

# Medicaid E&E Claiming Job Aid #3: Part-II and Manual Reclassification Step

## 1 Break Out Non-E&E Expenses

- Use the new Part-II codes below to separate out your county's E&E expenses allowable to 75% FFP and Non-E&E expenses allowable to 50% FFP:

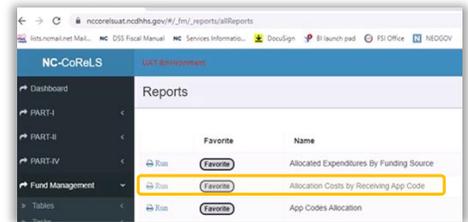
Part-II Codes for non-personnel expenses	E&E	Non-E&E
General Admin Support	310	804
General Income Maintenance (IM) Support	359	801
ADP Equipment IM	381	802
ADP Equipment General Admin	383	803
General Indirect Administrative Support		311

## 2 Enter Part-II Expenses into NC-CoReLS

- Part-II Expenses can be entered either manually into NC-CoReLS or imported via an Excel document
- Create the Part-II File
- Run Process Allocations

## 3 Run the Allocation Costs By Receiving App Code Report

- On the NC-CoReLS menu, select **FUND MANAGEMENT** → **REPORTS** → **FUND MANAGEMENT REPORTS**
- Run **ALLOCATION COSTS BY RECEIVING APP CODE** report
- Export the report into Excel



## 4 Calculate Reclassification Amounts

- Locate Receiving **APP CODE 421 – MED ADMIN**
- Calculate the sum (X) of the below Cost Pools:
  - 071: Non-EE IM Sup & Clerical
  - + 086: Non-E&E Admin & ADP Costs
  - + 091: Non-EE Agency Admin
  - + 095: Administrative 311 + 090
- Locate Receiving **APP CODE 434 – SPEC ASST**
- Calculate the sum (Y) adding up the same 4 Cost Pools

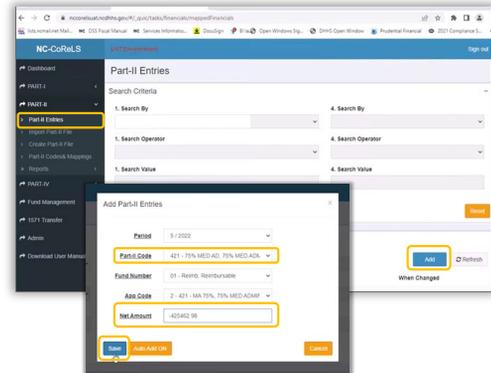
Part II Code	Description	Allocated	Amount
071	IM Super. & Clerical(370)	Allocated	229,481.09
071	Non-EE IM Sup & Clerical (371)	Allocated	60,179.91
086	Administrative 310 Costs (086)	Allocated	1,146.97
086	Non-E&E Admin & ADP Costs (310-804 and 383-803)	Allocated	141,004.00
090	Agency Wide Admin (S&B) (090)	Allocated	26,656.37
091	Non-EE Agency Admin (091)	Allocated	15,716.25
095	Administrative 311 + 090	Allocated	210,965.79
64-15-B	Medicaid Administration 75%	Direct-Part II	518,068.56
<b>Total for App Code 2-421</b>			<b>1,211,859.84</b>

## 5 Reclassify Non-E&E Costs by creating 4 Part-II entries

- In NC-CoReLS, navigate to Part-II Entries and select **ADD**
- Verify that the period is correct, then make 4 separate entries:

Entry	#1	#2	#3	#4
Period	Service data month			
Part-II code	421	412	434	444
Fund number	01			
App Code	2-421	2-412	2-434	2-444
Net Amount	- X	+ X	- Y	+ Y

- Create Part-II File
- Run Process Allocations



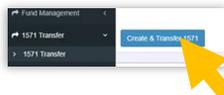
## 6 Check if you completed correctly the Reclassification Step

- Run again **ALLOCATION COSTS BY RECEIVING APP CODE** report
- Validate entries for Receiving App Codes 412, 421, 434, and 444
  - 412-01 = + X
  - 421-01 = - X
  - 434-01 = - Y
  - 444-01 = + Y

Receiving App Code	Received From	Amount
412-01	MEDICAD ADMIN	425,862.56

## 7 Complete the DSS-1571 Process

- Create Part-IV File
- Create & Transfer the DSS-1571



If you need additional help, please contact your LBL or review the published FAQ, NC-CoReLS user manual or other job aids at [NC County Reimbursement Ledger Suite \(NC-CoReLS\) | NCDHHS](#)