

# Monthly Rate Calculator

Presented by  
Division of Medicaid  
Development and Administration



Department of  
Developmental Disabilities

January 15, 2019

# What is Changing?

The Monthly Rate Calculator, or MRC, will replace the Daily Rate Application, or DRA, beginning January 1, 2019.

Unlike the DRA, the MRC creates a monthly breakdown of the hours and costs projected for a person's waiver span.

As long as a provider is within **+/- 3%** of the hours projected in the Cost Projection Tool, or CPT, they will receive the payment projected for that month.



All DRA sites or homes must have a transition date selected by January 1, 2020.

County boards of developmental disabilities and providers should work together to determine the date each site will transition.



# Where Does MRC Apply?

MRC applies to settings where people share Homemaker/Personal Care, or HPC, services provided by an agency.



# Where Does MRC Apply?

**10,144 people**

live in 3,475 DRA sites

served by 544 providers



10-15% are moving in or out of a site at any given time



# Where Does MRC Apply?

It does not apply to

- shared service settings with independent providers,
- people who are in Ohio Shared Living situations,
- people who share the same residence but do not share services,



# Where Does MRC Apply?

It does not apply to

- a secondary provider who provides occasional or time-limited HPC to the person living in the shared services setting (a secondary provider bills in 15-minute units, while the primary agency provider bills the daily billing unit, or DBU),
- or people who live alone but share HPC services with neighbors or others.





# Why is it Changing?

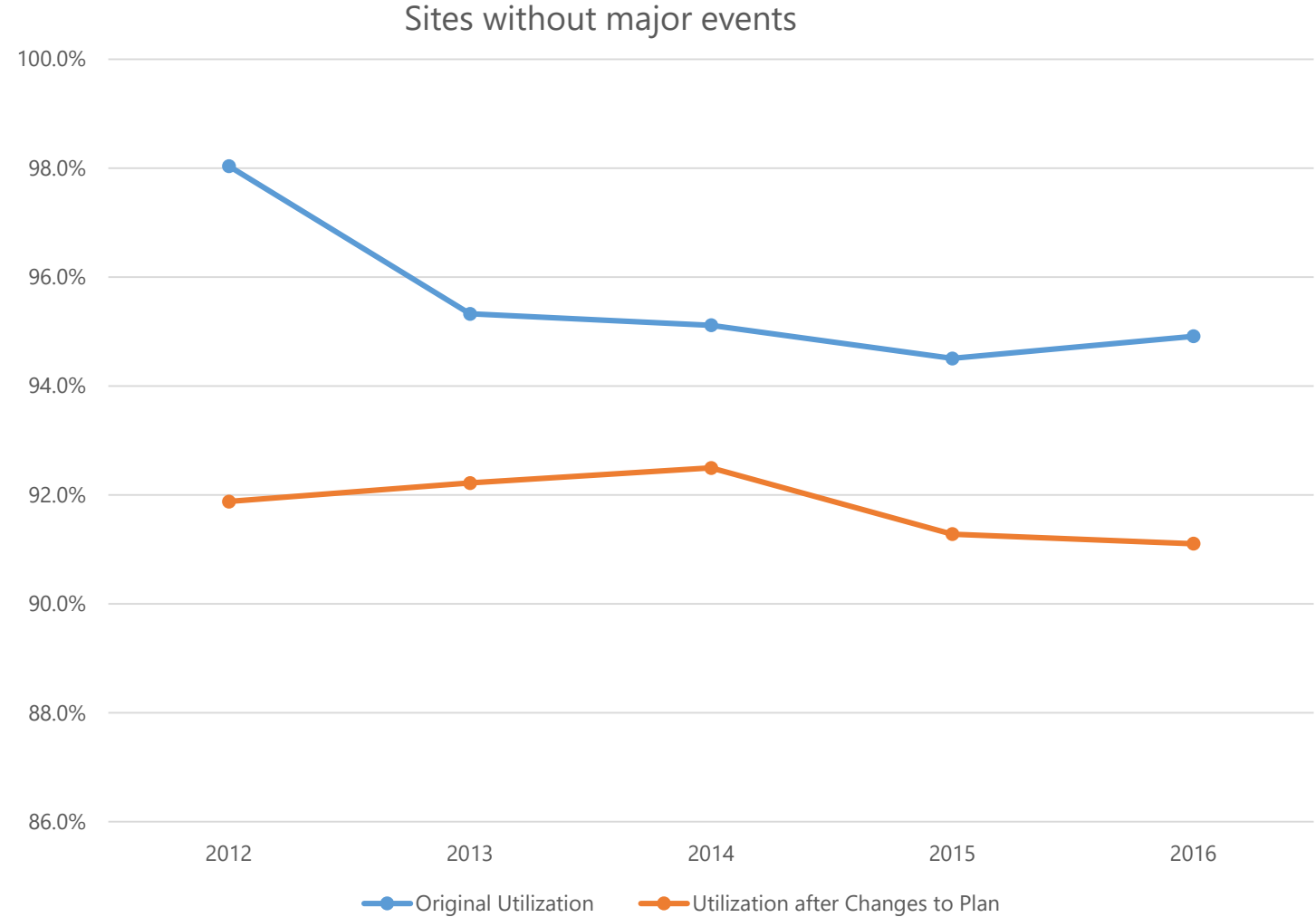
Currently, providers and county boards spend a significant amount of time making adjustments due to minor changes to a person's Cost Projection Tool, or CPT.





Data from 5 years (FY12 – FY 16) for over 3400 sites revealed:

- Money is often added to plans that isn't needed, based on actuals
- When additional funds are needed, often too much is added
- Over the course of the span, nearly the same amount of money is put in and taken out when adjustments are made



This administrative time spent on adjustments does not add quality to the services people with developmental disabilities receive.



# Why is it Changing?

The ongoing changes to cost projections foster distrust among team members who

- Feel “nickel and dimed”
- Are not notified when changes are made to cost projections.





# Planning

County boards are still required to project costs for a person's 12-month waiver span.

All existing rules about add-on eligibility and requests for prior authorization still apply.

At authorization, the new daily billing unit, or DBU, is determined by taking HPC and on-site/on-call, or OSOC, costs for each person in a calendar month and dividing that cost by the total number of service dates in that month.

# Planning

**Date of service**, for the purpose of calculating the DBU, is any date on which the person is a resident of the home.

A date of service includes days when the person is temporarily away from the home, as long as the person was not admitted to a nursing facility or intermediate care facility, also called an ICF.

