Maintaining Rates

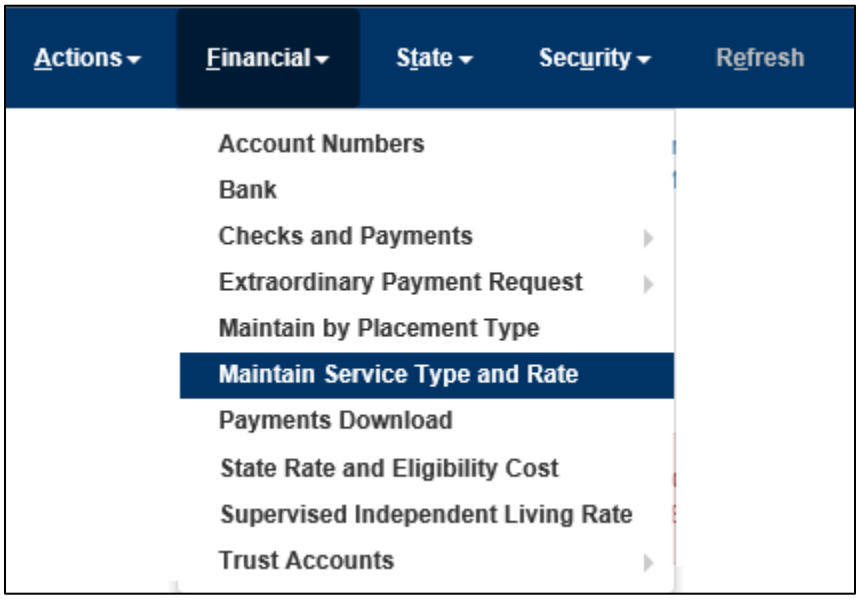
Note: Appropriate security is needed to be able to maintain rates.

There are three different types of rates that can be maintained: service-specific, provider-specific, and child-specific. This guide will show how to update each type of rate.

Maintaining Service-Specific Rates

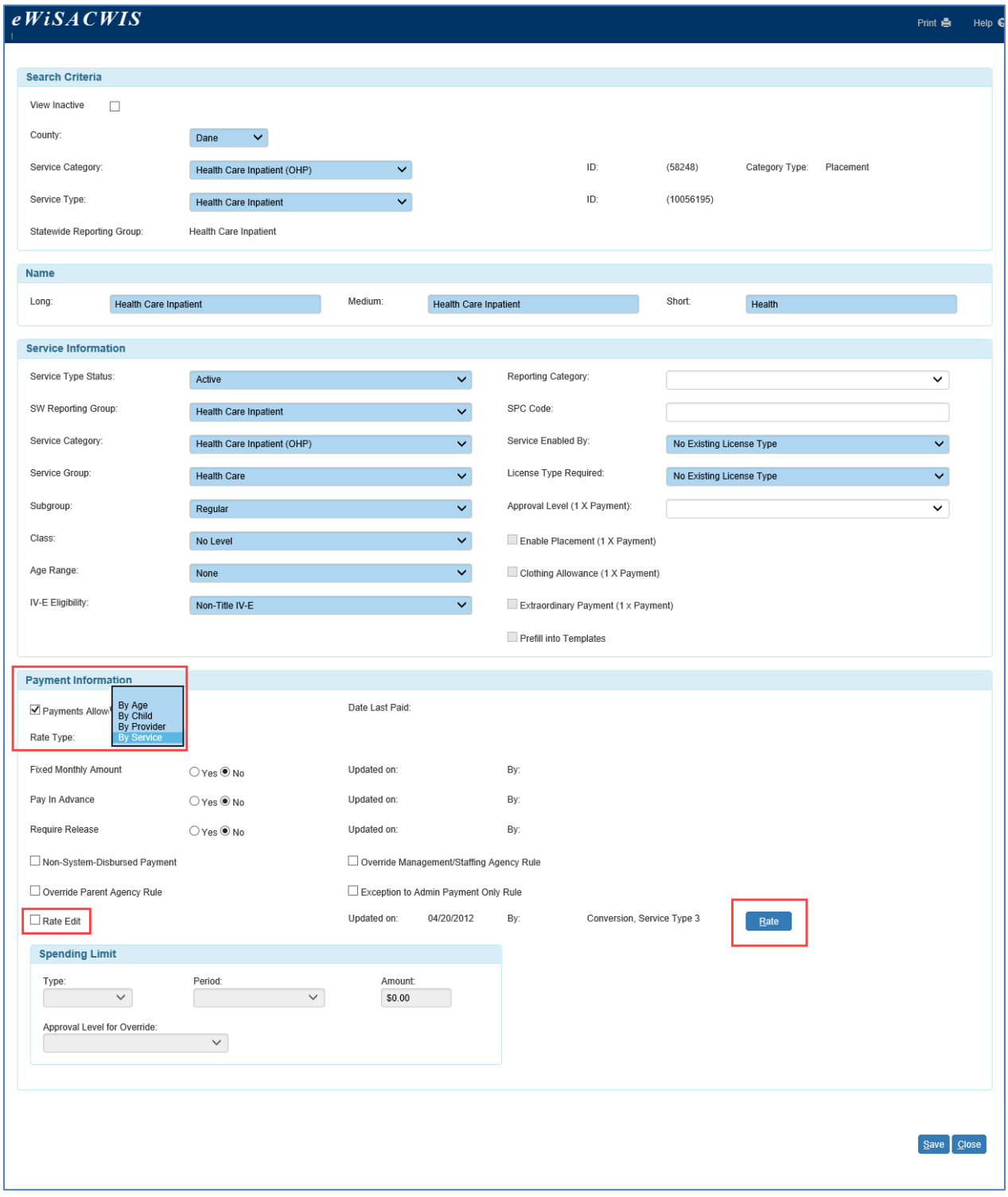
Service-specific rates are rates that all providers use for a specific service. An example is a Health Care Inpatient (OHP) rate.

