Table of Contents

Plan of Care Mass Update - Overview	.1
Accessing Mass Update	.3
Old Rate to a New Rate	.4
Old Rate to New Rate for Nutrition Providers	.5
Old Provider to a New Provider	.7
Same Provider to a New Program	.9
Terminate a Provider	11

ImportantThe 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.

Introduction The Mass Update process automatically makes changes to Plans of Care for a variety of provider, program, and pricing changes for non-Medicaid services.

The Mass Update process terminates a plan of care service line item, entering the appropriate end date based on the information provided in the Mass Update. It then creates a new service line item, entering the appropriate entries to reflect the change made. The new service line item has the same end date as the original line item had prior to the mass update.

Original Plan of Care:

+	# Organization	EDS line #	Service	Self Direct	Funding	SCA %	Provider	Units	Freq	Total MO Units	Start Date	End Date	Dischrg Code	Approval Status	Err	Approval Date	Unit Cost	Oblig.	MO Cost	Processed	ESD Srv Line Ind	ESD KDADS App Ind	ESD KDADS App Dt
1	1 4	-	ASMT	N	SCA	0	JAYHAWK AREA AGENCY ON AGING	12	YR	12	06/15/15	06/16/15	14				13.76	0	165.12	EXISTING			
2	2 4	-	CMGTS	N	SCA	0	JAYHAWK AREA AGENCY ON AGING	9	QTR	3	06/15/15	06/14/16					13.76	0	41.28	EXISTING			
3	3 4	-	HMKR	Y	SCA	0	ADVANTAGED HOME CARE INC	6	WK	30	06/15/15	06/14/16					15	0	450	EXISTING			
	row(s) 1 - 3 of 3																						
	Save All POC	: info																			Мо	nthly Cost	Add Line

Plan of Care after 'Old Rate to New Rate' Mass Update:

#	Organization	EDS line #	Service	Self Direct	Funding	SCA %	Provider	Units	Freq	Total MO Units	Start Date	End Date	Dischrg Code	Approval Status	Err	Approval Date	Unit Cost	Oblig.	MO Cost	Processed	ESD Srv Line Ind	ESD KDADS App Ind	ESD KDADS App Dt
1	4	-	ASMT	N	SCA	0	JAYHAWK AREA AGENCY ON AGING	12	YR	12	06/15/15	06/16/15	14				13.76	0	165.12	EXISTING			
2	4	-	CMGTS	N	SCA	0	JAYHAWK AREA AGENCY ON AGING	9	QTR	3	06/15/15	06/14/16					13.76	0	41.28	EXISTING			
3	3 4 - HMKR Y SCA 0 ADVANTAGED 6 WK 30 06/15/15 29 15 0 450 EXISTING																						
4	4 4 4 HMKR Y SCA 0 ADVANTAGED 6 WK 30 07/01/15 06/14/16 1 16.75 0 502.5 EXISTING																						
																						row(:	s) 1 - 4 of 4
S	ave All POC	info																			Mo	nthly Cost	Add Line

HCBS WaiverWith the launch of KanCare on January 1, 2013, HCBS services are no longer entered on KAMISServicesplans of care. Only assessments for waiver services (FAI, BASIS, etc.) appear on waiver customers'
plans of care, and Mass Updates are not performed on the assessment service lines.

Important – The Mass Update must be processed during the month the change being made takes Mass Update effect. Timing The most common Mass Updates done are for rate changes for Federal and State funding programs. State rate changes usually as into effect on July 1, and Federal rate changes usually as into effect on

State rate changes usually go into effect on July 1, and Federal rate changes usually go into effect on October 1.

<u>Example</u>: Rate change for CMGTS/SCA service/funding combination is effective July 1, 2015. The Mass Update must be processed before midnight on July 31, 2015.

If a Mass Update is not processed by the deadline, the organization runs the risk of losing money if the Mass Update was for a rate increase. If KDADS has to force the rate change past the original deadline, the new rate may not take effect until at least one month later than the actual rate change date.

