

Name of work list	Description	Required Data Entry	Notes	Need Immediate Attention	Suggested Action
Obligation of New Contracts - Participant Eligibility	All applications with a status of "pending", "eligible", "pre-approved" or "approved" and a participant ineligibility status (other eligibility set to N, or AD-1026 set to N, or FTE set to N, or AGI set to N)			No	Send Participant Eligibility Letter
Obligation of New Contracts - Pending Ranking	All current year applications with a status of Pending, Eligible, or Pre-Approved that do not have a Ranking Score.			No	Determine if ranking is needed. If so rank application.
Obligation of New Contracts - Pending Obligation	All applications that do not have an obligation date AND has a status of Approved.			No	Complete Obligation review. Accept obligation in FMFI. Get participant signature and Obligate contract.
Participant Signature Needed on 1202	All the applications in ProTracts with an Approved status that need a participant signature on the 1202.			No	Determine if signature is required. Get signature
Pending 1st Payment in the first 12 months	All active contracts where no contract items have received a full payment (may have received a partial payment), there is no commencement date nor practice expiration waiver date, and the current date is between 1 and 60 days of the one year anniversary of the obligation date.		<ul style="list-style-type: none"> This query may return more contracts than it should if there are contracts that *have* Commencement date or Practice Waiver date but the user has not entered those in the system. o Solution: entering the Practice waiver date or Commencement date as applicable. Note: PT will allow this modification because these contracts are before the 1 year anniversary of the obligation. 	Yes	Planner is to follow up with the participant on the items shown in report to determine if practice has been started. If practice has been started enter commencement date in Protracts. If practice has not commenced and no waiver has been granted issue CPA-153.
1st Payment Non-Compliance 12 months	All active contracts where no contract items have received a full payment (may have received a partial payment) and current date is after the 1 yr anniversary of the obligation date. There should also be no commencement date nor STC Waiver date on the contract and no 153 deadline on any of the contract items.		<ul style="list-style-type: none"> This query may return more contracts than it should if there are contracts that *have* Commencement date or Practice Waiver date or 153 deadline but the user has not entered those in the system. o Solution: entering the Practice waiver date or Commencement date is not possible because the contract is past the 1 year anniversary of the obligation date. User will need to submit a helpdesk ticket to PT support to get this information populated o Solution: User can populate the 153 deadline date if applicable 	Yes	If help desk solution is not possible start termination process for noncompliance.
Pending 1st Payment in the first 24 months	All Active contracts where no contract items have received a full payment (may have received a partial payment) . Contracts should have a commencement date and the current date should be within 1 to 60 days prior to 24 month anniversary date of the obligation date.	Commencement Date	<ul style="list-style-type: none"> If the contract has a Commencement date but that information has not been entered in PT then the contract will not show up in this work list. o Solution: PT will not allow a commencement date to be entered because contract is past the 1 year anniversary of the obligation date. User can submit a helpdesk ticket to PT support to have the commencement date entered o Other work lists: this contract should show up in Work List B2 prior to being eligible to show up in C2 IF the commencement date has not been populated but should have been. 	Yes	If help desk solution is not possible start termination process for noncompliance.
Approaching STC Waiver date	All active contracts where no contract items have received a payment and the current date is between 1 and 60 days prior to the Practice Waiver Expiration date.	Practice Waiver Date	<ul style="list-style-type: none"> If there is a Practice Waiver date but it hasn't been populated in ProTracts, then contract will not appear in FA Tracker. Solution: enter the Practice Waiver Date in ProTracts and if the current date is past 1 year anniversary of the obligation then user will have to submit a helpdesk ticket to PT support to get this date entered. o Other work lists: this contract should show up in Work List C prior to being eligible to show up in D IF the practice waiver date has not been populated but should have been. 	Yes	Submit helpdesk ticket to Protracts support or Send Practice reminder letter.
STC Waiver	All active contracts where no contract items have received a payment and where the current date is past the Practice Waiver Expiration date.	Practice Waiver Date 153 Deadline Date	<ul style="list-style-type: none"> If there is a Practice Waiver date but it hasn't been populated in ProTracts, then contract will not appear in FA Tracker. Solution: Submit a helpdesk ticket to PT support to have the Practice Waiver date entered in PT. o Other work lists: this contract should show up in Work List B2 prior to being eligible to show up in A3 IF the practice waiver date has not been populated but should have been. 	Yes	If help desk solution is not possible start termination process for noncompliance.
