Guidance ECRS 2014-4

HCBS Waiver List Maintenance
Therap Process
(Effective November 1, 2014)

The data is tracked within the oversight account in Therap. This data is maintained to manage the list of individuals and their slot assignment to the HCBS waiver.

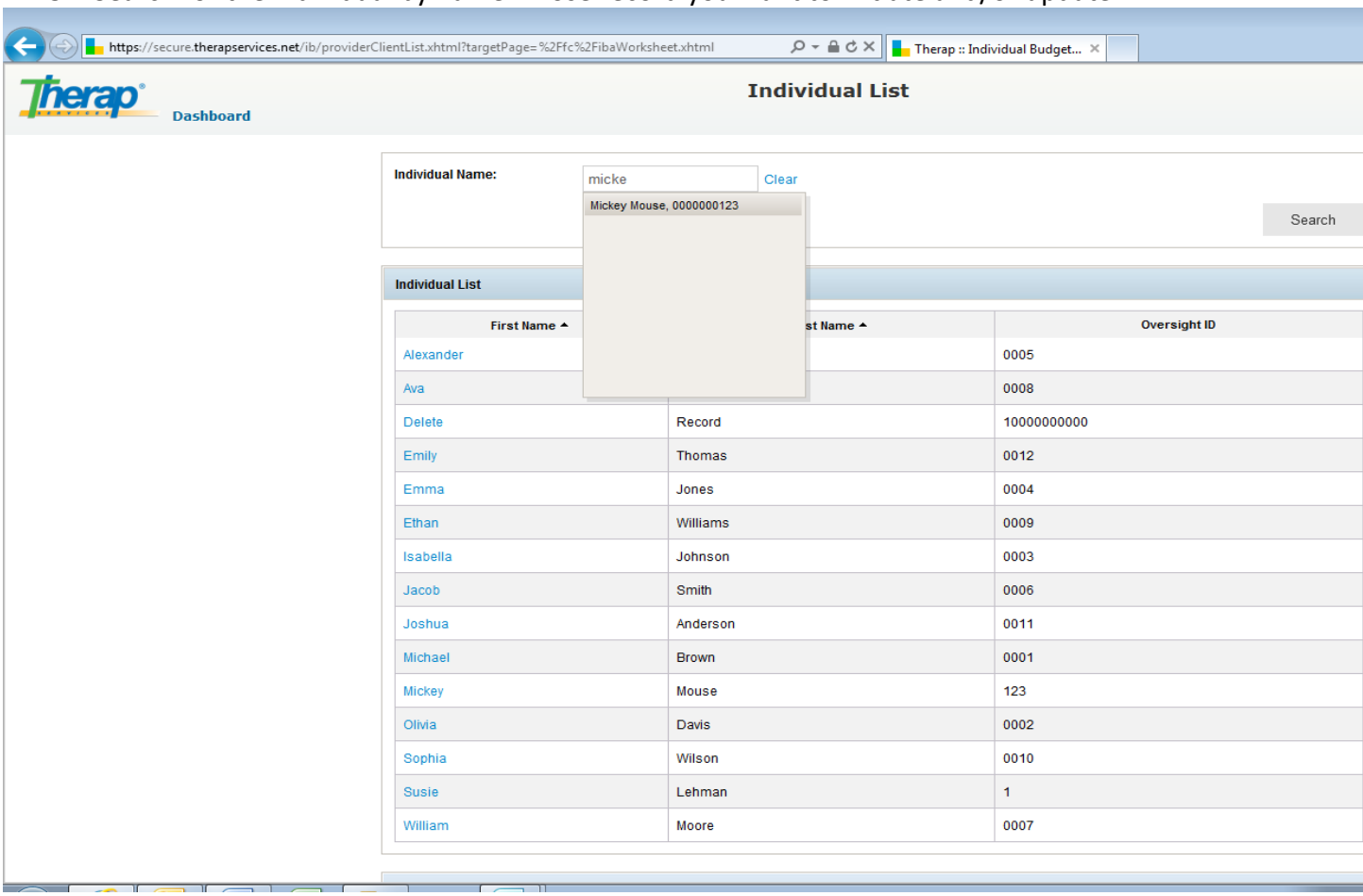
- User(s) must have in their super role all IBA options checked
- User(s) must have access to the report library in which to run the report

