Balancing Incentive Program

Web-Based Reporting System User Training for State Users

August 2016

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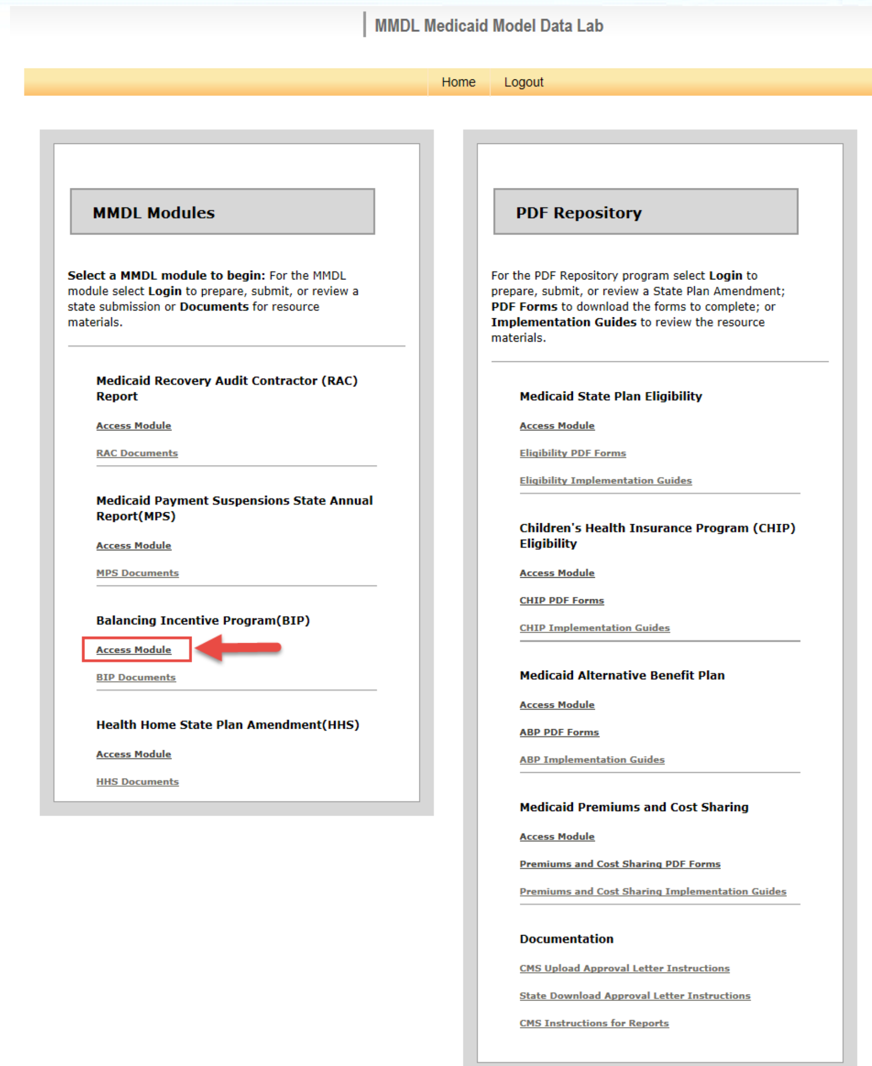
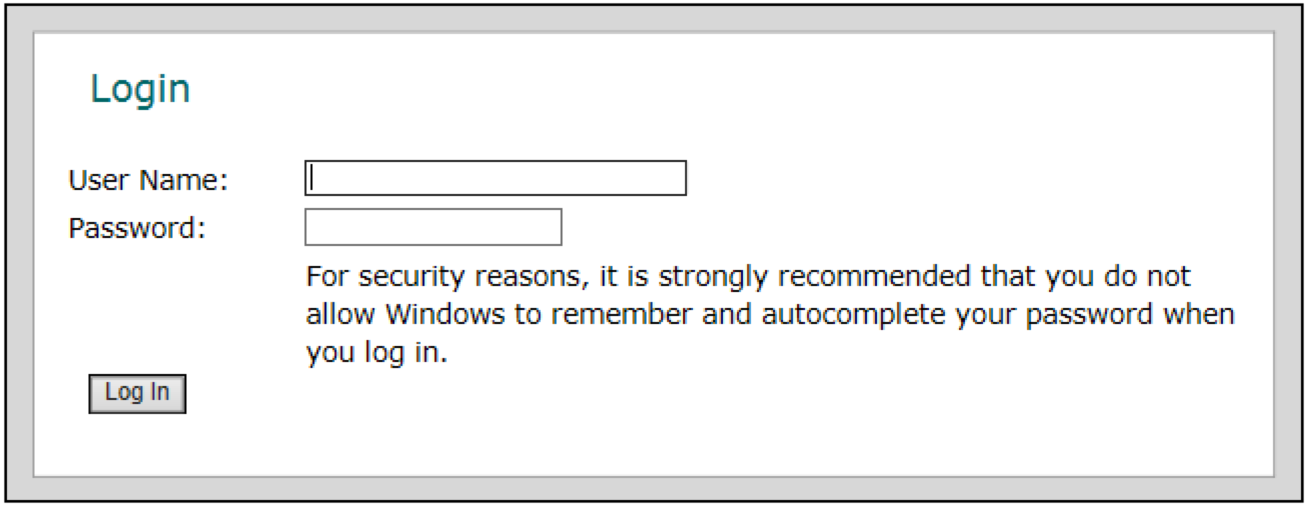
Web-Based Report Home Page

- The home page is https://wms-mmdl.cdsvdc.com/MMDL/faces/portal.jsp.
- Select **Access Module** under **Balancing Incentive Program (BIP)**.



Login Page

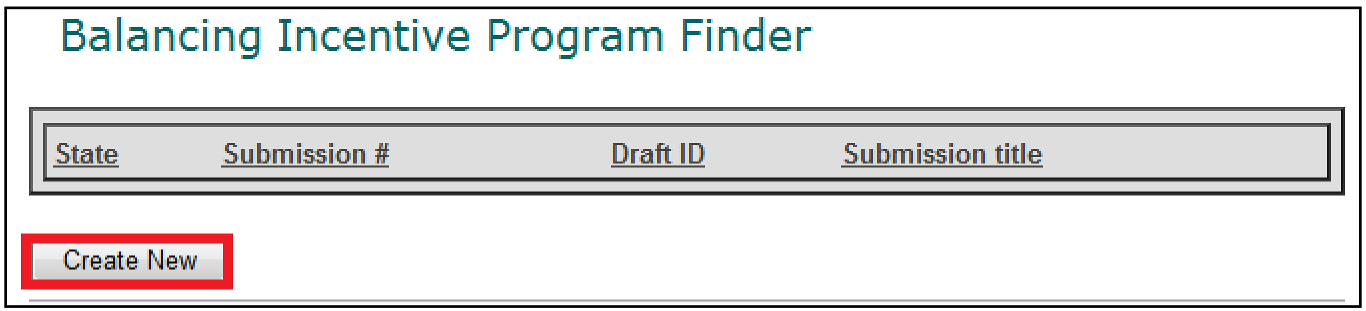


- Enter your **User Name** and **Password**.
- Select **Log In**.

Create a New Report

Create New Report

- Note: This feature can only be used for the state's first report. If you are creating a subsequent report please refer to page 8.



- After logging in, the Balancing Incentive Program Finder page will appear.
- To create a new report select **Create New**. This will start a blank version of the report.
- Creating a new report will take you to the first data entry page of the report (Report Date).

Balancing Incentive Program Finder – View After a Report is Created

Balancing Incentive Program Finder

State	Submission #	Draft ID	Submission title	
ZZ	ZZ.0132	ZZ.003	GU BIP	Detail Expenditures Summary Report

- After the original report is created, the Balancing Incentive Program Finder shows one submission for the state.
- All reports are considered part of a single submission for purposes of the system.
- To view specific reports on the Balancing Incentive Program Detail Finder, click **Detail**.
- To view the expenditures summary report, select **Expenditures Summary Report**.

Create New Quarter Report – Use for the Second Report and Subsequent Reports

Balancing Incentive Program Detail Finder

Base Number: GU0132

Title: GU BIP

Base Draft ID: GU.03

Submission Detail:

Period End Date	Submission #	Draft ID	Submission title	Status
09/30/12	GU.0132.R00.00	GU.03.00.00	GU BIP	APPROVED

Create New Quarter Report

- This function is only available after the original report has been submitted and approved.
- From the Detail Finder, select **<u>Create New Quarter Report</u>** to create a new quarterly report.
  - <u>Note</u>: "Create New" button doesn't appear if there is an open DRAFT report. You cannot create another DRAFT until you submit or withdraw the existing DRAFT.
  - Refer to slide 6 if this is the state's first report.
- This function will copy fields from the most recently approved report to reduce duplicate data entry.

Access Existing Reports

Balancing Incentive Program Finder

Balancing Incentive Program Finder

State	Submission #	Draft ID	Submission title		
ZZ	ZZ.0132	ZZ.003	GU BIP	Detail	Expenditures Summary Report

- To access an existing report, select **Detail**, this will bring you to the Balancing Incentive Program Detail Finder Page.
- If the Submission # column is blank, it means the state has not submitted a report.

Balancing Incentive Program Detail Finder

Balancing Incentive Program Detail Finder

Base Number: ZZ0132

Title: GU BIP

Base Draft ID: ZZ.00

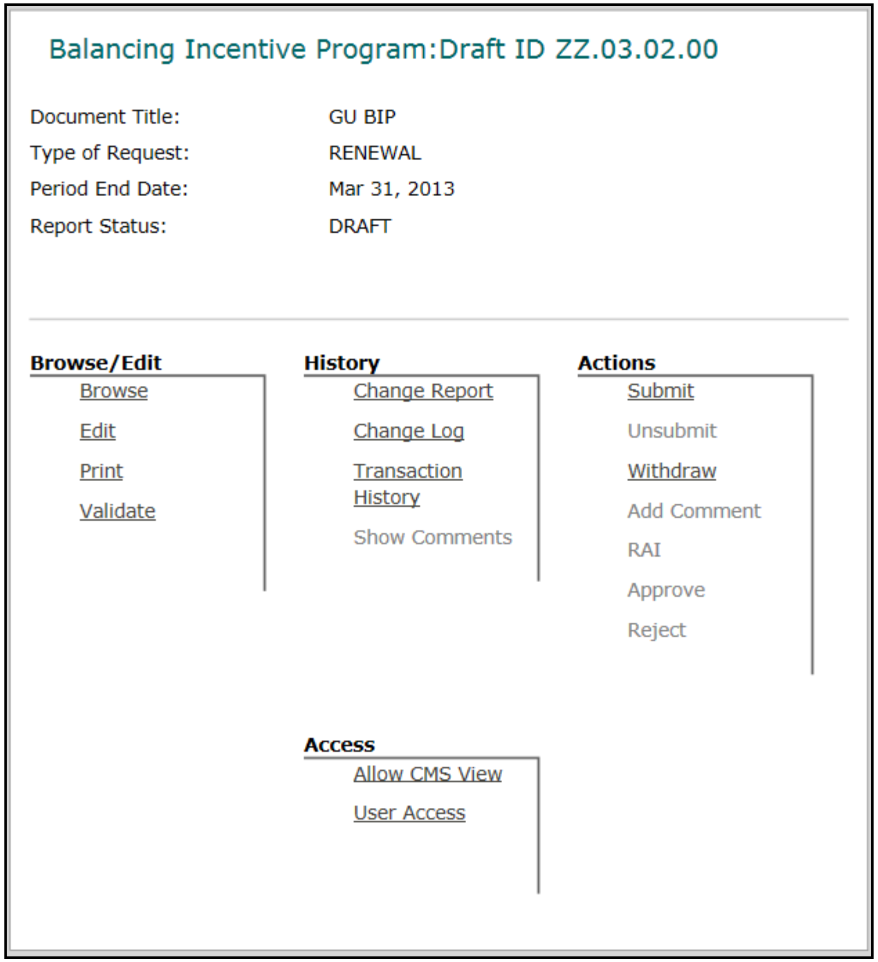
Submission Detail:

