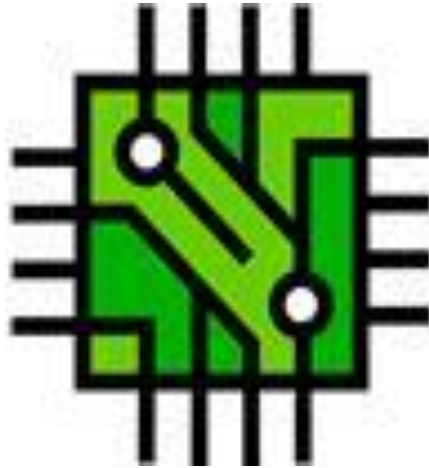


ADSA Web Access

“AWA”



CARE

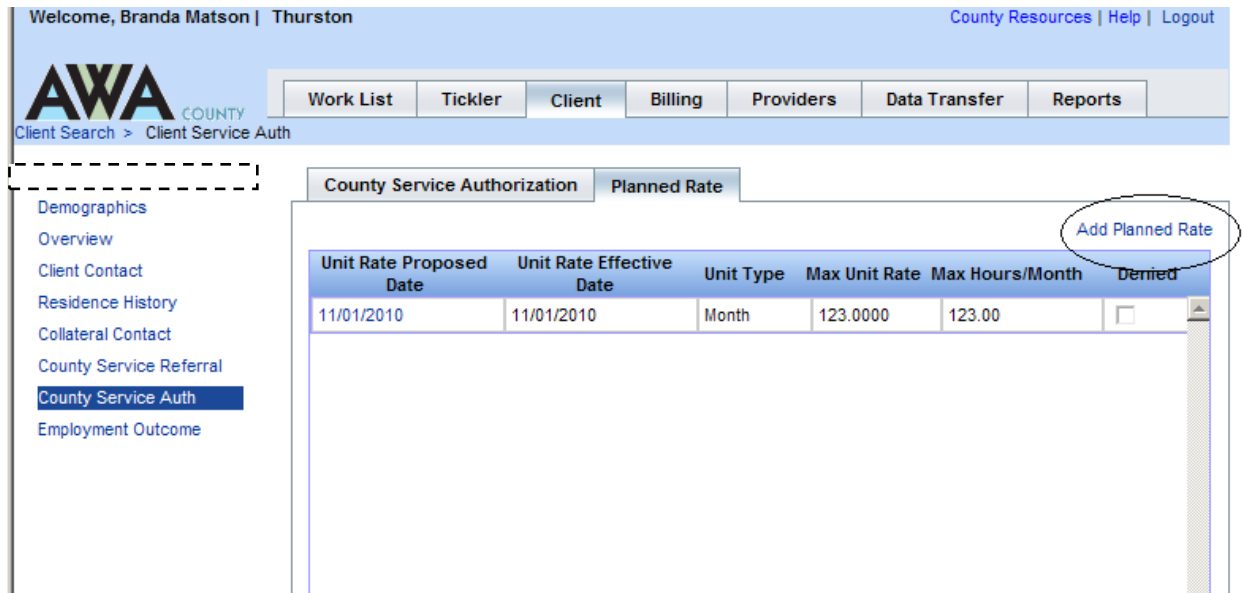
PLANNED RATES REVISION

“HOW TO”