# Planning

## Example:

Total HPC and OSOC for March, including units projected on the calendar and unscheduled = \$4,100

Total dates of service in March = 31

$\$4100/31 = \$132.26$  DBU



# Planning

It is important for county boards to project costs each month as accurately as possible to reflect the person's "real life." Consider a person's

- typical HPC usage patterns,
- adjustments based on history, holidays, day services program closures, and weekends,
- and other anticipated changes to direct service hours.

These typical patterns should be applied to the calendar in MSS.

# Planning

Planned absences are accounted for in cost projections.

The lower costs resulting from the decreased amount of HPC/OSOC needed in that month will be spread across all dates of service.

Impact of planned absences on the daily billing unit:

Brent's typical service pattern in a 31-day month costs \$4100.  
( $\$4100/31 = \$132.26$  DBU)

In July, he will not need HPC/OSOC for 7 days due to vacationing with family. Total July costs = \$3190.  
( $\$3190/31 = \$102.90$  DBU)

\*Still 31 dates of service in July, since Brent remains a resident of the home.

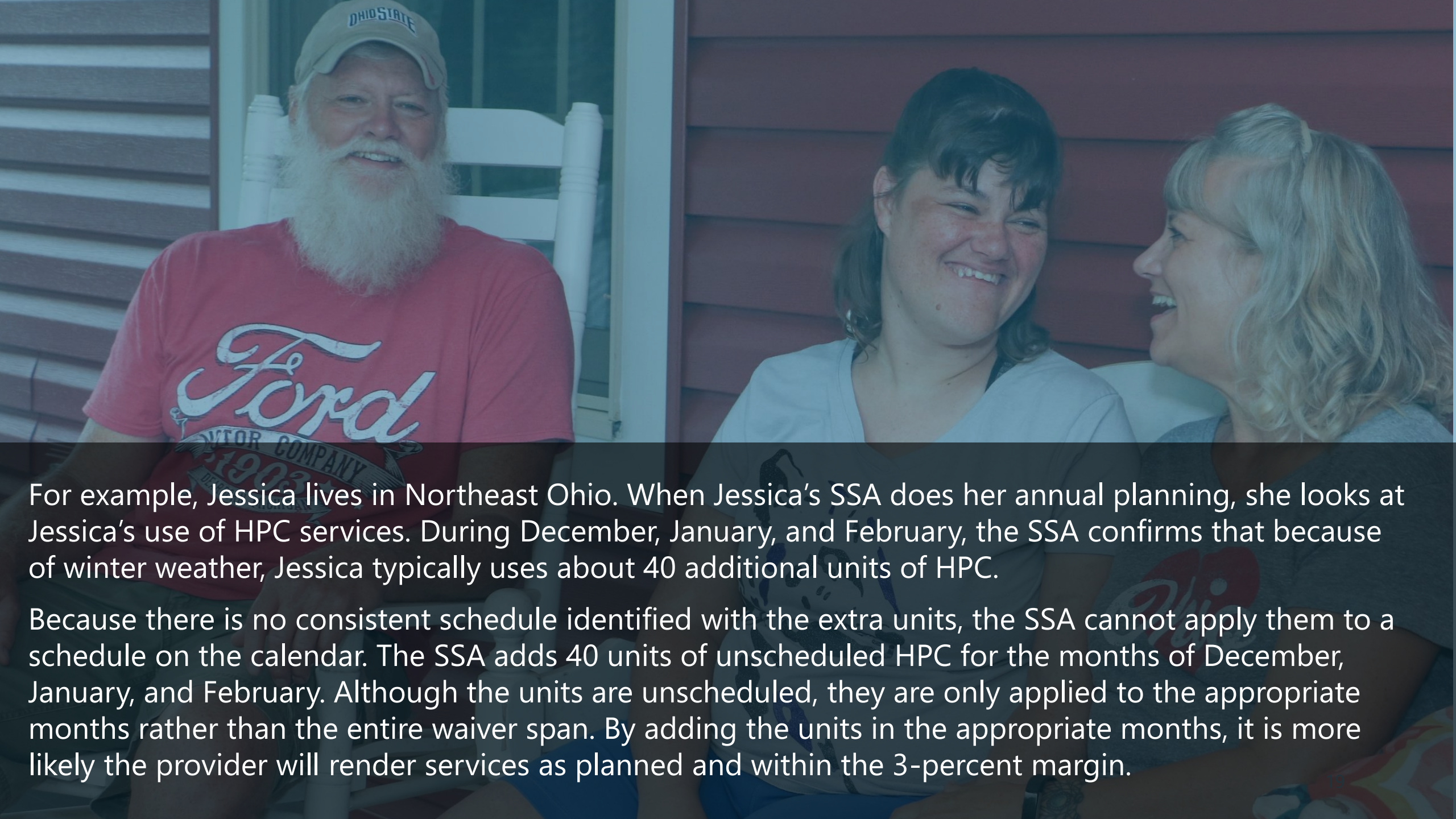






As much as possible, unscheduled time should be applied to the month in which it is expected to be used.





For example, Jessica lives in Northeast Ohio. When Jessica's SSA does her annual planning, she looks at Jessica's use of HPC services. During December, January, and February, the SSA confirms that because of winter weather, Jessica typically uses about 40 additional units of HPC.

Because there is no consistent schedule identified with the extra units, the SSA cannot apply them to a schedule on the calendar. The SSA adds 40 units of unscheduled HPC for the months of December, January, and February. Although the units are unscheduled, they are only applied to the appropriate months rather than the entire waiver span. By adding the units in the appropriate months, it is more likely the provider will render services as planned and within the 3-percent margin.





When units are entered as unscheduled for the span, rather than by month, all unscheduled units will be distributed equally across all 12 months of the person's span. That could mean

- unscheduled time applied to a month in which it was not needed, making it appear as though the provider under-delivered services,
- or unscheduled time not applied to a month in which it was needed, causing the provider to deliver more units than were authorized and requiring an adjustment in CPT.



