WAIVER TRACKING SYSTEM PROCEDURES
Eligibility Inquiry

Before you can key in a budget for processing and approval, you must verify that the individual is enrolled in the Waiver. You should receive a copy of the enrollment letter from the Waiver Enrollments Coordinator. However, you can also go on the WTS and verify that enrollment is complete. To verify this information, follow these steps:

- Sign on to the WTS and proceed to the eligibility menu (ENMEN).

- Select ENINS and enter the individual’s SSN in the Key 1 position.
  - There are three types of eligibility status: Pending DDSN (“P”), Awaiting Finance Commission (“A”), and Enrolled (“E”).
  - If an individual is “E” then he/she is enrolled in the Waiver and the budget can now be completed and approved (Eligibility can either be Current (“C”) or Historical (“H”).
  - If an individual is “A” then he/she is awaiting enrollment from SCDHHS. However, this is only a data entry step. The budget can now be completed and approved (Eligibility can either be Current (“C”) or Historical (“H”).)

**IF:**
- Elig Status E and Curr/Hist C
- Elig Status A and Curr/Hist C
- Elig Status P and Curr/Hist C
- Elig Status (E, A, or P) and Curr/Hist H

**THEN:**
- Individual is currently enrolled in the waiver
- Individual has fulfilled the requirements of Waiver eligibility and is only awaiting data entry by SCDHHS
- Individual has fulfilled some requirements of waiver eligibility, but not all of them.
- Individual is terminated or current status has changed to A, P or E.
<table>
<thead>
<tr>
<th>Screen ID</th>
<th>Description</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENUPD</td>
<td>Update Current Enrollment</td>
<td>KEY1 F/C=A,C,D</td>
</tr>
<tr>
<td>ENLDT</td>
<td>Update Last Loc Re-Eval Date</td>
<td>KEY1</td>
</tr>
<tr>
<td>ENINQ</td>
<td>Display Current Enrollment</td>
<td>KEY1</td>
</tr>
<tr>
<td>ENINS</td>
<td>Display Current and Historical Enrollment</td>
<td>KEY1</td>
</tr>
<tr>
<td>ENINA</td>
<td>Inactivate Current Enrollment</td>
<td>KEY1</td>
</tr>
<tr>
<td>ENREA</td>
<td>Reactivate Current Enrollment</td>
<td>KEY1</td>
</tr>
</tbody>
</table>

- BDMEN . . . . . . Budget Menu
- DSMEN . . . . . . Delivered Service Menu
- TAMEN . . . . . . Tables Update Menu
- TIMEN . . . . . . Tables Inquiry Menu
- PRINT . . . . . . Print Menu
- MMENU . . . . . . WVR Main Menu
- STS . . . . . . . Sign on to Service Tracking System
- BYE . . . . . . . Sign off Completely

- Next Screen F/C KEY1

XMIT _
<table>
<thead>
<tr>
<th>LEVEL OF CARE DATE</th>
<th>ENROLLMENT DATE</th>
<th>ENROLLMENT END DATE</th>
<th>ENROLLMENT STATUS</th>
<th>TRANSACTION DATE</th>
<th>CURRENT OR HISTORICAL</th>
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<tr>
<td>07-03-1997</td>
<td>09-27-1997</td>
<td>00-00-0000</td>
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<td>10-01-1997</td>
<td>C</td>
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<tr>
<td>07-01-1997</td>
<td>09-26-1997</td>
<td>P</td>
<td>09-29-1997</td>
<td>H</td>
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</tr>
</tbody>
</table>
**Initiating a Budget**

After you have verified that an individual is awaiting or enrolled, you can proceed with completing the budget. The first time an individual comes into the system, you have to go through the **budget initiation process**.

- Proceed to the Budget menu on the WTS (BDMEN).

- Selected **BDUPD**, enter “A” in the F/C field, and enter the SSN of the individual in the Key 1 position and Xmit.

