

MRA Encounter Assignments FY10 & Other Changes

Basic operational guidelines for new process:

- ▶ Assignments will be opened and closed in CARE according to associated encounters.
- ▶ Assignments will be open and closed after encounter data final run (16th of the month)
- ▶ Assignment data will only be available for months that have been processed as encounters, resulting in a 2-6 week delay in currency of assignment data.
- ▶ Date of first encounter will be date assignment opens, date of last encounter will be date encounter closes. If a corresponding encounter occurs in the next month, open assignment will extend into that month; otherwise, the initial close date remains
- ▶ Assignments open on 8/31/09 that do not have a corresponding encounter during September will be closed effective 8/31/09.
- ▶ Current suspense process, etc, will continue, e.g., assignment cannot be opened because of no diagnosis, encounter for separated consumer, etc
- ▶ Manual or batch **closing, but not opening** of assignments will be allowed in months before data are final
- ▶ Manual or batch opening and closing of assignments will be allowed for all months that have final encounter data. The purpose is to allow corrections to individual consumer records for incorrect or missing encounters.
- ▶ This process will send data to open or close assignments **regardless** of:
 - consumer eligibility (the reconciliation / suspense process controls for eligibility and prevents assignments without diagnosis when required) or
 - method of finance (HCS and ICF consumers are extracted from performance contract counts)
 - Exception: ICF/MR consumers will be identified through state enrollment records and **no residential** assignments will be made for these consumers.
- ▶ R01A and IHFS assignments are exempt from this process as they do not represent service encounters. Batch or manual transactions will be allowed as they currently are for these two assignment codes.
- ▶ Mutually exclusive services, e.g., R021 and any Residential, may be open simultaneously, and will be reported for resolution.

1. What will MRAs do or not do for September 2009 that is **different** from August 2009?
 - a. Do **NOT** enter or batch assignments for the current month until encounter data process has run during the next month. Assignments will be updated in CARE the first working day after the 20th, and the suspense file will be available the following working day.
 - b. Starting after October process, enter or batch CARE Open/Change/Delete September assignments to ensure that individual consumers' CARE records for September are accurate. This action should only be necessary when there is an error or an omission in the encounter data.

2. What will MRAs do or not do for September 2009 that is the **same** as August 2009?
 - a. **Continue** to batch all **non**-assignment data (diagnosis, demographics, IL data, etc) to CARE
 - b. Take action to correct items on the suspense file.

3. Changes to field definitions, edits, etc for FY10 are now posted in MBOW Specifications.
 - a. Field 12, First Billed Payer (FBP): New FBP of OBR, which will be related to additional income if used for selected grid codes. There will be new reports for MRAs to review as tentative data prior to final submission to ensure accuracy of disbursements.
 - b. Field 13, Primary Diagnosis CD, will be populated from current CARE diagnosis for MR Services. If diagnosis in CARE missing or not appropriate for service, no assignment will be made and the event will appear on suspense file. Cycling in CARE will find diagnosis and make assignment when done. MBOW will generate a warning if there is no diagnosis in CARE so corrective action can be taken on tentative data before the final run.
 - c. Field 15 will be used for Residential Location code; 4 characters; must be valid in CARE. MRAs currently submitting CARE assignments codes in this field, which has been unused for several years, must stop doing so.
 - d. Residential location code issue: If grid code = 3301, 3303, or 3304, **AND** FBP = GNR, a res loc code is required in field 15 (As of FY 09 Q3, this involved 14 non-ICF and non HCS consumers). If there is no Res Loc code or if the Res Loc code is invalid the encounter record will reject (warning going to rejection.) Res Loc Code is **not** required with **other** FBPs, but **may** be sent in field 15. CARE Assignment will be made if res loc code is valid, not if Res Loc code is invalid. Record will not reject for that reason. **This will run for July and August data as warnings.** *Repeat from item above: No residential assignments will be made for consumers identified as ICF/MR through state enrollment records.*
 - e. Service Coordination (SC) encounters will only open/maintain an assignment for the month in which the service is delivered, **not** for the next three months. This has implications for the few MRAs who are producing very close to their SC (or even Total Served) targets.

4. CARE Reports, Suspense Statements and Recycle Codes.

- a. CARE will have 2 error report jobs. One is on a daily (Monday thru Friday) schedule that will check for an encounter file sent by MBOW – some where between the 16th and 20th of the month. When CARE finds the encounter file, we will process the MR encounters through the batch update. After the monthly processing an error report (HC029703) will list all severe errors and valid transactions. Then the next month when the jobs find a new MR encounter file from MBOW and before any processing is done, a final error report (HC029702) will list any remaining suspense records and delete the remaining suspense records before any new records get added for the new month's processing.
- b. On Wednesday and Friday nights the suspense re-cycle job will continue to run. Centers will continue to get error reports for the MR encounter created records and some will drop off with the re-cycle process and manual correction. Error codes that will re-cycle are:

5390 - Person Already Has This Service Assigned At a Component
5421 - Person Already Has This Service Assigned At This Component
1735 - Invalid Location Code
1764 - Local Case Number Not Found
2103 - Effective Date Cannot Be Before Registration Date
5398 - Person Must Be MR or Have ECI or RC to Have MR Service

- c. As of September 1, 2009, there will be edits in place that will not allow users to enter any MR assignment records with begin or end dates that are dated after 8/31/09. We are not allowing MR assignments with September dates because the October load from MBOW should create all the September assignment records. After that load runs the center can then add/change/delete any September MR assignment records. Any assignments with 8/31/09 as begin date and a close date of 9/1/09 or after will suspend in batch. On assignments starting prior to 9/1/09 and sent in batch with no end date – the CARE batch processing program will place an end date of 8/31/09.
- d. If we find a September encounter starting 9/1/09 to same location for a residential assignment (R031, R032) CARE will extend the assignment that was ended 8/31/09. Non-residential assignments opened on or after 8/1/09 will be extended if we find an encounter – the end date will be adjusted accordingly based on encounters received.