

eSDR Ready Payment Module Instructions

July 2003

Welcome. The eSDR has been upgraded to allow unit rate and cost reimbursement lines that are in the same contract to be included on the same PV and to also identify whether a contract is on Ready Payment. That will allow the eSDR to "feed" payments directly into the state's accounting system (MMARS) and allow providers to view on line the monthly Ready Pay reconciliations. You will notice a small adjustment in how you navigate through a couple of the eSDR screens. For ready pay contracts, after you click on the contract you want to work on, you'd click on a button to create a ready payment "shell" and then drill down to the SDR rather than first doing the SDR and then generating a PV. The system also uses the abbreviation RP and the term Ready Pay to refer to the monthly reconciliation invoice (hence non-ready pay contracts have PVs while ready pay contracts have RPs). RP's are the same payment voucher and have the same payment meaning that they've had for many years. It's only the term that had to be different.

The underlying Commonwealth rules for ready pay contracts continue in effect. The most important one is that since the Comptroller's ready pay rules only allow one invoice per month, RP contracts in the eSDR are designed to also only generate one invoice per month.

Following is a description of how to navigate, with illustrations of the actual screens.

DMR eSDR: [Contracts] - Microsoft Internet Explorer

Address: http://crash:8030/provider/contracts.asp?provid=84&provname=North+Shore+ARC

DMR Region C Administrator

Home | Review | Providers | Contracts | Billed Contracts | Alerts | Reports | Support | Search | MMARS Interface | Account | Logout

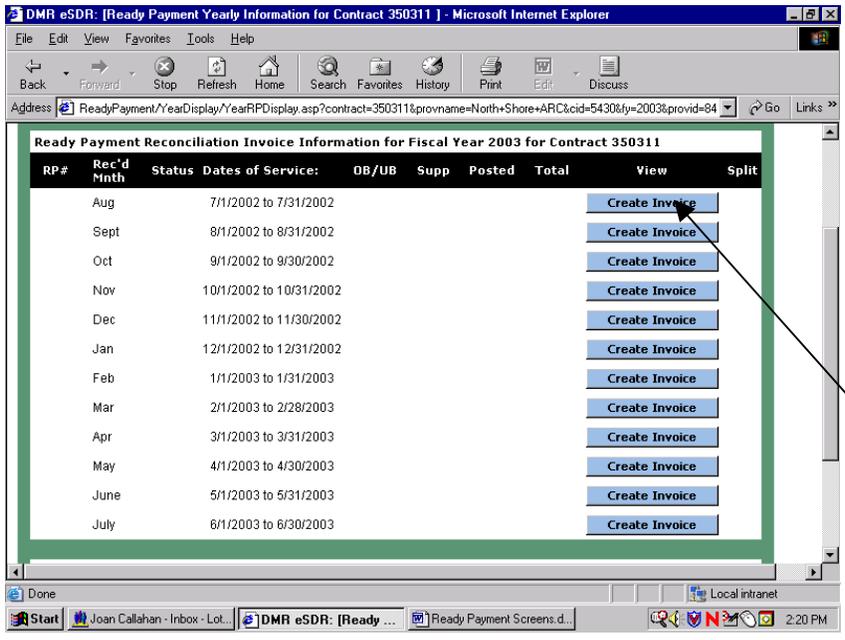
Contracts List for DMR Region C Administrator and Provider North Shore ARC (#84)

	Contract	Type	Vendor	Fiscal Year	Region	UnFilter
1	300321	PV	North Shore ARC	2003	3	View Details
2	300327	PV	North Shore ARC	2003	3	View Details
3	350305	PV	North Shore ARC	2003	3	View Details
4	350311	RP	North Shore ARC	2003	3	View Details
5	350315	RP	North Shore ARC	2003	3	View Details
6	350333	PV	North Shore ARC	2003	3	View Details
7	350340	RP	North Shore ARC	2003	3	View Details
8	350357	RP	North Shore ARC	2003	3	View Details
9	350394	PV	North Shore ARC	2003	3	View Details
10	350399	PV	North Shore ARC	2003	3	View Details
11	350900	PV	North Shore ARC	2003	3	View Details

When a Provider logs into eSDR, the list of contracts will identify which are Ready Payment and which are regular PVs.

