Daily Rate Application 101

Created: November 2008

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

<u>For Providers</u>

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How Do I Create a Site Actual? (13 steps)

A 'Site Actual' is information entered by the provider that reflects what level of service was delivered in the site. The information can only be entered in spans of no more that seven days at a time we will call a 'billing span'. The provider must enter total staff hours provided in the site during the billing span along with the days of service for each individual during the billing span.

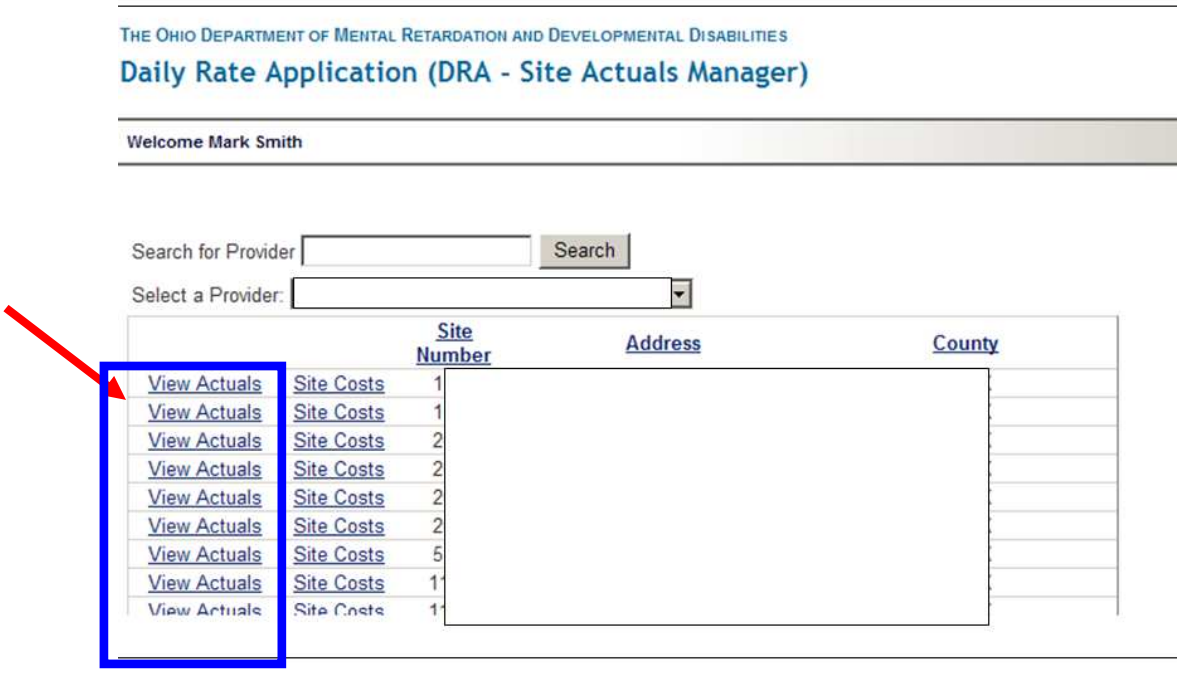
The following steps describe how to add a new site actual for a site.

Step 1: Open the DRA application.

Step 2: Provider: Next, you will see a list of your company's sites by default.

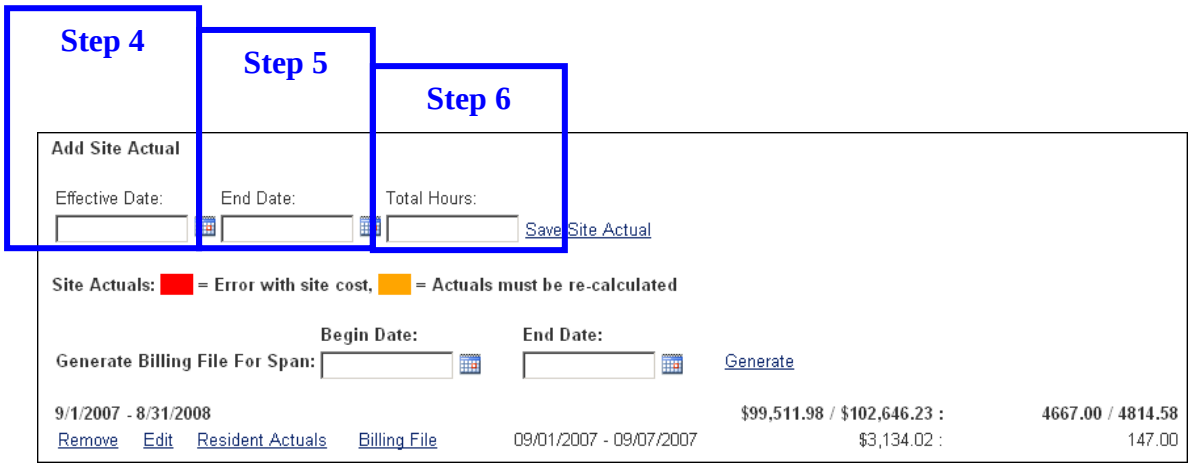
Billing agent: Next, review the providers by name from the DRA Site Actuals Screen.

Step 3: Click the "View Actuals" link to access the Site Actuals screen for a specific site.



DRA Site Actuals Screen

How Do I Create a Site Actual? (13 steps)(cont'd.)



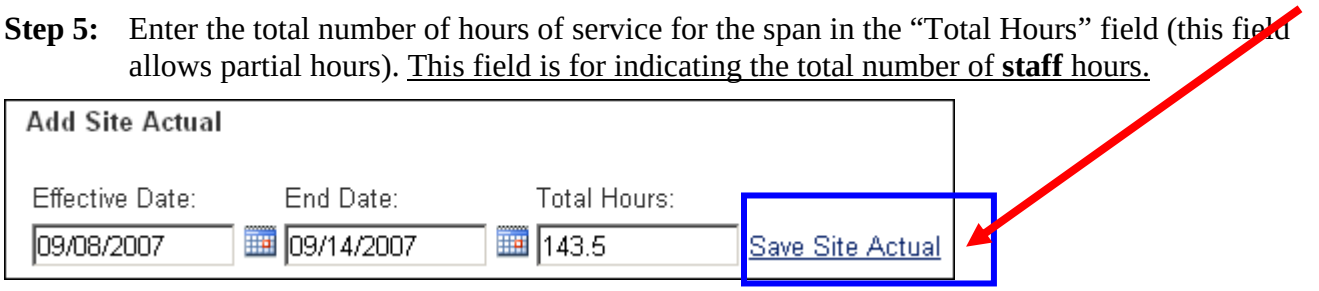
DRA Site Actuals Screen

Step 3: Enter the begin date for the actual span in the "Effective Date" date field. Dates should be formatted "MM/DD/YYYY".

