# Business Information System Project

## SCO Warrant Payment Processing

# Table of Contents

# 1    General Information

| | |
|---|---|
| **Title: (40 Character MAX)** | SCO Warrant Payment File Interface to BIS SAP |
| **Short description:** | SCO (State Controller's Office) provide the warrant payment file based on the electronic claim schedule.  Warrant payment file will be processed in BIS to update the warrant table. |
| **Process Definition Document (PDD) Legend # / Item #** | |
| **BIS Project Phase** | ☒ Phase 1C    ☐ Phase 1B    ☐ Phase 2 |
| **Business Team:** | BIS TPA Implementation |
| **Priority:** | ☒ High/mandatory    ☐ Medium/recommended    ☐ Low/optional |
| **Module /Submodule Information** | Module: AP          Submodule: |
| **Complexity:** | ☒ High          ☐ Medium          ☐ Low |
| **Is there an alternative in the standard system?** | ☐ Yes    ☒ No |
| **Description of alternative:** | |
| **Reasons why alternative is not acceptable:** | ☐ Performance problems          ☐ Complexity<br>☐ Other (Specify) : |
| **SAP Transaction code:** | ZFGL_R_WARRANT_SCO_F<br>Program: ZFGLR_WARRANT_FILE_PROC |
| **Interface Type** | ☒ Batch *(one-way transfer of accumulated data)*<br>☐ Near Real-Time *(one-way message-based transfer of data)*<br>☐ Real Time *(Immediate transfer of small data set)*<br>☐ Excel Upload *(manually invoked from SAP session)*<br>☐ Other (Specify) : |
| **Interface Frequency** | ☐ Hourly    ☒ Daily ☐ Weekly ☐ Monthly ☐ On-demand<br>☐ Other (Specify) : |
| **Type of Records Sent** | ☒ Full record load *(sends all records every time interface is executed)*<br>☐ Delta full records *(Only sends records that have changed since previous execution)*<br>☐ Other (Specify) : |
| **Volume Estimate (per interface frequency)** | Average Volume:   1000 claims per day (25,000 per month)<br>Peak Volume:       2000 - 2500 |
| **Source System:** | SCO (State Controller's Office) |
| **Target System:** | BIS SAP |
| **Direction** | Inbound to SAP:        Yes<br>Outbound from SAP: |

# 2  Business Needs & Requirements

Third Party Administrator (TPA) processes the California Correctional Health Care Services (CCHCS) medical claims and need to process the claims into CDCR Business Information System (BIS)/SAP.  The medical claims file will be generated by the TPA system and interface the file daily via CCHCS to BIS SAP system to process as vendor invoices.  Those TPA medical claims should be populated in BIS warrant table and automate the claim schedules for warrant payment.  Once the medical claim schedule is completed, electronic claim schedule files must be created and sent to SCO (State Controller's Office) for the vendor warrant payments.  Each electronic claims file should have the STD218ET form to support the payment file. Once SCO receives the electronic claim schedules and STD218ET forms, they will process and provide the warrant payment file.  BIS will process the SCO warrant payment file and update the payment information into the warrant table.