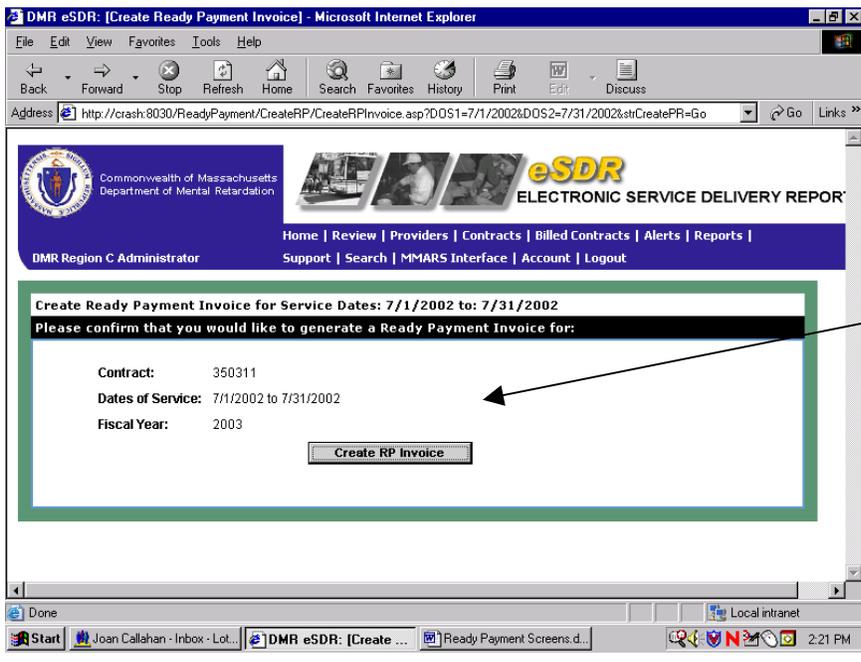
SDRs and payments for regular PVs will be processed the way providers are doing now.

To continue, the Provider will *click* on "View Details"



If the Provider has chosen a contract that is identified as "RP", This will be the next screen that represents a Yearly Display of Ready Payment information for a contract.

In order to begin processing a Ready Payment Invoice, the Provider chooses the Dates of Service and will *click* on



This screen will verify the Contract, Dates of Service and Fiscal Year that have been selected for processing.

The Provider will *click* on "Create RP Invoice" to continue.

DMR eSDR: [Ready Payment Yearly Information for Contract 350311] - Microsoft Internet Explorer

Address: http://crash:8030/ReadyPayment/YearRPDisplay.asp?contract=350311&provname=North%20Shore%20ARC&cid=5430&my=2003&provid=84

Ready Payment Reconciliation Invoice Information for Fiscal Year 2003 for Contract 350311

RP#	Rec'd Mnth	Status	Dates of Service:	OB/UB	Supp	Posted	Total	View	Split
12	Aug	I	7/1/2002 to 7/31/2002	OB/UB	Supp		\$0.00	View Details	Split
	Sept		8/1/2002 to 8/31/2002					Create Invoice	
	Oct		9/1/2002 to 9/30/2002					Create Invoice	
	Nov		10/1/2002 to 10/31/2002					Create Invoice	
	Dec		11/1/2002 to 11/30/2002					Create Invoice	
	Jan		12/1/2002 to 12/31/2002					Create Invoice	
	Feb		1/1/2003 to 1/31/2003					Create Invoice	
	Mar		2/1/2003 to 2/28/2003					Create Invoice	
	Apr		3/1/2003 to 3/31/2003					Create Invoice	
	May		4/1/2003 to 4/30/2003					Create Invoice	
	June		5/1/2003 to 5/31/2003					Create Invoice	
	July		6/1/2003 to 6/30/2003					Create Invoice	

The Provider will be returned back to the Yearly Display page and will *click* on "View Details" to continue.

