

Thom Biller Upgrade Version v20.07a

This upgrade assumes you are at least on version 20.04e. If not, please run it first.

If your IT staff are going to run your upgrade, make sure you give them a copy of this document and the email that was sent with the upgrade notice. Once the IT staff has completed the basic installation, please be sure to run any additional steps within Thom Biller that may be needed.

Note, you can use Windows 10 machines for the installation.

Additional Steps Needed Before Install: none.

Data File Changes: moderate. New rates are added as well as new fields for processing the new DPH remit files. **NOTE: you must complete any old DPH remit runs before running this upgrade!**

Additional Steps Needed After Install: review the new rates and make sure they are correct for all of your payers.

Contact Information:

Please call email me, Larry Tucker, at ltucker@thomchild.org if you have any questions. Also remember to check the Thom website for updates and news:

www.thomchild.org/thom-biller/thom-biller-updates

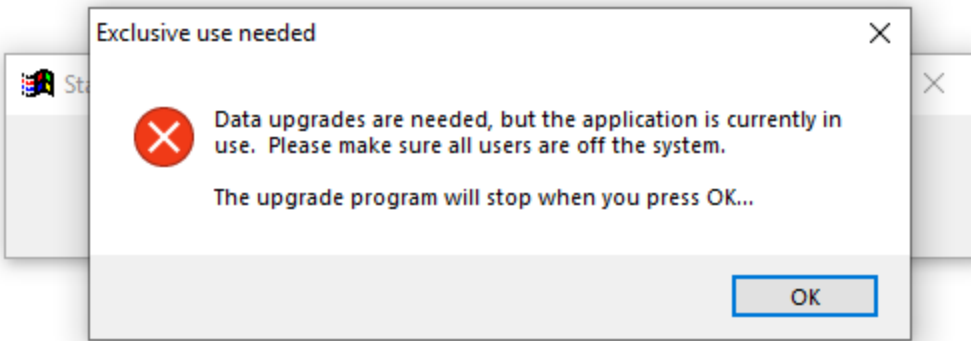
There is also a current copy of the User's Guide and "Generally Useful Documentation" such as instructions for adding a new workstation.

Installation Instructions:

Windows 10 machines can be used to run the upgrade. If you are on a network, and have run the previous upgrades, *then you only have to run this upgrade on a single workstation.* The updates will automatically propagate to all other machines running Thom Biller on the network.

1. Make sure you have backed up your data. *If your backup run automatically at night, it is best to run the upgrade first thing in the morning so you won't lose any work if you have to revert to the backup.*
2. Make sure no one else is using the Thom Biller software on the network and that it is not running on your computer (in a minimized window on your taskbar.)

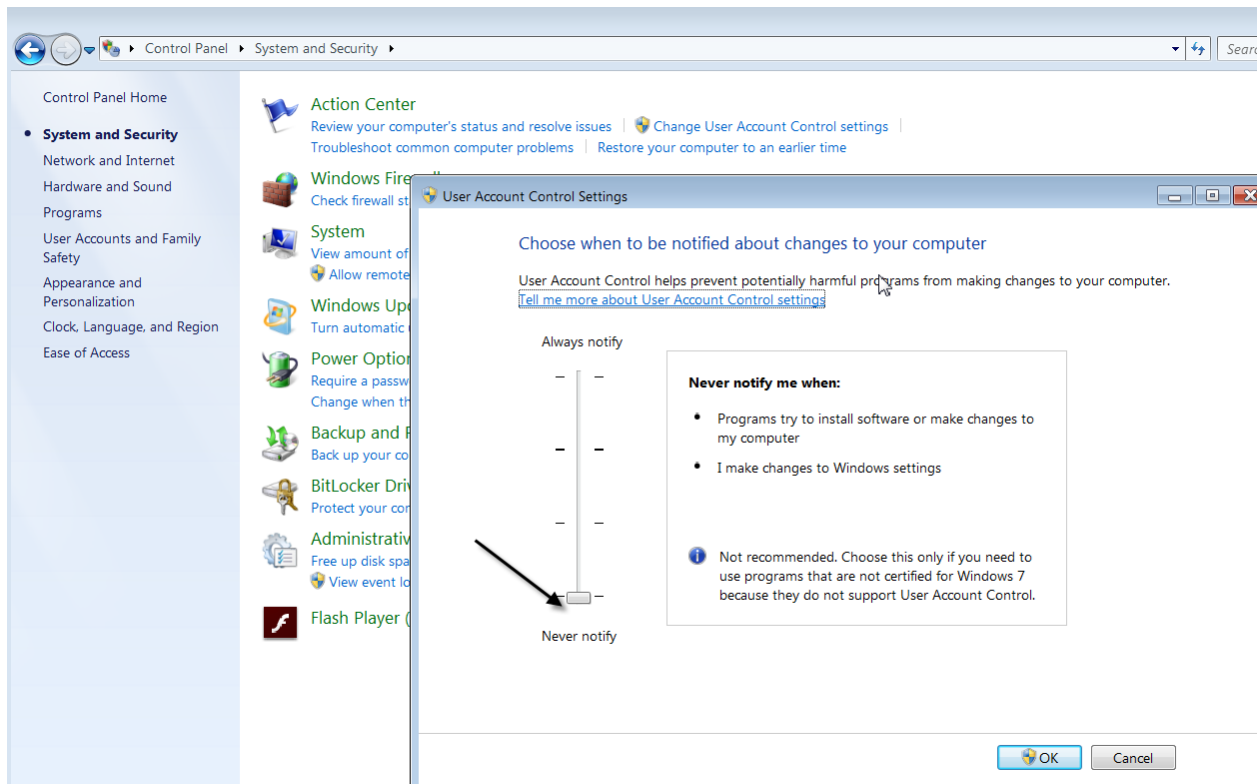
This version of STPA.EXE will do a more careful check of exclusive use before running the upgrade. It will produce this message if someone is on the system the first time an upgrade is run when data upgrades are needed:



