STATE OF OHIO

ODMR/DD Daily Rate Application (DRA)

County User's Guide

8/25/2008

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Overview

This document outlines the use of the Daily Rate Application (DRA) developed by ODMR/DD.

This guide is intended for State, County Board, and Council of Government employee's that will be transitioning clients to use the daily billing unit methodology.

Obtaining a Security Affidavit

In order to access the application through the ODMR/DD Applications portal, it is necessary to submit a request for system access to the Ohio Department of MR/DD. Requests are made using the **Security Affidavit Form** (*Appendix A*). The form may also be downloaded from the Internet in PDF format

For State, County Board, and COG users:
http://odmrdd.state.oh.us/forms/general/security.pdf

For Providers: http://mrdd.ohio.gov/forms/general/security-waiver.pdf

Specifying the System(s) to be Accessed

Under the **System(s) to be Accessed** section of the security affidavit, write out "DRA User" on an empty line. If access to additional applications is necessary use the remaining lines to list the appropriate application/role (refer to the appropriate application's instructions or contact the application's administrators for more guidance).

System(s) To Be Accessed:
1) DRA User ☐ Read ☐ Update ☐ Create ☐ Reports

Submitting the Security Affidavit

Security Affidavits may be submitted to the Ohio Department of MR/DD by fax or mail.

Fax number: (614) 752-4673

Mailing Address:

> Security Administrator, Ohio Dept. of MR/DD
> 30 East Broad Street, Suite 1220
> Columbus, OH 43215-3434

After the affidavit is processed, a username and password are sent to the email address specified in the form. Users must log in to the portal within 30-days of receiving their username and password.

Outline all questions and concerns regarding the security affidavit processes in an email and mail it to security.support@odmrdd.state.oh.us.

(For DRA technical questions, problems, or clarifications please send an email to

dra-support@odmrdd.state.oh.us)

(For questions regarding rules and policies around the Daily Rate Applications and HPC Services, please send an email to dailyrate-support@odmrdd.state.oh.us)

Accessing ODMR/DD Applications

In order to access an online application written by ODMR/DD, ensure that the following items are available:

- A computer with a working connection to the internet
- Internet Explorer (IE) version 5.5 (or above is recommended)
- A username and password to access the ODMR/DD Applications Portal.

Note: JavaScript must be enabled in Internet Explorer.

The subsequent steps outline how to access the portal.

Step 1: Start Internet Explorer

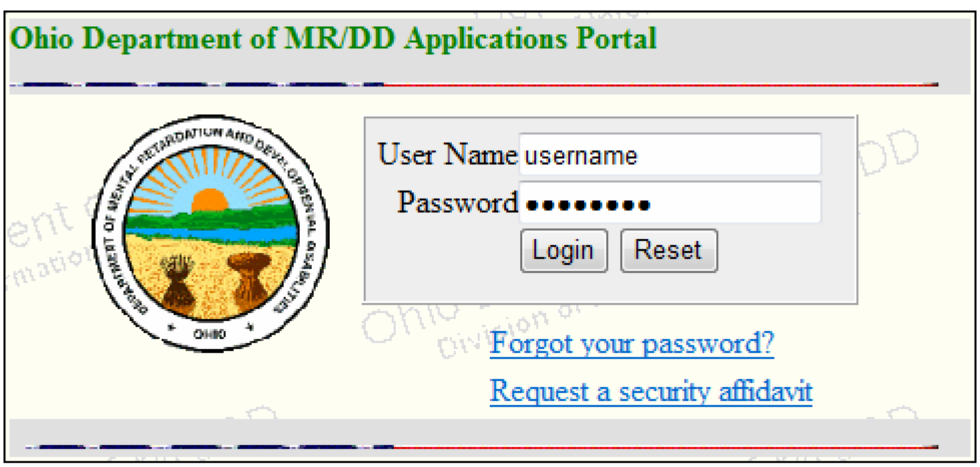
Step 2: Type the following URL into IE's address bar and hit the Enter key on the keyboard.

https://odmrdd.state.oh.us/apps

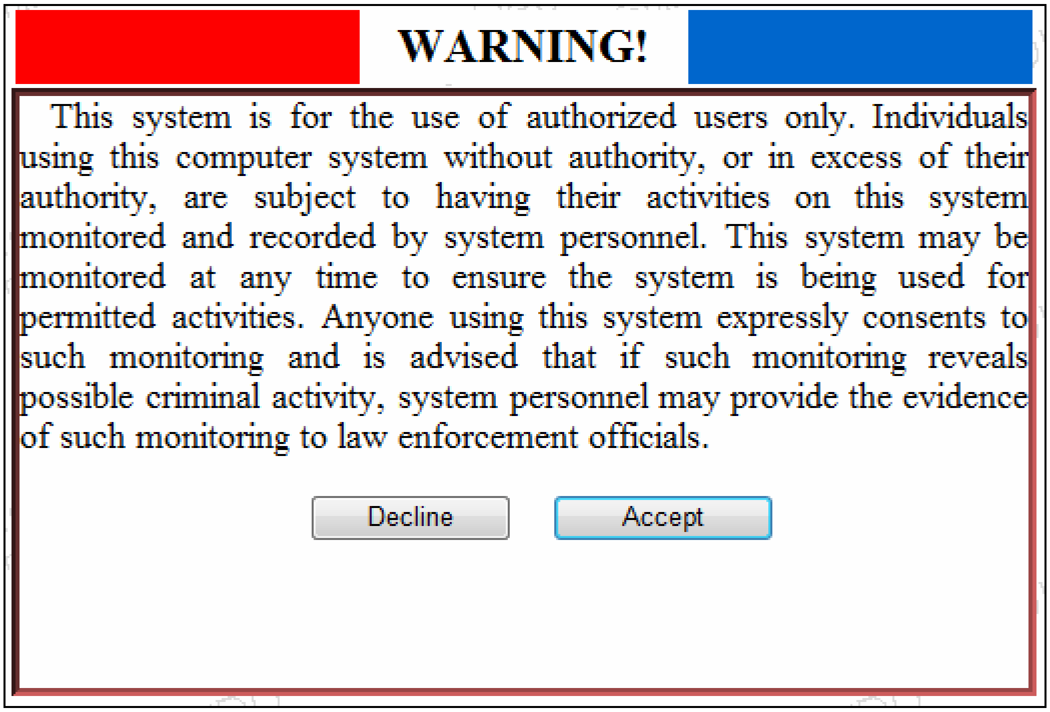
Note: It is necessary to include the "s" in the "https" portion of the URL. The "s" indicates that you are entering a secure web site.

Step 3: A login page will be displayed prompting you for the username and password assigned to you.

Step 4: Enter the username and password into the appropriate fields and click the **Login** button.

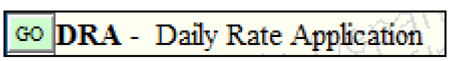


Step 5: A warning message will be displayed. By clicking the **Accept** button you acknowledge that you understand the terms stated in the warning and you will be granted access to the ODMR/DD portal.