There are 300 hours of scheduled (on the calendar) HPC/OSOC service each month. There are 120 hours of unscheduled HPC/OSOC service across the entire span. This adds an additional 10 hours to the monthly projections.

| Span  | Month     | Projected Hours | DBU      | Actual Hours | Within +/- 3%?<br>(Range is 300.7-319.3) |
|---|-----------|-----------------|----------|--------------|--|
| January 1, 2019, through<br>December 31, 2019 | January   | 310             | \$182.50 | 340          | No                                       |
|   | February  | 310             | \$202.05 | 340          | No                                       |
|   | March     | 310             | \$182.50 | 300          | No                                       |
|   | April     | 310             | \$188.58 | 300          | No                                       |
|   | May       | 310             | \$182.50 | 300          | No                                       |
|   | June      | 310             | \$188.58 | 300          | No                                       |
|   | July      | 310             | \$182.50 | 300          | No                                       |
|   | August    | 310             | \$182.50 | 300          | No                                       |
|   | September | 310             | \$188.58 | 300          | No                                       |
|   | October   | 310             | \$182.50 | 300          | No                                       |
|   | November  | 310             | \$188.58 | 300          | No                                       |
|   | December  | 310             | \$182.50 | 340          | No                                       |

There are 300 hours of scheduled (on the calendar) HPC/OSOC service each month. There are 40 hours of unscheduled HPC/OSOC service in January, February, and December 2019. Totaling 120 hours of unscheduled services in 3 months.

|  | Month     | Projected Hours | DBU      | Actual Hours | Within +/- 3%?<br>(Range for 340 hours is 329.8-350.2 and range for 300 is 291-309) |
|--|-----------|-----------------|----------|--------------|---|
| January 1, 2019, through December 31, 2019 | January   | 340             | \$200.16 | 340          | Yes   |
|  | February  | 340             | \$221.61 | 340          | Yes   |
|  | March     | 300             | \$176.61 | 300          | Yes   |
|  | April     | 300             | \$182.50 | 300          | Yes   |
|  | May       | 300             | \$176.61 | 300          | Yes   |
|  | June      | 300             | \$182.50 | 300          | Yes   |
|  | July      | 300             | \$176.61 | 300          | Yes   |
|  | August    | 300             | \$176.61 | 300          | Yes   |
|  | September | 300             | \$182.50 | 300          | Yes   |
|  | October   | 300             | \$176.61 | 300          | Yes   |
|  | November  | 300             | \$182.50 | 300          | Yes   |
|  | December  | 340             | \$200.16 | 340          | Yes   |

Once cost projections are entered, the site should be shared with the provider for review.

If the total costs exceed a person's Ohio Developmental Disabilities Profile, or ODDP, funding range, submit a request for prior authorization.

After the cost projections are finalized, no changes should be made unless

- a person moves to or from the site,
- a person living at the site starts or stops day programming,
- or circumstances cause an increase or decrease of more than 3 percent in the hours of HPC provided at the site during the calendar month.





It is imperative for team members to communicate changes in a person's service needs in a timely manner.

When a significant change occurs for one or more people in the home that requires additional direct service hours, the team may agree to make the adjustment proactively, rather than waiting for the provider to enter actual service hours to see what hours are needed.





For example, Bill lives with his three friends at 234 State St.

On December 13, Bill fell and broke his hip. Staff took him to the emergency room for treatment. Bill was admitted to the hospital and scheduled for surgery the following day. The doctor expects Bill will be hospitalized for at least three days and transferred to a nursing facility where he can receive physical therapy. The doctor expects Bill to be able to return home in three weeks.

Based on the information the team knows about Bill's care needs, the SSA can update the CPT to reflect Bill being out of his home for the rest of December and the first week of January without waiting and making those changes retroactively.



Retroactive changes to CPT are permitted up to two months. For example, a provider can request additional hours for January 2019 if they provide documentation to the county board regarding the person's need for the additional hours. The last date the retroactive change will be permitted is March 31, 2019.

The CPT must be adjusted whenever a provider produces documentation for the county board that one or more people in the home required additional direct support hours.





# How the MRC Works

Upon authorization, MRC will automatically sort each person's direct service hours projected for the year by calendar months. This includes on behalf of services, OSOC and hours approved through prior authorization.

When a person's waiver span stops or starts mid-month, MRC will split that month in order to separate the previous span's costs from the new span's costs.



For example, Alice's waiver span is January 24, 2019, through January 23, 2020. MRC will show the costs for each calendar month, including the partial months at the beginning and end of the span.

| Site Cost Span        |
|-----------------------|
| 01/01/2019-01/23/2019 |
| 01/24/2019-01/31/2019 |
| 02/01/2019-02/28/2019 |
| 03/01/2019-03/31/2019 |
| 04/01/2019-04/30/2019 |
| 05/01/2019-05/31/2019 |
| 06/01/2019-06/30/2019 |
| 07/01/2019-07/31/2019 |
| 08/01/2019-08/31/2019 |
| 09/01/2019-09/30/2019 |
| 10/01/2019-10/31/2019 |
| 11/01/2019-11/30/2019 |
| 12/01/2019-12/31/2019 |
| 01/01/2020-01/23/2020 |

MRC will determine what the DBU is for each day of the calendar month. It is a flat rate that may be billed by the provider for each date of service, meaning for every day the person is a resident of the home and has not been admitted to an ICF or nursing facility.



MRC calculates the DBU for each month based on the total projected costs, projected number of hours, proportion of services received by each person, and the number of service dates.

Example:

Site costs for June = \$3,000.00

Projected hours for June = 500

Hourly rate = \$6.00/hour

How much service does each person use that month?

(Total hours x percentage x hourly rate)

Person A: 60% = \$1800

Person B: 25% = \$750

Person C: 15% = \$450

Divide each person's monthly cost by the total number of service days:

Person A:  $\$1800/30 = \$60.00/\text{day}$

Person B:  $\$750/30 = \$25.00/\text{day}$

Person C:  $\$450/30 = \$15.00/\text{day}$



MRC calculates the DBU based on the number of days and hours associated with each site cost span, regardless of funding source.

When a person enrolled in the IO (Mary) waiver shares services with someone enrolled in LV1 (e.g. Harry) or who receives local funding through the county board (e.g. Barry), MRC will continue to calculate a DBU for all the people in the site.

# MRC Main Page: Details Display of individuals DBU, Percentage and Monthly Details

The provider will bill the DBU for the person on the IO waiver and 15-minute units for those on Level One.

