

Desk Review Summary Report In the PIA System

April 2021

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Content

- ▶ What is the Desk Review Summary Report?
- ▶ How to run the report
- ▶ Using the report to complete monthly invoices and monitor desk review activity
- ▶ FAQs

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What is the Desk Review Summary Report?

- ▶ This report will show the total number of desk reviews in progress, withdrawn, completed within 10 business days, and completed after 10 business days for a specific date range.
- ▶ Those with the supervisor role in PLA can use the report to monitor the status of their organization's desk review activity as well as obtain the number of desk reviews completed for their monthly invoice to Aging Well.

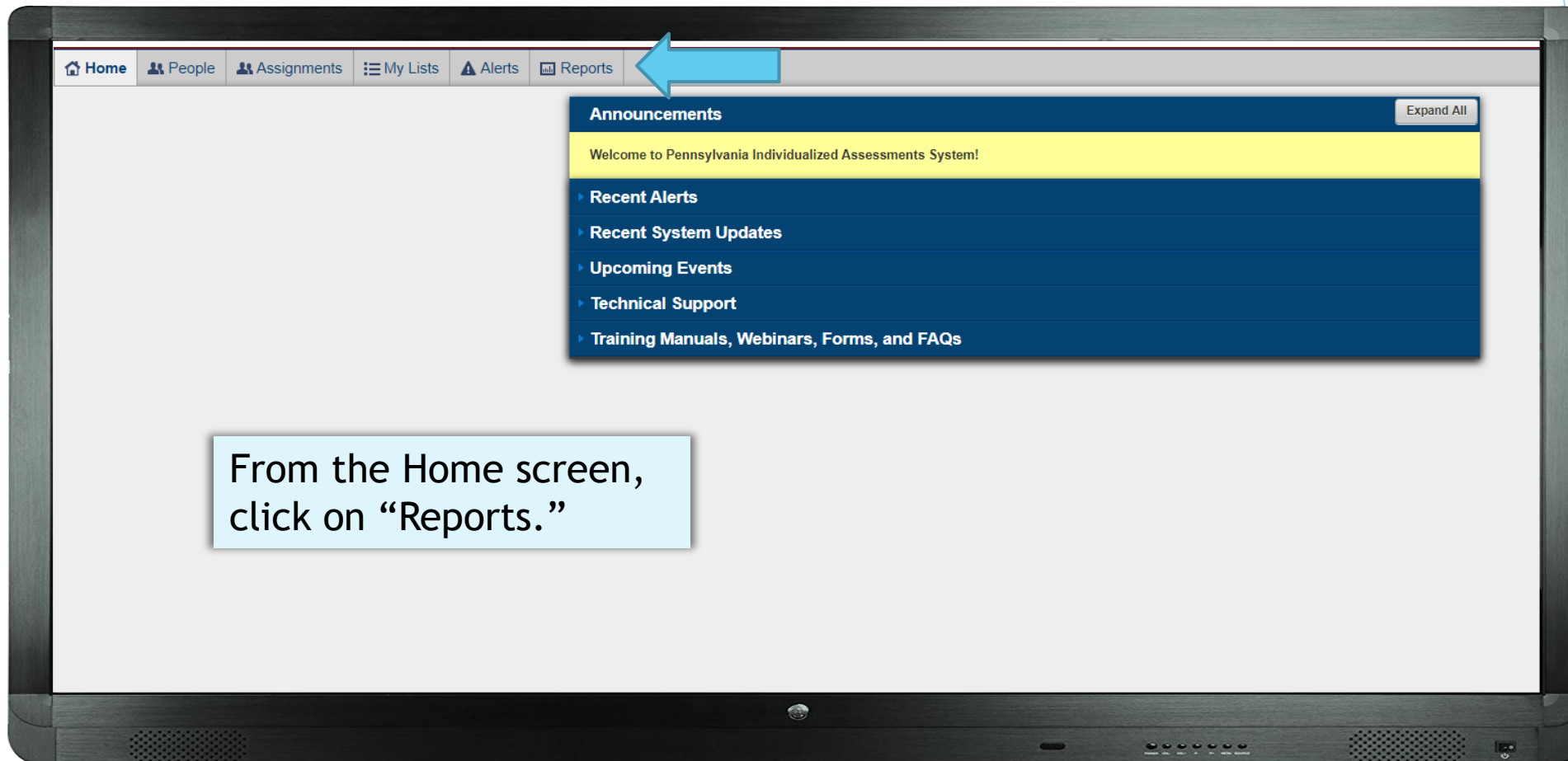
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How to Run the Report



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Aging Well PA, LLC

Home People Assignments My Lists Alerts Reports

Category:*

Filter

Report Data Last Refresh Date: 10/8/20

This opens the list of reports including the Desk Review Summary Report. Click on “View” for this report.