Accessing the Daily Rate Application (DRA)

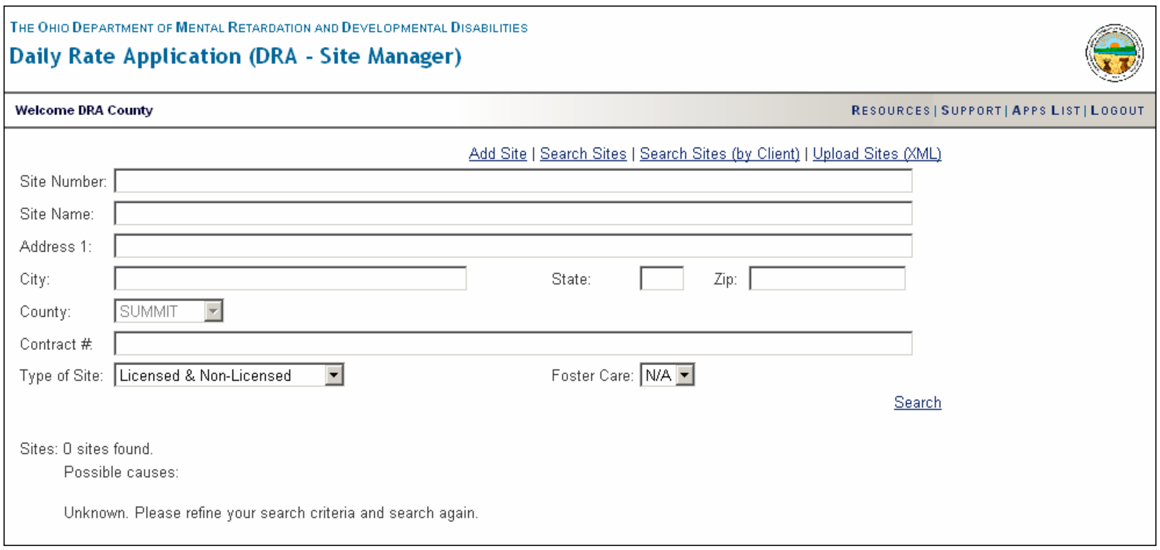
The ODMR/DD Applications Portal displays a list of all the applications that are available to you. Open the Daily Rate Application by clicking the **GO** button next to the DRA label.



Using DRA

Understanding the Initial Screen

The initial page that is displayed when accessing the Daily Rate Application is the Site Search screen. From this screen you can locate any licensed or non-licensed site tracked by ODMR/DD, add a new non-licensed site, or upload a list of sites using XML. (The XML Upload Guide is in Development and will be posted in the Resources Section of the Application)



Searching for Sites

The Search Sites screen can be accessed from the Add Site and Edit Site screens. The Search Sites screen enables you to locate licensed or non-licensed sites (excluding ICFMRs, and nursing facilities) based on a combination of criteria. Below is a description of the fields available when performing a search.

- **Site Number:** The Site Number field is a number field that identifies a specific site. This number is generated by DRA for every site tracked by ODMR/DD.

Note: This number is not the same as the Facility Number used in the Licensure Application.

- **Site Name:** Every site has a brief descriptive name associated with it.
- **Address 1:** The Address 1 field identifies the street address of the site.
- **City:** The City field is used to specify the city where the site is physically located.
- **State:** The State is a two character field to enter state abbreviations.
- **Zip:** The Zip field is used to specify the 5 or 9 digit postal code.
- **County:** The County field identifies the county within the state of Ohio where the site is physically located.

- **Contract #:** The Contract # field is used to specify the ODMR/DD Contract Number used for billing purposes and related to the Provider supplying service to the site.
- **Type of Site:** The Type of Site field identifies if the site to locate is a licensed or non-licensed facility. By default, the search will try to locate sites that are either licensed or non-licensed.

Note: Information for licensed sites is returned from the ODMR/DD Licensure application.

- **Foster Care:** The Foster Care field is used to specify if the site is a foster care facility.

The search form allows partial site information to be entered. Based on the search criteria specified on the form, the DRA search engine will try to perform a "fuzzy" search that will return the most sites that match or closely match the given information.

Note: The site search is limited based on the details specified on the ODMR/DD Security Affidavit received by ODMR/DD. For example, if you specified on the affidavit that you work for Summit County Board of MRDD, then you will only be able to search for sites that meet at least one of the following conditions:

1. The site is physically located within the county.

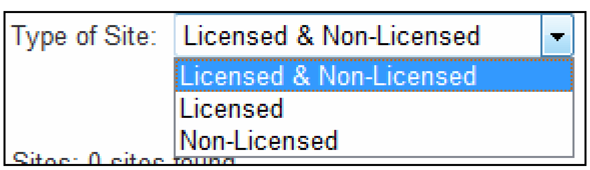
2. Clients reported by the county reside within the site.

The following steps describe how to use the search form.

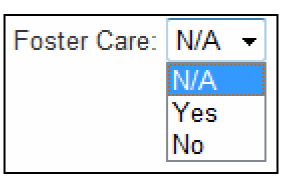
Step 1: Enter the site information into the appropriate fields.

Note: The more information entered, the fewer results will be returned.

Step 2: (Optional) Select the appropriate option from the Site Type field ("Licensed", "Non-Licensed")

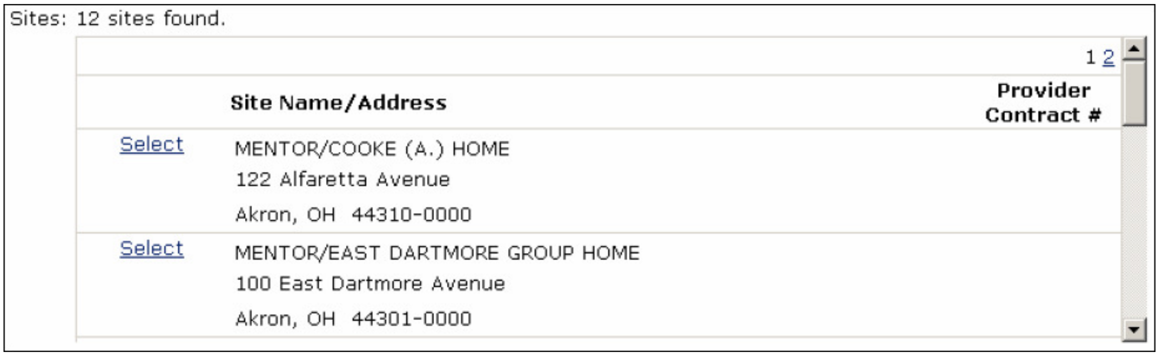


Step 3: (Optional) Select the appropriate option from the Foster Care field ("Yes", "No")



Step 4: Click the "Search" link at the bottom of the form.

Step 5: If sites are found matching the specified criteria a table will be displayed below the form. Otherwise, a message indicating that no sites were located will appear.


Sites: 12 sites found.