- Key in the budget begin date which will be the enrollment date that can be located on your enrollment letter or on the enrollment screen of the WTS. In **most** circumstances this date is the individuals’ LOC date.

- Once this step is complete you can key in your budget.

**Note you will only do this when completing the budget for the first time. You will not have to do this step again for the same individual unless they lose their Waiver slot, terminate, and then reapply. For subsequent years when the budget rolls over, you will not need to complete this step.**
* BDMEN* WAIVER SYSTEM 
WVR010BDMEN BUDGET MENU "H" FOR HELP __

<table>
<thead>
<tr>
<th>* SCREEN ID *</th>
<th>* DESCRIPTION *</th>
<th>* REQUIRED *</th>
</tr>
</thead>
<tbody>
<tr>
<td>BDUPD</td>
<td>UPDATE BUDGETS</td>
<td>F/C; KEY1</td>
</tr>
<tr>
<td>BDAPR</td>
<td>APPROVAL OF BUDGETS</td>
<td>NONE</td>
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<tr>
<td>BDINQ</td>
<td>DISPLAY BUDGETS</td>
<td>KEY1</td>
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<tr>
<td>BDINA</td>
<td>INACTIVATE CURRENT BUDGET</td>
<td>KEY1</td>
</tr>
<tr>
<td>BDREA</td>
<td>REACTIVATE MOST RECENT BUDGET</td>
<td>KEY1</td>
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<tr>
<td>BDCOM</td>
<td>COMMENTS ON INDIV'S BUDGETS</td>
<td>KEY1</td>
</tr>
<tr>
<td>SSUPD</td>
<td>UPDATE SCHEDULED SERVICES</td>
<td>KEY1</td>
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<td>ENMEN</td>
<td>ENROLLMENT MENU</td>
<td></td>
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<tr>
<td>DSMEN</td>
<td>DELIVERED SERVICES MENU</td>
<td>KEY</td>
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<td>TAMEN</td>
<td>TABLE UPDATE MENU</td>
<td>F/C - A(ADD),C(CHANGE),D(DELETE)</td>
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<td>TABLE INQUIRY MENU</td>
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<td>PRINT MENU</td>
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<td>MMENU</td>
<td>WVR MAIN MENU</td>
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<tr>
<td>STS</td>
<td>SIGN ON TO SERVICE TRACKING SYSTEM</td>
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<tr>
<td>BYE</td>
<td>SIGN OFF COMPLETELY</td>
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NEXT SCREEN _____ F/C _ KEY1 000000000 
XMIT _
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<td>JOE SMITH</td>
</tr>
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<td>M</td>
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<td>4936.00</td>
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<tr>
<td>BUDGET BEGIN DATE:</td>
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<td>BUDGET END DATE:</td>
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<td>PROVIDER:</td>
<td>251</td>
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</table>

**Budget Data**

- BUDGET BEGIN DATE: 07012000 (MMDDYY)
- BUDGET END DATE: 06302001
- APPROVAL LEVEL: 
- PRIOR MEDICAID ADMISSION: NO
- PROVIDER: 251

**Enter “C” to cancel**

**Next Screen BDMEN F/C** __ KEY1 000000000

**XMIT__**
Budget Completion

Prior to completing a budget, you must first ensure that all services are included on the STS. If day, residential, or job coach services are not already on the STS you cannot add them to the WTS. In addition, the funding for day services must be updated prior to adding it to the budget. To make this change proceed to the services menu on the STS (SVMEN). Select CHGAT and enter SSN in Key 1 position. The day service that the individual is receiving will be displayed along with the activity type (prevocational or day) and how it is currently being funded. Enter the effective date (which is the enrollment date/budget begin date) and change the funding to Waiver (“W”). If the individual’s activity has changed, you may also change it on this screen. However, please note that an individual that is receiving prevocational habilitation requires documentation from South Carolina Vocational Rehabilitation stating they do not qualify for their services.

Once these changes have been made, you can proceed with the budget completion.

