

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

The United States Army MEPRS Program Office, San Antonio, Texas, publishes and distributes the U.S. Army MEPRS News Bulletin to MEPRS administrators worldwide. We have designed the News Bulletin to enhance communication within the U.S. Army medical treatment facilities.

//signed//

ROMONA K. BACON

U.S. Army MEPRS Program Office

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ATTN: Resource Management

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SECTION I TRI-SERVICE HAPPENINGS

The MEPRS Management Improvement Group (MMIG) Update – FY 02 brings several challenges to the MMIG. As the MHS adapt programs to achieve greater efficiencies and effectiveness, greater emphasis is being placed on MEPRS data quality and timeliness. Below are some of the items for FY 02:

a. TRICARE 2002 Conference (www.tricare.osd.mil) – The MMIG presented “Education, Surveillance and Applications: MEPRS Unchained” http://www.tricare.osd.mil/conferences/2002/downloads/W602_herb_escobar.ppt at the TRICARE Conference in February 2002. The presentation included the “MEPRS Early Warning and Control System (MEWACS) briefing. TRICARE Management Authority (TMA) will begin to monitor the MTFs MEPRS discrepancies. MEWACS, reflected on the TMA website, shows data inconsistencies such as expenses outside of the MTFs standard deviation; and comparisons between workload reported in the Expense Assignment System, Version IV (EAS IV) Repository and the World Wide Workload Report (WWR). The website will be updated monthly. Most of the Resource Management Sessions of the TRICARE Conference involved MEPRS data. Sessions such as:

Resource Management Solutions – Today and Tomorrow

http://www.tricare.osd.mil/conferences/2002/downloads/T603_Mr_Ed_Welsh.ppt demonstrate how resource systems support the MHS through collections of financial data, manpower requirements and personnel accountability. The “Manage the Business” application model demonstrates how human resource planning (DMHRSi) and patient accounting, coding, billing and compliance (EAS) support the MHS decision-making process.

Defense Health Program – Current Issues and Direction in MHS Financing
DOD Medicare Eligible Retiree Health Care Fund “Accrual Fund”

<http://www.tricare.osd.mil/conferences/2002/downloads/T601MarkYow.ppt> – Demonstrate how MTFs level of effort was calculated and how MTFs will be reimbursed based upon these calculations. The source of data for this methodology is **FY 00 MEPRS Expense Data**.

Maximizing Healthcare Delivery through Business Case Analysis

<http://www.tricare.osd.mil/conferences/2002/downloads/W604EdenSam.ppt> – This track demonstrated how to collect and analyze data for business case analyses. Information such as relevant costs, staff, support, and ancillary costs are required for business case analyses. Sources for these data: ADS, CHCS, and **EAS**.

Above are just a few of the examples of how MEPRS data is being used throughout the MHS. Therefore, TMA and the Services are providing training in various formats.

News Update! Current information on MEWACS

TMA will be posting the latest MEWACS to their web page soon http://www.tricare.osd.mil/ebc/rm_home/imcp/mep/mep_01.htm. The big change for the March 2002 version is that it includes FY 01 and FY 02 data. The December version provided analysis of FY 00 and FY 01 data. The March 2002 version was briefed at the GPRMC Commander's Conference in San Antonio on 8 March 2002. The March 2002 version of MEWACS will be a downloadable zipped file. The zipped file size is currently 10MB; once unzipped the file will be 40MB. Recommend this file be placed in a separate directory, one of your choosing. Also recommend a shortcut be established and placed on your pc desktop for quick access.

b. The MEPRS Data Application and Improvement Workshop is being offered at various regions throughout the MHS. The purpose of this workshop is to provide an overview of MEPRS and teach users how to use the EAS IV Repository for analysis. Tentative dates are as follows. Personnel interested in attending one of the workshops should contact Ms. Sherry Stone through e-mail Sherry.Stone@otsg.amedd.army.mil. If your region is interested in sponsoring a workshop, contact the Army MEPRS Program Office.