Step 4: Enter the end date for the actual span in the "End Date" date field. Dates should be formatted "MM/DD/YYYY".

Note: Site Actual span periods must be at least 1 day long and at most 7 days long.

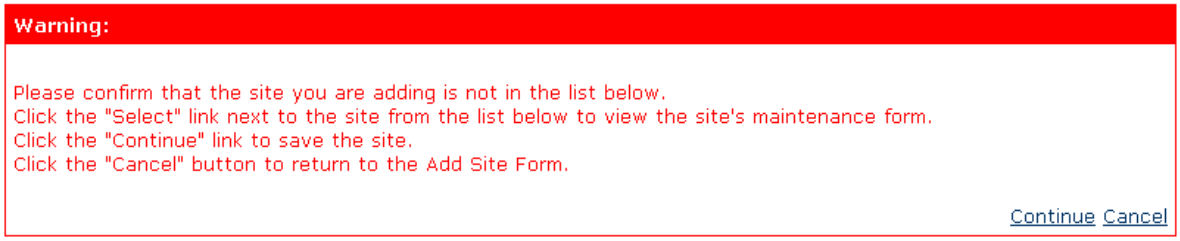
Step 5: Enter the total number of hours of service for the span in the "Total Hours" field (this field allows partial hours). <u>This field is for indicating the total number of **staff** hours.</u>



Step 6: Click the "Save Site Actual" link next to the "Total Hours" field.

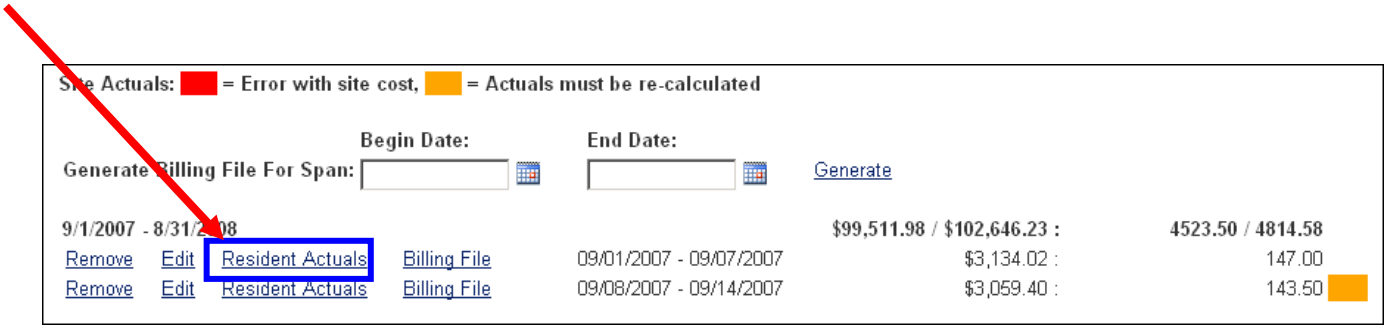
a. If any errors are found, they will be displayed in a red box below the search results. Please correct the errors and click the "Add Site Actual" link again to continue. Below is what the Red Error/Warning Screen may look like.

b. If no errors are found or only warnings are found, the application will display a message stating that the actual was successfully saved, and a new record for the actual will appear in the actuals listing for the site. An orange box will appear next to the site actual that just added identifying that resident actuals need to either be entered or recalculated.



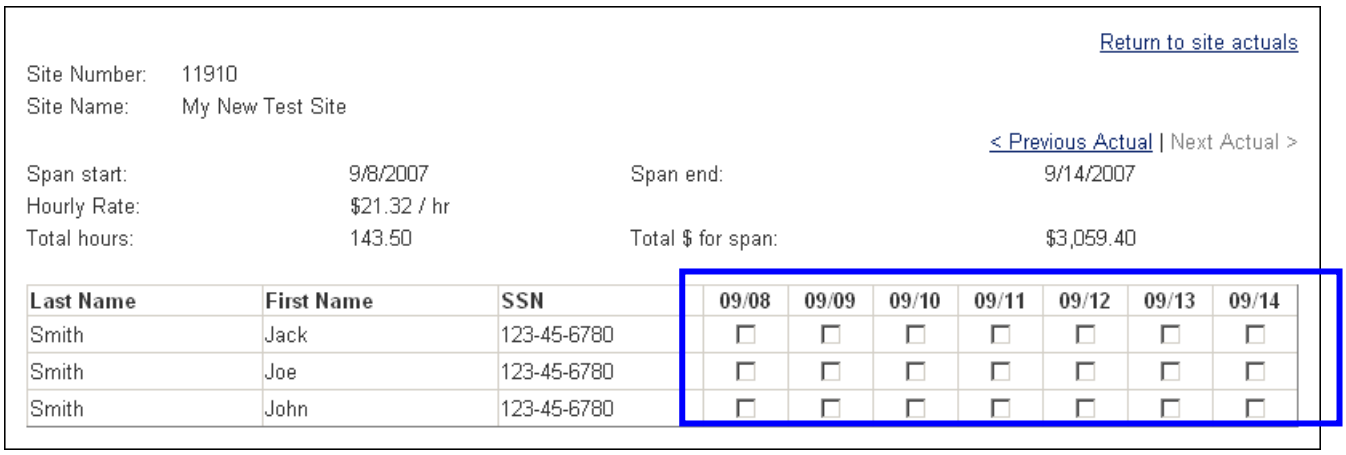
How Do I Create a Site Actual? (13 steps)(cont'd.)