If you get this message, call all users to make sure they log off. As a last resort, go to Computer Management and close all files in the Thom Biller Data\ folder on your file server.

Finally, as a reminder, if after running an upgrade, a user gets a message that their program version does not match the new data version, double check that they are running Thom Biller with a shortcut that points to the loader program STPA.EXE (and not to the main program STPAX.EXE). Also double check that their UAC is set to "None.")

3. For Base – Off site systems, make sure you complete any billing disk and recovery exchanges that may be in process. Both the Base and the Off-site systems must be on the same version of Thom Biller during a billing exchange. If one "side" upgrades before the other, then the off-site disk recovery will be disallowed. So, if you are currently downloading disks, or waiting to recover a download disk, do not run the upgrade until both the download and recovery processes are complete.
4. For network users, pick a single workstation that you will use for upgrades. Windows 7 or Windows 10 machines should work fine. Try to run the upgrade on this machine this time, and all future upgrades on the same machine because it may take some special configuration of UAC (#5) and dlls (#8).
5. Make sure User Account Control "UAC" is turned off ("Never Notify").

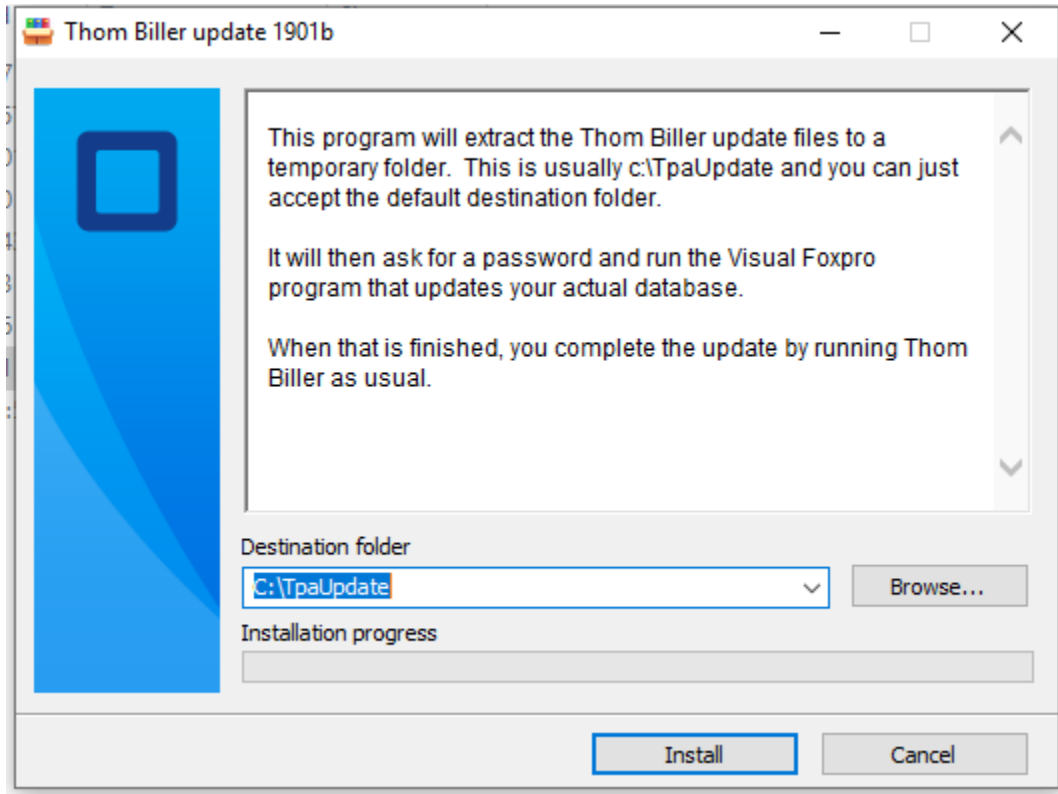


Any other setting will prevent the upgrade program from copying files. If the UAC is not off, pull the slider down and restart the computer. You must restart in order for the new UAC setting to take effect.

