

# Technical Guide Medicaid Services System (MSS) Application

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  - ❖ Edit
- DODD
  - ❖ Administrative

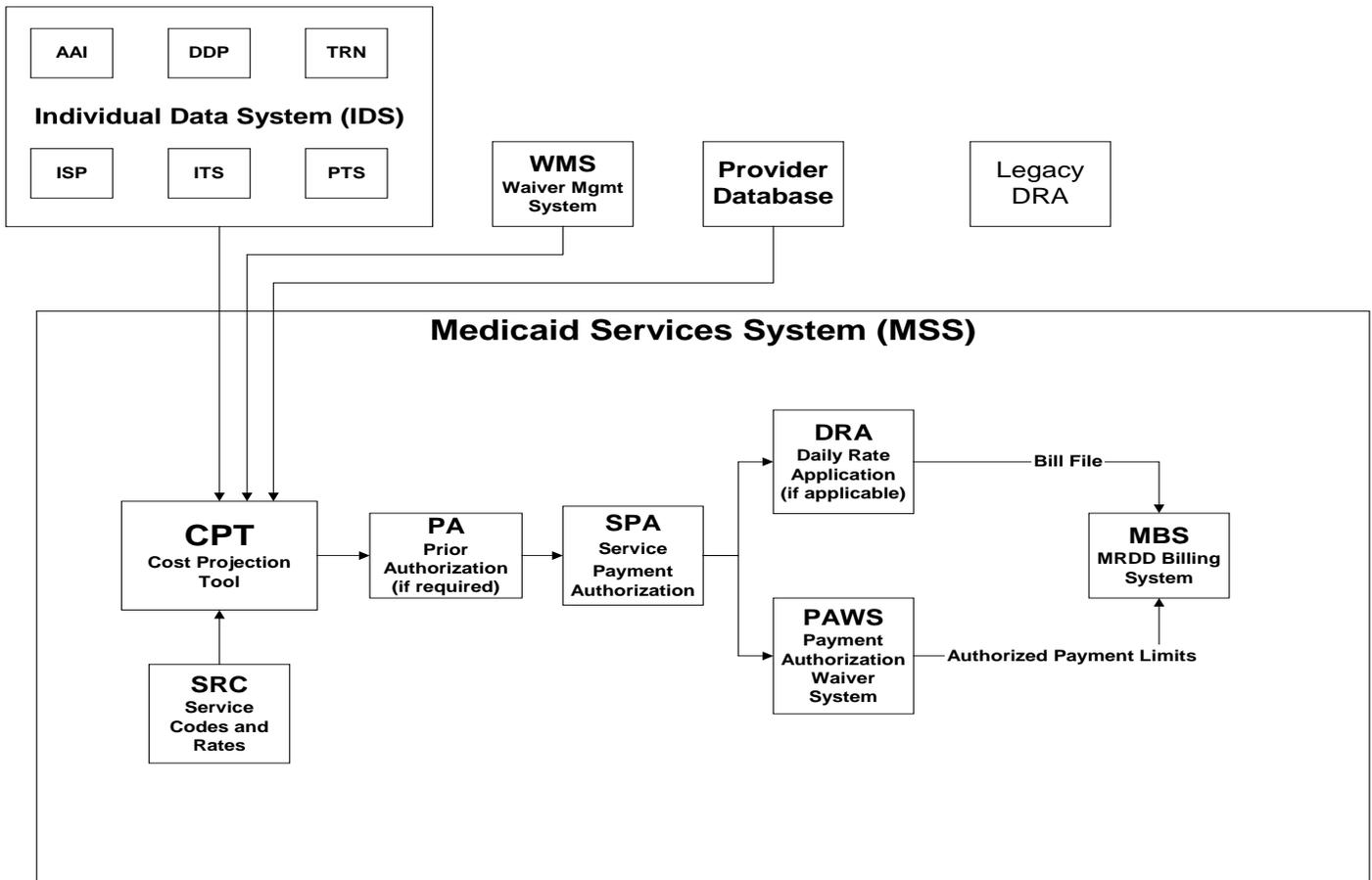
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# Technical Guide Medicaid Services System (MSS) Application

The Medicaid Services System (MSS) application was officially launched on December 22, 2010. This was after two years of intense work by the Ohio Department of Developmental Disabilities (DODD) in collaboration with OACBDD, county boards of developmental disabilities, providers and Primary Solutions. This technical guide is in part dedicated to those individuals whose perseverance and collaboration yielded such a complex and comprehensive application that continues to evolve each year.

MSS receives information from other Department applications.



The Waiver Management System (WMS2) identifies waiver spans, waiver types and waiver status. The Provider Certification Wizard (PCW) identifies providers, services, and certification dates. The Individual Data System (IDS) provides individual(s); date of birth (DOB), Social Security number, Medicaid number, county of residence, residential living arrangement, Acuity Assessment Instrument (AAI) score, and Ohio Developmental Disabilities Profile (ODDP). Service Rates and Codes (SRC) identifies all SELF, Individual Options (IO) and Level One waiver services, rates, and billing codes.

Information from MSS is used to populate the enhanced Daily Rate Application (DRA), Payment Authorization of Waiver Services (PAWS), and indirectly the enhanced Medicaid Billing System (eMBS).

MSS is composed of the following applications: Cost Projection Tool (CPT), Service Payment Authorization (SPA), Prior Authorization (PA), and enhanced DRA.

# Technical Guide Medicaid Services System (MSS) Application

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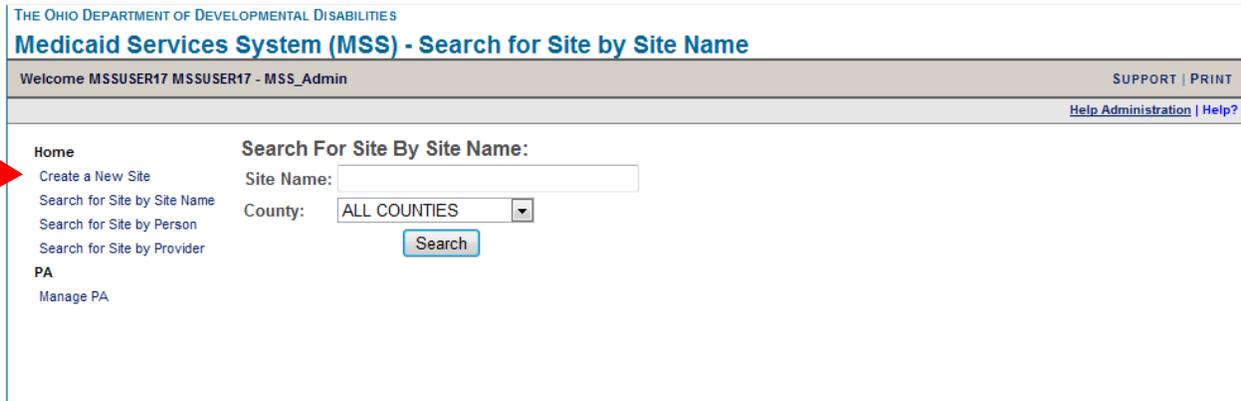
MSS is used state wide by county boards of developmental disabilities as the single common system to projection the total costs of services for an individual based on assessed need to assure health and safety. MSS provides a core DODD system to integrate other Department applications and improve data flow, integrity, and streamline the payment authorization process.

The MSS Process is comprised of the following steps: (1) Project Costs, (2) Finalize Costs, (3) Authorize Costs, (4) Recommend authorization of payment in PAWS, and (5) Generate site costs (if needed) in DRA.

# Technical Guide Medicaid Services System (MSS) Application

## Section 1: Creating a CPT

The first step in creating a new CPT is to select the Create a New Site option which is located under the **Home** section of the MSS application on the left hand side menu of the application page.



THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Search for Site by Site Name**

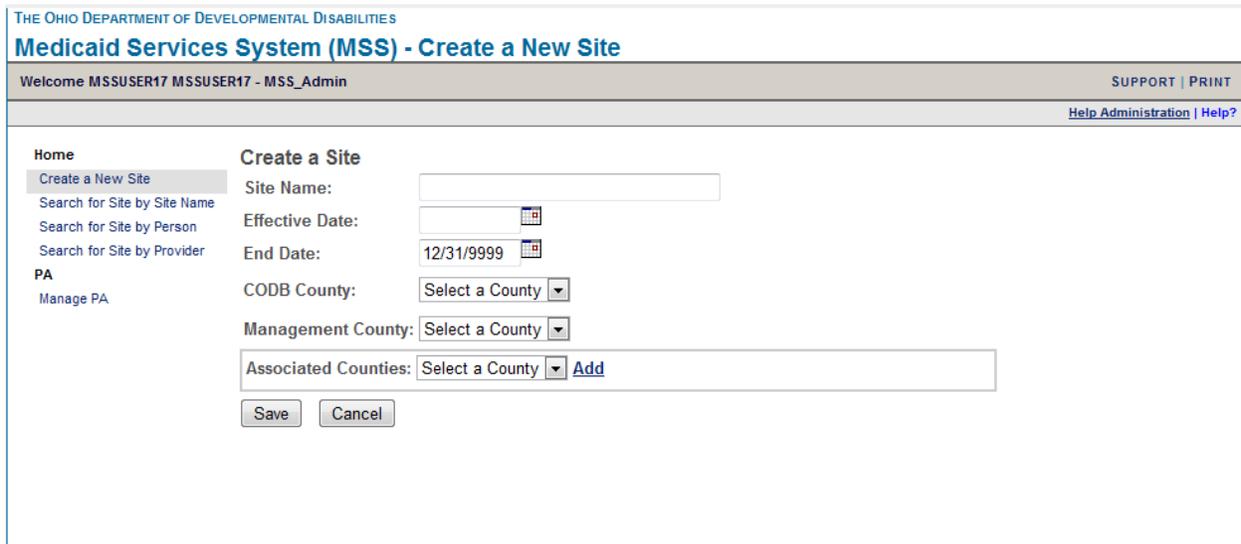
Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
**PA**  
Manage PA

**Search For Site By Site Name:**  
Site Name:   
County: ALL COUNTIES

The User will need to complete each of the following fields in order to create the shell of the CPT: choose a site name; select the effect date, and end date; assign the Cost of Doing Business (CODB) County; assign the Management County(s); assign the Associated Counties (if applicable); and then click on the **Save** button.



THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Create a New Site**

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[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
**PA**  
Manage PA

**Create a Site**  
Site Name:   
Effective Date:   
End Date: 12/31/9999   
CODB County: Select a County    
Management County: Select a County    
Associated Counties: Select a County   [Add](#)

# Technical Guide Medicaid Services System (MSS) Application

There are many options that a User may choose from when selecting the Site Name of your CPT. Each county board has adopted a naming convention for their CPT(s). It is important to remember not to use any individual specific information (i.e. social security number, date of birth, Medicaid number) when naming a CPT.

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**Medicaid Services System (MSS) - Create a New Site**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
**PA**  
Manage PA

**Create a Site**

Site Name:

Effective Date:

End Date:

CODB County:

Management County:

Associated Counties:  [Add](#)

The Effective Date of a CPT may correspond to many different dates. For the purposes of this technical guide, the effective date of this CPT will correspond to the individual's beginning date of their current ISP span.

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**Medicaid Services System (MSS) - Create a New Site**

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[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
**PA**  
Manage PA

**Create a Site**

Site Name:

Effective Date:

End Date:

CODB County:

Management County:

Associated Counties:  [Add](#)

# Technical Guide Medicaid Services System (MSS) Application

The End Date of a CPT site is typically 12/31/9999. This is also known as the infinity date. The reason that this date is selected is due to the fact that when a CPT is created, it is unknown when a CPT would no longer be in use. This might occur if all individuals associated with the CPT would move out of this CPT, and there would be no individuals associated with the CPT.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Create a New Site**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
**PA**  
Manage PA

**Create a Site**

Site Name: 100 ABC Street

Effective Date: 09/01/2010

End Date: 12/31/9999

CODB County: Select a County

Management County: Select a County

Associated Counties: Select a County [Add](#)

The CODB County should be assigned to that county in which the individual resides and will be receiving routine homemaker/personal care (H/PC) services.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Create a New Site**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
**PA**  
Manage PA

**Create a Site**

Site Name: 100 ABC Street

Effective Date: 09/01/2010

End Date: 12/31/9999

CODB County: SANDUSKY

Management County: SANDUSKY

Associated Counties: Select a County [Add](#)

	County	CODB	Management County
<a href="#">Remove</a>	SANDUSKY	Y	Y

# Technical Guide Medicaid Services System (MSS) Application

The Management County will automatically default to the same county assigned to the CODB. If more than one county board has been associated with a CPT site, it is possible to switch the management county to either county boards associated with the CPT.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Create a New Site**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Home](#) [Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA

**Create a Site**  
Site Name: 100 ABC Street  
Effective Date: 09/01/2010  
End Date: 12/31/9999  
CODB County: SANDUSKY  
Management County: SANDUSKY  
Associated Counties: Select a County Add  
Remove SANDUSKY Y Y  
Save Cancel

The process whereby the Management County can be changed would require the User to click on the Edit Site link, the User clicks on the drop down button next to the Management County field, and then select the county the User wishes to assign management of the CPT to.

[Home](#) [Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA  
SPA  
Service Payment Authorization  
DRA  
REPORTS

Site Name: 100 ABC Street Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

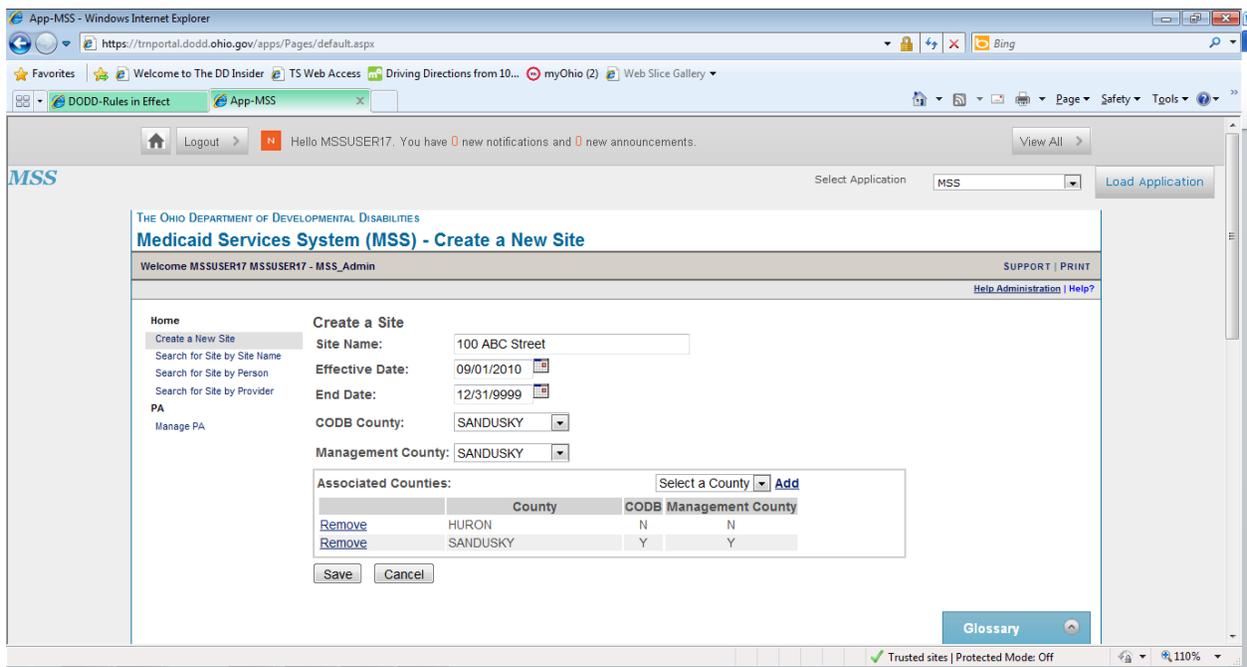
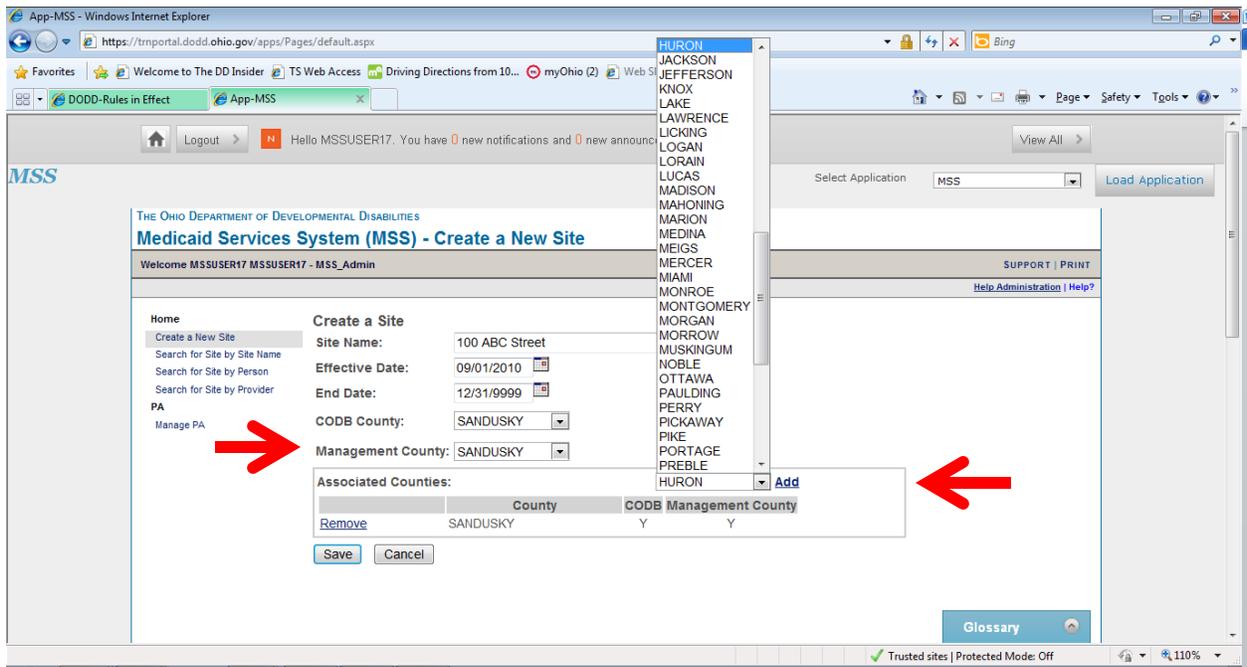
**Edit the Site**  
Site Name: 100 ABC Street  
Effective Date: 9/1/2010  
End Date: 12/31/9999  
CODB County: SANDUSKY  
Management County: SANDUSKY  
Associated Counties: HURON SANDUSKY Select a County Add  
Remove HURON N N  
Remove SANDUSKY Y Y  
Save Cancel

Glossary

Trusted sites | Protected Mode: Off 110%

# Technical Guide Medicaid Services System (MSS) Application

Associated Counties would be added if another county board is involved in the planning, payment, or authorization of services. For example, if an individual is living in one county, but another county board is still responsible for the match then the User would identify the first county as the CODB County and Management County, and the User would add the second county under the Associated Counties portion of the CPT.



# Technical Guide Medicaid Services System (MSS) Application

The final step in creating the CPT shell, is to click on the **Save** button in the lower left hand corner of the page. Once the CODB has been selected and the CPT is saved, the CODB cannot be edited.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Edit the Site**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Home Administration](#) | [Help?](#)

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services

-For Multiple Individuals

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Edit the Site**

Site Name:

Effective Date:

End Date:

CODB County:

Management County:

Associated Counties:  [Add](#)

	County	CODB	Management County
<a href="#">Remove</a>	HURON	N	N
<a href="#">Remove</a>	SANDUSKY	Y	Y

The [Edit Site](#) link, located in the horizontal menu, can be used to make changes to the following details of a CPT: site name, effective date, end date, Management County, and Associated Counties.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage Individuals**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Home Administration](#) | [Help?](#)

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services

-For Multiple Individuals  
-For One Individual

- Manage Cost Projections

**PA**

- Manage Individual PA

**SPA**

- Service Payment

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Manage Individuals:** [Add Individual](#)

Individual:	DODD Number:	Medicaid Billing Number:	Residence County:
<i>No data available.</i>			

[Glossary](#)

# Technical Guide Medicaid Services System (MSS) Application

The [Manage Notes](#) link, located in the horizontal menu, can be used to add notes to a CPT version. Notes might include those details that are unique to that particular CPT version (e.g. new ADWS provider added, new Monday staffing pattern applied to HPC Calendar, additional unscheduled H/PC services added for the period of 07/01/2010-07/30/2010,etc.).

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage Individuals**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Notes Manager:**  
[Return to previous page](#)

Notes

Note Description:	Date:	Created By:
<i>No data available.</i>		

[Glossary](#)

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage Individuals**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Notes Manager:**  
[Return to previous page](#)

Notes

Create Note

Notes:

# Technical Guide Medicaid Services System (MSS) Application

## Section 2: Manage Individuals

Now that the basic shell of the CPT has been created, the next step involves adding individual(s) to the CPT. Who should be included in a CPT? Individuals with an IO or Level 1 waiver who live alone, Individuals with an IO or Level 1 waiver who live together and share services, or Locally funded or private pay individuals who live with and share H/PC services with an individual on an IO or Level 1 waiver.

Adding individuals is accomplished by the User clicking on the Add Individual link located in the upper right corner.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage Individuals**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT  
[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Manage Individuals:**

Individual:	DODD Number:	Medicaid Billing Number:	Residence County:
<i>No data available.</i>			

[Add Individual](#)

After clicking on the Add Individual link, a search can be completed either by entering an individual's state identification number (e.g. DODD number) or entering both the individual's first and last name.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Add an Individual to the Site**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT  
[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Add Individual to Site: Search for Individual**

First Name:  DODD Number:   
Last Name:  County:   
Medicaid Billing Number:

Select Individuals to Add to the Site: [Back to Individuals Manager](#)

Notice that the User's search is restricted by their County. A User cannot search statewide for individuals. If a User needs to add an individual to a CPT that is from a different County then the User would need to add that County under the Associated Counties portion of the Edit Site link. This typically occurs when an individual who has moved to a new county continues to have their waiver managed by the previous county.

# Technical Guide Medicaid Services System (MSS) Application

After clicking on the **Search** button, a list of individuals will appear that match the individual first/last name entered by the User. Depending on the size of the county, it is possible for there to be more than one individual by the same first and last name. The User would then “check” the box to the left of the individual’s name who matches that individual’s DODD and Medicaid Billing Number.

If the User enters the individual’s DODD number only one individual should populate to select from.

After clicking on the **Add Dates To Individual** button, the User will need identify the move in date of the individual.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

## Medicaid Services System (MSS) - Add an Individual to the Site

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

---

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services
  - For Multiple Individuals
  - For One Individual
- Manage Cost Projections

**PA**

- Manage Individual PA

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Add Individual to Site: Search for Individual**

First Name:       DODD Number:

Last Name:       County:  ▼

Medicaid Billing Number:

**Select Individuals to Add to the Site:** [Back to Individuals Manager](#)

	First Name:	Last Name:	DODD Number:	Medicaid Billing Number:	Residence County:
<input checked="" type="checkbox"/>	JENNIFER17	Driftwood17	6002161	11087	SANDUSKY
<input type="checkbox"/>	JENNIFER170	Driftwood170	6002320	11087	SANDUSKY
<input type="checkbox"/>	JENNIFER171	Driftwood171	6002321	11087	SANDUSKY
<input type="checkbox"/>	JENNIFER172	Driftwood172	6002322	11087	SANDUSKY
<input type="checkbox"/>	JENNIFER173	Driftwood173	6002323	11087	SANDUSKY
<input type="checkbox"/>	JENNIFER174	Driftwood174	6002324	11087	SANDUSKY

# Technical Guide Medicaid Services System (MSS) Application

This move in date can either be the date that the individual actually moved into the residence, or could be the beginning date that the county wishes to use the CPT to calculate the costs of that individual's services. The move out date should be entered as 12/31/9999. An individual can only be associated with one CPT for a specific period of time (i.e. Jennifer17 Driftwood17 is associated with the 100 ABC Street CPT for the period of 09/01/2010-12/31/9999. Jennifer 17 Driftwood17 cannot be added to a second CPT site for any period of time that overlaps with this time period).

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

## Medicaid Services System (MSS) - Add an Individual to the Site: Dates

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

### Input Individuals Dates

[Back to Individuals Manager](#)

First Name:	Last Name:	DODD Number:	Medicaid Billing Number:	Residence County:	Move In Date:	Move Out Date:
JENNIFER17	Driftwood17	6002161	11087	SANDUSKY	09/01/2010 <input type="text"/>	12/31/9999 <input type="text"/>



THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

## Medicaid Services System (MSS) - Manage Individuals

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

### Manage Individuals:

[Add Individual](#)

Individual:	DODD Number:	Medicaid Billing Number:	Residence County:
JENNIFER17 Driftwood17	6002161	11087	SANDUSKY

[View Info](#) | [Individual Spans](#) | [Add-Ons](#) | [Remove](#)

# Technical Guide Medicaid Services System (MSS) Application

The following links are accessible for each individual associated with the CPT. The first link moving from left to right is [View Info](#). The [View Info](#) link allows the User to review the following budget information: all DDP(s) including start date, end date, DDP Level, and Max Amount; and all AAI(s) including start date, end date, and Acuity Group that are associated with the individual's current Waiver Span.

The screenshot displays the 'Manage Individuals' page in the MSS application. At the top, it shows the user 'MSSUSER17 - MSS\_Admin' and the site name '100 ABC Street'. The effective date is 9/1/2010 and the end date is 12/31/9999. A red arrow points to the 'Manage Individuals' link in the left-hand navigation menu.

**Individual Information**

**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Date of Birth: 09/03/1965 Residence County: SANDUSKY Reporting County: SANDUSKY  
Waiver: 09/01/2010 - 08/31/2011 [Change](#) Type: I/O Status: ENRL

**Budget Information:**

**DDP:**

Start Date	End Date	DDP Level	Max Amount
07/26/2010	12/31/9999	5	\$76,125.00

**AAI:**

Start Date	End Date	Group
11/01/2007	12/31/9999	A

# Technical Guide Medicaid Services System (MSS) Application

The Individual Span link allows the User to view the individual's Waiver Span(s), Move-In Date, and Move-Out Date. The User has the ability to edit an individual's Move-In Date, and Move-Out Date. This might occur if an individual associated with a CPT either moves to a new residence or out of county. In either situation, the User would need to change the Move-Out Date to reflect when the individual is no longer associated with the CPT.

The screenshot displays the 'Manage Individuals' section of the MSS application. At the top, site information for '100 ABC Street' is shown with effective and end dates. Below this is a table of individuals. A red arrow points to the 'Individual:' column, which contains 'JENNIFER17 Driftwood17'. Other columns show 'DODD Number: 6002161', 'Medicaid Billing Number: 11087', and 'Residence County: SANDUSKY'. A modal window titled 'Individual Site Spans' is open for this individual, showing details like 'Date of Birth: 09/03/1965' and 'Waiver: 09/01/2010'. Within this modal, an 'Add Move-In Span' dialog is open, allowing the user to set 'Move-In' and 'Move-Out' dates. The 'Move-In' date is set to 09/01/2010 and the 'Move-Out' date is set to 12/31/9999.

The Add-Ons link not only allows the User to see what Add-ons are currently applied to a specific individual, but also to associate an Add-on to an individual when necessary. For example, Jennifer17 has a formal behavior plan that requires specialized training to be provided to her staff (i.e. escort, restraint, time out, etc.). This would qualify Jennifer17 for a Behavioral Support Add-on. Other Add-ons that the User could associate with a specific individual can be (1) Medical Assistance, and (2) ICF Addon. An Add-on can be associated for a portion of or the entire waiver span year of an Individual. An Add-on cannot be associated with an individual for a period of time greater than the individual's current waiver span year.

This screenshot shows the 'Individual Add-On Spans' modal window for the same individual, JENNIFER17 Driftwood17. The modal displays personal and waiver information. An 'Add Add-On Span' dialog is open, allowing the user to select an 'Add-On Type' from a dropdown menu (currently set to 'Behavior Support'), and specify 'Start Date' (09/01/2010) and 'End Date' (08/31/2011). A 'Save' button is visible at the bottom of the dialog.

# Technical Guide Medicaid Services System (MSS) Application

The Remove link allows the User to remove an individual from a CPT. This should only be done when the User determines that an individual associated with the CPT has been incorrectly added. A User should not remove an individual from a CPT after details have been added, costs finalized, cost authorized, or a version is created that includes that individual in the CPT. If any of these functions has been completed for an individual that the User believes should not have been associated with a CPT, the User will need to move that individual out of that CPT. Additionally, the Remove link should never be used to move an individual out/disassociate an individual from a CPT.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Manage Individuals:** [Add Individual](#)

Individual:	DODD Number:	Medicaid Billing Number:	Residence County:
JENNIFER17 Driftwood17 <a href="#">View Info</a>   <a href="#">Individual Spans</a>   <a href="#">Add-Ons</a>   <a href="#">Remove</a>	6002161	11087	SANDUSKY

Remove Confirmation: ✕  
Are you sure you want to remove this item?

Some individuals, who the User will need to add to a CPT, will not currently be enrolled on a waiver. This is typically true, when an individual not enrolled on a waiver or enrolled in waiver not administered by DODD is living with/sharing services with individuals enrolled on an Individual Options (IO), and/or Level One (LV1) waiver. These individuals are typically funded through a county's Supported Living program. All individuals associated with a CPT must have a "waiver" span assigned in order for service details to be added in the CPT, and for the CPT to be able to calculate those costs. A User is able to "assign" a waiver span to an individual using the Add Non-Waiver Spans link.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Manage Non Waiver Individual Spans In The Site:**

Please select a date to search for people in the site not enrolled in a waiver OR having a temporary waiver span to cover selected date:  [Search](#)

First Name:	Last Name:	DODD Number:	Medicaid Billing Number:	Residence County:
<a href="#">AddSpan</a> Mark17	Vane17	6008910	00001	ERIE

	Funding Type:	Service Start date:	Service End date:
<a href="#">EditSpan</a>	Non Waiver	9/1/2010	8/31/2011
<a href="#">EditSpan</a>	Non Waiver	9/1/2009	8/31/2010

# Technical Guide Medicaid Services System (MSS) Application

## Section 3: Manage Providers

After all the individuals have been added to the CPT, the next step involves adding providers. What providers should be included in a CPT? Homemaker/personal care providers, routine transportation providers, adult day waiver service providers, non-medical transportation providers, adaptive & assistive device providers, and home modification providers, basically any provider who would be delivering a service to the individuals associated in the CPT during the individuals' waiver year should be associated with the CPT.

Adding providers is accomplished by first clicking on the [Add Provider](#) link located in the upper right corner.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage Providers**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
**PA**  
Manage PA  
**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing  
Patterns

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Provider Manager Manage Provider And DRA Provider spans

**Manage Providers in the Site:** [Add Provider](#)

Allow Provider Edit	MBS Contract Number	Provider Name	First Name	Last Name
<i>No data available.</i>				

After clicking on the [Add Provider](#) link, a search can be completed either by entering a provider's Medicaid Billing System (MBS) contract number or after selecting Provider type (e.g. Individual or Agency) enter the provider's name.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Add a Provider to the Site**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
**PA**  
Manage PA  
**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing  
Patterns

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Add a Provider to the Site**

MBS Contract Number:

Provider Type:  Individual  Agency

Agency Name:

Select Providers to Add to the Site: [Back to Manage Site Providers](#)

# Technical Guide Medicaid Services System (MSS) Application

After clicking on the **Search** button, a list of providers will appear that match the provider's name entered by the User. It is possible for there to be more than one provider by the same "name". The User would then "check" the box to the left of the provider's name that matches the desired provider.

If the User enters the provider's MBS number only one provider should populate to select from.

After clicking on the **Add Spans To Selected Providers** button, the User will need to identify the start date for the provider.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

## Medicaid Services System (MSS) - Add a Provider to the Site

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

### Add a Provider to the Site

MBS Contract Number:

Provider Type:  Individual  Agency

Agency Name:

Select Providers to Add to the Site: [Back to Manage Site Providers](#)

	Contract Number:	Provider Name:	First Name:	Last Name:
<input type="checkbox"/>	6702554	United Care	Amy	Knott
<input type="checkbox"/>	3100601	UNITED CEREBRAL PALSY (CINN)		
<input type="checkbox"/>	1800224	United Cerebral Palsy of Greater Cleveland (UCP)	LaWanda	Crawl
<input checked="" type="checkbox"/>	7700143	UNITED DISABILITY SERVICES, INC.	Gary	Knuth
<input type="checkbox"/>	1300238	UNITED HOME CARE		

This start date should be the date that the provider actually began to deliver services. The end date should be entered as 12/31/9999.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

## Medicaid Services System (MSS) - Add a Provider to the Site: Dates

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

### Input Provider Dates

[Back to Site Provider Manager](#)

MBS Contract Number	First Name:	Last Name:	Provider Name:	Provider Start Date:	End Date:
7700143	Gary	Knuth	UNITED DISABILITY SERVICES, INC.	09/01/2010 <input type="text"/>	12/31/9999 <input type="text"/>

# Technical Guide Medicaid Services System (MSS) Application

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage Providers**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Provider Manager**      Manage Provider And DRA Provider spans

**Manage Providers in the Site:** [Add Provider](#)

	Allow Provider Edit:	MBS Contract Number:	Provider Name:	First Name:	Last Name:
<a href="#">Remove Provider</a>	<input type="checkbox"/>	7700143	UNITED DISABILITY SERVICES, INC.	Gary	Knuth
<a href="#">Remove Provider</a>	<input type="checkbox"/>	7200013	SANDUSKY CO BD DD	Deb	Yenrick
<a href="#">Remove Provider</a>	<input type="checkbox"/>	1100114	CHAMPAIGN RESIDENTIAL SERVICES, INC.	Linda	Smith, PR Director
<a href="#">Remove Provider</a>	<input type="checkbox"/>	2100612	RECREATION UNLIMITED FARM & FUN	Jeffrey	Brasie
<a href="#">Remove Provider</a>	<input type="checkbox"/>	7600215	JOYCE CARROTHERS	JOYCE	CARROTHERS

[Update Provider Edit Access](#)

There are typically two “tabs” under the Manage Provider portion of a CPT: *Provider Manager* and *Manage Provider and DRA Provider spans*. Within the *Provider Manager* tab, the User is able to grant a designated provider the ability to edit the details of the CPT version currently displayed in the active environment. The following must occur for the provider to be able to edit details: (1) County User must have checked the box under the “Allow Provider Edit:” column, (2) County User would click on the [Update Provider Edit Access](#) link, (3) Provider User would have to be associated with the CPT, and (4) Provider User’s role would have to be MSS\_Provider.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage Providers**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Provider Manager**      Manage Provider And DRA Provider spans      Foster Care Provider

**Alerts:** Close

- Provider Edit Access updated.

**Manage Providers in the Site:** [Add Provider](#)

	Allow Provider Edit:	MBS Contract Number:	Provider Name:	First Name:	Last Name:
<a href="#">Remove Provider</a>	<input checked="" type="checkbox"/>	7700143	UNITED DISABILITY SERVICES, INC.	Gary	Knuth
<a href="#">Remove Provider</a>	<input type="checkbox"/>	7200013	SANDUSKY CO BD DD	Deb	Yenrick
<a href="#">Remove Provider</a>	<input type="checkbox"/>	1100114	CHAMPAIGN RESIDENTIAL SERVICES, INC.	Linda	Smith, PR Director
<a href="#">Remove Provider</a>	<input type="checkbox"/>	2100612	RECREATION UNLIMITED FARM & FUN	Jeffrey	Brasie
<a href="#">Remove Provider</a>	<input type="checkbox"/>	7600215	JOYCE CARROTHERS	JOYCE	CARROTHERS

[Update Provider Edit Access](#)

# Technical Guide Medicaid Services System (MSS) Application

In order for the County User to remove edit access from the provider. The County User would need to complete the following: (1) Uncheck the box under the "Allow Provider Edit:" column and (2) County User would click on the [Update Provider Edit Access](#) link.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage Providers**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services
- For Multiple Individuals
- For One Individual
- Manage Cost Projections

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Provider Manager   
 Manage Provider And DRA Provider spans   
 Foster Care Provider

**Alerts:** Close

- Provider Edit Access updated.

**Manage Providers in the Site:** [Add Provider](#)

	Allow Provider Edit:	MBS Contract Number:	Provider Name:	First Name:	Last Name:
<a href="#">Remove Provider</a>	<input type="checkbox"/>	7700143	UNITED DISABILITY SERVICES, INC.	Gary	Knuth
<a href="#">Remove Provider</a>	<input type="checkbox"/>	7200013	SANDUSKY CO BD DD	Deb	Yerrick
<a href="#">Remove Provider</a>	<input type="checkbox"/>	1100114	CHAMPAIGN RESIDENTIAL SERVICES, INC.	Linda	Smith, PR Director
<a href="#">Remove Provider</a>	<input type="checkbox"/>	2100612	RECREATION UNLIMITED FARM & FUN	Jeffrey	Brasie
<a href="#">Remove Provider</a>	<input type="checkbox"/>	7600215	JOYCE CARROTHERS	JOYCE	CARROTHERS

[Update Provider Edit Access](#)

With the *Manage Provider and DRA Provider span* tab, the User has the following options: Assign Daily Rate Application (DRA) Spans to those provider(s) who deliver the majority of H/PC services to individuals who live in congregate sites, and where those individuals share services with other individuals in the same CPT. There can only be one provider assigned to DRA for a specified period of time.

In order to assign a provider a DRA span, the User will need to complete the following steps: Click on the [DRA Spans](#) link,

- Search for Site by Provider
- PA**
- Manage PA
- CPT**
- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services
- For Multiple Individuals
- For One Individual
- Manage Cost Projections
- PA**
- Manage Individual PA
- SPA**
- Service Payment

Provider Manager   
 Manage Provider And DRA Provider spans   
 Foster Care Provider

**Manage Provider Spans in the Site:** [Add Provider Span](#)

	MBS Contract Number:	Provider Name:	Start Date:	End Date:
<a href="#">DRA Spans</a>   <a href="#">ProvSpan</a>   <a href="#">Edit</a>   <a href="#">Remove</a>	7700143	UNITED DISABILITY SERVICES, INC.	9/1/2010	12/31/9999
<a href="#">DRA Spans</a>   <a href="#">ProvSpan</a>   <a href="#">Edit</a>   <a href="#">Remove</a>	7200013	SANDUSKY CO BD DD	9/1/2010	12/31/9999
<a href="#">DRA Spans</a>   <a href="#">ProvSpan</a>   <a href="#">Edit</a>   <a href="#">Remove</a>	1100114	CHAMPAIGN RESIDENTIAL SERVICES, INC.	9/10/2010	12/31/9999
<a href="#">DRA Spans</a>   <a href="#">ProvSpan</a>   <a href="#">Edit</a>   <a href="#">Remove</a>	2100612	RECREATION UNLIMITED FARM & FUN	9/10/2010	12/31/9999
<a href="#">DRA Spans</a>   <a href="#">ProvSpan</a>   <a href="#">Edit</a>   <a href="#">Remove</a>	7600215	JOYCE CARROTHERS	9/10/2010	12/31/9999

**DRA Provider Spans:**

MBS Contract Number:	Provider Name:	Start Date:	End Date:
No data available.			

# Technical Guide Medicaid Services System (MSS) Application

Assign a DRA Start Date and a DRA End Date. These dates typically align with the waiver start date and end dates for those individuals who are associated with the CPT. DRA End Dates must always be a specific real date and should never be an open ended date (i.e. 12/31/9999).

DRA Provider spans may also be assigned based on the following reason(s):

- When individuals in the home have different waiver spans
- When a change in an individual's status requires a change in the level of service
- For planned absences of one or more of the housemates lasting longer than 14 days
- For periods of time in which the level of support for one or more individuals is planned to change (i.e. summer, activity leagues, etc.)
- When there is an anticipated move in/out date for a housemate
- Scheduled (quarterly) breaks are also beneficial for homes in which one or more of the housemates have frequent, unanticipated schedule changes (hospitalizations, ending day services, etc.)

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Add / Edit DRA Provider:** [Back to Provider Spans](#)

Provider Name: UNITED DISABILITY SERVICES, INC.  
DRA Start Date: 9/1/2010  
DRA End Date: 08/31/2011

List of all DRA Provider Spans in the Site:

MBS Contract Number:	Provider Name:	Provider Service Start Date:	Provider Service End Date:	DRA Provider Start Date:	DRA Provider End Date:
No data available.					

And Click on the **Add DRA Span** button to associate the DRA Span to the CPT.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Add / Edit DRA Provider:** [Back to Provider Spans](#)

Provider Name: UNITED DISABILITY SERVICES, INC.  
DRA Start Date:   
DRA End Date:

List of all DRA Provider Spans in the Site:

	MBS Contract Number:	Provider Name:	Provider Service Start Date:	Provider Service End Date:	DRA Provider Start Date:	DRA Provider End Date:
<a href="#">Edit</a>   <a href="#">Remove</a>	7700143	UNITED DISABILITY SERVICES, INC.	9/1/2010	12/31/9999	9/1/2010	8/31/2011

# Technical Guide Medicaid Services System (MSS) Application

If the individuals in a CPT have overlapping waiver spans (i.e. Jennifer17 Driftwood17 waiver span 09/01/2010-08/31/2011 vs. Janice17 Kaster17 waiver span 06/01/2010-05/31/2011), then the User would need to assign DRA Provider spans that stop/start with each individual's waiver span.

