

Fiscal Center of Excellence

Introduction

The Fiscal Center of Excellence provides oversight of the Agency's finances through accounts payable/receivable, payroll administration, reporting and financial statements and financial controls.

Quality Measures

The following are the quality measures for Fiscal Center of Excellence:

- 1. To improve the process for capturing provider budgets and rate approvals.**
- 2. To improve the process for provider invoicing.**
- 3. To decrease and eliminate errors in reporting to the Department of Elder Affairs.**

Action Steps

The Chief Financial Officer will commit:

- 1. To improve the process for capturing provider budgets and rate approvals.**

Action Item: Work with IT to create a Budget Application Module in order to capture provider budgets and electronically approve rates.
- 2. To improve the process for provider invoicing.**

Action Item: Work with IT to create a Budget Application Module in order to import provider's CIRT data electronically to populate invoices. This will also give providers extra time for billing.
- 3. To decrease and eliminate errors in reporting to the Department of Elder Affairs.**

Action Item: Work with IT to create a Budget Application Module in order to import financial data to electronically populate invoices to the Department. This will also ensure timely invoice submissions to the Department.

Results

1. To improve the process for capturing provider budgets and rate approvals.

Result: Action Item completed. Team members of the Fiscal Center of Excellence worked with the IT Center of Excellence to develop the Budget Application Module (BAM) in order to capture provider budgets and electronically approve rates. BAM has been rolled out to providers and they are currently utilizing the application however Fiscal is still having to manually approve the budget and rate. In the new year (FY19) the CFO alongside IT will continue to improve the application for ultimate usage.

2. To improve the process for provider invoicing.

Result: Action item completion contingent on the improvement to the Budget Application Module.

3. To decrease and eliminate errors in reporting to the Department of Elder Affairs.

Result: Action item completion contingent on the improvement to the Budget Application Module.

Attachments

N.A.