6. Run the upgrade executable from the web site:

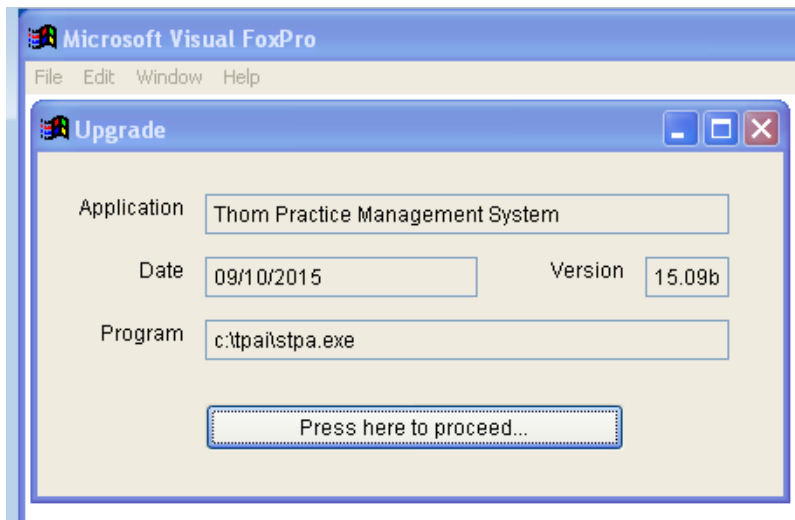
(www.thomchild.org/thombillerupdates.htm)

7. A WinRAR screen will start up.



Accept all the default choices and enter the password.

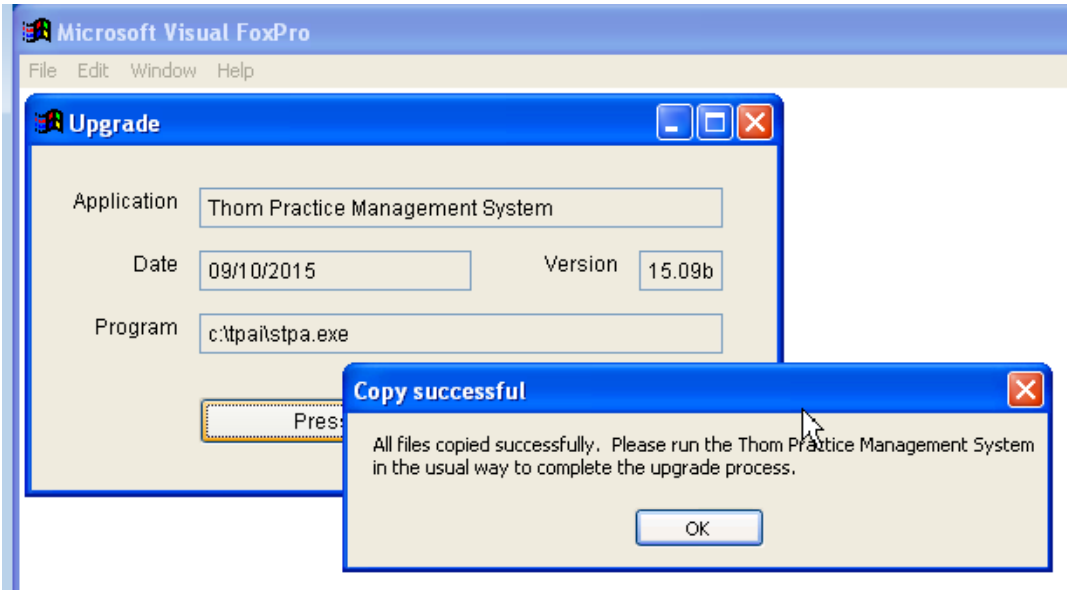
8. A FoxPro window will open to complete the upgrade (below). Press the "Proceed..." button to do this.



If this FoxPro "Upgrade" window does not appear, it means this computer does not have a dll in the correct location. Locate the msvc71.dll (probably on your c:\ root folder) and copy it to your

Windows\SysWow64 folder for 64-bit machines. (For 32-bit Win 7, copy the msvc71.dll to your Windows\System32 folder). If you need to make this change, restart the computer and re-try the upgrade.

Assuming the Foxpro Upgrade routine runs, it will locate your data wherever it is on the network and upgrade it. It will tell you whether all files copied successfully or not (below):



If files do not copy correctly, it is usually because the UAC setting (#4) is incorrect.

9. Start the Thom Biller software as usual. This will complete the upgrade and set the title bar version. (If you get a warning that data changes are needed and someone else is running the program, please make sure everyone is logged off and try running Thom Biller again.) This step may bring over a new version of the loader program and ask you to restart Thom Biller. It may also bring over a new version of VFPSSetup and automatically run it as well.