The screenshot shows the 'Add / Edit DRA Provider' section. At the top, site information is displayed: Site Name: 100 ABC Street, Effective Date: 9/1/2010, End Date: 12/31/9999. Below this is a toolbar with links: Site Home, Edit Site, Manage Versions, Manage Notes, Add Non-Waiver Spans, and Add DRA Exemption. The 'Add DRA Provider' form shows 'UNITED DISABILITY SERVICES, INC.' with fields for DRA Start Date and DRA End Date, and an 'Add DRA Span' button. A 'Back to Provider Spans' link is also present. Below the form is a table titled 'List of all DRA Provider Spans in the Site:'.

	MBS Contract Number:	Provider Name:	Provider Service Start Date:	Provider Service End Date:	DRA Provider Start Date:	DRA Provider End Date:
<a href="#">Edit</a>   <a href="#">Remove</a>	7700143	UNITED DISABILITY SERVICES, INC.	9/1/2010	12/31/9999	9/1/2010	5/31/2011
<a href="#">Edit</a>   <a href="#">Remove</a>	7700143	UNITED DISABILITY SERVICES, INC.	9/1/2010	12/31/9999	6/1/2011	8/31/2011

There are specific circumstances identified in OAC 5123: 2-9-31 (C) whereby a congregate setting, two or more individuals living in the same setting share services, can be exempt from the DRA. The county may submit to the Department a request for a DRA Exemption. This request would need to include all pertinent information in order to justify how the CPT meets the DRA Exemption criteria identified in rule. DRA Exemptions once approved by the Department are (1) only valid for up to a year, and (2) entered by the Department under the Add DRA Exemption link located in the horizontal tool bar at the top of the CPT screen.

The screenshot shows the 'Medicaid Services System (MSS) - View a Provider Spans in the Site' page. It includes a navigation menu on the left and a main content area. The main content area shows site information: Site Name: 100 ABC Street, Effective Date: 9/1/2010, End Date: 12/31/9999. A toolbar contains links: Site Home, Edit Site, Manage Versions, Manage Notes, Add Non-Waiver Spans, and Add DRA Exemption. Below the toolbar are tabs for 'Provider Manager', 'Manage Provider And DRA Provider spans', and 'Foster Care Provider'. The 'Manage Provider Spans in the Site:' section includes an 'Add Provider Span' link and a table.

	MBS Contract Number:	Provider Name:	Start Date:	End Date:
<a href="#">DRA Spans</a>   <a href="#">ProvSpan (Edit)</a>   <a href="#">Remove</a>	7700143	UNITED DISABILITY SERVICES, INC.	9/1/2010	8/31/2011

The screenshot shows the 'Manage DRA Site Exemptions' section. It includes site information: Site Name: 100 ABC Street, Effective Date: 9/1/2010, End Date: 12/31/9999. A toolbar contains links: Site Home, Edit Site, Manage Versions, Manage Notes, Add Non-Waiver Spans, and Modify DRA Exemption. Below the toolbar is an 'Add Exemption Span' link and a table.

	Start Date:	End Date:	Reason:
<a href="#">Edit</a>   <a href="#">Remove</a>	9/1/2011	8/31/2012	Individuals' residential costs routinely exceed \$403.98 Max DBU. Site to be exempted for current waiver year of 09/01/2011-08/31/2012. RMD

# Technical Guide Medicaid Services System (MSS) Application

A county is responsible for submitting a new DRA Exemption Request each year for those CPT sites that they believe still meet the criteria identified in OAC 5123: 2-9-31 (C). The new DRA Exemption Request must be submitted thirty (30) days prior to the expiration of the current DRA Exemption.

The second function that a User can complete is edit/remove provider spans by clicking on the [ProvSpan \(Edit | Remove\)](#) link. This allows the User to change either the start date or end date of a provider's association with the CPT. This typically occurs when a provider gives notice, or the individuals choose a new provider and end services with their previous provider.

Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual

Provider Manager | Manage Provider And DRA Provider spans | Foster Care Provider

**Manage Provider Spans in the Site:** [Add Provider Span](#)

	MBS Contract Number:	Provider Name:	Start Date:	End Date:
<a href="#">DRA Spans</a>   <a href="#">ProvSpan Update</a>   <a href="#">Remove</a>	7700143	UNITED DISABILITY SERVICES, INC.	9/1/2010	12/31/9999
<a href="#">DRA Spans</a>   <a href="#">ProvSpan (Edit)</a>   <a href="#">Remove</a>	7200013	SANDUSKY CO BD DD	9/1/2010	12/31/9999
<a href="#">DRA Spans</a>   <a href="#">ProvSpan (Edit)</a>   <a href="#">Remove</a>	1100114	CHAMPAIGN RESIDENTIAL SERVICES, INC.	9/10/2010	12/31/9999
<a href="#">DRA Spans</a>   <a href="#">ProvSpan (Edit)</a>   <a href="#">Remove</a>	2100612	RECREATION UNLIMITED FARM & FUN	9/10/2010	12/31/9999
<a href="#">DRA Spans</a>   <a href="#">ProvSpan (Edit)</a>   <a href="#">Remove</a>	7600215	JOYCE CARROTHERS	9/10/2010	12/31/9999

After the User enters the new End Date, the User then clicks [ProvSpan Update](#) link to save the new provider span to the CPT.

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Provider Manager | Manage Provider And DRA Provider spans | Foster Care Provider

**Manage Provider Spans in the Site:** [Add Provider Span](#)

	MBS Contract Number:	Provider Name:	Start Date:	End Date:
<a href="#">DRA Spans</a>   <a href="#">ProvSpan Update</a>   <a href="#">Remove</a>	7700143	UNITED DISABILITY SERVICES, INC.	9/1/2010	8/31/2011

[Help Administration](#) | [He](#)

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Provider Manager | Manage Provider And DRA Provider spans | Foster Care Provider

**Manage Provider Spans in the Site:** [Add Provider Span](#)

	MBS Contract Number:	Provider Name:	Start Date:	End Date:
<a href="#">DRA Spans</a>   <a href="#">ProvSpan (Edit)</a>   <a href="#">Remove</a>	7700143	UNITED DISABILITY SERVICES, INC.	9/1/2010	8/31/2011

# Technical Guide Medicaid Services System (MSS) Application

For those CPT sites that include an individual who receives Adult Foster Care, a third tab will be present. In order for the *Foster Care Provider* tab to populate in the Manage Provider portion of the CPT the following must have occurred: (1) the individual who is to receive Adult Foster Care must have their current living arrangement in the IDS application be identified as “4-Adult Foster Care-IO Waiver,” and (2) the Adult Foster Care-IO Waiver arrangement must have an actual effective date (i.e. Effective Date 09/01/10). If this effective date is left blank, then the *Foster Care Provider* tab will not appear under the Manage Providers portion of the CPT.

In order for the Adult Foster Care tab to populate under the Manage Unscheduled Services portion of the CPT, the User will need to assign the Adult Foster Care provider under the *Foster Care Provider* tab. The User would need to select the provider, select the Foster Care Person Name & Dates, enter the Association Start Date, and enter the Association End Date. The User then clicks on the **Apply** button to save this information.

The screenshot displays the MSS application interface. On the left is a navigation menu with options like 'Search for Site by Provider', 'PA', 'Manage PA', 'CPT', 'Manage Individuals', 'Manage Providers', 'Manage HPC Staffing Patterns', 'Manage HPC Calendar', 'Manage ADS/NMT Patterns', 'Manage ADS/NMT Calendars', 'Manage Unscheduled ADS/NMT', and 'Manage Unscheduled Services'. The 'Manage Providers' option is highlighted. The main content area has three tabs: 'Provider Manager', 'Manage Provider And DRA Provider spans', and 'Foster Care Provider'. A red arrow points to the 'Foster Care Provider' tab. Below the tabs is the 'Foster Care Details' form. It includes a 'Provider' dropdown menu set to 'JOYCE CARROTHERS', a 'Foster Care Person Name & Dates' dropdown, and two date input fields for 'Association Start Date' and 'Association End Date'. An 'Apply' button is located below these fields, with a red arrow pointing to it. At the bottom of the form is a table with the following data:

	MBS Contract Number:	Provider Name:	Foster Care Person Name:	Begin Date:	End Date:
<a href="#">Edit Span</a>   <a href="#">Remove Span</a>	7600215	JOYCE CARROTHERS	JANICE907 Kaster907	1/1/2011	12/31/9999

# Technical Guide Medicaid Services System (MSS) Application

## Section 4: Manage HPC Staffing Patterns

These are defined as staffing patterns to be applied to the HPC Calendar. This would include HPC, On Site/On Call (OSOC), HPC/OSOC mix, LV1 Emergency HPC, and LV1 Emergency OSOC. These patterns should include the provider's schedules that the team has identified will meet the individual's assessed needs.

The first step in creating a staffing pattern requires the User clicks on the [Add Staffing Pattern](#) link.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage Staffing Patterns**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Manage HPC Staffing Patterns in the Site:

[Add Staffing Pattern](#) 

Name:

*No data available.*

The User will then be prompted to name the staffing pattern. It is important that the User name staffing patterns in such a way that is it is clear what portion of the week the pattern will apply to.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - View a Staffing Pattern in the Site**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Staffing Pattern: **Weekday** 

[Manage Staffing Pattern](#) | [Add Staffing Pattern Detail](#)

Time: # Units: Service: (All) Provider:

*No data available.*

# Technical Guide Medicaid Services System (MSS) Application

The User will then add details to the staffing pattern by clicking on the [Add Staffing Pattern Detail](#) link.

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

**PA**  
Manage Individual PA

**SPA**  
Service Payment Authorization

**DRA**

**REPORTS**

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Staffing Pattern: Weekday [View](#)  
[Show Existing Details](#) | [Manage Staffing Pattern](#)

**Add Staffing Pattern Detail:**

Start Time: 1 : 00 AM      # Units: 0  
End Time: 1 : 00 AM

HPC Provider: CHAMPAIGN RESIDENTIAL SERVICES, INC. ▾  
# Staff:

**HPC Routine:** [Select All](#) | [Clear Selected](#)  
 JENNIFER17 Driftwood17     Mark17 Vane17     JANICE17 Kaster17

**OSOC:** [Select All](#) | [Clear Selected](#)  
 JENNIFER17 Driftwood17     Mark17 Vane17     JANICE17 Kaster17

**HPC - Emergency Routine (LV1 Only):** [Select All](#) | [Clear Selected](#)  
 JENNIFER17 Driftwood17     Mark17 Vane17     JANICE17 Kaster17

**OSOC - Emergency (LV1 Only):** [Select All](#) | [Clear Selected](#)  
 JENNIFER17 Driftwood17     Mark17 Vane17     JANICE17 Kaster17

The following details will need to be included before saving a particular staffing pattern: Start Time, End Time, HPC Provider, # of Staff, and checking the appropriate service type (i.e. HPC Routine, OSOC, HPC – Emergency Routine (LV1 Only), etc.) per individual in the CPT.

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Staffing Pattern: Weekday [View](#)  
[Show Existing Details](#) | [Manage Staffing Pattern](#)

**Add Staffing Pattern Detail:**

Start Time: 12 : 00 AM      # Units: 24  
End Time: 6 : 00 AM

HPC Provider: UNITED DISABILITY SERVICES, INC. ▾  
# Staff:

**HPC Routine:** [Select All](#) | [Clear Selected](#)  
 JENNIFER17 Driftwood17     Mark17 Vane17     JANICE17 Kaster17

**OSOC:** [Select All](#) | [Clear Selected](#)  
 JENNIFER17 Driftwood17     Mark17 Vane17     JANICE17 Kaster17

# Technical Guide Medicaid Services System (MSS) Application

Home  
 Create a New Site  
 Search for Site by Site Name  
 Search for Site by Person  
 Search for Site by Provider

PA  
 Manage PA  
 CPT  
 Manage Individuals  
 Manage Providers  
 Manage HPC Staffing Patterns

Site Name: <b>100 ABC Street</b>		Effective Date: 9/1/2010	End Date: 12/31/9999
Manage: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>			

Staffing Pattern: Weekday

[Manage Staffing Pattern](#) | [Add Staffing Pattern Detail](#)

	Time:	# Units:	Service: (All)	Provider:
<a href="#">Edit</a>   <a href="#">Remove</a>	12:00:00 AM - 06:00:00 AM	24	<a href="#">OSOC (S:1 O:3)</a>	UNITED DISABILITY SERVICES, INC.

The number of staffing pattern details associated with a staffing pattern will depend on the times of the day, and the types of support the individuals require in the CPT. In the example below, the individuals in this setting receive staff supports in the form of OSOC from 12:00 AM to 6:00 AM, H/PC from 6:00 AM to 7:30 AM in order to get ready for work, and HPC from 3:00 PM to 11:59 PM in the evening to prepare dinner/complete laundry/pay bills/take medications/get ready for bed.

Home  
 Create a New Site  
 Search for Site by Site Name  
 Search for Site by Person  
 Search for Site by Provider

PA  
 Manage PA  
 CPT  
 Manage Individuals  
 Manage Providers  
 Manage HPC Staffing Patterns

Site Name: <b>100 ABC Street</b>		Effective Date: 9/1/2010	End Date: 12/31/9999
Manage: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>			

Staffing Pattern: Weekday

[Manage Staffing Pattern](#) | [Add Staffing Pattern Detail](#)

	Time:	# Units:	Service: (All)	Provider:
<a href="#">Edit</a>   <a href="#">Remove</a>	12:00:00 AM - 06:00:00 AM	24	<a href="#">OSOC (S:1 O:3)</a>	UNITED DISABILITY SERVICES, INC.
<a href="#">Edit</a>   <a href="#">Remove</a>	06:00:00 AM - 07:30:00 AM	6	<a href="#">HPC (S:2 H:3)</a>	UNITED DISABILITY SERVICES, INC.
<a href="#">Edit</a>   <a href="#">Remove</a>	03:00:00 PM - 11:59:00 PM	36	<a href="#">HPC (S:2 H:3)</a>	UNITED DISABILITY SERVICES, INC.

The number of staffing patterns associated with a CPT will depend on the staff schedules needed for each day of the week, or for the weekdays as opposed to the weekend days. In the example below, the individuals have just two staffing patterns. One staffing pattern is for weekdays, and the second staffing pattern is for the weekends.

[Help Administration](#) | [Help?](#)

Home  
 Create a New Site  
 Search for Site by Site Name  
 Search for Site by Person  
 Search for Site by Provider

PA  
 Manage PA  
 CPT  
 Manage Individuals  
 Manage Providers  
 Manage HPC Staffing Patterns

Site Name: <b>100 ABC Street</b>		Effective Date: 9/1/2010	End Date: 12/31/9999
Manage: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>			

Manage HPC Staffing Patterns in the Site:

[Add Staffing Pattern](#)

	Name:
<a href="#">View Details</a>   <a href="#">Rename</a>   <a href="#">Copy</a>   <a href="#">Remove</a>	Weekday
<a href="#">View Details</a>   <a href="#">Rename</a>   <a href="#">Copy</a>   <a href="#">Remove</a>	Weekends

# Technical Guide Medicaid Services System (MSS) Application

The following links are accessible for each staffing pattern identified under the Manage HPC Staffing Patterns portion of the CPT. The first link moving from left to right is View Details. This link allows the User to be able to look at the actual staffing details associated with each staffing pattern.

The screenshot displays the 'Manage HPC Staffing Patterns in the Site' interface. At the top, the site name is '100 ABC Street' with effective and end dates of 9/1/2010 and 12/31/9999. Below this, a table lists staffing patterns. The 'Weekends' pattern is selected, and its details are shown in a modal window. The table has columns for Time, # Units, Service, and Provider. The 'Weekends' row shows a time range of 12:00:00 AM - 07:30:00 AM, 30 units, OSOC (S:1 O:3) service, and UNITED DISABILITY SERVICES, INC. as the provider. A red arrow points to the 'View Details' link for the 'Weekends' pattern.

Time:	# Units:	Service: (All)	Provider:
<a href="#">Edit</a>   <a href="#">Remove</a>   12:00:00 AM - 07:30:00 AM	30	<a href="#">OSOC (S:1 O:3)</a>	UNITED DISABILITY SERVICES, INC.
<a href="#">Edit</a>   <a href="#">Remove</a>   07:30:00 AM - 11:59:00 PM	66	<a href="#">HPC (S:2 H:3)</a>	UNITED DISABILITY SERVICES, INC.

The Rename link allows the User to change the name of pre-existing staffing pattern. In the example below, the User utilized the link to rename the Weekends staffing pattern to "Saturday-Sunday."

The screenshot shows the 'Manage HPC Staffing Patterns in the Site' interface. The 'Weekends' pattern is selected, and the 'Rename' link is highlighted with a red arrow. An 'Edit Staffing Pattern' modal window is open, showing the 'Staffing Pattern Name' field with the value 'Saturday-Sunday' and an 'Update' button.

The screenshot shows the 'Manage HPC Staffing Patterns in the Site' interface. The 'Weekends' pattern is selected, and the 'Rename' link is highlighted with a red arrow. The 'Edit Staffing Pattern' modal window is no longer visible, and the 'Staffing Pattern Name' field now displays 'Saturday-Sunday'.

# Technical Guide Medicaid Services System (MSS) Application

The Copy link allows the User to copy a pre-existing staffing pattern to create a new staffing pattern with similar details. In the example below, the User utilized the link to copy the “Saturday-Sunday” pattern. The User named the copy “Every Other Weekend.” This is due to the fact that every other weekend Jennifer17 Driftwood17 goes home with her family, and does not receive services from her provider.

This screenshot shows the 'Manage HPC Staffing Patterns in the Site' interface for '100 ABC Street'. A table lists existing patterns: 'Weekday' and 'Saturday-Sunday'. A red arrow points to the 'Copy' link for the 'Saturday-Sunday' pattern. A modal dialog box titled 'Copy Staffing Pattern' is open, with the 'Staffing Pattern Name' field set to 'Every Other Weekend' and a 'Copy' button.

This screenshot shows the same interface after the copy operation. The table now includes a third pattern: 'Every Other Weekend'. A red arrow points to this new entry.

Once the copy has been created, the User will need use the View Details link, and then the Edit link to update each of the staff pattern details to remove Jennifer17 Driftwood17.

This screenshot shows the 'Edit Staffing Pattern Detail' for the 'Every Other Weekend' pattern. A red arrow points to the pattern name. The form includes fields for 'Start Time' (12:00 AM), 'End Time' (7:30 AM), and '# Units' (30). The 'HPC Provider' is 'UNITED DISABILITY SERVICES, INC.' and '# Staff' is 1. Below, there are two sections: 'HPC Routine' and 'OSOC'. In the 'OSOC' section, a red arrow points to the checkbox for 'JENNIFER17 Driftwood17', which is currently unchecked, while 'Mark17 Vane17' and 'JANICE17 Kaster17' are checked.

# Technical Guide Medicaid Services System (MSS) Application

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Staffing Pattern: Every Other Weekend [View](#)  
[View Details](#)

**Edit Staffing Pattern Detail:**

Start Time: 7 : 30 AM # Units: 66  
End Time: 11 : 59 PM  
HPC Provider: UNITED DISABILITY SERVICES, INC.  
# Staff: 2

**HPC Routine:** [Select All](#) | [Clear Selected](#)  
 JENNIFER17  Mark17 Vane17  JANICE17 Kaster17  
Driftwood17

The [Remove](#) link allows the User to delete a staffing pattern. This can only be done if the User has not already applied the staffing pattern to the HPC Calendar. If the User has already applied a staffing pattern to the HPC Calendar, the User would need to use the [Remove Staffing Pattern From Day](#) link under the Manage HPC Calendar portion of the CPT. Then the User would be able to use the [Remove](#) link to delete the staffing pattern from the Manage HPC Staffing Patterns portion of the CPT.

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Manage HPC Staffing Patterns in the Site:** [Add Staffing Pattern](#)

Name:
Weekday
Saturday-Sunday
Every Other Weekend

[View Details](#) | [Rename](#) | [Copy](#) | [Remove](#)  
[View Details](#) | [Rename](#) | [Copy](#) | [Remove](#)  
[View Details](#) | [Rename](#) | [Remove](#)

**Remove Confirmation:** [X](#)  
Are you sure you want to remove this item?  
[Cancel](#) [Remove](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Manage HPC Staffing Patterns in the Site:** [Add Staffing Pattern](#)

Name:
Weekday
Saturday-Sunday
Every Other Weekend

[View Details](#) | [Rename](#) | [Copy](#) | [Remove](#)  
[View Details](#) | [Rename](#) | [Copy](#) | [Remove](#)

Additionally, the [Remove](#) link should never be used to delete old or no longer used staffing patterns from a CPT. Old or previously used staffing patterns that are not being applied to individual(s) current waiver spans are still associated with previous costs from earlier waiver years. Removal of these staffing patterns will result in alerts throughout the application.

# Technical Guide Medicaid Services System (MSS) Application

## Section 5: Manage HPC Calendar

HPC Staffing Patterns are applied to the calendars in the Manage HPC Calendar portion of the CPT. These HPC Staffing Patterns reflect routinely delivered services in an individual(s) residential setting. The HPC Calendar covers all individuals associated with the CPT. Only one staffing pattern can be applied per day. When applying staffing patterns to the HPC Calendar, the User should apply services for the entire twelve (12) months of the individual's waiver span. The use of the HPC Calendar is required unless exceptions apply (i.e. an individual receives the residential service of Adult Foster Care, Adult Family Living, or individual is a LV1 recipient and receives limited HPC services, etc.).

To apply HPC Staffing Patterns, the User would first click on the [Apply Staffing Pattern to Calendar Days](#) link.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage HPC Calendar**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT  
[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
**Manage HPC Calendar**  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
...

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**HPC Calendar: March 2013**  
Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

Navigation: < > today 3-March 2013 change month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2

The User will need to select the appropriate Staffing Pattern, and check those days that the Staffing Pattern applies. Only one staffing pattern can be applied per day.

MSS Select Application: MSS Load Application

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Apply Staffing Pattern to a Calendar Day**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT  
[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
**Manage HPC Calendar**

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Associate Staffing Pattern To Multiple Days:** [Back to Calendar Manager](#)

Staffing Pattern Name: Weekday   
Weekdays:  Weekday  Saturday-Sunday  Friday  Saturday

# Technical Guide Medicaid Services System (MSS) Application

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

## Medicaid Services System (MSS) - Apply Staffing Pattern to a Calendar Day

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

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Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA 

**CPT**

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Associate Staffing Pattern To Multiple Days:** [Back to Calendar Manager](#)

Staffing Pattern Name: Weekday

Weekdays:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

The User clicks on the **Apply to Schedule** button to assign those Staffing Patterns to the selected days of the Schedule template week.

Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
**Manage HPC Calendar**  
Manage ADS/NMT Patterns

**Associate Staffing Pattern To Multiple Days:** [Back to Calendar Manager](#)

Staffing Pattern Name: Weekday

Weekdays:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Weekday	Weekday	Weekday	Weekday	Weekday	

The User repeats this process until the Schedule template is complete.

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
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Manage HPC Staffing Patterns  
**Manage HPC Calendar**  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Associate Staffing Pattern To Multiple Days:** [Back to Calendar Manager](#)

Staffing Pattern Name: Saturday-Sunday

Weekdays:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Saturday-Sunday	Weekday	Weekday	Weekday	Weekday	Weekday	Saturday-Sunday

**Add dates to associate with the Weekly Staffing Pattern:**

Start Date	End Date	Replace Existing Staffing Patterns	<input type="button" value="Apply to Calendar"/>
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Replace	

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# Technical Guide Medicaid Services System (MSS) Application

The User enters the Start Date and End Date for the time period to which the Staffing Patterns need to be applied. This period of time can be a week, a month, or the individual(s)' entire waiver span.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

## Medicaid Services System (MSS) - Apply Staffing Pattern to a Calendar Day

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
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**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Associate Staffing Pattern To Multiple Days:** [Back to Calendar Manager](#)

Staffing Pattern Name: Saturday-Sunday

Weekdays:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Saturday-Sunday	Weekday	Weekday	Weekday	Weekday	Weekday	Saturday-Sunday

**Add dates to associate with the Weekly Staffing Pattern:**

Start Date	End Date	Replace Existing Staffing Patterns	
09/01/2010 <input type="text"/>	08/31/2011 <input type="text"/>	<input checked="" type="checkbox"/> Replace	<input type="button" value="Apply to Calendar"/>

The User clicks on the **Apply to Calendar** button and the Staffing Patterns are applied to the HPC Calendar.

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services
- For Multiple Individuals
- For One Individual
- Manage Cost Projections

**PA**

- Manage Individual PA

**SPA**

- Service Payment Authorization

**DRA**

**REPORTS**

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**HPC Calendar: September 2010**

Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

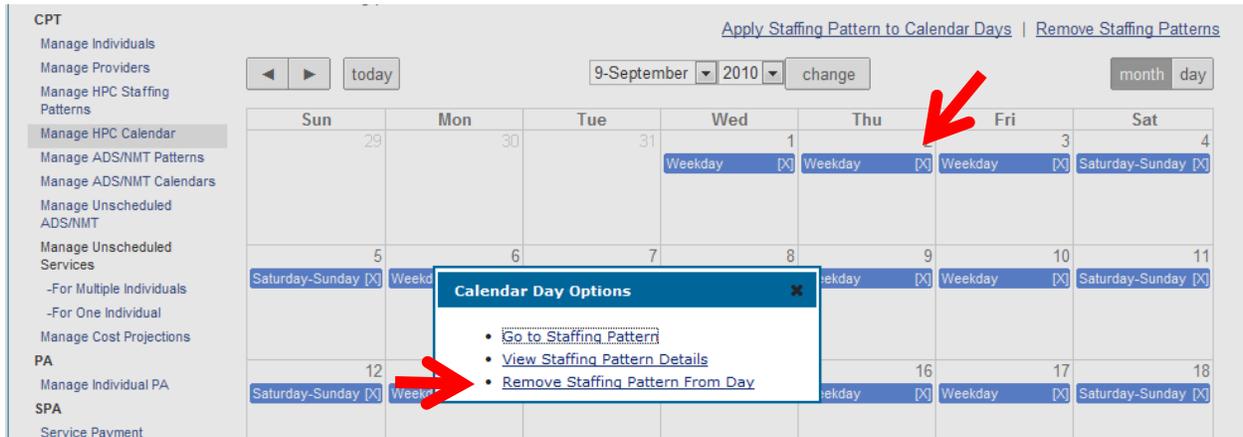
[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

◀ ▶ today
9-September 2010 change
month day

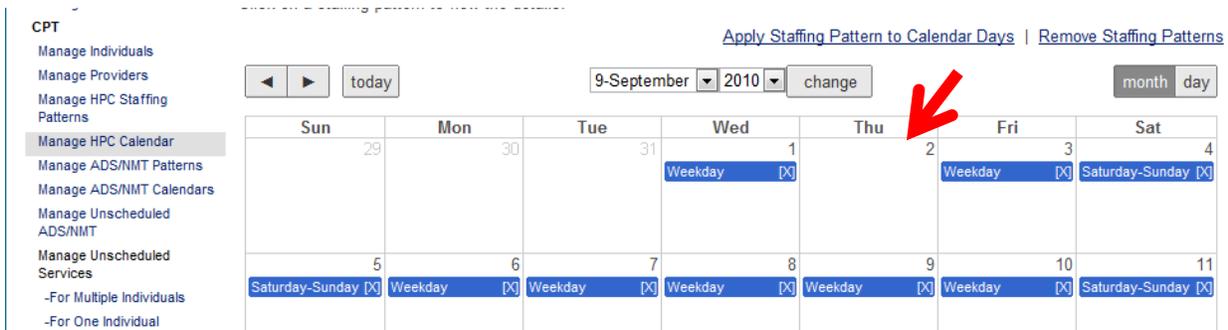
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 Weekday [X]	2 Weekday [X]	3 Weekday [X]	4 Saturday-Sunday [X]
5 Saturday-Sunday [X]	6 Weekday [X]	7 Weekday [X]	8 Weekday [X]	9 Weekday [X]	10 Weekday [X]	11 Saturday-Sunday [X]
12 Saturday-Sunday [X]	13 Weekday [X]	14 Weekday [X]	15 Weekday [X]	16 Weekday [X]	17 Weekday [X]	18 Saturday-Sunday [X]
19 Saturday-Sunday [X]	20 Weekday [X]	21 Weekday [X]	22 Weekday [X]	23 Weekday [X]	24 Weekday [X]	25 Saturday-Sunday [X]

# Technical Guide Medicaid Services System (MSS) Application

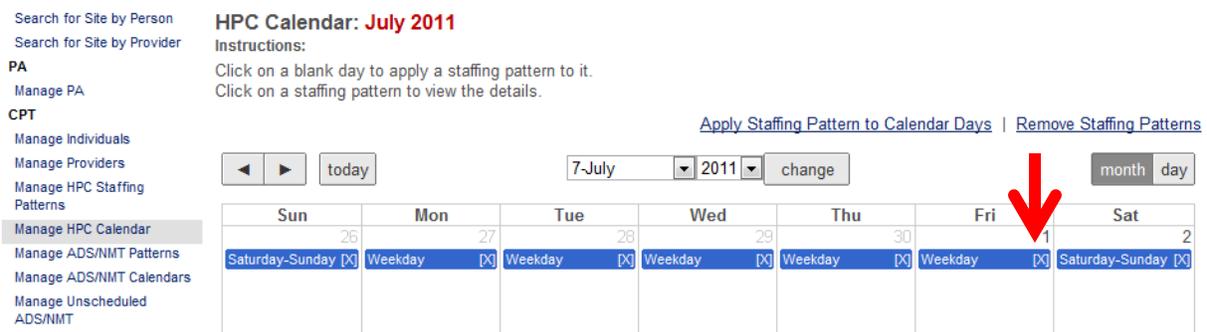
The User may remove applied Staffing Patterns from the HPC Calendar in one of three ways. In the first, the User can simply left click on the day he wishes to delete the Staffing Pattern from.



By clicking on the Remove Staffing Pattern From Day link, the Staffing Pattern is removed. This process is practical, if the User simply needs to remove a small number of separate days from each month of the HPC Calendar.



In the second, the User may also remove a Staffing Pattern from a single selected day by simply clicking on the [x] located within the Staffing Pattern name.



# Technical Guide Medicaid Services System (MSS) Application

Search for Site by Person  
Search for Site by Provider

**HPC Calendar: July 2011**  
Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 Saturday-Sunday [X]	27 Weekday [X]	28 Weekday [X]	29 Weekday [X]	30 Weekday [X]	1	2 Saturday-Sunday [X]

And in the third, the User can remove Staffing Patterns from entire weeks, months or a series of months by using the [Remove Staffing Pattern](#) link. This link is located in the upper right hand corner of the page.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage HPC Calendar**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT  
[Help Administration](#) | [Help?](#)

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**HPC Calendar: September 2010**  
Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 Weekday [X]	2 Weekday [X]	3 Weekday [X]	4 Saturday-Sunday [X]
5 Saturday-Sunday [X]	6 Weekday [X]	7 Weekday [X]	8 Weekday [X]	9 Weekday [X]	10 Weekday [X]	11 Saturday-Sunday [X]

After clicking on the [Remove Staffing Pattern](#) link, the User enters the Start Date and End Date for the period of time they wish to remove Staffing Patterns from the HPC Calendar.

Search for Site by Person  
Search for Site by Provider

**HPC Calendar: September 2010**  
Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 Weekday [X]	2 Weekday [X]	3 Weekday [X]	4 Saturday-Sunday [X]
5 Saturday-Sunday [X]	6 Weekday [X]	7 Weekday [X]	8 Weekday [X]	9 Weekday [X]	10 Weekday [X]	11 Saturday-Sunday [X]

**Remove Staffing Patterns From Calendar** ✕

Start Date: 09/01/2010 End Date: 09/17/2010 Remove

# Technical Guide Medicaid Services System (MSS) Application

After the User clicks on the **Remove** button, the selected dates are cleared of all staffing patterns.

Search for Site by Person

Search for Site by Provider

**PA**

Manage PA

**CPT**

Manage Individuals

Manage Providers

Manage HPC Staffing Patterns

**Manage HPC Calendar**

Manage ADS/NMT Patterns

Manage ADS/NMT Calendars

Manage Unscheduled ADS/NMT

Manage Unscheduled Services

-For Multiple Individuals

-For One Individual

Manage Cost Projections

**PA**

Manage Individual PA

**SPA**

Service Payment Authorization

**DRA**

**REPORTS**

**HPC Calendar: September 2010**

Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

◀ ▶ today
9-September 2010 change
month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18 Saturday-Sunday [X]
19 Saturday-Sunday [X]	20 Weekday [X]	21 Weekday [X]	22 Weekday [X]	23 Weekday [X]	24 Weekday [X]	25 Saturday-Sunday [X]

The User can selectively change a staffing pattern applied to a particular day by completing the following steps: (1) remove the current pattern by left clicking on the calendar day, and then clicking [Remove Staffing Pattern From Day](#) link,

**Home**

Create a New Site

Search for Site by Site Name

Search for Site by Person

Search for Site by Provider

**PA**

Manage PA

**CPT**

Manage Individuals

Manage Providers

Manage HPC Staffing Patterns

**Manage HPC Calendar**

Manage ADS/NMT Patterns

Manage ADS/NMT Calendars

Manage Unscheduled ADS/NMT

Manage Unscheduled Services

-For Multiple Individuals

-For One Individual

Manage Cost Projections

**PA**

Manage Individual PA

**SPA**

Service Payment Authorization

**DRA**

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**HPC Calendar: September 2010**

Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

◀ ▶ today
9-September 2010 change
month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12 Saturday-Sunday [X]	13 Weekday [X]	14 Weekday [X]	15 Weekday [X]	16 Weekday [X]	17 Weekday [X]	18 Saturday-Sunday [X]

**Calendar Day Options** ✕

- [Go to Staffing Pattern](#)
- [View Staffing Pattern Details](#)
- [Remove Staffing Pattern From Day](#)

# Technical Guide Medicaid Services System (MSS) Application

(2) double left click on the now empty calendar day, to bring up the Add Staffing Pattern pop up box

HPC Calendar: **September 2010**  
Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

today 9-September 2010 change month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 Weekday [X]	2 Weekday [X]	3 Weekday [X]	4 Saturday-Sunday [X]
5 Saturday-Sunday [X]	6 Weekday [X]	7 Weekday [X]	8 Weekday [X]	9 Weekday [X]	10 [ ]	11 Saturday-Sunday [X]

(3) using the drop down box, select the desired staffing pattern,

HPC Calendar: **September 2010**  
Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

today 9-September 2010 change month day

**Add Staffing Pattern**

Staffing Pattern Name: Saturday-Sunday

Apply to Date: 09/10/2010

Apply

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 Weekday [X]	2 Weekday [X]	3 Weekday [X]	4 Saturday-Sunday [X]
5 Saturday-Sunday [X]	6 Weekday [X]	7 Weekday [X]	8 Weekday [X]	9 Weekday [X]	10 [X]	11 Saturday-Sunday [X]

And (4) click on the **Apply** button to assign the staffing pattern to that calendar day.

HPC Calendar: **September 2010**  
Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

today 9-September 2010 change month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 Weekday [X]	2 Weekday [X]	3 Weekday [X]	4 Saturday-Sunday [X]
5 Saturday-Sunday [X]	6 Weekday [X]	7 Weekday [X]	8 Weekday [X]	9 Weekday [X]	10 Saturday-Sunday [X]	11 Saturday-Sunday [X]

# Technical Guide Medicaid Services System (MSS) Application

A User can navigate within the Manage HPC Calendar portion of the CPT in a variety of ways. The first method is by utilizing the month/year drop down boxes located in the middle of the page.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage HPC Calendar**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

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**PA**  
Manage PA

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Manage Providers  
Manage HPC Staffing Patterns  
**Manage HPC Calendar**  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**HPC Calendar: September 2010**  
Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

◀ ▶ today      9-September ▼ 2010 ▼ change      month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 Weekday [X]	2 Weekday [X]	3 Weekday [X]	4 Saturday-Sunday [X]

By changing the month and/or year and then clicking on the **Change** button, the User can move one month, or many months forward/backward within the HPC Calendar.

Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
**Manage HPC Calendar**  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT

**HPC Calendar: September 2010**  
Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

◀ ▶ today      8-August ▼ 2011 ▼ change      month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 Weekday [X]	2 Weekday [X]	3 Weekday [X]	4 Saturday-Sunday [X]

Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
**Manage HPC Calendar**  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

**HPC Calendar: August 2011**  
Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

◀ ▶ today      8-August ▼ 2011 ▼ change      month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 Saturday-Sunday [X]	1 Weekday [X]	2 Weekday [X]	3 Weekday [X]	4 Weekday [X]	5 Weekday [X]	6 Saturday-Sunday [X]
7 Saturday-Sunday [X]	8 Weekday [X]	9 Weekday [X]	10 Weekday [X]	11 Weekday [X]	12 Weekday [X]	13 Saturday-Sunday [X]

# Technical Guide Medicaid Services System (MSS) Application

The second method is clicking on the forward **arrow** button/backward **arrow** button located on the left hand side of the page. This allows the User to move forward/backward in one month intervals.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
..

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**HPC Calendar: August 2011**  
Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

◀ ▶ today 8-August 2011 change month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 Saturday-Sunday [X]	1 Weekday [X]	2 Weekday [X]	3 Weekday [X]	4 Weekday [X]	5 Weekday [X]	6 Saturday-Sunday [X]
7 Saturday-Sunday [X]	8 Weekday [X]	9 Weekday [X]	10 Weekday [X]	11 Weekday [X]	12 Weekday [X]	13 Saturday-Sunday [X]

In the example below, the User clicked on the back **arrow** button to look at the month of July 2011.

Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
..

**HPC Calendar: July 2011**  
Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

◀ ▶ today 7-July 2011 change month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 Saturday-Sunday [X]	27 Weekday [X]	28 Weekday [X]	29 Weekday [X]	30 Weekday [X]	1 Weekday [X]	2 Saturday-Sunday [X]

At any point in time, if a User ever wishes to go to current day's date, they would click on the **today** button located to the right of the left/right **arrow** buttons.

Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
..

**HPC Calendar: July 2011**  
Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

◀ ▶ today 7-July 2011 change month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 Saturday-Sunday [X]	27 Weekday [X]	28 Weekday [X]	29 Weekday [X]	30 Weekday [X]	1 Weekday [X]	2 Saturday-Sunday [X]

# Technical Guide Medicaid Services System (MSS) Application

The final navigation option provides the User the ability to either view the details of the HPC Calendar in a month format, or in a day format. The User can change the view by simply clicking on the **month** button/**day** button located on right hand side of the page. Below the view is currently set to month.

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- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services
  - For Multiple Individuals
  - For One Individual
- Manage Cost Projections

**Site Name: 100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**HPC Calendar: July 2011**

Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

◀ ▶ today
7-July 2011 change
month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 Saturday-Sunday [X]	27 Weekday [X]	28 Weekday [X]	29 Weekday [X]	30 Weekday [X]	1 Weekday [X]	2 Saturday-Sunday [X]
3 Saturday-Sunday [X]	4 Weekday [X]	5 Weekday [X]	6 Weekday [X]	7 Weekday [X]	8 Weekday [X]	9 Saturday-Sunday [X]

After the User clicks on the **day** button, the view changes to reflect the daily details for the first day of the month. In order to look at the daily details of each day of the month, the User would need to click on the forward **arrow** button.

Search for Site by Person

Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services
  - For Multiple Individuals
  - For One Individual
- Manage Cost Projections

**PA**

**HPC Calendar: July 2011**

Instructions:  
Click on a blank day to apply a staffing pattern to it.  
Click on a staffing pattern to view the details.

[Apply Staffing Pattern to Calendar Days](#) | [Remove Staffing Patterns](#)

◀ ▶ today
7-July 1 2011 change
month day

Friday 7/1	
all-day	
6am	6:00 AM - 7:30 AM UNITED DISABILITY SERVICES, INC. HPC [S:2 H:3]
7am	JENNIFER17 Driftwood17 : HPC Mark17 Vane17 : HPC
8am	
9am	

44

# Technical Guide Medicaid Services System (MSS) Application

## Section 6: Manage ADS/NMT Patterns

*Please note:* The User has the option of entering an individual(s)' ADS/NMT services into a CPT via the Manage ADS/NMT Patterns & Manage ADS/NMT Calendar, via the Manage Unscheduled ADS/NMT, or a combination of both. Many county boards have adopted a protocol that determines which method the User will be required to enter an individual(s)' ADS/NMT services into a CPT.

These are defined as patterns to be applied to the ADS/NMT Calendar. This would include the Adult Day Waiver Services (ADWS) of Adult Day Support (ADS), Vocational Habilitation, Adult Day/Vocational Habilitation (Combo), Supported Employment Enclave (SEE), and Supported Employment Community (SEC). The patterns can also include Non-Medical Transportation (NMT). These patterns should identify those ADWS/NMT services that the team has identified need to be delivered by the ADWS provider.

The first step in creating a staffing pattern requires the User clicks on the [Add ADS/NMT Pattern](#) link.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage ADS Schedules**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

ADS/NMT Day Pattern Manager:

[Add ADS/NMT Pattern](#)

PA

*No data available.*

The User will then be prompted to name the ADS/NMT pattern. Many county boards have adopted specific naming conventions to clearly identify the ADWS service and/or Provider. This occurs when the individual is receiving more than one type of ADWS from potentially more than one provider. This will allow the User to assign the correct ADWS/Provider to the appropriate calendar day based on the individual's day program schedule.

If the User decided to change the name of the ADS/NMT pattern, this can be accomplished by clicking on the [Edit](#) link located to the right of the ADS/NMT Pattern name.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

ADS/NMT Pattern: **Supported Employment** [Edit](#) [Return to ADS/NMT Pattern Manager](#)

Services:

[Check All](#) | [Uncheck All](#) [Add ADS Detail](#) | [Add NMT Detail](#)

Provider	Service	CODB	# Units
	None		

[Remove Selected](#) | [Copy Selected](#) | [Paste Selected](#) | [Edit Selected](#)

# Technical Guide Medicaid Services System (MSS) Application

The User will then add details to the ADS/NMT pattern by first clicking on the [Add ADS Detail](#) link

Search for Site by Person  
Search for Site by Provider

ADS/NMT Pattern: **Supported Employment** [Edit](#) [Return to ADS/NMT Pattern Manager](#)

Services: [Check All](#) | [Uncheck All](#) [Add ADS Detail](#) | [Add NMT Detail](#)

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual

Provider Service CODB # Units

Selected | Paste Selected | Edit Selected

**Add an Adult Day Program Detail**

Provider: UNITED DISABILITY SERVICES, INC. Service: Adult Day Support CODB County: SANDUSKY Hours: Add

The following details will need to be included before saving the ADS details of an ADS/NMT Pattern: provider, service, CODB, and hours.