Continued on next page

Important – Plan of Care Status	Make sure no one has a plan of care (POC) open that will be affected by the Mass Update. The Mass Update process cannot make changes to a locked POC.
	It is recommended that Mass Updates be run at a time of day when users will not be accessing plans of care, or that arrangements be made within the organization to stay out of plans of care during a pre-arranged time for the Mass Update to run.
	If a user has a plan of care open, or did not use the 'Unlock & Close' link to exit out of a plan of care, the POC may be 'Locked' and should show this status on the customer's Forms list.
	When the Mass Update runs, and the POC cannot be updated because it is locked, it will count as an error. The completion message will report 'x' number of records processed, with 'x' number of errors. The locked POC would be one of the errors.
Mass Updates Options	There are several different options for processing a Mass Update to change all affected Plan of Care service line Items:
	 From Old Rate to a New Rate changes the unit cost of the service line items From Old Rate to a New Rate for Nutrition Providers use for unit cost changes of Nutrition Meal Sites that have a Parent Organization From Old Provider to a New Provider use to replace one provider with another provider for a specific service/funding combo Old service/funding combination to new service/funding combination within the same Provider use when the Funding changes, but not the Provider For a Terminated Provider use when a provider is no longer providing a service and there is no replacement provider

Accessing Mass Update

Prerequisites All changes affecting a Mass Update must be entered into the appropriate KAMIS Administration Maintenance functions *before* any changes can be processed.

For example, new prices must be entered in Provider Service. A new Provider must be added in Organizations.

Important Note: It is not required, nor recommended, that old prices or providers be terminated prior to a Mass Update. The termination dates should not be entered until all plans of care are closed out and services have been billed for the old prices and/or providers.

How To Follow the

Follow the steps in the table below to access Mass Update.

Step	Action		Resu	ılt
1.	Click on the Mass Update butto KAMIS Home Page, under the ADMINISTRATION region.	on on the	The Plan of Care Mass L	Jpdate page displays.
	Image: Search KAMIS ID First Name Last Name SSN MEDICAID # ATE OF BIRTH Search Reset	ADMINISTRATION Budget Provider Service Service Funding Mass Update BILLING		WORKLOADS ADRC Options Counse Referrals for ADRC Opt Medicaid Eligibility Wor POC Service Reduction SED Service Authorizat
PS/ Chi O	ande to rearrange and POC Service Line Items from Old Rate	to a New Rate		
2.	Select the navigation tab that of the change to be made.	orresponds	The navigation tab turns page changes to reflect function to be performe	s yellow and the the selected ed.

The following sections provide instructions for each Mass Update navigation tab.

How toFollow the steps in the table below to process a change in a Provider's service unit cost.Note: All fields in this Mass Update process are required.

Step	Action	Result
1.	Select the navigational tab Old Rate to New	The navigational tab is yellow and the
	Rate	Provider selection field displays.
	PLAN OF CARE MASS UPDATE	
	Old Rate to New Rate New Rate for Nutrition Provider Old Provider to New Rate New	ew Provider Provider to New Program Terminate Provider
	PSA 04 - JAYHAWK AAA	
	Change all POC Service Line Items from Old Rate to a New Rate	
	Provider	
	Cancel	
2	Select the Provider from the drop-down list	The Funding Source field displays
3.	Select the Funding Source from the drop-	The Service Code field displays.
5.	down list.	
4.	Select the Service Code from the drop-down	The Old Unit Rate and New Unit Rate
	list.	choices display, populating from Provider
		Service pricing entries.
5.	Click the radio button of the Old Unit Rate	
	that the mass update will terminate.	
6.	Click the radio button of the New Unit Rate	The Effective Date field displays.
	that the mass update will use in the new	
	service lines.	
/.	Enter the Effective Date of the rate change.	I his will be the start Date of the new service
		ines created by the mass update.
	PLAN OF CARE MASS LIPDATE	
	Old Rate to New Rate New Rate for Nutrition Provider Old Provider to New Prov	ider Provider to New Program Terminate Provider
	PSA 04 - JAYHAWK AAA	
	Change all POC Service Line Items from Old Rate to a New Rate	
	Provider JAYHAWK PLUMBING	v
	Funding Source SCA Service Code MISC - MISCELLANEOUS	
	Old Unit Rate 0 1 - Eff Dt:11/18/2005 Trm Dt: (30533)	New Unit Rate _ 1 - Eff Dt:11/18/2005 Trm Dt: (30533)
	○ 1.75 - Eff Dt:07/01/2015 Trm Dt: (21403113) * Effective Date 07/01/2015 ×	I.75 - Eff Dt:07/01/2015 Trm Dt: (21403113)
	Cancel	
	PROCESS	
8.	Click on the Process button.	A contirmation message appears:
	Click on the OK hutter to confirm the Maria	Are you sure you want to process?
9.	Lindate should run	displays stating the number of records
		noncessed and if there were any errors
		processed and it there were any errors.

