



Medicaid Information Technology System

State & Local Government Solutions

Medicaid Information Technology System (MITS)

Capitation Rate Maintenance Participant Guide

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Course Overview

Overview

The goal of this course is to provide you with the skills required to perform the maintenance tasks associated with capitation rates in the Ohio Medicaid Information Technology System (MITS).

Objective(s)

After completing this course you should be able to:

- Search for an approved capitation rate
- Add an approved capitation rate
- Update a capitation rate
- Change the end date for a capitation rate

Agenda

Topic	Time
Welcome and Introductions	10 minutes
Course Overview	5 minutes
Introduction	30 minutes
Searching for PMP Capitation Rates	30 minutes
Break	15 minutes
Maintaining PMP Capitation Rates	45 minutes
Review	15 minutes

Introduction

Overview

In this topic you learn about the maintenance of capitation rates.

Primary Managed Care Providers

Ohio Medicaid contracts with full risk health care insurance companies, called Managed Care Plans (MCPs), to provide health care services to managed care eligible Covered Families and Children (CFC) and Aged, Blind or Disabled (ABD) Medicaid recipients. MCPs are referred to as Primary Managed Care Providers (PMPs) in MITS. MCPs are paid prospectively every month for every eligible recipient enrolled in the full risk managed care program. For CFC the capitation payment varies by rate cohorts and regions. There is also a delivery payment made for each delivery under the CFC managed care program. The ABD capitation rates vary by each geographic region and are risk adjusted semi-annually.



Capitation Rates

MITS processes the capitation payment owed to the PMPs using a rate based on the following information:

- Recipient
- Region
- Capitation rates

You use the Capitation Rate Override panel to maintain standard capitation rates for a PMP. On this panel, you specify the amount paid to a PMP for a specific rate cell for a **single** transaction.

Panel Preview

You maintain capitation rates in the **PMP Maintenance** section of the **Managed Care** subsystem using the **Capitation Rate Override** panel. From there you can perform searches, additions, updates, and changes in the end date for capitation rates.

Review the images below to learn how to navigate through the panels.

The screenshot displays the Ohio.gov Medicaid Information Technology System interface. At the top, the header reads "Ohio.gov Medicaid Information Technology System" with a date and time of "September 28, 2010 3:03 PM EDT". A navigation menu includes "Home", "Claims", "Drug", "EDI", "Healthcek", "Financial", "Managed Care", "MAR", "Prior Authorization", "Provider", "Recipient", "Reference", "RetroDUR", "TPL", and "Security". Below this, a "Tools Site" section lists "home", "pmp search", "pmp information", "managed care", "capitation information", and "related data". The "PMP Search" panel is active, featuring a "Provider ID" search field with the placeholder text "Type Provider ID", a "Records" dropdown menu set to "20", and a "search" button. Red callouts 1, 2, 3, and 4 highlight the navigation path: 1 points to "Managed Care", 2 to "pmp search", 3 to the search input field, and 4 to the search button.

To access the Capitation Rate Override panel first select **Managed Care**, and then **pmp search**. Search for the provider ID.

Navigating Capitation Rate Maintenance

Ohio.gov | Medicaid Information Technology System train06

September 28, 2010 3:06 PM EDT

Home Claims Drug EDI Healthcek Financial **Managed Care** MAR Prior Authorization Provider Recipient Reference RetroDUR TPL Security Tools Site

home pmp search **pmp information** managed care capitation information related data

Next Search By: Provider ID

PMP Information ? ↕

PMP ID 7753273 MCD	Effective Date 10/10/1996
Provider Name DAYTON AREA HEALTH PLAN	End Date 12/31/2299
MC Program HMO, ABD	

PMP Maintenance Prefs Top Bot ? ↕

Select an area to add or modify

- Capitation Rate Override** (highlighted with a red box and a red circle with the number 5)
- PMP Capitation History
- PMP Member Restrictions
- PMP Special Conditions
- Region Enrollment Maintenance

PMP

PMP Top Nav ? A ↕ X

*PMP ID 7753273 MCD <input type="button" value="Search"/> ⓘ	Current Member Count 0
Provider Name DAYTON AREA HEALTH PLAN	Future Member Count 0
MC Program HMO, ABD	Effective Date 10/10/1996
*Focus Not Applicable	*End Date 12/31/2299
*24 Hour Phone (757)777-7777	*Output Media Both
CRIS-E ID	*Process Group Number 0

Next select **Capitation Rate Override** in the **PMP Maintenance** panel.

