DRA Questions and Answers

Individuals

When to edit the individual span:

An Individual Span should be modified only under the following 3 circumstances:

1) A **correction** to the individual’s **move-in date**
2) The individual **moves out** of the site
3) A person is **out of the site** for **more than 4 weeks**

Potential impact on site cost(s) when editing the individual span

- If the individual's span is **shortened**, the individual may be removed from any site costs they were previously associated with for the setting.

- If an individual's span is **extended**, they may be placed in an existing site cost.

- If an individual's span is **modified** to have a different begin and end date, they may be placed into an existing site cost. In which case, the site cost may need to be modified to accommodate the individual.

How to edit the individual span

Editing 'Effective Date': Go to 'Client Manager' screen:

- Select individual(s) whose effective date needs to be modified by clicking the checkbox field next to their names.
- Enter the date the individual "moves-in" into the "Date of Client Action" text field (format MM/dd/yyyy).
- Click the **Update Effective Date** link at the bottom right of the page.
- Click the **Continue** link in the confirmation box at the bottom of the page.

How to edit the individual span- 2

Editing End/Remove date: Go to ‘Client Manager’ screen:

- Select each individual whose effective date needs to be modified by clicking the checkbox field next to their names.
- Enter the date the individual “moves-in” into the “Date of Client Action” text field (in the format MM/dd/yyyy).
- Click the **Update End Date** link at the bottom right of the page.
- Click the **Continue** link in the confirmation box at the bottom of the page.

Sites

How to enter a new <u>Licensed</u> site?

- Licensed Sites <u>cannot be created</u> using DRA, they can only be searched.
- Search for the licensed site
- Select the desired licensed site.
- Enter a Provider/MBS Contract Number.
- Click the **Save Changes** link.
- Click the **Continue** link in the confirmation box at the bottom of the page.

Sites

How to enter a new <u>Non-Licensed</u> site?

- Click the **Add Site** link on the Site Manager
- Fill in the demographic information for the Site, including the Provider/MBS Contract Number.
- Click the **Save Changes** link.
- This may return a list of Sites that match the entered demographic information.
  - If one of the Sites in the returned list happens to be an exact match for the site you are trying to add then click the **Select** link next to the site.
- If this exact Site does not appear in the list below, then click the **Continue** link in the confirmation box at the bottom of the page.

Editing Sites

- Search for the Site.
- Select the desired Site.
- Modify demographic information as necessary.
- Click the **Save Changes** link.
- Click the **Continue** link in the confirmation box at the bottom of the page.

Duplicate Sites

Closed Sites- No longer used

When a site closes and is no longer active, go into any existing site costs or individual spans and end them to the last effective day of the site where necessary.

Duplicate Sites

New Site (Re-used address):

When a site **closes** and is **no longer active**:

- Go into any existing site costs/individual spans and end them to the last effective day of the site.
- Add a new site using the same information. Update the site costs and individual spans as necessary.

Change in site type

When a licensed site **closes** and is **no longer active**:

- Go into any existing site costs or individual spans and end them to the last effective day of the site.
- Add a new site using the same information. Update the site costs and individual spans.

Change in Providers

New Provider involved:

- Search for the site.
- Select the desired site from the list below.
- Modify the Provider/MBS Contract Number.
- Click the **Save Changes** link.
- Click the **Continue** link in the confirmation box at the bottom of the page.

Correcting provider assignment

- Search for the site.
- Select the desired site from the list below.
- Modify the Provider/MBS Contract Number.
- Click the **Save Changes** link.
- Click the **Continue** link in the confirmation box at the bottom of the page.

Removing Sites

DRA does not allow for the removal of sites.

Shared Sites (multiple counties involved)

Creating/Ownership:

- Sites are created by the county in which the site is physically located.
- Ownership of a Site is determined by the reporting counties of the residents living in the Site.
- The counties involved must determine who will primarily administer the site.

Multi-unit housing as single site in DRA

- If multiple housing units share staff they may be considered as a single Site in the DRA.
- The address/name of the Site entered into the DRA will be determined by the County Board entering the Site.
- If the multiple housing units are licensed independently, a new non-licensed site must be created to accommodate the sharing of staff and its recognition as a single Site in DRA.

Site Costs: Non-MRDD Individuals

Full Details forthcoming…

- We will release a consistent manner to address private pay participants in shared settings.
- Process will likely involve the establishment of a resident number for those in these shared settings.

Site Costs:

County Board Eligible Individuals (Non-Waiver)

We handle these individuals in the same manner as waiver recipients.

When to update vs. short span?

- **Short Span**: the narrowing of the site cost time frame and potentially adjusting the associated $ and hours.
- Total $ and total hours for a site cost should be updated only if they were initially *incorrectly calculated* on the cost projection tool or *entered incorrectly* into DRA.
- A site cost should be **short spanned** where the Site has exhausted the $ and/or hours originally allocated to the Site.
- In this situation *only the site cost time frame should be adjusted* and a new site cost would be created to capture the additional $ and/or hours.

How to enter a new site cost span

From the ‘Site Cost Manager’ screen:

1. Click the **New Site Cost** link.
2. Enter the date the site cost span will begin in the “Effective Date” field.
3. Enter the date the site cost span will end in the “End Date” field.
4. Enter the total amount of dollars for the Site in the “Total Costs” field.
5. Enter the total number of estimated staff hours in the “Total Hours” field.
6. Click the **Get Residents** link. A list of the residents identified as residing in the Site will be displayed.
7. For each individual, enter their total dollars allocated to each for the site cost span.
8. Click the **Save Site Cost** link at the bottom of the page.
9. Click the **Continue** link in the confirmation box at the bottom of the page.