1. Login the oversight account of Therap
2. Scroll down under the Individual Budgeting section and select "IBA Worksheet"

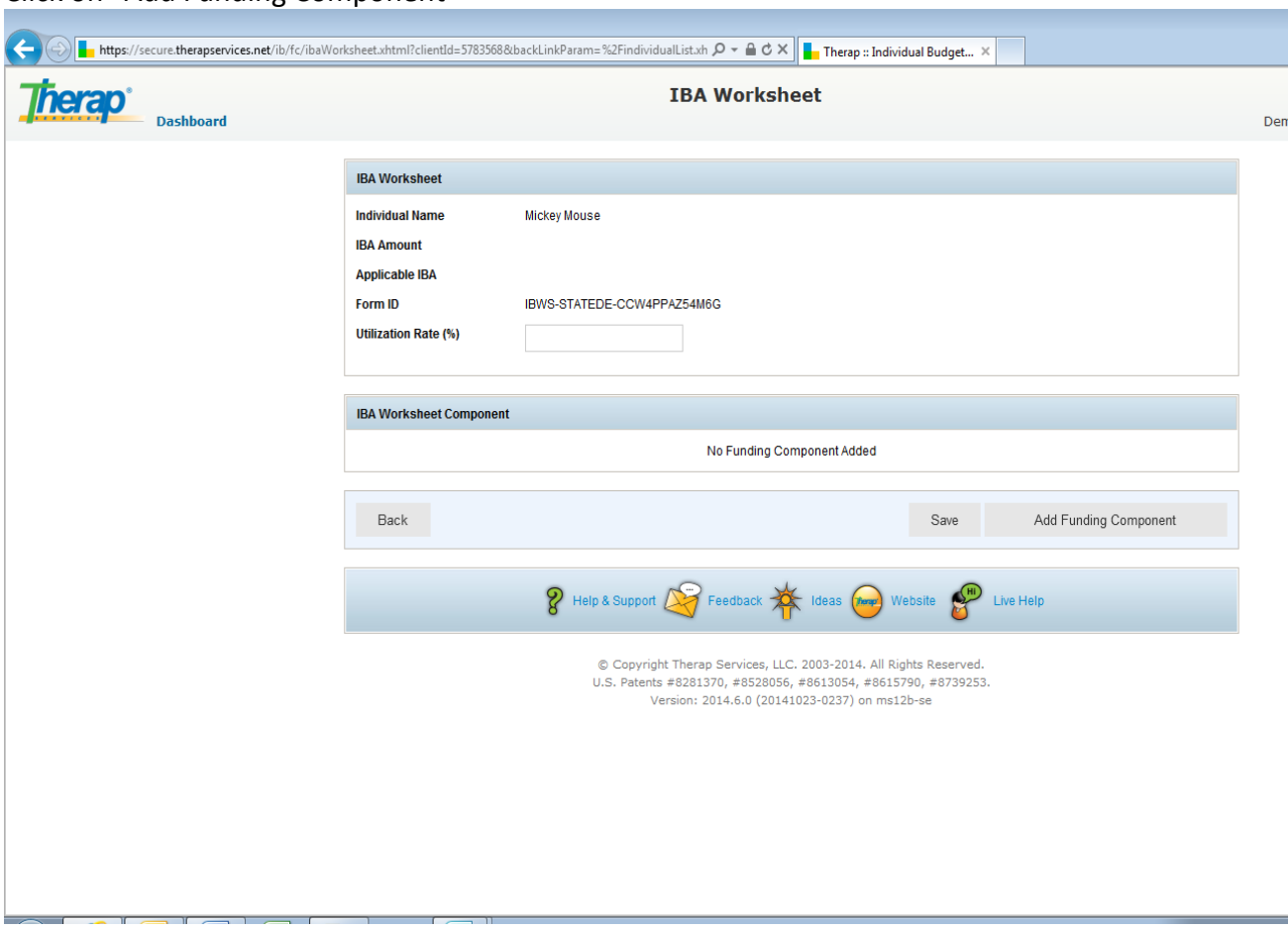
IBA Worksheet

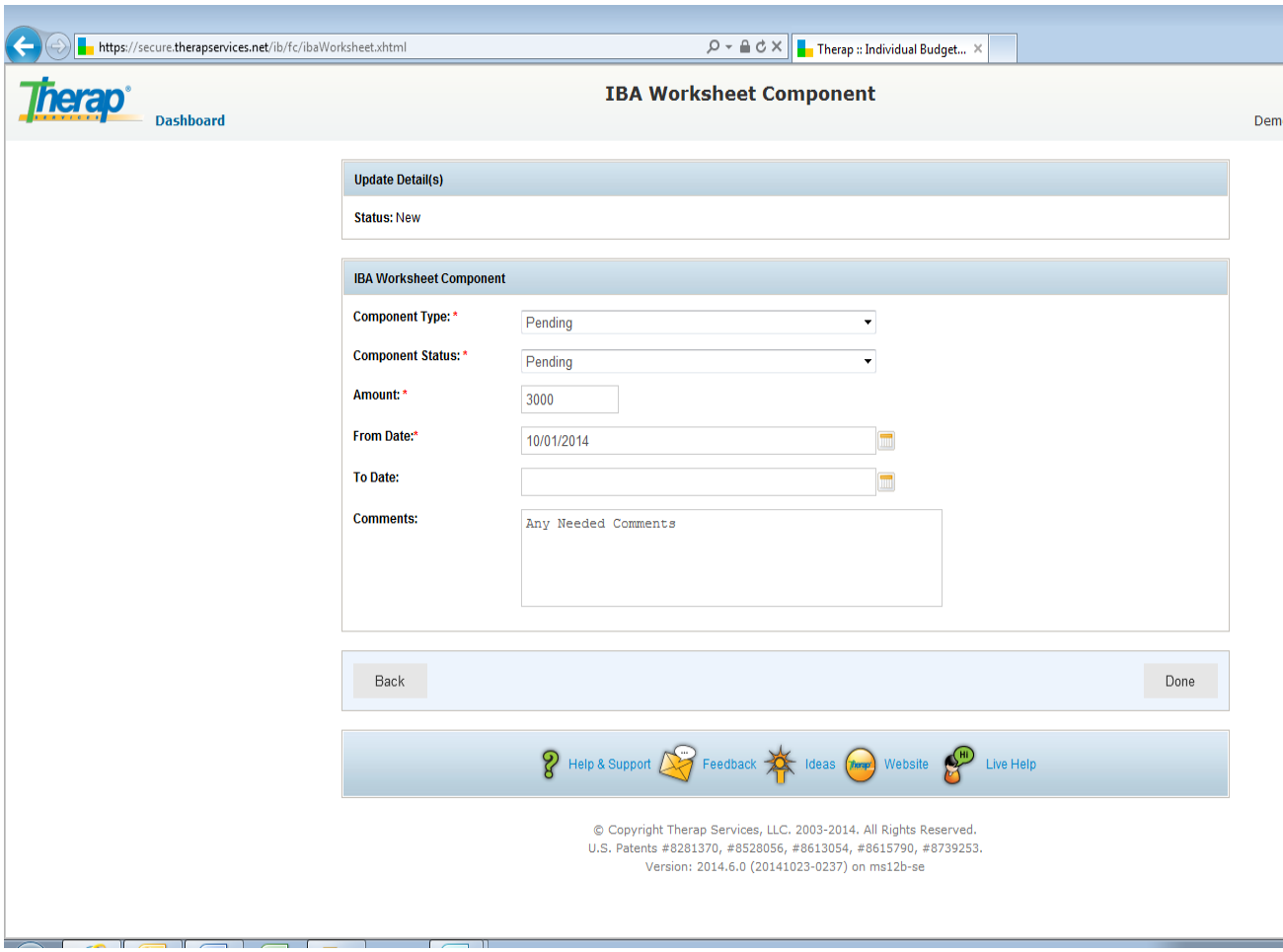
IBA Worksheet
Create Funding Component
Funding Component List
Create Funding Component Status
Funding Component Status List

3. Search for the individual by name whose record you want to initiate and/or update



- To Initiate a record (Pending Application) – to be completed by designee within OBCBS, ORDM, or Medicaid Waiver Administrator.
    1. Search for individual by name
    2. Click on the individual's name in the search results
    3. Click on "Add Funding Component"