How toFollow the steps in the table below to process a change in Provider service unit cost for Nutrition
Providers who are Parent Organizations of meal sites.
Note: All fields in this Mass Update process are required.

Step	Action	Result
1.	Select the navigational tab New Rate for	The navigational tab is yellow and the
	Nutrition Provider	appropriate fields display.
	PLAN OF CARE MASS UPDATE	
	Old Rate to New Rate New Rate for Nutrition Provider Old Provider to N	New Provider Provider to New Program Terminate Provider
	PSA 04 - JAYHAWK AAA	
	Change all POC Service Line Items from Old Rate to a New Rate for Nutrition Providers	_
	Nutrition Provider	
	Cancel	
2.	Select the Nutrition Provider from the drop-	The Funding Source field displays.
	down list.	
3.	Select the Funding Source from the drop-	The Service Code field displays.
	down list.	
4.	Select the Service Code from the drop-down	The Old Unit Rate and New Unit Rate
	list.	choices display.
5.	Click the radio button of the Old Unit Rate	The Old Unit Rate and New Unit Rate
	that the mass update will terminate.	choices display, populating from Provider
		Service pricing entries.
6.	Click the radio button of the New Unit Rate	The Effective Date field displays.
	for which the mass update will add new	
	service lines.	
7.	Enter the Effective Date of the rate change.	This will be the Start Date of the new service
		lines created in affected plans of care.

Continued on next page

Old Rate to New Rate for Nutrition Providers, continued

(continued)

Step	Action	Result
	PLAN OF CARE MASS UPDATE	
	Old Rate to New Rate New Rate for Nutrition Provider Old Provider to	New Provider Provider to New Program Terminate Provider
1	PSA 04 - JAYHAWK AAA	
	Change all POC Service Line Items from Old Rate to a New Rate for Nutrition Providers	
	Nutrition Provider TOPEKA MOW NUTRITION PROVIDER V Funding Source OAA3C2 V V	
	Service Code HMEL - HOME DELIVERED MEALS O 4.5 O 4.7 O 4.95	○ 4.5 ○ 4.7 ○ 4.95
	○ 5.09 Old Unit Rate ○ 5.18 ○ 5.27 ○ 5.27	0 5.09 5.18 0 5.27 0 5.11
	○ 5.31 ○ 5.42 ④ 5.66 ○ 5.72	○ 5.31 ○ 5.42 ○ 5.66 ● 5.72
	* Effective Date 07/01/2015 ×	
[PROCESS	
8.	Click on the Process button.	A confirmation message appears:
		Message from webpage
		Are you sure you want to process? OK Cancel
9.	Click on the OK button to confirm the Mass Update should run.	When the update has processed, a message displays, stating the number of records that were processed and if there were any errors.

How toFollow the steps in the table below to process a change in the Provider.Note: All fields in this Mass Update process are required.

