



Daily Rate Application 101

Created: November 2008

For Counties

The purpose of this handbook is to guide counties through the most common issues encountered in managing the Daily Rate Application (DRA).

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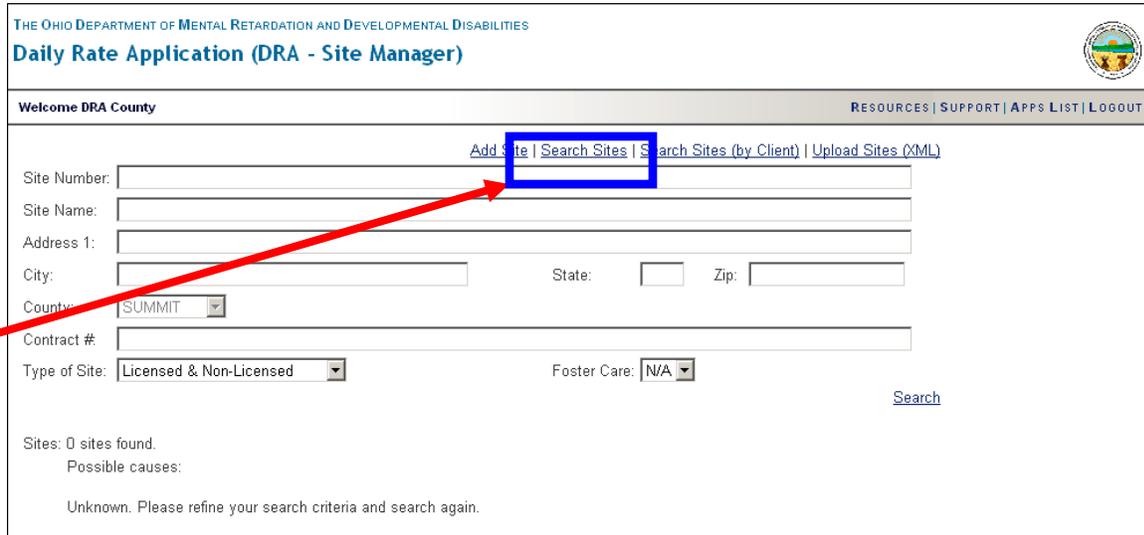
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How Do I Search for an Existing Site by Site Number? (3 Steps)

Step 1: Open the DRA Application.

Step 2: On DRA Site Manager Screen, click on the 'Search Sites' link.



THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES
Daily Rate Application (DRA - Site Manager)

Welcome DRA County RESOURCES | SUPPORT | APPS LIST | LOGOUT

[Add Site](#) | [Search Sites](#) | [Search Sites \(by Client\)](#) | [Upload Sites \(XML\)](#)

Site Number:

Site Name:

Address 1:

City: State: Zip:

County:

Contract #:

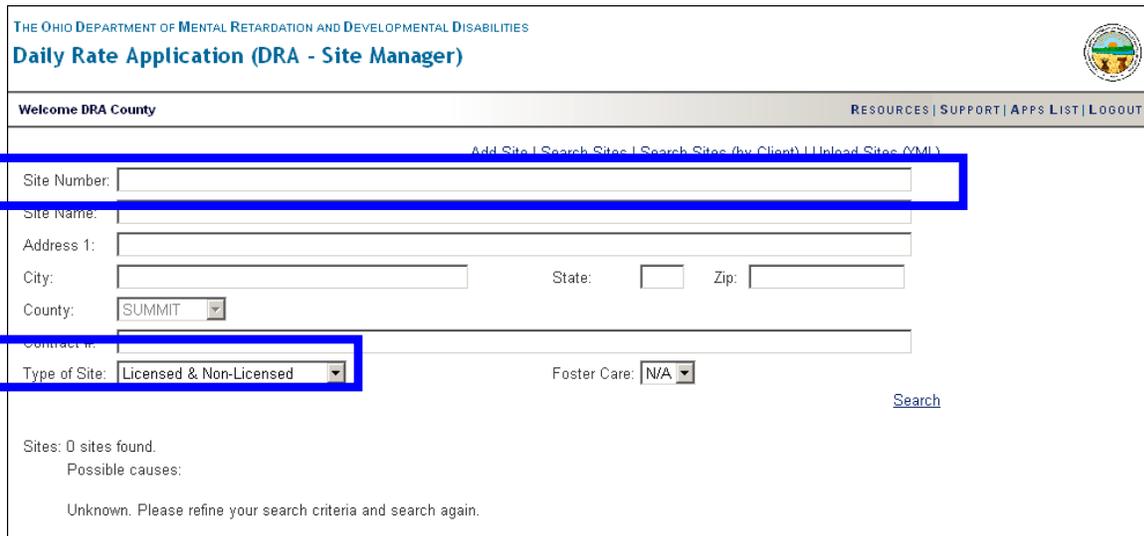
Type of Site: Foster Care:

