

Fiscal Written Competency

1. You received a check from ATR; however, this check was sent to you in error and belongs to another provider. What should you do?
 - a. Process and deposit the check into your account.
 - b. Contact the other provider and discuss your frustrations about the State fiscal processes.
 - c. Shred the check immediately, since it was not intended for your agency.
 - d. Contact ATR Ohana immediately for instructions.

2. You are reviewing a batch of billing in WITS and notice an item that is over the 30-day limit. What do you do?
 - a. Send the batch and expect that ATR Ohana staff will notice the error.
 - b. Process and bill the service through WITS since the 30-day limit is really more of a guideline.
 - c. Change the service date on the item, and wait to see if it is caught during audit.
 - d. Do not bill the service item.

3. You just realize that you double billed a service item in error. What do you do?
 - a. Ignore and continue the billing process.
 - b. Do a billing reversal to correct the error and document the reason for the action in the client's record.
 - c. Leave the claim in WITS, but skip a billing for another client in the same amount, so it is even.
 - d. Do nothing until you receive instructions from ADAD.

4. You just received a check from ATR Ohana that includes an amount of money that is intended to pay through your agency to another local business for services that that business provided to the ATR Ohana client. The client is anxious to get the other services, and comes to your office offering to take the check to the business to speed up the process of getting the item. What do you do?
 - a. Tell the client that you must get your supervisor's approval before handing the check over.
 - b. Contact ATR Ohana to ask for approval.
 - c. Cut the check and give to client immediately to avoid any delay in the client receiving the other service.
 - d. Explain to the client that your agency will pay the other business directly as soon as possible.

5. A clean and sober house calls to say that your ATR Ohana client owes the landlord back rent and said that your agency would cover it. What do you do?
 - a. Cut the check and pay the landlord immediately, and then bill ATR Ohana for that amount.
 - b. Fire the client for lying to their landlord.
 - c. Contact ATR Ohana, explain the matter, and request a special exception for this client.
 - d. Explain that the previous round of ATR did provide some rental assistance, but the current ATR Ohana does not provide rental subsidy for back rent.

6. An ATR Ohana client comes into your office requesting cash to buy food. What do you do?
 - a. Give the ATR Ohana client some cash.
 - b. Contact ATR Ohana and wait for approval.
 - c. Contact your manager and wait for instructions.
 - d. Explain to the client that the ATR Ohana program does not give cash to clients.

7. You received an invoice memo from ATR Ohana requesting for you to remit payment within 10 calendar days for the balance that was overpaid to you by the State of Hawaii. The invoice states that you have five (5) business days to dispute the billed amount. After ten (10) business days have passed, and you have not responded to the State's request, what should you do?
 - a. Wait until the end of the fiscal year to complete your review of your agency's records, and, once that is completed, send a letter of response to ATR Ohana that clarifies whether or not you agree with the invoice.
 - b. After ten (10) business days, contact ADAD to request an extension in the deadline, since you were too busy to deal with the invoice when it arrived at your office.
 - c. Cut the check immediately and notify ATR Ohana that the check is on the way.
 - d. Wait for ATR Ohana's second request for payment.

8. You billed services in January, and after six months you don't recall having been paid for the January services. What do you do?
 - a. Submit another bill again in WITS.
 - b. Wait until the WITS System fixes itself, and issues the payment.
 - c. Confirm through your fiscal records that you never received the payment, and then contact ATR Ohana in order to resolve the problem.
 - d. Inform other ATR Ohana provider agencies that the State does not pay its bills.

9. In the event that an ATR Ohana provider is overpaid for services, what is the correct action that should be taken by the provider?
 - a. Return the overpayment back to the State of Hawaii before then end of ATR III, which is September 2014.
 - b. Return the overpayment back to the State of Hawaii within 10 business days of becoming aware of the error.
 - c. Wait until the ATR Ohana staff discovers the overpayment.
 - d. Since the mistake was made by State employees, too bad, so sad for ADAD.

10. You received a check from ATR Ohana for services rendered; however, you lost or misplace the check. What do you do?
 - a. Lock down the agency and ask all ATR Ohana clients to submit to a search to find the thief.
 - b. Contact ATR Ohana immediately and, in writing, request that ATR Ohana staff issues a replacement check.
 - c. Wait until the end of the ATR Ohana grant for the fiscal reconciliation to identify the amount that was never cashed.
 - d. Bill WITS again for the same services so that you can get paid again for the amount that was lost.

- 11. The following features of the WITS system are built in fiscal management tools:
 - a. System caps prevent over-expenditure of funds.
 - b. Vouchers are for 30 days.
 - c. Once expired, vouchers remain closed.
 - d. Vouchers may not be reactivated to accommodate delinquent billing.
 - e. Unused funds will be made available for new vouchers for additional services or for other clients as clients determine that there is a need.
 - f. All of the above.

- 12. ATR Ohana funds may only be used to pay for services with religious content when:
 - a. Clients ask to talk about religious issues.
 - b. Clients bring up the subject of religion first.
 - c. Provider agencies have written permission from the ADAD ATR staff to include religious content in their services.
 - d. There are no restrictions over religious content in ATR Ohana, because clients are free to choose other, non-faith based provider agencies if they wish.

TRUE FALSE 13. ATR Ohana clients must be referred back to the original Assessor for each service change request.

TRUE FALSE 14. ATR Ohana funds are tax payer dollars. Fiscal records relating to audit of ATR Ohana funds claimed for payment and expenditures are considered public information.

TRUE FALSE 15. ATR Ohana providers are considered business partners with the State and are responsible to ensure that their business and fiscal actions are based on sound business principles, are organized, and are clearly documented.

TRUE FALSE 16. Audit of ATR Ohana providers will occur frequently, will be conducted through desk audits and during on-site reviews, and do not require prior notice to the agency if conducted during regular business hours.

TRUE FALSE 17. To get paid for a service provided through ATR Ohana, providers must submit claims to ADAD using the Web Infrastructure for Treatment Services (WITS). No other electronic billing software is authorized for ATR Ohana claims for payment.

TRUE FALSE 18. Once a claim for payment has been Rejected in WITS, it can never be corrected or re-submitted for payment.

TRUE FALSE 19. Batching of claims for payment in ATR Ohana is the responsibility of the provider, which is a different claims process from how claims for payment were made during ATR II.

TRUE FALSE 20. Final adjudication of claims for payment in ATR Ohana remains the jurisdiction of ADAD, as the ATR Grantee.