Step 8: Clicking the "Resident Actuals" link on the newly created site actual record will bring up the Client Resident Actual screen where days of service may be entered.

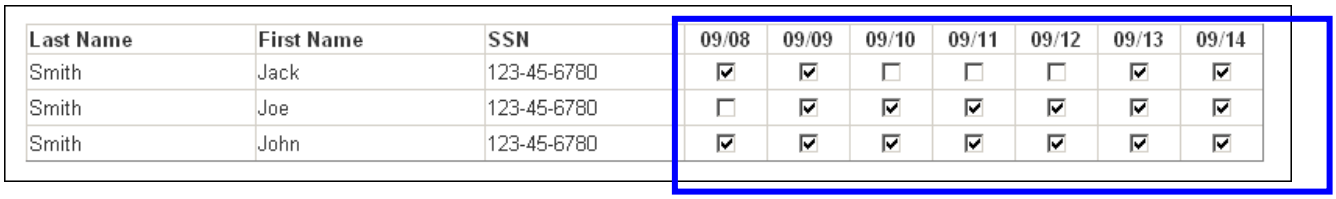


DRA Client Resident Actuals Screen

Step 9: Place a checkmark in each box for each client on the days where service was provided.



DRA Resident Actuals Screen: INCOMPLETE



DRA Resident Actuals Screen: COMPLETE

How Do I Create a Site Actual? (13 steps)(cont'd.)

Step 10: Click the "Update service days" link at the bottom of the form. The application will calculate the Daily Billing Unit (DBU) from the supplied information. The summary table below the resident actuals form will update and display the calculated DBU for each individual.

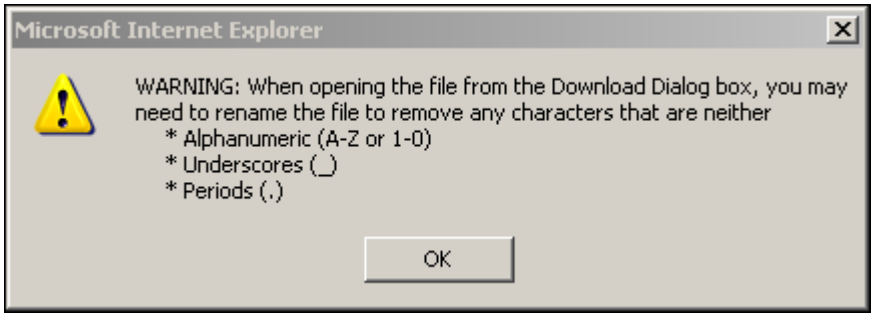
Client Actuals Summary

Last Name	First Name	SSN	%	Span Payment	# Days	Daily Rate for Span	Remaining $
Smith	Jack	123-45-6780	49.38 %	$1,510.67	4	$377.67	$47,626.32
Smith	Joe	123-45-6780	26.16 %	$800.21	6	$133.37	$25,227.88
Smith	John	123-45-6780	24.47 %	$748.53	7	$106.93	$23,598.61

Update service days | Create Billing File

DRA- Client Actuals Summary

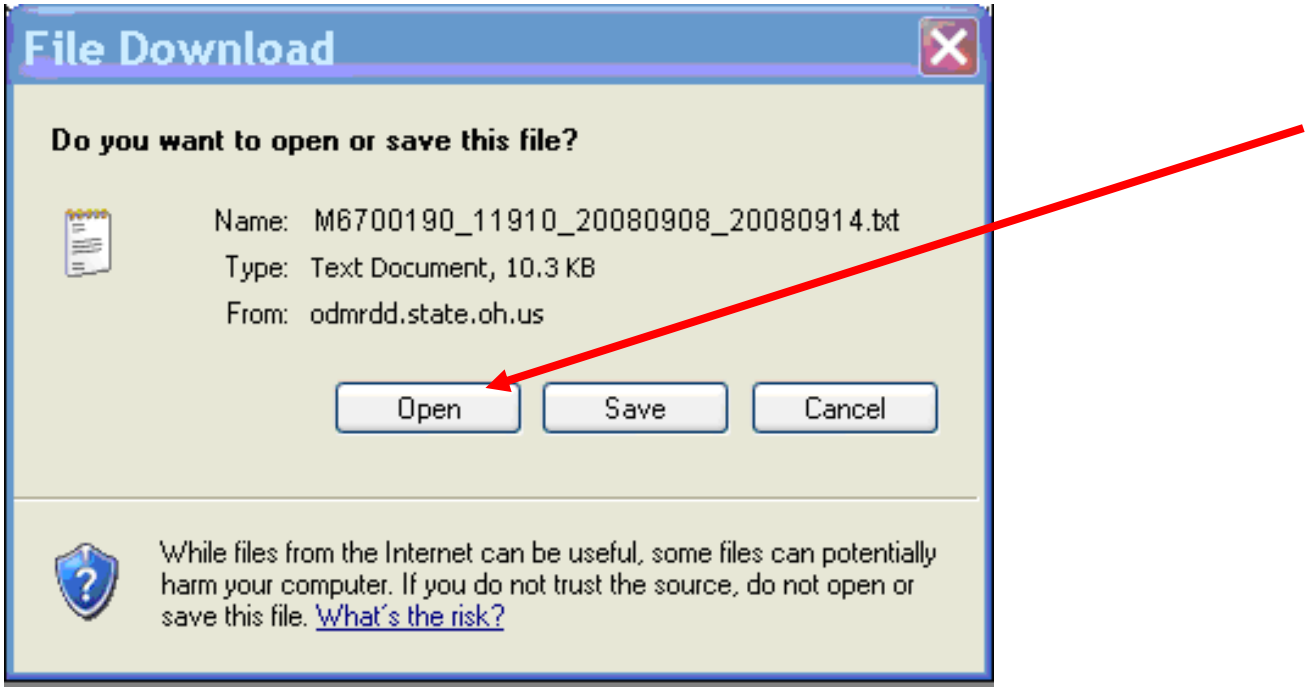
Step 11: Click the "Create Billing File" to download a Medicaid Billing System (MBS) ready flat file for the actuals span period. A pop-up message will appear. Click OK to continue.