[Search](#)

Sites: 0 sites found.
Possible causes:
Unknown. Please refine your search criteria and search again.

DRA Site Manager Screen

Step 3: Type in the site number in the 'Site Number' textbox.



THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES
Daily Rate Application (DRA - Site Manager)

Welcome DRA County RESOURCES | SUPPORT | APPS LIST | LOGOUT

[Add Site](#) | [Search Sites](#) | [Search Sites \(by Client\)](#) | [Upload Sites \(XML\)](#)

Site Number:

Site Name:

Address 1:

City: State: Zip:

County:

Contract #:

Type of Site: Foster Care:

[Search](#)

Sites: 0 sites found.
Possible causes:
Unknown. Please refine your search criteria and search again.

DRA Site Manager Screen

Helpful Hints

- It is difficult to know if you are in the 'Add Site' or 'Search Site' aspect of DRA Screen 1. If you see the 'Site Number' box in grey, you are in the 'Add Site' function.
 - *The application in development will be easier to know which function is being accessed.*
- If you cannot find a site, be sure to have the correct 'Type of Site' indicated.

How Do I Search for an Existing Site by Client? (3 Steps)

Step 1: Open the DRA Application.

DRA Site Manager Screen

Step 2: On the DRA Site Manager Screen, enter the necessary information into the text fields (Last Name, First Name, SSN, Medicaid #, Client #, County) to locate the client to add to the site.

Search by Client Screen

By default the screen will display the message “0 clients found.”

Note: The Client # is also known as the Resident # and ODMR/DD #.

- a. (Optional) Enter the client’s site span dates in the “Begin Date” and “End Date” field to only search for a client during a specific period of time.

Step 3: Click the “Search” link below the form. The search results will appear below the form on the DRA Client Manager Screen. All individuals with a Medicaid number will appear, however, in the far right column (the column is unfortunately not labeled) will appear the site number. The site number is a link: merely select the link in order to be sent to the DRA site of that number.

THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES
Daily Rate Application (DRA - Client Manager)

Welcome Mark Smith

[Search Sites](#) | [Search Sites \(by Client\)](#)

Select a search criteria below or click the **Search** link with no criteria to see all clients.

Last Name:
First Name:
SSN:
Medicaid #:
Client #:
County:
Begin Date: End Date:

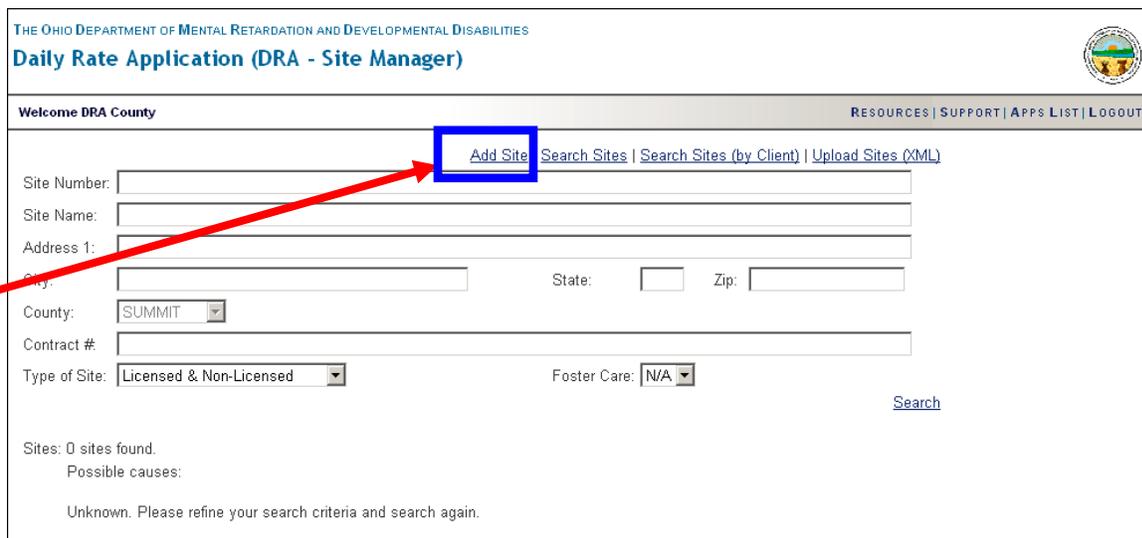
1	2	3	4	
Last Name	First Name	Client #	County	
		0001104	WAYNE	
			GALLIA	
			LICKING	
			SCIOTO	2971
			SCIOTO	2974
			LAWRENCE	
			LOGAN	
			CUYAHOGA	

