#### Spend Down Calculator and Expense Log Instructions

Step 1: Enable Macros (if you have previously completed Step 1, you may continue to Step 2).

- Click **Start** (located at the bottom left corner of the screen), place cursor over **Programs**, next place cursor over **Microsoft Office**. Select **Microsoft Office Excel 2007**.
- Now that Excel is open, locate the **Office Button** found at the top left of the screen. Once clicked, a menu appears. Select **Excel Options**.
- Once the Excel options dialog box opens, select the Trust Center tab on the left side.

el Options		21
Popular Formulat	Welp keep your documents safe and your computer secure and healthy	
Proofing	Protecting your privacy	
lave kdranced Customize	Microsoft cares about you privacy. For more information about how Microsoft Office Excel helps to protect your privacy please see the privacy statements.  Show the Microsoft Office Excel privacy statement Microsoft Office Online privacy statement	ŝ
kdd-Ins	Sustame: Experiment Ingroundent Program	
Pust Center	Security & more	
Resources	Learn more about protecting your privacy and accurity from Microsoft Office Online. <u>Microsoft Windows Security Center</u> <u>Microsoft Office Excel Trust Center</u> Microsoft Office Excel Trust Center	
	The Trust Center contains security and privacy settings. These settings help keep your computer iscure. We recommend that you do not change these settings.	93-
		ances

• Now, select the **<u>Trust Center Settings...</u>** button.

- Once the Trust Center Settings dialog box appears select the Macro Settings tab. • ? X Trust Center Trusted Publishers Macro Settings Trusted Locations For macros in documents not in a trusted location: C Disable all macros without notification Add-ins C Disable all macros with notification ActiveX Settings Disable all macros except digitally signed macros 0 Macro Settings G. Enable all macros (not recommended; potentially dangerous code can run) Message Bar **Develpper Macro Settings** External Content rust access to the <u>V</u>BA project object model Privacy Options I.
- Now, select <u>Enable all macros</u>.

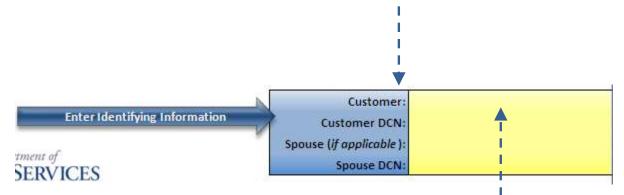
Macros (Excel's automatic programming) have been enabled on your computer. This should only have to be completed once. You may now close Microsoft Excel.

OK

Cancel

# Step 2: Entering Identifying Information

- **Open** the Spend Down Calculator workbook.
- The first sheet is the SUMMARY. Locate the "Identifying Information" section.



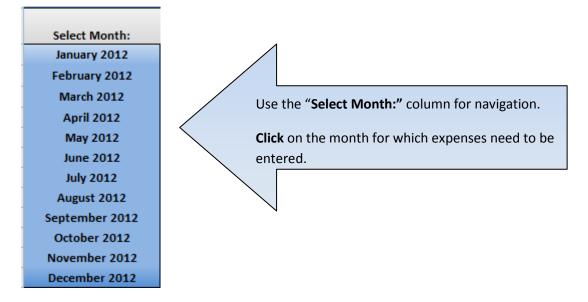
- Select the "Customer:" field to highlight. Begin typing the customer name (last name, first name).
- Complete the "Customer DCN:" field as well as Spousal information (if applicable).

Customer:	Smith, Mary
Customer DCN:	0087654321
Spouse (if applicable ):	Smith, Joe
Spouse DCN:	0012345678
	Customer DCN: Spouse ( <i>if applicable</i> ):

**NOTE:** Pressing "**Tab**" in Excel will advance your cell selection to the right one column and pressing "**Enter**" will advance your cell selection down one row.

#### Step 3: Entering Monthly Expenses

• Locate the "Select Month:" section show below.



• After selecting a month from the **SUMMARY** sheet, the calculator and log for the selected month is shown. Expenses and payments are entered into the calculator to determine if/when the customer met the monthly Spend Down as well as the liability amount.

