



Department of  
Developmental Disabilities

**Division of Medicaid Development & Administration**

Ted Strickland, Governor  
John L. Martin, Director

**January 27, 2010**

**To: HCBS Medicaid Waiver: Agency Providers  
Ohio Provider Resource Association**

**From: Tracy Cloud-Thomas,  
Assistant Deputy Director, Medicaid Development and Administration, DODD**

**Subject: Cost Projection Tool (CPT) Access and User Roles**

The DODD Medicaid Services System (MSS) will be released in April, 2010. MSS is an “umbrella” system that houses cost-related applications including CPT, the Prior Authorization (PA) System, the Daily Rate Application (DRA) and the Services Payment Authorization (SPA) System. The purpose of this memo is to communicate to Agency Providers which MSS user roles are available, how to gain access to the system and how to designate roles to staff. There are two roles available to providers. It is only necessary to designate one role per employee. The roles are described below.

The security permission strategy outline below is a departure from the way DODD has conducted system permissions in the past. In order to better manage MSS it was necessary to firmly establish user roles as opposed to setting up county specific roles that we have done at times in the past. In working with stakeholders, we believe the role structure we’ve set up will prove to be beneficial. Note the contact information below if you have questions about the process. Thank you very much.

**Instructions for Obtaining Access to MSS**

1. Complete the attached spreadsheet to designate a role for each employee who will need access to MSS (including CPT).
2. E-mail two copies of the completed spreadsheet: One PDF version that is signed by the CEO of the provider agency or designee and one version in Excel without a signature.
3. E-mail both documents (and questions) to Kim Oliver: [kimberley.oliver@dodd.ohio.gov](mailto:kimberley.oliver@dodd.ohio.gov)

Please be sure to include every employee who will need access to CPT on the spreadsheet.  
Piecemeal or individual requests for access may result in delayed access to CPT.

The CEO (or designee) signature is only required *one time* at the top of the excel spreadsheet. Individual users are NOT required to fill out security affidavits or otherwise sign the excel spreadsheet for access. If however, a user listed on the excel spreadsheet currently does not have access to any DODD systems, they'll need to complete the standard security affidavit process in addition to the process outlined above.

In order to guarantee CPT access when it goes live, you must return the completed spreadsheet before February 28, 2010.

### **MSS Roles Available to Providers:**

#### Read Only

- View access to CPT, DRA, PA and SPA. Providers must be serving individuals within the site in order to view it.
- No edit access.

#### Provider

- Edit access to all CPT sites that have been established by a county board. Providers must be serving individuals within the site in order to view or edit the site.
- No edit access to create a site, name a site, establish effective dates, add individuals or providers to the site, or manage non waiver individual spans.
- Access to create or modify a version of a cost projection including adding Medicaid waiver services, creating staffing patterns and completing the HPC calendar and Adult Day Waiver Service schedule.
- Access to run and view reports in MSS.
- Access to DRA to view costs and other data. Edit access to enter provider actuals for sites in which the provider is the designated DRA provider.
- No access to finalize or authorize costs.
- View access to PA, SPA.