* Augusta GA	April 9-11, 2002
* San Antonio, TX	May 14-16, 2002
* Washington, DC	June 11-13, 2002
* Travis AFB, CA	tentative date June 4-6, 2002 or June 18-20, 2002

c. EAS IV CPT Workload Reporting. Due to the magnitude of CPT code errors that MTFs received during the import of the CHCS workload file into EAS IV, the MMIG approved an EAS IV system change that removed the CPT code edit and generates warnings when an invalid CPT code is received. This system change is temporary to give the MTFs a chance to clean up CHCS databases. The edit will be replaced in EAS IV effective FY 03; therefore, it is imperative that coordination between pathology, radiology and CHCS database administrators occurs to minimize future errors.

d. Workload Assignment Module (WAM). In response to the number of invalid CPT codes received from CHCS for EAS IV processing, SAIC created reports in CHCS to assist in identifying these errors in CHCS. The reports: CHCS Lab Test CPT Exception, CHCS Lab Method CPT Exception; CHCS Radiology CPT Exception show CPT codes that are being used that are inactive or panels without CPT codes. If your facility has exceptions on these reports, then all of the workload performed is not being reported in WAM. The reports can be accessed from the CHCS WAM Menu, as well as each of the ancillary (radiology and pathology) subsystem menus.

e. CHCS Workload. The MMIG worked with SAIC to understand the CHCS ancillary workload data flow, identify system problems, and determine valid workload

reports for validating WAM SAS templates. Change package 160, September 01, was the first step in cleaning up CHCS so that workload will be accurately reported in WAM. The MMIG also has submitted a CHCS Task Order for funding approval. When funded, this task order will correct additional data deficiencies in CHCS and update CHCS MEPRS reports to accurately reflect workload data.

f. ADM/EAS IV Interface. One of EAS IV features is costing by CPT code. However, to receive all of the required data, a valid ADS file must be provided for the ADM/EAS IV interface. The MMIG has been working with the ADM project office to understand the functional business rules for ADM processing. MTFs will begin processing ADM data files in EAS IV beginning FY 03 (1 October 2002).

g. DOD 6010.13-M. The MMIG will continue updating the content of the DOD MEPRS Manual to reflect current operating procedures and policy.

h. Defense Medical Human Resource System (DMHRSi). The MMIG is working to define business processes and procedures for DMHRSi.

The above issues will be addressed throughout the year. We will provide status updates in each newsletter.

SECTION II ITEMS OF INTEREST

1. Message from the Chief, Operations

I would like to take this opportunity to thank everyone for the extra effort they have dedicated to MEPRS this year. The increase in the attention to detail by the MTFs can be seen in the constant improvement of MEPRS data and the timeliness of the transmitted data. The data quality metrics and the increase in the number of sites meeting the monthly suspense dates have shown significant improvement and I am relying on you to keep up the good work.

I would also like to commend everyone for their patience and commitment for making it through the pilot year of EAS IV. I know FY 02 will present many more challenges and I am confident that Army MEPRS will continue to improve.

Data quality is now a critical issue at both the AMPO and OTSG. It is more important than ever that each MTF review their data prior to transmitting and make corrections as soon as errors become evident. As always, the AMPO is always available to assist with any problems you may have. In addition, I encourage you to visit the AMPO web site, <http://www.ampo.amedd.army.mil>. Most of our reference material is posted there along with links to various Army/DOD related resources.

MEQS III and the EAS IV Repository have been a critical source of data that the Army Surgeon General has come to rely on for making major decisions regarding Army Medicine. Please make sure you have this software available and use it for data quality management at your facility.

As I mentioned above, the AMPO and I are here to assist you with any problems you experience along the way. Please feel free to contact us either through the functional mailbox, direct email, or through telephone. Thanks again for a job well done and with your help we can make Army MEPRS the benchmark for the services.

Army MEPRS – We do it with EAS!

2. Reporting Contractor Hours and Labor Costs for IM/IT Centrally Managed Funds in MEPRS.

Effective immediately sites should not be reporting IM/IT for Centrally Managed Funds. For those sites that are reporting IM/IT Centrally Managed Funds, stop reporting until clarification from TMA is obtained. Save all the reports that you are currently receiving.

Background: OTSG Army submitted an Information paper requesting that TRICARE Management Activity (TMA) provide a list of POCs who oversee the reporting of the IM/IT Centrally Managed Funds, by TMA Region or MTF for the following contractors: SAIC, ISS, TIMPO. This information is needed to assist Medical Treatment Facilities

(MTF) reporting of monthly contractor hours and salaries that are centrally funded. Currently, MTFs are having a difficult time getting the information needed for these personnel.

3. AMPO Web Page.

If you have been on the AMPO web page recently, you may have noticed that the Bulletin Board is no longer functional. We thought that a feature like this would be a great way to share information. However, the Bulletin Board was never utilized so this feature has been discontinued.

