

Video Accompaniment – DSC Processing

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Videos are available at <http://www.chip-az.org/downloads.htm#Training>

We apologize in advance for mixing DSC and MIPS on occasion.

DSC Processing pulls together into a billing report; time expended on IEP Eligible Activities, Medications and Procedures administered.

Overview

Setup

1. **IEP Setup** - Create in CHIP-AZ for those students with an IEP that indicates nursing services to be performed by the school nurse. You may copy from a previous year.
2. **Daily Medications** - Set up for these students and mark as IEP eligible.
3. **Daily Nursing Procedures** - Set up for these students and mark as IEP eligible.

Daily

1. **Activities** - Begin marking IEP eligible Activities (encounters) as IEP related.
2. **Daily Nursing Procedures** – Use this being sure to enter and save results.
3. **Daily Medications** – Use this being sure to enter and save results.

DSC Processing - End of the Billing Period

1. **Fix IEP Flag** – Use to mark records IEP eligible that might have been created before IEP setup.
2. **DSC Worksheet Report** - Run and review for accuracy.
3. **Tools**; Use DSC Review Screen and DSC Review Report to help find problems.
4. **Changes** if needed;
 - a. **Activities** are changed in the **Activity** screen
 - b. **Procedures Daily** are changed in the **Procedure History** screen
 - c. **Medications Daily** are changed in the **Medication History** screen

5. **DSC Service Update** - Run when the numbers are ok. This saves your billing transactions in a special history table and changes the **Max Service** date to the date of your last transaction.
6. **DSC Service Report** - Run and forward for processing.
7. **Remove Service Records** – If an error is found after running DSC Service Update

Setup

IEP Setup

Create in CHIP-AZ for those students with an IEP that indicates nursing services to be performed by the school nurse. You may copy from a previous year.

Medications

Set up for these students and mark as IEP eligible.

Nursing Procedures

Set up for these students and mark as IEP eligible.

Daily

Activities

Begin marking IEP eligible Activities (encounters) as IEP related.

Daily Medications

Use this module being sure to enter and save results.

Daily Nursing Procedures

Use this module being sure to enter and save results.

DSC Processing - End of the Billing Period

Processing creates potential DSC billings for IEP eligible Daily Meds, Daily Nursing Procedures and Encounters (Activities).

The screenshot shows the 'IEP/DSC Processing' window for the 2007-2008 school year at Demo School. It features a sidebar with menu items like 'DSC Help On-line', 'IEP Setups', 'Med Setups', 'Pro Setups', 'Missing Addresses', 'Missing Provider Info', 'List IEPs - Short List', 'List IEPs - Long List', and 'IEP, No AHCCCS ID'. The main area contains instructions: 'Be sure to enter appropriate Beginning and Ending dates.' with fields for 'Max Service: 4/12/2007', 'Beginning Date: 4/13/2007', and 'Ending Date: 7/18/2007'. Below this, it says 'You can limit the 4 reports / screens at left to a single Student or include all by selecting *.' and 'Limit Pre-Updates to a Student or * for all' with a dropdown menu. A callout box on the right points to the date fields, with one box labeled 'Maximum Date of Service Last Processed' pointing to 4/12/2007 and another labeled 'Dates to process' pointing to 4/13/2007 and 7/18/2007.

Fix IEP Flag

Use to mark records IEP eligible that might have been created before IEP setup.

The screenshot shows the 'Fix IEP Flag' window for student Brian Allgood (Student ID 600767343, IEP # 96, 2008-2009). The window has a table with columns 'Date', 'Time In', 'Provider ID', and 'IEP Elig'. A help dialog box is open over the table, titled 'Fix IEP Flag Help'. The dialog contains the following text: 'Fix Records Processed Before IEP Setup', 'If meds or procedures are processed (saved to history) prior to a student IEP setup in CHIP and / or being marked IEP eligible, these transactions will be excluded from MIPS reporting even if the student IEP Setup is completed prior to running DSC reporting.', 'Review the records on the Fix IEP Flag screen. Enter IEP # from top of screen on each record that should be IEP Eligible. Encounters can be changed here also.', and 'Use the Tab or Enter key to move to the next record. Records are displayed by student name then date ascending.' There is also a link for 'IEP Setup Help' and a printer icon. The bottom of the window shows 'Record: 1 of 1'.

