



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance

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Online Guide Transmittal 2016-31
July 14, 2016

To: Department of Transitional Assistance Staff

From: Sarah Stuart, Associate Commissioner for Program and Policy Implementation

Paul Sutliff, Assistant Commissioner for Field Operations

Re: Cross Programs – Migration of Special Services Payment System (SSPS) to BEACON

Overview

Effective with BEACON Build 48.4, the Special Services Payment System (SSPS) was integrated into BEACON:

- the SSPS mainframe system was integrated into BEACON effective Tuesday, 7/5/2016.
- DTA staff were instructed to enter/authorize all new/existing SSPS invoices no later than Thursday, 06/30/2016 using the current SSPS mainframe system.
- SSPS was not available on Friday, 7/1/2016.
- SSPS became available on BEACON on Tuesday, 7/5/2016 and must be used to enter and authorize new SSPS payments and release ongoing protective payments.

Note: All current protective payments have been terminated in the SSPS mainframe system and new invoices were automatically created for the remaining months.

This move will improve customer service and financial management as well as reduce the flow of paper throughout DTA.

Purpose

The purpose of this Online Guide Transmittal is to advise staff of the changes to SSPS procedures and BEACON, including:

- new and modified pages for creating, modifying, approving and transmitting invoices ;
 - new views; and
 - the obsoleting of the Protective Payments Actuate Report and the creation of new Actuate reports.
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Obsolete Operations Memo

Operations Memo 2012-19, TAFDC and EAEDC – Relocation Benefit, is now obsolete.

Obsolete Forms

The following forms are now obsolete:

- *Vendor Payment Recipient Appointment Letter (VP/NFL-1) (E)*;
 - *Vendor Payment Recipient Appointment Letter (VP/NFL-1) (S)*;
 - *Vendor Payments Vendor Notification Letter (VP/NFL-2) (E)*; and
 - *Vendor Payments Vendor Notification Letter (VP/NFL-2) (S)*.
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New Views

The following views have been created to assist DTA staff in the processing of SSPS invoices:

- Completed Invoices;
 - Discontinued Invoices;
 - Failed Payroll Invoices;
 - Pending Approval;
 - Pending Authorization;
 - Pending Invoices;
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New Views
(continued)

- Pending Payroll Invoices;
 - Rejected/Returned Invoices;
 - Scanned Funeral Applications;
 - Scanned Invoices; and
 - Verifications Due.
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Obsolete Actuate Report

The Protective Payments Actuate Report is now obsolete, although it will still be visible. Staff must use the Pending Invoices view to ensure that protective payments are sent out each month.

New Actuate Reports

The following Actuate reports have been created for managing the Special Services Payment System:

- Weekly Activity Report;
 - Weekly Summary of Invoice Approvals;
 - Deceased Recipient Funeral Payments;
 - Non-CIAU Authorized Payments of \$1000 or More;
 - Invoices Voided in the Past 6 months;
 - Outstanding Invoices;
 - Fiscal Year Payments by Service for <MM/YY>;
 - Fiscal Year Payments by Service for <DD/MM/YY>;
 - Monthly Payment File Select for Payments Dated <MM/DD/YYYY> through <MM/DD/YYYY>;
 - Weekly Aging Analysis Report; and
 - SSPS Check Register: Payroll <payroll ID> - <reporting date>.
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**New BEACON
Online Guide
Book/Pages**

Topic: Cross Programs
Book: Funeral and Final Disposition
Page: Print the VC-1

Topic: Cross Programs
Book: SSPS Invoice
Page: SSPS Overview

Topic: Cross Programs
Book: SSPS Invoice
Page: SSPS Views

Topic: Cross Programs
Book: SSPS Invoice
Page: Transaction History

Topic: Cross Programs
Book: SSPS Invoice
Page: Types of Payments issued via the Special Services
Payment System (SSPS) on BEACON

Topic: Cross Programs
Book: SSPS Invoice
Page: Enter a New SSPS Invoice

Topic: Cross Programs
Book: SSPS Invoice
Page: Recommended for Approval or Denying an Invoice –
Case Manager

Topic: Cross Programs
Book: SSPS Invoice
Page: Print an Invoice

Topic: Cross Programs
Book: SSPS Invoice
Page: Authorization or Rejection of an Invoice - Supervisor

Topic: Cross Programs
Book: SSPS Invoice
Page: Central Invoice Approval Unit – Invoice Approvals