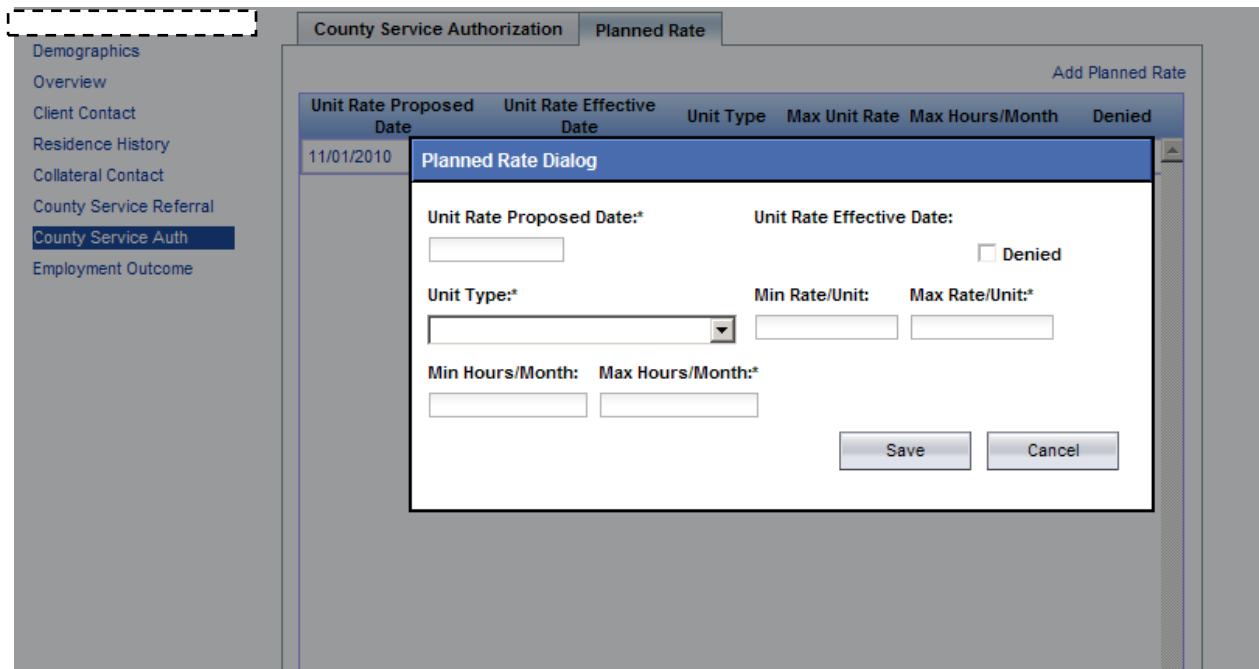
November 2010

The following information describes the computer steps for modification to “Planned Rates” information. It does not go into the communication details that occur between case resource managers, providers and/or counties.

For a county to update the planned rates information for a particular client look under the associated “County Service Authorization” screen and click on the “Planned Rate” tab. Choose “Add Planned Rate” as below:



The dialog box for the planned rate will appear:



Enter the date; you are proposing the change be in effective, under “Unit Rate Proposed Date”, then enter all required information. The change(s) maybe a change in the rate or in the minimum or maximum service hours per month or both.

The screenshot shows the AWA County Client Service Authorization interface. The user is logged in as Branda Matson in Thurston County. The main menu includes Work List, Tickler, Client, Billing, Providers, Data Transfer, and Reports. The left sidebar lists various service categories, with 'County Service Auth' selected. The main content area is titled 'County Service Authorization' and 'Planned Rate'. A table with columns for 'Unit Rate Proposed Date', 'Unit Rate Effective Date', 'Unit Type', 'Max Unit Rate', 'Max Hours/Month', and 'Denied' is visible. A 'Planned Rate Dialog' box is open, containing the following fields: 'Unit Rate Proposed Date:' (10/22/2010), 'Unit Rate Effective Date:' (empty), a 'Denied' checkbox, 'Unit Type:' (Hour), 'Min Rate/Unit:' (50), 'Max Rate/Unit:' (50), 'Min Hours/Month:' (5), and 'Max Hours/Month:' (10). 'Save' and 'Cancel' buttons are at the bottom.

Once you have entered the change information click the “Save” button.

This screenshot is identical to the one above, but the 'Save' button in the 'Planned Rate Dialog' is circled in red to indicate the next step in the process.

The Planned Rate tab will now include the information you just entered – but the “Effective date” of the change will be blank until the case resource manager “CRM” provides that information.

The screenshot shows the AWA COUNTY Client Service Auth interface. The 'Planned Rate' tab is active, displaying a table with the following data:

Unit Rate Proposed Date	Unit Rate Effective Date	Unit Type	Max Unit Rate	Max Hours/Month	Denied
11/01/2010	11/01/2010	Month	123.0000	123.00	<input type="checkbox"/>
10/22/2010		Hour	50.0000	10.00	<input type="checkbox"/>

An arrow points to the 'Unit Rate Effective Date' field for the second row, which is currently blank.

The CRM will receive a tickler notifying them of the proposed change – CRM highlights the tickler to be reviewed and clicks “View”.

