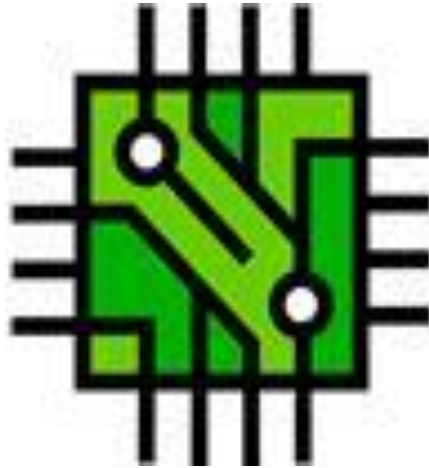# ADSA Web Access

"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:
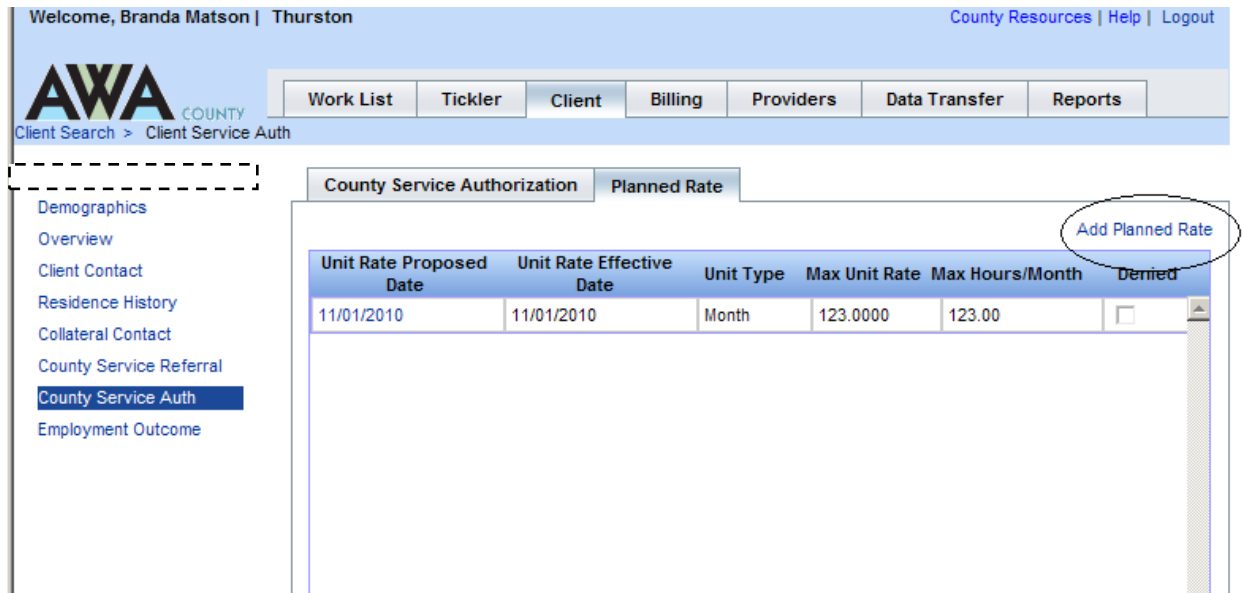
The dialog box for the planned rate will appear:
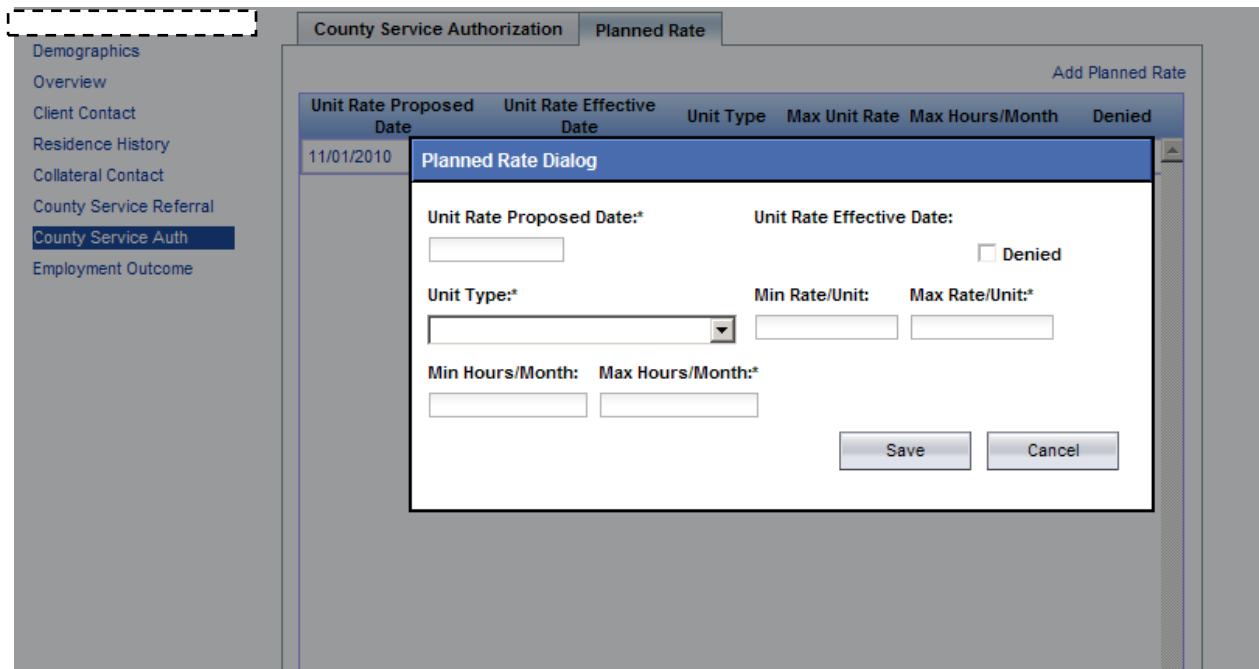
Enter the date; you are proposing the change be in effective, under "Unit Rate Proposed Date", then enter all required information. The change(s) maybe a change in