DMR eSDR: [RP Invoice] - Microsoft Internet Explorer

Address: http://crash:8030/ReadyPayment/RPInvoiceDisplay/RPInvoiceDisplay.asp?RPID=12

Commonwealth of Massachusetts Department of Mental Retardation

eSDR
ELECTRONIC SERVICE DELIVERY REPORT

Home | Review | Providers | Contracts | Billed Contracts | Alerts | Reports | Support | Search | MMARS Interface | Account | Logout

DMR Region C Administrator

Ready Payment Reconciliation Invoice #12 - Contract 350311 [return: Yearly Display]

RP Invoice Information for RP #12

Dates of Service	Contract	Contract Lines	Total Units	Total Amount
7/1/2002 to 7/31/2002	350311	01	0	\$0

Provider: North Shore ARC
 64 Hollen St
 Danvers, MA 01923
 978 762 4878

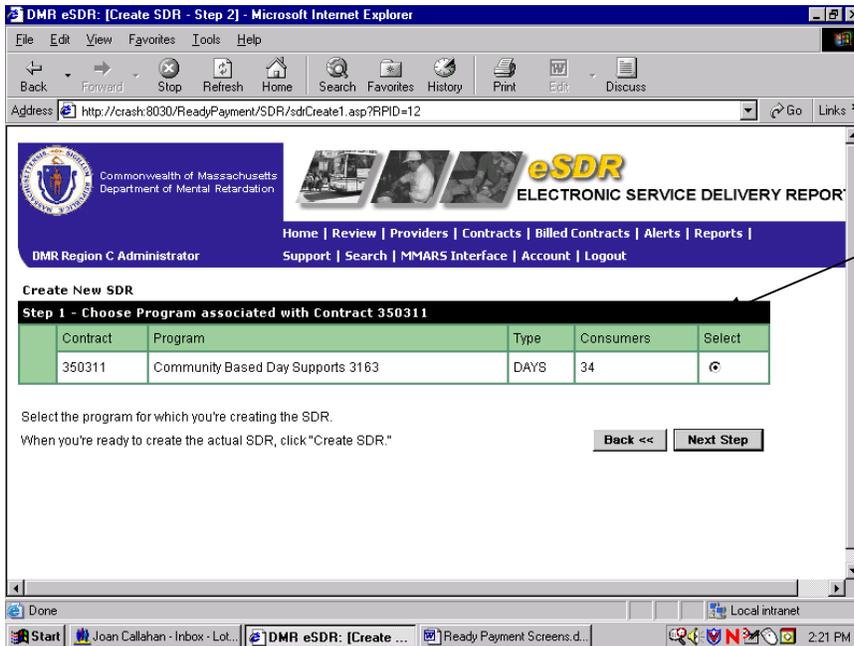
Vendor Code: 0422324160002

Status **INCP**

Create SDR Create Cost Reimbursement Create Manual Line Item

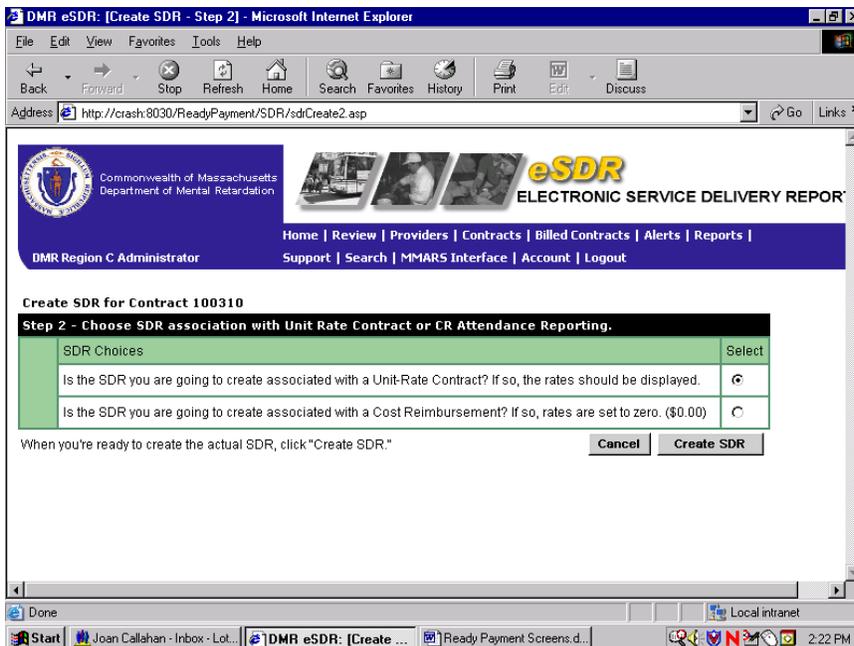
This page displays the start of a Ready Payment Invoice with contract and provider information displayed.

