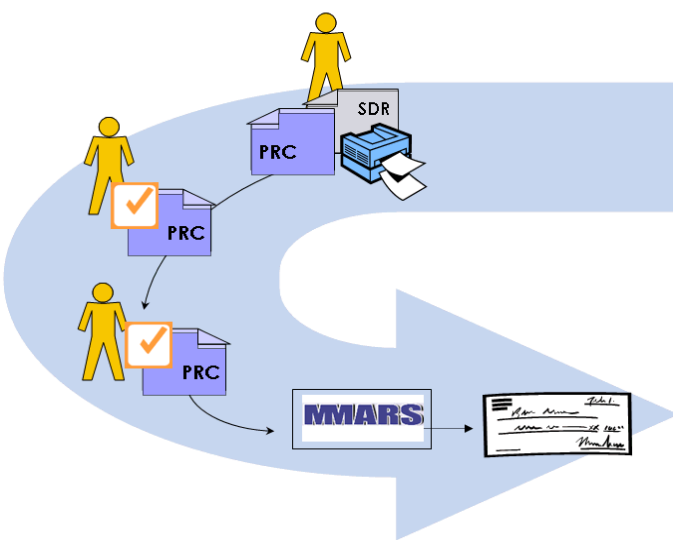


Attachment C – EIM Procedures for DMH Program Approvers

Section 1: EIM / SDR Approval Procedure for Unit Rate (UR) Billing



After the SDR is submitted by the Contractor and in “Authorized Status”.

1. DMH A/P staff saves the original SDR to the designated file and sends email notification to the DMH Program Approver.
2. A PRC is created and attached to the SDR. DMH A/P staff approves or denies the PRC. **Note:** this includes CECs.
3. Approved PRCs and/or CECs are submitted to MMARS.
4. DMH A/P staff approves the batch within MMARS.
5. MMARS generates payments for regular PRCs and recoups CECs.

Search for the SDR

To view SDRs awaiting review:

1. Access the **Billing** module.
2. Select **Service Delivery Report** from the navigation bar. *The Service Delivery Report page appears.*
3. Enter the Contract # or partial number with the wild card ‘%’ e.g. found on the Email Notification received from A/P staff.
SCDMH13200191379WM2A or **%1379**. Select the SDR status **Authorized** from the drop down box.
4. Click

<u>Status</u>	<u>SDR Type</u>	<u>Submission Date</u>	<u>Service Month</u>	<u>Service Year</u>	<u>Activity Name</u>	<u>Contract Number</u>
Authorized	Regular	8/8/20	July	2020	3055 - ADULT COMMUNITY CLINICAL SERVICES	SCDMH13200191379WM2A - 2021 - CT

5. *The Search Results appear below the search criteria.*
6. Click the status link to view the SDR. *The Service Delivery Summary page appears.*

