

## **Notification Screen and Report**

To assist you in managing the HCBS Waiver program we have developed a Notification Screen and Report for obtaining the Effective Dates of Billing.

This screen will assist you with managing the billing notification process.

The Report was designed to provide you with NOD Effective Dates for a specific time period upon request. How to access the Notification Screen and Report is shown below.

### **Notification Screen: HCBS-Waiver Notices of Effective Billing Date**

To access the Notification Screen: HCBS-Waiver Notices of Effective Billing Date:

At the Program Notes page in CAIRS, Go to the Records Pending Action section:

Click on the hyperlink: [HCBS-Waiver Notices of Effective Billing Date](#).

This returns the Notification Screen: HCBS-Waiver Notices of Effective Billing Date.

This notification screen provides you with the effective date for the NOD-Acceptance, the date OSU processed and sent the NOD and the date of the NOD.

The Notification Screen: HCBS-Waiver Notices of Effective Billing Date lists the following data:

Client Name

CIN

Effective Billing Date (Enrollment Date): Date of Enrollment

Date Advised to Bill: Date OSU processed and sent the NOD, & date of the NOD

Once the case has been selected and removed from the notification screen, the case no longer appears on the screen and cannot be accessed again through this screen.

### **Report: HCBS Waiver Effective Billing Date**

At the CAIRS Reports Tab, select the Client Reports from the drop down menu.

Select the Report Name from the drop down menu:

HCBS Waiver Effective Billing Date Report

Enter the From Date and the To Date for the specific time period that you want the report to show the cases that have been processed with Enrollment Dates.

Click on the Show Report button.

The report will display the following data for the specific time period selected:

Date: Date report requested

User ID: The User ID of the person requesting the report.

Name of Report: HCBS Waiver Effective Billing Date Report

Program Unit: Waiver Provider Name and ID

Time Frame: Lists the dates selected in the From Date and To Date

Client Name

DOB

Medicaid ID (CIN)

Effective Billing Date (Enrollment Date): Enrollment Date

Date Notified of Billing Date: Date OSU Processed & sent NOD, date of the NOD