

## Managing Add-On Cost Records

Add-on costs are additional costs included in the total per diem costs of a service authorization with applicable dates. They are always associated to a child. Therefore, add-on costs that are not end-dated will be included in the total per diem costs on subsequent service authorizations and payment requests for the child. If an add-on cost is deleted, it will also be deleted from the other service authorizations.

Add-on costs can be created, edited, or deleted regardless of the status of the associated service authorizations. However, the **Cost Reason** and **Cost Type** fields are not modifiable once an add-on cost record has been saved. All other fields are modifiable.

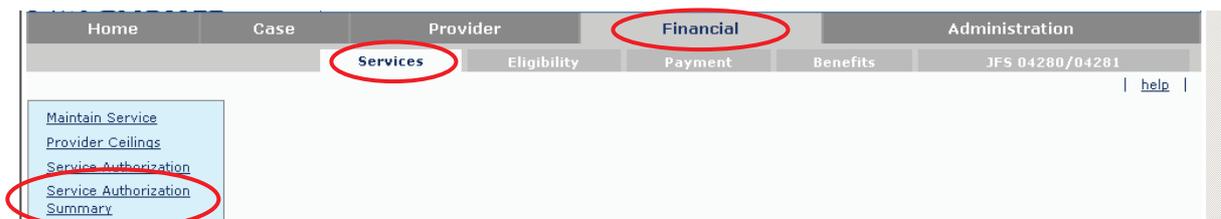
Add-on costs can be accessed through the **Service Authorization Summary** link or the **Service Authorization** link. Both ways are shown below.

### Cross Reference Information

Knowledge Base Articles are also available on the related topics of **Managing Leave Overrides** and **Editing a Service Authorization**.

### Navigating Via the Service Authorization Summary Link

1. On the SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Service Authorization Summary** link in the **Navigation** menu.



The **Child Selection** screen appears.

4. In the **Service Auth Type** field, choose **Placement Services**, **Case Services**, or **Alternative Care**.
5. In the **Person ID** field, type in the appropriate **Person ID** number.

**Note:** If you don't know the **Person ID**, locate the person using the **Person Search** button circled in green below.

## Managing Add-On Cost Records

6. Click the **Go** button.

Child Selection

Service Auth Type: \* Placement Services

Created In Error:  Exclude  Include

Person Search - or - Person ID: \* 1234567 Go

The **Placement Records** section displays all placement settings made by your agency.

7. Click the **Select** link in the appropriate row.

Child Selection

Service Auth Type: \* Placement Services

Created In Error:  Exclude  Include

Person Search - or - Person ID: \* Go

Person ID: \_\_\_\_\_

Placement Records

Result(s) 1 to 9 of 9 Page 1 of 1

	Service Type/Service Description	Provider Name/ID	Begin Date	End Date	Status	Created In Error
<a href="#">select</a>						
<a href="#">select</a>						

The **Child Specific Details** screen appears with information about the placement setting and the child who was selected shown within the following links:

- **Service Authorization History** (link automatically expands)
- **Placement Leave History**
- **Add-On Cost History**

8. Click the **Add-On Cost History** link (shown in gold).

Child Specific Details

**Service Authorization History**

	Auth Id	Service Desc	Cost Type	Begin Date	End Date	Status	Created In Error
<a href="#">edit</a>			Contract			Approved	
<a href="#">view payments</a>							

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ [Add Service Authorization](#)

**Placement Leave History**

**Add-on Cost History**

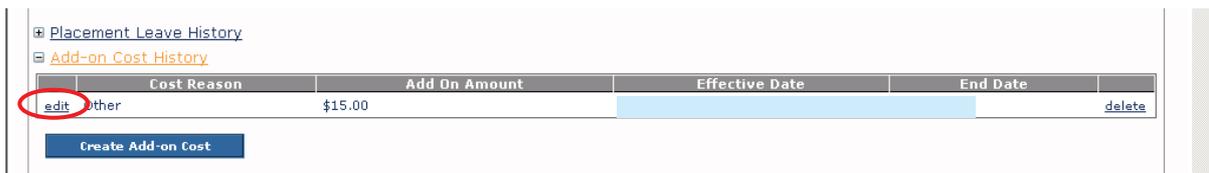
The **Add-On Cost History** link expands.