Navigating Capitation Rate Maintenance

Next Search By: Provider ID search clear

PMP Information ? ⌵

PMP ID	7753273 MCD	Effective Date	10/10/1996
Provider Name	DAYTON AREA HEALTH PLAN	End Date	12/31/2299
MC Program	HMO, ABD		

PMP Maintenance Prefs Top Bot ? ⌵

Select an area to add or modify

PMP	Capitation Rate Override	PMP Capitation History	PMP Member Restrictions
	PMP Special Conditions	Region Enrollment Maintenance	

save cancel new

PMP Top Nav ? A ⌵ ⌵ X

*PMP ID	7753273 MCD [Search] !	Current Member Count	0
Provider Name	DAYTON AREA HEALTH PLAN	Future Member Count	0
MC Program	HMO, ABD	Effective Date	10/10/1996
*Focus	Not Applicable	*End Date	12/31/2299
*24 Hour Phone	(757)777-7777	*Output Media	Both
CRIS-E ID		*Process Group Number	0

Capitation Rate Override Top Nav ? A ⌵ ⌵ X

MC Region	<input type="text"/>	Capitation Category	<input type="text"/>
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6 search clear

Click the **search** button to perform a search, which expands the **Capitation Rate Override** panel.

Navigating Capitation Rate Maintenance

PMP Maintenance Prefs Top Bot ? ↕

Select an area to add or modify

[Capitation Rate Override](#) [PMP Capitation History](#) [PMP Member Restrictions](#)
[PMP Special Conditions](#) [Region Enrollment Maintenance](#)

PMP

save cancel new

PMP Top Nav ? A ↕ X

*PMP ID: 7753273 MCD [Search] ⓘ

Provider Name: DAYTON AREA HEALTH PLAN

MC Program: HMO, ABD

*Focus: Not Applicable

*24 Hour Phone: (757)777-7777

CRIS-E ID:

Current Member Count: 0

Future Member Count: 0

Effective Date: 10/10/1996

*End Date: 12/31/2299

*Output Media: Both

*Process Group Number: 0

Capitation Rate Override Top Nav ? A ↕ X

MC Region: Capitation Category:

search
clear

Search Results

MC Region	Capitation Category	Capitation Amount	Effective Date	End Date
Statewide Capitation	MC025 - ABC/DISABLED	\$778.40	01/01/1998	04/30/1999
Statewide Capitation	MC025 - ABC/DISABLED	\$758.00	07/01/1997	12/31/1997

Select row above to update or- click Add button below.

MC Region: Effective Date:

Capitation Category: End Date:

Capitation Amount:

delete add

In the expanded panel, you can add (7), update (8), and change the end date for (9) a capitation rate.

Note: The **delete** button becomes active when you select a row in the search results or after you add a new capitation rate.

Check Your Understanding

This activity contains questions to assess your understanding of key concepts in this topic. Review the topic if your score is below your standards.

Ohio Medicaid contracts with private health care insurance companies to provide health care to many Ohio Medicaid recipients. These health insurance companies are called which of the following?

- A. Provider Enrollment Units (PEUs)
- B. Preferred Provider Organizations (PPOs)
- C. Primary Managed Care Providers (PMPs)
- D. Qualified Family Planning Providers (QFPPs)

The fixed amount paid for each recipient assigned to the plan is known as which of the following?

- A. Capitation payment
- B. Coordinated payment
- C. Benefit payment

Each week, MITS processes the capitation payments.

- A. True
- B. False

MITS processes the capitation payment owed to the PMPs using a rate based on which of the following?

- A. Recipient
- B. Region
- C. Capitation rates
- D. All of the above

Summary

In this topic you learned about the maintenance of capitation rates.

Searching for PMP Capitation Rates

What

In this topic you learn how to search for an approved PMP capitation rate.

Who

OHP staff members with the appropriate security role perform this task.

When

You should perform a search when researching an approved capitation rate.

Relevance

If you perform this task improperly, primary managed care providers may not receive proper capitation payment.

Requirements

You **must** have the following to perform this task:

- Capitation information from the actuary outside of MITS
- Appropriate security role

How To

Follow these steps from the MITS home page to search for an approved capitation rate:

Step	Action
1	Click Managed Care .
2	Click PMP Search .
3	Type the desired provider ID in the Provider ID field.
4	Click search .
5	Click Capitation Rate Override in the PMP Maintenance panel.