Attachment C – EIM Procedures for DMH Program Approvers

<p>Find specific clients on the SDR</p>	<p>To locate individual clients on the SDR Service Delivery Summary page:</p> <ol style="list-style-type: none"> 1. Enter the first few letters of a client’s last name. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Go To Page Containing Client Last Name Starting With: <input style="width: 80px;" type="text" value="Sam"/> <input type="button" value="Go"/></p> </div> <ol style="list-style-type: none"> 2. Click <input type="button" value="Go"/>. <p><i>The SDR is sorted by last name; the SDR page with the targeted name is displayed.</i></p>
<p>Process the SDR</p>	<p>To approve or deny client services on an SDR:</p> <ul style="list-style-type: none"> ❖ The SDR should also be reviewed to ensure that no “Rehab” code is reported for an enrolled client who is hospitalized (medically or psychiatrically), admitted to a skilled nursing facility or incarcerated. ❖ The Program Approver should also review to ensure that the Provider did not bill for two Service Types (e.g. GLE and Integrated Team) on the same day for the same client. <ol style="list-style-type: none"> 1. Access the Service Delivery Summary page. <p>Check the client to approve, individually or using <input type="button" value="Select All"/> or <input type="button" value="Select All on Page"/></p> <p>Select All = All clients on SDR</p> <ol style="list-style-type: none"> 2. Click <input type="button" value="Approve"/>. <p><i>The status of selected client service line(s) is Approved.</i></p> <p>Check the client to deny, individually or using <input type="button" value="Select All"/> or <input type="button" value="Select All on Page"/></p> <ol style="list-style-type: none"> 3. Click <input type="button" value="Deny"/>. <p><i>The status of selected client service line(s) is Denied.</i></p> <ol style="list-style-type: none"> 4. Click <input type="button" value="Save"/>. <p>Note: All clients must be approved or denied, even if they have no delivered services.</p> <p>Once all client services are approved or denied, agency staff must confirm the selections.</p> <ol style="list-style-type: none"> 5. Click <input type="button" value="Confirm"/>. <p><i>The following message appears:</i></p> <div style="border: 1px solid red; padding: 5px; margin: 10px 0; color: red;"> <p>You have Currently, Approved X SDR Clients and Denied X SDR Clients , Please click 'Confirm' again for further Processing.</p> </div> <ol style="list-style-type: none"> 6. Click <input type="button" value="Confirm"/> again. <p><i>The following message appears:</i></p> <div style="border: 1px solid green; padding: 5px; margin: 10px 0; color: green;"> <p>Thank you for authorizing / approving the SDR. The adjudication process will now begin. Depending on the size of the SDR, this may take several hours. Please check back tomorrow for an updated status.</p> </div> <p>Note: If the Program Approver determines the SDR not to be accurate, and denies one or more client records they will contact the Contractor and explain the reason(s) for denial. If appropriate, the Contractor can submit a corrected SDR for that client(s) on a Supplemental SDR.</p>

Attachment C – EIM Procedures for DMH Program Approvers

Approve the PRC or CEC	<p>Claims from approved SDRs are attached to PRCs (or adjustments CECs) by a system job each night.</p> <p>DMH A/P staff must approve (or deny) all PRCs or CECs. CEC must be approved first when there is an associated PRC awaiting approval in the system. EIM will display a message alerting you that a CEC exists and needs action.</p> <p>Accounting staff:</p> <ol style="list-style-type: none">1. Search for CECs in CECReady status and approve or deny them.2. Search for PRCs in PRCReady status and approve or deny them. <p>Accounting Supervisor:</p> <ol style="list-style-type: none">1. Search for CECs in PM CEC Approved status and approve or deny them.2. Search for PRCs in PM PRC Approved status and approve or deny them.
Payment Processing	<ul style="list-style-type: none">❖ All PRC documents that have both levels of approval completed will appear in the PRC/CEC Batch Report on the following day.❖ DMH A/P staff approves the batch within MMARS.❖ MMARS generates payments for regular PRCs and recoups CECs.

Attachment C – EIM Procedures for DMH Program Approvers

Below are the DMH ACCS Service Mnemonics, Sub Activities, Rates, EIM SDR Service Codes and EIM Attendance Codes.

