

Payment Adjudication

Do Not Pay Portal Quick Reference Card

Getting Started

What is payment adjudication?

Payment adjudication is the process in which agencies:

- receive and review payment matches during Payment Integration (i.e., at the time of payment),
- verify the payment matches to determine whether they are proper or improper,
- record the results in the Do Not Pay (DNP) Portal.

Which payments are displayed for adjudication in the DNP Portal?

Payments submitted to DNP via the Payment Automation Manager (PAM) are automatically vetted against the American InfoSource Death Data--Obituary and Probate, the Death Master File--Public, the Department of Defense Death Data, and the Department of State Death Data. Payment matches will display in the DNP Portal for adjudication.

How is payment adjudication determined?

Payment adjudication is conducted by the agency. In order to determine whether a payment match is improper, agencies must conduct research and perform due diligence based upon:

- business decisions,
- internal controls,
- processes and procedures.

What is the PAM payment status?

The PAM payment status for each payment will be displayed in the DNP Portal to indicate the current stage of a payment in the payment process. The categories are:

- ✓ **Pending:** The payment was received by PAM but was not yet issued to the payee.
- ✓ **Issued:** PAM issued the payment to the payee.
- ✓ **Invalid:** Crucial data fields of the payment were in an unrecognizable format or were missing.

How is payment adjudication tracked?

Payment adjudication is recorded on the Adjudication Summary Report (ASR). The total counts and values of all PAM payments are calculated along with their Payment Adjudication Status when payments have matches against Payment Integration data sources. The ASR is submitted by payment month within the DNP Portal. Agencies have until the end of the following month after a payment is issued to adjudicate data source matches.

How to Adjudicate Payments

To access the *Payments* function, select the dollar sign icon  on the navigation pane at the left of the DNP Portal home page. A green circle next to the *Payments* icon indicates you have new match results that have not yet been viewed. The top of the screen displays the filter options and the bottom displays matched payments.

Filters

- Using the drop-down menus, select the desired filters for Payment Adjudication Status(es), From Date, Through Date, Agency Location Code(s), and Data Source(s). Note, when the Payments page opens, the default Payment Adjudication Status is Not Adjudicated with matched results displayed below.
- Clicking [**Show Advanced Filters**] allows additional filters by Payment Type, Business Rules Applied, and Stop Payment Rules Applied. Note, you may make more than one selection in the drop-down menus containing selectable boxes.
- Click the [**Apply Filter**] button to display the results. Clicking [**Reset**] removes selected filters and returns to the default Not Adjudicated status.

Payments Matched

- In the Payments Matched section, the total number of matched payments will be displayed.
- Below this you can select the file type to export by clicking on the drop-down menu. Click [**Export All**] to download the matched payments.
- Click [**Show Details**] to view details of the match. Click [**Save/Print Detail**] to save or print the matched payment details.

Status	Payee	SSN/EIN/TIN	Date	Amount	ALC	Type	Schedule #	Payment ID
	ADALYNN GRAHAM	423781334 / SSN	07/16/2019	\$5,098.00	00000303	Salary	SCHD000008103	PAYDNPTEST0000997424

Select	Source	Match Name	TIN	Death Date	Match Adjudication Status	Comment
<input type="checkbox"/>	DOD	ADALYNN GRAHAM	423781334 / SSN	12/15/2016	Not Adjudicated	

How to Adjudicate Payments (cont.)

Adjudicating a Matched Payment

- To adjudicate a matched payment, click on the Match Adjudication Status drop-down menu and select the status. *Note, records marked “Not Adjudicated” have had no action taken and should be addressed immediately.* If any record has already been submitted on an Adjudication Report, then you will be unable to change to a different adjudication status.
- In the Comments field, you can add a description of why the Adjudication Status was selected. *Note, there is a maximum limit of 500 characters in this field.*
- Click **[Apply]** to update the adjudication status and log the comment, or **[Cancel]** to clear the status selection and comment.
- After clicking **[Apply]** a black field will appear with “Adjudication Successful.” Once all matches have been adjudicated, the payment level adjudication status will be updated. The payment will no longer be displayed if the Payment Adjudication Status no longer meets the applied filter criteria.