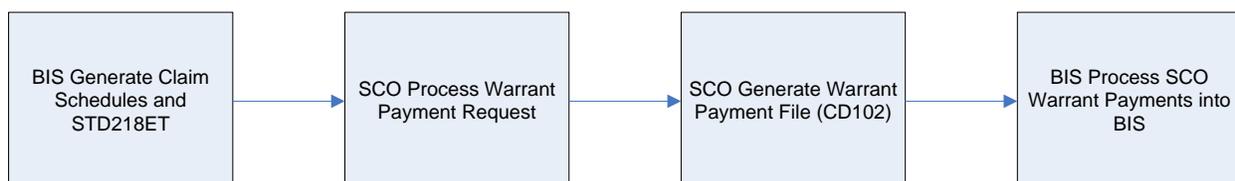**CCHCS TPA Medical Interface Diagram**
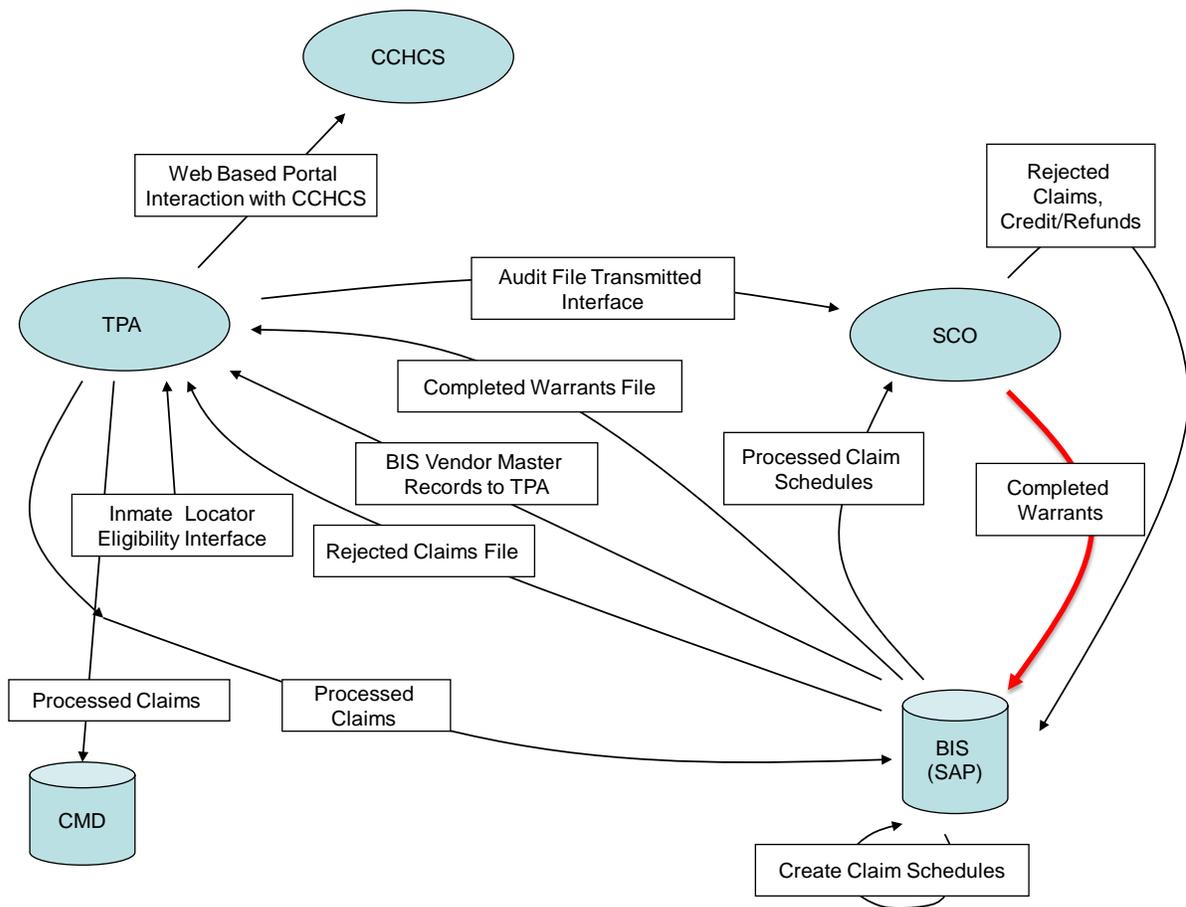
TPA Interface Descriptions:

- Inmate Locator Eligibility Interface
  Interface with CDCR Inmate Locator for automated claim eligibility determinations.
- Processed Claims Interface
  Interface with CDCR Accounting for transmission of adjudicated claims to be processed for payment.
- Audit File Interface
  TPA interfaces with California State Controller's Office (SCO) transmitting specific claim file information for SCO pre-payment auditing purposes.
- BIS Vendor Master Records to TPA
  File transmission of CDCR's medical vendor demographic information from the Accounting office.
- Claim Schedule Creation
  Accounting office generates the electronic claim schedules and paper Std218 for claims received by TPA to be transmitted to SCO for payment.
- Rejected Claims File
  Submitted claims which are rejected by the Accounting office are transmitted to TPA for research, correction and resubmission.
- Processed Claim Schedules
  Processed Claim Schedules transmitted electronically and in paper with "wet signatures" to SCO for processing.
- SCO Completed Warrants Transmission
  SCO transmits paid claim information with Warrant/payment information to CDCR Accounting.
- Accounting Completed Warrants Transmission
  Accounting transmits Warrant/payment information to TPA.
- Web Based Portal Interaction with CCHCS
  Web based portals with CDCR for claim reviews, credit/refund requests, and suspended claims.
- Rejected Claims, Credit/Refunds
  SCO communicates to CDCR's Accounting rejected claim batches, questions and/or corrections needed.
- Completed/Processed Claims Data Transfer
  TPA transmits finalized processed claims information to CCHCS.

# 3  Starting Condition / Dependencies

BIS generates the electronic claim schedules and STD218ET forms. CDCR Accounting sends the signed STD218ET forms to SCO for warrant payment processing. SCO generates the warrant payment file (CD102) and sends to BIS for the warrant payment processing.

