How to Access/Run the RFFS Payment Detail Report  
(CDDP and Brokerages)

The RFFS Payment Detail report is available in eXPRS to assist CDDP and Brokerage agencies track their RFFS Case Management service payments, view the RFFS claims that were paid in each payment cycle, and the details of claims used to recover any Provider Liability (PLA).

Users must have one or more of the following user roles to access this report:

For CDDPs:
- Local Auth IGA Manager
- Local Auth eXPRS Report Access Only
- CM CPA Manager
- CM Encounter Manager

For Brokerages:
- Brokerage IGA Manager
- Brokerage eXPRS Report Access Only
- PA CPA Manager
- PA Encounter Manager

To access & run the RFFS Payment Detail report:

1. Login to eXPRS. Users will need to select the Case Management Provider (Provider) for their Organization/Program Area option when logging in to do this work.

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

3. You’ll now be in the RFFS Payment Detail Report Criteria page. The date range (of the current biennium) will be the default setting, but users can change the date range if they wish. No additional search criteria are needed for CDDP or Brokerage users, but additional criteria may be added, if desired. Click Submit to run the report.
4. If data is available for the criteria entered, the report will return with the most recent payment data for the contract at the top.

5. The specific claims processed in each payment cycle paid can be viewed by clicking on the **Claims Detail** hyperlink on the report.
This will open the sub-report showing the claims information.

6. Any claims used to recover PLA amounts owing can be viewed by clicking on the PLA Details hyperlink from the main report.
This will open the sub-report showing the detail of claims used for PLA recovery.

The claim that was voided to create a PLA amount owed will be shown first, in **BOLD** text. The claim(s) used to recover the PLA amount created by the voided claim will show below the voided claim.

7. The main report and sub-reports can be printed and/or exported to be saved as electronic files. Click on the icons at the top, left of the report to take these actions.