Not Adjudicated ALEXA MORALES 423781317 / SSN 07/16/2019 \$8,715.00 00000303 Salary SCHD000008107 PAYDNPTST0000997475

1 Match

Select	Source	Match Name	TIN	Death Date	Match Adjudication Status	Comment
<input type="checkbox"/>	DOD	ALEXA MORALES	423781317 / SSN	12/15/2016	Proper - Business Reason	Paid to beneficiary

Not Adjudicated AIDEN THOMPSON 423781250 / SSN 07/16/2019 \$8,715.00 00000303 Salary SCHD000008107 PAYDNPTST0000997477

1 Match

Select	Source	Match Name	TIN	Death Date	Match Adjudication Status	Comment
<input type="checkbox"/>	DOD	AIDEN THOMPSON	423781250 / SSN	10/25/2018	Proper - Business Reason	

Adjudicating a Multiple Payments

- Select the matches you wish to adjudicate by putting a checkmark in the boxes next to each match. When you do so, the Apply Adjudication Status fields will appear above the list of matches.
- Use the drop-down in the Adjudication Status field to select the status to be applied to all selected matches.
- Insert any comments in the Comments field, if necessary.
- Click **[Apply to Selected]** to update the adjudication status and log the comment. A payment will no longer be displayed if the Payment Adjudication Status no longer meets the applied filter criteria.
- Click **[Cancel]** to clear the Adjudication Status and Comment fields. All checked boxes will also be cleared.

Apply Adjudication Status to 58 selected matches:

Adjudication Status Comment

Improper

In Progress

Proper - Business Reason

Proper - False Positive

Proper - Other

Cancel Apply to Selected

Applied Filters: Not Adjudicated

Payment Adjudication Status	Payee	SSN/EIN/TIN	Date	Type	Schedule #	Payment ID
Not Adjudicated	AUSTIN WOOD	888888271 / SSN	07/16/2019	Salary	SCHD000008107	PAYDNPTST0000997484

1 Match

Select	Source	Match Name	TIN	Death Date	Match Adjudication Status	Comment
<input checked="" type="checkbox"/>	DMF	AUSTIN WOOD	888888271 / SSN	04/01/2019	Not Adjudicated	

Adjudication Statuses

Statuses marked with a (*) below are automatically applied statuses in the Portal due to pre-defined and pre-approved agency rules and business requirements.

Match Status	Definition
Not Adjudicated	This is the default status when a payment has been issued and has a match against at least one data source that has not been adjudicated. The Payment Adjudication Status will remain “Not Adjudicated” until all matches have been adjudicated.
In Progress	Select this status if an agency investigation is underway to determine a definitive adjudication status. This status will need to be updated when an adjudication determination has been reached or it will revert to “Not Adjudicated” when the ASR is submitted.
Proper—Business Reason	Select this status if a payment is identified as proper based agency business requirements or business processes.
Proper—False Positive	Select this status if there is a match based upon name, but the actual payee on the match is different from the individual that received the payment. This determination may require agency investigation.
Proper—Other	Select this status if a match is identified as proper (e.g., a unique reason for a payment to be valid other than a business reason or false positive).
Improper	Select this status if a match is identified as improper (e.g., paid the wrong recipient, incorrect amount of funds, supporting documentation is unavailable, the recipient used funds improperly).
Improper—Stop Payment Met*	This status is temporarily in limited use to display automatically when a match meets specific criteria, and has an agency-requested and DNP-approved Stop Payment Rule, preventing an improper payment from being issued by PAM. NOTE: DNP does not stop payments.
Proper—Business Rule*	This status will display automatically when a match meets the criteria of an agency-requested, DNP-approved Business Rule.
Proper—Whitelist*	This status will display automatically when an agency successfully Whitelists a specific match. The Whitelist status is applied to all exact and conclusive matches throughout the Portal for the designated Whitelist timeframe.
Payment Invalid*	This status will display automatically if crucial details of a payment record are missing or are in an unrecognizable format (e.g., if the Agency Location Code includes all zeros).
No Adjudication Required*	This match status will display automatically when there is a pre-approved legal requirement in place to exclude the match from consideration and adjudication.