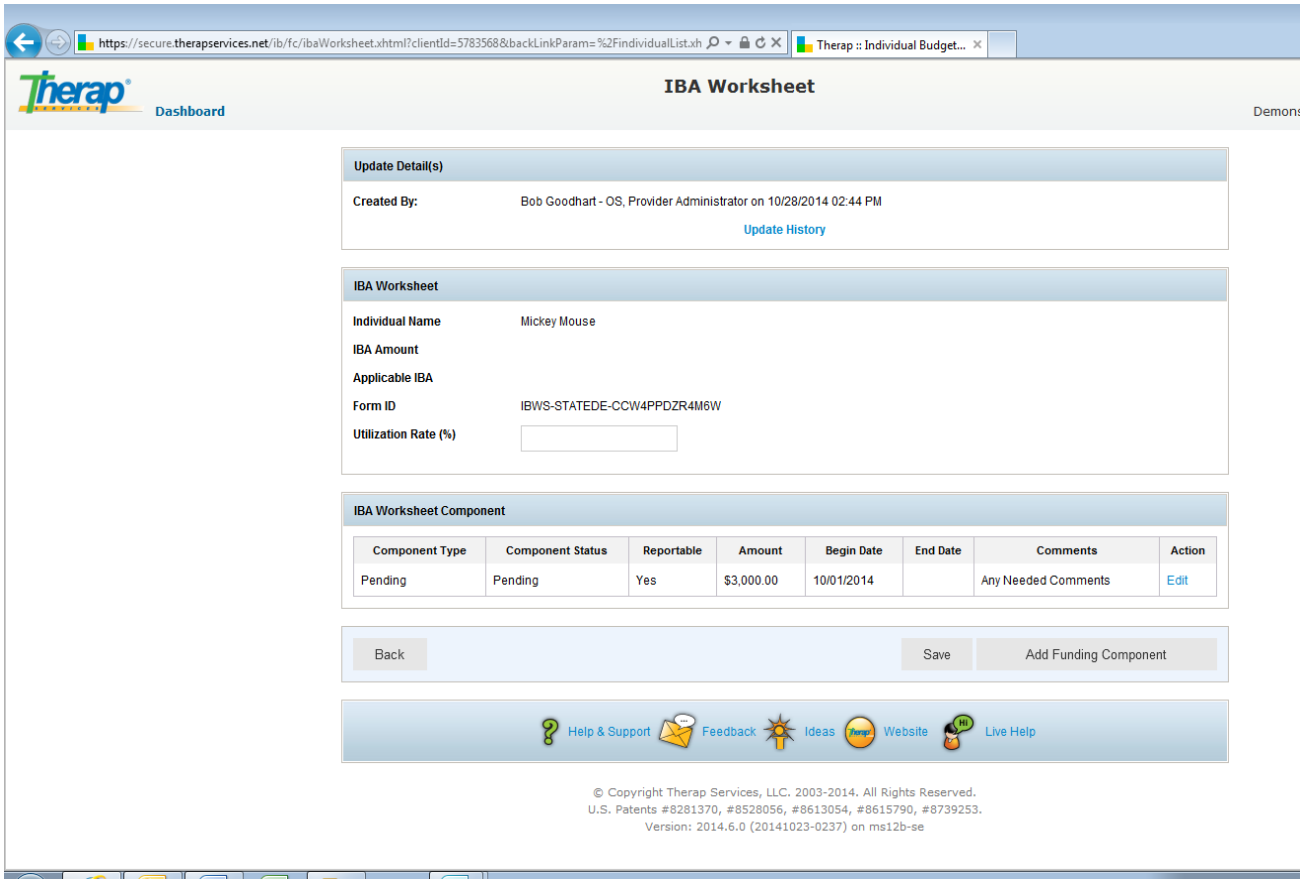




4. Component type select “Pending”
5. Component status select “Pending”
6. Amount “3000”
7. “From Date” is the date the application is received by ORDM or the Medicaid Waiver Administrator
8. “To Date” leave blank
9. Add any additional comments you would like in the comment section (usually this section will be left blank)
10. Click “Done”
11. Click “Save”, if this is not done, the record just entered will not be saved.
12. For any individual in pending status, you can have the “Medicaid Waiver Administrator” check the MMIS production system (as needed) to double check as to when the individual has been deemed eligible, or to obtain the component type for the eligible individual, or to obtain the ending date for the individual

