

How to Access/Run the RFFS Payment Detail Report

(CDDP and Brokerages)

(updated 1/13/2022)

The **RFFS Payment Detail** report is available in eXPRS to assist CDDP and Brokerage agencies track their RFFS Case Management service payments that were paid in each RFFS payment cycle.

→ **NEW INFORMATION**: Due to data volume limitations with the new reports format, this report has been modified to only show payment information without the individual RFFS claims detail.

See information in **Addendum A** at the end of this guide for instructions on how to search for a list of individual RFFS claims processed/paid in a specific SFMA Run ID.

To view any RFFS PLA details for a specific payment run/SFMA Run ID, please use the **RFFS Payment PLA Detail** report.

Please note that this report is a static report. It will show data as it existed at the time the payment cycle was processed. Approved/paid RFFS claims that were later voided will show as paid on this report as that is when they were originally paid. If an RFFS claim was later voided after it was paid, its amount will also show up in the report as a part of any PLA amount recovered by a future approved/paid RFFS claims.

CME users must have one or more of the following user roles to access this report:

For CDDPs:

- **Local Auth IGA Manager**
- **CM CPA Manager**
- **CM Encounter Manager**

For Brokerages:

- **Brokerage IGA Manager**
- **PA CPA Manager**
- **PA Encounter Manager**

To access & run the RFFS Payment Detail report:


1. Log in to eXPRS. You will need to be logged in under your Case Management provider option for **Organization/Program Area** like shown below, to do this work.

CDDPs:

Login

Password accepted. Choose your organization and/or program area for this session.

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="••••••••"/>
Organization/Program Area:	<input type="text" value="CDDP Case Management Provider (Provider)"/>




Brokerages:

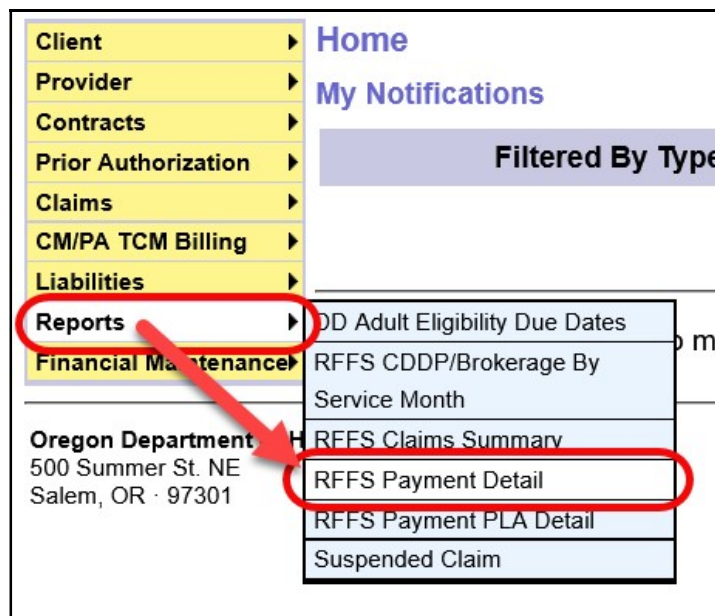
Login

Password accepted. Choose your organization and/or program area for this session.

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="••••••••"/>
Organization/Program Area:	<input type="text" value="BROKERAGE /Case Mgmt Prov (Provider)"/>



2. From the left-hand, yellow navigational menu, click on **Reports** → **RFFS Payment Detail**.



The screenshot shows a vertical yellow navigation menu on the left side of a web application. The menu items are: Client, Provider, Contracts, Prior Authorization, Claims, CM/PA TCM Billing, Liabilities, Reports, and Financial Maintenance. The 'Reports' item is circled in red, and a red arrow points from it to a dropdown menu. The dropdown menu contains the following items: DD Adult Eligibility Due Dates, RFFS CDDP/Brokerage By Service Month, RFFS Claims Summary, RFFS Payment Detail (circled in red), RFFS Payment PLA Detail, and Suspended Claim. The main content area on the right shows a 'Home' link, 'My Notifications', and a 'Filtered By Type' section.

