

Disability Waivers Rate System Webinar

Rate Management System (RMS)
Release 3 Changes
November 15, 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

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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 will be available for 30 days after the date of the webinar

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Purpose of Today's Webinar

- Review purpose of Rate Management System (RMS)
- Review Release 3 changes to RMS
- Review steps for entering plans, selecting services, and finalizing plans
- View a demonstration
- Review plans for continued data entry

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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 during 2012 research phase to guide DWRS implementation decisions

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RMS Rates are Research Rates

MN Statutes 245B.4912, subd. 2 (b) states "As of January 1, 2012, counties shall not implement changes to established processes for rate setting methodologies for individuals using components of or data from research rates."

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RMS Features

- RMS allows lead agencies to:
 - Create a service plan with a start/end date
 - Enter information about each service, including its start/end dates
 - Search a provider database for shared staffing information provided at DHS-licensed foster care sites
 - Select a staffing ratio for shared day services
 - View average daily rate for service and total daily average

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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 and transportation

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Access to RMS

- Access to RMS is through the Social Service Information System (SSIS)
 - 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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Services Currently Entered into RMS

- Residential services with shared staffing
- Day services with shared staffing
- Waiver transportation

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BI Services Currently Identified for RMS Data Entry

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

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CAC Services Currently Identified for RMS Data Entry

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

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CADI Services Currently Identified for RMS Data Entry

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

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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](#)
- Download updated EW CL tools regularly
- Choose BI or CADI from waiver type drop down menu

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DD Services for RMS 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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Changes for Release 3

Updated Welcome page

- What's New includes a summary of Release 3 changes as well as summaries and dates of previous releases
- Status/Schedule – notifies users that they may occasionally receive error messages and known dates when RMS will be unavailable

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Changes for Release 3

Shared Staffing in SLS or Foster Care

- Number of residents auto fills with licensed capacity
- Number of residents can be edited, but must be greater than or equal to licensed capacity for rate to calculate
 - If site has a variance, enter licensed capacity plus one
 - Rates on previously entered plans with number of residents less than licensed capacity have been automatically recalculated

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Changes for Release 3

Day Services

- User enters information on only one page
- All day services allow multiple providers and multiple service lines
- A Save/Calculate button has been added
- Adult Day Care/Adult Day Care Bath has a drop down menu to choose between services

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Tips for Data Entry

Verify that you have SSIS access and can access RMS

- 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 RMS 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

- Use a PC – RMS was not developed for use with Apple or Android devices
- Use Internet Explorer 7, 8, or 9
- Check to make sure you have all necessary information
 - Client PMI and DOB
 - Start/end dates of plan and services within plan
 - Provider NPI for all services
 - Child or Adult FC site license number
 - Family or Corporate?

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Tips for Data Entry

Verify that shared staffing information is available on foster care site's Provider Information page

- Update for sites in your county
- Ask other county to update sites in their county
- See handout "How to Update a Provider Information Page"

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Tips for Data Entry

Review information day service providers were asked to send to recipients' CFR

- Staffing ratio
- Hours/week of 1:1 nursing provided by a nurse whose services are purchased by the DT&H or Adult Day provider
- Average hours of attendance/week
- For DT&Hs providing to/from transportation: trips/ week, average minutes/trip, miles/trip
- Obtain number of days/year person attends day service
- For Adult Day/Bath, obtain meal, snack, and bath information

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Demonstration of Release 3 Changes

Enter a DD plan containing Supported Living Service (SLS), DT&H, and Transportation One-Way Trip

- Demonstrate different DT&H date spans

Enter a CADI plan containing Foster Care and Adult Day Care/Adult Day Care Bath

- Demonstrate changing number of residents to reflect size variance
- Demonstrate adding two Adult Day providers during the same date span

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Entering a DD Plan with SLS, DT&H and One-Way Trip

- Enter PMI
- Enter DOB
- Click Search

Client Information will populate with client name

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Entering a DD Plan (continued)

- Click Service Plan box on Client Information page
- Manage Service Plan page appears
- Create a new plan by clicking 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 SLS to a DD Plan