Search for Site by Person  
Search for Site by Provider

ADS/NMT Pattern: **Supported Employment** [Edit](#) [Return to ADS/NMT Pattern Manager](#)

Services: [Check All](#) | [Uncheck All](#) [Add ADS Detail](#) | [Add NMT Detail](#)

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

Provider Service CODB # Units

None

Copy Selected | Paste Selected | Edit Selected

**Add an Adult Day Program Detail**

Provider: CHAMPAIGN RESIDENTIAL SERVICES, INC. Service: Supported Employment - Enclave CODB County: SANDUSKY Hours: 6.0 Add

Search for Site by Person  
Search for Site by Provider

ADS/NMT Pattern: **Supported Employment** [Edit](#) [Return to ADS/NMT Pattern Manager](#)

Services: [Check All](#) | [Uncheck All](#) [Add ADS Detail](#) | [Add NMT Detail](#)

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns

Provider Service CODB # Units

CHAMPAIGN RESIDENTIAL SERVICES, INC. Supported Employment - Enclave SANDUSKY 6.00 hours

[Remove Selected](#) | [Copy Selected](#) | [Paste Selected](#) | [Edit Selected](#)

CODB is based on whether the individual receives the ADWS service in their residence county or in an adjoining county. Not all individuals receive ADWS services in the same county where they receive their residential supports. The number of hours is typically 6.25 for the following ADWS: ADS, Vocational Habilitation, and Combo. For Supported Employment Enclave it is typically 6.0. The number of hours for Supported Employment Community will vary depending on how much support the individual requires.

The second element of the ADS/NMT Pattern is NMT. While this is typically the case, for some individuals there may not be an NMT element. This is often due to the individual having an alternative way of getting to the ADWS program (i.e. privately paid public transport, family, friends, etc.)

# Technical Guide Medicaid Services System (MSS) Application

The User will then add NMT elements to the ADS/NMT pattern by clicking on the [Add NMT Detail](#) link

The screenshot shows the MSS application interface. On the left is a navigation menu with options like 'Search for Site by Person', 'Manage PA', 'CPT', 'Manage Individuals', 'Manage Providers', 'Manage HPC Staffing Patterns', 'Manage HPC Calendar', 'Manage ADS/NMT Patterns', 'Manage ADS/NMT Calendars', 'Manage Unscheduled ADS/NMT', 'Manage Unscheduled Services', and 'PA'. The main content area displays 'ADS/NMT Pattern: Supported Employment' with an 'Edit' link and a 'Return to ADS/NMT Pattern Manager' link. Below this is a table with columns 'Provider', 'Service', 'CODB', and '# Units'. A modal window titled 'Add/Edit a Non-Medical Transportation Detail' is open, showing fields for 'Provider' (UNITED DISABILITY SERVICES), 'CODB County' (SANDUSKY), 'Unit Type' (1 Way Trip), 'Vehicle Type' (Vehicle), and '# One-Way Trips' (0). An 'Add' button is at the bottom of the modal. A red arrow points to the 'Add NMT Detail' link in the top right of the main content area.

The following details will need to be included before saving the NMT details of an ADS/NMT Pattern: provider, CODB County, Unit Type, Vehicle Type, and # One-Way Trips.

As with ADS, it is possible that the CODB County for NMT may be different than where the individual receives residential services. Unit Type will either be: (1) 1 Way Trip when the provider is delivering Per Trip NMT or (2) Mile when the provider is delivering Per Mile NMT. Vehicle Type will either be: (1) Vehicle when the provider is either using car/van or a modified vehicle or (2) Taxi/Livery or Commercial Bus when the provider is a public bus system (i.e. COTA, RTA, etc.) or commercial taxi company (i.e. Yellow Cab).

Depending on the Unit Type Selected, the subsequent elements of the NMT details will change. In the example below, the Unit Type chosen was Mile. The Vehicle Type element has been replaced by # Individuals, and the # One-Way Trips element has been replaced by # Miles.

The screenshot shows the MSS application interface. The main content area displays a table with columns 'Provider', 'Service', 'CODB', and '# Units'. A row is shown for 'CHAMPAIGN RESIDENTIAL SERVICES, INC.' with 'Supported Employment - Enclave' as the service, 'SANDUSKY' as the CODB, and '6.50 hours' as the # Units. A modal window titled 'Add/Edit a Non-Medical Transportation Detail' is open, showing fields for 'Provider' (CHAMPAIGN RESIDENTIAL SER), 'CODB County' (SANDUSKY), 'Unit Type' (Mile), '# Individuals' (2), and '# Miles' (10). An 'Add' button is at the bottom of the modal. Three red arrows point to the '# Individuals' and '# Miles' fields.

After the User has selected all of the details of the NMT service, the User clicks on the **Add** button to save the NMT details.

# Technical Guide Medicaid Services System (MSS) Application

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

## Medicaid Services System (MSS) - Add Pattern

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
**Manage ADS/NMT Patterns**  
Manage ADS/NMT Calendars

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**ADS/NMT Pattern: Supported Employment** [Edit](#) [Return to ADS/NMT Pattern Manager](#)

**Services:**

[Check All](#) | [Uncheck All](#) [Add ADS Detail](#) | [Add NMT Detail](#)

	Provider	Service	CODB	# Units
<input type="checkbox"/>	CHAMPAIGN RESIDENTIAL SERVICES, INC.	Supported Employment - Enclave	SANDUSKY	6.50 hours
<input type="checkbox"/>	CHAMPAIGN RESIDENTIAL SERVICES, INC.	Non-Medical Transportation - Mileage - 2 People	SANDUSKY	10 miles

[Remove Selected](#) | [Copy Selected](#) | [Paste Selected](#) | [Edit Selected](#)

The following links are accessible when assigning the ADS/NMT details to an ADS/NMT Pattern. The links [Remove Selected](#), [Copy Selected](#), [Paste Selected](#), and [Edit Selected](#) can be used in conjunction with the [Check All](#) and [Uncheck All](#) link.

[Remove Selected](#) link allows the User to delete the selected ADS and/or NMT detail. This can only be done if the User has not already applied the ADS/NMT pattern to the ADS/NMT Calendar. If the User has already applied an ADS/NMT pattern to the ADS/NMT Calendar, the User would need to use the [Remove ADS Patterns](#) link under the Manage ADS/NMT Calendars portion of the CPT. Then the User would be able to use the [Remove Selected](#) link to delete the ADS/NMT pattern from the Manage ADS/NMT Staffing Patterns portion of the CPT.

In the example below, the User checked the box next to the NMT element, and then clicked on the [Removed Selected](#) link. This was due to the fact that the User had originally selected the wrong Provider/Unit Type when creating the NMT Detail.

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
**Manage ADS/NMT Patterns**  
Manage ADS/NMT Calendars  
Manage Unscheduled

[Check All](#) | [Uncheck All](#) [Add ADS Detail](#) | [Add NMT Detail](#)

	Provider	Service	CODB	# Units
<input type="checkbox"/>	CHAMPAIGN RESIDENTIAL SERVICES, INC.	Supported Employment - Enclave	SANDUSKY	6.50 hours
<input checked="" type="checkbox"/>	CHAMPAIGN RESIDENTIAL SERVICES, INC.	Non-Medical Transportation - Mileage - 2 People	SANDUSKY	10 miles

[Remove Selected](#) | [Copy Selected](#) | [Paste Selected](#) | [Edit Selected](#)



**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar

[Check All](#) | [Uncheck All](#) [Add ADS Detail](#) | [Add NMT Detail](#)

	Provider	Service	CODB	# Units
<input type="checkbox"/>	CHAMPAIGN RESIDENTIAL SERVICES, INC.	Supported Employment - Enclave	SANDUSKY	6.50 hours

[Remove Selected](#) | [Copy Selected](#) | [Paste Selected](#) | [Edit Selected](#)

# Technical Guide Medicaid Services System (MSS) Application

The User could have used the [Edit Selected](#) link to correct the Provider and Unit type as opposed to the [Remove Selected](#) link.

The screenshot shows the MSS application interface. On the left is a navigation menu with items like 'CPT', 'Manage Individuals', 'Manage Providers', etc. The main area contains a table with columns: Provider, Service, CODB, and # Units. Two rows are visible, both for 'CHAMPAIGN RESIDENTIAL SERVICES, INC.' in 'SANDUSKY'. The second row is selected. Below the table is a modal window titled 'Edit an Non-Medical Transportation Detail'. The modal contains fields for Provider (CHAMPAIGN RESIDENTIAL SEF), CODB County (SANDUSKY), Unit Type (Mile), # Individuals (2), and # Miles (10). An 'Edit' button is at the bottom. A red arrow points to the 'Edit Selected' link in the table's action column.

This would allow the User to select a different provider, change the Unit Type and correctly update the NMT Detail without deleting it.

This screenshot is similar to the previous one, but the modal window is open and the fields are updated. The Provider is 'SANDUSKY CO BD DD', Unit Type is '1 Way Trip', and Vehicle Type is 'Vehicle'. The # One-Way Trips is 2. Red arrows point to the Provider, Unit Type, and Vehicle Type dropdown menus.

This screenshot shows the table after the 'Copy Selected' and 'Paste Selected' links were used. The table now has two rows: one for 'CHAMPAIGN RESIDENTIAL SERVICES, INC.' and one for 'SANDUSKY CO BD DD'. The 'SANDUSKY CO BD DD' row has a service of 'Non-Medical Transportation - One-way trip - Eligible vehicle' and 2 trips. The 'Edit Selected' link is still present.

The [Copy Selected](#) link and the [Paste Selected](#) link currently are not functional in the application. This is a known issue and in the process of being corrected.

# Technical Guide Medicaid Services System (MSS) Application

The number of ADS/NMT patterns associated with a CPT can depend on the number of individuals associated with the CPT, and whether or not everyone in the setting attends the same or different ADWS program(s) with the same provider(s). In the example below, there are two ADS/NMT patterns. Two of three individuals in this CPT attend the same ADWS program; the third individual attends a separate program with a different ADWS/NMT provider.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

## Medicaid Services System (MSS) - Manage ADS Schedules

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**ADS/NMT Day Pattern Manager:**

[Add ADS/NMT Pattern](#)

Name:	
Supported Employment	
Adult Day/Combo	

The following links are accessible for each ADS/NMT pattern identified under the Manage ADS/NMT Patterns portion of the CPT. The first link moving from left to right is [View Details](#). This link allows the User to be able to look at the actual ADS/NMT details associated with each ADS/NMT pattern.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

## Medicaid Services System (MSS) - Manage ADS Schedules

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**ADS/NMT Day Pattern Manager:**

[Add ADS/NMT Pattern](#)

Name:	
Supported Employment	
Adult Day/Combo	

 [View Details](#) | [Remove](#)

[View Details](#) | [Remove](#)

Search for Site by Person

Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns**
- Manage ADS/NMT Calendars

**ADS/NMT Pattern: Supported Employment** [Edit](#) [Return to ADS/NMT Pattern Manager](#)

Services:

[Check All](#) | [Uncheck All](#) [Add ADS Detail](#) | [Add NMT Detail](#)

	Provider	Service	CODB	# Units
<input type="checkbox"/>	CHAMPAIGN RESIDENTIAL SERVICES, INC.	Supported Employment - Enclave	SANDUSKY	6.50 hours
<input type="checkbox"/>	SANDUSKY CO BD DD	Non-Medical Transportation - One-way trip - Eligible vehicle	SANDUSKY	2 trips

[Remove Selected](#) | [Copy Selected](#) | [Paste Selected](#) | [Edit Selected](#)



# Technical Guide Medicaid Services System (MSS) Application

The Remove link allows the User to delete an ADS/NMT pattern. This can only be done if the User has not already applied the ADS/NMT pattern to the ADS/NMT Calendar. If the User has already applied a ADS/NMT pattern to the ADS/NMT Calendar, the User would need to use the Remove ADS Patterns link under the Manage ADS/NMT Calendars portion of the CPT. Then the User would be able to use the Remove Selected link to delete the ADS/NMT pattern from the Manage ADS/NMT Staffing Patterns portion of the CPT.

The screenshot displays the MSS application interface for the 'ADS/NMT Day Pattern Manager'. At the top, the site name is '100 ABC Street' with an effective date of 9/1/2010 and an end date of 12/31/9999. Below this, there are navigation links: Site Home, Edit Site, Manage Versions, Manage Notes, Add Non-Waiver Spans, and Add DRA Exemption. The main section is titled 'ADS/NMT Day Pattern Manager' and includes an 'Add ADS/NMT Pattern' link. A table lists patterns, with one row showing 'Supported Employment' and 'Adult Day/Combo'. A red arrow points to the 'Remove' link in the 'View Details | Remove' row. A 'Remove Confirmation' dialog box is overlaid on the screen, asking 'Are you sure you want to remove this item?' with 'Cancel' and 'Remove' buttons.

This screenshot shows the same MSS application interface as above, but with the 'Remove' link in the 'View Details | Remove' row highlighted. The 'Remove Confirmation' dialog box is no longer present.

Additionally, the Remove link should never be used to delete old or no longer used ADS/NMT patterns from a CPT. Old or previously used ADS/NMT patterns that are not being applied to individual(s) current waiver spans are still associated with previous costs from earlier waiver years. Removal of these ADS/NMT patterns will result in alerts throughout the application.

# Technical Guide Medicaid Services System (MSS) Application

## Section 7: Manage ADS/NMT Calendar

ADS/NMT Patterns are applied to the calendars in the Manage ADS/NMT Calendar portion of the CPT. These ADS/NMT Patterns reflect routinely delivered services in an individual(s) adult day services setting. Unlike the HPC Calendar which covers all individuals associated with the CPT, each individual associated with that particular CPT has their own ADS/NMT Calendar. If an individual does not receive any ADS/NMT services, then their ADS/NMT calendar will remain blank. Only one ADS/NMT pattern can be applied per day. When applying ADS/NMT patterns to the ADS/NMT Calendar, the User should apply services for the entire twelve (12) months of the individual's waiver span. Due to the fact that an individual is typically only eligible for 240 days of ADS, the User will need to delete ADS/NMT patterns from the ADS/NMT calendar to ensure that the individual's total ADS/NMT costs do not exceed their maximum budget based on their AAI score.

To apply ADS/NMT Patterns, the User would first click on the [Apply ADS Pattern to Calendar Days](#) link.

The screenshot shows the MSS application interface. On the left is a navigation menu with categories: Home, PA, CPT, and Manage ADS/NMT Calendars. The main content area displays site information for '100 ABC Street' and individual 'JENNIFER17 Driftwood17'. Below this is the 'ADS Calendar: September 2010' section. It includes instructions and a calendar grid. A red arrow points to the 'Apply ADS Pattern to Calendar Days' link, which is highlighted in blue. The calendar grid shows days from Sun to Sat with dates 29 through 4.

The User will need to select the appropriate ADS/NMT Pattern, and check those days that the ADS/NMT Pattern applies. Only one ADS/NMT pattern can be applied per calendar day.

The screenshot shows the 'Associate ADS Pattern To Multiple Days' form in the MSS application. The form is titled 'Medicaid Services System (MSS) - Apply ADS Pattern to a Calendar Days'. It includes a navigation menu on the left and a main content area. The main content area displays site information and individual details. Below this is the 'Associate ADS Pattern To Multiple Days' form. The 'ADS Pattern Name' dropdown menu is set to 'Supported Employment'. The 'Weekdays' section has 'Friday' and 'Saturday' checked. The 'Apply to Schedule' button is highlighted in blue. A red arrow points to the 'Supported Employment' option in the dropdown menu.

# Technical Guide Medicaid Services System (MSS) Application

In the example below, Jennifer17 Driftwood17 attends Support Employment Monday, Wednesday, and Friday.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Apply ADS Pattern to a Calendar Days**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT  
[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
**PA**  
Manage PA  
**CPT**  
Manage Individuals  
Manage Providers

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** [Change](#) DODD #: 8002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

**Associate ADS Pattern To Multiple Days:** [Back to ADS Calendar Manager](#)  
ADS Pattern Name: Supported Employment   
Weekdays:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
**PA**  
Manage PA  
**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
**Manage ADS/NMT Calendars**  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** [Change](#) DODD #: 8002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

**Associate ADS Pattern To Multiple Days:** [Back to ADS Calendar Manager](#)  
ADS Pattern Name: Supported Employment   
Weekdays:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Supported Employment		Supported Employment		Supported Employment	

**Add Date's to associate with the Weekly Staffing Pattern:**

Start Date	End Date	Replace Existing ADS Patterns	
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Replace	<input type="button" value="Apply to Calendar"/>

The User enters the Start Date and End Date for the time period to which the ADS/NMT Pattern(s) need to be applied. This period of time is typically for the individual(s)' entire waiver span.

**Manage PA**  
**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
**Manage ADS/NMT Calendars**  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

**Associate ADS Pattern To Multiple Days:** [Back to ADS Calendar Manager](#)  
ADS Pattern Name: Supported Employment   
Weekdays:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Supported Employment		Supported Employment		Supported Employment	

**Add Date's to associate with the Weekly Staffing Pattern:**

Start Date	End Date	Replace Existing ADS Patterns	
09/01/2010	08/31/2011	<input checked="" type="checkbox"/> Replace	<input type="button" value="Apply to Calendar"/>

# Technical Guide Medicaid Services System (MSS) Application

The User clicks on the **Apply to Calendar** button and the ADS/NMT Patterns are applied to the ADS/NMT Calendar.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns

Manage ADS/NMT Calendars

Manage Unscheduled ADS/NMT

Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual

Manage Cost Projections

PA  
Manage Individual PA

SPA  
Service Payment Authorization

DRA

REPORTS

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**JENNIFER17 Driftwood17** [Change](#) DODD #: 0002101 Medicaid #: xxxxxxx11087

Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

**ADS Calendar: September 2010**

Instructions:  
Click on a blank day to apply an ADS pattern to.  
Click on an ADS pattern to view the details.

[Apply ADS Pattern to Calendar Days](#) | [Remove ADS Patterns](#)

◀ ▶ today 9-September 2010 change month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 Supported Employment [X]	2	3 Supported Employment [X]	4
5	6 Supported Employment [X]	7	8 Supported Employment [X]	9	10 Supported Employment [X]	11
12	13 Supported Employment [X]	14	15 Supported Employment [X]	16	17 Supported Employment [X]	18
19	20 Supported Employment [X]	21	22 Supported Employment [X]	23	24 Supported Employment [X]	25

The User may remove applied ADS/NMT Patterns in one of three ways. In the first, the User can simply left click on the day he wishes to delete the ADS/NMT Pattern from.

Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns

Manage ADS/NMT Calendars

Manage Unscheduled ADS/NMT

Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual

Manage Cost Projections

PA  
Manage Individual PA

SPA

**ADS Calendar: September 2010**

Instructions:  
Click on a blank day to apply an ADS pattern to.  
Click on an ADS pattern to view the details.

[Apply ADS Pattern to Calendar Days](#) | [Remove ADS Patterns](#)

◀ ▶ today 9-September 2010 change month

**Calendar Day Options**

- [Go to ADS Pattern](#)
- [Remove ADS Pattern From Day](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29				2	3 Supported Employment [X]	4
5	6 Supported Employment [X]	7	8 Supported Employment [X]	9	10 Supported Employment [X]	11

# Technical Guide Medicaid Services System (MSS) Application

By clicking on the Remove ADS Pattern From Day link, the ADS/NMT Pattern is removed. This process is practical, if the User simply needs to remove a small number of separate days from each month of the ADS/NMT Calendar.

...  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
**Manage ADS/NMT Calendars**  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA  
SPA

**ADS Calendar: September 2010**  
Instructions:  
Click on a blank day to apply an ADS pattern to.  
Click on an ADS pattern to view the details.

[Apply ADS Pattern to Calendar Days](#) | [Remove ADS Patterns](#)

◀ ▶ today 9-September 2010 change month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 Supported Employment [X]	2	3 Supported Employment [X]	4
5	6 Supported Employment [X]	7	8 Supported Employment [X]	9		11



In the second, the User may also remove an ADS/NMT Pattern from a single selected day by simply clicking on the [x] located within the ADS/NMT Pattern name.

Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
**Manage ADS/NMT Calendars**  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA  
SPA

**ADS Calendar: October 2010**  
Instructions:  
Click on a blank day to apply an ADS pattern to.  
Click on an ADS pattern to view the details.

[Apply ADS Pattern to Calendar Days](#) | [Remove ADS Patterns](#)

◀ ▶ today 10-October 2010 change month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 Supported Employment [X]	28	29 Supported Employment [X]	30	1 Supported Employment [X]	2
3	4 Supported Employment [X]	5	6 Supported Employment [X]	7	8 Supported Employment [X]	9



...  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
**Manage ADS/NMT Calendars**  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA  
SPA

**ADS Calendar: October 2010**  
Instructions:  
Click on a blank day to apply an ADS pattern to.  
Click on an ADS pattern to view the details.

[Apply ADS Pattern to Calendar Days](#) | [Remove ADS Patterns](#)

◀ ▶ today 10-October 2010 change month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 Supported Employment [X]	28	29 Supported Employment [X]	30	1 Supported Employment [X]	2
3	4 Supported Employment [X]	5		7	8 Supported Employment [X]	9



# Technical Guide Medicaid Services System (MSS) Application

And in the third, the User can remove ADS/NMT Patterns from entire weeks, months or a series of months by using the Remove ADS Pattern link. This link is located in the upper right hand corner of the screen.

The screenshot shows the MSS application interface. On the left is a navigation menu with options like Home, PA, CPT, and SPA. The main content area displays site information for '100 ABC Street' and 'JENNIFER17 Driftwood17'. Below this is the 'ADS Calendar: October 2010' with instructions to click on a blank day to apply a pattern. A calendar grid shows dates from 26 to 9. A 'Remove ADS Patterns' link is located in the top right of the calendar area, with a red arrow pointing to it.

After clicking on the Remove ADS Pattern link, the User enters the Start Date and End Date for the period of time they wish to remove ADS/NMT Patterns from the ADS/NMT Calendar.

This screenshot shows the same MSS application interface, but with a modal dialog box open. The dialog box is titled 'Remove ADS Patterns From Calendar' and contains fields for 'Start Date' (10/01/2010) and 'End Date' (10/15/2010), along with a 'Remove' button. A red arrow points to the 'Start Date' field. The background calendar is dimmed.

# Technical Guide Medicaid Services System (MSS) Application

- Manage PA
- CPT**
- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars**
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services
  - For Multiple Individuals
  - For One Individual
- Manage Cost Projections
- PA**
- Manage Individual PA
- SPA**
- Service Payment Authorization
- DRA**
- REPORTS**

## ADS Calendar: **October 2010**

Instructions:  
Click on a blank day to apply an ADS pattern to.  
Click on an ADS pattern to view the details.

[Apply ADS Pattern to Calendar Days](#) | [Remove ADS Patterns](#)

◀ ▶ today		10-October 2010		change		month	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27 Supported Employment [X]	28	29 Supported Employment [X]	30	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18 Supported Employment [X]	19	20 Supported Employment [X]	21	22 Supported Employment [X]	23	

A User can navigate within the Manage ADS/NMT Calendar portion of the CPT in a variety of ways. The first method is by utilizing the month/year drop down boxes located in the middle of the page.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

## Medicaid Services System (MSS) - Manage ADS Calendar for Individual

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin

[SUPPORT](#) | [PRINT](#)

[Help Administration](#) | [Help?](#)

### Home

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

### PA

Manage PA

### CPT

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars**
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services
  - For Multiple Individuals

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**JENNIFER17 Driftwood17** [Change](#)      DODD #: 8002161      Medicaid #: xxxxxxx11087

Waiver: 9/1/2010 - 8/31/2011 [Change](#)      Type: I/O      Status: ENRL      [Budget Summary](#)

## ADS Calendar: **October 2010**

Instructions:  
Click on a blank day to apply an ADS pattern to.  
Click on an ADS pattern to view the details.



[Apply ADS Pattern to Calendar Days](#) | [Remove ADS Patterns](#)

◀ ▶ today		10-October 2010		change		month	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27 Supported Employment [X]	28	29 Supported Employment [X]	30	1 Supported Employment [X]	2	

# Technical Guide Medicaid Services System (MSS) Application

By changing the month and/or year and then clicking on the **Change** button, the User can move one month, or many months forward/backward within the ADS/NMT Calendar.

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
**Manage ADS/NMT Calendars**  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual

...

Manage PA  
Manage Individual PA

**ADS Calendar: October 2010**

Instructions:  
Click on a blank day to apply an ADS pattern to.  
Click on an ADS pattern to view the details.

[Apply ADS Pattern to Calendar Days](#) | [Remove ADS Patterns](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 Supported Employment [X]	28	29 Supported Employment [X]	30	1 Supported Employment [X]	2

Manage PA  
Manage Individual PA

**ADS Calendar: January 2011**

Instructions:  
Click on a blank day to apply an ADS pattern to.  
Click on an ADS pattern to view the details.

[Apply ADS Pattern to Calendar Days](#) | [Remove ADS Patterns](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 Supported Employment [X]	28	29 Supported Employment [X]	30	31 Supported Employment [X]	1
2	3 Supported Employment [X]	4	5 Supported Employment [X]	6	7 Supported Employment [X]	8

The second method is clicking on the forward **arrow** button/backward **arrow** button located on the left hand side of the screen. This allows the User to move forward/backward in one month intervals.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
**Manage ADS/NMT Calendars**  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

PA  
Manage Individual PA

SPA  
Service Payment Authorization

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**JENNIFER17 Driftwood17**    [Change](#)    DODD #: 6002161    Medicaid #: xxxxxxx11087

Waiver: 9/1/2010 - 8/31/2011    [Change](#)    Type: I/O    Status: ENRL    [Budget Summary](#)

**ADS Calendar: January 2011**

Instructions:  
Click on a blank day to apply an ADS pattern to.  
Click on an ADS pattern to view the details.

[Apply ADS Pattern to Calendar Days](#) | [Remove ADS Patterns](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 Supported Employment [X]	28	29 Supported Employment [X]	30	31 Supported Employment [X]	1
2	3 Supported Employment [X]	4	5 Supported Employment [X]	6	7 Supported Employment [X]	8

# Technical Guide Medicaid Services System (MSS) Application

In the example below, the User clicked on the back **arrow** button to look at the month of December 2010.

Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Pa  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual

**ADS Calendar: December 2010**  
Instructions:  
Click on a blank day to apply an ADS pattern to.  
Click on an ADS pattern to view the details.

[Apply ADS Pattern to Calendar Days](#) | [Remove ADS Patterns](#)

12-December 2010 change month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
	Supported Employment [X]		Supported Employment [X]		Supported Employment [X]	

At any point in time, if a User ever wishes to go to current day's date, they would click on the **today** button located to the right of the left/right **arrow** buttons.

PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual

**ADS Calendar: May 2013**  
Instructions:  
Click on a blank day to apply an ADS pattern to.  
Click on an ADS pattern to view the details.

[Apply ADS Pattern to Calendar Days](#) | [Remove ADS Patterns](#)

5-May 2013 change month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4

Within the ADS/NMT Calendar the **month** button does not change the User's view. Unlike the **month** button/**day** button located in the HPC Calendar portion of the MSS application, there is no ability to change the view between month and day in the ADS/NMT Calendar.

# Technical Guide Medicaid Services System (MSS) Application

## Section 8: Manage Unscheduled ADS/NMT

*Please note:* The User has the option of entering an individual(s)' ADS/NMT services into a CPT via the Manage ADS/NMT Patterns & Manage ADS/NMT Calendar, via the Manage Unscheduled ADS/NMT, or a combination of both. Many county boards have adopted a protocol that determines which method the User will be required to enter an individual(s)' ADS/NMT services into a CPT.

The User simply completes single line entries to identify those ADWS/NMT services that the team has identified need to be delivered by the ADWS provider. This would include Adult Day Support, Vocational Habilitation, Adult Day/Vocational Habilitation (Combo), Supported Employment Enclave (SEE), Supported Employment Community (SEC), and Non-medical transportation.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Unscheduled ADS/NMT Home**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT  
[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**JENNIFER17 Driftwood17** [Change](#) DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

**Manage Unscheduled ADS:** [Add Unscheduled ADS](#)

Provider Name:	Service:	County:	#Units:	Dates:	Total Units:
					Total: 0

**Manage Unscheduled NMT:** [Add Unscheduled NMT](#)

Provider Name:	County:	Unit Type:	#Units:	Dates:	Total Units:
					Total: 0

The first step in completing an entry requires the User to click on the [Add Unscheduled ADS](#) link.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Unscheduled ADS/NMT Home**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT  
[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**JENNIFER17 Driftwood17** [Change](#) DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

**Manage Unscheduled ADS:** [Add Unscheduled ADS](#)

Provider Name:	Service:	County:	#Units:	Dates:	Total Units:
					Total: 0

**Manage Unscheduled NMT:** [Add Unscheduled NMT](#)

Provider Name:	County:	Unit Type:	#Units:	Dates:	Total Units:
					Total: 0

# Technical Guide Medicaid Services System (MSS) Application

The User will then select from the drop down options of each field identified to complete the Unscheduled ADS service(s).

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:  
Select a Frequency: [ ] [ ] [ ]  
Service Provider: Select a Provider [ ]  
Service Sub Category: Please Select [ ]  
County of Service Delivery: SANDUSKY [ ]  
Service Unit Type: 15 minute  
Selected Service:  
**No Service Found for the Given Waiver Type and Dates**  
# Units: [ ]  
Total # Units: 0  
[ Save ] [ Cancel ] [ Save & Continue To NMT --> ]

Those fields include the following: (1) Frequency, (2) Start Date, (3) End Date:

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:  
Span (Entered on Right) [ ] 07/01/2011 [ ] 08/31/2011 [ ]  
Select a Frequency [ ]  
Day [ ] Select a Provider [ ]  
Month [ ] Please Select [ ]  
Week [ ] y: SANDUSKY [ ]  
Service Unit Type: 15 minute  
Selected Service:  
**No Service Found for the Given Waiver Type and Dates**

(4) Service Provider

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:  
Span (Entered on Right) [ ] 07/01/2011 [ ] 08/31/2011 [ ]  
Service Provider: Select a Provider [ ]  
Service Sub Category: Select a Provider [ ]  
County of Service Delivery: SANDUSKY [ ]  
Service Unit Type: 15 minute  
Selected Service:  
**No Service Found for the Given Waiver Type and Dates**

# Technical Guide Medicaid Services System (MSS) Application

## (5) Service Sub Category

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:  
Span (Entered on Right) 07/01/2011 08/31/2011

Service Provider: SANDUSKY CO BD DD  
Service Sub Category: Please Select  
County of Service Delivery: Please Select  
Service Unit Type: Adult Day Support  
Adult Day Support - Contract with ODA  
Adult Day/Voc Hab Combo  
Supported Employment - Community  
Supported Employment - Enclave  
Vocational Habilitation

No Service F...  
ites

(6) County of Service Delivery: This will automatically default to the individual's county of residence, which for Jennifer17 Driftwood17 is Sandusky. If the individual is receiving Adult Services in another county, the User will need click on the drop down arrow located next to the county of service delivery to select the county where the service will actually be provided.

App-MSS  
Logout  
Hello MSSUSER17. You have 0 new notifications.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Edit Unscheduled Services**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:  
Span (Entered on Right) 07/01/2011 08/31/2011

Service Provider: SANDUSKY CO BD DD  
Service Sub Category: Please Select  
County of Service Delivery: SANDUSKY  
Service Unit Type: 15 minute

Selected Service: Vocational Habilitation - 15 minute unit - AVF (Group A)

(7) Service Unit Type: This field always defaults to 15 minute regardless of the ADWS selected under Service Sub Category.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:  
Span (Entered on Right) 07/01/2011 08/31/2011

Service Provider: SANDUSKY CO BD DD  
Service Sub Category: Vocational Habilitation  
County of Service Delivery: SANDUSKY  
Service Unit Type: 15 minute

Selected Service: Vocational Habilitation - 15 minute unit - AVF (Group A)

# Technical Guide Medicaid Services System (MSS) Application

(8) # Units: This should be the total number of units anticipated to be used by the Individual for the span identified under the Service Frequency/State Date/End Date entry.

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services
- For Multiple Individuals
- For One Individual
- Manage Cost Projections

Site Name: <b>100 ABC Street</b>		Effective Date: 9/1/2010	End Date: 12/31/9999
Manage: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>			
<b>JENNIFER17 Driftwood17</b>		DODD #: 6002161	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011		Type: I/O	Status: ENRL
<a href="#">Budget Summary</a>			

Service Frequency:	Start Date:	End Date:
Span (Entered on Right) ▼	07/01/2011 <input type="text"/>	08/31/2011 <input type="text"/>

Service Provider:	SANDUSKY CO BD DD ▼
Service Sub Category:	Vocational Habilitation ▼
County of Service Delivery:	SANDUSKY ▼
Service Unit Type:	15 minute

Selected Service:  
Vocational Habilitation - 15 minute unit - AVF (Group A)

# Units:	<input style="width: 100px;" type="text" value="3000"/>	<input type="button" value="Save"/>
FY:	2012	# Units:
Total # Units:	3000	

After entering the # Units, the User has the option of either clicking on the **Save** button which then saves the entry or the User can click on the **Save & Continue to NMT** button. This not only saves the Unscheduled ADS entry, but automatically opens the Add Unscheduled NMT field. For the purposes of this example, the **Save** button was clicked and the completed Unscheduled ADS entry can be viewed.

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services

Site Name: <b>100 ABC Street</b>		Effective Date: 9/1/2010	End Date: 12/31/9999
Manage: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>			
<b>JENNIFER17 Driftwood17</b>		DODD #: 6002161	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011		Type: I/O	Status: ENRL
<a href="#">Budget Summary</a>			

**Manage Unscheduled ADS:** [Add Unscheduled ADS](#)

	Provider Name:	Service:	County:	#Units:	Dates:	Total Units:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	SANDUSKY CO BD DD	Vocational Habilitation	SANDUSKY	3000 / SPAN	07/01/2011-08/31/2011	3000
<b>Total:</b>						<b>3000</b>

**Manage Unscheduled NMT:** [Add Unscheduled NMT](#)

	Provider Name:	County:	Unit Type:	#Units:	Dates:	Total Units:
<b>Total:</b>						<b>0</b>

If there are changes to any of the elements identified with the Unscheduled ADS service needed, the User would click on the Edit Details link to make the required changes.

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar

Site Name: <b>100 ABC Street</b>		Effective Date: 9/1/2010	End Date: 12/31/9999
Manage: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>			
<b>JENNIFER17 Driftwood17</b>		DODD #: 6002161	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011		Type: I/O	Status: ENRL
<a href="#">Budget Summary</a>			

**Manage Unscheduled ADS:** [Add Unscheduled ADS](#)

	Provider Name:	Service:	County:	#Units:	Dates:	Total Units:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	SANDUSKY CO BD DD	Vocational Habilitation	SANDUSKY	3000 / SPAN	07/01/2011-08/31/2011	3000
<b>Total:</b>						<b>3000</b>

# Technical Guide Medicaid Services System (MSS) Application

If the User wishes to “delete” the Unscheduled ADS service, they simply click on the Remove link.

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar

Site Name: <b>100 ABC Street</b>		Effective Date: 9/1/2010	End Date: 12/31/9999
Manage: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>			
<b>JENNIFER17 Driftwood17</b> <a href="#">Change</a>		DODD #: 6002181	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011 <a href="#">Change</a>		Type: I/O	Status: ENRL <a href="#">Budget Summary</a>

**Manage Unscheduled ADS:** [Add Unscheduled ADS](#)

	Provider Name:	Service:	County:	#Units:	Dates:	Total Units:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	SANDUSKY BD DD	Vocational Habilitation	SANDUSKY	3000 / SPAN	07/01/2011-08/31/2011	3000
<b>Total:</b>						<b>3000</b>

The User can now add the NMT service, if applicable, by clicking on the Add Unscheduled NMT link.

Search for Site by Person

Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT
- Manage Unscheduled

<b>JENNIFER17 Driftwood17</b> <a href="#">Change</a>		DODD #: 6002181	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011 <a href="#">Change</a>		Type: I/O	Status: ENRL <a href="#">Budget Summary</a>

**Manage Unscheduled ADS:** [Add Unscheduled ADS](#)

	Provider Name:	Service:	County:	#Units:	Dates:	Total Units:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	SANDUSKY CO BD DD	Vocational Habilitation	SANDUSKY	3000 / SPAN	07/01/2011-08/31/2011	3000
<b>Total:</b>						<b>3000</b>

**Manage Unscheduled NMT:** [Add Unscheduled NMT](#)

	Provider Name:	County:	Unit Type:	#Units:	Dates:	Total Units:
<b>Total:</b>						<b>0</b>

As with completing the ADS service single line entry, the User will then select from the drop down options of each field identified to complete the Unscheduled NMT service.

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services
  - For Multiple Individuals
  - For One Individual
- Manage Cost Projections

**PA**

- Manage Individual PA

**SPA**

- Service Payment Authorization

**DRA**

**REPORTS**

Site Name: <b>100 ABC Street</b>		Effective Date: 9/1/2010	End Date: 12/31/9999
Manage: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>			
<b>JENNIFER17 Driftwood17</b>		DODD #: 6002181	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011		Type: I/O	Status: ENRL <a href="#">Budget Summary</a>

Service Frequency:	Start Date:	End Date:
Select a Frequency <input type="button" value="v"/>	<input type="text" value=""/>	<input type="text" value=""/>

Provider:	Please Select <input type="button" value="v"/>
CODB County:	SANDUSKY <input type="button" value="v"/>
Unit Type:	1 Way Trip <input type="button" value="v"/>
Vehicle Type:	Please Select <input type="button" value="v"/>
# One Way Trips:	<input type="text" value=""/>

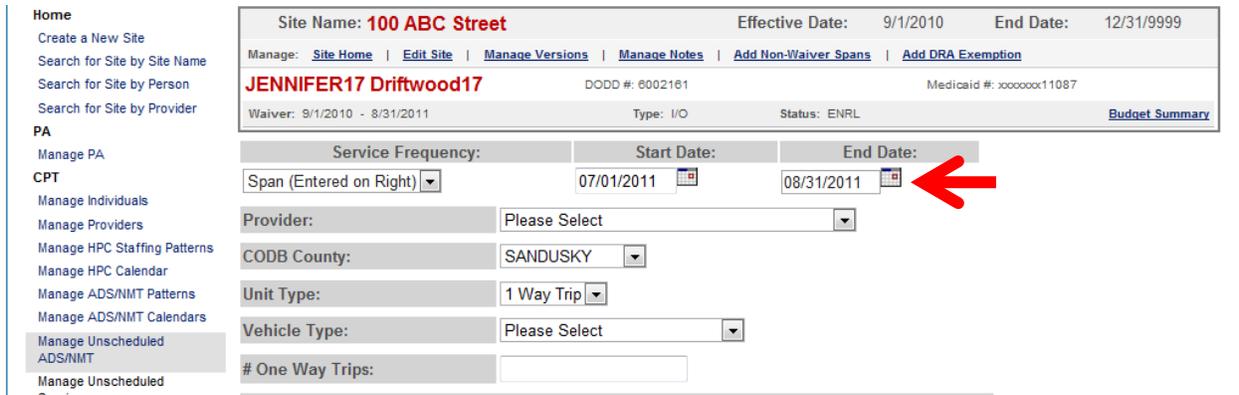
Selected Service:

**No Service Found for the Given Waiver Type and Dates**

Total # Units:

# Technical Guide Medicaid Services System (MSS) Application

Those fields include the following: (1) Frequency, (2) Start Date, (3) End Date. If the frequency of "Span" is selected, the User must break the assigned time period by the fiscal year (i.e. waiver span start date to 06/30/2011, and 07/01/2011 to waiver span end date)



Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled

Site Name: <b>100 ABC Street</b>	Effective Date: 9/1/2010	End Date: 12/31/9999
Management: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>		
<b>JENNIFER17 Driftwood17</b>	DODD #: 6002161	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011	Type: I/O	Status: ENRL
<a href="#">Budget Summary</a>		

Service Frequency:  Start Date:  End Date:

Span (Entered on Right)  07/01/2011  08/31/2011

Provider:  Please Select

CODB County:  SANDUSKY

Unit Type:  1 Way Trip

Vehicle Type:  Please Select

# One Way Trips:

## (4) Service Provider



Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled

Site Name: <b>100 ABC Street</b>	Effective Date: 9/1/2010	End Date: 12/31/9999
Management: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>		
<b>JENNIFER17 Driftwood17</b>	DODD #: 6002161	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011	Type: I/O	Status: ENRL
<a href="#">Budget Summary</a>		

Service Frequency:  Start Date:  End Date:

Span (Entered on Right)  07/01/2011  08/31/2011

Provider:  Please Select

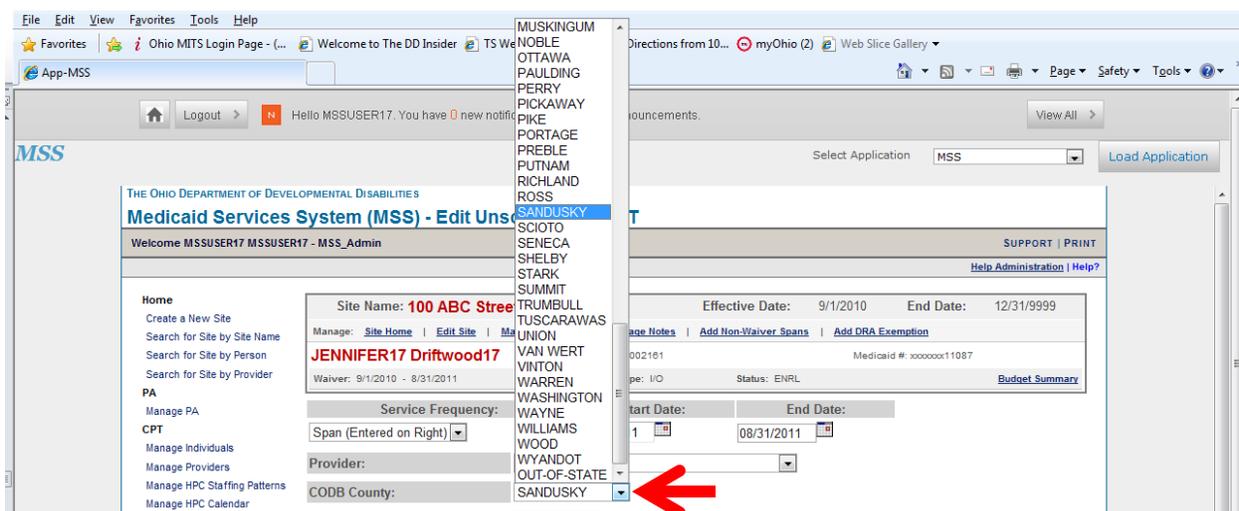
CODB County:  Please Select

Unit Type:  CHAMPAIGN RESIDENTIAL SERVICES, INC.