the rate or in the minimum or maximum service hours per month or both.

Once you have entered the change information click the "Save" button.

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

The client related to the tickler appears.
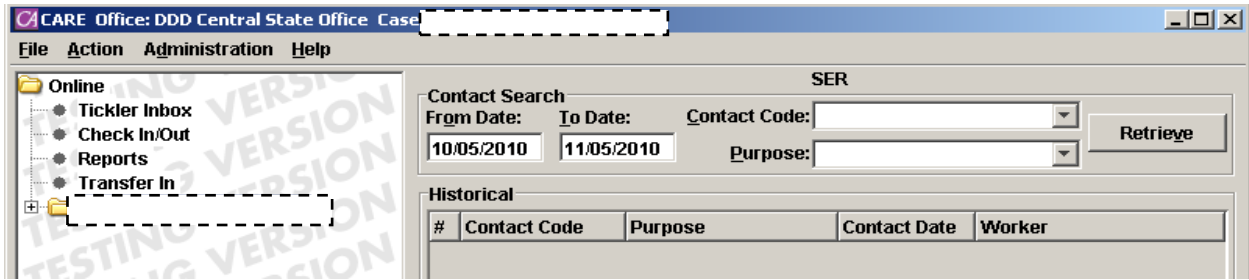
CRM must go to the "County Referral/ Authorization" screen and highlight the associated authorization and click on "Process".
