Coverage Gap Discount Program
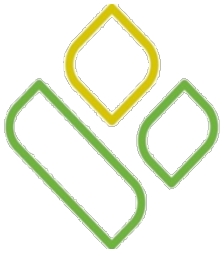
CMS — CENTERS FOR MEDICARE & MEDICAID SERVICES

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CGDP PORTAL DIRECT PAYMENT PROCESS

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Reports – Batch Functionality

In this training session you will learn about the Coverage Gap Discount Program (CGDP) Portal Direct Payment Process (DPP) – Sponsors **Reports** tab and the **Reports – Batch** functionality.

This training will introduce you to the following topics:

1. First look introduction of the **Reports** Tab

2. **Reports** tab regions
    - **Tabbed region – Reports**
    - **Reports Current Cutoff Calendar region**
    - **Reports Type Selection region**
    - **Reports Filter – Batch region**
    - **Reports Filter Results – Batch region**

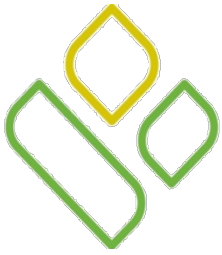3. Work Instruction for utilizing the **Reports – Batch** functionality

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Introduction to the

Reports – Batch Tab

The **Reports** tab allows the user to review invoice related reporting data.

This training session will describe each of the five regions displayed on the **Reports** tab and provide direction on the functionality of each.

Regions four and five are specific to the **Reports – Batch** functionality.

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Reports – Batch
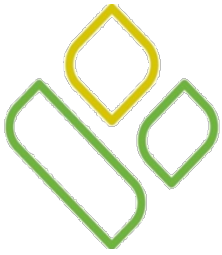
Tab Regions

The first three regions of the **Reports** tab are the **Tabbed region**, the **Current Cutoff Calendar region** and the **Reports Type Selection region**:


The **Tabbed region – Reports** provides access to the **Reports** tab to review the different invoice related reporting data.

The **Reports Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

The **Reports Type Selection region** provides a user with five selections to display or download distributed files and reports. The following slides will describe the five types of report selections available.

In this example the **Reports** tab is active, the **Reports Current Cutoff Calendar region** displays program dates for the 3rd quarter of 2014 and the **Reports Type Selection region** radio button is populated for Batch reports.
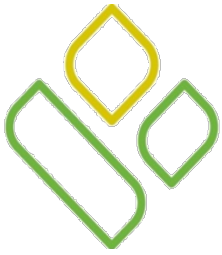
The third region of the **Reports** tab, the **Reports Type Selection region,** provides five types of report selections for Sponsors to utilize.

The first two types of Reports defined are the Batch and Summary reports.

Each type of report will be presented in a separate training session. This training session will define Batch reports

- Batch reports: provides the user with reports containing uploaded batch file results when utilizing the **Payment Initiation Upload** process. The user is able to view batch file status for successful upload, partial upload or failed batch file uploads and review errors associated with failed records.

- Invoice reports: allows the user to select and view distributed invoice line item summary reports. The report provides abbreviated summary information for distributed invoice line item totals and allows the user to download the collected information for review.
    - The default selection for the **Report Type Selection region** is Invoice.
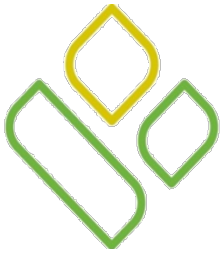
The final three **Reports Type Selection region** reports defined are <u>Data</u>, <u>Tracking</u> and <u>Dispute</u> reports.

These reports are still under construction in the Portal and will be presented in a separate training session.

③ ○ Invoice ⦿ Data ○ Dispute ○ Tracking ○ Batch ○ Manufacturer 1099 Information

- <u>Data</u> reports: provides the user with reports containing detail information of the PDE's combined to create the total invoice line item amounts distributed to the Sponsor.

