



Department of
Developmental Disabilities

Division of Medicaid Development & Administration

Ted Strickland, Governor
John L. Martin, Director

September 17, 2010

To: County Board of DD Superintendents Council of Governments Directors
Ohio Association of County Boards DD Ohio Provider Resource Association

From: Tracy Cloud, Assistant Deputy Director, Medicaid Development & Administration

Subject: Medicaid Services System Training

The purpose of this memo is to communicate the training and implementation plan for the Medicaid Services System (MSS). MSS is an “umbrella” system which includes applications that are used to project costs and authorize services. It includes the Cost Projection Tool (CPT), Services Payment Authorization (SPA) and an enhanced version of the Daily Rate Application (DRA).

MSS “Train the Trainer”

The Department is taking a two-prong approach to training. First, DODD will train county board staff and providers to become MSS trainers themselves. Three three-day “Train the Trainer” sessions will take place in Columbus during the month of October. In total, the program will produce sixty county board MSS trainers and thirty agency provider MSS trainers.

County Boards were selected to participate in “Train the Trainer” with the input of OACB and based on the number of their enrolled IO and L1 waivers. Agency providers were selected with the input of Ohio Provider Resource Association (OPRA) and based on the number of DRA sites they operate. The Department will provide MSS trainers with the same MSS training program, exercises and instructions that Department trainers will be using during regional and metro county training sessions. Furthermore, all trainers will have access to the MSS training environment along with training user ids and passwords. Contact information for MSS trainers will be posted on the MSS Webpage after training is complete.

Regional and Metro County MSS Training

In addition to “Train the Trainer,” the Department will be conducting sixteen regional and metro county-focused training sessions through the end of the year. Those sessions will last two days and provide a hands-on training experience for users. Some participants may be asked to bring a laptop. Each county board will be given an opportunity to send a minimum of one employee to regional training. More slots will be allocated to county boards with the highest waiver enrollment.

The training schedule is posted on the MSS Webpage: <http://mrdd.ohio.gov/medicaid/medicaid.htm>. **Kim Oliver will contact each county board to register staff.** If you have questions about registration, please contact her via e-mail: Kimberley.Oliver@dodd.ohio.gov.

Large agencies with the most DRA sites will have priority for training opportunities. OPRA will register agencies for training. Independent providers will not be trained by the Department at this time.

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MSS Go Live and System Access

County Boards will gain access to MSS after at least one person from the county has been trained beginning with the first training sessions in October. The Department will activate the user ids that were submitted by the county board via spreadsheet as requested by the Department this past spring. The MSS roles assigned by the county board will apply. Since it has been several months since the spreadsheets were submitted, some county boards may need to add additional staff and remove staff that will no longer require access. Please submit changes to Kim Oliver via e-mail: Kimberley.Oliver@dodd.ohio.gov.

Agency providers who requested access via spreadsheet will gain access to MSS on October 23rd, after the agency provider “Train the Trainer” session.

How to Prepare for MSS Implementation

- 1) Make a plan to train your staff.** Educate your staff about the basics of MSS. Sign them up for regional training and utilize MSS trainers. Consider training needs for SSA Supervisors, Fiscal staff, COG staff, and providers who are involved with cost projection and DRA.
- 2) Review the waiver redetermination dates for individuals in your county (CB).** It is recommended that you transition individuals to MSS based on their waiver redetermination date, but individuals who share services must be transitioned together. Make plans to implement the transition process and consider organizational needs. All IQ and L1 individuals must be transitioned to MSS by December 31, 2011.
- 3) Update IDS (CB).** It is crucial to make sure that IDS is up to date before projecting costs. MSS interfaces with IDS and uses the following data from IDS:
 - Individual’s name
 - Client id
 - Medicaid billing number
 - Living arrangement (Adult Foster Care)
 - ODDP range
 - AAI score
 - Resident county
- 4) Decide on a county-wide naming convention for MSS sites (CB).** Users will need to name the sites they create in MSS. County boards should consider a county-wide naming convention and communicate the plan to their staff.
- 5) Prepare to transition DRA sites.** County boards and providers will transition from legacy (existing) DRA to the new, enhanced DRA which is connected to CPT. The county board will be required to notify DODD and the DRA provider of a site’s transition date prior to the transition. Site cost updates and provider actuals for dates of service on or after the transition date will be entered in the enhanced DRA. Site cost updates and provider actuals for dates of service prior to the transition date will be entered in the legacy DRA. The Department will provide further instructions for this process during training. However, county boards should plan to implement this process and consider organizational and staffing needs.

Future MSS Updates

To review prior MSS updates or to view the MSS training schedule, please visit the MSS Webpage: <http://mrdd.ohio.gov/medicaid/medicaid.htm>

Thank you for your ongoing support of MSS.