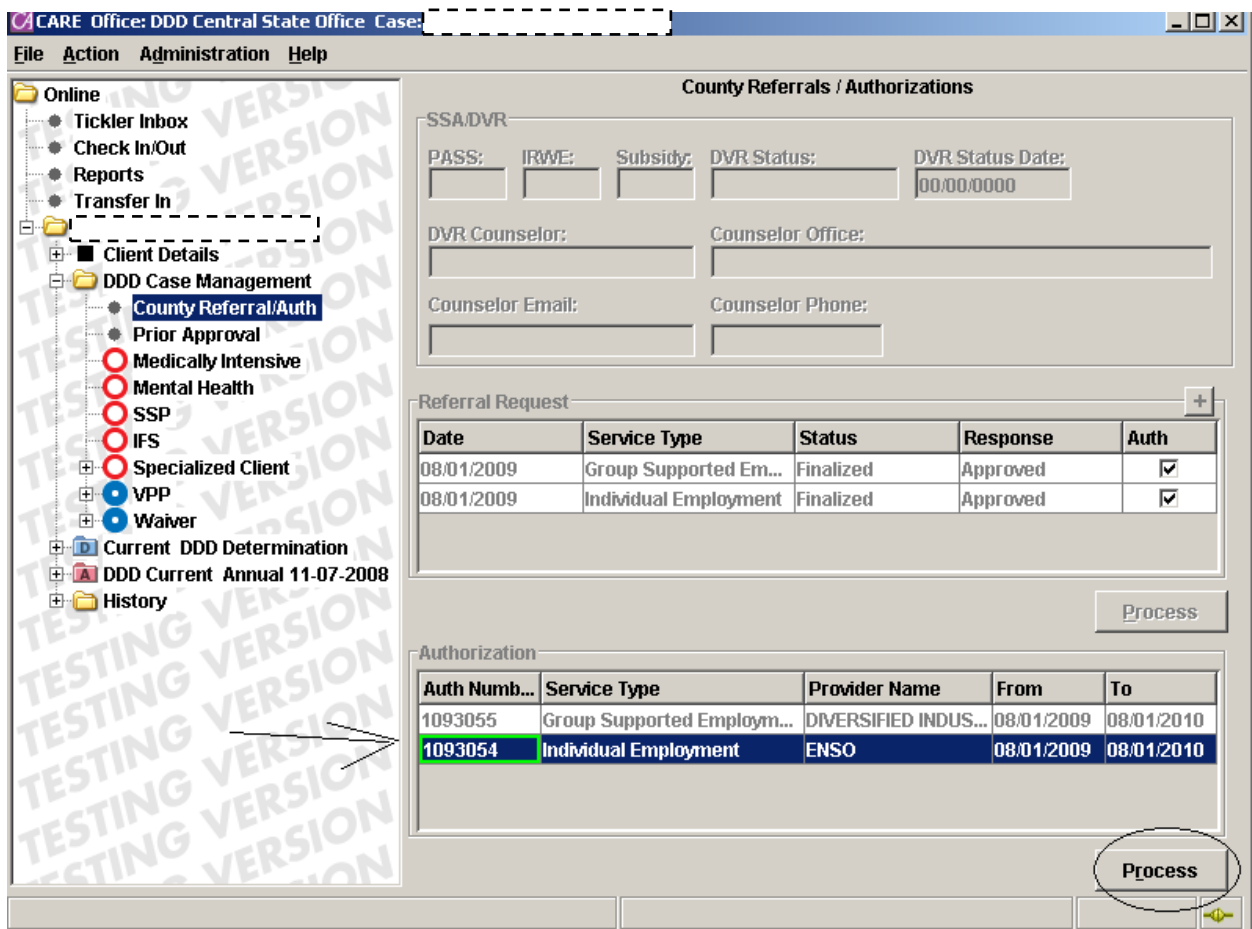
The authorization appears with the "Planned Rate" information in view. The information that appears is read only. The CRM has two options. The CRM can approve the change by entering the "Effective Date" and clicking on OK.