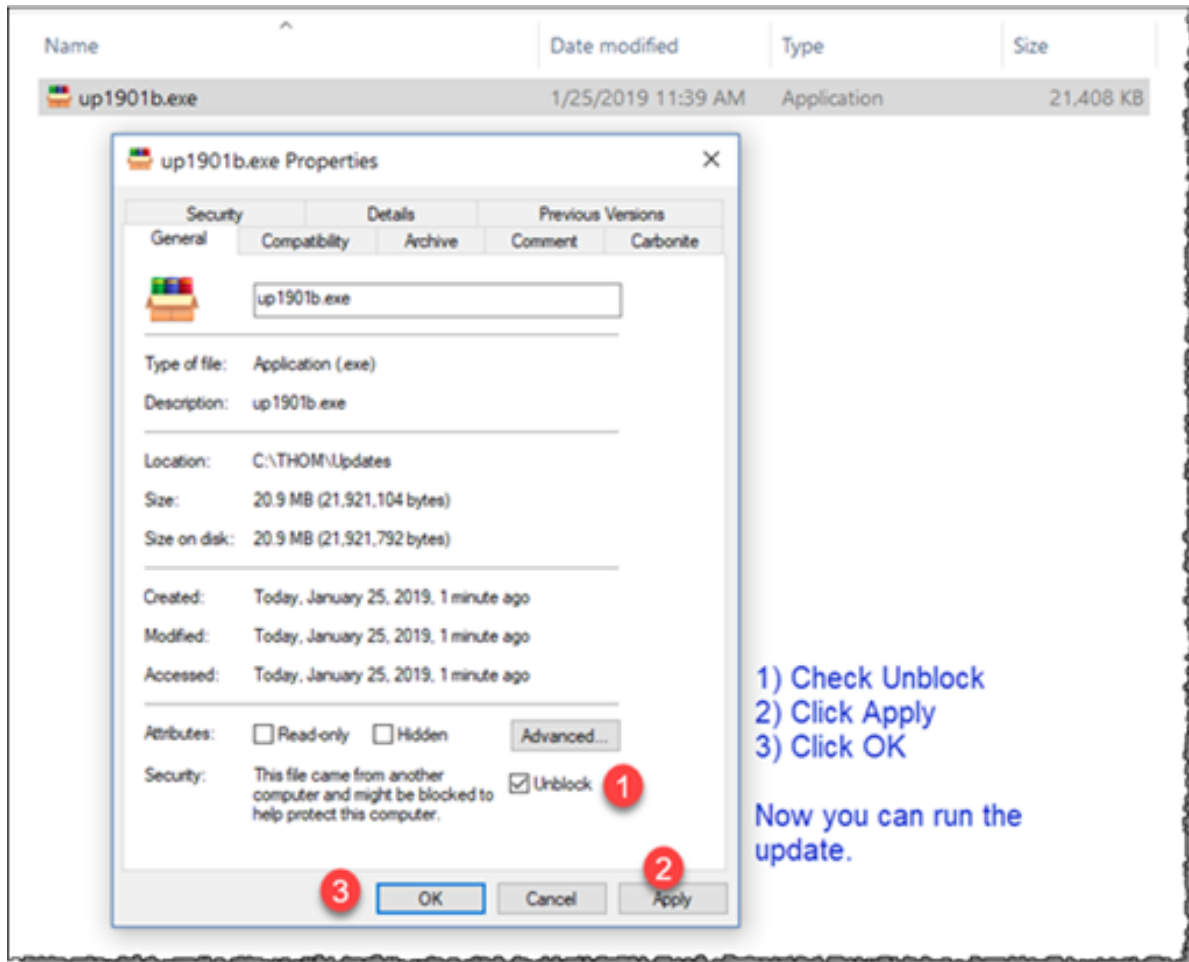
For network users, DO NOT run the upgrade on every machine. Running it once on the machine you have chosen for upgrades will be enough to send the upgrade to all other workstations the next time they start the Thom Biller.

Problems downloading or running the upgrade file

If you get a Windows error, such as "Error: Windows cannot access the specified device, path, or file. You may not have the appropriate permission to access the item" see the following:

- 1) Make sure your anti-virus software is stopped temporarily and not interfering.
- 2) Save the file to a local (not network) folder, such as c:\temp, that you know you have full permissions to.
- 3) Look at the file properties and "Unblock".

1. Right click the file and select “Properties”, then click the “Unblock” checkbox at the “Security” section.
2. Click “Apply”
3. Click “OK”



