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# ImportantThe required fields referenced in this chapter refer to system-required fields. These<br/>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<br/>system required.

# Service Provided (225) Overview

Introduction	Each prov prov Prov	n mon viders viders vided (	th Agi that h returr (225) p	ng an ave p i the proce	d Dis rovio repo ss ca	sability ded ser rt to th n then	Resour vices fo e ADRO be con	rce Ce or the C, ind nplete	ente eir cl icati ed b	ers (AD ustom ing the by the	ORCs) Iers d E <i>actu</i> ADRC	send t uring t <i>ial</i> nur C for ea	the S the J mbe ach	Servi previ r of prov	ces Pla ous m units p ider.	anned Ionth. / provide	Report After t d, the	t to all he Service
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Prerequisites	<ul> <li>rerequisites Budget Requirements:         <ul> <li>There must be an Approved Budget in existence for the selected Funding Source</li> <li>There must be an Available Balance sufficient to cover the total amount being bit</li> </ul> </li> <li>Plan of Care:         <ul> <li>The POC being accessed for the Service Provided billing cannot be locked (i.e. manual plan of Care window is not open; if it is, use the <u>Unlock &amp; Close</u> link to close it.)</li> <li>It must be in Approved status.</li> </ul> </li> </ul>										lled. ake sur	re the						
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Selection criteria that determine what Pending Services will display.	SERVICE PROVIDED (225)  Start New 225 Process - Enter New Criteria  NOTE: To change a provider or service/funding, click on the Red "Start New 225 Process - Enter New Criteria" button first.  Organization  Month  Month																	
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Buttons on the Service Provided page

In addition to the regions defined previously, there are several buttons that launch various actions don the Service Provided page.

#### Load 225

This button appears when the Service Provided (225) process is first launched, or when the 'Start New 225 Process – Enter New Criteria' button is pressed. It loads the appropriate Pending Services records per the selection criteria entered.

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#### Start New 225 Process - Enter New Criteria

Once the selected criteria's Pending Services has loaded (even if blank), this button *must* be used to clear all entries and allow new criteria to be selected/loaded. If you forget to click the button before selecting different criteria, you may have to return to the KAMIS Home Page, and then relaunch the Service Provided (225) module.

#### Previously Paid Services - Forwards to Report KMS-0006

Loads the KMS-0006 Services Provided Report in a new window/tab. This report replaces the old Previously Paid Services region that used to display. Changes in the KAMIS web application environment made this change necessary. The report contains the records that were successfully processed by Services Provided (225).

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#### **Recalculate Totals**

After Units Provided are entered, click this button to calculate the totals based on the entries made. Can also be used to recalculate the totals if any changes are made to the entries before processing.

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#### Process 225

Once the service provided records have been updated with the appropriate units provided, click this button to process the records. Service provided records are created, and will be processed for payment by the KDADS Accounting Division the following month. Any records that were processed in error or with incorrect data must be backed out using KAMIS's Supplemental billing function. Refer to the KAMIS chapter on Supplemental Billing for detailed instructions.

Null or Zero Units Entered

Null or 0 (zero) units provided are not processed. These lines will be skipped and will remainavailable on the 225 page for future processing if needed.

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

Step		Actio	n					Re	sult		
1.	Click on the <b>S</b> e	ervice Pro	 vided (225)	button	The	initial	Servic	e Pro	vided	(225	i) page
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	necessary for	this field.									
3.	Select the <b>Mo</b>	nth for w	hich the Ser	vice	Rea	uired.					
	Provided billin	ng is being	run.								
4.	The current fi	scal year i	s the defaul	t Year	Reg	uired.					
	entry. Change	it if neces	sarv.								

#### How To

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5.	Type th	e provi	der nan	ne (parti	ial or	full	F	Requ	ired. A	ll pr	ovid	ers th	at n	natcl	h the
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6.	Click o	n the co	rrect p	rovider ı	name	in the	-	The s	electe	d pr	ovid	er nar	ne i	is hig	ghlight
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## Service Provided (225) Data Entry, continued

#### How To

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Step	Action	Result
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Note: Wit the Custo reference	h OAA3C (Caregiver) funding, the Pending Ser mer, and will include an additional column co	vices entries will display the caregiver as ntaining the Care Recipient name as cross
	Pending Services	
	KamisID Customer SS	N Care Sta Recip. Dat
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10.	Using the Services Planned Report	Note: Use the Tab key on the keyboard for
	(KMS-0002) received back from the	ease of entry from one customer to the
	provider, enter the appropriate number of	next.
	units provided for each customer that	
	received services for the selected month.	
	These fields are available for entry in the Pe	ending Services table regardless of funding:
	Units Provided	
	Units Paid	
	In addition to the above fields. SCA funded	services <sup>1</sup> also may have units entered for:
	PI Billed	······································
	PI Collected	
	<sup>1</sup> Exceptions: SCA Case Management (CMGT services do <i>NOT</i> bill for PI (Personal Income	S, CMGTJ) or Assessment (ASMT, AASMT)

**Note:** The Units Paid field will automatically display the same number that is entered in the Units Provided field. Units Paid can be changed to a different number only if it is less than the Units Provided entry.

