MISCELLANEOUS

ERROR LOGS

After data files are submitted following the month of service, AAA staff imports the data via the internet to the State of MI. There are a number of scenarios that would cause a data file/record to result in error.

Client Enrollment/Registration Error Examples:
- A file that is not submitted according to the ASCII File Specifications
- A record that does not contain all of the required fields (i.e. last name, date of birth, Social Security number)
- Registering a client for a service the vendor does not provide

Units by Client Error Examples:
- A file that is not submitted according to the ASCII File Specifications
- A client not enrolled in a service the vendor has submitted unit data for posting
- Posting units before the service start date

When an error occurs, vendors will be notified of the error and AAA staff will work with the vendor to fix the error quickly and efficiently.

NAPIS ASSIGNED ID NUMBERS

When registering a new client for services, you are no longer required to collect SSN's from clients for NAPIS reporting purposes.

Vendors with only a few client registrations may call the AAA and receive a DGB # for those clients. Vendors with multiple new clients each month are asked to submit the electronic registration file alone. AAA staff will import the file into NAPIS, NAPIS will then assign DGA #'s to each client, and a report of these new #'s will be sent to the vendor. Once the vendor has entered the NAPIS generated numbers into their computer system, they may then generate a units file and submit the units file to the AAA for processing.

VENDOR REQUESTS FOR DATA   (See Report Examples)
At any time in the fiscal year vendors may request NAPIS data reports based on the information they have provided to the AAA. Data can be filtered on many levels providing a vast number of reports for vendor use. Please see the examples herein & contact the AAA for further information/clarification.

RE-ENROLLMENT (Cluster I services only)
Each year all client registrations must be updated for the current year service start dates. This function is typically performed in early November. Vendors must submit a new client registration file that includes every client the vendor anticipates serving in the coming fiscal year. The service start dates must be updated to reflect the current fiscal year.