

## **Training Example #3 Adding Adult Foster Care Individual**

### **1. SEARCH FOR THE SITE**

- Click on “**Search for Site by Site Name**” under the “Home” section on the menu on the left hand side of the screen.
- Click in the “Site Name” box and enter “Single”
- Click on “Select” next to “Single Person Site”

### **2. ASSOCIATE A NEW COUNTY WITH THE SITE**

- Click on the “**Edit Site**” link in the middle of the screen (under Site Name)
- Select “Richland” from the “Associated Counties:” drop down list
- Click on the “**Add**” link next to the drop down box

### **3. ADD INDIVIDUAL TO THE SITE**

- Click on “**Manage Individuals**” under the “CPT” section on the menu on the left hand side of the screen
- Click on the “**Add Individual**” link on the right hand side of the screen
- Click in the “First Name” box and enter “Amy”
- Tab to the “Last Name” box and enter “Muchlayer”
- Tab to the “County” box and select “Richland”
- Click on the “Search” button or hit “Enter” on the keyboard
- Click the check box next to Amy’s name
- Click on the “Add Dates to Individuals” box
- Click in the “Move In Date” box and enter “01/01/2011” or use the calendar to select 1/1/2011
- Click on the “Save Individuals and Spans” box

### **4. ASSOCIATE AFC INDIVIDUAL WITH AFC PROVIDER**

- Click on “**Manage Providers**” under the “CPT” section on the menu on the left hand side of the screen
- Click on the “Foster Care Provider” tab in the middle of the screen
- Select “Joyce Carrothers” from the “Provider” drop down list
- Click in the “Association Start Date” box and enter “01/01/2011”
- Click in the “Association End Date” box and enter “12/31/9999”
- Click on the “Apply” button

### **5. END CURRENT STAFFING PATTERNS PRIOR TO MOVE IN DATE**

- Click on “**Manage HPC Calendar**” under the “CPT” section on the menu on the left hand side of the screen
- Click on the “**Remove Staffing Patterns**” link on the right hand side of the screen

- Enter “01/01/2011” in the “Start Date” box
- Click in the “End Date” box and enter “12/31/2011” or select 12/31/2011 from the calendar
- Click on the “Remove” box

## **6. ENTER SERVICES FOR NON-AFC INDIVIDUAL**

**Note:** Charlie’ services did not change when Amy moved in, but the services can no longer be shown on the HPC calendar because of the need to reflect the correct service ratio.

Charlie’ services are 32 units of OSOC 5 times per week for a total of 160 units per week, and 38 units of routine HPC 5 times per week (190 units) + 40 units of routine HPC 2 times per week (80 units) for a total of 270 units per week (190 +80)

- Click on “**Manage Unscheduled Services**” under the “CPT” section on the menu on the left hand side of the screen
- Click on the “**Add HPC Service**” link on the right hand side of the screen
- Select “Week” from the “Frequency Period” drop down list
- Enter “1/1/2011” as the Start Date and “06/14/2011” as the End Date
- Select “Joyce Carrothers” from the “Service Provider” drop down list
- Select “Homemaker/Personal Care – On Site/On Call” from the “Service Sub Category” drop down list
- Select “1:2” from the “Service Ratio” drop down list
- Select “Services shared with an Adult Foster Care Individual” from the “Reason” drop down list
- Tab to “# Units” and enter “160”
- Click on the “Save” button
- Click on the “**Add HPC Service**” link on the right hand side of the screen
- Select “Week” from the “Frequency Period” drop down list
- Enter “1/1/2011” as the Start Date and “06/14/2011” as the End Date
- Select “Joyce Carrothers” from the “Service Provider” drop down list
- Select “Homemaker/Personal Care - Routine” from the “Service Sub Category” drop down list
- Select “1:2” from the “Service Ratio” drop down list
- Select “Services shared with an Adult Foster Care Individual.” from the “Reason” drop down list
- Tab to “# Units” and enter “270”
- Click on the “Save” button

## **7. ENTER SERVICES FOR AFC INDIVIDUAL**

- Click on the “**Change**” link next to Charlie Treepod’s name at the top in red
- Select “Amy Muchlayer” from the drop down list
- Click on the “Foster Care Service” tab in the middle of the page
- Click on the “**Add a Foster Care Service**” link on the right hand side of the screen

- Enter “1/1/2011” as the Start Date and “05/31/2011” as the End Date
- Select “Joyce Carrothers” from the “Service Provider” drop down list
- Select “1:2” from the “Service Ratio” drop down list
- Click on the “Save” button