## Managing Add-On Cost Records

### Editing, Deleting, or Creating (Add On) Cost Records

#### Editing a Cost Record

1. In the **Add-On Cost History** section, click the **Edit** link in the appropriate row.



The screenshot shows a web interface with a table titled "Add-on Cost History". The table has columns for "Cost Reason", "Add On Amount", "Effective Date", and "End Date". A row is visible with "Other" as the cost reason and "\$15.00" as the amount. The "edit" link in the first column of this row is circled in red. Below the table is a "Create Add-on Cost" button.

Cost Reason	Add On Amount	Effective Date	End Date
<a href="#">edit</a> Other	\$15.00		<a href="#">delete</a>

Create Add-on Cost

The **Add-On Cost** screen appears.

2. Edit information in the fields, as needed.
3. When complete, click the **Save** button.



The screenshot shows the "Add On Cost" form. It includes fields for "Cost Reason" (Other), "Effective Date" (06/02/2010), "Add On Amount" (15), "Add On Cost Type" (Maintenance (M)), and "End Date" (06/29/2010). There is a "Comments" text area and a "4000" character limit. At the bottom, there are "Save" and "Cancel" buttons, with "Save" circled in red. Other buttons include "Spell Check" and "Clear".

Add On Cost

Cost Reason: \* Other Add On Cost Type: \* Maintenance (M)

Effective Date: \* 06/02/2010 End Date: 06/29/2010

Add On Amount: \* 15

Comments:

Spell Check Clear 4000

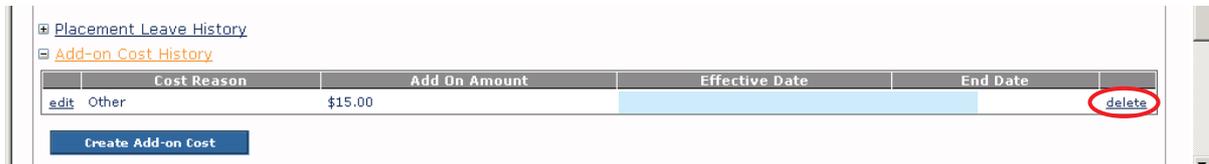
Save Cancel

The **Child Specific Details** screen appears.

## Managing Add-On Cost Records

### Deleting a Cost Record

1. In the **Add-On Cost History** section, click the **Delete** link in the appropriate row.



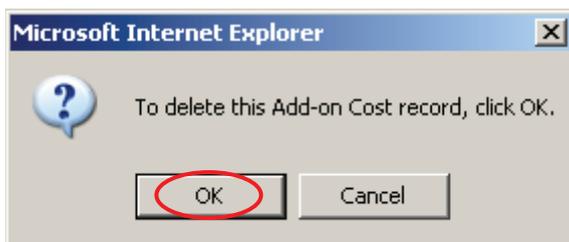
The screenshot shows a web interface with a table titled "Add-on Cost History". The table has columns for "Cost Reason", "Add On Amount", "Effective Date", and "End Date". A row is visible with "Other" as the cost reason and "\$15.00" as the amount. To the right of this row, there is a "delete" link circled in red. Below the table is a "Create Add-on Cost" button.

	Cost Reason	Add On Amount	Effective Date	End Date	
<a href="#">edit</a>	Other	\$15.00			<a href="#">delete</a>

[Create Add-on Cost](#)

A **Delete message** appears verifying that you want to delete the record.

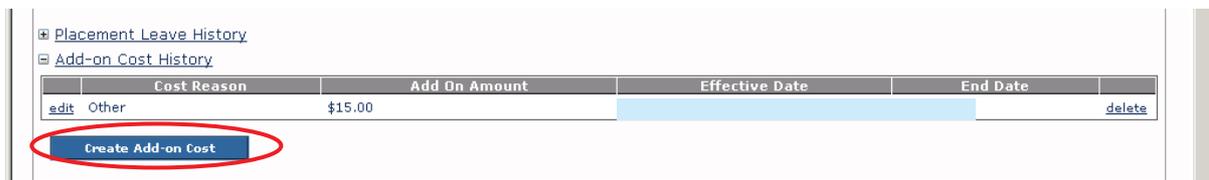
2. Click the **OK** button.



The **Child Specific Details** screen appears. If you click the **Add-On Cost History** link again, you will see that the record has been deleted.