1 2

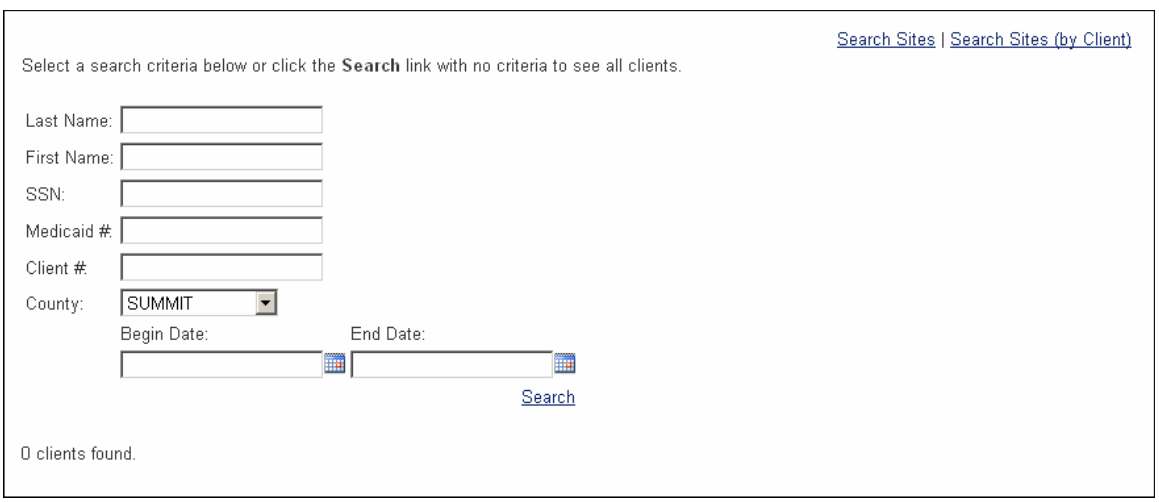
	Site Name/Address	Provider Contract #
Select	MENTOR/COOKE (A.) HOME 122 Alfaretta Avenue Akron, OH 44310-0000	
Select	MENTOR/EAST DARTMORE GROUP HOME 100 East Dartmore Avenue Akron, OH 44301-0000	

Step 6: From the table select the site using the "Select" link next to the site address. After clicking the "Select" link, you will be taken to the Select Site screen.

Note: If more than 10 sites are found, the table will be enclosed in a frame with a scroll bar independent of the browser's. Additionally, it may be necessary to use the number and arrow links located at the top and bottom of the table to find the exact site searched for.

Searching For Sites by Client

Clicking the "Search Sites (by Client)" link at the top of the screen will bring up the Client Search screen.


Search Sites | Search Sites (by Client)

Select a search criteria below or click the **Search** link with no criteria to see all clients.

Last Name:
First Name:
SSN:
Medicaid #:
Client #:
County: SUMMIT
Begin Date: End Date:
Search

0 clients found.

By default the screen will display the message "0 clients found."

Step 1: Enter the necessary information into the text fields to locate the client to add to the site.

a. (Optional) Enter the last name into the "Last Name" text field.

b. (Optional) Enter the first name into the "First Name" text field.

c. (Optional) Enter the SSN into the “SSN” text field. Do not include hyphens.

d. (Optional) Enter the Medicaid # into the “Medicaid #” text field. Do not include hyphens or spaces.

e. (Optional) Enter the Client # into the “Client #” text field.

Note: The Client # is also known as the Resident # and ODMR/DD #.

f. Select the client's county of residence from the “County” list.

g. (Optional) Enter the client’s site span dates in the “Begin Date” and “End Date” field to only search for a client during a specific period of time.

Step 2: Click the “Search” link below the form. The search results will appear below the form.

Search

Step 3: From the listing of client's, select the client(s) to add to the site by placing a check in the checkbox field next to the name.

	Last Name	First Name	SSN	Medicaid #	Client #	County
☑	Smith	Jack	123-45-6789	123456789	123456789	SUMMIT
☑	Smith	Joe	123-45-6789	123456783	123456783	SUMMIT
☑	Smith	John	123-45-6789	123456787	123456787	SUMMIT

Note: If more than 20 clients are found, the table will be enclosed in a frame with a scroll bar independent of the browser’s. Additionally, it may be necessary to use the number and arrow links located at the top and bottom of the table to find the exact client searched for.

Adding a New Non-Licensed Site

The Add Site screen allows you to add a new non-licensed site to the ODMR/DD Sites Database. The Add Site screen can be accessed from either the Site Search or Edit Site screens. The following steps outline how to add a new non-licensed site.

From the Site Search or Edit Site screen:

Step 1: Click the “Add Site” link located in the top-right corner of the form. You will be redirected to the Add Site screen.

Add Site | Search Sites | Search Sites (by Client) | Upload Sites (XML)

Note: The Site Number field is disabled. The Site Number will be generated automatically by the application after the site is saved.

Step 2: Enter the required information.

a. Site Name (Entering a unique name for the site may be helpful in locating it in the future)

b. Address 1

c. City

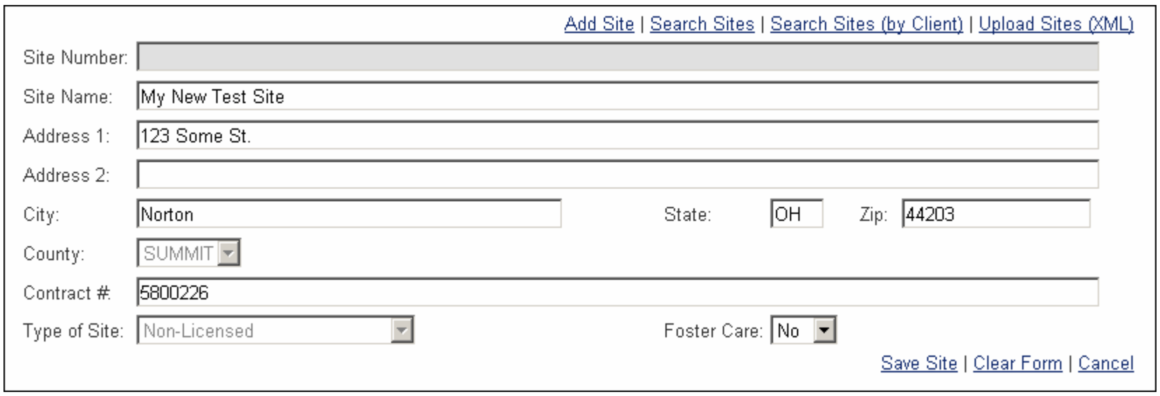
d. State

e. Zip (do not include hyphens when entering a 9-digit zip code)

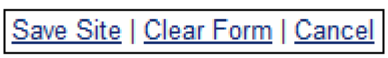
f. County * (Available to Council of Government users only)

g. Contract #

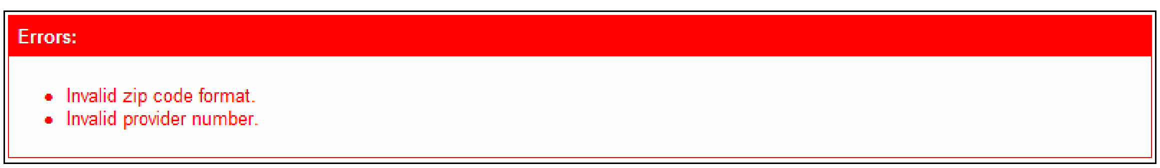
h. Foster Care (default is "No")



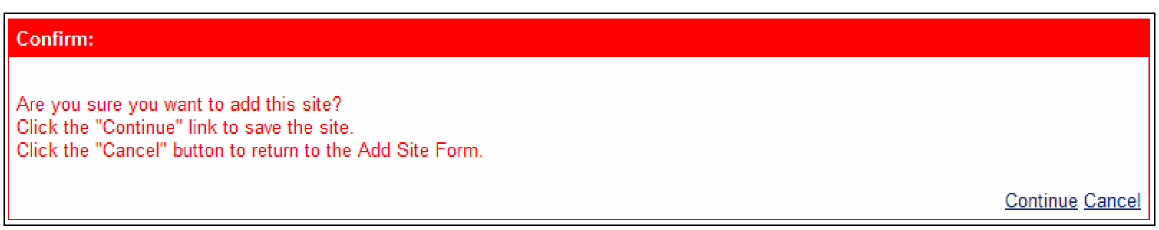
Step 3: Click the "Save Site" link at the bottom of the form to save the site.



a. If any errors are found, they will be displayed in a red box below the form. Please correct the errors and click the "Save Site" link again to continue.



