Government and Vendor Fiscal/Employer Agent Workshop: Key Elements, Challenges and Lessons Learned

Public Partnerships, LLC

Developing Accurate, Timely and User-Friendly Financial Reports:

The "Family Friendly" ™ Report

December 5, 2005

PUBLIC PARTNERSHIPS

CASH & COUNSELING

Public Partnerships, LLC 148 State Street, 10th Floor Boston, MA 02109Tel. (617) 426-2026 Fax (617) 426-4069 www.publicpartnerships.com

Directing Services Requires Information

❖Lesson #1: Knowledge is power for consumers as well as managers.

❖Consumer direction requires timely and accurate information that will empower consumers and facilitate individual decision making.

❖Without good information we are substituting an old system of agency directed services for a new system of agency directed services; we are continuing to foster dependency.

❖ Developing the process for defining and structuring information is the first step.

Designing Reports for Consumers and Managers

- Lesson #2: The report design process for consumers is not much different than report design for managers.

- It begins with a clear understanding of the program goals and business rules. For example:

    - Consumers are able to hire staff and purchase certain services that are within their individual budgets;

    - Rates are established within the range set by the public agency for staff and service providers that meet certain qualifications;

    - Consumers are able to make budget changes on a monthly basis among individual line items with certain restrictions without prior approval; or

    - Consumers manage units of services, rather than the cost of services.

Designing Reports for Consumers and Managers

- Lesson #3: Report design requires more than a clear definition of goals, business rules and terminology. It requires a process with feedback from the end users – consumers and managers – before it is put in place.
- Some of our early "best designs" (or so we thought) failed because we didn't take the end user fully into consideration before we produced the report design.
- This is obviously true for consumers as well as program managers.
- Which leads us to Lesson #4: There is no standard report; the right suite of reports comes from the design process with consumers and program managers.

What Do Consumers Want in their Reports?

- Our initial Family Friendly ™ reports failed at being friendly for families – it read like an accountant's spreadsheet and was too technical.
- In general, PPL learned that consumers and families value:
  - Concise, accurate, straightforward reporting
  - Clear non-technical descriptions of what the numbers mean
  - Reports produced in multiple languages
  - A first page that summarizes all activity, is supported by subsequent pages of year-to-date details
  - Clear page numbers-- on every page—in the same location
  - Easy to find PPL contact information
  - The name of their Case Manager/Social Worker, so they know who to contact if they want to make changes to their plan
  - Names of their providers on the reports, so they know they are being paid for the correct number of hours

Customize Family Friendly™ for Program Goals

- Program managers request different reporting features for their populations
- PPL develops reports for each program based on individual specifications
  - No two programs served by PPL utilize the same report
  - Some program managers prefer to report employer tax payments; some do not
  - Some program managers prefer to report spending in dollar spending; some prefer to report spending in service units
  - Some program managers prefer to show provider rate information; some do not
- A comparison of three Family Friendly ™ reports follows.

Program A

- Family Friendly ™ reports intended to track spending, detect fraud, monitor provider utilization.
- Program Manager valued a summary report followed by a detail report.
- Detail report should read like a bank statement, including:
  - Reporting payments in dollars, rather than service units
  - Check number, payment date, vendor paid, service period covered
  - Dollar rate per unit
  - Dollar amount budgeted, used, remaining, budget percentage remaining
- Intended to exclude all tax deposit information as it complicated reports.
- Required monthly frequency to accurately track consumer spending and detect provider fraud.

PUBLIC PARTNERSHIPS

Program A –Summary Report Page 1

- ❖ Annual spending summary by service type
- ❖ Total annual budget allocation
- ❖ Year-to-date spending
- ❖ Remaining balance
- ❖ Remaining percentage of annual budget

PUBLIC PARTNERSHIPS

PUBLIC PARTNERSHIPS, LLC
148 State Street, 10th Floor
Boston, MA 02109
(617) 426-7303

YEAR TO DATE
SPENDING SUMMARY REPORT

Account Information

Paul Participant
123 Main Street
Any Town, USA

Budget Number (ISNB):	**64517-FF-1**
Participant ID:	PART01
DMR Service Coordinator:	Carrie Coordinator
Report Print Date:	**11/29/2005**
Fiscal Year:	**2006**

How to Read this Report

Read the chart below to see how much money you have spent for each item compared to how you budgeted. Check the "remaining balance" column to see if you still have funds available for each item. If there are no "( )" around the amount, that means you still have funds available to you for that service item. But, if there are "( )" around the "remaining balance" amount, that means you have exceeded the dollars budgeted to you for that item. A zero indicates that you have no funds budgeted for that item, but you may have submitted invoices for payment. Additional pages may follow this summary that include detail payment information.