③ ○ Invoice ○ Data ○ Dispute ⦿ Tracking ○ Batch ○ Manufacturer 1099 Information

- <u>Tracking</u> reports: allows the user to view the cumulative benefit year reports that provide the status of each Gap Discount PDE saved in the CMS database.

③ ○ Invoice ○ Data ⦿ Dispute ○ Tracking ○ Batch ○ Manufacturer 1099 Information

- <u>Dispute</u> reports: allows the user to submit disputes and review reports for the status of submitted disputes.

- <u>Manufacturer 1099 Information</u> report: allows the user to view 1099 information formerly collected on the EFT File.
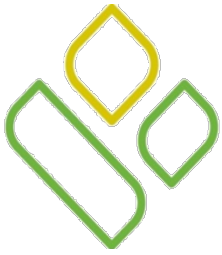
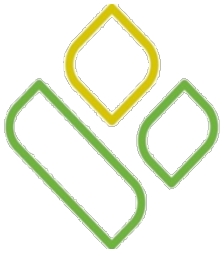③ ○ Invoice ○ Data ○ Dispute ○ Tracking ○ Batch ⦿ Manufacturer 1099 Information

The fourth region of the **Reports** tab, the **Reports Filter – Batch region**, displays when the <u>Batch</u> radio button is selected in the **Reports Type Selection region**.

The **Reports Filter – Batch region** contains one field that defaults to the Parent Organization ID utilized to access the Portal.

In the following example the <u>Parent Org. ID</u> field displays the default Parent Organization ID used to access the Portal.

The fifth and final region of the **Reports** tab, the **Reports Filter Results - Batch region**, displays when the <u>Batch</u> radio button is selected. This region provides information on summary reports based on selections made in the **Reports Filter - Batch** region.
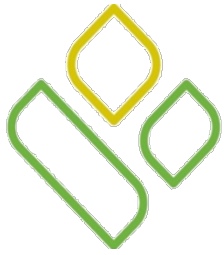

Parent Org ID	Description	Batch ID	Date Time	Download	Status	Last Download
E3__4	Batch init. 201403	511	20141230 09:44	○	3 Successful	20141230 11:45
H0__0	Batch init. 201401	510	20141229 06:05	○	81 Failed	20150102 11:15
H0__0	Batch init. 201401	508	20141229 04:05	○	7 Failed	20150102 11:15
S5__7	Batch init. 201401	509	20141229 04:10	○	7 Successful	

This region contains seven fields used to review information of batched invoices and allows the user to download the summary information for review.

The first three fields in the **Reports Filter Results region** are:

- <u>Parent Org ID</u>: defaults to the Parent Organization ID utilized to access the Portal.

- <u>Description</u>: displays the batch file name loaded to the Portal.

- <u>Batch ID:</u> displays the system generated batch-numbering convention based on the order the batch file received by the system.

The final four fields in the **Reports Filter Results region** are:

Parent Org ID	Description	Batch ID	Date Time	Download	Status	Last Download
E3__4	Batch init. 201403	511	20141230 09:44	○	3 Successful	20141230 11:45
H0__0	Batch init. 201401	510	20141229 06:05	○	81 Failed	20150102 11:15
H0__0	Batch init. 201401	508	20141229 04:05	○	7 Failed	20150102 11:15
S5__7	Batch init. 201401	509	20141229 04:10	○	7 Successful	

- Date Time: displays the file date and time for batched files loaded to the system. Date format is YYYYMMDD. Time format is HH:MM.

- Download: displays radio button to allow downloading of batched invoice information loaded to the system.

- Status: provides the condition of the batch file loaded to the system. Batches can be successful, partially successful (containing line failures) or failed.

- Last Download: displays the last date and time batched invoice report data retrieved from the Portal. Date format is YYYY/MM/DD. Time format is HH:MM.
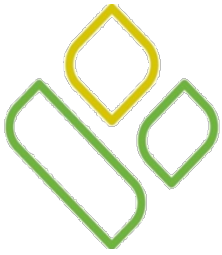
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Reports – Batch Tab Work Instruction

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You have now learned about the different regions and fields available on the **Reports** tab.