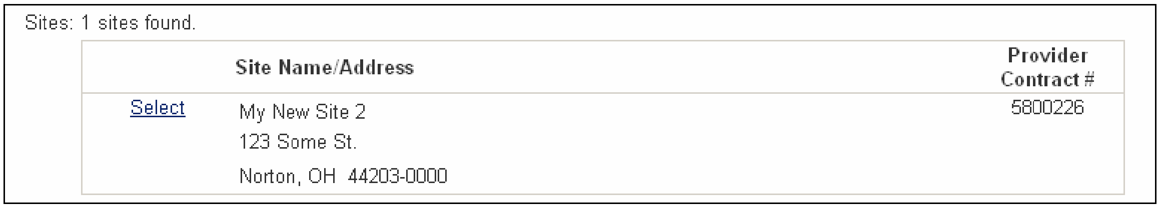
b. If no errors are found the application will try and find any sites similar to the site you are entering. This is done to avoid duplicate entry.



Step 4: A confirmation box and a listing of similar sites (if found) will appear below the form.

Note: It may be necessary to scroll down in your browser to see the confirmation and/or search results.

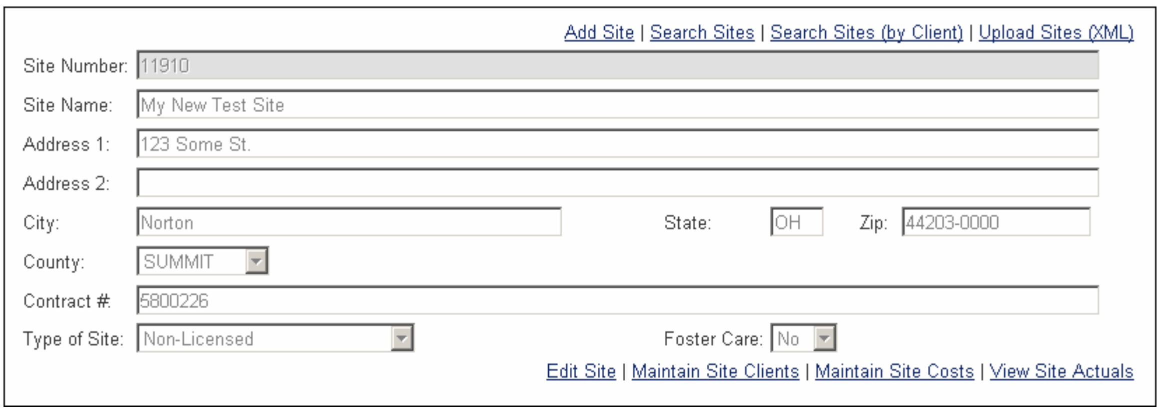
Step 5: If the site you are entering is not contained in the search results or no matching sites were found, click the "Continue" link within the confirmation box to save the site. Or select the site from the search results by clicking the “Select” link next to the appropriate result. After successfully saving a site, or selecting an existing site, the Select Site screen will appear with the current site information populated in the site form.



Managing a Site

The Select Site screen allows you to edit the site information, maintain the listing of clients associated with the site, maintain the site costs associated with the site, and to view the site actuals entered by the providers associated with the site.

The Site Select screen can be accessed by either successfully adding a new non-licensed site or selecting a site from the results of a site search.



Editing a Site

The Edit Site screen allows you to make updates or corrections to a site. Licensed sites are limited to only allowing their contract number to be updated. All other site information for licensed sites must be updated through the ODMR/DD Licensure application. The following fields are modifiable for non-licensed sites:

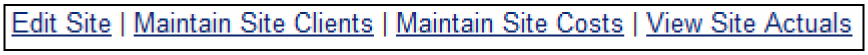
- Name
- Address
- Contract #
- Foster Care designation

Note: You will not be able to add clients or create site costs for licensed sites without updating the site’s contract number from the Edit Site screen.

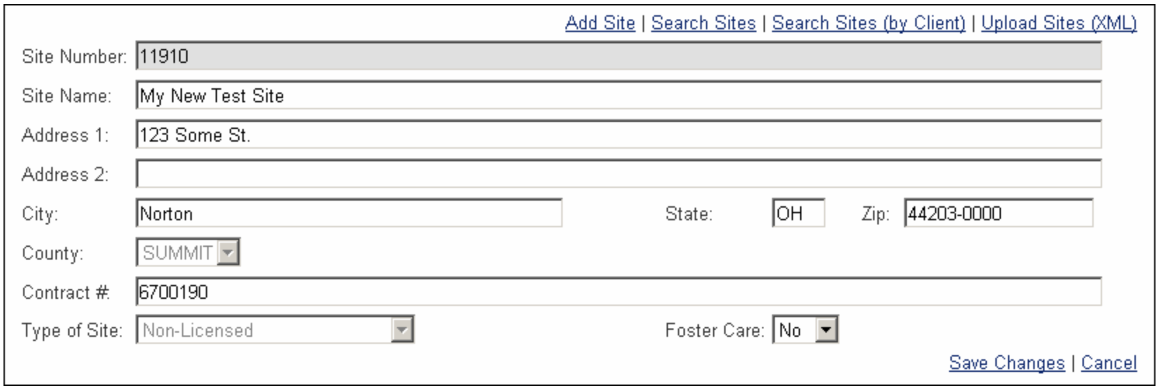
The steps below describe how to edit a site’s information.

From the Site Select screen:

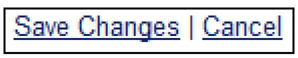
Step 1: Click the “Edit Site” link located at the bottom of the form.



Step 2: Modify the appropriate data.



Step 3: Click the “Save Changes” link at the bottom of the form.



a. If any errors are found, they will be displayed in a red box below the form. Please correct the errors and click the “Save Changes” link again to continue.

Step 4: If no errors are found, a confirmation box will be displayed. Click the “Continue” link to save the changes.

Step 5: If the updates were successful, the Select Site screen will be displayed.

Maintaining Site Clients

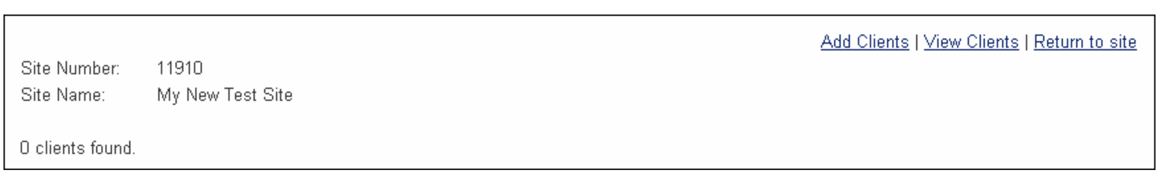
The Maintain Site Clients screen allows you to view clients associated with a site, add clients to a site, and to manage each client’s transition dates. The Maintain Site Clients screen can be accessed from the Site Select screen.

