

Year End Sync Process for CC/CM Tracking

The Year-end Sync process updates the coverage information on submitted logs when Medicaid coverage was issued after creation of the log. The purpose of this final check is to assure the correct eligibility category is assigned to each log. The Sync process also finds NEW logs that were entered before there was eligibility or after the quarter closed.

To submit your quarter four log, or amend any previous quarters for FY18, you **must first run** the Year-end Sync process.

If a log is affected by the Year-end sync process, it is given the **Amended** status. CHASS requires that you complete the amendment process for the quarters which are affected.

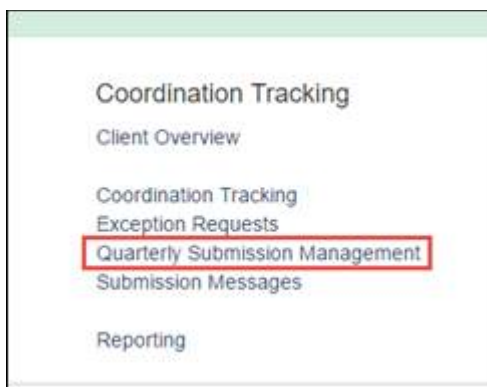
Please review the bulleted list below for important details.

- *To submit Q4 in CHASS, you must complete the Year-end Sync process.*
- *Quarter 4 submissions are due by October 30. The last day to run the Year-end sync process is October 29.*
- *Once started, the Year-end Sync process runs overnight. The next morning, quarterly submissions and amendments for all quarters are available.*
- *All amended Supplemental Attachments must be sent to your financial department to be attached to the Q4 Financial Status Report (FSR) in EGrAMS.*

Steps for Running the Year End Sync Process

Note: Before running the Year-end Sync process, you may want to take note of any logs that currently have Amended status. This will help you identify exactly which logs were impacted by the Year-end Sync process.

1. Navigate to your Quarterly Submission Management area.



2. On the Quarterly Submission Management screen, click Q4 2018.

Quarterly Submission Management

5 items found, displaying 1 to 5.

Fiscal Quarter	Date Range	New	Corrected	Amended
Q4 2016	07-01-2016 to 09-30-2016	59	Not Set	Not Set
Q3 2016	04-01-2016 to 06-30-2016	Not Set	Not Set	Not Set
Q2 2016	01-01-2016 to 03-31-2016	Not Set	Not Set	Not Set
Q1 2016	10-01-2015 to 12-31-2015	2	Not Set	Not Set

- On the Quarter 4 Submission screen, click **Queue Year End Sync**.

07-01-2016 to 09-30-2016

Search **Filter** **Queue Year End Sync** **Submit Q**

Filter New Filter Submitted Filter Corrected Filter Denied Filter Submittable Filter UnSubmittable

You must complete the Year End Sync for Quarters 1 through 3 before submitting Quarter 4.

59 items found, displaying 1 to 20.

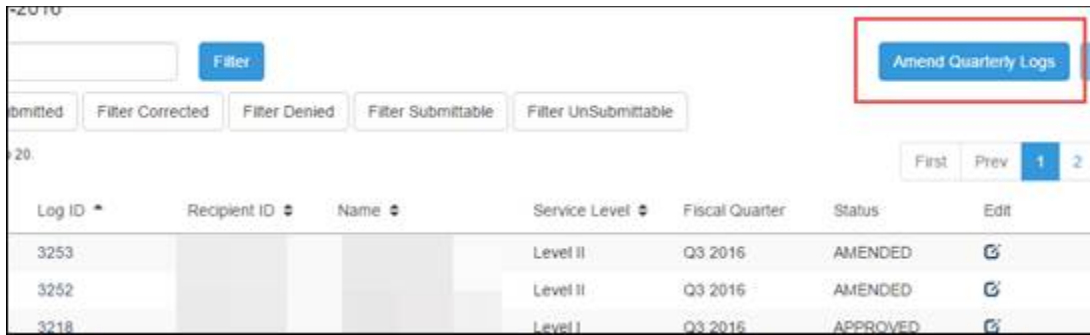
- The process will take place overnight. CHASS Main Menu will display a message when the Year-End Sync has completed. Once the process is complete, quarterly submissions and amendments for quarters one, two, and three are available.
- The Quarterly Submission Management screen displays the number of NEW logs that were not included in the previous submission for the quarter and the number of logs that were Amended by the Year-end Sync process.

Quarterly Submission Management

12 items found, displaying 1 to 12.

Fiscal Quarter	Date Range	New	Corrected	Amended
Q1 2019	10-01-2018 to 12-31-2018	68	Not Set	Not Set
Q4 2018	07-01-2018 to 09-30-2018	470	Not Set	Not Set
Q3 2018	04-01-2018 to 06-30-2018	3	Not Set	2
Q2 2018	01-01-2018 to 03-31-2018	6	Not Set	1
Q1 2018	10-01-2017 to 12-31-2017	3	Not Set	Not Set

- All previously submitted logs for quarters one, two, and three must have either submitted or approved status to submit quarter four. An amendment must be submitted for a previous quarter that has a NEW or AMENDED log.
- From the Quarterly Submission Management screen, Click the Fiscal Quarter that requires an amendment.
- On the quarterly review screen, click Amend Quarterly Logs.



9. Repeat steps 7 and 8 for each previous quarter that has a NEW or AMENDED log.

10. Once previous quarters have been amended, you can submit Q4.

11. All amended Supplemental Attachments must be sent to your financial department to be attached to the Q4 Financial Status Report (FSR) in EGrAMS.

If you have questions about CHASS or the Year End Sync Process, please contact Sherry Kertesz (kerteszs@michigan.gov)