**ADRC NWD Contract Invoice Template Changes**

**Effective July 1, 2021**

The following reporting section has been added to the ADRC NWD contract invoice template and will be required for services provided July 1, 2021 forward. Instructions for the requested information is included below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | Last Quarter |  | This Quarter | % difference (+/-) |
|  | Dates:  \_\_\_\_\_\_\_\_\_\_\_ |  | Dates: \_\_\_\_\_\_\_\_\_\_\_ |  |
| # of unique I&R consumers served |  |  |  |  |
| Total # of I&R contacts |  |  |  |  |
| Total # of I&R records with Medicaid Element recorded |  |  |  |  |
| Total # of new options counseling enrollments |  |  |  |  |
| Total # of options counseling records with Medicaid Element recorded |  |  |  |  |
| Medicaid match % rate calculated by RMS |  |  |  |  |
| Describe efforts made to increase number of consumers served: |  |  |  |  |

**Instructions**

**# of unique I&R consumers served**

To find this information in GetCare, go to Operations> Reporting> Reports> I&R Follow Up & Stats Reports> Call Summary Report.

Enter the date range of the quarter and, if necessary, choose the Agency, then scroll down to the bottom of the page and select Run Report. Once the report is delivered, the first result will be “Unduplicated Consumers.” Add this number to the correct field below and then run the same report for each subsequent date range. You will need to pull a separate report for each quarter.

**Total # of I&R contacts**

To find this information in GetCare, go to Operations> Reporting> Reports> I&R Follow Up & Stats Reports> Call Summary Report.

Enter the date range of the quarter and, if necessary, choose the Agency, then scroll down to the bottom of the page and select Run Report. Once the report is delivered, find the number under the heading “Complete”. (*Don’t use the “Total Number of Calls,” as that includes Incomplete contacts which are not counted.)*You will need to pull a separate report for each quarter.

**Total # of I&R records with Medicaid Element recorded**

To find this information in GetCare, go to Operations> Reporting> Reports> I&R Follow Up & Stats Reports> I&R OMAC/NWD Report.

Enter the date range for the quarter and, if necessary, choose the Agency. Leave the Call Status dropdown set to Completed Calls. Then scroll down to the bottom of the page and select Run Report. Once the report is delivered, find the Grand Total in the 3rd column labeled “Total Number of Contacts with OMAC Elements.” You will need to pull a separate report for each quarter.

**Total # of new options counseling enrollments**

To find this information in GetCare, go to Operations> Reporting>Reports> Client Reports> Options Counseling Quality Assurance Report

Enter the date range of the quarter, choose Options Counseling in the “Services” field, select your Agency if necessary, and leave everything else as it is. Click Run Report. Once the report is delivered, add the “Number of New Enrollments” for each quarter.

**Total # of options counseling records (progress notes) with Medicaid Element recorded**

To find this information in GetCare, go to Operations> Reporting>Reports> Client Reports> Options Counseling OMAC/NWD Report. Enter the date range, select your Agency if necessary, and choose Options Counseling in the “Services” field. You will need to pull a separate report for each quarter. Once the report is delivered, add the “Number of PNs with a Medicaid element” for each quarter.

**Medicaid match % rate calculated by RMS**

This information is provided by the ODHS fiscal analyst, Tammy Erb. You do not need to fill in this line.

**Describe efforts made to increase number of consumers served:**

ADRC NWD contract statement of work, F (1) states: Agency shall demonstrate an effort to incrementally increase the total number of unique consumers served, the total number of I&R contacts, and the total number of new options counseling enrollments over the duration of the Contract. Agency shall provide a quarterly report with a narrative detailing the efforts made to increase the total number of unique consumers served, the total number of I&R contacts, and the total number of new options counseling enrollments during the previous quarter. APD will review the Agency’s quarterly reports along with service trends over time and determine whether the Agency has satisfied this requirement during the Contract period. If APD determines the Agency is not meeting the desired outcome, APD will provide technical assistance to the Agency to help Agency meet the desired outcome. If an Agency consistently fails to meet outcomes, APD may initiate a plan of correction with the Agency.

Thank you in advance for providing this information!