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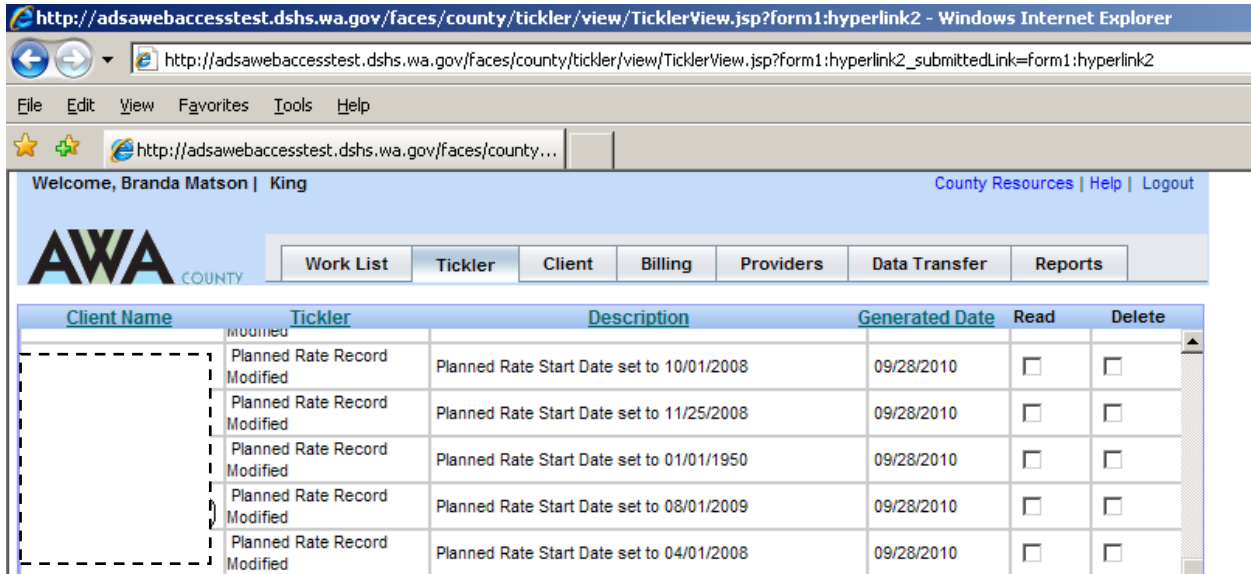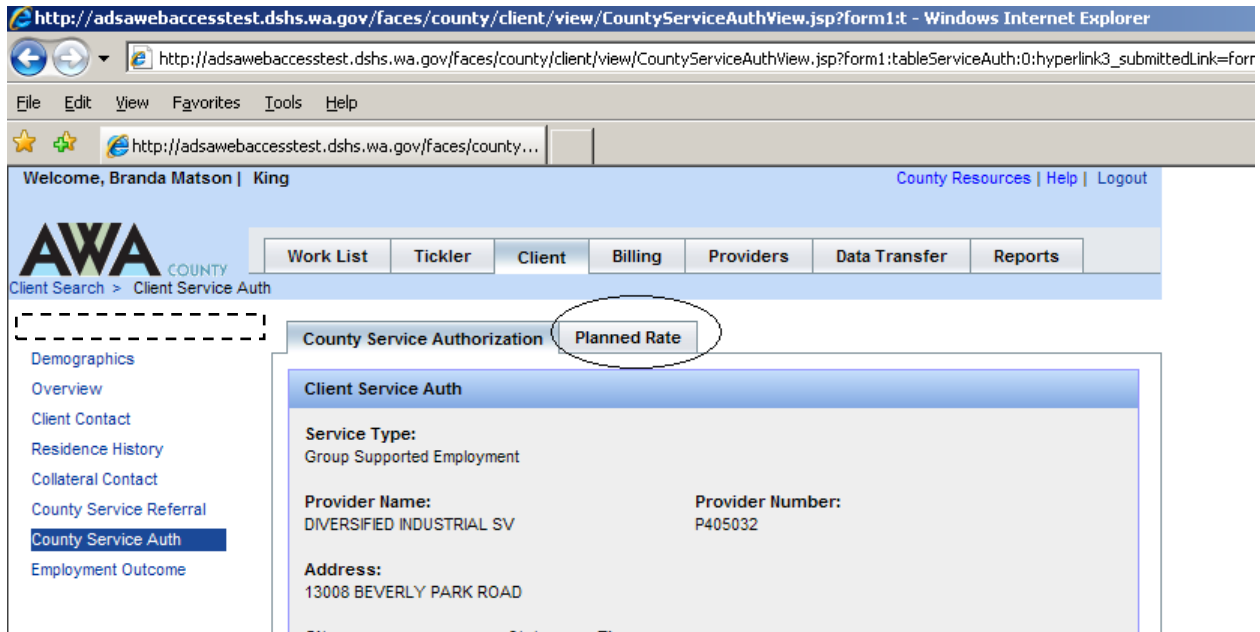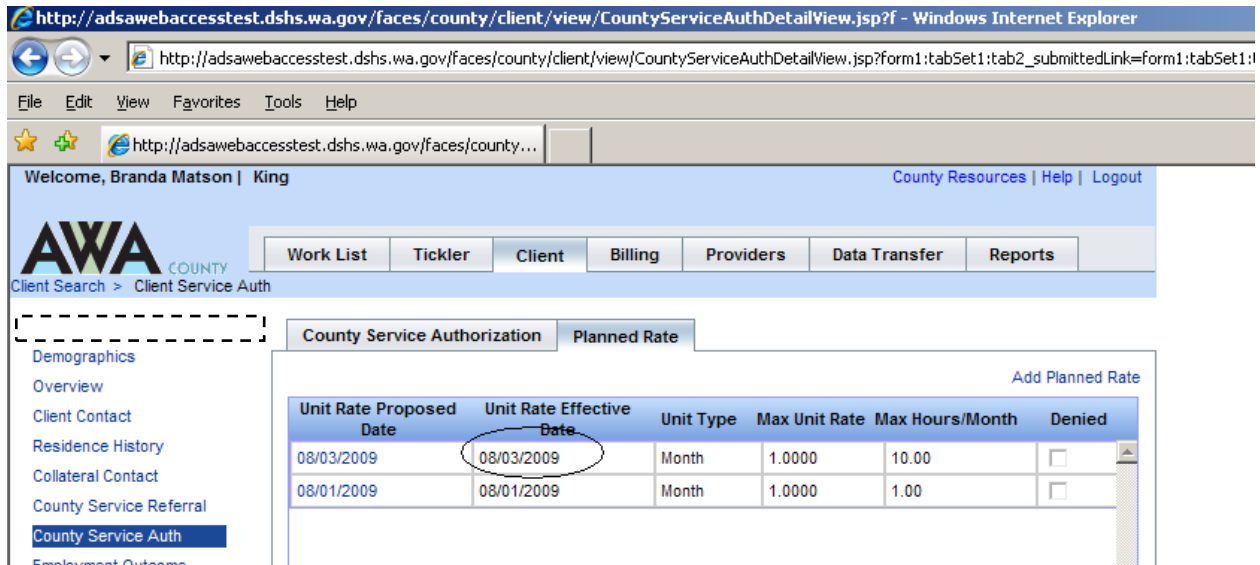

