

# How To

# HCP Improved Payment Changes – TRACCS Processes

Staged TRACCS implementation of new Improvement Payment Changes commencing 1<sup>st</sup> September 2021



*Updated 12/10/21*

## HCP IPA CHANGES

Version 21.09 of TRACCS contains PART 1 of a set of 3 PART changes that Adamas will release in TRACCS over the next few months

### PART 1 Current and in release 21.09

1. Changes made to CDC menu layout
2. Addition of PRODA Claim Export function
3. Addition of HCP Claim Rollback function

Release 21.09.002 contains two changes to the HCP Claim Upload

1. We have been advised the basic care fee should be deducted from any claim where the client is paying Basic Care Fee. This has been adjusted in the claim upload in 21.09.002
2. We have adjusted the claim upload to exclude 0 value claims

### PART 2 will be released in October in release 21.10

1. Addition of PRODA Unspent Funds Upload

### PART 3 Planned for the end of year release at this stage

1. Addition of Payment Statement Import function
2. Removal of contingency program visibility and usage

# HCP IPA CHANGES PART 1 (in 21.09 Release)

## 1. Changes made to CDC menu layout

The layout and terminology of the CDC menu have been changed to reflect better the process flow and terminology of CDC in TRACCS.

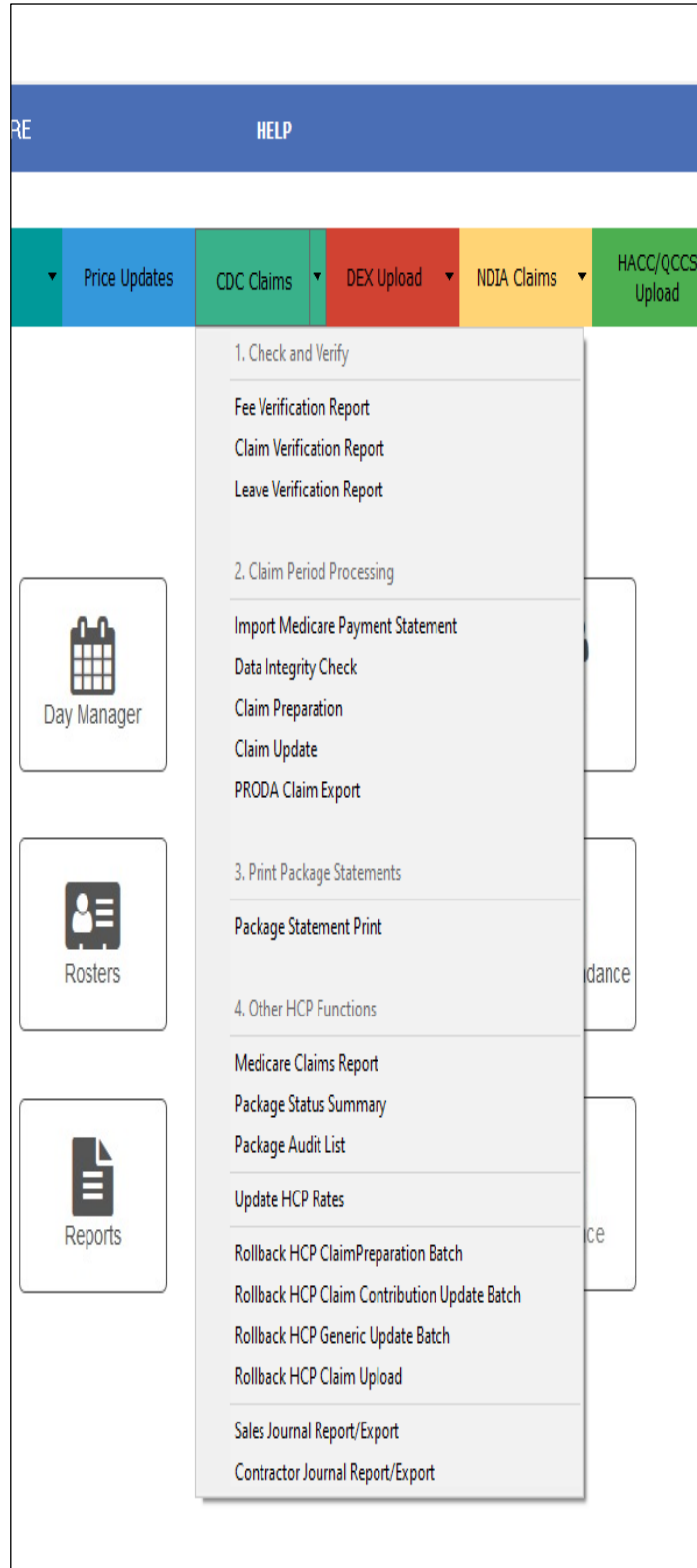
On the menu, two new options are included.


### a. PRODA Claim Export

When the PRODA Claim Export is run, the result will be a CSV file that can be uploaded to the PRODA portal.

### b. Rollback HCP Claim Upload

When the Rollback HCP Claim is run, it will roll back a previous PRODA Claim Upload batch. This does not affect the portal if the file has already been uploaded.



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2. Change operation of End of Period
    - a. Run Fee Verification report to check fees
    - b. Run Claim Verification report to check claim rates
    - c. Run Leave Verification report to check leave
    - d. Run Data Integrity Check
    - e. Run Claim Preparation
    - f. Run Claim Update
    - g. Run Sales Journal Export to confirm there are no negative package balances for the period
    - h. Adjust any negative balances as necessary to ensure claims are not rejected

Once balances have been reported to the Commonwealth, as we understand, the portal upload will not accept any claim that makes a package balance go below 0. Therefore, agencies should check this is not the case before doing the upload.

If an adjustment is deemed necessary, the steps are:

1. Rollback the Claim Update and Claim preparation
2. Make any desired adjustments in rosters
3. Redo the Claim Preparation and Claim update
4. Review the Sales Journal Export again

- i. Click on the PRODA Claim Export option

The screenshot shows a web application window titled "CDC Claim Update". It has two tabs: "Interface Options" (selected) and "Recipient Selection". The "Interface Options" section contains a "Dates" section with a "Select All" checkbox, a date range from "01/09/2021" to "30/09/2021", an "Export Format" dropdown set to "CDCCLAIMUPLOAD", and an "Items Only" checkbox. Below this is a "Provider ID" dropdown set to "555" and a "Save Settings" button. The "Location and Name of Export File" section has a text input field containing "C:\Users\tw\Documents\HCPJune1.CSV" and a browse button "...". Below this is a blue bar with the text "Click Start to commence Export with the selected options...". At the bottom, there is a progress bar, a blue bar with the text "Anticipated Completion....", and a "Start" button.

- j. Select the dates for the period for the uploaded.
- k. On first export, users will need to select the format (CDCCLAIMUPLOAD).
- l. Input the desired provider ID.
- m. Specify the desired folder and filename for the export file.
- n. Click Start.
- o. The CSV file will run.
- p. Once completed, open or print the CSV file and check against Sales Journal Export to confirm all is ok.
- q. Log on to the PRODA portal.
- r. Upload the file.
- s. For specific portal instructions on how to do the upload in the portal, please refer to the department's website.