Step	Action	Result					
1.	Select the navigational tab Old Provider to New Provider .	Old Provider fields display, and a blankto a New Provider region displays.					
	PLAN OF CARE MASS UPDATE Old Rate to New Rate New Rate for Nutrition Provider Old Provider to New Rate	lew Provider Provider to New Program Terminate Provider					
	PSA 04 - JAYHAWK AAA Change all POC Service Line Items from Old Provider	to a New Provider					
	Cancel Reset	✓					
2.	Select the Old Provider from the drop-down list.	The Funding Source field displays.					
3.	Select the Funding Source for the old provider.	The Service Code field displays.					
4.	Select the Service Code for the old provider.	The Old Unit Rate choices display.					
5.	Select the Old Unit Rate for the old provider.	The New Provider field displays in the 'to a New Provider' region.					
6.	Select the New Provider from the drop down listing.	The New Funding Source and New Service Code fields display and are auto-populated with the same funding and service used by the old provider. These cannot be changed. The New Unit Rate and Effective Date fields and the Process button also display.					
7.	Select the New Unit Rate to be used by the new provider.						
8.	Enter the Effective Date of the provider change.	This will be the Start Date of the new service lines created in affected plans of care.					
PLAN OF CARE MASS UPDATE Old Rate to New Rate New Rate for Nutrition Provider PSA 04 - JAYHAWK AAA Change all POC Service Line Items from Old Provider Provider ADVANTAGED HOME CARE, INC. Funding Source SCA Service Code HMKR - HOMEMAKER Old Unit Rate Old Unit Rate Old Unit Rate Old Unit Rate Old 14 - Eff Dt:07/01/2003 Trm Dt:06/30/2004 (18536) • Effective Date D8/15/2015 PROCESS							

Continued on next page

Old Provider to a New Provider, continued

How to

(continued)

Step	Action	Result
9.	Click on the Process button.	A confirmation message appears:
		Message from webpage
		Are you sure you want to process? OK Cancel
10.	Click on the OK button to confirm the Mass	When the update has processed, a message
	Update should run.	displays stating the number of records that
		were processed and if there were any
		errors.

How to

Follow the steps in the table below to process a change in the funding source for an existing provider.

Note: All fields in this Mass Update process are required.