- You'll now be in the **RFFS Payment Detail Report Criteria** page. The date range defaults to the current biennium, but you can change the date range if needed. No additional search criteria are needed for CDDP or Brokerage users, but additional criteria may be added, if desired.

NOTE: RFFS payment data available on this report is only available for the current and previous Biennium.

Click **Submit** to run the report.

RFFS Payment Detail Report Criteria

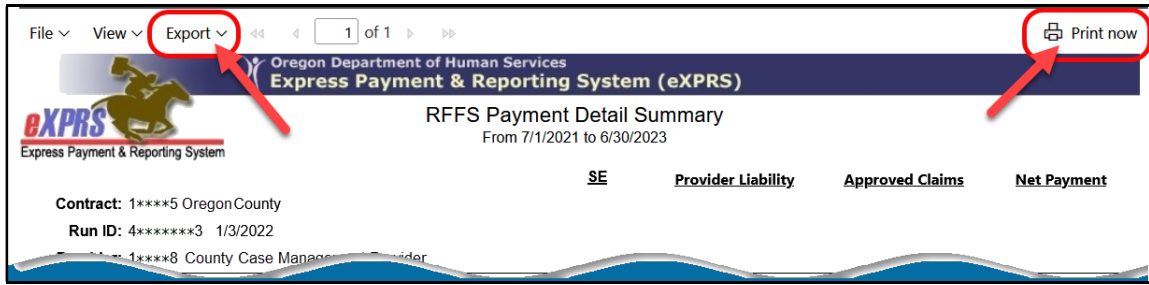
This report can only be run with dates on or after 7/1/2019.

*	Start Date:	<input type="text" value="07/01/2021"/>	📅
*	End Date:	<input type="text" value="06/30/2023"/>	📅
	DHS Contract Num:	<input type="text"/>	🔍
*	Provider ID:	<input type="text"/>	🔍
	Run ID:	<input type="text"/>	

- Any payment data available for the criteria entered will return with the most recent payment data at the top.

		SE	Provider Liability	Approved Claims	Net Payment
Contract: 1****5 Oregon County					
Run ID: 4*****3 1/3/2022					
Provider: 1****8 County Case Management Provider					
	48	\$0.00	\$13,602.60	\$13,602.60	
	Provider Total:	\$0.00	\$13,602.60	\$13,602.60	
	Run Total:	\$0.00	\$13,602.60	\$13,602.60	
Run ID: 4*****3 12/14/2021					
Provider: 1****8 County Case Management Provider					
	48	\$0.00	\$23,083.20	\$23,083.20	
	Provider Total:	\$0.00	\$23,083.20	\$23,083.20	
	Run Total:	\$0.00	\$23,083.20	\$23,083.20	
Run ID: 4*****7 12/1/2021					
Provider: 1****8 County Case Management Provider					
	48	\$0.00	\$17,312.40	\$17,312.40	
	Provider Total:	\$0.00	\$17,312.40	\$17,312.40	
	Run Total:	\$0.00	\$17,312.40	\$17,312.40	

- The report can be printed and/or exported to be saved as electronic files outside of eXPRS. Click on the options in the top menu bar.



ADDENDUM A:

How to find individual RFFS claims data for a specific SFMA Run ID.


1. Log in to eXPRS. You will need to be logged in under your Case Management provider option for **Organization/Program Area** like shown below, to do this work.

CDDPs:

Login

Password accepted. Choose your organization and/or program area for this session.

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="....."/>
Organization/Program Area:	CDDP Case Management Provider (Provider) ▾
	<input type="button" value="Submit"/>




Brokerages:

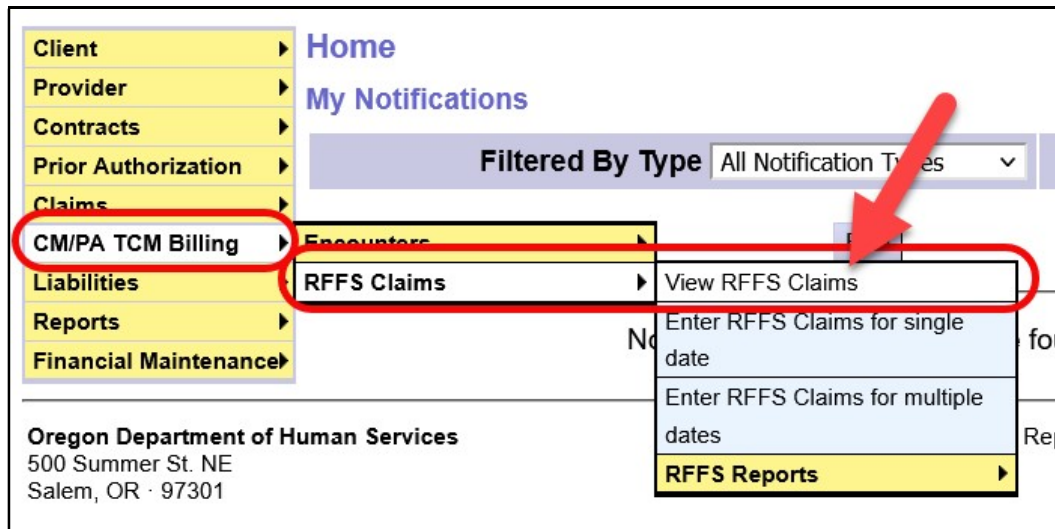
Login

Password accepted. Choose your organization and/or program area for this session.

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="....."/>
Organization/Program Area:	BROKERAGE /Case Mgmt Prov (Provider) ▾
	<input type="button" value="Submit"/>



2. From the left-hand menu, click on **CM/PA TCM Billing** → **RFFS Claims** → **View RFFS Claims**.



Client ▶ Home

Provider ▶ My Notifications

Contracts ▶

Prior Authorization ▶

Claims ▶

CM/PA TCM Billing ▶ Encounters

Liabilities ▶

Reports ▶

Financial Maintenance ▶

Filtered By Type All Notification Types ▾

RFFS Claims ▶ View RFFS Claims

Enter RFFS Claims for single date

Enter RFFS Claims for multiple dates

RFFS Reports ▶

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- Then, in the **RFFS Claims Search** window, search by using:
 - Run ID = the SFMA run ID or invoice number** for your payment.
 - Click **Find**.

RFFS Claims Search

RFFS Claim ICN: Status: Select... v

Service Element: v

Procedure Code: v

Svc Modifier Cd: v

Run ID:

Claim Modifier Cd: Select... v

DHS Contract Num: v

Client Prime: v

Provider ID: v

Pay To Provider ID: v

Service Location: v

Effective Date: v

End Date: v

Exact: Yes No

Created From: v

Created To: v

Submitted From: v

Submitted To: v

Service Coordinator / Personal Agent: Select... v

Active SC/PA Only: Yes No

Suspense Location: Select... v

Exception Code: v

Created By: v

Exclude Exception Code:

Show Exception Code Desc?: Yes No

PA Adj #: v

Max Displayed: 25 v

Show Notes?: Yes No

Show Run ID/Date?: Yes No

Find **Reset**

- When your list of RFFS claims returns, you use the export options at the far right of the results list to export the information for use outside of eXPRS, as needed.

Exclude Exception Code:

PA Adj #:

Show Notes?: Yes No

Export options: [CSV](#) | [Excel](#) | [PDF](#) | [RTF](#)

Claim ICN	Client Prime	Client Name	Service Element	Procedure Code	Svc Modifier Cd	Claim Modifier Cd	Billed Amount	Paid Amount	Status	SC/PA	Run ID	Paid Date	Exception Code
2021	2001		48	ORCCM	All	REG	\$412.20	\$412.20	Approved		4	3	1/3/2022
2021	6001		48	ORCCM	All	REG	\$412.20	\$412.20	Approved		4	3	1/3/2022
2021	8001		48	ORCCM	All	REG	\$412.20	\$412.20	Approved		4	3	1/3/2022
2021	1001		48	ORCCM	All	REG	\$412.20	\$412.20	Approved		4	3	1/3/2022