The Provider will then choose to: Create an SDR, Create a Cost Reimbursement expenditure (if applicable), and/or Create a Manual Line Item.



In most cases, the first step in preparing the Ready Payment Invoice is to enter consumer's attendance for the SDR.

A provider will choose the Program and Unit Type and click on "Next Step" to proceed.



The Provider will then choose whether this SDR has a Unit Rate associated with it or if the Payment will be processed as Cost Reimbursement.

DMR eSDR: [Edit SDR: #32276] - Microsoft Internet Explorer

Address: http://crash:8030/ReadyPayment/SDR/sdr.asp?sdrId=32276&RPID=12

DMR Region C Administrator

Home | Review | Providers | Contracts | Billed Contracts | Alerts | Reports | Support | Search | MMARS Interface | Details: 350311 | Account | Logout

SDR# 32276 Contract: 350311 - 3163 (DAYS) Filter By Codes Provider: North Shore ARC Count: 34

Page: 1 of 1 Check All Uncheck All JULY - 2002 Notes All To RP# 12

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
THUR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FRI																															
SAT																															
SUN																															

Apply Clear Pattern

Legend Unit Count: 0

Total Units = 782 Total Dollars = 65085.86 [callahan] - 5/21/2003 2:25:32 PM

The attendance for the SDR is entered in the same manner as the main eSDR application.

The Provider may return to RP Invoice to continue.

DMR eSDR: [RP Invoice] - Microsoft Internet Explorer

Address: http://crash:8030/ReadyPayment/RPInvoiceDisplay/RPInvoiceDisplay.asp?RPID=12

DMR Region C Administrator

Support | Search | MMARS Interface | Details: 350311 | Account | Logout

Ready Payment Reconciliation Invoice #12 - Contract 350311 [return: Yearly Display]

RP Invoice Information for RP # 12

Dates of Service	Contract	Contract Lines	Total Units	Total Amount
7/1/2002 to 7/31/2002	350311	01	782	\$65085.86

Provider: North Shore ARC
84 Holliston St
Danvers, MA 01923
978 762 4878

Vendor Code: 0422324160002

Status INCP

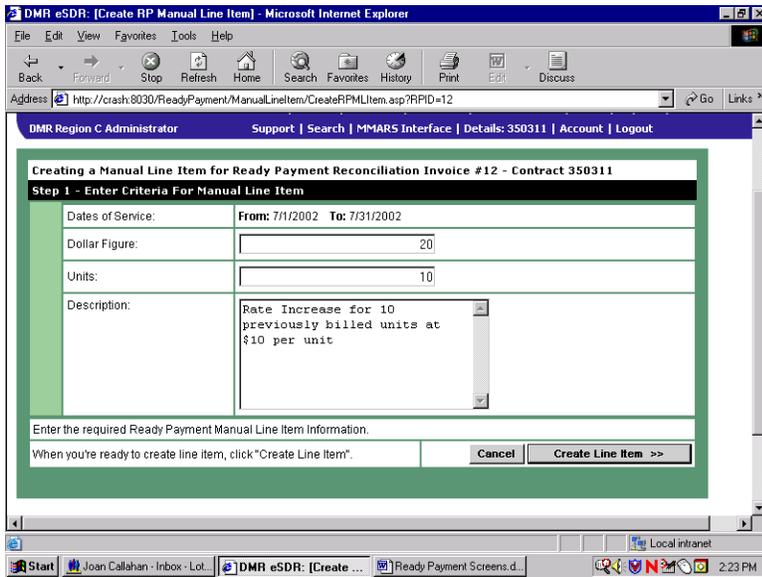
SDR # 32276: Service Rendered 7/2002 - Program 3163 DAYS

