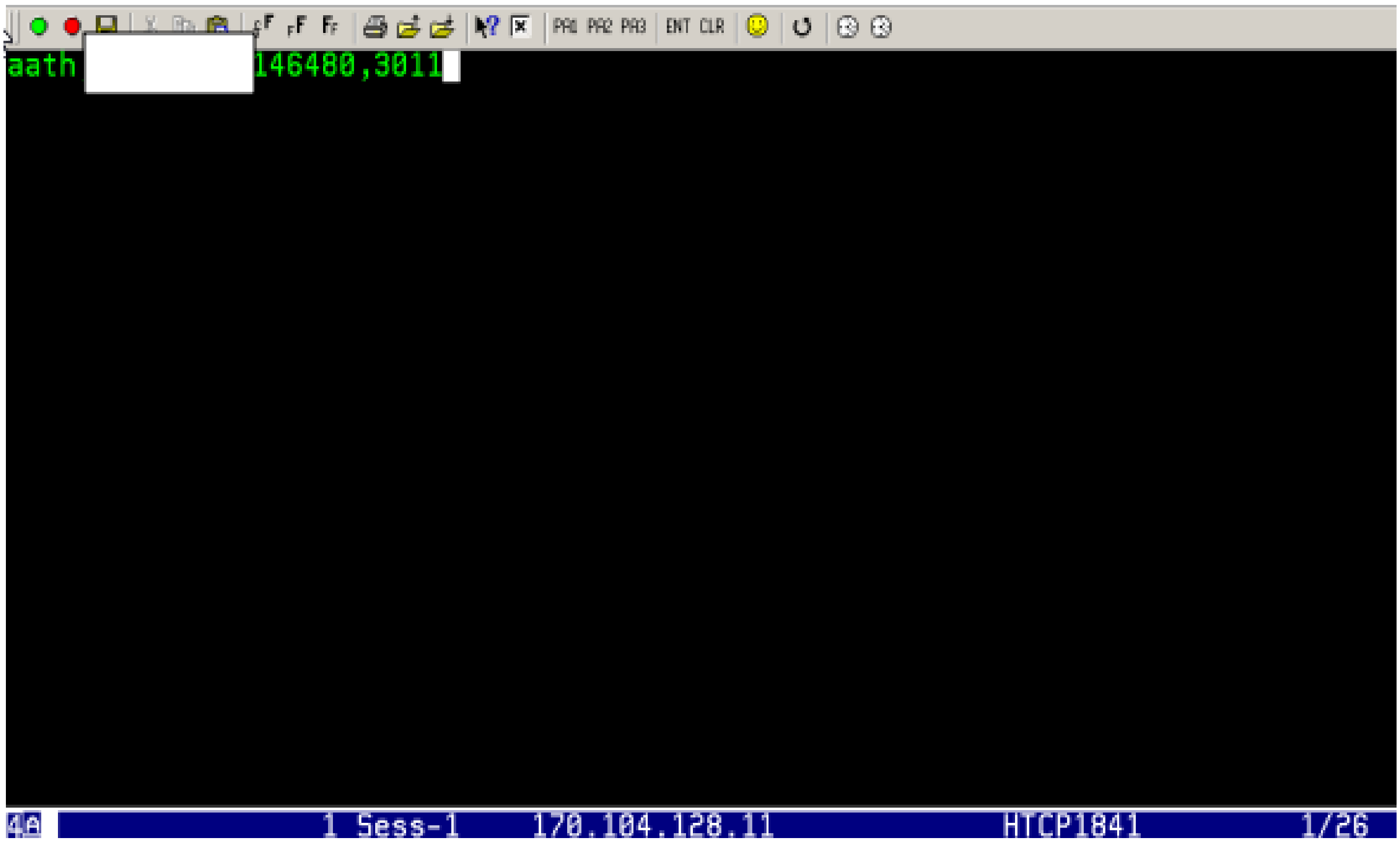
Home Delivered Meals Voucher Process

This tool lists instructions and screen shots on how to create and pay vouchers for the Home Delivered Meals (HDMs) program.