How Much of My Budget Have I Spent Through October 31, 2005?

SERVICE DESCRIPTION	FUNDS BUDGETED	FUNDS SPENT YTD	REMAINING BALANCE	REMAINING % OF FUNDS
Adult Ed Classes	$1,344.50	$0.00	$1,344.50	100%
Clothing Stipend	$197.25	$0.00	$197.25	100%
Computer Hardware	$878.75	$0.00	$878.75	100%
DMR ISO Fee	$396.00	$0.00	$396.00	100%
Employment Support	$1,440.00	$0.00	$1,440.00	100%
Medical Services	$180.00	$0.00	$180.00	100%
OTHER: Transportation	$1,200.00	$0.00	$1,200.00	100%
Vacation	$799.00	$0.00	$799.00	100%
GRAND TOTALS	**$6,435.50**	**$0.00**	**$6,435.50**	**100%**

PUBLIC PARTNERSHIPS

Detail Report

- ❖ Payment by service type and provider
- ❖ Payment by unit price with check number
- ❖ Service period covered
- ❖ Total budget remaining

Paul Participant

Budget Number (ISNB):	64517-FFD1
Participant ID:	PART01
Fiscal Year	Carrie Coordinator
Questions Call PPL:	(617) 426-7303

Where Have I Spent My Money Through October 31, 2005?

SERVICE PAID TO	PPL CONTRACT #	DATE PAID	AMOUNT PAID	PAYMENT DETAIL UNITS	U/M	RATE	SERVICE BEGIN	END
Group Home								
Provider A	62127	09/26/05	33.00	1.00	EACH	@ $33.00	09/01/05 -	09/30/05
Provider A	62127	08/30/05	33.00	1.00	EACH	@ $33.00	08/01/05 -	08/31/05
Provider A	62127	07/29/05	33.00	1.00	EACH	@ $33.00	07/01/05 -	07/31/05
		Sub-Total	99.00	3.00				
Employment Support								
Polus Center	62097	10/13/05	120.00	4.00	HOUR	@ $30.00	09/01/05 -	09/30/05
Polus Center	62097	09/15/05	120.00	4.00	HOUR	@ $30.00	08/01/05 -	08/31/05
Polus Center	62097	08/18/05	120.00	4.00	HOUR	@ $30.00	07/01/05 -	07/31/05
		Sub-Total	360.00	12.00				
OTHER: Transportation								
Provider B	62095	10/27/05	100.00	1.00	MONTH	@ $100.00	11/01/05 -	11/30/05
Provider B	62095	09/29/05	100.00	1.00	MONTH	@ $100.00	10/01/05 -	10/31/05
Provider B	62095	08/18/05	100.00	1.00	MONTH	@ $100.00	09/01/05 -	
Provider B	62095	07/21/05	100.00	1.00	MONTH	@ $100.00	08/01/05 -	08/31/05
Provider B	62095	06/23/05	100.00	1.00	MONTH	@ $100.00	07/01/05 -	07/31/05
		Sub-Total	500.00	5.00				
Vacation								
Alternative Leisure Co., Inc	62537	07/21/05	799.00	1.00	EACH	@ $799.00	08/01/05 -	08/31/05
		Sub-Total	799.00	1.00				

TOTAL SPENT THROUGH 10/31/05 **$1,758.00**

Program B

- Developed for a family-centered program with significant consumer involvement in employer duties.
- Family Friendly ™ report developed in light of scandal in which state payroll processors misused tax deposit funds.
- Intended to empower families and consumers to verify tax deposits by reporting payments made, employer tax account numbers, and tax agency contact information.
- State regulation requires payroll processors to provide quarterly reports to employers. Program manager intended to maintain quarterly frequency for Family Friendly ™ report.
- Program manager required cover letter stressing importance of report and retention for Workers' Compensation and program agency audits.

