

Verification Reports are an important part of double checking and reconciling a user's data entry. These reports can be found under the report tab listed as Verification Reports.



When entering units in a site/route/worker code, after data entry is complete the next step users should take is to run the corresponding verification report. The report will show the units which will be counted and reimbursed in the next ARMS reimbursement report run.

Verification Reports

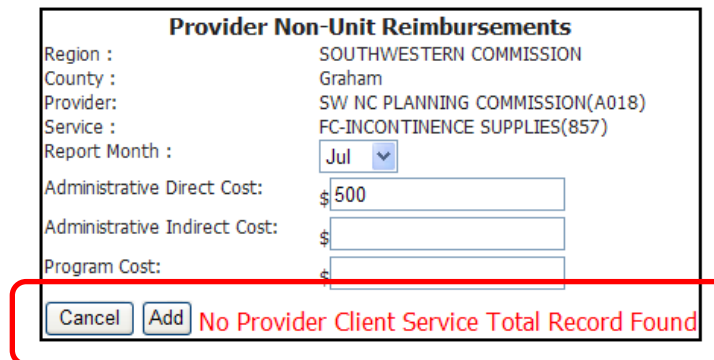
Name	Description
ZGA542	Units of Service Verification Report
ZGA543	Consumer Contributions/Program Income Verification Report
ZGA544	Non-Unit Service Verification Report
ZGA300	Site/Route/Worker Code Table
ZGA301	Site/Route/Worker Code Information
ZGA546	Information and Assistance Contacts Report
ZGA547	Caregiver Unregistered I & A Contacts Report
ZGA548-1	Legal Client And Unit Verification Report
ZGA548-2	Family Caregiver Legal Client And Unit Verification Report
ZGA549	Housing and Home Improvement Report
ZGA550	Care Management Persons Served Report
ZGA551	CONSUMER DIRECTED CARE (CDC) REPORTS
ZGA553	PROJECT CARE REPORT- STATE RECURRING

Financial Reports

For **unit-based** services, users should run the **ZGA542** Unit Verification Report. It will show the clients, monthly and yearly totals of units to date. Real-Time Data Captured on this report, and it is not designed to match the Reimbursement Reports. However, running the ZGA542 report right after entering units, will show users if the number of units they intended to bill for is correct. It will also help users find errors, if the intended number of billable units do not match.

Many **non-unit**-based services require units to be entered before a reimbursement amount can be entered. The non-unit-based verification report is the **ZGA544**. It will show the number of units listed by month. Once units are entered in the service's SRW, then a reimbursement amount can be entered.

If a user fails to enter the units in a SRW, in a service which it is required, the user will get the following error:



The screenshot shows a web form titled "Provider Non-Unit Reimbursements". The form fields are as follows:

Region :	SOUTHWESTERN COMMISSION
County :	Graham
Provider:	SW NC PLANNING COMMISSION(A018)
Service :	FC-INCONTINENCE SUPPLIES(857)
Report Month :	Jul
Administrative Direct Cost:	\$ 500
Administrative Indirect Cost:	\$
Program Cost:	\$

At the bottom of the form, there are two buttons: "Cancel" and "Add". To the right of these buttons, a red error message is displayed: "No Provider Client Service Total Record Found".

In addition to the ZGA542 and ZGA544 verification reports, there are some 'service specific' verification reports as well.

Example: ZGA 546 Information and Assistance Contacts Report and the ZGA549 Housing and Home Improvement Verification report.

Reimbursement reports are generated on the 12th day of the month with two exceptions: if the 12th falls on a weekend reimbursement will generate the following Monday. If the 12th falls on a holiday, reimbursement is generated the following working day. Also, note that Veteran's Day always fall on November 11th; which affects reimbursement.