

MRC below 3% quick sheet

1. Enter in actual hours on the actual page. When done with the month, mark the month complete. *If you are doing past months already done, click on the alert button*

Site Name: **Test 2 MRC 3 percent** Effective Date: 5/1/2022 End Date: 12/31/9999

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Projected Costs Actuals Past 60 Days Costs

[Add Actual Span](#) [Non-Billable Days](#)

Provider:
OHIO VALLEY RESIDENTIAL SERVICES, INC. 3100110

Start Date	End Date	Total Actual Hours	Total Comp Hours	Total Cost(+Comp)	Comp Cost	BillFile	Month Complete
05/01/2022	05/31/2022	0.00	0.00	\$0.00	\$0.00	MBS	☐
Add Actual Span Start: 05/01/2022 End: 05/31/2022 Total Hours: 50 Routine HPC CompetencyHours Save Note: Competency Add-On hours only pertains to routine HPC hours. On Site/on call HPC(sleep) staff hours are not eligible for the add-on..							
				\$0.00	\$0.00	MBS	☐
				\$0.00	\$0.00	MBS	☐
				\$0.00	\$0.00	MBS	☐
				\$0.00	\$0.00	MBS	☐
				\$0.00	\$0.00	MBS	☐
				\$0.00	\$0.00	MBS	☐
				\$0.00	\$0.00	MBS	☐
				\$0.00	\$0.00	MBS	☐
				\$0.00	\$0.00	MBS	☐

2. If you choose to do the below 3%, on the alert click on "click here". This will take you to the below 3% tab

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Projected Costs Actuals Past 60 Days Costs

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Provider:
OHIO VALLEY RESIDENTIAL SERVICES, INC. 3100110

Start Date	End Date	Total Actual Hours	Total Comp Hours	Total Cost(+Comp)	Comp Cost	BillFile	Month Complete
05/01/2022	05/31/2022	50.00	0.00	\$1,452.00	\$0.00	MBS	☒
06/01/2022	06/30/2022			\$0.00	\$0.00	MBS	☐
07/01/2022	07/31/2022			\$0.00	\$0.00	MBS	☐
08/01/2022	08/31/2022			\$0.00	\$0.00	MBS	☐
09/01/2022	09/30/2022			\$0.00	\$0.00	MBS	☐
10/01/2022	10/31/2022			\$0.00	\$0.00	MBS	☐
11/01/2022	11/30/2022			\$0.00	\$0.00	MBS	☐
12/01/2022	12/31/2022			\$0.00	\$0.00	MBS	☐
01/01/2023	01/31/2023			\$0.00	\$0.00	MBS	☐
02/01/2023	02/28/2023			\$0.00	\$0.00	MBS	☐
03/01/2023	03/31/2023			\$0.00	\$0.00	MBS	☐
04/01/2023	04/06/2023			\$0.00	\$0.00	MBS	☐
04/07/2023	04/30/2023			\$0.00	\$0.00	MBS	☐
05/01/2023	05/31/2023			\$0.00	\$0.00	MBS	☐

Alert

Month Utilization: Out of Range

Projected Hours: 132.00

Hours Range: 128.04-135.96

Actual Hours: 50.00

Utilization (outside +/-3%): -60.9%

The actual hours are below the projected service hours by -82 hours.

The total number of hours delivered are more than 3% below the total hours projected for the site, you may contact the County board for an adjustment to the CPT site.

If below 3% you can enter in more Accurate Actuals Hours to Ratio

Click Here

3. Competency hours will carry over from the actuals page. You can edit them if hours were missed

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Projected Costs | Actuals | Past 60 Days Costs | Below 3%

Provider:
OHIO VALLEY RESIDENTIAL SERVICES, INC. 3100110

Detail	Start Date	End Date	Total Staff Actual Hours	Total Competency Hours	Total Cost(Plus Comp)	Total Cost	BillFile	Complete
	05/01/2022	05/31/2022		5.00 Edit				☐

Select Individual:

Select Ratio:

Select Service:

Enter Actual Ratio Hours:

4. From here you will begin to enter hours, per ratio, per individual.
 - a. Select individual
 - b. Select ratio
 - c. Select service
 - d. Enter in hours
 - e. Click save

Site Name: **Test 2 MRC 3 percent** Effective Date: 5/1/2022 End Date: 12/31/9999

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Projected Costs | Actuals | Past 60 Days Costs | Below 3%

Provider:
OHIO VALLEY RESIDENTIAL SERVICES, INC. 3100110

Detail	Start Date	End Date	Total Staff Actual Hours	Total Competency Hours	Total Cost(Plus Comp)	Total Cost	BillFile	Complete
	05/01/2022	05/31/2022		5.00 Edit				☐

Select Individual:

Select Ratio:

Select Service:

Enter Actual Ratio Hours:

5. As you click save, the rows will be populated at the bottom and you can edit/remove, if needed.

Site Name: **Test 2 MRC 3 percent** Effective Date: 5/1/2022 End Date: 12/31/9999

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Projected Costs Actuals Past 60 Days Costs Below 3%

Provider:
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Detail	Start Date	End Date	Total Staff Actual Hours	Total Competancy Hours	Total Cost(Plus Comp)	Total Cost	BillFile	Complete
	05/01/2022	05/31/2022		5.00				☐

Select Individual:

Select Ratio:

Select Service:

Enter Actual Ratio Hours:

Individual	Ratio	Service Type	Actual		
Test Shrimp	1:3	HPC	50.00	Edit	Remove
Test Starfish	1:3	HPC	50.00	Edit	Remove
Test Shark	1:3	HPC	50.00	Edit	Remove

6. Continue step 4 and 5 until all ratios and hours are entered
7. Once done click "calculate DBU"
 - a. Staff hours cannot exceed actual hours that were entered on the actuals page

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Projected Costs Actuals Past 60 Days Costs Below 3%

Messages: Close
 Total actual hours cannot exceed the original actual hours.