Program B- Tax Deposit Summary Pages

FPSO Participant :	Paul Participant
Federal Employer Identification Number	
Internal Revenue Service Phone #	1-800-829-4933
Withholding Account Number	
Revenue Services Phone #	(207) 626-8475
UC Employer Account Number	
Department of Labor Phone #	(207) 287-3176

PAYMENT HISTORY

Period: 1/1/05 - 3/31/05	Quarter: 1
Total IRS Tax Deposits:	574.58
State Unemployment Deposit:	51.28
State Withholdings Deposit:	68.00
Total State of Deposits:	119.28

Period: 4/1/05 - 6/30/05	Quarter: 2
Total IRS Tax Deposits:	841.12
State Unemployment Deposit:	61.75
State Withholdings Deposit:	181.00
Total State of Deposits:	242.75

Period: 7/1/05 - 9/30/05	Quarter: 3
Total IRS Tax Deposits:	861.48
State Unemployment Deposit:	64.73
State Withholdings Deposit:	201.00
Total State of Deposits:	265.73

Period: 10/1/05 - 12/31/05	Quarter: 4
Total IRS Tax Deposits:	
State Unemployment Deposit:	
State Withholdings Deposit:	
Total State of Deposits:	

GRAND TOTAL DEPOSITS TO DATE

Grand Total IRS Tax Deposits:	2,277.18
Grand Total State Unemployment Deposit:	177.76
Grand Total State Withholdings Deposit:	450.00
Grand Total State of Deposits:	627.76
State Withholdings Deposit:	181.00
Total State of Deposits:	242.75

Program B – Payment Summary Page

- ❖ Payment by provider
- ❖ Provider Gross Pay, Net Pay, hours worked
- ❖ Employer and employee taxes by type

PAYROLL DETAIL REPORT BY EMPLOYEE, BY CHECK NUMBER

PAY PERIOD END: 9/30/2005 (FY2005)

FPSO ID	Check Date,	#	Hours	GROSS	NET	EE SSEC	FWT	EE MEDI	ME SWT	ER SSEC	ER MEDI	ER FUTA
PAUL PARTICIPANT COU006-A CARLISLE HOME CARE Employee Name, SSN, Address, Phone PAULA PROVIDER - 999-99-9999 123 MAIN STREET ANY TOWN, USA 12345												
	07/18/05	1226	29.8	292.74	235.35	18.15	20.00	4.24	15.00	18.15	4.24	2.34
PAUL PARTICIPANT COU006-A CARLISLE HOME CARE Employee Name, SSN, Address, Phone PAULA PROVIDER - 999-99-9999 123 MAIN STREET ANY TOWN, USA 12345												
	07/18/05	1227	40.5	398.52	319.03	24.71	29.00	5.78	20.00	24.71	5.78	3.19
PAUL PARTICIPANT COU006-A CARLISLE HOME CARE Employee Name, SSN, Address, Phone PAULA PROVIDER - 999-99-9999 123 MAIN STREET ANY TOWN, USA 12345												
	08/01/05	1259	34.8	341.94	275.78	21.20	23.00	4.96	17.00	21.20	4.96	2.74

Program C

- Consumer services historically managed centrally, with limited consumer or family involvement to manage service allocations.
- Prior to Fiscal Intermediary implementation there was no true expectation that families could or would manage within an allocation. This sentiment shaped development of the Family Friendly ™ report.
- Service utilization is reported in units, as families, consumers and case managers have historically worked within a unit system. The program is structured to maximize Medicaid reimbursement using service units in place of dollars. No payments should ever appear by dollar cost, only units utilized.
- Employer taxes are paid by the state agency and are not budgeted in individual consumer allocations. Therefore, the program manager did not intend to report employer taxes for a family and consumer audience.
- PPL worked with the program manager to develop the simplest and most straightforward Family Friendly ™ report possible.