The screenshot shows the CARE Office: DDD Central State Office Online Tickler Inbox interface. The 'Worker' is Matson, Branda (MatsoBK). The 'Ticklers' list includes:

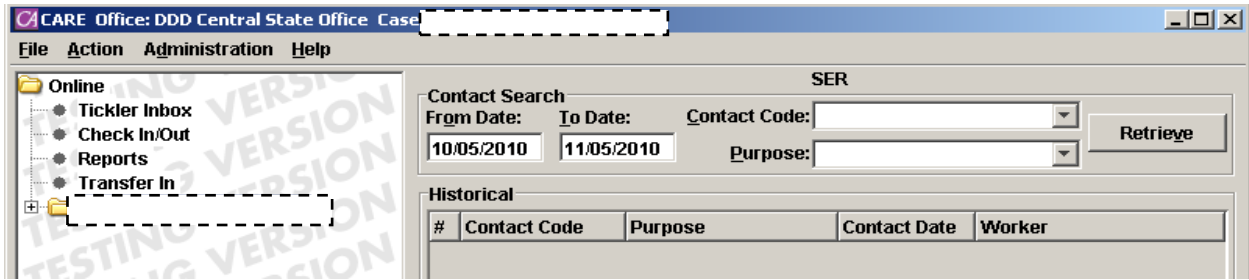
#	Client Name	Tickler	Generated	Re...
1		CSA Ends in 30 Days	07/02/2010	<input type="checkbox"/>
2		CSA Ends in 30 Days	07/02/2010	<input type="checkbox"/>
3		CSA Ends in 30 Days	07/02/2010	<input type="checkbox"/>
4		Plan Review Due in 15 Days	05/22/2010	<input type="checkbox"/>
5		Plan Review Due in 15 Days	02/08/2010	<input type="checkbox"/>
6		New Case Assigned	09/01/2009	<input type="checkbox"/>
7		New Case Assigned	09/01/2009	<input type="checkbox"/>
8		New Case Assigned	09/01/2009	<input type="checkbox"/>
9		New County Rate	09/01/2009	<input type="checkbox"/>
10		County Referral Req. Finalized	09/26/2009	<input type="checkbox"/>

The 'New County Rate' tickler (row 9) is highlighted. The 'Tickler Detail' section shows:

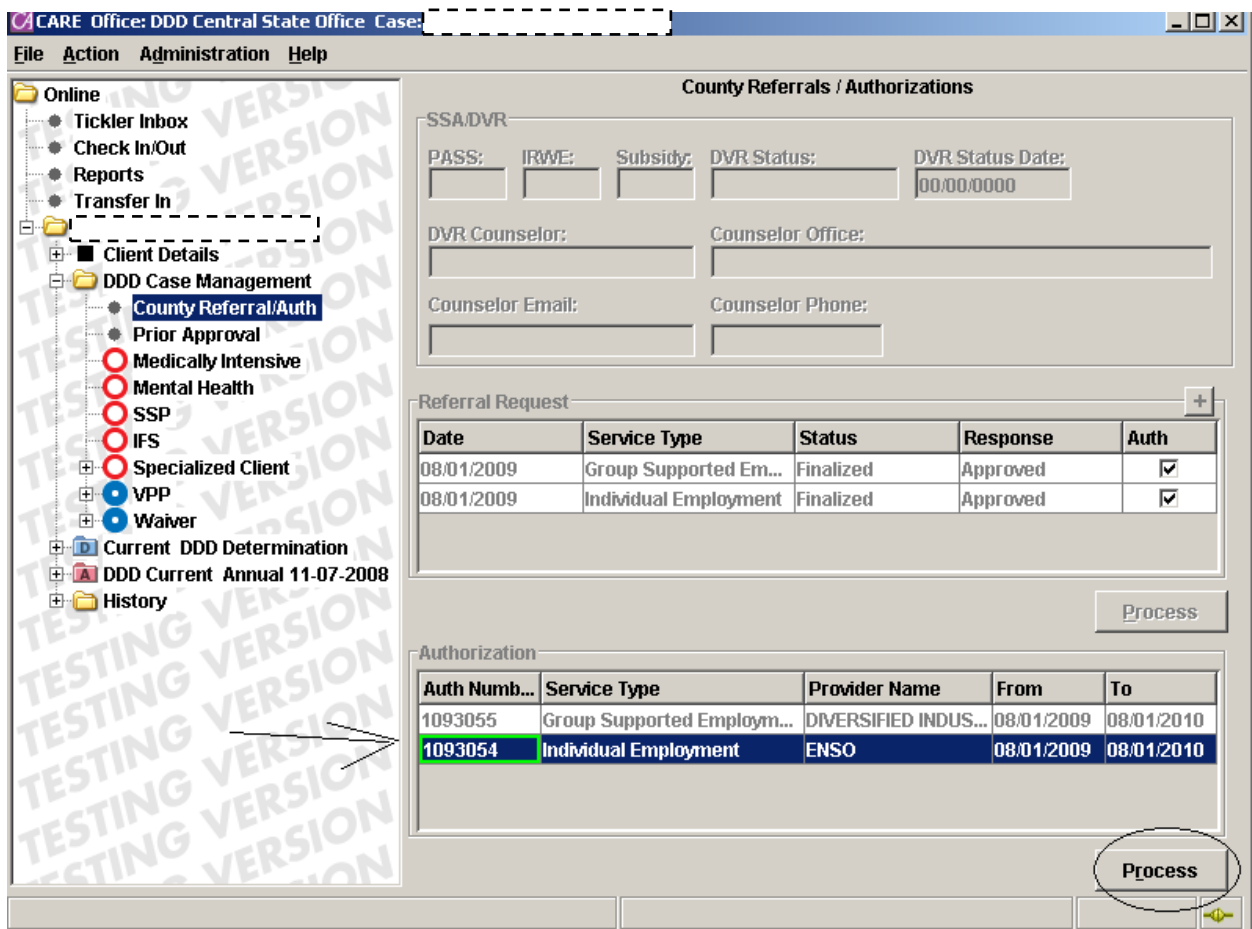
- Client Name: [Redacted]
- Generated Date: Sep 1, 2009
- Tickler: New County Rate
- Description: Provider: ENS0; Service: Individual Employment; Max Rate: 50.00, Unit Type: Hour, Start Date: 08/01/2009

