

SD Medicaid Reporting

The following is for use by South Dakota school districts to assist in completing the quarterly Medicaid report. In order to get the needed salary and benefit expense information for the various categories on the Medicaid report, a referenced custom field will need to be set up to assign the applicable employees to the different Medicaid report categories. After setting up the referenced custom field, the Distribution Report by Employee can be generated to gather the needed salary and benefit expense information. Additionally, account groups can also be set up in order to generate the information for the remaining areas of the Medicaid report (i.e. instructional supply expenses, instructional travel expenses, budgeted federal funds, etc). Once the account groups are set up, a Flexible Financial Report can be built to print the total activity (entries) for a specified date range (including a date range that can cross fiscal years) for the defined account groups. The Account Inquiry report and other miscellaneous Flexible Financial Reports that you have already set up can also be generated to gather the remaining information for the Medicaid report, if desired.

Adding a Referenced Custom Field for Medicaid:

1. From the Payroll screen, select the **Maintenance** menu and then **Custom Fields**.
2. At the Custom Fields screen, click the **Referenced Fields** tab.
3. Enter the name for the new custom field in the Custom Field Description field. The description can be alphanumeric, but must start with a letter, and can be up to **40** characters long.
4. In the Referenced Fields List, define each value that can be entered into the custom field by completing the following:
 - In the blank line (indicated with an asterisk) at the bottom of the Referenced Fields List, enter the ID for the value in the Referenced Field ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

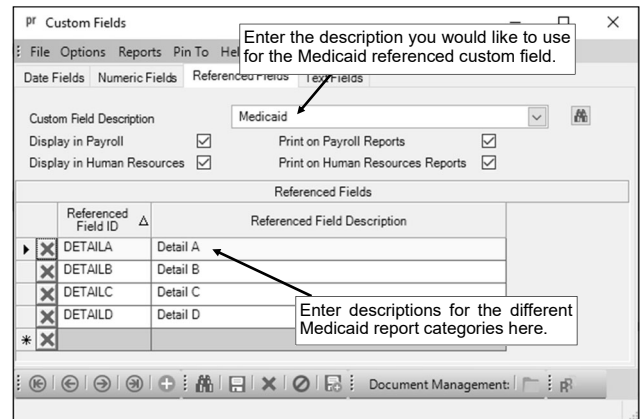


Diagram A

Note: To have the system automatically assign the ID using the first 10 characters (letters and numbers only) of the description, leave the ID field blank; once the record is saved, the ID will be assigned. The Referenced Field ID must be unique and cannot be used more than once or with multiple custom fields.

- Enter a description for the value in the Referenced Field Description field. The description can be up to **40** characters long.
 - If applicable, repeat these steps until all the values have been added for the custom field.
5. Click the **Save** button. See **Diagram A**.

Note: The newly added referenced custom field will appear for all employees in the Employee File.

Completing the Referenced Custom Field for Each Applicable Employee:

1. From the Payroll screen, select the **Maintenance** menu and then **Employees**.
2. Enter the ID for the employee to edit in the Employee ID field, or click the **down-arrow** button or the **Find** button to select the correct one.
3. Click the **Custom Fields** tab.
4. Complete the applicable referenced custom field in the Referenced Fields List by entering the ID (i.e. DETAILA, DETAILB, DETAILC, DETAILD) for the appropriate value for the employee. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. See **Diagram B**.
5. Click the **Save** button.
6. Repeat Steps 2-5 for each applicable employee.

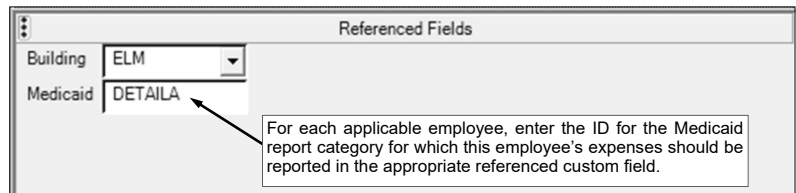


Diagram B

Adding Account Groups:

1. From the General Ledger screen, select the **Maintenance** menu and then **Account Groups**.
2. At the Account Groups screen, click the **New Record** button.
3. Enter a unique ID for the account group in the Account Group ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram C**.
Note: To have the system automatically assign the ID *using the first 10 characters (letters and numbers only)* of the description, leave the ID field blank; once the record is saved, the ID will be assigned.
4. Enter a description for the account group in the Account Group Description field. The description can be up to **40** characters long.
5. In the Chart of Account Numbers List, specify which account numbers to assign to the account group by clicking the box for the Selected column to the left of each desired account number. A checkmark will appear in the box if the account number is selected. To select all the account numbers listed on the screen, click the **Select All** button located above the Chart of Account Numbers List. If desired, change the filters to modify the numbers displayed here.
6. Click the **Save** button.
7. Repeat Steps 2-6 to set up an account group for each of the various categories on each of the detail tabs on the Medicaid spreadsheet (i.e. Detail C for supply expenses, Detail C for travel expenses, etc.).
8. If desired, print the Account Groups Listing to verify the account numbers defined in each account group.

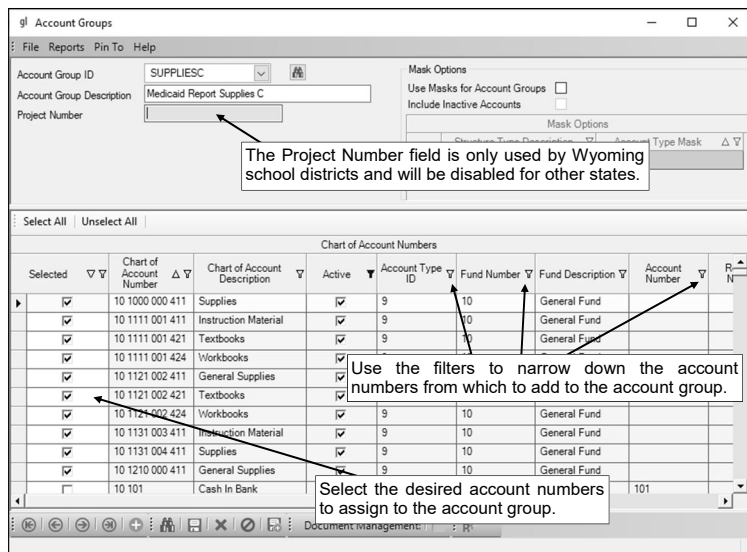


Diagram C

Setting Up a Flexible Financial Report to Print Total Activity:

1. From the General Ledger screen, select the **Maintenance** menu and then **Flexible Financial Report Setup**.
2. At the Flexible Financial Report Setup screen, click the **New Record** button and complete the screens as shown in **Diagrams D** and **E**.
3. Click the **Save** button to save the new report.

