

Provider Guidelines for CPT

Before approving a cost-projection for the individuals you support, check each of the following nine areas to verify the information in bullets below. The PAWS which authorizes you to bill will be generated from this information.

1. Site Home - Individuals receiving drop-in supports are considered settings in CPT as well
 - Individual(s) name
 - Provider information, including MBS Contract Number
 - Span information

Medicaid Services System (MSS) - CPT

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Manage Individuals

Manage Providers

Manage HPC Staffing Patterns

Manage HPC Calendar

Site Name: single person site 192 **Effective Date:** 12/1/2010 **End Date:** 12/31/9999

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Site Overview:

Individual:	Client Number:	Medicaid Billing Number:	Residence County:	MBS Contract Number:	Provider Name:	First Name:	Last Name:
JAMES192 Griddle192	6003382	13041	STARK	7603785	MIDWEST INNOVATIONS, LLC	TOM	RICKELS
				9801156	PurFoods LLC dba Mom's Meals		
				7700143	UNITED DISABILITY SERVICES, INC.		

2. Manage Individuals
 - DDP range
 - AAI score
 - Medical and behavioral add-ons
3. Manage HPC Staffing Patterns - You are agreeing to provide *these* services
 - There is a staffing pattern present for each regularly scheduled shift
 - Click on View Details for *each* pattern that is listed to confirm the hours and staffing ratios
 - In congregate settings with mixed HPC and OSOC overnight, make sure each individual has the correct overnight service indicated in the staffing patterns

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

Medicaid Services System (MSS) - Manage Staffing Patterns

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Manage HPC Staffing Patterns in the Site:

[Add Staffing Pattern](#)

Name:	Action
Routine Day	View Details Rename Copy Remove
Weekend/Holiday	View Details Rename Copy Remove

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

Medicaid Services System (MSS) - View a Staffing Pattern in the Site

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Staffing Pattern: Routine Day

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

Time:	# Units:	Service: (All)	Provider:
Edit Remove 12:00:00 AM - 08:00:00 AM	32	OSOC (S:1 O:1)	UNITED DISABILITY SERVICES, INC.
Edit Remove 08:00:00 AM - 09:30:00 AM	6	HPC (S:1 H:1)	UNITED DISABILITY SERVICES, INC.
Edit Remove 04:00:00 PM - 11:59:00 PM	32	HPC (S:1 H:1)	UNITED DISABILITY SERVICES, INC.

Be sure to log out of CPT sites correctly by clicking on one of the "Search for Site by..." prompts on the Home menu to the left before exiting CPT. Failure to do so may lock up the site preventing others from accessing it!!

Provider Guidelines for CPT

4. Manage HPC Calendar

- Schedules are correct throughout entire span and no dates have been missed
- HPC calendar is correct for days when there is no day programming

Medicaid Services System (MSS) - Manage HPC Calendar

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HPC Calendar: December 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
12-December 2010 change
month day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1 Routine Day [X]	2 Routine Day [X]	3 Routine Day [X]	4 Weekend/Holiday
5 Weekend/Holiday	6 Routine Day [X]	7 Routine Day [X]	8 Routine Day [X]	9 Routine Day [X]	10 Routine Day [X]	11 Weekend/Holiday
12 Weekend/Holiday	13 Routine Day [X]	14 Routine Day [X]	15 Routine Day [X]	16 Routine Day [X]	17 Routine Day [X]	18 Weekend/Holiday
19 Weekend/Holiday	20 Routine Day [X]	21 Routine Day [X]	22 Routine Day [X]	23 Routine Day [X]	24 Weekend/Holiday	25 Weekend/Holiday
26 Weekend/Holiday	27 Weekend/Holiday	28 Weekend/Holiday	29 Weekend/Holiday	30 Weekend/Holiday	31 Weekend/Holiday	1 Weekend/Holiday

5. Manage ADS/NMT Patterns – for Day Array providers, click on View Details for each pattern

- Verify that the correct provider is listed – If CCBDD appears on the PAWS and handles the billing for an individual's day program, CCBDD should appear as the provider in the ADS/NMT pattern in CPT
- The appropriate non-medical transportation provider is listed *and* whether services are authorized in miles OR trips per your request

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

Medicaid Services System (MSS) - Manage ADS Schedules

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ADS/NMT Day Pattern Manager:

[Add ADS/NMT Pattern](#)

Name:

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

Provider Guidelines for CPT

6. Manage ADS/NMT Calendar - for Day Array Providers

- Services scheduled on the correct days of the week
- Your company's exception/closed days correctly identified

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JAMES192 Griddle192 [Change](#) Client #: 6003382 Medicaid #: xxxxxxxx13041