The following instruction show how to add clients to the site, update a client's remove date, and filter the list of resident's to specific time period.

Adding Clients to a Site

From the Site Select screen:

Step 4: Click the “Maintain Site Clients” link located at the bottom of the form. The Client Manager screen will be displayed.



Note: If no client's have been added to the site, a message stating that no clients were found will be displayed.

Step 5: Click the “Add Clients” link at the top of the form. The Client Search screen will appear.

Add Clients | View Clients | Return to site

Step 6: Enter the necessary information into the text fields to locate the client to add to the site.

a. (Optional) Enter the last name into the “Last Name” text field.

b. (Optional) Enter the first name into the “First Name” text field.

c. (Optional) Enter the SSN into the “SSN” text field. Do not include hyphens.

d. (Optional) Enter the Medicaid # into the “Medicaid #” text field. Do not include hyphens or spaces.

e. (Optional) Enter the Client # into the “Client #” text field.

Note: The Client # is also known as the Resident # and ODMR/DD #.

f. Select the client's county of residence from the “County” list.

Step 7: Click the “Search” link below the form. The search results will appear below the form.

Search

Step 8: From the listing of client's, select the client(s) to add to the site by placing a check in the checkbox field next to the name.

	Last Name	First Name	Client #	County
☐	Smith	Jack	123456789	SUMMIT
☐	Smith	Joe	123456783	SUMMIT
☐	Smith	John	123456787	SUMMIT

Date of client action:

Add Client(s) | Cancel

Note: If more than 20 clients are found, the table will be enclosed in a frame with a scroll bar independent of the browser’s. Additionally, it may be necessary to use the number and arrow links located at the top and bottom of the table to find the exact client searched for.

Step 9: Enter the date of the client's action into the text field below the search results labeled “Date of Client Action” - This is the date, the client moved into the site. Date should be formatted as “MM/DD/YYYY”.

Date of client action: 09/01/2007

Step 10: Click the “Add Client(s)” link below the text field. It may be necessary to scroll down in your browser to see this field.

Add Client(s) | Cancel

a. If any errors are found, they will be displayed in a red box below the search results. Please correct the errors and click the “Add Client(s)” link again to continue.

b. If no errors are found or only warnings are found, the application will display either a confirmation or warning message in a red box below the search results.

Step 11: To continue adding the client(s), click the “Continue” link inside the confirmation box.

Note: It may be necessary to use the scroll bar on your browser to see the errors, warnings, or confirmation box.

Step 12: If the client(s) were successfully added to the site, the Client Manager screen will appear with the clients located in the list.

Add Clients | View Clients | Return to site

Site Number: 11910
Site Name: My New Test Site

Begin Date: End Date: Filter

	Last Name	First Name	SSN	Medicaid #	Client #	Effective Date	Remove Date
☐	Smith	Jack	123-45-6780	123456789011	123456789	09/01/2007	12/31/9999
☐	Smith	Joe	123-45-6780	123456783212	123456783	09/01/2007	12/31/9999
☐	Smith	John	123-45-6780	123456783512	123456787	09/01/2007	12/31/9999

Date of client action:

Update Effective Date(s) | Update End Date(s)

Removing Clients from a Site

From the Site Select screen:

Step 1: Click the “Maintain Site Clients” link located at the bottom of the form. The Client Manager screen will be displayed.

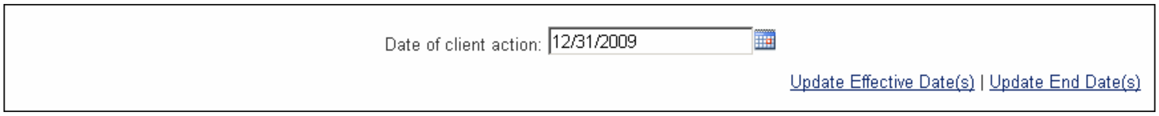
Step 2: Select the client(s) to remove from the site, by placing a check in the box next to each client’s last name.

Site Number: 11910
Site Name: My New Test Site

Begin Date: End Date: Filter

	Last Name	First Name	SSN	Medicaid #	Client #	Effective Date	Remove Date
☑	Smith	Jack	123-45-6780	123456789011	123456789	09/01/2007	12/31/9999
☐	Smith	Joe	123-45-6780	123456783212	123456783	09/01/2007	12/31/9999
☐	Smith	John	123-45-6780	123456783512	123456787	09/01/2007	12/31/9999

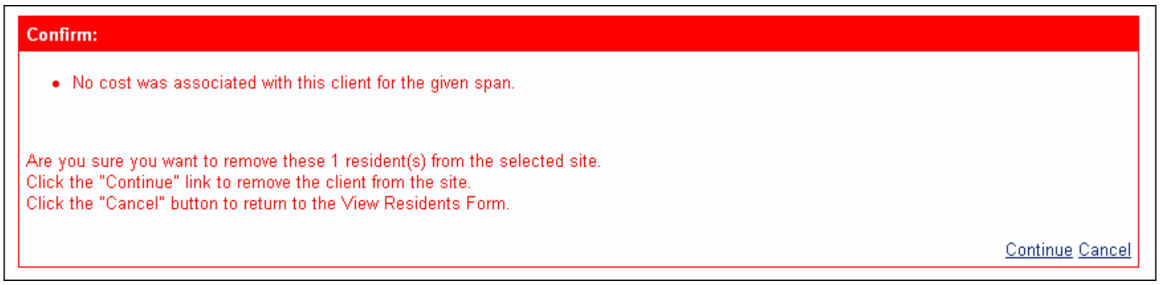
Step 3: Enter the date the client(s) will <u>move</u> out of the site in the "Date of Client Action" text field. Date should be formatted as "MM/DD/YYYY".



Step 4: Click the "Update End Date" link below the client table. A red confirmation box will appear below the form.

Note: Pay close attention to any warning messages that are displayed at the top of the confirmation box.

Step 5: To complete the update, click the "Continue" link inside the confirmation box.



Filtering a Site's Client List

When the client list for a site starts to become very long, it may be helpful to filter the list by a certain date span. This can be done by using the "Begin Date" and "End Date" date fields at the top of the client list on the Client Manager screen.

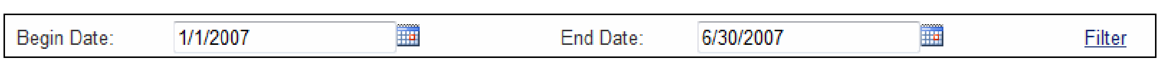
From the Site Select screen:

Step 1: Click the "Maintain Site Clients" link located at the bottom of the form. The Client Manager screen will be displayed.

Step 2: Enter the start date into the "Begin Date" date field.

Step 3: Enter the end date into the "End Date" date field.

Step 4: Click the "Filter" link located on the right of the "End Date" date field. The client list will only contain clients associated with the site during the period defined by the "Begin Date" and the "End Date".



Maintaining Site Costs

The Site Cost screen allows you to create, remove, and edit site costs. The Site Cost screen can be accessed from the Site Select screen.

The following set of instructions describes how to create a new site cost, edit a site cost, and remove a site cost from a site.

Creating a Site Cost

From the Site Select screen:

Step 1: Click the "Maintain Site Costs" link located at the bottom of the form. The Site Cost screen will be displayed.