Step 12: A file download dialog box will appear prompting you to save the generated billing file.

Note: The generated billing file will be named using the standard MBS naming convention ("M" + MBS Contract Number + "_" + Span Start (yyyyMMdd) + "_" + Span End (yyyyMMdd) + ".txt")

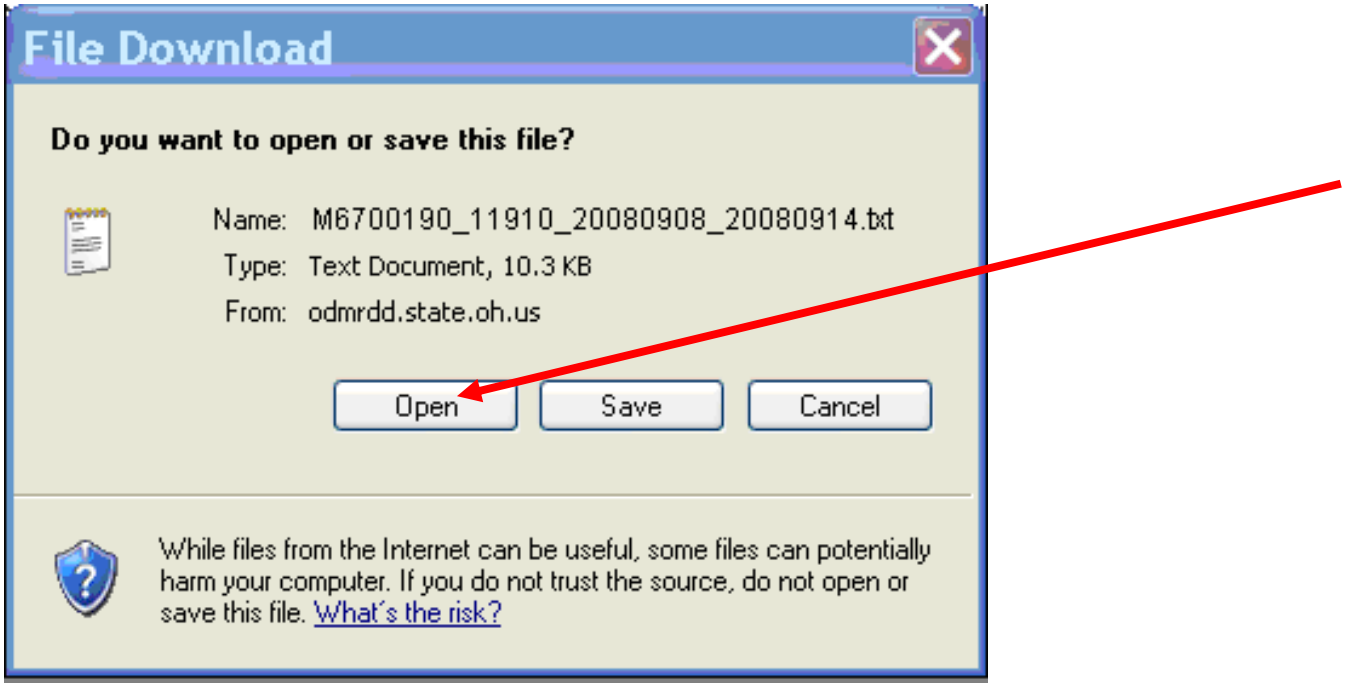
How Do I Create a Site Actual? (13 steps)(cont'd.)

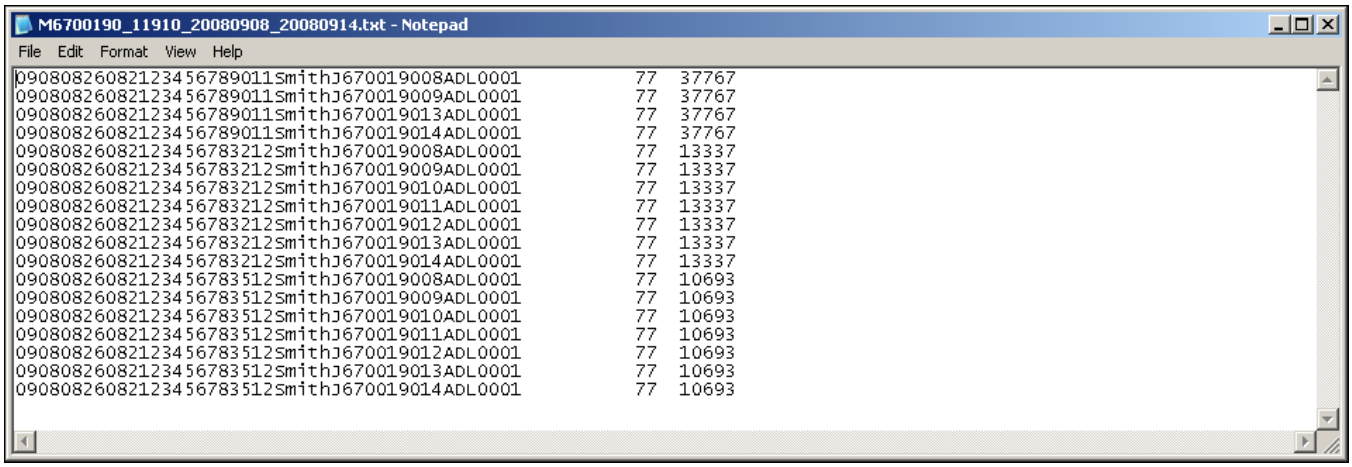


Step 13: Click the **Save** button on the dialog to save the file to your local computer. Or click the **Open** button to try and open the file using your default text file viewer (generally Notepad.exe).

How Do I Review a Newly Created Billing File? (2 Steps)

Step 1: Instead of saving the newly created billing file, select 'open' instead.