- Proceed to the budget menu (BDMEN) on WTS.
- Select SSUPD, enter “C” in the F/C field, and enter SSN in Key 1 position.
- Select a contract period/budget by typing an “X”, tab to Xmit field, and xmit. Typically there will only be the current budget listed. (However, at the end of the contract period when you are closing out the old year and you have access to the new contract period, you will have a choice of two budgets).
- To add a service to the budget, tab to the Xmit field on the SELECT SCHEDULED SERVICES screen and press xmit.

Proceed to key in the information regarding each individual service on the UPDATE SCHEDULED SERVICES screen.

**Note: It is essential at this point to use the tab key to guide you through each section as opposed to using your mouse.**

- **Program Number:** This is the number that uniquely identifies each program. The program number is a combination of the type of service, service code, provider number and program sequence number. The service must be on the STS before trying to add it to the budget.
  - When you are adding a support service (i.e. PCA, assistive technology, psychological services) you only need to key in an “S” for support along with the program number (i.e. assistive technology is S21) from the MR/RD Waiver Rate Table.
  - When keying in a residential service code or a day program service you will need to include the entire number (i.e. CTH II R0525104).
• **Service Name**: This field should be left blank.

• **The Begin Date and End Date**: this is the contract period which will typically be, 07012000-06302001, unless you are keying in a new budget in that case it will be the enrollment date that you used initializing the budget. The end date will always be June 30.

• **Actual End Date**: This field should be left blank.

• **Estimated time period**: place a “Y” for year. You can use the other choices, but it makes it very difficult when you are trying to complete budget revisions throughout the year.

• **Estimated units**: This is the number of units that you anticipate the individual will use during the contract period. If you are keying in residential or day services and you are starting in the middle of a contract period, you are going to need to calculate the units starting from the budget begin date to June 30 for the year. If you are adding for a complete budget year, you will use 365 units for residential habilitation and 260 units for day habitation/prevocational habilitation. In order to determine the units equivalence, refer to your Waiver Rate Table where you will find all support services (i.e. psychological services one unit = 30 minutes; PT one unit = 15 minutes; PCA one unit = one hour).

  **Please note**: when adding residential habilitation, you need to take into account an individual that often goes home for the weekend. If you know for certain that an individual goes home every other weekend, you need to account for this in your budget and not include the standard 365 units. This also applies to day services, if you know that the individual routinely attends only 3 days per week.

• The exception to this rule is when you are keying in assistive technology, environmental modifications, private vehicle modifications, dental services, vision services, and audiology services. When keying in these particular services you will need to put 1 unit in the **Estimated Units** field and then key in the total cost in the **Estimated Total Cost** field. If you are asking for numerous items under assistive technology you would include the grand total. You would not add each specific item.

• **Estimated Total units**: This field cannot be entered on this screen. This is the expected total number of units of service to be provided to the individual throughout the budget period. The total is automatically calculated based on what has been entered for the estimated time period and estimated units when the service is approved.
• **Estimated Total Cost**: This is the expected total cost of the service for the entire budget year. This amount will be calculated using the rate from the rate table. This field cannot be entered on this screen unless you are adding assistive technology, environmental modifications, van modifications, dental services, vision services, and audiology services (as previously noted).

• **Override rate**: This field cannot be completed by a normal user.

• **Direct billed “D” or Board provided “M”**: Direct billed means that the service is to be billed directly to Medicaid (SCDHHS) who will then pay the provider. Board billed means that the DSN Board will be billed for the service. You will determine this by referring to the Waiver Rate Table and following the guidelines at the bottom of the table or refer to Board Billed versus Direct Billed Services for MR/RD Waiver table.

• **Service Description**: Typically you will need to type more than once sentence regarding the service you are requesting. In these circumstances you would need to place the following statement in the field: “See BDCOM for comments”. The BDCOM option is an area that you can use to add comments when you need to justify a service. The only time you would probably not need to use BDCOM would be when adding a simple service that requires little justification such as day, residential, or job coach services.

