

CMS Question & Answer Session

Online Claims and Program Reports

What is the ClaimSig Role? Are there other CMS Roles that take part in processing claims?



NEW YORK STATE
Office of Children and Family Services
CONTRACT MANAGEMENT SYSTEM (CMS)

Lawson, Leslie
[CLAIMSIG]
LOGOUT

[HOME](#)
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[CONTRACTOR](#)
[DETAILS](#)

OCFSCMS
Contract Management System

CERTIFICATION:

I certify that the above information is just, true and correct; that the expenses for the period have been incurred and paid for and have not been previously claimed; and that such expenditures are proper and necessary for the program.

Accept Decline

What is the CMS Claim Schedule? What is a schedule stage? What happens at each schedule stage?

CONTRACT DETAILS

Contract #: DEMO654 Date Received: 2/9/2009

Contractor: Atticus/Finch

Contract Period: 3/1/2008 To 2/28/2009 Contract Amount: \$1,000.00

EXPENDITURE DETAILS

Expenditure Report Period: 11/01/2008 To 02/09/2009

Ref/Invoice #: DEMO654 Final Expenditure Report:

Expenditure Status: Pending Waive Withhold:

[SCHEDULE INFORMATION](#) [EXPENDITURE EDITS](#)

REVIEW STAGE	ROLE	START DATE	END DATE	SCHEDULED DAYS	ACTUAL DAYS	PROCESSED BY
With Contractor	CLAIMSIG	2/9/2009			5	
Program1	PROGRAM				3	
Program2	PROGRAM				5	
BCM1	BCM				10	
BCM2	BCMADMIN				4	
PaymentCalc	BCM				2	
PaymentCoding	BCM				6	

BUDGET CATEGORY	BUDGET	PREV	EXPEND AMT	MANUAL	SYSTEM	ADJUSTED	TOTAL P
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How do I access information about a claim after it is out of my schedule stage?

The screenshot displays a web-based interface for contract management. On the left, a sidebar contains navigation options: 'CONTRACTS', 'LIST', 'CORRESPONDENCE', and 'SEARCH'. The main content area is titled 'CONTRACT PERIODS' and shows the period '03/31/2008 - 03/30/2009'. Below this, there is a 'SCHEDULE' section with a 'show | hide' link. An 'AMENDMENTS' table lists one amendment: 'Initial' with a status of 'Approved'. The 'CONTRACT PERIOD INFO' section provides details such as 'Contract# CORPS03', 'Contractor Name Atticus/Finch', and 'Contract Term From 03/31/2008 To 03/30/2013'. A 'FINANCIAL SUMMARY' table shows a total contract amount of \$100,000.00, with various financial metrics like 'Unencumbered Balance' and 'Total Advanced' all at \$0.00. At the bottom, there are buttons for 'Claim History', 'Program Reports', and 'Correspondence'. Three arrows point to specific elements: one to the 'CONTRACTS' menu, one to the 'show | hide' link, and one to the 'Contractor Expended to Date' row in the financial summary.

CONTRACT PERIODS
03/31/2008 - 03/30/2009

SCHEDULE [show](#) | [hide](#)

AMENDMENTS

SELECT	AMENDMENT TYPE	STATUS
Details	Initial	Approved

CONTRACT PERIOD INFO

Contract#	CORPS03	Contract Period Status	Approved
Contractor Name	Atticus/Finch		
Contract Term From	03/31/2008	To	03/30/2013
Contract Period From	03/31/2008	To	03/30/2009
Award Date	01/01/2008	Amount(\$)	100,000.00
Approval Date	09/24/2008		

FINANCIAL SUMMARY

Total Contract Amount	\$100,000.00	Unencumbered Balance	\$100,000.00
Encumbered to Date	\$0.00	Total Advanced	\$0.00
Contractor Expended to Date	\$0.00	Advance Recouped	\$0.00
Paid to Date	\$0.00	Advance Receivable	\$0.00
Encumbered Balance	\$0.00	Retainage Balance	\$0.00

[Claim History](#) [Program Reports](#)

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Contract Details Page

Finch, Scout [CONUSER]
[Logout](#)

CLAIM REPORT HISTORY DETAILS

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CONTRACT DETAILS

Contractor: Atticus/Finch
 Contract #: CORPS03 Contract Amount: \$100,000.00
 Contract Period: 3/31/2008 To 3/30/2009