DSC Worksheet Report

- Run and review for accuracy.
- Report displays IEP eligible Service Date, Actual and Converted Minutes and number of 15 minute units for the date range selected above.
- It is displayed by student, provider, and date combination.

| DSC Worksheet | | Service Dates: 10/1/2008 - 10/30/2008 | | | | | | | | |
|---|-----------------|--|--------------|----------------|------------------|---------------------|-------------------|--------------------|--------------|--|
| Student | Provider | Pin | NPI # | Sv Code | AHCCCS Id | Date Service | Actual Min | Convert Min | Units | |
| A Test, Anicholas - 10, dob: 9/1/1997 | | | | | | | | | | |
| | Provider, Karen | RN | 111111 | T1002 | | 10/8/2008 | 30 | 30 | 2 | |
| | | | | | | 10/8/2008 | 15 | 15 | 1 | |
| Allgood, Brian - 600767343, dob: 10/1/2003 | | | | | | | | | | |
| | Provider, Demo | RN | 123456 | 1234567890 | T1002 | 10/1/2008 | 25 | 30 | 2 | |

Tools

Use DSC Review Screen and DSC Review Report to help find problems. **Changes** if needed;

- **Activities** are changed in the **Activity** screen
- **Procedures Daily** are changed in the **Procedure History** screen
- **Medications Daily** are changed in the **Medication History** screen

DSC Review Screen

- Review displays IEP eligible meds, procedures and encounters for the date range selected above.
- One screen is displayed for the date, student, and provider combination. Use the next record button to move to the next record.

DSC Transaction Review

Name **A Test, Anicholas** Student Id 10 Actual Min 30
Date 10/8/2008 IEP 86 Converted Min 30
Provider Provider, K. RN AHCCCS Pin 111111 NPI # Units 2

| IEP | Date | Time | Medication | Result |
|-----|------|------|------------|--------|
|-----|------|------|------------|--------|

| IEP | Date | Min | Procedure | Result | | |
|-----|-----------|-----|-----------------------------------|-----------|-------------|--|
| 86 | 10/8/2008 | 15 | Blood Sugar Testing & Treatment F | Performed | Provider, K | |
| 86 | 10/8/2008 | 15 | Assisted with Behavioral Managerr | Performed | Provider, K | |

| IEP | Date | Min | Encounter Treatment |
|-----|------|-----|---------------------|
|-----|------|-----|---------------------|

Record: 2 of 3

DSC Review Report

- Report displays IEP eligible meds, procedures and encounters for the date range selected above.
- Displayed by date, student, and provider combination.

| DSC Pre-Billing Review | | Service Dates: | | 10/1/2008 - 10/30/2008 | |
|-------------------------------|--------------------------|-----------------------|--|------------------------|--------------------|
| | | | | Page 1 of 2 | |
| Name | <u>A Test, Anicholas</u> | Student Id | <u>10</u> | AHCCCS Id | <u></u> |
| Date | <u>10/8/2008</u> | Gender | <u>Female</u> | Actual Min | <u>30</u> |
| Provider | <u>Provider, K. RN</u> | NPI # | <u></u> | Converted Min | <u>30</u> |
| | | AHCCCS Pin | <u>111111</u> | New Units | <u>2</u> |
| Medications | | | | | |
| Nursing Procedures | | | | | |
| | <u>Date</u> | <u>Min</u> | <u>Procedure</u> | <u>Result</u> | |
| | <u>10/8/2008</u> | <u>15</u> | <u>Blood Sugar Testing & Treatment Pla</u> | <u>Performed</u> | <u>Provider, K</u> |
| | <u>10/8/2008</u> | <u>15</u> | <u>Assisted with Behavioral Managemen</u> | <u>Performed</u> | <u>Provider, K</u> |
| Encounters | | | | | |

Resolve IEP/DSC Processing Problems

Once you have reviewed your DSC Worksheet, you will be satisfied with the numbers or unfortunately you may find problems to resolve. You will be able to resolve a problem quickly by following these steps.