Period End Date	Submission #	Draft ID	Submission title	Status
09/30/13		ZZ.003.02.00	GU BIP	DRAFT
12/31/12	ZZ.0132.R02.00	ZZ.003.01.00	GU BIP	APPROVED
09/30/12	ZZ.0132.R00.00	ZZ.003.00.00	GU BIP	APPROVED

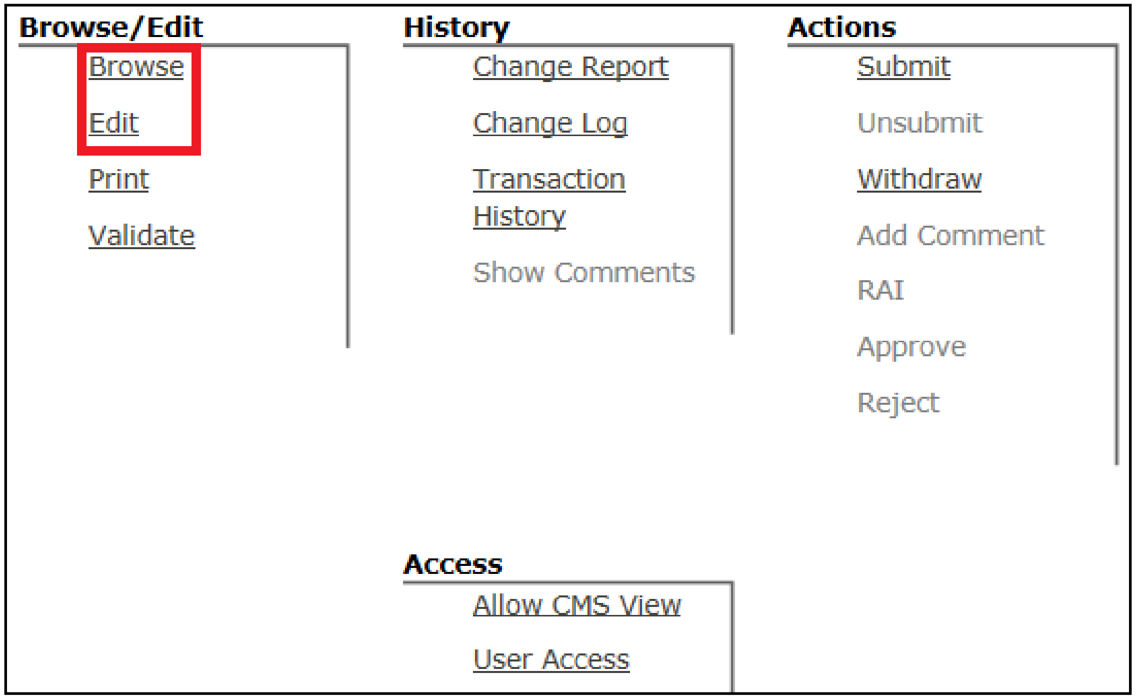
- Select the **Submission #** or **Draft ID** of the report you want to access. This will transfer you to the Control Panel of the report.
- It displays all reports regardless of their status – draft, submitted and approved. Note: CMS will not be able to see drafts unless the state activates ‘Allow CMS View’ on the Control Panel.

Control Panel

- Functions in darker text and underlined are available to the user.
- Functions grayed out are not available to the user.
- Any state staff role has the authority to **Submit**.

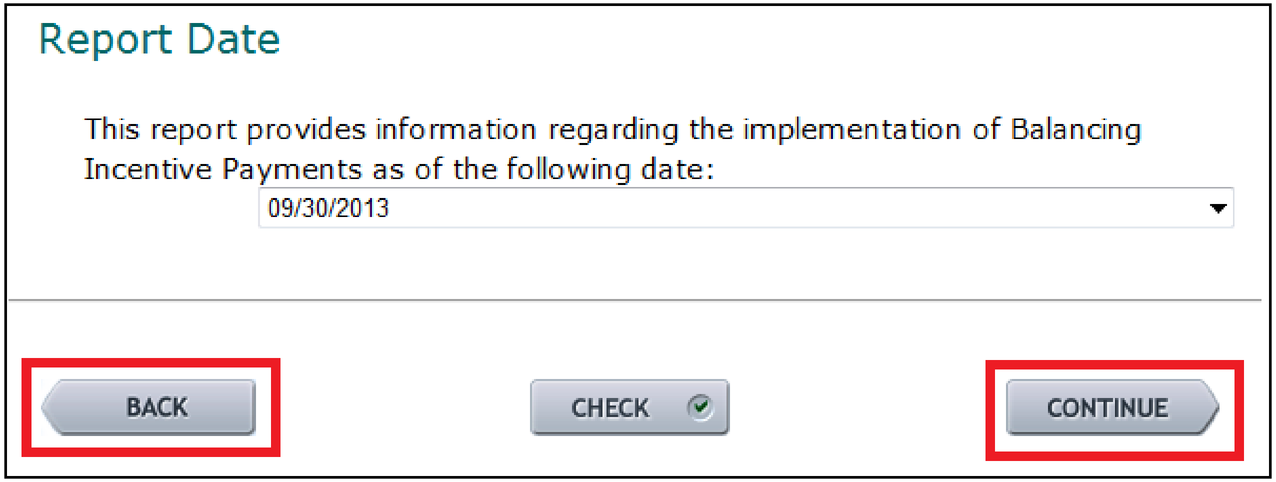


Control Panel (cont.)



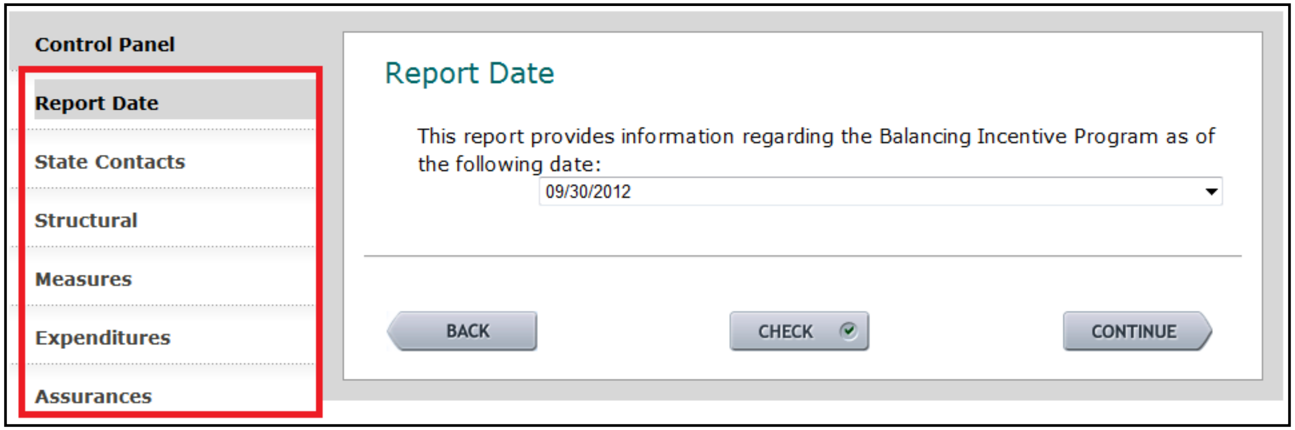
- Select **Browse** or **Edit** to view the report. This will bring you to the Report Date page of the application
- To access the report in Read Only mode select **Browse**.
- To edit the report select **Edit.**

Navigation Functions



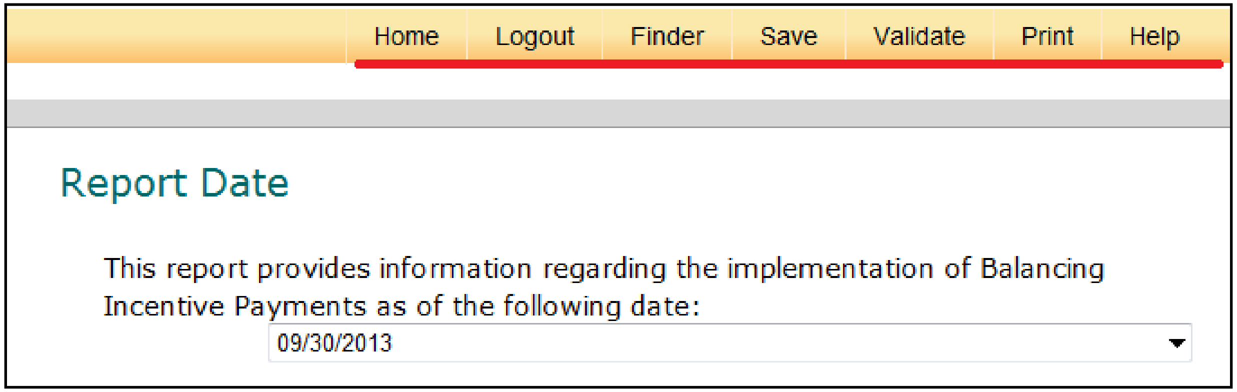
- **Back** or **Continue** - Select **←Back** or **Continue →** on the bottom right and left corners of the page to change pages.

Navigation Functions (cont.)



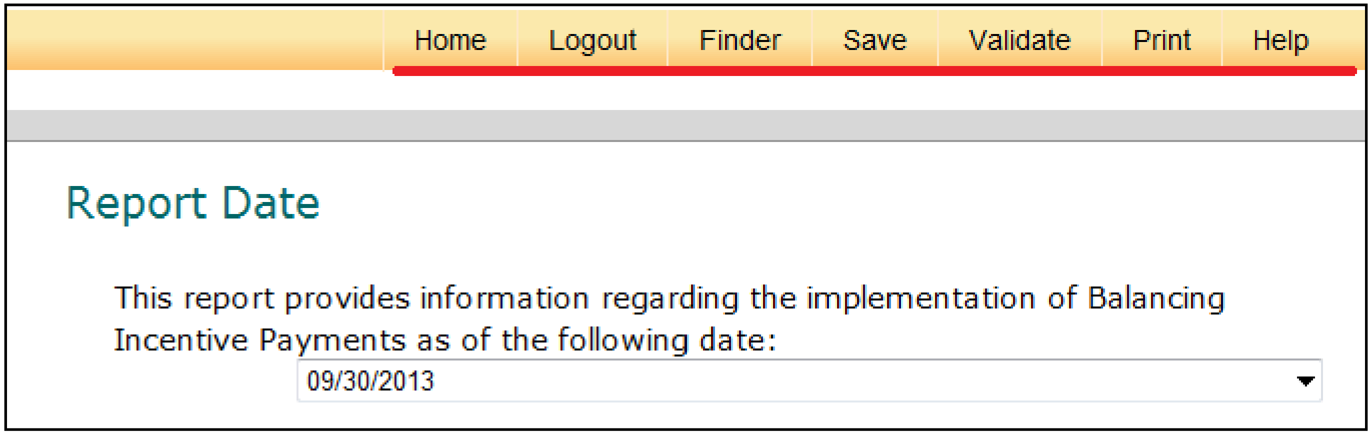
- To navigate to any section use the navigation menu on the left side.
- Select the section and it will take you directly to its first page.
- If a section has multiple components within a section, such as Structural, the left navigation will display these components when the section is selected.