Step 2: From the menu at the bottom of the page click the "New Site Cost" link. The new site cost form will appear below the listing of existing site costs.

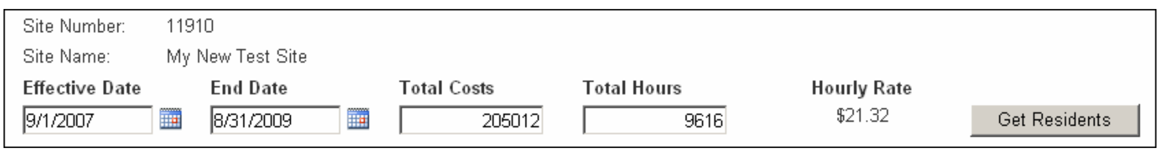
Note: If no site costs have been added to the site, a message stating that no costs were found will be displayed.

Step 3: Enter the start date for the site cost's span in the "Effective Date" date field. Dates should be formatted "MM/DD/YYYY".

Step 4: End the end date for the site cost's span in the "End Date" date field. Dates should be formatted "MM/DD/YYYY".

Step 5: Enter the total dollar amount in the "Total Cost" dollar field for the date span entered in steps 3 & 4.

Step 6: Enter the total service hours in the "Total Hours" field for the previously entered date span.



Note: After both the total dollar amount and total hours are entered, the application will attempt to calculate the hourly rate.

Step 7: Click the "Get Residents" link next to the "Hourly Rate" field. A listing of client's associated with the site during the site cost span will be displayed below the form.

Step 8: For each client returned in the table, enter the client's individual costs in the "Individual Costs" field. Refer to the "DRA Client Entry – Funding Source" .pdf for more information on entering individual costs.

	First Name	Last Name	SSN	Individual Costs	%
Remove	Jack	Smith	123456780	101230.52	49.38 %
Remove	Joe	Smith	123456780	53622.26	26.16 %
Remove	John	Smith	123456780	50159.22	24.47 %
				$0.00	100.00 %

Save Site Costs

Note: The sum of each client's individual costs must equal the value specified in the "Total Cost" field entered in step 5.

Step 9: Click the "Save Site Costs" link below the residents table. The application will validate the data entered.

Save Site Costs

a. If any errors are found, they will be displayed in red text below the form. Please correct the errors and click the "Save Site Costs" link again to continue.

b. If no errors are found, a message stating that the save was successful will be displayed in red below the form.

Editing a Site Cost

From the Site Cost screen:

Step 1: Click the "Select" link next to the site cost to edit. The site cost edit form will appear below with the listing of site costs.

Site Number: 11910
Site Name: My New Test Site

Effective Date	End Date	Total Costs	Total Hours	Hourly Rate	Is Prorated
9/1/2007	8/31/2009	205012.00	9616.00	$21.32 Get Proration	
	Min. None	Min. 0.00	Min. 0.00		

	First Name	Last Name	SSN	Individual Costs	%
Remove	Jack	Smith	123456780	101230.52	49.38 %
Remove	Joe	Smith	123456780	53622.26	26.16 %
Remove	John	Smith	123456780	50159.22	24.47 %
				$0.00	100.00 %

Save Site Costs

Step 2: Modify the "End Date", "Total Costs", "Total Hours", and/or "Individual Costs".

Note: If the provider has entered actuals for a period falling within the site cost span, the following restrictions apply when editing the site cost:

1. The new end date cannot be less than the minimum end date displayed.

2. The new total hours cannot be less than the minimum total hours displayed.

3. If the total costs must be entered at a value less than the minimum, a warning will be displayed when saving the changes to ensure that the change is correct.

Step 3: Click the "Save Site Costs" link.

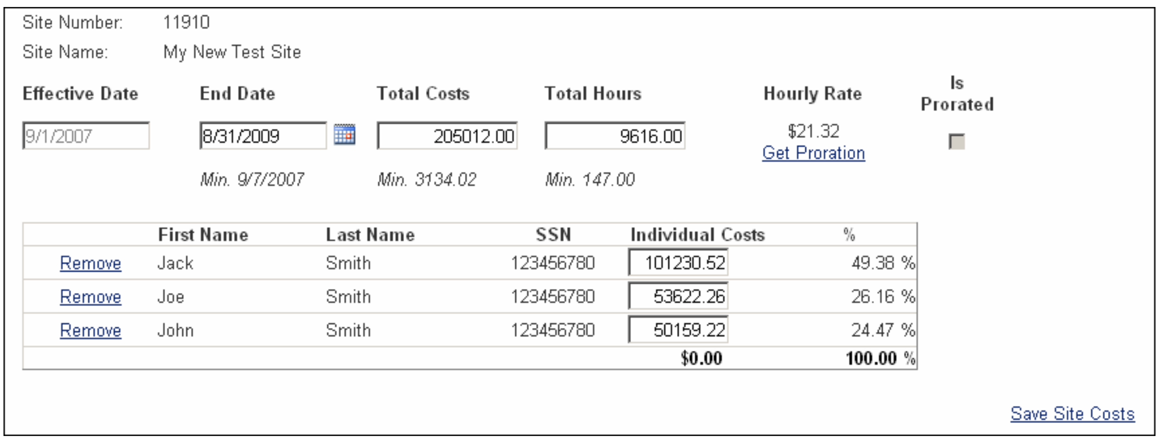
a. If any errors are found, they will be displayed in red text below the form. Please correct the errors and click the "Save Site Costs" link again to continue.

b. If no errors are found, a message stating that the save was successful will be displayed in red below the form.

Prorating a Site Cost

From the Site Cost screen:

Step 1: Click the "Select" link next to the site cost to edit. The site cost edit form will appear below with the listing of site costs.



Site Number: 11910
Site Name: My New Test Site

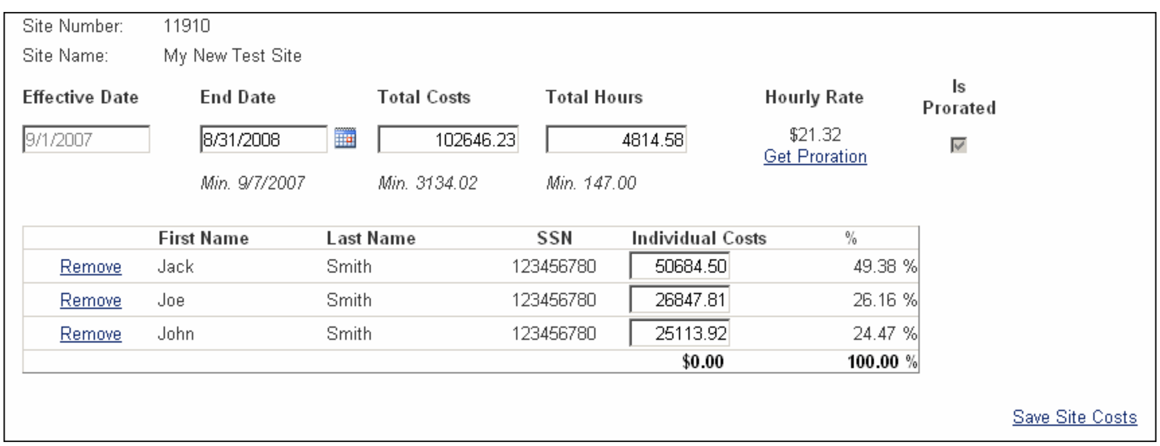
Effective Date	End Date	Total Costs	Total Hours	Hourly Rate	Is Prorated
9/1/2007	8/31/2009	205012.00	9616.00	$21.32 Get Proration	
	Min. 9/7/2007	Min. 3134.02	Min. 147.00		

	First Name	Last Name	SSN	Individual Costs	%
Remove	Jack	Smith	123456780	101230.52	49.38 %
Remove	Joe	Smith	123456780	53622.26	26.16 %
Remove	John	Smith	123456780	50159.22	24.47 %
				$0.00	100.00 %

Save Site Costs

Step 2: Modify the "End Date" field to a value greater than the minimum date displayed (if specified).