### Creating a Cost Record

1. In the **Add-On Cost History** section, click the **Create Add-On Cost** button.



The screenshot shows the same web interface as before, but now the "Create Add-on Cost" button is circled in red. The table and other elements remain the same.

	Cost Reason	Add On Amount	Effective Date	End Date	
<a href="#">edit</a>	Other	\$15.00			<a href="#">delete</a>

[Create Add-on Cost](#)

The **Add-On Costs** screen appears.

## Managing Add-On Cost Records

2. Enter information into the fields, as needed. Some fields are mandatory.

**Important:** The **Cost Reason** that you choose here determines what **Add-On Cost Type** selections are available in that field's drop-down list. See below for a list.

3. When complete, click the **Save** button.

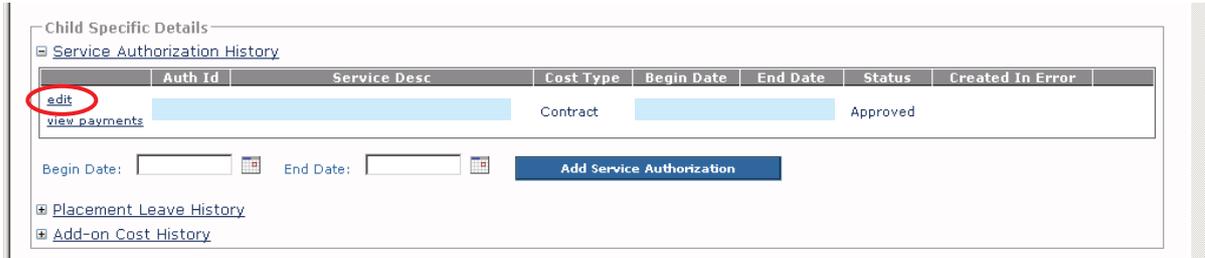
The **Child Specific Details** screen appears. If you click the **Add-On Cost History** link again, you will see that the new add-on cost record has been created.

If the Cost Reason is...	The Add-On Cost Type Selection is...
Age, Child Incidentals, Clothing, Emergency Foster Care, or Employment Related Day Care	Maintenance (M) Other Direct Services (M) Other (Non IV-E reimbursable)
Transportation	Maintenance (M) Transportation Maintenance (A) Transportation Administration (A) Other (Non IV-E reimbursable)
Other	Maintenance (M) Administration (A) Case Management (A) Transportation Administration (A) Transportation Maintenance (A) Other Direct Services (M) Behavioral Health Care (non IV-E reimbursable) Other (Non IV-E reimbursable)

# Managing Add-On Cost Records

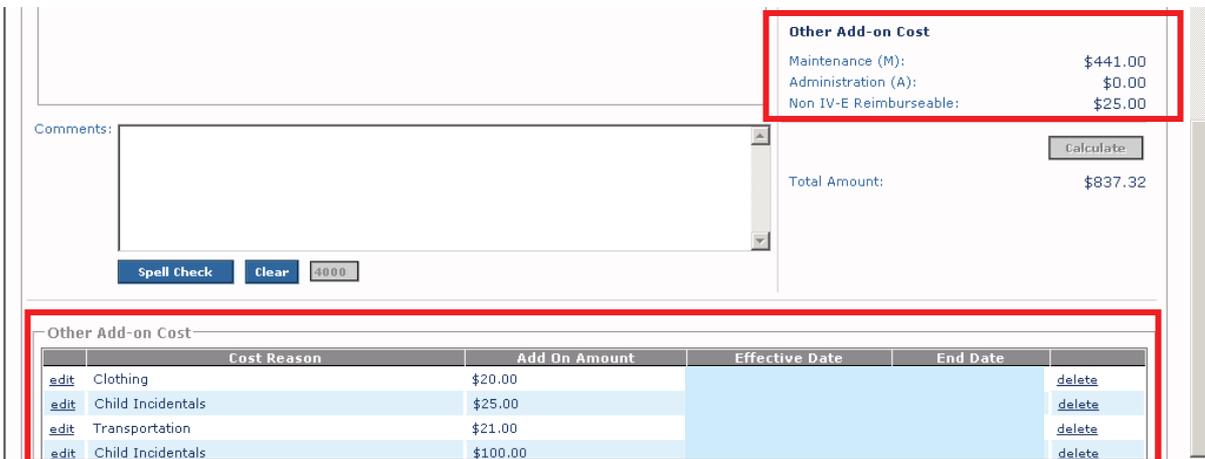
## Viewing Add-On Cost Totals

1. On the **Child Specific Details** screen (**Service Authorization History** link), click the **Edit** link in the appropriate row.



