

**ARMY MEDICAL EXPENSE AND PERFORMANCE REPORTING SYSTEM
(MEPRS)**

The MEPRS Project Office, U.S. Army Medical Command, MEPRS Division, Fort Sam Houston, Texas publishes and distributes the U.S. Army MEPRS News Bulletin quarterly by fiscal year (FY) to MEPRS administrators worldwide. We have designed the Army MEPRS News Bulletin to enhance communication within the U.S. Army medical treatment facilities.

/signed/
ROMONA K. BACON
U.S. Army MEPRS Project
Officer

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ATTN: Resource Management

Deputy Chief of Staff for Resource Management

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Chief, Management Division

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Director, Directorate of Patient Administration Systems and
Biostatistics Activities

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SECTION I: TRISERVICE HAPPENINGS

EASIV is making a fast approach, Fort Hood will be the EASIV BETA test site. Testing is currently scheduled to begin in June 1998. Not far behind is DMHRS which is scheduled for BETA testing September 1998 at BAMC. A copy of the EASIV Deployment Schedule is attached.

SUPPLEMENTAL CARE SUPPLEMENTAL CARE

Several of you have asked how the change to Supplemental Care funding will effect MEPRS, unfortunately we don't have much to report, the following information was taken from the referenced memorandum. As we are provided more details, we'll inform you how this impacts the way you handle supplemental care in MEPRS. Below is an excerpt from a Health Affairs(HA) memorandum dated 31 December 1997, Subject: Implementation of Supplemental Care Program Policy Changes. "There is a change affecting who pays the Supplemental Care claims. All MTF referred care will be processed by managed care support (MCS) contractors as the MCS contracts are modified. Funding to cover the claims was realigned from your medical budget into a central account at the TRICARE Support Office in support of Phase I."

SECTION II: ITEMS OF INTEREST

NEW MEPRS SUSPENSE

Revised FY98 suspense dates:

OCTOBER	Due Now
NOVEMBER	Due Now
DECEMBER	Due Now
JANUARY	MAR 23
FEBRUARY	MAR 30
MARCH	APR 30

UPDATES

The 4TH Level Coding Document and the Helpful Hints Guide have been updated for FY98 and are attached, please review.

DENTAL LAB

Effective FY98, establish Information SAS 812 to report Dental Workload. Report both Clinical 'CA' and Lab 'CB'. The AMSCO 847715.22 is still a valid code to use for dental lab, assign the MEPRS code CAA#.

While on the topic of Dental workload, the new code for APVs 'BBZ5' is not considered Dental workload. BBZ5 will be reported on SASs 002 & 003 along with all other APVs. This is considered 'medical' not dental. It may be necessary to get this workload manually if it is not being entered into CHCS.

TIPS

If SAS Header information is missing from any ancillary SAS, go to the ASD, change the SAS# to an invalid # such as '999'. Go into Data Files to add the original description to this SAS #. Then go back to the ASD and change the SAS # to the valid number.

ON THE WEB (SIDE)

For those of you interested there is now a DMHRS web page. We encourage you to visit:

<http://www.dmhrs.meprs.amedd.army.mil>

Don't forget the MEPRS page, which now has the updated Fourth Level Coding Document and Helpful Hints:

<http://www.meprs.amedd.army.mil/>

The 6010.13 can be found at this web address:

www-nmimc.med.navy.mil/meprs/dod6010.13m/Imepr-2.html

Check out the ccm ail: MEPRS BULLETIN BOARD

**SECTION III: UNIFORM CHART OF ACCOUNTS PERSONNEL
UTILIZATION SYSTEM (UCAPERS)**

As you all know, MEPRS data is being used more frequently and by numerous activities. The Government Accounting Office (GAO) will begin auditing MEPRS data. A group from the government accounting office/agency (not GAO) visited the TRICARE Senior sites (Medicare Subvention Demonstration). The Army TRICARE SR sites are Madigan AMC, Brooke AMC, Fort Sill, and Fort Carson.