How to edit a site cost span

From the Site Cost Manager screen:

1. Select the site cost to edit by clicking the **Select** link next to the site cost.
2. Modify the necessary site cost information. *Note: the Effective Date cannot be modified.
3. Click the **Save Site Cost** link at the bottom of the page.
4. Click the **Continue** link in the confirmation box at the bottom of the page.

How to “prorate” a site cost span

“Proration” in DRA means:

Projected average daily cost based on:

a) *number of days*
b) *total cost*
c) *total hours*

in the original span applied to the number of days in the new span.

((Total Original Cost / Tot. Orig. Hours) / Tot. Orig. Days) * Tot. New Days

Proration Example

Effective Date is 7/1/2008
End Date is 10/8/2008 (total days = 100)

- Total Cost is $100,000.00
- Total Hours is 1000
- <u>Hourly Rate = $10.00</u>

By using the proration function the following results would be:

New Effective Date is 7/1/2008
New End Date is 8/19/2008 (total days = 50)

- The proration rate is (50/100) = .5
- New Total Cost = (.5) * $100,000.00 = $50,000.00
- New Total Hours = (.5) * 1000 = 500
- <u>New Hourly Rate = $10.00</u>

How to Use Proration Function

From the Site Cost Manager screen:

- Select the site cost to edit by clicking the **Select** link next to the site cost.
- Modify the End Date.
- Click the **Get Proration** link below the “Hourly Rate” field.
- Click the **Save Site Cost** link at the bottom of the page.
- Click the **Continue** link in the confirmation box at the bottom of the page.

Minimums

Total Dollars:

- "Total Costs" field on a site cost displays the amount of dollars the provider has accounted for when entering their site actuals.

Total Hours:

- A site cost's total hours cannot be modified to be less than the total number of staff hours provided.

When do providers need to back out actuals?

Providers should only need to back out actuals when the <u>total cost and/or total hours</u> for a site cost <u>will be decreased</u>.

How far does the provider need to back out their actuals?

- If site cost's span was shortened/narrowed, the provider will need to back out their actuals to the new end date of the site cost.

- If the site cost's total cost or total hours needs to be decreased, the provider will need to back out their actuals to a point where the dollars and hours are less than or equal to the amounts indicated on the modified site cost.

- The provider will not have to back out actuals if there is an increase in the total cost and total hours and/or the site cost span.

Hourly Rate Reviews

Hourly Rate: the average hourly rate for all sites is currently: **$20.12**

Triggers for review:

- Minimum: **$12.00**
- Maximum: **$30.00**

Note hourly rates outside this range may be okay, but they will be reviewed

How to calculate the total hours

When creating or editing a site actual, the provider should enter the total number of staffing hours.

When is an Orange Flag displayed

An orange flag is displayed when one of the following events occur:

1. Site cost is edited in some manner that may impact the calculated hourly rate.
2. A new actual is created.
3. An actual is edited.

Who can remove an orange flag?

An orange flag can only be removed by the provider for a site by recalculating the actuals.

What to do to remove an Orange Flag

From the Site Actuals Viewer:

1. Click the **Resident Actuals** link for a site actual with an orange flag.
2. Click the **Update service days** link at the bottom of the page.
3. Click the **Return to actuals** link at the top of the page. **The orange flag should no longer appear.**

When is a Red Flag displayed

A red flag is displayed when the application a **critical error** with the site cost and actuals.

The following is a list of possible causes:

- An individual associated with the site cost is no longer associated due to a change in their individual span.
- The total cost for a site cost is less than the amount indicated by the provider's actuals.
- The total hours for a site cost are less than the amount indicated by the provider's actuals.

What to do when there is a red flag

The county board will need to modify either the individual spans or the site cost as necessary based on the conditions specified above.

If none of the conditions are true, please contact dra-support@odmrdd.state.oh.us.

Removing Actuals

From the Site Actuals Viewer screen:

- Click the **Remove** link next to the actual to be removed.
- Click **OK** on the confirmation box to complete the removal process

$403.98

Thresholds to keep in mind:

1. Is the $403.98 claim expected or unexpected?
2. Is the claim above $403.98 happening for someone in range 9?
3. Has the $403.98 claim happened in less than 4 consecutive weeks?
4. Has the $403.98 claim happened in more than 4 consecutive weeks?

Note: ODJFS is interested in the ODDP, 20/20 (CPT), and PA materials for these individuals, and also the Level of Care (LOC) as well.

Be prepared to provide them.

Billing: Multiple Providers for the same individual for the same day:

If more than one provider provides DRA services to a single individual on the same day, one of the providers will need to bill using 15 minute units.

PAWS

An individual's PAWS plan must be in place prior to the development of a Daily Billing Unit (DBU).

The lack of an enrolled or active PAWS plan will exclude an individual from the billing file.

MBS Issues

- Consult the MBS User's Guide
  - Link: http://mrdd.ohio.gov/providers/billing.htm

XML Details

- Consult the DRA XML User's Guide
  - Link: T.B.D.

County Board: How to view Provider Entry (read-only)

- Click the **View Site Actuals** link from the bottom of the "Site Manager Screen".
  - If providers have entered actuals for the site, a table with each actuals details will be displayed.
- Click the **Select** link next to an actual to view the resident actuals associated with the site actual.

Provider: No Sites/Blank Screen

- County boards must create a site where the provider provides DRA services.

- Until the sites are setup, the provider's start page will not list any sites and may appear blank.

Suggestions on the DRA

DRA-Support@odmrdd.state.oh.us

DRA-Support vs. DailyRate-Support

- DRA-Support@odmrdd.state.oh.us: For DRA technical questions, problems, or clarifications.
- DailyRate-Support@odmrdd.state.oh.us: For questions regarding rules and policies around the Daily Rate Application and HPC Services.

User's Guides/Training Materials:

http://mrdd.ohio.gov/common/dra.htm