Step 3: Click the "Get Proration" link below the "Hourly Rate".



Site Number: 11910
Site Name: My New Test Site

Effective Date	End Date	Total Costs	Total Hours	Hourly Rate	Is Prorated
9/1/2007	8/31/2008	102646.23	4814.58	$21.32 Get Proration	☑
	Min. 9/7/2007	Min. 3134.02	Min. 147.00		

	First Name	Last Name	SSN	Individual Costs	%
Remove	Jack	Smith	123456780	50684.50	49.38 %
Remove	Joe	Smith	123456780	26847.81	26.16 %
Remove	John	Smith	123456780	25113.92	24.47 %
				$0.00	100.00 %

Save Site Costs

Step 4: Click the "Save Site Costs" link.

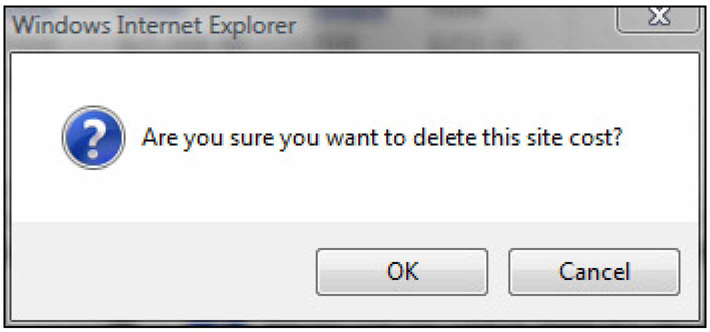
c. If any errors are found, they will be displayed in red text below the form. Please correct the errors and click the "Save Site Costs" link again to continue.

d. If no errors are found, a message stating that the save was successful will be displayed in red below the form.

Removing a Site Cost

From the Site Cost screen:

Step 1: Click the "Remove" link next to the site cost to remove. A confirmation box will appear.



Step 2: Click "OK"

Case 1: will remove the site cost, if there are no Client Actuals associated with the Site Cost

Case 2: If there are Client Actuals associated with the Site Cost, Site Cost Edit Screen will appear. Follow the same procedure as the edit site cost. Two things will happen to reflect the Site Cost Change:

a) Provider/s will get an email with the Site Cost change info

b) Color coded Visual Cues will appear in the Site Actual Viewer for the provider to identify the impacted Site Actual/s

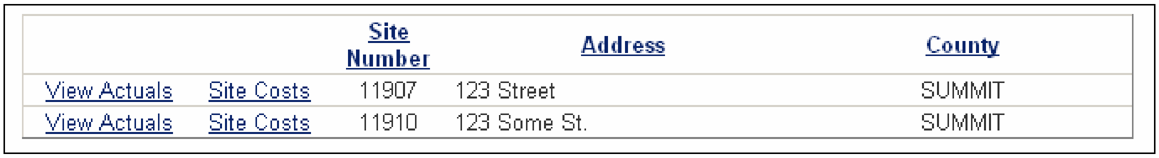
Note: If a provider has created a site actual for a period falling within the site cost span the site cost cannot be removed.

Viewing Site Actuals

The Site Actuals screen will allow you to view the actuals that providers have entered for the site. The Site Actuals screen can be accessed from the Site Select screen and the Site Cost screen.

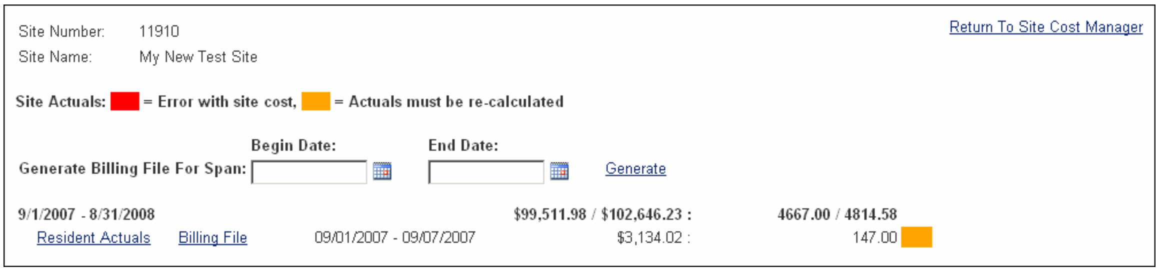
From the Site Select or Site Cost screen:

Step 1: Click the "View Actuals" link at the bottom of the form. A table of sites associated with the County will be displayed.



		Site Number	Address	County
View Actuals	Site Costs	11907	123 Street	SUMMIT
View Actuals	Site Costs	11910	123 Some St.	SUMMIT

Step 2: Click the "View Actuals" link next to the site to review. If providers have entered actuals for the site, a table with each actuals details will be displayed.



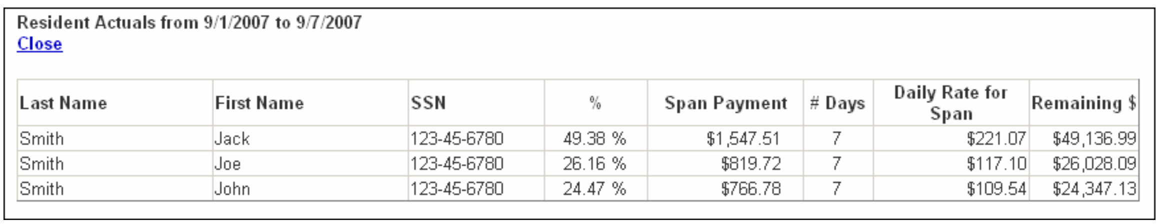
Site Number: 11910
Site Name: My New Test Site
Return To Site Cost Manager

Site Actuals: = Error with site cost, = Actuals must be re-calculated

Generate Billing File For Span: Begin Date: End Date: Generate

9/1/2007 - 8/31/2008		$99,511.98 / $102,646.23 :	4667.00 / 4814.58
Resident Actuals	Billing File	09/01/2007 - 09/07/2007	$3,134.02 :	147.00

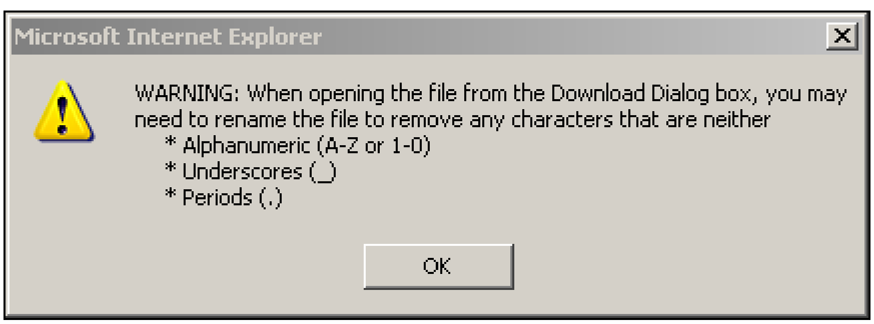
Step 3: Click the "Resident Actuals" link next to an actual to view the resident actuals associated with the site actual.



