

How to Access the **RFFS Payment PLA Detail Report**

(CMEs)

(1/20/2022)

The **RFFS Payment PLA Detail** report is available in eXPRS to assist Case Management Entities (CMEs) track which case management payments have been used to recover funds from Provider Liability Accounts (PLAs) created when a paid RFFS claim is voided or corrected.

The **RFFS PLA Detail** report will show information for each SFMA payment process date which voided claim created a PLA, and then which claim(s) were used to recover that PLA.

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

- **Local Auth IGA Manager** (CDDPs)
- **Local Auth IGA Coordinator** (CDDPs)
- **CM CPA Manager** (CDDPs)
- **CM Encounter Manager** (CDDPs)
- **Brokerage IGA Manager** (Brokerages)
- **Brokerage IGA Coordinator** (Brokerages)
- **PA CPA Manager** (CDDPs)
- **PA Encounter Manager** (Brokerages)

To access & run the **RFFS Payment PLA Detail** report:

1. Log in to eXPRS. You will need to be logged in under your Case Management provider option for **Organization/Program Area** like shown below, to do this work.

CDDPs:

Login

Password accepted. Choose your organization and/or program area for this session.

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="....."/>
Organization/Program Area:	<input type="text" value="CDDP Case Management Provider (Provider)"/>
	<input type="button" value="Submit"/>



Brokerages:

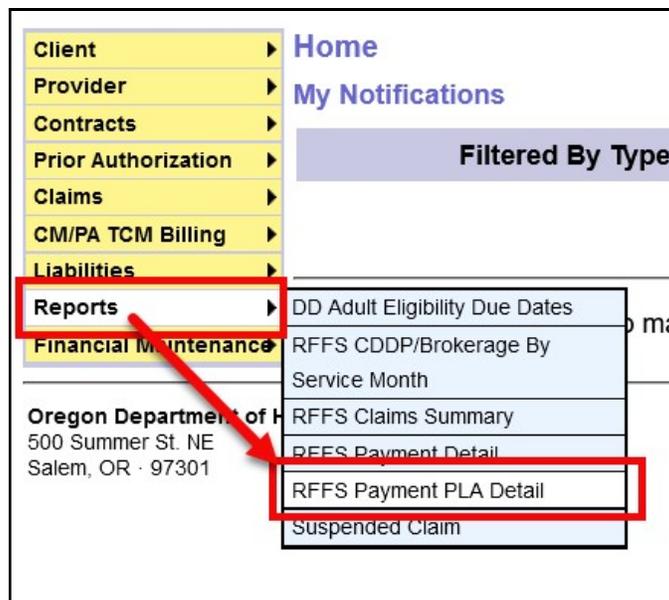
Login

Password accepted. Choose your organization and/or program area for this session.

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="••••••••"/>
Organization/Program Area:	<input type="text" value="BROKERAGE /Case Mgmt Prov (Provider)"/>



- From the left-hand, yellow navigational menu, click on **Reports** → **RFFS Payment PLA Detail**.



- You'll now be in the **RFFS Payment PLA Detail Report Criteria** page. The date range will be pre-populated with dates for the current biennium, but you can change the date range if you wish. No additional search criteria are needed by CME users, but additional criteria may be added, if desired.

Click **Submit** to run the report.

RFFS Payment PLA Detail Report Criteria

*	Start Date:	07/01/2021	📅
*	End Date:	06/30/2023	📅
	DHS Contract Num:		
*	Provider ID:		
	Run ID:		

4. If data is available for the criteria entered, the report will return, separated into sections for each SFMA payment run processed.

The claim that was voided to create a PLA amount owed will be shown first, in **BOLD** text (outlined in red in the example below).

The claim(s) used to recover the PLA amount created by the voided claim will show below the voided claim (outlined in green).

The **Adjusted Amount** is the amount withheld/reduced from the claim to be used to recover the **Original PLA Amount**.