We must make every effort to ensure that MEPRS data is as accurate as possible, validity is of the utmost importance. All adjustments you make must be documented and retained as audit trails, below is an example of the type of data the GAO looks into:

MILITARY PAY

This is a huge issue for them, maintain a copy of the working TDA to get the actual names/grades of assigned military especially physicians. TDA data will be verified against official Army source documents that provide the actual MILPAY/SPECIAL PAY for those individuals. They will also review UCAPERS Borrowed Labor Cost reports.

REIMBURSABLES A HOT ISSUE

GAO is especially concerned about the handling of reimbursables both in STANFINS and internally by MHS activities. GAO already knows this is a MHS problem BUT clearly places more emphasis/concern on it than we first anticipated.

GAO will request the Budget Officer's/MEPRS Chief's APC master file (linking APC codes to specific MEPRS codes). They also want any MEDCOM Mapping documents (AMSCOs to MEPRS Codes & PECs) and "MEDCOM Helpful Hints" or FUNCTIONAL Guidance.

Clinician Surveys and other UCAPERS time/schedule documentation which shows where the clinician/employee hours/labor costs were charged (to which MEPRS Codes).

OBLIGATION/EXPENSE Ratio DIFFERENCES

GAO is very concerned about the Obligation/Expense differences in John Coventry's/Dick Guerin's spreadsheet. They are not likely to pay too much attention to Obligations but will concentrate on "Expenses" and how Obligation errors adversely impact the proper allocation of expenses.

Reconciling both the financial and salary data from STANFINS is very important. There are two reports produced by UCAPERS that you may use to reconcile the salary expense from UCAPERS to those reported in STANFINS.

The file DCPS and STANFINS files are excellent audit trails as well as useful management tools. You can use a file transfer utility to move the files into Excel or another spreadsheet program. If you would like to use these files for any reason, they are located in the following directories:

```
DCPS -      cd /usr2/civpay
STANFINS -  cd /usr2/stanfile
```

Attached as enclosure 1, is a sample of both files with the fields identified.

CIVILIAN PAY DATA NOT ON MASTER PERSONNEL FILE

This report shows payroll dollars that are on the file, but the corresponding Social Security Number (SSN) does not appear on the Master Personnel File (MPF). There are a number of reasons for the data to appear on this report. For example, the SSN number is incorrect in either UCAPERS or the Finance System; or payroll data may come across after the individual has already departed your MTF. The first step is to identify the SSNs appearing on this report. Retain a copy of the Deleted MPF Records to identify former employees. Enter the data after verifying that the pay pertains to your MTF. It is not necessary to put an individual who has departed back on the MPF. You have two options:

1. Enter the payroll amount through the EAS Accumulator File (this is the preferred method).
2. After accepting the Personnel data into EASIII, enter the payroll amount in AHCFMS.

If you discover that you are receiving payroll for individuals that belong to an activity outside the MTF, notify your Budget and/or Payroll Office. Document all corrective actions on the report and retain as an audit trail.

CIVILIANS ON MASTER PERSONNEL FILE WITH INCOMPLETE PAY DATA

This report lists individuals that are on your MPF, but no payroll information appears on the file/tape. If possible get the actual payroll data, your Budget Office may be a good source for this information. An alternative is to use the civilian pay

scale utilizing the individuals appropriate grade and step. Enter this information through the 'Civilian Payroll' screen in UCAPERS.

Note: Review the next payroll file to ensure the previous pay amount has not been included with the current pay amount. Once Finance inputs previous pay for these individuals, you must adjust (subtract) the appropriate dollars to avoid over stating salary cost.

PROFIS (AMEDD Professional Officer Filler System)

Reminders:

The edit against PROFIS hours during Clinician Reconciliation changed. The edit is now to the first level 'G' versus third level 'GDA'.

It is your responsibility to ensure the MEPRS and AMS Codes are correct. Use the following AMSCOs when assigned personnel are performing certain PROFIS type duties:

CT PROFIS - GBA# 847724.71 - Includes cost to replace mandays to the MTF as Caretaker PROFIS designated personnel train with their assigned unit, approximately 14 days each year.
(MEDCOM Reg 350-4)

PROFIS Training - GBA# 847724.72 - Includes cost to replace mandays to the parent MTF as PROFIS designated personnel train with their assigned unit, approximately 7 days each year.

