



Department of  
Developmental Disabilities

**Division of Medicaid Development & Administration**

Ted Strickland, Governor  
John L. Martin, Director

**December 14, 2009**

**To:** County Board of DD Superintendents  
County Board of DD Waiver Contacts  
County Board of DD Business Managers  
County Board of DD SSA Directors  
Providers

**From:** Tracy Cloud-Thomas, Assistant Deputy Director, Medicaid Development and Administration, DODD

**Subject:** **CPT will change the way you do business.**

The DODD cost projection tool (CPT) will be released April 1, 2010, and it will transform business processes for county boards of DD, Councils of Governments (COG) and Waiver Providers. While the department looks forward to the many efficiencies and improvements that CPT will bring to the cost projection and payment authorization process, it is important to recognize and to prepare for the way it will change the day-to-day work of the department and the field. The purpose of this memo is to identify business transformation issues in advance so that county boards of DD and providers are prepared for CPT implementation. It is also worth noting that the CPT will require changes to Ohio Administrative Code 5123: 2-9-06 and 5123: 2-13-07. Work has begun in this regard and the rules will be shared through the stakeholder and clearance process very soon.

1. County Boards will have nine months to transition to CPT beginning April 1, 2010. Proposed revisions to Ohio Administrative code will require that every individual enrolled on an IO or Level One Waiver be transitioned from the cost projection tool in use today (i.e. 20/20 or similar tool) to CPT. **County Boards will have from April 1, 2010 until December 31, 2010 to complete the transition for IO enrollees.** The deadline for Level One enrollees has not yet been finalized – however, with CPT changes in PAWS processing by year-end 2010, you may want to consider entering Level One enrollees during this transition period.

Individuals may be transitioned to CPT at their redetermination or at the earliest redetermination date of the individuals they share services with. Individuals who share services (sites) must be transitioned together. Individuals with 2010 redetermination dates prior to April 1st will be transitioned after their redetermination date.

30 E. Broad Street  
13th Floor  
Columbus, Ohio 43215

(614) 728-2556 (Phone)  
(614) 752-5303 (Fax)  
dodd.ohio.gov

Initially, transitioning individuals to CPT will be labor intensive because each site will be “new” for this application. The components of every site (individuals, providers) must be constructed, and all services, including HPC staffing patterns and adult day schedules, must be recorded in the CPT.

2. CPT will be a component of the Medicaid Services System (MSS). MSS is an “umbrella” system comprised of several applications that govern costs and authorization of services. MSS will include CPT and other applications currently under development such as, the Prior Authorization Application, and the Services Payment Authorization (SPA) Application, which is a component of CPT that will allow county boards to submit their projected costs for authorization before they are sent to DRA or PAWS. Other applications contained in MSS include a rebuilt version of the DRA and PAWS. MSS applications will interface closely with each other. For example, costs projected in CPT are sent to SPA, where they are submitted for authorization by the county board. The costs and other relevant information are then sent to DRA (and eventually to PAWS).

3. Making regular updates to the Individual Data System (IDS) will become critical. The CPT is designed to interface with other DODD systems, including IDS. When individuals are added to a CPT site, CPT will retrieve the individual’s name, client ID, living arrangement, ODDP range, AAI score and other pertinent data from IDS. If an individual is not in IDS or their information is not accurate, the user will not be able to produce a cost projection or recommend authorization of services.

4. Prior authorization requests submitted as part of the cost projection process. As a part of CPT development, a prior authorization (PA) application was built. The PA application will create an electronic PA request and budget using the costs generated in CPT. The Individual Request Form and PA budget will be transmitted to the department through the PA system. Additional supporting documents will be sent to DODD preferably by fax or e-mail. Users will be able to view the status of prior authorization requests that they have submitted. An individual’s waiver costs may be authorized up to their ODDP ceiling while a PA request is pending.

5. County Boards of DD will no longer enter site costs or hours into the DRA. As a part of CPT development, the DRA is being rebuilt to interface directly with CPT. The DRA will also be enhanced to improve the user experience and provide a comparison between projected hours and costs vs. actuals. When a site is transitioned to CPT and costs are projected, the CPT will pass the relevant data to the DRA, so there is no need to manually enter data into the DRA. The existing (legacy) DRA system will continue working during the transition period to the new CPT and DRA systems. However, after a site is moved to CPT and the new DRA system, the legacy DRA system will not accept the entry of a provider’s actuals for dates of service on or after the effective date of the transition to the CPT and ‘new’ DRA. Any adjustments for dates of service prior to the CPT transition will be made in the legacy DRA.

6. Service Payment Authorization will change.

PAWS will exist as it does today upon the first release of CPT on April 1, 2010. However, by the end of 2010, a component of CPT called Services Payment Authorization (SPA) will allow county boards (or a COG) to recommend authorization of a completed cost projection and will send those projected costs through PAWS to MBS. At that point, counties will no longer submit PAWS data or have access to PAWS. Authorization of services will be handled through SPA.

7. CPT will change the way county boards and providers work together.

Providers who are associated with a particular CPT site will have limited edit access in the site. The county board must establish a site by naming it, adding individuals and providers along with effective dates. While a provider will not be permitted to establish a site, they will have access to add services, create staffing patterns and adult day schedules and the ability to save a version of their site for county review. Only a county board (or designated COG) may submit a prior authorization, finalize a cost projection or recommend services for authorization.

**Further Assistance with Business Transformation**

DODD, in partnership with OACB and OPRA, will work with County Boards of DD and Waiver Providers on an individual basis to specifically identify how CPT will transform their business practices. The department can also provide assistance developing an action plan for CPT implementation. For more information, please contact Tracy Cloud-Thomas at (614) 752-9177 or [tracy.cloud-thomas@dodd.ohio.gov](mailto:tracy.cloud-thomas@dodd.ohio.gov).

**Looking Forward: CPT Testing, Pilot, and Training**

CPT user acceptance testing will take place January 19-22 and 27-29, 2010. User acceptance testing will allow system users (i.e. county board, provider and department staff) the opportunity to test CPT to verify that its functionality is satisfactory and that it meets the business requirements of DODD. The pilot will commence in early February and statewide training will take place in March 2010. Regional training sessions for County Board and Provider staff will be announced after the first of the year.

Stakeholder participation has been important throughout the development of CPT. Thank you for your continued support and investment in this project. If you have general questions or feedback about CPT or business transformation issues, please contact Tracy Cloud-Thomas at (614) 752-9177 or [tracy.cloud-thomas@dodd.ohio.gov](mailto:tracy.cloud-thomas@dodd.ohio.gov).