- Instructions on how to create a voucher for Home Delivered Meals (HDMs) are on the first three screen shots.
- Instructions on how to pay a voucher for HDMs are the last three screen shots.
- All vouchers need to be entered before CMS cut-off.
- Eligibility is checked by the system automatically if the service plan, assessment, and C/D are correct (i.e., APD, IHC).
- Staff must make sure the 595 details area of the service plan is up to date with the correct number of meals being authorized when starting the voucher process.
- The system will only allow you to add meal quantities for the current month and the next two months in the future. At your initial set-up, you need to use actual units/authorized amount and then you can copy and create for future meals for each client. Case Mangers will provide a list to the OSII of clients eligible to receive HDM. The Case Manager will notify the OSII when a client becomes ineligible for HDM. If the CAPS are due in March and you are entering a voucher in February for March, you will need to manually generate a voucher, you will not be able to generate a voucher because it is future effective. CM will need to advise OSII when CAPS is completed in the system.

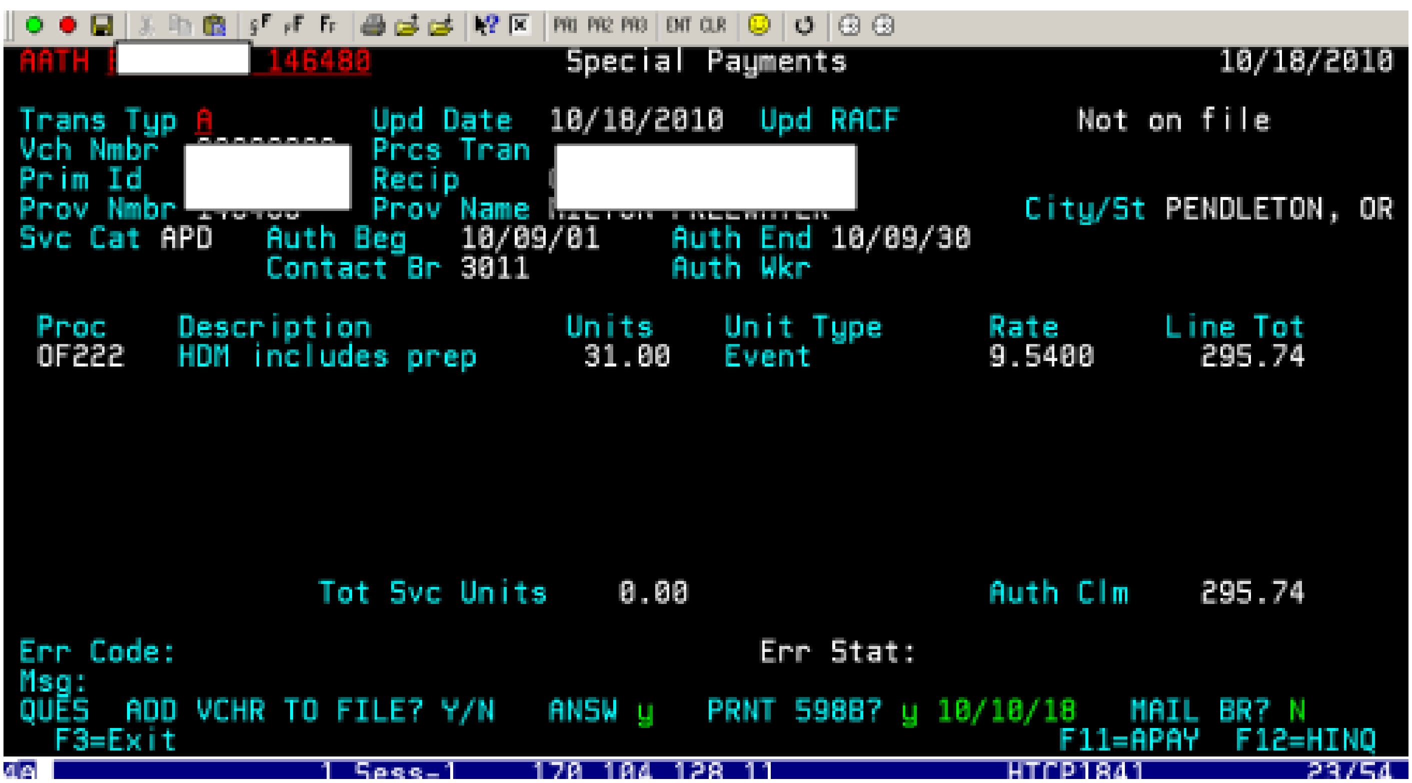
Screen #1

- Aath,Prime#,provider#,branch# {enter}



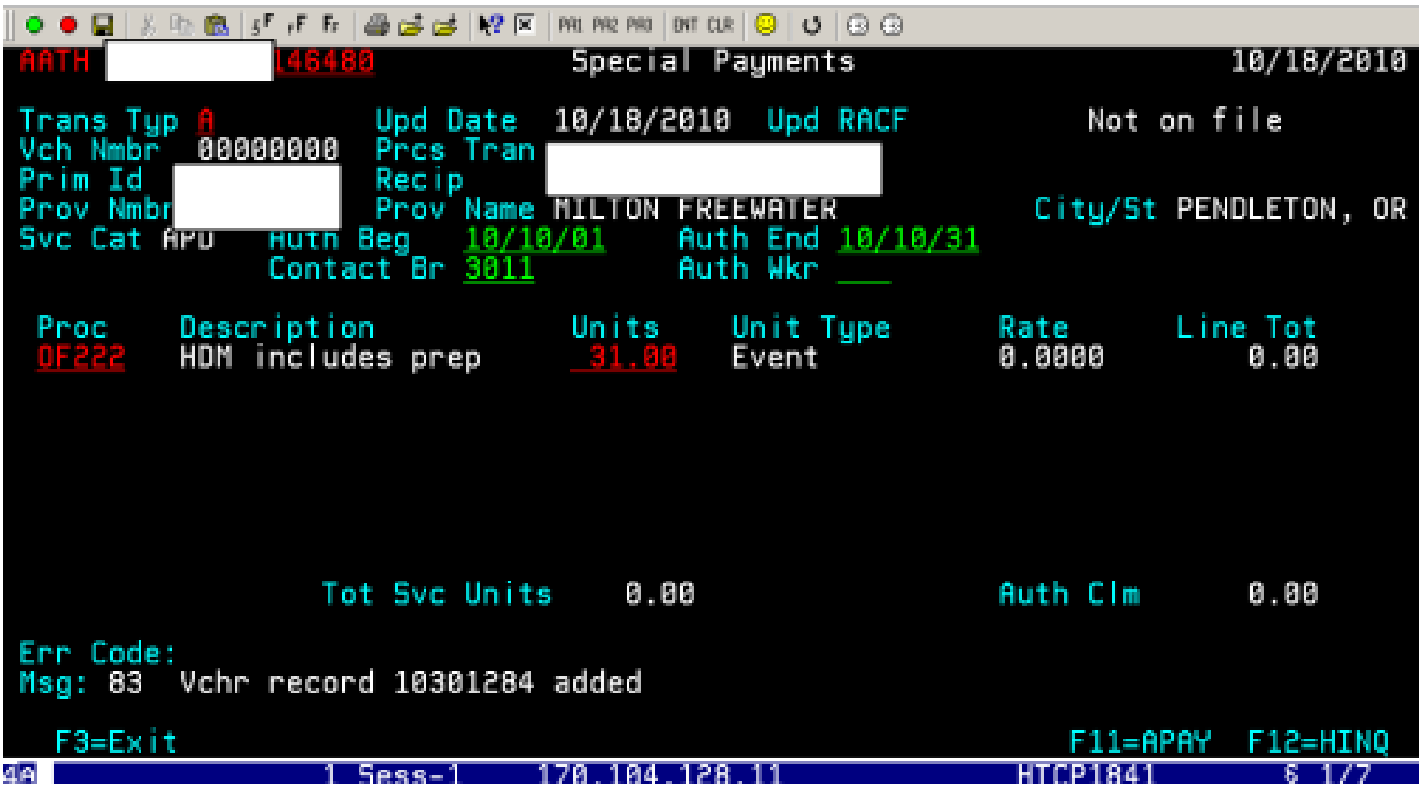
Screen #2

- Tab to Trans Type {A will be flashing) press F4 – This will allow you to change the dates under Auth Date and Auth End. {enter}
- Enter: OF222 under Proc {enter} and description will show.
- Enter Units {enter} the Rate and Line Tot will automatically show. The OSII may want to look at the calendar and authorize only the number of working days. You can to use 31 units each month ~ that is ok. This does not mean we would pay for 31 meals, only the number of meals they are actually served. HDM will never give more than 31 units.
- Answ Y
- Print 598B Y - this sends the vouchers {3 per client} two is kept for HDM records and one is sent to branch for payment}
- Mail Br? Y, - will print a copy for local office.
- Caution: Auth Beg month and Auth End month is for the month you are creating the voucher.



