

MISSOURI DEPARTMENT OF SOCIAL SERVICES

FAMILY SUPPORT DIVISION

P.O. BOX 2320

JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: ALL FAMILY SUPPORT DIVISION OFFICES

FROM: PATRICK LUEBBERING, ACTING DIRECTOR

SUBJECT: MSPA ENHANCEMENTS

DISCUSSION:

This memorandum introduces enhancements made to the MSPA screen and the process of entering partial payments, expenses, and carryover to meet spend down. Effective January 19, 2017 the MSPA screen will change. Out of pocket expenses will continue to be entered on the MSPO screen.

Staff will no longer enter acceptable expenses into the spend down calculator to determine when/if a participant meets spend down. The MSPA screen has been updated to allow the entry of individual payments, incurred expenses, and carryover. MSPA will calculate a running balance, and determine when a participant meets spend down. The liability for the date the spend down is met, is not displayed on MSPA, but is noted on the IM-29SPND. MSPA will generate the IM-29SPND to the participant when an entry is made on MSPA.

Incurred or paid expenses, carryover, and out of pocket will continue to be entered by Family Support Division (FSD). Payments will continue to be entered by MO HealthNet Division (MHD). FSD staff will not be entering or making changes to partial payments entered by MHD. Questions concerning partial pays should be directed to Lisa Schnieders in MHD.

Staff will review submitted expenses to determine if each can be used to meet spend down. If an expense cannot be used, staff will notify the participant on a manually produced IM29SPND. The denied expenses will not be entered into

the MSPA screen at this time. MSPA will generate the IM-29SPND to the participant each time a new expense is determined to be acceptable, entered into MSPA and allowed to process through overnight batches. Staff will no longer manually generate the IM-29SPND for acceptable charges.

ENTERING INCURRED EXPENSES, AND CARRYOVER IN MSPA

Acceptable expenses will be entered into the MSPA screen.

The screenshot shows the MSPA screen with the following fields and data:

- MSPA DCN:** (Input field)
- MONTH (MMYY):** (Input field)
- MO HEALTHNET DIVISION**
- ADD SPENDDOWN COVERAGE**
- MONTH**
- BILLS**
- PAGE**
- SPEND DOWN**
- LOCK-IN DT:** (Input field)
- CASE DCN:** (Input field)
- NAME:** (Input field)
- SPOUSE DCN:** (Input field)
- DAY OF PATIENT**
- S=SPLIT PYMT**
- SPD MET DT:** (Input field)
- A=ADD (ABOVE LINE)**
- C=CARRYOVR (BELOW)**
- U=UPDATE (BELOW)**
- D=DELETE (BELOW)**
- SERVICE RESPBLTY**
- I=INCRD**
- PROVIDER NAME**
- A=ACCEPT**
- D=DENY**
- (DD) (99999.99) P=PAID**
- OR CASH CONTROL NBR**
- D=DELETE (BELOW)**
- 1. \$**
- 1. \$**
- 2. \$**
- 3. \$**
- 4. \$**
- 5. \$**
- 6. \$**
- 7. \$**
- 8. \$**
- 9. \$**
- PF2: MSPH**
- MESSAGE : PLEASE ENTER DCN**

Enter 8 digit **DCN Number** and **Month of Service (MMYY)**
Press **CTRL**

The Month, Bills and Spend Down Amount will display.
Bills field will show the amount already entered for the month.
The Case DCN(s), NAME(s), Spend Down Amount will also display.

Staff should verify the spend down amount displayed agrees with the MEDHIST (FM4L) screen and MPNI - Policy of lower amount applies. If Medhist/MPNI do not match-review MSPH for OPE expenses that may have been applied.

A LOCK IN DATE may appear if the spend down has already been met.



Enter the following information for each acceptable expense:

Day of service (DD) – 2 digit day date only

Patient Responsibility – patient responsibility only, follow current policy.

S = Split payment - used by MHD

I = Incurred – unpaid expenses - used by Spend Down Unit

P = Paid - paid expenses - used by Spend Down Unit

Provider Name/Cash Control Number –

DMH/personal care/CDS and prescriptions- list a service description;

hospital and doctor visits-enter the provider name;

MHD will enter the cash control number for payments.

