

## Disability Waivers Rate System Webinar

Rate Management System Updates  
July 25, 2012

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### Before we begin

- If you're listening by phone, please mute your phone
- Submit online questions using the box on the right side of the GoToWebinar screen
- Online questions will be answered after the presentation
- Please limit questions to how to enter information into RMS and timelines for entering information
  - DWRS policy questions or comments may be submitted to [DSD.Rates@state.mn.us](mailto:DSD.Rates@state.mn.us)

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### After the webinar

- Complete the online evaluation automatically e-mailed to anyone who registered
  - Evaluations help us improve our webinars
- If you missed the webinar or want to hear the content again, an encore presentation is available for 30 days after the date of the webinar

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### Purpose of Today's Webinar

- Review purpose and use of the online Rate Management System
- Review recent updates to RMS
- Review steps for entering a service plan, selecting services, finalizing the plan, and copying a finalized plan if services changes occur and view a demonstration
- View Provider Information/Search License
- Review timelines for entering service plans into the Rate Management system

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### What is the Rate Management System?

- RMS is an online application used for the Disability Waivers Rate System
- Lead agency staff use RMS to enter information about disability waiver clients' services
- DHS will use information entered into RMS to guide DWRS implementation decisions

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### RMS Features

- RMS allows lead agencies to:
  - Create service plan for disability waiver recipients
  - Create a date span for service plan
  - Enter information about each service, including start and end dates
  - Search a provider data base for shared staffing information provided at DHS-licensed residential sites
  - Select a staffing ratio for shared day services

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### RMS Features (continued)

- Add staffing customization options to meet high level needs
- Enter information about transportation provided as part of a residential or day service
- View total daily rate calculated by RMS
- Edit previously saved plans when service changes occur

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### RMS Data Sources

- MMIS provides client PMIN, DOB, and Name
- DHS Licensing Lookup provides license number, service class, name, address, and licensed capacity of residential site
- Lead agency staff provide information about client's waiver services
- Provider agency staff provide information about staffing

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### Access to RMS

- Because RMS contains private data, security and protection of information is vital
- Access to RMS is through the Social Service Information System
  - SSIS is a case management and data collection application developed for social workers and fiscal workers
  - Lead agencies determine who will access SSIS
  - SSIS protects private data and has necessary firewalls
- Data entered into RMS is stored in RMS, not SSIS

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### What if I'm not a SSIS user?

- Go to the DWRS Project Rate Frameworks webpage at [http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16\\_150898](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_150898)

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### DWRS Project Rate Frameworks

- The DWRS public webpage contains Excel documents for each rate framework
  - Anyone can open a framework and enter data into the yellow-highlighted cells
  - Excel frameworks generate the same average daily rate generated by RMS
    - Excel framework allows data entry of shared RN or LPN in Foster Care and SLS, but RMS does not

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### DWRS Frameworks (continued)

- Originally, DHS planned to use rate frameworks for 24-hour Customized Living, Customized Living, and Residential Care Services for those services in settings of 5 or less and use EW Customized Living Tool in settings of 6 or more
  - Decision was made to use EW CL Tool for these services in any size setting
  - Links to rate frameworks for these services will be replaced with a link to the EW CL tool as soon as possible

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### Changes for Release 2.0

- Added a “Welcome” page that contains:
  - What’s New
  - Status/Schedule (version, planned maintenance)
  - Resources for Technical Assistance
  - Quick link to “Search by PMI” function
  - Links to other information
    - DWRS Main Page
    - Project Rate Frameworks
    - DSPM
    - DSD Electronic Mailing Lists

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### Changes for Release 2.0 (Continued)

- Added box on Service Information and Authorization tab for Provider NPI used on MMIS service agreement
  - If NPI is unknown, lead agency may enter its UMPI

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### Changes for Release 2.0 (continued)

- Search feature on Provider Information/Search License page allows filtering by name, location, or license number

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### Changes for Release 2.0 (continued)

- Provider Information page contains residential shared staffing information obtained as part of the December 2011 data request
  - Data entered by DHS or COS automatically transfers to Shared Staffing page of Foster Care and SLS services
  - When information is missing, CFR is not able to proceed
    - CFR must contact COS to request that shared staffing information be entered on Provider Information page

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### Changes for Release 2.0 (Continued)

