

Chapter 29 – Services Provided (225) Data Entry

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Important The required fields referenced in this chapter refer to system-required fields. These fields are required in order for the form to be saved in approved status.

The information that is required due to policy may be different from those that are system required.

Service Provided (225) Data Entry

Introduction After the Services Planned Report is sent to the Providers and returned to the AAA the information is entered into KAMIS via the Services Provided (225) Data Entry function.

Service Provided Page Below is the Service Provided page after units have been processed.

Record Selectors
Alpha Status

Criteria Region

SERVICE PROVIDED (225)

PSA
4 - JAYHAWK AREA AGENCY ON AGING

*** Month** Jul *** Year (yyyy)** 2006

Provider Search TOPEK

*** Provider**
 TOPEKA INDEP LIVING RES CTR - 1266
 TOPEKA HEALTHY MEALS
 TOPEKA PRESBYTERIAN MANDR - 4374

*** Funding Program (with approved budgets only)**
QAA3C1 - OLDER AMERICANS ACT - TITLE III-C1 - 887

*** Service**
CMEL - CONGREGATE MEALS - 756

Reset Retrieve

Rows Processed Rows Errors
9 0

Selected to ALL

Kamis ID	Customer	SSN	Start Date	End Date	Dischg. Code	PI Billed	PI Coll	Units Prov	Unit Cost	Units Auth	Units Paid	Paid Date	Processed Status
100232	Smith, John	123456789	01/30/06	01/30/07				20	5.87	35	20	10/13/2006	SAVED
100232	Smith, John	123456789	12/31/05	12/31/06				20	5.87	35	20	10/13/2006	SAVED
100232	Smith, John	123456789	10/21/05	10/20/06				20	5.87	35	20	10/13/2006	SAVED
100232	Smith, John	123456789	10/01/05	07/31/06				5.87	35				SKIPPED
100232	Smith, John	123456789	10/01/05	10/01/06				20	5.87	35	20	10/13/2006	SAVED
100232	Smith, John	123456789	10/01/05	08/01/06				20	5.87	35	20	10/13/2006	SAVED
100232	Smith, John	123456789	10/01/05	09/01/06				20	5.87	35	20	10/13/2006	SAVED
100232	Smith, John	123456789	01/01/06	01/01/07				15	5.87	35	15	10/13/2006	SAVED
100232	Smith, John	123456789	11/29/05	11/28/06				2	5.87	35	2	10/13/2006	SAVED
100232	Smith, John	123456789	10/01/05	08/01/06				3	5.87	35	3	10/13/2006	SAVED

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Next >

Billed Collected Provided Authorized Units Paid Amt. Paid

0 0 140 25012 140 821.8

Exit without saving Process 225

Period Start Date Period End Date Period Close Date Budget Remaining Est. Budget Remaining

10/01/2005 09/30/2006 11/30/2006 479615.5 479615.5

225 Process Totals History Region → New Area to Come – In Development

Row Advance Indicators

Continued on next page

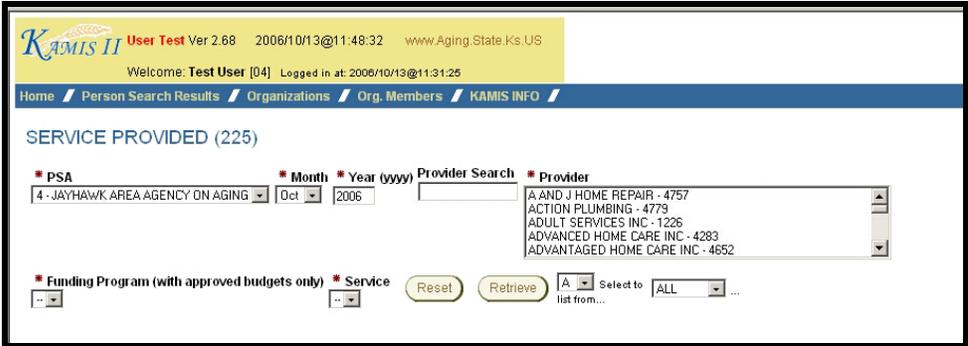
Service Provided (225) Data Entry, Continued

Changes in the Service Provided

- Zero units provided will no longer be processed. These lines will be "skipped" and will remain available on the 225 pages for future processing if needed.
- Once the units provided are entered, the 225 will need to be processed.

How To

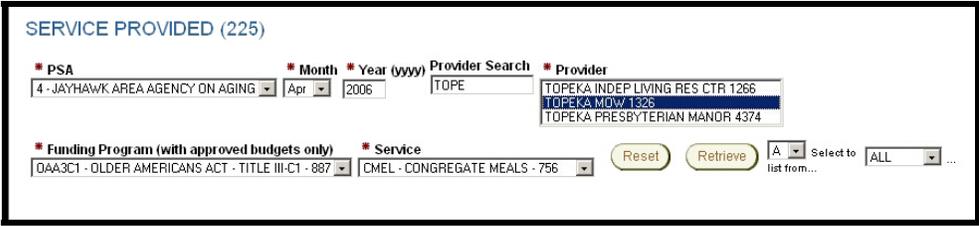
Follow the steps in the table below to complete the Services Provided (225) Data Entry process.

Step	Action	Result
1.	On the Home Page of KAMIS locate and click on the Service Provided (225) button in the Billing region.	Service Provided Search Window will be displayed.
		
