

Chapter 25 – CARE Assessor Administration

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Important The required fields referenced in this chapter refer to system-required fields. These fields are required in order for the form to be saved in approved status.

 The information that is required due to policy may be different from those that are system required.

Accessing CARE Assessor Administration

Introduction

CARE Assessor Administration contains the pricing information used by the CARE billing process to pay for CARE assessments completed by AAA/ADRC assessors.

While CARE Assessors are setup in KAMIS by the assessor's organization, Assessor Pricing is setup by the organization that holds the contract for processing CARE Assessment payments.

July 1, 1999 to September 30, 2014 = Each individual AAA
 January 1, 2016 to June 30, 2019 = Southwest Kansas AAA/ADRC.
 July 1, 2019 forward = Each individual AAA

Requirement

Before Assessor Pricing can be setup, the organization to which the assessor is associated with must first add the Assessor in *Organization Member*, and add the Assessor role. For instructions on how to add/assign an organization member, refer to the Organization Member chapter.

How To

These steps are for the contracting organization that has access to the Assessor Pricing module.

Follow the steps in the table below to access Assessor Pricing.

Step	Action	Result
1.	On the KAMIS Home Page, locate the CARE Assessor Administration button in the Administration region.	(The buttons available on the KAMIS Home Page may be different than displayed in the image below, based on the logged-in user's security access.)

The screenshot shows a web interface with two main sections: 'Person Search' and 'ADMINISTRATION'. The 'Person Search' section includes input fields for KAMIS ID, First Name, Last Name, SSN, Medicaid ID #, and Date of Birth, along with a 'Search' button and a 'Reset' link. The 'ADMINISTRATION' section is divided into two sub-sections: 'ADMINISTRATION' and 'BILLING'. The 'ADMINISTRATION' sub-section contains buttons for 'Budget', 'CARE Assessor Administration', 'Service Funding', 'Provider Service', and 'Mass Update'. The 'BILLING' sub-section contains buttons for 'Care Billing' and 'Care Level 1 Adjustment Billing'. A red arrow points from the 'CARE Assessor Administration' button in the 'ADMINISTRATION' sub-section to the 'CARE Assessor Administration' text in the table above.

Continued on next page

Accessing CARE Assessor Administration, continued

How To

continued

Step	Action	Result
2.	Click on the CARE Assessor Administration button in the Administration region.	The Assessor Pricing page displays.

CARE LEVEL 1 ASSESSOR ADMINISTRATION

* PSA
JAYHAWK AREA AGENCY ON AGING - 4 ▾ ...

* Assessor Search (Last, First)
Assessor -- ▾

Show Pricing

Note: The users organization is the only PSA available in the drop-down list.

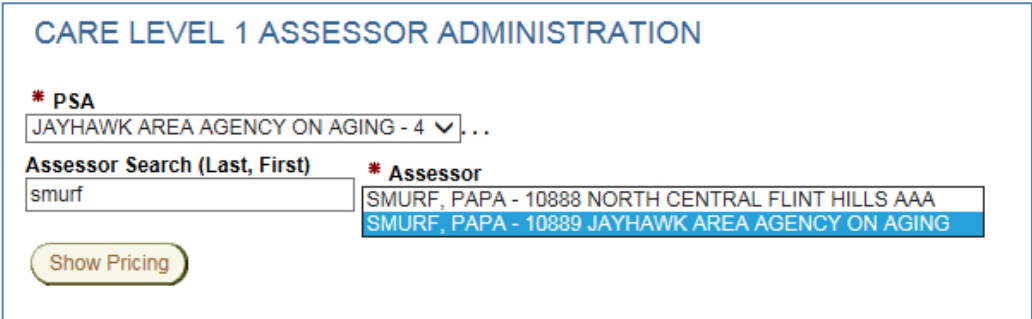
Add Assessor Pricing

Introduction

Assessor Pricing setup includes searching for/selecting the assessor, assigning the type of CARE assessment and form status for which to be paid, the effective date of the price, and the price to be paid for the assessment.

How To

Follow the steps in the table below to complete the Assessor Pricing process.


Step	Action	Result
1.	Type either the partial or the complete last name of the CARE Assessor in the Assessor Search field, and press Enter to populate the Assessor drop-down list.	All Assessors with a last name matching the Search entry will populate the drop-down list. The more specific the Search entry, the more narrowed the results list.
		
2.	Click on the assessor name to select it. If there is only one name, it is automatically selected.	Assessor name is selected.

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Add Assessor Pricing, continued

How To

continued

Step	Action	Result
3.	Click on the Show Pricing button.	Current pricing, if any, will display under the <i>Current Pricing</i> region.
4.	If no pricing exists, click on the Add Pricing button. (Note: Terminating existing pricing is covered later in this chapter.)	The Add/Terminate Pricing Page fields will be displayed.
5.	The Form Type, Form Status and Price will automatically populate with the appropriate pricing.	Required.
		
