Disability Waivers Rate System Webinar
Rate Management System Updates
July 25, 2012

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

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
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

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

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 database for shared staffing information provided at DHS-licensed residential sites
  – Select a staffing ratio for shared day services
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

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

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
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

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

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
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

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

Changes for Release 2.0 (continued)

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

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:

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
**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=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_143983](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_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
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

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

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
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

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

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
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

Entering a Plan

• Enter PMI
• Enter DOB
• Click Search

Client Information will populate with client name

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
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

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

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
Completing Foster Care and SLS

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

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)

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
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)

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

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
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

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

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
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

Questions

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

For Technical Assistance on using RMS

• Contact your Regional Resource Specialist
• Send an e-mail to DSD.Rates@state.mn.us