

**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

**DISTRIBUTION:**

Commanders, MEDCOM MEDCENS/MEDDACs

ATTN: Resource Management

Deputy Chief of Staff for Resource Management

Chief, Program and Budget Division

Chief, Manpower Division

Chief, Management Division

Chief, Finance and Accounting Division

Director, Directorate of Patient Administration Systems and  
Biostatistics Activities

# TABLE OF CONTENTS

## SECTION I

### ITEMS OF INTEREST

1. Site Analysis Reports .....	I-1
2. Monthly Narrative .....	I-1
3. MEPRS STANFINS Queries .....	I-2
4. Are there Functional Cost Codes on your WAM Datasets that are unknown to you? .....	I-3
5. Personnel Changes .....	I-3

## SECTION II

### Uniform Chart of Accounts Personnel Utilization System (UCAPERS)

Utilization for Skill Type 2 Personnel .....	II-1
----------------------------------------------	------

## SECTION III

### EXPENSE ASSIGNMENT SYSTEM (EAS)

1. Monthly Financial Reconciliation Procedures .....	III-1
2. Reconciliation .....	III-1
3. Logistic Data Set .....	III-2
4. EASIV Business Rules .....	III-3
5. Use of FCCs GCA and GCB .....	III-3

## **SECTION I ITEMS OF INTEREST**

### **1. Site Analysis Reports.**

Recently each site received an in-depth analysis of their EASIV data. This report was provided to each site to assist with the data quality improvement efforts. The analysis consisted of reviewing the ASD (Account Subset Definition) to determine use of standard (default) Data Set IDs, the ASN (Assignment Sequence Number) to determine compliance with Army guidance for sequencing, and the MTF Data Set Table to identify changes that can be made to improve the FCC include/exclude lists. The Expense Reports were also reviewed to identify FCCs not fully allocating (Out of Balance Report was attached as supporting documentation) and to identify FCCs which did/did not report direct expenses each month of the FY. The Data Set Accepted Reports were reviewed to identify inconsistencies between months.

Currently, as data is transmitted to the EASIV Central Repository, an analysis of the data is completed and if problems are identified, a report is sent to the RMC and the individual MEPRS office. If Out of Balance FCCs (ancillary and support FCCs that did not fully allocate) are identified, correct the cause of the out-of-balance, re-run allocation, and re-transmit. Another problem has been identified regarding expense data entered for an FCC after allocation but prior to transmission. This type of inconsistency is identified by comparing the expense accepted data with the expense allocated data. Correct by re-running allocation and re-transmitting data.

Have recommended changes/updates/corrections been completed? If changes have been made based on the recommendations from this analysis, how has it affected the data? Can you see a difference in the final reports? Has the information assisted in the reprocessing of the prior months? Please let us know if these reports are beneficial to you via e-mail to the MEPRS Functional Support Mailbox.

### **2. Monthly Narrative.**

The Medical Expense and Performance Reporting System (MEPRS) for Fixed Military Medical and Dental Treatment Facilities, DOD 6010.13-M, 21 November 2000, requires the submission of a monthly Medical Expense and Performance Report (MEPR). In support of this report, each Army Parent Reporting facility is required to submit the Narrative for the monthly MEPR NLT 15 days after submission of the MEPR. You may download a copy of the sample narrative, which is available on the Army MEPRS Program Office (AMPO) web page. Click on MEPRS, which will take you to MEPRS page and click on Monthly MEPRS Narrative and Cover Letter.

The narrative is a vital document used to validate the discrepancies (if any) on the EASIV Site Transmission and Discrepancy Report for FY01 & FY02, i.e. Workload with Zero Expenses, Zero Workload with Expenses Greater than \$500 or less than \$0. The use of the new narrative format was implemented with the October 2001 transmission. AMPO has received a small percentage of narratives for FM01-FM06 as stated below.

FM01 (OCT) - 34.29%  
 FM02 (NOV) - 31.43%  
 FM03 (DEC) - 40%  
 FM04 (JAN) - 45.71%  
 FM05 (FEB) - 57.14%  
 FM06 (MAR) - 57.14%

**NOTE:** The Discrepancy Report is available on the AMPO web site, [www.ampo.amedd.army.mil](http://www.ampo.amedd.army.mil), click on EAS, which will take you to EAS page and click on Site Transmission Status.

**3. MEPRS STANFINS Queries.**

MEDCOM has queries in ASIMS designed to help MEPRS personnel facilitate the required financial reconciliation. These were created for all 5 STANFINS databases. These are public queries, which means they can be accessed by any ASIMS user that has query capability. These queries were designed to provide the same data as the end of month 218 and TQF-542 reports. The advantage of these queries over the regular 218 and TQF-542 reports is that these queries take you directly to the data you need to do your financial reconciliation and it also gives the details to include the APCs.

