



Disability Waiver Rate System

Webinar January 7, 2014

Disability Waiver Rate System

- Where things are: DWRS website
http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_144651#
 - Google “Disability Waiver Rate System”
 - Choose the first result that is NOT an advertisement
 - Bookmark this page in your browser
- What’s really important on this page?
 - “Project rate frameworks”
 - “Rates Management System (RMS) user manual”

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- Where things are: eDocs for DWRS
<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6790-ENG>
 - Start at Minnesota Department of Human Services homepage <http://mn.gov/dhs/>
 - Hover over “Partners and Providers” from the choices in green across the top, then click on “Continuing Care” from the choices in the drop-down list
 - Click on “Documents and forms (eDocs)”
 - Enter 6790 in the search box
 - Click on the top result: “Splash Page”
 - Bookmark this page in your browser

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- Where things are: CBSM

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_005090

- search “CBSM” from DHS homepage, choose first result
 - select “Waiver Programs” from menu on left, then select appropriate waiver, then scroll down for list of services

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- Where things are: DSD Stakeholder E-list
<http://mn.gov/dhs/people-we-serve/people-with-disabilities/services/home-community/resources/technical-assistance.jsp>
 - Start at Minnesota Department of Human Services homepage
<http://mn.gov/dhs/>
 - Hover over “People We Serve” from the choices in green across the top, then click on “People with Disabilities” from the choices in the drop-down list
 - Select “Services” from the menu on the left, then choose “Home and community services”
 - Select “Resources”, select “Technical Assistance”, select “Technical Assistance Resources”, then select “DSD Stakeholder E-List”
 - You can choose to subscribe or to review the archive

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- Where things are: Webinars

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONTENT&RevisionSelectionMethod=LatestReleased&dDocName=id_007128

- Start at Minnesota Department of Human Services homepage <http://mn.gov/dhs/>
- Hover over “Partners and Providers” from the choices in green across the top, then click on “Counties and Tribes” from the choices in the drop-down list
- Click on “CountyLink”
- From the grey menu across the top, click “TrainLink”
- From the menu on the left side, click “Disability Services”
- Choose either scheduled opportunities or the archive

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Instruction on use of dsd.rates@state.mn.us

- **Lead Agency staff** please consider: Is your question regarding an issue potentially other people in your agency are encountering? If so, please send it through your Rates Primary Contact!
- **Providers** please consult with your Lead Agency on your questions. If together you cannot come to a solution, please email the rates box together.

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Banding File Refresh in RMS

Over the weekend, DHS updated the individual banding file to reflect any changes you made to MMIS authorizations for framework services in December, 2013. We did this to reduce the need for you to manually band, understanding that you were still working on the HCPCS translation effort as well as processing rate restore adjustments in December.

We sent spreadsheets listing the rate agreements you have entered in the Rate Management System that were affected by the banding file refresh. As part of our process, we have unlocked for you any rate agreements you had locked in RMS. You will now need to take the following steps for each line in the spreadsheet:

- If the line is something you never intended to authorize in MMIS, you do nothing.
- If the line is something you did authorize or did intend to authorize in MMIS, you need to go into the record and hit “calculate”.
- If you have already created an authorization in MMIS for this service, you will need to adjust it to reflect the correct rate resulting from the re-calculation. If you have not yet created an authorization in MMIS for this service, the service agreement you create should reflect the re-calculated rate agreement in RMS.
- Remember to hit “lock” on this record in RMS when you have authorized it or have approval to authorize it in MMIS.

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- **RMS Common Error #1:** *“The tool is showing a different provider number and name today than what was approved last week!”*
- In each case, information was entered, calculated, and then changed without again clicking calculate before closing the record

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RMS Common Error #2: *“I can search for a PMI and the system works fine, but when I hit ‘Show Services’ it says “system error has occurred”*

- You may receive that error if you don't enter a service agreement before clicking “Show Services.”

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RMS Common Error #3: *“I can access the Welcome page, but none of the links work!”*

Please confirm if your internet explorer version is 10 or higher. If so, please follow these :

- 1. In IE menu select "Tools"
- 2. Select "Internet Options"
- 3. Select "Security" Tab
- 4 Highlight "Local intranet" icon
- 5. Click "site"
- 6. Click "advanced" button
- 7. <http://mnchoices.state.mn.us/WaiverRates/> enter this link into "add this website zone:" text box.
- 8. Click "add" button. it will appear in the "websites:" box as "<http://mnchoices.state.mn.us>"
- 9. Click "Close"
- 10. Click 'ok" and again click "ok"
- 11. Refresh (or close and open browser) and test links

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- Review of Frequently Asked Questions document, to be published shortly
- Please continue to send questions in through these Q&A webinars

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Thank you for your time and consideration.