DMH ACCS Service Settings				EIM	EIM
Service Settings	Serv Mnem	Desc	Rate	SDR Service Codes	Attendance Codes
Integrated Team (IT)	ACCSIT	ACCS INTEGRATED TEAM	\$41.22	IT	E, C, O, or R
Group Living Environments (GLE)					
GLE	ACCSGLE6	ACCS GLE 4-6 BED	\$274.50	GLE6	B, BR, BO, A, AC, AO, or AR
GLE	ACCSGLE9	ACCS GLE 7-9 BED	\$202.57	GLE9	B, BR, BO, A, AC, AO, or AR
GLE	ACCSGLE12	ACCS GLE 10-12 BED	\$169.88	GLE12	B, BR, BO, A, AC, AO, or AR
Intensive Behavioral GLE (IBGLE)					
IBGLE	ACCSIB6	ACCS INTENSIVE GL IB 4-6 BED	\$403.62	IB6	B, BR, BO, A, AC, AO, or AR
IBGLE	ACCSIB9	ACCS INTENSIVE GL IB 7-9 BED	\$306.31	IB9	B, BR, BO, A, AC, AO, or AR
IBGLE	ACCSIB12	ACCS INTENSIVE GL IB 10-12 BED	\$264.08	IB12	B, BR, BO, A, AC, AO, or AR
Intensive Behavioral Assessment GLE (IBAGLE)					
IBAGLE	ACCSIBA6	ACCS INTENSIVE GL IBA 4-6 BED	\$329.05	IBA6	B, BR, BO, A, AC, AO, or AR
IBAGLE	ACCSIBA12	ACCS INTENSIVE GL IBA 10-12 BED	\$229.15	IBA12	B, BR, BO, A, AC, AO, or AR
Intensive Clinical GLE (ICGLE)					
ICGLE	ACCSIC6	ACCS INTENSIVE GL IC 4-6 BED	\$458.31	IC6	B, BR, BO, A, AC, AO, or AR
ICGLE	ACCSIC9	ACCS INTENSIVE GL IC 7-9 BED	\$402.33	IC9	B, BR, BO, A, AC, AO, or AR
ICGLE	ACCSIC12	ACCS INTENSIVE GL IC 10-12 BED	\$364.62	IC12	B, BR, BO, A, AC, AO, or AR
Intensive Medical GLE (IMGLE)					
IMGLE	ACCSIM6	ACCS INTENSIVE GL IM 4-6 BED	\$395.67	IM6	B, BR, BO, A, AC, AO, or AR
IMGLE	ACCSIM9	ACCS INTENSIVE GL IM 7-9 BED	\$328.23	IM9	B, BR, BO, A, AC, AO, or AR
IMGLE	ACCSIM12	ACCS INTENSIVE GL IM 10-12 BED	\$295.94	IM12	B, BR, BO, A, AC, AO, or AR
Supported Independent Environment (SIE)					
SIE	ACCSIE16	ACCS SIE 13-16 BED	\$90.33	SIE16	E, C, O, or R
SIE	ACCSIE25	ACCS SIE 17-25 BED	\$77.25	SIE25	E, C, O, or R
SIE	ACCSIE35	ACCS SIE 26-35 BED	\$64.17	SIE35	E, C, or R

Attachment C – EIM Procedures for DMH Program Approvers

Attendance Code	Description	ACCS Service Settings
E	Enrolled no contact	Integrated Team, and SIE
C	Enrolled contact	Integrated Team, and SIE
O	Enrolled w Other, Teleph/Collateral Rehab	Integrated Team, and SIE
R	Enrolled w Rehab	Integrated Team, and SIE
B	Enrolled in bed	GLE, IBGLE, IBAGLE, and IMGLE
BR	Enrolled in bed w Rehab	GLE, IBGLE, IBAGLE, and IMGLE
BO	Enrolled in bed w Other, Teleph/Coll Rehab	GLE, IBGLE, IBAGLE, and IMGLE
A	Enrolled not in bed no contact	GLE, IBGLE, IBAGLE, and IMGLE
AC	Enrolled not in bed contact	GLE, IBGLE, IBAGLE, and IMGLE
AO	Enrolled not in bed w Other, Teleph/Coll Rehab	GLE, IBGLE, IBAGLE, and IMGLE
AR	Enrolled not in bed w Rehab	GLE, IBGLE, IBAGLE, and IMGLE
<p>* Note: For billing purposes GLE & SIE combined rate included in the Integrated Team with GLE/SIE rate.</p>		