		1						
Back to Summary		★				Janu	lary 2	012
MODSS FSD SPEND DOW	N CALCULATOR		Apply Carryo	ver To:	FEB	MAR	APR	
Customer:	Smith, Mary			G	arryove	r Amour	nt:	
Customer DCN:	0012345678		Med	licare/3r	d Party	Insurand	e:	
Spouse (if applicable):	Smith, Joe		Enter Spend	Down An	nount			<b>\$1</b>
Spouse DCN:	0087654321			Total Exp	enses F	or Mont	:h:	\$O
Message Center:								
Spend Down Not Met								
Spend down has not b	een met. Enter additio	onal exper	ises.					
Insert New Expense Here			Service Date:					
		Servi	e Type/Code:					
	Clear New Expense		Provider:					
	cical field Expense	T	Fotal Expense:					
Delete Expense	Commit New Expense	3rd Party	Responsibility:					
berete expense		Customer I	Responsibility:	\$0.00				

• Locate the "Enter Spend Down Amount" field shown below.

Enter Spend Down Amount \$1

• Select the cell with "\$1" populated and enter the customer monthly Spend Down amount (found on MEDHIST in FAMIS). Mary and Joe Smith have a monthly Spend Down of \$250.

Enter Spend Down Amount \$250

• Next, locate the "Insert New Expense Here" field(s) shown below.

Insert New Expense He	ere	Service Date:		
		Service Type/Code:		
	Clear New Expense	Provider:		
		Total Expense:		
Delete Expense	Commit New Expense	<b>3rd Party Responsibility:</b>		
Delete expense		Customer Responsibility:	\$0.00	
List of January Charges	:	Billing:	(Pull-Down and Select)	

- Expenses for use in Spend Down determination are entered here.
- Enter expense information beginning with the Service Date, Service Type/Code, and Provider.

Insert New Expense He	ere 📃	Service Date:	1/3/2012	
		Service Type/Code:	Rx	
	Clear New Expense	Provider:	Walgreen's	
		Total Expense:		
Delete Expense	Commit New Expense	<b>3rd Party Responsibility:</b>		
		Customer Responsibility:	\$0.00	
List of January Charges		Billing:	(Pull-Down and Select)	

- Enter the total amount of the service in the "**Total Expense:**" field as well as any 3rd party insurance or Medicare payments in the "**3**<sup>rd</sup> **Party Responsibility:**" field.
- In the below example an expense was entered for a pharmacy bill from Walgreens in the amount of **\$150** with a 3<sup>rd</sup> party responsible for **\$50** of the expense.
- The "Billing:" field contains a drop-down menu to select if the expense was *Incurred, Paid by Customer* (customer submitted paid receipts for out-of-pocket expenses), or *Not Covered by MHD*. The calculator reads this entry when making determinations for liability and Carryover.

Insert New Expense He	re	Service Date:	1/3/2012	
		Service Type/Code:	Rx	
	Clear New Expense	Provider:	Walgreen's	
	cicul iter expense	Total Expense:	\$150.00	
Delete Expense	Commit New Expense	<b>3rd Party Responsibility:</b>	\$50.00	
Delete Expense		Customer Responsibility:	\$100.00	
List of January Charges:		Billing:	Incurred	-

**NOTE:** The **"Billing:"** field also has a *Check Received* option. This is to be utilized by Premium Collections when a check for partial/full payment is received.

- Once the expense information has been entered, click
- The Walgreen's expense has now been entered into the Spend Down Calculator and is shown in the "List of January Charges:" section.

Commit New Expense

List of Janua	ary Charges:				Billing: (Pull-Down and Select)			
	Service					Medicare/3rd	Custo	omer
Date	Type/Code	Billing	Prov	ider	Total Expense	Party Paid	Respon	sibility
1/3/2012	Rx	Incurred	Walgreen's		\$150.00	\$50.00		\$100.00

• Locate the "Message Center:". If the message "Spend Down has not been met. Enter additional expenses." is populated, the customer has not met the Spend Down for the month.

Message Center:		
Spend Down Not Met		
Spend down has not b	een met. Enter additio	onal expenses.

• Enter additional expenses in the **New Expense** section until the **Message Center** displays the message below.

