

# Maintaining Rates

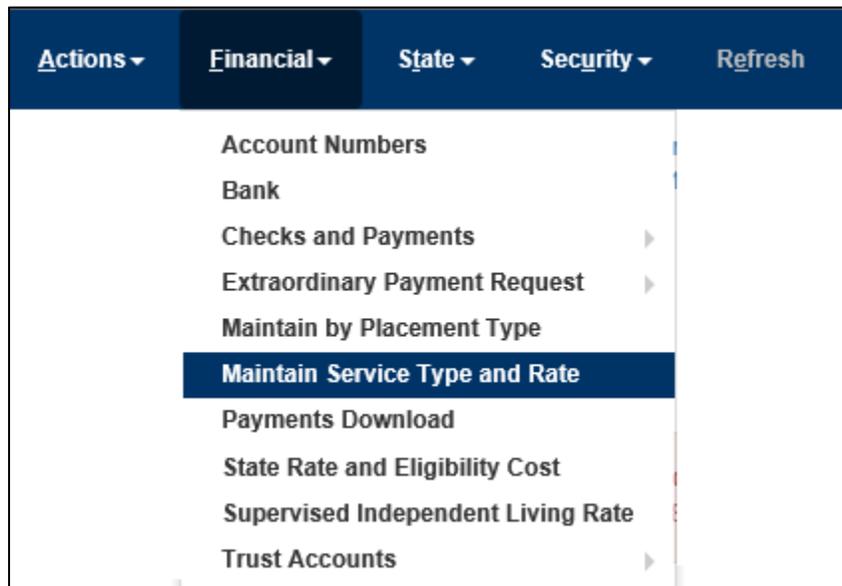
**Note:** Appropriate security is needed to be able to maintain rates.

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.



- 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.

**Search Criteria**

View Inactive

County: **Dane**

Service Category: **Health Care Inpatient (OHP)** ID: (58248) Category Type: Placement

Service Type: **Health Care Inpatient** ID: (10056195)

Statewide Reporting Group: Health Care Inpatient

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**Name**

Long: **Health Care Inpatient** Medium: **Health Care Inpatient** Short: **Health**

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**Service Information**

Service Type Status: **Active** Reporting Category:

SW Reporting Group: **Health Care Inpatient** SPC Code:

Service Category: **Health Care Inpatient (OHP)** Service Enabled By: **No Existing License Type**

Service Group: **Health Care** License Type Required: **No Existing License Type**

Subgroup: **Regular** Approval Level (1 X Payment):

Class: **No Level**  Enable Placement (1 X Payment)

Age Range: **None**  Clothing Allowance (1 X Payment)

IV-E Eligibility: **Non-Title IV-E**  Extraordinary Payment (1 x Payment)

Prefill into Templates

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**Payment Information**

Payments Allowed **By Age**  
**By Child**  
**By Provider**  
**By Service**

Rate Type:  Date Last Paid:

Fixed Monthly Amount  Yes  No Updated on:  By:

Pay In Advance  Yes  No Updated on:  By:

Require Release  Yes  No Updated on:  By:

Non-System-Disbursed Payment  Override Management/Staffing Agency Rule

Override Parent Agency Rule  Exception to Admin Payment Only Rule

Rate Edit Updated on: 04/20/2012 By:  Conversion, Service Type 3 **Rate**

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**Spending Limit**

Type:  Period:  Amount: **\$0.00**

Approval Level for Override:

**Save** **Close**

- 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.

Service Rate Print Help

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Service

Type: Health Care Inpatient Code: 10056195

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Service Rates

Effective Date	Last Updated Date	Rate Period	Rate	Class	
02/2022		Daily	\$100.00	No Level	<a href="#">Delete</a>

[Insert](#)

