

ECCIMS ADJUSTMENTS

Description:

Once a Placement has billed in ECCIMS, users are unable to make changes to it or the Eligibility Record. The Adjustment Functions must be used to make such corrections.

Three Adjustment Types are:

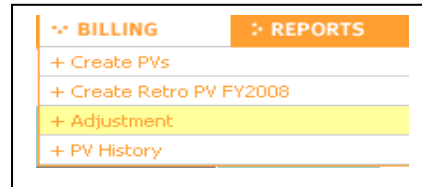
- **End date Adjustments:** This is used to change the End Date to a period for which the placement was already billed. Example: In March, you discovered that a child moved from Infant to toddler in January but the change was not made in eCCIMS. The placement end date can only be changed by an adjustment. The adjustment will deduct billing for the days after the new end date. In this case, a new placement must be entered for Toddler and attendance/billing completed for January and February.
- **Void Placement Adjustment:** This is used when a billed placement was incorrect from the start date. Example: In March you discovered that the Preschool Child was mistakenly placed as an Infant (the wrong contract line was selected and the messages were ignored; Or a child was enrolled at the wrong Location of Care; or the parent fee was incorrect because the Eligibility Record has the wrong Income.
- **Transportation Adjustment:** This adjustment is used to add or remove transportation for a placement when Transportation was or was not indicated and it has billed.

Instructions for each Adjustment Type are on the following pages. Note that in some cases, it takes two steps to complete the correction, an adjustment to debit the wrong payment amount, followed by a new placement with the corrected detail that must be re-billed.

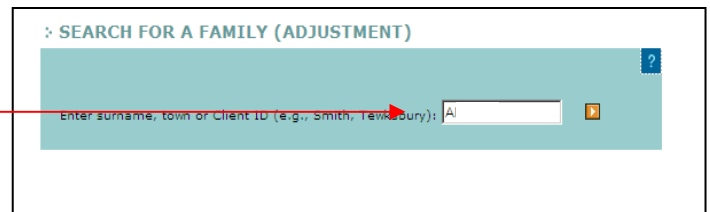
When a change needs to be made on a placement back to a date that has already been billed, an Edit Date Adjustment must be done.

To Edit a placement:

- Go to Billing on the orange bar and click on Adjustment



- Search for the family name



- Click on View family for adjustment



- Scroll down to the Family member Information section

Family Member Information					
Name	Address	City	Zip	Date of Birth	
RIECE ALM		BROCKTON	02302	12/26/1995	Show Details
ZAIRE ANC		BROCKTON	02302	2/26/2005	Show Details

- Click on Show Details on the right side by the name of the child you need to make a placement adjustment for. The placement information will be displayed.

Family Member Information					
Name	Address	City	Zip	Date of Birth	
RIECE J		BROCKTON	02302	12/26/1995	Show Details
ZAIRE J		BROCKTON	02302	2/26/2005	Hide Details

Placement Information (ZAIRE ANDRADE)					
Start Date	End Date	Slot #	contract		
12/26/2011	12/25/2012		IE-1E000 - CENTER BASED SCHOOL-AGE 19.8500/17	Void	Edit Date Show Details
Add Transportation					
12/26/2012	12/25/2013		IE-1E000 - CENTER BASED SCHOOL-AGE 19.8500/17	Edit Date	Show Details
Add Transportation					

- Click on Edit Date

This will open the placement screen

- Change the end date of the placement .

- Save changes

When an edit date adjustment is done, changing the end date to sometime within the month, the total reimbursement received for that month will show as a negative on payment voucher. New attendance will need to be entered for the provider to receive the appropriate reimbursement for the month.

For example: A placement was dated 12/26/2012 – 12/25/2013.

The billing for December 2012 was submitted and provider was reimbursed for 4 days

An edit date adjustment was done changing the end date of the placement to 12/27/2012

Payment Voucher for Feb 2013 has a Dec 2012 line with -4 days previous reimbursement)

Payment voucher for Feb 2013 also has a Dec 2012 line with +2 days that the provider entered for new reimbursement

[Bill Date - 2/2013]

Contract ID	Contract Type	Region	Start	End	Amount
500010BROCKTONDA02IE	IE	5	9/1/2009	8/31/2014	\$25,925.55

Comm Line ID	Actg Line ID	Program Type	Units Used	Amount
4	1	IE000 - CENTER BASED PRE-SCHOOL 33.4000/37	795	\$20,435.50
4	1	IE000 - CENTER BASED SCHOOL-AGE 19.8500/17	349	\$5,490.05


[Service Date - 12/1/2012]