1. From the desktop, go to Financial > Maintain Service Type and Rate. This will open the Maintain Service Type and Rate page.

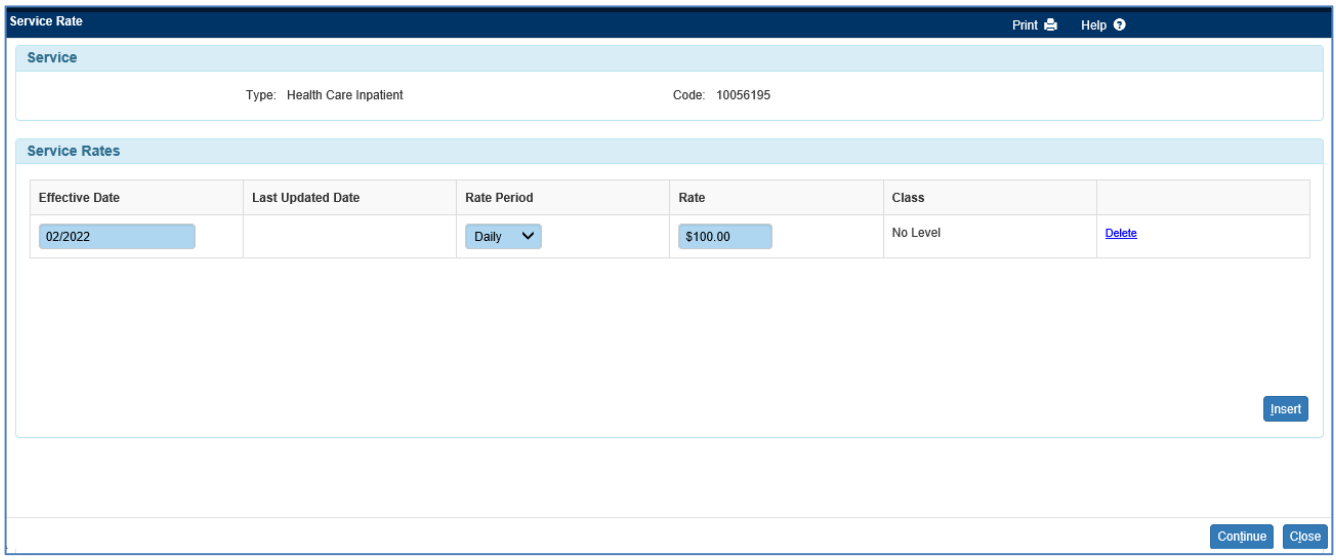


2. On the Maintain Service Type and Rate page, select the Service Category. Once the Service Category is selected, the Service Type values will update based on the Service Category. Select the appropriate Service Type. Click the Rate button to go to the Service Rate page.

   Note: You can only maintain service-specific rates when the Rate Edit box is checked. If the box is unchecked, this means the State maintains the rate. Counties do not have access to check or uncheck this box.



3. On the Service Rate page, click Insert to insert a new rate. The Effective Date is only a month and year date. Choose between a daily and monthly rate from the Rate Period drop-down. Enter your rate. The Delete hyperlink allows you to delete the rate row. The Delete hyperlink disappears once you save. Select Continue to return to the Maintain Service Type and Rate page. On the Maintain Service Type and Rate page, click Save.

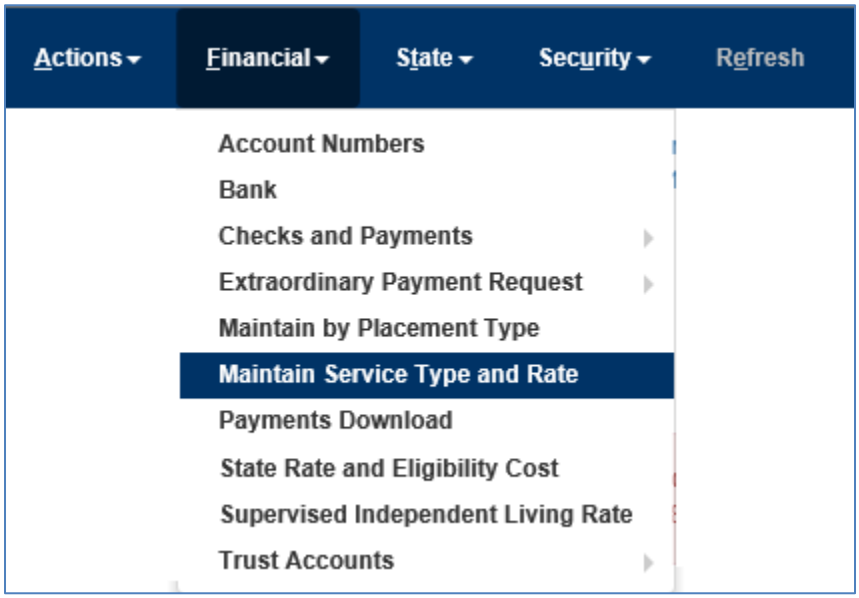


Maintaining Provider-Specific Rates

Provider-specific rates are rates that are governed and maintained at the provider level. For a specific service type, each provider carrying that service type can have a different rate. However, only some providers have maintainable rates. Shelter care facilities are always maintainable, but only a few Residential Care Center (RCC) and group home services types are maintainable. In the below example, we will look at a RCC maintainable rate, “30 Day Clinical Assessment (AAFCRCCQRTP)” for Northwest Passage.