1. Select the navigational tab Provider to New Program The Old Provider field displays, and a blank 'to a New Program' region displays. PLAN OF CARE MASS UPDATE Old Rake to New Rake Two New Rake To New Provider To New Program Terminate Provider PSA 01-JAYNAWK AA The New Provider rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider to a New Program Provider to a New Program Provider Select the Provider from the drop-down list. The old Funding Source for the provider. The old Service Code field displays. The new Funding Source field displays. 3. Select the old Service Code for the provider. The Old Unit Rate choices display. 5. Select the Old Unit Rate for the provider. The New Service Code field displays. 6. From theto a New Program region, select the new Funding Source for the provider. The New Unit Rate choices display. 7. Select the New Unit Rate to be used by the provider. The New Unit Rate choices display. 8. Select the New Unit Rate to be used by the provider. The New Unit Rate choices display. 9. Enter the Effective Date the new program (service/funding combo) should start. This will be the Start Date of the new service lines created in affected plans of care.	Step	Action	Result
Program 'to a New Program' region displays. PLAN OF CARE MASS UPDATE Old Provider to New Provider Old Rate to New Rate New Provider for New Provider Terminate Provider PSA 01-JATHAWKAA The New Provider rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider	1.	Select the navigational tab Provider to New	The Old Provider field displays, and a blank
PLAN OF CARE MASS UPDATE Old Rate to New Rate Wew Rate for Nuthtion Provider Charge and Provider PA GL-JAYHAWK AA The New Provider and/or the New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Charge all POC Service Line Items from Old Provider to a New Program Provider		Program	'to a New Program' region displays.
PLAN OF CARE MASS UPDATE Old Rate to Now Rate New Rate for Nutrition Provider Did Provider to New Program Terminate Provider PSA 04 - JAYHAWK AAA The New Provider and/or the New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider to a New Program Provider to a New Program Cancel to a New Program 2. Select the Provider from the drop-down list. The old Funding Source field displays. The new Funding Source field displays in the 'to a New Program' region. 3. Select the old Funding Source for the provider. The old Service Code field displays. 5. Select the old Service Code for the provider. The Old Unit Rate choices display. 5. Select the Old Unit Rate for the provider. The Old Unit Rate choices display. 6. From theto a New Program region, select the new Service Code field displays. The New Unit Rate choices display. 7. Select the New Unit Rate to be used by the provider. The Effective Date field displays. 9. Enter the Effective Date the new program This will be the Start Date of the new service for the new service for the new service fines of care. PLAN OF CARE MASS UPDATE Did Rate to New Rate Multified Revis the S			
Old Rate to New Rate New Rate for Nuthtion Provider Old Provider to New Program Terminate Provider PSA b4 - JYTHAWK AAA The New Provider and/or the New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider. to a New Program Provider to a New Program Provider to a New Program Cancel to a New Program 2. Select the Provider from the drop-down list. The old Funding Source field displays. The new Funding Source field displays in the 'to a New Program' region. 3. Select the old Funding Source for the provider. The Old Unit Rate choices display. 5. Select the Old Unit Rate for the provider. The Old Unit Rate choices display. 5. Select the Old Unit Rate for the provider. The new Service Code field displays. 6. From theto a New Program region, select the new Funding Source for the provider. The New Unit Rate choices display. 7. Select the New Unit Rate to be used by the provider. The New Unit Rate choices display. 8. Select the New Unit Rate to be used by the provider. The Swill be the Start Date of the new service (order to New Program) 9. Enter the Effective Date the new program (service/fu	PL	AN OF CARE MASS UPDATE	
PSA 04 - JAYHAWK AAA The New Provider and/or the New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider to a New Program Provider to a New Program Cancel to a New Program Cancel to a New Program Select the Provider from the drop-down list. The old Funding Source field displays. The new Funding Source field displays in the 'to a New Program' region. 3. Select the old Funding Source for the provider. The old Service Code field displays. 4. Select the old Service Code for the provider. The old Unit Rate choices display. 5. Select the Old Unit Rate for the provider. The new Service Code field displays. 6. From theto a New Program region, select the new Funding Source for the provider. The new Service Code to be used by the provider. 7. Select the New Unit Rate to be used by the provider. The New Unit Rate choices display. 9. Enter the Effective Date the new program (service/funding combo) should start. This will be the Start Date of the new service lines created in affected plans of care. PLAN OF CARE MASS UPDATE Old Provider Nation Provider Nate Must BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. The New Provi	Old	Rate to New Rate New Rate for Nutrition Provider Old Provider to New Provide	r Provider to New Program Terminate Provider
The New Provider and/or the New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider Provider to a New Program Carcel 2. Select the Provider from the drop-down list. The old Funding Source field displays. The new Funding Source field displays in the 'to a New Program' region. 3. Select the old Funding Source for the provider. From theto a New Program region, select the old Unit Rate for the provider. 6. From theto a New Program region, select the new Service Code field displays. 7. Select the new Service Code to be used by the provider. 8. Select the New Unit Rate to be used by the provider. 9. Enter the Effective Date the new program (service/funding combo) should start. In erst the Effective Date the new program (service/funding combo) should start. This will be the Start Date of the new service lines created in affected plans of care. PLAN OF CARE MASS UPDATE Contaits for Nutrition Provider and Wall BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider Contaits to Nutrition Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed.	PSA	04 - JAYHAWK AAA	
