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.

➔ <mark>*NEW INFORMATION*</mark>: 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:	userID
Password:	•••••••••
Organization/Program Area:	CDDP Case Management Provider (Provider) ˅

Submit

Brokerages:

Login

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

Login Name:	userID
Password:	•••••••••
Organization/Program Area:	BROKERAGE /Case Mgmt Prov (Provider) ˅
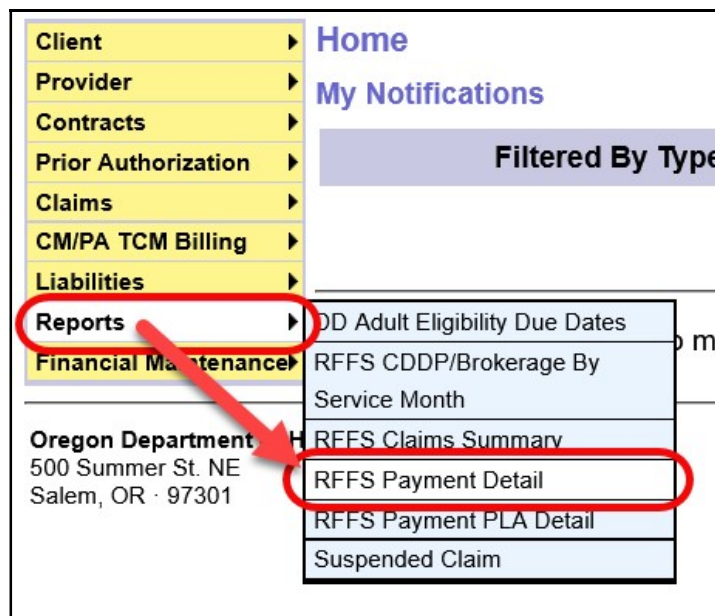
Submit

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

Client	▸	**Home**
Provider	▸	**My Notifications**
Contracts	▸	
Prior Authorization	▸	**Filtered By Type**
Claims	▸	
CM/PA TCM Billing	▸	
Liabilities	▸	
Reports	▸	DD Adult Eligibility Due Dates
Financial Maintenance	▸	RFFS CDDP/Brokerage By Service Month
		RFFS Claims Summary
Oregon Department H		RFFS Payment Detail
500 Summer St. NE		RFFS Payment PLA Detail
Salem, OR · 97301		Suspended Claim

3. 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.

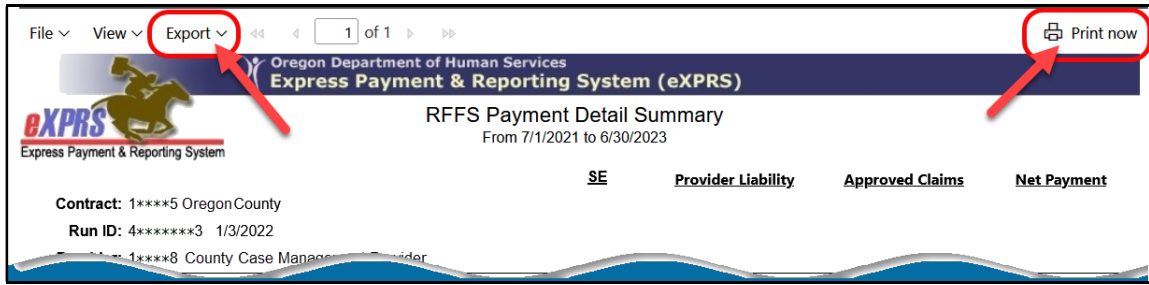Click **Submit** to run the report.

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

5. 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:

   Brokerages:

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

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

4. 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.