In this section of the training session, a high level overview of the steps needed to utilize the **Reports – Batch** tab functionality will be presented on the following slides.
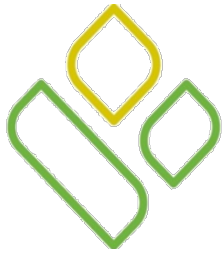
On the **Reports** tab verify the <u>Batch</u> radio button in the **Reports Type Selection region** is populated and select the <u>Download</u> radio button in the **Reports Filter Results – Batch region** to review a successfully loaded batch file.

In the following example, the <u>Batch</u> radio button is populated and the <u>Download</u> radio button corresponding to the Batch ID of 502 is selected.

To view the successful batch report, select one of the following dialog boxes in the message that appears at the bottom of the screen.
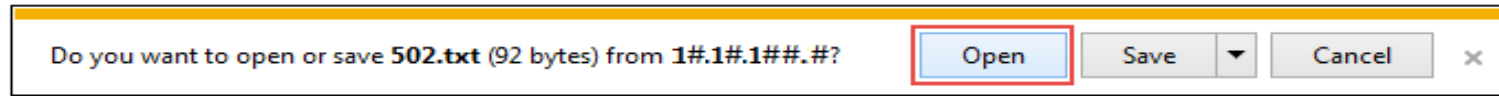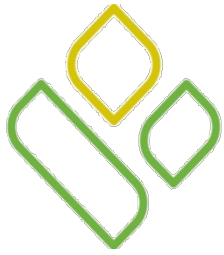

- *Open*: view the data in text file format
- *Save* : save the data in text file format
- *Cancel* : exit the decision message

Selecting the *Open* button will display the Successful invoice information in a text file format.

In the following example, the downloaded batch text file displays one successful line item.

The **Reports Filter Results** - **Batch region** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific batch file(s) in the Last Download field.

In the following example the date of 20150102 and the time of 11:03 populate the Last Download field of the Batch ID 502 file.

Return to the **Reports** tab and select the <u>Download</u> radio button in the **Reports Filter Results – Batch region** to review a batch file that failed upload.

In the following example the <u>Batch</u> radio button is populated and the <u>Download</u> radio button corresponding to the Batch ID of 508 is selected.
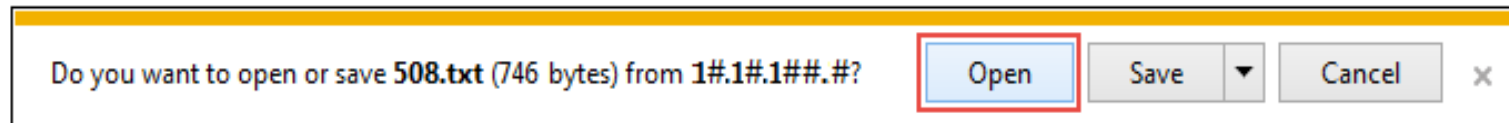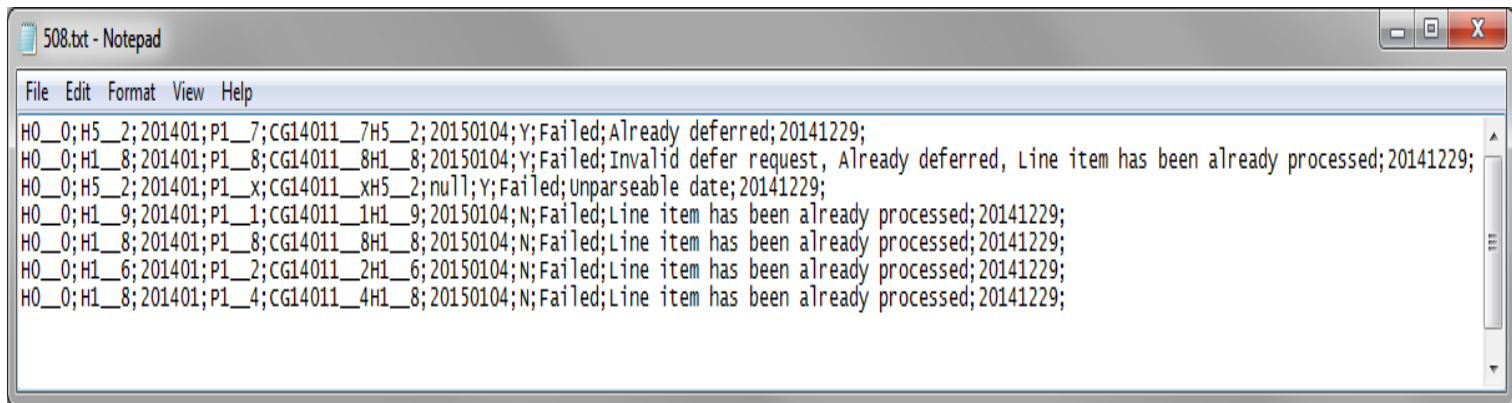
To view the failed batch report, select one of the following dialog boxes in the message that appears at the bottom of the screen.