		

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Service Provided (225) Data Entry, Continued

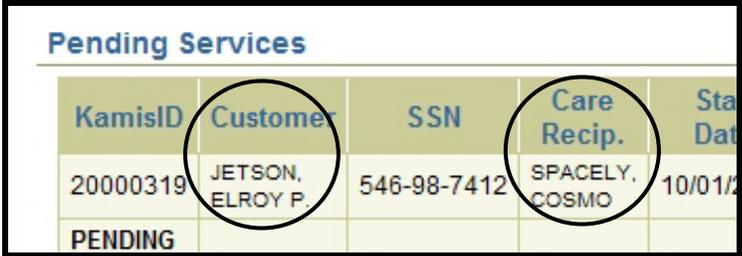
How To (continued)

Step	Action	Result						
2.	Select the Agency	Required This is default to the PSA the user is associated with in the security table.						
3.	Enter Month of the information.	Required						
4.	Enter the Year of the information.	Required						
5.	Select the Provider .	Required. See the table below for detailed instruction on how to select a Provider.						
<table border="1"> <thead> <tr> <th>Action</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>In the Provider Search field type either partial or the full name of the provider and press Enter or the Search button.</td> <td>The Provider listing will display.</td> </tr> <tr> <td>When the provider is displayed, click on the entry.</td> <td>Provider is selected. Funding Program/Service region will populate with information.</td> </tr> </tbody> </table>			Action	Result	In the Provider Search field type either partial or the full name of the provider and press Enter or the Search button.	The Provider listing will display.	When the provider is displayed, click on the entry.	Provider is selected. Funding Program/Service region will populate with information.
Action	Result							
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When the provider is displayed, click on the entry.	Provider is selected. Funding Program/Service region will populate with information.							
								
6.	Select a Program .	Required. Only the programs that have an approved budget will be displayed.						
7.	Select a Service .	Required						
8.	Click on the Search button.	Will return the list of customers receiving the indicated services with the indicated provider.						

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Service Provided (225) Data Entry, Continued

How To (continued)

Step	Action	Result											
	With OAA3C funding, the table will display the Caregiver as the customer and will also display another column with the Care Recipient name as cross reference.												
													
9.	Enter the information as needed.	Fields available for entry.											
	<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Fields Available for Entry By Funding</th> </tr> </thead> <tbody> <tr> <td rowspan="3">SCA</td> <td>PI Collected</td> </tr> <tr> <td>Units Provided</td> </tr> <tr> <td>Units Paid (will automatically fill)</td> </tr> <tr> <td rowspan="4">OAA...</td> <td>PI Collected</td> </tr> <tr> <td>PI Billed</td> </tr> <tr> <td>Units Provided</td> </tr> <tr> <td>Units Paid (will automatically fill)</td> </tr> </tbody> </table>		Fields Available for Entry By Funding		SCA	PI Collected	Units Provided	Units Paid (will automatically fill)	OAA...	PI Collected	PI Billed	Units Provided	Units Paid (will automatically fill)
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SCA	PI Collected												
	Units Provided												
	Units Paid (will automatically fill)												
OAA...	PI Collected												
	PI Billed												
	Units Provided												
	Units Paid (will automatically fill)												

Note: The Units Paid field will display the amount entered in the Units Provided field automatically. This field can be changed to a different amount only if the amount is lower than the Units Provided.

The Date will automatically populate with the system (current) date. The date can not be changed.

Continued on next page

Service Provided (225) Data Entry, Continued

How To (continued)

Step	Action	Result
10.	Click on the Process 225 button.	Information will be processed and payment will be made as indicated. A detail listing of the payments processed will be displayed.

SERVICE PROVIDED (225)

PSA
 Month
 Year (yyyy)
 Provider Search
 Provider

4 - JAYHAWK AREA AGENCY ON AGING
 Jul
 2006
 TOPEKA
 TOPEKA INDEP LIVING RES CTR - 1266
 TOPEKA HEALTHY MEALS
 TOPEKA PRESBYTERIAN MANOR - 4374

Funding Program (with approved budgets only)
 Service

0AAA3C1 - OLDER AMERICANS ACT - TITLE III-C1 - 887
 CMEL - CONGREGATE MEALS - 756

 A
 Select to ALL
 ...

Rows Processed
 Rows Errors

Kamis ID	Customer	SSN	Start Date	End Date	Dischg. Code	PI Billed	PI Coll	Units Prov	Unit Cost	Units Auth	Units Paid	Paid Date	Processed Status
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100232	Smith, John	123456789	10/21/05	10/20/06		<input type="checkbox"/>	<input type="checkbox"/>	20	5.87	35	20	10/13/2006	SAVED
100232	Smith, John	123456789	10/01/05	07/31/06		<input type="checkbox"/>	<input type="checkbox"/>		5.87	35			SKIPPED
100232	Smith, John	123456789	10/01/05	10/01/06		<input type="checkbox"/>	<input type="checkbox"/>	20	5.87	35	20	10/13/2006	SAVED
100232	Smith, John	123456789	10/01/05	08/01/06		<input type="checkbox"/>	<input type="checkbox"/>	20	5.87	35	20	10/13/2006	SAVED
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100232	Smith, John	123456789	10/01/05	08/01/06		<input type="checkbox"/>	<input type="checkbox"/>	3	5.87	35	3	10/13/2006	SAVED

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Errors

Introduction

The following are the common error notices that will display while data entering into the Service Provided form.