Change all POC Service Line Items from Old Provider to a New Program Provider to a New Program Carreel New Program 2. Select the Provider from the drop-down list. The old Funding Source field displays. The new Funding Source field displays in the 'to a New Program' region. 3. Select the old Funding Source for the provider. The old Service Code field displays. 4. Select the old Service Code for the provider. The old Service Code field displays. 5. Select the Old Unit Rate for the provider. The new Service Code field displays. 6. From theto a New Program region, select the new Funding Source for the provider. The new Service Code field displays. 7. Select the new Service Code to be used by the provider. The New Unit Rate choices display. 8. Select the New Unit Rate to be used by the provider. The Effective Date field displays. 9. Enter the Effective Date the new program (service/funding combo) should start. Ines created in affected plans of care. PLAN OF CARE MASS UPDATE Old Rate to New Rate New Rate for Multion Provider Code Field Provider to New Program PSA 0- JATHAWKAA The Very Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. <t< td=""><th></th><td>The New Provider and/or the New Provider Rate MUST BE entered via the SERVICE</td><td>FUNDING MAINTENTANCE screen before any Changes can be Processed.</td></t<>		The New Provider and/or the New Provider Rate MUST BE entered via the SERVICE	FUNDING MAINTENTANCE screen before any Changes can be Processed.
2. Select the Provider from the drop-down list. 3. Select the old Funding Source for the provider. 4. Select the old Service Code for the provider. 5. Select the Old Unit Rate for the provider. 6. From theto a New Program region, select the new Funding Source for the provider. 7. Select the new Service Code to be used by the provider. 8. Select the New Unit Rate to be used by the provider. 9. Enter the Effective Date the new program (service/funding combo) should start. 7. Select the Effective Date the new program (service/funding combo) should start. 7. This will be the Start Date of the new service lines created in affected plans of care. 7. PLAN OF CARE MASS UPDATE 100 Care Mass UP	Cha	nge all POC Service Line Items from Old Provider	to a New Program
Cancel 2. Select the Provider from the drop-down list. The old Funding Source field displays. The new Funding Source field displays in the 'to a New Program' region. 3. Select the old Funding Source for the provider. The old Service Code field displays. 4. Select the old Service Code for the provider. The Old Unit Rate choices display. 5. Select the Old Unit Rate for the provider. The new Service Code field displays. 6. From theto a New Program region, select the new Service Code field displays. The new Service Code field displays. 7. Select the new Service Code to be used by the provider. The New Unit Rate choices display. 8. Select the New Unit Rate to be used by the provider. The Effective Date field displays. 9. Enter the Effective Date the new program (service/funding combo) should start. This will be the Start Date of the new service lines created in affected plans of care. PLAN OF CARE MASS UPDATE Old Rate to New Rate New Rate for Nuthor Provider Old Provider to New Provider to New Program Termate Provider PSA 04 - JAYHAWK AA The New Provider rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. to a New Program	Pro	vider Vider	New Program
2. Select the Provider from the drop-down list. The old Funding Source field displays. The new Funding Source field displays in the 'to a New Program' region. 3. Select the old Funding Source for the provider. The old Service Code field displays. 4. Select the old Service Code for the provider. The Old Unit Rate choices display. 5. Select the Old Unit Rate for the provider. The new Service Code field displays. 6. From theto a New Program region, select the new Funding Source for the provider. The new Service Code field displays. 7. Select the New Unit Rate to be used by the provider. The New Unit Rate choices display. 8. Select the New Unit Rate to be used by the provider. The Effective Date field displays. 9. Enter the Effective Date the new program (service/funding combo) should start. This will be the Start Date of the new service lines created in affected plans of care. PLAN OF CARE MASS UPDATE Old Provider to New Provider to New Program Terminate Provider PSA 04 - JAYHAWK AA The New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider to a New Program	Ca	ncel	
2. Select the Provider from the drop-down list. The old Funding Source field displays. The new Funding Source field displays in the 'to a New Program' region. 3. Select the old Funding Source for the provider. The old Service Code field displays. 4. Select the old Service Code for the provider. The Old Unit Rate choices display. 5. Select the Old Unit Rate for the provider. The Old Unit Rate choices display. 6. From theto a New Program region, select the new Service Code field displays. The new Service Code field displays. 7. Select the new Service Code to be used by the provider. The New Unit Rate choices display. 8. Select the New Unit Rate to be used by the provider. The Effective Date field displays. 9. Enter the Effective Date the new program (service/funding combo) should start. This will be the Start Date of the new service lines created in affected plans of care. PLAN OF CARE MASS UPDATE Old Provider to New Provider and/or the New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider to a New Program			
new Funding Source field displays in the a. Select the old Funding Source for the provider. The old Service Code field displays. 4. Select the old Service Code for the provider. 5. Select the Old Unit Rate for the provider. 6. From theto a New Program region, select the new Funding Source for the provider. The new Service Code field displays. 7. Select the New Service Code to be used by the provider. The New Unit Rate choices display. 8. Select the New Unit Rate to be used by the provider. The Effective Date field displays. 9. Enter the Effective Date the new program (service/funding combo) should start. This will be the Start Date of the new service lines created in affected plans of care. PLAN OF CARE MASS UPDATE Old Rate to New Rate for Nutrition Provider Old Provider to New Provider New Program PSA 04 - JAYHAWK AA The New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider to a New Program	2.	Select the Provider from the drop-down list.	The old Funding Source field displays. The
