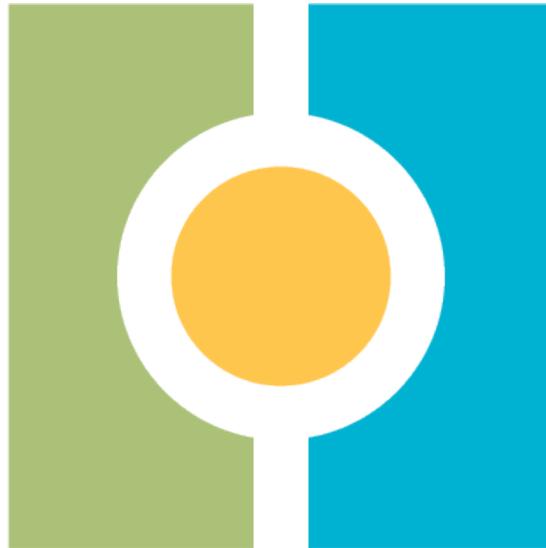


**MHPD User Manual**  
**New York State Office of Mental Health**

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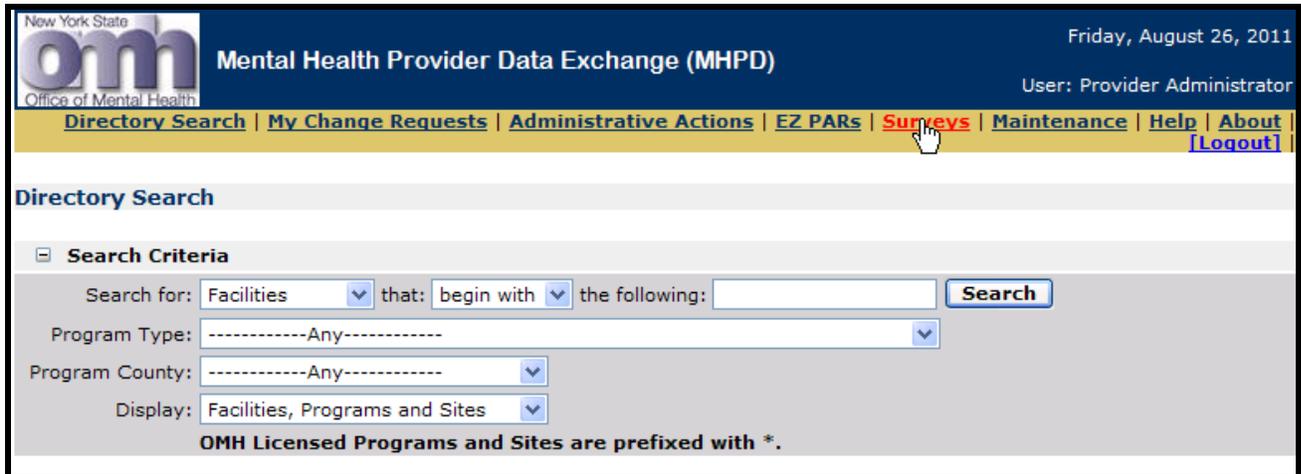
***Rate Change Review August 2011***

New York State – Office of Mental Health

## Rate Change Review

### Introduction

The Rate Change Review Screen is located on the Surveys Menu in the MHPD Application. Its purpose is to present, for a specific agency, all of the applicable Medicaid rate changes for Clinic, CDT, Day Treatment, Partial Hospitalization and IPRT programs that have been transmitted by the Office of Mental Health (OMH) to the Department of Health (DOH), and to record the reviewing of the Rate Report for each such rate change transmittal by the designated Medicaid Rate Reviewer(s) at each agency. In order to access the Rate Change Review screen, an agency user must be designated as a “Medicaid Rate Reviewer” by the MHPD Security Administrator at his/her facility (see Appendix below). As such, he/she can only view data for his/her own agency. To view the Rate Change Review screen, the Medicaid Rate Reviewer clicks the Surveys selection in the MHPD main menu:



### The Surveys Option

The screen showing eligible Survey items will appear:

Survey Name	Survey Type	Start Date	Due Date
Article 31 Clinic Offsite Svcs. ...	Article 31 Clinic Offsite Svcs. ...	07/13/2011	08/05/2011
Facility Survey - 2011	For Patient Characteristics Su...	03/17/2011	04/29/2011
Rate Change Review	Rate Change Review	01/01/2011	
Case Management Annual Su...	Case Management Annual Su...	01/01/2011	03/17/2011
Uncompensated Care Reporti...	Uncompensated Care Reporting	07/01/2010	12/31/2010
Part 599 Optional Services	Part 599 Optional Services	06/01/2010	12/31/2010
Case Management Annual Su...	Case Management Annual Su...	01/01/2010	03/17/2010
Uncompensated Care Reporti...	Uncompensated Care Reporting	01/01/2010	03/01/2010
Case Management Annual Su...	Case Management Annual Su...	01/01/2009	03/15/2009

### The Surveys Screen

Click the edit icon (pencil) to the right of the Rate Change Review item in the list to bring up the Rate Change review screen:



**Mental Health Provider Data Exchange (MHPD)**

Monday, August 29, 2011

User: Provider Administrator

[Directory Search](#) | 
 [My Change Requests](#) | 
 [Administrative Actions](#) | 
 [EZ PARs](#) | 
 [Surveys](#) | 
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**Rate Change Review**

Agency: [50700] - Acme Corp.

**Filter Criteria**

Rate Transmittal Start Date: 08/29/2010  Transmittal Status:  Reviewed  Not Reviewed Filter

End Date: 08/29/2011

Document Type	Rate Transmittal Date	Application / #	Package Type	Doc. Ref. #	Transmittal Status	
<b>Rate Report:</b>	<b>03/29/2011 09:26 AM</b>	<b>ARS / 356</b>	<b>N/A</b>	<b>T356-671</b>	<b>Reviewed</b>	
Supporting Document: Manual (external)			Level I COPS C...	6661-1		
<b>Rate Report:</b>	<b>03/22/2011 10:53 AM</b>	<b>APG / 10006</b>	<b>N/A</b>	<b>T10006-136</b>	<b>Not Reviewed</b>	
Supporting Document: Manual (external)			COLA CSP Rates	100047-1		
Supporting Document: Rate Calculation			COLA CSP Rates	100047-41		
<b>Rate Report:</b>	<b>03/22/2011 10:23 AM</b>	<b>ARS / 355</b>	<b>N/A</b>	<b>T355-264</b>	<b>Not Reviewed</b>	
Supporting Document: Manual (external)			CSP COLA	6620-143		
Supporting Document: Rate Calculation			CSP COLA	6620-18		
<b>Rate Report:</b>	<b>03/09/2011 10:19 AM</b>	<b>APG / 10005</b>	<b>N/A</b>	<b>T10005-135</b>	<b>Not Reviewed</b>	
Supporting Document: Rate Calculation			COLA CSP Rates	100045-72		
<b>Rate Report:</b>	<b>02/28/2011 02:20 PM</b>	<b>ARS / 354</b>	<b>N/A</b>	<b>T354-394</b>	<b>Not Reviewed</b>	
Supporting Document: Manual (external)			Article 31 Base ...	6589-1		
Supporting Document: Rate Calculation			CSP COLA	6615-18		
<b>Rate Report:</b>	<b>01/31/2011 11:52 AM</b>	<b>APG / 10003</b>	<b>N/A</b>	<b>T10003-8</b>	<b>Not Reviewed</b>	
Supporting Document: Manual (external)			Update Base Mu...	100018-1		
<b>Rate Report:</b>	<b>01/27/2011 04:41 PM</b>	<b>ARS / 352</b>	<b>N/A</b>	<b>T352-19</b>	<b>Not Reviewed</b>	
<b>Rate Report:</b>	<b>01/26/2011 04:42 PM</b>	<b>APG / 10002</b>	<b>N/A</b>	<b>T10002-156</b>	<b>Not Reviewed</b>	
Supporting Document: Manual (external)			Update APG Bas...	100015-1		
Supporting Document: Manual (external)			Update APG Bas...	100015-5		
Supporting Document: Manual (external)			Update Clinic OL...	100016-1		

