



Ticket to Work

February All EN Payments Call

Tuesday, February 26, 2013

Agenda

Introduction of Speakers

Submission of Payment documents via EN Portal

**Employment Network Payments Status Report (ENPSR) Overview
and How to Search for Information via the EN Portal**

**Use of the Work Case number as a reference in communications
sent to/by the EN Payments Help Desk**

Agenda

Short Reminders:

Timely submission of the Certification of Services (COS) form

EN Payments are made for any and all qualifying months, not just those requested

Your Questions and Answers

Employment Network Payment Status Report (ENPSR) in Portal - Overview

- The ENPSR shows the payment processing status for your payment request submissions
- You can retrieve current or historical data
- The information reported is as of 3 p.m. EST the previous business day
- The report is available and accessible 24/7

ENPSR in Portal - Searching for information

- By default, Portal retrieves records for all *payment requests received by OSM in the last 30 days*

The default date range is from 1/26/2013 to 2/26/2013

Service Provider DUNS # :
 Service Provider :
 ? Beneficiary SSN :
 ? Date sent for Payment From : 01/26/2013  thru : 02/26/2013
 ? Payment Status : All

Scrolling down to the bottom, using the scroll bar, it showed there are 39 records

Sometimes, portal requires you to click on "Submit" twice; we'll be fixing this soon.

SSN	W	Date	Date sent to SSA	Claim Months	Payment Amount	Payment Approval / Denial Date	Payment Type/Stage	Payment Status	Re Ty
				12/2012	\$1288	02/12/2013	P1/M1	Paid	Eviden
		01/29/2013		11/2012	\$0	02/04/2013	P2/M5	Denied	Eviden

ENPSR in portal - Searching for information

- If you want to look for the status of a request you submitted on, say, November 07, 2012, then we need to ensure that the filter criteria includes that date
 - *Also, for postal submissions, we need to consider the lead time required for OSM to have received it*

? Beneficiary SSN :

? Date sent for Payment From :  thru : 

? Payment Status :

SSN	Work Case Number	Name	Date Claim Received	Date sent to SSA	Claim Months	Paym Amou				
<input type="text"/>	<input type="text"/>	<input type="text"/>	11/07/2012		07/2012	\$0	11/13/2012	P1/M1	Denied	Eviden
<input type="text"/>	<input type="text"/>	<input type="text"/>	11/07/2012		09/2012	\$0	11/13/2012	P2/M2	Denied	Eviden
<input type="text"/>	<input type="text"/>	<input type="text"/>	11/07/2012		07/2012	\$387	11/21/2012	P2/M1	Paid	Eviden

Setting the date range from 11/06/2012 to 11/10/2013, found 3 requests submitted on 11/7/2012

ENPSR in Portal - Searching for information

- Check to ensure that the combination of criteria matches what you are searching for. For example, if you are looking for a specific beneficiary or a specific payment status, ensure, you clear the Date Range
 - *If you use the date range and the SSN, Portal will be looking for SSN's records within that date range*
 - *If you use SSN and "Denied", Portal will be looking for SSN's records that were denied*

•  No records found matching given parameters

Service Provider DUNS # :

Service Provider :

 Beneficiary SSN :

 Date sent for Payment From :  thru : 

 Payment Status :

ENPSR in Portal: Searching for information

- If portal retrieves lots of records, then, try exporting the records into an Excel file, and search in the XL file
- You could sort, filter on any fields in MS Excel and might even be easier to find the information you're looking for
- The files below are extracted from real data (after removing the PII in it) – the same example used in the slides



ENPSR - 365 days



ENPST - 30 days



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