Message Cer	nter:							
Spend Do	own Met							
Spend do	wn met on	1/6/2012	with a liak	pility of	\$150			
Insert New E	Expense Here				Service Date:	,		
				Serv	ice Type/Code:		-	
		Clear New E	vnonco		Provider:			
	_	Clear New E	xpense		Total Expense:			
			-	3rd Party	Responsibility:			
Delete Exp	pense	Commit New	Expense		Responsibility:			
List of Janua	ry Charges:				Billing:	1	nd Select)	
	Service					Medicare/3rd	Custo	omer
Date	Type/Code	Billing	Prov	ider	Total Expense	Party Paid	Respor	sibility
1/6/2012	ov	Incurred	Dr. Jones		\$300.00	\$25.00		\$275.00
1/3/2012	Rx	Incurred	Walgreen's	;	\$150.00	\$50.00		\$100.00

- With the additional expenses entered, the above customer has met their Spend Down on January 6, 2012 with a liability of \$150 which is indicated in the Message Center.
- Once you have entered all of the available expenses, **Save** and **Close** the calculator.

Back to Summary							Janu	uary 2	012
MODSS FSD SPEND DOW	N CALCULATO	R	_	Apply Carryo	over To:	FEB	MAR	APR	
Customer:	S	mith, Mary			Ci	arryove	er Amour	nt:	
Customer DCN:	00	012345678		Med	licare/3r	d Party	/ Insurand	e:	Yes
Spouse (if applicable):	9	Smith, Joe		Enter Spend	Down An	nount			\$250
Spouse DCN:	00	087654321			Total Exp	enses	For Mont	th:	\$250
Message Center:									
Spend Down Met									
Concerned allocations are achieved	4 10 10040	southly a link	a titta a safe	CAEO.					
Spend down met on		with a lial	bility of	\$150					
		with a lial	$\rightarrow$	Service Date:					
		with a lial	$\rightarrow$	Service Date: ce Type/Code:				_	٨
			Servi	Service Date: ce Type/Code: Provider:					R
	e		Servi	Service Date: ce Type/Code: Provider: Total Expense:			<u> </u>		
Insert New Expense Hero	e	xpense	Servi 3rd Party	Service Date: ce Type/Code: Provider: Total Expense: Responsibility:				Ę	S
Insert New Expense Hero	Clear New E	xpense	Servi 3rd Party	Service Date: ce Type/Code: Provider: Total Expense: Responsibility: Responsibility:	\$0.00				S
Insert New Expense Hero Delete Expense List of January Charges:	Clear New E	xpense	Servi 3rd Party	Service Date: ce Type/Code: Provider: Total Expense: Responsibility:	\$0.00	own a	nd Select		S
Insert New Expense Here Delete Expense List of January Charges: Service	Clear New E	xpense Expense	Servi 3rd Party Customer	Service Date: ce Type/Code: Provider: Total Expense: Responsibility: Responsibility: Billing:	\$0.00 (Pull-D Medicar	e/3rd		) istom	er –
Insert New Expense Hero Delete Expense List of January Charges:	Clear New E	xpense Expense	Servi 3rd Party	Service Date: ce Type/Code: Provider: Total Expense: Responsibility: Responsibility:	\$0.00 (Pull-D Medicar	e/3rd	Cu		
Insert New Expense Here Delete Expense List of January Charges: Service	Clear New E	xpense Expense Prov	Servi 3rd Party Customer	Service Date: ce Type/Code: Provider: Total Expense: Responsibility: Responsibility: Billing:	\$0.00 (Pull-D Medicar	e/3rd	Cu	istom ponsib	

#### Step 4: Updating Monthly Expenses

There are instances when a customer will submit a new expense after they have met their Spend Down for the month which may cause the date and liability amount to change. In the above example, **Mary and Joe Smith** submitted a receipt for more prescriptions that were filled on **01/05/2012**. Because this is an out-of-pocket expense, *Paid by Customer* should be selected in the **"Billing:"** field as shown below.

• To update a Spend Down calculation, **enter** the submitted expense in the "**New Expense**" section shown below.