- On the left side of the page, click Select
- At the bottom of the page, click Show Services
- Select Services page for the person's waiver type appears
- Click the box to add SLS
- Click Save
- The name of the service is now underlined
- Click the underlined words Supported Living Service

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Adding SLS to a DD Plan

You will now be on the Service Information tab and can enter the following:

- Provider NPI used on SA
- Start/End date for SLS

Choose between Corporate and Family

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Adding SLS

Click on Shared Staffing tab

- If you have site license number, enter it and click Find
- If not, use Provider Information/Search License to locate
 - Find site, click Select, then click Close at bottom of Provider Information page to return to Shared Staffing

Information from Provider Information will have auto filled

- Number of Residents may be edited, but must not be less than Licensed Capacity

Click Total to see SLS Rate

Click Save, then Close

- 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

Reminder – Don't use the back arrow button!

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Adding SLS

Complete information on remaining tabs

- Individual Staffing
 - 1:1 direct primary awake or asleep staff (hired specifically to work with person)
 - 1:1 direct nursing RN or LPN paid through SLS rate
- Customization and Transportation
 - Definitions are available at the [DWRS](#) public web page

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Adding DT&H

- Go to Select Services page
- Click the box to add DT&H – note revised appearance - all information is now entered on just one page
 - Enter start/end dates, Provider NPI, Service Hours per week, staffing ratio, and add any 1:1 RN or LPN purchased through DT&H rate
 - Enter average number one-way trips/week and average number minutes/trip – these will be used for research
 - See note about adding DT&H transportation as Transportation One Way Trip
 - Click Save/Calculate
 - Service Total will display average daily rate

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Adding a Second DT&H Provider

- Click Add button
- Modify start/end dates
- Enter all other information
- Click Save/Calculate
- Total Average Daily Rate will reflect services from both providers
- Click Close to return to Select Services

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Entering DT&H Transportation as Transportation One-Way Trip

- Enter Provider NPI
- Select mileage range
- Use drop down menu to choose lift option
- Choose shared or individual transportation
- For Care Plan Units, multiply number of one-way trips authorized between DT&H start/end dates by 2 (e.g., 190 days/year = 380 units)
- Add other items as necessary; then click Save and Close

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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 on Select Services page to return to the Client Information page
- Click on the Service Plan box
- Click the plan to highlight it
- At the bottom of the page, click Edit
- Enter your agency's three-digit code and click Save

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Finalizing a Plan

- The three-digit 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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Entering a CADI Plan with Foster Care and Two Adult Day/Bath Providers

- Create the CADI plan (same method as DD plan)
- On the Select Services page, click Foster Care and Save
- Enter the necessary information on Shared Staffing tab
- We're going to pretend this site has a variance and edit the number of residents to reflect a size variance to serve an additional person

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Adult Day Care/Adult Day Care Bath

- Return to Select Services
- Click box for Adult Day/Adult Day Care Bath
- Use drop down menu to choose between Adult Day and Bath
- For Adult Day, enter information and click Save/Calculate
- If Bath is authorized, choose it from drop down menu
- Enter # baths/week and # 15-min. units/bath
- Click Save/Calculate
- Service Total will reflect Adult Day and Bath

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Adding a Second Adult Day Care/Adult Day Care Bath Provider

- Click Add at the bottom of the page
- Choose between Adult Day/Bath
- Enter information and click Save/Calculate
- Average daily rate will reflect services from all providers
- Click Close to return to Select Services
- Finalize plan if no more services will be added

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Transportation To/From Day Service

- If Adult Day/Bath, Prevocational, or Structured Day provider receives payment for transporting recipient to/from the site, enter Transportation One-Way Trip under provider NPI

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Ongoing Data Entry

- Enter plans for all recipients
- Enter a new plan at time of annual review
- Enter plans for new recipients
- Revise plans in response to service changes

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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

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Encore Audio Information

Audio from webinar available via encore playback.
Audio available for 30 days.

Access starting on November 16, 2012 at 1-800-585-8367, Conference id # 704-358-76

Follow along with the handouts located on the [Disability Services Division Training News and Information calendar](#).

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