EXPENDITURE DETAILS

SCHEDULE INFORMATION

Expenditure Period: 09/01/08 To 09/24/08
 Withhold/Claim Notes:
 Claim Type: Expenditure Expenditure Amount: \$100.00
 Ref/Invoice #: CORPS03 Adjusted Expenditures: \$0.00
 Voucher #: Advance Recoup: \$0.00
 Batch #: Withholding/Retainage: \$0.00
 Received Date: 09/24/08 Balance Due: \$0.00
 Date ProcessedCAPS: Payment: \$0.00
 Date Paid: ... Amount Paid:
 Transaction Type: Lien Payment:
 Claim Status: In Process Check/EFT#: Voucher Status:

[Process](#)

CLAIMS

[CLAIM REPORTS MODULE](#)

[CORRESPONDENCE](#)

[Print](#)

What is the difference between a claim and a program report?

SCHEDULE INFORMATION		EXPENDITURE EDITS						
BUDGET CATEGORY	BUDGET AMT	PREV APPROVED EXPEN AMT	EXPEN AMT	MANUAL ADJUSTMENT (CLICK BUTTON TO ENTER DISALLOWANCE REASON)	SYSTEM DISALLOWANCE	ADJUSTED EXPEN	TOTAL EXPEN TO DATE	BAL
Program Operating Costs								
Personnel Expenses	\$500.00	\$0.00	250.00	0.00		\$250.00	\$250.00	\$250.00
Fringe Benefits	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Staff Travel	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Member Travel	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Program Supplies	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Contractual/Consultant	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Staff Training	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Member Training	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Evaluation	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Corporation Sponsored Meetings	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Subtotal	\$500.00	\$0.00	250.00	0.00		\$250.00	\$250.00	\$250.00
Living Allowance								
Full Time	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Half Time	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Reduced Half Time	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Quarter Time	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Minimum Time	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Two Year Half Time (2nd Year)	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Two Year Half Time (1st Year)	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00
Member Support Costs								

PROGRAM REPORT REVIEW MODULE

CONTRACT PROPERTIES

Contract# AMER101

Contractor Alticus/Finch

Period Begin 07/01/2008 Period End 12/31/2009

Reviewer Stage With Contractor

PROGRAM REPORT PROPERTIES

Report Type INTERIM Due Date 03/31/2009

Report Period 09/01/2008 - 02/28/2009

Received Date 10/03/2008 Status PENDING

SCHEDULE [show](#) | [hide](#)

INTERACTIVE DOCUMENTS PROGRAM REPORT

[DOCUMENTS/ACTION](#)
No Documents found [View Program Report](#)

DOWNLOAD DOCUMENTS **UPLOAD DOCUMENTS** [Upload Document](#)

DOCUMENTS	DOWNLOAD	DOCUMENT NAME	DATE UPLOADED	STATUS	DATE REVIEWED
AmeriCorps Program Report	Download	CMS TEST DOC V1	10/03/2008	Pending	

[Correspondence](#) [Cancel](#) [Complete](#)

What are some of the error messages that I might receive?

- Program Report Required
- Insufficient privileges to access this screen
- Warning: Another expenditure exists (in process/ processed/ rejected) with the same amount and expenditure period!
- Expenditure edit failed, total expenditure amount does not match summation of claimed amounts!
- Warning: Cumulative Matching expenditures less than Matching Percentage X Expenditures to Date!
- Correspondence message (and attachments) saved successfully in CMS. One or more email notifications could not be sent

[SCHEDULE INFORMATION](#)

[SCHEDULE HISTORY](#)

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LOCAL MATCH %	ADMIN CEILING %	BUDGET MOD RULE %
		May exceed category by 10% or \$1000, whichever is greater

BUDGET CATEGORY	BUDGET AMT	PREV APPROVED EXPEN AMT	EXPEN AMT	MANUAL ADJUSTMENT <small>**CLICK BUTTON TO ENTER DISALLOWANCE REASON</small>	SYSTEM DISALLOWANCE	ADJUSTED EXPEN	TOTAL EXPEN TO DATE	BAL
Personal Services								
Personnel	\$100,000.00	\$100,000.00	<input type="text" value="25000.00"/>	<input type="text" value="0.00"/> **	\$15,000.00	\$10,000.00	\$110,000.00	(\$10,000.00)
Fringe Benefits	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> **	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$100,000.00	\$100,000.00	<input type="text" value="25000.00"/>	<input type="text" value="0.00"/>	\$0.00	\$10,000.00	\$110,000.00	(\$10,000.00)
Non-Personal Services								
Contractual/Consultant	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> **	\$0.00	\$0.00	\$0.00	\$0.00
Travel/Per Diem	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> **	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> **	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> **	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> **	\$0.00	\$0.00	\$0.00	\$0.00

How do I upload additional claim documents required by my Program Manager?