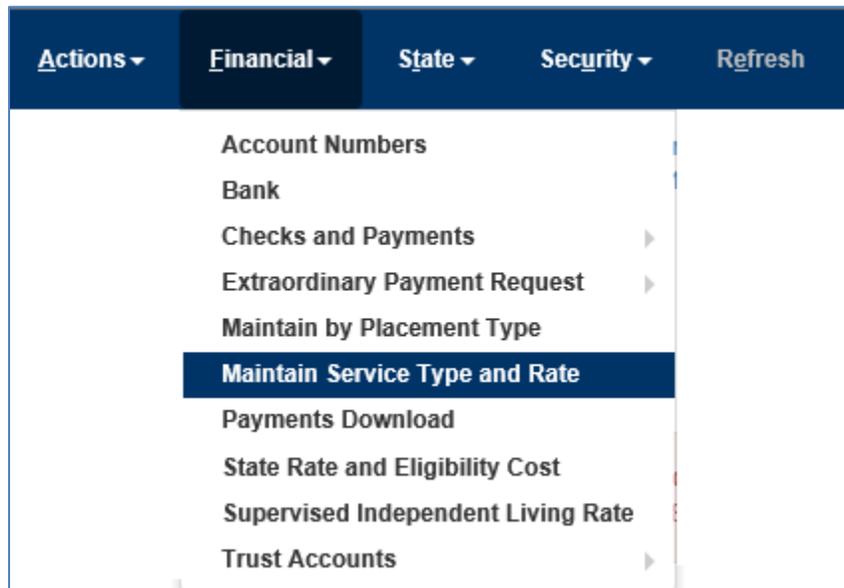
[Continue](#) [Close](#)

## 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 (AAFCRCCQ RTP)” 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.

**Search Criteria**

View Inactive

County: **Dane**

Service Category: **RCC - Northwest Passage** ID: (53607) Category Type: Placement

Service Type: **30 Day Clinical Assessment (RCCQ RTP)** ID: (10102545)

Statewide Reporting Group: NW Pass-30 Day Clinical Assess (RCCQ RTP)

**Name**

Long: **30 Day Clinical Assessment (RCCQ RTP)** Medium: **30 Day Clinic Assessment** Short: **30DayAssess**

**Service Information**

Service Type Status: **Active** Reporting Category: **Reporting Category 10**

SW Reporting Group: **NW Pass-30 Day Clinical Assess (RCCQ RTP)** SPC Code: **504**

Service Category: **RCC - Northwest Passage** Service Enabled By: **No Existing License Type**

Service Group: **Out-of-Home Care Services** License Type Required: **No Existing License Type**

Subgroup: **Regular** Approval Level (1 X Payment):

Class: **No Level**  Enable Placement (1 X Payment)

Age Range: **None**  Clothing Allowance (1 X Payment)

IV-E Eligibility: **Title IV-E(Regular)**  Extraordinary Payment (1 x Payment)

Refill into Templates

**Payment Information**

Payments Allowed Date Last Paid:

**Rate Type:** **By Provider**

Fixed Monthly Amount  Yes  No Updated on: By:

Pay In Advance  Yes  No Updated on: By:

Require Release  Yes  No Updated on: By:

Non-System-Disbursed Payment  Override Management/Staffing Agency Rule

Override Parent Agency Rule  Exception to Admin Payment Only Rule

Rate Edit Updated on: 04/27/2020 By: Cake, Caitlin **Rate**

**Spending Limit**

Type: **N/A** Period: **Monthly** Amount: **\$0.00**

Approval Level for Override:

Save Close

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

Home Cases (82) Providers (220) Workers (6) Approvals (11) Access Reports (0) Home Inquiries (0)

### Providers

Filter by: Providers: 220 [Create provider work](#) [Create private provider](#)

Date restricted  Not approved/cancelled  Multiselect

**Northwest Passage Prairieview (6205732)**

<b>Provider details:</b> Residential Care Center License status: Active - Regular Northwest Passage LTD <a href="#">View provider information</a>	<b>Provider address:</b> 203 United Way Dr Frederic, WI 54837 (Polk County) (715) 327-4402	<b>Primary worker/licensor:</b> Bryant, Amy (715) 930-1133 ewuat25@dhfs.state.wi.us	<b>Actions:</b> <a href="#">Please select an action</a>
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4. Click on the Services tab. In this example, the Service Type “30 Day Clinical Assessment (AAFCCRCCQRTP)” 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.