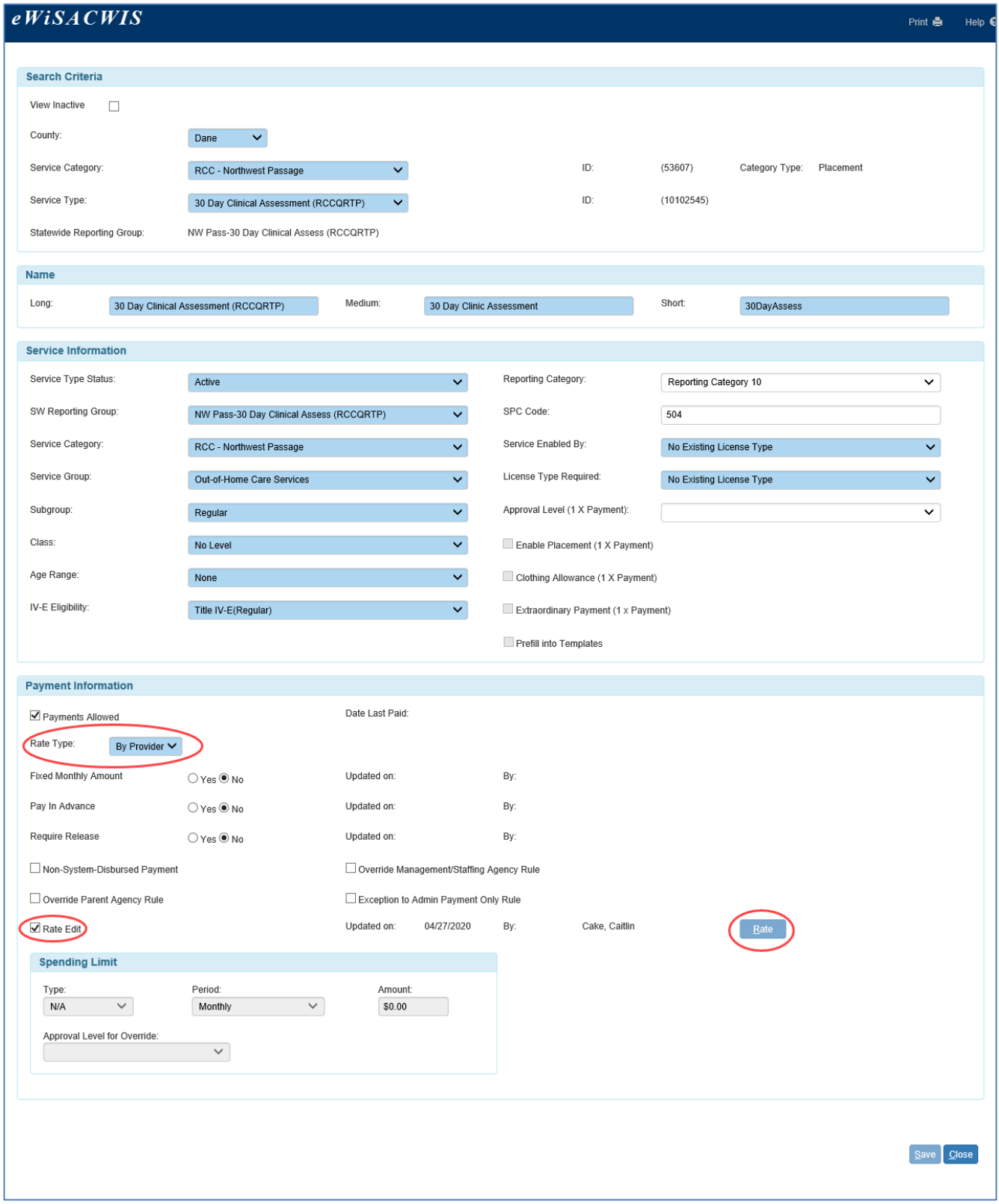
Note: To maintain these types of rates an assignment to the provider is needed. Although the rate is maintained at the provider level, it is helpful to first see the Maintain Service Type and Rate page.