At Site Support - FCD# 847724.73 - Includes cost to replace mandays in the MTF as assigned personnel provide medical site support to the various Reserve Annual Training Sites.

BORROWED LABOR - The UCAPERS 03-50 Release now creates SASs 906-930 for borrowed labor however, due to a problem in EAS the data errors during Personnel Batch Merge. We have reported this problem and will notify you when the 'fix' is in place. Until then, continue to run the borrowed labor Data Scan (hpaulette).

One MTF has reported a discrepancy between the data on the Batch Merge Error Report and the Data Scan data. As a pre-caution, run the Data Scan and compare the data to that on the Batch Merge Error Report. If you discovered a variance between the data, please let us know.

SECTION IV: ARMY HEALTH CARE FINANCIAL MANAGEMENT

ACCEPT PERSONNEL DATA

Many MTFs are waiting to receive the STANFINS file before accepting the UCAPERS file into EASIII. This is not necessary or recommended; accept, validate, and merge Personnel file. This file contains both FTE data (Personnel) and salary expense (financial) records. The FTE data is merged during the Personnel Batch Merge process. Although you can merge personnel without accepting financial data, this does not hold true for financial. You must accept the personnel data before merging financial. The UCAPERS financial data becomes part of the STANFINS financial records that process into EASIII during the Financial Batch Merge.

EOR TABLE

A few MTFs have reported problems with EORs that have an End Date without being mapped to another EOR. A System Change Request has been submitted to correct this problem. If you encounter errors on the ECU Report, first check the EOR Table. If the EOR is valid for FY98, bring the record up in the Error Correction Screen, go to the EOR field and re-type the EOR and press enter. The system will accept the record.

OPLOC

By now everyone should have their February STANFINS file. UCAPERS - DCPS file transmission is currently up to pay period ending 980228. If you have not received these files contact your Analyst. We are told that effective pay period ending 980131, the DCPS file will be processed by the eighth working day after the pay period cutoff. This allows for five days for DCPS to process the file and three workdays for the OPLOC to perform the split and begin transmission. We realize this may cause you some delay in processing, please be patient as we work through the transition period. The time is based on when the OPLOC receives the files from DCPS, we will contact DCPS personnel and attempt to get the files sooner.

UICs THAT DO NOT APPEAR ON YOUR DCPS FILES

We occasionally receive calls from sites that do not have all their UICs listed on the DCPS files sent from the OPLOC. This is usually not an OPLOC problem. This is a problem that has to be resolved with your local accounting Customer Service Representative (CSR). From the information we are receiving it appears that someone from the local accounting office has changed "something", usually an APC, which causes the file for that UIC to be sent to a different location. When this happens, you need to contact your local CSR to find out what Federal Site Number

(FSN) the file has gone to. Once you have this information call your analyst and they will contact the OPLOC to have the file resent to you with all the proper UICs.

STANFINS PRIOR YEAR

The San Antonio OPLOC sent out information to the MTF DOIMs requesting they transmit the TQFAVK file containing prior year funds. This information must be transmitted to the OPLOC every month no later than the 5th of each month, this will continue for the next 3 years. You will also notice a drastic decrease in the data on your STANFINS files, we have been informed that there is a problem with the Stock Fund Interface. This will mainly effect MEDDACS. MEDCOM Budget is working this and other finance issues with the OPLOC.

SECTION V: WORKLOAD ASSIGNMENT MODULE (WAM)

The final WAM Implementation schedule is complete. All MTFs should have in their possession a copy of the schedule, if you did not receive the schedule please contact your Analyst. We are sending a WAM pre-implementation checklist to each site in order to facilitate a smooth implementation.

There is new terminology to learn, for example: Group ID and divisions. The Group ID is the reporting parent MTF and the divisions are each TMC and AHC that belong to the parent MTF and have their own DMIS IDs. Request a CHCS password and start requesting reports such as the CHCS MEPRS reports. This will help you get familiar with the system and the outputs.

You may feel a bit overwhelmed or "WAMED" in the beginning; however, the CHCS WAM module does contain many benefits; although, at times, the benefits are difficult to identify.