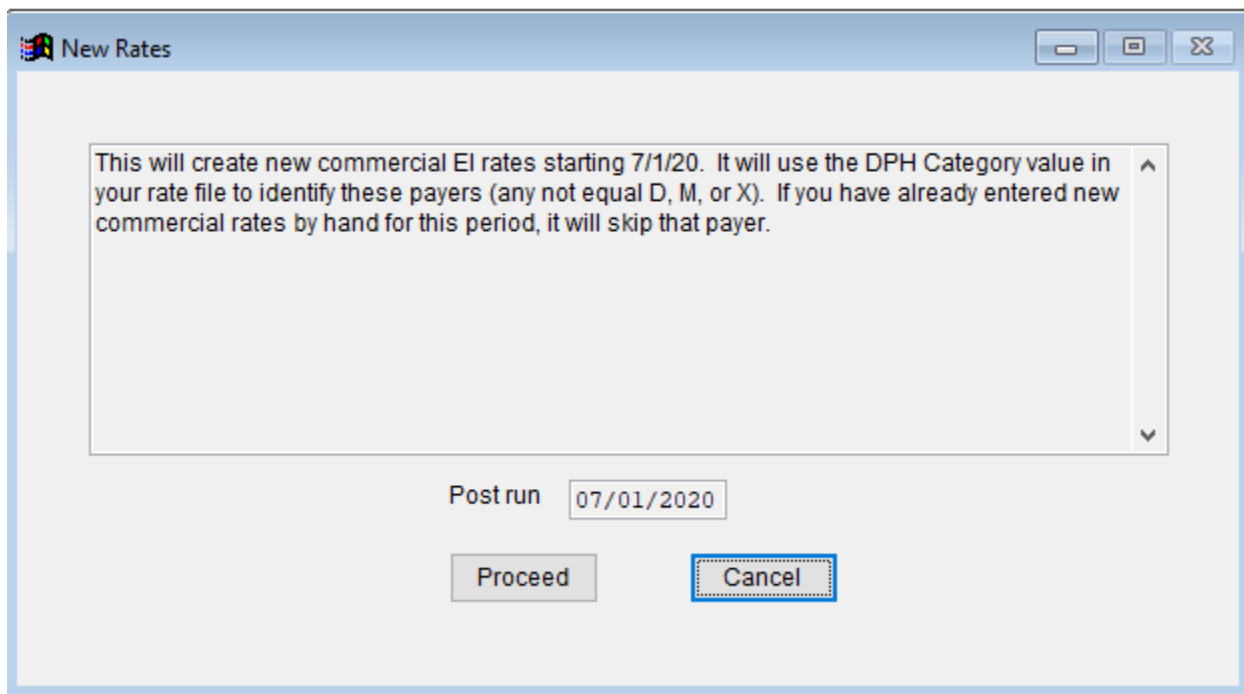
For more discussion of problems with Windows reading a downloaded file, see this link:

<https://support.microsoft.com/en-us/help/2669244/windows-cannot-access-the-specified-device-path-or-file-error-when-you>

Upgrade Details V20.07a

New rates for commercial insurers

This upgrade will create new rate records starting 7/1/20 for all your commercial payers. It identifies these billing types by having something other than "D" (DPH), "M" (Medicaid), or "X" (HMO Medicaid) in the DPH category on the rate header record (below). (It will also exclude "EIP" billing if you have it and skip and manually entered rates you may have entered for this time period).



New Rates

This will create new commercial EI rates starting 7/1/20. It will use the DPH Category value in your rate file to identify these payers (any not equal D, M, or X). If you have already entered new commercial rates by hand for this period, it will skip that payer.

Post run 07/01/2020

Proceed Cancel

For example, our BCB payer record has a DPH Category = "I" (Insurance) and this will get the new rates.

The screenshot shows a software window titled "Rates" with two main sections: "Billing" and "Services".

Billing Section:

- Billing Type: BCB
- Template: BCB
- Name: BLUE-CROSS
- Street1, Street2, City, State, Zip, and Phone: (Empty text boxes)
- DPH Billed To Code: 36 (with a dropdown arrow)
- DPH Category: I (highlighted in yellow)
- Payer ID: 00200
- Payer ID Qualifier: DT (with a dropdown arrow)

Services Section:

- Dates for these rates:
 - Begin: 04/01/2020 (with a dropdown arrow)
 - End: / / (with a dropdown arrow)
- SSP Payer: BCBS
- Schedule: JAN-BCB (with a dropdown arrow)
- Autism Secondary Payer: (Empty text box with a dropdown arrow)
- Payer NPI: (Empty text box)

As shown below:

Basic Rates by Billing and Service										
Billing	Overall Template	Begin	End	SSP Payer	Schedule	DPH Code	DPH Categ.	DPH Form	Needs PA	
BCB	BLUE-CROSS	BCB	07/01/2020	/ /	BCBS	JAN-BCB	36	I	H	N
TA	HOME VISIT Procedure Line Description: ABA: No SSP Services: Disallow Telehealth: Was 94.00			DPH Serv: A Present:	Code: H2015	Mod: Needs PA: ProStatus:		Rate: 101.12 Units/hr: 4.00 Init Sv:		
TB	CENTER-BASED INDIVIDUAL VISIT Procedure Line Description: ABA: No SSP Services: Disallow Telehealth: Was 78.64			DPH Serv: B Present:	Code: T1015	Mod: Needs PA: ProStatus:		Rate: 84.60 Units/hr: 4.00 Init Sv:		
TD	PARENT-FOCUSED GROUP SESSION Procedure Line Description: ABA: No SSP Services: Disallow Telehealth: Was 35.16			DPH Serv: D Present:	Code: T1027	Mod: Needs PA: ProStatus:		Rate: 37.84 Units/hr: 4.00 Init Sv:		
TG	ASSESSMENT Procedure Line Description: ABA: No SSP Services: Disallow Telehealth: Was 125.84			DPH Serv: G Present:	Code: T1024	Mod: Needs PA: ProStatus:		Rate: 135.36 Units/hr: 4.00 Init Sv:		
TH	ASSESSMENT Procedure Line Description: ABA: No SSP Services: Disallow Telehealth: Was 125.84			DPH Serv: H Present:	Code: T1024	Mod: Needs PA: ProStatus:		Rate: 135.36 Units/hr: 4.00 Init Sv:		
TI	INTAKE HOME VISIT Procedure Line Description: ABA: No SSP Services: Disallow Telehealth: Was 94.00			DPH Serv: I Present:	Code: H2015	Mod: Needs PA: ProStatus:		Rate: 101.12 Units/hr: 4.00 Init Sv:		
TM	Community Child Grp Initial (30 minutes) Procedure Line Description: ABA: No SSP Services: Disallow Telehealth: Was 18.00			DPH Serv: M Present:	Code: 96164	Mod: U2 Needs PA: ProStatus:		Rate: 19.36 Flat Units/hr: 0.00 Init Sv:		
TN	EI Only Child Grp Initial (30 minutes) Procedure Line Description: ABA: No SSP Services: Disallow Telehealth: Was 13.70			DPH Serv: N Present:	Code: 96164	Mod: U1 Needs PA: ProStatus:		Rate: 14.74 Flat Units/hr: 0.00 Init Sv:		
TW	Community Child Grp Subsequent units Procedure Line Description: ABA: No SSP Services: Disallow Telehealth: Was 36.00			DPH Serv: M Present:	Code: 96165	Mod: U2 Needs PA: ProStatus:		Rate: 38.72 Units/hr: 4.00 Init Sv: TM		
TX	EI Only Child Grp Subsequent units Procedure Line Description: ABA: No SSP Services: Disallow Telehealth: Was 27.40			DPH Serv: N Present:	Code: 96165	Mod: U1 Needs PA: ProStatus:		Rate: 29.48 Units/hr: 4.00 Init Sv: TN		