The Paid Date automatically populates with the system (current) date. The Paid Date cannot be changed.

## Service Provided (225) Data Entry, continued

#### How To

continued

St	ep		Acti	ion						R	esult		
	11.	Click on the	Recalculat	te Totals	button.		•	The <b>C</b> with proce The <b>E</b> shoul <i>Total</i> <i>Remo</i>	Combined the to essed st. Buind d upo s amo	ined <sup>-</sup> otals f for th udget date, bunt f	Fotals for all ne sele <b>Rema</b> subtra from t	table updates services ected criteria. <b>aining</b> numbe acting the <i>Pen</i> he <i>Budget</i>	s r ding
[	PENDING			-	- 0	0		21	-	3550 21		\$23.1 -	]
	Combine	d Totals											
	Kamis	sID Customer	SSN Start	End Disc	chg. SCA	PI	PI	Units	Unit	Units	Units	Paid Proc	
		D			- PCL	0	0	871	-	4440	871	\$958.1 -	
	Process	225								<	Previous	Recalculate Totals	
	Period Star	t Date Period End Date	Period Close Date	Budget Remain	ing Est. Budg	et Remair	ning						
	10/01/2016	09/30/2017	11/30/2017	734880	734856.9								
L L													-
<u>Bud</u>	get Re	<u>maining</u> – <u>Pe</u>	nding Tota	als = <u>Est. I</u>	<u>Budget F</u>	<u>Rema</u>	ining	:					
	73	4880 –	23.10	=	734856	.90							
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nroc	e. II til ressed	e Est. Duuget	Nemainin	g will be	less that	i zerc	טָרָן ע	, the	Servio	Le FIC	viueu		l be
prot	.csscu	•											
The	Budge	ted Amount	for the Fu	nding Pro	gram ca	n be	incre	ased	using	the P	Sudget	t module, and	
ther	the S	ervice Provid	ed (225) b	illing can	be run a	again		uscu	00110	the E			
circi	12.	Click on the	Process 22	<b>25</b> buttor	<u>.</u>	-94m	All i	oendir	ng ser	vice l	ines w	vith Units	
		••••••					Pro	vided	enter	ed ar	e pro	cessed and wi	ll be
		Unite Unit	Ilnite Ilnite	Daid	Proc		ava	ilable	for Kl	DADS	Pavm	ent Approvals	5
		Prov. Cost	Auth. Paid	Date	Status		pro	cessin	. g.		,	ener ipproration	
		21 1.1	25 21	03/02/2017	SAVED		p. 0		0.				
		1.1	25		SKIPPED								
					· · · ·		All	oroces	ssed r	ecord	ls will	show 'SAVED	' in
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							All r the Pro All r pro sho	Proces Proces vided recorc vided, w 'SKI	ssed r Statu entry Is tha , and PPED	ecord s colu table t did thus ' in th	ds will imn of e. not ha not pr ne <b>Pro</b>	show 'SAVED f the Services ave any units ocessed, will <b>c Status</b> colur	' in nn.

IntroductionAfter a Pending Services list has been processed, the customer's 'SAVED' service line billing record<br/>will no longer appear in future 'Pending Services' lists for the same selected criteria.

All processed (SAVED) service lines can be viewed using the **Previously Paid Services – Forwards to Report KMS-0006** button located above the 'Pending Services' region.

**How To** Follow the steps in the table below to view Previously Paid Services for the specified Service Provided criteria.

Step	Action	Result
1.	Click on the Service Provided (225) button	The Service Provided (225) page displays.
	to launch the module.	
2.	Enter the desired criteria for which to run	Required fields:
	the Service Provided process.	Month
		Year
		Provider
		Funding Program
		Service
3.	Click on the green Load 225 button.	If there are any pending services (not
		billed) for the selected criteria, they will
		display in the Pending Services table.
		Otherwise, it will be empty.
4.	Click on the Previously Paid Services –	A new browser tab/window opens, and the
	Forwards to Report KMS-0006 button.	report displays.
	* Funding Program (with approved budgets only)	
	OAA3C1 - OLDER AMERICANS ACT - TITLE III-C1 - 887 ♥ Previously Paid Services - Forwards to Report KMS-0006	View the entries for paid services for the
	Panding Carriege	month/year and provider specified in the
	Pending services	Service Provided (225) criteria.
		Note: Depending on the number of
		previously paid records, the report may
		take several seconds to a minute or more
		to display.
		· · · · · · · · · · · · · · · · · · ·

# **Optional Report**The following steps are optional, but the result is a customized report that displays only the entries**Customization**for the specific funding/service combination selected in the 225 billing.