Category	Name	Actions
Account Activity	User Account Updates Detail Report	View
Account Activity	User Account Updates Summary Report	View
Desk Review	Desk Review Detail Report	View
Desk Review	Desk Review Summary Report	View
FED and PASRR Assessment	FED and PASRR Average Days Report	View
FED and PASRR Assessment	FED and PASRR Completion Detail Report	View
FED and PASRR Assessment	FED and PASRR Completion Summary Report	View
FED Assessment	Applicant Applied or FED Completion Detail Report	View
FED Assessment	Applicant Applied Or FED Completion Summary Report	View
FED Assessment	FED Excuse Detail Report	View
FED Assessment	FED Excuse Summary Report	View
PASRR Assessment	PASRR Excuse Detail Report	View
PASRR Assessment	PASRR Excuse Summary Report	View
Redetermination and Desk Review	Annual Redeterminations and Desk Review Detail Report	View
Redetermination and Desk Review	Annual Redeterminations and Desk Review Summary Report	View

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Aging Well PA, LLC
525 S. 29th St. - Suite B
Harrisburg, PA 17104

Start Date 3/1/2021
End Date 3/31/2021

Organization Unit Your AAA

View Report

1 of 1

Date Executed: 4/15/2021 5:31:03 PM

Desk Review Report (Summary)

You are now on the report viewer screen. Make sure to enter the start & end dates & then click on “View Report.”

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Start Date 3/1/2021



Organization Unit

Your AAA



View Report

End Date 3/31/2021



1 of 1

Date Executed: 4/15/2021 5:31:03 PM

Desk Review Report (Summary)

Total Count: 1

Search Criteria:

Start Date: 3/1/2021

End Date: 3/31/2021



Organization Unit: Your AAA


Please note the headings in the blue bar area. Adding the total in the “Completed in 10 business days” column to the “Late (Completed after 10 Business Days)” column will give you the total number of completed desk reviews for the time period between your start date & end date.

Organization Unit	Total	In Progress	Withdrawn	Completed in 10 business days	Late (Completed after 10 Business Days)
Total	14	0	0	16	1
Your AAA	14			16	1


Page 1 of 1

In this example, Your AAA completed 17 desk reviews in March 2021

Start Date  Organization Unit 

End Date 

[View Report](#)

1 of 1 







Date Executed: 4/15/2021 5:31:03 PM

Desk Review Report (Summary)

Total Count: 1

Search Criteria:

Start Date: 3/1/2021
End Date: 3/31/2021
Organization Unit: Your AAA

Organization Unit 	Total 	In Progress 	Withdrawn 	Completed in 10 business days 	Late (Completed after 10 Business Days) 
Total	14	0	0	16	1
Your AAA	14			16	1

