



Update Employee Allocations from Uni/Care Service Utilization Statistics

June 2005

Overview

Geneva has added this feature to Quantum to help make Employee/Provider cost reporting more accurate. This feature allows users to regenerate employee Auto Distribution Allocation records based on actual service time in each program and location. By allocating Salaries (and Fica/Medicare expenses) to the programs this way the Cost-Per-Service Provider reports reflect a more accurate picture of costs.

Setup and Technical

Program names:	PREAD999.COB	pr5ex	work file
	PRPRO999.COB	pr5ex	work file
	STEADSCN.COB	st5ex	print criteria screen
	STEADPRT.COB	st5ex	actual report program
	ST.PAN	st5pan	panels

There must be two pathnames defined in the System Management module for the PREAD999 and PRPRO999 work files. Also, add the STEADSCN program to your menu and this will run the program that Updates Employee Allocations from the Statistics.

Run the STEADSCN program:

Update Employee Allocations - [GENEVA COMMUNITY SERVICE BOARD]

File View Options Help Okay Cancel

Update Employee/Provider Allocations

Date:

All

Range 05/01/2005 thru 05/31/2005

Employee:

All

Range

Post to Allocation Tables?

The dates here will determine which statistics are going to be included in the re-generation of employee allocations. Some organizations may wish to perform this annually, semi-annually or quarterly while others may update these tables before each payroll.

POST TO ALLOCATION TABLES?

If you leave this blank then the program will act as a “Preview” and print out what the current allocations are and what services the provider performed.

If you click this box then when you run the program it will purge out the employee’s allocations (only those that print on this report) and replace each one with a salary allocation derived from the services/programs/locations found in the statistics module.

Only employees with valid provider numbers will appear on this report.

Employee Allocation Screen (Before)

Employee Allocation Accounts

Employee:

Account Number	Description	Distribute %
401-093-103	SALARIES	35.000
401-093-133	SALARIES	25.000
401-093-141	SALARIES	10.000
401-093-142	SALARIES	25.000
401-093-196	SALARIES	5.000

Next Expanded Dist Code Remaining %
Wildcards

Here is an example of what Quantum may have had for one employee/provider in the salary allocation table. These programs and percentages may have been based on some study or report that was prepared and then transferred by hand to the allocation tables.

Automatic Update Allocation (the report)

This new feature of Quantum prints the existing allocations and then shows the user “where” the employee/provider worked during a period of time. Now the user can visually verify how different the existing allocations are from where that person actually spent time working.

SMITH, TOM	EXISTING EMPLOYEE ALLOCATIONS			
	401-093-103	SALARIES	35.000	
	401-093-133	SALARIES	25.000	
	401-093-141	SALARIES	10.000	
	401-093-142	SALARIES	25.000	
	401-093-196	SALARIES	5.000	
SMITH, TOM	182 100-093-100	NO SHOW NON BILLABLE	0.40	0.179
SMITH, TOM	182 103-093-103	DIAGNOSTIC ASSESS	115.00	51.477
SMITH, TOM	182 133-093-133	COMM SUPPORT-INDIVID	25.00	11.191
SMITH, TOM	182 141-093-141	INDIVIDUAL COUNS	8.00	3.581
SMITH, TOM	182 142-093-142	GROUP COUNS/TRAINING	72.00	32.229
SMITH, TOM	182 196-093-196	SVC ENTRY & LINKAGE	3.00	1.343
	TOTALS:		223.40	100.000 %

Employee/Provider Allocation Tables (after)

Employee Allocation Accounts

Employee:

Account Number	Description	Distribute %
<input type="text"/>	<input type="text"/>	<input type="text"/>
401-093-100	SALARIES	.179
401-093-103	SALARIES	51.477
401-093-133	SALARIES	11.191
401-093-141	SALARIES	3.581
401-093-142	SALARIES	32.229
401-093-196	SALARIES	1.343

Next Expanded Dist Code Remaining %
Wildcards

Quantum will now use these updated allocation records to spread this employee’s salary expense (fica, medicare and any other shift-differential or supplemental earnings expenses) across multiple programs and cost centers. This process is done at the time the payroll is posted.

It is important to generate these allocation records BEFORE posting the payroll.

NOTE: You may see some service utilization statistics that do not add up to exactly 100%. This is due to rounding during the calculation. Quantum will adjust the last account (either up or down) to make certain it always adds up to 100%. This adjustment is only performed when the “Post to Allocation Tables” box is clicked.