Vehicle Type:  JOYCE CARROTHERS

# One Way Trips:

(5) COBD County: This will automatically default to the individual's county of residence, which for Jennifer17 Driftwood17 is Sandusky. If the individual is receiving NMT in another county, the User will need to click on the drop down arrow located next to the county of service delivery to select the county where the service will actually be provided.



File Edit View Favorites Tools Help

Ohio MITS Login Page - (...) Welcome to The DD Insider TS We

App-MSS

Logout Hello MSSUSER17. You have 0 new notifications.

MSS

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

Medicaid Services System (MSS) - Edit Unscheduled

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar

Site Name: <b>100 ABC Street</b>	Effective Date: 9/1/2010	End Date: 12/31/9999
Management: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>		
<b>JENNIFER17 Driftwood17</b>	DODD #: 6002161	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011	Type: I/O	Status: ENRL
<a href="#">Budget Summary</a>		

Service Frequency:  Start Date:  End Date:

Span (Entered on Right)  1  08/31/2011

Provider:  Please Select

COBD County:  SANDUSKY

# Technical Guide Medicaid Services System (MSS) Application

(6) Unit Type will either be: (a) 1 Way Trip when the provider is delivering Per Trip NMT or (b) Mile when the provider is delivering Per Mile NMT.

The screenshot shows the MSS application interface. The left sidebar contains navigation options: Home, PA, CPT, and Manage Unscheduled ADS/NMT. The main content area displays site information for '100 ABC Street' and provider 'JENNIFER17 Driftwood17'. The 'Unit Type' dropdown menu is open, showing '1 Way Trip' and 'Mile' options. A red arrow points to the 'Mile' option.

(7) Vehicle Type will either be: (a) Vehicle when the provider is either using car/van or a modified vehicle or (b) Taxi/Livery or Commercial Bus when the provider is a public bus system (i.e. COTA, RTA, etc.) or commercial taxi company (i.e. Yellow Cab).

The screenshot shows the MSS application interface. The left sidebar contains navigation options: Home, PA, CPT, and Manage Unscheduled ADS/NMT. The main content area displays site information for '100 ABC Street' and provider 'JENNIFER17 Driftwood17'. The 'Vehicle Type' dropdown menu is open, showing 'Please Select', 'Please Select', 'Taxi/Livery or Commercial Bus', and 'Vehicle' options. A red arrow points to the 'Vehicle' option. Below the form, a red message reads: 'No Service Found for the Given Waiver Type and Dates'.

(8) # One Way Trips: This should be the total number of one way trips anticipated to be used by the Individual for the span identified under the Service Frequency/State Date/End Date entry.

The screenshot shows the MSS application interface. The left sidebar contains navigation options: Home, PA, CPT, and Manage Unscheduled ADS/NMT. The main content area displays site information for '100 ABC Street' and provider 'JENNIFER17 Driftwood17'. The '# One Way Trips' field is set to '240'. A red arrow points to the '240' value. Below the form, a red message reads: 'Non-Medical Transportation - One-way trip - Eligible vehicle - ATB'. At the bottom, the 'Total # Units' is shown as '240' for FY 2012.

# Technical Guide Medicaid Services System (MSS) Application

After entering the # Units, the User clicks on the **Save** button which then saves the entry.

**Home**

Create a New Site

Search for Site by Site Name

Search for Site by Person

Search for Site by Provider

**PA**

Manage PA

**CPT**

Manage Individuals

Manage Providers

Manage HPC Staffing Patterns

Manage HPC Calendar

Manage ADS/NMT Patterns

Manage ADS/NMT Calendars

**Manage Unscheduled ADS/NMT**

Manage Unscheduled Services

-For Multiple Individuals

-For One Individual

Site Name: <b>100 ABC Street</b>		Effective Date: 9/1/2010	End Date: 12/31/9999
Manage: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>			
<b>JENNIFER17 Driftwood17</b> <a href="#">Change</a>		DODD #: 6002161	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011 <a href="#">Change</a>		Type: I/O	Status: ENRL <a href="#">Budget Summary</a>

**Manage Unscheduled ADS:** [Add Unscheduled ADS](#)

	Provider Name:	Service:	County:	#Units:	Dates:	Total Units:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	SANDUSKY CO BD DD	Vocational Habilitation	SANDUSKY	3000 / SPAN	07/01/2011-08/31/2011	3000
<b>Total:</b>						<b>3000</b>

**Manage Unscheduled NMT:** [Add Unscheduled NMT](#)

	Provider Name:	County:	Unit Type:	#Units:	Dates:	Total Units:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	SANDUSKY CO BD DD	SANDUSKY	1 Way Trip	240 / SPAN	07/01/2011-08/31/2011	240
<b>Total:</b>						<b>240</b>

As with Unscheduled ADS, if there are changes to any of the elements identified with the Unscheduled NMT service needed, the User would click on the [Edit Details](#) link to make the required changes.

**Home**

Create a New Site

Search for Site by Site Name

Search for Site by Person

Search for Site by Provider

**PA**

Manage PA

**CPT**

Manage Individuals

Manage Providers

Manage HPC Staffing Patterns

Manage HPC Calendar

Manage ADS/NMT Patterns

Manage ADS/NMT Calendars

**Manage Unscheduled ADS/NMT**

Manage Unscheduled Services

-For Multiple Individuals

-For One Individual

Site Name: <b>100 ABC Street</b>		Effective Date: 9/1/2010	End Date: 12/31/9999
Manage: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>			
<b>JENNIFER17 Driftwood17</b> <a href="#">Change</a>		DODD #: 6002161	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011 <a href="#">Change</a>		Type: I/O	Status: ENRL <a href="#">Budget Summary</a>

**Manage Unscheduled ADS:** [Add Unscheduled ADS](#)

	Provider Name:	Service:	County:	#Units:	Dates:	Total Units:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	SANDUSKY CO BD DD	Vocational Habilitation	SANDUSKY	3000 / SPAN	07/01/2011-08/31/2011	3000
<b>Total:</b>						<b>3000</b>

**Manage Unscheduled NMT:** [Add Unscheduled NMT](#)

	Provider Name:	County:	Unit Type:	#Units:	Dates:	Total Units:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	SANDUSKY CO BD DD	SANDUSKY	1 Way Trip	240 / SPAN	07/01/2011-08/31/2011	240
<b>Total:</b>						<b>240</b>

If the User wishes to “delete” the Unscheduled ADS service, they simply click on the [Remove](#) link.

Search for Site by Person

Search for Site by Provider

**PA**

Manage PA

**CPT**

Manage Individuals

Manage Providers

Manage HPC Staffing Patterns

Manage HPC Calendar

Manage ADS/NMT Patterns

Manage ADS/NMT Calendars

**Manage Unscheduled ADS/NMT**

Manage Unscheduled Services

-For Multiple Individuals

-For One Individual

Manage Cost Projections

<b>JENNIFER17 Driftwood17</b> <a href="#">Change</a>		DODD #: 6002161	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011 <a href="#">Change</a>		Type: I/O	Status: ENRL <a href="#">Budget Summary</a>

**Manage Unscheduled ADS:** [Add Unscheduled ADS](#)

	Provider Name:	Service:	County:	#Units:	Dates:	Total Units:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	SANDUSKY CO BD DD	Vocational Habilitation	SANDUSKY	3000 / SPAN	07/01/2011-08/31/2011	3000
<b>Total:</b>						<b>3000</b>

**Manage Unscheduled NMT:** [Add Unscheduled NMT](#)

	Provider Name:	County:	Unit Type:	#Units:	Dates:	Total Units:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	SANDUSKY DD	SANDUSKY	1 Way Trip	240 / SPAN	07/01/2011-08/31/2011	240
<b>Total:</b>						<b>240</b>

# Technical Guide Medicaid Services System (MSS) Application

## Section 9: Manage Unscheduled Services

All other services that an individual receives are entered by the User under the Manage Unscheduled Services portion of MSS. This would include services such as H/PC transportation, Adaptive & Assistive Equipment, Environmental Accessibility Adaptations, Remote Monitoring Equipment, Personal Emergency Response System - Installation (LV1), Personal Emergency Response System - Maintenance (LV1), Supported Employment – Equipment and/or Modification, Adult Foster Care, Residential Respite, Home Delivered Meals, and Social Work/Counseling Services.

Services may be entered using one of two methods. The first method allows the User to add services for multiple individuals who require the same service(s). Only the following services can be added to an individual's CPT via this method: Homemaker/Personal Care – Emergency (LV1), Homemaker/Personal Care – On-Site/On-Call, Homemaker/Personal Care – On-Site/On-Call – Emergency (LV1), Homemaker/Personal Care – Routine, HPC Transportation, and HPC Transportation – Emergency (LV1).

The first step in completing an entry requires the User to click on the For Multiple Individuals link.

Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

➔

-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

**PA**  
Manage Individual PA

**SPA**  
Service Payment Authorization

**DRA**

**REPORTS**

### Bulk Unscheduled Services

Service Frequency:

Start Date:

End Date:

Service Provider:

Service Sub Category:

County of Service Delivery:

Reason:

Service Ratio:

Default Units:

[Add](#)

Row Id	Provider	Service Sub Category	County	Ratio	Default Units	Freq
No data available.						

---

**JENNIFER17 Driftwood17**      Waiver Span: 9/1/2010 - 8/31/2011      Waiver Type: I/O

Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages
No data available.									

**JENNIFER17 Driftwood17**      Waiver Span: 9/1/2011 - 8/31/2012      Waiver Type: I/O

Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages
No data available.									

**JANICE17 Kaster17**      Waiver Span: 6/1/2010 - 5/31/2011      Waiver Type: I/O

Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages
No data available.									

[Glossary](#)

# Technical Guide Medicaid Services System (MSS) Application

The User will then complete the unscheduled service(s) by selecting from the drop down options of each field identified.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) -**  
 Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT  
[Help Administration](#) | [Help?](#)

**Home**  
 Create a New Site  
 Search for Site by Site Name  
 Search for Site by Person  
 Search for Site by Provider

**PA**  
 Manage PA

**CPT**  
 Manage Individuals  
 Manage Providers  
 Manage HPC Staffing Patterns  
 Manage HPC Calendar  
 Manage ADS/NMT Patterns  
 Manage ADS/NMT Calendars  
 Manage Unscheduled ADS/NMT  
 Manage Unscheduled Services  
 -For Multiple Individuals  
 -For One Individual  
 Manage Cost Projections

**PA**  
 Manage Individual PA

**SPA**

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999  
 Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

### Bulk Unscheduled Services

Service Frequency:      Start Date:      End Date:

Select a Frequency           

Service Provider:      Select a Provider

Service Sub Category:      Select an option above

County of Service Delivery:      SANDUSKY

Reason:      Select a Reason

Service Ratio:      Select a service ratio

Default Units:            [Add](#)

Row Id	Provider	Service Sub Category	County	Ratio	Default Units	Freq
<i>No data available.</i>						

Those fields include the following: (1) Frequency, (2) Start Date, (3) End Date:

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999  
 Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

### Bulk Unscheduled Services

Service Frequency:      Start Date:      End Date:

Month      09/01/2010      08/31/2011

Select a Frequency      Select a Provider

Month      Select an option above

Span (Entered on Right)      SANDUSKY

Week      Reason:      Select a Reason

Service Ratio:      Select a service ratio

Default Units:            [Add](#)

Row Id	Provider	Service Sub Category	County	Ratio	Default Units	Freq
--------	----------	----------------------	--------	-------	---------------	------

(4) Service Provider

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999  
 Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

### Bulk Unscheduled Services

Service Frequency:      Start Date:      End Date:

Month      09/01/2010      08/31/2011

Service Provider:      Select a Provider

Service Sub Category:      CHAMPAGNE RESIDENTIAL SERVICES, INC.

County of Service Delivery:      JOYCE CARROTHERS RECREATION UNLIMITED FARM & FUN SANDUSKY CO BO DD

Reason:      UNITED DISABILITY SERVICES, INC.

Service Ratio:      Select a service ratio

Default Units:            [Add](#)

# Technical Guide Medicaid Services System (MSS) Application

## (5) Service Sub Category

Home

Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA

Manage PA

CPT

Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

PA

Manage Individual PA

SPA

Service Payment Authorization

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

### Bulk Unscheduled Services

Service Frequency:	Start Date:	End Date:
Month	09/01/2010	08/31/2011
Service Provider:	CHAMPAIGN RESIDENTIAL SERVICES, INC.	
Service Sub Category:	Select a Sub Category	
County of Service Delivery:	Select a Sub Category	
Reason:	Homemaker/Personal Care - Emergency (LV1) Homemaker/Personal Care - On-Site/On-Call Homemaker/Personal Care - On-Site/On-Call - Emergency (LV1) Homemaker/Personal Care - Routine	
Service Ratio:	HPC Transportation	
Default Units:	HPC Transportation - Emergency (LV1)	

Row Id	Provider	Service Sub Category	County	Ratio	Default Units	Freq
<i>No data available.</i>						

(6) County of Service Delivery: This will automatically default to the individual's county of residence, which for Jennifer17 Driftwood17 is Sandusky. If the individual is receiving HPC Transportation in another county, the User will need click on the drop down arrow located next to the county of service delivery to select the county where the service will actually be provided.

App-MSS

Logout

Hello MSSUSER17. You have 0 new notifications and 0 new messages.

MSS

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

## Medicaid Services System (MSS) -

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin

Home

Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA

Manage PA

CPT

Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#)

### Bulk Unscheduled Services

Service Frequency:	Start Date:	End Date:
Month	09/01/2010	08/31/2011
Service Provider:	CHAMPAIGN RESIDENTIAL SERVICES, INC.	
Service Sub Category:	Select a Service Ratio	
County of Service Delivery:	SANDUSKY	
Service Ratio:	Select a Service Ratio	
Default Units:		

Row Id	Provider	Service Sub Category	County	Ratio	Default Units	Freq
<i>No data available.</i>						

# Technical Guide Medicaid Services System (MSS) Application

(7) Service Ratio: This identifies at what ratio (e.g. #staff: #individuals) the individual will receive this service.

Home Administration | Help?

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

### Bulk Unscheduled Services

Service Frequency: Start Date: End Date:  
Month 09/01/2010 08/31/2011

Service Provider: CHAMPAIGN RESIDENTIAL SERVICES, INC.

Service Sub Category: HPC Transportation

County of Service Delivery: SANDUSKY

Service Ratio: 1:1 (selected) | 1:2 | 1:3 | 1:4

Default Units: Add

Row Id	Provider	Service Sub Category	County	Ratio	Default Units	Freq
No data available.						

(8) Default Units: This represents the amount of service that the individual is to receive. The type of Default Units will depend on the Service Sub Category. In this example, the Service Sub Category is HPC Transportation, so the Default Units will reflect the amount of mileage.

Home Administration | Help?

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

### Bulk Unscheduled Services

Service Frequency: Start Date: End Date:  
Month 09/01/2010 08/31/2011

Service Provider: CHAMPAIGN RESIDENTIAL SERVICES, INC.

Service Sub Category: HPC Transportation

County of Service Delivery: SANDUSKY

Service Ratio: 1:1

Default Units: 200 Add

Row Id	Provider	Service Sub Category	County	Ratio	Default Units	Freq
No data available.						

After entering the Default Units, the User clicks on the **Add** button which then “applies” the entry to all individuals associated with the site.

Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA

### Bulk Unscheduled Services

Service Frequency: Start Date: End Date:  
Month 09/01/2010 08/31/2011

Service Provider: CHAMPAIGN RESIDENTIAL SERVICES, INC.

Service Sub Category: HPC Transportation

County of Service Delivery: SANDUSKY

Service Ratio: 1:1

Default Units: 200 Add

# Technical Guide Medicaid Services System (MSS) Application

-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA  
SPA  
Service Payment Authorization  
DRA  
REPORTS

Row Id	Provider	Service Sub Category	County	Ratio	Default Units	Freq
1	CHAMPAIGN RESIDENTIAL SERVICES, INC.	HPC Transportation	SANDUSKY	1:1	200	Month

**JENNIFER17 Driftwood17** Waiver Span: 9/1/2010 - 8/31/2011 Waiver Type: I/O

Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages
1	<input type="checkbox"/>	9/1/2010 - 6/30/2011	Transportation - ATN	1:1		200	2011	1991	
1	<input type="checkbox"/>	7/1/2011 - 8/31/2011	Transportation - ATN	1:1		200	2012	407	

**JENNIFER17 Driftwood17** Waiver Span: 9/1/2011 - 8/31/2012 Waiver Type: I/O

Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages
1	<input type="checkbox"/>	9/1/2011 - 5/31/2011	Transportation - ATN	1:1		200	2011	1794	

**JANICE17 Kaster17** Waiver Span: 6/1/2010 - 5/31/2011 Waiver Type: I/O

Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages
1	<input type="checkbox"/>	9/1/2010 - 5/31/2011	Transportation - ATN	1:1		200	2011	1794	

**JANICE17 Kaster17** Waiver Span: 6/1/2011 - 5/31/2012 Waiver Type: I/O

Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages
1	<input type="checkbox"/>	6/1/2011 - 6/30/2011	Transportation - ATN	1:1		200	2011	197	
1	<input type="checkbox"/>	7/1/2011 - 8/31/2011	Transportation - ATN	1:1		200	2012	407	

Save Cancel

As with Unscheduled ADS, if there are changes to any of the elements identified with the Unscheduled Service needed, the User would click on the Edit link to make the required changes.

CPI  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

Select a Frequency: [Month] [09/01/2010] [08/31/2011]

Service Provider: [Select a Provider]  
Service Sub Category: [Select a Sub Category]  
County of Service Delivery: [SANDUSKY]  
Service Ratio: [Select a Service Ratio]  
Default Units: [ ] [Add]

Row Id	Provider	Service Sub Category	County	Ratio	Default Units	Freq
1	CHAMPAIGN RESIDENTIAL SERVICES, INC.	HPC Transportation	SANDUSKY	1:1	200	Month

Remove Edit

Once the User has made any changes to the details, the User then clicks on the Update link to “save” the changes.

CPI  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

Month [09/01/2010] [08/31/2011]

Service Provider: [CHAMPAIGN RESIDENTIAL SERVICES, INC.]  
Service Sub Category: [HPC Transportation]  
County of Service Delivery: [SANDUSKY]  
Service Ratio: [1:1]  
Default Units: [150] [Update] [Cancel]

Row Id	Provider	Service Sub Category	County	Ratio	Default Units	Freq
1	CHAMPAIGN RESIDENTIAL SERVICES, INC.	HPC Transportation	SANDUSKY	1:1	200	Month

# Technical Guide Medicaid Services System (MSS) Application

-For Multiple Individuals		Row Id	Provider	Service Sub Category	County	Ratio	Default Units	Freq	
-For One Individual		1	CHAMPAIGN RESIDENTIAL SERVICES, INC.	HPC Transportation	SANDUSKY	1:1	150	Month	
Manage Cost Projections		<a href="#">Remove</a>	<a href="#">Edit</a>						
PA									
Manage Individual PA									
SPA									
Service Payment Authorization									
DRA									
REPORTS									

JENNIFER17 Driftwood17		Waiver Span: 9/1/2010 - 8/31/2011				Waiver Type: I/O			
Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages
1	<input type="checkbox"/>	9/1/2010 - 6/30/2011	Transportation - ATN	1:1		150	2011	1494	
1	<input type="checkbox"/>	7/1/2011 - 8/31/2011	Transportation - ATN	1:1		150	2012	306	

JENNIFER17 Driftwood17		Waiver Span: 9/1/2011 - 8/31/2012				Waiver Type: I/O			
Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages

JANICE17 Kaster17		Waiver Span: 6/1/2010 - 5/31/2011				Waiver Type: I/O			
Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages
1	<input type="checkbox"/>	9/1/2010 - 5/31/2011	Transportation - ATN	1:1		150	2011	1346	

JANICE17 Kaster17		Waiver Span: 6/1/2011 - 5/31/2012				Waiver Type: I/O			
Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages
1	<input type="checkbox"/>	6/1/2011 - 6/30/2011	Transportation - ATN	1:1		150	2011	148	
1	<input type="checkbox"/>	7/1/2011 - 8/31/2011	Transportation - ATN	1:1		150	2012	306	



In the example, each individual is to receive HPC Transportation for 150 miles/month for their entire waiver span. If one of the individuals in the site actually receives HPC Transportation for 75 miles/month, then the User clicks a check in the box beside the service to “Remove” that service from the Service Span for that individual.

-For Multiple Individuals		Row Id	Provider	Service Sub Category	County	Ratio	Default Units	Freq
-For One Individual		1	CHAMPAIGN RESIDENTIAL SERVICES, INC.	HPC Transportation	SANDUSKY	1:1	150	Month
Manage Cost Projections		<a href="#">Remove</a>	<a href="#">Edit</a>					
PA								
Manage Individual PA								
SPA								
Service Payment Authorization								
DRA								
REPORTS								

JENNIFER17 Driftwood17		Waiver Span: 9/1/2010 - 8/31/2011				Waiver Type: I/O			
Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages
1	<input type="checkbox"/>	9/1/2010 - 6/30/2011	Transportation - ATN	1:1		150	2011	1494	
1	<input type="checkbox"/>	7/1/2011 - 8/31/2011	Transportation - ATN	1:1		150	2012	306	

JENNIFER17 Driftwood17		Waiver Span: 9/1/2011 - 8/31/2012				Waiver Type: I/O			
Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages

JANICE17 Kaster17		Waiver Span: 6/1/2010 - 5/31/2011				Waiver Type: I/O			
Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages
1	<input checked="" type="checkbox"/>	9/1/2010 - 5/31/2011	Transportation - ATN	1:1		150	2011	1346	

JANICE17 Kaster17		Waiver Span: 6/1/2011 - 5/31/2012				Waiver Type: I/O			
Id	Remove	Service Span	Service Name	Ratio	HPC Reason	Units/Frequency	Fiscal Year	Total Units	Messages
1	<input checked="" type="checkbox"/>	6/1/2011 - 6/30/2011	Transportation - ATN	1:1		150	2011	148	
1	<input checked="" type="checkbox"/>	7/1/2011 - 8/31/2011	Transportation - ATN	1:1		150	2012	306	



# Technical Guide Medicaid Services System (MSS) Application

When satisfied that the correct individuals in the CPT site have the correct service identified, the User simply clicks on the **Save** button to apply the service. Once the **Save** button has been selected, in order to view these “saved” details it will be necessary for the User to go into each individual’s Managed Unscheduled Service.

The screenshot displays the MSS application interface. On the left is a navigation menu with categories: Home, PA, CPT, and SPA. The main content area shows site information for '100 ABC Street' and individual details for 'JENNIFER17 Driftwood17'. Below this, there are three tabs: 'HPC & Transportation Services', 'Equipment/Modification Services', and 'Other Services'. The 'HPC & Transportation Services' tab is active, showing a 'Manage HPC Services' section with a table. The table has columns for Start Date, End Date, Provider Name, Ratio, Service, # Units, Total Units, and Reason. Two rows of data are visible, both for 'CHAMPAIGN RESIDENTIAL SERVICES, INC.' with a ratio of 1:1. A red arrow points to the left-hand navigation menu, and two red arrows point to the right-hand side of the table.

	Start Date:	End Date:	Provider Name:	Ratio:	Service:	# Units:	Total Units:	Reason:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	09/01/2010	06/30/2011	CHAMPAIGN RESIDENTIAL SERVICES, INC.	1:1	Transportation - ATN	150 / MO	1500	
<a href="#">Edit Details</a>   <a href="#">Remove</a>	07/01/2011	08/31/2011	CHAMPAIGN RESIDENTIAL SERVICES, INC.	1:1	Transportation - ATN	150 / MO	300	

The second method allows the User to add services based on each individual’s specific service needs via the Manage Unscheduled Services –For One Individual option. There are typically three “tabs” under the Manage Unscheduled Service of a CPT: *HPC & Transportation Services*, *Equipment/Modification Services*, and *Other Services*.

Within the *HPC & Transportation* tab, the User can add the following services to an individual’s CPT via the [Add a HPC Service](#) link: Homemaker Personal Care - Emergency (LV1), Homemaker Personal Care – On-Site/On-Call, Homemaker Personal Care – On-Site/On-Call Emergency (LV1), and Homemaker Personal Care-Routine. Additionally, under the [Add a Transportation Service](#) link, the User can add: HPC Transportation and HPC Transportation-Emergency (LV1). This allows the User to project costs for unscheduled HPC and HPC transportation services.

The first step in completing an entry requires the User to click on the [Add a HPC Service](#) link.

This screenshot is similar to the previous one but highlights the 'Add a HPC Service' link in the 'Manage HPC Services' section. A red arrow points to the 'Add a HPC Service' link on the right side of the table area. Another red arrow points to the 'HPC & Transportation Services' tab in the navigation area.

# Technical Guide Medicaid Services System (MSS) Application

The User will then select from the drop down options of each field identified to complete the Unscheduled HPC service(s).

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087

Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:

Select a Frequency: [ ] [ ] [ ]

Service Provider: Select a Provider

Service Sub Category: Select an option above

County of Service Delivery: SANDUSKY

Service Unit Type: Select an option above

Selected Service:

**No Service Found for the Given Waiver Type and Dates**

# Units: [ ] Total # Units: 0

[Add](#) [Cancel](#)

Those fields include the following: (1) Frequency, (2) Start Date, (3) End date

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087

Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:

Month: [ ] [ ] [ ]

Select a Frequency: [ ] [ ] [ ]

Service Provider: Select a Provider

Service Sub Category: Select an option above

County of Service Delivery: SANDUSKY

Service Unit Type: Select an option above

Selected Service:

**No Service Found for the Given Waiver Type and Dates**

# Units: [ ] Total # Units: 0

[Add](#) [Cancel](#)

(4) Service Provider

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087

Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:

Month: [ ] [ ] [ ]

Service Provider: UNITED DISABILITY SERVICES, INC.

Service Sub Category: Select a Provider

County of Service Delivery: CHAMPAIGN RESIDENTIAL SERVICES, INC.

Service Unit Type: JOYCE CARROTHERS  
RECREATION UNLIMITED FARM & FUN  
SANDUSKY CO BD DD  
UNITED DISABILITY SERVICES, INC.

Selected Service:

**No Service Found for the Given Waiver Type and Dates**

# Units: [ ] Total # Units: 0

[Add](#) [Cancel](#)

# Technical Guide Medicaid Services System (MSS) Application

## (5) Service Sub Category

The screenshot shows the MSS application interface. On the left is a navigation menu with options like Home, PA, CPT, and Manage Individuals. The main content area displays details for a site named '100 ABC Street' and an individual named 'JENNIFER17 Driftwood17'. The 'Service Sub Category' dropdown menu is open, showing options: 'Select a Sub Category', 'Homemaker/Personal Care - Emergency (LV1)', 'Homemaker/Personal Care - On-Site/On-Call', and 'Homemaker/Personal Care - Routine'. A red arrow points to the dropdown arrow. Below the menu, a message reads 'No Service Found for the Given Waiver Type and Dates'. The 'Service Unit Type' is set to '15 minute'.

(6) County of Service Delivery: This will automatically default to the individual's county of residence, which for Jennifer17 Driftwood17 is Sandusky. If the individual is receiving unscheduled HPC in another county, the User will need click on the drop down arrow located next to the county of service delivery to select the county where the service will actually be provided.

The screenshot shows the MSS application interface with a dropdown menu for 'County of Service Delivery' open. The menu lists various counties including MUSKINGUM, SANDUSKY, and others. A red arrow points to the dropdown arrow. The 'Service Sub Category' is set to 'Homemaker/Personal Care - Routine'.

(7) Service Unit Type: This only unit type available is 15 minutes regardless of the HPC Service selected under Service Sub Category.

The screenshot shows the MSS application interface. The 'Service Unit Type' dropdown menu is open, showing the option '15 minute'. A red arrow points to the dropdown arrow. The 'Service Sub Category' is set to 'Homemaker/Personal Care - Routine'.

# Technical Guide Medicaid Services System (MSS) Application

(8) Service Ratio: This identifies at what ratio (e.g. #staff: #individuals) the individual will receive this service.

The screenshot shows the MSS application interface. The user is logged in as MSSUSER17. The main content area displays the details for a service for JENNIFER17 Driftwood17 at Site Name: 100 ABC Street. The service is currently set to a frequency of 1:1. A dropdown menu for 'Service Ratio' is open, showing a list of ratios from 1:1 to 2:9. A red arrow points to the dropdown menu. Below the menu, a message reads 'No Service Found for the Given Waiver Type and Dates'. The 'Reason' dropdown is also visible, with 'Select a Reason' selected.

(9) Reason: This is the reason that additional HPC units are being authorized for the individual during the course of their waiver span. For our example, the User is authorizing unscheduled HPC as a back-up for day program closing that are not reflected under the Manage HPC Calendar portion of the application.

The screenshot shows the MSS application interface. The user is logged in as MSSUSER17. The main content area displays the details for a service for JENNIFER17 Driftwood17 at Site Name: 100 ABC Street. The service is currently set to a frequency of 1:1. A dropdown menu for 'Reason' is open, showing a list of reasons for authorizing additional HPC units. A red arrow points to the dropdown menu. The reasons listed are: 'Back-up HPC (day program absences)', 'HPC provided during transport', 'HPC provided on behalf of', 'Infrequent unscheduled services', 'Non-shared HPC services', 'Non-Shared HPC/OSOC services', 'Service need at the ratio when roommates are not present', 'Service needed intermittently due to illness/behavior', 'Services shared w/ individuals outside the site', and 'Services shared with an Adult Foster Care individual'.

# Technical Guide Medicaid Services System (MSS) Application

(10) Default Units: This represents the amount of service that the individual is to receive.

Month: 09/01/2010 to 08/31/2011

Service Provider: UNITED DISABILITY SERVICES, INC.

Service Sub Category: Homemaker/Personal Care - Routine

County of Service Delivery: SANDUSKY

Service Unit Type: 15 minute

Service Ratio: 1:1

Reason: Back-up HPC (day program absences)

Selected Service: Homemaker/Personal Care - 1 Staff - APC

# Units: 120

FY:	# Units:
2011	1200
2012	240

Add Cancel

After entering the # Units, the User clicks on the **Add** button which then saves the entry.

Home

Site Name: 100 ABC Street Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: Site Home | Edit Site | Manage Versions | Manage Notes | Add Non-Waiver Spans | Add DRA Exemption

JENNIFER17 Driftwood17 Change DODD #: 6002161 Medicaid #: xxxxxxx11087

Waiver: 9/1/2010 - 8/31/2011 Change Type: I/O Status: ENRL Budget Summary

HPC & Transportation Services Equipment/Modification Services Other Services

Manage HPC Services: Add a HPC Service

	Start Date:	End Date:	Provider Name:	Ratio:	Service:	# Units:	Total Units:	Reason:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	09/01/2010	08/31/2011	UNITED DISABILITY SERVICES, INC.	1:1	HPC	120 / MO	1440	Back-up HPC (day program absences)

As with Unscheduled ADS, if there are changes to any of the elements identified with the Unscheduled HPC/HPC Transportation service needed, the User would click on the Edit Details link to make the required changes.

Home

Site Name: 100 ABC Street Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: Site Home | Edit Site | Manage Versions | Manage Notes | Add Non-Waiver Spans | Add DRA Exemption

JENNIFER17 Driftwood17 Change DODD #: 6002161 Medicaid #: xxxxxxx11087

Waiver: 9/1/2010 - 8/31/2011 Change Type: I/O Status: ENRL Budget Summary

HPC & Transportation Services Equipment/Modification Services Other Services

Manage HPC Services: Add a HPC Service

	Start Date:	End Date:	Provider Name:	Ratio:	Service:	# Units:	Total Units:	Reason:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	09/01/2010	08/31/2011	UNITED DISABILITY SERVICES, INC.	1:1	HPC	120 / MO	1440	Back-up HPC (day program absences)

# Technical Guide Medicaid Services System (MSS) Application

If the User wishes to “delete” the **Unscheduled HPC/HPC Transportation** service, they simply click on the **Remove** link.



The screenshot shows the MSS application interface. On the left is a navigation menu with sections: Home, PA, and CPT. The main content area displays site information for '100 ABC Street' and a table titled 'Manage HPC Services'. The table has columns for Start Date, End Date, Provider Name, Ratio, Service, # Units, Total Units, and Reason. The first row contains data for a service provided by 'UNITED DISABILITY SERVICES, INC.' with a 'Remove' link. A red arrow points to this link.

	Start Date:	End Date:	Provider Name:	Ratio:	Service:	# Units:	Total Units:	Reason:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	09/01/2010	08/31/2011	UNITED DISABILITY SERVICES, INC.	1:1	HPC	120 / MO	1440	Back-up HPC (day program absences)

Within the *Equipment/Modifications Services* tab, the User can add the following services to an individual’s CPT via the Add an Undefined Rate Service link: Adaptive & Assistive Equipment, Environmental Accessibility Adaptations, Environmental Accessibility Adaptions-Emergency (LV1), Personal Emergency Response Systems-Installation (LV1), Personal Emergency Response Systems-Installation-Emergency (LV1), Personal Emergency Response Systems-Maintenance (LV1), Personal Emergency Response Systems-Maintenance-Emergency (LV1), Remote Monitoring Equipment, Specialized Medical Equipment & Supplies (LV1), Specialized Medical Equipment & Supplies-Emergency (LV1), and Supported Employment-Equipment and/or Modification

The first step in completing an entry requires the User to click on the Add an Undefined Rate Service link.



The screenshot shows the MSS application interface with the 'Equipment/Modification Services' tab selected. The 'Manage Undefined Rate Services' table is empty, displaying 'No data available.' A red arrow points to the 'Add an Undefined Rate Service' link in the top right corner of the table area.

	Start Date:	End Date:	Provider Name:	Service Title:	Rate:	# Units:	Total Units:
No data available.							

# Technical Guide Medicaid Services System (MSS) Application

The User will then select from the drop down options of each field identified to complete the Unscheduled Undefined Rate service(s).

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:  
Select a Frequency: [ ] [ ] [ ]

Service Provider: Select a Provider  
Service Sub Category: Select an option above  
County of Service Delivery: SANDUSKY  
Service Unit Type: Select an option above

Selected Service:  
**No Service Found for the Given Waiver Type and Dates**

# Units: [ ]  
Total # Units: 0  
Add Cancel

Those fields include the following: (1) Frequency, (2) Start Date, (3) End date

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:  
Span (Entered on Right) [ ] [ ] [ ]

Select a Frequency: [ ]  
Day: [ ]  
Month: [ ]  
Span (Entered on Right) Adaptive & Assistive Equipment  
Week: [ ]  
Delivery: SANDUSKY

Service Unit Type: Select a Service Unit Type

Selected Service:  
**No Service Found for the Given Waiver Type and Dates**

# Units: [ ]  
Total # Units: 0  
Add Cancel

(4) Service Provider

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:  
Span (Entered on Right) [ ] [ ] [ ]

Service Provider: Select a Provider   
Service Sub Category: CHAMPAIGN RESIDENTIAL SERVICES, INC.  
JOYCE CARROTHERS  
County of Service Delivery: RECREATION UNLIMITED FARM & FUN  
SANDUSKY CO BD DD  
Service Unit Type: UNITED DISABILITY SERVICES, INC.

Selected Service:  
**No Service Found for the Given Waiver Type and Dates**

# Units: [ ]  
Total # Units: 0  
Add Cancel

# Technical Guide Medicaid Services System (MSS) Application

## (5) Service Sub Category

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT Services  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:  
Span (Entered on Right) 09/01/2010 08/31/2011

Service Provider: UNITED DISABILITY SERVICES, INC.

Service Sub Category: Adaptive & Assistive Equipment

County of Service Delivery: Select a Sub Category

Service Unit Type: Adaptive & Assistive Equipment  
Environmental Accessibility Adaptations  
Environmental Accessibility Adaptations - Emergency (LV1)  
Personal Emergency Response Systems - Installation (LV1)  
Personal Emergency Response Systems - Installation - Emergency (LV1)  
Personal Emergency Response Systems - Maintenance (LV1)  
Personal Emergency Response Systems - Maintenance - Emergency (LV1)  
Remote Monitoring Equipment  
Specialized Medical Equipment & Supplies (LV1)  
Specialized Medical Equipment & Supplies - Emergency (LV1)  
Supported Employment - Equipment and/or Modification

# Units: Total # Units:

(6) County of Service Delivery: This will automatically default to the individual's county of residence, which for Jennifer17 Driftwood17 is Sandusky. If the individual is receiving unscheduled Undefined Rate service in another county, the User will need click on the drop down arrow located next to the county of service delivery to select the county where the service will actually be provided.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT Services  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:  
Span (Entered on Right) 09/01/2010 08/31/2011

Service Provider: UNITED DISABILITY SERVICES, INC.

Service Sub Category: Adaptive & Assistive Equipment

County of Service Delivery: SANDUSKY

Service Unit Type: Select a Service Unit Type

Selected Service:

(7) Service Unit Type: This represents the unit type of service that the individual is to receive. Due to the services contained within the *Equipment/Modifications Services* tab, the Service Unit Type will always be "Item."

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT Services  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:  
Span (Entered on Right) 09/01/2010 08/31/2011

Service Provider: UNITED DISABILITY SERVICES, INC.

Service Sub Category: Adaptive & Assistive Equipment

County of Service Delivery: SANDUSKY

Service Unit Type: Item

Price Per Unit: 00

Selected Service:

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(8) Price Per Unit: This represents the dollar cost per item.

Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled

**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency:	Start Date:	End Date:
Span (Entered on Right)	07/01/2011	08/31/2011

Service Provider: UNITED DISABILITY SERVICES, INC.  
Service Sub Category: Adaptive Assistive Equipment  
County of Service Delivery: SANDUSKY  
Service Unit Type: Item  
Price Per Unit: 12000 Max. Rate: \$10,000.00

(9) # Units: This should be the total number of units anticipated to be used by the Individual for the span identified under the Service Frequency/State Date/End Date entry.

Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA  
SPA  
Service Payment Authorization

**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency:	Start Date:	End Date:
Span (Entered on Right)	07/01/2011	08/31/2011

Service Provider: UNITED DISABILITY SERVICES, INC.  
Service Sub Category: Adaptive & Assistive Equipment  
County of Service Delivery: SANDUSKY  
Service Unit Type: Item  
Price Per Unit: 12000 Max. Rate: \$10,000.00

Selected Service:  
**Adaptive & Assistive Equipment - AAE**

# Units: 1  
Total # Units: 1  
FY: 2012 # Units: 1  
[Add](#) [Cancel](#)

After entering the # Units, the User clicks on the **Add** button which then saves the entry. An Error Message will be generated if you project costs that exceed the financial limitations.

Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA  
SPA  
Service Payment Authorization

**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency:	Start Date:	End Date:
Span (Entered on Right)	07/01/2011	08/31/2011

Service Provider: UNITED DISABILITY SERVICES, INC.  
Service Sub Category: Adaptive & Assistive Equipment  
County of Service Delivery: SANDUSKY  
Service Unit Type: Item  
Price Per Unit: 12000

# Units: 1  
Total # Units: 1

**Unscheduled Services Error:**  
Unscheduled Equipment/Modification Price Per Unit is greater than the allowed maximum of \$10,000.00.

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In order to clear the Error Message, the User would need to complete the following steps in order: (1) click on the [X] located in the upper right hand corner of the Unscheduled Services Error message pop up box, and (2) edit the cost in the Price Per Unit "field" so that the cost is equal to/less than the Max. Rate (identified to the right of the Price Per Unit field)

Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

**PA**  
Manage Individual PA

**SPA**  
Service Payment Authorization

**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Service Frequency: Start Date: End Date:  
Span (Entered on Right) 07/01/2011 08/31/2011

Service Provider: UNITED DISABILITY SERVICES, INC.  
Service Sub Category: Adaptive & Assistive Equipment  
County of Service Delivery: SANDUSKY  
Service Unit Type: Item  
Price Per Unit: 9500.00 Max. Rate: \$10,000.00  
Selected Service: Adaptive & Assistive Equipment - AAE  
# Units: 1  
FY: 2012 # Units: 1  
[Add](#) [Cancel](#)

After entering the correcting the Price Per Unit entry, the User clicks on the **Add** button which then saves the entry.

Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled

**JENNIFER17 Driftwood17** [Change](#) DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

HPC & Transportation Services **Equipment/Modification Services** Other Services

Manage Undefined Rate Services: [Add an Undefined Rate Service](#)

	Start Date:	End Date:	Provider Name:	Service Title	Rate:	# Units:	Total Units:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	07/01/2011	08/31/2011	UNITED DISABILITY SERVICES, INC.	Adaptive & Assistive Equipment - AAE	\$9,500.00	1 / SPAN	1

As with Unscheduled HPC/HPC Transportation, if there are changes to any of the elements identified with the Undefined Rate service needed, the User would click on the Edit Details link to make the required changes.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**JENNIFER17 Driftwood17** [Change](#) DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

HPC & Transportation Services **Equipment/Modification Services** Other Services

Manage Undefined Rate Services: [Add an Undefined Rate Service](#)

	Start Date:	End Date:	Provider Name:	Service Title	Rate:	# Units:	Total Units:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	07/01/2011	08/31/2011	UNITED DISABILITY SERVICES, INC.	Adaptive & Assistive Equipment - AAE	\$9,500.00	1 / SPAN	1

# Technical Guide Medicaid Services System (MSS) Application

If the User wishes to “delete” the Undefined Rate service, they simply click on the Remove link.

The screenshot shows the user interface for managing services. On the left is a navigation menu with categories: Home, PA, CPT, and Manage Unscheduled ADS/NMT. The main content area displays site information for '100 ABC Street' and patient information for 'JENNIFER17 Driftwood17'. Below this, there are tabs for 'HPC & Transportation Services', 'Equipment/Modification Services', and 'Other Services'. The 'Manage Undefined Rate Services' section is active, showing a table with columns: Start Date, End Date, Provider Name, Service Title, Rate, # Units, and Total Units. One service entry is listed with a 'Remove' link highlighted by a red arrow.

Start Date:	End Date:	Provider Name:	Service Title	Rate:	# Units:	Total Units:
07/01/2011	08/31/2011	UNITED DISABILITY SERVICES, INC.	Adaptive & Assistive Equipment - AAE	\$9,500.00	1 / SPAN	1

Within the *Other Services* tab, the User can add the following services to an individual’s CPT via the Add Other Service link: Adult Family Living, Community Respite, Home Delivered Meals, Informal Respite (LV1), Institutional Respite-ICF/MR, Institutional Respite-ICF/MR-Emergency (LV1), Institutional Respite-Licensed Facility, Institutional Respite-Licensed Facility-Emergency (LV1), Interpreter Services, Nutritional Services, Remote Monitoring, Residential Respite, and Social Work/Counseling Services.

The first step in completing an entry requires the User to click on the Add Other Service link.

This screenshot shows the 'Other Services' section of the application. The 'Other Services' tab is selected, and the 'Add Other Service' link is highlighted with a red arrow. The table below the tab is empty, displaying the message 'No data available.' The table has columns for Start Date, End Date, Provider Name, Service, Ratio, # Units, and Total Units.

Start Date:	End Date:	Provider Name:	Service:	Ratio:	# Units:	Total Units:
No data available.						

The User will then select from the drop down options of each field identified to complete the Other service(s).

The screenshot shows the 'Add Other Service' form. The form contains several fields with dropdown menus: Service Frequency, Service Provider, Service Sub Category, County of Service Delivery, and Service Unit Type. The 'Selected Service' field is empty, and a red message below it reads 'No Service Found for the Given Waiver Type and Dates'. The '# Units' field is also visible at the bottom.

# Technical Guide Medicaid Services System (MSS) Application

Those fields include the following: (1) Frequency, (2) Start Date, (3) End date

The screenshot shows the MSS application interface. On the left is a navigation menu with options like 'Home', 'CPT', 'Manage Individuals', etc. The main content area displays details for 'JENNIFER17 Driftwood17' at '100 ABC Street'. The 'Service Frequency' is set to 'Month', 'Start Date' is '09/01/2010', and 'End Date' is '08/31/2011'. A red arrow points to the 'End Date' field. Below the search criteria, a message reads 'No Service Found for the Given Waiver Type and Dates'. The '# Units' field is empty, and the 'Total # Units' is 0. There are 'Add' and 'Cancel' buttons at the bottom.

## (4) Service Provider

This screenshot is similar to the previous one, but the 'Service Provider' dropdown menu is open. The dropdown list shows several options, with 'UNITED DISABILITY SERVICES, INC.' selected and highlighted. A red arrow points to this selection. The rest of the interface, including the search criteria and the 'No Service Found' message, remains the same.

## (5) Service Sub Category

This screenshot shows the 'Service Sub Category' dropdown menu open. The dropdown list includes options like 'Home Delivered Meals', 'Adult Family Living', 'Community Respite', etc. 'Home Delivered Meals' is selected and highlighted. A red arrow points to this selection. The rest of the interface, including the search criteria and the 'No Service Found' message, remains the same.

# Technical Guide Medicaid Services System (MSS) Application

(6) County of Service Delivery: This will automatically default to the individual's county of residence, which for Jennifer17 Driftwood17 is Sandusky. If the individual is receiving Other Service in another county, the User will need click on the drop down arrow located next to the county of service delivery to select the county where the service will actually be provided.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) -**  
 Welcome MSSUSER17 MSSUSER17 - MSS\_Admin

Site Name: 100 ABC Street  
 JENNIFER17 Driftwood17  
 Waiver: 9/1/2010 - 8/31/2011

Service Frequency: Month  
 Service Provider: UNITED DISABILITY SERVICES, INC.  
 Service Sub Category: Home Delivered Meals  
 County of Service Delivery: SANDUSKY  
 Service Unit Type: Select a Service Unit Type

Effective Date: 9/1/2010 End Date: 12/31/9999  
 DDD # 6002161 Medicaid # xxxxxxxx11087  
 Type: I/O Status: ENRL

# Units: 0  
 Total # Units: 0

No Service Found for the Given Waiver Type and Dates

(7) Service Unit Type: This represents the unit type of service that the individual is to receive. The type of Service Units will depend on the Service Sub Category. In this example, the Service Sub Category is Home Delivered Meals, so the Default Units will reflect the amount of Meal(s).

Site Name: 100 ABC Street  
 JENNIFER17 Driftwood17  
 Waiver: 9/1/2010 - 8/31/2011

Service Frequency: Month  
 Start Date: 09/01/2010 End Date: 08/31/2011  
 Service Provider: UNITED DISABILITY SERVICES, INC.  
 Service Sub Category: Home Delivered Meals  
 County of Service Delivery: SANDUSKY  
 Service Unit Type: Meal

Effective Date: 9/1/2010 End Date: 12/31/9999  
 DDD # 6002161 Medicaid # xxxxxxxx11087  
 Type: I/O Status: ENRL

# Units: 0

No Service Found for the Given Waiver Type and Dates

(8) # Units: This represents the amount of service that the individual is to receive.

Service Provider: UNITED DISABILITY SERVICES, INC.  
 Service Sub Category: Home Delivered Meals  
 County of Service Delivery: SANDUSKY  
 Service Unit Type: Meal

Selected Service: Home Delivered Meals - AMN

# Units: 12  
 Total # Units: 2011: 120, 2012: 24

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After entering the # Units, the User clicks on the **Add** button which then saves the entry.

The screenshot shows the MSS application interface. On the left is a navigation menu with categories: Home, PA, and CPT. The main content area displays site information for '100 ABC Street' and a table of 'Other Services'. The table has columns for Start Date, End Date, Provider Name, Service, Ratio, # Units, and Total Units. A red arrow points to the '144' value in the 'Total Units' column.

	Start Date:	End Date:	Provider Name:	Service:	Ratio:	# Units:	Total Units:
<a href="#">Edit Details</a>   <a href="#">Remove</a>	09/01/2010	08/31/2011	UNITED DISABILITY SERVICES, INC.	Home Delivered Meals - AMN	--	12 / MO	144

As with Equipment/Modification Services, if there are changes to any of the elements identified with the Other service needed, the User would click on the Edit Details link to make the required changes.

This screenshot is identical to the previous one, but a red arrow points to the [Edit Details](#) link in the 'Other Services' table.

If the User wishes to “delete” the Unscheduled ADS service, they simply click on the Remove link.

This screenshot is identical to the previous ones, but a red arrow points to the [Remove](#) link in the 'Other Services' table.

# Technical Guide Medicaid Services System (MSS) Application

For those CPT sites that include an individual who receives Adult Foster Care, a fourth tab will be present. In order for the *Foster Care Service* tab to populate in the Manage Unscheduled Services portion of the CPT the following must have occurred: (1) the individual who is to receive Adult Foster Care must have their current living arrangement in IDS be identified as “4-Adult Foster Care-IO Waiver,” (2) the Adult Foster Care-IO Waiver arrangement must have an actual effective date (i.e. Effective Date 09/01/10), and (3) the User will need to have assigned the Adult Foster Care provider under the *Foster Care Provider* tab. The User would need to select the provider, select the Foster Care Person Name & Dates, enter the Association Start Date, and enter the Association End Date.

The screenshot shows the 'Manage Foster Care Services' section of the MSS application. The site name is '250 Main907'. The individual is 'JANICE907 Kaster907'. The 'Foster Care Services' tab is selected. A red arrow points to the 'Add a Foster Care Service' link. The 'No data available.' message is displayed below the table.

The first step in completing an entry requires the User to click on the [Add a Foster Care Service](#) link.

The screenshot shows the 'Add a Foster Care Service' link highlighted with a red arrow. The 'No data available.' message is still present.

The User will then select from the drop down options of each field identified to complete the Foster Care service.

The screenshot shows the 'Add Unscheduled Foster Care Services' form. The 'Add a Foster Care Service' link is highlighted with a red arrow. The form includes fields for 'Start Date', 'End Date', 'Service Provider', 'County of Service Delivery', '# Days', and 'Total # Units'. A red message states 'No Service Found for the Given Waiver Type'. The 'Save' and 'Cancel' buttons are at the bottom.

# Technical Guide Medicaid Services System (MSS) Application

Those fields include the following: (1) Start Date, (2) End Date. The User will need to manually break the individual's waiver span by the fiscal year. In our example Janice907 Kaster907's waiver year is 06/01/2010-05/31/2011. But since Janice907 moved in on 09/01/2010, the User will complete the start date using Janice907's move in date of 09/01/2010, and then enter the end date to reflect the end of the Janice907's waiver year which is 05/31/2011.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled

Site Name: **250 Main907** Effective Date: 9/1/2010 End Date: 12/31/9999  
Management: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JANICE907 Kaster907** DODD #: 6020307 Medicaid #: xxxxxxx11070  
Waiver: 6/1/2010 - 5/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

**Add Unscheduled Foster Care Services** [Manage Foster Care Services](#)

Select Start Date, End Date and click on 'Submit' to proceed.

Start Date: 09/01/2010 End Date: 05/31/2011

Service Provider: Select a Provider  
County of Service Delivery: STARK

### (3) Service Provider:

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled  
ADS/NMT  
Manage Unscheduled  
Services

Site Name: **250 Main907** Effective Date: 9/1/2010 End Date: 12/31/9999  
Management: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JANICE907 Kaster907** DODD #: 6020307 Medicaid #: xxxxxxx11070  
Waiver: 6/1/2010 - 5/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

**Add Unscheduled Foster Care Services** [Manage Foster Care Services](#)

Select Start Date, End Date and click on 'Submit' to proceed.

Start Date: 09/01/2010 End Date: 05/31/2011

Service Provider: Select a Provider  
County of Service Delivery: UNITED DISABILITY SERVICES, INC.

No Service Found for the Given Waiver Type

(4) Service Ratio: This identifies at what ratio (e.g. #staff: #individuals) the individual will receive this service.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled  
ADS/NMT  
Manage Unscheduled  
Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA  
SPA  
Service Payment Authorization  
DRA  
REPORTS

Site Name: **250 Main907** Effective Date: 9/1/2010 End Date: 12/31/9999  
Management: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JANICE907 Kaster907** DODD #: 6020307 Medicaid #: xxxxxxx11070  
Waiver: 6/1/2010 - 5/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

**Add Unscheduled Foster Care Services** [Manage Foster Care Services](#)

Select Start Date, End Date and click on 'Submit' to proceed.

Start Date: 09/01/2010 End Date: 05/31/2011

Service Provider: JOYCE CARROTHERS  
Service Ratio: Select a Service Ratio  
County of Service Delivery: 1:3

# Days: 273  
Total # Units: 273

Save Cancel

# Technical Guide Medicaid Services System (MSS) Application

(5) County of Service Delivery: This will automatically default to the individual's county of residence, which for Janice907 Kaster907 is Richland. If the individual is receiving Foster Care Service in another county, the User will need to click on the drop down arrow located next to the county of service delivery to select the county where the service will actually be provided.

The screenshot shows the MSS application interface. The main heading is "Medicaid Services System (MSS) - Add Unscheduled Foster Care Services". The user is logged in as "MSSUSER17 - MSS\_Admin". The form displays the following information:

- Site Name: 250 Main907
- Individual: JANICE907 Kaster907
- Effective Date: 9/1/2010
- End Date: 12/31/9999
- Medicaid #: xxxxxxx11070
- Status: ENRL

The "Add Unscheduled Foster Care Services" section includes fields for Start Date (09/01/2010), End Date (05/31/2011), Service Provider, Service Ratio, and County of Service Delivery. A dropdown menu is open for "Select a County", with "STARK" selected. A red arrow points to the "STARK" option in the dropdown menu.

Adult Foster Care - Independent - AFO

(6) # Days: This number will automatically populate to match the number of days (e.g. Monday through Sunday) for the period of time identified within the Start Date and End Date fields.

The screenshot shows the MSS application interface. The main heading is "Add Unscheduled Foster Care Services". The user is logged in as "MSSUSER17 - MSS\_Admin". The form displays the following information:

- Site Name: 250 Main907
- Individual: JANICE907 Kaster907
- Effective Date: 9/1/2010
- End Date: 12/31/9999
- Medicaid #: xxxxxxx11070
- Status: ENRL

The "Add Unscheduled Foster Care Services" section includes fields for Start Date (09/01/2010), End Date (05/31/2011), Service Provider (JOYCE CARROTHERS), Service Ratio (1:3), and County of Service Delivery (STARK). The "# Days" field is populated with 273. A red arrow points to the "# Days" field.

Adult Foster Care - Independent - AFO

# Technical Guide Medicaid Services System (MSS) Application

In the example, the Adult Foster Care provider is not scheduled to work every day of the 273 days identified. The User will update the # Days to reflect the actual number of days the Adult Foster Care provider is scheduled to work. For the purposes of our example, the Adult Foster Care provider is scheduled to work 270 days during this “span.”

Search for Site by Person  
Search for Site by Provider

**PA**

Manage PA

**CPT**

Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

**PA**

Manage Individual PA

**SPA**

Service Payment Authorization

**JANICE907 Kaster907**      DODD #: 6020307      Medicaid #: xxxxxxx11070

Waiver: 6/1/2010 - 5/31/2011 [Change](#)      Type: I/O      Status: ENRL      [Budget Summary](#)

**Edit Unscheduled Foster Care Services**      [Manage Foster Care Services](#)

Select Start Date, End Date and click on 'Submit' to proceed.

Start Date: 9/1/2010      End Date: 5/31/2011

Service Provider: JOYCE CARROTHERS

Service Ratio: 1:3

County of Service Delivery: STARK

Selected Service:

Adult Foster Care - Independent - AFO

# Days: 270     

Total # Units: 270

Save      Cancel

After updating the # Days, the User clicks on the **Save** button which then “saves” the entry. Notice that an Add HPC link appears next to the Foster Care Service entry.

Search for Site by Person  
Search for Site by Provider

**PA**

Manage PA

**CPT**

Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled

**JANICE907 Kaster907**      DODD #: 6020307      Medicaid #: xxxxxxx11070

Waiver: 6/1/2010 - 5/31/2011 [Change](#)      Type: I/O      Status: ENRL      [Budget Summary](#)

HPC & Transportation Services      Foster Care Services      Equipment/Modification Services      Other Services

**Manage Foster Care Services:**      [Add Foster Care Service](#)

	Start Date:	End Date:	Provider Name:	Ratio:	# Of Days:	
<a href="#">Edit Details</a>   <a href="#">Remove</a>	09/01/2010	05/31/2011	JOYCE CARROTHERS	1:3	270	<a href="#">Add HPC</a>

The User clicks on the Add HPC link to complete the entry which will identify the HPC provider who will be responsible for delivering services when the Foster Care provider is not scheduled.

Search for Site by Person  
Search for Site by Provider

**PA**

Manage PA

**CPT**

Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

**PA**

**JANICE907 Kaster907**      DODD #: 6020307      Medicaid #: xxxxxxx11070

Waiver: 6/1/2010 - 5/31/2011 [Change](#)      Type: I/O      Status: ENRL      [Budget Summary](#)

**Add Additional HPC Service**      [Manage Unscheduled Foster Care Services](#)

Select Frequency, Start Date, End Date and click on 'Submit' to proceed.

Service Frequency: Span (Entered on Right)      Start Date: 9/1/2010      End Date: 5/31/2011

Service Provider: Select a Provider

Service Sub Category:

County of Service Delivery: STARK

Selected Service:

No Service Found for the Given Waiver Type

# Units: 0

Total # Units: 0

# Technical Guide Medicaid Services System (MSS) Application

Those fields include the following: (1) Frequency, (2) Start Date, (3) End date. **Note:** due to the User previously having completed the Start Date and End date with the original Foster Care entry; the Frequency, Start Date and End Date are already populated and are not amendable.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA

Site Name: **250 Main907** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JANICE907 Kaster907** DODD #: 6020307 Medicaid #: xxxxxxxx11070  
Waiver: 6/1/2010 - 5/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

**Add Additional HPC Service** [Manage Unscheduled Foster Care Services](#)

Select Frequency, Start Date, End Date and click on 'Submit' to proceed.

Service Frequency: Start Date: End Date:  
Span (Entered on Right) 9/1/2010 5/31/2011

Service Provider: Select a Provider  
Service Sub Category:  
County of Service Delivery: STARK

Selected Service:  
**No Service Found for the Given Waiver Type**

# Units: 0  
Total # Units: 0

(3) Service Provider: The HPC service provider **cannot** be the same as the identified Foster Care provider.

Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA  
SPA  
Service Payment Authorization

Site Name: **250 Main907** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JANICE907 Kaster907** DODD #: 6020307 Medicaid #: xxxxxxxx11070  
Waiver: 6/1/2010 - 5/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

**Add Additional HPC Service** [Manage Unscheduled Foster Care Services](#)

Select Frequency, Start Date, End Date and click on 'Submit' to proceed.

Service Frequency: Start Date: End Date:  
Span (Entered on Right) 9/1/2010 5/31/2011

Service Provider: Select a Provider  
Service Sub Category: JOYCE CARROTHERS  
UNITED DISABILITY SERVICES, INC.  
County of Service Delivery: Select a Provider

Selected Service:  
**No Service Found for the Given Waiver Type**

# Units: 0  
Total # Units: 0

Save Cancel

(4) Service Sub Category:

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA

Site Name: **250 Main907** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JANICE907 Kaster907** DODD #: 6020307 Medicaid #: xxxxxxxx11070  
Waiver: 6/1/2010 - 5/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

**Add Additional HPC Service** [Manage Unscheduled Foster Care Services](#)

Select Frequency, Start Date, End Date and click on 'Submit' to proceed.

Service Frequency: Start Date: End Date:  
Span (Entered on Right) 9/1/2010 5/31/2011

Service Provider: UNITED DISABILITY SERVICES, INC.  
Service Sub Category: Select a Sub Category  
County of Service Delivery: Homemaker/Personal Care - Emergency (LV1)  
Homemaker/Personal Care - On-Site/On-Call  
Homemaker/Personal Care - On-Site/On-Call - Emergency (LV1)  
Homemaker/Personal Care - Routine  
Select a Sub Category

# Units: 0  
Total # Units: 0

# Technical Guide Medicaid Services System (MSS) Application

(5) Service Ratio: This identifies at what ratio (e.g. #staff: #individuals) the individual will receive this service.

The screenshot shows the 'Add Additional HPC Service' form for individual JANICE907 Kaster907. The 'Service Ratio' is set to '1:1'. A red arrow points to the dropdown menu for 'Service Ratio'.

(6) County of Service Delivery: This will automatically default to the individual's county of residence, which for Janice907 Kaster907 is Richland. If the individual is receiving Foster Care Service in another county, the User will need click on the drop down arrow located next to the county of service delivery to select the county where the service will actually be provided.

The screenshot shows the 'Add Additional HPC Service' form with a dropdown menu open for 'County of Service Delivery'. The dropdown list includes counties like SANDUSKY, VAN WERT, and WASHINGTON. The 'County of Service Delivery' is currently set to 'STARK'. A red arrow points to the dropdown menu.

(7) # Units: Because this service element ties back to the Foster Care Service, the # Units must be (a) in 15 minute units and (b) in total cannot be greater than the total number of Foster Care days available based on the beginning and end date of the Foster Care span (e.g. 273 days). For this example, that would be 288 Units.

The screenshot shows the 'Add Additional HPC Service' form with the '# Units' field set to '288'. A red arrow points to the '# Units' field.

# Technical Guide Medicaid Services System (MSS) Application

If the User attempts to enter 15 minute units greater than the sum of the number of Foster Care days plus the number of 15 minute HPC units, an Error Message will populate

**JANICE907 Kaster907** DODD #: 6020307 Medicaid #: xxxxxxx11070  
 Waiver: 6/1/2010 - 5/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

**Messages:** [Close](#)

**Error Messages (1)**

- Cannot add Foster Care HPC Service. The specified number of units exceeds the available amount within the Foster Care Service span.

**Add Additional HPC Service** [Manage Unscheduled Foster Care Services](#)

Select Frequency, Start Date, End Date and click on 'Submit' to proceed.

Service Frequency: Start Date: End Date:  
 Span (Entered on Right) 9/1/2010 5/31/2011

Service Provider: UNITED DISABILITY SERVICES, INC.

Service Sub Category: Homemaker/Personal Care - Routine

Service Ratio: 1:1

County of Service Delivery: SANDUSKY

**Selected Service:**

**Homemaker/Personal Care - 1 Staff - APC**

# Units: 300

FY: 2011 # Units: 300

After entering the correct # Units, the User clicks on the **Save** button, which then “saves” the entry.

**JANICE907 Kaster907** [Change](#) DODD #: 6020307 Medicaid #: xxxxxxx11070  
 Waiver: 6/1/2010 - 5/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

HPC & Transportation Services Foster Care Services Equipment/Modification Services Other Services

**Manage Foster Care Services:** [Add a Foster Care Service](#)

	Start Date:	End Date:	Provider Name:	Ratio:	# Of Days:	
<a href="#">Edit Details</a>   <a href="#">Remove</a>	09/01/2010	05/31/2011	JOYCE CARROTHERS	1:3	270	<a href="#">Add HPC</a>
HPC Service			Provider Name: UNITED DISABILITY SERVICES, INC.	Ratio: 1:1	Service: # Units:	288
			<a href="#">Edit</a>   <a href="#">Remove</a>			

As with Other service(s), if there are changes to any of the elements identified with the Foster Care and/or associated additional HPC Service needed, the User would click on the [Edit Details](#) and/or [Edit](#) link to make the required changes.

**JANICE907 Kaster907** [Change](#) DODD #: 6020307 Medicaid #: xxxxxxx11070  
 Waiver: 6/1/2010 - 5/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

HPC & Transportation Services Foster Care Services Equipment/Modification Services Other Services

**Manage Foster Care Services:** [Add a Foster Care Service](#)

	Start Date:	End Date:	Provider Name:	Ratio:	# Of Days:	
<a href="#">Edit Details</a>   <a href="#">Remove</a>	09/01/2010	05/31/2011	JOYCE CARROTHERS	1:3	270	<a href="#">Add HPC</a>
HPC Service			Provider Name: UNITED DISABILITY SERVICES, INC.	Ratio: 1:1	Service: # Units:	288
			<a href="#">Edit</a>   <a href="#">Remove</a>			

# Technical Guide Medicaid Services System (MSS) Application

If the User wishes to “delete” the Foster Care service and/or associated additional HPC Service needed, the User would click on the appropriate Remove link.

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT

Site Name: **250 Main907**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**JANICE907 Kaster907** [Change](#)      DODD #: 6020307      Medicaid #: xxxxxxx11070

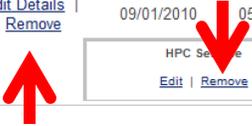
Waiver: 6/1/2010 - 5/31/2011 [Change](#)      Type: I/O      Status: ENRL      [Budget Summary](#)

**HPC & Transportation Services**      Foster Care Services      Equipment/Modification Services

Other Services

**Manage Foster Care Services:** [Add a Foster Care Service](#)

	Start Date:	End Date:	Provider Name:	Ratio:	# Of Days:	
<a href="#">Edit Details</a>   <a href="#">Remove</a>	09/01/2010	05/31/2011	JOYCE CARROTHERS	1:3	270	<a href="#">Add HPC</a>
	HPC Service		Provider Name:	Ratio:	Service:	# Units:
	<a href="#">Edit</a>   <a href="#">Remove</a>		UNITED DISABILITY SERVICES, INC.	1:1		288



# Technical Guide Medicaid Services System (MSS) Application

## Section 10: Manage Cost Projections

After all services have been added, the User is able to review an individual's costs for service(s) under Manage Cost Projection. In order to "project" the individual's costs, the User clicks on the **Get Cost Projection Details** button.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage Cost Projections**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT  
[Help Administration](#) | [Help?](#)

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns

Site Name: <b>100 ABC Street</b>		Effective Date: 9/1/2010	End Date: 12/31/9999
Manage: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>			
<b>JENNIFER17 Driftwood17</b> <a href="#">Change</a>		DODD #: 6002161	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011 <a href="#">Change</a>	Type: I/O	Status: ENRL	<a href="#">Budget Summary</a>

**Cost Projection Details**

Waiver Span: 9/1/2010 - 8/31/2011 Waiver Type: I/O DDP Funding Level: 5 AAI Group: A

The cost projection details provide the following information for an individual's waiver span:

(1) Waiver Span, Waiver Type, Waiver Status, DDP and AAI "scores"

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT

Site Name: <b>100 ABC Street</b>		Effective Date: 9/1/2010	End Date: 12/31/9999
Manage: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>			
<b>JENNIFER17 Driftwood17</b> <a href="#">Change</a>		DODD #: 6002161	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011 <a href="#">Change</a>	Type: I/O	Status: ENRL	<a href="#">Budget Summary</a>

**Cost Projection Details**

Waiver Span: 9/1/2010 - 8/31/2011 Waiver Type: I/O DDP Funding Level: 5 AAI Group: A

<a href="#">Expand</a>	Budget Type: <b>DDP</b>	Projected Cost: \$96,779.60	Budget Max: \$76,125.00	Remaining Amt: <b>(\$20,654.60)</b>
<a href="#">Expand</a>	Budget Type: <b>ADS</b>	Projected Cost: \$9,343.80	Budget Max: \$9,780.00	Remaining Amt: <b>\$436.20</b>
<a href="#">Expand</a>	Budget Type: <b>NMT</b>	Projected Cost: \$5,466.40	Budget Max: \$9,269.00	Remaining Amt: <b>\$3,802.60</b>

(2) Budget type (e.g. DDP, ADS, and NMT), total projected costs, budget max, and remaining amount

**Home**

- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider

**PA**

- Manage PA

**CPT**

- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Unscheduled ADS/NMT
- Manage Unscheduled

Site Name: <b>100 ABC Street</b>		Effective Date: 9/1/2010	End Date: 12/31/9999
Manage: <a href="#">Site Home</a>   <a href="#">Edit Site</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">Add Non-Waiver Spans</a>   <a href="#">Add DRA Exemption</a>			
<b>JENNIFER17 Driftwood17</b> <a href="#">Change</a>		DODD #: 6002161	Medicaid #: xxxxxxx11087
Waiver: 9/1/2010 - 8/31/2011 <a href="#">Change</a>	Type: I/O	Status: ENRL	<a href="#">Budget Summary</a>

**Cost Projection Details**

Waiver Span: 9/1/2010 - 8/31/2011 Waiver Type: I/O DDP Funding Level: 5 AAI Group: A

<a href="#">Expand</a>	Budget Type: <b>DDP</b>	Projected Cost: \$96,779.60	Budget Max: \$76,125.00	Remaining Amt: <b>(\$20,654.60)</b>
<a href="#">Expand</a>	Budget Type: <b>ADS</b>	Projected Cost: \$9,343.80	Budget Max: \$9,780.00	Remaining Amt: <b>\$436.20</b>
<a href="#">Expand</a>	Budget Type: <b>NMT</b>	Projected Cost: \$5,466.40	Budget Max: \$9,269.00	Remaining Amt: <b>\$3,802.60</b>

# Technical Guide Medicaid Services System (MSS) Application

- (3) Span dates, PAWS roll-up code, provider, frequency, units, and total costs. These details are displayed after the User clicks on the “+” button next to the CPT “site” name.

Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual

**Manage Cost Projections**

**PA**  
Manage Individual PA

**SPA**  
Service Payment Authorization

**DRA**  
**REPORTS**

**JENNIFER17 Driftwood17** [Change](#)    DODD #: 6002161    Medicaid #: xxxxxxx11087

Waiver: 9/1/2010 - 8/31/2011 [Change](#)    Type: I/O    Status: ENRL    [Budget Summary](#)

**Cost Projection Details**    [Get Cost Projection Details](#)

Waiver Span: 9/1/2010 - 8/31/2011    Waiver Type: I/O    DDP Funding Level: 5    AAI Group: A

[Click to Finalize Cost Projection](#)

[Collapse](#)    Budget Type: **DDP**    Projected Cost: \$96,779.60    Budget Max: \$76,125.00    Remaining Amt: **(\$20,654.60)**

SiteName

- 100 ABC Street

SpanDates	PAWSRollUpCode	PAWSRollupDesc	ProviderName	Freq	PAWSUnits	TotalCost
+ 7/1/2011 - 8/31/2011	AAE	Adaptive & Assistive Equipment	UNITED DISABILITY SERVICES, INC.	SPAN	1	9500.00
+ 9/1/2010 - 6/30/2011	ADL	HPC - DBU	UNITED DISABILITY SERVICES, INC.	SPAN	303	71027.76
+ 7/1/2011 - 8/31/2011	ADL	HPC - DBU	UNITED DISABILITY SERVICES, INC.	SPAN	62	14523.84
+ 9/1/2010 - 6/30/2011	AMN	Home Delivered Meals	UNITED DISABILITY SERVICES, INC.	MO	120	840.00
+ 7/1/2011 - 8/31/2011	AMN	Home Delivered Meals	UNITED DISABILITY SERVICES, INC.	MO	24	168.00
+ 9/1/2010 - 6/30/2011	ATN	HPC Transportation	CHAMPAIGN RESIDENTIAL SERVICES, INC.	MO	1500	600.00
+ 7/1/2011 - 8/31/2011	ATN	HPC Transportation	CHAMPAIGN RESIDENTIAL SERVICES, INC.	MO	300	120.00

[Collapse](#)    Budget Type: **ADS**    Projected Cost: \$9,343.80    Budget Max: \$9,780.00    Remaining Amt: **\$436.20**

SiteName

- 100 ABC Street

SpanDates	PAWSRollUpCode	PAWSRollupDesc	ProviderName	Freq	PAWSUnits	TotalCost
+ 9/1/2010 - 6/30/2011	A25	Adult Day Support	CHAMPAIGN RESIDENTIAL SERVICES, INC.	SPAN	3380	4453.80
+ 7/1/2011 - 8/31/2011	A25	Adult Day Support	SANDUSKY CO BD DD	SPAN	3000	4890.00

[Collapse](#)    Budget Type: **NMT**    Projected Cost: \$5,466.40    Budget Max: \$9,269.00    Remaining Amt: **\$3,802.60**

SiteName

- 100 ABC Street

SpanDates	PAWSRollUpCode	PAWSRollupDesc	ProviderName	Freq	PAWSUnits	TotalCost
+ 9/1/2010 - 6/30/2011	A35	Non-Medical Transportation	CHAMPAIGN RESIDENTIAL SERVICES, INC.	SPAN	1300	832.00
+ 7/1/2011 - 8/31/2011	A35	Non-Medical Transportation	SANDUSKY CO BD DD	SPAN	240	4634.40

- (4) Service title, ratio and rate. Additionally, if the individual meets criteria for a behavioral, medical or ICF add on, that “rate” modifier will be displayed here as well.

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual

**Manage Cost Projections**

**PA**  
Manage Individual PA

**SPA**  
Service Payment Authorization

**DRA**

**Cost Projection Details**    [Get Cost Projection Details](#)

Waiver Span: 9/1/2010 - 8/31/2011    Waiver Type: I/O    DDP Funding Level: 5    AAI Group: A

[Click to Finalize Cost Projection](#)

[Collapse](#)    Budget Type: **DDP**    Projected Cost: \$96,779.60    Budget Max: \$76,125.00    Remaining Amt: **(\$20,654.60)**

SiteName

- 100 ABC Street

SpanDates	PAWSRollUpCode	PAWSRollupDesc	ProviderName	Freq	PAWSUnits	TotalCost
+ 7/1/2011 - 8/31/2011	AAE	Adaptive & Assistive Equipment	UNITED DISABILITY SERVICES, INC.	SPAN	1	9500.00
+ 9/1/2010 - 6/30/2011	ADL	HPC - DBU	UNITED DISABILITY SERVICES, INC.	SPAN	303	71027.76

SpanDates	ServiceTitle	TotalUnits	TotalCost
- 9/1/2010 - 6/30/2011	Homemaker/Personal Care - 2 Staff - AMW	14814	56885.76

SpanDates	Freq	Ratio	Units	TotalUnits	TotalCost
- 9/1/2010 - 6/30/2011	SPAN	2:3	14814	14814	56885.76

SpanDates	TotalUnits	Rate
9/1/2010 - 6/30/2011	14814	3.21

SpanDates	AddOnType	TotalUnits	AddOnRate
9/1/2010 - 6/30/2011	Beh Sup	14814	0.63

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# Technical Guide Medicaid Services System (MSS) Application

Costs must be projected for a full waiver year. CPT will “assign” an individual a “temporary” span for a year past the end date of the current enrolled span to allow for future projections.

Home  
 Create a New Site  
 Search for Site by Site Name  
 Search for Site by Person  
 Search for Site by Provider  
 PA  
 Manage PA  
 CPT  
 Manage Individuals  
 Manage Providers

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
 Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** [Change](#) DODD #: 6002161 Medicaid #: xxxxxxx11087  
 Waiver: 9/1/2011 - 8/31/2012 [Change](#) Type: I/O Status: ENRL - Temp [Budget Summary](#)

Cost Projection Details [Get Cost Projection Details](#)

Waiver Span: 9/1/2011 - 8/31/2012 Waiver Type: I/O DDP Funding Level: 5 AAI Group: A  
[Click to Finalize Cost Projection](#)

In order to review each individual’s cost projection details, the User will need to switch between each of the individuals associated with the site. This is accomplished by the User clicking on the Change link located to the right of the currently displayed individual’s name.

Home  
 Create a New Site  
 Search for Site by Site Name  
 Search for Site by Person  
 Search for Site by Provider  
 PA  
 Manage PA  
 CPT  
 Manage Individuals  
 Manage Providers  
 Manage HPC Staffing Patterns  
 Manage HPC Calendar  
 Manage ADS/NMT Patterns  
 Manage ADS/NMT Calendars  
 Manage Unscheduled ADS/NMT  
 Manage Unscheduled Services

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
 Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** [Change](#) DODD #: 6002161 Medicaid #: xxxxxxx11087  
 Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Cost Projection Details [Get Cost Projection Details](#)

Waiver Span: 9/1/2010 - 8/31/2011 Waiver Type: I/O DDP Funding Level: 5 AAI Group: A  
[Click to Finalize Cost Projection](#)

<a href="#">Expand</a>	Budget Type: <b>DDP</b>	Projected Cost: \$96,779.60	Budget Max: \$76,125.00	Remaining Amt: <b>(\$20,654.60)</b>
<a href="#">Expand</a>	Budget Type: <b>ADS</b>	Projected Cost: \$9,343.80	Budget Max: \$9,780.00	Remaining Amt: <b>\$436.20</b>
<a href="#">Expand</a>	Budget Type: <b>NMT</b>	Projected Cost: \$5,466.40	Budget Max: \$9,269.00	Remaining Amt: <b>\$3,802.60</b>

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage Cost Projections**  
 Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT  
[Help Administration](#) | [Help?](#)

Home  
 Create a New Site  
 Search for Site by Site Name  
 Search for Site by Person  
 Search for Site by Provider  
 PA  
 Manage PA  
 CPT  
 Manage Individuals  
 Manage Providers  
 Manage HPC Staffing Patterns  
 Manage HPC Calendar  
 Manage ADS/NMT Patterns  
 Manage ADS/NMT Calendars  
 Manage Unscheduled ADS/NMT  
 Manage Unscheduled Services  
 -For Multiple Individuals  
 -For One Individual  
 Manage Cost Projections  
 PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
 Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
 Select Individual: JENNIFER17 Driftwood17 [Cancel](#)  
 JENNIFER17 Driftwood17  
 JANICE17 Kaster17  
 Mark17 Vane17  
 Waiver: 9/1/2010 Type: I/O Status: ENRL [Budget Summary](#)

Cost Projection Details [Get Cost Projection Details](#)

Waiver Span: 9/1/2010 - 8/31/2011 Waiver Type: I/O DDP Funding Level: 5 AAI Group: A  
[Click to Finalize Cost Projection](#)

<a href="#">Expand</a>	Budget Type: <b>DDP</b>	Projected Cost: \$96,779.60	Budget Max: \$76,125.00	Remaining Amt: <b>(\$20,654.60)</b>
<a href="#">Expand</a>	Budget Type: <b>ADS</b>	Projected Cost: \$9,343.80	Budget Max: \$9,780.00	Remaining Amt: <b>\$436.20</b>
<a href="#">Expand</a>	Budget Type: <b>NMT</b>	Projected Cost: \$5,466.40	Budget Max: \$9,269.00	Remaining Amt: <b>\$3,802.60</b>

# Technical Guide Medicaid Services System (MSS) Application

Additionally, if the User needs to switch between the displayed individual's current waiver span's costs to a previous/upcoming waiver span's cost, the User clicks on the Change link located to the right of the currently displayed waiver span.

The screenshot shows the MSS application interface. On the left is a navigation menu with categories: Home, PA, CPT, and Services. The main content area displays site information for '100 ABC Street' and individual 'JENNIFER17 Driftwood17'. A table lists waiver spans with a 'Change' link highlighted by a red arrow. Below this is the 'Cost Projection Details' section, which includes a 'Click to Finalize Cost Projection' button and a table of budget types (DDP, ADS, NMT) with their respective costs and remaining amounts.

After reviewing the details provided from the cost projection details, the User will finalize the cost projection for each individual associated with the CPT by clicking on the **Click to Finalize Cost Projection** button.

This screenshot shows the same MSS application interface as the previous one, but with the 'Click to Finalize Cost Projection' button highlighted by a red arrow. The 'Change' link in the waiver span table is no longer highlighted.

# Technical Guide Medicaid Services System (MSS) Application

At finalization, MSS checks to insure that the details of each individual's CPT are accurate. The following are several examples of the details that are checked in the process of finalization. (1) Providers are currently/correctly certified for all services identified during the individual's waiver span. If a provider is not currently or correctly certified an error message will populate at finalization.

The screenshot displays the MSS application interface for site '100 ABC Street'. The 'Finalization Errors' dialog box is open, showing the following error messages:

- Provider (UNITED DISABILITY SERVICES, INC.) is not certified to provide service (Adaptive & Assistive Equipment - AAE)
- Provider (UNITED DISABILITY SERVICES, INC.) is not certified to provide service (Home Delivered Meals - AMN)

The background shows a table with columns for 'Remaining Amt.' and values: (\$20,654.60), \$436.20, and \$3,802.60. A red arrow points to the dialog box.

This will require the User to update these details in the CPT in order for finalization to successfully occur. In the example, the User simply removed these services from the Jennifer17 Driftwood17's CPT since United Disabilities Services, Inc. was not a certified provider of these services, and there were no other certified providers available to deliver these services.

(2) DRA Provider Span(s) have been assigned if the CPT site contains multiple individuals (e.g. 2 or more) and the individuals are sharing services. If a DRA Provider Span has not been assigned an error message will populate at finalization.

The screenshot displays the MSS application interface for site '100 ABC Street'. The 'Finalization Errors' dialog box is open, showing the following error message:

- The site consists of more than one Person but does not have a DRA provider within the range of the selected waiver span (9/1/2010 - 8/31/2011). Please change the waiver span and/or the span for the associated DRA provider.

The background shows a table with columns for 'Remaining Amt.' and values: (\$10,146.60), \$436.20, and \$3,802.60. A red arrow points to the dialog box.

# Technical Guide Medicaid Services System (MSS) Application

This will require the User to add DRA Provider Span(s) to the appropriate provider under Manage Provider/Manage Provider And DRA Provider spans. In the example, the User assigned DRA Provider span(s) to United Disability Services, Inc. for the following two periods of time: 09/01/2010-05/31/2011 and 06/01/2011-08/31/2011.

(3) Individual's costs exceed their DDP, ADS or NMT cost cap.

The screenshot shows the 'Services Finalization' dialog box with the following content:

Finalization Success.  
Finalization Amount: **\$86,271.60**

Warning: The finalized amount is over the individuals's DDP funding range. A PA may be required.

Record your finalization/cpt total because you will need to enter the total amount on page 1 of the IRF.

If you are ready to create a PA now:  
- Click "Create PA" or "Create Budget Adjustment" link below and complete the IRF.

If you are not ready to create a PA - exit now. When you are ready:

1. Go to "Manage Individual PA."
2. Click "Create PA" or "Create Budget Adjustment" link and complete the IRF.

Once you have completed the IRF:

1. Click the "Manage Versions" link.
2. Click "Save New Version."
3. Name the version to indicate a PA request. Example: "PA#10033 for John Smith."