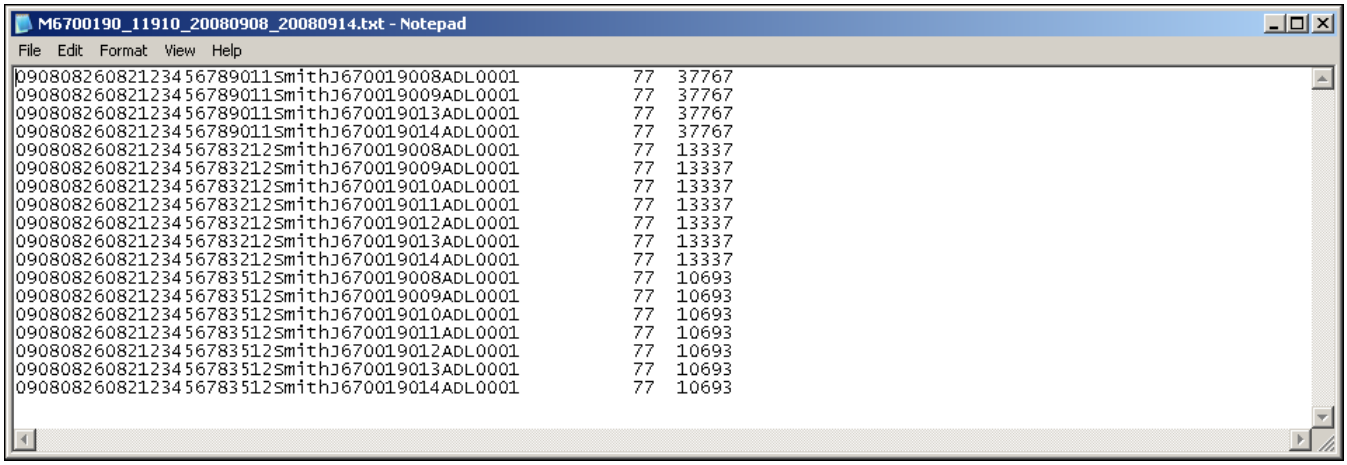




DRA Billing File in 'Flat File' format

The "billing file" generated by the application is formatted identically to the flat file needed by the Medicaid Billing System (MBS).

How Do I Review a Newly Created Billing File? (2 Steps) (cont'd.)