<u>QUERY NAME</u>	<u>REPORT</u>	<u>FUNCTION</u>
Database P1:		
MEPRSP1	218	provides FY SOF BSN LIMIT summary totals
MEPRS1P1	218	provides AMS6 EOR4 summary totals
MEPRS2P1	218	provides AMS8 summary totals
MEPRS3P1	218	provides AMS6 summary totals
MEPRS4P1	542	provides MEPRS code summary totals
Database N9:		
MEPRSN9	218	provides FY SOF BSN LIMIT summary totals
MEPRS1N9	218	provides AMS6 EOR4 summary totals
MEPRS2N9	218	provides AMS8 summary totals
MEPRS3N9	218	provides AMS6 summary totals
MEPRS4N9	542	provides MEPRS code summary totals
Database 28:		
MEPRS28	218	provides FY SOF BSN LIMIT summary totals
MEPRS128	218	provides AMS6 EOR4 summary totals
MEPRS228	218	provides AMS8 summary totals
MEPRS328	218	provides AMS6 summary totals
MEPRS428	542	provides MEPRS code summary totals

Database 42:		
MEPRS42	218	provides FY SOF BSN LIMIT summary totals
MEPRS142	218	provides AMS6 EOR4 summary totals
MEPRS242	218	provides AMS8 summary totals
MEPRS342	218	provides AMS6 summary totals
MEPRS442	542	provides MEPRS code summary totals

Database N7:		
MEPRSN7	218	provides FY SOF BSN LIMIT summary totals
MEPRS1N7	218	provides AMS6 EOR4 summary totals
MEPRS2N7	218	provides AMS8 summary totals
MEPRS3N7	218	provides AMS6 summary totals
MEPRS4N7	542	provides MEPRS code summary totals

The queries are very easy to use. All you have to do on most of these queries is to change the ASN and put in your ASN. Please contact Virginia Goings at DSN 471-7860 COMM (210) 221-7860, if you have any questions on any of these queries.

**4. Are there Functional Cost Codes on your WAM Datasets that are unknown to you?** The following is from the documentation (page 5) received by your CHCS site personnel regarding the Performance Analysis & Reporting System Script-based Active Monitor (SAM).

**“Pre-positioned Data**

Prior to the execution of the performance scripts the set of data required by the scripts is established in the CHCS database. Pre-positioning of the data is a one-time event so the impact on the CHCS database storage is minimal. In addition, the SAM data components are placed under access control so that the CHCS users cannot access them. Coordination with the MEPRS Code POC is required to ensure that the SAM MEPRS code does not interfere with site operations.”

In other words, CHCS has put in place a monitoring system which tests and records how long it takes for functions to be performed in CHCS, such as placing an order. To do this they have established a code (suggested BHAX) to identify these requests. (All requests are automatically deleted when the monitoring is finished.) As you know, when a new code is established in WAM, it is populated to all the datasets. The problem is that when they establish this new code they do not have time to put it under access control before it is populated to the datasets. Therefore, check your WAM datasets and deactivate the code that was identified as being used in SAM. (When a code is put under access control, only authorized users can see the code.)

**5. Personnel Changes.**

Fort Bragg

Departed - Tanya Henderson, UCAPERS

Arrived - Kerin Fassler, Chief, Business Systems Branch

- Zoraida Franco

Redstone Arsenal

Departed - Chieko Hernandez to WRAMC  
Promotion - Jeff Wood, UCAPERS

Fort Riley

Promotion - Shirley Statton, Chief, MEPRS

Washington DC

Departed - COL Jean Daily  
Arrived - LTC Linda H. Anderson, Chief, Performance Analysis/NMA

Fort Gordon

Effective 25 Jul 02

Departed - MAJ Linda Fisher  
Arrived - MAJ Charles E. Pulawski,

Fort Carson

Departed - MAJ Roberts  
Arrived - MAJ James Hawkins, Chief, RMD

Tripler

Departed - Johnny Kelly  
Arrived - Paula Ho'opai, UCAPERS  
- LTC (P) Douglas R. Dudevoir, RM

Heidelberg

Departed - Lisa Thomas, Supervisory Management Analyst  
- Sandra Taylor, Management Assistant  
Arrived - Linda Williams, Supervisory Management Analyst  
Gabi Ramirez, Management Assistant

Fort Stewart

Arrived - Yolanda Kelly, Management Assistant

## SECTION II Uniform Chart of Accounts Personnel Utilization System (UCAPERS)

### **Utilizations for Skill Type 2 Personnel.**

Effective October 2002 (FY03) all Skill Type 2 personnel in UCAPERS will change from Weekly Time Schedules to Utilizations. This change has been requested by several Army facilities and the AMPO decided it was time to make the change.

There will now be three separate categories of Utilizations to include PHY (Physician), APN (Advance Practice Nurse), and DCP (Direct Care Professional). This change will affect all Skill Type 2 personnel to include Army, Air Force, and Navy.

Obviously a change of this magnitude must be completed in stages and on a site-by-site basis. You may create schedules for Skill Type 2 personnel past the October time frame; however, we ask that **no time be entered onto the schedules for Skill Type 2 personnel past September**. In other words, do not enter any time for any Skill Type 2 personnel for October regardless of whether a schedule was created or not. Doing so will have an adverse effect on the changes. Once September expense has been run/completed the help desk will assist each site on a one to one basis to install the release.

In addition, several new reports will also be implemented and be available with the change. We will have more specific information available regarding the changes and reports very shortly but wanted to give everyone a “heads up” that the change was coming.

