

# PROCOMP

SOFTWARE



## Fiscal Year Prep

Many of you are approaching the close of your fiscal year. As the year end draws near, we would like to remind you of necessary changes to your system. Two updates, Fee Tables (Important for Ohio customers, please see **Fee Tables for Ohio Customers** below) and Staff/Program Utilization can be prepared for and completed now. The third must be closely coordinated with the fiscal department as you start your new fiscal year.

**Fee Tables For Ohio customers:** You will be receiving an update to your Fee Table structures in the very near future to coincide with changes brought by Ohio Medicaid Redesign. It will be necessary to have this update prior to completing fee table updates for FY18.

### **Fee Tables For Non Ohio Customers**

As most of you know, the fee tables are date driven. You can complete the necessary work in your system ahead of the new fiscal year by creating an entirely new fee schedule. The time sensitive changes will allow you to finish the current year, prepare for the new and at the same time allow you time to review and vet your new entries prior to using them July 1, 2017. For step by step instructions on how to create a new fee schedule, refer to the CATT Operational Guide, Chapter 16 (v3.5).

### **Accounting Period**

The Current Fiscal year values will need to be updated, coinciding with the beginning of your new fiscal year. These values should not be changed until all charges, adjustments, and receipts for the open fiscal year are posted and prior to any entries for the new fiscal period (close of the June 2016 period). It is important to note that all AR staff should log out and log back into Catt before making any entries for the new Period/Fiscal Year. For step by step instructions on how to change the current fiscal year, refer to the CATT Operational Guide, Chapter 11 (v3.5).

### **Utilization/Productivity for Staff and Program**

Like the fee tables, the staff and program expectations are date driven. Both sets of

expectations can be set up and vetted for accuracy now. For step by step instructions on how to change the update Staff and Program expectations, refer to the CATT Operational Guide, Chapter 23 (v3.5).

Visit our Website

## In case you missed it...

In February we released [CATT 356](#). It is the newest addition to our CATT product family, offering a fully hosted cloud based environment through a partnership with Keystone Technology Consultants. If you are interested in making a change or know of colleagues who might be interested, please contact your account manager or email [catt@procompsoftware.com](mailto:catt@procompsoftware.com).



## Upcoming Events

SAMHSA's National Children's Mental Health Awareness Day is May 4, 2017. For more information about the live webcast check out the [SAMHSA website](#).

[Ohio's Behavioral Health Redesign](#) begins July 1, 2017.

[Ohio Council](#) Annual Conference will be October 19 & 20, 2017 at the Hilton Columbus/Polaris. Save the date!



Ohio BH Redesign

## Summertime

Summer begins [Wednesday, June 21, 2017](#).

Some of our favorite summertime things are:



watermelon, ice cream, barbecues, lemonade, fishing, hiking, biking, picnics, kayaking, camping, beach vacations and spending time with family. Whatever it is you like to do or wherever you go, we wish you a safe and enjoyable summer!

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