Site Name:

Effective Date:

8/30/2017

End Date:

12/31/9999

Manage:

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

Projected Costs

Actuals

Provider:

REFLEKTIONS LTD

| Detail | MonthlyStartDate | MonthlyEndDate | Individuals | CPT      | Utilization | Max DBU? |
|--------|------------------|----------------|-------------|----------|-------------|----------|
| -      | 1/1/2019         | 1/31/2019      | 3           | Complete | In Progress | No       |

| Hourly Rate | Projected Cost | Projected Hours | Range             | Actual Hours | Hours Outside Range +/- | Hours % Above or Below Projection |
|-------------|----------------|-----------------|-------------------|--------------|-------------------------|-----------------------------------|
| \$22.27     | \$24,877.42    | 1117.23         | 1083.71 - 1150.75 | 0            | 0                       | 0%                                |

| Name | DODD # | Last Authorized | Waiver Start | Waiver End | Individual Cost % | Individual Cost | DBU      | Max DBU? |
|------|--------|-----------------|--------------|------------|-------------------|-----------------|----------|----------|
|      |        | 12/31/2018      | 01/01/2019   | 12/31/2019 | 32.39%            | \$8,059.03      | \$259.97 | No       |
|      |        | 12/28/2018      | 01/01/2019   | 12/31/2019 | 34.09%            | \$8,481.43      | \$273.59 | No       |
|      |        | 12/28/2018      | 01/01/2019   | 12/31/2019 | 33.51%            | \$8,336.96      | \$268.93 | No       |

|   |           |            |   |          |             |    |
|---|-----------|------------|---|----------|-------------|----|
| + | 2/1/2019  | 2/28/2019  | 3 | Complete | In Progress | No |
| + | 3/1/2019  | 3/31/2019  | 3 | Complete | In Progress | No |
| + | 4/1/2019  | 4/30/2019  | 3 | Complete | In Progress | No |
| + | 5/1/2019  | 5/31/2019  | 3 | Complete | In Progress | No |
| + | 6/1/2019  | 6/30/2019  | 3 | Complete | In Progress | No |
| + | 7/1/2019  | 7/31/2019  | 3 | Complete | In Progress | No |
| + | 8/1/2019  | 8/31/2019  | 3 | Complete | In Progress | No |
| + | 9/1/2019  | 9/30/2019  | 3 | Complete | In Progress | No |
| + | 10/1/2019 | 10/31/2019 | 3 | Complete | In Progress | No |
| + | 11/1/2019 | 11/30/2019 | 3 | Complete | In Progress | No |
| + | 12/1/2019 | 12/31/2019 | 3 | Complete | In Progress | No |

When the DBU for a month exceeds the Medicaid maximum reimbursement rate of \$508.30, the board may submit a request for the setting to be exempted from the DBU.

The board will send an email to [msssupport@dodd.ohio.gov](mailto:msssupport@dodd.ohio.gov) stating the following information:

- Name of Cost Projection Tool
- Start date of MRC exemption
- End date of MRC exemption
- Reason for MRC exemption





# Exemptions

The MRC exemption can be submitted for a date 60 day retroactive to the start date of the exemption requested. For example, the request submitted on 5/1/19 with a start date of an MRC exemption request of 3/1/19 would be approved pending review by DODD.

DODD will review all requests and make a decision within 30 days of receipt of a completed request. All the information as described above must be included for the request to be “complete”

# Exemptions

Sites can be exempted on a month by month basis. However, since planning and projecting is expected for the entire waiver span, the board should submit all requested exempted months per site in one email.

Electronic visit verification (EVV) is not required for 24-hour residential settings for which the provider bills a daily rate. For months in which the site is exempted from MRC, the provider must comply with EVV.

# How Payment Works

Since minor fluctuations in service hours are likely to occur based on small daily schedule changes, such as changes in pick-up or drop-off times, MRC calculates a margin of hours for which the provider may be paid the DBU. This margin is 3%.

Providers will be paid the DBU originally projected as long as the total number of hours delivered is within +/- 3% of the total number of hours projected.

This allows for consistent, predictable funding without adjusting the CPT.



# How Payment Works

Providers are required to enter actual service hours for the calendar month within 30 days of the end of the month.

Actual hours may be entered at whatever frequency the provider chooses, as long as they are all entered within this 30-day timeframe.

When providing services in a setting without a stable staffing pattern or one in which the people living there experience frequent changes, entering actuals at the end of the month may help providers avoid adjustments.

If the number of hours actually delivered by a provider are within this 3% +/- margin, the provider will be paid the projected DBU for each date of service.

For example, Martha is authorized 300 hours of HPC/OSOC in January at a total cost of \$1632. Her provider delivered 291 hours of service to Martha in January. Since the number of hours provided to Martha are within the margin (not less than 3% of the total projected hours for January), the provider will receive the total amount projected, \$1632.





Another example: In February, Rik is authorized 300 hours of HPC/OSOC at a total cost of \$1632. His provider delivered 309 hours of service.

Although Rik receive 9 hours more than what was projected, the hours provided are still within the 3% margin. His provider receives only the amount projected \$1632.





# How Payment Works

MRC will generate an alert to the agency provider and the county board when the actual direct service hours provided differ from the number of hours projected by more than 3%.

# How Payment Works

MRC recalculates the DBU based on the actual hours delivered when the number of hours is more than 3% **less** than projected.

For example, RMS of Ohio, Inc. was projected to provide 959.99 hours for Mary, Harry, and Barry for the month of 02/01/2019-02/28/2019. After entering their last actual for the month of February 2019, the total number of hours delivered by RMS of Ohio, Inc. was 894.02 hours. This is 4% **less** than was projected.