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0908082608212345678901 1SmithJ670019008ADL0001          77  37767
0908082608212345678901 1SmithJ670019009ADL0001          77  37767
0908082608212345678901 1SmithJ670019013ADL0001          77  37767
0908082608212345678901 1SmithJ670019014ADL0001          77  37767
0908082608212345678321 2SmithJ670019008ADL0001          77  13337
0908082608212345678321 2SmithJ670019009ADL0001          77  13337
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0908082608212345678351 2SmithJ670019013ADL0001          77  10693
0908082608212345678351 2SmithJ670019014ADL0001          77  10693
```

DRA Billing File in 'Flat File' format

The following data fields are used when creating the billing file:

Billing Period (MMYY of Service Date)	4 bytes
Invoice Date (Date of File Creation)	6 bytes
Form Number ("2")	1 byte
Medicaid Recipient Billing Number	12 bytes
Recipient Last Name	5 bytes
Recipient First Initial	1 byte
Medicaid Provider Number	7 bytes
Day of Service *(Requires a leading "0")	2 bytes
Service Code ("YYY")	3 bytes
Units of Service ("0001")	4 bytes
Other Source (blank)	1 byte
Other Source Amount (blank)	7 bytes
Group Size (blank)	2 bytes
Service County ID	2 bytes
Rate for Service	7 bytes
Contractor Reference Number (blank)	9 bytes
Staff Size (blank)	2 bytes
Filler	40 bytes
File Reference Number (XXXXXXXXXX)	10 bytes

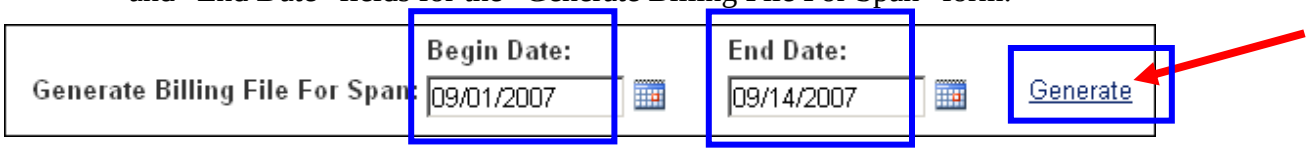
Fields noted as "blank" and the File Reference Number should be modified as necessary by the provider before submission to MBS. MBS will edit the data against the PAWS records and process in normal fashion.

Note: The generated billing file will need to be uploaded through MBS application. For questions regarding PAWS and billing refer to the PDF located by the link below:
http://mrdd.ohio.gov/providers/billingdocs/trainingpresent.pdf