DRA Client Manager Screen

How Do I Add a New Non-Licensed Site? (7 Steps)

Step 1: Open the DRA Application.

Step 2: On DRA Site Manager Screen, click on the 'Add Site' link.



THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES
Daily Rate Application (DRA - Site Manager)

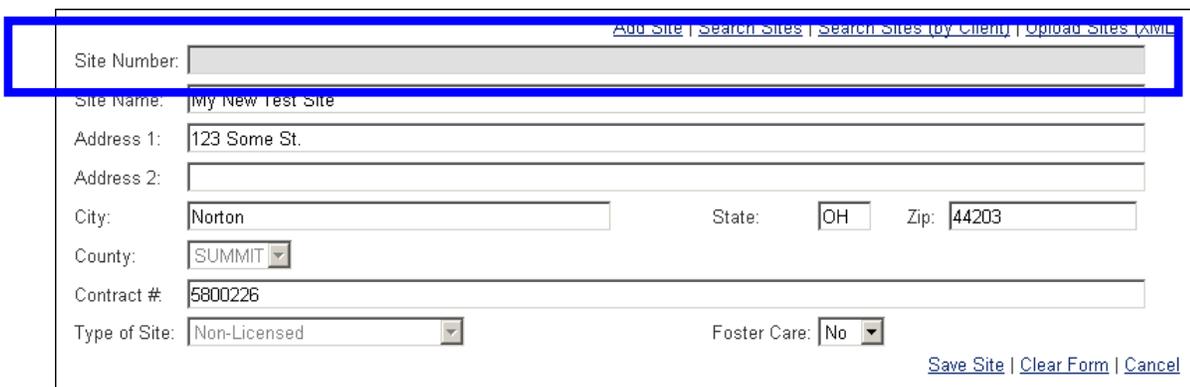
Welcome DRA County RESOURCES | SUPPORT | APPS LIST | LOGOUT

[Add Site](#) | [Search Sites](#) | [Search Sites \(by Client\)](#) | [Upload Sites \(XML\)](#)

Site Number:
Site Name:
Address 1:
City: State: Zip:
County:
Contract #:
Type of Site: Foster Care: [Search](#)

Sites: 0 sites found.
Possible causes:
Unknown. Please refine your search criteria and search again.

DRA Site Manager Screen



[Add Site](#) | [Search Sites](#) | [Search Sites \(by Client\)](#) | [Upload Sites \(XML\)](#)

Site Number:
Site Name:
Address 1:
Address 2:
City: State: Zip:
County:
Contract #:
Type of Site: Foster Care: [Save Site](#) | [Clear Form](#) | [Cancel](#)

Add Site Function Screen

Step 3: You will know you are in the 'Add Site' function of DRA Screen 1 when you see that the 'Site Number' box is grayed out.

Step 4: Enter the required information. Once the needed data are entered, the site number will be created automatically.

- a. Site Name (Entering a unique site name may be helpful in locating it in the future)
- b. Address 1
- c. City
- d. State
- e. Zip (do not include hyphens when entering a 9-digit zip code)
- f. County * (Available to Council of Government users only)
- g. Contract #
- h. Foster Care (default is "No")

How Do I Add a New Non-Licensed Site (7 Steps)? (cont'd.)