[Create PA](#)

This will require the User to either adjust service detail(s) within the individual(s) CPT, or begin the process of submitting a Prior Authorization (PA). In the example, the User will need to submit a PA for Jennifer17 Driftwood17 based on the fact that Jennifer17 has an ODDP Budget Max of \$76,125.00, and her current H/PC services amount to \$86,271.60.

(4) There are a variety of other situations that will trigger an Error Message at finalization. Additional examples would include: attempting to assign a greater amount of service than allowed (e.g. 92 days of Residential Respite when only 90 days are allowed); attempting to finalize costs for an individual's temporary waiver span (e.g. a User can only finalize costs for an individual's enrolled waiver span); or attempting to finalize a waiver service for the wrong waiver type (e.g. Assign informal respite to an individual on an IO Waiver. Informal respite is only available to individuals enrolled on the LV1 Waiver).

Upon successful finalization, the cost projection becomes available in Service Payment Authorization (SPA) portion of the application.

# Technical Guide Medicaid Services System (MSS) Application

## Section 11: Service Payment Authorization (SPA)

Finalized costs are assigned to the Services Payment Authorization (SPA) based on the CPT's Management County and the Reporting County assigned to the individual's record in the Individual Data System (IDS) application. Individual's finalized costs are assigned to SPA that is CPT site specific. In other words, individuals from other CPTs will not be visible in 100 ABC Street's SPA. In the example, Jennifer17 Driftwood17's Reporting County in IDS is Sandusky, Janice17 Kaster17's Reporting County in IDS is Richland, and Mark17 Vane17's Reporting County is Erie. The Management County for the CPT is Sandusky.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled

Individual:	DODD Number:	Medicaid Billing Number:	Residence County:
JENNIFER17 Driftwood17 <a href="#">View Info</a>   <a href="#">Individual Spans</a>   <a href="#">Add-Ons</a>   <a href="#">Remove</a>	6002161	11087	SANDUSKY
JANICE17 Kaster17 <a href="#">View Info</a>   <a href="#">Individual Spans</a>   <a href="#">Add-Ons</a>   <a href="#">Remove</a>	6004758	11070	RICHLAND
Mark17 Vane17 <a href="#">View Info</a>   <a href="#">Individual Spans</a>   <a href="#">Add-Ons</a>   <a href="#">Remove</a>	6008910	00001	ERIE

The User will only be able to see Jennifer17 Driftwood17 in SPA because the Management County and the Reporting County are Sandusky.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled  
ADS/NMT  
Manage Unscheduled  
Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA  
SPA  
Service Payment Authorization

Site Name: 100 ABC Street	Effective Date: 9/1/2010	End Date: 12/31/9999
CountyBoard SANDUSKY	Pending Authorization JENNIFER17 Driftwood17	Cost Projection Spans

In order for Janice17 Kaster17's and Mark17 Vane17's cost to be authorized in SPA, the User will need to contact Richland CBDD and Erie CBDD respectively and request that they authorize these individual's services in SPA.

# Technical Guide Medicaid Services System (MSS) Application

The User next clicks on the individual's name within the Pending Authorization box. This causes the individual's previously finalized costs to populate within the Cost Projection Spans box.

The screenshot shows the MSS application interface. At the top, the site name is '100 ABC Street' with effective and end dates. Below this, there are three main sections: 'CountyBoard' (set to SANDUSKY), 'Pending Authorization' (containing 'JENNIFER17 Driftwood17'), and 'Cost Projection Spans' (containing '9/1/2010 - 8/31/2011 - I/O - ENRL'). A red arrow points from the individual's name in the Pending Authorization box to the Cost Projection Spans box, indicating the data transfer.

The User then clicks on the displayed cost projection span (e.g. 09/01/2010-08/31/2011-IO-ENRL). This causes the individual's DDP, ADS, and NMT costs associated with that waiver span to populate along with the **Disapprove Finalization** and **Authorize Costs** buttons.

The screenshot shows the MSS application interface with the 'Disapprove Finalization' and 'Authorize Costs' buttons visible. Below these buttons is a table of cost projection spans. A red arrow points from the 'Authorize Costs' button to the table.

Expand	Budget Type:	Projected Cost:	Budget Max:	Remaining Amt:
<a href="#">Expand</a>	DDP	\$86,271.60	\$76,125.00	(\$10,146.60)
<a href="#">Expand</a>	ADS	\$9,343.80	\$9,780.00	\$436.20
<a href="#">Expand</a>	NMT	\$5,466.40	\$9,269.00	\$3,802.60

The User can click on the **Authorize Costs** button to approve these costs

The screenshot shows the MSS application interface with an alert message displayed. The alert message is: "JENNIFER17 Driftwood17 has been Authorized for Waiver Span: 9/1/2010 - 8/31/2011". Below the alert message, there are two buttons: "Disapprove Finalization" and "Authorize Costs". A red arrow points to the "Close" button on the alert message.

# Technical Guide Medicaid Services System (MSS) Application

If the User believes that there is some issue with the finalized costs, the User can click on the **Disapprove Finalization** button. This removes those previously finalized costs from SPA, and will require a review of these costs prior to re-finalization.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Alerts: Close  
• There are no Individuals with a Pending Authorization in SANDUSKY County.

CountyBoard: SANDUSKY Pending Authorization: Cost Projection Spans:

For individuals who have been identified in MSS as being non-waiver, the **Approved Costs** button is replaced with the **Approve DRA** Button. This is due to the User not “authorizing” non-waiver costs.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

CountyBoard: ERIE Pending Authorization: Mark17 Vane17 Cost Projection Spans: 9/1/2010 - 8/31/2011 - I/O - NONWAIVER

Disapprove Finalization Approve DRA

<a href="#">Expand</a>	Budget Type: <b>DDP</b>	Projected Cost: \$66,688.50	Budget Max: --	Remaining Amt: (\$66,688.50)
<a href="#">Expand</a>	Budget Type: <b>ADS</b>	Projected Cost: \$0.00	Budget Max: --	Remaining Amt: \$0.00
<a href="#">Expand</a>	Budget Type: <b>NMT</b>	Projected Cost: \$0.00	Budget Max: \$9,269.00	Remaining Amt: \$9,269.00

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Alerts: Close  
• Mark17 Vane17 has been Approved for Span: 9/1/2010 - 8/31/2011  
• There are no Individuals with a Pending Authorization in ERIE County.

CountyBoard: ERIE Pending Authorization: Cost Projection Spans:

The User must authorize the costs of all individuals associated with the site. Costs must be authorized in SPA before they can “move” to the Daily Rate Application (DRA) portion of MSS. This is true only for those site(s) that contain two or more individuals who share staff.

# Technical Guide Medicaid Services System (MSS) Application

## Section 12: Daily Rate Application (DRA)

The Daily Rate Application (DRA) is used to determine the Daily Billing Unit (DBU) for those individuals who live with one or more individuals in the same setting and share staff. Features of the enhanced DRA include: (1) generates site costs from CPT, (2) allows providers to enter Actuals/generate Billfiles, and (3) allows Users to view Legacy DRA data.

There are three areas of the enhanced DRA.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - DRA**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

Home Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Create a New Site

Search for Site by Site Name

Search for Site by Person

Search for Site by Provider

**DRA Overview:**

DRA Provider Name: UNITED DISABILITY SERVICES, INC. Provider#: 7700143

PA

Manage PA

CPT

PA

Manage Individual PA

SPA

Service Payment Authorization

**DRA**

County Board

Providers

Legacy

Within the County Board portion, the County Board User generates and saves or generates and updates site costs. Costs for each individual associated with the CPT populate in the DRA after costs have been authorized in SPA. Service costs and hours come directly from CPT.

The County Board User clicks on the County Board link. Note that an Alert has populated at the top of the page. The Alert states, "There must be 3 Individuals with Authorized Cost Projections for Provider#: 7700143 with DRA Span: 6/1/2011 to 8/31/2011. Therefore the Generate Site Costs link is disabled. (If there are any Temporary Waiver Spans in the Site then this Count will prevent Site Cost Generation)."

Home Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Create a New Site

Search for Site by Site Name

Search for Site by Person

Search for Site by Provider

PA

Manage PA

CPT

PA

Manage Individual PA

SPA

Service Payment Authorization

**DRA**

County Board

Providers

Site Costs Provider Actuals Report

**Alerts:** Close

- There must be 3 Individuals with Authorized Cost Projections for Provider#: 7700143 with DRA Span: 6/1/2011 to 8/31/2011. Therefore the Generate Site Costs link is disabled. (If there are any Temporary Waiver Spans in the Site then this Count will prevent Site Cost Generation)

**DRA Provider Spans:**

UNITED DISABILITY SERVICES, INC. 7700143

Span:	Start Date:	End Date:	Individual Count:	
+Existing Site Costs	9/1/2010	5/31/2011	3	+Individuals in SPA <a href="#">Generate Site Costs</a>
+Existing Site Costs	6/1/2011	8/31/2011	3	+Individuals in SPA <a href="#">Generate Site Costs</a>

# Technical Guide Medicaid Services System (MSS) Application

The Alert populated because Janice17 Kaster17 does not have approved waiver costs for the period of 06/01/2011-08/31/2011. This is due to the fact that Janice17 Kaster17's waiver re-determination for her next waiver year occurs on 06/01/2011.

Home  
 Create a New Site  
 Search for Site by Site Name  
 Search for Site by Person  
 Search for Site by Provider  
 PA  
 Manage PA  
 CPT  
 PA  
 Manage Individual PA  
 SPA  
 Service Payment Authorization  
 DRA  
 County Board  
 Providers  
 Legacy  
 REPORTS

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Site Costs Provider Actuals Report

**Alerts:** Close

- There must be 3 Individuals with Authorized Cost Projections for Provider#: 7700143 with DRA Span: 6/1/2011 to 8/31/2011. Therefore the [Generate Site Costs](#) link is disabled. (If there are any Temporary Waiver Spans in the Site then this Count will prevent Site Cost Generation)

**DRA Provider Spans:**  
 UNITED DISABILITY SERVICES, INC. 7700143

Span:	Start Date:	End Date:	Individual Count:		
+Existing Site Costs	9/1/2010	5/31/2011	3	-Individuals in SPA	<a href="#">Generate Site Costs</a>

Individuals in SPA:

Individual	DODD #	Authorized	Waiver Status	Waiver-Code	Waiver Start	Waiver End	Total Cost	Total Units
Mark17 Vane17	6008910	6/28/2013 : 12:00 AM	NONWAIVER	I/O-ADL	9/1/2010	8/31/2011	\$49,918.02	11250.00
JANICE17 Kaster17	6004758	6/28/2013 : 12:00 AM	ENRL	I/O-ADL	6/1/2010	5/31/2011	\$49,918.02	11250.00
JENNIFER17 Driftwood17	6002161	6/28/2013 : 12:00 AM	ENRL	I/O-ADL	9/1/2010	8/31/2011	\$64,046.31	12331.16

+Existing Site Costs 6/1/2011 8/31/2011 3 -Individuals in SPA [Generate Site Costs](#)

Individuals in SPA:

Individual	DODD #	Authorized	Waiver Status	Waiver-Code	Waiver Start	Waiver End	Total Cost	Total Units
Mark17 Vane17	6008910	6/28/2013 : 12:00 AM	NONWAIVER	I/O-ADL	9/1/2010	8/31/2011	\$16,770.48	3780.00
JENNIFER17 Driftwood17	6002161	6/28/2013 : 12:00 AM	ENRL	I/O-ADL	9/1/2010	8/31/2011	\$21,505.28	4138.80

The County Board User should verify that the individuals' waiver status (e.g. ENRL), waiver-code (e.g. I/O-ADL), waiver start (e.g. 9/1/2010), waiver end (e.g. 8/31/2011), total costs (e.g. \$64,046.31), and total units (e.g. 12331.16) are correct.

The County Board User next clicks on the [Generate Site Costs](#) link. This populates the following DRA site costs details for the selected span: start date of the cost span, end date of the cost span, total number of days, total costs, total hours, hourly rate, and number of individuals sharing services during the cost span.

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 Search for Site by Person  
 Search for Site by Provider  
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 Manage PA  
 CPT  
 PA  
 Manage Individual PA  
 SPA  
 Service Payment Authorization  
 DRA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Site Costs Provider Actuals Report

**Alerts:** Close

- There must be 3 Individuals with Authorized Cost Projections for Provider#: 7700143 with DRA Span: 6/1/2011 to 8/31/2011. Therefore the [Generate Site Costs](#) link is disabled. (If there are any Temporary Waiver Spans in the Site then this Count will prevent Site Cost Generation)

**DRA Provider Spans:**  
 UNITED DISABILITY SERVICES, INC. 7700143

Span:	Start Date:	End Date:	Individual Count:		
+Existing Site Costs	9/1/2010	5/31/2011	3	+Individuals in SPA	<a href="#">Generate Site Costs</a>

# Technical Guide Medicaid Services System (MSS) Application

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[Search for Site by Provider](#)

**PA**  
[Manage PA](#)

**CPT**  
**PA**  
[Manage Individual PA](#)

**SPA**  
[Service Payment Authorization](#)

**DRA**  
**County Board**  
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[Legacy](#)

**REPORTS**

<b>Site Name:</b> 100 ABC Street	<b>Effective Date:</b> 9/1/2010	<b>End Date:</b> 12/31/9999
<b>DRA Provider</b>		
<b>Name:</b> UNITED DISABILITY SERVICES, INC.		
<b>MBS Contract Number:</b> 7700143	<b>DRA Provider Begin Date:</b> 9/1/2010	<b>DRA Provider End Date:</b> 5/31/2011

<b>Site Costs</b>	<b>Generated Site Costs</b>	<b>Provider Actuals Report</b>
-------------------	-----------------------------	--------------------------------

**Generated Site Costs:**

Select Span:	StartDate:	EndDate:	# of Days:	Total Cost:	Total Hours:	Hourly Rate:	# of Individuals:
<b>Details</b>	9/1/2010	5/31/2011	273	\$163,882.35	8707.79	18.82	3

**Individual Details:**

Individual Name	DODD #	Waiver Status	Waiver-Code	Hrly Rate	Hrs Per Day	Span Cost	Span Units	Span Hrs	%
JENNIFER17 Driftwood17	6002161	ENRL	I/O - ADL	\$20.78	11.29	\$64,046.31	12331.16	3082.79	39.08 %
JANICE17 Kaster17	6004758	ENRL	I/O - ADL	\$17.75	10.30	\$49,918.02	11250.00	2812.50	30.46 %
Mark17 Vane17	6008910	NONWAIVER	I/O - ADL	\$17.75	10.30	\$49,918.02	11250.00	2812.50	30.46 %

<b>Save Site Cost:</b>	<b>New Site Cost Effective Date:</b> 9/1/2010	<b>New Site Cost End Date:</b> 5/31/2011	<b># of Days:</b> 273	<b>New Site Cost:</b> 163882.35	<b>New Site Cost Hours:</b> 8707.79
------------------------	---	--	-----------------------	---------------------------------	-------------------------------------

The County Board User should verify the DRA Cost Span's start date, end date, total number of days, total costs, total hours, and hourly rate. Additionally, the County Board User should verify that the individuals' waiver status (e.g. ENRL), waiver-code (e.g. I/O-ADL), hourly rate (e.g. \$20.78), hours per day (e.g. 11.29), span costs (e.g. \$64,046.31), span units (e.g. 12331.16), span hours (e.g. 3082.79), and percentage (e.g. 39.08%) are correct.

The last step requires the County Board User to click on the Save Site Cost link. This "moves" these costs from the County Board side of the enhanced DRA to the Provider side of the enhanced DRA.

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**REPORTS**

<b>Site Name:</b> 100 ABC Street	<b>Effective Date:</b> 9/1/2010	<b>End Date:</b> 12/31/9999
<b>DRA Provider</b>		
<b>Name:</b> UNITED DISABILITY SERVICES, INC.		
<b>MBS Contract Number:</b> 7700143	<b>DRA Provider Begin Date:</b> 9/1/2010	<b>DRA Provider End Date:</b> 5/31/2011

<b>Site Costs</b>	<b>Generated Site Costs</b>	<b>Provider Actuals Report</b>
-------------------	-----------------------------	--------------------------------

**Generated Site Costs:**

Select Span:	StartDate:	EndDate:	# of Days:	Total Cost:	Total Hours:	Hourly Rate:	# of Individuals:
<b>Details</b>	9/1/2010	5/31/2011	273	\$163,882.35	8707.79	18.82	3

**Individual Details:**

Individual Name	DODD #	Waiver Status	Waiver-Code	Hrly Rate	Hrs Per Day	Span Cost	Span Units	Span Hrs	%
JENNIFER17 Driftwood17	6002161	ENRL	I/O - ADL	\$20.78	11.29	\$64,046.31	12331.16	3082.79	39.08 %
JANICE17 Kaster17	6004758	ENRL	I/O - ADL	\$17.75	10.30	\$49,918.02	11250.00	2812.50	30.46 %
Mark17 Vane17	6008910	NONWAIVER	I/O - ADL	\$17.75	10.30	\$49,918.02	11250.00	2812.50	30.46 %

<b>Save Site Cost:</b>	<b>New Site Cost Effective Date:</b> 9/1/2010	<b>New Site Cost End Date:</b> 5/31/2011	<b># of Days:</b> 273	<b>New Site Cost:</b> 163882.35	<b>New Site Cost Hours:</b> 8707.79
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**Home**  
[Create a New Site](#)  
[Search for Site by Site Name](#)  
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[Search for Site by Provider](#)

**PA**  
[Manage PA](#)

**CPT**  
**PA**  
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**REPORTS**

<b>Site Name:</b> 100 ABC Street	<b>Effective Date:</b> 9/1/2010	<b>End Date:</b> 12/31/9999
<b>DRA Provider</b>		
<b>Name:</b> UNITED DISABILITY SERVICES, INC.		
<b>MBS Contract Number:</b> 7700143	<b>DRA Provider Begin Date:</b> 9/1/2010	<b>DRA Provider End Date:</b> 5/31/2011

<b>Site Costs</b>	<b>Generated Site Costs</b>	<b>Provider Actuals Report</b>
-------------------	-----------------------------	--------------------------------

**Alerts:** [Close](#)

- Your Site Cost has been Saved.

**Generated Site Costs:**

Select Span:	StartDate:	EndDate:	# of Days:	Total Cost:	Total Hours:	Hourly Rate:	# of Individuals:
<b>Details</b>	9/1/2010	5/31/2011	273	\$163,882.35	8707.79	18.82	3

# Technical Guide Medicaid Services System (MSS) Application

Within the Provider portion, the Provider User enters Actuals and generates billfiles.



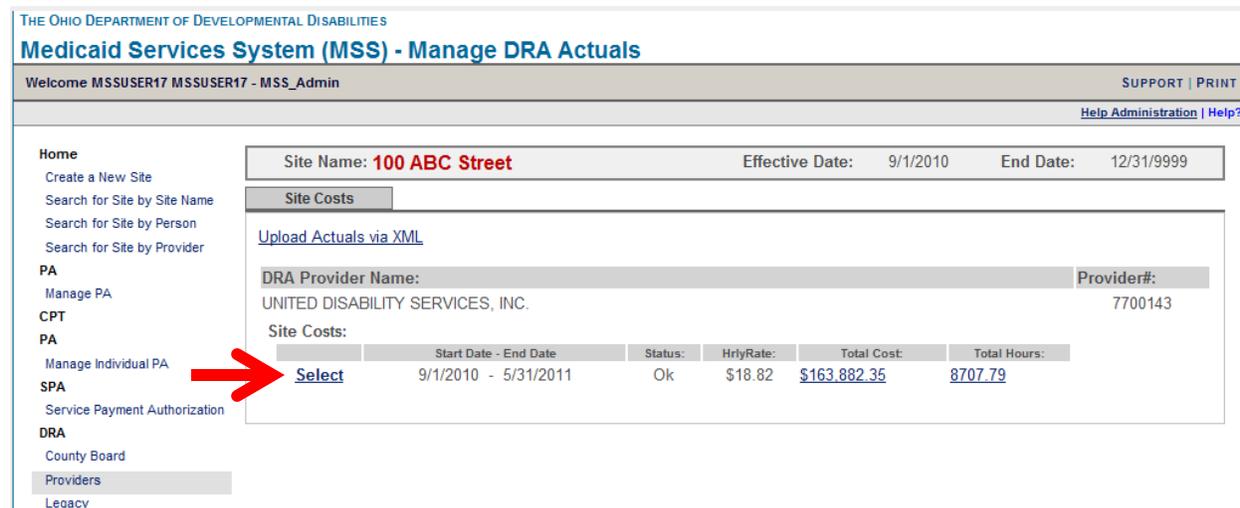
The screenshot shows the MSS application interface. On the left is a navigation menu with categories: Home, PA, CPT, PA, SPA, DRA, and Providers. The 'Providers' item is highlighted with a red arrow. The main content area shows site information for '100 ABC Street' with effective and end dates. Below this is a 'Site Costs' section with a link to 'Upload Actuals via XML'. Further down, the 'DRA Provider Name' is 'UNITED DISABILITY SERVICES, INC.' with provider number '7700143'. A table of 'Site Costs' is displayed with columns for Start Date - End Date, Status, HrlyRate, Total Cost, and Total Hours. The first row shows a date range of 9/1/2010 - 5/31/2011, status 'Ok', hourly rate '\$18.82', total cost '\$163,882.35', and total hours '8707.79'. A 'Select' link is present under the first row.

The Provider User can enter Actuals into the enhanced DRA in one of two ways. In the first, the Provider can upload their Actuals via the Upload Actuals via XML link.



This screenshot is similar to the previous one, but a red arrow points to the 'Upload Actuals via XML' link in the 'Site Costs' section.

In the second, the Provider User manually creates an Actual in the enhanced DRA. The Provider User first selects the Site Cost Span to which the provider needs to add an Actual to. In the example, there is only one Site Cost Span to choose from (e.g. 09/01/2010-05/31/2011). The Provider User clicks on the Select link to access that Site Cost Span.



This screenshot shows the MSS application interface with a red arrow pointing to the 'Select' link in the 'Site Costs' table. The interface includes a header for 'THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES' and 'Medicaid Services System (MSS) - Manage DRA Actuals'. It also shows a welcome message and navigation links like 'SUPPORT | PRINT' and 'Help Administration | Help?'.

# Technical Guide Medicaid Services System (MSS) Application

The Provider User should review the following details of the utilization portion of that Site Cost Span: Hourly Rate, Total Cost, Total Hours, Average Projected Hours (per week/per day), and Average Projected Costs (per week/per day).

The screenshot shows the 'Site Cost' section for '100 ABC Street' with an effective date of 9/1/2010 and an end date of 12/31/9999. The table below provides detailed utilization metrics:

Provider:	7700143	UNITED DISABILITY SERVICES, INC.	Start:	9/1/2010	End:	5/31/2011	Hourly Rate:	\$18.82	Total Cost:	\$163,882.35	Total Hours:	8707.79
Average Projected Hours:			223.28/week		31.90/day		Used:	\$0.00			0.00	
Average Actual Hours:			0.00/week				Available:	\$163,882.35			8707.79	
Average Projected Costs:			\$4,202.11/week		\$600.30/day							
Average Actual Costs:			\$0.00/week				Estimated Span Overage Cost:	\$0	% Overage:	0.00 %		

Navigation links: [New Actual Span](#) | [New MBS Billing File For Span](#)



The Provider User next clicks on the [New Actual Span](#) link to begin creating the Actual.

This screenshot is identical to the previous one, but a red arrow points to the [New Actual Span](#) link in the 'Actual Spans' section.

The Provider User enters a start date, end date and total number of staff hours delivered during that seven day period into the Add New actual Span pop up box. An Actual's start date and end date can only be up to a maximum of seven consecutive (7) days. Those seven consecutive days must fit within the current Site Cost Span.

The screenshot shows the 'Add New Actual Span' pop-up box with the following fields:

Start:	End:	Total Hours:
09/01/2010	09/07/2010	223

A red arrow points to the 'Start' field.

# Technical Guide Medicaid Services System (MSS) Application

When the Provider User calculates the total number of staff hours, the provider should only include those staff hours based on the how many hours each staff person worked per shift for that day starting at 12:00 AM and ending at 11:59 PM. For example, on Sunday June 30, 2013 United Disability Services, Inc. provided the following staff hours to Jennifer17 Driftwood17 and her roommates. Staff person A came in and worked from 12:00 AM to 7:30 AM for a total of 7.5 hours. Staff person B came in and worked from 7:30 AM to 1:00 PM for a total of 5.5 hours. Finally, Staff person C & staff person D both came in and worked from 1:00 PM to 11:59 PM for a total of 22 hours (both staff person C & staff person D worked an 11 hour shift, so 2X11=22). So the total number of staff hours the provider would have delivered on this day would be 35 hours.

After the Provider User has completed the details of the Actual, they click on the **Save** button to “save” the Actual.

The screenshot shows the 'Add New Actual Span' dialog box with the following fields:

Start:	End:	Total Hours:	Save
09/01/2010	09/07/2010	223	Save

A red arrow points to the 'Save' button.

The screenshot shows the 'Actual Spans' table with the following data:

Start Date	End Date	Total Hours	Total \$ For Span	Max DBU?
9/1/2010	9/7/2010	223.00	\$4,196.90	No

A red arrow points to the 'Individual Actuals' link.

Next the Provider User clicks on the Individual Actuals link to identify which individuals they delivered services to during the seven (7) day period.

The screenshot shows the 'Individual Actuals' link highlighted in the 'Actual Spans' table. A red arrow points to the link.

# Technical Guide Medicaid Services System (MSS) Application

The Provider User can either check each box for every individual for those days the provider delivered services during the seven (7) day period, or the Provider User can click on the [All](#) link located under the [Return to Actual Span Manager](#) link to auto fill every check box for every individual. If the provider did not deliver services to each individual for every day in the seven (7) day period, the Provider User will need to uncheck each box for those days the provider did not deliver services to that individual.

Service Payment Authorization

DRA  
County Board  
Providers  
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REPORTS

Site Costs | Actual Spans | Individual Actuals

### Individual Actuals

[Return to Actual Span Manager](#)

Check [All](#) | [None](#)

Individual	Client #	9/1	9/2	9/3	9/4	9/5	9/6	9/7
JENNIFER17 Driftwood17	6002161	<input checked="" type="checkbox"/>						
JANICE17 Kaster17	6004758	<input checked="" type="checkbox"/>						
Mark17 Vane17	6008910	<input checked="" type="checkbox"/>						

Generate Billfile | Update service days/re-calculate Actuals

Individuals Summary:

Individual	Client #	%	Individual Contribution	# Days	DBU	Remaining \$
JENNIFER17 Driftwood17	6002161	0.00 %	\$0.00	0	\$0.00	\$64,046.31
JANICE17 Kaster17	6004758	0.00 %	\$0.00	0	\$0.00	\$49,918.02
Mark17 Vane17 *	6008910	0.00 %	\$0.00	0	\$0.00	\$49,918.02

Next the Provider User clicks on the **Update services days/re-calculate Actuals** button. The application will then calculate the Daily Billing Unit (DBU) for each individual for that seven (7) day period. The DBU is not a day rate, but rather as stated earlier a Daily Billing Unit. This means that there can be more than one H/PC provider delivering services to individuals in the home on the same day. The provider who delivers the most amount of service will generate their billing through the DRA, and the other provider(s) will bill in fifteen (15) minute units.

Manage Individual PA

SPA  
Service Payment Authorization  
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Start: 9/1/2010 End: 9/7/2010 Over DBU: N Total Cost: \$4,196.90 Total Hours: 223.00

Site Costs | Actual Spans | Individual Actuals

### Individual Actuals

[Return to Actual Span Manager](#)

Check [All](#) | [None](#)

Individual	Client #	9/1	9/2	9/3	9/4	9/5	9/6	9/7
JENNIFER17 Driftwood17	6002161	<input checked="" type="checkbox"/>						
JANICE17 Kaster17	6004758	<input checked="" type="checkbox"/>						
Mark17 Vane17	6008910	<input checked="" type="checkbox"/>						

Generate Billfile | Update service days/re-calculate Actuals

Individuals Summary:

Individual	Client #	%	Individual Contribution	# Days	DBU	Remaining \$
JENNIFER17 Driftwood17	6002161	39.08 %	\$1,640.18	7	\$234.31	\$62,406.13
JANICE17 Kaster17	6004758	30.46 %	\$1,278.36	7	\$182.62	\$48,639.65
Mark17 Vane17 *	6008910	30.46 %	\$1,278.36	7	\$182.62	\$48,639.65

It is important for the provider to know that the maximum DBU that Medicaid will pay for an individual is \$403.98. In the example, Jennifer17 Driftwood17's DBU is \$234.31, Janice17 Kaster's DBU is \$182.62, and Mark17 Vane17's DBU is \$182.62. So the provider will be reimbursed for the entire DBU for each of these individuals.

# Technical Guide Medicaid Services System (MSS) Application

Notice that Mark17 Vane17 has a red asterisk (\*) to the right of his name. This is to remind the provider that Mark17 Vane17 is a non-waiver recipient.

Service Payment Authorization

DRA  
County Board  
Providers  
Legacy  
REPORTS

Site Costs | Actual Spans | **Individual Actuals**

### Individual Actuals

[Return to Actual Span Manager](#)

Check All | None

Individual	Client #	9/1	9/2	9/3	9/4	9/5	9/6	9/7
JENNIFER17 Driftwood17	6002161	<input checked="" type="checkbox"/>						
JANICE17 Kaster17	6004758	<input checked="" type="checkbox"/>						
Mark17 Vane17	6008910	<input checked="" type="checkbox"/>						

Individuals Summary:

Individual	Client #	%	Individual Contribution	# Days	DBU	Remaining \$
JENNIFER17 Driftwood17	6002161	39.08 %	\$1,640.18	7	\$234.31	\$62,406.13
JANICE17 Kaster17	6004758	30.46 %	\$1,278.36	7	\$182.62	\$48,639.65
Mark17 Vane17 *	6008910	30.46 %	\$1,278.36	7	\$182.62	\$48,639.65

By placing the cursor over Mark17 Vane17's name, the Provider User will notice that a pop up box will appear with the message, "Mark17 Vane17 is in a Non-Waiver Status. So the Max DUB Rules will not apply here." This means that Mark17 Vane17's DBU can be greater than \$403.98. This is due to the fact that the provider will not be billing Medicaid for Mark17 Vane17's services. Instead, the provider will be billing the local county board for Mark17 Vane17's since his services are being funded through the local county board's levy funds.

SFA  
Service Payment Authorization  
DRA  
County Board  
Providers  
Legacy  
REPORTS

Site Costs | Actual Spans | **Individual Actuals**

### Individual Actuals

[Return to Actual Span Manager](#)

Check All | None

Individual	Client #	9/1	9/2	9/3	9/4	9/5	9/6	9/7
JENNIFER17 Driftwood17	6002161	<input checked="" type="checkbox"/>						
JANICE17 Kaster17	6004758	<input checked="" type="checkbox"/>						
Mark17 Vane17	6008910	<input checked="" type="checkbox"/>						

Individuals Summary:

Individual	Client #	%	Individual Contribution	# Days	DBU	Remaining \$
JENNIFER17 Driftwood17	6002161	39.08 %	\$1,640.18	7	\$234.31	\$62,406.13
JANICE17 Kaster17	6004758	30.46 %	\$1,278.36	7	\$182.62	\$48,639.65
Mark17 Vane17 *	6008910	30.46 %	\$1,278.36	7	\$182.62	\$48,639.65

Mark17 Vane17 is in a Non-Waiver Status. So the Max DBU Rules will not apply here.

The Provider User lastly clicks on the **Generate Billfile** button to create a billfile. The billfile is a flatfile document that will contain the provider's billing information that they will submit to the Department via an upload to the enhanced Medicaid Billing System (eMBS) application.

Individuals Summary:

Individual	Client #	%	Individual Contribution	# Days	DBU	Remaining \$
JENNIFER17 Driftwood17	6002161	39.08 %	\$1,640.18	7	\$234.31	\$62,406.13
JANICE17 Kaster17	6004758	30.46 %	\$1,278.36	7	\$182.62	\$48,639.65
Mark17 Vane17 *	6008910	30.46 %	\$1,278.36	7	\$182.62	\$48,639.65

# Technical Guide Medicaid Services System (MSS) Application

When the Provider User clicks on the **Generate Billfile** button, a pop up box will appear that allows the User to either open the file, save the file, or cancel the file.

The screenshot shows the MSS application interface. On the left is a navigation menu with options like Home, Create a New Site, Search for Site by Site Name, Search for Site by Person, Search for Site by Provider, PA, Manage PA, CPT, PA, Manage Individual PA, SPA, Service Payment Authorization, DRA, County Board, Providers, Legacy, and REPORTS. The main area displays site information for '100 ABC Street' with effective dates from 9/1/2010 to 12/31/9999. Below this are sections for 'Site Cost', 'Actual Span', and 'Individual Actuals'. A 'Generate Billfile' button is visible. A 'File Download' dialog box is open, asking 'Do you want to open or save this file?' for a file named 'M7700143\_100ABCStr\_20100901\_20100907.txt' from 'mss.trnapps.dodd.ohio.gov'. The dialog has 'Open', 'Save', and 'Cancel' buttons. Below the dialog is an 'Individuals Summary' table.

Individual	Client #	%	Individual Contribution	# Days	DBU	Remaining \$
JENNIFER17 Driftwood17	6002161	39.08 %	\$1,640.18	7	\$234.31	\$62,406.13
JANICE17 Kaster17	6004758	30.46 %	\$1,278.36	7	\$182.62	\$48,839.65
Mark17 Vane17 *	6008910	30.46 %	\$1,278.36	7	\$182.62	\$48,839.65

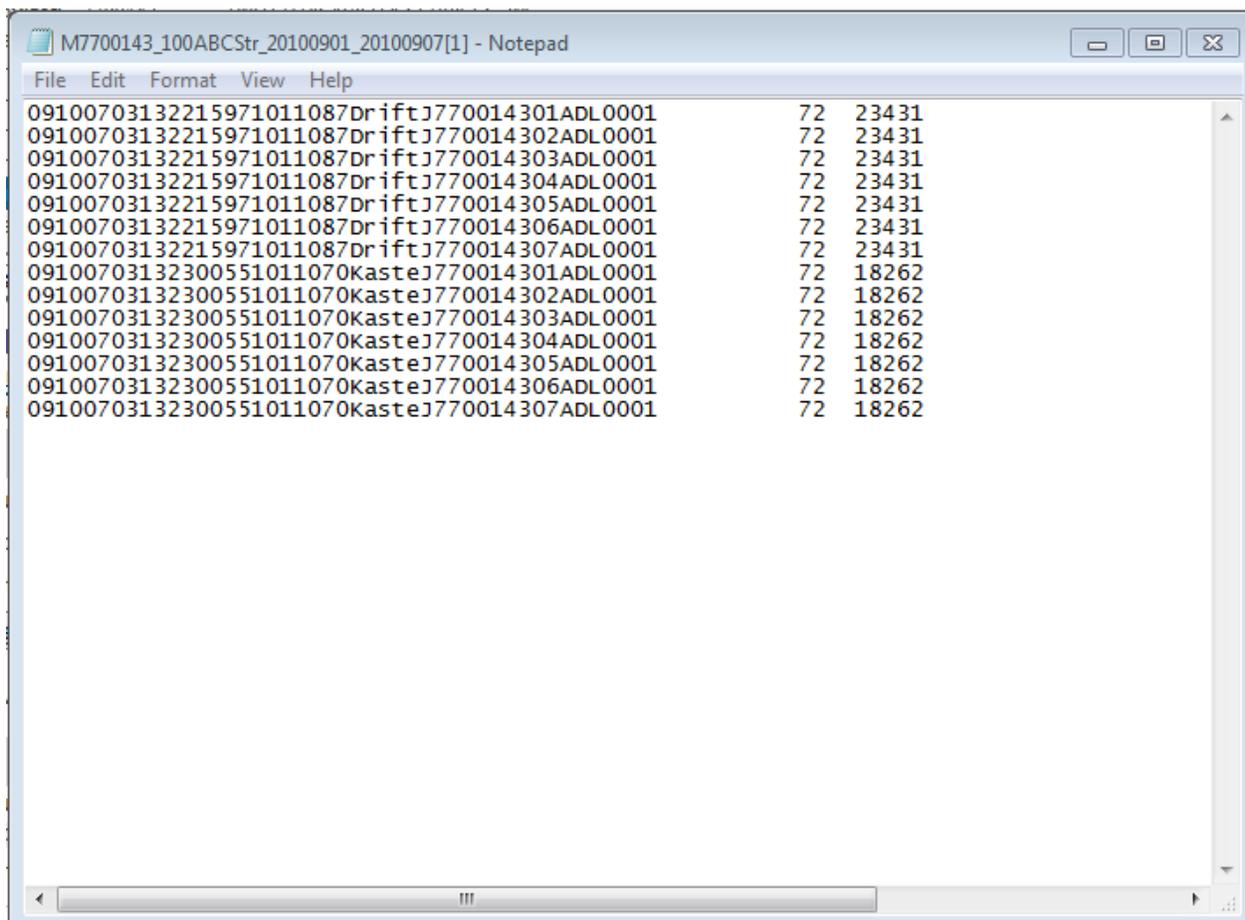
The Provider User will click on the **Save** button to “save” the billfile to their personal computer or laptop. The Provider User will need to determine where to save the billfile so that later when they upload the billfile to the eMBS application they are able to locate the billfile on their personal computer or laptop.

The screenshot shows the MSS application interface with a 'Save As' dialog box open. The dialog box shows the file name 'M7700143\_100ABCStr\_20100901\_20100907' and 'Save as type: Text Document'. The background shows the 'Individuals Summary' table from the previous screenshot.

# Technical Guide Medicaid Services System (MSS) Application

The flatfile contains the following information (reading from left to right):

- characters one and two are the month (e.g. 09)
- characters three and four are the year (e.g. 10)
- characters five through ten are the current date (e.g. 070313)
- character eleven is always a "2"
- characters twelve through twenty-three are the individual's twelve digit Medicaid number (e.g. 215971011087)
- characters twenty-four through twenty-eight are the first five letters on the individual's last name (e.g. Drift)
- character twenty-nine is the first letter of the individual's first name (e.g. J)
- characters thirty through thirty-six are the seven (7) digit provider number (e.g. 7700143)
- characters thirty-seven through thirty-eight are the day's date (e.g. 01)
- characters thirty-nine through forty-one are the billing code (e.g. ADL)
- characters forty-two through forty-five are the number of units (e.g. 0001)
- characters forty-six through forty-seven are the county board's number (e.g. 72=Sandusky)
- characters forty-eight through fifty-two are the DBU claim amount without the decimal (e.g. \$234.31)



M7700143\_100ABCStr\_20100901\_20100907[1] - Notepad

```
File Edit Format View Help
09100703132215971011087DriftJ770014301ADL0001      72  23431
09100703132215971011087DriftJ770014302ADL0001      72  23431
09100703132215971011087DriftJ770014303ADL0001      72  23431
09100703132215971011087DriftJ770014304ADL0001      72  23431
09100703132215971011087DriftJ770014305ADL0001      72  23431
09100703132215971011087DriftJ770014306ADL0001      72  23431
09100703132215971011087DriftJ770014307ADL0001      72  23431
09100703132300551011070KasteJ770014301ADL0001      72  18262
09100703132300551011070KasteJ770014302ADL0001      72  18262
09100703132300551011070KasteJ770014303ADL0001      72  18262
09100703132300551011070KasteJ770014304ADL0001      72  18262
09100703132300551011070KasteJ770014305ADL0001      72  18262
09100703132300551011070KasteJ770014306ADL0001      72  18262
09100703132300551011070KasteJ770014307ADL0001      72  18262
```

# Technical Guide Medicaid Services System (MSS) Application

Note that the flatfile does not contain billing information for Mark17 Vane17. Due to Mark17 being a non-wavier recipient his services cannot be billed to Medicaid nor can the provider's claims be submitted through eMBS for payment. The provider will need to submit these claims to the local county board for reimbursement.

Only H/PC services (e.g. H/PC, OSOC, and H/PC OSOC Mix) billing are generated through the DRA. The provider will submit claims for all other Medicaid waiver services (i.e. H/PC transportation, NMT, ADS, Adult Foster Care, etc.) by completing separate entries into eMBS.

Within the Legacy portion, both County Board User(s) and Provider User(s) will be able to view Legacy DRA information.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - View Legacy DRA**  
Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT  
[Help Administration | Help?](#)

Home  
Create a New Site  
Search for Site by Site Name **Site Name: 100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Search for Site by Person [Search Legacy DRA](#)  
Search for Site by Provider

PA  
Manage PA

CPT

PA  
Manage Individual PA

SPA  
Service Payment Authorization

DRA  
County Board  
Providers  
**Legacy**

After clicking on the [Search Legacy DRA](#) link, the User will be able to search for the Legacy DRA sites based on those providers associated with the current CPT site.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Search Legacy DRA**  
Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT  
[Help Administration | Help?](#)

Home  
Create a New Site  
Search for Site by Site Name **Site Name: 100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT

PA  
Manage Individual PA

SPA  
Service Payment Authorization

DRA  
County Board  
Providers  
**Legacy**  
REPORTS

Legacy DRA Sites Search/Associate Area

CPT Site Available Providers: CHAMPAIGN RESIDENTI  
Legacy DRA Site#: CHAMPAIGN RESIDENTI  
Legacy Site Name: JOYCE CARROTHERS  
RECREATION UNLIMITED  
SANDUSKY CO BD DD  
UNITED DISABILITY SER

# Technical Guide Medicaid Services System (MSS) Application

The User will either need to know the Legacy DRA site# or the Legacy Site Name. The User will only need to enter the information of one field in order to click on the **Search** button to initiate the search.