Navigation Functions (cont.)



- **Home** – Returns you to the Home Page, where Balancing Incentive Program and other options are displayed.
- **Logout** – Saves your report and exits you from the system.
- **Finder** – Returns you to the Balancing Incentive Program Finder Page.
- **Save** – Saves the page you are currently completing. The system automatically saves data when you move from page to page. <u>It is essential to save often to prevent the system from timing out. Once the system has timed out, all unsaved data will be lost.</u>

Navigation Functions (cont.)



- **Validate** – Takes you to the Validate Report Page. This feature checks the entire report to verify that the required fields have been completed.

- **Print** – Takes you to the Printing Selection Page. This allows you to print the entire report.

Input Controls

Input Controls

- Radio buttons: Radio buttons are used when only one option should be selected in a group.

  (●) This task was completed.

  ( ) This task is not yet complete.

- Checkboxes: Checkboxes are used when all appropriate options can be selected in a group.

  - [ ] Elderly individuals (age 65 or older)
  - [x] People with developmental disabilities
  - [x] People with a serious mental illness or severe emotional disturbance
  - [ ] People with physical disabilities

Input Controls (cont.)

- Textboxes: Textboxes allow users to describe or explain information. Every textbox has a character limit.

Describe the measure:(Please note any variance from a similar measure submitted with the Work Plan)

Character Count:0 out of 2000

- Activation of questions: If certain questions are selected, then other questions become active and responses are required. For example, selecting 'Other' activates a textbox that requires a response.

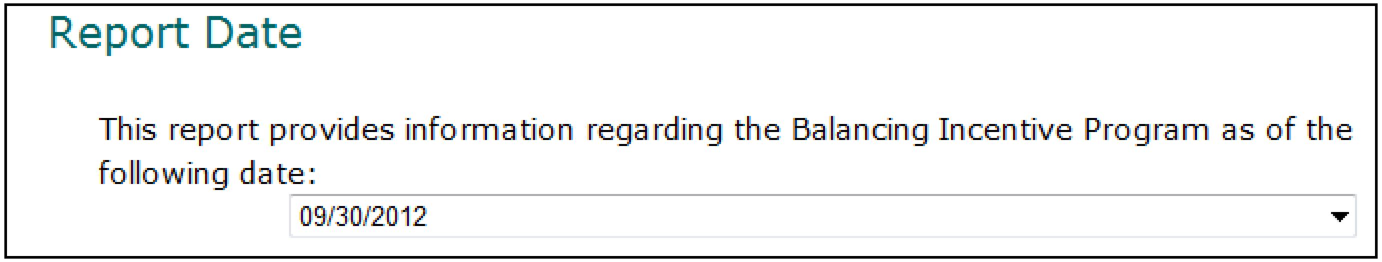
☑ Other

Please specify:

Character Count:0 out of 2000

Report Content

Report Date



- To add the date select the drop-down list and choose the correct date.

State Contacts

- The State Contacts page requires input of contacts for State Medicaid Director, BIP Project Director, Lead Staff for No Wrong Door/Single Entry Point System, Lead Staff for Core Standardized Assessment, Lead Staff for Conflict-Free Case Management, and Report Preparer.

Contacts

Please enter contact information for key individuals responsible for the State's Balancing Incentive Program.

State Medicaid Director

Name:

Title:

Organization:

Address 1:

Address 2:

City:

State:

Zip:

Phone:

Fax:

Email:

Structural Changes

- For every task in Structural Changes, there are radio buttons to indicate whether the task is complete.
- If "The task is not yet complete" is selected, then a percentage field and three textboxes become active and their completion is required.

○ This task was completed.

◉ This task is not yet complete.

Estimated percentage complete: ______ %

Describe progress for this task during the reporting period:

Character Count:0 out of 2000

Describe experienced or anticipated challenges to completing this task:

Character Count:0 out of 2000

Describe the State's plan to address the challenges described above:

Character Count:0 out of 2000

Measures

- To add a measure select **<u>Add a Measure</u>**.
- Once you add a measure it will take you to the <u>Measure Detail</u> page, and entry on that page will populate the List of Measures.
- In the <u>Measure Detail</u> page you will be able to select the type of measure – Service, Quality or Outcome.

Data Collection - List of Measures

The Data Collection section documents the State's progress toward collecting the Service, Quality, and Outcome data the State agreed to collect as part of the State's Balancing Incentive Program application.

Service Measures:

Measure Name	Start of Measure Description	Implementation	Withdrawn

Quality Measures:

Measure Name	Start of Measure Description	Implementation	Withdrawn

Outcome Measures:

Measure Name	Start of Measure Description	Implementation	Withdrawn

<u>Add a Measure</u>

Measure Detail

☐ **The state implemented the measure, i.e., it has the ability to report data for the measure**

Estimated implementation percentage complete: %

Describe progress toward implementing this measure during the reporting period:

Character Count: 0 out of 500

Describe experienced or anticipated challenges to implementing this measure:

Character Count: 0 out of 500

Describe the State's plan to address the challenges described above:

Character Count: 0 out of 500

- Implementation: If the state has not implemented the measure then leave the checkbox blank.
- Non-implementation means the state does not have the infrastructure to report the measure. For example, a survey tool may be under development.
- The percentage complete and progress questions above appear only if the box is unchecked.
- If the implementation checkbox is selected then different questions appear. (See next slide)

Measure Detail (cont.)

- **Implementation**: If state has implemented the measure then the box must be checked.
- If the measure is complete, that does not mean a state has to report data for every quarter. Some measures may be less frequent.
- Above are some of the questions that appear if the implementation checkbox is selected.

☑ **The state implemented the measure, i.e., it has the ability to report data for the measure**

Describe how frequently the State calculates the measure for internal use and/or external reporting:

Character Count: 0 out of 500

☐ The State calculated the measure for internal use and/or external reporting during the reporting period.

Populations for which the measure was calculated (select all that apply):

☐ Elderly individuals (age 65 or older)

☐ People with developmental disabilities

☐ People with a serious mental illness or severe emotional disturbance

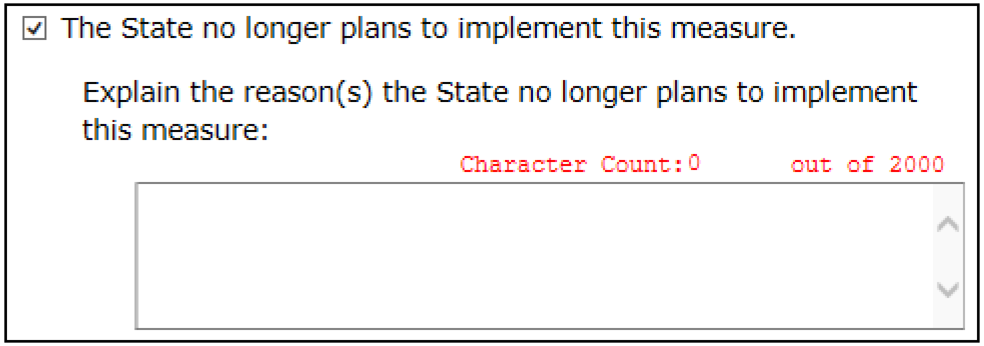
☐ People with physical disabilities

☐ Other

Please specify:

Describe the State's sampling approach:

Measures (cont.)



- If the measure is no longer implemented, it can be withdrawn.
- At the bottom of the page, select ‘The State no longer plans to implement this measure.’
- On the Measures page, under the Withdrawn column, it will say Yes.

Measures (cont.)

Service Measures:

Measure Name	Start of Measure Description	Implementation	Withdrawn	
Measure 1	Lorem ipsum	Complete	No	Edit

Quality Measures:

Measure Name	Start of Measure Description	Implementation	Withdrawn	
Measure 2	Lorem	Not Complete	No	Edit

Outcome Measures:

Measure Name	Start of Measure Description	Implementation	Withdrawn	
Measure 3	Lorem	Complete	No	Edit

- On the List of Measures page, the Implementation column indicates entry of the “The state implemented the measure...” checkbox on the Measure Detail.
- The “Type of measure” field on the Measure Detail determines whether the measure is displayed under Service, Quality, or Outcome Measures.
- If the state no longer implements the measure, it can be Withdrawn.

Expenditures – Current

Expenditures Reporting, Current Reporting Period

Describe the non-institutional Medicaid services and supports submitted in the State's application for purposes of determining eligibility for the Balancing Incentive Program and for determining the percentage of payments (i.e., 2% or 5%):

Character Count:0 out of 2000

Enter non-institutional Medicaid LTSS expenditures for services and supports described above. Please include total qualified HCBS expenditures, demonstration services, and supplemental services funded by the Money Follows the Person demonstration. If this is a State's first report, the reporting period for purposes of the following fields includes all completed quarters for which the State has received Balancing Incentive Program payments.

1915(c) waivers: $

- In the section, there are specific questions about how LTSS is defined for the Balancing Incentive Program.
- Enter MFP expenditures under "Other non-institutional LTSS" and explain that these are MFP expenditures.

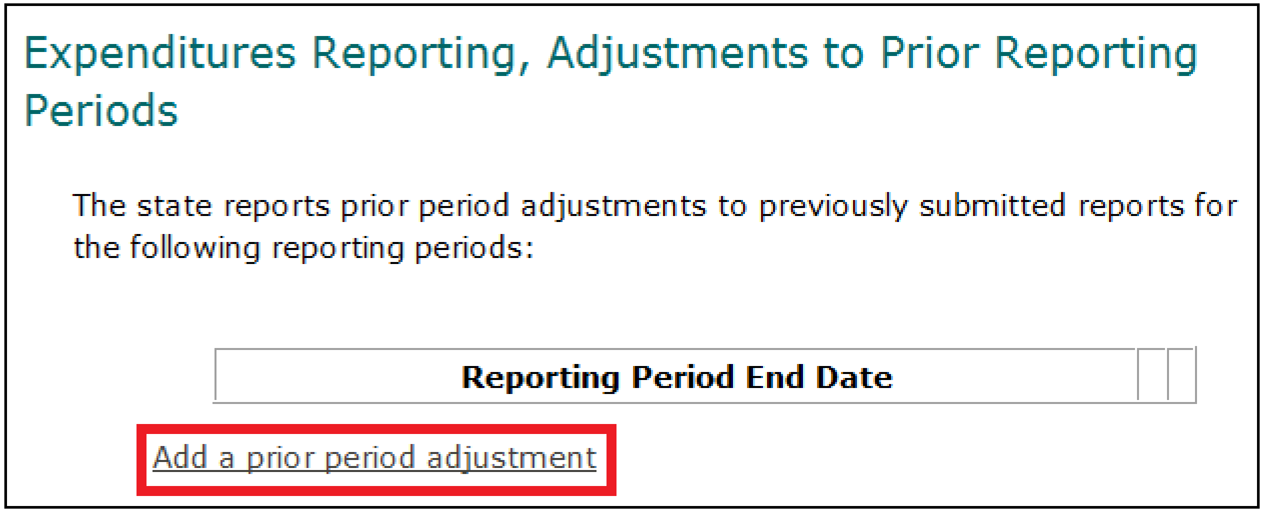
Calculating Totals and Percentage Expenditures for LTSS

Recalculate Totals and Percentages

Total LTSS:	**$0.00**
Percentage of LTSS for non-institutional services and supports:	**0%**
Change in percentage of LTSS for non-institutional services and supports from previous quarter (assuming no prior period adjustments):	**N/A (first report)**

- The system calculates the three fields shown above when **Recalculate Totals and Percentages** is selected or when the user moves to another page.
- If you make any changes, you can select Recalculate again to ensure the totals are correct.

