



# Reconciliation Job Aid

## Task List and Assignments

ID #	Name of Task	Benefit Option	Start Date	End Date	Duration	% Complete	Name of Task Holder	Notes
<b>1</b>	<b>Before Initiating Reconciliation</b>							
1.1	Host a kick-off meeting	N/A						
1.2	Determine Reconciliation participants	N/A						
1.3	Prepare timeline and plan	N/A						
1.4	Communicate timeline and plan	N/A						
1.5	Review/Change the Retiree Electronic Data Interchange (EDI) Methods and Sources	N/A						
1.6	Review, assign, and re-assign RDS Secure Website user roles and privileges	N/A						



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1.7	Verify that all new users are registered and that existing User Accounts are active	N/A						
1.8	Verify that the Application is in "Approved" status	N/A						
1.9	Ensure that all desired Interim Payment Requests have been submitted	N/A						
1.10	Stop Interim Payments (90 days prior to starting Reconciliation)	N/A						
1.11	Process all Retiree Response Files and Retiree Notification Files	<b>A</b>						
1.11	Process all Retiree Response Files and Retiree Notification Files	<b>B</b>						
1.11	Process all Retiree Response Files and Retiree Notification Files	<b>C</b>						



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ID #	Name of Task	Benefit Option	Start Date	End Date	Duration	% Complete	Name of Task Holder	Notes
1.12	Submit retiree updates to CMS' RDS Center	A						
1.12	Submit retiree updates to CMS' RDS Center	B						
1.12	Submit retiree updates to CMS' RDS Center	C						
1.13	Request the Covered Retiree List (CRL)	N/A						
1.14	Download the Covered Retiree List (CRL)	N/A						
1.15	Distribute the CRL to those that will be scrutinizing the list at each Benefit Option level	N/A						
1.16	Scrutinize the Covered Retiree List (CRL)	A						
1.16	Scrutinize the Covered Retiree List (CRL)	B						



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ID #	Name of Task	Benefit Option	Start Date	End Date	Duration	% Complete	Name of Task Holder	Notes
1.16	Scrutinize the Covered Retiree List (CRL)	C						
1.17	Submit retiree changes and/or updates to CMS' RDS Center	A						
1.17	Submit retiree changes and/or updates to CMS' RDS Center	B						
1.17	Submit retiree changes and/or updates to CMS' RDS Center	C						
1.18	Process Retiree Response Files and Retiree Notification Files	A						
1.18	Process Retiree Response Files and Retiree Notification Files	B						
1.18	Process Retiree Response Files and Retiree Notification Files	C						



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ID #	Name of Task	Benefit Option	Start Date	End Date	Duration	% Complete	Name of Task Holder	Notes
1.19	Request the Covered Retiree List (CRL)	N/A						
1.20	Download the Covered Retiree List (CRL)	N/A						
1.21	Communicate Covered Retiree List (CRL) to Cost Reporters	N/A						
1.22	Obtain and communicate final rebate information	A						
1.22	Obtain and communicate final rebate information	B						
1.22	Obtain and communicate final rebate information	C						
1.23	Inform Cost Reporters that they should start preparing final costs	N/A						

## 2 Initiating Reconciliation



# Reconciliation Job Aid

## Task List and Assignments

ID #	Name of Task	Benefit Option	Start Date	End Date	Duration	% Complete	Name of Task Holder	Notes
2.1	Complete Step 1: Initiate Reconciliation	N/A						
2.2	Complete Step 2: Review Payment Setup	N/A						
<b>3 Finalizing Retirees</b>								
3.1	Request the Covered Retiree List (CRL) - Complete Reconciliation Step 3: Request List Of Covered Retirees	N/A						
3.2	Download the Covered Retiree List (CRL)	N/A						
3.3	Distribute the Covered Retiree List (CRL) to those that will be scrutinizing the list at each Benefit Option level	N/A						
3.4	Compare the Covered Retiree List (CRL) to the previously validated CRL	A						