**Basic**

Name: Northwest Passage Prairieview (6205732)    Open Date: 06/16/2002    Type: Residential Care Center    Status: Open

Lcns. Type: Licensed by State of WI    Lcns. Agency: BPOHC

Restricted Provider     Active QRTP Certification

- Provider
- Personnel
- Characteristics
- Services
- Closing History

**Provider Preferences**

Max # of Placements Preferred:

Males Preferred:

Females Preferred:

Age: From:  To:

**Provider Details**

Total Bed Capacity:

	Male	Female	Total
Capacity:	<input type="text" value="47"/>	<input type="text" value="47"/>	<input type="text" value="47"/>
Placements:	<input type="text" value="5"/>	<input type="text" value="22"/>	<input type="text" value="27"/>
Reservations:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Vacancies:	<input type="text" value="42"/>	<input type="text" value="25"/>	<input type="text" value="20"/>

**Active Services**

County: State  [Edit Services](#)

	Category	Type	Status
<input checked="" type="radio"/>	AAFC RCC - Northwest Passage	30 Day Clinical Assessment (AAFCRCCQRTP)	Active
<input type="radio"/>	AAFC RCC - Northwest Passage	Behavioral Stblzation/Interv (AAFC RCC)	Active
<input type="radio"/>	AAFC RCC - Northwest Passage	Behavioral Stblzation/Intrv(AAFCRCCQRTP)	Active

Options

- 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.

**Edit Services** Resource Print Help

Provider Name: Northwest Passage Prairieview (6205732) Total Bed Capacity: 47 County: State

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**Unlicensed Services**

	Category	Type	Status		<input type="checkbox"/> View Inactive Values
<input checked="" type="radio"/>	AAFC RCC - Northwest Passage	30 Day Clinical Assessment (AAFC)	Active		
<input type="radio"/>	AAFC RCC - Northwest Passage	Behavioral Stblzation/Interv (AAFC)	Active		
<input type="radio"/>	AAFC RCC - Northwest Passage	Behavioral Stblzation/Intrv(AAFCRC)	Active		

[Insert](#)

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Options: 
[Actions](#)  
Provider Service Rate  
[Provider Eligibility Cost](#)
 [Go](#) [Save](#) [Close](#)

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.

**Provider Service Rate** Print Help

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**Provider Information**

Provider Name: Northwest Passage Prairieview Provider ID: 6205732  
 Service Type: 30 Day Clinical Assessment (AAFCRCCQRTP) Service Code: 10099854

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**Provider Services Rate**

Effective Date	Last Updated Date	Contract ID	Rate Period	Rate	Class	
11/2021	11/30/2021		Daily	\$598.00	No Level	
01/2022	10/27/2022		Daily	\$690.00	No Level	
00/0000			Daily	\$0.00	No Level	<a href="#">Delete</a>

[Insert](#)

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[Continue](#) [Close](#)

## 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.

The screenshot shows the 'Out of Home Placement - Internet Explorer' window with the 'eWiSACWIS' logo. The page is titled 'Child' and displays information for 'Badger, Baby (9226823)' with Case Name 'Badger, Bucky (922456)'. The 'Service' tab is active, showing 'Placement Information' for 'RCC - Out-of-State'. Fields include County (Milwaukee), Service Category (RCC - Out-of-State), Service Type (RCC - Out-of-State), Placement Setting (RCC), and Child Specific Costs (per Rate History). A red circle highlights the 'Rate History' link in the 'Child Specific Costs' field. Other fields include 'Removed From Home', 'Placement Begin', 'Placement End', 'VPA/VTILA Effective', and various checkboxes for placement types like 'Like-Kin', 'Adoptive', 'CPS Non-Conforming', 'Emergency Situation', 'After Hours', and 'American Indian child'.

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.

**Rate History** Print Help

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**Placement Information**

Child: Badger, Baby (9226823)    Case: Badger, Bucky (9222456)    Service Begin: 10/19/2021  
 Provider: AA, Ace (9221457)    Payee: Annie's House Group Home (9221217)    Service End:

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**Rate History**

Rate Type: Child Specific

Rate	Effective Date	Rate Period	Status	Updated on	Updated by
\$0.00		Daily Monthly			

[Delete](#)

[Insert](#)

[Save](#) [Close](#)

**Rate History** Print Help

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**Placement Information**

Child: Badger, Baby (9226823)    Case: Badger, Bucky (9222456)    Service Begin: 10/19/2021  
 Provider: AA, Ace (9221457)    Payee: Annie's House Group Home (9221217)    Service End:

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**Rate History**

Rate Type: Child Specific

Rate	Effective Date	Rate Period	Status	Updated on	Updated by
\$200.00	02/2022	Daily	Active	02/07/2022	Cake, Caitlin C.

[Insert](#)

[Save](#) [Close](#)

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

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

Placement End: 00/00/0000

Child's Level of Need:

Provider's Level of Care:

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