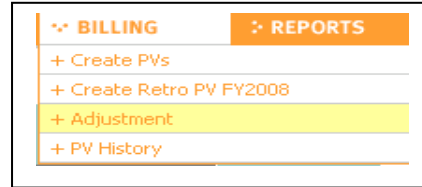
Rate x Unit Total : (\$39.70)
 Unit Total : -2
 Fee Total : (\$6.60)
 Total Billed : (\$33.10)

Child Name	Units Used	Rate	Monthly Fees	Amount
ZAIRE AND	-4	\$19.85	(\$13.20)	(\$66.20)
ZAIRE AND	2	\$19.85	\$6.60	\$33.10

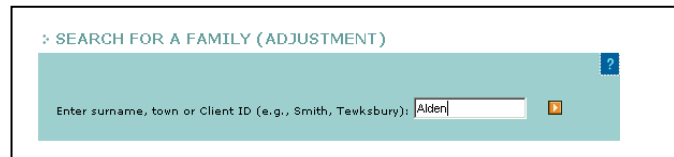
When a placement's start dates is incorrect and the placement has already been billed, a **Void Placement** Adjustment must be done. *This adjustment deducts all payments for the Placement in the next billing cycle. Add the corrected placement to offset.*

To Void a placement:

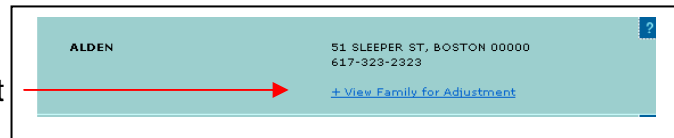
- Go to Billing on the orange bar and click on Adjustment 



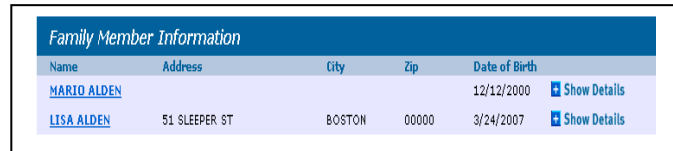
- Search for the family name



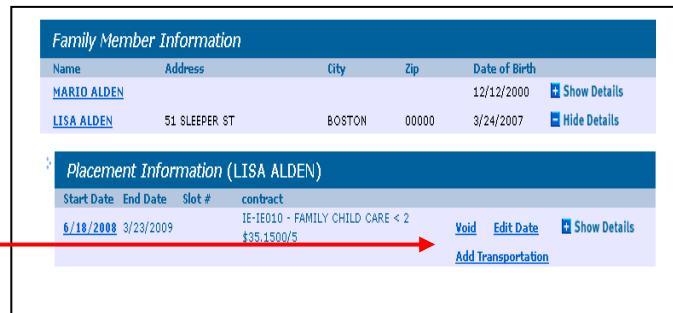
- Click on View family for adjustment 



- Scroll down to the Family member Information section



- Click on Show Details on the right side by the name of the child you need to make a placement adjustment for. The placement information will be displayed.



- Click on Void 

This will open the placement screen

- The Void Date field will display the current date.

ADJUST PLACEMENT INFORMATION
[Saving Will Void Placement with Current Date]

Placement information for LISA ALDEN. * Indicate all required fields.

Placement Information (Last billed Service month - 6/2008)

* Eligibility Records: 06/18/2008-06/17/2009-FullTime-IE-
* Contract: 0000000010 - Region: S - Income Eligible Contract
* Contract Line: IE010 - FAMILY CHILDO CARE < 2 \$35.1500/5
* Flex Pool: No
* Transportation: No
* Start Date: 6-18-2008 * End Date: 6-23-2009
* Termination: Termination
* Notice Date: Termination Date:
* Void Date: 10-24-2008
* Branch: BROCKTON Slot #:
* Location of Care: DEMO Contract Center, Inc
* Classroom:
* Enrolled Order: 2
* Status: PartTime

Days of Placement

Check to Auto-Fill Week(5 Days Full-Time)

Family Data

Family:
Enter name and town or client ID
(e.g., Jane Smith, Tewksbury)

FAMILY DATA

+ ALDEN Family View/Edit
51 SLEEPER ST
BOSTON 00000
617-923-2323

Family Members
(3 records)

Family Members	Type
MARY ALDEN	B
MARIO ALDEN	C
LISA ALDEN	C

+ Add Family Member

PLACEMENT HISTORY
(1 record)

Start	End	Type
6/18/2008	3/23/2009	C

+ Add Placement

ELIGIBILITY HISTORY
(1 record)

Start	End	Status
06-18-08	06-20-08	FullTime

- Save changes

Days of Placement

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hours	4	4	4	4	4	
Fees	\$1.38	\$1.38	\$1.38	\$1.38	\$1.38	

+ Save Changes

WAITING LIST HISTORY
(1 record)

Start	End	Conf #
06-18-08	08-20-08	233173

+ Add to Waiting List

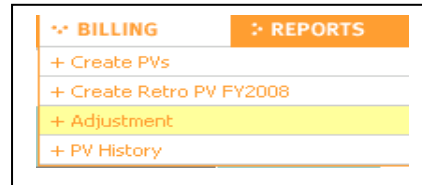
This adjustment deducts all payments for the Placement in the next billing cycle.

