

How to Create & Submit CM RFFS claims for ONA Assessment Billing

(v2; 6/29/2018)

As of July 1, 2018, CDDPs, Brokerages & CIIS staff may submit claims to bill for ONA Assessments completed for an individual against the individual's SE48, SE148 or SE248 CM CPA.

While there are 2 options/methods for submitting Regular CM RFFS claims to bill for regular Service Coordination/Personal Agent delivered services, ONA Assessment billing is allowed using only one option/method – the **Enter RFFS Claims for single date** page.

- **Enter RFFS Claims for single date:** this page now allows CME staff to enter:
 - **Regular CM RFFS claims** (processed with claim modifier **REG**) for multiple individuals at one time for the same claim date & for the same Service Coordinator/Personal Agent, **and/or**
 - **ONA Assessment billing RFFS claims** (processed with claim modifier **ONA**) for multiple individuals at one time for the same **ASSESSMENT COMPLETION DATE**, selecting the applicable assessor for each individual.

Other things to note about ONA Assessment billing RFFS claims.

They will be:

- made against the individual's existing CM CPA (SE48, SE148 or SE248), **and**
- paid at the same daily CM rate as regular CM RFFS claims, **and**
- will draw down on the CME's monthly RFFS payment cap, **and**
- can be claimed for the same individual for the same date as a Regular CM RFFS claim.

→ **HOWEVER, please note:** there is a current system restriction that will suspend the 2nd claim submitted for an individual if a **REG + ONA** RFFS claims are submitted on the same date. *As a temporary work around if this suspension occurs, ODDS will periodically pull suspended RFFS claims data & override/process any ONA claims that are suspended as overlapping an REG claim for the same individual.*

Users must have the appropriate **CM** or **PA Encounter Manager** role for their agency to submit ONA Assessment billing RFFS claims.

To Create & Submit ONA Assessment RFFS Claims:

1. Login to eXPRS. Users must be logged in under the **Case Management (Provider)** organization login option to do this work.

CDDPs:

Login

Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="....."/>
Organization/Program Area:	<input type="text" value="Case Management Provider (Provider)"/>

[Forgot your password?](#)

Brokerages:

Login

Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="....."/>
Organization/Program Area:	<input type="text" value="BROKERAGE /Case Mgmt Prov (Provider)"/>

[Forgot your password?](#)

CIIS Program:

Login

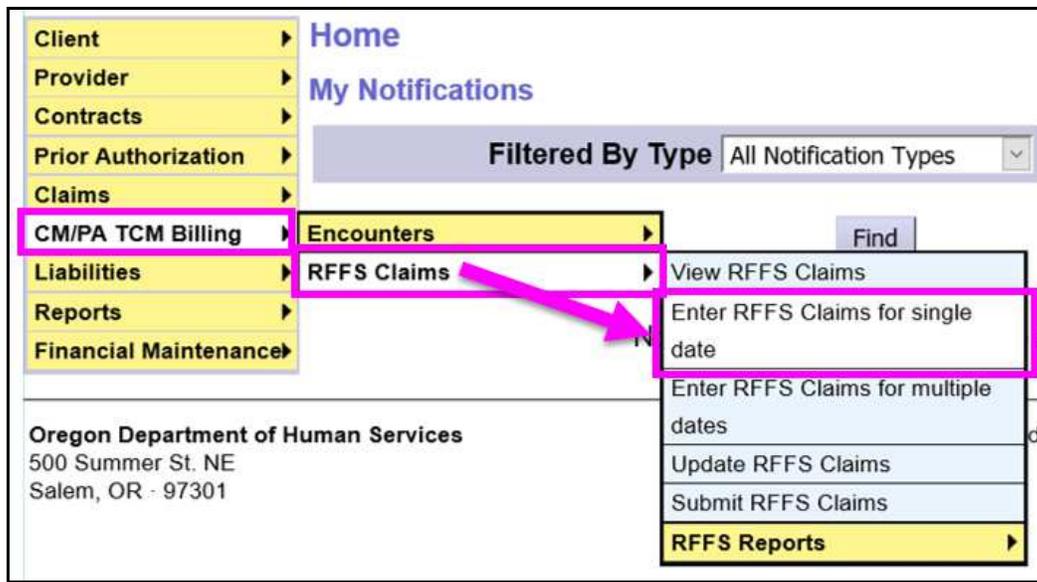
Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="....."/>
Organization/Program Area:	<input type="text" value="State CM CIIS (Provider)"/>

[Forgot your password?](#)

- From the left-hand navigation menu, click on **CM/PA TCM Billing** → **RFFS Claims** → **Enter RFFS Claims for single date**.



- In the **Enter RFFS Claims for CPA** page, enter the search criteria to return CM CPAs to bill ONA Assessments against. Information indicated by the red asterisk * is required.

Enter RFFS Claims for CPA

Find a case management SE48, SE148 or SE248 CPA to create a claim for service dates 1/1/2013 and later. You can create a regular RFFS claim or a ONA claim for an assessor. Assessors claims require choosing a provider from the results list

Enter one or more search criteria. Criteria are cumulative.

Client Prime:

PA Adj #:

Service Element: Select...

DHS Contract Num:

* RFFS Claim Date: 7/15/18

* Service Coordinator / Personal Agent: SC/PA Name for the - Case Management Provider

Find Reset

- * **RFFS Claim Date** = the date of the CM service was provided **or ONA Assessment was completed**.
- * **Service Coordinator/Personal Agent** = the name of the Service Coordinator or Personal Agent who provided the qualifying CM service.
 - o If billing for Regular CM services, this SC or PA will be the person who provided the regular CM service to ALL the clients you select for this date. The name selected here **does not apply** to ONA Assessment claims submitted.