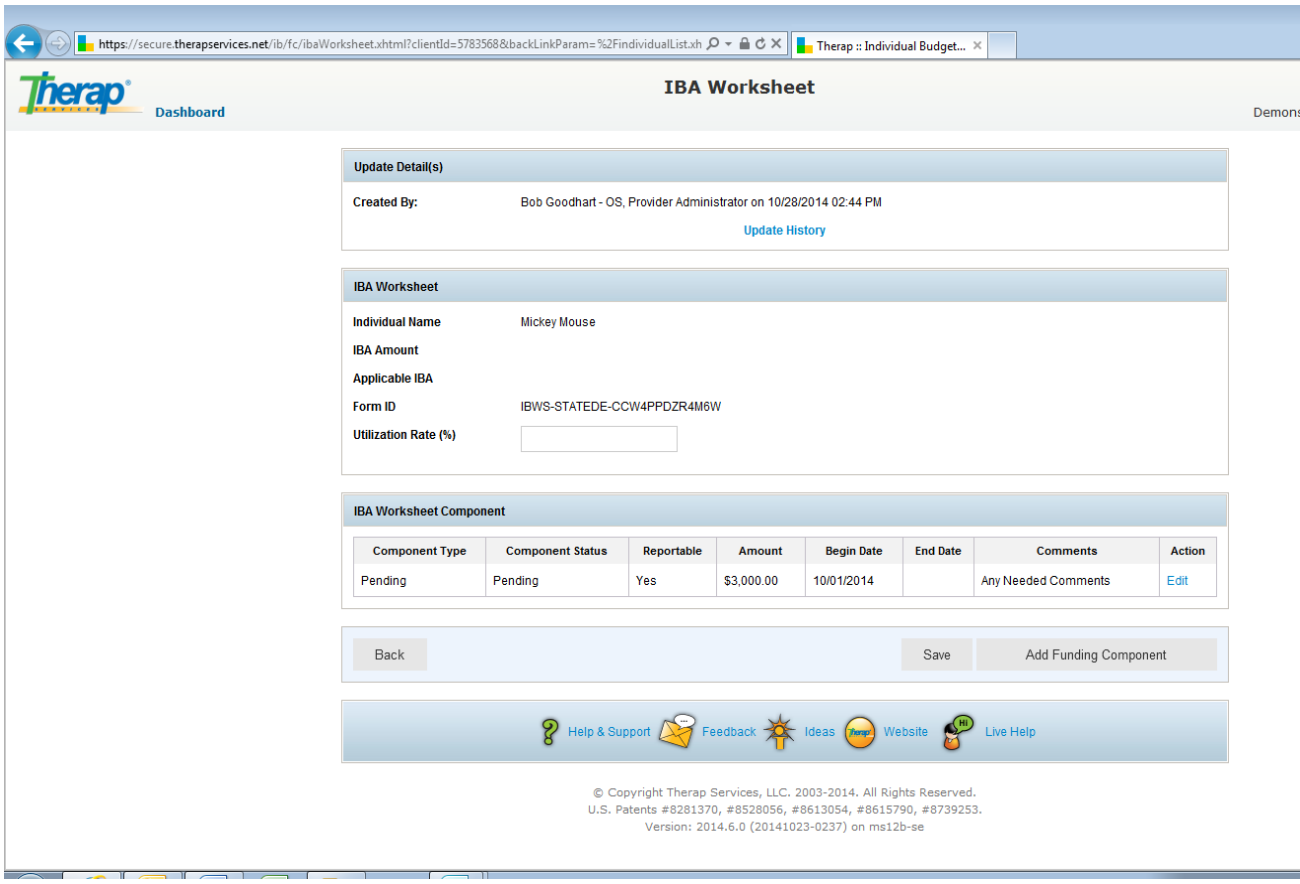
- To Update (ineligible) – to be completed by designee within OBCBS or Medicaid Waiver Administrator
    1. Search for individual by name
    2. Click on the individual’s name in the search results