The Expense Assignment System, Version IV (EAS IV) Repository Functional User's Guide and the EASIV Repository Quick Reference Guide have been added to the AMPO Web page under MEQS.

If there is any other information or links that you feel would be beneficial on the AMPO web page, notify the AMPO.

4. Resource Management Conference will be held 23-25 April 2002 at the Radisson Hotel in Austin, Texas. The agenda for the conference is available at the web site <http://ocl.nps.navy.mil/rmtc2002/default.htm>.

5. Personnel Changes.

OTSG	New - Jenny Garcia, MEPRS Analyst
Fort Benning	Gerry Shadrick retired. New - Judy Mason, Management Asst, UCAPERS
Fort Lee	New - Chief of RMD, Robert Barnes
Fort Sill	Judy Burt-Noel retired. Mimi Shanks has taken her place as the Chief, Medical Metrics & Analysis and she remains as Chief, MEPRS. New - Lillian Stefan, EAS IV Manager and Sue Croft, UCAPERS Manager.
GPRMC	Burma Barfield departed Fort Riley MEPRS, and arrived at GPRMC.
Fort Bragg	Departed - Candace Fuda, Management Assistant UCAPERS, Jose Palacio, Management Assistant, Sheila Watts, Management Assistant UCAPERS & WAM, and Rolland Raymond, MEPRS Functional Manager. New - Diana Antonellis, MEPRS Functional Manager and Tanya Henderson, Management Assistant. Eric Brown has moved to TRADOC. Mary Killilea last day was March 7 th .
EAMC	Brenda Harris went to DRM, Fort Gordon (on post).

Fort Carson	New - Sharon Towner, Management Assistant
Fort Leonard Wood	Resigned - Debbie Wilkinson, MEPRS Tech New - Dorothy Herrmann, MEPRS Tech
Fort Polk	Lavonne West retired and Jerry Carman, Management Assistant has taken his place.
Walter Reed	Newly arrived from Redstone Arsenal – Chieko Hernandez, Management Analyst
Fort Stewart	Nadine Bush departed.
Landstuhl	New - Mr. Harold Glenn PCS'd - TSgt Sandy Horan
Fort Gordon	Brenda Harris departed.
Fort Riley	Burma Barfield and Portia Tumbull departed. Shirley Statton, MEPRS Analyst and Kathryn Albrecht, MEPRS Tech got promoted.
Tripler	Gail Suga, Management Asst replaced Teresa Kim.
Fort Huachuca	New - Commander, COL Lydia Coffman, Janice Beam, Health Systems Specialist and Linda Parris, MEPRS Tech

SECTION III ANCILLARY

1. CHCS Files and Tables Update: Recently, most, if not all of you should have received and installed the latest files and tables for CHCS. This may lead to a noticeable difference between values being reported in CHCS and those in EAS IV.

Many of these discrepancies can be attributed to user-defined panels (i.e., Liver, Cardiac, etc.) that contain deactivated or deleted CPT codes. After an update to the CHCS, all panels must be checked to ensure that no deleted codes are being used within the panel.

Routine maintenance of the CHCS files and tables is extremely important to ensure that data being collected and reported is accurate.

2. CPT Exception Reports: Coordinate with Radiology and Pathology to insure that the CPT exception reports are reviewed and the appropriate updates are made to the MTFs radiology and pathology tables.

The following information regarding the CPT Exception Reports was extracted from the SAIC web site at: <http://www.chcs-dm.com/start/default.html>

User ID: chcspo

Password: contract2data

This data is found under Release Notes and [CPT Codes Update - Fy 02, v2.0](#)
21 Sep 2001

[CPT Codes Update FY 02, v2.0](#)

Release Notes

DS Tracking Number:

SAIC D/SIDDOMS Doc. D2-SWSE-6002

20 Dec 2001

CPT Update Overview

- ☐ The FY 02 v2.0 CPT update changes the CPT/HCPCS file on CHCS to reflect changes to CPT and HCPCS Codes as defined by the AMA and CMS (HCFA).
- ☐ The update is based on source data received from American Management Systems (AMS) on 12/6/01.
- ☐ The effective date of this update is 1 January 2002.

PR Announcement

- ☐ This is the first time that the DOD and all related contractors have released the annual CPT update to CHCS sites PRIOR to the effective date of 1 January.
- ☐ This was made possible by a comprehensive standard table update process effort led by TRICARE Management Authority (TMA).