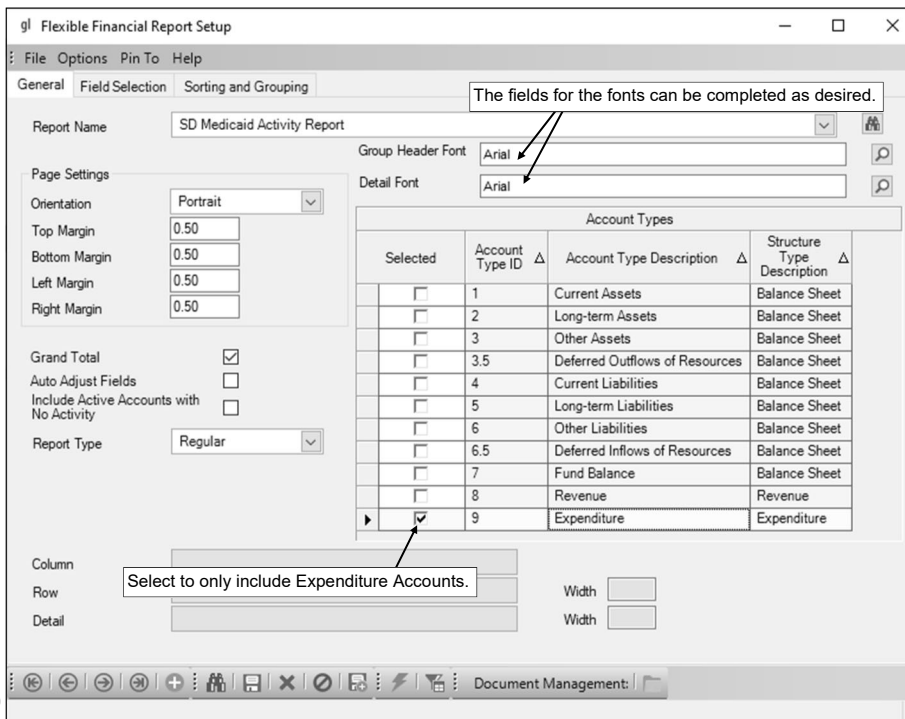


Diagram D

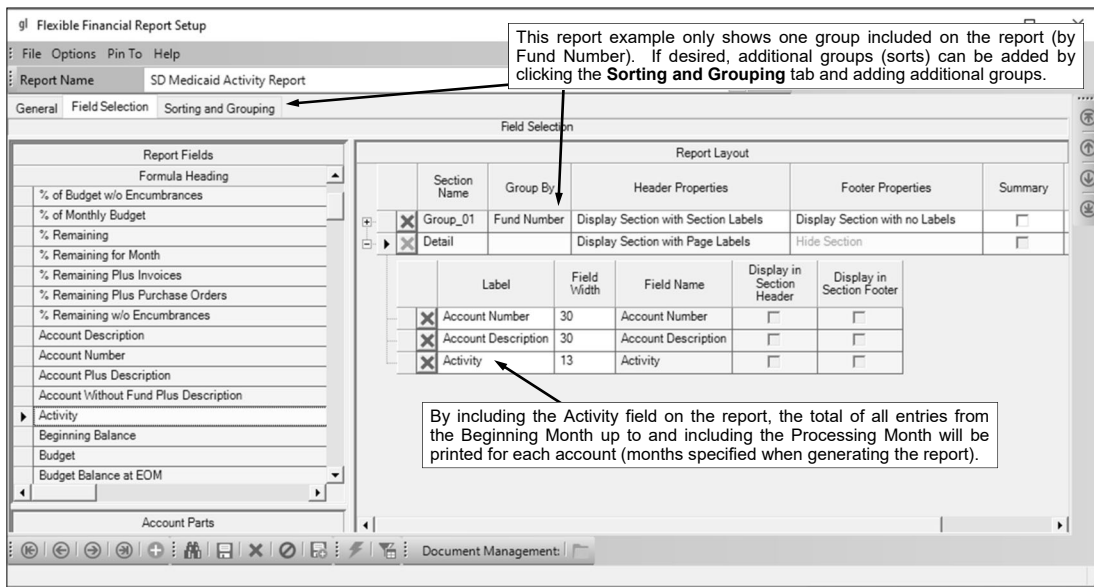


Diagram E

Generating the Needed Information:

1. Print the Distribution Report by Employee.

- From the Payroll screen, select the **Reports** menu, **Other Reports**, and then **Distribution Report by Employee**.
- Enter the beginning month and the ending month of the quarter in the From and To fields for the Processing Month parameter. Use the **mm/yyyy** format, or click the **Search** button to select the correct months. See **Diagram F**.
- Click the **Search** button for the [vprEmployeePersonnelReference].[NoCustomReferencedID] field under the Report Sorting section and select to sort by the applicable Medicaid referenced custom field. See **Diagrams F and G**.
- If desired, to not have a subtotal for each employee print on the report, unselect the Footer Visible field for the Employee_Subtotal field (sort) listed under the Report Sorting section. A checkmark will not appear in the box if the field is unselected. See **Diagram F**.
- Print the report to the screen or to the printer by clicking the **To Screen** or **To Printer** button.
- See **Diagram H** for an example of the Distribution Report by Employee printed *without* an employee subtotal to use when completing the Medicaid spreadsheet (**Diagram I**).