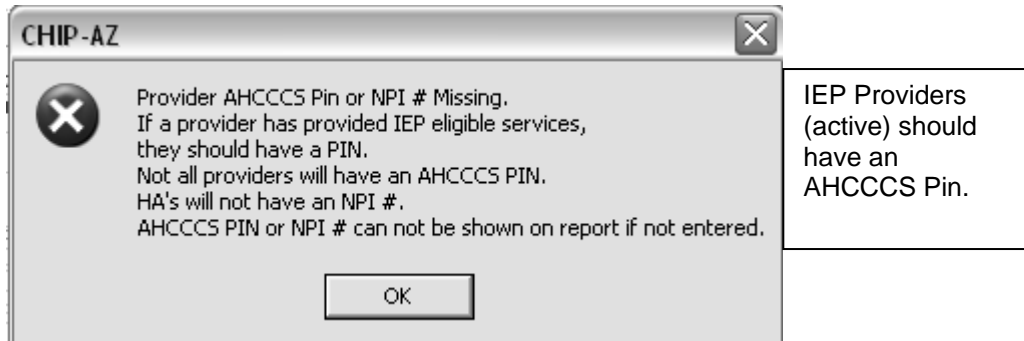
1. Be sure the Beginning and Ending Dates to process are correct on the processing screen.
2. Identify the Student, Provider and Date of Service in question.
3. Select the Student in the "Limit Pre-Updates to a Student or * for all" on the IEP/DSC Processing screen.
4. Select either the DSC Review Screen or Report. Information will be displayed for the student. Scroll to the appropriate date and provider.
5. Determine whether the problem is in the Medications, Nursing Procedures or Encounters section.
 - a. Medications –
 - i. Go to Entry Screens tab, Medications Daily.
 - ii. Select Medication History Screen – Filter for the appropriate date. You will be able to review that day's medication records and find the problem.
 - iii. You are allowed to change the Date, Result, and Provider (on far right) in the History Screen. You are not allowed to change Student, Dose # or Medication. You can, however, delete the entire entry and recreate by Creating the Daily Schedule for that day, Entering that day's results and Saving to History.
 - iv. Review the changes in the DSC Review Screen or Report.
 - b. Nursing Procedures -
 - i. Go to Entry Screens tab, Procedures Daily.
 - ii. Select Procedures History Screen – Filter for the appropriate date. You will be able to review that day's procedure records and find the problem.
 - iii. You are allowed to change the Date, Start/Stop Time, Result, and Provider (on far right) in the History Screen. You are not allowed to change Student, Appointment # or Procedures. You can, however,

- delete the entire entry and recreate by Creating the Daily Schedule for that day, Entering that day's results and Saving to History.
- iv. Review the changes in the DSC Review Screen or Report.
 - c. Encounters (Activities) –
 - i. Select Activity Entry Screen – Filter for the appropriate date/student. You will be able to review the Activity records and find the problem.
 - ii. Correct the Date, Start/Stop Time, and turn on/off the 'Checkmark if IEP Related'.
 - iii. Exit the screen.
 - iv. Review the changes in the DSC Review Screen or Report.
 6. Missing records are usually due to:
 - a. Primary Provider not selected for the school in Provider screen.
 - b. IEP not set up for the student.
 - c. The IEP Setup for the student does not have either Meds or Procedures checked.
 - d. Medication or Procedure setup not marked IEP Related in the Medications or Procedures setup screen.
 - e. Procedure or Activity time was less than 8 minutes.