Home  
 Create a New Site  
 Search for Site by Site Name  
 Search for Site by Person  
 Search for Site by Provider  
 PA  
 Manage PA  
 CPT  
 PA  
 Manage Individual PA

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Legacy DRA Sites Search/Associate Area

CPT Site Available Providers: UNITED DISABILITY SI

Legacy DRA Site#: 11704

Legacy Site Name:

Search

The application will generate the site from Legacy DRA. The User can then associate the Legacy DRA site to the CPT by clicking on the Associate to CPT site link.

Home  
 Create a New Site  
 Search for Site by Site Name  
 Search for Site by Person  
 Search for Site by Provider  
 PA  
 Manage PA  
 CPT  
 PA  
 Manage Individual PA  
 SPA  
 Service Payment Authorization  
 DRA

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Legacy DRA Sites Search/Associate Area

CPT Site Available Providers: UNITED DISABILITY SI

Legacy DRA Site#: 11704

Legacy Site Name:

Search

Site Number: 11704    Legacy Site Name: UDS Sand Run Pkwy.    County: SUMMIT    MBS Contract Number: 7700143

[Associate to CPT Site](#)

Home  
 Create a New Site  
 Search for Site by Site Name  
 Search for Site by Person  
 Search for Site by Provider  
 PA  
 Manage PA  
 CPT  
 PA  
 Manage Individual PA  
 SPA  
 Service Payment Authorization

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

[Search Legacy DRA](#)

Associated Legacy Site Cost Viewer:

	Provider:	Site#:	Name:	County:	Address:	
<a href="#">Site Details</a>	7700143	11704	UDS Sand Run Pkwy.	SUMMIT	368129 SAN Street	<a href="#">Disassociate</a>

Once the Legacy DRA site is associated with the CPT, the User will be able to review the Site Cost Spans which contain hourly rates; total costs authorized by the county board; used costs, available costs, total hours, used hours and available hours based on Actuals created by the provider in the Legacy DRA site.

PA  
 Manage PA  
 CPT  
 PA  
 Manage Individual PA  
 SPA  
 Service Payment Authorization  
 DRA  
 County Board  
 Providers  
 Legacy  
 REPORTS

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

[Search Legacy DRA](#)

Associated Legacy Site Cost Viewer:

	Provider:	Site#:	Name:	County:	Address:	
<a href="#">Site Details</a>	7700143	11704	UDS Sand Run Pkwy.	SUMMIT	368129 SAN Street	<a href="#">Disassociate</a>

Site# 11704 SiteCost Summary:

	Start Date:	End Date:	HrlyRate:	Total Cost:	Used Cost:	Avail Cost:	Total Hrs:	Used Hrs:	Avail Hrs:
Cost Detail+	3/1/2008	7/1/2008	\$22.22	\$70,163.83	\$68,458.07	\$1,705.76	3157.00	3080.25	76.75
Cost Detail+	7/2/2008	12/31/2008	\$21.52	\$88,816.04	\$88,724.58	\$91.46	4127.00	4122.75	4.25
Cost Detail+	1/1/2009	4/10/2009	\$21.14	\$49,152.66	\$47,968.77	\$1,183.89	2325.00	2269.00	56.00
Cost Detail+	4/11/2009	12/15/2009	\$22.21	\$126,218.10	\$123,275.45	\$2,942.65	5682.00	5549.53	132.47
Cost Detail+	12/16/2009	12/31/2009	\$23.40	\$9,243.52	\$9,026.12	\$217.40	395.00	385.71	9.29
Cost Detail+	1/1/2010	12/31/2010	\$23.49	\$210,870.18	\$20,207.32	\$190,662.86	8977.00	860.25	8116.75

# Technical Guide Medicaid Services System (MSS) Application

- PA
- Manage PA
- CPT
- PA
- Manage Individual PA
- SPA
- Service Payment Authorization
- DRA
- County Board
- Providers
- Legacy
- REPORTS

Provider:	Site#:	Name:	County:	Address:
7700143	11704	UDS Sand Run Pkwy.	SUMMIT	368129 SAN Street

[Site Details](#) [Disassociate](#)

**Site# 11704 SiteCost Summary:**

	Start Date:	End Date:	HrlyRate:	Total Cost:	Used Cost:	Avail Cost:	Total Hrs:	Used Hrs:	Avail Hrs:
-Cost Detail	3/1/2008	7/1/2008	\$22.22	\$70,163.83	\$68,458.07	\$1,705.76	3157.00	3080.25	76.75

**Actual Spans:**

	Start Date:	End Date:	Actual Costs:	Actual Hours:
Actual Detail+	3/1/2008	3/7/2008	\$3,689.32	166.00
Actual Detail+	3/8/2008	3/14/2008	\$4,156.05	187.00
Actual Detail+	3/15/2008	3/21/2008	\$3,878.24	174.50
Actual Detail+	3/22/2008	3/28/2008	\$3,900.46	175.50
Actual Detail+	3/29/2008	4/4/2008	\$3,878.24	174.50
Actual Detail+	4/5/2008	4/11/2008	\$3,889.35	175.00
Actual Detail+	4/12/2008	4/18/2008	\$4,156.05	187.00
Actual Detail+	4/19/2008	4/25/2008	\$4,244.95	191.00
Actual Detail+	4/26/2008	5/2/2008	\$3,878.24	174.50
Actual Detail+	5/3/2008	5/9/2008	\$3,711.55	167.00
Actual Detail+	5/10/2008	5/16/2008	\$3,822.67	172.00
Actual Detail+	5/17/2008	5/23/2008	\$4,000.47	180.00
Actual Detail+	5/24/2008	5/30/2008	\$3,850.45	173.25
Actual Detail+	5/31/2008	6/6/2008	\$3,922.68	176.50
Actual Detail+	6/7/2008	6/13/2008	\$3,867.12	174.00
Actual Detail+	6/14/2008	6/20/2008	\$3,655.99	164.50
Actual Detail+	6/21/2008	6/27/2008	\$3,733.77	168.00
Actual Detail+	6/28/2008	7/1/2008	\$2,222.48	100.00

Cost Detail+	7/2/2008	12/31/2008	\$21.52	\$88,816.04	\$88,724.58	\$91.46	4127.00	4122.75	4.25
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Due to the fact that individuals' level of services can change at any time (i.e. becomes ill and needs to remain home for an extended period of time as opposed to attending day programming), the county board is required to update a CPT to include these additional services. If these changes result in the need for additional H/PC services, and these additional H/PC services affect the provider's hourly rate, the Provider may be required to make adjustments when site costs are updated.

In the example, Jennifer17 Driftwood17 had surgery that resulted in her remaining home from her job for a three month period from 09/01/2010 to 11/30/2010. The county board updated the site costs to include the additional hours of H/PC Jennifer 17 Driftwood17 required due to remaining home. An Alert populated on the Provider's side of the DRA after the county board updated (e.g. revised) the site costs.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

## Medicaid Services System (MSS) - Manage DRA Actuals

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

- Home
- Create a New Site
- Search for Site by Site Name
- Search for Site by Person
- Search for Site by Provider
- PA
- Manage PA
- CPT
- PA
- Manage Individual PA
- SPA
- Service Payment Authorization
- DRA
- County Board
- Providers
- Legacy

Site Name: <b>100 ABC Street</b>		Effective Date: 9/1/2010	End Date: 12/31/9999
----------------------------------	--	--------------------------	----------------------

**Site Costs**

[Upload Actuals via XML](#)

DRA Provider Name:		Provider#:
UNITED DISABILITY SERVICES, INC.		7700143

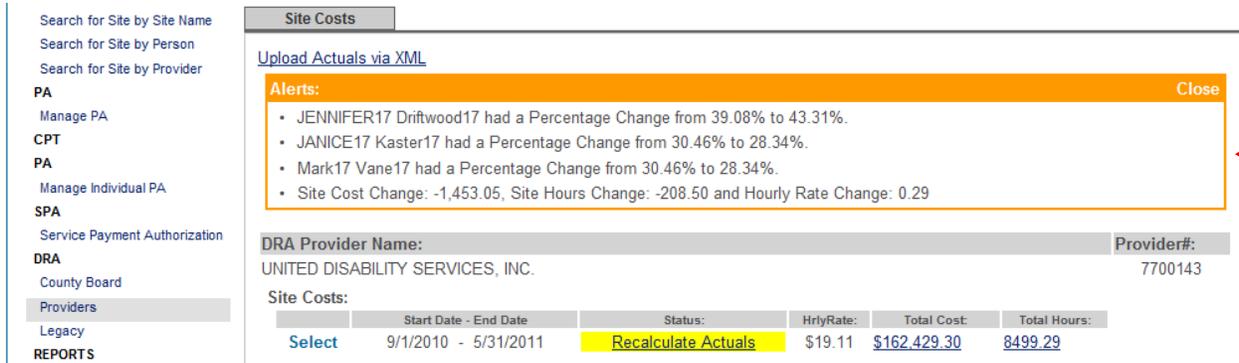
Site Costs:

	Start Date - End Date	Status:	HrlyRate:	Total Cost:	Total Hours:
<a href="#">Select</a>	9/1/2010 - 5/31/2011	<b>Alert</b>	\$19.11	\$162,429.30	8499.29

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# Technical Guide Medicaid Services System (MSS) Application

The provider clicked on the Alert link. The Alert informed the provider of changes in each individual's percentage change, site cost change (e.g. -1,453.05), site hour change (e.g. -208.50), and hourly rate change (e.g. 0.29). This means that site costs increased by \$1,453.05, site hours increased by 208.50, and the hourly rate went from \$18.82 to \$19.11.

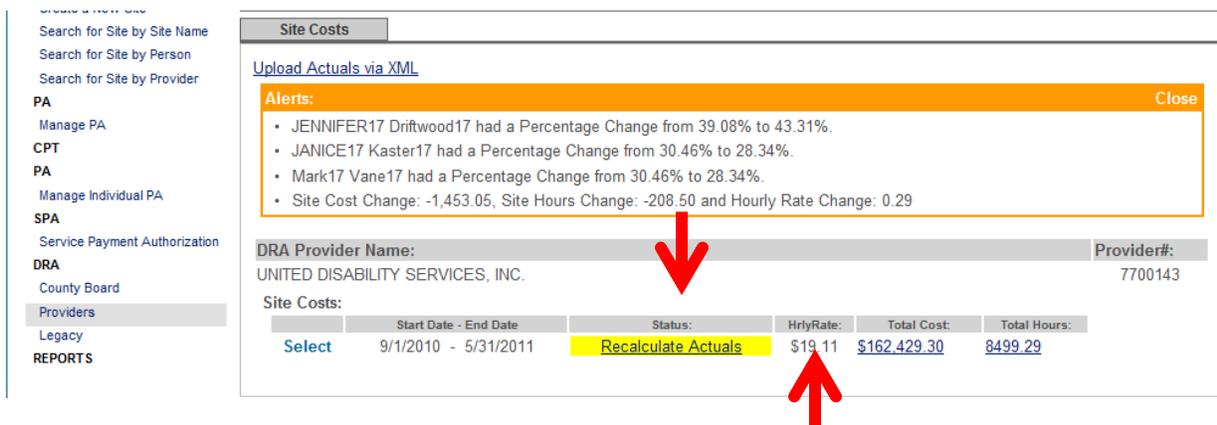


The screenshot shows the 'Site Costs' section of the application. On the left is a navigation menu with options like 'Search for Site by Site Name', 'PA', 'CPT', 'SPA', 'DRA', and 'REPORTS'. The main content area has a 'Site Costs' header and an 'Upload Actuals via XML' link. Below this is an orange-bordered 'Alerts' box with a 'Close' button. The alert contains the following text:

- JENNIFER17 Driftwood17 had a Percentage Change from 39.08% to 43.31%.
- JANICE17 Kaster17 had a Percentage Change from 30.46% to 28.34%.
- Mark17 Vane17 had a Percentage Change from 30.46% to 28.34%.
- Site Cost Change: -1,453.05, Site Hours Change: -208.50 and Hourly Rate Change: 0.29

Below the alert, the 'DRA Provider Name' is 'UNITED DISABILITY SERVICES, INC.' and the 'Provider#' is '7700143'. A table shows 'Site Costs' with columns for 'Start Date - End Date', 'Status', 'HrlyRate', 'Total Cost', and 'Total Hours'. The 'Status' column for the selected row is 'Recalculate Actuals', highlighted in yellow. A red arrow points to the 'Alerts' box.

The provider clicks on the Recalculate Actuals link. This will update the DBU of all Actuals within this Site Cost span due to the change in the HrlyRate (hourly rate). This includes those Actuals that the provider had previously submitted from 09/01/2010-10/26/2010. This means that the provider will need to resubmit these Actuals for adjustments through the MBS system.



This screenshot is similar to the previous one, but the 'Recalculate Actuals' link in the 'Status' column of the 'Site Costs' table is highlighted in yellow. A red arrow points to this link. The 'Alerts' box is still present and highlighted with a red arrow.

The provider must "clear" the Alert, Recalculate Actuals, and submit the updated Actuals for adjustments. After the provider has completed these actions, the Status of that Site Cost Span changes from Alert to OK. This permits the provider to submit for adjustments and to add new Actuals to the affected Site Cost span.



This screenshot shows the 'Site Costs' table after the provider has completed the actions. The 'Status' in the 'Status' column for the selected row is now 'Ok', highlighted in yellow. A red arrow points to the 'Ok' status. The 'Alerts' box is no longer present.

# Technical Guide Medicaid Services System (MSS) Application

## Section 13: Reports

CPT Reports are accessed directly from the MSS site. These reports include Site or individual specific data. The following reports are available: Cost Projection Details, Staffing Pattern Details, ADS Calendar, and HPC Scheduled vs Unscheduled. All reports will reflect those details of the CPT that are currently in the active environment. In order to generate reports from other CPT versions, the User will need to either (1) "Activate" that CPT version to place those details in the active environment, or (2) "Read Only" that CPT version. Both County Boards and Providers have the ability to view/run reports in the Reports portion of MSS.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Reports**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

**PA**  
Manage Individual PA

**SPA**  
Service Payment Authorization

**DRA**

**REPORTS**

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Select a report below:

- Cost Projection Details
- Staffing Pattern Details
- ADS Calendar
- HPC Scheduled vs Unscheduled

Cost Projection Detail Report contains the information necessary to create Payment Authorization of Waiver Services (PAWS). Cost Projection Details have been made available to vendors through XML download.

In order to create a Cost Projection Detail Report, the User clicks on the [Cost Projection Details](#) link.

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Select a report below:

- Cost Projection Details 
- Staffing Pattern Details
- ADS Calendar
- HPC Scheduled vs Unscheduled

# Technical Guide Medicaid Services System (MSS) Application

After a pop up box populate, the User then selects an individual from the list of individuals associated with the CPT, the desired Waiver span of that individual, and clicks on the **View Report** button in order to populate the information.

The screenshot shows a web browser window with the URL <https://mss.tnapps.dodd.ohio.gov/CPT/Reports/ViewReport2.aspx?ItemPath=%2fReports%2fMSS%2fCPT%2f>. Below the address bar, there are two dropdown menus: 'Select a person:' with 'JENNIFER17 Driftwood17' selected, and 'Waiver Span:' with '9/1/2010 - 8/31/2011' selected. To the right of these menus is a blue button labeled 'View Report'.

The Cost Projection Detail Report identifies: the individual selected CPT site name, individual's name, individual's waiver span, whether services have been authorized, individual's DODD number, individual's Medicaid number, Individual's waiver type, Individual's waiver status, individual's DDP funding level, and individual's AAI Group. The report also contains PAWS Roll-up code for all services contained in that CPT, the Provider of services' contract number, the Provider of services' name, Service Begin Date, Service End Date, Total Authorized Units for each service, and Total Authorized Cost for each service.

The screenshot shows the 'Cost Projection Report' page. At the top, there are dropdown menus for 'Select a person:' (JENNIFER17 Driftwood17) and 'Waiver Span:' (9/1/2010 - 8/31/2011), and a 'View Report' button. Below this is a navigation bar with 'Page Width', 'Find | Next', 'Select a format', and 'Export' options. The report content includes the following details:

- Site Name: 100 ABC Street
- Client #: 6002161
- Medicaid #: 215971011087
- Individual: JENNIFER17 Driftwood17
- Type: I/O
- Status: ENRL
- Waiver Span: 9/1/2010 - 8/31/2011
- DDP Funding Level: 5
- AAI Group: A
- Is Authorized: Yes

Below the details is a table with the following columns: PAWS Roll-Up Code, Service Code, Provider Contract Number, Provider Name, Service Begin Date, Service End Date, FP, Max Units per FP, Staff Size, Group Size, Based Service Rate, Total Authorized Units, and Total Authorized Cost.

PAWS Roll-Up Code	Service Code	Provider Contract Number	Provider Name	Service Begin Date	Service End Date	FP	Max Units per FP	Staff Size	Group Size	Based Service Rate	Total Authorized Units	Total Authorized Cost
ADL		7700143	UNITED DISABILITY SERVICES, INC.	9/1/2010	6/30/2011						303	\$71,027.76
ADL		7700143	UNITED DISABILITY SERVICES, INC.	7/1/2011	8/31/2011						62	\$14,523.84
ATN		1100114	CHAMPAIGN RESIDENTIAL SERVICES, INC.	9/1/2010	6/30/2011						1,500	\$600.00
ATN		1100114	CHAMPAIGN RESIDENTIAL SERVICES, INC.	7/1/2011	8/31/2011						300	\$120.00
A25		1100114	CHAMPAIGN RESIDENTIAL SERVICES, INC.	9/1/2010	6/30/2011						3,380	\$4,453.80

The User may either print the report by clicking on the printer icon, or



This screenshot is identical to the one above, but it highlights the printer icon in the navigation bar. The printer icon is a small icon of a printer, located to the right of the 'Export' button. A red arrow points to this icon from the text above.

# Technical Guide Medicaid Services System (MSS) Application

By clicking on the drop arrow next to Select a format box, selecting a format option, and then clicking [Export](#) link

Select a person: JENNIFER17 Driftwood17 Waiver Span 9/1/2010 - 8/31/2011 [View Report](#)

1 of 1 Page Width Find | Next Select a format Export

**Cost Projection Report**

Site Name: 100 ABC Street Individual: JENNIFER17 Driftwood17 Waiver Span: 9/1/2010 - 8/31/2011 Is Authorized: Yes

Medicaid #: 215971011087 Status: ENRL AAI Group: A DDP Funding Level: 5

PAW S Roll-Up Code	Service Code	Provider Contract Number	Provider Name	Service Begin Date	Service End Date	FP	Max Units per FP	Staff Size	Group Size	Based Service Rate	Total Authorized Units	Total Authorized Cost
<input checked="" type="checkbox"/> ADL		7700143	UNITED DISABILITY SERVICES, INC.	9/1/2010	6/30/2011						303	\$71,027.76
<input checked="" type="checkbox"/> ADL		7700143	UNITED DISABILITY SERVICES, INC.	7/1/2011	8/31/2011						62	\$14,523.84
<input checked="" type="checkbox"/> ATH		1100114	CHAMPAIGN RESIDENTIAL SERVICES, INC.	9/1/2010	6/30/2011						1,500	\$600.00



Select a person: JENNIFER17 Driftwood17 Waiver Span 9/1/2010 - 8/31/2011 [View Report](#)

1 of 1 Page Width Find | Next Excel Export

**Cost Projection Report**

Site Name: 100 ABC Street Individual: JENNIFER17 Driftwood17 Waiver Span: 9/1/2010 - 8/31/2011 Is Authorized: Yes

Client #: 6002161 Type: I/O Medicaid #: 215971011087 Status: ENRL AAI Group: A DDP Funding Level: 5

PAW S Roll-Up Code	Service Code	Provider Contract Number	Provider Name	Service Begin Date	Service End Date	FP	Max Units per FP	Staff Size	Group Size	Based Service Rate	Total Authorized Units	Total Authorized Cost
<input checked="" type="checkbox"/> ADL		7700143	UNITED DISABILITY SERVICES, INC.	9/1/2010	6/30/2011						303	\$71,027.76
<input checked="" type="checkbox"/> ADL		7700143	UNITED DISABILITY SERVICES, INC.	7/1/2011	8/31/2011						62	\$14,523.84



# Technical Guide Medicaid Services System (MSS) Application

The User can either click on the **Open** button to view the report or on the **Save** button to save the exported Cost Projection Detail report to their personal computer or laptop. In the example, the User clicked on the **Open** button.

PAWS Roll-Up Code	Service Code	Provider Contract Number	Provider Name	Service Begin Date	Service End Date	FP	Max Units per FP	Staff Size	Group Size	Based Service Rate	Total Authorized Units	Total Authorized Cost
ADL		7700143	UNITED DISABILITY SERVICES, INC.	9/1/2010	6/30/2011						303	\$71,027.76
ADL		7700143	UNITED DISABILITY SERVICES, INC.	7/1/2011	8/31/2011						62	\$14,523.84
ATN		1100114	CHAMPAIGN RESIDENTIAL SERVICES, INC.	9/1/2010	6/30/2011						1,500	\$600.00
ATN		1100114	CHAMPAIGN RESIDENTIAL SERVICES, INC.	7/1/2011	8/31/2011						300	\$120.00
A25		1100114	CHAMPAIGN RESIDENTIAL SERVICES, INC.	9/1/2010	6/30/2011						3,380	\$4,453.80
A25		7200013	SANDUSKY CO BD DD	7/1/2011	8/31/2011						3,000	\$4,890.00
A35		1100114	CHAMPAIGN RESIDENTIAL SERVICES, INC.	9/1/2010	6/30/2011						1,300	\$832.00
A35		7200013	SANDUSKY CO BD DD	7/1/2011	8/31/2011						240	\$4,634.40
<b>Total</b>												<b>\$101,081.80</b>

Staffing Pattern Report contains the actual staffing patterns applied to the H/PC Calendar for the selected period of time chosen by the User. In the example, the User selected a Report Span Start Date of 09/01/2010 and a Report Span End Date of 09/30/2010.

Staffing Pattern	Staffing Pattern Detail	Staffing Hours	Staff Count	Provider	Service	Individuals	Staff to Client Ratio
Saturday-Sunday	12:00:00 AM to 07:30:00 AM	7.50	1	UNITED DISABILITY SERVICES, INC.	OSOC	JANICE17 Kaster17 JENNIFER17 Driftw ood17 Mark17 Vane17	1 to 3
	07:30:00 AM to 11:59:00 PM	16.50	2	UNITED DISABILITY SERVICES, INC.	HPC	JANICE17 Kaster17 JENNIFER17 Driftw ood17 Mark17 Vane17	2 to 3
Weekday	12:00:00 AM to 06:00:00 AM	6.00	1	UNITED DISABILITY SERVICES, INC.	OSOC	JANICE17 Kaster17	1 to 3

# Technical Guide Medicaid Services System (MSS) Application

The Staffing Pattern Report can either be printed or exported by the User in the same manner as the Cost Projection Details Report.

ADS Calendar contains the actual ADS/NMT patterns applied to the ADS/NMT Calendar for the: selected service subcategories, selected clients, and selected period of time chosen by the User. In the example, the User selected Supported Employment-Enclave service subcategory, Jennifer17 Driftwood17 selected client, and a Report Span Start Date of 09/01/2010 and a Report Span End Date of 09/30/2010.

Select Service SubCategories: Supported Employment - Enclav Select Clients: JENNIFER17 Driftwood17 View Report

Report Span Start Date 9/1/2010 Report Span End Date 9/30/2010

Calendar Year Week	Date	WeekDay	Provider	Service Category	Individual	Number of Units	Service Unit Type
Week 35 of 2010	9/1/2010	Wednesday	CHAMPAIGN RESIDENTIAL SERVICES, INC.	Supported Employment - Enclave	JENNIFER17 Driftwood17	6.50	hour
	9/3/2010	Friday	CHAMPAIGN RESIDENTIAL SERVICES, INC.	Supported Employment - Enclave	JENNIFER17 Driftwood17	6.50	hour
Week 36 of 2010	9/10/2010	Friday	CHAMPAIGN RESIDENTIAL SERVICES, INC.	Supported Employment - Enclave	JENNIFER17 Driftwood17	6.50	hour
	9/6/2010	Monday	CHAMPAIGN RESIDENTIAL SERVICES, INC.	Supported Employment - Enclave	JENNIFER17 Driftwood17	6.50	hour
	9/8/2010	Wednesday	CHAMPAIGN RESIDENTIAL SERVICES, INC.	Supported Employment - Enclave	JENNIFER17 Driftwood17	6.50	hour

The ADS Calendar Report can either be printed or exported by the User in the same manner as the Cost Projection Details Report.

H/PC Scheduled vs. Unscheduled Report details H/PC services that have been assigned to the HPC Calendar portion of the application vs. those H/PC services that have been assigned under the Unscheduled Services portion of the application.

Provider Name	Provider Contract No	Client Name	Client Number	Waiver Begin Date	Waiver End Date	Service Start Date	Service End Date	Ratio	Unscheduled Hpc Cost	Scheduled Hpc Cost	Unscheduled Hpc Units	Scheduled Hpc Units		
UNITED DISABILITY SERVICES, INC.	7700143	JANICE17 Kaster17	6004758	06/01/10	05/31/11	09/01/10	5/31/11	1:3	\$0.00	\$7,026.00	0	7,026		
								2:3	\$0.00	\$42,892.02	0	13,362		
								1:3	\$0.00	\$768.00	0	768		
								2:3	\$0.00	\$4,660.92	0	1,452		
								1:3	\$0.00	\$1,596.00	0	1,596		
		JENNIFER17 Driftwood17	6002161	09/01/10	08/31/11	09/01/10	6/30/11	07/01/11	8/31/11	2:3	\$0.00	\$9,745.56	0	3,036
										1:1	\$6,348.00	\$0.00	1,200	0
										1:3	\$0.00	\$7,794.00	0	7,794
										2:3	\$0.00	\$56,885.76	0	14,814
										1:1	\$1,269.60	\$0.00	240	0
1:3	\$0.00	\$1,596.00	0	1,596										
2:3	\$0.00	\$11,658.24	0	3,036										

## Technical Guide Medicaid Services System (MSS) Application

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The HPC Scheduled vs Unscheduled Report can either be printed or exported by the User in the same manner as the Cost Projection Details Report.

DRA Reports: Accessed through the enhanced DRA. Include Site specific details. The report compares projected costs to actual costs.

# Technical Guide Medicaid Services System (MSS) Application

## Section 14: Prior Authorization (PA)

Per OAC 5123: 2-9-07 "Prior authorization" means the process to be followed in accordance with this rule to authorize an individual funding level for an individual enrolled in the individual options waiver that exceeds the maximum value of the funding range. CPT will allow for finalized costs to exceed an individual's maximum ODDP range. When the User "finalizes" costs under the Manage Cost Projection portion of the application, a pop up box will occur. Within the pop up box, there will be a message which will notify the User that they may initiate a Prior Authorization (PA).

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** [Change](#) DODD #: 8002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL

Cost Projection Details [Get Cost Projection Details](#)

Waiver Span: 9/1/2010 - 8/31/2011 Waiver Type: I/O DDP Funding Level: 5 AAI Group: A [Click to Finalize Cost Projection](#)

<a href="#">Expand</a>	Budget Type: <b>DDP</b>	Projected Cost: \$86,271.60	Budget Max: \$76,125.00	Remaining Amt: <b>(\$10,146.60)</b>
<a href="#">Expand</a>	Budget Type: <b>ADS</b>	Projected Cost: \$9,343.80	Budget Max: \$9,780.00	Remaining Amt: \$436.20
<a href="#">Expand</a>	Budget Type: <b>NMT</b>	Projected Cost: \$5,466.40	Budget Max: \$9,269.00	Remaining Amt: \$3,802.60

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA  
CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections  
PA  
Manage Individual PA  
SPA  
Service Payment Authorization  
DRA  
REPORTS

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** [Change](#) DODD #: 8002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL

Cost Projection **Services Finalization** ✕

Finalization Success.  
Finalization Amount: **\$86,271.60**

Warning: The finalized amount is over the individuals's DDP funding range. A PA may be required.  
Record your finalization/cpt total because you will need to enter the total amount on page 1 of the IRF.  
If you are ready to create a PA now:  
- Click "Create PA" or "Create Budget Adjustment" link below and complete the IRF.  
If you are not ready to create a PA - exit now. When you are ready:  
1. Go to "Manage Individual PA."  
2. Click "Create PA" or "Create Budget Adjustment" link and complete the IRF.

Once you have completed the IRF:  
1. Click the "Manage Versions" link.  
2. Click "Save New Version."  
3. Name the version to indicate a PA request. Example: "PA#10033 for John Smith."

[Create PA](#)

At that point the User may either click on the [Create PA](#) link, or if the User is not ready to begin the PA they can close the pop up box by clicking on the "x" located in the upper right hand corner of the pop up box.

# Technical Guide Medicaid Services System (MSS) Application

When the User is ready to begin the PA process they would click on the **Manage Individual PA** button.

The screenshot shows the MSS application interface. On the left is a navigation menu with options like Home, PA, and Manage Individual PA. The main content area displays site information for '100 ABC Street', including effective and end dates, and a table of cost projection details for JENNIFER17 Driftwood17. A red arrow points to the 'Manage Individual PA' button in the navigation menu.

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

**PA**  
Manage Individual PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)  
**JENNIFER17 Driftwood17** [Change](#) DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

**Cost Projection Details** [Get Cost Projection Details](#)  
Waiver Span: 9/1/2010 - 8/31/2011 Waiver Type: I/O DDP Funding Level: 5 AAI Group: A  
[Click to Finalize Cost Projection](#)

<a href="#">Expand</a>	Budget Type: <b>DDP</b>	Projected Cost: \$86,271.60	Budget Max: \$76,125.00	Remaining Amt: <b>(\$10,146.60)</b>
<a href="#">Expand</a>	Budget Type: <b>ADS</b>	Projected Cost: \$9,343.80	Budget Max: \$9,780.00	Remaining Amt: <b>\$436.20</b>
<a href="#">Expand</a>	Budget Type: <b>NMT</b>	Projected Cost: \$5,466.40	Budget Max: \$9,269.00	Remaining Amt: <b>\$3,802.60</b>

After clicking on the **Manage Individual PA** button, the page will refresh and the User will need to complete the first page of the Individual Request Form (IRF). The User must complete the following mandatory fields (\*) of the IRF:

- Individual Information: I Live with
- PA Contact Information: Name, Email Address, Phone number, and County (CODB)
- Total Dollar Amount Requested during the Note Prior Authorization period (in our example \$86,271.60)
- Check the box next to “The County Board attests that the IRF with Individual/Guardian Signature is kept on file”
- Complete the “Signature date on IRF Filed:” This date has to be earlier or during the period of the individual’s waiver span.

The screenshot shows the Individual Request Form (IRF) with the following fields:

Search for Site by Provider **PA** \* Required Field  
Manage PA

The following individual is requesting the Ohio Department of Developmental Disabilities (DODD) initiate a prior authorization review because their service needs cannot be met within the designated Ohio Developmental Disabilities Profile (ODDP) funding range after completing the ISP meeting.

**Individual Information**

Name:	JENNIFER17 M28615 Dri	County of Residence:	SANDUSKY
Medicaid Number:	XXXXXXXX11087	Phone Number:	
DODD Number:	6002161	Address:	367585 TIF Street
I Live with:	1-4 Roommates *	City:	FREMONT
		State:	OH
		Zip:	43420

**Guardian Information (if applicable)**

Name:		Address:	
Phone Number:		City:	

# Technical Guide Medicaid Services System (MSS) Application

The following links are located at the bottom of the first page of the IRF: [Back](#), [Save](#), and [Save and Continue](#). The [Back](#) link allows the User to return to the previous page. The [Back](#) link should only be used if no information has been entered into the required fields, or limited information has been entered into the required fields. This is due to the fact that any unsaved information entered into the IRF will be lost when the [Back](#) link is used.

PA Contact Information

Name:  \* Phone:  \*

Email Address:  \* County:  \*

Total Dollar Amount Requested during the Noted Prior Authorization period: \$  \*

The Prior Authorization Request will be reviewed based only on the services and amounts listed with the CP.

The Individual's Full Waiver Span:

The County Board attests that the IRF with Individual/Guardian Signature is kept on file.  
Signature date on IRF Filed:

[Back](#) | [Update](#) | [Update and Continue](#)

*Note: A red arrow points to the 'Back' link, and another red arrow points to the 'Update and Continue' link.*

The [Save](#) link allows the User to capture those details entered in the IRF fields, but still allows the User to make changes to these details prior to clicking on the [Save and Continue](#) link. At this point a PA number will be assigned.

Search for Site by Provider  
PA  
Manage PA

### Individual Request Form

Prior Authorization of Individual Options Waiver Services

PA #10008

The following individual is requesting the Ohio Department of Developmental Disabilities (DODD) initiate a prior authorization review because their service needs cannot be met within the designated Ohio Developmental Disabilities Profile (ODDP) funding range after completing the ISP meeting.

Individual Information

Name:  County of Residence:

Medicaid Number:  Phone Number:

DODD Number:  Address:

I Live with:  City:

State:

Guardian Information (if applicable)

Name:

Phone Number:

Message from webpage: PA Saved Successfully

OK

*Note: A red arrow points to the PA #10008 field.*

The [Save and Continue](#) link allows the User, once all details entered into the IRF have been verified, to save the first page of the IRF, and move onto the second page of the IRF.

# Technical Guide Medicaid Services System (MSS) Application

The User must complete the following mandatory fields (\*) of the second page of the IRF:

- Does the County Board believe that. Answer all four questions
- Does the county board support this PA request
- Individual Rationale
- Criteria for PA. Select one from options one through six. Briefly provide details based on option selected.
- County Board Rationale

PA \* = Required Field  
Manage PA

**Does the County Board believe that:**

Yes No \*

1) Services are appropriate to the individuals health and welfare needs, living arrangement, circumstances and expected outcomes.

2) Services are of an appropriate type, amount duration, scope and intensity.

3) Services are the most efficient and effective services that when combined with other nonwaiver services ensure the health and welfare of the individual receiving the services.

4) The services are necessary to protect the individual from substantial harm expected to occur if the requested services are not authorized.

**Does the county board support this PA Request? \***

Yes

No

**Individual Rationale: \***

Loss of roommate during the course of the individual's waiver span.

**Criteria for PA:**

1) Episodes of Self Injury

2) Consistent Behaviors

3) Progressive Medical Condition/Mental Illness

4) Medical Condition

5) Inability of Unpaid Caregiver

6) Alterations in staffing

Loss of roommates which have increased the overall cost per person in services due to shared staffing.

7) Emergency Situation

**County Board Rationale: \***

County Board supports Jennifer17 Driftwood17 need for a prior authorization for uncontrollable/unforseeable loss of a roommate.

[Back](#) | [Submit PA](#)

The following links are located at the bottom of the first page of the IRF: [Back](#), and [Submit PA](#). The [Back](#) link allows the User to return to the previous page. The [Back](#) link should only be used if no information has been entered into the required fields, or limited information has been entered into the required fields. This is due to the fact that any unsaved information entered into the IRF will be lost when the [Back](#) link is used.

\*If the individual's initial PA and/or subsequent PA(s) are within ten percent (10%) of the top amount of the ODDP range, the PA is subject to a limited review by the Department.

# Technical Guide Medicaid Services System (MSS) Application

The [Submit PA](#) link allows the User to initiate the submission process of the PA to the Department once the User has verified all details on both page 1 and page 2 of the IRF.

After the User has clicked on the [Submit PA](#) link a pop up box will populate informing the User, "If the county board supports the PA, request, no upload of additional information is required if the PA is within 10% of the individual's top amount of the ODDP range, or a previously approved PA from the prior span (e.g. no change in services, needs, costs, etc.). Upload the following information for all other PA's through the Manage Docs on the Manage Individual PA Screen or Manage PA Screen."

**JENNIFER17 Driftwood17** DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 Type: I/O Status: ENRL

**Individual Request Form**

**Note:**

The PA application for JENNIFER17 M28615 Driftwood17 has been submitted. The PA # is **10008**.

If the county board supports the PA request, no upload of additional information is required if the PA is within 10% of the top amount of the ODDP range, or a previously approved PA from the prior span (no change in service, need, costs). Upload the following information for all other PA's through Manage Docs on the Manage Individual PA Screen or Manage PA Screen:

- ISP
- Name of the saved CPT version in Managed Versions
- BSP if applicable
- Pertinent assessments only (OSOC, alone and unsupervised time ,medical and behavioral add on etc.)
- Itemized estimates for adaptive equipment and environmental mods
- Brief narrative addressing if applicable:
  - reason for lack of shared services/day option/natural supports
  - unusual service ratios
  - individual's condition
  - behavioral needs
  - reference to relevant hospitalization/incarcerations
  - steps to assure effectiveness and efficiency of service delivery provision
  - measures to bring the individual into ODDP range.
- Create an alternative cost projection (name the cpt version in Manage Versions) if the county board does not support the pa.
- For Budget Adjustments, no ISP is required, the reviewer will request additional information if required.

The User then clicks on the **OK** button to complete the PA submission process to the Department.

**Site Name: 100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**JENNIFER17 Driftwood17** [Change](#) DODD #: 6002161 Medicaid #: xxxxxxx11087  
Waiver: 9/1/2010 - 8/31/2011 [Change](#) Type: I/O Status: ENRL

**Manage Individual PA:**

Existing PA Requests:

PA #	Wavier Span:	DDP Top Amount:	Projected Amount:	Status:
10008	9/1/2010 - 8/31/2011	\$76,125.00	\$86,271.60	New

[View Details](#) [Edit IRF](#) [View/Print IRF](#) [Manage Docs](#)

# Technical Guide Medicaid Services System (MSS) Application

The following links are located at the bottom of the page: [View Details](#), [Edit IRF](#), [View/Print IRF](#), and [Manage Docs](#). The [View Details](#) link provides the User with a summary of the PA request. This summary can be printed. The Amount Authorized detail will not be populated until after the Department has reviewed and approved the PA request.

Home  
Create a New Site  
Search for Site by Site  
Search for Site by Pers  
Search for Site by Prov

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Pa  
Manage HPC Calendar  
Manage ADS/NMT Patter  
Manage ADS/NMT Calen  
Manage Unscheduled  
ADS/NMT  
Manage Unscheduled  
Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projection  
PA  
Manage Individual PA

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage Site Home Edit Site Manage Versions Manage Notes Add Non-Waiver Spans Add DRA Exemption

**View Prior Authorization Details**

**View Prior Authorization Details:**

[Print](#)

PA Number: **10008**  
Individual Name: JENNIFER17 Driftwood17  
Individual DOB: 9/3/1965  
Individual Waiver County: SANDUSKY  
I Live with: 1-4 Roommates  
DDP Funding Level: 5  
DODD Number: 6002161  
Waiver Span: 9/1/2010 - 8/31/2011  
DDP Limit: \$76,125.00  
Projected Cost: \$86,271.60  
**Amount Authorized:**  
Cost Over Limit: \$10,146.60  
Current Approved Date:  
Current Status: New  
PA Submit Date: 7/2/2013  
Does CB support PA request: Yes  
PA Contact Email: matt.turner@odmrdd.state.us  
PA Criteria: 6

Status: New

The [Edit IRF](#) link allows the User to make changes to the submitted IRF. The IRF can be edited by the User up to the point where the Department assigns a status to the submitted PA (i.e. assigned).

The [View/Print IRF](#) link allows the User to view and print the completed IRF.

/Reports/MSS/CPT/PA\_IRF - Windows Internet Explorer

1 of 2 Page Width Find | Next Select a format Export

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

**PA Individual Request Form**

Prior Authorization of Individual Option Waiver Services

**Individual Name: JENNIFER17 Driftwood17** **PA Number: 10008**

The following individual is requesting the Ohio Department of Developmental Disabilities (DODD) initiate a prior authorization review because their service needs cannot be met within the designated Ohio Developmental Disabilities Profile (ODDP) funding range after completing the ISP meeting.

**Individual Information**

Name: JENNIFER17 Driftwood17	County of Residence: SANDUSKY
DODD No: 6002161	Phone No: 0
I Live With: 1-4 Roommates	Address: 367585 TIF Street
	City: FREMONT
	State: OH
	Zip: 43420

**Guardian Information (If applicable)**

Trusted sites | Protected Mode: Off 105%

# Technical Guide Medicaid Services System (MSS) Application

The [Manage Docs](#) link allows the User to upload supporting documents to the Department's Universal Data System (UDS).

The screenshot shows the 'Manage Documents' interface for user JENNIFER17 Driftwood17. At the top, there is a header with the user's name, DODD # (6002161), and Medicaid # (xxxxxxx11087). Below this, a sub-header shows the waiver period (9/1/2010 - 8/31/2011), type (I/O), and status (ENRL). The main section is titled 'Manage Documents' and contains a table with the following information:

Individual Name:	JENNIFER17 Driftwood17	DODD No:	6002161	Reporting County:	SANDUSKY
PA No:	10008	Status:	NEW	Amount Requested:	\$86,271.60

Below the table, there is a 'File Path and Name:' input field with a 'Browse...' button and an 'Upload File' button. To the right, there is a section titled 'Documents Sent to UDS Queue\*\*' with a note: '\*\*This table shows documents sent during this browser session only to the queue.' Below this is a table area for documents. At the bottom of the page, there is a 'Documents in the UDS File Room\*' section with a 'Refresh' link.

The following links are located at the bottom of the page: [Exit](#). The [Exit](#) link returns the User to the Manage Individual PA portion of MSS.

The PA/Manage PA portion of the MSS application allows the User to track the status of any submitted PA to the Department. The User clicks on the **Manage PA** button to access the Manage Prior Authorization screen.