The **Service Authorization Detail** screen appears.

2. Scrolling to the bottom, view the **Other Add-On Costs** section sub-totals (on the left) and the **Other Add-On Cost** specific records (beneath the totals).



## Managing Add-On Cost Records

### Important:

- Add-On Costs are only included in the service authorization Total Amount when the service type equals the following:
    - Family Foster Home
    - Treatment Foster Home Special Needs
    - Treatment Foster Home Exceptional
    - Medically Fragile Foster Home
    - Pre-Adoptive Infant Home
    - Emergency Foster Home
  - There may be times when amounts appear in the **Add-On Cost** section that were added through the **Maintain Service** link. See the **Managing Add-On Service Costs Via the Maintain Service Link** section later in this Knowledge Base Article for additional information about that process.
3. To create an add-on cost from the **Service Authorization Detail** screen, click the **Create Add-On Cost** button and follow the steps in the **Creating a Cost Record** section above.

Other Add-on Cost

	Cost Reason	Add On Amount	Effective Date	End Date	
<a href="#">edit</a>	Clothing	\$20.00			<a href="#">delete</a>
<a href="#">edit</a>	Child Incidentals	\$25.00			<a href="#">delete</a>
<a href="#">edit</a>	Transportation	\$21.00			<a href="#">delete</a>
<a href="#">edit</a>	Child Incidentals	\$100.00			<a href="#">delete</a>
<a href="#">edit</a>	Employment Related Day Care	\$200.00			<a href="#">delete</a>
<a href="#">edit</a>	Child Incidentals	\$100.00			<a href="#">delete</a>

[Create Add-on Cost](#)

# Managing Add-On Cost Records

## Navigating Via the Service Authorization Link

1. On the SACWIS Home screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Service Authorization** link.



The **Service Authorizations Filter Criteria** screen appears.

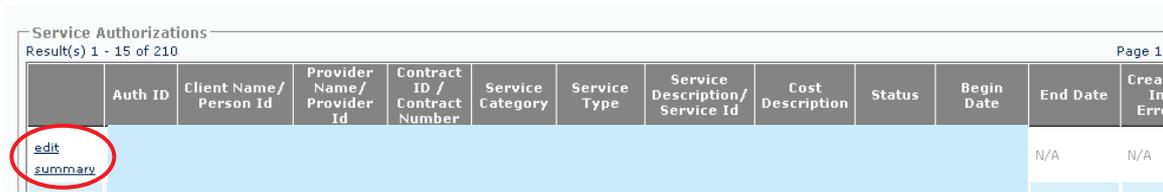
4. Type the filter criteria into the fields, as needed.
5. Click the **Search** button.

A screenshot of the 'Service Authorizations Filter Criteria' screen. The screen is divided into a left sidebar and a main content area. The sidebar contains a vertical menu with options: Maintain Service, Provider Ceilings, Service Authorization (selected), Service Authorization Summary, and Summary. The main content area is titled 'Service Authorizations Filter Criteria' and contains several input fields and buttons. The fields include: Agency \* (with a blue highlight), Service Auth ID, Person ID, Provider ID, Status (set to Pending), From Begin Date, To Begin Date, From Cost Review Date, To Cost Review Date, Service Auth Type, Service Category, Service Type, and Created In Error (with radio buttons for Exclude and Include). There are also buttons for 'Search Person' and 'Search Provider'. At the bottom, there is a 'Sort By' dropdown set to 'Begin Date (Descending)'. A red circle highlights the 'Search' button at the bottom left of the form.

The **Service Authorizations** section appears at the bottom of the screen displaying all service authorizations that meet the selected criteria.

## Managing Add-On Cost Records

- Click the **Edit** link or **Summary** link in the appropriate row.
  - If you click the **Edit** link, the **Service Authorization Detail** screen appears. Follow the steps in the **Viewing Add-On Cost Totals** section (above) in this Knowledge Base Article.
  - If you click the **Summary** link, the **Child Specific Details** screen appears. Follow the steps in the **Navigating Via the Service Authorization Summary Link** section (above) in this Knowledge Base Article.