To view the "Effective Date" go to the County Service Authorization screen and click on the authorization that was modified.
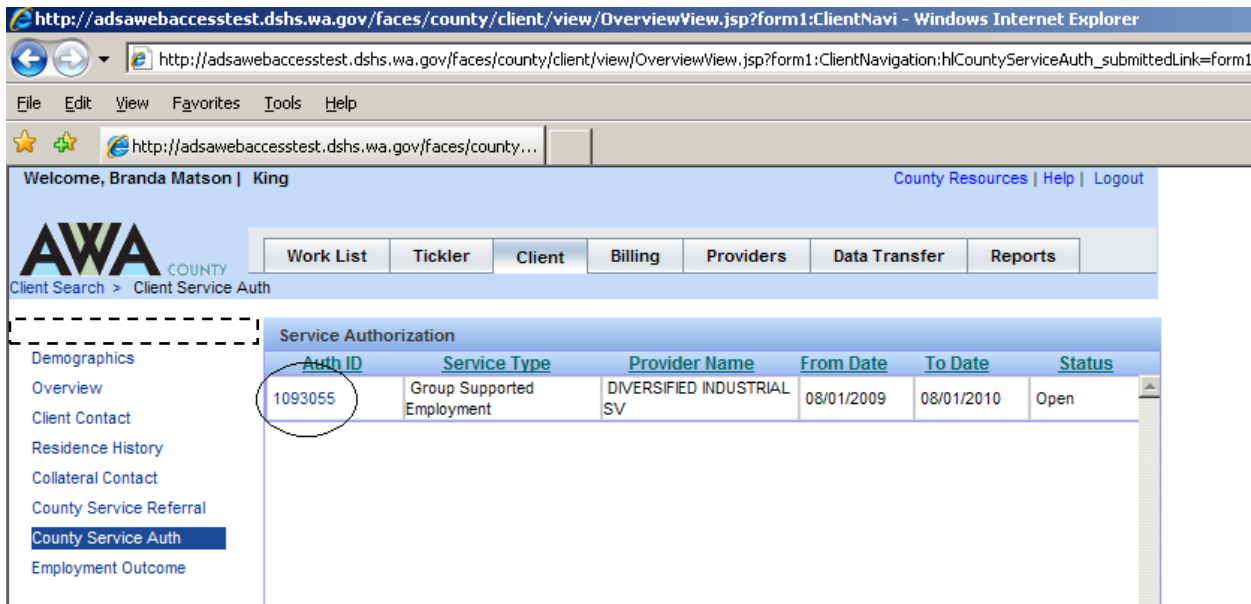
Click on the "Planned Rate" tab.

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.