Screen, Continued

<table>
<tr><th>Field #</th><th>Field Name</th><th>Description/Comments</th></tr>
<tr><td>15</td><td>Ltr Status</td><td>Required If Payment Plan is populated. Pick List Values:
1st Payment Ltr Sent
2nd Payment Ltr Sent
3rd Payment Ltr Sent</td></tr>
<tr><td>16</td><td>Payment Status</td><td>Pick List Values:
Not Recv’d In Full
Full Payment Recv’d
If “Balance Due” is zero, this field defaults to “Full Payment Recvd”. OR
If Assessment or Enrollment Fee “Date Received” fields are filled, this field defaults to “Full Payment Recvd”.</td></tr>
<tr><td>17a, 18a, 19a</td><td>Date Sent</td><td>Date Payment letter sent
System stamps today's date once the payment letter is generated and sets up Payment Due Tickler</td></tr>
<tr><td>17b, 18b, 19b</td><td>Due By</td><td>Date Payment is Due
user enters the due date, but it cannot be
after the 60th day from the "Due Date"
before today's date
before the previous payment's due date
* if "Date Sent" (Field 17) is filled, this field is display only.
* System will generate tickler for follow-up. (FEE)</td></tr>
</table>

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Enrollment and Assessment Fees Screen, Continued

Field #	Field Name	Description/Comments
17c, 18c, 19c	$Due	**Display Only** $ Due Per Payment If the related "Date Sent" field is filled, this field is display only.
17d, 18d, 19d	$Rec	**Optional** $Received on Payment User can key a numeric value; no periods or commas. * once this field is filled, the system recalculates the "Balance Due" amounts.
17e, 18e, 19e	Dt Recv'd	**Required** if $ Received is populated. NO future dates allowed and the date entered cannot be prior to the “Pgrm Begin Date”

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Enrollment and Assessment Fees Screen, Continued

Field #	Field Name	Description/Comments
17f, 18f, 19f	Receipt #	**Required** if $Rec is populated Receipt # Given for Payment Received If user invokes the Help Key, the following message displays: `Enter Receipt Number or Check Number if Receipts are not used.`
17g, 18g, 19g	Pmt Bal	**Display Only** Balance Due For That Payment
20	Balance Due	**Display Only** Balance Due
21	Comment	**Optional** Three lines of information allowed. Auto populates to the narrative.
22	Last Update By	**Display Only** * Displays the last user's name who modified any data.
23	Date	**Display Only** * Displays the date of the last change.

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Action Menu

The Enrollment and Assessment Fees function has five commands on the Action Menu.

Command	Action/Result
Save	Save will: • Save the updated data, comments, and other non-letter-triggering actions to the screen **or** • Generate a payment plan letter
Reissue Letter	The "Reissue Letter" option will appear only if there were previously-generated payment letters. When choosing this option: • The system cancels the most recently generated letter, and will path the user to Send Correspondence to generate the new one (i.e. the one showing in the "Payment Status". • The system updates the respective "Date Sent" field. • If the "due-by" date changes, the system sets up a new "Due By" tickler.
Go Back One Letter	This option available once a payment letter has been generated. Cancels the current payment letter and returns the patient record to the previous status entry. • If the current "Payment Plan" is "Two Payments" or "Three Payments" and a request is made to "Go Back One Letter" the system clears the "Date Sent" field and replaces the "Letter Status" with the previous letter. • The associated Due By tickler shall be removed.
Cancel	Selecting this option displays the Eligibility Menu. The system does NOT save any changes.
Quit	Selecting this option closes the Action Menu and refreshes the Enrollment and Assessment Fees screen (CMSFE-10). It does NOT save any changes.

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Enrollment and Assessment Fees Screen, Continued

Enrollment Branch Menu

(?) Narrative for Enrollment & Assessment Fees
( ) Mail Message for Enrollment & Assessment Fees
( ) Print Face Sheet
( ) Eligibility Main Menu

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Enrollment and Assessment Fees Screen, Continued

Keying Payment Plan Information

The Payment Plan fields can be a bit tricky. Follow the steps when using these fields.

Step	Action
1	In Payment Plan, Access the Pick List. Choose an option. ➨ If "Enroll Fee" displays "Required" and its "Date Received" is empty, the cursor will land here.
2	In Ltr Status (Field 15), access the Pick List. Choose an option. ➨ If Payment Plan is empty, the system deactivates this field.
3	In Payment Status, access the Pick List. Choose an option.

If…	Then…
User selects "Not Recv'd in Full",	The system • Changes F/R Status field (in header) to Ineligible • Clears Date Received
User selects "Full Payment Recv'd",	The system: • Deactivates Date Received • Removes the payment tickler.

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Enrollment and Assessment Fees Screen, Continued

Step	Action
4	In Due By field, Key the date. Remember, the Due By date **cannot** be**:** • After the 60th day from the "Date Determined" • Before today's date • Before the previous payment's due date.
5	In $Due field, Key the dollar amount. [**Required** depending on the plan selected in Payment Plan]. • If a date shows in the related Date Sent, this field is Display Only.
6	In $Rec, Key the dollar amount received. The system recalculates Pmt Bal and Balance Due.
7	In Dt Recv'd, Key the receipt date of payment. [**Required** if the related $Rec field is filled] User CANNOT key future dates or dates prior to the related Date Sent.
8	In Receipt #, Key the receipt number for the payment. [**Required** if the related $Rec field is filled] If no receipt is issued, a help message displays advising user to key the check number for the payment received.

NOTES

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