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Office of AIDS
Medi-Cal Waiver Program Section

All Project Directors' Letter
Letter Number: MCWP 16-03

DATE: December 30, 2016

SUBJECT: CHANGES TO MEDI-CAL WAIVER PROGRAM (MCWP) SERVICES IN THE AIDS REGIONAL INFORMATION AND EVALUATION SYSTEM (ARIES)

Effective January 1, 2017, a new “service hierarchy” for the MCWP will be installed in ARIES. The service hierarchy defines the primary and secondary services that appear in the drop-down lists on Services screen.

What changed?

The former MCWP service hierarchy was cumbersome and outdated. It was based on the Case Management Program which ended in August 2009.

The new MCWP service hierarchy is based directly on the AIDS Waiver Program Billing Codes and Rates (see attached). This change will better reflect the work performed by MCWP providers.

What is the benefit?

There are two major benefits of this change:

- It will minimize data entry work. In the past, users had to select one of 30 primary services and then enter both a secondary service and agency subservice. Now, users will select from one of 16 primary services and will no longer have to select a secondary service or agency subservice as these will autofill.
- Since the new service hierarchy mirrors the AIDS Waiver Program Billing Codes and Rates, more meaningful reports can be designed to help with your work. For instance, reports can be created to facilitate your Medi-Cal billing process, track when clients are about to reach their annual cap, and much more.

How does this change my data entry?

Primary Service – Continue to enter the services you provide by selecting the “MCWP 2017 CA/OA” contract on the Services screen (see below), and then selecting the appropriate primary service. The secondary service and agency subservice will automatically populate with the procedure code for primary service selected. For example, if you enter Nutritional Counseling as the primary service, S9470 will appear in the secondary service and agency subservice fields.



Date of Service – With three exceptions, continue entering services as you provide them. For example, if you provided Attendant Care on January 10, 18, and 28, you would enter Attendant Care into ARIES for these three dates.

The exceptions are: (1) Case Management, (2) Medi-Cal Supplement for Infants/Children in Foster Care, and (3) Administrative Expenses. If provided any of these in a given month, simply enter the service one time per month. For example, if you provided Case Management on January 10, 18, and 28, you will only enter Case Management for January 10.

The following is a sample screenshot for a one-time monthly entry (in this case Case Management) into ARIES:

The screenshot shows the 'Service' entry form in ARIES. The form is titled 'Service' and has a yellow header with 'OA TRAINING' repeated six times. The form contains the following fields and values:

- Client Name: Ballerina, Angelina
- Client: Ballerina, Angelina
- Staff: 341
- Date of Service: 12/20/2016
- Contract Name: MCWP 2017 CA/OA
- Program: MCWP
- Primary Service: Case Management
- Secondary Service: T2022
- Agency Subservice: T2022
- Units of Service: 1 @ \$229.17 per Month = \$229.17 Total
- Client Payment: CARE/HIPP Co-Payment
- Actual Minutes Spent: [empty]
- Service Notes: [empty text area]

At the bottom of the form, there is a checkbox labeled 'Finalize (record will be uneditable after changes are saved)'. Below this are three buttons: 'Save + Done' (yellow), 'Save + Another' (blue), and 'Cancel' (blue).

Units of Service (UOS) – Enter the UOS provided. The unit cost will automatically appear for most primary services. ARIES will automatically calculate the total cost. For example, entering 3 units at 15 minutes for Skilled Nursing (RN) will total \$30.45.

The following is a sample screenshot for entering a service category that requires entering units of service (in this case Skilled Nursing) into ARIES:

Service

Client Name

Client Adap, Andy

Staff

Site

Date of Service *

Days to Next Service date

Contract Name *

Created Date

Program

Primary Service *

Secondary Service *

Agency Subservice

Units of Service @ \$ per = \$ **Total**

Client Payment **CARE/HIPP Co-Payment**

Actual Minutes Spent

Service Notes

Finalize (record will be uneditable after changes are saved)

The following five services have caps, rather than unit costs. As such, cost will appear as \$0 in ARIES. You will need to enter the costs as expended throughout the month or year.

Primary Service Category	Instruction on Costs
AIDS Waiver Specialized Equipment	This is no cap. Enter all costs.
AIDS Waiver Specialized Supply	This is no cap. Enter all costs.
Minor Physical Adaptions to the Home	There is an annual cap of \$1000. Enter all costs.
Non-Emergency Medical Transportation	There is a monthly cap to \$40. Enter all costs.
Nutritional Supplements/Home-Delivered Meals	There is a monthly cap to \$150. Enter all costs.

How does this impact existing reports?

If you already use ARIES to generate reports for MCWP, please let the ARIES Help Desk know. Because of these changes, your existing MCWP reports may need to be adjusted. The ARIES Help Desk can assist with this. They can be reached at 1-866-411-ARIES (2743).

Can new reports be created?

Yes, the ARIES Help Desk is available to assist with report writing. For a description of their services, please refer to ARIES Policy Notice F2. The ARIES Help Desk will share these reports with State staff to determine whether to share them with other MCWP providers.

Are there any other impacts?

- If you edit a Referral or Care Plan entered prior to January 1, 2017, the primary and secondary services will be blank. You may either leave them blank or select values from the new hierarchy. Either way, when you save the record, you will erase the previous primary and secondary values.
- Do not, under any circumstances, use the "Edit Services" button on the Contract Set Up screen for contracts dated 2016 and earlier. You may edit the Contract page (name, dates, etc.) or the Subservice setup (cost, etc.), but not the page where you check off services.

If your agency imports MCWP service data into ARIES, you will need to update your service mapping to match the new service hierarchy. The new hierarchy will be posted under the Resources/Supporting Documentation section of www.projectaries.org. If you have any questions about your import, please contact the ARIES Help Desk.

If you have questions or concerns regarding this notice, please contact Kim Gilgenberg, MCWP Social Work Consultant at (916) 445-5692 or via email at kim.gilgenberg-castillo@cdph.ca.gov, or Teri Walsh, MCWP Nurse Consultant, at (916) 319-9233 or via email at teri.walsh@cdph.ca.gov.

Sincerely,

Mary Johnson, Chief
Medi-Cal Waiver Program Section
Office of AIDS
California Department of Public Health