- You may select the applicable ONA Assessor from the dropdown activated on each individual claim.
 - Click **FIND** to return a list of **ALL accepted** CM CPAs for your agency that have a date range which covers the claim date entered.
4. With the list of CPAs returned, click on the check box(es) next to the CPA(s) for the individual(s) to bill.
- Checking the box under **RFFS** will create a Regular RFFS CM claim (with modifier **REG**) for the SC/PA listed above.

Enter RFFS Claims for CPA

Find a case management SE48, SE148 or SE248 CPA to create a claim for service dates 1/1/2013 and 6/30/2019. You can create a regular RFFS claim or a ONA claim. An assessor. An assessor is required for ONA claims.

DHS Contract Num: []

* RFFS Claim Date: 7/15/2018

* Service Coordinator / Personal Agent: SC/PA Name for - Case Management Provider

Reset Edit Criteria

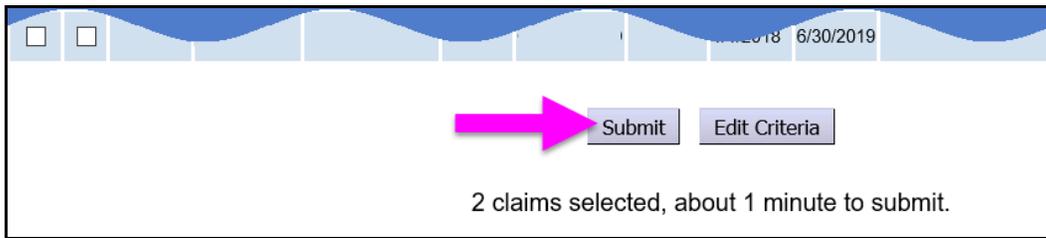
<input type="checkbox"/> All	<input type="checkbox"/> RFFS	<input type="checkbox"/> ONA	PA Adj #	Client Prime	Client Name	Service	DHS Contract Num	Provider	Effective Date	End Date	Assessor
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19****21	AAA1111A	AAAA, Aaaa				1/1/2018	6/30/2019	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19****25	BBB2222B	BBB, Bbbbbb				1/1/2018	6/30/2019	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19****30	CCC3333C	CCCCC, Ccc				1/1/2018	6/30/2019	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19****34	DDD4444D	DDDD, Ddddd				1/1/2018	6/30/2019	

- Checking the box under **ONA** will activate the Assessor dropdown field. Select the name of the Assessor from your CME who completed the ONA Assessment for the individual on that date, to create the ONA Assessment billing claim (with modifier **ONA**).

Reset Edit Criteria

<input type="checkbox"/> All	<input type="checkbox"/> RFFS	<input type="checkbox"/> ONA	PA Adj #	Client Prime	Client Name	Service	DHS Contract Num	Provider	Effective Date	End Date	Assessor
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19****21	AAA1111A	AAAA, Aaaa				1/1/2018	6/30/2019	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19****25	BBB2222B	BBB, Bbbbbb				1/1/2018	6/30/2019	Select...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19****30	CCC3333C	CCCCC, Ccc				1/1/2018	6/30/2019	SC/PA Name #1 for - Case Management Provider SC/PA Name #2 for - Case Management Provider SC/PA Name #3 for - Case Management Provider
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19****34	DDD4444D	DDDD, Ddddd				1/1/2018	6/30/2019	

- With all the Regular CM RFFS and/or ONA Assessment billing claims selected for the date, scroll to the bottom of the page and click **SUBMIT** to create/submit the claims.



- If you choose to wait for the claims are processed, you will be taken to the **RFFS Claims Entered** confirmation page listing the results when the claims are finished submitting. The **Claim Modifier Cd** will indicate the type of claim created/submitted.

- **REG** = Regular CM RFFS claim
- **ONA** = ONA Assessment billing RFFS claim

RFFS Claims Entered

Service Element	Proc Code	Claim Modifier Cd	Provider	SC/PA	Client Name	RFFS Claim Date	Status
48	ORCCM	REG	Case Management Provider	SC/PA Name	Aaaa AAAA	7/15/2018	Suspended
48	ORCCM	ONA	Case Management Provider	ONA Assessor Name	Bbb BBBBBB	7/15/2018	Suspended

Previous Close

- As with Regular CM RFFS claims, ONA Assessment billing claims will almost always initially **suspend** when submitted.
- You can click on the [blue hyperlink status](#) to open the claim to see the suspension reason. If the Suspended Due To reason on the claim is: ***“Fails higher level prior auth: Insufficient funds rationed for Provider,”*** that means the claim is awaiting the next RFFS payment cycle to be processed for payment.

BUT ... you do not have to wait. You have several options:

- you can click **Previous** to return to the **Enter RFFS Claims for CPA** page, enter new criteria & submit additional RFFS or ONA claims, or

- b. click **Home** at the top of the page to perform other work in eXPRS, or
 - c. you can log out & check on the claims submitted at a later time.
5. If you wish to submit more ONA Assessment billing claims (option a, above), repeat steps #3 – 5 to enter more claims by single date for other individuals.
6. Additional information on RFFS claim suspension or other error messages can be found in the [RFFS Claim Problem-Solving Matrix](#) guide available on the [eXPRS Help Menu](#).