# MRC Actuals Page with example Provider Actuals for the month

| Site Name: <span style="background-color: #f0f0f0; padding: 2px;"> </span>  |            | Effective Date: 8/15/2014       | End Date: 12/31/9999              |                  |                   |           |                          |                                     |
|---|------------|---------------------------------|-----------------------------------|------------------|-------------------|-----------|--------------------------|-------------------------------------|
| Manage: <a href="#">Site Home</a>   <a href="#">View</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">View Non Waiver Spans</a> |            |                                 |                                   |                  |                   |           |                          |                                     |
| Projected Costs   |            | Actuals                         |                                   |                  |                   |           |                          |                                     |
|   |            | <a href="#">Add Actual Span</a> | <a href="#">Non-Billable Days</a> |                  |                   |           |                          |                                     |
| Provider:   |            |                                 |                                   |                  |                   |           |                          |                                     |
| RMS of Ohio, INC  |            |                                 |                                   |                  |                   |           |                          |                                     |
|   | Start Date | End Date                        | Total Actual Hours                | Total Comp Hours | Total Cost(+Comp) | Comp Cost | BillFile                 | Month Complete                      |
| +   | 01/15/2019 | 01/31/2019                      | 0.00                              | 0.00             | \$0.00            | \$0.00    | <a href="#">MBS File</a> | <input type="checkbox"/>            |
| -   | 02/01/2019 | 02/28/2019                      | 894.02                            | 100.00           | \$19,198.11       | \$156.00  | <a href="#">MBS File</a> | <input checked="" type="checkbox"/> |
|   | Start Date | End Date                        | Total Actual Hours                | Total Comp Hours | Total Cost(+Comp) | Comp Cost | BillFile                 |                                     |
| <a href="#">Edit</a>   <a href="#">Remove</a>   | 02/01/2019 | 02/09/2019                      | 300.00                            | 25.00            | \$6,386.37        | \$39.00   | <a href="#">MBS File</a> |                                     |
| <a href="#">Edit</a>   <a href="#">Remove</a>   | 02/10/2019 | 02/16/2019                      | 300.00                            | 25.00            | \$4,799.53        | \$39.00   | <a href="#">MBS File</a> |                                     |
| <a href="#">Edit</a>   <a href="#">Remove</a>   | 02/17/2019 | 02/23/2019                      | 200.00                            | 25.00            | \$4,799.53        | \$39.00   | <a href="#">MBS File</a> |                                     |
| <a href="#">Edit</a>   <a href="#">Remove</a>   | 02/24/2019 | 02/28/2019                      | 94.02                             | 25.00            | \$3,212.69        | \$39.00   | <a href="#">MBS File</a> |                                     |
| +   | 03/01/2019 | 03/31/2019                      | 0.00                              | 0.00             | \$0.00            | \$0.00    | <a href="#">MBS File</a> | <input type="checkbox"/>            |
| +   | 04/01/2019 | 04/30/2019                      | 0.00                              | 0.00             | \$0.00            | \$0.00    | <a href="#">MBS File</a> | <input checked="" type="checkbox"/> |
| +   | 05/01/2019 | 05/31/2019                      | 0.00                              | 0.00             | \$0.00            | \$0.00    | <a href="#">MBS File</a> | <input checked="" type="checkbox"/> |
| +   | 06/01/2019 | 06/30/2019                      | 0.00                              | 0.00             | \$0.00            | \$0.00    | <a href="#">MBS File</a> | <input type="checkbox"/>            |
| +   | 07/01/2019 | 07/31/2019                      | 0.00                              | 0.00             | \$0.00            | \$0.00    | <a href="#">MBS File</a> | <input checked="" type="checkbox"/> |
| +   | 08/01/2019 | 08/14/2019                      | 0.00                              | 0.00             | \$0.00            | \$0.00    | <a href="#">MBS File</a> | <input type="checkbox"/>            |



# MRC Actuals Page with example Provider Actuals for the month

| Site Name: <span style="background-color: #e0e0e0; padding: 2px;"> </span>  |            | Effective Date: 8/15/2014       | End Date: 12/31/9999              |                  |                   |           |                          |                                     |
|---|------------|---------------------------------|-----------------------------------|------------------|-------------------|-----------|--------------------------|-------------------------------------|
| Manage: <a href="#">Site Home</a>   <a href="#">View</a>   <a href="#">Manage Versions</a>   <a href="#">Manage Notes</a>   <a href="#">View Non Waiver Spans</a> |            |                                 |                                   |                  |                   |           |                          |                                     |
| Projected Costs   |            | Actuals                         |                                   |                  |                   |           |                          |                                     |
|   |            | <a href="#">Add Actual Span</a> | <a href="#">Non-Billable Days</a> |                  |                   |           |                          |                                     |
| Provider: <span style="background-color: #e0e0e0; padding: 2px;"> </span>   |            |                                 |                                   |                  |                   |           |                          |                                     |
| RMS of Ohio, INC  |            |                                 |                                   |                  |                   |           |                          |                                     |
|   | Start Date | End Date                        | Total Actual Hours                | Total Comp Hours | Total Cost(+Comp) | Comp Cost | BillFile                 | Month Complete                      |
| +   | 01/15/2019 | 01/31/2019                      | 0.00                              | 0.00             | \$0.00            | \$0.00    | <a href="#">MBS File</a> | <input type="checkbox"/>            |
| Alert -   | 02/01/2019 | 02/28/2019                      | 894.02                            | 100.00           | \$19,198.11       | \$156.00  | <a href="#">MBS File</a> | <input checked="" type="checkbox"/> |
|   | Start Date | End Date                        | Total Actual Hours                | Total Comp Hours | Total Cost(+Comp) | Comp Cost | BillFile                 |                                     |
| <a href="#">Edit</a>   <a href="#">Remove</a>   | 02/01/2019 | 02/09/2019                      | 300.00                            | 25.00            | \$6,386.37        | \$39.00   | <a href="#">MBS File</a> |                                     |
| <a href="#">Edit</a>   <a href="#">Remove</a>   | 02/10/2019 | 02/16/2019                      | 300.00                            | 25.00            | \$4,799.53        | \$39.00   | <a href="#">MBS File</a> |                                     |
| <a href="#">Edit</a>   <a href="#">Remove</a>   | 02/17/2019 | 02/23/2019                      | 200.00                            | 25.00            | \$4,799.53        | \$39.00   | <a href="#">MBS File</a> |                                     |
| <a href="#">Edit</a>   <a href="#">Remove</a>   | 02/24/2019 | 02/28/2019                      | 94.02                             | 25.00            | \$3,212.69        | \$39.00   | <a href="#">MBS File</a> |                                     |
| +   | 03/01/2019 | 03/31/2019                      | 0.00                              | 0.00             | \$0.00            | \$0.00    | <a href="#">MBS File</a> | <input type="checkbox"/>            |
| +   | 04/01/2019 | 04/30/2019                      | 0.00                              | 0.00             | \$0.00            | \$0.00    | <a href="#">MBS File</a> | <input checked="" type="checkbox"/> |
| +   | 05/01/2019 | 05/31/2019                      | 0.00                              | 0.00             | \$0.00            | \$0.00    | <a href="#">MBS File</a> | <input checked="" type="checkbox"/> |
| +   | 06/01/2019 | 06/30/2019                      | 0.00                              | 0.00             | \$0.00            | \$0.00    | <a href="#">MBS File</a> | <input type="checkbox"/>            |
| +   | 07/01/2019 | 07/31/2019                      | 0.00                              | 0.00             | \$0.00            | \$0.00    | <a href="#">MBS File</a> | <input checked="" type="checkbox"/> |
| +   | 08/01/2019 | 08/14/2019                      | 0.00                              | 0.00             | \$0.00            | \$0.00    | <a href="#">MBS File</a> | <input type="checkbox"/>            |