1. From the desktop, go to Financial > Maintain Service Type. This will open the Maintain Service Type and Rate page.

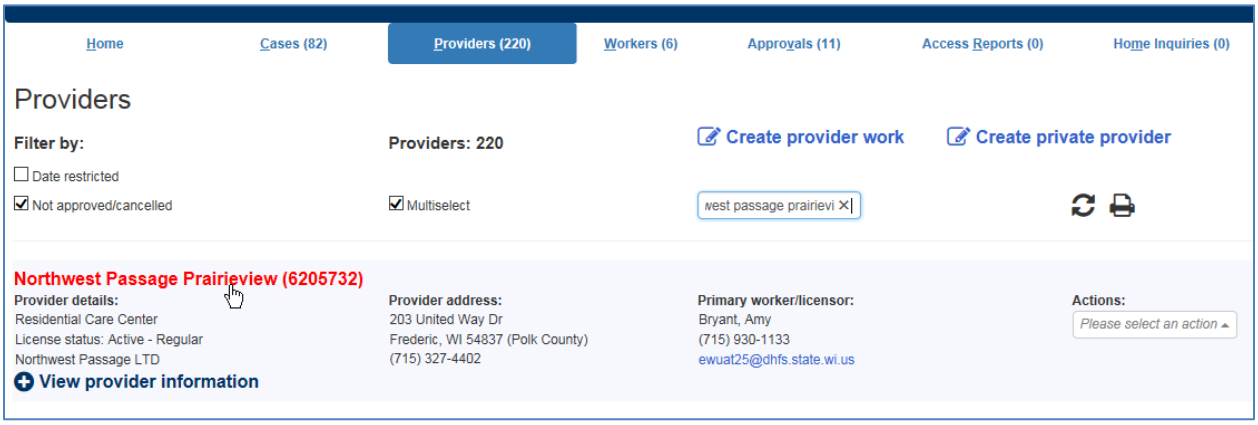


2. On the Maintain Service Type and Rate page, notice the Rate button is disabled since the rate is maintained on the provider record.

   Note: You can only maintain provider-specific rates when the Rate Edit box is checked. If the box is unchecked this means the State maintains the rate. Counties do not have access to check or uncheck this box.



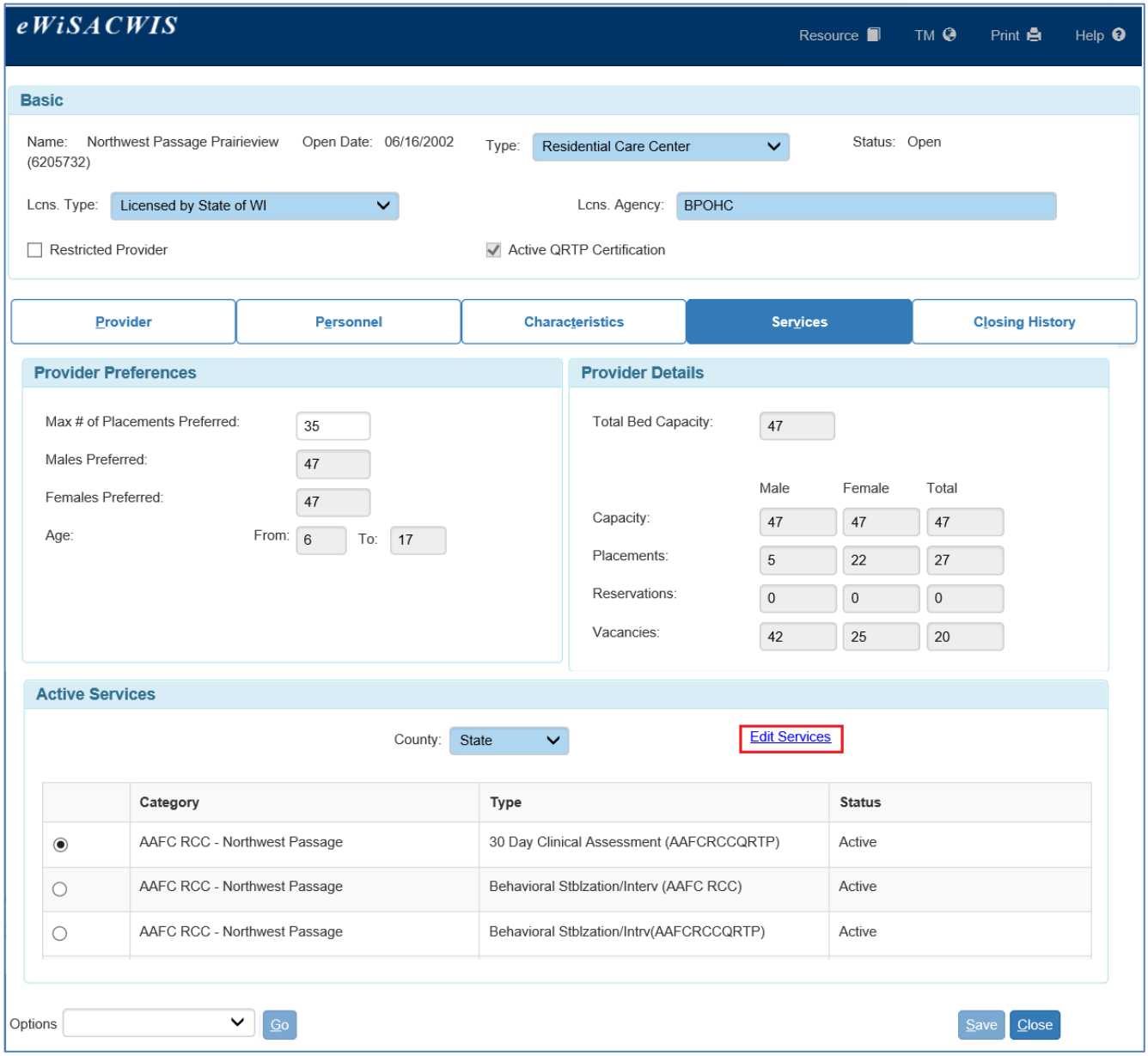
3. From your desktop, click on the provider hyperlink to open the Private Provider or Home Provider page.