The screenshot shows the 'Manage Prior Authorization' interface. On the left, there is a navigation menu with 'Home', 'PA', and 'CPT' sections. A red arrow points to the 'Manage PA' link under the 'PA' section. The main content area is titled 'Manage Individuals:' and shows a table with the following information:

Individual:	DODD Number:	Medicaid Billing Number:	Residence County:
JENNIFER17 Driftwood17	6002161	11087	SANDUSKY

Below the table, there are links for 'View Info', 'Individual Spans', 'Add-Ons', and 'Remove'. To the right, there is an 'Add Individual' link. Below this, there is a 'Manage Prior Authorization:' section with a search form. A red arrow points to the 'Manage Prior Authorization:' title. The search form includes fields for 'County:' (set to SANDUSKY), 'PA #:', and 'DODD #:', along with a 'Search' button. Below the search form, there is a 'Status:' section with various checkboxes for document status: New, Assigned, DODD Approved, ODJFS Denied, Sent to ODJFS, Withdrawn, In Review, Incomplete, ODJFS Approved, ODJFS Corrective, Need CB Info, and Approval Letter Sent. At the bottom right of the status section, there are links for 'Check All' and 'Clear All'.

# Technical Guide Medicaid Services System (MSS) Application

The User can complete a submitted PA status search using any of the following options: (1) Check boxing any or all of the following criteria: New, Assigned, DODD Approved, ODJFS Denied, Sent to ODJFS, Withdrawn, In Review, Incomplete, ODJFS Approved, Need CB Info and/or Approval Letter Sent. The User can check all by using the [Check All](#) link. In the example, the User checked "New" and clicked on the **Search** button. Using these criteria to search will bring back any/all PA(s) submitted by the County Board.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

## Medicaid Services System (MSS) - Manage PA

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin [SUPPORT](#) | [PRINT](#)

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**Manage Prior Authorization:**

County: SANDUSKY PA #: DODD #:

Status:

New  Assigned  DODD Approved  ODJFS Denied  Sent to ODJFS  Withdrawn  In Review  
 Incomplete  ODJFS Approved  ODJFS Corrective  Need CB Info  Approval Letter Sent

[Check All](#) | [Clear All](#)



**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**Manage Prior Authorization:**

County: SANDUSKY PA #: DODD #:

Status:

New  Assigned  DODD Approved  ODJFS Denied  Sent to ODJFS  Withdrawn  In Review  
 Incomplete  ODJFS Approved  ODJFS Corrective  Need CB Info  Approval Letter Sent

[Check All](#) | [Clear All](#)

1

PA #	Individual	DODD #	Waiver Span	DDP Top Amount	Projected Amount	Status
10007	ELIZABETH1305 Fiditch1305	6016574	9/1/2010 - 8/31/2011	\$76,125.00	\$80,754.80	New
<a href="#">View Details</a>	<a href="#">Edit IRF</a>	<a href="#">View/Print IRF</a>	<a href="#">Manage Docs</a>			
10008	JENNIFER17 Driftwood17	6002161	9/1/2010 - 8/31/2011	\$76,125.00	\$86,271.60	New
<a href="#">View Details</a>	<a href="#">Edit IRF</a>	<a href="#">View/Print IRF</a>	<a href="#">Manage Docs</a>			



(2) By entering the submitted PA# in the PA# field. This search option will only return the specific PA associated with that particular PA#.

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**Manage Prior Authorization:**

County: SANDUSKY PA #: 10008 DODD #:

Status:

New  Assigned  DODD Approved  ODJFS Denied  Sent to ODJFS  Withdrawn  In Review  
 Incomplete  ODJFS Approved  ODJFS Corrective  Need CB Info  Approval Letter Sent

[Check All](#) | [Clear All](#)



# Technical Guide Medicaid Services System (MSS) Application

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**Manage Prior Authorization:**

County: SANDUSKY PA #: 10008 DODD #:  Search

Status:  New  Assigned  DODD Approved  ODJFS Denied  Sent to ODJFS  Withdrawn  In Review [Check All](#) | [Clear All](#)  
 Incomplete  ODJFS Approved  ODJFS Corrective  Need CB Info  Approval Letter Sent

1

PA #	Individual	DODD #	Waiver Span	DDP Top Amount	Projected Amount	Status
10008	JENNIFER17 Driftwood17	6002161	9/1/2010 - 8/31/2011	\$76,125.00	\$86,271.60	New

[View Details](#) [Edit IRF](#) [View/Print IRF](#) [Manage Docs](#)

(3) By entering the individual's DODD number in the DODD# field. This search option will only return the specific individual associated with that particular PA#.

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**Manage Prior Authorization:**

County: SANDUSKY PA #:  DODD #: 6002161 Search

Status:  New  Assigned  DODD Approved  ODJFS Denied  Sent to ODJFS  Withdrawn  In Review [Check All](#) | [Clear All](#)  
 Incomplete  ODJFS Approved  ODJFS Corrective  Need CB Info  Approval Letter Sent

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**Manage Prior Authorization:**

County: SANDUSKY PA #:  DODD #: 6002161 Search

Status:  New  Assigned  DODD Approved  ODJFS Denied  Sent to ODJFS  Withdrawn  In Review [Check All](#) | [Clear All](#)  
 Incomplete  ODJFS Approved  ODJFS Corrective  Need CB Info  Approval Letter Sent

1

PA #	Individual	DODD #	Waiver Span	DDP Top Amount	Projected Amount	Status
10008	JENNIFER17 Driftwood17	6002161	9/1/2010 - 8/31/2011	\$76,125.00	\$86,271.60	New

[View Details](#) [Edit IRF](#) [View/Print IRF](#) [Manage Docs](#)

The following links are available for each PA listed: [View Details](#), [Edit IRF](#), [View/Print IRF](#), and [Manage Docs](#). These links have the same function under Manage PA as they do under the Manage Individual PA portion of the application.

Once a PA has been approved by the Department a letter will be sent to County Board notifying them of the approval. The County Board will then be able to update the individual's PAWS authorizing the additional waiver services.

# Technical Guide Medicaid Services System (MSS) Application

## Section 15: Manage Versions

A version is a “saved” copy of the details of a CPT site. The active version is the current site information that first appears when a User selects a CPT site. A version is automatically created at finalization and authorization. Once a version is created those details cannot be changed. A list of all versions that have been created can be viewed by the User clicking on the [Manage Versions](#) link.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - CPT**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Site Overview:

[Manage Individuals](#) [Manage Providers](#)

Individual:	DODD Number:	Medicaid Billing Number:	Residence County:	MBS Contract Number:	Provider Name:	First Name:	Last Name:
JENNIFER17 Driftwood17	6002161	11087	SANDUSKY		CHAMPAIGN RESIDENTIAL	Linda	Smith, PR Director
JANICE17 Kaster17	6004758	11070	RICHLAND	1100114			

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Version Manager:**  
[Return to previous page](#)

Versions:

[Save New Version](#) [All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

	Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:
<a href="#">View</a> <a href="#">ReadOnly</a> <a href="#">Activate</a> <a href="#">Notes...</a> <a href="#">and Edit</a> <a href="#">Hide</a>	JENNIFER17 Driftwood17 7/2/2013 1:43:29 PM	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17 MSSUSER17</a>
<a href="#">View</a> <a href="#">ReadOnly</a> <a href="#">Activate</a> <a href="#">Notes...</a> <a href="#">and Edit</a> <a href="#">Hide</a>	JENNIFER17 Driftwood17 7/2/2013 1:46:38 PM	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17 MSSUSER17</a>
<a href="#">View</a> <a href="#">ReadOnly</a> <a href="#">Activate</a> <a href="#">Notes...</a> <a href="#">and Edit</a> <a href="#">Hide</a>	JENNIFER17 Driftwood17 7/2/2013 1:47:26 PM	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17 MSSUSER17</a>

A version of a cost projection may also be created manually and named by the User by completing the following steps: (1) the User ensures that the details they wish to capture in the saved version are currently in the active environment, (2) the User clicks on the [Save New Version](#) link located under the Manage Versions portion of the application

**Home**  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999

Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Version Manager:**  
[Return to previous page](#)

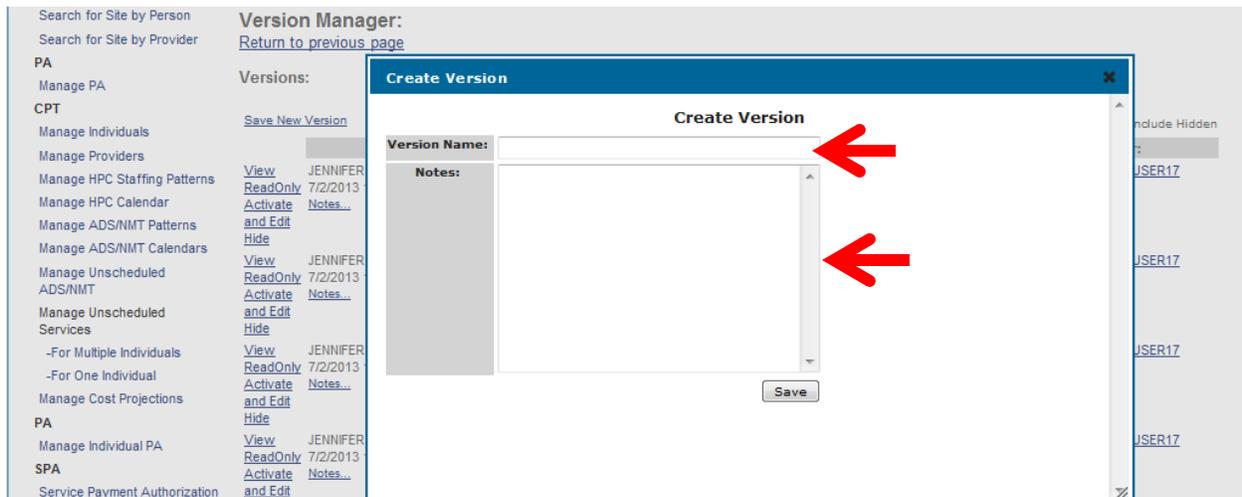
Versions:

[Save New Version](#) [All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:
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# Technical Guide Medicaid Services System (MSS) Application

- (3) The User completes the Version Name and Notes fields. Version naming convention should include detail(s) that specify what is unique to that version (i.e. New ADS Services July 2011). Notes can identify what details the User wishes other Users to know with regards to that particular “saved” version (i.e. Jennifer17 Driftwood17 began new ADS services with Daytime Activities on Friday, July 01, 2011).



- (4) The User clicks on the **Save** button to create the version. Notice that Saved versions do not identify DDP costs or Waiver Span. This is only true of versions created through Finalization and Authorization.



# Technical Guide Medicaid Services System (MSS) Application

Home  
 Create a New Site  
 Search for Site by Site Name  
 Search for Site by Person  
 Search for Site by Provider

PA  
 Manage PA

CPT  
 Manage Individuals  
 Manage Providers  
 Manage HPC Staffing Patterns  
 Manage HPC Calendar  
 Manage ADS/NMT Patterns  
 Manage ADS/NMT Calendars  
 Manage Unscheduled ADS/NMT  
 Manage Unscheduled Services

Site Name: **100 ABC Street**      Effective Date: 9/1/2010      End Date: 12/31/9999

Management: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Version Manager:**  
[Return to previous page](#)

Versions:

[Save New Version](#)      [All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

	Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:
<a href="#">View</a> <a href="#">ReadOnly</a> <a href="#">Notes...</a>	New ADS Services July 2011	Saved	7/8/2013	N/A	N/A	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>
<a href="#">Activate</a> <a href="#">and Edit</a> <a href="#">Hide</a>	Jennifer17 Driftwood17 began new ADS services with Daytime Activities on Friday, July 01, 2011.					
<a href="#">View</a> <a href="#">ReadOnly</a> <a href="#">Activate</a> <a href="#">and Edit</a> <a href="#">Notes...</a>	JENNIFER17 Driftwood17 7/2/2013 1:43:29 PM	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>

A previous version may be re-activated and edited. The User can either capture these edited details by creating a new version by “saving” or by finalizing those details. When the User chooses to capture these edited details by creating a new version by “saving,” the User will be required to save the changes under a new name.

Search for Site by Person  
 Search for Site by Provider

PA  
 Manage PA

CPT  
 Manage Individuals  
 Manage Providers  
 Manage HPC Staffing Patterns  
 Manage HPC Calendar  
 Manage ADS/NMT Patterns  
 Manage ADS/NMT Calendars  
 Manage Unscheduled ADS/NMT  
 Manage Unscheduled Services  
 -For Multiple Individuals  
 -For One Individual  
 Manage Cost Projections

PA

**Version Manager:**  
[Return to previous page](#)

Versions:

[Save New Version](#)      [All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

	Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:
<a href="#">View</a> <a href="#">ReadOnly</a> <a href="#">Notes...</a>	New ADS Services July 2011	Saved	7/8/2013	N/A	N/A	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>
<a href="#">Activate</a> <a href="#">and Edit</a> <a href="#">Hide</a>	Jennifer17 Driftwood17 began new ADS services with Daytime Activities on Friday, July 01, 2011.					
<a href="#">View</a> <a href="#">ReadOnly</a> <a href="#">Activate</a> <a href="#">and Edit</a> <a href="#">Notes...</a>	JENNIFER17 Driftwood17 7/2/2013 1:43:29 PM	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>
<a href="#">View</a> <a href="#">ReadOnly</a> <a href="#">Activate</a> <a href="#">and Edit</a> <a href="#">Notes...</a>	JENNIFER17 Driftwood17 7/2/2013 1:46:38 PM	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>

Changes should be made to the cost projection in accordance with changes to the ISP. These changes could include individuals moving in or out, changes in providers, changes in the services received by the individual(s), and/or waiver enrollment changes (i.e. re-determinations, changes in Level of Care (LOC), etc.). Changes to a CPT are not captured in the details of a version until they are finalized and/or authorized. Changes should be made in advance if at all possible.

When changes result in an increase, a decrease, and/or change in the provider of homemaker/personal care services (i.e. H/PC, OSOC, H/PC and OSOC (Mix)); the User will also need to update DRA site costs in the County Board portion of the DRA. The User should consider end dating and re-starting the DRA provider span to prevent unnecessary claim adjustments.

A provider may “ReadOnly” any version of a CPT site with which they are associated. A provider can edit a version only when specific conditions are met (see *Provider Manager* tab section of manual, page 23). A provider may edit only the active version. After making edits to the active version, the provider should name and save their version under the Manage Version portion of the application.

# Technical Guide Medicaid Services System (MSS) Application

The following links are available for each version: [View ReadOnly](#), [Activate and Edit](#), and [Hide](#). The [View ReadOnly](#) link allows the User to “read” the details of the selected version without replacing the details of the current version in the Active environment. The User will not be able to edit/change any of the details associated with a version while in View ReadOnly.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars

Site Name: **100 ABC Street (JENNIFER17 Driftwood17 - 6/28/2013 12:47:23 PM)** Effective Date: 9/1/2010 End Date: 12/31/9999  
[Return to Current Version](#)

Manage: [Site Home](#) | [View](#) | [Manage Versions](#) | [Manage Notes](#) | [View Non Waiver Spans](#) | [Add DRA Exemption](#)

Version Manager:  
[Return to previous page](#)

Versions:

[All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:
JENNIFER17 Driftwood17 6/28/2013 12:47:23 PM <a href="#">Notes...</a>	Authorized	7/1/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>

[View](#)  
[ReadOnly](#)

In order to display the details of the current version in the Active environment, the User clicks on the [Return to previous page](#) link.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Version Manager:  
[Return to previous page](#)

Versions:

[Save New Version](#)

[All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:
JENNIFER17 Driftwood17 6/28/2013 12:47:23 PM <a href="#">Notes...</a>	Authorized	7/1/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>

[View](#)  
[ReadOnly](#)  
[Activate](#)  
[and Edit](#)  
[Hide](#)

The [Activate and Edit](#) link allows the User to display the details of the selected version which replaces the details of the previously “current” version in the Active environment. The Activated version is a “copy” of those details of the originally saved, finalized or authorized version; and now becomes the details displayed in the Active environment. The User will be able to edit/change any of the details associated with a version while in Activate and Edit.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

Version Manager:  
[Return to previous page](#)

Versions:

[Save New Version](#)

[All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:
JENNIFER17 Driftwood17 6/28/2013 12:47:23 PM <a href="#">Notes...</a>	Authorized	7/1/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>

[View](#)  
[ReadOnly](#)  
[Activate](#)  
[and Edit](#)  
[Hide](#)

# Technical Guide Medicaid Services System (MSS) Application

The Hide link allows the User to “hide” a version, so that the selected version will not be displayed if a User selects the All, Saved, Finalized or Authorized link(s). In the example, the User clicks on the Hide link next to the Saved Version “New ADS Services July 2011”.

Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

**Version Manager:**  
[Return to previous page](#)

Versions:

[Save New Version](#) [All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:	
<a href="#">View</a> <a href="#">Read Only</a> <a href="#">Notes...</a> <a href="#">Activate and Edit</a> <a href="#">Hide</a>	New ADS Services July 2011	Saved	7/8/2013	N/A	N/A	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>
<a href="#">View</a> <a href="#">Read Only</a> <a href="#">Notes...</a> <a href="#">Activate and Edit</a> <a href="#">Hide</a>	JENNIFER17 Driftwood17 7/2/2013 1:43:29 PM	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>
<a href="#">View</a> <a href="#">Read Only</a> <a href="#">Notes...</a> <a href="#">Activate and Edit</a> <a href="#">Hide</a>	JENNIFER17 Driftwood17 7/2/2013 1:46:38 PM	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>

**PA**

Even though the All link has been selected, the “New ADS Services July 2011” version does not display.

Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

**Version Manager:**  
[Return to previous page](#)

Versions:

[Save New Version](#) [All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:	
<a href="#">View</a> <a href="#">Read Only</a> <a href="#">Notes...</a> <a href="#">Activate and Edit</a> <a href="#">Hide</a>	JENNIFER17 Driftwood17 7/2/2013 1:43:29 PM	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>
<a href="#">View</a> <a href="#">Read Only</a> <a href="#">Notes...</a> <a href="#">Activate and Edit</a> <a href="#">Hide</a>	JENNIFER17 Driftwood17 7/2/2013 1:46:38 PM	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>

If the User wants to display the hidden “New ADS Services July 2011” version, the User checks the box next to Include Hidden, and clicks on the All link.

Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services  
-For Multiple Individuals  
-For One Individual  
Manage Cost Projections

**Version Manager:**  
[Return to previous page](#)

Versions:

[Save New Version](#) [All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:	
<a href="#">View</a> <a href="#">Read Only</a> <a href="#">Notes...</a> <a href="#">Activate and Edit</a> <a href="#">Un-Hide</a>	New ADS Program	Saved	7/8/2013	N/A	N/A	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>
<a href="#">View</a> <a href="#">Read Only</a> <a href="#">Notes...</a> <a href="#">Activate and Edit</a> <a href="#">Un-Hide</a>	New ADS Services July 2011 Jennifer17 Driftwood17 began new ADS services with Daytime Activities on Friday, July 01, 2011.	Saved	7/8/2013	N/A	N/A	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>
<a href="#">View</a> <a href="#">Read Only</a> <a href="#">Notes...</a> <a href="#">Activate and Edit</a> <a href="#">Un-Hide</a>	JENNIFER17 Driftwood17 7/2/2013 1:43:29 PM	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>

# Technical Guide Medicaid Services System (MSS) Application

The User can also display the current “hidden” version by clicking on the Un-Hide link next to the “New ADS Services July 2011” version.

Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

**Version Manager:**  
[Return to previous page](#)

Versions:

[Save New Version](#) [All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

	Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:
<a href="#">View</a> <a href="#">ReadOnly</a> <a href="#">Notes...</a> <a href="#">Activate</a> <a href="#">and Edit</a> <a href="#">Un-Hide</a>	New ADS Program	Saved	7/8/2013	N/A	N/A	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>
<a href="#">View</a> <a href="#">ReadOnly</a> <a href="#">Notes...</a> <a href="#">Activate</a> <a href="#">and Edit</a> <a href="#">Un-Hide</a>	New ADS Services July 2011	Saved	7/8/2013	N/A	N/A	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>

A User can selectively display versions utilizing the following links: All, Saved, Finalized, Authorized, and Include Hidden.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Version Manager:**  
[Return to previous page](#)

Versions:

[Save New Version](#) [All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

	Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:
<a href="#">View</a> <a href="#">ReadOnly</a> <a href="#">Notes...</a> <a href="#">Activate</a> <a href="#">and Edit</a> <a href="#">Hide</a>	JENNIFER17 Driftwood17 7/2/2013 1:43:29 PM	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>
<a href="#">View</a> <a href="#">ReadOnly</a> <a href="#">Notes...</a> <a href="#">Activate</a> <a href="#">and Edit</a> <a href="#">Hide</a>	JENNIFER17 Driftwood17 7/2/2013 1:46:38 PM	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>

The All link will display every version that has been created by saving, finalizing, and/or authorizing. The only exception would be those versions that have been hidden by the User.

Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage Unscheduled ADS/NMT  
Manage Unscheduled Services

**Version Manager:**  
[Return to previous page](#)

Versions:

[Save New Version](#) [All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

	Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:
<a href="#">View</a> <a href="#">ReadOnly</a> <a href="#">Notes...</a> <a href="#">Activate</a> <a href="#">and Edit</a> <a href="#">Hide</a>	New ADS Services July 2011	Saved	7/8/2013	N/A	N/A	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>
<a href="#">View</a> <a href="#">ReadOnly</a> <a href="#">Notes...</a> <a href="#">Activate</a> <a href="#">and Edit</a> <a href="#">Hide</a>	JENNIFER17 Driftwood17 7/2/2013 1:43:29 PM	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>

# Technical Guide Medicaid Services System (MSS) Application

The [Saved](#) link, [Finalized](#) link, and [Authorized](#) link will display only those versions that have been created by being saved, finalized (at cost projection), and authorized (in SPA) respectively.

Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars

---

**Version Manager:**  
[Return to previous page](#)

Versions:

[Save New Version](#) [All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:	
<a href="#">View</a> <a href="#">Read Only</a> <a href="#">Notes...</a> <a href="#">Activate and Edit</a> <a href="#">Hide</a>	New ADS Services July 2011	Saved	7/8/2013	N/A	N/A	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>

Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars

---

**Version Manager:**  
[Return to previous page](#)

Versions:

[Save New Version](#) [All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:	
<a href="#">View</a> <a href="#">Read Only</a> <a href="#">Notes...</a> <a href="#">Activate and Edit</a> <a href="#">Hide</a>	JENNIFER17 Driftwood17	Finalized	7/2/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>

Search for Site by Person  
Search for Site by Provider

**PA**  
Manage PA

**CPT**  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars

---

**Version Manager:**  
[Return to previous page](#)

Versions:

[Save New Version](#) [All](#) | [Saved](#) | [Finalized](#) | [Authorized](#) |  Include Hidden

Name:	Status:	Status Date:	DDP Cost:	Waiver Span:	User:	
<a href="#">View</a> <a href="#">Read Only</a> <a href="#">Notes...</a> <a href="#">Activate and Edit</a> <a href="#">Hide</a>	JENNIFER17 Driftwood17	Authorized	7/1/2013	\$86,271.60	09/01/2010 - 08/31/2011	<a href="#">MSSUSER17</a> <a href="#">MSSUSER17</a>

Include Hidden allows the User to see any versions previously hidden by any User (see *Hide Version(s)* section of manual, page 139).

# Technical Guide Medicaid Services System (MSS) Application

## Section 16: Search for Sites

A User has the ability to search for CPT site(s) in MSS using any one or combination of the three following search methods. A User may search for a CPT site by (1) Search for Site by Site Name, (2) Search for Site by Person, and (3) Search for Site by Provider. Regardless of which method a User chooses to search for a CPT site, the User will be restricted to searching for CPT sites based on the following criteria: (1) if the User is a County Board, they will be restricted to searching for those CPT sites that the County Board is either identified as the Management County or as an Associated County; and (2) if the User is a Provider, they will be restricted to searching for those CPT sites where the Provider has been identified under the Manage Provider portion of the CPT.

The screenshot shows the 'Search For Site By Site Name' section of the application. On the left is a navigation menu with links: Home, Create a New Site, Search for Site by Site Name (highlighted), Search for Site by Person, Search for Site by Provider, PA, and Manage PA. The main search area has a title 'Search For Site By Site Name:' and a 'Site Name:' input field. Below it is a 'County:' dropdown menu set to 'ALL COUNTIES' and a 'Search' button.

**Search for Site by Site Name** requires the User to know the actual name of a specific CPT site. In other words, if the CPT site name is 727 Beatty Avenue, but the User simply enters Beatty Avenue then the search will yield no results.

This screenshot shows the search results for 'Beatty Avenue' in Guernsey County. The search criteria are entered: Site Name: Beatty Avenue, County: GUERNSEY. Below the search bar is a table with columns for 'Site Name' and 'CODB County'. The table is empty, and a message below it states: 'No data found with the given search criteria.' Navigation buttons (First, Previous, Next, Last) are visible on the right side of the table header.

But if the User were to enter just the street number 727, and then click on the Search for Site by Site Name link, then the application would bring back any CPT site with the number 727. In our example the only CPT site in with the number 727 happens to be 727 Beatty Avenue.

This screenshot shows the search results for '727' in Guernsey County. The search criteria are: Site Name: 727, County: GUERNSEY. The results table has columns for 'Site Name' and 'CODB County'. One result is shown: '727 Beatty Avenue' in 'GUERNSEY'. Below the table are links: 'Select', 'Remove Setting', 'ADMIN Remove', and 'Reset DRA'. Navigation buttons (First, Previous, 1, Next, Last) are also present.

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**Search for Site by Person** requires the User to know an individual's name (e.g. first name, last name), or DODD Number, or Medicaid Billing number. When completing a search by an individual's name, the User does not necessarily need the individual's entire first. The User could enter just the first initial and last name of the individual.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA

**Search For Site By Person:**  
First Name:  DODD Number:   
Last Name:  County:   
Medicaid Billing Number:

Showing 1 - 6 of 6 records First Prev Next Last

Filter:	Site Name	CODB County			
<a href="#">Select</a>	2737 Primrose Trail	FRANKLIN	<a href="#">Remove Setting</a>	<a href="#">ADMIN Remove</a>	<a href="#">Reset DRA</a>
<a href="#">Select</a>	36 Lehman	FRANKLIN	<a href="#">Remove Setting</a>	<a href="#">ADMIN Remove</a>	<a href="#">Reset DRA</a>
<a href="#">Select</a>	3916 LaRosa	FRANKLIN	<a href="#">Remove Setting</a>	<a href="#">ADMIN Remove</a>	<a href="#">Reset DRA</a>
<a href="#">Select</a>	5075 Chingford	FRANKLIN	<a href="#">Remove Setting</a>	<a href="#">ADMIN Remove</a>	<a href="#">Reset DRA</a>

The drawback to this method is that J Smith could be James Smith, Jane Smith, Jeffrey Smith, or Janet Smith and so on. If the User knows the individual's DODD number or Medicaid Billing Number, and completes a search using either of those search criteria, they would bring back only those CPT site(s) with that individual whose Medicaid Billing Number or DODD matches the search criteria.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA

**Search For Site By Person:**  
First Name:  DODD Number:   
Last Name:  County:   
Medicaid Billing Number:

Showing 1 - 1 of 1 records First Prev Next Last

Filter:	Site Name	CODB County			
<a href="#">Select</a>	5075 Chingford	FRANKLIN	<a href="#">Remove Setting</a>	<a href="#">ADMIN Remove</a>	<a href="#">Reset DRA</a>

**Search for Site by Provider** requires the User to know the Provider's Medicaid Billing System (MBS) contract number or Provider Name. The User can enter either the Provider's MBS Contract Number, or the Provider's name, or both.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider  
PA  
Manage PA

**Search For Site By Provider:**  
MBS Contract Number:   
Provider Name:   
County:

Showing 1 - 50 of 71 records First Prev Next Last

Filter:	Site Name	CODB County			
<a href="#">Select</a>	142 Teatsworth Drive	ROSS	<a href="#">Remove Setting</a>	<a href="#">ADMIN Remove</a>	<a href="#">Reset DRA</a>
<a href="#">Select</a>	18 Zander	ROSS	<a href="#">Remove Setting</a>	<a href="#">ADMIN Remove</a>	<a href="#">Reset DRA</a>

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## **Section 17: Roles**

Roles in MSS are progressive in nature. Access to an individual's information is consistent with HIPAA regulations. County Boards must designate COG/Vendor (i.e. Primary Solutions) access through the Contract application (e.g. CNT). There are three groups that have designated roles within the MSS application. Those groups are: (1) County Boards, (2) Providers, and (3) DODD.

**County Board** roles include: (1) Read Only, (2) SSA, (3) SSA Supervisor, (4) SSA Supervisor with Authorization, and (5) Fiscal Administrator.

Read Only has read access to CPT, PA, SPA, DRA, and Reports. The User has no edit access to any details within any of the applications in MSS.

SSA role **can** edit established CPT sites with the county of employment. View Sites when county of employment is deemed "Associate County." Manage provider edit access. Add and edit non-waiver spans. Add, edit, and remove services. Finalize a cost projection. Generate site costs in the DRA. And view CPT, SPA, PA, and DRA. SSA Role **cannot** create or edit a site (e.g. cannot name a site, establish a site effective date, establish a CODB county, or establish management county or associated counties). Add, edit or remove individuals from a CPT. Authorize costs in SPA.

SSA Supervisor Role has same access at the SSA role. Additionally, **can** create or edit a site (e.g. name a site, establish a site effective date, establish a CODB county, and establish a management county or associated counties). Add, edit or remove individuals. Submit and withdraw CPT information Prior Authorizations (PA(s)).

SSA Supervisor with Authorization has same access as SSA Supervisor. Additionally, **can** Remove a site, Authorize costs in SPA, and Reject a Finalized Cost Projection in SPA. Removing a site will delete it completely from CPT. A County Board may remove a site if: (a) Services have never been saved to a version by creating a "saved" version, finalizing cost, or authorizing costs, and (b) All individuals and providers have been removed from the site.

Fiscal Administrator has the same access as the SSA Supervisor with Authorization. Additionally, a Fiscal Administrator **can** manage county exception days and preferences (future release), and request a DRA Exemption.

**Provider** roles include: (1) Read Only and (2) MSS\_Provider (edit access).

Read Only is limited to providers of H/PC, H/PC transportation, NMT, ADWS, Adult Foster Care, and Adult Family Living. Providers must be serving individuals within the site in order to view it. Read access CPT, PA, SPA, and DRA. The User has no edit access to any details within any of the applications in MSS.

MSS\_Provider **can** run and view reports in MSS. They can also enter provider Actuals when the provider is the designated DRA provider; view CPT, PA, DRA, and PAWS. MSS\_Provider **cannot** create or edit a site (e.g. cannot name a site, establish a site effective date, establish a CODB county, establish management/associated county). Add, edit or remove individuals/providers from a CPT. Designate a

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DRA Provider. Establish non-waiver spans. Authorize costs in SPA. Generate site costs in DRA. Or submit/withdraw PA information.

**DODD** roles include: (1) Read Only and (2) MSS\_Admin (edit access).

Read Only has read access to CPT, PA, SPA, DRA, and Reports. The User has no edit access to any details within any of the applications in MSS.

MSS\_Admin role has the ability to remove a CPT site via the ADMIN Remove link. The Admin REMOVE function will rarely be use. If services have been authorized and billed by the provider, all claims must be reversed by the provider in eMBS before the ADMIN Remove can occur. Additionally, the MSS\_Admin role has the ability to disable Authorized versions via the disable finalization link.

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## **Section 18: Terms & Definitions**

**MSS:** Medicaid Service System application. Online application that is an “umbrella” system made up of applications that are used to project costs and authorize services.

**WMS2:** Waiver Management System application. Online application that contains individuals’ current/previous waiver information.

**PCW:** Provider Certification Wizard application. Online application that contains information regarding all providers of waiver/supported living services that have been certified by the DODD.

**IDS:** Individual Data System application. Online application that contains information regarding all individuals currently/prevously served by county boards of developmental disabilities.

**AAI:** Acuity Assessment Instrument. This is the standardized instrument used by Ohio to assess the relative needs and circumstances of an individual compared to other adults in a non-residential setting when receiving the following Adult Day Waiver Services Programs: Adult Day Support, Vocational Habilitation, and Supported Enclave. An individual’s AAI information can be located in the AAI portion of the individual’s record in IDS.

**ODDP:** Ohio Developmental Disabilities Profile. This is a clinical assessment tool that is used to collect information about an individual’s needs and circumstances. The ODDP assigns a score that corresponds to the person’s needs and circumstances related to waiver services.

**CPT:** Cost Projection Tool. Is the web-based analytical tool, developed and administered by the Department, used to project the cost of Home and Community Based Waiver Services (HCBS) identified in an individual service plans (ISPs) of individuals enrolled on individual option (IO), level one (LV1), and Self-Empowering Life Funding (SELF) HCBS waivers.

**COG:** Council of Government. A county board of developmental disabilities may enter into an agreement with one or more other county boards of developmental disabilities to establish a regional council in accordance with Chapter 167 of the Revised Code. The agreement shall specify the duties and function to be performed the council, which may include any duty or function a county board is required or authorized to perform under this chapter.

**CODB:** County of Doing Business. The county where the individual will be receiving the majority of their residential homemaker/personal care services.

**H/PC:** Homemaker/personal care. Homemaker/personal care means the coordinated provision of a variety of services, supports, and supervision necessary for the health and welfare of an individual which enables the individual to live in the community. These are tasks directed at increasing the independence of the individual with his/her home or community.

**Management County:** Are county board(s) responsible for the creation of a CPT for an individual for whom the county board maintains the individuals’ IO, LV1, and/or SELF waiver.

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**Associated County:** Are county board(s) that are involved in the planning, payment, or authorization of services for an individual.

**Behavioral/Medical/ICF Add On:** Payment rates for routine homemaker/personal care may be modified to reflect the needs of individuals requiring behavior supports (\$0.63/unit), medical assistance (\$0.12/unit), and ICF transition (\$0.52/unit).

**eMBS:** enhanced Medicaid Billing System. Online application used by providers to submit Medicaid claims for services delivered to individuals enrolled on the IO, LV1, and SELF waiver for reimbursement.

**Active environment:** are those details that first appear when a User enters a selected CPT site.

**Version:** is a “saved” copy of the details of a CPT site. An individual may have multiple versions during the course of their waiver span year dependent on changes to the services needed to meet the individual’s needs.

**Congregate Setting:** A setting (i.e. single apartment, house, apartment building, etc.) where individuals share the services of the same provider as part of the (HCBS) individual options waiver administered by the Department.

**DRA:** Daily Rate Application. The online web-based analytical tool, developed and administered by the Department, used by county boards to apportion the cost of H/PC services identified in the ISPs of individuals who share the services of the same provider at the same site as part of the HCBS individual options waiver. The original DRA which was a standalone application is now called the “Legacy” DRA. The DRA associated with the MSS application is called the “Enhanced” DRA.

**XML:** The automated transfer of data from a provider into the enhanced DRA to populate their Actuals.

**Actual:** an entry created by a provider into the enhanced DRA identifying the total number of hours and individuals for up to a seven (7) day period.

**Billfile:** a flatfile document created by the enhanced DRA. The billfile contains the provider’s billing information (e.g. individuals served, service provided, date of service, etc.). The provider will still need to submit the billfile to the eMBS application in order to receive reimbursement.

**OSOC:** On-site/on-call: A rate paid when no need for supervision or supports is anticipated and a provider must be on-site and available to provide H/PC but is not required to remain awake.

**ADWS:** Adult Day Waiver Services: Includes the following Medicaid Day Program services: Adult Day Supports (ADS), Vocational Habilitation (Voc Hab), Supported Employment Enclave, and Supported Employment Community.

**NMT:** Non-medical transportation: Transportation that is used by individuals enrolled in individual options (IO), level one (LV1), and self-empowered life funding (SELF) waivers solely to access adult day support (ADS), integrated employment, supported employment-community (SEC), supported employment-enclave (SEE), and/or vocational habilitation.

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**PA:** Prior Authorization: The process to be followed in accordance with OAC 5123: 2-9-07 to authorize an individual funding level for an individual enrolled in the individual options (IO) waiver that exceeds the maximum value of the ODDP funding range.

**IRF:** Individual Requests Form: Form completed by a county board as part of the request for a prior authorization.

**UDS:** Universal Data System: online data warehouse where documents submitted by a county board as part of a prior authorization submission are stored.

**SPA:** Service Payment Authorization: That portion of the MSS application where costs finalized in the Manage Cost projection portion of MSS is authorized by the responsible county board/COG staff.

**PAWS:** Payment Authorization of Waiver Services: The online web-based application, developed and administered by the Department, used by county boards to authorize the payment of all waiver services identified in the ISPs of individuals enrolled on IO, LV1, and SELF waivers.

**PAWS Roll-up Code:** Group of several like services budgeted the same.

**PERS:** Personal Emergency Response System: An electronic device which enables an individual at high risk of institutionalization to secure help in an emergency and may include a portable "help" button to allow for mobility. The system is connected to the individual's phone and programmed to signal a response center staffed by trained professionals once a "help" button is activated. Personal emergency response systems is available only to individuals who live alone or who are alone for significant parts of the day and have no regular caregiver for extended periods of time and who would otherwise require extensive routine supervision.

**AFC:** Adult Foster Care: personal care and support services provided to an adult by a caregiver who is not related to and lives with the individual receiving the services. Adult foster care is provided in conjunction with residing in the home and is part of the rhythm of life that naturally occurs when people live together in the same home.

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## Section 19: MSS Support

Within the MSS application, there are Help Screens that are accessed by the User clicking on the **Help?** button located in the upper right hand corner of the screen.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Medicaid Services System (MSS) - Manage Individuals**

Welcome MSSUSER17 MSSUSER17 - MSS\_Admin SUPPORT | PRINT

[Help Administration](#) | [Help?](#)

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Manage Individuals:** [Add Individual](#)

Individual:	DODD Number:	Medicaid Billing Number:	Residence County:
JENNIFER17 Driftwood17 <a href="#">View Info</a>   <a href="#">Individual Spans</a>   <a href="#">Add-Ons</a>   <a href="#">Remove</a>	6002161	11087	SANDUSKY
JANICE17 Kaster17 <a href="#">View Info</a>   <a href="#">Individual Spans</a>   <a href="#">Add-Ons</a>   <a href="#">Remove</a>	6004758	11070	RICHLAND
Mark17 Vane17 <a href="#">View Info</a>   <a href="#">Individual Soans</a>   <a href="#">Add-Ons</a>   <a href="#">Remove</a>	6008910	00001	ERIE

After clicking on the **Help?** button, a pop up box appears with a list of topics from which the User can select to receive additional information. These topics will always be specific to that portion of the MSS application that the User is currently working in. Since the User is working in the Manage Individuals portion of MSS, the topic selections are: View Info, Manage Individual Spans, Manage Individual Add-ons, and Remove.

Home  
Create a New Site  
Search for Site by Site Name  
Search for Site by Person  
Search for Site by Provider

PA  
Manage PA

CPT  
Manage Individuals  
Manage Providers  
Manage HPC Staffing Patterns  
Manage HPC Calendar  
Manage ADS/NMT Patterns  
Manage ADS/NMT Calendars  
Manage U  
ADS/NMT  
Manage U  
Services

For Multi  
e  
Manage Co

PA  
Manage In  
SPA  
Service Pa  
DRA  
REPORTS

Site Name: **100 ABC Street** Effective Date: 9/1/2010 End Date: 12/31/9999  
Manage: [Site Home](#) | [Edit Site](#) | [Manage Versions](#) | [Manage Notes](#) | [Add Non-Waiver Spans](#) | [Add DRA Exemption](#)

**Manage Individuals:** [Add Individual](#)

Individual:	DODD Number:	Medicaid Billing Number:	Residence County:
JENNIFER17 Driftwood17 <a href="#">View Info</a>   <a href="#">Individual Spans</a>   <a href="#">Add-Ons</a>   <a href="#">Remove</a>	6002161	11087	SANDUSKY
JANICE17 Kaster17 <a href="#">View Info</a>   <a href="#">Individual Spans</a>   <a href="#">Add-Ons</a>   <a href="#">Remove</a>	6004758	11070	RICHLAND
Mark17 Vane17 <a href="#">View Info</a>   <a href="#">Individual Spans</a>   <a href="#">Add-Ons</a>   <a href="#">Remove</a>	6008910	00001	ERIE

**Help - Manage Individuals**

- [View Info](#)
- [Manage Individual Spans](#)
- [Manage Individual Add-ons](#)
- [Remove](#)

<-- Please select a topic to begin.

# Technical Guide Medicaid Services System (MSS) Application

The User clicks on the [Manage Individual Add-ons](#) link, and the following additional information populates.

The screenshot displays the MSS application interface. On the left is a navigation menu with options like Home, PA, CPT, and Manage Individuals. The main content area shows a header with 'Site Name: 100 ABC Street', 'Effective Date: 9/1/2010', and 'End Date: 12/31/9999'. Below this is a table titled 'Manage Individuals:' with columns for Individual, DODD Number, Medicaid Billing Number, and Residence County. The table contains one row for 'JENNIFER17 Driftwood17'. Below the table are links for 'View Info', 'Individual Spans', 'Add-Ons', and 'Remove'. A help window titled 'Help - Manage Individuals' is open, showing a list of links and a section titled 'Manage Individual Add-ons' with three bullet points. A red arrow points to the help window.

Individual:	DODD Number:	Medicaid Billing Number:	Residence County:
JENNIFER17 Driftwood17	6002161	11087	SANDUSKY

MSS Frequently Asked Questions: MSS Webpage:

<https://doddportal.dodd.ohio.gov/CNT/tools/mss/Pages>. MSS FAQs (PDF).

Training Resources: A list of DODD-trained county board and provider trainers is available of the MSS Webpage: <https://doddportal.dodd.ohio.gov/CNT/tools/mss/Pages>. Statewide MSS Trainers (PDF)

DODD Support Center 1-800-617-6733

- Use Option 2 for technical assistance with MSS
- Use Option 4 for User ID, password, or security affidavit questions for DODD applications.

MSS Questions by email: [MSSSupport@dodd.ohio.gov](mailto:MSSSupport@dodd.ohio.gov).