New DPH Remit Processing

DPH changed a lot in their remit files and this upgrade is adapted to process them. Note that you should run any old remit files before running this upgrade.

You retrieve the new remit files from EICS “Reporting” – “Remittance” downloads. You should select a csv file and when you get it, rename it in a systematic fashion so you can keep track of what was in it. If you forget and retrieve an xls file, open it and save it as a csv to convert before loading it into Thom Biller

Note that for agencies with multiple programs, a single remit file will include records for all of your programs; they are no longer program specific.

DPH also changed the meaning of the line and claim status fields, and completely revised the error codes (as illustrated below), but you should refer to their manual for details. Also note below that even ACCEPTED records may have error codes and we believe this is because they are conditionally paid and still require documentation.

DPH ERA Update

To convert a DPH remittance file and update events...

This will handle old .DBF files as well as new .CSV remit files.

There are two new options for use when remit files are accidentally run out of order. Generally use these together to re-run a remit: Force update and delete history. The Force Update caused the current run to update your event table record even if the value stays the same. This helps the

DPH	9000174123	05/29/2020	File: 83-20200430-1349-REJ
			Note: rej
DPH	9000174124	05/29/2020	File: 83-20200526-1655-REJ
			Note: rej
DPH	9000174125	05/29/2020	File: 84-20200526-1655-REJ
			Note: rej
DPH	9000174126	05/29/2020	File: 87-20200430-1349-REJ
			Note: rej
DPH	9000174127	05/29/2020	File: 87-20200526-1655-REJ
			Note: rej

Remittance file name and full path for DPH Remits:

F:\DPHREMIT\DPH-REMIT-2020-07-01.CSV

Delete DPH Remit When Done

Force update even when no change in remit value

This is a repeat run. Delete the history of the prior run.

Quick Run Report

Era Run Note: test remit retrieved 7/1/20

Convert and Update Cancel

At least our first remit file had two PVs in it:

07/01/2020										Page	1
A) Updated by era run: 9000175138 Remit File: DPH-REMIT-2020-07-01											
Event History ERA Information by PV											
Pr	Session	Prov	Bl.Hr.	Bill	Fee	Pay	Bill TPP	Bill DPH	Bal	Posted	
Dphid-ref	Serv_id	bill_id	sdr_id	Note			Type Ref	Fl	Eid	Billed	
Era_id	Line St.	Claim St.	FV			Error Codes			Era Status	SDR	
Changed Fields		O_status							SSP	EMLineID	
(CS=claim, LS=line, FV=PV, ER=Error, DP=Bill_DP, OS=O_status)											
FV:											
* FV Subtotal *											
			68.75	6332.19	0.00	0.00		6332.19	5702.99		
FV: THM200623D20											
* FV Subtotal *											
			56.50	5105.30	0.00	0.00		5105.30	5105.30		
FV: THM200623R20											
* FV Subtotal *											
			4829.75	388927.71	0.00	0.00		388927.71	391810.57		
*** Total ***											
			4955.00	400365.20	0.00	0.00		400365.20	402618.86		
Updated by era run: 9000175138 Remit File: DPH-REMIT-2020-07-01											

The following screen shot shows some of the new error codes, including those on ACCEPTED records:

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B) Updated by era run: 9000175138 Remit File: REMIT-WITH-FV

Event History ERA Information by Line Status and Claim Error

Pr	Session	Prov	Bl.Hr.	Bill	Fee	Pay	Bill TPP	Bill DPH	Bal	Posted
Dphid-ref	Serv_id	bill_id	sdr_id				Type Ref	Fl	Eid	Billed
Era_id	Line St.	Claim St.	FV						Era Status	SDR
Changed Fields	Error Codes								SSP	RMLineID
O_status	(CS=claim, LS=line, FV=FV, ER=Error, DP=Bill_DP, OS=O_status)									