Administrative Costs									
Administrative Expenses	\$5,300.00	\$0.00	<input type="text" value="5700.00"/>	<input type="text" value="0.00"/>	\$400.00	\$5,300.00	\$5,300.00	\$0.00	
Subtotal	\$5,300.00	\$0.00	<input type="text" value="5700.00"/>	<input type="text" value="0.00"/>	\$0.00	\$5,300.00	\$5,300.00	\$0.00	
Total	\$100,000.00	\$0.00	<input type="text" value="5700"/>	<input type="text" value="0.00"/>	\$400.00	\$5,300.00	\$5,300.00	\$94,700.00	

Matching: Cumulative matching to date: 0.0

[Claim History](#)

[Claim Details](#)

[Correspondence](#)

[Upload Claim Documents](#)

[Log Program Report](#)

[Program Reports](#)

Run Edit

Cancel

Process

Print

CLAIM UPLOAD DOCUMENTS

CONTRACT DETAILS

Contract #:	DEC0009	Contract Period:	10/1/2008 To 12/31/2009
Contractor:	ZZZ Corporation	Claim Period:	10/01/2008 To 01/12/2009

UPLOAD CLAIM DOCUMENTS

VIEW ALL DOCUMENTS

Upload Document

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UPLOAD DOCUMENT

DOCUMENT PROPERTIES

Name **

Description **

Date Uploaded

Status

Date Reviewed

Reviewer

Viewable by Internal Only

Select Document

CLAIM UPLOAD DOCUMENTS

CONTRACT DETAILS

Contract #:	DEC0009	Contract Period:	10/1/2008 To 12/31/2009
Contractor:	ZZZ Corporation	Claim Period:	10/01/2008 To 01/12/2009

UPLOAD CLAIM DOCUMENTS

VIEW ALL DOCUMENTS

Upload Document

DOCUMENT NAME <small>(to update click on the document)</small>	DATE UPLOADED	STATUS	DATE REVIEWED	VIEW
Grantee Share Report	2/9/2009	Pending		View

Back

Where do I enter my total match amount for the claim period?

Administrative Costs									
Administrative Expenses	\$5,300.00	\$0.00	<input type="text" value="5700.00"/>	<input type="text" value="0.00"/>	<input type="button" value="add"/>	\$400.00	\$5,300.00	\$5,300.00	\$0.00
Subtotal	\$5,300.00	\$0.00	<input type="text" value="5700.00"/>	<input type="text" value="0.00"/>		\$0.00	\$5,300.00	\$5,300.00	\$0.00
Total	\$100,000.00	\$0.00	<input type="text" value="5700"/>	<input type="text" value="0.00"/>		\$400.00	\$5,300.00	\$5,300.00	\$94,700.00

Matching: ← Cumulative matching to date: 0.0

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Run Edit

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How do I cancel a claim?

*** Currently you must cancel the same day that you log the claim. If not you will receive the following error.

ORA-02292: integrity constraint (CMSDBA.CMS_CONTRACT_LOG_FK06) violated - child record found

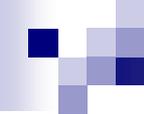
Please advise your program manager if a claim needs to be removed from your inbox.

(1st Year)								
Subtotal	\$200.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$200.00
Member Support Costs								
FICA for Members	\$300.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$300.00
Workers Compensation	\$0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Care	\$0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Member Support Costs	\$0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$300.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$300.00
Administrative Costs								
Administrative Expenses	\$0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$1,000.00	\$0.00	100	0.00	\$0.00	\$0.00	\$0.00	\$1,000.00

Matching: Cumulative matching to date: 0.0

[Claim History](#) [Claim Details](#) [Correspondence](#)
[Upload Claim Documents](#) [Log Program Report](#) [Program Reports](#)





Is there a CMS Helpline?

The CMS Technical Helpline is 518-474-8156

The CMS Technical Helpline Email Box is
ocfs.sm.cms.help@ocfs.state.ny.us

***The helpline phone number is answered by the NYS Enterprise Help Desk. If they are unable to answer a question it will then be routed to the CMS team who will usually be able to respond within one to two business days.



Additional Questions?