File View Export 1 of 102 Print now

RFFS Payment PLA Detail Summary
7/1/2021 to 6/30/2023

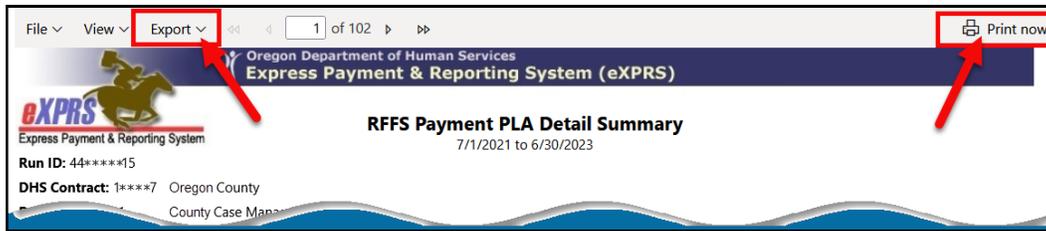
Run ID: 44****15
DHS Contract: 1****7 Oregon County
Provider: 1****1 County Case Management Provider
Service Element: 48

Account ID	Reverse Eff. Date	Claim ICN	Effective Date	End Date	SE	Original PLA Amount	Payment Amount	Adjusted Amount
Reverse: 44****07	6/21/2021	2021*****5001	6/7/2021	6/7/2021	48	\$326.71		
		xyz0000a	VADAR, ELLA					
Offset:		2021*****6001	6/29/2021	6/29/2021	48		\$326.71	\$-326.71
		rst1111u	BOATMAN, FISHER					
Total Adjustment Amount:								\$-326.71

Run ID: 44****76
DHS Contract: 1****7 Oregon County
Provider: 1****1 County Case Management Provider
Service Element: 48

Account ID	Reverse Eff. Date	Claim ICN	Effective Date	End Date	SE	Original PLA Amount	Payment Amount	Adjusted Amount
Reverse: 44****33	7/6/2021	2019*****6001	11/16/2019	11/16/2019	48	\$326.71		
		ab000c0d	DACTYL, TERRY					
Offset:		2021*****4001	6/24/2021	6/24/2021	48		\$326.71	\$-326.71
		ef999g9h	BRANCHES, HOLLY					
Total Adjustment Amount:								\$-326.71

- The report can be printed and/or exported to be saved as electronic files. Simply use the options in the report menu bar at the top.



- If you would like to view more details on a specific PLA account, you can use the **Account ID** number from the report as a search criterion point to search for/view that PLA directly in eXPRS.

Use the [How to Read Provider Liability Accounts \(PLAs\)](#) user guide for instructions on how to find and view PLAs in eXPRS.

The screenshot shows the 'RFFS Payment PLA Detail Summary' report for the period 7/1/2021 to 6/30/2023. The report includes the following information:

- Run ID: 44****15
- DHS Contract: 1****7 Oregon County
- Provider: 1****1 County Case Management Provider
- Service Element: 48

	Account ID	Reverse Eff. Date	Claim ICN	Effective Date	End Date	SE
Reverse:	44****07	6/21/2021	2021*****5001 xyz0000a	6/7/2021	6/7/2021	48
Offset:			2021*****6001 rst1111u	6/29/2021	6/29/2021	48

The 'Account ID' '44****07' is highlighted with a pink box and a pink arrow pointing to it. The first row of the table is also highlighted with a red border.

The screenshot shows the 'Provider Liability Search' form. The 'Provider Liability ID' field is highlighted with a red box and a red arrow. A red callout box points to this field with the text: 'The Account ID from the RFFS PLA Detail Report goes here to search for that specific PLA.' The 'Claim Type' dropdown menu is also highlighted with a red box and a red arrow, with 'RFFS' selected. The 'Zero Balance Accounts?' section has 'Yes' selected. The 'Find' button is highlighted with a red arrow.