Insert New Expense H	ere 🛌	Service Date:	1/5/2012	
		Service Type/Code:	Rx	
	Clear New Expense	Provider:	Walmart	
		Total Expense:	\$300.00	<b>G</b>
Delete Expense	Commit New Expense	<b>3rd Party Responsibility:</b>	\$100.00	AS A
		Customer Responsibility:	\$200.00	
List of January Charges	5:	Billing:	C - Paid by Customer	

/

• After **committing** the new expense into the calculator, the below **ERROR!** message appears with a prompt to "**Press Delete Expense**" because too many expenses have been entered.

				-					
Back to Summar	•						Janu	ary 20	12
MODSS FSD SPEND	DOWN CALCULATO	R	1	Apply Carryo	over To:	FEB	MAR	APR	
Custor	mer: S	mith, Mary	1		C	arryove	r Amoun	t:	
Customer I	OCN: 0	l: 0012345678			Medicare/3rd Party Insurance:				Yes
Spouse (if applical	ble):	Smith, Joe		Enter Spend	Down An	nount		Ś	250
Spouse I		0087654321			Total Exp	enses F	or Montl	n: Ş	250
Message Center:			1		-				
Spend Down Me	t ERRO	DR!	Too ma	ny expenses	entered	l. Pres	s Delete	Expe	nse.
Spend down me	ton 1/6/2012	with a liab	bility of	-\$50					
Insert New Expense	Here			Service Date:		<u> </u>			
(m)			Servi	ce Type/Code:					1
No.	Clear New E	xpense		Provider:					
U				Total Expense:				18	27
Delete Expense	Commit New	Expense	3rd Party	Responsibility:				7	3
			Customer	Responsibility:	\$0.00				
List of January Charg	ges:		1	Billing:	(Pull-D	own ar	nd Select)		
Servi	ce				Medicar	e/3rd	Cu	tome	r
Date Type/C	ode Billing	Prov	ider	Total Expense	Party	Paid	Resp	onsibil	ity
1/6/2012 OV	A - Incurred	Dr. Jones		\$300.00	\$25.00			\$	275.00
	C - Paid by								
	C raid by								
1/5/2012 Rx	Customer	Walmart		\$300.00	\$100.00			\$	200.00

• Clicking "Delete Expense" will remove the most recent expense (by service date) that has been committed to the calculator. Continue to press "Delete Expense" until the ERROR! disappears.

Message Center:		Carryover ex	xists. Apply to a future month listed above.
Spend Down Met			
Spend down met on	1/5/2012 with a l	iability of \$	\$0

• Because the new expense entered was out-of-pocket and paid by the customer, Spend Down for January has now been met on January 5, 2012 with a liability of \$0.

#### Step 5: Applying Carryover

• Now that Mary and Joe Smith have met the Spend Down for January 2012 with an out-of-pocket expense, they are eligible to apply the remaining balance from the amount they paid to any of the following 3 months. The message center displays **"Carryover exists. Apply to a future month listed above."** and the **"Carryover Amount:"** field is now populated with **\$50.** 

Back to Summary		I.			Jan	uary 2	012
MODSS FSD SPEND DOWN C/	ALCULATOR	ļ	Apply Carryover To:	FEB	MAR	APF	1
Customer:	Smith, Mary	1	C	arryove	er Amou	nt:	\$50
Customer DCN:	0012345678	÷	Medicare/3r	d Party	Insuran	e:	Yes
Spouse (if applicable ):	Smith, Joe	i.	Enter Spend Down An	nount			\$250
Spouse DCN:	0087654321	Ŧ	Total Exp	enses l	For Mont	th:	\$250
Message Center:	Carryov	er	exists. Apply to a futur	e mont	h listed a	above	
Spend Down Met							
•							

- To apply the Carryover, select the month where the additional expense will be applied:
   Apply Carryover To: FEB MAR APR
- By selecting **"FEB"**, the calculator will take the Carryover balance into the FEB12. The **"Provider:"** field will auto-populate based on the month the Carryover originated.