# Reconciliation Job Aid Task List and Assignments

ID #	Name of Task	Benefit Option	Start Date	End Date	Duration	% Complete	Name of Task Holder	Notes
3.4	Compare the Covered Retiree List (CRL) to the previously validated CRL	B						
3.4	Compare the Covered Retiree List (CRL) to the previously validated CRL	C						
3.5	If there are changes to the CRL, repeat tasks 1.16 - 1.21 in the Task List and Assignments	N/A						
3.6	Finalize the Covered Retiree List (CRL) - Complete Reconciliation Step 4: Finalize Covered Retirees	N/A						
<b>4 Finalizing Costs</b>								
4.1	Communicate the Final Covered Retiree List (CRL) to Cost Reporters	N/A						



# Reconciliation Job Aid Task List and Assignments

ID #	Name of Task	Benefit Option	Start Date	End Date	Duration	% Complete	Name of Task Holder	Notes
4.2	Open Cost Reporting - Complete Reconciliation Step 5: Start Preparation Of Reconciliation Payment Request	N/A						
4.3	Notify Cost Reporters that Cost Reporting is Opened	N/A						
4.4	Prepare Final Costs	A						
4.4	Prepare Final Costs	B						
4.4	Prepare Final Costs	C						
4.5	Report Final Costs	A						
4.5	Report Final Costs	B						
4.5	Report Final Costs	C						



# Reconciliation Job Aid Task List and Assignments

ID #	Name of Task	Benefit Option	Start Date	End Date	Duration	% Complete	Name of Task Holder	Notes
4.6	Coordinate the Cost Threshold and Cost Limit for each individual Qualifying Covered Retiree (QCR)	A						
4.6	Coordinate the Cost Threshold and Cost Limit for each individual Qualifying Covered Retiree (QCR)	B						
4.6	Coordinate the Cost Threshold and Cost Limit for each individual Qualifying Covered Retiree (QCR)	C						
4.7	Manage Final Cost Reports - Open Reconciliation Step 6: Manage Submission Of Final Cost Reports	N/A						
4.8	Communicate rejected reports to Mainframe Cost Reporter	A						
4.8	Communicate rejected reports to Mainframe Cost Reporter	B						



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ID #	Name of Task	Benefit Option	Start Date	End Date	Duration	% Complete	Name of Task Holder	Notes
4.8	Communicate rejected reports to Mainframe Cost Reporter	C						
4.9	Verify with Cost Reporters that all Cost Reports have been submitted	A						
4.9	Verify with Cost Reporters that all Cost Reports have been submitted	B						
4.9	Verify with Cost Reporters that all Cost Reports have been submitted	C						
4.10	Close Cost Reporting - Close Reconciliation Step 6: Manage Submission Of Final Cost Reports	N/A						
4.11	Communicate Cost Reporting is closed to Cost Reporters	N/A						
4.12	Resolve any Cost Reports submitted after Cost Reporting is closed	A						



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ID #	Name of Task	Benefit Option	Start Date	End Date	Duration	% Complete	Name of Task Holder	Notes
4.12	Resolve any Cost Reports submitted after Cost Reporting is closed	B						
4.12	Resolve any Cost Reports submitted after Cost Reporting is closed	C						
4.13	Consider Warnings when reviewing Final Costs	N/A						
4.14	Resolve Errors by rejecting Cost Reports or reopening Cost Reporting	N/A						
4.15	Complete Review of Costs - Close Reconciliation Step 7: Review Final Costs	N/A						
4.16	Consider Revisions to Final Costs	N/A						
4.17	Complete Reconciliation Step 8: Enter Revisions To Final Costs	N/A						
<b>5</b>	<b>Providing Payment Information</b>							



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ID #	Name of Task	Benefit Option	Start Date	End Date	Duration	% Complete	Name of Task Holder	Notes
5.1	Complete Reconciliation Step 9: Finalize Reconciliation Payment Request	N/A						
5.2	Complete Reconciliation Step 10: Review Electronic Funds Transfer (EFT) Information	N/A						
<b>6</b>	<b>Approving and Submitting the Reconciliation Payment Request</b>							
6.1	Complete Reconciliation Step 11: Approve Electronic Funds Transfer (EFT) Information (if necessary)	N/A						
6.2	Complete Reconciliation Step 12: Review And Submit Reconciliation Payment Request	N/A						