ACCEPT / DENY - will always be “A” for Accept
(Denied charges will not be entered at this time.)

A-ADD - to add the charge (entered above the line) All expenses are added above the line, then may be coded as carryover, updated or deleted below the line.

C-CARRYOVER - to carryover expenses (entered below the line)

U-UPDATE - to correct/update a previously entered charge (entered below the line)

D-DELETE - to delete a charge (entered below the line)

When line is complete – press CTRL – the charge will disappear.

Press CTRL again - Charge will be moved below the dotted line and applied to the “BILLS” amount located at the top right of the screen next to the “SPEND DOWN” amount.

Repeat for each charge to be applied to the spend down.

Expenses to be used for Carryover are added to the month incurred. After the expense is added, press CTRL again and the expense will display below the line.

Enter “C” to indicate carryover in the far right field on the newly displayed expense below the line, press CTRL. This will cause a new screen to appear. This screen will allow staff to designate which month and how much of the expense to apply. Carryover expenses may only be applied to the months displayed. Staff should enter the amount for each month, the carryover will be applied to, provider name, and I or P to indicate it was incurred or paid. Press

CTRL and the MSPA screen will appear again, with the message: CARRY OVER OPERATION COMPLETED - PRESS ENTER TO DISPLAY BILL

Carryover added to future months will display on MSPA after the invoice for that month as been created.

EXAMPLE: On December 30, 2016 Ms. Doe submitted a bill for \$300 she incurred November 10, 2016. She would like to carry this expense forward to February. Staff enter the expense on MSPA and code as carryover, indicating her request to apply to February. Upon finishing the entry, review of MSPA for February will not display the carryover, because the invoice for February has not yet been created. If the expense had been applied to January, it would display on MSPA for January, as the January invoice has been created prior to December 30, 2016.

MSPA DCN:##### MONTH (MMYY): 1116
12/30/16

PAGE

MO HEALTHNET DIVISION
SPENDDOWN CARRYOVER

CASE DCN: ##### NAME: DOE, JANE
SPOUSE DCN: NAME:

*** ORIGINAL BILL ***

SERVICE DAY(DD)	PAT. RESPON. (9999.99)	I=INCURRED P=PAID	PROVIDER BILL DESCRIPTION	CURRENT MONTH (MMYY)
1. 10	\$ 0300.00	I	DOCTOR	1116

*** CARRYOVER BILL ***

		FUTURE
1. 10	\$	1116
2. 01	\$	1216
3. 01	\$	0117
4. 01	\$	0217
5. 01	\$	0317

ORIGINAL BILL SHOULD BE SPLIT INTO NEW FUTURE BILLS FOR CARRY OVER AMOUNTS

CARRY OVER BILL AMTS SHOULD EQUAL THE AMOUNT OF THE ORIGINAL BILL

PF3: CANCEL ENTER: PROCESS
MESSAGE :

MSPH for inquiry: FSD staff outside the Spend down unit may review expenses applied to meet spend down on the MSPH screen. Expenses are listed oldest on top, and show only the date of service, the amount of the bill, the date the bill was added to MSPA and the bill type. Questions requiring more information

should be referred to the Spend Down Unit at 1-855-600-4412 or Spenddown.unit@dss.mo.gov.

TRANSITION TO NEW MSPA

Effective January 19, 2017 all expenses being used to meet spend down must be entered on MSPA, including those previously entered into the spend down calculator. Expenses previously entered into the spend down calculator, for a specific month, must be re-entered into MSPA when a new expense is received and determined acceptable for that month.

NOTICES

IM29SPND notices created by MSPA will be stored in MOBIUS, in order to ensure they will be available if needed. These will not be scanned into the virtual file room. FSD staff in the Spend Down Unit, and the Hearing Unit have been given necessary security to access these notices. If a participant requests a copy of a notices, forward the request to the Spend Down Unit at Spenddown.unit@dss.mo.gov.

NECESSARY ACTION:

- Review this memorandum with appropriate staff.

PL/vb/lv