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*

Projected Cost	s	Actuals	Past 60 Days Costs				
	<u>.</u>		1 40.00 20,0 0000	Add Actual Span	Non-Billa	ble Days	5
ovider:						2	-
HIO VALLEY	RESIDENTI	AL SERVICES,	INC. 3100110				
Start Date	End Date	Total Actual H	ours Total Comp Ho	ours Total Cost(+Comp)	Comp Cost	BillFile	Month Complete
+ 05/01/2022	05/31/2022	0.00	0.00	50.00	\$0.00	MBS	D
Add Actual	Snan				\$0.00	MBS	
Children Children Children					\$0.00	MBS	
Start:		End: Tot	al Hours: Routine H	PC CompetencyHom 5	S0.00	MBS	
05/01/2022	05/31/	/2022 50		S	sve S0.00	MBS	n
Note: Com	petency Add-	On hours only per staff hours are	rtains to routine HPC ho not eligible for the add-	urs. On Site/on call Hrc(sice -on	S0.00	MBS	
					S0.00	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

Site r lanage:	Site Home	Edit Site	Manage Versions	Manage Notes A	dd Non-Wa	br 1/2022	Add DBU Ex	tte: 1	213 11999:
Projec	cted Costs	Ac	tuals Past 6	0 Days Costs					
Provide	C.	NOCATA	SEDURCES INC.	<u>A</u>	dd Actual	<u>Span</u>	<u>Non-Billa</u>	<u>ple Days</u>	
	Start Date	End Date	Total Actual Hours	Total Comp Hours	Total Co	st(+Comp)	Comp Cost	BillFile	Month Complet
Alert +	05/01/2022	05/31/2022	50.00	0.00	\$1,4	52.00	\$0.00	MBS	12
	05/01/2022	06/30/202		- 6.1 - 5850		.00	\$0.00	MBS	
+	07/01/2022	07/31/202	Month Utilization: O	ut of Range	*	.00	\$0.00	MBS	Ē
+	08/01/2022	08/31/202	Projected Hours: 132.4	00	-	.00	\$0.00	MBS	
+	09/01/2022	09/30/202	nours kange, 120.04	133.90		.00	\$0.00	MBS	ā
+	10/01/2022	10/31/202	Actual Hours: 50.00 Utilization (outside +/-	-3%): -60.9%		.00	\$0.00	MBS	ň
+	11/01/2022	11/30/202	The actual hours are b	elow the projected serv	vice	.00	\$0.00	MBS	ā
+	12/01/2022	12/31/202	hours by -82 hours.			.00	\$0.00	MBS	Ö
+	01/01/2023	01/31/202	The total number of ho	ours delivered are more		.00	\$0.00	MBS	
+	02/01/2023	02/28/202	site, you may contact	ai nours projected for t the County board for a	ne n	.00	\$0.00	MBS	D
+	03/01/2023	03/31/202	adjustment to the CPT	site.		.00	\$0.00	MBS	
+	04/01/2023	04/06/202	If below 3% you can e Actuals Hours to Ratio	nter in more Accurate		.00	S0.00	MBS	
+	04/07/2023	04/30/202		Pla Harra		.00	\$0.00	MBS	ō
4	05/01/2023	05/31/2023	0.00	ILK HERE	14	00	S0.00	MBS	Ē

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

Projected Costs	Actuals	Past 6	60 Days Costs	Be	low 3%]	
Provider:							
OHIO VALLEY RESIL	DENTIAL SERVICI	ES, INC.	3100110				
Detail Start Date End	Date Total Staff Act	ual Hours	Total Competancy	Hours	Total Cost(Plus Comp)	Total Cost BillFile Comp
Start Date	End Date		Total Compe	ntancy	Hours		Below Percent Complete
05/01/2022	05/31/2022		5.00	Edi	1		
Select Individual:		Sel	ect Individual 🗸				
Select Ratio:		Sel	ect Ratio 🗸				
Select Service: Select		lect Service			~		
Enter Actual Datio	lours	1		1			

- 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

Projected Costs	Actuals	Past 6	0 Days Costs	Be	elow 3%				
Provider:									
OHIO VALLEY RESID	ENTIAL SERVIC	ES, INC.	3100110						
Detail Start Date End D	ate Total Staff Act	tual Hours	Total Competancy	Hours	Total Cost(P	lus Comp)	Total Cost	BillFile	Complete
Start Date	End Date		Total Compe	ntancy	Hours		Belov Co	w Perce	nt
05/01/2022	05/31/2022		5.00	Ed	<u>it</u>				
Select Individual:		Tes	t Shrimp 🗸						
Select Ratio:		1:3	~						
Select Service:		Hor	nemaker/Personal	Care	Routine	~			

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
Manage: <u>Site Home</u> <u>I</u>	Edit Site Manage Versio	ns Manage Notes Add	d Non-Waiver Spans	Add DBU Exemption
Projected Costs	Actuals Pa	ast 60 Days Costs	Below 3%	
Provider:		2400440		
Detail Start Date End D	ate Total Staff Actual Hou	rs Total Competancy Hours	Total Cost(Plus Comp	p) Total Cost BillFile Complete
Start Date	End Date	Total Compentanc	y Hours	Below Percent Complete
05/01/2022	05/31/2022	5.00 <u>E</u>	<u>idit</u>	
Select Individual:		Select Individual 🐱		
Select Ratio:	Ī	Select Ratio 🗸		
Select Service:		Select Service	~	
Enter Actual Ratio H	ours:			
Save				
Individual	Ratio	Service Type	Actual	
Test Shrimp Test Starfish	1:3 1:3 1:3	HPC HPC HPC	50.00 50.00 50.00	Edit Remove 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