**New BEACON
Online Guide
Book/Pages
(continued)**

Topic: Cross Programs
Book: SSPS Invoice
Page: Central Invoice Approval Unit – Invoice Cancellations

Topic: Cross Programs
Book: SSPS Invoice
Page: Central Invoice Approval Unit – Invoice Denials

Topic: Cross Programs
Book: SSPS Invoice
Page: Central Invoice Approval Unit – Invoice Update

Topic: Cross Programs
Book: SSPS Invoice
Page: Central Invoice Approval Unit – Replacement of a Vendor Payment

Topic: Cross Programs
Book: SSPS Invoice
Page: Protective Payments

Topic: TAFDC
Book: ESP
Chapter: DTA Works
Page: DTA Works Stipends

**Updated
BEACON Online
Guide
Books/Pages**

Topic: Cross Programs
Book: Appointments
Chapter: EAEDC Appointments
Page: Schedule Appointment Page - EAEDC

Topic: Cross Programs
Book: Appointments
Chapter: TAFDC Appointments
Page: Schedule Appointment Page - TAFDC

**Updated
BEACON Online
Guide
Books/Pages
(continued)**

Topic: EAEDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Relocation Benefit Overview - EAEDC

Topic: EAEDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Relocation Benefit - Case Manager Responsibilities-
EAEDC

Topic: EAEDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Relocation Benefit - Creating and Authorizing an
Invoice - EAEDC

Topic: EAEDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Relocation Benefit - Denials - EAEDC

Topic: EAEDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Relocation Benefit Policy and Procedures

Topic: Cross Programs
Book: Funeral and Final Disposition
Page: Funeral and Final Disposition Overview

Topic: Cross Programs
Book: Funeral and Final Disposition
Page: Funeral and Final Disposition Application

Topic: Cross Programs
Book: Funeral and Final Disposition
Page: Funeral and Final Disposition Expenses

Topic: Cross Programs
Book: Funeral and Final Disposition
Page: Funeral and Final Disposition Assets

**Updated
BEACON Online
Guide
Books/Pages
(continued)**

Topic: Cross Programs
Book: Funeral and Final Disposition
Page: Funeral and Final Disposition Processing - CBU Responsibilities

Topic: Cross Programs
Book: Funeral and Final Disposition
Page: Funeral and Final Disposition - Termination of Benefits - CBU Responsibilities

Topic: Cross Programs
Book: Funeral and Final Disposition
Page: Funeral and Final Disposition Policy and Procedures

Topic: EAEDC
Book: Services
Page: Vendor Payments Overview - Protective Payments - EAEDC

Topic: EAEDC
Book: Services
Page: Vendor Payments Page - Protective Payments - EAEDC

Topic: EAEDC
Book: Services
Page: Voluntary Vendor Payments - EAEDC

Topic: EAEDC
Book: Services
Page: Mandatory Vendor Payments - EAEDC

Topic: EAEDC
Book: Services
Page: Processing Protective Payments - EAEDC

Topic: EAEDC
Book: Services
Page: Vendor Payments Policy and Procedures - EAEDC

**Updated
BEACON Online
Guide
Books/Pages
(continued)**

Topic: EAEDC
Book: Basic Case Activities & Maintenance
Chapter: Immediate Needs
Page: Immediate Needs Invoices - EAEDC

Topic: TAFDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Relocation Benefit Overview - TAFDC

Topic: TAFDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Relocation Benefit - Case Manager Responsibilities - TAFDC

Topic: TAFDC
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Chapter: Relocation Benefits
Page: Relocation Benefits - Creating and Authorizing an Invoice - TAFDC

Topic: TAFDC
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Chapter: Relocation Benefits
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Topic: TAFDC
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Topic: TAFDC
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Page: Vendor Payments Overview - Protective Payments - TAFDC

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Page: Vendor Payments Page - Protective Payments - TAFDC

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Page: Voluntary Vendor Payments - TAFDC

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BEACON Online
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Topic: TAFDC
Book: Services
Page: Mandatory Vendor Payments - TAFDC

Topic: TAFDC
Book: Services
Page: Processing Protective Payments -TAFDC

Topic: TAFDC
Book: Services
Page: Vendor Payments Policy and Procedures - TAFDC

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Immediate Needs
Page: Immediate Needs Invoices - TAFDC

Questions

If you have any policy or procedural questions, please email the DTA Mailbox.
Systems issues should be directed to the Systems Support Help Desk.