Back to Summary						Febr	uary	2012
MODSS FSD SPEND DOW	/N CALCULATOR		Apply Carryover To: MAR APR			MA	Y	
Customer	Smith, Mary	Carryover Amount:						
Customer DCN:	0012345678	Med	licare/3r	d Party	Insuranc	e:	Yes	
Spouse (if applicable)	Smith, Joe	Enter Spend	Down An	nount	_		<b>\$1</b>	
Spouse DCN:	0087654321		Total Exp	oenses F	or Mont	th:	\$0	
Message Center:								
Spend Down Not Met								
Spend down has not l	been met. Enter additio	onal exper	ises.	Carryov	er enter	ed. Ente	r Spe	nd down
				amount	and Co	mmit Ne	w Exp	ense.
Insert New Expense Her	e		Service Date:	Service Date: 2/1/2012				
		Servi	ce Type/Code:	SDCO				
	Clear New Expense		Provider:	JAN12 C	arryove	r		
		1	Total Expense:	\$50.00				
Delete Expense	Commit New Expense	3rd Party	Responsibility:					
		Customer I	omer Responsibility:					
List of February Charges	:		Billing:	(Pull-D	)own an	d Select	)	

• **NOTE:** Expenses listed as *Not Covered by MHD* are also eligible for Carryover.

• The Message Center now displays the "**Carryover entered**..." message. Before committing the new expense, the Spend Down amount for the month should be entered and the "**Billing:**" field completed. Mary and Joe Smith had a Carryover from an out-of-pocket (*Paid by Customer*) expense from a prior month.

Back to S	Back to Summary February 2012									
	,	N CALCULATO	R		Apply Carryo	ver To:	MAR	APR	MAY	
	Customer:	S	mith, Mary		Carryover Amount:					
Cus	tomer DCN:	0	0012345678			Medicare/3rd Party Insurance:				
Spouse (if	applicable ):		Smith, Joe		Enter Spend	Down An	nount			250
5	pouse DCN:	0	0087654321			Total Exp	enses F	or Mont	h:	\$50
Message Cer	nter:						_			
Spend Dow	n Not Met									
эрспа ром	in Not Mict								i	
Spend dow	n has not b	oeen met. Er	nter additio	onal exper	ises.				i	
							1			
Insert New E	Expense Her	e 🛌 📃			Service Date:				1	
				Servi	ce Type/Code:		-			
		Clear New E	xpense		Provider:					
					Total Expense:					
Delete Ex	nense	Commit New	Expense	3rd Party	Responsibility:					
Denete En	pense			Customer	Responsibility:	\$0.00				
List of Febru	ary Charges				Billing:	(Pull-D	)own an	d Select		
	Service					Medicar	e/3rd	Cu	stome	r
Date	Type/Code	Billing	Prov	ider	Total Expense	Party	Paid	Resp	onsibi	ity
		C - Paid by						1		
2/1/2012	SDCO	Customer	JAN12 Carr	yover	\$50.00			1		\$50.00
								L		

- The **\$50** Carryover from the January 2012 expense list is now considered in the February 2012 Spend Down.
- Click Back to Summary
   located at the top left-hand corner of the calculator.

Monthly Status:						
			Needed to Meet	Carryover		
Select Month:	Status:	Liability:	Spend Down:	Used:	Carryover Used From: (	Comments:
January 2012	Spend Down Met	<b>\$0</b>	\$0	No	No Carryover	
February 2012	Spend Down Not Met	\$200	\$200	No	No Carryover	
March 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
April 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
May 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
June 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
July 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
August 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
September 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
October 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
November 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
December 2012	Spend Down Not Met	<b>\$1</b>	<b>\$1</b>	No	No Carryover	

This **SUMMARY** sheet is where Carryover usage is recorded. Because Carryover was used in February 2012, the below recording should be made. **Update** the **"Carryover Used:"** column by selecting or typing **"Yes"**. **Update** the **"Carryover Used From:"** column to indicate which month the Carryover originated.

Monthly Status:					
			Needed to Meet	Carryover	
Select Month:	Status:	Liability:	Spend Down: 🚬	Used:	Carryover Used From:
January 2012	Spend Down Met	<b>\$</b> 0	<b>\$</b> 0	No	No Carryover
February 2012	Spend Down Not Met	\$200	\$200	Yes	January 2012
March 2012	Spend Down Not Met	<b>\$1</b>	\$1	No	No Carryover
April 2012	Spend Down Not Met	\$1	\$1	No	No Carryover

• A comment regarding the Carryover should also be made in the comment field for the month:

			'
Carryover			
Used:	Carryover Used From:	Comments:	
No	No Carryover	A	
Yes	January 2012	Full \$50 Carryover applied.	
No	No Carryover		
No	No Carryover		