PUBLIC PARTNERSHIPS

Program C- Summary and Detail, Simply

- ❖ Simple, straightforward
- ❖ Shows summary at the top
- ❖ Shows detail below, including service period, provider, units used and units remaining

PAUL PARTICIPANT
123 MAIN STREET
ANY TOWN, USA 12345

PAGE NUMBER: 1
QUESTIONS? (800) 391-5193

HOW TO READ THE MONTHLY ACCOUNT STATEMENT

The Monthly Account Statement summarizes your year-to-date (YTD) activity with the Program Name Here
Section 1 shows you how many service units (hours) you were given (Begin Units), how many have been used (YTD Paid Units) and how many are left (Unused Units). **Section 2** lists who provided you service, the number of units paid, and how many units are left. If you just started the program, or if no payments have been made yet, then Section 2 will be blank. "AUTH #", "Start Date" and "End Date" are used by DDD to help manage your account.

SECTION 1: SUMMARY OF YOUR ACCOUNT ACTIVITY TO DATE

SERVICE CATEGORY	AUTH ##	START DATE	END DATE	BEGIN UNITS	YTD PAID UNITS	UNUSED UNITS
Respite	2013745	07/01/05	06/30/06	720.00	174.75	545.25

SECTION 2: DETAIL OF YOUR PAID UNITS TO DATE

ACCOUNT ACTIVITY: Respite - AUTH # 2013745 - DATES 07/01/05 TO 06/30/06

SERVICE PERIOD	SERVICE PROVIDER	YTD PAID UNITS	UNUSED UNITS
09/26/05 TO 10/09/05	PAULA PROVIDER	17.00	703.00
10/10/05 TO 10/23/05	PAULA PROVIDER	46.25	656.75
10/24/05 TO 11/06/05	PAULA PROVIDER	51.50	605.25
11/07/05 TO 11/20/05	PAULA PROVIDER	60.00	545.25

Focus on Consumer Data Needs

- By providing consumers with up-to-date spending information, expenditure patterns and remaining balances, service recipients have tools to make informed choices and successfully manage their allocations.

- Reports can be delivered to families in a variety of formats including HIPAA secure, password encrypted e-mail.

- Reports automatically generated in consumer’s primary language for English and Spanish speaking participants.

- Depending on program population, reports produced in other languages including Portuguese, Russian, Creole and Haitian.

- Include detailed cover sheet with instructions for how to read the report.

- During program implementation, provide training on how to read the report. Provider consumers and families with sample reports in ‘Welcome Packets.’

PUBLIC PARTNERSHIPS

Goals for Continued Improvement

- Report employer tax payments in an easily understandable method.
- Provide necessary training to consumers/families to enable full report comprehension.
- Minimize lag between consumer receipt of report and reporting period to reflect the most timely data.
- Make reports available on-line for easy, real-time viewing.
- Include robust data in a straightforward format.
    - Maximize consumer comprehension by presenting information as directly as possible.
- Improve reports of Medicaid eligible services and service claim reports.

PUBLIC PARTNERSHIPS

Different Audiences, Different Reports

	REPORT	PURPOSE	AUDIENCE
1	Family Friendly Report	Monitor year-to-date spending compared to budget in easy to understand format	Participant/Family
2	Case Load Summary	Summarize year-to-date fiscal activity for each participant in caseload	Case Manager
3	Account Transaction Report	Confirm and document all transfers by participant, by funding source	
4	Detail Payment By Vendor	Report year-to-date payments made to a vendor, grouped by participant	Provider/Senior Management
5	Detail Payment By Participant	Report year-to-date payments by participant, at check level detail	Senior Management
6	Account Balance Summary	Summarize year-to-date fiscal activity for all caseloads	
7	Funding Source Summary	Report year-to-date funding source balance by participant	

PUBLIC PARTNERSHIPS

Family Friendly ™ Report Spanish Version

PUBLIC PARTNERSHIPS

RESUMEN DE LOS GASTOS DEL ASO ESTE AÑO HASTA LA FECHA

Información Sobre la Cuenta, con't de Pagina 1 (Informe de Resumen)

Participante, Jim

Número de Presupuesto:	1234-FFD-1
Identificación del Participante:	PART01
Año Fiscal:	2002
Llame a PPL con Perguntas:	426-7303

Donde he gastado mi dinero hasta April 30, 2002?