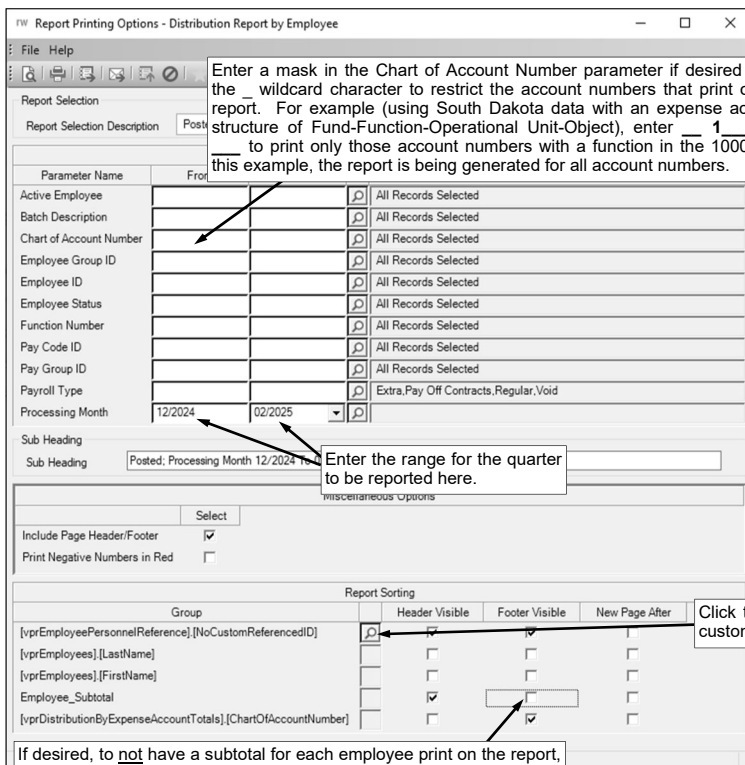


Diagram F

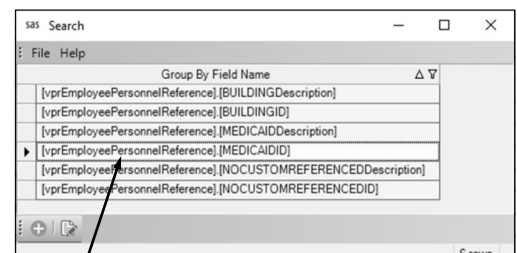


Diagram G

Diagram H

South Dakota Lab Data
02/25/2025 03:18 PM
Employee Name

Page: 2
User ID: SAS
Net Check

Distribution Report by Employee

Account Number	Earnings	Benefit Expense	Total Expense
DETAIL			
10 1120 002 110	6,624.99	1,590.42	8,215.41
10 1110 001 110	5,499.99	1,483.11	6,983.10
10 1131 003 210	3,000.00	1,017.45	4,017.45
10 1130 003 110	7,249.99	1,669.47	8,919.46
Total:	22,374.97	5,760.45	28,135.42
DETAIL			
10 2321 000 110	16,249.97	3,425.22	19,675.19
10 2321 000 112	3,637.50	1,206.91	4,844.41
10 2321 000 135	28.13	9.14	37.27
Total:	19,915.60	4,641.27	24,556.87

This example shows how the amounts can be quickly pulled from the Distribution Report by Employee and then entered on the appropriate area of the Medicaid report.

Enter the amount from the Earnings column on the Distribution Report by Employee in the Salaries column of the spreadsheet for this group of employees.

Enter the amount from the Benefit Expense column on the Distribution Report by Employee in the Benefits column of the spreadsheet for this group of employees.

Diagram I

Medicaid Spreadsheet

South Dakota Medicaid Administrative Outreach Claiming Expense Detail
December 2004 - February 2005

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1						Q2-04									
2															
3	0003	South Dakota Lab Data													
4		Last Name	First Name	Category	Position Title	Salaries	Benefits	Direct Support Staff Sal.	Contracted Participant Expenses	Travel/ Training	Materials/ Supplies	Other/ Misc	Fed Funds Directly Assigned	Total	
5		GREEN	DALE	C	TEACHER	22,375	5,760	0	0	213	23,136	10,207	0	61,691	
6		JACKSON	KATHY	C	TEACHER	6,625	1,590	0	0	0	0	0	0	8,215	
7		PATTERSON	MARIA	C	AIDE	5,500	1,483	0	0	0	0	0	0	6,983	
8		WILLIAMSON	BERT	C	TEACHER	3,000	1,017	0	0	0	0	0	0	4,017	
9					All Instructional Employees	7,250	1,669	0	0	213	23,136	10,207	0	8,919	
10														33,556	
11															
12															
13															
14															

2. Print the Flexible Financial Report which shows the Medicaid activity (setup instructions on page B of this handout).
 - From the General Ledger screen, select the **Reports** menu, **Flexible Financial Reports**, and then the applicable Flexible Financial Report (in this example, the SD Medicaid Activity Report).
 - Select **Account Groups** as the Report Selection Description.
 - Enter the beginning month and the ending month of the quarter for which to generate the report in the Beginning Month and Processing Month parameters. Use the **mm/yyyy** format. See **Diagram J**.

Note: The specified months can be within *different* fiscal years (i.e. the report can be printed for June through August).