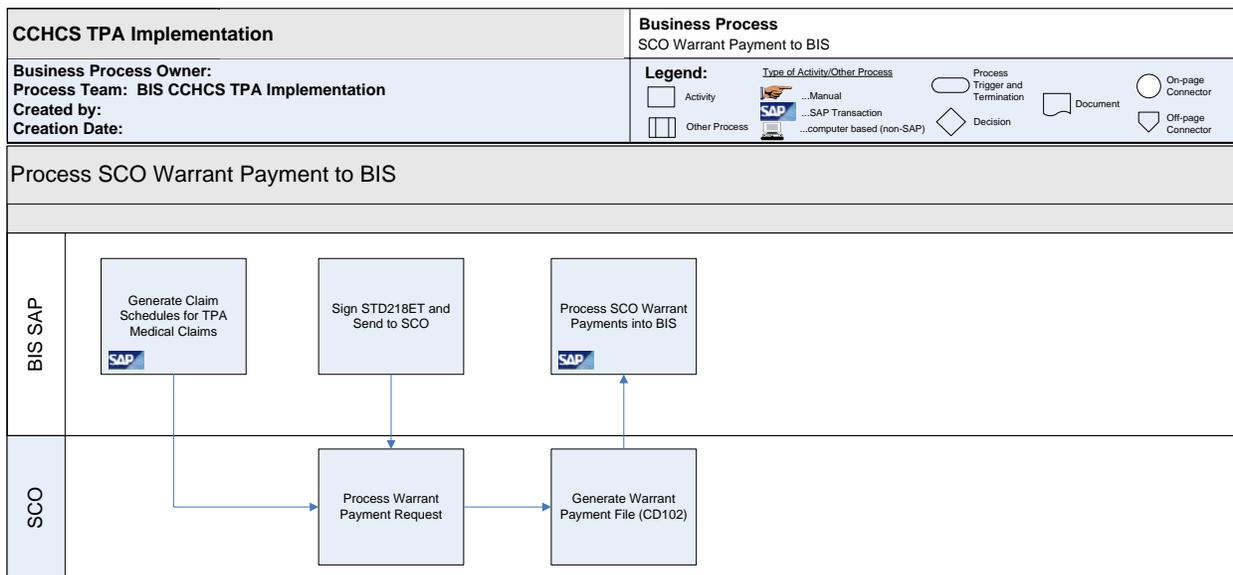| BIS Generate Claim Schedules and STD218ET | → | SCO Process Warrant Payment Request | → | SCO Generate Warrant Payment File (CD102) | → | BIS Process SCO Warrant Payments into BIS |
|---|---|---|---|---|---|---|

# 4 Assumptions

1. SCO will modify the current CD102 file (Warrant Payment file) to accommodate the electronic claims by adding the sequence number data.  The electronic claim schedule file will contain the sequence number data in the detail warrant record section.

2. Modified CD102 file will contain both TPA Medical warrant payments as well as other warrant payments for CDCR.

3. Utilize the current warrant payment processing and functionalities.

4. All exceptions (i.e. payment rejection, cancel payment, etc) will be handled manually.

# 5 Process Flow Diagram

The process flow diagram represents, at a high level, how the process will be performed after Go-Live.  A description of the process is included below the process flow.



BIS generates the electronic claim schedules and STD218ET forms.  CDCR Accounting sends the signed STD218ET forms to SCO for warrant payment processing.  SCO processes the warrant payment requests and generates the warrant payment file (CD102).  Daily SCO sends the warrant payment file to BIS for the warrant payment processing.

# 6 Detailed Processing Logic & Business Rules

Based on the TPA processed claim file details, all the processed claims will be processed as Vendor Invoice documents in BIS SAP System. No credit claims will be processed by TPA and BIS SAP will only capture the processed claims.

When the inbound warrant payment file is uploaded into SAP, the following items will be processed:

a) Automatically upload the Warrant Check file: populate the Warrant Number (for warrant payments only), SCO Paid Date, SCO Fund Paid and SCO Amount Paid by matching the claim schedule number and the detail warrant record sequence number for electronic claims or by matching the claim schedule number and vendor name for the manual claim schedules.

**Transaction: ZFGL_R_WARRANT_SCO_F**

**Program: ZFGLR_WARRANT_FILE_PROC**

## CDCR Claim Schedule processing - Inbound SCO File

| Processing options | | |
|---|---|---|
| File name | ☑ | ☐ on SAP server |
| Send failure notifications to | | |

* Email notification is required to a specific email account.