• **Do you wish to update services again?**: After the screen is completed you can choose to add another service by entering a "Y" which will return you to the SELECT SCHEDULED SERVICE Screen or "N" which will return you to the Budget menu. Tab through the Cancel field, and xmit.

• If you chose to add additional services the system will return you back to the SELECT SCHEDULED SERVICES screen and you would proceed as previously stated.

Once you have completed your initial budget, you will need to proceed to the PRINT MENU and print the WVR450 report. Refer to instructions for printing waiver budgets and revisions for all details.
<table>
<thead>
<tr>
<th>WVR010</th>
<th>BDINT</th>
<th>WAIVER BUDGET</th>
<th>SELECT BUDGET</th>
<th>HELP</th>
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</thead>
<tbody>
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INDIVIDUAL'S ID: 000000000  
NAME: JOE SMITH  

<table>
<thead>
<tr>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>PROVIDER NAME</th>
<th>PROVIDER NUMBER</th>
<th>SELECT (“X”)</th>
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<td>07012000</td>
<td>06302001</td>
<td>NO NAME PROVIDER</td>
<td>###</td>
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</table>

ENTER “C” TO CANCEL  

XMIT  

END OF DATA
**WAIVER SYSTEM**

WVR010SSINT SELECT SCHEDULED SERVICES HELP __

INDIVIDUAL’S ID 00000000 JOE SMITH

BUDGET BEGIN DATE 07/01/2000 BUDGET END DATE 06/30/2001

APPROVED BUDGET 43036.50 ESTIMATED BUDGET 43036.50

TYPE WAIVER M APPROVAL TYPE MR/RD

<table>
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<tr>
<th>BILL</th>
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<table>
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<tr>
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<th>DESCRIPTION</th>
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<th>END DATE</th>
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<th>F/C</th>
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<tr>
<td>A0525101</td>
<td>NO NAME PROVIDER</td>
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<td>R0525139</td>
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<tr>
<td>S2300000</td>
<td>PHARMACEUTICALS</td>
<td>07/01/2000</td>
<td>06/30/2001</td>
<td>D</td>
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</tbody>
</table>

* TO ADD A RECORD DO NOT ENTER A F/C FOR ANY RECORD ELSE ENTER C(CHANGE), D(DELETE), N(INACTIVATE)

ENTER “C” TO CANCEL __

END OF DATA XMIT __
WAIVER SYSTEM

WVR010SSUPD UPDATE SCHEDULED SERVICES HELP ___

INDIVIDUAL’S ID 00000000 JOE SMITH

BUDGET BEGIN DATE 07/01/2000 BUDGET END DATE 06/30/2001

APPROVED BUDGET 43036.50 ESTIMATED BUDGET 43036.50

TYPE WAIVER M APPROVAL TYPE MR/RD

PROGRAM # ______________ SERVICE NAME ________________________________

BEGIN DATE ______ END DATE ______ ACTUAL END DT ______

ESTIMATED TIME PERIOD ___ (D,W,M,Y) CURRENT TIME PERIOD ___

ESTIMATED UNITS _____ CURRENT UNITS _____

ESTIMATED TOTAL UNITS _____ CURRENT TOTAL UNITS _____

ESTIMATED TOTAL COST ________ CURRENT TOTAL COST ________

OVERRIDE RATE N _ DIRECT BILLED “D” OR BOARD PROVIDED “M”

SERVICE DESCRIPTION

__________________________________________________________

DO YO WISH TO UPDATE SERVICES AGAIN? _ ENTER “C” TO CANCEL _

XMIT _
WAIVER SYSTEM
WVR010SSUPD UPDATE SCHEDULED SERVICES HELP ___
INDIVIDUAL’S ID 000000000 JOE SMITH
BUDGET BEGIN DATE 07/01/2000 BUDGET END DATE 06/30/2001
APPROVED BUDGET 43036.50 ESTIMATED BUDGET 43036.50
TYPE WAIVER M APPROVAL TYPE MR/RD
PROGRAM # A0525101 SERVICE NAME ________________________________