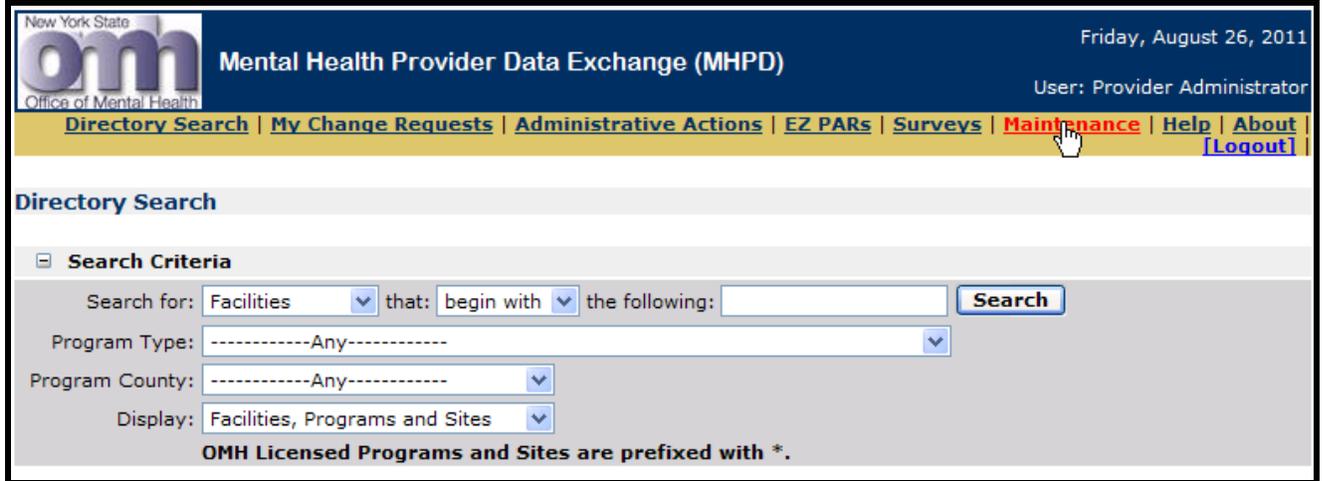
## **Rate Change Review Screen**

### ***Searching for Rate Reports and Supporting Documents***

The Rate Change Review page allows you to search for specific rate change transmittal reports without having to scroll through an extensive list. By default, the initial list contains transmittals for the past year. By entering information in the Filter Criteria, you will be able to select Rate Reports for a specific date range and to specify whether the reports have a Transmittal Status of “Reviewed”, “Not Reviewed” or both. The search result displays the document type, transmittal date, OMH source application, transmittal number, rate package type and document reference number, followed by, in the case of the Rate Report, the Transmittal Status. The Rate Report rows have a light grey background with the text bolded to help identify them when scrolling. The records are displayed in a “tree-style” format. Clicking the Expand (+) icon on the left edge of the Rate Report record will display any supporting documents that are associated with it. Likewise, clicking the Collapse (-) icon for the Rate Report record will hide all of its supporting documents. To view any of these documents, click the view (eyeglasses) icon to the right of the selected item. Rate Report documents with a Transmittal Status of “Not Reviewed” (value in red) will have their status changed to “Reviewed” (value changes to black) the first time the view icon is selected.

