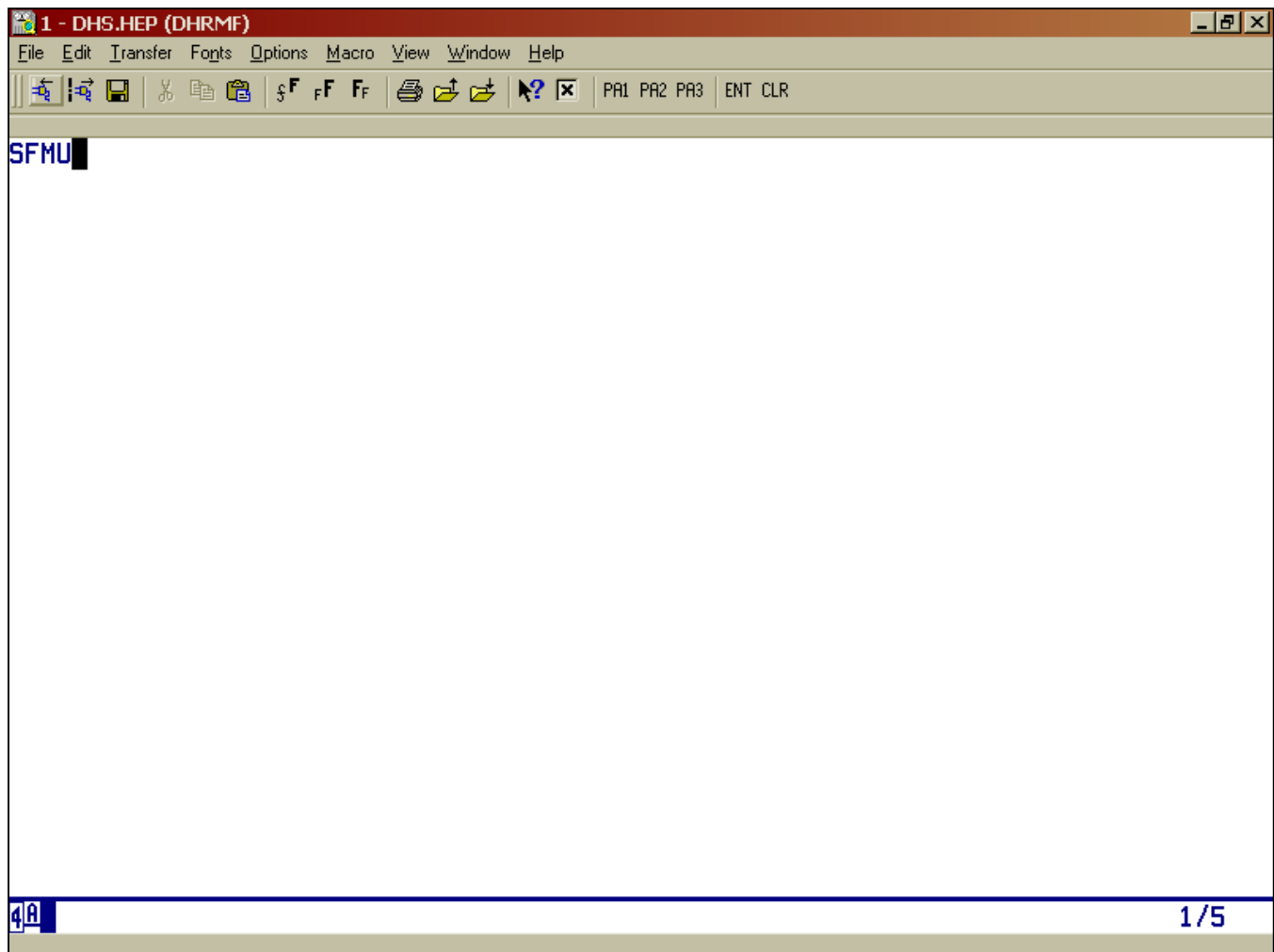


How The Pay-In System Works

Getting Started

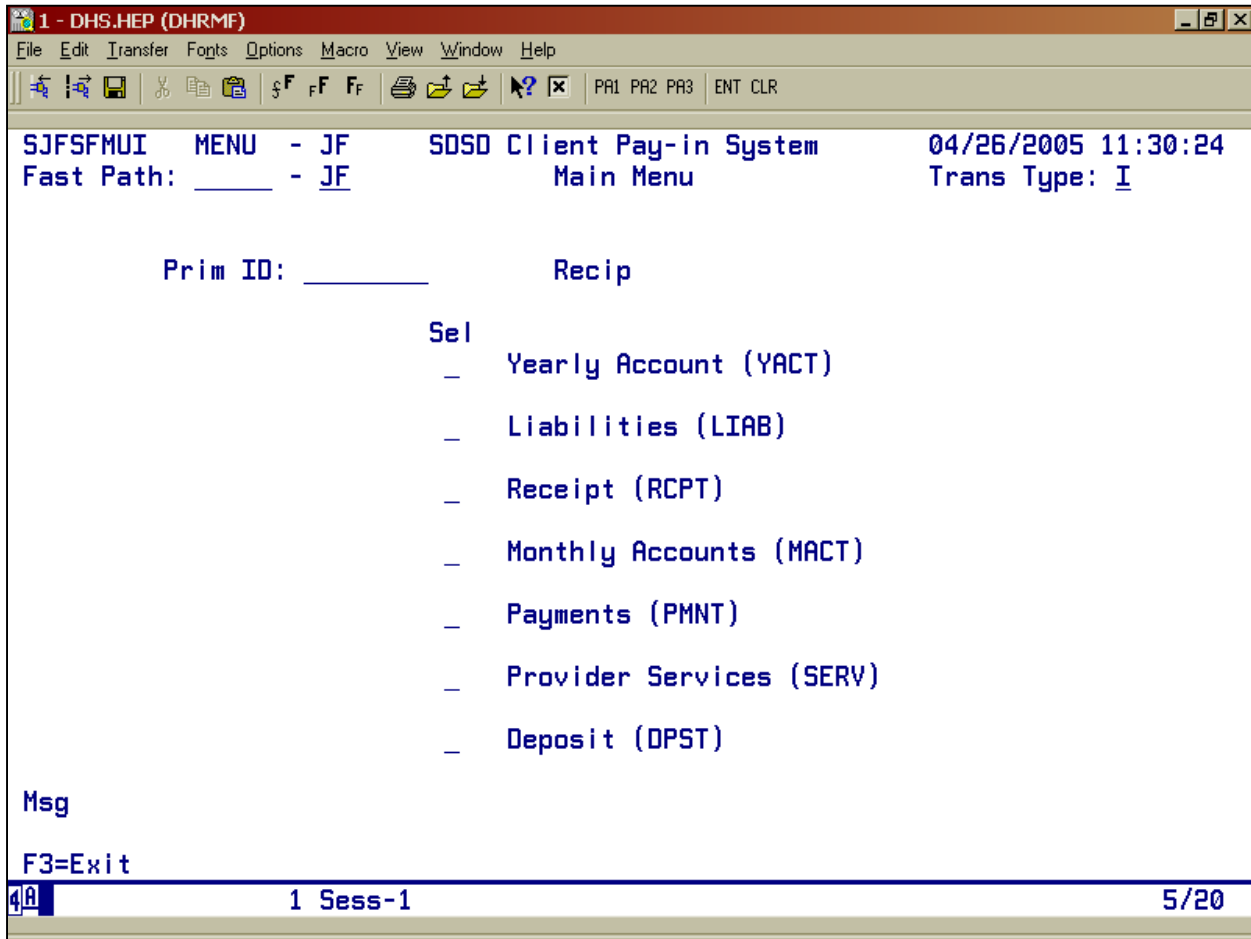
Information is recorded in the Client Pay-In System when:

- Adding a Case to the Pay-In System
- The Client has been Over-billed or Under-billed.
- There is an Increase or Decrease in the Cost of Service due to:
 - Change in Care Plan
 - Change in Income
 - Change in Deductions
- The In-Home Service Plan Ends, the Case Closes or the Client Dies