The screenshot shows a table titled "Service Authorizations" with "Result(s) 1 - 15 of 210" and "Page 1" in the top right. The table has the following columns: Auth ID, Client Name/ Person Id, Provider Name/ Provider Id, Contract ID / Contract Number, Service Category, Service Type, Service Description/ Service Id, Cost Description, Status, Begin Date, End Date, and Create In Error. The first row is highlighted in light blue, and the "edit" and "summary" links in the first column of this row are circled in red.

	Auth ID	Client Name/ Person Id	Provider Name/ Provider Id	Contract ID / Contract Number	Service Category	Service Type	Service Description/ Service Id	Cost Description	Status	Begin Date	End Date	Cre In Err
<a href="#">edit</a> <a href="#">summary</a>											N/A	N/A

### Additional Information about Add-On Costs

Age cost factor information entered through the **Maintain Service** link does not appear on the **Service Authorization Summary** screen, but does appear on the **Service Authorization Detail** screen. This is because age cost factors are entered on the service and included in payments for children (that they apply to) based on the age of the child and the claim dates of the payment request.

**Example:** When viewing information on the **Service Authorization Detail** screen, you can see both the cost of services added for that specific child, as well as the services added for all children who are receiving a particular service.

If you are viewing information from the **Service Authorization Summary** screen, you will only see the cost of services specific to that child.

## Managing Add-On Cost Records

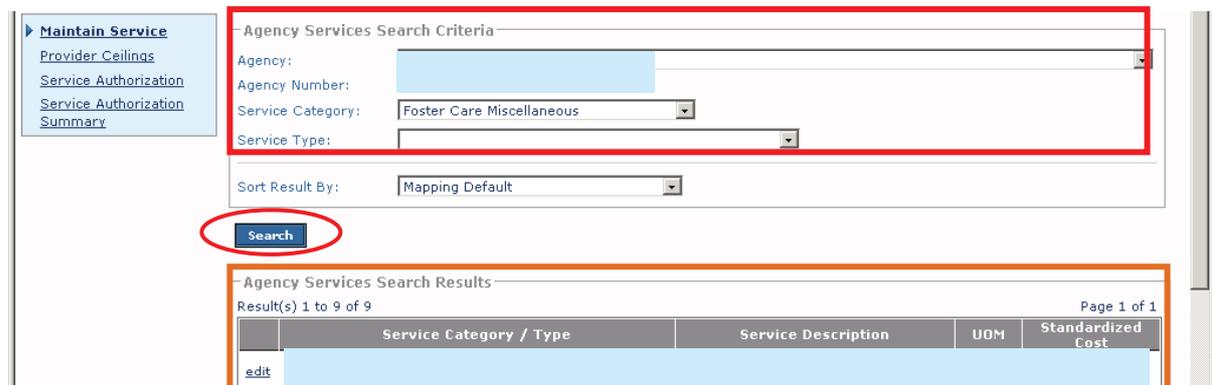
### Managing Add-On Service Costs Via the Maintain Service Link

1. On the SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Maintain Services** link.



The **Agency Services Search Criteria** screen appears.

4. Enter search criteria in the fields at the top of the screen.
5. Click the **Search** button.



The results appear in the **Agency Services Search Results** section (shown in gold).