The 'View' button is circled in red.

The client related to the tickler appears.



CRM must go to the “County Referral/ Authorization” screen and highlight the associated authorization and click on “Process”.



The authorization appears with the "Planned Rate" information in view. The information that appears is read only. The CRM has two options. The CRM can approve the change by entering the "Effective Date" and clicking on OK.

County Authorization

Client Name: _____ County of Residence: King Service Type: Individual Employment

Provider: ENSO Unit Type: Month From Date: 08/01/2009 To Date: 08/01/2010

Funding History

#	Source	Date
1	Core Waiver	08/01/2009

Override

Status: Open

Planned Rate

Denied	Effective Date	Proposed Start Date	Unit Type	Min Unit Rate	Max Unit Rate	Min Hrs./Month	Max Hrs./Month
<input type="checkbox"/>	08/01/2009	08/01/2009	Month		1.0000	0.00	1.00
<input type="checkbox"/>	01/01/1950	01/01/1950	Hour	45.0000	50.0000	40.00	80.00

Delete Cancel OK

Or, the CRM can check the "Denied" box and click on OK.

County Authorization

Client Name: _____ County of Residence: King Service Type: Individual Employment

Provider: ENSO Unit Type: Month From Date: 08/01/2009 To Date: 08/01/2010

Funding History

#	Source	Date
1	Core Waiver	08/01/2009

Override

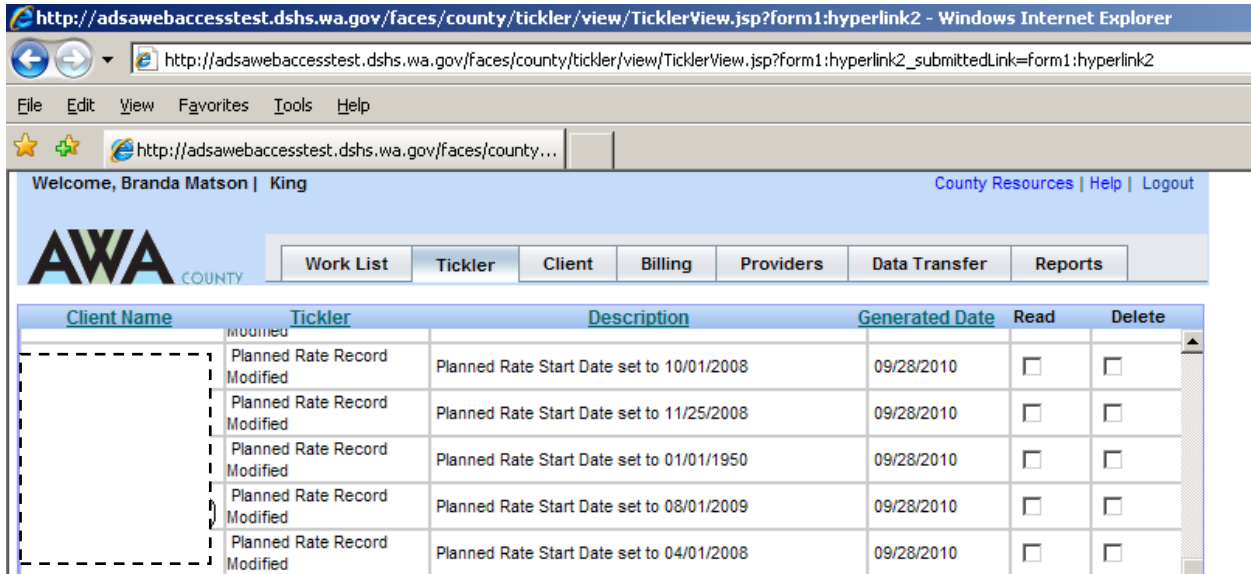
Status: Open

Planned Rate

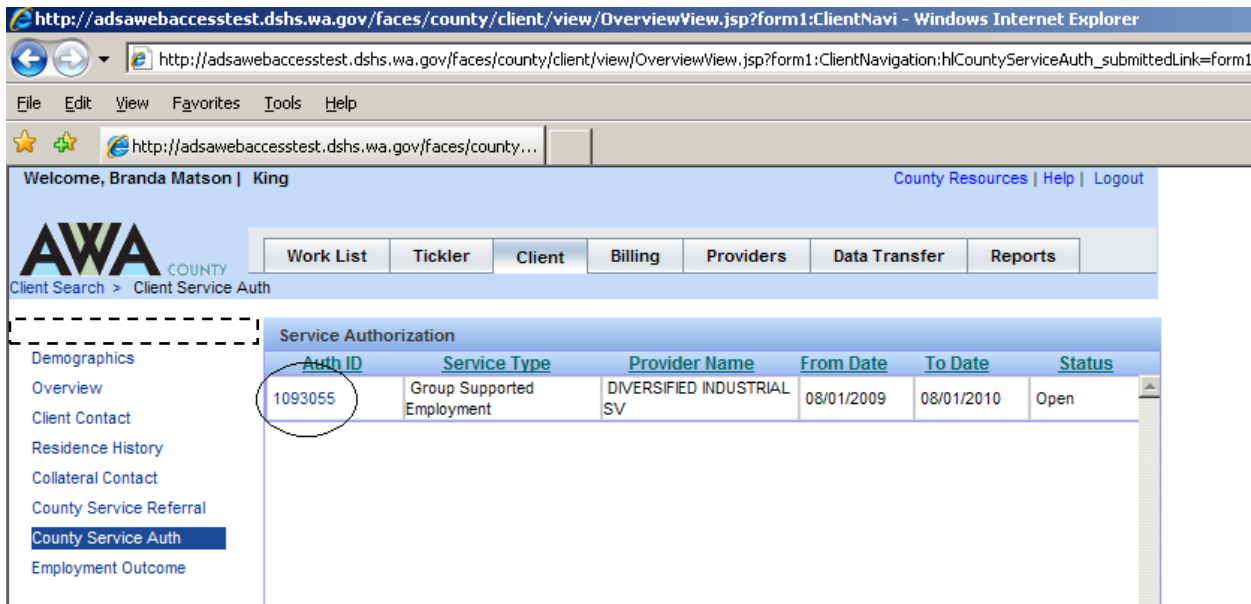
Denied	Effective Date	Proposed Start Date	Unit Type	Min Unit Rate	Max Unit Rate	Min Hrs./Month	Max Hrs./Month
<input checked="" type="checkbox"/>	08/01/2009	08/01/2009	Month		1.0000	0.00	1.00
<input type="checkbox"/>	01/01/1950	01/01/1950	Hour	45.0000	50.0000	40.00	80.00