# MRC Provider Actual Page with Alert indicating Provider hours are below margin

Provider submits adjusted claims for the entire month of February 2019 through the enhanced Medicaid Billing System (eMBS)

Site Name:  Effective Date: 8/15/2014 End Date: 12/31/9999

Manage: [Site Home](#) | [View](#) | [Manage Versions](#) | [Manage Notes](#) | [View Non Waiver Spans](#)

Projected Costs

Actuals

Add Actual Span

Non-Billable Days

Provider:

|                               | Start Date | End Date    | Total Actual Hours | Total Comp Hours         | Total Cost(+Comp)                   | Comp Cost                | BillFile                 | Month Complete |
|-------------------------------|------------|-------------|--------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|----------------|
| + 01/15/2019                  | 01/31/2019 | 0.00        | 0.00               | \$0.00                   | \$0.00                              | <a href="#">MBS File</a> | <input type="checkbox"/> |                |
| <div>Alert</div> + 02/01/2019 | 02/28/2019 | 19,198.11   | \$156.00           | <a href="#">MBS File</a> | <input checked="" type="checkbox"/> |                          |                          |                |
| + 03/01/2019                  | 03/31/2019 | \$0.00      | \$0.00             | <a href="#">MBS File</a> | <input type="checkbox"/>            |                          |                          |                |
| + 04/01/2019                  | 04/30/2019 | \$0.00      | \$0.00             | <a href="#">MBS File</a> | <input checked="" type="checkbox"/> |                          |                          |                |
| + 05/01/2019                  | 05/31/2019 | \$0.00      | \$0.00             | <a href="#">MBS File</a> | <input checked="" type="checkbox"/> |                          |                          |                |
| + 06/01/2019                  | 06/30/2019 | \$0.00      | \$0.00             | <a href="#">MBS File</a> | <input type="checkbox"/>            |                          |                          |                |
| <div>Alert</div> + 07/01/2019 | 07/31/2019 | \$18,037.59 | \$156.00           | <a href="#">MBS File</a> | <input checked="" type="checkbox"/> |                          |                          |                |
| + 08/01/2019                  | 08/31/2019 | \$0.00      | \$0.00             | <a href="#">MBS File</a> | <input type="checkbox"/>            |                          |                          |                |

Month Utilization: Out of Range

Projected Hours: 959.99  
Hours Range: 931.19-988.79  
  
Actual Hours: 894.02  
Utilization (outside +/-3%): -4%  
  
The actual hours are below the projected service hours by -65.97 hours.  
  
Due to the total number of hours delivered being more than 3% below the total hours projected for the site, DBU has been recalculated to reflect the actual number of hours delivered.

# How Payment Works

How recalculation works:

At authorization, MRC calculates the total projected costs and the total projected hours for each calendar month.

MRC determines an hourly rate for the month by dividing total projected costs by total projected hours.

When total hours are more than 3% LOWER than projected, MRC will:

- Multiply the number of ACTUAL hours delivered by the hourly rate
- Apportion that total cost to each person in the site.
- Divide each person's cost by the number of dates of service.



# How Payment Works

## Example:

Site costs for June = \$3,000.00

Projected hours for June = 500

Hourly rate = \$6.00/hour

Actual hours = 400

Actual hours x hourly rate = adjusted site costs = \$2400.00

- How much service does each person use that month?
  - Person A: 60% = \$1400
  - Person B: 25% = \$600
  - Person C: 15% = \$360
- Divide each person's monthly cost by the total number of service days:
  - Person A:  $\$1400/30 = \$48.00/\text{day}$
  - Person B:  $\$600/30 = \$20.00/\text{day}$
  - Person C:  $\$360/30 = \$12.00/\text{day}$

When the actual direct service hours provided are more than 3% **above** what was projected for that month, the agency provider may submit a written request with supporting documentation for a modification to the CPT for that month and for future months if the circumstances causing the increase in hours are not temporary.





For example, RMS of Ohio has already submitted 3 out of 4 weeks of billing for Mary Smith. During the 4th week of the month, RMS determines they have provided an additional 5 hours of services to Mary.

This is an overage of 3.9% in total hours projected for the site in which Mary lives. The payment is \$89.80 for the additional 5 hours.

The provider determines the administrative cost associated with updating the CPT and resubmission of adjusted claims would cost significantly more than the \$89.80 they hope to claim. As a result, RMS chooses to not request an update to CPT.





When supporting documentation indicates an increase in hours is necessary to meet the person's needs, the county board shall revise the person's service plan within 30 calendar days.

When circumstances exist that prevent the provider and county board from making necessary adjustments to service projections within 60 calendar days of the end of the calendar month in which services were rendered, a request for a retroactive adjustment may be submitted to the department by the county board upon agreement from the team.





The board will send an email to [msssupport@dodd.ohio.gov](mailto:msssupport@dodd.ohio.gov) stating the following information:

- Name of Cost Projection Tool
- Start date of the adjustment(s) if more than one month is being requested
- End date
- Reason for adjustment request (why this wasn't completed within the 60 calendar days)





The provider is expected to use the pop-up calendar in MRC to enter all the dates on which the person was admitted to an ICF or nursing facility.





# MRC Provider Actuals with Calendar to indicated non billable days

The provider is expected to use the pop-up calendar in MRC to enter all the dates on which the person was admitted to an ICF or nursing facility.

Site Name:

Manage: [Site Home](#) | [View](#) | [Manage](#)

Projected Costs | Actuals

Provider:

|         | Start Date | End Date   | Total A |
|---------|------------|------------|---------|
| +       | 01/15/2019 | 01/31/2019 |         |
| Alert + | 02/01/2019 | 02/28/2019 |         |
| +       | 03/01/2019 | 03/31/2019 |         |
| +       | 04/01/2019 | 04/30/2019 |         |
| +       | 05/01/2019 | 05/31/2019 |         |
| +       | 06/01/2019 | 06/30/2019 |         |
| +       | 07/01/2019 | 07/31/2019 |         |
| +       | 08/01/2019 | 08/14/2019 |         |

MSS - - Mozilla Firefox

https://mss.uatapps.dodd.ohio.gov/MRC/NonBillableDays.aspx

Non-Billable Days

Mark the dates on Which a person is admitted to an ICF or NF.