Servicio (código) Pagado a	# del Contracto de PPL	Fecha Pagado	Cuanto Pagado	Detalle del Pago Cuantos Unidad Costo	Fecha de Principio	Servicio Fin
1:1 Appoyo Casera (<24) (0101)						
MY Support, Inc.	12863	1/9/02	3,671.28	29 DIA @ $126.59	12/1/00	12/31/00
MY Support, Inc.	12863	2/8/02	3,263.36	29 DIA @ $126.59	1/2/01	1/31/01
		Sub-Total	**6,934.64**			
Desarrollo de Trabajo (0305)						
Jobs, Inc	25738	9/30/01	844.40	10 HORA @ $84.40	8/1/00	8/31/00
Jobs, Inc	25738	10/26/01	675.52	8 HORA @ $84.40	9/1/00	9/30/00
Jobs, Inc	25738	12/8/01	675.52	8 HORA @ $84.40	10/1/00	10/31/00
Jobs, Inc	25738	12/22/01	675.52	8 HORA @ $84.40	11/1/00	11/30/00
		Sub-Total	**2,870.96**			
Entrenar de trabajo (0302)						
Jobs, Inc	23944	4/6/02	774.08	1 CADA @ $72.00	2/1/01	2/28/01
Jobs, Inc	23944	4/24/02	774.08	1 CADA @ $72.00	3/1/01	3/31/01
		Sub-Total	**1,548.16**			
Educación Casera (0801)						
ABC Education	34256	1/9/02	600.00	30 HORA @ $20.00	12/1/00	1/5/01
		Sub-Total	**600.00**			
Servicios del Taxi (0705)						
AAA Taxi	23456	1/9/02	72.00	1 CADA @ $72.00	12/1/00	12/31/00
AAA Taxi	23456	2/8/02	63.00	1 CADA @ $63.00	1/1/01	1/31/01
AAA Taxi	23456	3/23/02	81.00	1 CADA @ $81.00	2/1/01	2/28/01
XYZ Cab	23456	9/8/01	96.00	1 CADA @ $96.00	7/1/00	7/31/00
XYZ Cab	23456	10/3/01	120.00	1 CADA @ $120.00	8/1/00	8/31/00
XYZ Cab	23456	10/26/01	60.00	1 CADA @ $60.00	9/1/00	9/30/00
XYZ Cab	23456	11/27/01	120.00	1 CADA @ $120.00	10/1/00	10/31/00
XYZ Cab	23456	12/22/01	54.00	1 CADA @ $54.00	11/6/00	11/20/00
XYZ Cab	23456	12/22/01	266.00	1 CADA @ $266.00	11/21/00	12/1/00
XYZ Cab	23456	4/24/02	874.00	1 CADA @ $874.00	3/1/01	3/31/01
		Sub-Total	**1,806.00**			
MBTA (0701)						
MBTA	23456	4/6/2002	57.00	1 CADA @ $57.00	4/1/2001	4/30/2001
MBTA	23754	4/6/2002	627.00	1 CADA @ $627.00	5/1/2001	6/30/2001
		Sub-Total	**684.00**			
Estipendio Personal (1301)						
Jim Participant	45682	4/6/2002	202.16	1 CADA @ $202.16	3/1/2001	3/31/2001
		Sub-Total	**202.16**			
TOTAL GASTADO HASTA - 4/30/02			**14,645.92**			

- All PPL reports can be produced in multiple languages to meet the needs of a diverse participant population
- Provides check-level detail, grouped by service
- Details tie to Individual Budget and Summary Report

Case Load Summary

- Case Manager audience
- Restricted data access
- Summarizes family friendly report

Public Partnerships, LLC
CASE LOAD SUMMARY REPORT
All figures Reflect Activity Through April 30, 2002

Report Print Date: 4/30/2002
Fiscal Year-Period: 2002-10

Case Manager Jane Smith

PARTICIPANT	Beginning Allocation	Deposit	Withdraw	Transfer IN	Transfer OUT	Ending Allocation Balance	Annual ISNB Budget	Actual Expenses Paid	Current YTD Variances		
									End Alloc less Expenses	End Alloc - ISNB	% Funds Left
Particpant, Cathy	72,078.40	0.00	0.00	2,201.00	0.00	74,279.40	74,279.40	55,423.00	18,856.40	0.00	25.4%
Participant, Jim	15,000.00	0.00	0.00	653.20	0.00	15,653.20	15,653.20	14,645.92	1,007.28	0.00	6.4%
Participant, Ralph	75,927.00	0.00	0.00	0.00	(500.00)	75,427.00	75,400.00	75,111.00	316.00	27.00	0.4%
Participant, Yolanda	32,000.00	0.00	(10,000.00)	0.00	0.00	22,000.00	22,000.00	20,899.00	1,101.00	0.00	5.0%