Step	Action	Result
1.	Click on the Actions button.	The possible Actions list displays.
2.	Click on <b>Filter</b>	The 'Filter' region displays.
3.	Select 'Funding' from the <b>Column</b> drop- down list.	Will filter the report for a single funding program.

## Services Provided – Previously Paid Services, continued

Optional Report Continued Customization

Step	Action	Result
4.	In the 'Expression' field, either type in the	The funding program from the Services
	Funding Program (this field is case-	Provided (225) previously run displays.
	sensitive, so enter letters in ALL CAPS), or	
	click on the down arrow button to the	
	right of the field and select the Funding	
	from the list.	
5.	Click on the <b>Apply</b> button.	The filter is created and the report
		updates to display only records with the
		selected funding.
6.	Click on the <b>Actions</b> button.	The possible Actions list displays.
7.	Click on Filter	The 'Filter' region displays.
8.	Select 'Service' from the <b>Column</b> drop-	Will filter the report for a single service.
	down list.	
9.	In the 'Expression' field, either type in the	The service from the Services Provided
	Service (this field is case-sensitive, so	(225) previously run displays.
	enter letters in ALL CAPS), or click on the	
	down arrow button to the right of the field	
	and select the service from the list.	
10.	Click on the <b>Apply</b> button.	The filter is created and the report
		updates to display only records with the
		selected service.
	If you want to print this customized report, i	t is recommended you download the report
	to an Excel spreadsheet (Actions > Download	d) and format as necessary for a printable
	report. The 'Print View' button only prints th	ne default report.

### Troubleshooting

Introduction Several things can interrupt the Service Provided (225) billing process and prevent it from completing successfully. Error messages and missing data caused by validations (data checks) on the data entered, and missing budgets, can all prevent the Service Provided process from completing successfully.

**Error Messages** The following is an example of an error message that displays due to a process rule not being followed, and caught by a validation that runs at the field level.

Units Paid is automatically filled with the same number as Units Provided after tabbing out of the 'Units. Prov.' field. If Units Paid is manually altered to be greater than Units Provided, an error message displays and after clicking on OK, the Units Paid entry is blanked out. Tabbing/clicking out of the Units. Prov. field again, or entering the correct Units Paid number manually, will fix the error.



**Missing Data** The following is an example of data that is deleted due to an invalid number entry.

If '0' is entered for Units Provided, the field will go back to a blank field as soon as the cursor moves (tab or mouse click to next field.):

Units Prov.	Unit Cost	Units Auth.	Units Paid	Paid Date	Proc Status
10	16.5	14	10	08/22/2016	
0	16.5	18.5			
	16.5	25			

'Null' units are skipped during processing. Because 0 units would calculate to a 0 payment, they are treated as a null entry. Any record that is found to be skipped after processing can be processed in a future Service Provided (225) billing.

Units Prov.	Unit Cost	Units Auth.	Units Paid	Paid Date	Proc Status
10	16.5	14	10	08/22/2016	
	16.5	18.5			
20	16.5	25			

After s not po	electing the pulate.	e month	ı, yea	ar, an	nd pro	ovider,	the f	Func	ling P	rogra	ım ar	nd Sei	rvices	drop	o-down
	SERVIC	E PROV	IDE[	) (22	5)										
															Load 225
* NOTE: To change a provider or service/funding, click on the Red "Start New 225 Process - Enter New Criteria" but														button	first.
	* Organizatio				•	• Month	* Ye	ear (yy	yy) Pro	ovider Se beka m	earch	* Pr	ovider	W	
	# Funding Dr	AREA AGEI		N AGIN		yrr →								VV ==>	
		ogram (with	appro	veu but	ugets of	V	lis	st from	elect to	ALL	◄	Display	Suppler	mentals	No 🗸
	Pending Ser	Pending Services													
	KamisID	Customer	SSN	Start Date	End Date	Dischg. Code	SCA Pct.	PI Bill.	PI Coll.	Units Prov.	Unit Cost	Units Auth.	Units Paid	Paid Date	Proc Status
	PENDING TOTALS:	-	-	-	-	-	-	0	0	0	-	0	0	<b>\$</b> 0	-
	Combined	Totals													
	KamisID	Customer	SSN	Start Date	t End Date	Dischg. Code	SCA Pct.	Bill.	PI Coll.	Units Prov.	Unit Cost	Units Auth.	Units Paid	Paid Date	Proc Status
	COMBINED TOTALS:	-	-	-	-	-	-				-			\$	-
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