3. Click on “edit” under the “Action” column of the line to the right of the pending record

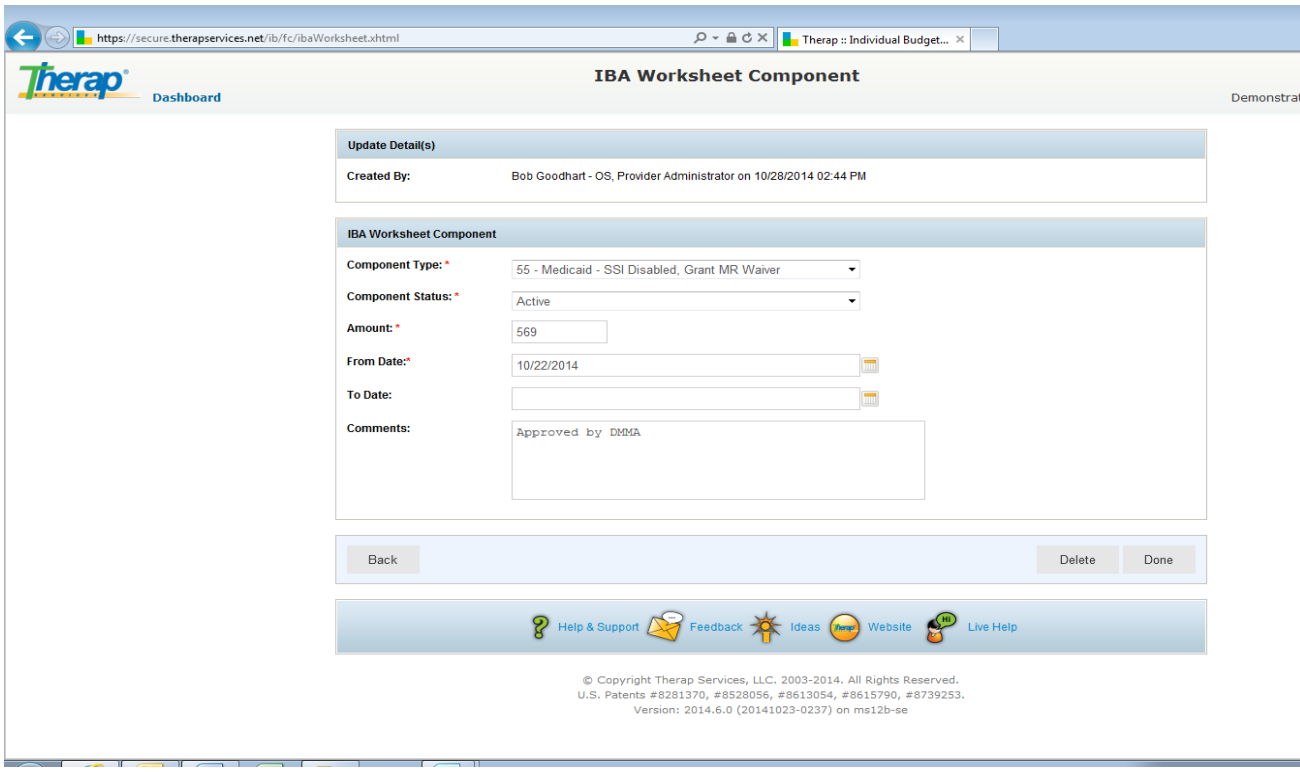


4. “Component Type” select “Ineligible/Withdrew”
5. “Component Status” select “Active”
6. “Amount” select “5000”
7. “To Date” select the date the application processing has ceased.
8. “Comments” add the comment as to why the application has stopped being processed. (i.e.-Withdrew, Ineligible, etc.) (Update with predetermined categories)
9. Click “Done”
10. Click “Save” if you do not do this, the information just entered will not be saved.