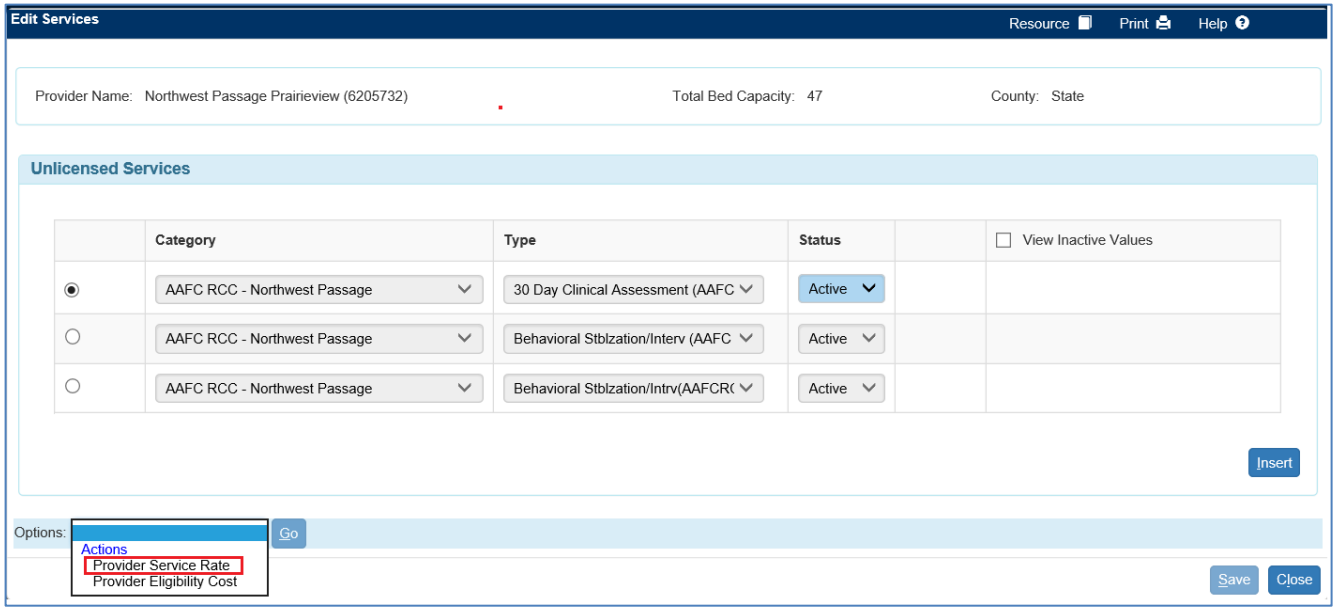
4. Click on the Services tab. In this example, the Service Type "30 Day Clinical Assessment (AAFCRCCQRTP)" is already active. To maintain the rate, click on the Edit Services hyperlink. This will open the Edit Services page.

   Note: The Provider Service Rate page will not save if it is accessed via the Options drop-down on the Private Provider page.

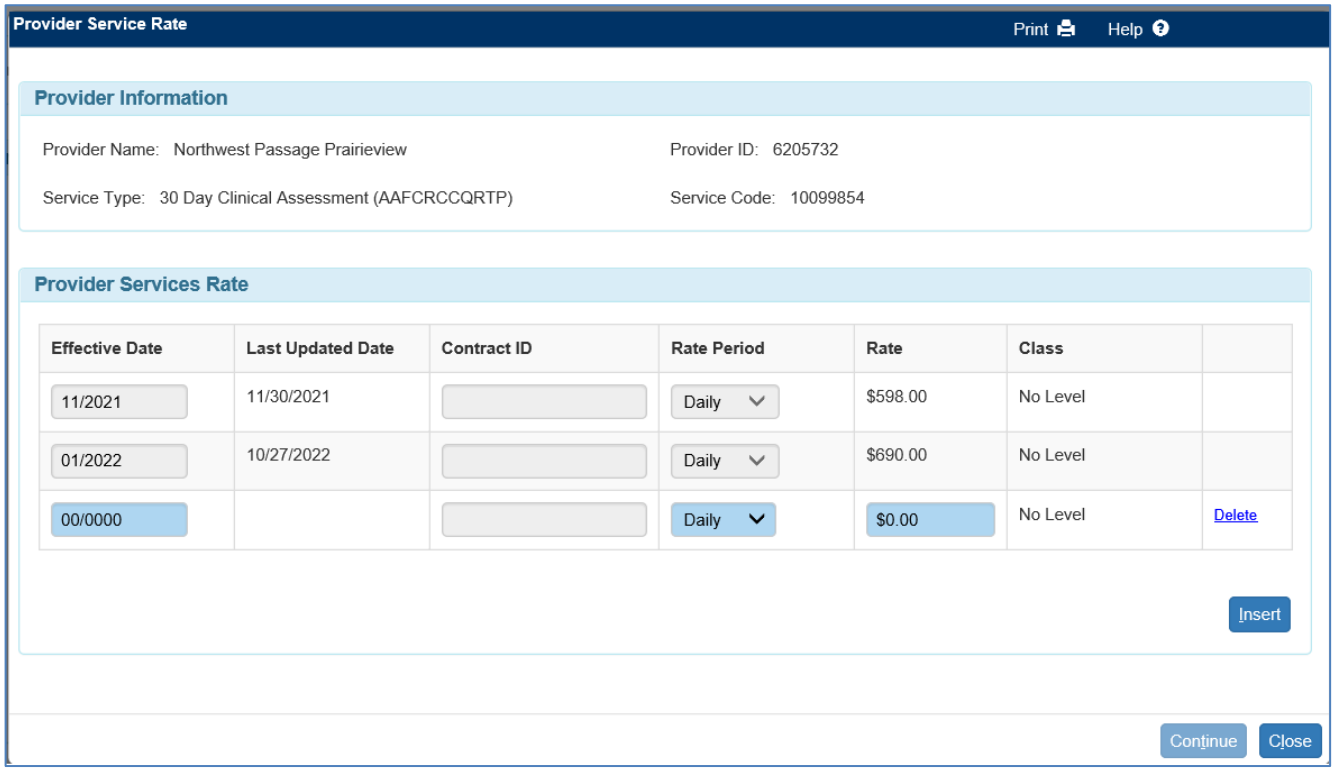
   Note: If the service type does not appear in the Active Services group box, select the Edit Services hyperlink, insert the service, activate it, and launch the Provider Service Rate page. Remember to save upon completion. For more details on how to add services, see the Unlicensed Service Types User Guide.