Step 5: IMPORTANT: Hit the 'Save' link at the bottom right corner of the page (you may need to scroll down to see this link).

Site Number:

Site Name:

Address 1:

Address 2:

City: State: Zip:

County:

Contract #:

Type of Site: Foster Care:

[Save Site](#) [Clear Form](#) [Cancel](#)

Add Site Function Screen

- a. If any errors are found, they will be displayed in a red box below the form. Please correct the errors and click the "Save Site" link again to continue.

Errors:

- Invalid zip code format.
- Invalid provider number.

- b. If no errors are found the application will try and find any sites similar to the site you are entering. This catch is done to avoid duplicate entry.

Confirm:

Are you sure you want to add this site?
Click the "Continue" link to save the site.
Click the "Cancel" button to return to the Add Site Form.

[Continue](#) [Cancel](#)

Note: It may be necessary to scroll your computer screen to see the confirmation and/or search results.

Step 6: A confirmation box and a listing of similar sites (if found) will appear below the form.

Step 7: If the site you are entering is not contained in the search results or no matching sites were found, click the "Continue" link within the confirmation box to save the site. Or select the site from the search results by clicking the "Select" link next to the appropriate result. After successfully saving a site, or selecting an existing site, the Select Site screen will appear with the current site information populated in the site form.

Sites: 1 sites found.

	Site Name/Address	Provider Contract #
Select	My New Site 2 123 Some St. Norton, OH 44203-0000	5800226

Select Site Results Screen

How Do I Add More Clients to An Existing Site? (9 Steps)

Step 1: Open the DRA application. From the DRA Site Manager Screen:

THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES
Daily Rate Application (DRA - Site Manager)

Welcome Mark Smith

[Add Site](#) | [Search Sites](#) | [Search Sites \(by Client\)](#) | [Upload Sites \(XML\)](#)

Site Number:

Site Name:

Address 1:

Address 2:

City: State: Zip:

County:

Contract #:

Type of Site:

[Edit Site](#) | [Maintain Site Clients](#) | [Maintain Site Costs](#) | [View Site Actuals](#)

DRA Site Manager Screen

Step 2: Click the “Maintain Site Clients” link located at the bottom of the form.
The DRA Site Select Screen will be displayed.

Site Number: 11910
Site Name: My New Test Site

0 clients found.

[Add Clients](#) | [View Clients](#) | [Return to site](#)

DRA Site Select Screen

Step 3: Click the “Add Clients” link at the top of the form. The DRA Client Manager screen will appear.

Note: If no client's have been added to the site, a message stating that no clients were found will be displayed.

How Do I Add More Clients to An Existing Site? (9 Steps) (cont'd.)

THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES
Daily Rate Application (DRA - Client Manager)

Welcome Mark Smith

[Add Clients](#) | [View Clients](#) | [Return to site](#)

Site Number:
Site Name:

Select a search criteria below or click the **Search** link with no criteria to see all clients.

Last Name:
First Name:
SSN:
Medicaid #:
Client #:
County:

DRA Client Manager Screen

Step 4: Enter the necessary information into the text fields to locate the client to add to the site.

- a. (Optional) Enter the last name into the “Last Name” text field.
- b. (Optional) Enter the first name into the “First Name” text field.
- c. (Optional) Enter the SSN into the “SSN” text field. Do not include hyphens.
- d. (Optional) Enter the Medicaid #. Do not include hyphens or spaces.
- e. (Optional) Enter the Client # into the “Client #” text field.

Note: The Client # is also known as the Resident # and ODMR/DD #.

- f. Select the client's county of residence from the “County” list.

Step 5: Click the “Search” link below the form. The search results will appear below the form.

Step 6: From the listing of client's, select the client(s) to add to the site by placing a check in the checkbox field next to the name.

Last Name	First Name	Client #	County
<input type="checkbox"/> Smith	Jack	123456789	SUMMIT
<input type="checkbox"/> Smith	Joe	123456783	SUMMIT
<input type="checkbox"/> Smith	John	123456787	SUMMIT

Date of client action:

[Add Client\(s\) | Cancel](#)

DRA Client Search Results Screen

Note: If more than 20 clients are found, the table will be enclosed in a frame with a scroll bar independent of the browser's. Additionally, it may be necessary to use the number and arrow links located at the top and bottom of the table to find the exact client searched for.