Line Status: ACCEPT

Error Code: 4CGROUPINGREASON

* Subsubtotal *		6.00	209.55	0.00	0.00	209.55	209.55			
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Error Code: 5KGROUPINGREASON

* Subsubtotal *		1468.75	131721.62	0.00	0.00	131721.62	131310.40			
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Error Code: NO ERROR

* Subsubtotal *		2242.50	163217.92	0.00	0.00	163217.92	165239.55			
** Subtotal **		3717.25	295149.09	0.00	0.00	295149.09	296759.50			

Line Status: REJECT

Error Code: CLAIMEXCINITIALAMT

* Subsubtotal *		5.00	629.20	0.00	0.00	629.20	0.00			
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Error Code: DOSNOTDURINGENROLLMENT

* Subsubtotal *		2.50	148.96	0.00	0.00	148.96	148.96			
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The detailed remit reports also include the new DPH Claim ID that is required when you send a correction (below):

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C) Updated by era run: 9000175138 Remit File: REMIT-WITH-PV Non-Accepted Only

Event History ERA Information by Line Status and Claim Error

Pr	Session	Prov	Bl.Hr.	Bill	Fee	Pay	Bill TPP	Bill DPH	Bal	Posted
Dphid-ref	Serv_id	bill_id	sdr_id				Type Ref	Fl	Eid	Billed
Era_id	Line St.	Claim St.	FV						Era Status	SDR
Changed Fields	Error Codes								SSP	MLLineID
O_status (CS=claim, LS=line, FV=FV, ER=Error, DP=Bill_DP, OS=O_status)										
Line Status: REJECT										
Error Code: CLAIMXCINITIALMT										
83	03/03/2020	TG	MLT83	6	2.50 DPH	314.60	0.00	0.00	314.60	0.00 05/21/2020
83H6615-1	1800680662	9000174478	9000174479				TRANS FR BCB	Y	9013237555	06/09/2020
9000175138	REJECT	REJECT							U	06/09/2020
CS,LS,ER,DP,	CLAIMXCINITIALMT									91253642
Claim: 8383H661520200303680662										
83	03/03/2020	TG	OG 83	7	2.50 DPH	314.60	0.00	0.00	314.60	0.00 05/21/2020
83H6615-1	1800680665	9000174478	9000174479				TRANS FR BCB	Y	9013237557	06/09/2020
9000175138	REJECT	REJECT							U	06/09/2020
CS,LS,ER,DP,	CLAIMXCINITIALMT									91253644
Claim: 8383H661520200303680665										
* Subsubtotal *										
				5.00	629.20	0.00	0.00	629.20	0.00	

And we did get a detailed report of the “conditionally” accepted claims:

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07/01/2020
Updated by era run: 9000175138 Remit File: DPH-REMIT-2020-07-01 Accepted records with errors / conditional
payment
Event History ERA Information by Line Status and Claim Error
Pr Session Prov Bl.Hr. Bill Fee Pay Bill TPP Bill DPH Bal Posted
Dphid-ref Serv_id bill_id sdr_id Type Ref Fl Eid Billed
Era_id Line St. Claim St. PV Era Status SDR
Changed Fields Error Codes SSP RMLineID
O_status (CS=claim, LS=line, FV=PV, ER=Error, DP=Bill_DP, OS=O_status)

Line Status: ACCEPT

Error Code: 4CGROUPINGREASON

84 10/01/2019 TM CA 84 1 0.75 DPH 27.00 0.00 0.00 27.00 27.00 06/09/2020
8405854-2 1000366507 9000174480 9000174481 TRANS FR OTM Y 9013230886 06/09/2020
9000175138 ACCEPT ACCEPT THM200623R20 U 06/09/2020
CS,LS,FV,ER,DP, 4CGROUPINGREASON 91263224
DPH temporary payment see error attached to claim Claim:
84840585420191001366507
BATCH TRANSFER