Account Transaction Report

- Risk Pools are used to provide one-time payments for participants
- Purpose of risk pools and fund transfers is to provide additional flexibility needed to meet unforeseen situations/crises
- Case Managers may transfer funds from one participant to another without impacting future budgets
- Participants/families may pledge to supplement services with private funds
- The FI tracks public/private money separately while creating a comprehensive audit trail on transfers

PUBLIC PARTNERSHIPS

ACCOUNT TRANSACTION REPORT
ALL POOLS AND ACCOUNTS
FISCAL YEAR 2002

Participant	Transaction Type	Type	Transaction Date	Amount	Transfer From (To)	Annual Rollover
Participant, Jim						**Manager: Jane Smith**
	Beginning Balance	P	7/1/2001	15,000.00	Begin	13,625.00
	Beginning Balance Sub-Total			**15,000.00**		**13,625.00**
	Transfer In	T	9/13/2001	653.20	Participant, Paul	-
	Transfer In Balance Sub-Total			**653.20**		**-**
	BALANCE Participant, Jim			**15,653.20**		**13,625.00**
Participant, Tony						**Manager: Jane Smith**
	Beginning Balance	P	7/1/2001	25,500.00	Begin	25,500.00
	Beginning Balance Sub-Total			**25,500.00**		**25,500.00**
	Transfer Out	T	9/13/2001	(1,000.00)	Participant, Paul	-
	Transfer Out	P	11/15/2001	(14,000.00)	Participant, Jim	14,000.00
	Transfer Out	P	2/18/2002	(500.00)	Participant, Sandy	500.00
	Transfer In Balance Sub-Total			**(15,500.00)**		**14,000.00**
	BALANCE Participant, Tony			**10,000.00**		**39,500.00**
Participant, Kate						**Manager: Henry Jones**
	Beginning Balance	P	7/1/2001	85,428.94	Begin	13,625.00
	Beginning Balance Sub-Total			**85,428.94**		**13,625.00**
	Transfer In	T	9/13/2001	500.50	Participant, Chery	-
	Transfer In	P	11/15/2001	4,582.00	Participant, Jeff	625.00
	Transfer In Balance Sub-Total			**5,082.50**		**625.00**
	Transfer Out	T	9/13/2001	(10,000.00)	Participant, Paul	-
	Transfer Out	P	11/15/2001	(13,873.00)	Participant, Ron	14,000.00
	Transfer Out	P	2/18/2002	(500.00)	Participant, Bob	500.00
	Transfer In Balance Sub-Total			**(24,373.00)**		**14,000.00**
	BALANCE Participant, Kate			**90,511.44**		**14,250.00**

PUBLIC PARTNERSHIPS

Detail Payment Reports

PUBLIC PARTNERSHIPS

Public Partnerships, LLC
Detail Payment Information
By Participant

Report Run Date	8/15/2001
Agency Contract #	123456789
Fiscal Year	2001
YTD Expenses Through	4/30/2001

I.D.	Participant Fund	Vendor Name	Payment Date	Amount	Item	Units	U/M	Unit Cost	Service Date From	Service Date To	Service Description
ABC123	**Participant, Jim**										
	DAY	ABC Education	1/9/01	600.00	0508	30.00	HOUR	20.00	12/1/00	1/5/01	In-home education
	DAY	AAA Taxi	1/9/01	72.00	0702	8.00	EACH	9.00	12/1/00	12/31/00	Cab Services
	DAY	AAA Taxi									
	DAY	AAA Taxi									
	DAY	XYZ Cab									
	DAY	XYZ Cab									
	DAY	XYZ Cab									
	DAY	XYZ Cab									
	DAY	XYZ Cab									
	DAY	XYZ Cab									
	DAY	XYZ Cab									
	DAY	MBTA									
	DAY	MBTA									
	DAY	MY Support, Inc									
	DAY	MY Support, Inc									
	DAY	Jim Participant									
	DAY	Jobs, Inc									
	DAY	Jobs, Inc									
	DAY	Jobs, Inc									
	DAY	Jobs, Inc									
	DAY	Jobs, Inc									
	DAY	Jobs, Inc									
	Participant Total										