## Additional Summary Sheet Information:

Monthly Status:						
			Needed to Meet	Carryover		
Select Month:	Status:	Liability:	Spend Down:	Used:	Carryover Used From:	Comments:
January 2012	Spend Down Met	<b>\$</b> 0	<b>\$</b> 0	No	No Carryover	
February 2012	Spend Down Not Met	\$200	\$200	Yes	January 2012	Full \$50 Carryover applied.
March 2012	Spend Down Not Met	<b>\$1</b>	\$1	No	No Carryover	
April 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
May 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
June 2012	Spend Down Not Met	\$1	<b>\$1</b>	No	No Carryover	
July 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
August 2012	Spend Down Not Met	\$1	<b>\$1</b>	No	No Carryover	
September 2012	Spend Down Not Met	<b>\$1</b>	\$1	No	No Carryover	
October 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
November 2012	Spend Down Not Met	\$1	<b>\$1</b>	No	No Carryover	
December 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	

- **Status:** Indicates whether the Spend Down for the corresponding month has been met. This field auto-populates based on expenses entered.
- **Liability:** Shows what the customer's current liability corresponding month. This field autopopulates based on expenses entered.
- Needed to Meet Spend Down: If the Spend Down has not been met, this field shows how much is needed to meet the Spend Down. This field auto-populates based on expenses entered and will display \$0 when the Spend Down has been met for the month.
- **Comments:** This field should be used to record additional information. Examples include Carryover and partial payment comments and comments regarding expenses used/not used.

### **Other Useful Information/Tips**

- Delete Expense will only delete the most recent expense by service date. It is important to make sure expense information is entered correctly as the calculator will not allow users to update expenses once entered. Expenses have to be deleted and re-entered if errors are discovered. This protects the integrity of the calculator and ensures liability and Spend Down dates are calculated correctly per policy.
- If an error is made in the "New Expense" field(s) and the expense has not been committed, click
   Clear New Expense
   to erase all of the new expense information and start over.
- If a customer has a Carryover, it can be split up and applied to *multiple* months. After choosing the month to apply a portion of the Carryover, the user **MUST** update the amount in the "New **Expense**" field to show how much of the Carryover should be used in the selected month before committing the expense. The recording on the **SUMMARY** page should show as below:

onthly Status:			Needed to Meet	Carryover		
Select Month:	Status:	Liability:	Spend Down:	Used:	Carryover Used From:	Comments:
January 2012	Spend Down Met	<b>\$</b> 0	\$0	No	No Carryover	
February 2012	Spend Down Met	<b>\$</b> 0	\$0	Yes	January 2012	\$200 from \$500 JAN12 Carryover applied
March 2012	Spend Down Met	<b>\$</b> 0	\$0	Yes	January 2012	\$200 from \$500 JAN12 Carryover applied
April 2012	Spend Down Not Met	\$100	\$100	Yes	January 2012	\$100 from JAN12 Carryover applied, exhausted
May 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
June 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
July 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
August 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
September 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
October 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
November 2012	Spend Down Not Met	\$1	<b>\$1</b>	No	No Carryover	
December 2012	Spend Down Not Met	<b>\$1</b>	\$1	No	No Carryover	

- The "Medicare/3<sup>rd</sup> Party Insurance:" field located at the top of the monthly calculator contains a drop-down list to indicate any additional coverage the customer may have. This serves as a reminder to check for any 3<sup>rd</sup> party responsibility on expenses.
- If choosing *Check Received* when entering a new expense in the **"Billing:"** field, the calculator will revert the date of the check and coverage start back to the first of the selected month.
- It is important to apply the correct "**Billing:**"choice when entering expenses. The date and liability amount of the Spend Down are based on these entries. Incorrect entries will result in incorrect calculations.
- If the Message Center displays \_\_\_\_\_\_, the end calculation is not valid. Delete Expense(s) until the Message Center no longer displays the ERROR! message.
- The individual calculator sheets can be printed and kept in the case record as it shows all expenses used to meet monthly Spend Down.

**Contact Information:** John McCarver – <u>John.E.McCarver@dss.mo.gov</u> 573.438.2121 ext. 248