Waiver: 6/15/2010 - 6/14/2011 [Change](#) **Type:** I/O **Status:** ENRL [Budget Summary](#)

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](#)

◀ ▶ today
12-December 2010 change
month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1 Regular Sched[X]	2 Regular Sched[X]	3 Regular Sched[X]	4
5	6 Regular Sched[X]	7 Regular Sched[X]	8 Regular Sched[X]	9 Regular Sched[X]	10 Regular Sched[X]	11
12	13 Regular Sched[X]	14 Regular Sched[X]	15 Regular Sched[X]	16 Regular Sched[X]	17 Regular Sched[X]	18
19	20 Regular Sched[X]	21 Regular Sched[X]	22 Regular Sched[X]	23 Regular Sched[X]	24	25

7. Manage Unscheduled Services

- Number of reserve hours in the HPC Services tab
- Mileage and other non-HPC waiver services such as social work and nutrition under Transportation & Other Services tab

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[HPC Services](#) [Equipment/Modification Services](#) [Transportation & Other Services](#)

Manage HPC Services: [Add a HPC Service](#)

	Start Date:	End Date:	Provider Name:	Ratio:	Service:	# Units:	Total Units:	Reason:
Edit Details Remove	12/01/2010	06/14/2011	UNITED DISABILITY SERVICES, INC.	1:1	HPC	20 / Month	129	Infrequent unscheduled services

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JAMES192 Griddle192 [Change](#) Client #: 6003382 Medicaid #: xxxxxxxx13041

Waiver: 6/15/2010 - 6/14/2011 [Change](#) **Type:** I/O **Status:** ENRL [Budget Summary](#)

[HPC Services](#) [Equipment/Modification Services](#) [Transportation & Other Services](#)

Manage Transportation & Other Services: [Add Transportation/Other Service](#)

	Start Date:	End Date:	Provider Name:	Service:	Ratio:	# Units:	Total Units:
Edit Details Remove	12/01/2010	06/14/2011	PurFoods LLC dba Mom's Meals	Home Delivered Meals - AMN	--	12 / Week	336
Edit Details Remove	12/01/2010	06/14/2011	UNITED DISABILITY SERVICES,	Transportation - ATN	1:1	200 / Month	1289

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8. Manage Cost Projections

- Overall cost of services for each individual is correct
- Significant variations from the previous span are appropriate

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Medicaid Services System (MSS) - Manage Cost Projections

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JAMES192 Griddle192 [Change](#) Client #: 6003382 Medicaid #: xxxxxxx13041

Waiver: 6/15/2010 - 6/14/2011 [Change](#) Type: I/O Status: ENRL [Budget Summary](#)

Cost Projection Details [Get Cost Projection Details](#)

Waiver Span: 6/15/2010 - 6/14/2011 Waiver Type: I/O DDP Funding Level: 6 AAI Group: C

[Click to Finalize Cost Projection](#)

Expand	Budget Type:	DDP	Projected Cost:	\$61,807.38	Budget Max:	\$90,355.00	Remaining Amt:	\$28,547.62
Expand	Budget Type:	ADS	Projected Cost:	\$16,348.00	Budget Max:	\$29,280.00	Remaining Amt:	\$12,932.00
Expand	Budget Type: <td style="font-size: x-small;">NMT</td> <td style="font-size: x-small;">Projected Cost: <td style="text-align: right; font-size: x-small;">\$5,175.08</td> <td style="font-size: x-small;">Budget Max: <td style="text-align: right; font-size: x-small;">\$9,269.00</td> <td style="font-size: x-small;">Remaining Amt: <td style="text-align: right; font-size: x-small;">\$4,093.92</td> </td></td></td>	NMT	Projected Cost: <td style="text-align: right; font-size: x-small;">\$5,175.08</td> <td style="font-size: x-small;">Budget Max: <td style="text-align: right; font-size: x-small;">\$9,269.00</td> <td style="font-size: x-small;">Remaining Amt: <td style="text-align: right; font-size: x-small;">\$4,093.92</td> </td></td>	\$5,175.08	Budget Max: <td style="text-align: right; font-size: x-small;">\$9,269.00</td> <td style="font-size: x-small;">Remaining Amt: <td style="text-align: right; font-size: x-small;">\$4,093.92</td> </td>	\$9,269.00	Remaining Amt: <td style="text-align: right; font-size: x-small;">\$4,093.92</td>	\$4,093.92

9. Reports - View and print summaries of the services being authorized

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

Medicaid Services System (MSS) - Reports

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Select a report below:

[Cost Projection Details](#)

[Staffing Pattern Details](#)

[ADS Calendar](#)

[HPC Scheduled vs Unscheduled](#)

*Remember, you only have “Edit Access” in CPT when specified by an individual’s Support Administrator, but you always have “Read Access”

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