PUBLIC PARTNERSHIPS

Public Partnerships, LLC
Detail Payment Information
By Vendor

Report Run Date	8/15/2001
Agency Contract #	123456789
Fiscal Year	2001
YTD Expenses Through	4/30/2001

I.D.	Participant Fund	Vendor Name	Payment Date	Amount	Item	Units	U/M	Unit Cost	Service Date From	Service Date To	Service Description
123	**ABC Education, Inc.**										
	ABC122	Participant, Jim	1/9/01	100.00	0508	5.00	HOUR	20.00	1/5/01	1/5/01	In-home education
	DEF456	Participant, Amy	2/8/01	240.00	0508	12.00	HOUR	20.00	1/1/01	1/31/01	In-home education
	DEF456	Participant, Amy	3/23/01	280.00	0508	14.00	HOUR	20.00	2/1/01	3/10/01	In-home education
		Vendor Total		**$620.00**							
444	**AAA Taxi**										
	ABC122	Participant, Jim	1/9/01	72.00	0702	8.00	EACH	9.00	12/1/00	12/31/00	Cab Services
	ABC122	Participant, Jim	2/8/01	63.00	0702	7.00	EACH	9.00	1/1/01	1/31/01	Cab Services
	ABC122	Participant, Jim	3/23/01	81.00	0702	9.00	EACH	9.00	2/1/01	2/28/01	Cab Services
		Vendor Total		**$216.00**							
789	**MY Support, Inc.**										
	ABC122	Participant, Jim	1/9/01	3,671.28	0102	18.00	DAY	203.96	12/1/00	12/31/00	1:1 In Home Support (<24)
	ABC122	Participant, Jim	2/8/01	3,263.36	0102	16.00	DAY	203.96	1/2/01	1/31/01	1:1 In Home Support (<24)
	DEF456	Participant, Amy	1/9/01	675.52	0302	32.00	HOUR	21.11	12/1/00	12/31/00	Work Training
	DEF456	Participant, Amy	2/8/01	675.52	0302	32.00	HOUR	21.11	1/1/01	1/31/01	Work Training
	GHI222	Participant, Mary	1/24/01	388.00	0602	20.00	HOUR	19.40	12/1/00	12/31/00	1:1 Staff paid by agency
	GHI222	Participant, Mary	2/8/01	620.80	0602	32.00	HOUR	19.40	1/1/01	1/31/01	1:1 Staff paid by agency
	GHI222	Participant, Mary	3/23/01	543.20	0602	28.00	HOUR	19.40	2/1/01	2/28/01	1:1 Staff paid by agency
	GHI222	Participant, Mary	4/6/01	465.60	0602	24.00	HOUR	19.40	3/1/01	3/31/01	1:1 Staff paid by agency
	JKL001	Participant, Sue	1/24/01	3,059.40	0102	15.00	DAY	203.96	12/1/00	12/31/00	1:1 In Home Support (<24)
	JKL001	Participant, Sue	2/8/01	4,079.20	0102	20.00	DAY	203.96	1/1/01	1/31/01	1:1 In Home Support (<24)
	JKL001	Participant, Sue	3/23/01	2,447.52	0102	12.00	DAY	203.96	2/1/01	2/28/01	1:1 In Home Support (<24)
	MNO999	Participant, Paul	3/23/01	388.00	0602	20.00	HOUR	19.40	2/1/01	2/28/01	1:1 Staff paid by agency
	MNO999	Participant, Paul	4/6/01	620.80	0602	32.00	HOUR	19.40	3/1/01	3/31/01	1:1 Staff paid by agency
		Vendor Total		**$20,898.20**							

- Management audience
- Program-wide data access
- Monitor year to date spending and service delivery by vendor

Fund Availability & Account Balance Summary Reports

Public Partnerships, LLC
Fund Availability Summary
By Participant

Report Run Date	4/30/2002
Agency Contract #	123456789
Fiscal Year	2002
YTD Expenses Through	4/30/2002