BEGIN DATE 07/02/2000 END DATE 06/30/2001 ACTUAL END DT ______

ESTIMATED TIME PERIOD Y (D,W,M,Y) CURRENT TIME PERIOD Y
ESTIMATED UNITS 260 CURRENT UNITS 260
ESTIMATED TOTAL UNITS 260 CURRENT TOTAL UNITS 260
ESTIMATED TOTAL COST 4732.00 CURRENT TOTAL COST 4732.00

OVERRIDE RATE N M DIRECT BILLED “D” OR BOARD PROVIDED “M”

SERVICE DESCRIPTION
ROLLOVER FROM FISCAL YEAR 1999

DO YOU WISH TO UPDATE SERVICES AGAIN? _ ENTER “C” TO CANCEL _
XMIT _
Adding Comments

To add comments
- Return to the budget menu (BDMEN)
- Key in BDCOM, place a “C” in the F/C field, and SSN in the key 1 position.
- Select a contract period/budget by typing an “X”, tab to Xmit field, and xmit. Typically there will only be the current budget listed. (However, at the end of the contract period when you are closing out the old year and you have access to the new contract period, you will have a choice of two budgets). You will be presented with the COMMENT SELECTION screen.
- To enter comments, tab to xmit field, xmit, and proceed with typing in your comments to justify the services that you have requested.
- If you need more than one page for the comments, type “Y” beside Continue Same Comments?, tab to the Xmit field and xmit.
- When you are finished with the comments, type “N” beside Continue Same Comments?, tab to the Xmit field, and xmit.

To change a comment
- Type “X” beside the comment to be revised on the COMMENT SELECTION screen, tab to the Xmit field and press xmit.
- On the COMMENTS screen, make the needed updates
- Type “Y” or “N” to continue the same comment and xmit.

**Note: You can only update comments that you have made.**

To read a comment written by someone else
- Type “X” beside the comment you wish to view on the COMMENT SELECTION screen, tab to Xmit field and press xmit.
- The selected comment will be displayed.
- After viewing the comment, tab to the Xmit field and press xmit to return to the BDMEN menu.
<table>
<thead>
<tr>
<th>TRANS DATE</th>
<th>HH</th>
<th>MM</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td>Select &quot;X&quot;</td>
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<table>
<thead>
<tr>
<th>COMMENT 1ST 50 CHARACTERS</th>
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</thead>
<tbody>
<tr>
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</table>

COMMENT 1ST 50 CHARACTERS
---
---
---
---
---
---

CANCEL  __

END OF DATA
**WAIVER TRACKING SYSTEM**

**WVR010BDCOI**

**COMMENT SELECTION**

**HELP**

**ID:** 000000000  
**NAME:** JOE SMITH

PLACE AN “X” BESIDE THE DESIRED RECORD TO UPDATE/INQUIRE OR XMIT TO ADD A NEW RECORD

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<tr>
<th>SELECT</th>
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**COMMENT 1ST 50 CHARACTERS**

JOE NEEDS $160.35 OF AT FOR REPAIRS TO HIS RIFTO

**COMMENT 1ST 50 CHARACTERS**

**COMMENT 1ST 50 CHARACTERS**

**COMMENT 1ST 50 CHARACTERS**

**COMMENT 1ST 50 CHARACTERS**

**COMMENT 1ST 50 CHARACTERS**

**CANCEL**

**XMIT**

END OF DATA
COMMENT:  PAGE 1
JOE NEEDS $160.35 OF AT FOR REPAIRS TO HIS RIFTON CHAIR. THE CHAIR IS NEEDED FOR THERAPEUTIC POSITIONING. THE REPAIRS WILL INCLUDE REPLACING THE ARM REST AND ADDING A WRIST STRAP TO SECURE CHIRS’ HANDS.

CONTINUE SAME COMMENTS?  N  (Y/N)

CANCEL __

XMIT __
Printing Budgets and Revisions on the Waiver System

• From the Main Menu or Budget Menu (BDMEN) select PRINT, tab to xmit, and xmit.