Expenditures - Prior



- To add a prior reporting period select **Add a prior period adjustment**.
- A prior period adjustment is not necessary for every adjustment entered on the CMS 64 report – adjustments on the CMS 64 can be summarized here as long the adjustments all apply to the same quarter.

Expenditures – Prior (cont.)

The state reports prior period adjustments to previously submitted reports for the following reporting periods:

Reporting Period End Date		
09/30/2012	Edit	Remove

Add a prior period adjustment

- Once a prior period adjustment exists, to edit or delete the prior period adjustment, follow the instructions below:
- To edit an existing prior period adjustment, select **Edit**.
- To delete an existing prior period adjustment, select **Remove**.

Expenditures – Prior (cont.)

- After selecting ‘Remove’ the above page appears.
- To continue and delete the prior period adjustment, select **Delete**.
- To cancel and not delete the prior period adjustment, select **Cancel**.

Expenditures – Prior (cont.)

Expenditures Reporting, Adjustments to Prior Reporting Periods Detail

Return to prior period adjustments list

This prior period adjustment applies to expenditures during the reporting period ending on the following date:

06/30/2012

Enter ***prior period adjustments*** to previously reported non-institutional Medicaid LTSS expenditures for services and supports described above during the reporting period. Please include total qualified HCBS expenditures, demonstration services, and supplemental services funded by the Money Follows the Person demonstration.

Enter only the expenditures not previously reported; do not enter total expenditures.

1915(c) waivers:	**$**
Personal care services authorized under Section 1905(a)(24):	**$**
Home health care services authorized under Section 1905(a)(7):	**$**
Rehabilitative services authorized under Section 1905(a)(13):	**$**

- The prior expenditures reporting page displays the same expenditures data fields located in the current expenditures page.

Assurances

- States are required to report the amount of enhanced FMAP:
  1. Earned through the end of the quarter
  2. Spent during the quarter
  3. Spent through the end of the quarter
- States should also describe in detail the activities on which they spend their funds.

Assurances

Explain how the State used the additional Federal funds paid to the State under the Balancing Incentive Program during the reporting period for purposes of providing new or expanded offerings of non-institutionally-based LTSS, as required in Section 10202(c)(4) of the Affordable Care Act.

Character Count: 0 out of 2000

Assurances (cont.)

- If ‘The State attests ... the reporting period’ is selected, then no textbox appears and no description is necessary.

☑ The State attests it has not restricted eligibility standards, methodologies, or procedures for LTSS during the reporting period.

- If “The State attests it has not restricted...” is not selected, then the completion of textbox is required.

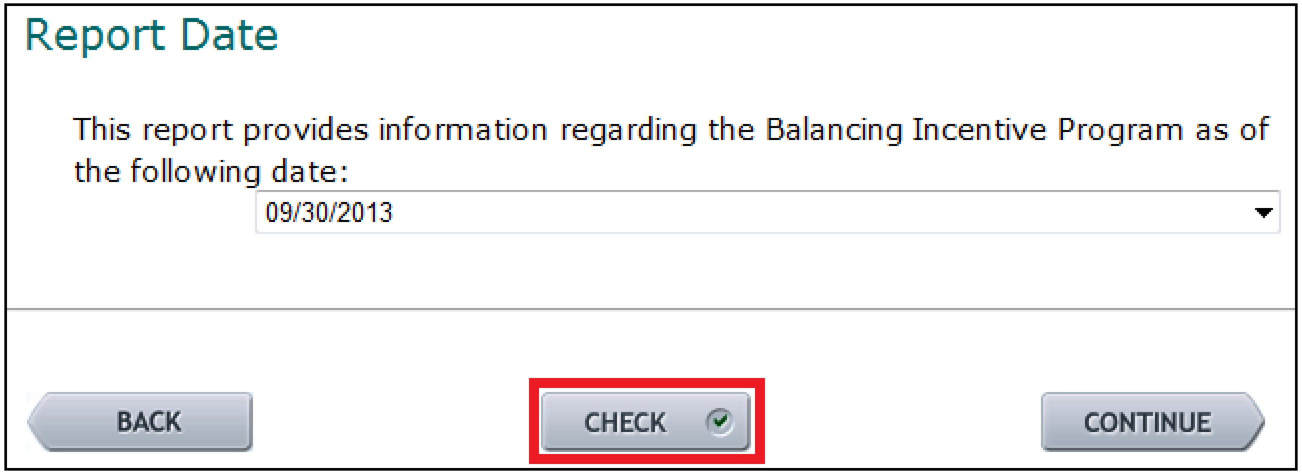
☐ The State attests it has not restricted eligibility standards, methodologies, or procedures for LTSS during the reporting period.

Explain the restriction to eligibility implemented during the reporting period and, if applicable, how the State remains in compliance with the Maintenance of Eligibility requirements in Section 10202(c)(3) of the Affordable Care Act.

Character Count: 0 out of 2000

Check and Validate

Check a Specific Page



- To verify the report before submission, use the Check and Validate features.
- To check only the page you are working on, select **Check** at the bottom of the page.
- This function identifies inappropriate entries to a field, such as entering text in a field that requires a date or too many characters in a textbox.

Common Error – Exceeding the Character Count

Describe progress for this task during the reporting period:

Number of characters entered 928 is greater than allowable maximum of 500.

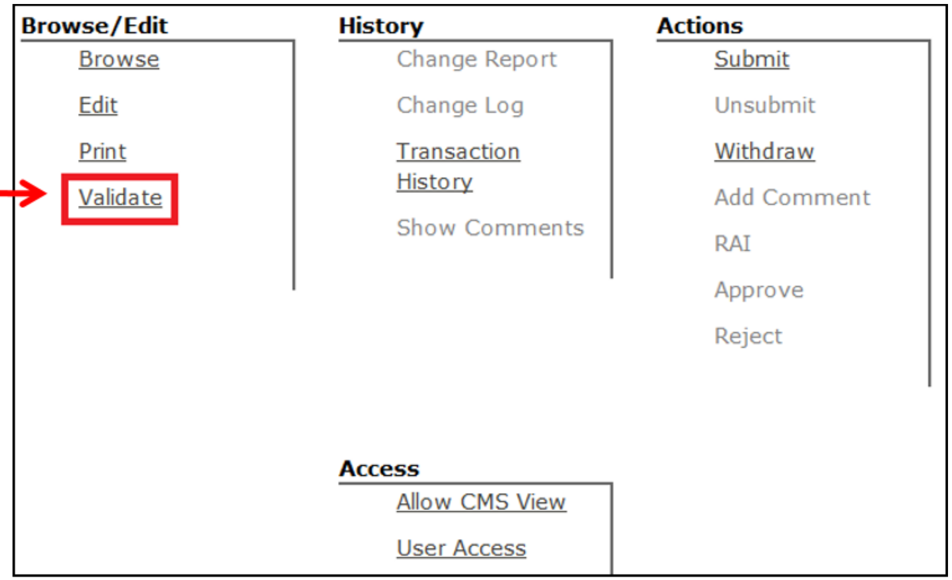
Character Count: 928 out of 500

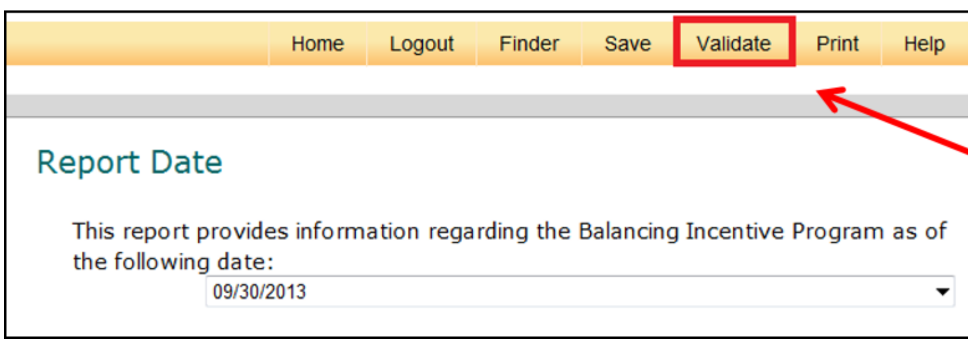
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse quis ipsum risus. Phasellus sed ligula mi, at tempus elit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Curabitur orci massa, ullamcorper ac

- An error message appears when the character count exceeds the character limit of 500.
- You cannot continue until the error is fixed.

Validate a Quarterly Report

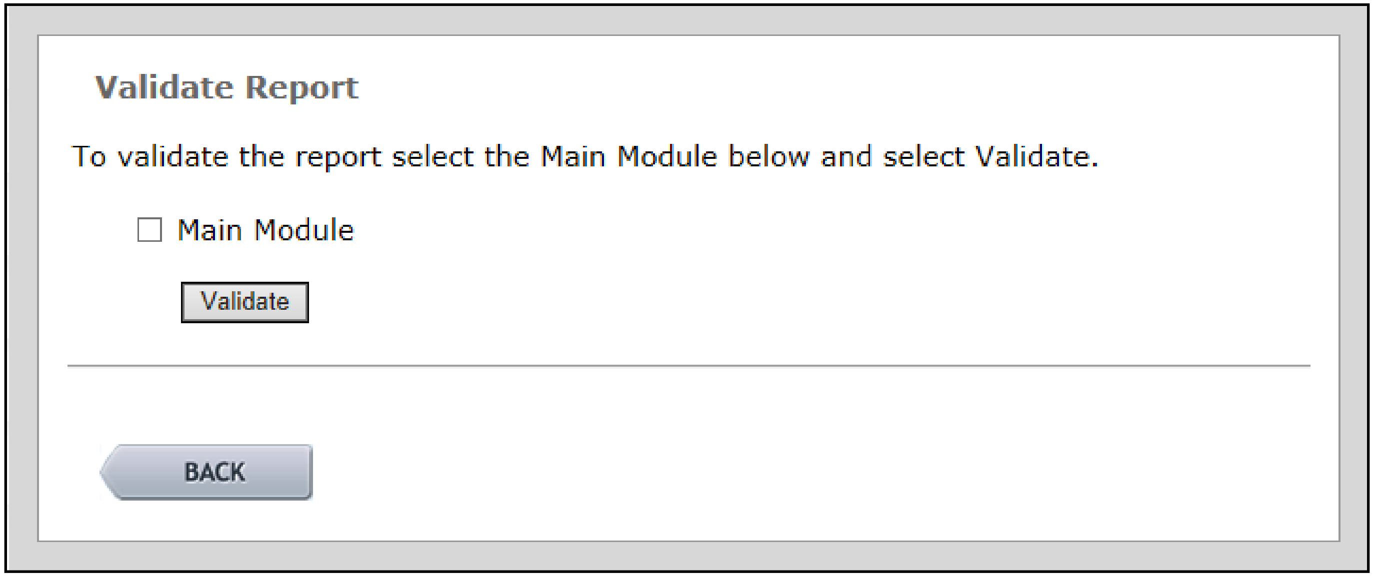
You can select **Validate** to check the entire report from the Control Panel OR…





… in the report itself

Validate a Quarterly Report (cont.)