 - Select the appropriate account groups for which to generate by completing the From and To fields for the Account Group ID parameter or clicking the **Search** button to select the correct ones. See **Diagram J**.
 - Print the report to the screen or to the printer by clicking the **To Screen** or **To Printer** button.
 - See **Diagram K** for an example of the SD Medicaid Activity Report (showing for just two account groups) to use when completing the Medicaid spreadsheet (**Diagram L**).

Note: The Account Inquiry report and other miscellaneous Flexible Financial Reports that you have already setup can also be generated for your defined account groups to gather the remaining information for the Medicaid spreadsheet if desired. See **Diagram M**.

rw Report Printing Options - SD Medicaid Activity Report

File Help

Report Selection

Report Selection Description: Account Groups

Variable Fields

Variable Name	Variable Value
Beginning Month	12/2024
Processing Month	02/2025

Report Parameters

Parameter Name	From	To	
Account Group ID			All Records Selected
Fund Number			All Records Selected

Sub Heading

Sub Heading: Account Groups; Beginning Month 12/2024; Processing Month 02/2025

Miscellaneous Options

Select

Include Page Header/Footer:

Print Negative Numbers in Red:

Report Sorting

Group	Header Visible	Footer Visible	New Page After
[vglAccountGroups].[AccountGroupDescription]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[vglFunds].[FundNumber]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[vglChartOfAccounts].[ChartOfAccountNumber]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Diagram J

Diagram K

Account Number	Account Description	Activity
MEDICAID REPORT SUPPLIES C		
10	GENERAL FUND	
10 1111 001 410	INSTRUCTION MATERIAL	4,521.50
10 1111 001 420	TEXTBOOKS	1,200.00
10 1111 001 421	WORKBOOKS	1,665.00
10 1121 002 410	GENERAL SUPPLIES	1,155.50
10 1121 002 420	TEXTBOOKS	2,421.00
10 1121 002 421	WORKBOOKS	375.00
10 1131 003 410	INSTRUCTION MATERIAL	10,143.00
10 1131 004 410	SUPPLIES	1,500.00
10 1210 000 410	GENERAL SUPPLIES	<u>155.00</u>
10	GENERAL FUND	<u>23,136.00</u>
	MEDICAID REPORT SUPPLIES C	23,136.00
MEDICAID REPORT TRAVEL C		
10	GENERAL FUND	
10 1131 003 334	TRAVEL	<u>213.44</u>
10	GENERAL FUND	<u>213.44</u>
	MEDICAID REPORT TRAVEL C	213.44

This example shows how the amounts can be quickly pulled from the Flexible Financial Report (SD Medicaid Activity Report) and then entered on the appropriate area of the Medicaid report.

Enter the total for each account group from the Flexible Financial Report (SD Medicaid Activity Report) in the appropriate column of the applicable Detail tab on the spreadsheet. In this example, the total for the supply expenses for Detail C (total for Supplies C report group) is entered in the column for Materials/Supplies on the Detail C tab of the Medicaid spreadsheet and the total for the travel expenses for Detail C (total for Travel C report group) is entered in the column for Travel/Training on the Detail C tab.

Diagram L

Medicaid Spreadsheet														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	South Dakota Medicaid Administrative Outreach Claiming Expense Detail										Q2-04			
2	December 2004 - February 2005													
3	0003	South Dakota Lab Data												
4	Last Name	First Name	Category	Position Title	Salaries	Benefits	Direct Support Staff Sal.	Direct Support Staff Ben.	Contracted Participant Expenses	Travel/ Training	Materials/ Supplies	Other/ Misc	Fed Funds Directly Assigned	Total
6	TOTALS				22,375	5,760	0	0	0	213	23,136	10,207	0	61,691
7	GREEN	DALE	C	TEACHER	6,625	1,590								8,215
8	JACKSON	KATHY	C	TEACHER	5,500	1,483								6,983
9	PATTERSON	MARIA	C	AIDE	3,000	1,017								4,017
10	WILLIAMSON	BERT	C	TEACHER	7,250	1,669								8,919
11	All Instructional Employees									213	23,136	10,207		33,556

Medicaid Spreadsheet												
A	B	C	D	E	F	G	H	I	J	K	L	M
1	0003	South Dakota Lab Data	Q2-04	South Dakota Medicaid Administrative Outreach Claiming Expense Summary December 2004 - February 2005								
2	I. COST DETAIL											
3												
4												
5												
6												
7												
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