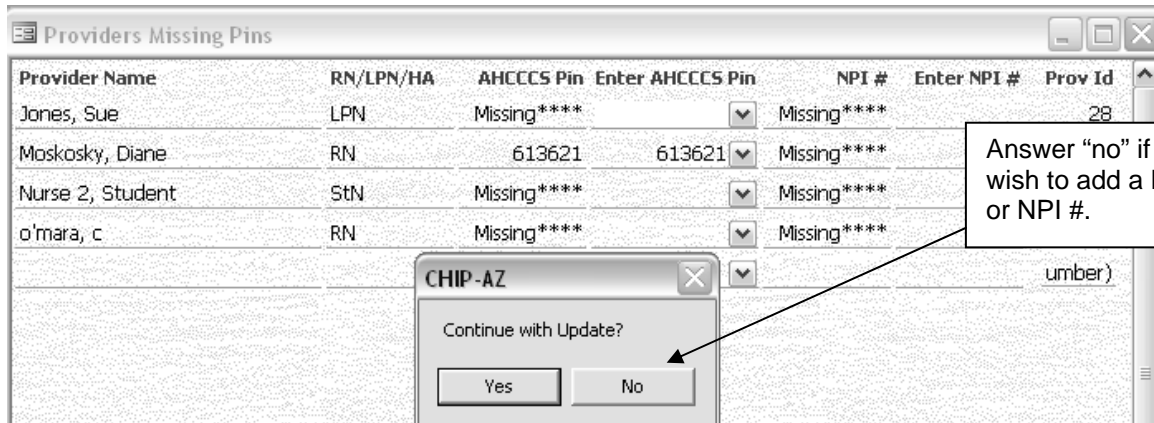
DSC Service Update

Run when the numbers are ok.

- Update creates the potential DSC billing transactions
- Saves your billing transactions in a special history table and
- Changes the **Max Service** date to the date of your last transaction

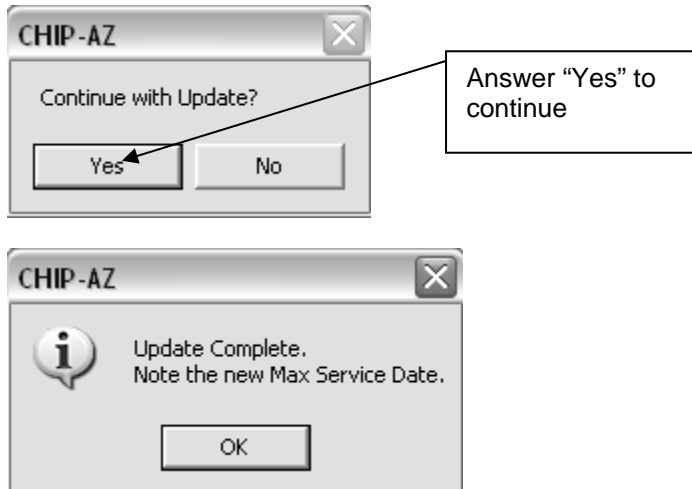


Click "OK" to display the following.



If you answer "No",

- Enter the missing PIN in column “Enter AHCCCS Pin Here”.
- Close the query and reselect the DSC Service Update.



DSC Service Report

Run and forward for processing.

Identical to the DSC Worksheet Report except that it reflects saved transactions. It displays IEP eligible Service Date, Actual and Converted Minutes and number of 15, 30, 45 and 60 minute units for the date range selected.

