

# ADDITION OF TWO NEW EXPENDITURE CODES AND NOTABLE CHANGES TO NEW CMS SCREENS

## New Expenditure Codes

Although, most of the changes below relate to the new CMS Screens, I wanted to inform you that we are adding two new expenditure codes to accommodate the RSA's addition of two new Service Categories. The new expenditure codes are:

93C – Technical Assistance for Self-Employment/Small Business: This code will be used for the purchase of technical assistance and other consultation services to conduct market analyses, to develop business plans, and to provide resources to individuals in the pursuit of self-employment, telecommuting and small business operation outcomes.

38D – Remedial or Literacy Training: This code will be used for literacy training or training provided to remediate basic academic skills that are needed to function on the job in the competitive labor market.

## Notable CMS Screen Changes

Provided below is a list of all the CMS screens that have notable changes. **NOTE:** The following two statements apply to all fields:

- All fields that have combo boxes (a drop down selection arrow) can be populated either by clicking on a selection and tabbing; or by entering the first character of one of the available drop down selections.
- The selection of “Unknown” should never be used unless it is impossible to obtain the information.

## INTAKE SCREEN

**Race/Ethnicity** – More than one selection can be made

**Gender** – No longer defaulted

**Living Arrangement** – Similar to the old ‘Type of Institution’ selections

**Education** – Selections are no longer done by grade level

**Individualized Education Program** – This is a new reporting element for Special Education Students.

**Referral Source** – Condensed to one combo box.

**Reported Disability** – A selection must be made for both Impairment and Cause

## **FINANCIAL SCREEN**

**Social Security Number for wage earner other than the consumer** – This field has been moved from the Closure Screen to the Financial Screen. This field is used when the consumer is receiving SSDI through the earnings of another wage earner such as a parent to enter their SS#.

**Type and Amount of Public Support at Application** – This field does not have a combo box and works a little differently than fields with the combo box. This field is case sensitive and requires an upper case letter if the answer is No or Unknown. When entering a dollar amount, do not use a \$ sign or decimal. You must enter a dollar amount, U for Unknown or N for No.

**Type of SSI** – There is a field located next to SSI, that is used to designate the type of SSI when a \$ amount is entered.

## **SERVICES SCREEN (new screen)**

**Comparable Benefits (Non-purchased Services)** - This was moved from the Closure Screen to the Services Screen. A selection from the Comparable Benefits table is still required at closure

**Staff Provided Services** – This is a new field that will be used to report unpurchased services provided directly by staff of the Agency. Examples of services provided by staff are: Substantial Counseling & Guidance, Job Readiness Training, Job Search Assistance, Interpreter Service, Rehabilitation Technology Service, etc. The first column of this field is for selection of the service and the second column is for selection of staff type, i.e. Counselor, Interpreter, Rehab Technologist, Employment Specialist, PACE Program, etc.

## **EMPLOY/MED. INS. SCREEN**

The name was changed on the Employment Screen to include Medical Insurance.

**Hourly Wages**- This is an added field and is required to calculate the Weekly Earnings when an Employment status of working has been selected. Decimals can be used in this field.

**Weekly Earnings** – This field will now be automatically calculated when the Hourly Wage and Hours Worked are entered.

**Medical Coverage at Application** – This is all new. You must make a selection on each Medical Coverage Type. You may type the first letter of the selection and tab or you may make the selection from the drop down. You should never use “Unknown” unless it is impossible for you to obtain the information.

### **ELIGIBILITY SCREEN**

**Disabilities** – A selection must be made for both the Impairment and the Cause. When you become familiar with the codes, you can enter the two digit code and tab to populate the field.

**SSI and SSDI** – These fields will no longer be carried forward. On new cases you will be required to make a selection.

### **PROFILE SCREEN**

This is still a view only screen. If you look under the Client Portfolio, there is a list of all the Service Categories that RSA has given us to report on.

### **CLOSURE SCREEN**

**Substantial Counseling and Guidance** has been removed from the Closure Screen and should be reported on the Services Screen under Staff Provided Services.

**Medical Coverage at Closure** – This is all new. You must make a selection on each Medical Coverage Type. You may type the first letter of the selection and tab or you may make the selection from the drop down. You should never use “Unknown” unless it is impossible for you to obtain the information.

**Type and Amount of Public Support at Closure** – This field is case sensitive and requires an upper case letter if the answer is No or Unknown. When entering a dollar amount, do not use a \$ sign or decimal. You must enter a dollar amount, U for Unknown or N for No.

**Hourly Wages**- This is an added field and is required to calculate the Weekly Earnings when an Employment Status at Closure has been selected. Decimals can be used in this field.

**Weekly Earnings** – This field will now be automatically calculated when the Hourly Wage and Hours Worked are entered.

**Competitive Employment** – This field is an RSA911 requirement. You must select “Yes” when the consumer is being paid minimum wage or above and no less than others doing similar work who do not have a disability.

**Education at Closure** – This is a new field for the closure and requires a selection.

**PWI Participant** – This field is to report Projects with Industry Participants and requires that a selection be made.

**Veteran** – This field is now required to be reported at Closure rather than at Application and requires that a selection be made.

**Migrant/Seasonal Farmworkers** – This is no longer a checkbox to indicate yes or no. There are several options to choose from, and a selection of the appropriate option is required.