- Added box on Foster Care and SLS Shared Staffing tab residential license number
- Customization and Transportation now appear on the same tab for Foster Care and SLS services
  - Definitions for customization and transportation options are found on the DWRS webpage under project documents:  
[http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16\\_144651](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_144651)

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### Changes for Release 2.0 (continued)

- Fewer Services for Which Data is Entered
  - Data entry is limited to day services and residential services provided within a shared staffing model and transportation services

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### Customized Living/24-Hour Customized Living and Residential Care (BI and CADI)

- Not entered into RMS
- Entered into EW CL Tool and submitted through MN-ITS
- Link on RMS Select Services page takes user directly to the EW CL Tool webpage at:  
[http://www.dhs.state.mn.us/main/idcplg?IdcService=G ET\\_DYNAMIC\\_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16\\_143983](http://www.dhs.state.mn.us/main/idcplg?IdcService=G ET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_143983)
- Download updated EW CL tools regularly
- Choose BI or CADI from waiver type drop down menu

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### BI Services for RMS Data Entry

- Adult Day Care/Adult Day Care Bath
- Foster Care
- Prevocational
- Residential Care
- Structured Day
- Transportation (e.g., Bus Passes)
- Transportation – Extra Attendant
- Transportation – Mileage
- Transportation – One Way Trip

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### CAC Services for Data Entry

- Foster Care
- Transportation (e.g., Bus Passes)
- Transportation – Extra Attendant
- Transportation – Mileage
- Transportation – One Way Trip

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### CADI Services for Data Entry

- Adult Day Care/Adult Day Care Bath
- Foster Care
- Prevocational
- Residential Care
- Transportation (e.g., Bus Passes)
- Transportation – Extra Attendant
- Transportation – Mileage
- Transportation – One Way Trip

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### DD Services for Data Entry

- Adult Day Care/Adult Day Care Bath
- Day Training and Habilitation
- Supported Living Services/Residential
- Transportation (e.g., Bus Passes)
- Transportation – Mileage
- Transportation – One Way Trip

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### Tips for Data Entry

- Obtain SSIS access
  - SSIS lead agency administrators assign the activity "Access RSMI Application" to a user's SSIS role
  - Users brought on solely to access RMS will need the following roles:
    - Access Worker
    - Worker Default Activities
    - Access RSMI Application
  - A user with difficulty accessing the RSMI application needs to contact the lead agency SSIS administrator
  - Once SSIS access is granted, DSD can provide technical assistance on use of RMS

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### Tips for Data Entry (continued)

- Have available client name, PMIN, DOB, and waiver type
- Start and end dates for plan
- Start and end dates for services that need to be entered into RMS
  - For residential services
    - Provider NPI used for MMIS SA
    - Foster care license number for residential services (Provider Information allows searching by Name, City, County, Zip Code, and/or License Number)
    - Foster Care Type – corporate or family
    - Number of residents in foster home (may differ from licensed capacity)

\*Information on any one-to-one services received by the client

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### Tips for Data Entry (continued)

- For DT&H services
  - Provider NPI used for MMIS SA
  - Information from DT&H Summary or Individual Client Worksheet (March 14, 2012 data request to DT&Hs)
    - average hours attendance per week
    - average weekly staffing ratio
    - average weekly number of one-way to/from trips when DT&H provides transportation, average number direct miles/trip, average number minutes/trip

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### Tips for Data Entry (continued)

- For Adult Day Care/Adult Day Care Bath, Prevocational, or Structured Day Program
  - Provider NPI used for MMIS SA
  - Information from Day Service Summary or Individual Client Worksheet (June 1, 2012 data request to day service providers)
    - average hours attendance per week
    - average weekly staffing ratio
    - average weekly number of one-way to/from trips when day service provides transportation, average number direct miles/trip

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### Demonstration

- Entering a plan
- Adding services to a plan
  - Using Provider Information to obtain residential site license number
- Finalizing a plan
- Copying a finalized plan if service changes occur

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### Entering a Plan

- Enter PMI
- Enter DOB
- Click Search

Client Information will populate with client name

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### Entering a Plan (continued)

- Click Service Plan box on Client Information page
- Manage Service Plan page appears
- To create a new plan, click the Add box at the bottom of the page
- Select Waiver Type
- Enter Start and End Dates
  - Year must be entered as four digits
- Click Save
  - Clicking Save creates the plan. Later on, you'll be asked to enter your agency's three-digit code to finalize the plan

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### Adding Services to a Plan