Step 7: Enter the date of the client's action into the text field below the search results labeled "Date of Client Action" - This is the date, the client moved into the site. Date should be formatted as "MM/DD/YYYY".

Date of client action:

Step 8: Click the "Add Client(s)" link below the text field. It may be necessary to scroll down in your browser to see this field.

- a. If any errors are found, they will be displayed in a red box below the search results. Please correct the errors and click the "Add Client(s)" link again to continue. If no errors are found or only warnings are found, the application will display either a confirmation or warning message in a red box below the search results.

Step 9: To continue adding the client(s), click the "Continue" link inside the confirmation box.

Note: It may be necessary to use the scroll bar on your browser to see the errors, warnings, or confirmation box.

- a. If the client(s) were successfully added to the site, the Client Manager Screen will appear with the clients located in the list.

Site Number: 11910
Site Name: My New Test Site

[Add Clients](#) | [View Clients](#) | [Return to site](#)

Begin Date: End Date: [Filter](#)

Last Name	First Name	SSN	Medicaid #	Client #	Effective Date	Remove Date
<input type="checkbox"/> Smith	Jack	123-45-6780	123456789011	123456789	09/01/2007	12/31/9999
<input type="checkbox"/> Smith	Joe	123-45-6780	123456783212	123456783	09/01/2007	12/31/9999
<input type="checkbox"/> Smith	John	123-45-6780	123456783512	123456787	09/01/2007	12/31/9999

Date of client action:

[Update Effective Date\(s\)](#) | [Update End Date\(s\)](#)

DRA Client Manager Screen

How Do I Remove Clients From An Existing Site? (5 Steps)

From the Site Manager screen:

DRA Site Manager Screen

Step 1: Click the “Maintain Site Clients” link located at the bottom of the form. The Client Manager screen will be displayed.

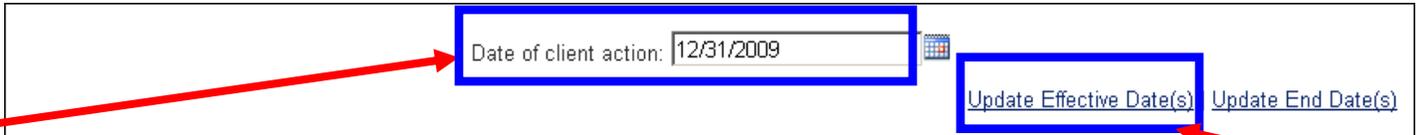
Step 2: Select the client(s) to remove from the site, by placing a check in the box next to each client’s last name.

Site Number: 11910
 Site Name: My New Test Site
 Begin Date: End Date: [Filter](#)

	Last Name	First Name	SSN	Medicaid #	Client #	Effective Date	Remove Date
<input checked="" type="checkbox"/>	Smith	Jack	123-45-6780	123456789011	123456789	09/01/2007	12/31/9999
<input type="checkbox"/>	Smith	Joe	123-45-6780	123456783212	123456783	09/01/2007	12/31/9999
<input type="checkbox"/>	Smith	John	123-45-6780	123456783512	123456787	09/01/2007	12/31/9999

DRA Client Manager Screen

Step 3: Enter the date the client(s) will move out of the site in the “Date of Client Action” text field. Date should be formatted as “MM/DD/YYYY”.

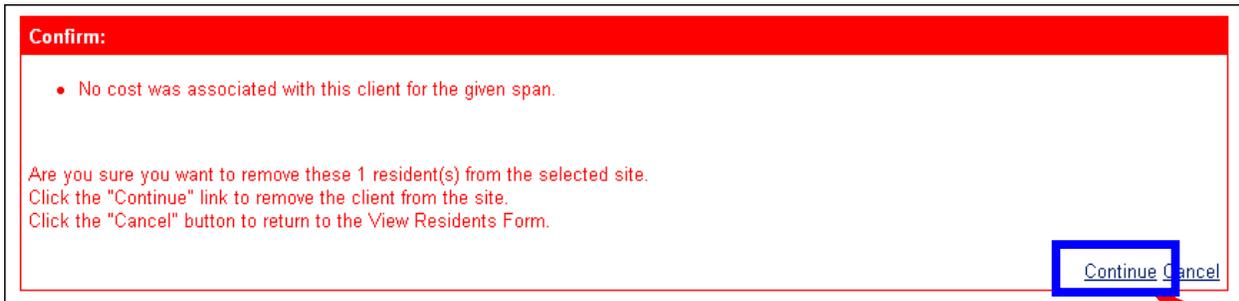


DRA Date of Client Action

Step 4: Click the “Update End Date” link below the client table. A red confirmation box will appear below the form.