## **8. ADD ADS/NMT STAFFING PATTERNS TO ADS/NMT CALENDAR FOR THE SITE**

- Click on “**Manage ADS/NMT Calendars**” under the “CPT” section on the menu on the left hand side of the screen
- Click on the “**Add ADS Pattern to Calendar Days**” link on the right hand side of the screen
- Click on the check boxes next to Monday, Wednesday, and Friday
- **\*\* Note that “Regular Schedule” is showing in the “Staffing Pattern Name” drop down box**
- Click on “Apply to Schedule” button
- Select “Voc Hab Only” from the “ADS Pattern Name” drop down box
- Click on the check boxes next to Tuesday and Thursday
- Click on the “Apply to Schedule” button
- Click in the “Start Date” box and enter “01/01/2011” or select 01/01/2011 from the calendar
- Click in the “End Date” box and enter “12/31/2011” or select 12/31/2011 from the calendar
- Click on the “Apply to Calendar” box

## **9. REVIEW COST PROJECTIONS FOR INDIVIDUALS IN THE SITE**

- Click on “**Manage Cost Projections**” under the “CPT” section on the menu on the left hand side of the screen
- **Note:** Amy Muchlayer’s name is displayed
- Click on the “Get Cost Projection Details” button in the middle of the screen
- The total DDP costs should be \$11,803.67
- The total ADS costs should be \$3,589.26
- The total NMT cost should be \$2,471.68
- Click on the “**Change**” link next to Amy’s name
- Select “Charlie Treepod” from the drop down box
- Click on the “Get Cost Projection Details” button in the middle of the screen
- The total DDP costs should be \$64,144.68
- The total ADS costs should be \$26,205.60
- The total NMT cost should be \$6,024.72

## **10. FINALIZE THE COST PROJECTION FOR INDIVIDUALS IN THE SITE**

- Click the “Click to Finalize Cost Projection” button

MSS - Windows Internet Explorer

https://mss.uaapps.dodd.ohio.gov/CPT/CostProjections/NewCostProjectionDetails.aspx

File Edit View Favorites Tools Help

Search

Share Sidewiki Check Translate AutoFill Sign In

Customize Your Settings

Translate web page

Manage HPC Calendar

Manage ADS/NMT Patterns

Manage ADS/NMT Calendars

Manage Unscheduled Services

**Manage Cost Projections**

**SPA**

Service Payment Authorization

**DRA**

**REPORTS**

SiteName						
Monday Test						
SpanDates	PAWSRollUpCode	PAWSRollUpDesc	ProviderName	Freq	PAWSUnits	TotalCost
+ 6/15/2010 - 6/30/2010	A22	HPC - IO	JOYCE CARROTHERS	SPAN	384	1547.52
+ 6/15/2010 - 6/30/2010	A22	HPC - IO	UNITED DISABILITY SERVICES, INC.	SPAN	232	1081.12
+ 7/1/2010 - 6/14/2011	A22	HPC - IO	JOYCE CARROTHERS	SPAN	10589	30771.12
+ 7/1/2010 - 6/14/2011	A22	HPC - IO	UNITED DISABILITY SERVICES, INC.	SPAN	2872	13383.52
+ 6/15/2010 - 6/30/2010	A44	OSOC - IO	UNITED DISABILITY SERVICES, INC.	SPAN	384	986.88
+ 7/1/2010 - 6/14/2011	A44	OSOC - IO	UNITED DISABILITY SERVICES, INC.	SPAN	4224	10855.68
+ 1/1/2011 - 6/14/2011	A44	OSOC - IO	JOYCE CARROTHERS	SPAN	3772	3658.84
+ 7/1/2010 - 12/31/2010	AAE	Adaptive & Assistive Equipment	COLUMBUS MEDICAL EQUIPMENT INC	SPAN	2	900
+ 6/15/2010 - 6/30/2010	ATN	HPC Transportation	UNITED DISABILITY SERVICES, INC.	MO	106	42.40
+ 7/1/2010 - 6/14/2011	ATN	HPC Transportation	UNITED DISABILITY SERVICES, INC.	MO	2294	917.60

[Collapse](#) **Budget Type:** **ADS** **Projected Cost:** \$26,205.60 **Budget Max:** \$29,280.00 **Remaining Amt:** \$3,074.40

SiteName						
Monday Test						
SpanDates	PAWSRollUpCode	PAWSRollUpDesc	ProviderName	Freq	PAWSUnits	TotalCost
+ 6/15/2010 - 6/30/2010	A25	Adult Day Support	MIDWEST INNOVATIONS, LLC	SPAN	77	1195.60
+ 7/1/2010 - 6/14/2011	A25	Adult Day Support	MIDWEST INNOVATIONS, LLC	SPAN	1549	25010.00

[Collapse](#) **Budget Type:** **NMT** **Projected Cost:** \$6,024.72 **Budget Max:** \$9,269.00 **Remaining Amt:** \$3,244.28

SiteName						
Monday Test						
SpanDates	PAWSRollUpCode	PAWSRollUpDesc	ProviderName	Freq	PAWSUnits	TotalCost
+ 6/15/2010 - 6/30/2010	A35	Non-Medical Transportation	MIDWEST INNOVATIONS, LLC	SPAN	14	270.34
+ 7/1/2010 - 6/14/2011	A35	Non-Medical Transportation	MIDWEST INNOVATIONS, LLC	SPAN	298	5754.38

Trusted sites 100%

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