At the present time the Baseline Maintenance Team (BMT) is testing the changes. Once they have completed the technical testing the AMPO will begin the functional testing of the new changes. Once the AMPO has completed testing, the release will be sent to Fort Campbell which has been chosen as the Beta site for the functional testing for the Army. Once the changes have been approved the AMPO will implement the new release.

The AMPO will provide more detailed information about this release once it becomes available and testing is completed. If you have any questions regarding the Skill Type 2 changes please contact Joe Beckom at the AMPO and he can assist with any problems.

## SECTION III EXPENSE ASSIGNMENT SYSTEM (EAS) IV

1. **Monthly Financial Reconciliation Procedure.** The EASIV monthly financial reconciliation procedures must be submitted monthly. They will be reviewed to ensure the financial expense and obligation data reported in the Medical Treatment Facilities (MTFs) Medical Expense and Performance Reporting System (MEPRS) is consistent with that reported in the MTFs Standard Army Financial System (STANFINS). If anyone is in need of assistance with the reconciliation, the POC is Jenny Garcia at COMM 703-681-5914 or DSN 761-5917, [Jenny.Garcia@otsq.amedd.army.mil](mailto:Jenny.Garcia@otsq.amedd.army.mil)

2. **Reconciliation.** Make a final check of the EASIV Financial Pure Data Report to the EASIV Direct Expense Accepted Report.

a. **How are expenses balanced?** (Expenses are for Current and Prior Years) Compare EASIV Financial Pure Data Report to the EASIV Direct Expense Accepted Report. After migrating the file if the financial/empty total changed for “expenses” as the result of the ECU, or manual financial adjustments, you will need to annotate on the bottom of the EASIV Reconciliation worksheet deletions/additions made to EASIV Financial Pure Data “ for expenses” in order to ensure that the total on the EASIV Expense Accepted Report is correct.

b. **How are obligations balanced?** Obligations in the EASIV Reconciliation are for Current Year only. Compare EASIV Financial Pure Data Report by filtering only for current year obligations; compare this to the EASIV Direct Expense Accepted Report to ensure that the Obligations total matches the current year obligations. If obligations adjustments were made they must be annotated to ensure the EASIV Direct Expense Accepted Report is correct.

c. **Financial Changes/Adjustments.** Any financial data changes/adjustments made in your monthly MEPRS reporting that differs from the STANFINS TQFAVK file data must be documented in your monthly reconciliation. This report must be signed by the Resource Manager or Budget officer and maintained on file for 5 years with the MEPRS reports. This data must be available for audit/review anytime during the five-year time frame.

**CHANGES MADE TO EASIV FINANCIAL DATA AFTER VALIDATION AND DURING ALLOCATION:**

	EASIV FIN PURE EXPENSES	EASIV FIN PURE OBLIGATIONS	EASIV DIRECT ACCEP EXPENSES	EASIV DIRECT ACC OBLIGATIONS
FINANCIAL/EMPTY	15,750,267.98	21,901,807.45	18,414,212.33	21,970,310.99
AUTO/DEL	AMSCO/FCC	DIRECT/EXP	DIRECT/OBL	
XXXX				
XXXX				
DEL				
DEL				
TOTAL DELETIONS		-	-	
ADDITIONS	AMSCO/FCC	DIRECT/EXP	DIRECT/OBL	
ADDED				
TOTAL ADDITIONS				

TOTAL OF DELETION/ADDITIONS SHOULD MATCH THE EASIV DIRECT EXPENSE ACCEPTED REPORT

**3. Logistic Data Set.** EASIV does not produce a specific report for the Logistics data. The following is a means to get the information.

- a. Open “Direct Expense Accepted Report”, located in Standard Reports.
- b. Refresh report to get current report.
- c. Click on any EOR in the report. This highlights all EORs on the report.
- d. Click on the “filter” button (looks like yellow funnel).
- e. In the drop down box, click on the first 26\*\* and 31\*\* EORs that appears, hold down “shift key”, then click the last 31\*\* EOR. This will highlight all 26\*\* and 31\*\* EORs OK button.
- f. Be sure to exclude EOR 26EB for Subsistence found in EIBA, and also exclude all 26\*I which is for pharmaceutical.**
- g. This creates a report sorted by FCC, all 26\*\* and 31\*\* EORs, sub-totals at each FCC Code and a grand total at the end.

4. **EASIV Business Rules.** The Business Rules for DDDA for FY03 have been changed. The dataset will not accept a “D” account requesting Functional Cost Code since the workload performed in this workcenter is done on patients not another “D” account workcenter.

5. **Use of FCCS GCA and GCB.** The Functional Cost Codes (FCC) of GCB (Readiness Training Cond Local) and GCB (Readiness Training) were discontinued for FY02 and inadvertently remained on the FCC Master Table. Some sites continued to use these FCCs during FY02 however, these FCCs will not be available for use in FY03. For FY03, data normally recorded in GCB will be recorded in GBA (Readiness Training – Peacetime); and data normally recorded in GCB will be recorded in GBB (Readiness Training – Wartime).