

Memorandum

To: MOTS Client Entry Users

From: MOTS Support

Date: June 19, 2015

Subject: Non-Medicaid Services

Some MOTS users had questions about the new process for submitting non-Medicaid Service data, because they were accustomed to using a date range to submit these services.

Early on, when we started MOTS Client Entry training, we showed how to enter a range of services in Non-Medicaid Services. For example, if a client was in a group every other day for a month, they could enter a date range of May 1 through May 31 and put down 15 units of service.

When our Health Analytics Research Team started reviewing MOTS data, they found that the range of non-Medicaid Services that facilities were entering would not allow the researchers to do the important calculations and analysis that was necessary. Therefore, we modified our training and updated our documentation to say that the date range is only for “per diem” services, and that regular services like group or individual counseling must be entered individually and submitted separately. We need to know which day each of these events occurred to perform proper analysis.

While we modified our training and documentation, we didn’t do a great job of communicating that effectively to all our MOTS Client Entry Users. Please note AMH is not asking facility users to use the new process to update non-Medicaid Service submissions previously entered with a date range. The new process for entering multiple similar services is to enter the first date of service, complete the rest of the fields on the non-Medicaid Service screen and click the Add Additional Dates button. A calendar will pop up and you will click on each day the client received the same service, then click the Submit button. This will create individual non-Medicaid Service submissions for each day. If the submission was done in error, each of the incorrect days will have to be corrected individually.

If you have further concerns or questions, please let us know by emailing them to MOTS.Support@state.or.us.