Post-Installation Steps

- ☐ Laboratory and Radiology managers must be notified immediately after this update is installed.
- ☐ CPT exception reports are available on CHCS menus that identify all Lab Methods, Lab Tests and Radiology Procedures affected by this CPT update.
- ☐ These files should then be updated immediately in order to properly record workload.

CPT Exception Reports

- ☐ These reports list Lab Test, Lab Method and Radiology Procedure entries that:
 - ☐ Do not have a CPT Code assigned – or –
 - ☐ Assigned CPT Code has been inactivated.
- ☐ These exceptions require immediate attention.
- ☐ Note that inactivated codes will not be listed on these reports until 1 January 2002 or later.

CPT Exception Report Menu Paths

- ☐ Lab Method CPT Exception Report
 - ☐ LAB-LLM-PLF-LBT-LMC – or --
 - ☐ WAM-2-5-8
- ☐ Lab Test CPT Exception Report
 - ☐ LAB-LLM-PLF-LBT-LTC – or --
 - ☐ WAM-2-5-7
- ☐ Radiology Procedure CPT Exception Report
 - ☐ RAD-SM-COM-RCE – or --
 - ☐ WAM-2-5-9

CPT Summary Statistics

- ☐ Additions 827
- ☐ Modifications 659
- ☐ Reactivations 3
- ☐ Inactivations 756

SECTION IV Defense Finance Accounting System (DFAS)

Instructions for the **DOWNLOAD** of **STANFINS** and **DCPS** files from the **San Antonio DFAS Corporate Server (CONUS Sites Only)**

Before you can move DCPS or STANFINS files from the DFAS Corporate Server to your UCAPERS or EASIV system, you must have an account that identifies the IP address of your PC for access to the system. If you do not have an account, contact Ms. Melanie Corby-Aina at DFAS San Antonio, commercial (210) 527-8343 (melanie.corby@dfas.mil) and provide the following information:

Name
E-mail Address
Commercial Phone Number
Commercial Fax Number
Activity
IP Address of the Workstation
Justification For Access

Once you have established your DFAS account, access the DFAS SA Corporate Server (206.39.12.15) using your local ftp software. (WS FTP, CUTEFTP, etc.)

NOTE: It may be more convenient if you create a directory (i.e., DCPS and STANFINS) on your hard drive (C: or D:) to move the files back and forth.

When you log into the DFAS Corporate Server, you should be at the "/" (root) directory.

Change directories (*by highlighting the desired directory and double clicking*) to the ftp_1 directory. At this point, you will have to change directories again and get into the san_antONIO directory. (You should now have the following directory path: /ftp_1/san_antONIO). The directories that contain the files we are searching for are located in the **MEPRS** or **UCAPERS** directory.

Depending on which file you want to ftp, determines which directory you choose. As an example, let's say that we want to ftp the **Defense Civilian Payroll System (DCPS) file**.

UCAPERS FILES (DCPS)

To access this file, we must again change the directory to the UCAPERS directory. Your directory path should now read: **/ftp_1/san_antONIO/UCAPERS/**

The DCPS file is identified in the DFAS Corporate Server by the ASN (Allotment Serial Number) of your facility. For example, Redstone Arsenal's ASN is 7445.

1. To find the DCPS file for Redstone for the pay period 14 July 2001, you would look in the "010714" directory and find the file named GP7445.
2. Highlight the file and drag it over to the desired directory. (NOTE: If you created a DCPS directory on your hard drive, move the file to this directory). You may now move the file from your local hard drive to UCAPERS using your local ftp software and the UCAPERS IP address. In UCAPERS the file goes to the following path: /usr2/civpay.
3. At this point, the file will have to be renamed so that UCAPERS will process it.
4. While still in your ftp software program, highlight the DCPS file to be renamed and right click.
5. This will give you several options. Select the Rename option and rename the file using the following conventions: For a pay file for the period 14 July 2001 you should rename the file **cp010714.txt**. A pay file for the period 28 July 2001 should be renamed **cp010728.txt**. (NOTE: Ensure that you rename the file correctly (lower case letters) or UCAPERS will not process it). The UCAPERS system looks for this file every hour in the /usr2/civpay/ directory and will process it automatically.

EAS IV FILES (STANFINS)

NOTE: These files **MUST** be ftp'd using the **ASCII mode** of your ftp software.

If you need to ftp the STANFINS file, instead of accessing the UCAPERS directory (above) access the MEPRS directory so that your directory path will now be **/ftp_1/san_antonio/MEPRS**. You will now see a listing of months, i.e., March June, etc.