- To validate the entire report, check **<u>Main Module</u>**, then select **<u>Validate</u>**.
- Validation checks the entire report not just specific sections.

Validate a State Plan Amendment

- The validation report includes the following columns:
  - Section: high-level section as indicated on the previous slide, i.e., main module
  - Sub-Section: a number for the sub-section listed on the left navigation. For example, 02 for the second sub-section: State Contacts
  - Locator: information to identify the placement of the error
  - Validation Check: the particular question or statement with an error
  - Error: the nature of the error

Validation Report

- An example of the validation report:

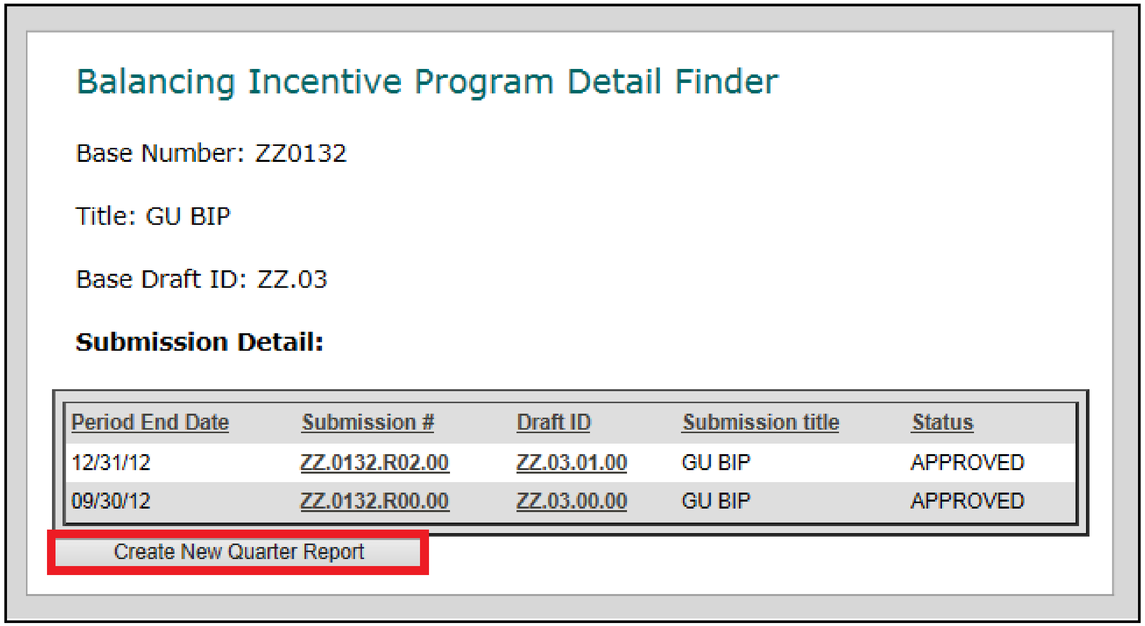
Balancing Incentive Program - Validation Report

Reported From Page: validate

Section	Sub-Section	Locator	Validation Check	Error
main	02	1	State Medicaid Director: Name	Cannot be blank

Create a New Quarter

Creating a New Quarter



Balancing Incentive Program Detail Finder

Base Number: ZZ0132

Title: GU BIP

Base Draft ID: ZZ.03

Submission Detail:

Period End Date	Submission #	Draft ID	Submission title	Status
12/31/12	ZZ.0132.R02.00	ZZ.03.01.00	GU BIP	APPROVED
09/30/12	ZZ.0132.R00.00	ZZ.03.00.00	GU BIP	APPROVED

Create New Quarter Report

- To create a new quarter, select **Create New Quarter Report**.
  - Note: "Create New" button doesn't appear if there is an open DRAFT report. You cannot create another DRAFT until you submit or withdraw the existing DRAFT.

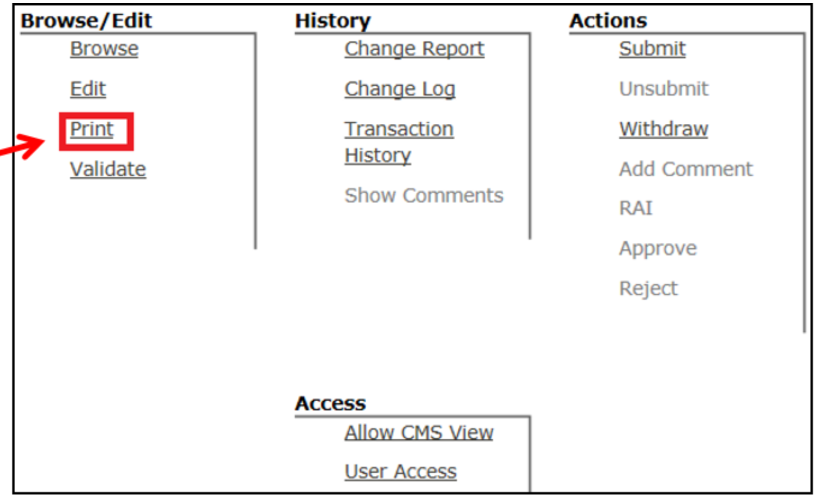
Important Facts for New Quarterly Reports

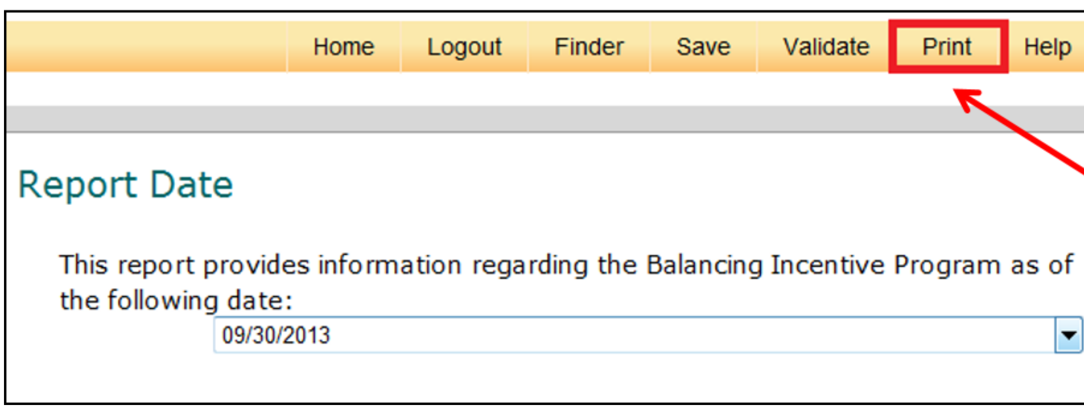
- The system copies data from the previously approved report into the newly created quarterly report.
- The Expenditures section is the only section in which no data is duplicated into the new report.
- In all other sections, the fields are already completed and only require necessary updates.

Print

Print

On the Control Panel OR…





In the report

Print (cont.)

Printing Selection

To print the report select the Entire Report below and select Create Printable View.This action will open up another browser with a printable version of the Balancing Incentive Program - State Quarterly Report. To print, select either the print icon in the toolbar or use the browser's print function. When you are finished close the printable version of the report.

Select section to print:

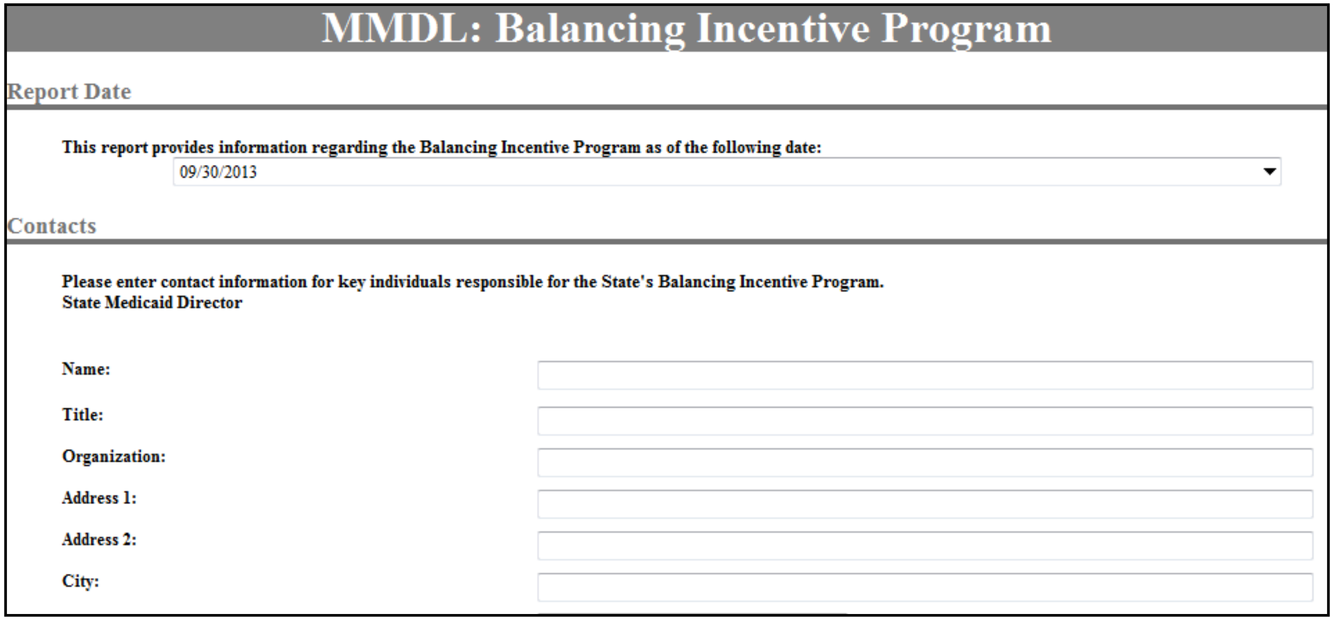
○ Entire Report

Create Printable View

It may take a few moments to load the printable version. Please wait for the browser to finish loading before printing the contents.

- Select Entire Report, then select **Create Printable View**.
- The printable view will open in a new browser window.

Printable View



MMDL: Balancing Incentive Program

Report Date

This report provides information regarding the Balancing Incentive Program as of the following date:

09/30/2013

Contacts

Please enter contact information for key individuals responsible for the State's Balancing Incentive Program.
State Medicaid Director

Name:

Title:

Organization:

Address 1:

Address 2:

City:

- Select either your browser's print function or the print icon in your toolbar. A PDF could be created (next section).
- When you have finished printing, close the print browser window.
- To return to the report from the printing selection, use the navigation bar on the left side of the page or select **Back**.

Create a PDF

Creating a PDF

- Note: If you cannot create a PDF, contact the Help Desk and we will create it for you.

1. Select Print from the Control Panel or within the report. Follow the normal printing instructions. Select **Entire Report** and **Create Printable View**.