- To Update (eligible) – to be completed by designee within OBCBS or Medicaid Waiver Administrator
    1. Search for individual by name
    2. Click on the individual’s name in the search results
    3. Click on “edit” under the “Action Column” of the line to the right of the pending record



4. “Component Type” select the category code assigned to the individual (15, 25, 55, 65)
5. “Component Status” select “active”
6. Change “Amount” to the numeric value of the slot being assigned to the individual
7. “From Date” is changed to the date of eligibility if different from the application date entered previously
8. “To Date” leave blank
9. Add any additional comments you would like in the comment section (this can be used to track Provider, HM and contact Info, “we needs”, etc.) (Update with predetermined categories)



10. Click “Done”
11. Click “Save” if you do not do this, the changes just made will not be saved.

- To Update (deceased or authorized to be removed from the waiver per individual’s request or another reason) – to be completed by designee in OBCBS, Medicaid Waiver Administrator, or Therap System Administrator
    1. Search for individual by name
    2. Click on the individual’s name in the search results
    3. Click on “edit” under the “Action Column” of the line to the right of the record you wish to change
    4. “Component Type”, do not change
    5. “Component Status” leave as “active”. This only gets changed at the very beginning of the following fiscal year in which the individual is to be removed from the list.
    6. Do not change “Amount”
    7. “From Date”, do not change
    8. “To Date” enter the date in which the individual either became deceased or was authorized to be removed from the waiver (incarceration, long term hospitalization, family request, etc.)
    9. Add any additional comments you would like in the comment section (deceased, removed by request, etc.) (Update predetermined categories)
    10. Click “Done”
    11. Click “Saved” if you do not do this, the changes just made will not be saved.

- To update at the beginning of each fiscal year – to be completed by the Therap System Administrator on July 1st or the first business day after.
    1. Run report from the report library "DDDSOS-DE::Funding Component Report"
    2. Export to Excel
    3. Edit Report as noted below in the "Monthly Waiver List Report" process
    4. Store in the designated directory on the network drive as "0630?? Waiver List" with ?? being the last two digits of the fiscal year ending. (i.e.-063014 Waiver List).
    5. List the slot numbers of the individuals being removed to be communicated with the designee for updating individual records as individuals are determined eligible and added to the list. These numbers should be the first ones assigned to newly eligible individuals in the new fiscal year.
    6. For each individual to be removed
        - Under the IBA worksheet search for the individual by name
        - Click on the individual's name in the search results
        - Click on "edit" under the "Action Column" of the line to the right of the record you wish to change
        - "Component Type", do not change
        - "Component Status" change to "inactive". By changing this status, the individual will be removed from future versions of the report.
        - Do not change "Amount" to preserve the slot number held by the individual
        - "From Date", do not change
        - "To Date", do not change
        - Add any additional comments you would like in the comment section (normally no additional comments will need to be made)
        - Click "done"

Monthly Waiver List Report

The monthly waiver list report will be run monthly (First day of the month for the preceding month) by the Therap System Administrator and saved in the appropriate R Network Drive Directory for Monthly Reports to serve as a monthly snapshot of the individuals on the waiver list for the prior month. The report can also be run adhoc by anyone with access to the Oversight Account "Report Library" on any day within the month for their reference (check those in pending status, etc.).

1. Run report from the report library "DDDSOS-DE::Funding Component Report"
2. Export to Excel
3. Enable Editing
4. Sort by "Amount" column
5. Edit the report by changing the column headings" Oversight" to "MID", "Amount' to "Slot", "Component Status" to "Status", "Component Type" to "Type" and adjust the column width of End Date to be same as "Begin Date" and "Comments".

MID	LAST NAME	FIRST NAME	DATE OF BIRTH	Slot #	Status	Category Code	BEGIN DATE	END DATE	COMMENTS	Reg Ofc	Case Manager
0000000123	Mouse	Mickey	01/01/1950	1	A	55	10/01/2014		Approved by DMMA	NCC	Claire Voyant
0000000004	Jones	Emma	04/01/1970	2	A	55	10/02/2014			KC	Henry Helper
0000000005	Miller	Alexander	05/01/2000	3	A	15	10/06/2014			SC	Duke of Earl
0000000010	Wilson	Sophia	10/01/1988	4	A	25	10/16/2014			NCC	Claire Voyant
0000000006	Smith	Jacob	06/01/1982	5	A	65	10/20/2014	10/22/2014	Deceased	NCC	Claire Voyant
0000000009	Williams	Ethan	09/01/1979	3000	P	Others	09/01/2014			SC	Duke of Earl

6. Save this report to the designated directory on the network drive with the file name "MMYY Waiver List" for the month just ended. (i.e. – 0614 for the report run on July 1, 2014 or first business day after).