1. Highlight the month of the file you need and double click on the desired month's directory.
2. Find your file by ASN (i.e., TQF7445.TXT) and click and drag the file to the desired directory. (NOTE: If you created a STANFINS directory on your hard drive move the file to this directory).
3. To move the file to the correct directory in EAS IV, use the following login and password: login: eas4ftp password: only4ftp. The login and password are case sensitive, be sure you use lower case letters. You will not have to rename this file.

NOTE: These files will not stay on the DFAS Corporate Server for more than two weeks. It will be each MTFs responsibility to retrieve the files as soon as they are available.

Effective 1 October 2001, it is each site's responsibility to retrieve these files from the DFAS Corporate Server and place them in the correct directories. If you need assistance, please call the Help Desk or the AMPO for guidance. Please note that local ftp software questions should be addressed to your local IMD personnel. POC at DFAS is Ms. Irma Koch, 210-527-8407 or irma.koch@dfas.mil.

SECTION V

Uniform Chart of Accounts Personnel Utilization System (UCAPERS)

UCAPERS-pc

The Uniform Chart of Accounts Personnel Utilization System (UCAPERS) as we know it today was created more than 20 years ago. At the time UCAPERS was developed, it was state of the art programming using a highly secure Cobol/Unix environment. However, the program lacks many of the basic functions available to Windows users today.

The Army MEPRS Program Office (AMPO) delayed making changes to UCAPERS with the advent of the Defense Medical Human Resource System (DMHRS). The Labor Cost Assignment (LCA) viewpoint of DMHRS was scheduled to replace UCAPERS in 1996. Obviously there has been some delay. The funding for changes to the UCAPERS program were shifted by the RITPO to the DMHRS project and no major funding has been available for UCAPERS changes/enhancements since then.

The AMPO recently decided that we can no longer wait for the development of new software to replace UCAPERS and has moved to the next level of system development. Now being tested at the AMPO is a newer version of UCAPERS called UCAPERS-point and click (**UCAPERS-pc**). UCAPERS-pc will be available through any web browser from any workstation at the MTF with access to the web. It features user-friendly screens and a point and click windows capability for completing utilizations and survey's for Clinicians and APNs. Schedules will not be affected at this time but may be addressed at a later date. The UCAPERS-pc screens are functionally identical as the legacy screens except that a mouse can be used to navigate through the screens rather than using the function keys. All data edits and validations are the same as the legacy screens, however, screens 6 & 7 will be disabled and data entry for Utilizations and Survey's will be done using UCAPERS-pc.

As mentioned above, the AMPO is testing UCAPERS-pc now in San Antonio and plans to send the new release to Blanchfield ACH, Fort Campbell, Kentucky for the Beta test in March. Our thanks to Ms. Jackie Ashby and her staff for volunteering to test UCAPERS-pc. Once the Beta testing is complete (minimum of 45 days), and no significant issues have been presented, we are looking at fielding the new version of UCAPERS-pc in the May/June time frame of 2002.

This "first step" should bring UCAPERS into the 21st century while we wait for LCA to be fielded. A short PowerPoint presentation is available on the UCAPERS page of our web site if you would like to see what UCAPERS-pc looks like.

SECTION VI EXPENSE ASSIGNMENT SYSTEM (EAS)

1. EAS IV Comment Code Legend Change. The legend for the FY 02 Exception Codes which addresses EAS IV Transmission Issues on the EAS IV Site Transmission/Discrepancy Report (Initial Data Transmit and EAS IV Data Availability worksheets) was revised 20 February 2002 as follows:

CODE	COMMENT CODE LEGEND
1	Database or Operating System Problems
2	(Staffing) No MEPRS Coordinator
3	New MEPRS Coordinator
4	Hardware
5	Interface/Source Systems
6	Network Problems

Based on information provided by the facility, the AMPO will establish and assign the appropriate code on the EAS IV Transmission Report. These codes have Tri-Service and TMA approval for use in explaining late or missing EAS IV transmissions, no others will be used.

2. Obligations. The only personnel records that should have obligations are those for civil service personnel paid directly by your MTF through DCPS. If you have manually added personnel expenses in UCAPERS for contractors, NAF employees, etc., EAS IV will automatically create an obligation for these records. When you try to zero out the obligation or delete the record, the system will not allow the correction. It is extremely important that all manual entries for personnel salary be entered through the Financial Adjustment Tab in EAS IV. The only obligations in EAS IV should be those that are also in your STANFINS file. We cannot manually create obligations.