Original ID	Orig. Month/Year	Date Created	Status	Lines												
32276	7/2002	5/21/2003 2:21:58 PM	INCP	<table border="1"> <thead> <tr> <th>Line</th> <th>Rate</th> <th>Total Units</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>83.23</td> <td>782</td> <td>65085.86</td> </tr> <tr> <td></td> <td></td> <td>782</td> <td>65085.86</td> </tr> </tbody> </table>	Line	Rate	Total Units	Amount	01	83.23	782	65085.86			782	65085.86
Line	Rate	Total Units	Amount													
01	83.23	782	65085.86													
		782	65085.86													

Create SDR Create Cost Reimbursement Create Manual Line Item

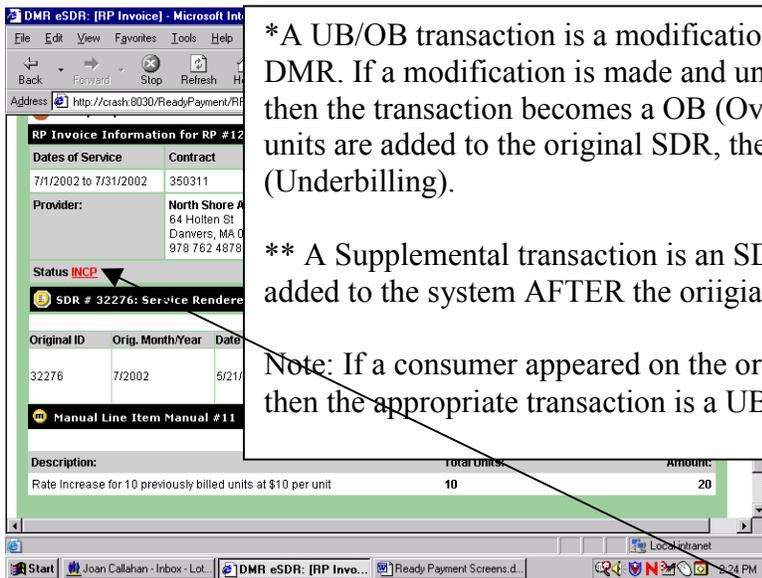
The RP Invoice will now display the SDR information that has been entered as Unit x Unit Rate.

The Provider may add a manual line item to this RP Invoice at this time.



A Manual Line Item can be created for any adjustment to the RP Invoice except for SDR attendance changes.

Changes to attendance must be done through the Yearly Display page as a UB/OB* or Supplemental **.



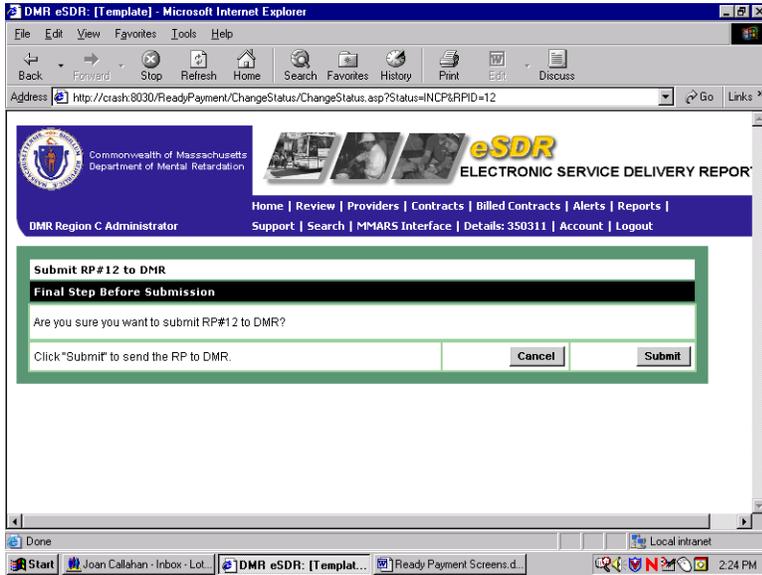
*A UB/OB transaction is a modification to an SDR that has been reviewed by DMR. If a modification is made and units are removed from the original SDR, then the transaction becomes a OB (Overbilling). If a modification is made and units are added to the original SDR, then the transaction becomes a UB (Underbilling).

