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 DNP Portal (Portal).

Which payments are displayed for adjudication in the Portal?

Payments submitted to DNP via the Payment Automation Manager (PAM) are automatically vetted against two data sources:

- Death Master File (DMF), Public
- System for Award Management (SAM) Exclusions, Restricted

Payment matches will display in the 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 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?

Adjudication is recorded on the Adjudication Summary Report (ASR). DNP calculates total counts and values of all PAM payments 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 can I easily find the payments that I need to adjudicate?

After logging into the Portal, a white exclamation point in a red circle displaying over the Payment Integration icon ( ) indicates that there are new payment matches to adjudicate. Clicking the icon will display all payment matches, with non-adjudicated matches appearing first.

To find specific categories of payments, click the **⊕ Filter Result** button at the top of the screen. Results can be filtered by payment date range, payment adjudication status, payment type, agency location code or group code, and whether rules have been applied to the results. **See the *Filtering Options* section on the next page for descriptions of the possible filters, and the *Statuses Applied* section for statuses that may be manually or automatically applied to matches.**

How to Adjudicate in the Portal

Default status is Not Adjudicated

Click Total # of Matches link

Click Match Adjudication Status link

Select the status from pull-down

Enter comments and save

Adjudication status will be updated

Adjudication Status Filtering Options and Descriptions

When choosing to filter by Payment Adjudication Status, the following filtering options are available. As shown below on the left, the default values are "Not Adjudicated" and "Not Adjudicated (Pending)." Select the checkboxes of the categories desired. Then, click the **[View Results]** button to display payments that fit the selected criteria.

Filtering Option	Description
Improper	This option applies when all data source matches for a payment record have a match status applied, and any one of those matches is adjudicated as "Improper".
Improper—Stopped Payment	This option is temporary and not generally used. It is automatically applied to a limited number of payments meeting specific criteria and with an agency-implemented Stop Payment Rule. **NOTE: DNP does not stop payments.**
No Adjudication Required	This option is a Business Rule that is automatically applied when there is a pre-approved legal requirement in place to exclude the match from DNP consideration and adjudication.
Not Adjudicated	This is the default status and applies to a payment that has at least one data source match that is not adjudicated.
Payment Invalid	This status will display automatically when crucial details of a payment record are missing or are in an unrecognizable format (*e.g., the Agency Location Code includes all zeros*).
Proper	This status indicates the payment **has already been issued** and all data source matches have been adjudicated as "Proper," or an implemented Business Rule has been applied to the matches, or a payee/data source combination has been Whitelisted.
(PENDING)	This will display next to the filtering option when the payment **has not yet been certified.** When this is indicated next to the payment status, the payment can potentially still be stopped by the agency. After certification, PENDING is removed from the payment status.
(SUBMITTED)	This will display next to the filtering option when a payment has **already been issued and the Adjudication Summary Report has been submitted** within the DNP Portal.

Statuses Applied to Portal Matches

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 DNP consideration and adjudication.