Disability Waivers Rate System Webinar
Rate Management System (RMS)
Release 3 Changes
November 15, 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 will available for 30 days after the date of the webinar
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

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

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.”
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

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

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
Services Currently Entered into RMS

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

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

CAC Services Currently Identified for RMS Data Entry

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

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

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
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

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

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
Tips for Data Entry

Verify that you have SSIS access and can access RMS
• SSIS lead agency administrators assign the activity “Access RMSI 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 RMSI 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

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?

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”
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

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

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
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

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

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
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!

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

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
11/09/2012

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

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

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
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.

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.

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.
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

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

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
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

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.