Delete Cancel OK

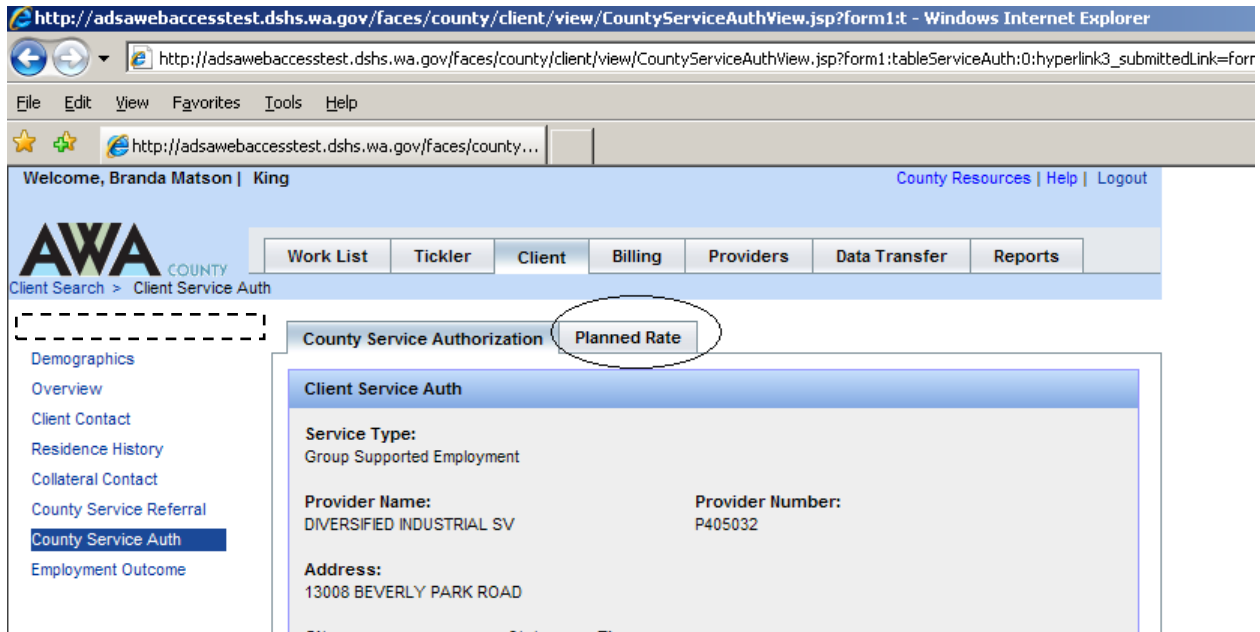
Whether or not the CRM enters the “Effective Date” or “Denied” the changes, the County will receive a tickler notifying them of the outcome. Once the tickler is received just click on the “Client Name” and it will link to that client’s information.



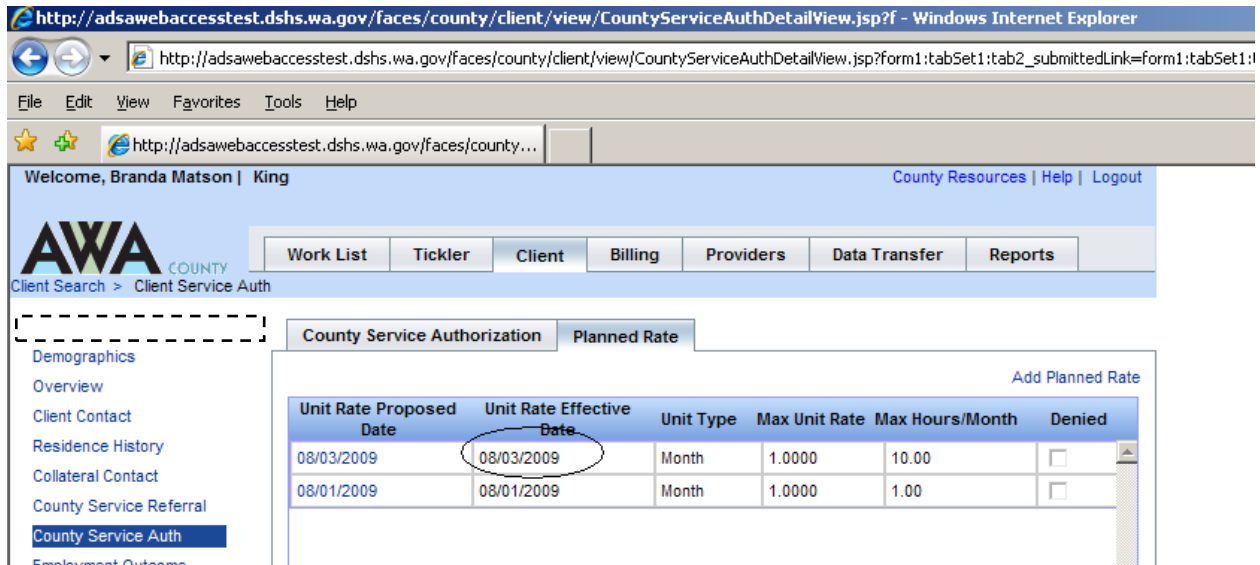
To view the “Effective Date” go to the County Service Authorization screen and click on the authorization that was modified.



Click on the "Planned Rate" tab.



The "Unit Effective Date" now appears.



The unit effective date is the date in which the provider can provide the proposed services and the county can pay for those services.