- On the left side of the page, click Select
- At the bottom of the page, click Show Services
- Select Services page for that waiver appears
- Click the box in front of the service you want to add
- Click Save
- The name of the service is now underlined
- Click the name of the service

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### Adding Services (Continued)

- Each service has tabs (boxes) under the start and end dates of the plan
- Names of tabs and information to be entered vary depending on service
  - Adult Day Care/Adult Day Care Bath has boxes for Service Information, Service Authorization, Meals, Customization, and Bath tabs
  - Foster Care has tabs for Service Information, Shared Staffing, Individual Staffing, and a combined Customization and Transportation tab
- All services have a Total tab that calculates Average Daily Rate

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### Adding Services (Continued)

- Service Information tab requires a valid Provider NPI used for service agreement
  - If you don't know NPI, you can enter lead agency NPI
- Click on each tab to complete the information on that page
- After you've completed all the tabs, click Save
- Click Close to return to the Select Services Page
- If you click Close without having entered required information on all tabs, you'll receive a message on the top left side of the page telling you to save your changes

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### Completing Foster Care and SLS

- Foster Care and SLS require you to enter the site's license number on the Shared Staffing page

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### Foster Care and SLS - License Number Known

- If you know foster care license number, enter it on the shared staffing tab and click find
- If shared staffing information was uploaded by DHS or COS on the Provider Information page, the following boxes will auto fill:
  - License number and name
  - Shared Direct Primary Awake/Week
  - Shared Asleep/Week
  - Shared Supervisor/Week
  - Supervisor Type (RN or non-RN)

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### Foster Care and SLS - License Number Known (continued)

- If shared staffing information was not uploaded on Provider Information page, you will receive a message stating that the COS must update licensing information on the Provider Information page, and that the rate cannot be calculated
- You cannot complete Foster Care or SLS until the COS updates the Provider Information page

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### Foster Care and SLS - License Number Unknown

- Use Provider Information/Search License to find number
  - Enter name and/or zip code, and select city and/or county
- Click Search
- Click Select to choose the service site
- Provider Information page appears containing:
  - License number, name, address, county, phone number and capacity (from DHS Licensing database)
  - Shared Direct Primary Staff/Awake, Shared Asleep, Shared Supervisor, and Supervisor Type (from data uploaded by DHS or COS)

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### Continue Completing Foster Care or SLS

- At the bottom of the Provider Information page, click Close
- You will automatically return to the Shared Staffing page, which has filled with information from Provider Information
- Scroll to the bottom of the page and enter number of residents

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### Notes about Provider Information

- Shared LPN and Shared RN boxes are deliberately blank
  - Data submitted for December 2011 residential shared staffing request had wide variations
  - Decision was made not to upload returned data
  - DSD will convene meetings with DWRS advisory group members and interested others to discuss definition of shared LPN and shared RN
- Only the COS may update the Provider Information page
  - COS should not enter shared LPN or shared RN hours

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### Finalizing a plan

- After you've added information for all services on the Select Services page, you're ready to finalize the plan
- Click Close
- You'll return to the Client Information page
- Click on the Service Plan box
- At the bottom of the page, click on Edit
- Enter your three-digit CFR code and click Save

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### Finalizing a Plan (Continued)

- This finalizes your plan
- The CFR code appears on the Manage Service Plan page if a plan has been finalized
- A finalized plan cannot be changed but it can be copied and changes made to the copy

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### Copying a Finalized Plan if Changes Become Necessary

- On the Manage Service Plan page, click Select
- The Add, Copy, and Show Services boxes at the bottom of the page activate
- Click Copy
- A message appears stating that the service plan was copied successfully.
- Move your cursor to the copied plan and click Show Services
- Remove the check mark in front of the service you want to change and click Save
- Click the underlined name
- Make the necessary changes
- Save, close, and finalize the plan

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### Timelines for Entering Data into RMS

- 9/30/12 is the deadline for entering data into RMS!
  - 2012 legislation requires report to existing stakeholder workgroup by 1/15/13
  - 2012 legislation also requires DHS to make recommendations for final frameworks by 2/15/13

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### Questions

- Submit questions online using the box on the right side of the GoToWebinar screen

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### For Technical Assistance on using RMS

- Contact your Regional Resource Specialist
- Send an e-mail to [DSD.Rates@state.mn.us](mailto:DSD.Rates@state.mn.us)

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