5. On the Edit Services page, choose the radio button for the appropriate row, and select Provider Service Rate from the Options drop-down, and select Go.



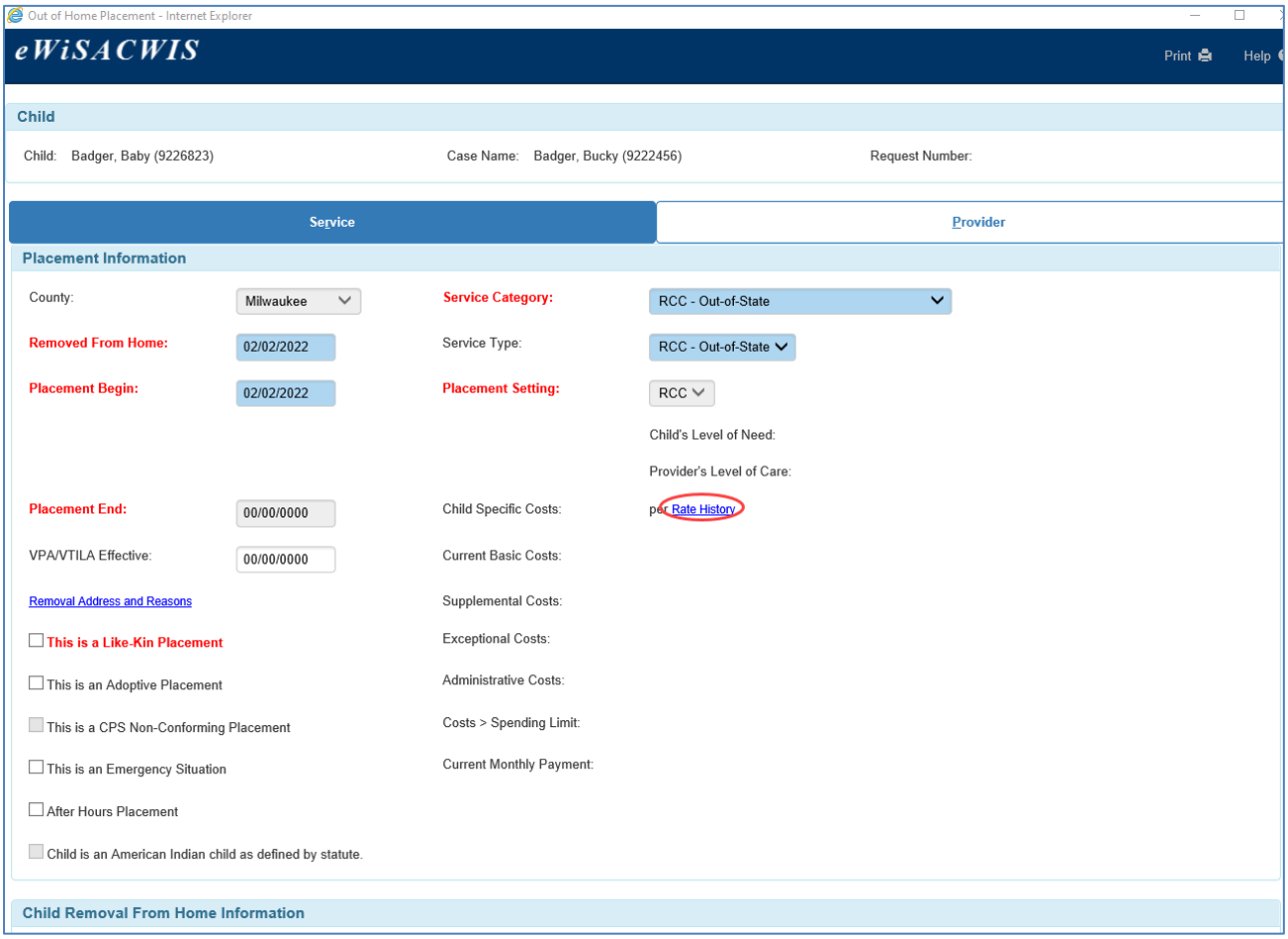
6. On the Provider Service Rate page, click the Insert button and enter the required information. The Delete hyperlink allows you to delete the rate row. The Delete hyperlink disappears once you save. Click Continue to return to the Edit Services page. On the Edit Services page, click Save.



Maintaining Child-Specific Rates

Child-specific rates are used to generate a paid rate that is specific to the child that is placed. It is most commonly used to document out of state placements. Child-specific rates are maintained on the Out of Home Placement page.