Attachment C – EIM Procedures for DMH Program Approvers

Section 2: EIM / Accommodation Rate (AR) Approval Procedure -Occupancy

Overview of AR Approval Process	<p>After the AR invoice is submitted by the Contractor and in “Authorized Status”.</p> <ol style="list-style-type: none"> 1. Overnight EIM generates an associated PRC attached to the AR Invoice. 2. DMH A/P staff saves the AR Invoice to the designated file and sends email notification to the DMH Program Approver. 3. Contractor submits itemized list of Offsets. The DMH Program Approver reviews the supporting documentation prior to the EIM AR Invoice review and completes PM Approve/Deny of the associated PRC. 4. DMH A/P staff completes second level of PRC approval – Actg PRC Approve/Deny 5. Approved PRCs and/or CECs are submitted to MMARS. 6. DMH A/P staff approves the batch within MMARS. 7. MMARS generates payments for regular PRCs and recoups CECs. 																																				
Reports	<p>All Contractors are required to submit the Offsets Monthly Report, Lease Management Add-on Report and Staff Vacancy Report to the designated DMH Site office no later than the 20th day of the following month service occurred. Program Approval of the associated PRC should not take place until the documentation is received and reviewed.</p>																																				
AR Invoice	<p>Occupancy - The Contractor will invoice DMH monthly by entering a unit of “1”. DMH will populate the EIM monthly rate equal to 1/12th of the agree upon total.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;"><i>Line Item</i></th> <th style="text-align: left;"><i>Accommodation Rate Description</i></th> <th style="text-align: left;"><i>Planned Rate</i></th> <th style="text-align: left;"><i>Unit Type</i></th> <th style="text-align: left;"><u><i>Units</i></u></th> <th style="text-align: left;"><i>Reimbursable Cost</i></th> <th style="text-align: left;"><i>Balance to Date</i></th> <th style="text-align: left;"><i>Invoice Amount</i></th> <th style="text-align: left;"><i>Current Balance</i></th> </tr> </thead> <tbody> <tr> <td>370605</td> <td>OCCUP</td> <td>\$30,000</td> <td>Monthly</td> <td>1</td> <td>\$360,000</td> <td>\$330,000</td> <td>\$30,000</td> <td>\$330,000</td> </tr> </tbody> </table> <p>Lease Management – The Contractor will invoice DMH monthly by entering the total number of clients that received a qualifying leasing activity in the reporting month.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;"><i>Line Item</i></th> <th style="text-align: left;"><i>Accommodation Rate Description</i></th> <th style="text-align: left;"><i>Planned Rate</i></th> <th style="text-align: left;"><i>Unit Type</i></th> <th style="text-align: left;"><u><i>Units</i></u></th> <th style="text-align: left;"><i>Reimbursable Cost</i></th> <th style="text-align: left;"><i>Balance to Date</i></th> <th style="text-align: left;"><i>Invoice Amount</i></th> <th style="text-align: left;"><i>Current Balance</i></th> </tr> </thead> <tbody> <tr> <td>370900</td> <td>LEASE</td> <td>\$26.60</td> <td>Monthly</td> <td>15</td> <td>\$100,000</td> <td>\$99,601</td> <td>\$399.00</td> <td>\$99,601</td> </tr> </tbody> </table>	<i>Line Item</i>	<i>Accommodation Rate Description</i>	<i>Planned Rate</i>	<i>Unit Type</i>	<u><i>Units</i></u>	<i>Reimbursable Cost</i>	<i>Balance to Date</i>	<i>Invoice Amount</i>	<i>Current Balance</i>	370605	OCCUP	\$30,000	Monthly	1	\$360,000	\$330,000	\$30,000	\$330,000	<i>Line Item</i>	<i>Accommodation Rate Description</i>	<i>Planned Rate</i>	<i>Unit Type</i>	<u><i>Units</i></u>	<i>Reimbursable Cost</i>	<i>Balance to Date</i>	<i>Invoice Amount</i>	<i>Current Balance</i>	370900	LEASE	\$26.60	Monthly	15	\$100,000	\$99,601	\$399.00	\$99,601
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Attachment C – EIM Procedures for DMH Program Approvers

Associated PRC Program Approval	<p>Go to: Billing Module > PRC/CEC Search</p> <p>Enter PRC criteria found on Email Notification received from A/P staff and the PRC/CEC Status: PRC READY</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">Contract Number</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Document ID</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>SCDMH23100192506CM3B-2021-CT</td> <td>PRC</td> <td>INTF2310212506000000</td> <td>PRC Ready</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ❖ If the Document Total Amount of the PRC matches the Total Amount after offsets on the supporting documentation the Program Approver completes the PM Approve PRC and confirms by then selecting the Approve button. ❖ If the supporting documentation does not match the PRC amount the Program Approver will contact the Contractor and if appropriate will Deny the PRC by selecting PM PRC Deny and confirm by selecting the Deny button. Once the PRC has a status of PM PRC Deny the associated AR invoice will also be Denied. 	Contract Number	Type	Document ID	Status	SCDMH23100192506CM3B-2021-CT	PRC	INTF2310212506000000	PRC Ready
Contract Number	Type	Document ID	Status						
SCDMH23100192506CM3B-2021-CT	PRC	INTF2310212506000000	PRC Ready						
Payment Processing	<ul style="list-style-type: none"> ❖ After the Program Approval is completed, DMH A/P staff will review the PRC and then apply the ACTG Approval. ❖ All PRC documents that have both levels of approval completed will appear in the PRC/CEC Batch Report on the following day. ❖ DMH A/P staff approves the batch within MMARS. ❖ MMARS generates payments for regular PRCs and recoups CECs. 								