**Updating warrant payment information in BIS warrant table.**

## Claim processing

🔍 | 🚩 Flag | ✖ UnFlag | 📋 Preview | 🔄 Refresh | 📇 CLAIM! | 📄📄 | 🖨🔽🔽Σ | 📑 | 📄🔽 | ⊞🔲🔳

| Yr of Stat | Reference | FFY | Program | Element | Component | Task | Category | Chapter | Purpose | Warrant No | SCO Pay Dt | SCOFundPay | SCO Amt |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2008 | 001 | 08 | 99 | | | | | 268/08 | Clearing account | 04688369 | 04/30/2009 | 0001 | 750.00 |
| 2008 | 001 | 08 | 99 | | | | | 268/08 | Clearing account | 04721654 | 05/11/2009 | 0001 | 350.00 |
| 2008 | 001 | 08 | 99 | | | | | 268/08 | Clearing account | 04688369 | 04/30/2009 | 0001 | 750.00 |
| 2008 | 001 | 08 | 99 | | | | | 268/08 | Clearing account | 04688369 | 04/30/2009 | 0001 | 813.58 |
| 2008 | 001 | 08 | 99 | | | | | 268/08 | Clearing account | 04688369 | 04/30/2009 | 0001 | 525.00 |
| 2008 | 001 | 08 | 99 | | | | | 268/08 | Clearing account | 04688369 | 04/30/2009 | 0001 | 750.00 |
| 2008 | 001 | 08 | 99 | | | | | 268/08 | Clearing account | 04688369 | 04/30/2009 | 0001 | 575.22 |
| 2008 | 001 | 08 | 99 | | | | | 268/08 | Clearing account | 04688369 | 04/30/2009 | 0001 | 750.00 |
| 2008 | 001 | 08 | 99 | | | | | 268/08 | Clearing account | 04748095 | 05/18/2009 | 0001 | 10.00 |
| 2008 | 001 | 08 | 99 | | | | | 268/08 | Clearing account | 04688369 | 04/30/2009 | 0001 | 750.00 |
| 2008 | 001 | 08 | 99 | | | | | 268/08 | Clearing account | 04688369 | 04/30/2009 | 0001 | 916.47 |
| 2008 | 001 | 08 | 99 | | | | | 268/08 | Clearing account | 04688369 | 04/30/2009 | 0001 | 750.00 |

# 7 File/Process Specifications

**File Transmission Frequency: Daily (7 Days)**
**File Format: ASCII Fixed**
**File Location: TBD**

| Position | Field Name | Description |
|---|---|---|
| 1 to 8 | Warrant # | SCO warrant number. |
| 9 to 16 | Claim Schedule Number | Claim Schedule number submitted to SCO for processing |
| 17 to 24 | Warrant Paid Date | Date SCO processed the payment |
| 25 to 31 | SCO Fund | SCO Fund from which payment was processed |
| 32 to 35 | Agency Code | CDCR's agency code is 5225 |
| 36 to 50 | Amount | Warrant payment reimbursement amount. <br><br> No commas <br><br> Decimal point |
| 51 to 170 | Vendor Name | Warrant payments – Vendor Name |
| 171 to 175 | Detail Warrant Record Sequence Number | Detail Warrant Record Sequence Number submitted to SCO for processing |

# 8 Security / Authorization Requirements

CDCR Accounting needs to access the file in the SAP server to reprocess the CD102 for the claim cuts.

# 9 Testing Scenarios

| **Normal Functionality - test cases that ensure the conversion requirement, as it should.** | |
|---|---|
| **ID** | **Description** |
| 1 | Process warrant payment file with both TPA/non TPA warrant payments |
| 2 | |
| 3 | |
| **Exception - special logic or exceptions** | |
| 1 | Different warrant payments on warrant payment |
| 2 | |

## 10 Error Handling, Monitoring, Reconciliation

The error handling, monitoring, reconciliation section identifies a step by step list of instructions to mitigate errors encountered during the development of enhancement in SAP.

1. Generate error log for the items that could not be matched will be listed in an error log with the following column headers: The error log will be printed as soon as the file processing is completed and it will also be retained in the user's print spool for later retrieval and printing.

    a. Warrant Number

    b. Schedule Number

    c. SCO Payment Date

    d. Vendor Name

    e. Amount

    f. Sequence Number

2. Error notification email will be sent to the specific email account.

3. For the claim cuts (mismatch between warrant payment request vs. actual SCO warrant payments), CDCR Accounting will able to reprocess the CD102 file after making correction in SAP.

## 11 External System Considerations

SCO (State Controller's Office) System

## 12 Data Retention Requirements

SCO Warrant payment file should be stored in the BIS system for 7 days (minimum).

## 13 Interface Trigger / Scheduling Requirements

Automatic scheduled job from SAP XI to get the SCO warrant payment file once a day on certain time (Specific interface program kickoff time will be determined and implemented during the testing phase)

## 14 Expected Performance and Service Level Agreement Requirements

SCO will send the daily warrant payment files to BIS.