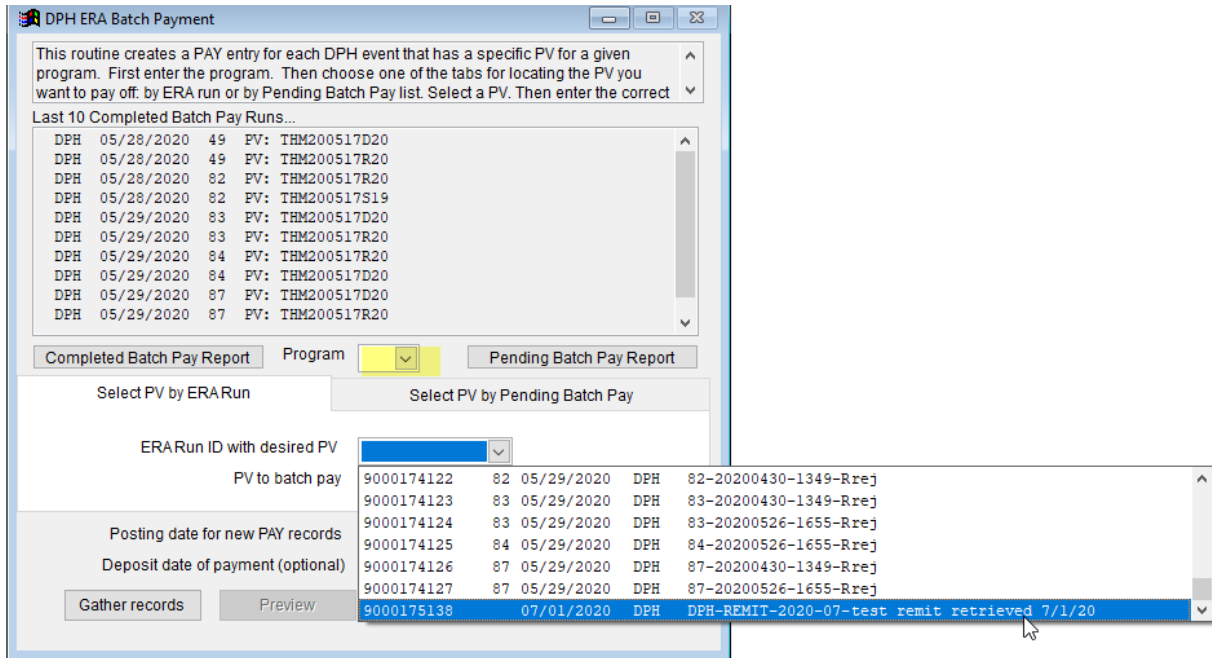
84 10/08/2019 TM CA 84 1 0.75 DPH 27.00 0.00 0.00 27.00 27.00 06/09/2020
8405854-2 1000367315 9000174480 9000174481 TRANS FR OTM Y 9013230888 06/09/2020
9000175138 ACCEPT ACCEPT THM200623R20 U 06/09/2020
CS,LS,FV,ER,DP, 4CGROUPINGREASON 91263226
DPH temporary payment see error attached to claim Claim:
84840585420191008367315
BATCH TRANSFER

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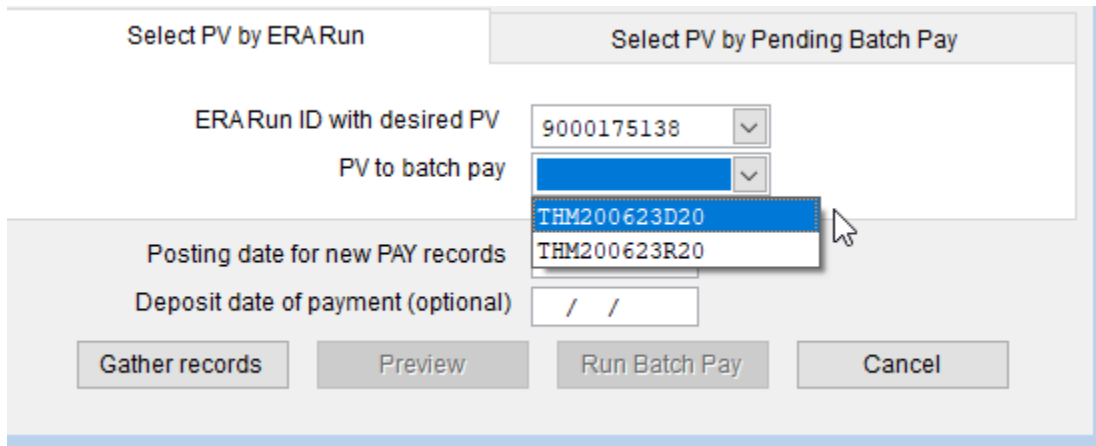
So, the revised Thom Biller DPH ERA remit process appears to be working correctly. Still, it is quite new so please review your results carefully.

As for DPH Batch Payments, this is also working.

Note you no longer limit the run to a single program:



You select a PV to pay as usual:



Selected Records for Batch Payment
 Grouped by the type of record that will be created

Pr	Session	Prov	Bl.Hr.	Bill	Fee	Bill DPH	Bal	Posted
Era_id	Line St.	Claim St.	FV	Note	Error Codes	Type	Ref	SDR
* Type of record that will be created:				PAY				
Subtotal * PAY				56.50	5105.30	5105.30	5105.30	
*** Total ***				56.50	5105.30	5105.30	5105.30	

And if the remit has some ADJ-P refunds included (negative payments), those also appear correctly:

Selected Records for Batch Payment
 Grouped by the type of record that will be created

Pr	Session	Prov	Bl.Hr.	Bill	Fee	Bill DPH	Bal	Posted
Era_id	Line St.	Claim St.	FV	Note	Error Codes	Type	Ref	SDR
* Type of record that will be created:				ADJ-P REFUND				
Subtotal * ADJ-P REFUND				-57.50	-3336.30	-3336.30	0.00	
* Type of record that will be created:				PAY				
Subtotal * PAY				4887.25	392264.01	392264.01	391810.57	
*** Total ***				4829.75	388927.71	388927.71	391810.57	