Printing Selection

To print the report select the Entire Report below and select Create Printable View.This action will open up another browser with a printable version of the Balancing Incentive Program - State Quarterly Report. To print, select either the print icon in the toolbar or use the browser's print function. When you are finished close the printable version of the report.

Select section to print:

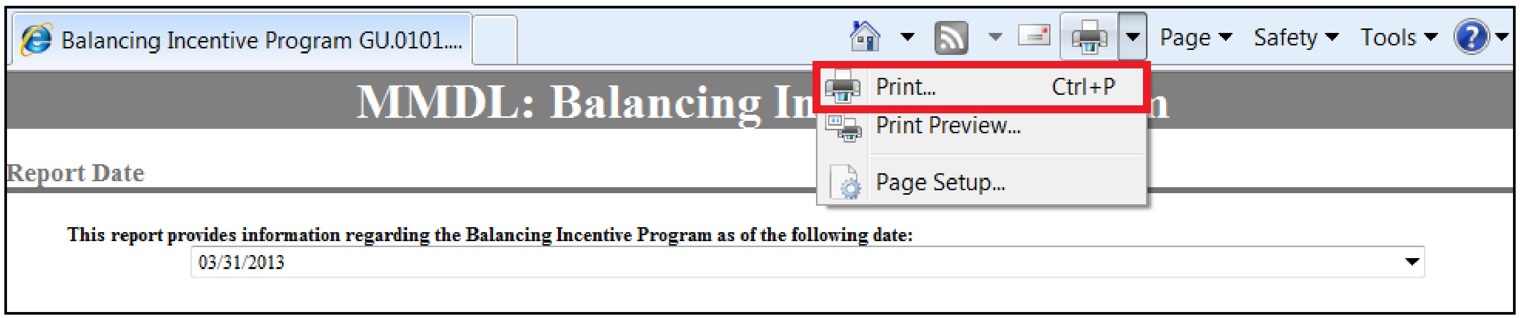
- Entire Report

Create Printable View

It may take a few moments to load the printable version. Please wait for the browser to finish loading before printing the contents.