Note: Pay close attention to any warning messages that are displayed at the top of the confirmation box.

Step 5: To complete the update, click the “Continue” link inside the confirmation box.



DRA Confirmation Screen

How Do I Edit Site Information? (5 Steps)

The Edit Site screen allows you to make updates or corrections to a site. Licensed sites are limited to only allowing their contract number to be updated. All other site information for licensed sites must be updated through the ODMR/DD Licensure application. The following fields are modifiable for non-licensed sites:

- Name
- Address
- Contract #
- Foster Care designation

Note: You will not be able to add clients or create site costs for licensed sites without updating the site's contract number from the Edit Site screen.

The steps below describe how to edit a site's information.

THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES
Daily Rate Application (DRA - Site Manager)

Welcome Mark Smith

[Add Site](#) | [Search Sites](#) | [Search Sites \(by Client\)](#) | [Upload Sites \(XML\)](#)

Site Number:

Site Name:

Address 1:

Address 2:

City: State: Zip:

County:

Contract #:

Type of Site: Foster Care:

[Edit Site](#) | [Maintain Site Clients](#) | [Maintain Site Costs](#) | [View Site Actuals](#)

DRA Site Manager Screen

From the DRA Site Manager Screen:

Step 1: Click the “Edit Site” link located at the bottom of the form.

Step 2: Modify the appropriate data.

[Add Site](#) | [Search Sites](#) | [Search Sites \(by Client\)](#) | [Upload Sites \(XML\)](#)

Site Number:

Site Name:

Address 1:

Address 2:

City: State: Zip:

County:

Contract #:

Type of Site: Foster Care:

[Save Changes](#) | [Cancel](#)

DRA Edit Site Screen

Step 3: Click the “Save Changes” link at the bottom of the form.

- a. If any errors are found, they will be displayed in a red box below the form. Please correct the errors and click the “Save Changes” link again to continue.

Step 4: If no errors are found, a confirmation box will be displayed. Click the “Continue” link to save the changes.

Step 5: If the updates were successful, the Select Site screen will be displayed.

[Add Clients](#) | [View Clients](#) | [Return to site](#)

Site Number: 11910
 Site Name: My New Test Site

0 clients found.

DRA Select Site Screen

How Do I Create Costs For A Site? (9 Steps)

From the Site Select screen:

Step 1: Click the “Maintain Site Costs” link located at the bottom of the form. The Site Cost screen will be displayed.

Site Number:	11910
Site Name:	My New Test Site
No Data Found	
New Site Cost Maintain Sites Maintain Clients View Actuals	

DRA Site Select Screen

Step 2: From the menu at the bottom of the page click the “New Site Cost” link. The new site cost form will appear below the listing of existing site costs.

Note: If no site costs have been added to the site, a message stating that no costs were found will be displayed.

Step 3: Enter the start date for the site cost’s span in the “Effective Date” date field. Dates should be formatted “MM/DD/YYYY”.

Step 4: Enter the end date for the site cost’s span in the “End Date” date field. Dates should be formatted “MM/DD/YYYY”.

Step 5: Enter the total dollar amount in the “Total Cost” dollar field for the date span entered in steps 3 & 4.

Step 6: Enter the total service hours in the “Total Hours” field for the previously entered date span.

Site Number:	11910				
Site Name:	My New Test Site				
Effective Date	End Date	Total Costs	Total Hours	Hourly Rate	
9/1/2007	8/31/2009	205012	9616	\$21.32	Get Residents

DRA Maintain Site Costs Screen

Note: After both the total dollar amount and total hours are entered, the application will attempt to calculate the hourly rate.

Step 7: Click the “Get Residents” link next to the “Hourly Rate” field. A listing of client’s associated with the site during the site cost span will be displayed below the form.

Step 8: For each client returned in the table, enter the client’s individual costs in the “Individual Costs” field. Refer to the “DRA Client Entry – Funding Source” .pdf for more information on entering individual costs.