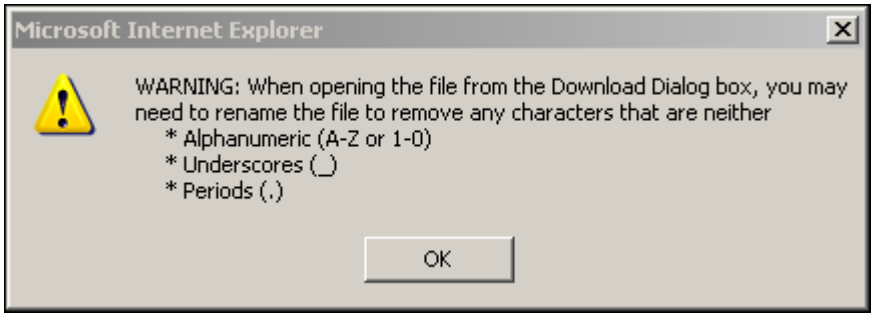
How Do I Generate a Billing File for a Span? (5 Steps)

From the Site Actuals Viewer screen, users can generate a MBS billing file for a span that is not bound by the Site Actual spans. The following steps describe how to do so.

Step 1: From the Site Actuals Viewer screen, enter a begin date and end date in the "Begin Date" and "End Date" fields for the "Generate Billing File For Span" form.

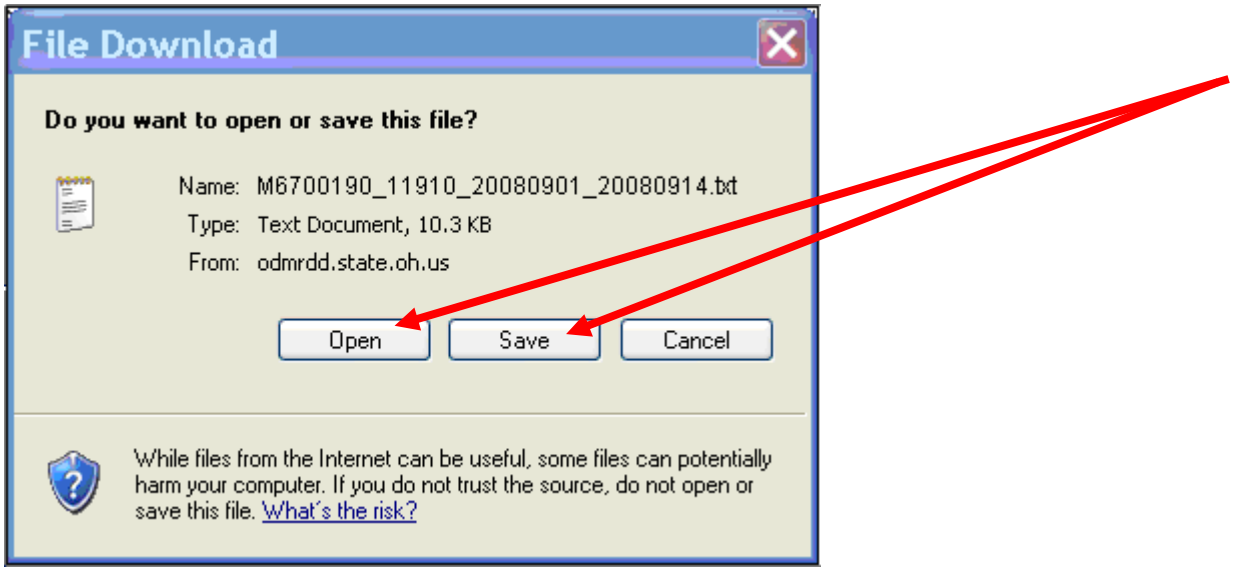


Step 2: Click the "Generate" link. A pop-up message will appear. Click OK to continue.



Step 3: A file download dialog box will appear prompting you to save the generated billing file.

Note: The generated billing file will be named using the standard MBS naming convention ("M" + MBS Contract Number + "_" + Span Start (yyyyMMdd) + "_" + Span End (yyyyMMdd) + ".txt")



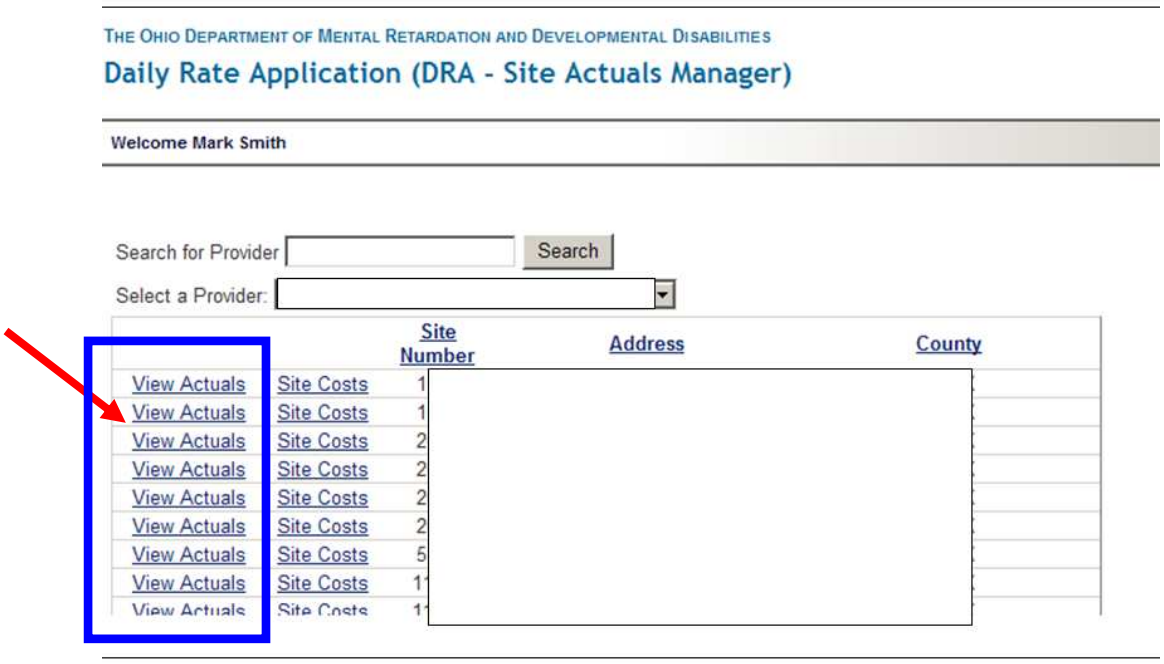
Step 4: Click the **Save** button on the dialog to save the file to your local computer. Or click the **Open** button to try and open the file using your default text file viewer (generally Notepad.exe).

Step 5: Follow the steps outlined in the section **Generate/Review Billing File**.

How Do I Update/Recalculate a Site Actual? (3 Steps)

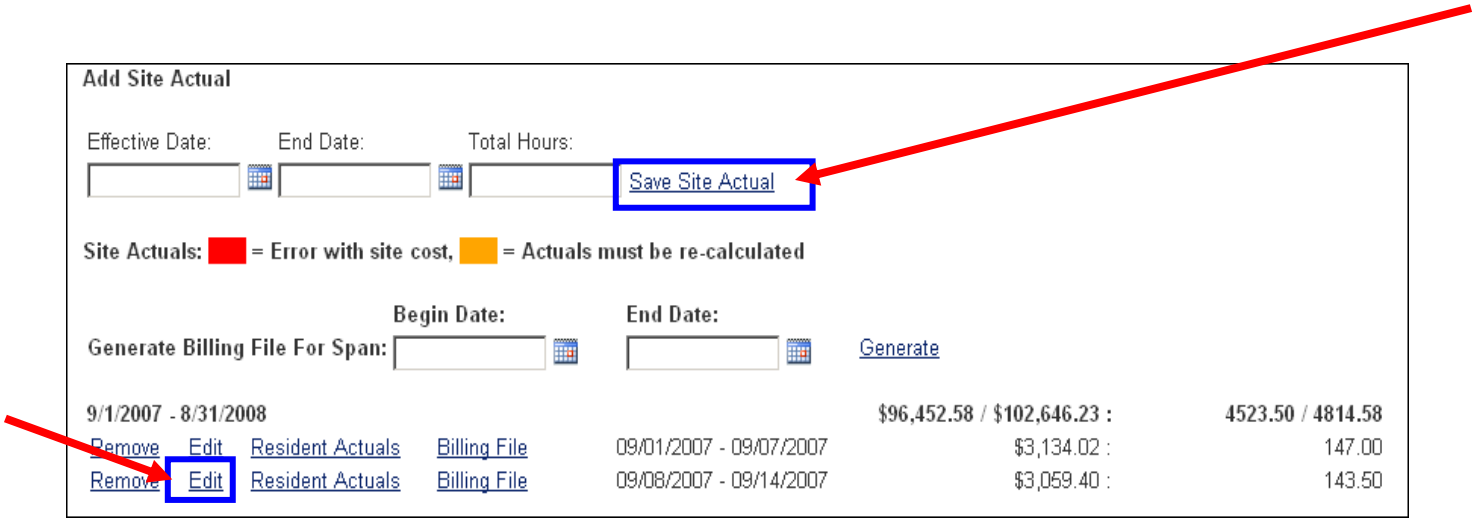
The following steps describe how to edit a site actual for a site.

Step 1: From the Site Actuals screen, click a "View Actuals" link from the list of sites. The actuals for the selected site and the form to add a new site actual will be displayed below the site listing.

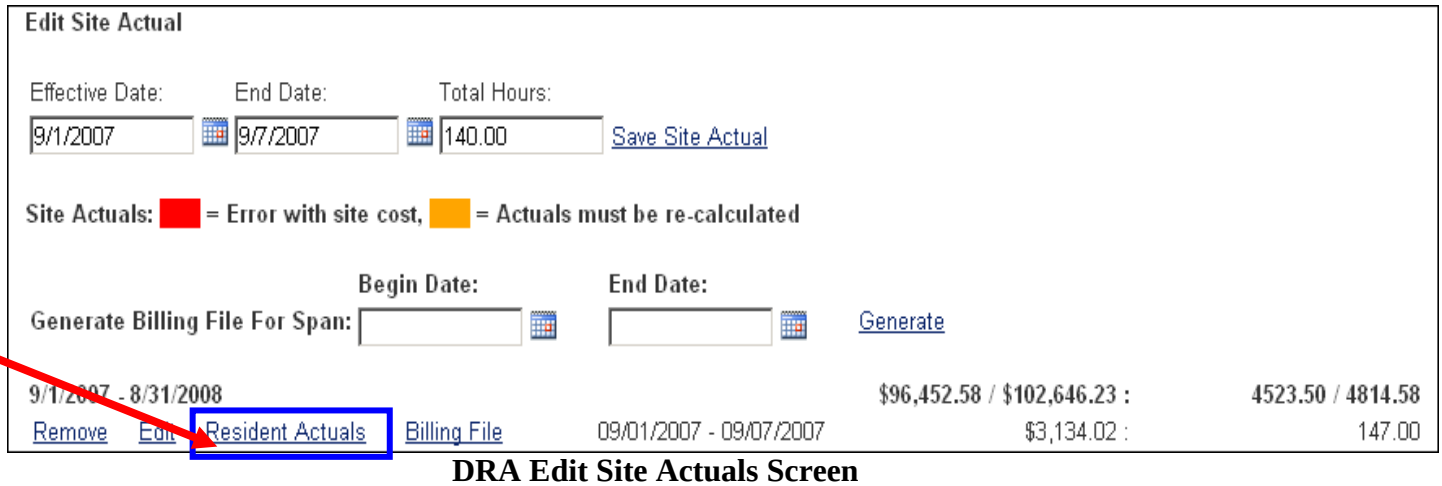


DRA Site Actuals Screen

Step 2: Clicking the "Edit" link will populate the Effective Date, End Date and Total Hours fields in the **Edit Site Actual** form. Users can click the "Save Site Actual" link to save the changes in any of these three fields. An orange cue will appear next to the edited actual to identify that the resident actuals may need to be updated as a result of the change.