3. Select the old Funding Source for the provider. The old Service Code field displays. 4. Select the old Service Code for the provider. The Old Unit Rate choices display. 5. Select the Old Unit Rate for the provider. The New Service Code field displays. 6. From theto a New Program region, select the new Funding Source for the provider. The new Service Code field displays. 7. Select the new Service Code to be used by the provider. The New Unit Rate choices display. 8. Select the New Unit Rate to be used by the provider. The Effective Date field displays. 9. Enter the Effective Date the new program (service/funding combo) should start. This will be the Start Date of the new service lines created in affected plans of care. PLAN OF CARE MASS UPDATE Old Rate to New Rate for Nutrition Provider Old Provider to New Provider New Program Terminate Provider PSA 04 - JAYHAWK AA The New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider to a New Program			new Funding Source field displays in the
3. Select the old Funding Source for the provider. The old Service Code field displays. 4. Select the old Service Code for the provider. The Old Unit Rate choices display. 5. Select the Old Unit Rate for the provider. The new Service Code field displays. 6. From theto a New Program region, select the new Funding Source for the provider. The new Service Code field displays. 7. Select the new Service Code to be used by the provider. The New Unit Rate choices display. 8. Select the New Unit Rate to be used by the provider. The Effective Date field displays. 9. Enter the Effective Date the new program (service/funding combo) should start. This will be the Start Date of the new service lines created in affected plans of care. PLAN OF CARE MASS UPDATE Oid Rate to New Rate New Rate for Nutrition Provider Provider to New Program Terminate Provider PSA 04 - JAYHAWK AAA The New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. to a New Program			'to a New Program' region.
9rovider. 4. Select the old Service Code for the provider. The Old Unit Rate choices display. 5. Select the Old Unit Rate for the provider. The new Service Code field displays. 6. From theto a New Program region, select the new Service Code field displays. The new Service Code field displays. 7. Select the new Service Code to be used by the provider. The New Unit Rate choices display. 8. Select the New Unit Rate to be used by the provider. The Effective Date field displays. 9. Enter the Effective Date the new program (service/funding combo) should start. This will be the Start Date of the new service lines created in affected plans of care. PLAN OF CARE MASS UPDATE Oid Rate to New Rate New Rate for Nutrition Provider Oid Provider to New Provider Terminate Provider PSA 04 - JAYHAWK AAA The New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. to a New Program	3.	Select the old Funding Source for the	The old Service Code field displays.
 Select the old Service Code for the provider. The Old Unit Rate choices display. Select the Old Unit Rate for the provider. From theto a New Program region, select the new Service Code field displays. Select the new Service Code to be used by the provider. Select the New Unit Rate to be used by the provider. Select the New Unit Rate to be used by the provider. Enter the Effective Date the new program (service/funding combo) should start. This will be the Start Date of the new service lines created in affected plans of care. 		provider.	
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7. Select the new Service Code to be used by the provider. 8. Select the New Unit Rate to be used by the provider. 9. Enter the Effective Date the new program (service/funding combo) should start. PLAN OF CARE MASS UPDATE Old Rate to New Rate New Rate for Nutrition Provider Old Rate to New Rate New Rate for Nutrition Provider Old Provider to New Provider and/or the New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider to a New Program	6.	From theto a New Program region, select	The new Service Code field displays.
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PLAN OF CARE MASS UPDATE Old Rate to New Rate New Rate for Nutrition Provider Old Rate to New Rate New Rate for Nutrition Provider PSA 04 - JAYHAWK AAA The New Provider and/or the New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider to a New Program			·
Old Rate to New Rate New Rate for Nutrition Provider Old Provider to New Provider Provider to New Program Terminate Provider PSA 04 - JAYHAWK AAA The New Provider and/or the New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider to a New Program	P	LAN OF CARE MASS UPDATE	
PSA 04 - JAYHAWK AAA The New Provider and/or the New Provider Rate MUST BE entered via the SERVICE FUNDING MAINTENTANCE screen before any Changes can be Processed. Change all POC Service Line Items from Old Provider to a New Program	0	Id Rate to New Rate New Rate for Nutrition Provider Old Provider to New Provider	Provider to New Program Terminate Provider
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Change all POC Service Line Items from Old Providerto a New Program		The New Provider and/or the New Provider Rate MUST BE entered via the SERVICE	-UNDING MAIN I EN LANCE screen before any Changes can be Processed.
Provider ADVANCED HOME CARE INC. New Program	Ch	ange all POC Service Line Items from Old Provider Provider ADVANCED HOME CARE INC	to a New Program
Funding Source IEC V Funding Source SCA V	F		Funding Source SCA V
Service Code MOBL - MOBILITY AIDS V Service Code MOBL - MOBILITY AIDS V New Unit Rate 1 - Eff Dt0//01/2002 Tm Dt (19742)		Service Code MOBL - MOBILITY AIDS	Service Code MOBL - MOBILITY AIDS
		010 0111 (2018) 01/2002 Trm Dt:05/29/2002 (15708)	
* Effective Date 0//01/2013 ×	*	Effective Date [U//U//2015] ×	
PROCESS	PI		