How to Sign In

Access the Client Pay-In System from a blank mainframe screen. Type: **SFMU** <Enter>. You will see the Main Menu, which looks like this:



The screenshot shows a mainframe terminal window titled "1 - DHS.HEP (DHRMF)". The window has a menu bar with "File", "Edit", "Transfer", "Fonts", "Options", "Macro", "View", "Window", and "Help". Below the menu bar is a toolbar with various icons and function keys like "F1", "F2", "F3", "F4", "F5", "F6", "F7", "F8", "F9", "F10", "F11", "F12", "PA1", "PA2", "PA3", "ENT", and "CLR". The main content area displays the following text:

```
SJFSFMUI  MENU  - JF      S0SD Client Pay-in System      04/26/2005 11:30:24
Fast Path:  _____ - JF      Main Menu      Trans Type: I

      Prim ID: _____      Recip

      Sel
      _  Yearly Account (YACT)
      _  Liabilities (LIAB)
      _  Receipt (RCPT)
      _  Monthly Accounts (MACT)
      _  Payments (PMNT)
      _  Provider Services (SERV)
      _  Deposit (DPST)

Msg
F3=Exit
```

At the bottom of the window, there is a status bar with "1 Sess-1" on the left and "5/20" on the right.

The cursor will be located at the "Prim ID" field.

After you have entered the Prime Number, the cursor will move to the "Yearly Account (YACT)" line. If you want a different screen, tab down to the line you want and type an "S" for "select" and press <Enter>.

Valid Action Keys

Some screens list one or more "Valid Action" symbols across the bottom.

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

SJFS004I MACT - JF S0SD Client Pay-in System 04/26/2005 12:56:16
 Fast Path: _____ - JF Monthly Accounts Trans Type: I

Bill Stat: _____
 Prim ID: XX111X1X -or- Br: _____ -or- Wkr ID: _____

Act	Prim ID	Date Eff	Bill Stat	Amt Bill	Amt Adj	Tot Bill	Amt Paid	Appl Serv	Bal Serv
_	XX111X1X	200504	PD	94.30	0.00	94.30	94.30	94.30	0.00
_	XX111X1X	200503	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200502	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200501	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200412	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200411	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200410	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200409	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200408	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200407	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200406	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200405	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200404	PD	82.30	0.00	82.30	82.30	82.30	0.00

Valid Actions: S=Dmac A=AdjB V=Serv N=Notc R=Rcpt F=Rfnd L=Liab
 Msg

F2=Menu F3=Exit F8=Forw

4A 1 Sess-1 3/34

Using these keys, you can switch back and forth among menu groups without exiting back to the Main Menu. In the example above, you can select one of the following choices:

- "S" takes you to the Detailed Monthly Account Screen (DMAC)
- "A" takes you to the Adjustment Screen (ADJB)
- "V" takes you to the Provider Services Group of Screens
- "N" takes you to the Notices Screens (NOTC)
- "R" takes you to the Receipts Screen (RCPT)
- "F" takes you to the Refunds Screen (RFND)
- "L" takes you to the Liability Screen (LIAB)

If you need to make several different kinds of entries, select MACT from the Main Menu. MACT offers more "valid action" options than any other menu category. This means you can move among the various screens without returning to the Main Menu.

Screen Messages

When recording client information on the Client Pay-In screens, watch closely for system messages. They appear on the bottom half of the screen after the word **Msg**. Be sure to read the entire message.

Generally, the messages begin in one of two ways:

- **“Do you want to . . .”** asks you to verify that you have entered correct data and are ready for the system to accept it. When you get this type of message, type Y (for yes) or N (for no).
- **“_____ has been entered/changed/opened/closed etc.”** means that the system has recorded the information you entered. This type of message does not require a response from you.

Monthly Billing Information

The system has been designed to generate a monthly billing. This billing is sent to the Distribution Center and is mailed to the client with a postage-paid return envelope.

All payments should be sent to the following address:

**Department of Human Services
Seniors and People with Disabilities
PO Box 4509
Portland OR 97208-9925**

Field offices are to send receipts and/or deposit slips to:

**Client Pay-In Technician
Receipting and Trust Unit
2575 Bittern St NE
Salem OR 97301-4521**