Please select Individual.

Please Select Individual  Save

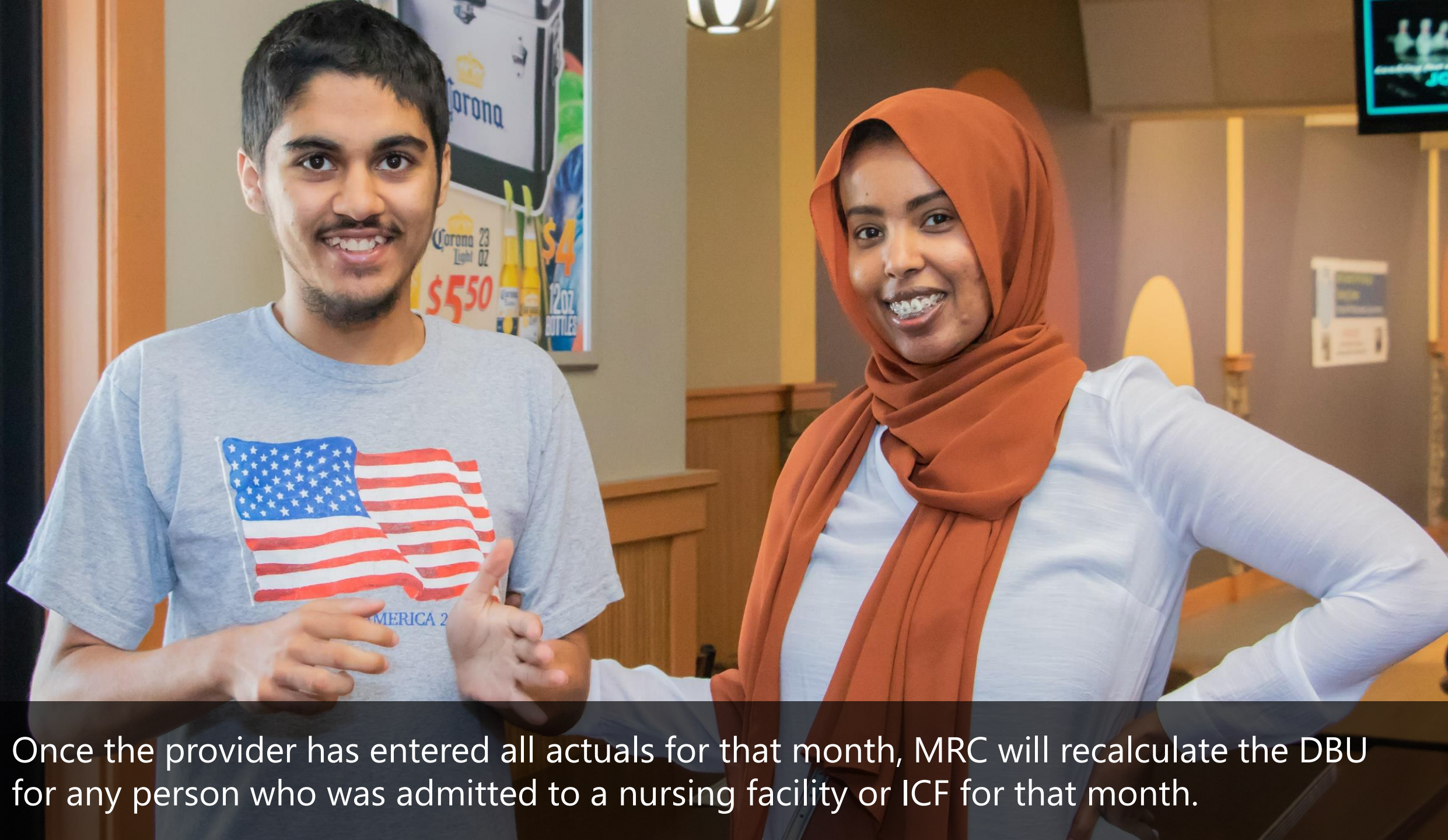
December

January 2019

February

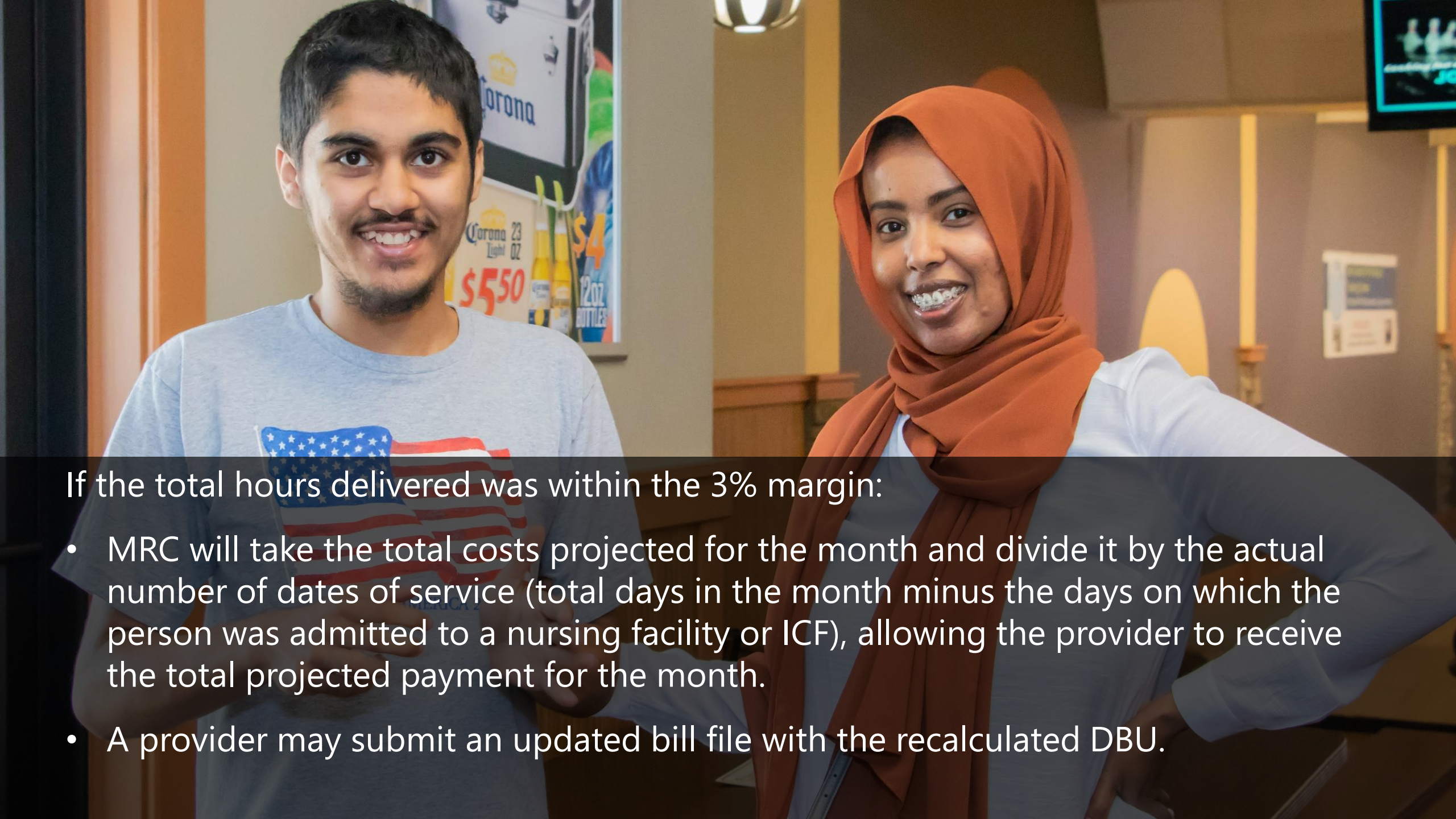
| Sunday | Monday | Tuesday                               | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------------------------------------|-----------|----------|--------|----------|
| 30     | 31     | 1                                     | 2         | 3        | 4      | 5        |
| 6      | 7      | 8 <input checked="" type="checkbox"/> | 9         | 10       | 11     | 12       |
| 13     | 14     | 15                                    | 16        | 17       | 18     | 19       |
| 20     | 21     | 22                                    | 23        | 24       | 25     | 26       |
| 27     | 28     | 29                                    | 30        | 31       | 1      | 2        |
| 3      | 4      | 5                                     | 6         | 7        | 8      | 9        |

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Once the provider has entered all actuals for that month, MRC will recalculate the DBU for any person who was admitted to a nursing facility or ICF for that month.





If the total hours delivered was within the 3% margin:

- MRC will take the total costs projected for the month and divide it by the actual number of dates of service (total days in the month minus the days on which the person was admitted to a nursing facility or ICF), allowing the provider to receive the total projected payment for the month.
- A provider may submit an updated bill file with the recalculated DBU.



# Frequently Asked Questions

Are county boards still required to submit a Notification of Individual Change in Status (NICS) when a person is admitted to the hospital or incarcerated?

- Yes, a NICS is still required whenever a person enrolled in a waiver is admitted to a hospital/ICF/nursing facility or incarcerated.
- The Payment Authorization for Waiver Services (PAWS) will be suspended to prevent unauthorized waiver claims.
- Claims for ADL/AQL will be permitted, as long as the person was not a resident of an ICF or nursing facility.

# Frequently Asked Questions

When should a person be removed from the site in the Medicaid Services System (MSS) as a result of being admitted to a hospital or being incarcerated?

- When it appears as though the service hours at the home will be reduced by more than 3%, as a result of the person's absence, the person should be removed from the MSS site.

# Frequently Asked Questions

May an HPC agency submit a daily billing unit claim on a day when a person is receiving Community or Residential Respite?

- Yes. An ADL or AQL claim may be paid on the same day a person is receiving Community Respite (unit, partial day, or day) or Residential Respite.
- This includes the ability for an ADL/AQL claim to be paid on days when a person is receiving waiver-funded Residential Respite in an ICF.

\*NOTE: A claim may not be submitted on days when a person has been admitted to an ICF, even if that admission will likely be temporary.