Attachment C – EIM Procedures for DMH Program Approvers

Section 3: EIM / Cost Reimbursement (CR) Approval Procedure – Contingency

Overview of CR Approval Process	<p>After the CR invoice is submitted by the Contractor and in “Authorized Status”.</p> <ol style="list-style-type: none"> 1. Overnight EIM generates an associated PRC attached to the CR Invoice. 2. DMH A/P staff saves the CR Invoice & Personnel Summary Report to the designated file and sends email notification to the DMH Program Approver. 3. Contractor submits itemized list of contingency payments to the DMH site office. The DMH Program Approver reviews the supporting documentation prior to the EIM CR Invoice review and completes PM Approve/Deny to the associated PRC. 4. DMH A/P staff completes second level of PRC approval – Actg PRC Approve/Deny 5. Approved PRCs and/or CECs are submitted to MMARS. 6. DMH A/P staff approves the batch within MMARS. 7. MMARS generates payments for regular PRCs and recoups CECs. 														
Itemized Report of contingency payments	<p>All Contractors are required to submit an itemized list of contingency payments to the designated DMH Site office no later than the 20th day of the following month service occurred. Program Approval of the associated PRC should not take place until the documentation is received and reviewed.</p>														
CR Invoice Contingency Funds	<p>❖ There are two Budgets in the Cost Reimbursement portion of the contract. Budget 1 = Contingency</p> <p>The Contractor will invoice DMH monthly by entering the total amount invoiced on Budget 1 - line item 212 of the CR Cost Invoice. This amount should match the Total Amount reported on the supporting documentation.</p> <p>Activity:3055 3055 - ADULT COMMUNITY CLINICAL SERVICES (ACCS) Budget:1</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Line Item Budget Component</th> <th style="text-align: center;">Category</th> <th style="text-align: center;">FTE</th> <th style="text-align: center;">Reimbursable Cost</th> <th style="text-align: center;">Balance to Date</th> <th style="text-align: center;">Invoice Amount</th> <th style="text-align: center;">Current Balance</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">212 Provision of Material Goods, Services and Benefits</td> <td style="vertical-align: top;">2-Other Direct Care/Program Resources</td> <td style="text-align: center;"> </td> <td style="text-align: right;">\$109,316.00</td> <td style="text-align: right;">\$109,316.00</td> <td style="text-align: right;">\$9,100.00</td> <td style="text-align: right;">\$100,216.00</td> </tr> </tbody> </table>	Line Item Budget Component	Category	FTE	Reimbursable Cost	Balance to Date	Invoice Amount	Current Balance	212 Provision of Material Goods, Services and Benefits	2-Other Direct Care/Program Resources		\$109,316.00	\$109,316.00	\$9,100.00	\$100,216.00
Line Item Budget Component	Category	FTE	Reimbursable Cost	Balance to Date	Invoice Amount	Current Balance									
212 Provision of Material Goods, Services and Benefits	2-Other Direct Care/Program Resources		\$109,316.00	\$109,316.00	\$9,100.00	\$100,216.00									

Attachment C – EIM Procedures for DMH Program Approvers

Associated PRC Program Approval	<p>Go to: Billing Module > PRC/CEC Search</p> <p>Enter PRC criteria found on Email Notification received from A/P staff and the PRC/CEC Status: PRC READY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Contract Number</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Document ID</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>SCDMH23100192506CM3B –2021–CT</td> <td>PRC</td> <td>INTF2310212506000001</td> <td>PRC Ready</td> </tr> </tbody> </table> <p>❖ To view the associated CR Invoice Report click on the hyperlink located in the middle of the PRC screen under Report Links, prior to approving/denying.</p> <p>Report Links View CR Invoice Report</p> <p>❖ If the amount is not acceptable the Program Approver will contact the Contractor and if appropriate will Deny the PRC by selecting PM PRC Deny and confirm by selecting the Deny button. Once the PRC has a status of PM PRC Denied the associated CR invoice will also be Denied.</p>	Contract Number	Type	Document ID	Status	SCDMH23100192506CM3B –2021–CT	PRC	INTF2310212506000001	PRC Ready
Contract Number	Type	Document ID	Status						
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