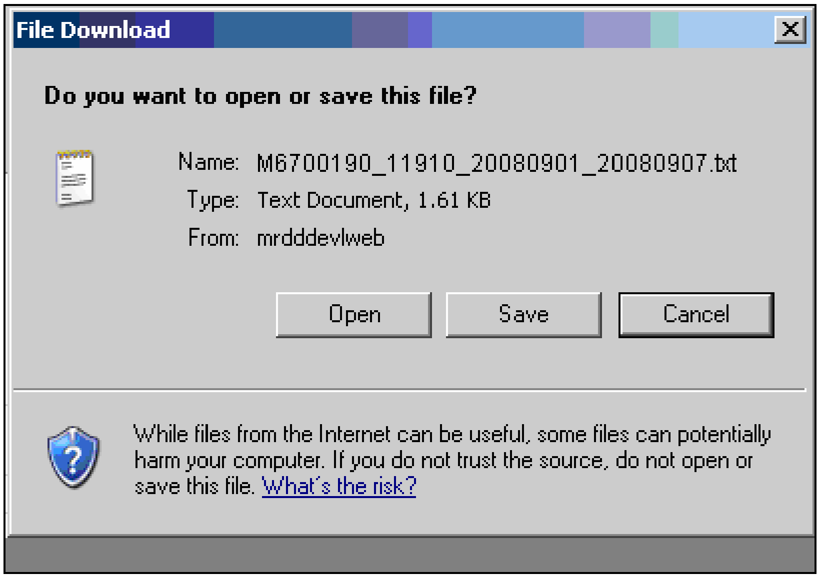
Resident Actuals from 9/1/2007 to 9/7/2007
Close

Last Name	First Name	SSN	%	Span Payment	# Days	Daily Rate for Span	Remaining $
Smith	Jack	123-45-6780	49.38 %	$1,547.51	7	$221.07	$49,136.99
Smith	Joe	123-45-6780	26.16 %	$819.72	7	$117.10	$26,028.09
Smith	John	123-45-6780	24.47 %	$766.78	7	$109.54	$24,347.13

Step 4: Click on the "Create Billing File" link at the bottom of the form. A pop-up warning will appear.

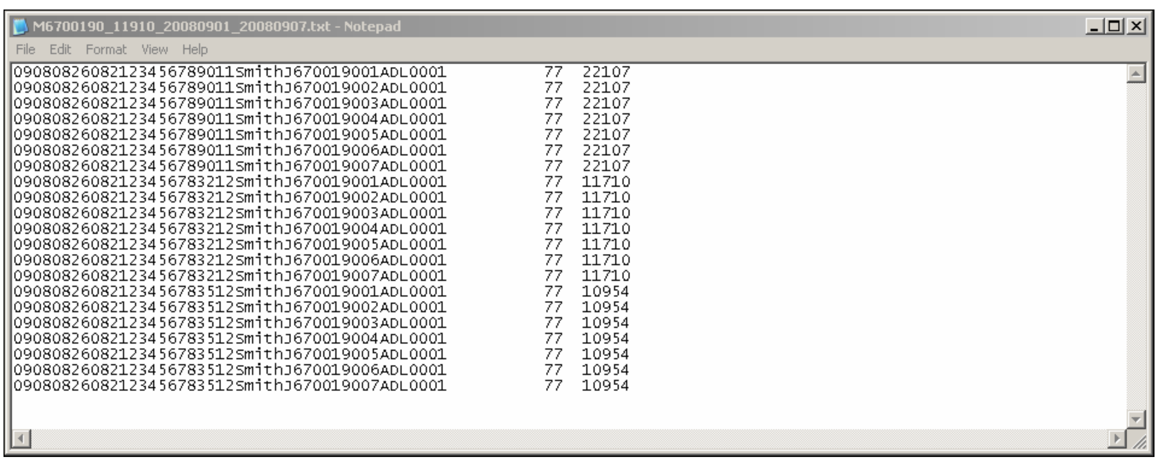


Step 5: Click "OK" and a file download dialog box will appear prompting you to save the generated billing file.



Step 6: Click the **Save** button on the dialog to save the file to your local computer. Or click the **Open** button to try and open the file using your default text file viewer (generally Notepad.exe).

Generate/Review Billing File




```
09080826082123456789011SmithJ670019001ADL0001          77   22107
09080826082123456789011SmithJ670019002ADL0001          77   22107
09080826082123456789011SmithJ670019003ADL0001          77   22107
09080826082123456789011SmithJ670019004ADL0001          77   22107
09080826082123456789011SmithJ670019005ADL0001          77   22107
09080826082123456789011SmithJ670019006ADL0001          77   22107
09080826082123456789011SmithJ670019007ADL0001          77   22107
09080826082123456783212SmithJ670019001ADL0001          77   11710
09080826082123456783212SmithJ670019002ADL0001          77   11710
09080826082123456783212SmithJ670019003ADL0001          77   11710
09080826082123456783212SmithJ670019004ADL0001          77   11710
09080826082123456783212SmithJ670019005ADL0001          77   11710
09080826082123456783212SmithJ670019006ADL0001          77   11710
09080826082123456783212SmithJ670019007ADL0001          77   11710
09080826082123456783512SmithJ670019001ADL0001          77   10954
09080826082123456783512SmithJ670019002ADL0001          77   10954
09080826082123456783512SmithJ670019003ADL0001          77   10954
09080826082123456783512SmithJ670019004ADL0001          77   10954
09080826082123456783512SmithJ670019005ADL0001          77   10954
09080826082123456783512SmithJ670019006ADL0001          77   10954
09080826082123456783512SmithJ670019007ADL0001          77   10954
```

The "billing file" generated by the application is formatted identically to the flat file needed by the Medicaid Billing System.

The following data fields are used when creating the billing file:

Billing Period (MMYY of Service Date)	4 bytes
Invoice Date (Date of File Creation)	6 bytes
Form Number ("2")	1 byte
Medicaid Recipient Billing Number	12 bytes
Recipient Last Name	5 bytes
Recipient First Initial	1 byte

Medicaid Provider Number	7 bytes
Day of Service *(Requires a leading "0")	2 bytes
Service Code ("YYY")	3 bytes
Units of Service ("0001")	4 bytes
Other Source (blank)	1 byte
Other Source Amount (blank)	7 bytes
Group Size (blank)	2 bytes
Service County ID	2 bytes
Rate for Service	7 bytes
Contractor Reference Number (blank)	9 bytes
Staff Size (blank)	2 bytes
Filler	40 bytes
File Reference Number (XXXXXXXXXX)	10 bytes

Fields noted as "blank" and the File Reference Number should be modified as necessary by the provider before submission.
MBS will edit the data against the PAWS records and process in normal fashion.

Common Questions & Responses

***Question** 1: I have N licensed sites and all shared the costs. How do I enter this in DRA?*

***Response**: DRA does not support the grouping of sites and does not allow licensed sites to be entered. To remedy the situation a new non licensed site must be created containing the residents of all N licensed sites.*