# Frequently Asked Questions

Once the cost projection has been finalized, can it be changed for any reason other than moves in/out, start/stop of day program, or variations from projected hours of more than 3%?

- Nothing in Ohio Administrative Code 5123-9-31 prevents plans from being amended or authorizations from being updated to reflect a person's significant change in status. This includes making prospective changes when it is likely that a person's services needs will vary from the hours originally projected by more than 3% or updating authorizations when a person's eligibility for rate add-ons changes.
- Authorizations may not be changed, however, for minor fluctuations in a person's day-to-day service needs, such as pick-up or drop-off times.

# Frequently Asked Questions

Does the requirement for providers to enter actual hours delivered within 30 calendar days impact the providers' ability to submit claims within 350 days of service delivery, as specified in OAC 5123:2-9-06 (J)(3)?

- No. Providers continue to have the flexibility to submit claims at their desired interval, as long as all claims are submitted within 350 days from the date the service was provided. This include the ability for providers to submit claims each week, monthly, or less often, if desired.

# Frequently Asked Questions

What type of documentation is required when a provider is seeking an adjustment to CPT when actual hours delivered are more than 3% above the number projected?

- There is no prescribed format or type of documentation required. However, the provider must demonstrate that the additional hours were needed as a result of one or more people in the home requiring additional support.
- Examples of situations necessitating increased hours include, but are not limited to, work or day program closures, illnesses/injuries requiring increased hands-on care, changes in behavioral status, etc.
- Unacceptable examples include having additional staff on-site for training, unauthorized on-behalf-of services, other reasons not related to individuals' needs.



# Frequently Asked Questions

What happens if a county board or a provider fails to comply with requirements?

- Concerns with a county board's compliance with projecting costs for the full 12 months, requesting prior authorization as soon as identifying the cost to meet a person's needs exceeds his ODDP funding range, adjusting the CPT upon receiving justification from a provider, etc. should be reported to DODD's Office of Provider Standards and Review (OPSR).
- Concerns with a provider's failure to enter actuals within 30 calendar days of the end of the month or to timely report changes in a person's status that require additional support hours should be reported to the board's regulatory division or OPSR.
- A special regulatory review may be conducted.

# Resources

MRC Guide (<http://dodd.ohio.gov/Training/Documents/content/index.html#/>)

Support: [MSSSupport@dodd.ohio.gov](mailto:MSSSupport@dodd.ohio.gov)





Questions?