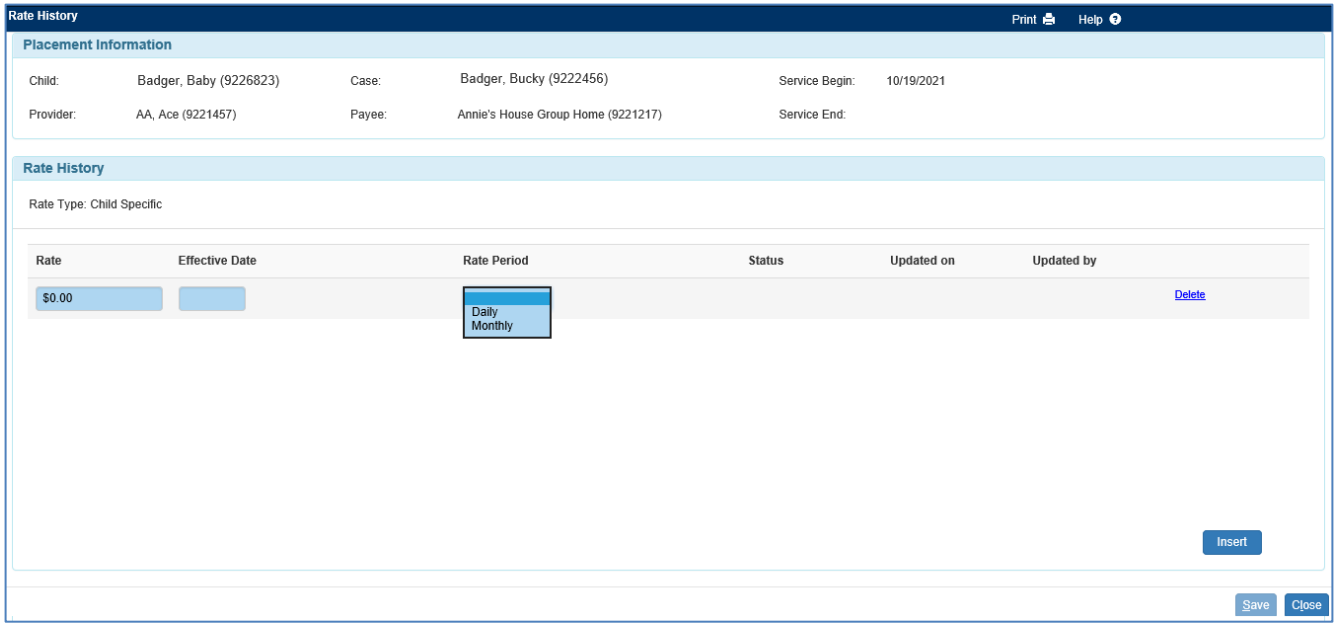
1. On the Out of Home Placement page, select the appropriate Service Category and Service Type. If the Service Type is associated with a child-specific rate, the Rate History hyperlink will appear once the Service Type is selected. Since clicking the Rate History hyperlink requires a save to the page, you will need to complete all the information for the Out of Home Placement prior to selecting the Rate History hyperlink.

