

# [VIDEO] Track Received Claims

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CDT

The Track Received Claims feature allows you to see which centers have submitted claims for processing for the claim month. You can print or export this information and use the resulting data to contact centers who are not claiming and take action accordingly.

1. From the menu to the left, click **Claims** and select **Track Received Claims**. The Track Received Claims page opens.
2. In the **Find Records** section, click the **Claim Months** drop-down menu and select the claim month(s) to view.

**Note:** If you operate in multiple states, click the **States** drop-down menu in the **Find Records** section to filter by state. You can select multiple states to view.

3. Click the **Not Received** tab. Centers who have not submitted claims for the selected month(s) display in this tab. You can also see whether attendance was recorded, meals were recorded, and the last month in which you processed a claim for the listed centers.

The screenshot shows the 'Track Received Claims' page. At the top, there is a breadcrumb trail: Home > Claims > Track Received Claims. Below this is the 'Find Records' section with two dropdown menus: 'States' (set to TX) and 'Claim Months' (set to May, 2023), followed by a green 'GO' button. Below the search filters are two tabs: 'View All' and 'Not Received' (which is selected). To the right of the tabs are 'Print' and 'Export' buttons. The main content is a table with the following columns: Center Name, Claim Month, License, Last Claim Type, Last Claim Amount, Days of Attendance, Days of Menu, and Monitor. The table contains 7 rows of data. The first row is empty. The second row shows 'Harry's Little Monsters' with a license of 'Center' and zero values for other metrics. The third and fourth rows show 'Jess Center' for '03/2022' with licenses 'Center' and 'Provisional' respectively, both with zero values. The fifth row shows 'NMM' with license 'CenterIT' and zero values. The sixth row shows 'Test ARAS Site' with license 'Center' and zero values. The seventh row shows 'Test ARAS Site' with license 'At-Risk' and zero values. The eighth row shows 'Thanh AR' for '05/2023' with license 'At-Risk' and a 'Last Claim Amount' of 134.32. At the bottom left, it says 'Showing 1 to 7 of 7 entries.' At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

Center Name	Claim Month	License	Last Claim Type	Last Claim Amount	Days of Attendance	Days of Menu	Monitor
Harry's Little Monsters		Center		0	0	0	
Jess Center	03/2022	Center	WebCX - Attendance	0	0	0	
Jess Center	03/2022	Provisional	WebCX - Attendance	0	0	0	
NMM		CenterIT		0	0	0	
Test ARAS Site		Center		0	0	0	
Test ARAS Site		At-Risk		0	0	0	
Thanh AR	05/2023	At-Risk	Manual Entry	134.32	0	0	

4. Print or export the report:
  - a. Click **Print** to send the report to your printer.
  - b. Click **Export** and select **PDF** or **Excel** to export to PDF or spreadsheet.