Same Provider to a New Program, continued

How to

(continued)

Step	Action	Result
10.	Click on the Process button.	A confirmation message appears:
		Message from webpage
11.	Click on the OK button to confirm the Mass	When the update has processed, a message
	Update should run.	displays, stating the number of records that
		were processed and if there were any errors.

Terminate a Provider

How to Follow the steps in the table below to process a change when a Provider has terminated providing a specific service, or all services. Repeat these steps for all services the Provider is no longer providing.

Note: All fields in this Mass Update process are required.

Step	Action	Result			
1.	Select the navigational tab Terminate	The Provider field displays.			
	Provider				
	PLAN OF CARE MASS UPDATE				
	Old Rate to New Rate New Rate for Nutrition Provider Old Provider to New	ew Provider Provider to New Program Terminate Provider			
1	PSA 04 - JAYHAWK AAA				
	Change all POC Service Line Items for a Terminated Provider				
-	Provider V				
	Cancel				
_					
2.	Select the Provider from the drop-down list.	The Funding Source field displays.			
3.	Select the Funding Source	The Service Code field displays.			
4.	Select the Service Code to be terminated	The Termination Date field displays.			
5.	Enter the Termination Date of the service	This is the End Date that will appear for this			
		service on affected plans of care.			
P	PLAN OF CARE MASS UPDATE				
Old Rate to New Rate Tor Nutrition Provider Old Provider to New Provider To New Provider to New Program Terminate Provider					
PS/	PSA 04 - JAYHAWK AAA				
Ch	Change all POC Service Line Items for a Terminated Provider				
	Provider DEBYS SERVICE CO	✓			
F	Funding Source HCBS/TA V				
Те	Service Code SMC - SPECIALIZED MEDICAL CARE V				
PROCESS					
12.	Click on the Process button.	A confirmation message appears:			
		Message from webpage			
		Are you sure you want to process?			
13.	Click on the OK button to confirm the Mass	When the update has processed, a message			
	Update should run.	displays stating the number of records that			
		were processed and if there were any errors.			
		,			