• Select RPTGP, tab to xmit, and xmit.

• Type “X” beside WAIVER BATCH REPORTS, tab to xmit, and xmit.

• Type “X” beside the specific report that you wish to print, tab to the Xmit field and xmit.

• For the current, approved budget print WVR310.

• For an initial budget or budget revision print WVR450.

These two commands will take you to a screen where you will provide information regarding the individual.

See attached pages for examples.
TRANSACTION DESCRIPTION
RPTGP ................. LISTS THE DIFFERENT GROUPS OF WVR REPORTS

MMENU ................. MAIN MENU
STS ................. SIGN ON TO STS
MARC ................. SIGN OFF TO MARC SCREEN
BYE ................. SIGN OFF COMPLETELY

NOTE: YOU MAY ALSO REQUEST ANY OTHER MENU WITHIN THE WVR SYSTEM.

* Development Version *
<table>
<thead>
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<th>GROUP</th>
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</tr>
<tr>
<td>02</td>
<td>FISCAL ONLY REPORTS</td>
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</tr>
<tr>
<td>03</td>
<td>PROVIDER SPECIFIC REPORTS</td>
<td>_</td>
</tr>
<tr>
<td>04</td>
<td>FUNDING BAND AND HOM BOARD DATA</td>
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<td>05</td>
<td>SURB GROUP</td>
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ENTER “C” TO CANCEL _

END OF DATA
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<tbody>
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<td>TOTALS BY PROVIDER AND PROGRAM</td>
<td>(X)</td>
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<tr>
<td>WVR310</td>
<td>COST SCHEDULE OF WAIVER SERVICES BY INDIVIDUAL</td>
<td>_</td>
</tr>
<tr>
<td>WVR370</td>
<td>PROVIDER SUMMARY REPORT</td>
<td>_</td>
</tr>
<tr>
<td>WVR390</td>
<td>REGIONAL / STATEWIDE SUMMARY</td>
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<td>WVR400</td>
<td>CONSISTENCY REPORT</td>
<td>_</td>
</tr>
<tr>
<td>WVR450</td>
<td>REPORT OF PROPOSED BUDGETS AWAITING APPROVAL</td>
<td>_</td>
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</table>

 ENTER “C” TO CANCEL _

XMIT _

END OF DATA
FUNCTION   WVR310   COST SCHEDULE OF WAIVER SERVICES BY INDIVIDUAL
PRINTER NUMBER…………………………….  u893  CENTRAL OFFICE - COLUMBIA
USE PITCH SET UP FOR REPORT?  y  (Y,N)
ENTER ALL OF THE FOLLOWING PARAMETERS:
01  ENTER TYPE WAIVER:  (M - MR/RD, H - HASC)  …………………  m__________
02  ENTER FISCAL YEAR:  (YYYY)  ………………………………………  2002_______
03  ENTER 1 OF THE FOLLOWING - INDIVIDUAL’S ID:  ………………  000000000___
04  PROVIDER # OR “ALL”:…………  ___________  -SUMMARY ONLY? (Y):  ___________
05  REGION:  (2, 3, 4, OR 6): ..…………  ___________
   _______________________________________
   _______________________________________

This report allows the user to enter two lines of
Comments if needed:
                                                                                                           
________________________________________________________________________
                                                                                                           
________________________________________________________________________

RETURN TO THIS SCREEN  _ (Y,N)  ENTER “C” TO CANCEL  _  
PRINT  WVR  01  XMIT  _
FUNCTION WVR450 REPORT OF PROPOSED BUDGETS AWAITING APPROVAL

PRINTER NUMBER…………………………….  u893 CENTRAL OFFICE - COLUMBIA

USE PITCH SET UP FOR REPORT? y (Y,N)

ENTER ALL OF THE FOLLOWING PARAMETERS:

01 ENTER APPROVAL LEVEL: (1-4) ............................... 1

02 ENTER 1 OF THE FOLLOWING - INDIVIDUAL’S ID: ............... 000000000

03 PROVIDER # OR “ALL” ..................

04 REGION: (2, 3, 4, OR 6): ...........

RETURN TO THIS SCREEN _ (Y,N) ENTER “C” TO CANCEL _

PRINT WVR 01 XMIT _
Budget Approvals

When you complete an Initial Waiver budget or Waiver budget revision you must submit the **WVR450 Report** to your Supervisor for approval. Given certain parameters set-up within the system, some requests can be approved at the local provider level. Other requests will forward to CO for approval. Given the circumstance, your supervisor will return your request with a statement regarding approval. If your request went to CO, it is your responsibility to inquire regularly if your request has been approved. You will also want to check the **Comments** section frequently. There are certain circumstances when CO personnel might wish for additional information before approving your request. They will not E-mail you or call you; they will use the system to type in comments for your review. If there comments are ignored for several days, they will typically deny the request and you will have to start the process over again.

Verification of budget approval can be accomplished with the following steps.

- Go the budget menu (BDMEN)
- Select **BDINQ**, place a “C” in the F/C field, and include the SSN in Key 1 position.
- On the **BUDGET RECORDS** screen select the budget which you want to inquire with an “X”, tab and xmit.
- As was represented on **WVR450 Report** you will see **approved budget** and **estimated budget**. If these numbers match then you can typically assume that your request has been approved; however, when doing a budget revision to change an already existing service the units could match, but your service **may** actually be denied. It is every important that you refer to your **WVR450 report** to verify the specific number of units or funding approved is the same that you requested (For example, the budget already reflected 24 units of daily respite. You added 12 more units to total 36 units. You check the BDINQ screen and see 24 units as the estimated amount and the approved amount. Given this information you would determine that you request had been denied.)
Completing a Budget Revision

Prior to completing a budget revision to an existing budget, you must first ensure that all services are included on the STS. If day, residential, or job coach services are not already on the STS you cannot add them to the WTS. In addition, the funding for day services must be updated prior to adding it to the budget. To make this change proceed to the services menu on the STS (SVMEN). Select CHGAT and enter SSN in Key 1 position. The day service that the individual is receiving will be displayed along with the activity type (prevocational or day) and how it is currently being funded. Enter the effective date (which is the enrollment date/budget begin date) and change the funding to Waiver (“W”). If the individual’s activity has changed, you may also change it on this screen. However, please note that an individual that is receiving prevocational habilitation requires documentation from South Carolina Vocational Rehabilitation stating they do not qualify for their services.

• Proceed to the budget menu (BDMEN) on WTS.

• Select SSUPD, enter “C” in the F/C field, and enter SSN in Key 1 position.

• Select a contract period/budget by typing an “X”, tab to Xmit field, and xmit. Typically there will only be the current budget listed. (However, at the end of the contract period when you are closing out the old year and you have access to the new contract period you will have a choice of two budgets).

• To add a new service that does not currently exist to the budget, tab to the Xmit field on the SELECT SCHEDULED SERVICES screen and press xmit. You will proceed in the same manner as when you completed a new budget.

• To make a change to a service already included on the budget, place a “C” by the service you wish to change, tab to xmit, and xmit.

• Tab to the ESTIMATED UNITS and enter the change.
  • If you are adding additional services you will add the number of additional units to what is already approved and include the total (i.e. 20 units of psychological services approved; 15 more needed; the amount keyed in would be 35 units). If you are deleting units, you will reduce the current approved amount to the desired amount. When adjusting Assistive technology, environmental modifications, van modifications, audiology, vision services, and dental services, you will tab to the ESTIMATED TOTAL COST and make adjustments in the same manner.

If you are deleting all units of a particular service on the budget you follow these steps:

• Proceed to the budget menu (BDMEN) on WTS.
• Select SSUPD, enter “C” in the F/C field, and enter SSN in Key 1 position.