1st Payment Non-Compliance 24 months	All active contracts where no contract items have received a full payment, the commencement date for the contract is populated, and current date is 24 months past the obligation date and no 153 issued.	Commencement Date 153 Deadline Date	<ul style="list-style-type: none"> If there is a Commencement date but it hasn't been populated in PT, then contract will not appear in FA Tracker. Solution: User can submit a helpdesk ticket to PT support to enter the Commencement date o Other work lists: this contract should show up in Work List B2 prior to being eligible to show up in A3 IF the commencement date has not been populated but should have been. If it does have a Commencement in PT but the 153 date was NOT populated in PT but it does exist, the work list may contain more contracts. Solution: User can enter the 153 deadline in PT. 	Yes	If help desk solution is not possible issue CPA-153.

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Pending Payment	All active contracts that have at least one contract item with the certified date AND that contract item does not have a Payment Status of Approved. If a payment is awaiting a Participant Signature on the 1245, it will not show on this work list until the participant signs the 1245.			No	Follow up with planner to determine status of payment. Adjust status in Protracts as needed.
Participant Signature Needed on 1245	All contracts in ProTracts that need a participant signature on the 1245.			No	Follow up with planner to determine status of payment. Adjust status in Protracts as needed.
Modifications	All active, cancelled, or terminated contracts that are currently in a modification AND modification date is blank.			No	Follow up with planner to determine status of modification. Adjust status in Protracts as needed.
9th Year Contracts	All active contracts prior to the 2014 Farm Bill that have an approval date on at least one contract item and have at least one contract item remaining with an "eligible" or "partial approved" payment status. Work list should then specifically display contract items with the "eligible" or "partial approved" payment status and the contract item is "planned" or "partial certified" or "certified" or "Planned FA" and where the current date is more than 9 and less than 10 years past the obligation date.			Yes	Send Practice reminder letter.
Near Off-Schedule	All active contracts that have at least one contract item with an approval date AND at least one contract item has a payment status of "eligible" or "partial approved". Work list should specifically display the contract items with a payment status of eligible or partial approved AND contract item status is "planned" or "partial certified" or certified when current date is within 60 days of the end of the contract item's planned year plus one more year (12 months). Example, if contract item has a planned year of 2013, the system shall read this as Dec 31, 2013. The contract shall appear in the work list 60 days prior to Dec 31, 2014.			Yes	Send Practice reminder letter.
Schedule Non-Compliance	All active contracts that have at least one contract item with an approval date and at least one contract item with a payment status of Eligible or Partial Approved AND an item status of Planned, Partial Certified, or Certified AND no 153 deadline date. Work list should then specifically display contract items (for the contracts meeting the criteria above) where current date is greater than 12/31 of the planned year plus 1 year AND that have an "eligible" or "partial approved" payment status. Contract item status needs to be either "Planned" or "Partial Certified" or "Certified". Example: practice (contract item) is scheduled for installation in 2013 and has not been installed. When the current date is past 12/31/2015 AND the practice still has an eligible payment status (indicating it has not been paid) and meets the other conditions (no 153 deadline populated).		<ul style="list-style-type: none"> • If 153 deadline date exists but has not been populated in PT then FA tracker will return more contracts. Solution: User to enter 153 deadline date in PT 	Yes	Enter 153 date or Issue 153
Non-Compliance Agreement (153)	All Active contract where current date is 60 to 31 days prior to the 153 deadline and has no payment approval date on the contract item associated with the 153.	153 Deadline Date	<ul style="list-style-type: none"> • If a 153 deadline exists but it hasn't been entered in PT, then contract will not appear in FA Tracker. Solution: user to enter 153 deadline in PT o Other work lists: could appear in Work list B2, A3, B3, C4, D4 	Yes	Enter 153 date or Send Practice reminder letter.
Needing Termination	All active contracts where the current date is between 1 and 30 days prior to the 153 deadline date AND have no payment approval date on the contract item with the 153 deadline date.	153 Deadline Date	<ul style="list-style-type: none"> • If 153 deadline date exists but has not been populated in PT then contracts will not appear in FA Tracker. Solution: User to enter 153 deadline date in PT o Other work lists: could appear in Work list B2, A3, B3, C4, D4 	Yes	Enter 153 date or Send Practice reminder letter.
Passed termination date	All active contracts that have contract items with a status of Planned, Partial Certified, or Certified that have been issued a 153 deadline AND the current date is past the 153 deadline date AND no approval date on the contract item associated with the 153 deadline.	153 Deadline Date	<ul style="list-style-type: none"> • If 153 deadline date exists but has not been populated in PT then contracts will not appear in FA Tracker. Solution: terminate the contract o Other work lists: could appear in Work list C, E, F, I, J 	Yes	Take action as described on 153.
Near Expiration	All active contracts where the current date is between 90 and 1 days prior to the expiration date.			Yes	Follow up with planners to insure all items are certified and no payments are pending.
Expired Contracts	All active contracts where current date is past the expiration date of the contract			No	No action needed.