

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
FROM: DAVID B. KURT, DIRECTOR
SUBJECT: CHANGES TO RESIDENTIAL ONLINE INVOICING, SERVICE AUTHORIZATIONS AND PLACEMENT SCREENS

DISCUSSION:

The purpose of this memorandum is to introduce changes to the Residential Treatment Program which became effective July 1, 2019. This changes the maintenance generator, online invoice system, and placement information screen. An accompanying contract amendment will be issued consistent with these changes and to continue the current contracts through 6/30/20.

Residential Treatment maintenance payments will no longer be generated by the system. The maintenance payment will be authorized along with the service portion of the residential payment and paid through the Online Invoice system.

Changes to the Service Authorization Screen

The Service Authorization screen is adding the ability to authorize the services and maintenance portions together on one Service Authorization, which will generate two separate lines on the invoice. Example: RF4R/RTM4-Service/Maintenance.

When a client is in a RF primary or RF temporary placement the worker will be able to enter a service authorization for RF2R/RTM2, RF3R/RTM3, RF4R/RTM4, ARCR, RFTR, TFCM, RTMN, RFMM, and RFIM for the corresponding primary or temporary location types for up to 6 months from the date of entry. RFEM will be for one month (30 days) only from the date of entry.

Service Authorizations will not automatically end when a temporary location is entered, it will only end when the primary placement ends.

Service Authorizations will not end when a secondary temporary location is entered if the primary placement is Adoption or Legal Guardianship, it will only end when the temporary location ends.

Payments for placement types of Run, Detention, and Hospital will still be hand billed and completed through Payment Requests.

All current Service Authorizations for the current Residential Treatment program area will be closed as of June 30, 2019. New Service Authorizations will be entered beginning July 1, 2019.

Changes to the Invoice System:

The Online Invoice System portion is adding the ability for the vendor to identify where the child was each day with the following key when entering services on the payment line:

- 1 = Client at facility on this date
- A= Client on an approved absence on this date (i.e.: weekend pass)
- H= Client in hospital on this date
- R= Client on “run” status on this date
- D= Client is in “detention” on this date

Any payments for the maintenance portion with service dates prior to July 1, 2019 will be required to be paid on a Payment Request.

Changes to the Invoice System at the Level One Approval:

The Invoice System will look at primary, temporary, and second temporary placement to ensure client is in the appropriate placement type for the type of unit selected, upon approval of the units. If the worker corrects the placement, when the invoice is updated it will recognize the updated placement and resolve any errors.

Absences entered on the invoice for 5 units or below will only require level one approval. Absences for above 5 units will require level two approval. NOTE: These invoices will require comments that this has been approved by the RCST for over the 5 units.

Payments for Above Level Four, service code ARCR, the Level One Approver will need to ensure that the days in the facility and those days absent meet the eligibility requirements for Above Level payment. The Level One Approver will be required to calculate the Approved number of units. This would include the days in the facility and any days of Run, Detention, and Hospital’s that are eligible for payment.

Current functions in the Invoice System to remain in effect:

Invoices will continue to generate for active service authorizations on the 18th of each month and at the end of the month to generate invoices for any Service Authorizations for the current month submitted after the 18th.

Invoices will continue to generate invoices for prior services months in the authorization batch ran daily, based on recent entries of Service Authorization for prior months.

Users will still only be able to submit the invoice at the end of the month unless a placement changes.

*Before payments are approved by the Residential Unit Level One Approver, placements will be required to be updated and accurate.

Changes to the Placement Screen:

A new maintenance level of 'Paid via Online Invoice' has been added and will populate for all primary residential placement types.

Emergency Primary Placement Type of RFE will automatically update the placement to RFP on day 31.

A new Temporary and Secondary Location Reason of 21 – “Residential Absence” has been added.

A new Temporary and Secondary Placement type of ROA – “Residential Other Approved Absence” has been added.

A new Temporary and Secondary Placement Type of RTA – “Residential Transition Care” has been added to use for non-contracted aftercare placements.

A new Temporary and Secondary Location Type of Z – “Out of Residential” has been added. Example of this would be Temporary or Secondary screen to show placement outside of Trial Home visit for Aftercare services.

A new Temporary and Secondary Location Type of Y “Transition Aftercare” has been added.

A new “Explain” comment box has been added to the Temporary and Secondary screens for residential placements.

New Service codes:

New service codes have been developed for the different types of placements that require payment. This includes placements types of Run, Detention, Hospitalization, and Other Approved Absence while in placement types of No Level, Maternity, Infant/Toddler, Therapeutic, and Transitional/Aftercare placements.

- RRNP (Run – No Level)
- RDTP (Detention – No Level)
- RHSP (Hospitalization – No Level)
- ROAP (Other Approved Absence – No Level)
- RRNM (Run – Maternity)
- RDTM (Detention – Maternity)
- RHSM (Hospitalization – Maternity)
- ROAM (Other Approved Absence – Maternity)

- RRNI (Run – Infant/Toddler)
- RDTI (Detention – Infant/Toddler)
- RHSI (Hospitalization – Infant/Toddler)
- ROAI (Other Approved Absence – Infant/Toddler)
- TFCR (Run – Therapeutic Foster Care)
- TFCD (Detention – Therapeutic Foster Care)
- TFCH (Hospitalization – Therapeutic Foster Care)
- TFCO (Other Approved Absence – Therapeutic Foster Care)
- RRNT (Run – Transitional/Aftercare)
- RDTT (Detention – Transitional/Aftercare)
- RHST (Hospitalization – Transitional/Aftercare)
- ROAT (Other Approved Absence – Transitional/Aftercare)

Timeline of Changes:

Maintenance generator will no longer generate maintenance payment after June 30, 2019.

All current Service Authorizations for RT services were closed June 30, 2019 by the system.

RT contract amendments will be issued and Children’s Division Contract screen updated to reflect an updated contract end date and the new service codes and rates effective July 1, 2019.

New Service Authorizations for RT services will be entered by the RCST with an effective begin date of July 1, 2019.

Invoices for new RT services will generate July 18, 2019 and show in the Online Invoicing System.

RT providers will be allowed to enter July 2019 invoice information as of August 1, 2019.

NOTE: Current facilities not set up for online invoicing will need to complete the registration process as soon as possible to delay payments. If the vendor needs assistance with the registration process please have them contact the FACES Online Invoice Help Desk at 1-800-392-8725 option 5.

NECESSARY ACTION

1. Review this memorandum with all Children’s Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT Dawn Rector, MSW 573-323-4201 EXT. 233 Dawn.M.Rector@dss.mo.gov	MANAGER CONTACT Jennifer Richter, MSW, LCSW 573-690-1383 Jennifer.B.Richter@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	