• Select a contract period/budget by typing an “X”, tab to Xmit field, and xmit. Typically there will only be the current budget listed. (However, at the end of the contract period when you are closing out the old year and you have access to the new contract period you will have a choice of two budgets).

• To delete an entire service place a “D” beside the service in the F/C field, tab, and xmit on the SELECT SCHEDULED SERVICES screen. The system will automatically place your cursor at the Do you wish to update services again? Field. Place a “N” here, and proceed to the Cancel Screen field, where you will place a “D”, tab to xmit, and xmit. This process will delete the entire service from the budget.

As when you completed a new budget, you will need to print the WVR450 report and submit to your supervisor for approval. Once you have received approval of the service you will need to print the WVR310 and attach to your budget revision in your file in the designated area according to the Waiver Index.

If you only deleted a service, you do not need to submit the request to your Supervisor. You will only need to print a copy of the new, approved budget (WVR310) and file in the appropriate area of your file.

**Note: When doing a revision, you do not make any changes to any other areas of the UPDATE SCHEDULED SERVICES screen other than the above stated areas.**
Board Billed versus Direct Billed Services for the MR/RD Waiver

**Services that are always Direct-Billed (to Medicaid):**
- Adult Vision Services
- Nursing Services (RN/LPN)
- Adult Dental Services
- Specialized Medical Equipment, Supplies, and Assistive Technology
- Prescribed Drugs
- Audiology Services

**Services that are always Board Billed (to local DSN Board):**
- Respite
- Environmental Modifications
- Residential habilitation
- Day Habilitation
- Prevocational Services
- Supported Employment Services
- Adult Companion Services
- Board Provided Personal Care Services

**If an individual receives Day Habilitation or Residential Habilitation, the following services are Board Billed (to local DSN Board):**
- Physical Therapy Evaluation and Services
- Occupational Therapy Evaluation and Services
- Speech Therapy Evaluation and Services
- Psychological Evaluation and Services
- Behavior Support Services

**If an individual does not receive Day habilitation or Residential Habilitation, the following services are Direct Billed (to Medicaid):**
- Physical Therapy Evaluation and Services
- Occupational Therapy Evaluation and Services
- Speech Therapy Evaluation and Services
- Psychological Evaluation and Services

**Personal Care Services:**
- If a personal receives Residential Habilitation services funded through the MR/RD Waiver, Personal Care Services are Board Billed
- If an individual does not receive Residential Habilitation services through the MR/RD Waiver, Personal Care Services are Direct Billed.
**Private Vehicle Modifications:**

- Private Vehicle Modifications can be Direct Billed if the individual chooses a provider that is enrolled with SCDHHS. If the provider is not enrolled, then the service is board billed.

**Adult Day Health Care Services:**

- Adult Day Health Service is **always Direct Billed unless** the individual receives Residential Habilitation funded through the MR/RD Waiver. If so, then the service is board billed.
**To Inactivate a Budget**

If for some reason an individual loses their Waiver slot, the budget must be inactivated and the individual must be disenrolled from the Waiver.

All services should be reconciled to reflect the actual usage through the SSUPD screen before inactivating the budget. The STS should also be updated to reflect transfers and/or discharges. Once you have completed these steps, please follow these procedures:

- Proceed to the budget menu (BDMEN).
- Select BDINA, key “C” in F/C position, and SSN in key 1 position and xmit.
- Select the budget, which you need to access by placing a “X” in the appropriate field, tab to the xmit field and press xmit.
- Key in the actual end date, which will be the date of disenrollment or the date the individual moved to a new county.

If the individual is moving to another provider, you must also contact the Cost Analysis Division at Central Office to request a provider transfer.

For individuals who will no longer be receiving the Waiver, complete the Waiver Disenrollment Form after the budget has been inactivated. Copies of the form should be sent to the Regional Field Office. The Waiver Enrollments Coordinator will terminate the Waiver enrollment. If the individual is also being closed on the STS, **the waiver enrollment must be terminated before the closure can be completed.**