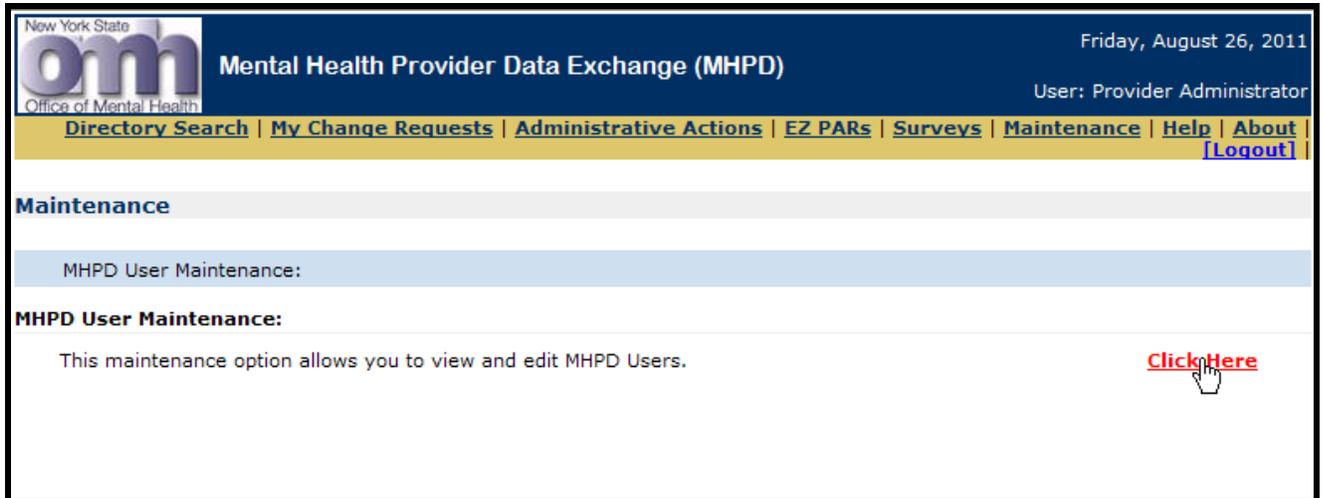
**Appendix: Designation of the Rate Change Reviewer**

An MHPD user must be authorized by the MHPD Security Administrator in order to review the Rate Change reports. The Administrator provides this clearance by first clicking the Maintenance selection in the MHPD Main Menu:



**The Maintenance Selection**

By clicking the Maintenance selection, the following screen is summoned:



### Maintenance Option Screen

The user presses Click Here to get the following Screen:

The screenshot displays the 'MHPD User Maintenance' interface. At the top left is the 'New York State om Office of Mental Health' logo. The page title is 'Mental Health Provider Data Exchange (MHPD)'. The date is 'Monday, August 29, 2011' and the user is identified as 'User: Provider Administrator'. There are links for 'Help' and 'About'. The main section is titled 'MHPD User Maintenance' and contains a 'Filter Criteria' section with input fields for 'User Id', 'Facility Code or Name', 'User Name', and 'Email Address', along with an 'Include Inactive Users' checkbox and a 'Filter' button. A 'Return to Maintenance' link is located at the bottom right of the filter section. Below the filter section is a table with the following data:

User Id	User Name ▲	Email Address	Phone #	Group Name	Facility
MHPD_P1	Provider 7531	mhpd_p1@omh...(123)	456-7890	Provider - User	[7531] Acme Corp.

### MHPD User Maintenance Screen

By pressing the edit icon (pencil) to the right of the user who needs authorization, the following screen appears:

**MHPD User:** [MHPD\_P1] - Provider 7531

**User Information:**

User Id:	MHPD_P1
User Name:	Provider 7531
Title:	Provider - User
Email Address:	mhpd_p1@omh.state.ny.us
Phone #:	(123) 456-7890 x ____
Group Name:	Provider - User
Facility:	[7531] - Acme Corp.

**Change Requests:**

Primary Facility Contact:

**Rate Change Review:**

Rate Change Reviewer:

**Update**  
**Return**

### Edit MHPD User Screen

By clicking the Rate Change Reviewer box so that a check mark appears (as shown) and pressing Update in the floating menu, the user selected will be authorized to view the Rate Change review item in the Surveys Menu and also be subscribed to the emails which may ensue from notifications of future Medicaid rate changes or the subsequent attachment of supporting documents to the Rate Report. The user can be de-authorized as a Rate Change Reviewer by the MHPD Security Administrator in the same way by un-checking the box and updating the screen.

[Return to MHPD Manual](#)