- It is displayed by student, provider, and date combination.
- HA’s will receive pin #'s for reporting April 1 forward.
- **Note: Any date range may be selected.**

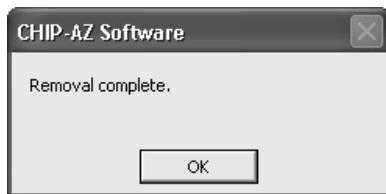
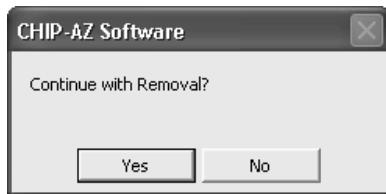


| DSC Service Record | | | | | | Private Or Charter | | | |
|---------------------------------------|-----------------|-----|--------|---------|-----------|---------------------------------------|------------|-------------|-------|
| | | | | | | Service Dates: 10/1/2008 - 10/30/2008 | | | |
| Student | Provider | Pin | NPI # | Sv Code | AHCCCS Id | Date Service | Actual Min | Convert Min | Units |
| A Test, Anicholas - 10, dob: 9/1/1997 | | | | Female | | | | | |
| | Provider, Karen | RN | 111111 | T1002 | | | | | |
| | | | | | | 10/8/2008 | 30 | 30 | 2 |
| | | | | | | 10/8/2008 | 15 | 15 | 1 |

Remove Service Records

It is possible that you discover an error in your reporting **after** you have performed the “DSC Service Update”. We will simply remove the saved service records. However we will not remove your Encounters, Meds or Procedures.

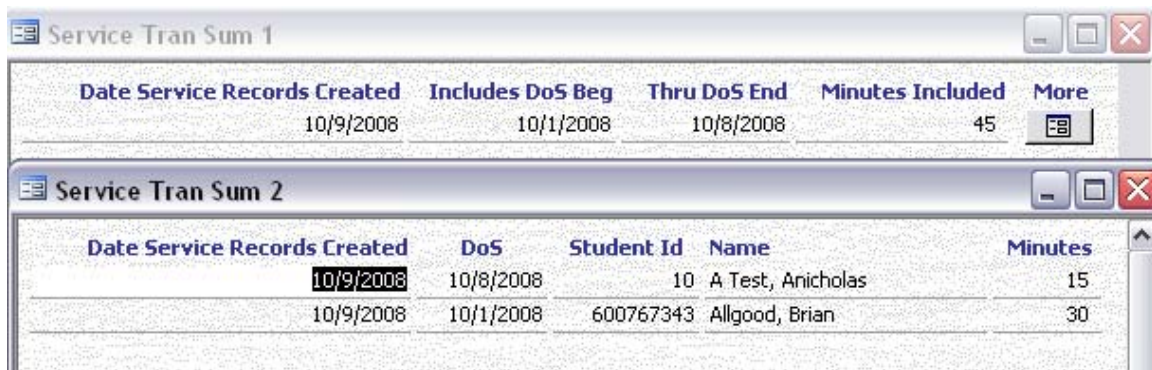
1. Be sure the Beginning and Ending Dates to process are correct. They should be the same as were shown on the DSC Service Report.
2. Select the Remove Service Records link.



3. Correct your errors and run the DSC Worksheet to check your records closely.
4. If correct, perform the DSC Service Update again.
5. Print the DSC Service Report again.

DSC Service Record Summary

Review past service record information. Click “More” button to drill down to more detail for a “Date Service Records Created”.



The screenshot shows two overlapping windows from a software application. The top window, titled "Service Tran Sum 1", displays a summary table with the following data:

| Date Service Records Created | Includes DoS Beg | Thru DoS End | Minutes Included | More |
|------------------------------|------------------|--------------|------------------|---------------|
| 10/9/2008 | 10/1/2008 | 10/8/2008 | 45 | [More button] |

The bottom window, titled "Service Tran Sum 2", displays a detailed table with the following data:

| Date Service Records Created | DoS | Student Id | Name | Minutes |
|------------------------------|-----------|------------|-------------------|---------|
| 10/9/2008 | 10/8/2008 | 10 | A Test, Anicholas | 15 |
| 10/9/2008 | 10/1/2008 | 600767343 | Allgood, Brian | 30 |