# Managing Add-On Cost Records

## Adding, Editing, or Viewing Add-On Service Costs

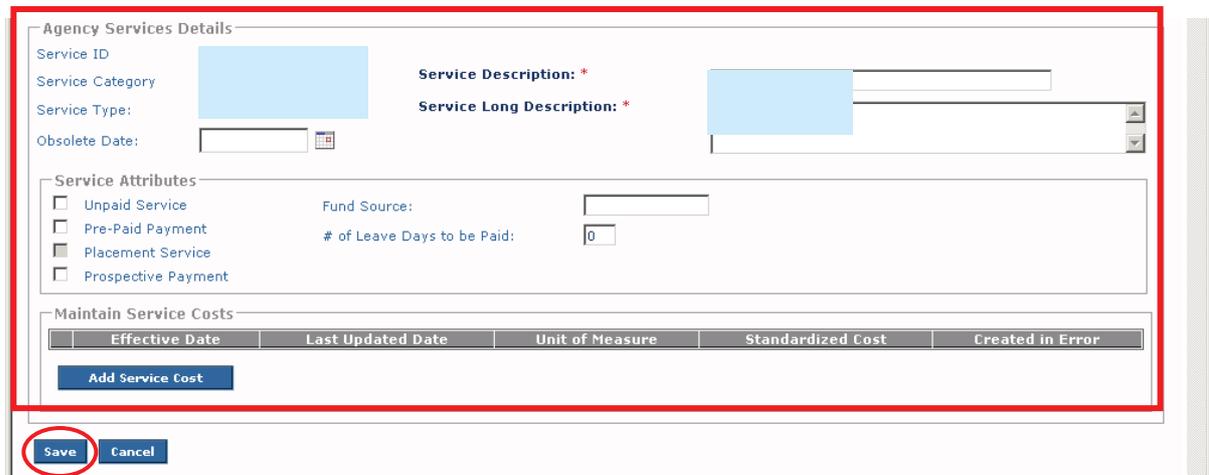
### Editing Service Costs

1. In the **Agency Services Search Results** section, click the **Edit** link in the appropriate row.



The **Agency Services Details** screen appears.

2. Edit the fields as needed.
3. When complete, click the **Save** button.



The **Agency Services Search Criteria** screen appears, along with a message saying that your data has been saved.



## Managing Add-On Cost Records

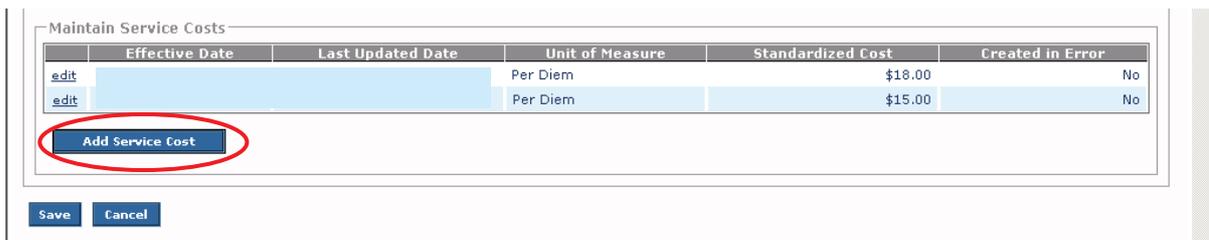
### Adding Service Costs

1. In the **Agency Services Search Results** section, click the **Edit** link in the appropriate row.



The **Agency Services Details** screen appears.

2. In the **Maintain Service Costs** section, click the **Add Service Cost** button.



The **Standardized Cost Details** screen appears.

3. Enter information in the fields. Some fields are mandatory.
4. When complete, click the **Add Cost Factor** button.



The **Cost Factors Details** screen appears.

## Managing Add-On Cost Records

5. Enter information in the fields. Some fields are mandatory.
6. When complete, click the **Calculate** button.

Cost Factors Details

Effective Date: 09/14/2011    Minimum Age: \* 15    Yrs  
Last Updated Date:    Maximum Age: \* 16    Yrs  
Unit of Measure: Hourly    Point in Month: \* Birthday  
Standardized Cost: \$10.00  
Add On: \* 5.00  
Total: **Calculate**

Save Cancel

The calculated amount appears in the **Total** field as shown below.

7. When complete, click the **Save** button.

Cost Factors Details

Effective Date: 09/14/2011    Minimum Age: \* 15    Yrs  
Last Updated Date:    Maximum Age: \* 16    Yrs  
Unit of Measure: Hourly    Point in Month: \* Birthday  
Standardized Cost: \$10.00  
Add On: \* 5.00  
Total: \$15.00    Calculate

Save Cancel

The **Standardized Cost Details** screen appears with a message stating that your data has been saved. The **Cost Factor** section is populated with the new record.

**Important:** The cost factor information will appear on the **Service Authorization Detail** screen if it applies to the child and service authorization dates. In this example, if the child is between 15 and 16 years of age and the service authorization is in effect when the child is between 15 and 16.

Standardized Cost Details

Effective Date: \* 09/14/2011    Last Updated Date:  
Unit of Measure: \* Hourly    Standardized Cost: \* 10.00  
 Created in Error

Cost Factors

	Add On Amount	Total	Age Group	Point in Month
edit	\$5.00	\$15.00	15Y - 16Y	Birthday

Add Cost Factor

8. When complete, click the **Save** button (again). The **Agency Services Details** screen appears.