Do you want to open or save **508.txt** (746 bytes) from **1#.1#.1##.#?** | Open | Save ▼ | Cancel | ✕
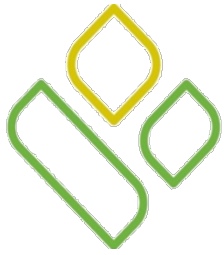
- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

Selecting the *Open* button will display the Failed invoice information in a text file format.

In the following example, the downloaded batch text file displays seven lines that failed batch processing with error messages listed in the file.

```
508.txt - Notepad

File  Edit  Format  View  Help

HO__0;H5__2;201401;P1__7;CG14011__7H5__2;20150104;Y;Failed;Already deferred;20141229;
HO__0;H1__8;201401;P1__8;CG14011__8H1__8;20150104;Y;Failed;Invalid defer request, Already deferred, Line item has been already processed;20141229;
HO__0;H5__2;201401;P1__x;CG14011__xH5__2;null;Y;Failed;Unparseable date;20141229;
HO__0;H1__9;201401;P1__1;CG14011__1H1__9;20150104;N;Failed;Line item has been already processed;20141229;
HO__0;H1__8;201401;P1__8;CG14011__8H1__8;20150104;N;Failed;Line item has been already processed;20141229;
HO__0;H1__6;201401;P1__2;CG14011__2H1__6;20150104;N;Failed;Line item has been already processed;20141229;
HO__0;H1__8;201401;P1__4;CG14011__4H1__8;20150104;N;Failed;Line item has been already processed;20141229;
```

The **Reports Filter Results** - **Batch region** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific batch file(s) in the Last Download field.

In the following example, the date of 20150102 and the time of 11:15 populate the Last Download field for the Batch ID 508 file.

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Training Review

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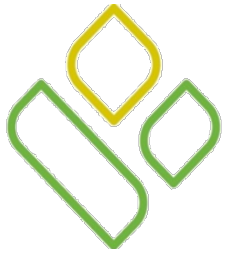
In this training session you have learned about the CGDP Portal DPP – Sponsors **Reports** tab and the **Reports – Batch** functionality.

This training introduced you to the following topics:

1. First look introduction of the **Reports** Tab

2. **Reports** tab regions
    - **Tabbed region – Reports**
    - **Reports Current Cutoff Calendar region**
    - **Reports Type Selection region**
    - **Reports Filter – Batch region**
    - **Reports Filter Results – Batch region**

3. Work Instruction for utilizing the **Reports - Batch** tab functionality

Questions?