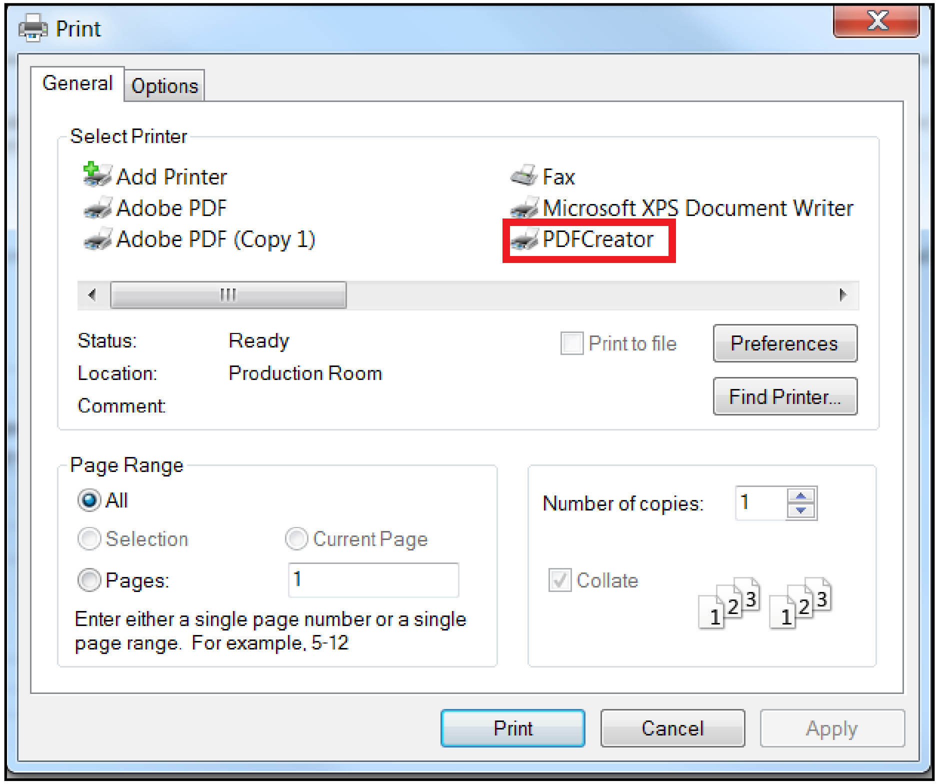
Creating a PDF

2. Select Print from the Printable View page.



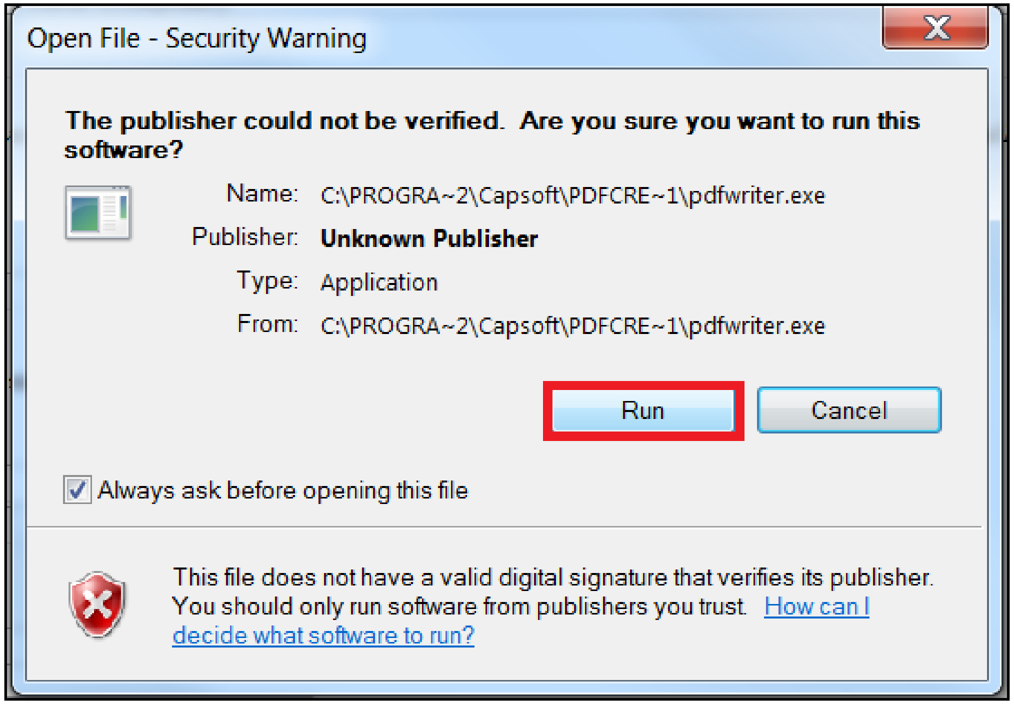
Creating a PDF

3. The print box will appear. Select your PDF creation software from the list of options.



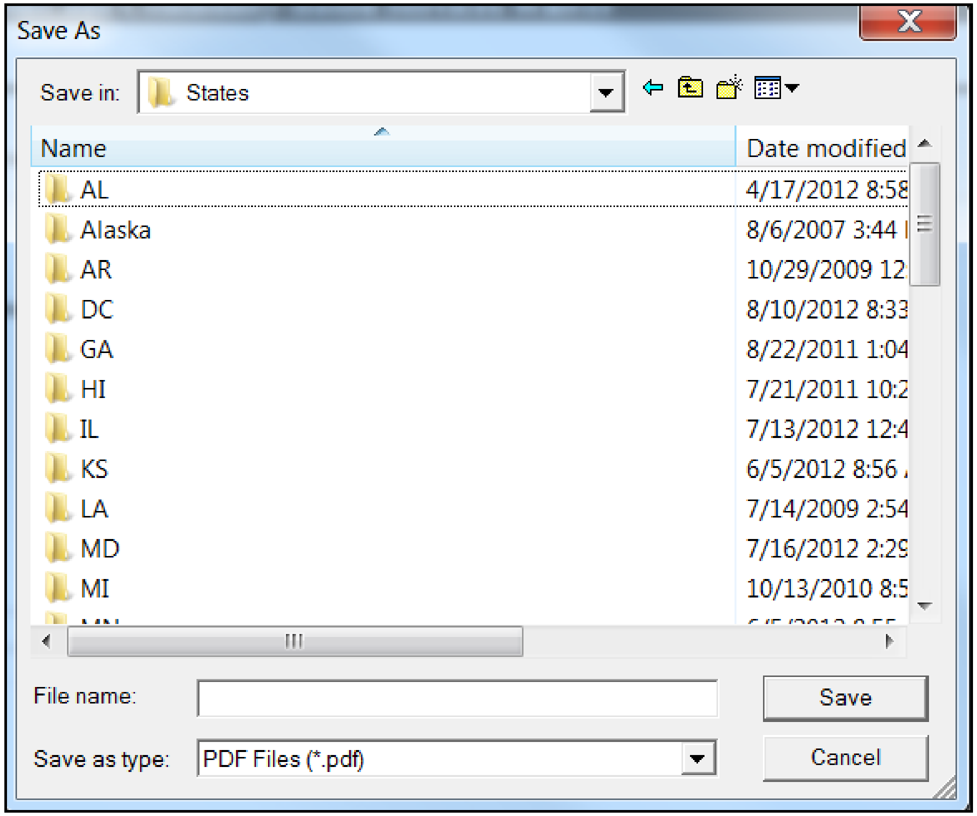
Creating a PDF

4. Run publisher. This screen may or may not appear for you. If it does, select **Run**.



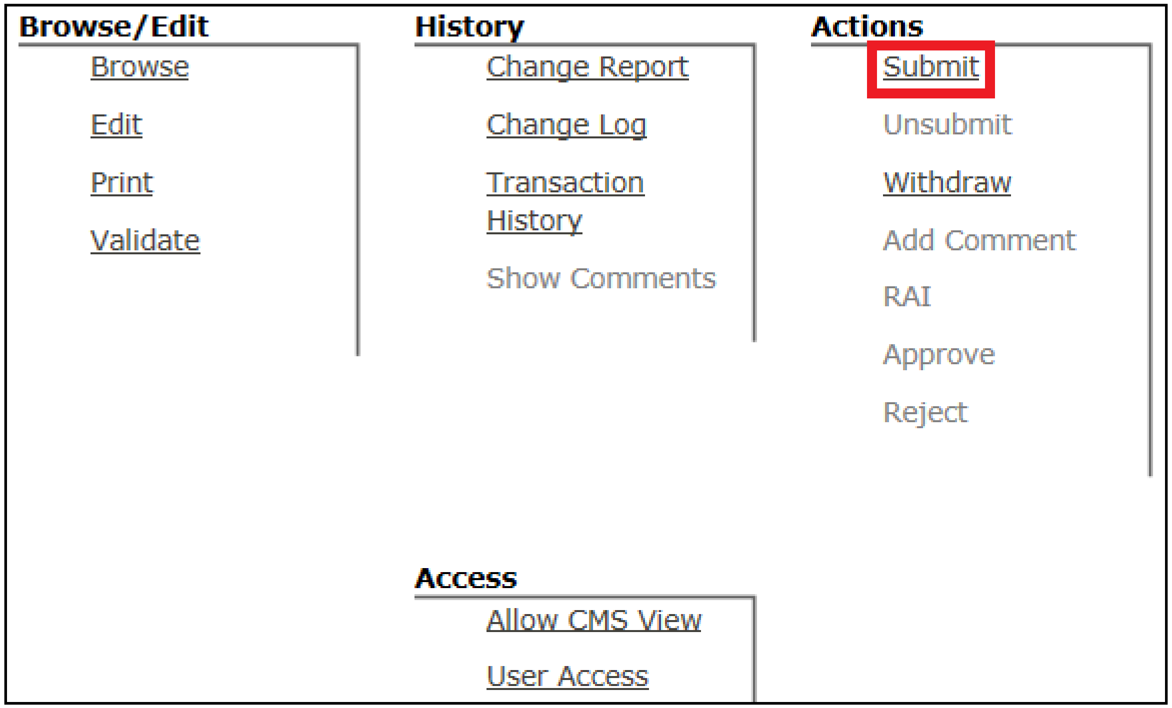
Creating a PDF

5. Save the PDF.



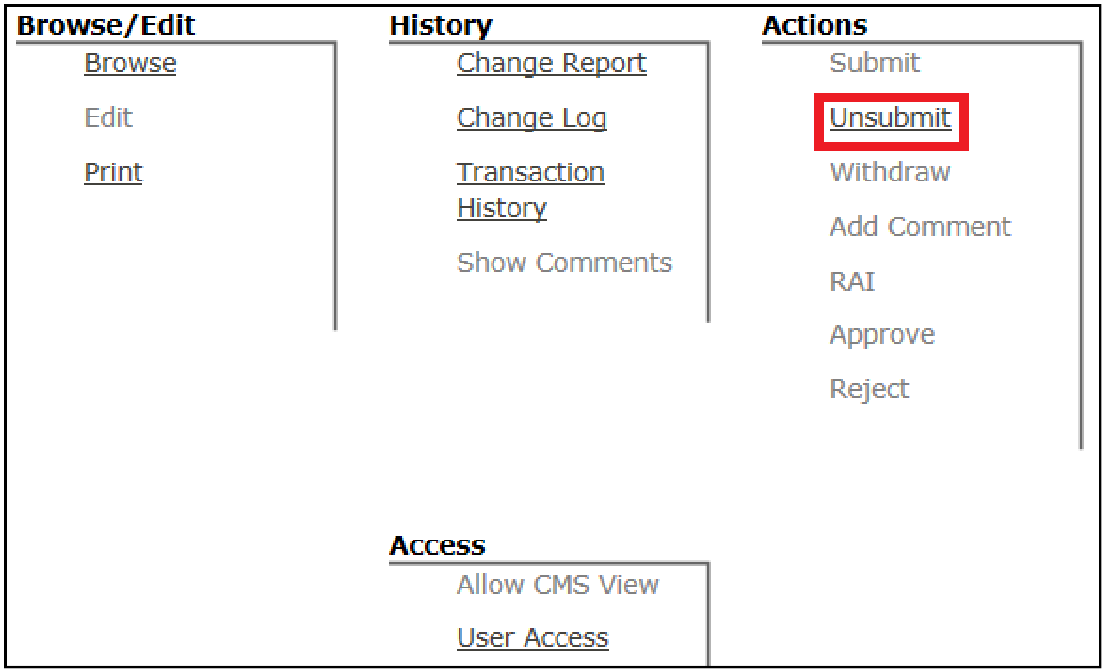
Control Panel Functions

Submit



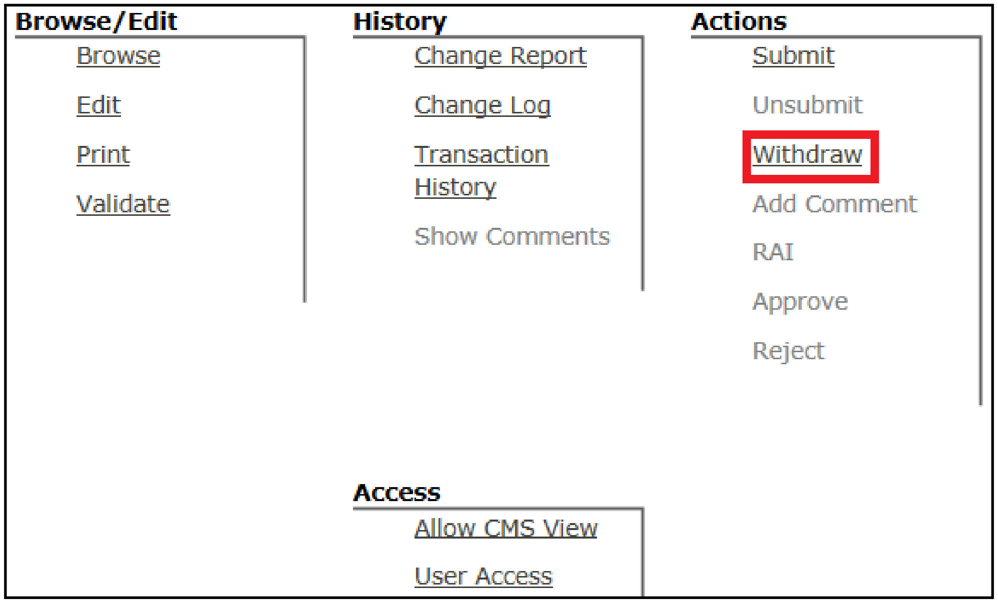
- All state staff can submit.
- To submit the report, select **Submit**.

Unsubmit



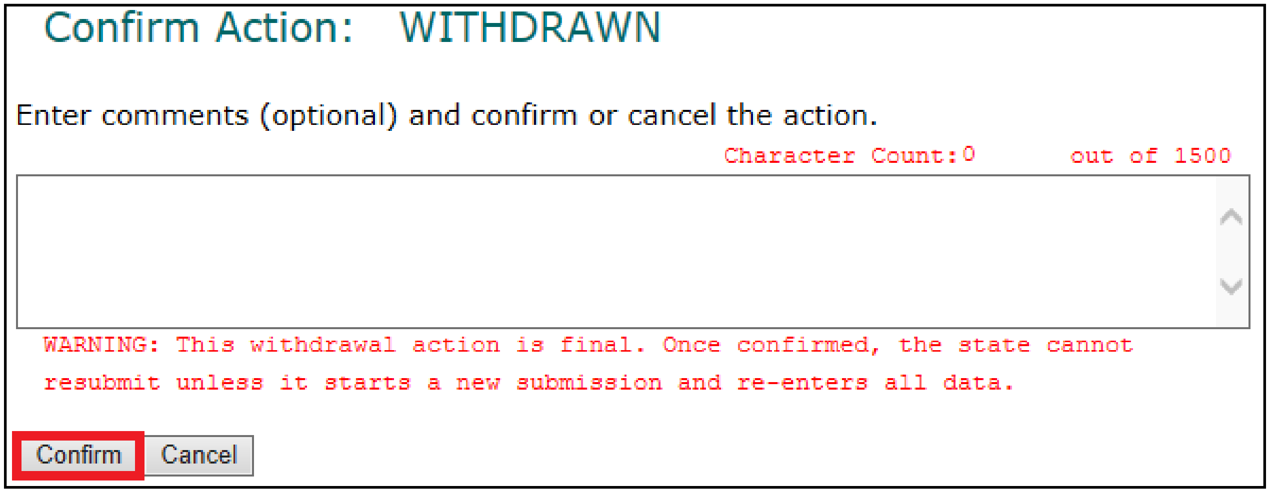
- Any state staff role has the ability to unsubmit.
- If corrections are needed after submission, then select **Unsubmit**.

Withdraw



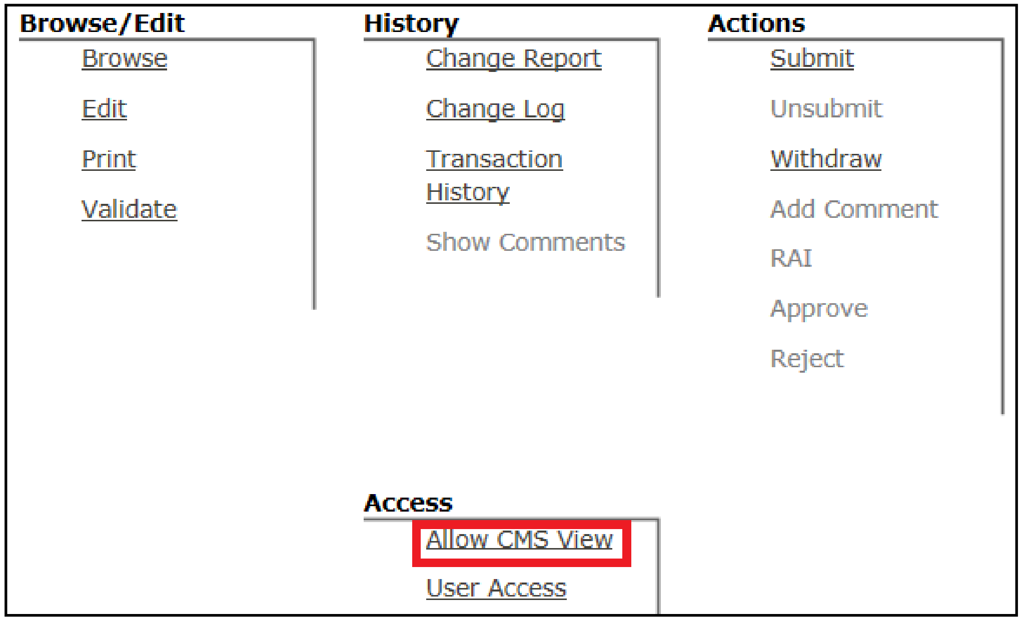
- Any state staff role can withdraw a waiver.
- Withdrawing a waiver takes it out of consideration.
- CAUTION: Withdrawing a report finalizes the document. Once withdrawn it cannot be submitted and a new submission will need to be created.

Withdraw (cont.)



- Selecting withdraw will transfer you to the withdrawal confirmation page, which describes the consequences of formally withdrawing a report.
- To continue withdrawing the report, select **Confirm**.

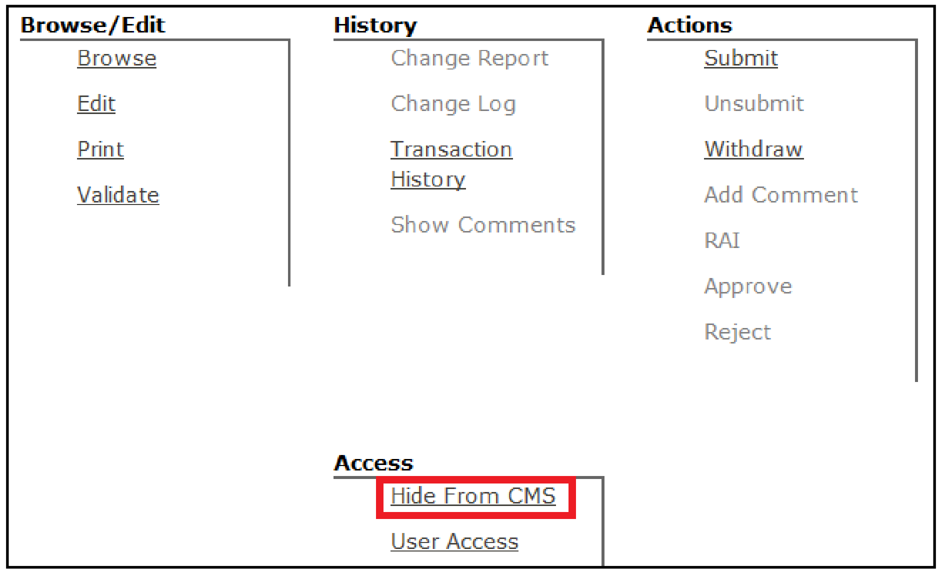
Allow CMS View



- This feature allows CMS to view the <u>draft</u> report with the concurrence of the state.