Site Name: Test 2	MRC 3 percent	Effective	Date: 5/1/2022 End	d Date: 12/31/9999
anage: <u>Site Home</u> <u>Ec</u>	dit Site Manage Versions	Manage Notes Add	Non-Waiver Spans Add DB	U Exemption
Projected Costs	Actuals Past 6	60 Days Costs E	elow 3%	
				Class
messages:				Close
Total actual hours canno	ot exceed the original actua	I hours.		
Provider:				
OHIO VALLEY RESIDE	NTIAL SERVICES, INC.	3100110		
Detail Start Date End Da	te Total Staff Actual Hours	Total Competancy Hours	Total Cost(Plus Comp) Tota	I Cost BillFile Complet
Start Date	End Date	Total Compentancy	y Hours	Below Percent
05/01/2022	05/31/2022	5.00 <u>E</u>	dit	
Select Individual:	Sel	ect Individual 🗸		
	(<u> </u>			
Select Ratio:	Sel	ect Ratio 🗸		
Select Service:	Sel	ect Service	~	
Enter Actual Ratio Ho	urs:			
Save Cancel				
Individual	Ratio	Service Type	Actual	1500.00
Test Shrimp	1:3	HPC	50.00	Edit Remove
Test Startish	1:3	HPC	50.00	Edit Remove
TESL OHAIN	1.3	nre l	50.00	
		Calculate DBU Stat	ff Total Hours : 50.00	
Individual	Actual Staff Hor	urs 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

Projected Costs	Actuals Past 60	Days Costs	Below 3%		
HIO VALLEY RESIDEN	TIAL SERVICES, INC.	3100110			
etail Start Date End Date	Total Staff Actual Hours	Total Competancy Hour	s Total Cost(Plus Comp)	Total Cost BillFile	e Complet
Start Date	End Date	Total Compentan	cy Hours	Below Perc Complete	ent e
05/01/2022	05/31/2022	5.00	Edit		
ielect Individual:	Selec	t Individual 🗸			
elect Ratio:	Selec	t Ratio 🗸			
ielect Service:	Selec	t Service	~		
nter Actual Ratio Hour	rs:	10. 			
Save					
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
		Calculate DBU St	aff Total Hours : 40.00		
Individual	Actual Staff Hour	s DBU	DBU Plus Com	p Total A	mount
Test Shrimp	13.33	\$12.49	\$12.57	\$387	7.20
Test Starfish	13.33	\$12.49	\$12.57	\$387	7.20
Test Shark	13.33	\$12.49	\$12.57	\$387	7.20

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

Proi	ected Costs	Actua	ls	Past 60	Davs Costs		Below	3%				
Deserte		2.57055			20,0000	_						
OHIO	VALLEY RESI	DENTIAL S	ERV	/ICES, INC.	3100110							
Detail	Start Date	End Date	To	otal Staff Actual Hours	Total Com	petanc	y Hours To	otal Cost(Pl	us Comp)	Total Cost	BillFile	Comple
	05/01/2022 0	5/31/2022		39.99		5.00		\$1,169	9.37	\$1,1 61.60	MBS	2
	Name	Start Da	te	End Date	Individual	Cost	Percent	DBU	DBU PI	us Comp	Total C	ost
	Test Shrimp	05/01/20	22	05/31/2022	3	3.33		\$12.49	\$12	2.57	\$387.2	20
	Test Starfish	05/01/20	22	05/31/2022	3	3.33		\$12.49	\$1	2.57	\$387.2	20
	Test Shark	05/01/20	22	05/31/2022	3	3.33		\$12.49	\$1.	2.57	\$387.2	20
	Name	R	atio	Service	Туре	Α	ctual Hou	IFS			i	
	Test Shrin	np	1:3	HP	С		40.00		E	dit	Remo	ve
	Test Starf	ish	1:3	HP	С		40.00		E	<u>dit</u>	Remo	ve
	Test Sha	rk	1:3	HP	С		40.00		E	dit	Remo	ve
5	Start Date	End D)ate		Total Co	mpen	tancy Hou	urs		Below	/ Percen	t
(05/01/2022	05/31/2	2022		5.0	0	Edit		14			
Selec	t Individual:			Sele	ct Individual	~						
Selec	t Ratio:			Sele	ct Ratio	~						
Selec	t Service:			Selec	ct Service				~			
						_						

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

Site	Name: Test	2 MRC 3 pe	rcent	Managa Not	Effective Da	nte: 5/1/	2022	End Date	: 12/	31/9999
Proj	jected Costs	Actuals	Past 6) Days Costs	Belo	ow 3%				
Provid	ler:									
OHIO	VALLEY RESI	DENTIAL SEI	RVICES, INC.	3100110					Y	V
Detail	etail Start Date End Date		Hours	Total Comp	etancy Hours	Total Cost(P	Total Cost(Plus Comp)		BillFile	Complet
-	05/01/2022 05/31/2022		39.99	5	5.00		\$1,169.37 \$1		MBS	12
	Name	Start Date	End Date	Individual Cost Percent		DBU	DBU PI	us Comp	Total C	Cost
	Test Shrimp	05/01/2022	05/31/2022	33.33		\$12.49 \$12.57		2.57	\$387.20	
	Test Starfish	05/01/2022	05/31/2022	33.33		\$12.49	\$1	2.57	\$387.	20
	Test Shark 05/01/2022		05/31/2022	33.33		\$12.49 \$1		2.57	\$387.	20
	Name	Rati	o Servic	е Туре	Actual H	ours				
	Test Shrin	mp 1:3	HF	°C	40.00)	E	dit	Remo	ove
	Test Starf	fish 1:3	I HF	C	40.00)	E	dit	Remo	ove
	Test Sha	irk 1:3	HF	°C	40.00)	E	dit	Remo	ove

- 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