Provider:
OHIO VALLEY RESIDENTIAL SERVICES, INC. 3100110

Detail	Start Date	End Date	Total Staff Actual Hours	Total Competency Hours	Total Cost(Plus Comp)	Total Cost	BillFile	Complete
	05/01/2022	05/31/2022		5.00	Edit			☐

Select Individual:
 Select Ratio:
 Select Service:
 Enter Actual Ratio Hours:

Individual	Ratio	Service Type	Actual		
Test Shrimp	1:3	HPC	50.00	Edit	Remove
Test Starfish	1:3	HPC	50.00	Edit	Remove
Test Shark	1:3	HPC	50.00	Edit	Remove

Staff Total Hours : 50.00

Individual	Actual Staff Hours	DBU	DBU Plus Comp	Total Amount
Test Shrimp	16.67	\$15.61	\$15.70	\$484.00
Test Starfish	16.67	\$15.61	\$15.70	\$484.00
Test Shark	16.67	\$15.61	\$15.70	\$484.00

8. If everything looks good, click complete

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Provider:
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Detail	Start Date	End Date	Total Staff Actual Hours	Total Competency Hours	Total Cost(Plus Comp)	Total Cost	BillFile	Complete
	05/01/2022	05/31/2022		5.00				☐

Select Individual:

Select Ratio:

Select Service:

Enter Actual Ratio Hours:

Individual	Ratio	Service Type	Actual		
Test Shrimp	1:3	HPC	40.00	Edit	Remove
Test Starfish	1:3	HPC	40.00	Edit	Remove
Test Shark	1:3	HPC	40.00	Edit	Remove

Staff Total Hours : 40.00

Individual	Actual Staff Hours	DBU	DBU Plus Comp	Total Amount
Test Shrimp	13.33	\$12.49	\$12.57	\$387.20
Test Starfish	13.33	\$12.49	\$12.57	\$387.20
Test Shark	13.33	\$12.49	\$12.57	\$387.20

9. The rows will then be populated in the above section to be stored

Site Name: **Test 2 MRC 3 percent** Effective Date: 5/1/2022 End Date: 12/31/9999

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Detail	Start Date	End Date	Total Staff Actual Hours	Total Competancy Hours	Total Cost(Plus Comp)	Total Cost	BillFile	Complete
-	05/01/2022	05/31/2022	39.99	5.00	\$1,169.37	\$1,161.60	MBS	☒

Name	Start Date	End Date	Individual Cost Percent	DBU	DBU Plus Comp	Total Cost
Test Shrimp	05/01/2022	05/31/2022	33.33	\$12.49	\$12.57	\$387.20
Test Starfish	05/01/2022	05/31/2022	33.33	\$12.49	\$12.57	\$387.20
Test Shark	05/01/2022	05/31/2022	33.33	\$12.49	\$12.57	\$387.20

Name	Ratio	Service Type	Actual Hours		
Test Shrimp	1:3	HPC	40.00	Edit	Remove
Test Starfish	1:3	HPC	40.00	Edit	Remove
Test Shark	1:3	HPC	40.00	Edit	Remove

Start Date	End Date	Total Competancy Hours	Below Percent Complete
05/01/2022	05/31/2022	5.00 Edit	☐

Select Individual: Select Individual ▼

Select Ratio: Select Ratio ▼

Select Service: Select Service ▼

Enter Actual Ratio Hours:

Save Cancel

10. The month complete will be checked and the MBS bill file will be created

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Detail	Start Date	End Date	Total Staff Actual Hours	Total Competancy Hours	Total Cost(Plus Comp)	Total Cost	BillFile	Complete
-	05/01/2022	05/31/2022	39.99	5.00	\$1,169.37	\$1,161.60	MBS	☒

Name	Start Date	End Date	Individual Cost Percent	DBU	DBU Plus Comp	Total Cost
Test Shrimp	05/01/2022	05/31/2022	33.33	\$12.49	\$12.57	\$387.20
Test Starfish	05/01/2022	05/31/2022	33.33	\$12.49	\$12.57	\$387.20
Test Shark	05/01/2022	05/31/2022	33.33	\$12.49	\$12.57	\$387.20

Name	Ratio	Service Type	Actual Hours		
Test Shrimp	1:3	HPC	40.00	Edit	Remove
Test Starfish	1:3	HPC	40.00	Edit	Remove
Test Shark	1:3	HPC	40.00	Edit	Remove

11. You must upload the new MBS file to eMBS for the adjustments to be made to previous billing

12. Continue steps 1-10 for all months that were below 3% that you are choosing to adjust