- If this feature is not enabled, then CMS cannot view a report until it is submitted.

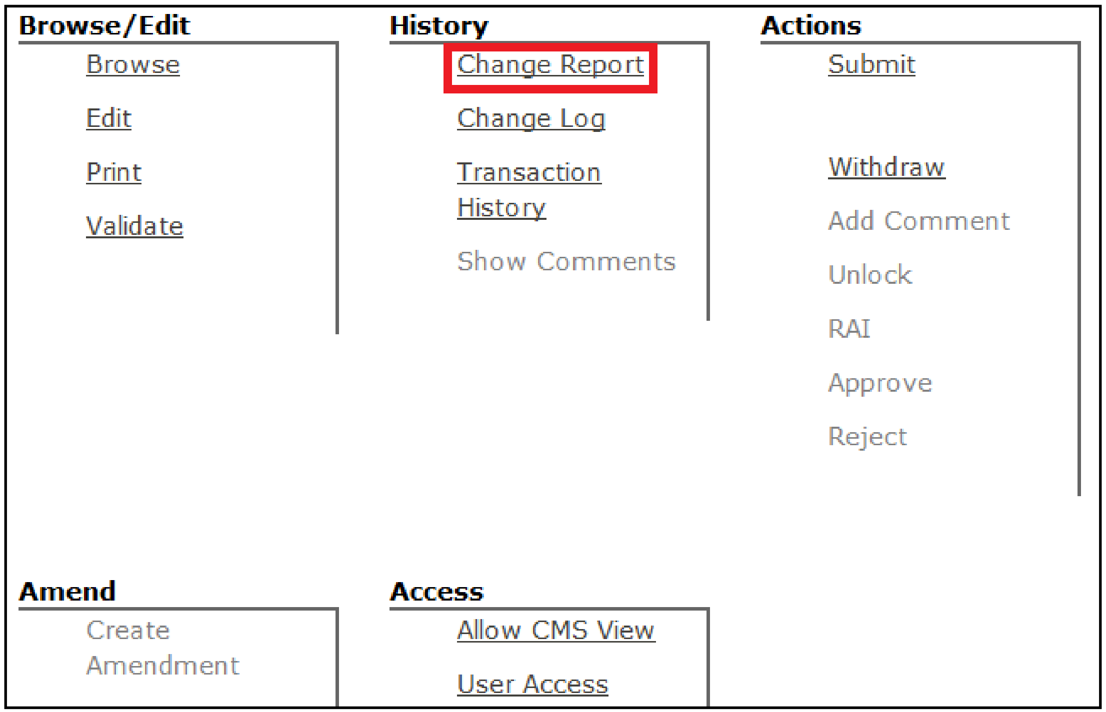
Hide From CMS



- The ‘Hide from CMS’ feature is made available once the state has allowed CMS to view a <u>draft</u> report.

- This feature enables state users to revert the report so that CMS can no longer view the draft.

Change Report



- The Change Report lists changes made in the report since the last time it was submitted. Access the Change Report on the Control Panel.

Change Report (cont.)

Change Report for Document ZZ.0132.R00.00

Report Header Data:

Document Number:	ZZ.0132.00.00
Draft Number:	ZZ.003.00.00
Document type:	new
Proposed effective date (as per last submitted version):	N/A
Effective approved date:	Sep 30, 2012
Document Status:	APPROVED

Section	Subsection	Question	Change Type	Changed By	Change Date

- The content of the Change Report is described on the following slide.

Change Report (cont.)

- Change Report displays the latest changes made to an item in the report after it has been submitted. It will show changes that have been made between submissions.
- The Change Report is organized by sections with the most recent group of changes displayed first and the remainder in descending chronological order.
- Column Headers include:
  - Section
  - Subsection
  - Question
  - Change Type (MOD, ADD, DEL)
  - Changed By (displays User Name)
  - Change Date

Change Report (cont.)

- The Change Report differentiates between submissions.
- An example of how the change report works:
  - The report was submitted on 9/15, then unsubmitted on 9/20.
  - There were changes made on 9/16, 9/18 and 9/19.
  - The Change Report will only show the changes made on 9/16, 9/18 and 9/19. It will not include any changes before those dates.

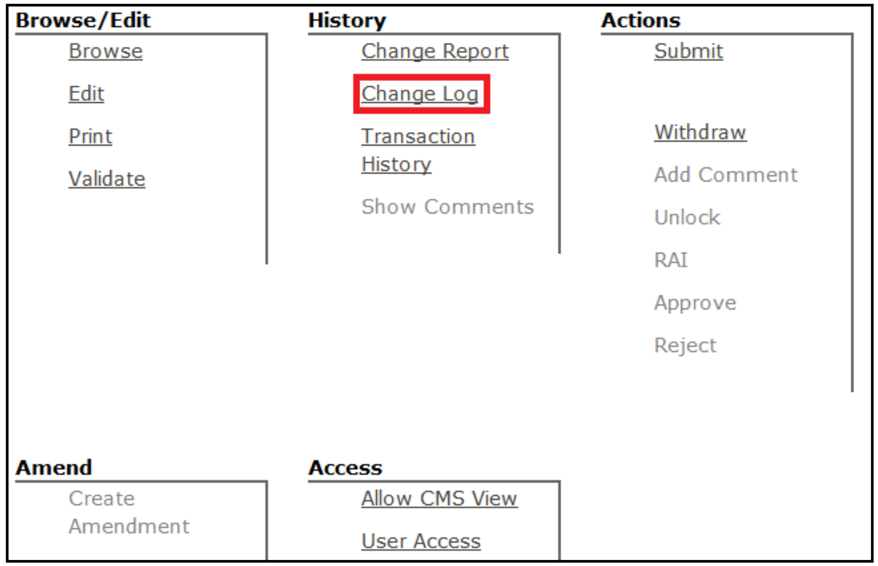
Change Report for Document ZZ.0132.R00.00

Report Header Data:

Document Number:	ZZ.0132.00.00
Draft Number:	ZZ.003.00.00
Document type:	new
Proposed effective date (as per last submitted version):	N/A
Effective approved date:	Sep 30, 2012
Document Status:	APPROVED

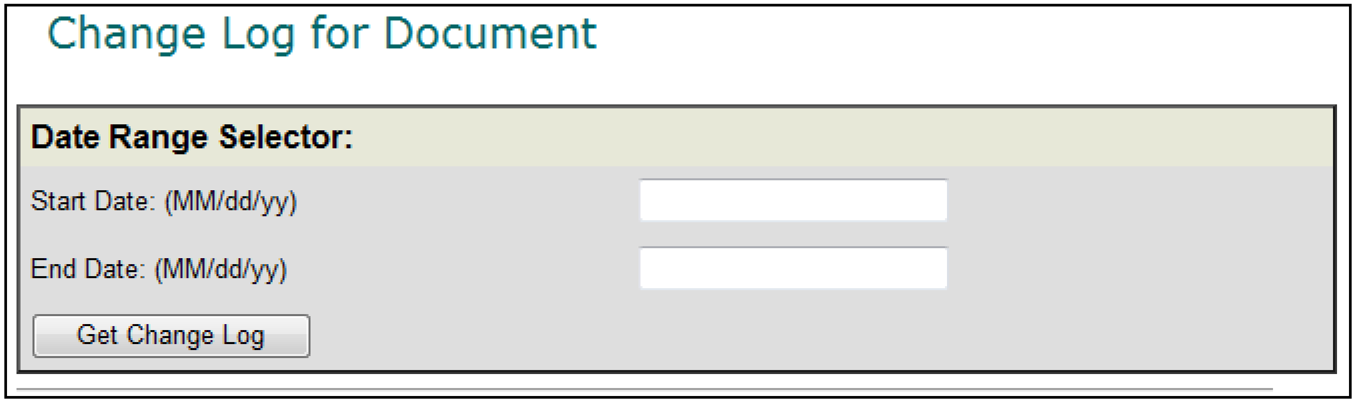
Section	Subsection	Question	Change Type	Changed By	Change Date
Changes in version submitted on Oct 03, 2012					
Structural Changes	NWD/SEP General (page 1)	1. Develop standardized informational materials that NWD/SEPs provide to individuals: The State intends to seek CMS approval to change the	MOD;	SLELCHOOK	Nov 30, 2012

Change Log



- The Change Log shows changes in a report within a selected date range.
- Unlike the Change Report, the Change Log records all changes during a date range, not just information changed after submission.
- Access the Change Log on the Control Panel.

Change Log (cont.)



- The Change Log accepts a range of dates.
- Enter the desired date range.
- Select **Get Change Log**.

- Note: If you select **Get Change Log** without entering a date range, the default display will include all change dates.

Transaction History

Transaction History

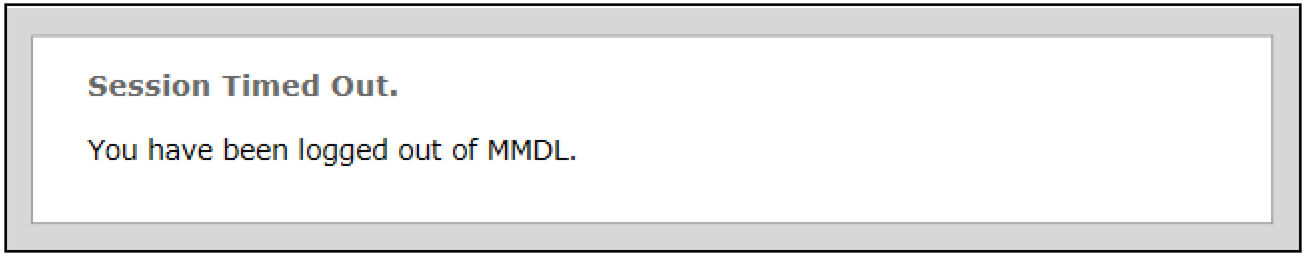
Submission Number: GU.0101.R02.00
Submission Title: GU BIP

Change Date	New Status	Username	Name	Role
08/29/2012 19:58:13	DRAFT			State Staff
09/13/2012 13:37:00	SUBMITTED			State Medicaid Dir
09/13/2012 14:53:18	APPROVED			CMS CO Staff

- The Transaction History shows any major transactions that change the status of a report, such as submitted, unlocked, withdrawn, RAI, approved, and rejected.

Session Timed Out Alert

Session Time Out Feature



- The system saves when the user moves from page to page, but does not save when a user is working within a page unless the user selects a field that changes available options and refreshes the page.

- System time out occurs when the system has not saved for 30 minutes and may result in loss of unsaved data. <u>If you are working on a complex section, save every 5 to 10 minutes.</u>

For More Information

Contact Information

- The most efficient way to report your system question is to use the Contact link at the bottom of any MMDL screen and complete the form that displays:

- You may also contact the Help Desk at (301) 547-4688.