

## **REV - Check Handling and Deposit Operational Procedure**

### **Purpose:**

Owing to the Estate Recovery Section's need to deal with original documents, the IME has established an alternate mail and check deposit operational procedure for this section of the IME's Revenue Collection Unit.

### **Identification of Roles:**

IME Estate Recovery Section manages all functions of this operational procedure. Department of Human Services (DHS) Fiscal Management – provides oversight and bank/deposit report reconciliation functions.

### **Performance Standards:** Daily

### **Path of Business Procedure:**

1. Mail is received at the McKinley Post Office Box and picked up daily by designated Estate Recovery (ER) staff member.
2. Mail is transported to the ER Offsite Facility (317 6<sup>th</sup> Ave – Des Moines) and opened by second and third designated ER staff members.
3. Designated ER staff member makes three copies of each check - one to keep with hard copy file, one for check report, and one to be scanned into Onbase, NOTE: The copy that is scanned into OnBase will be indexed as a "Photostat", not as a live check.
4. A designated ER staff member then enters each check into the Check Log noting
  - a. Amount of Check
  - b. Date of entry
  - c. Check Number
  - d. Bank Check was drawn on
  - e. Payor
  - f. Medicaid Recipient
  - g. The initials for the staff member logging check into safe
5. Staff member places checks and updated daily Check Log into the dual-security fire safe\*. One set of check copies is forwarded to the IME Facility for scanning into OnBase and a second set is attached to the closed hardcopy files.  
**\*Only three Senior Staff members have the access codes for the dual-entry fire safe**
6. The case is processed via Estate Recovery case management processes.

7. A deposit detail is prepared at the Offsite Facility.
8. Two designated ER Staff, using the deposit detail, remove the listed checks from the safe and sign them out of the Check Log in the space provided noting date of removal and placing one of their initials in the Check Log.
9. The checks are endorsed for deposit and attached to the completed deposit slip.
10. Bank Deposit is made by designated ER Staff.
11. Deposit receipt is returned to the ER Offsite Facility and attached to a copy of the deposit detail. This is then filed.
12. Using the Check Log, reconciliation is performed weekly by an ER Staff member on items in the safe not yet designated as ready for deposit.
13. Reporting:
  - a. Revenue Collection Account Manager will pull all needed material from Onbase to incorporate Estate Recovery in the Unit's monthly report.
  - b. Estate Recovery staff will generate and send a monthly report to DHS, Division of Fiscal Management and IME Unit Account Manager as backup and for additional detail.

**Forms/Reports:**

Copy of "Photostat", not as a live check.  
Copy of "check log"  
Copy of Deposit slip  
Copy of Deposit Receipt  
Copy of Monthly report to IME Account Manager

**RFP References:** N/A

**Interfaces:** CORE

**Attachments:**

597551

WELLS FARGO BANK N.A.  
1000 21st St  
Des Moines, IA 50319

COMMUNITY SERVICES DEPARTMENT  
100 WEST STREET, 8TH FLOOR  
DES MOINES, IA 50319

PAY TO THE ORDER OF: *REVENUE*

DATE: 09/14/2010

AMOUNT: \$20,000

Over Hundred and 00/100

102571510

597551 102571510 102571510

COMMUNITY SERVICES DEPARTMENT 597551

DEPOSIT DATE  
SEP 14 2010

Estate Recovery Program  
P O Box 38745  
Des Moines, IA 50319

ESTATE RECOVERY  
IME  
SEP 0 8 2010

## Check Log

9/14/2010

DOLLAR	CHECK				IN	OUT
AMT	No.	PAYOR	BANK	RECIPIENT	STAFF	DATE STAFF

## Deposit Slip

Wells Fargo Deposit Acct #: 4121129290  
Contact: Kristina Coon, Estate Recovery Program, 246-9841

Deposit Date:

Remitter	Check #	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		

28  
29  
30  
31  
32  
33  
34

**Total** **\$0.00**

**Deposit Receipt**

Wells Fargo Bank  
Transaction Record

Store # 02167 36                      Deposit

Account Number                      Amount  
XXXXXX9290                      \$132,906.25

00182

Transaction # 051 0064

03:07PM 08/31/10 Credited: 08/31/10

Avoid having your debit card declined ...  
Speak with a Banker today.

Thank you, Jacob

**Monthly report to IME Account Manager**

**Iowa Estate Recovery Program  
Monthly Report of Funds Collected to DHS**

**AUG 2010**

	<u>Current Month</u>	<u>Previous Month</u>	<u>Contract to Date</u>	<u>State FY to Date</u>
Recoveries	\$ 1,392,641.28	\$ 1,487,365.23	\$ 2,880,006.51	\$ 2,880,006.51
Interest per statute	\$ 10,325.89	\$ 2,371.37	\$ 12,697.26	\$ 12,697.26
Buy-In	\$ 82,546.42	\$ 70,424.11	\$ 152,970.53	\$ 152,970.53
Certain Trusts	\$ 10,835.87	\$ 2,867.90	\$ 13,703.77	\$ 13,703.77
*Adjustments	\$ (7,192.55)	\$ -	\$ (7,192.55)	\$ (7,192.55)
<b>Total Recoveries for month:</b>	<b>\$ 1,489,156.91</b>	<b>\$ 1,563,028.61</b>	<b>\$ 3,052,185.52</b>	<b>\$ 3,052,185.52</b>

HMS Service Fee %	8.25%
HMS Service Fee Invoiced	\$ 122,855.45

	Recipient SID	Name	Prin. Recovered	Trust/Interest	Totals
Estate Recovery	See attached weekly reports submitted to DHS				

Buy In	Recipient SID	Last Name	First Name	Amount Recovered
				\$3,753.00
				\$674.80
				\$1,700.49
				\$2,217.20
				\$993.40
				\$275.50
				\$2,594.10
				\$1,747.80
				\$1,831.60
				\$7,065.50
				\$2,632.80
				\$192.80
				\$4,087.60

Iowa Department of Human Services  
Iowa Medicaid Enterprise (IME)  
Revenue Collections Unit

				\$4,275.00
				\$3,150.50
				\$86.30
				\$450.40
				\$3,765.90
				\$5,538.00
				\$1,757.30
				\$1,757.30
				\$1,542.40
				\$3,964.40
				\$3,966.60
			<b>Total</b>	<b>\$82,546.42</b>

Certain Trusts	Recipient SID	Last Name	First Name	Amount Recovered
				\$218.93
				\$161.55
				\$305.22
				\$1,217.43
				\$249.03
				\$58.01
				\$8,625.70
			<b>Total</b>	<b>\$10,835.87</b>

*Refunds	Recipient SID	Last Name	First Name	Amount Returned
				\$29.95
				\$192.80
				\$1,007.14
				\$5,962.66
			<b>Total</b>	<b>\$7,192.55</b>

*Insufficient Funds	Recipient SID	Last Name	First Name	Amount Insufficient
			<b>Total</b>	<b>\$0.00</b>

*Other Adjustments	Recipient SID	Last Name	First Name	Adjustment	Reason for Adjustment
			<b>Total</b>	<b>\$0.00</b>	

Iowa Department of Human Services  
Iowa Medicaid Enterprise (IME)  
Revenue Collections Unit

**Acronyms:**

ER – Estate Recovery Section

IME – Iowa Medicaid Enterprise