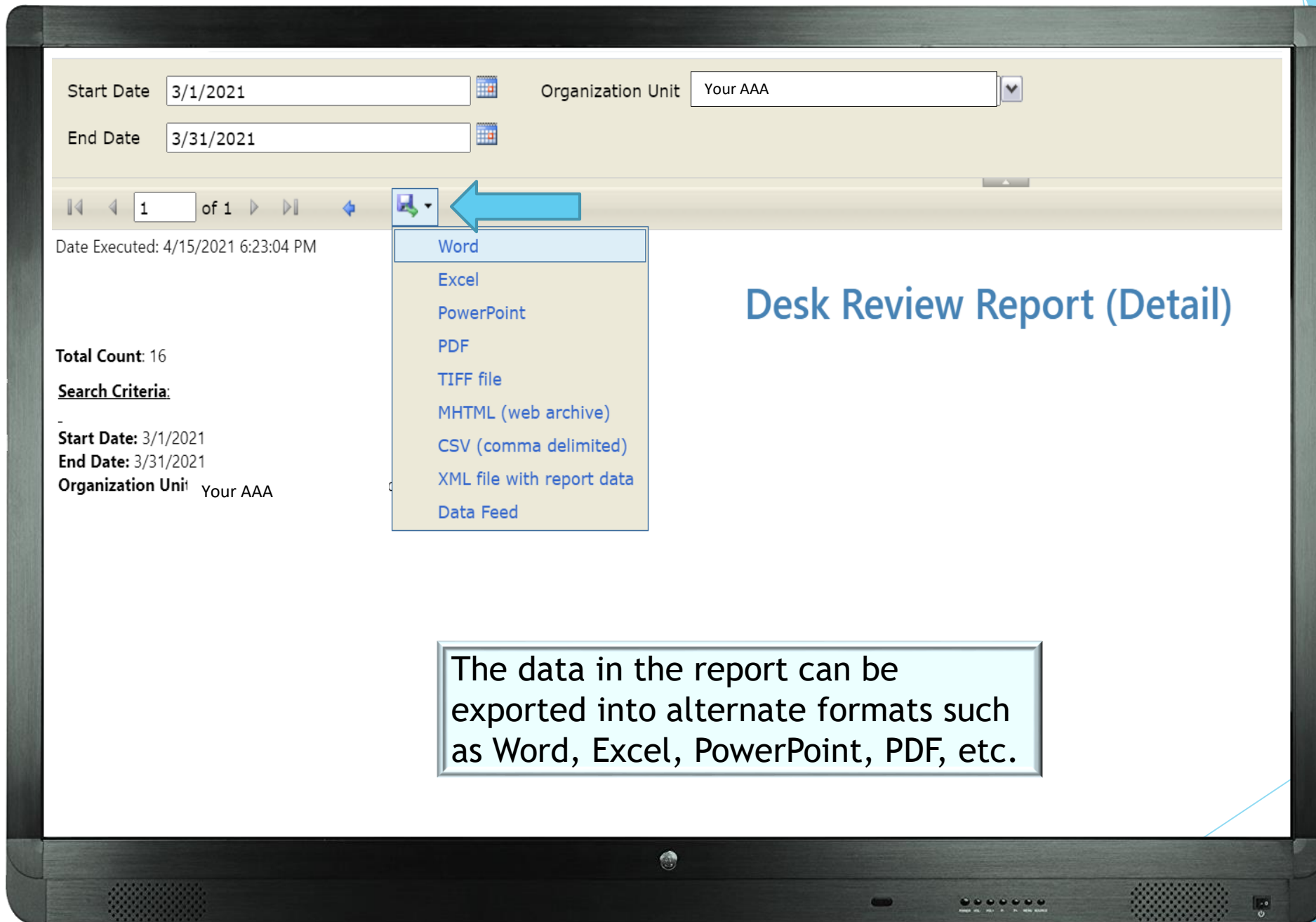
You can monitor the status of your organization's desk review activity (in-progress, withdrawn, completed within 10 business days, or late) by clicking on the blue underlined number located under each column title. This will open the desk review details.

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Desk Review Report (Detail)

The data in the report can be exported into alternate formats such as Word, Excel, PowerPoint, PDF, etc.

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Start Date  Organization Unit 

End Date 

1 of 1  

Date Executed: 4/15/2021 6:23:04 PM



Desk Review Report (Detail)

Total Count: 16

You can return to the summary report by clicking the blue arrow on the tool bar.

Desk Review Invoice FAQs

What is the payment for a desk review & how do we bill for it?

- ▶ The payment rate for a desk review is the same as your FED rate. You will generate a report in PIA to obtain the total number of desk reviews completed for your monthly invoice. Invoice totals will be reconciled with your QCSS.
- ▶ Desk reviews should be entered on the **Redetermination** line on your monthly invoice. (Contact your QCSS if you need a copy of the electronic invoice form)
- ▶ Invoices are due to Aging Well no later than the 5th business day of the month. Email invoices to fedbilling@agingwellpa.org and be sure to copy your QCSS on the email.

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Additional Information



- ▶ This presentation is available in a PDF format & posted on the Aging Well website.
- ▶ If you have additional questions or need assistance, please contact your Quality Compliance & Support Specialist.

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