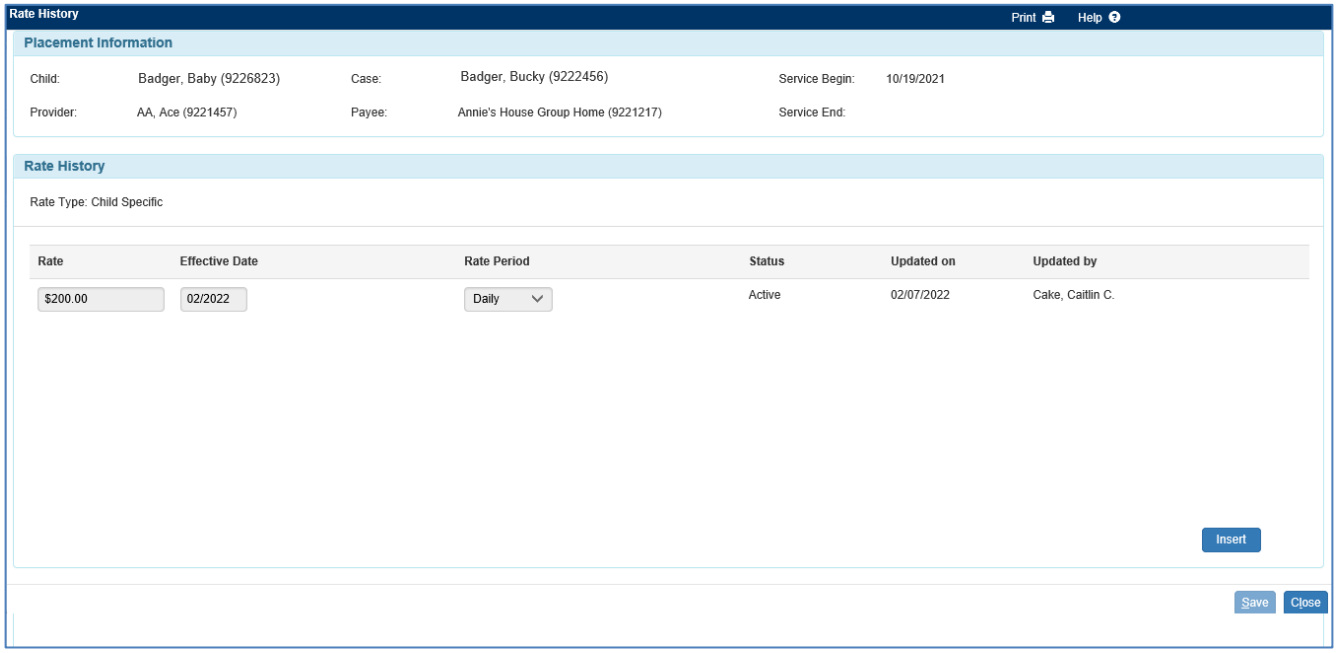


2. Click the Rate History hyperlink to open the Rate History page.

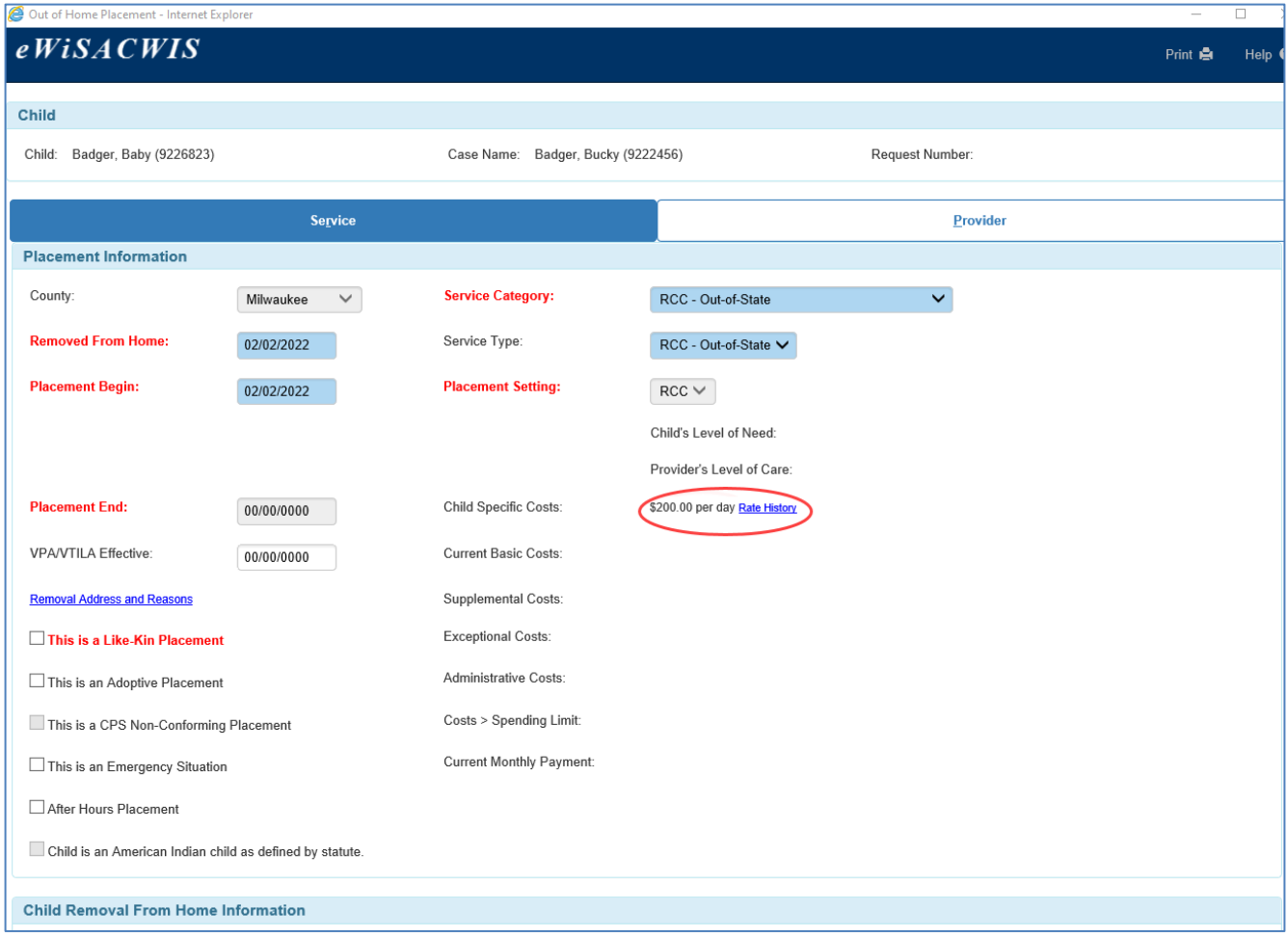
3. On the Rate History page, click Insert to insert a new rate. Enter the rate in the Rate field. The Effective Date is only a month and year date. Choose between a daily and monthly rate from the Rate Period drop-down. The Delete hyperlink allows you to delete the rate row. The Delete hyperlink disappears once you save. Click Save. Click Close to return to the Out of Home Placement page.

   Note: You cannot delete a rate after it is saved.





4. After closing the Rate History page, the child-specific rate will display on the Out of Home Placement page.


Out of Home Placement - Internet Explorer
eWiSACWIS
Print
Help
Child
Child: Badger, Baby (9226823)
Case Name: Badger, Bucky (9222456)
Request Number:
Service
Provider
Placement Information
County: Milwaukee
Service Category: RCC - Out-of-State
Removed From Home: 02/02/2022
Service Type: RCC - Out-of-State
Placement Begin: 02/02/2022
Placement Setting: RCC
Child's Level of Need:
Provider's Level of Care:
Placement End: 00/00/0000
Child Specific Costs: $200.00 per day Rate History
VPA/VTILA Effective: 00/00/0000
Current Basic Costs:
Removal Address and Reasons
Supplemental Costs:
This is a Like-Kin Placement
Exceptional Costs:
This is an Adoptive Placement
Administrative Costs:
This is a CPS Non-Conforming Placement
Costs > Spending Limit:
This is an Emergency Situation
Current Monthly Payment:
After Hours Placement
Child is an American Indian child as defined by statute.
Child Removal From Home Information