Screen #3

- Underlines Proc and Units – basically confirming voucher created and provides number {enter}


AATH [redacted] 46480 Special Payments 10/18/2010

Trans Typ A Upd Date 10/18/2010 Upd RACF Not on file
Vch Nmbr 00000000 Prcs Tran [redacted]
Prim Id [redacted] Recip
Prov Nmbr [redacted] Prov Name MILTON FREEWATER City/St PENDLETON, OR
Svc Cat APD Auth Beg 10/10/01 Auth End 10/10/31
Contact Br 3011 Auth Wkr ___

Proc	Description	Units	Unit Type	Rate	Line Tot
OF222	HDM includes prep	31.00	Event	0.0000	0.00

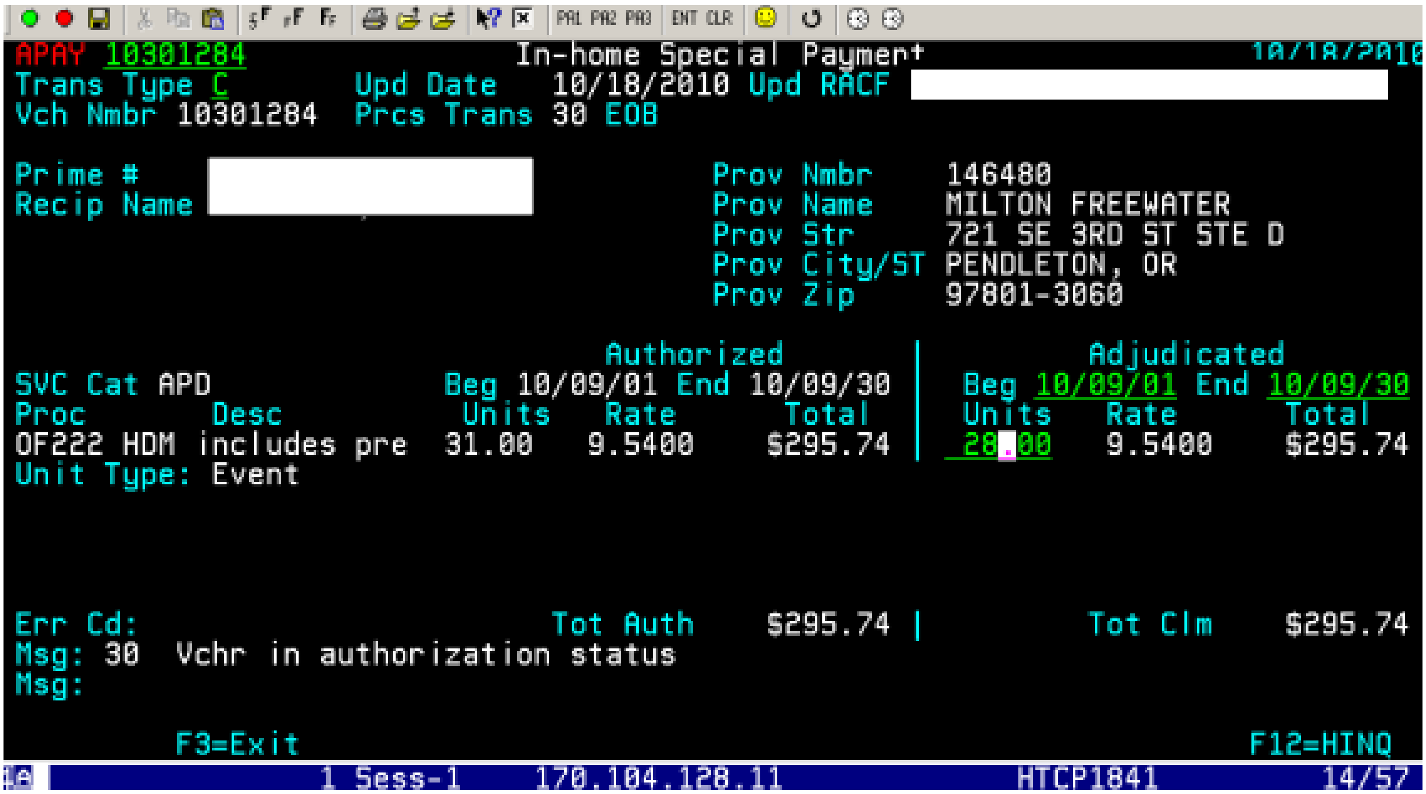
Tot Svc Units 0.00 Auth Clm 0.00

Err Code:
Msg: 83 Vchr record 10301284 added

F3=Exit F11=APAY F12=HINQ

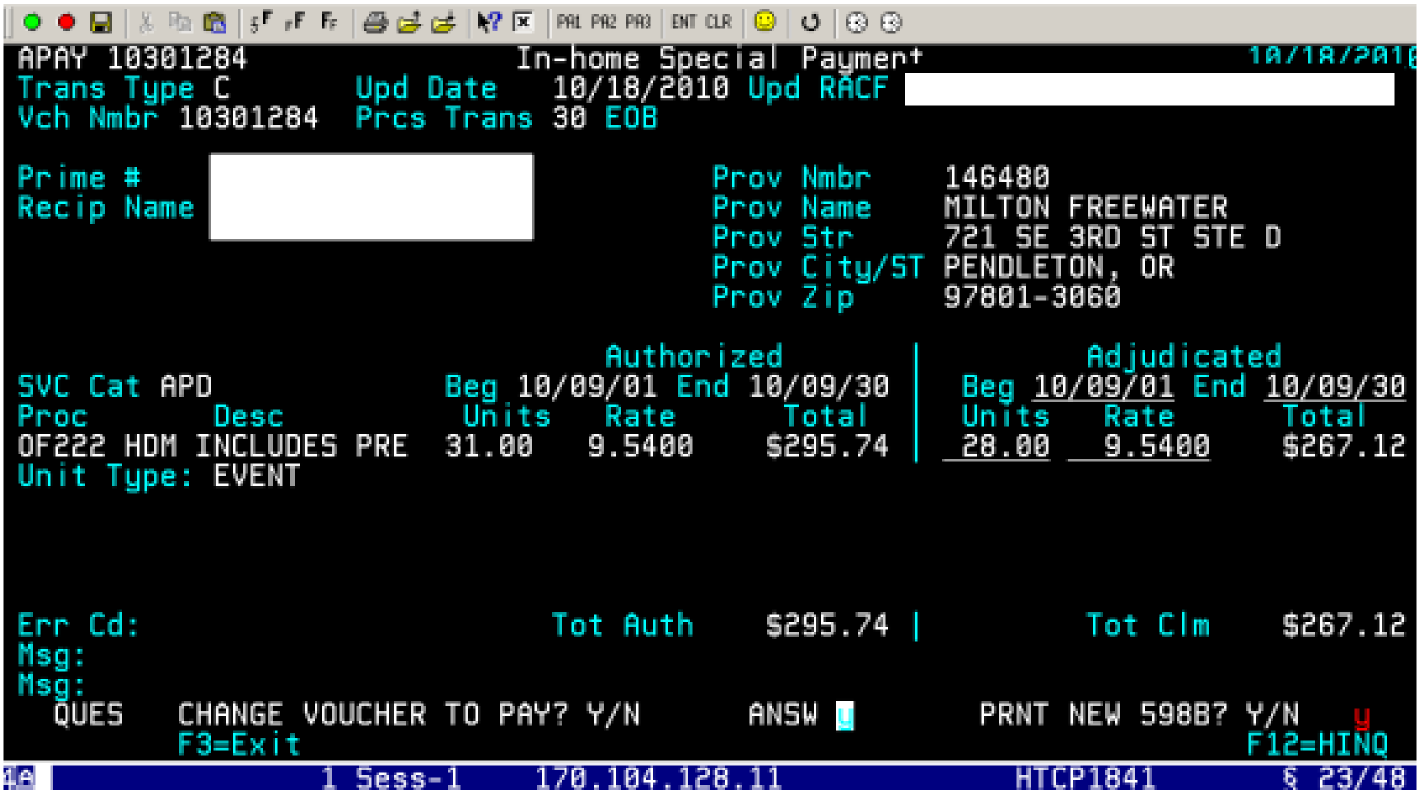
Screen # 4

- Enter voucher #
- Begin date and end date
- Actual units served {enter}



Screen #5

- Change Voucher to Pay - Y
- Print New 598B – Y – copy of voucher goes to meal site. {enter}



Screen #6

- Add Voucher to file – Y
- Print 598B – Y – date appears automatically
- Mail BR? Y – this will print out a copy to show voucher has been paid.