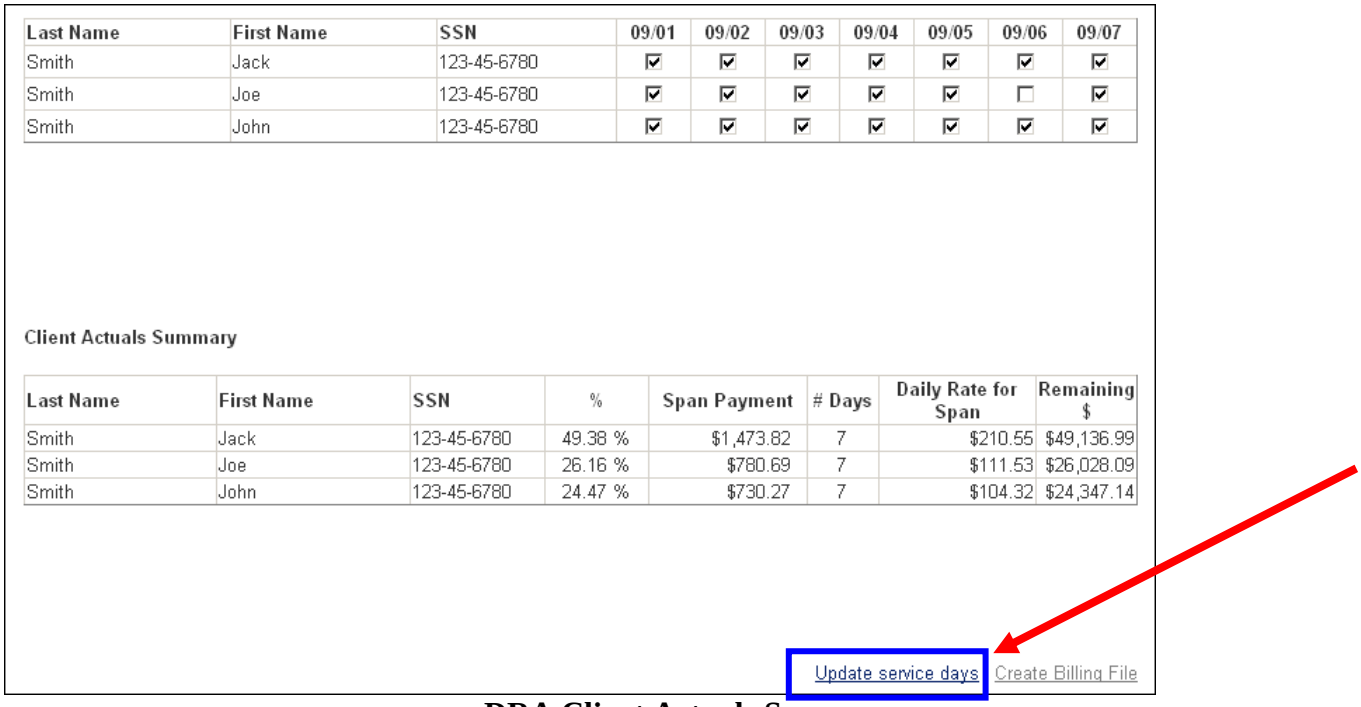


DRA Add Site Actuals Screen



DRA Edit Site Actuals Screen

Step 3: Click the "Resident Actuals" link to go to the Client Actuals screen, where days of service information can be edited. Once the days of service are correct, click the "Update Service Days" to recalculate the Client Actuals based on the modified Site Cost or make any modifications made to the days of service.



Last Name	First Name	SSN	09/01	09/02	09/03	09/04	09/05	09/06	09/07
Smith	Jack	123-45-6780	☑	☑	☑	☑	☑	☑	☑
Smith	Joe	123-45-6780	☑	☑	☑	☑	☑	☐	☑
Smith	John	123-45-6780	☑	☑	☑	☑	☑	☑	☑

Client Actuals Summary

Last Name	First Name	SSN	%	Span Payment	# Days	Daily Rate for Span	Remaining $
Smith	Jack	123-45-6780	49.38 %	$1,473.82	7	$210.55	$49,136.99
Smith	Joe	123-45-6780	26.16 %	$780.69	7	$111.53	$26,028.09
Smith	John	123-45-6780	24.47 %	$730.27	7	$104.32	$24,347.14

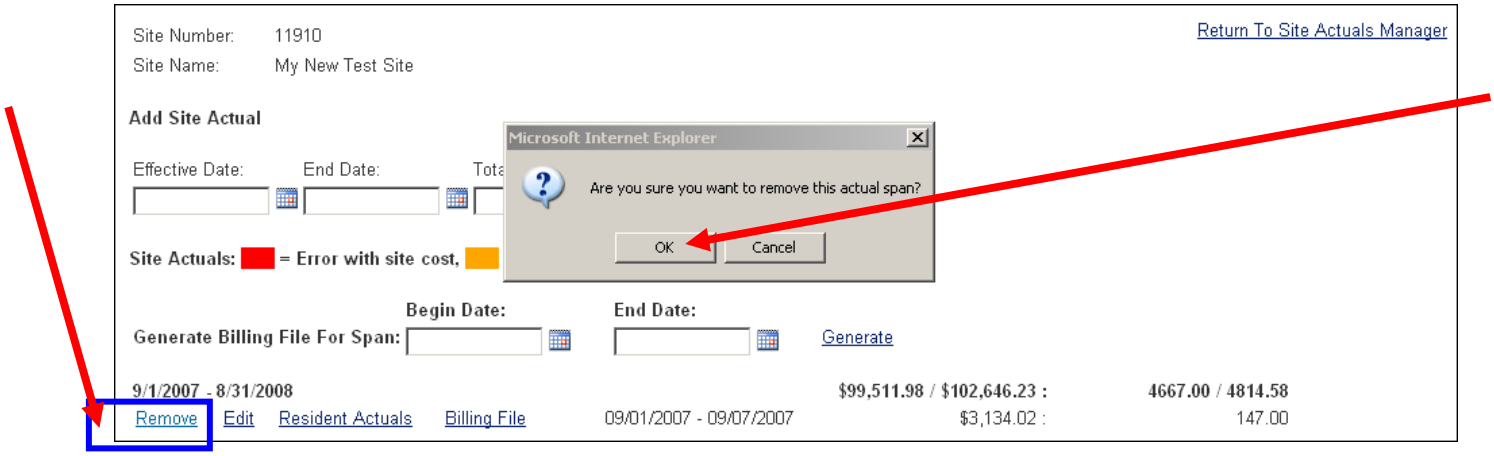
Update service days
Create Billing File

DRA Client Actuals Screen

How Do I 'Back-Out'/Remove a Site Actual? (2 Steps)

The following steps describe how to remove a site actual for a site.

Step 1: From the Site Actuals Viewer screen, click the "Remove" link next to the site actual to remove. A pop-up confirmation box will appear.



Step 2: Click **OK** to continue removing the site cost.

Note: Removing a site cost will also remove all associated client actuals.

Note: New actuals can be entered for the dates removed once corrections are made. This does not affect previous billings. 'Backing-out' billings are not required: merely re-billing for those you wish to amend will suffice and re-write the previous submission.