PARTICIPANT	RES	DAY	SUP	WAIT	T22	DOE	FAM	POS	ALL FUNDS
Participant, Amy									
Participant, Bob									
Particpant, Cathy	73								
Participant, Don	58								
Participant, Elmer									
Participant, Fred	111								
Participant, Ginny									
Participant, Harry	83								
Participant, Ingrid	2								
Participant, Jim	15								
Participant, Kate	40								
Participant, Larry	13								
Participant, Mary	4								
Participant, Nancy									
Participant, Ollie									
Participant, Paul									
Participant, Quinn									
Participant, Ralph	75								
Participant, Sue	131								
Participant, Tony									
Participant, Uma									
Participant, Vivian	76								
Participant, Walter									
Participant, X	11								
Participant, Yolanda									
Participant, Zuzu	14								
Totals	712								

Public Partnerships, LLC
Account Balance Summary Report
By Participant, By Pool

Report Run Date	4/30/2002
Agency Contract #	123456789
Fiscal Year	2002
YTD Expenses Through	4/30/2002

PARTICIPANT	Beginning Balance	Deposit	W/Draw	Transfer IN	Transfer OUT	Ending Allocation Balance	Annual ISNB Budget	Actual Expenses Paid	End Alloc less Expenses	End Alloc less ISNB	ISNB less Expenses
Participant, Amy	13,625	0	0	1,625	0	15,250	15,250	13,308	1,942	0	1,942
Participant, Bob	3,286	0	0	0	(1,714)	1,572	1,512	1,426	146	60	86
Particpant, Cathy	72,078	0	0	2,201	0	74,279	74,279	55,423	18,856	0	18,856
Participant, Don	68,802	825	0	0	0	69,627	68,644	52,651	16,976	983	15,993
Participant, Elmer	8,611	611	0	0	0	9,222	9,222	8,001	1,221	0	1,221
Participant, Fred	124,536	0	0	0	0	124,536	124,421	120,074	4,462	115	4,347
Participant, Ginny	928	0	0	0	0	928	928	928	0	0	0
Participant, Harry	83,428	34,354	0	0	0	117,782	117,782	104,698	13,084	0	13,084
Participant, Ingrid	0	0	0	2,600	0	2,600	2,600	2,129	471	0	471
Participant, Jim	15,000	0	0	653	0	15,653	15,653	14,646	1,007	0	1,007
Participant, Kate	63,925	0	(7,000)	0	0	56,925	56,825	52,000	4,925	100	4,825
Participant, Larry	13,864	0	0	0	0	13,864	13,864	11,112	2,752	0	2,752
Participant, Mary	4,868	1,123	0	0	0	5,991	5,991	4,562	1,429	0	1,429
Participant, Nancy	30,000	0	0	0	0	30,000	30,000	30,000	0	0	0
Participant, Ollie	12,000	0	0	0	0	12,000	12,000	11,589	411	0	411
Participant, Paul	50,002	0	0	0	(13,854)	36,148	36,148	31,489	4,659	0	4,659
Participant, Quinn	24,628	0	0	0	0	24,628	23,628	22,222	2,406	1,000	1,406
Participant, Ralph	75,927	0	0	0	(500)	75,427	75,400	75,111	316	27	289
Participant, Sue	135,249	3,607	0	0	0	138,856	138,856	121,333	17,523	0	17,523
Participant, Tony	25,500	0	0	0	(15,500)	10,000	10,000	8,500	1,500	0	1,500
Participant, Uma	9,760	0	0	0	0	9,760	9,760	8,481	1,279	0	1,279
Participant, Vivian	61,546	0	0	0	0	61,546	61,546	60,717	829	0	829
Participant, Walter	2,042	0	0	10,172	0	12,214	12,214	11,631	583	0	583
Participant, X	16,638	1,871	0	0	0	18,509	18,509	15,316	3,193	0	3,193
Participant, Yolanda	32,000	0	(10,000)	0	0	22,000	22,000	20,899	1,101	0	1,101
Participant, Zuzu	15,037	0	0	500	0	15,537	15,537	15,123	414	0	414
Totals	963,281	42,391	(17,000)	17,751	(31,568)	974,855	972,570	873,369	101,486	2,285	99,201

- Provides systemwide summary of financial activity, by participant
- Tracks multiple funding sources by participant, including public and private cash resources, risk pools and funding transfers