	First Name	Last Name	SSN	Individual Costs	%
Remove	Jack	Smith	123456780	101230.52	49.38 %
Remove	Joe	Smith	123456780	53622.26	26.16 %
Remove	John	Smith	123456780	50159.22	24.47 %
				\$0.00	100.00 %

[Save Site Costs](#)

DRA Maintain Individual Costs Screen

Note: The sum of each client's individual costs must equal the value specified in the "Total Cost" field entered in step 5.

- Step 9:** Click the "Save Site Costs" link below the residents table. The application will validate the data entered.
- a. If any errors are found, they will be displayed in red text below the form. Please correct the errors and click the "Save Site Costs" link again to continue.
 - b. If no errors are found, a message stating that the save was successful will be displayed in red below the form.

How Do I Edit Costs For A Site? (3 Steps)

THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES
Daily Rate Application (DRA - Site Manager)

Welcome Mark Smith

[Add Site](#) | [Search Sites](#) | [Search Sites \(by Client\)](#) | [Upload Sites \(XML\)](#)

Site Number:

Site Name:

Address 1:

Address 2:

City: State: Zip:

County:

Contract #:

Type of Site: Foster Care:

[Edit Site](#) | [Maintain Site Clients](#) | [Maintain Site Costs](#) | [View Site Actuals](#)

DRA Site Manager Screen

Step 1: From the DRA Site Manager Screen, select the ‘Maintain Site Costs’ link.

Sites: 1 sites found.

	Site Name/Address	Provider Contract #
Select	My New Site 2 123 Some St. Norton, OH 44203-0000	5800226

Step 2: Click the “Select” link next to the site cost to edit. The site cost edit form will appear below with the listing of site costs.

Site Number: 11910
Site Name: My New Test Site

Effective Date	End Date	Total Costs	Total Hours	Hourly Rate	Is Prorated
<input type="text" value="9/1/2007"/>	<input type="text" value="8/31/2009"/>	<input type="text" value="205012.00"/>	<input type="text" value="9616.00"/>	\$21.32 Get Proration	<input type="checkbox"/>
<i>Min. None</i>		<i>Min. 0.00</i>			

	First Name	Last Name	SSN	Individual Costs	%
Remove	Jack	Smith	123456780	101230.52	49.38 %
Remove	Joe	Smith	123456780	53622.26	26.16 %
Remove	John	Smith	123456780	50159.22	24.47 %
				\$0.00	100.00 %

[Save Site Costs](#)

DRA Site Edit Costs Screen

How Do I Edit Costs For A Site? (3 Steps) (cont'd.)

Step 3: Modify the “End Date”, “Total Costs”, “Total Hours”, and/or “Individual Costs”.

Note: If the provider has entered actuals for a period falling within the site cost span, the following restrictions apply when editing the site cost:

- 1. The new end date cannot be less than the minimum end date displayed.*
- 2. The new total hours cannot be less than the minimum total hours displayed.*
- 3. If the total costs must be entered at a value less than the minimum, a warning will be displayed when saving the changes to ensure that the change is correct.*

Site Number:	11910					
Site Name:	My New Test Site					
Effective Date	End Date	Total Costs	Total Hours	Hourly Rate	Is Prorated	
<input type="text" value="9/1/2007"/>	<input type="text" value="8/31/2009"/>	<input type="text" value="205012.00"/>	<input type="text" value="9616.00"/>	\$21.32 Get Proration	<input type="checkbox"/>	
	<i>Min. None</i>	<i>Min. 0.00</i>	<i>Min. 0.00</i>			
	First Name	Last Name	SSN	Individual Costs	%	
Remove	Jack	Smith	123456780	<input type="text" value="101230.52"/>	49.38 %	
Remove	Joe	Smith	123456780	<input type="text" value="53622.26"/>	26.16 %	
Remove	John	Smith	123456780	<input type="text" value="50159.22"/>	24.47 %	
				\$0.00	100.00 %	

[Save Site Costs](#)

DRA Site Edit Costs Screen

Step 4: Click the “Save Site Costs” link.

- If any errors are found, they will be displayed in red text below the form. Please correct the errors and click the “Save Site Costs” link again to continue.
- If no errors are found, a message stating that the save was successful will be displayed in red below the form.