MEPRS CODES: When establishing new MEPRS codes, provide the Credentials Coordinator with the new MEPRS codes for inclusion in the Provider Profile. This includes codes established with a numeric in the fourth position.

CHCS 'QUICK FIX'

If you have been the recipient of memorandums from the Data Quality folks stating differences between MEPRS & SIDR data, it may be the result of a problem uncovered by Fort Riley relating to dispositions. The following excerpt was taken from a message sent from BIOSTATISTIC Activity to your PASBA Division.

"Biometrics agencies please note:

A Quick Fix has recently been approved to change all fields on the SIDR containing MEPRS Codes from alpha characters to alpha-numeric. Following is the SIR description and rationale:

SIR #27607:

Standard Inpatient Data Records (SIDRs) do not accept MEPRS codes with a numeric in the fourth position. MEPRS codes that contain a numeric in the fourth position, such as ACB9 or ACA9, incorrectly appear on the SIDR. The codes should display completely including the numeric.

This Quick Fix will be applied to V4.5 and V4.6, and has been given priority status, so that it can be received promptly by sites."

SECTION VI: MEPRS EXECUTIVE QUERY SYSTEM (MEQS)

CLASS MIXING IN MEQS III

MQ3DATA and MQ3TBL are the two MEPRS Executive Query System (MEQSIII) universes available in Business Objects. Each universe contains the Expense Assignment System (EASIII) data logically grouped together in classes. The classes in the MQ3DATA Universe are grouped by MEQSIII data elements. This means that only certain classes may be used in the same query. Failure to ensure class compatibility will result in radically wrong data returned or the query may take hours to run. So what does all this mean? We receive calls every week from user's who are getting skewed results by mixing classes in Business Objects. You must be very careful before you set up your query or the results you get will not be correct. Before you build a query you have to make sure that the universe classes are compatible. How do I do this you ask? Well, take a look at the MEQS III Functional User's Guide, APPENDIX K, page K-2. You say you don't have a MEQSIII Functional User's Guide. Well, you need to visit the MEPRS web site. Refer to the DOWNLOADS section and download the MEQSIII Functional User's Guide into your MS Word directory.

Looking at the chart on page K-2, you can tell immediately which classes are compatible. For example, Class 5 is compatible with every other class except class 3 and class 4. In other words, you can use the class 5 data elements with every class except class 3 and 4. Now let's look at class 13 (General Workload Performance Factors). The only other classes you can use with this class are class 1, 2, 5, and of course 13.

It is critical that the query be set up correctly to get the correct results. If you have any questions or concerns about a query, please call your analyst for guidance.

MEPRS POINT OF CONTACT

as of Mar 98

GREAT PLAINS REGIONAL MEDICAL COMMAND
PAULETTE
BAMC, FSH Bertha
Carson, CO Bertha
Hood, TX Bertha
Irwin, CA Bertha
Leavenworth, KS Bertha
Leonard Wood, MO Bertha
Polk, LA Ursula
Riley, KS Bertha
Sill, OK Ursula

JOE
Huachuca, AZ Paulette
William Beaumont, TX Paulette

NORTHWEST REGIONAL MEDICAL COMMAND
URSULA
Madigan, WA Paulette
Wainwright, AK Paulette
PAULETTE
Tripler Ursula

NORTH ATLANTIC REGIONAL MEDICAL COMMAND
URSULA
Benning, GA Paulette
Campbell, KY Bertha
Eisenhower, GA Bertha
Jackson, SC Paulette
McClellan, AL Bertha
Rucker, AL Bertha
Stewart, GA Bertha

JOE
Redstone Arsenal, AL Ursula
Monmouth, NJ Bertha

BERTHA
Belvoir, VA Ursula
Drum, NY Paulette
Eustis, VA Paulette
Knox, KY Paulette
Lee, VA Ursula
Meade, MD Ursula
Walter Reed, WA DC Ursula
West Point, NY Paulette
Womack, NC Paulette

PACIFIC REGIONAL MEDICAL COMMAND

URSULA

Japan	Paulette
Korea	Paulette

EUROPEAN REGIONAL MEDICAL COMMAND

PAULETTE

Heidelberg	Ursula
Landstuhl RMC	Ursula
Wuerzburg	Ursula