6.	Enter the Effective Date in MM/DD/YYYY format.	Required. This is the effective date the Assessor will start performing CARE Level I Assessments.

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Add Assessor Pricing, continued

How to

continued

Step	Action	Result
7.	Click on the Save button.	The Pricing information is saved and a <i>Current Pricing</i> table displays.

CARE LEVEL 1 ASSESSOR ADMINISTRATION

* PSA
 ...

Assessor Search (Last, First) * Assessor

Current Pricing

PSA	Assessment Type	Assessment Status	Price	Effective Date	Terminate
4	CARE LEVEL I ASSESSMENT	APPROVED	150.5	07/01/2019	X

1 - 1

[Terminated Pricing](#)

Terminate Assessor Pricing

Introduction

Terminating assessor pricing is necessary if there is a change in the assessor price, or if the assessor is no longer doing assessments for the associated organization.

How To

Follow the steps in the table below to terminate the Assessor Pricing for an assessor.

Step	Action	Result
1.	Complete the Assessor Search process to find the assessor and show the pricing.	The <i>Assessor Pricing</i> page displays with the Current Pricing table.
2.	Click on the "X" in the Terminate column.	The <i>Add/Terminate Pricing</i> page displays.

CARE LEVEL 1 ASSESSOR ADMINISTRATION

* PSA
 JAYHAWK AREA AGENCY ON AGING - 4 ...

Assessor Search (Last, First) * Assessor
 smurf SMURF, PAPA - 10889 JAYHAWK AREA AGENCY ON AGING

Show Pricing

Current Pricing

PSA	Assessment Type	Assessment Status	Price	Effective Date	Terminate
4	CARE LEVEL I ASSESSMENT	APPROVED	150.5	07/01/2019	X

Add Pricing

Terminated Pricing

CARE LEVEL 1 ASSESSOR ADMINISTRATION

Add/Terminate Pricing

* Assessor
 SMURF, PAPA - JAYHAWK AREA AGENCY ON AGING 10889

* Form Type
 CARE LEVEL I ASSESSMENT

* Form Status
 APPROVED

* Price
 150.5

* Effective Date (mm/dd/yyyy)
 Effective Date of Assessor becoming a CARE Assessor.
 07/01/2019

* RATE Effective Date
 01-JUN-19

Termination Date (mm/dd/yyyy)

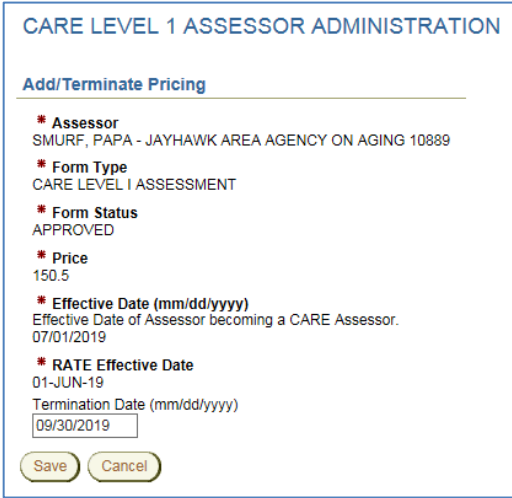
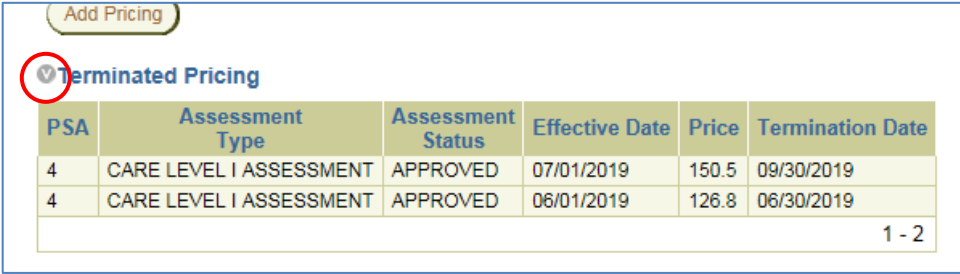
Save Cancel

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Terminate Assessor Pricing, continued

How To

continued

Step	Action	Result
3.	Enter the Termination Date of the assessor price in MM/DD/YYYY format.	The date can be no earlier than the last day of the previous month.
		
4.	Click on the Save button	The Assessor Pricing is terminated and the updated Current Pricing table displays, showing 'no data found.'
		
5.	Click on the arrow next to the <i>Terminated Pricing</i> heading to expand the region.	The Terminated Pricing table displays with the terminated pricing information.