Remember to add the corrected placement and re-bill by for the previous service months (complete attendance) when appropriate.

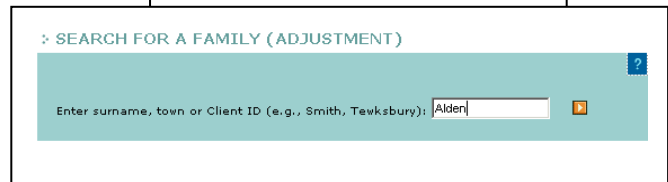
To change or correct the number of days reimbursed for transportation, a **Transportation Adjustment** must be done.

To do a transportation adjustment:

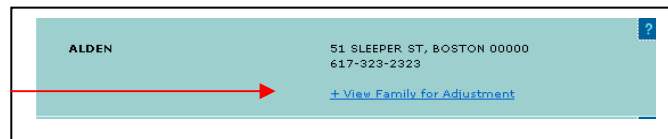
- Go to Billing on the orange bar and click on Adjustment



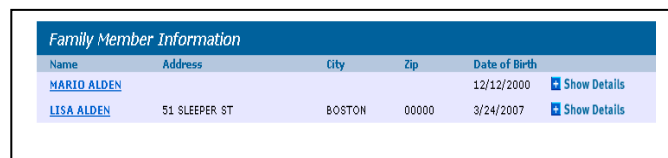
- Search for the family name



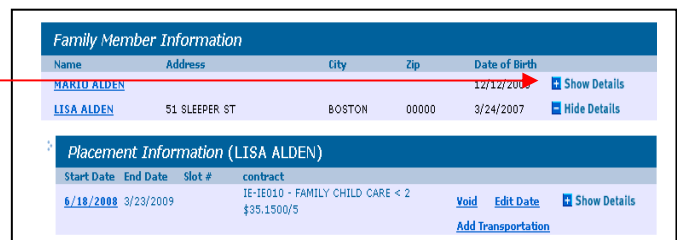
- Click on View family for adjustment



- Scroll down to the Family member Information section



- Click on Show Details on the right side by the name of the child you need to make a placement adjustment for. The placement information will be displayed.



- Click on Show Details again. The transportation information will be displayed. Click on Edit Transportation for you month you need to change the transportation.

Placement Information				
Start Date	End Date	Slot #	contract	
7/25/2012	2/9/2013		1E-1E000 - CENTER BASED INFANT/TODDLER	
			51.5000/51	
Void Edit Date Hide Details				
Transportation Information				
Service Date	Rate	Rate Type	Days	
7/1/2012	\$6.00	1Way	0	Edit Transportation
7/1/2012	\$9.00	2Way	0	Edit Transportation
8/1/2012	\$6.00	1Way	0	Edit Transportation
8/1/2012	\$9.00	2Way	22	Edit Transportation
9/1/2012	\$6.00	1Way	0	Edit Transportation

- The attendance screen will be displayed. Enter the correct number of transportation days that should be reimbursed. Save Attendance

Start Date: 7/25/2012	Program Line: 1E000 - CENTER BASED INFANT/TODDLER 51.5000/51	Total Units
End Date: 2/9/2013	Wed1: F Thu1: F Fri1: F Sat: 4	F: 18 UC: 0
Status: Full Time		X: 0 UF: 0
Bill Status: Billed		VF: 0 EF: 3
Slot #:		ACF: 0

Transportation Details

Slot #: x \$6.00(1Way) x \$9.00(2Way)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

F F

[Save Attendance](#)

- When the billing is done the PV will show a negative amount the incorrect days that were billed and a positive amount for the correct days being added.

[Service Date - 12/1/2012]

Rate x Unit Total : \$0.00
Unit Total : 0
Fee Total : \$0.00
Total Billed : \$36.00

Transportation				
Child Name	Days	Rate	Trans Type	Amount
JULIO DOSANTOS	-1	\$9.00	2Way	(\$9.00)
JULIO DOSANTOS	5	\$9.00	2Way	\$45.00