** A Supplemental transaction is an SDR for attendance where the consumer was added to the system AFTER the original SDR was reviewed by DMR.

Note: If a consumer appeared on the original SDR, but no attendance was entered then the appropriate transaction is a UB not a Supplemental.

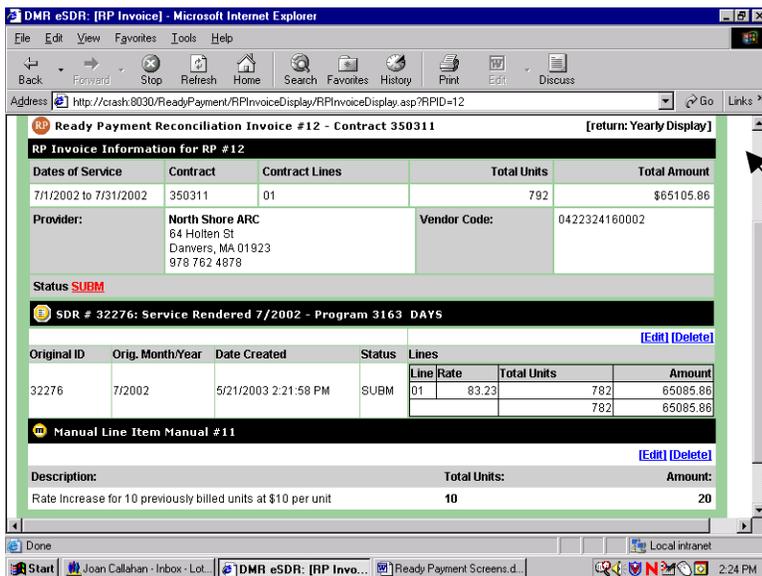
After a Manual Line item is created, it will display on the RP Invoice

If the RP Invoice is complete, the Provider will click on the Status to Submit the RP Invoice to DMR.



The Provider will be asked
“Are you sure you want to
submit this RP to DMR.

If Yes, the Provider will click
“Submit”.



The Status will then be
changed to SUBM.

The Provider can then
return to the Yearly
Display page to View all
transactions and Status

DMR eSDR: [Ready Payment Yearly Information for Contract 350311] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit Discuss

Address [yPayment/YearDisplay/YearRPDisplay.asp?contract=350311&provname=North%20Shore%20ARC&cid=5430&ly=2003&provid=84](#) Go Links

Ready Payment Reconciliation Invoice Information for Fiscal Year 2003 for Contract 350311

RP#	Rec'd Month	Status	Dates of Service:	OB/UB	Supp	Posted	Total	View	Split
12	Aug	S	7/1/2002 to 7/31/2002	OB/UB	Supp		\$65,105.86	View Details	Split
	Sept		8/1/2002 to 8/31/2002					Create Invoice	
	Oct		9/1/2002 to 9/30/2002					Create Invoice	
	Nov		10/1/2002 to 10/31/2002					Create Invoice	
	Dec		11/1/2002 to 11/30/2002					Create Invoice	
	Jan		12/1/2002 to 12/31/2002					Create Invoice	
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	Mar		2/1/2003 to 2/28/2003					Create Invoice	
	Apr		3/1/2003 to 3/31/2003					Create Invoice	
	May		4/1/2003 to 4/30/2003					Create Invoice	
	June		5/1/2003 to 5/31/2003					Create Invoice	
	July		6/1/2003 to 6/30/2003					Create Invoice	

Done Local intranet

Start Joan Callahan - Inbox - Lot... DMR eSDR: [Ready ... Ready Payment Screens.d 2:25 PM

The Yearly Display page will show all information pertaining to the RP contract.