

PROGRAM INSTRUCTION

SUA-17-PI-01

July 8, 2016

TO: Area Agency on Aging Directors

FROM: Cynthia Brammeier, Administrator
State Unit on Aging, Division of Medicaid & Long-Term Care

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RE: NAMIS Data Entry Deadlines

This PI will supersede any previously issued PIs or IMs that provide guidance on NAMIS data entry deadlines.

All NAMIS service unit data entry shall be completed by the last business day of the month following month of service. Changes shall not be made in NAMIS after this deadline. If changes need to be made after the deadline, the appropriate program specialist shall be consulted and must grant approval prior to updates.

For example, all July 2016 service unit data shall be entered by the last business day of August 2016 (Wednesday, August 31, 2016). If a change to July 2016 data needs to occur in September 2016 or later, the Area Agency on Aging must consult and gain approval from the State Unit on Aging before changes are made.

Specific service unit payments, such as Care Management and NSIP, that are tied to a fiscal report must be entered in NAMIS at the time the fiscal report is submitted. The monthly financial report must be received by the 15th of the following month in order to guarantee a pay date by the last business day of the month.

If you have any questions please contact the State Unit on Aging at (800) 942-7830 or email at DHHS.Aging@nebraska.gov.