Step	Action
6	Do one of the following: <ul style="list-style-type: none"> • Select a region from the MC Region drop-down list. • Select a category from the Capitation Category drop-down list. (This is the rate cell.) • Select a value in both the MC Region and Capitation Category drop-down lists. • Leave both fields blank.
7	Click search .

Success

You have successfully completed this task when the capitation rate information appears.

Practice

Search for a capitation rate using this information:

- **Provider ID** assigned to you: _____
- **MC Region:** leave blank
- **Capitation Category** (This is the rate cell.): leave blank

When you complete the practice all the capitation rates for your provider ID appear.

Summary

In this topic you learned how to search for an approved PMP capitation rate.

Maintaining PMP Capitation Rates

What

In this topic you learn how to add, modify, and change the end date for approved PMP capitation rates.

Who

OHP staff members with the appropriate security role perform this task.

When

You should perform this task under **any** of the following circumstances:

- When you receive capitation information from the actuary outside of MITS.
- When a new plan comes into the state.
- When a plan moves into a region the plan had not been in before.

Relevance

If you perform this task improperly, primary managed care providers may not receive proper capitation payment.

Requirements

You **must** have the following to perform this task:

- Capitation information from the actuary outside of MITS
- Appropriate security role

Adding an Approved Capitation Rate

Follow these steps from the MITS home page to add an approved capitation rate:

Step	Action
1	Click Managed Care .
2	Click PMP Search .
3	Type the desired provider ID in the Provider ID field.
4	Click search .
5	Click Capitation Rate Override in the PMP Maintenance panel.
6	Click search in the Capitation Rate Override panel.

Step	Action
7	Click add in the Capitation Rate Override panel.
8	Enter information in the required fields. Note: The Effective Date must be equal to the first day of a month. The End Date must be equal to the last day of a month.
9	Click save in the PMP Maintenance panel.

Updating a Capitation Rate

Follow these steps from the MITS home page to update a capitation rate:

Step	Action
1	Click Managed Care .
2	Click PMP Search .
3	Type the desired provider ID in the Provider ID field.
4	Click search .
5	Click Capitation Rate Override in the PMP Maintenance panel.
6	Click search in the Capitation Rate Override panel.
7	Select the desired row in the Capitation Rate Override panel.
8	Modify the desired information. Note: The Effective Date must be equal to the first day of a month. The End Date must be equal to the last day of a month.
9	Click save in the PMP Maintenance panel.

Changing the End Date for a Capitation Rate

Follow these steps from the MITS home page to change the end date for a capitation rate:

Step	Action
1	Click Managed Care .
2	Click PMP Search .
3	Type the desired provider ID in the Provider ID field.
4	Click search .
5	Click Capitation Rate Override in the Maintenance panel.
6	Click search in the Capitation Rate Override panel.
7	Select the desired row in the Capitation Rate Override panel.
8	Click delete .
9	Click OK in the Are you sure this is the row you want to delete? confirmation dialog box. Note: You are not actually deleting the capitation rate. You are changing the end date to the last day of the month.

Success

You have successfully completed the **add** and **update** tasks when the confirmation message appears.

You have successfully completed the **changing an end date** task when the capitation rate no longer appears on the panel for the provider ID.

Practice #1

Add an approved capitation rate using this information:

- **Provider ID** assigned to you in the searching task: _____
- **MC Region:** your choice
- **Capitation Category** (This is the rate cell.): your choice
- **Capitation Amount:** your choice
- **Effective Date:** your choice
- **End Date:** your choice
- **Process Group Number:** A value between 1 - 8

When you complete the practice a confirmation message appears.

Practice #2

Update a capitation rate using this information:

- The **capitation rate** you just created.
- **Capitation Amount:** your choice
- **End Date:** your choice

When you complete the practice a confirmation message appears.

Practice #3

Change the end date for a capitation rate using the **capitation rate** you just updated.

When you complete the practice the capitation rate no longer appears on the panel.

Summary

In this topic you learned how to add, modify, and change the end date for approved PMP capitation rates.

Review

Objectives

In this course you learned how to:

- Search for an approved capitation rate
- Add an approved capitation rate
- Update a capitation rate
- Change the end date for a capitation rate