

## UCAPERS CHANGES FOR FY03

Effective 1 Oct 2002, Direct Care Professionals (DCP's), i.e., Skill Type 2 personnel in UCAPERS, will change from non-clinician-type processing (Schedules) to clinician type processing (Utilizations). All DCP's will process through Expense Distribution the same as Clinicians and APN's.

Here are some of the highlights for the Skill Type 2 changes:

1. Once the Skill Type 2 release is installed, any existing schedule information for DCP's will be removed and survey's/utilization worksheets will be created.
2. Survey's will be created for all DCP personnel with 100% of their time going to the primary APC. Students will have their percentages split based upon their student status.
3. Each Utilization for the DCP's will have their schedules "auto filled" with the hours coming from the Work Days In Month Table, i.e., "straight eights" (8 hours per day Monday thru Friday with Saturday and Sunday off). If a person PCS's or arrives at the MTF for the month that the utilization was created, no hours will be "auto filled" on the Utilization Worksheet. This will occur every time a new month of Utilization Worksheets are requested.
4. One new field has been added to the DCP Utilization Worksheet. This field is the "Special Support" field. These fields will only be used by individuals assigned to "E" or "F" FCC's.
5. When the release is installed a report will print out to show DCP hours entered for any months reconciled or created after September. If the MTF UCAPERS coordinator believes the auto filled hours are not correct, they will be able to make the proper adjustments to the DCP Utilizations with the aid of this report.

**Once September Expense has been completed, please contact the help desk at (210-637-2215) and they will install the release.**

In addition to the Skill Type 2 change, several other modifications will be incorporated into the release. The following list describes some of the changes that will occur:

- GDE will be added next to GME on the Physician Utilization Worksheet.
- The EAS Accumulator and EAS USM reports will be archived anytime the reports are requested.
- Historical print files older than 2 years will be removed.
- The old TDA Paragraph will display on the Global TDA Update Report.
- The minimum required patients for IRR testing changes from 5 to 2.
- Salary will be distributed to Extra Duty hours.

- Interns with the student status of (I) Intermediate will have 50% of their time going to FAM, and the rest of their time divided by the survey entry.
- CT (Compensatory Time Taken), TH (Training Holiday), and HT (Holiday Time) will change from non-reportable to non-available.
- Non-available hours will be calculated for SMA (Student Military Assigned) and SCA (Student Civilian Assigned) personnel.
- The WMSN Upload file will not have duplicate data for mixed wards.
- Branch codes DC (Stateside Hire) and FP (Family Member Personnel) will be removed from Local National status.
- Contractor hours will not be duplicated during EAS/SAS Input Processing.
- MPF and TDA files will be updated with FY02 MOS/AOC codes.
- Standard files for FY03 will be distributed.
- Administrative Time will be distributed to FCCs A, B, C, D, and F if EBA or EBD are not found on the survey.
- The non-available hours without non-available salary error will be corrected. (Extra Duty hours were being added twice to the Non-Available hours total).
- Non-Available exception code fields for APN's and DCP's will have three non-available fields instead of two.
- Personnel Category for Duty Status OTH (Other) will be mapped to "T", Other.

If you have any questions or concerns please contact the AMPO.