

Direct Data Entry

User Manual

Rev 8 – 02/26/2010

The Ohio Department of Aging
50 W. Broad Street, 9th floor
Columbus, OH 43215
(614) 466-5500, (800) 266-4346

Direct Data Entry (DDE) User Manual

Table of Contents

1.	System requirements	1
2.	How to Login	1
3.	Session timeout.....	1
4.	Security Certificate	2
	a) Firefox.....	2
	b) Internet Explorer	3
5.	Maintenance and System Outages	5
6.	Forgotten password	5
7.	Forgotten User Name.....	5
8.	Who to call for help	5
9.	User Roles	5
	a) PAA Administrator	5
	b) PAA Operator	5
	c) Provider Operator Invoice and Reports.....	5
	d) Provider Operator Reports only.....	5
	e) Fiscal Intermediary	5
10.	Menus	6
	a) Invoices Screen.....	6
	b) Reports Screen.....	6
	c) Maintenance Screen	6
	d) Print	7
	e) Logout.....	7
11.	Invoice Entry – PASSPORT	7
	a) Start New Invoice – PAA Administrator or PAA Operator Role	7
	b) Start New Invoice – Provider Operator Role	8
	c) Enter Invoice Details – All Roles	8
	d) Next steps – All Roles	12
12.	Invoice Entry – CHOICES	12
	a) Enter Invoice Details	12
	b) Next steps.....	16
13.	Edit or Delete an Invoice	16
	a) Remove/Delete Invoice	16
	b) Detail line Row Count.....	16
	c) Search Detail Lines	17
	d) Edit Units – PASSPORT Invoice.....	17
	e) Edit Rates – PASSPORT Invoice.....	18
	f) Edit Units and Rates – Choices Invoice	18
	g) Delete a Line	19
	h) Edit an Individual Detail Line – PASSPORT Invoice.....	19
	i) Edit an Individual Line – Choices Invoice.....	20
14.	Submit Invoice.....	21
15.	Generate a Coversheet.....	22

Direct Data Entry (DDE) User Manual

16.	Invoice Status Views	23
	a) Invoices by Status score card	23
	b) Invoice Views Available – PIMS and Choices	23
	c) Filter the List – Submitted Invoices only	24
17.	Reports	25
	a) Invoice Report	25
	b) Consumer List – PASSPORT or Choices	26
	c) Services List – PASSPORT and Choices	28
	d) Choices Provider List	29
	e) Download Electronic Data Interchange (EDI) Reports	29
	f) Usage Stats	31
18.	Maintenance	32
	a) Change My Password	32
	b) Change My Email Address	32
	c) Research Assistant	33
	d) User Maintenance and Email Lists	33

Direct Data Entry (DDE) User Manual

Date Updated	Ver	Description	Contributors	Update Author
09/15/2006	1.0	Initial Version	ODA IT Dept.	C. Brickner
01/04/2007	2.0	Program Changes	ODA IT Dept.	C. Brickner
02/06/2007	3.0	How to select a consumer in invoice entry	ODA IT Dept.	C. Brickner
05/23/2007	4.0	Choices added and other program changes	ODA IT Dept.	C. Brickner
05/23/2008	5.0	Program enhancements	ODA IT Dept.	C. Brickner
10/23/2008	6.0	CHOICES cap increase	ODA IT Dept.	C. Brickner
08/17/2009	7.0	Update Security Certificate prompts and define Status column on Invoice Report screen	ODA IT Dept.	C. Brickner
02/17/2010	8.0	Choices billing changes	ODA IT Dept.	C. Brickner

This page intentionally left blank.

Direct Data Entry (DDE) User Manual

The Direct Data Entry (DDE) billing system is one of the replacements for the Data Entry Module (DEM) currently used by many Pre-Admission Screening System Providing Options and Resources Today (PASSPORT) providers to enter and submit PASSPORT Information Management System (PIMS) invoices to PASSPORT Administrative Agencies (PAAs).

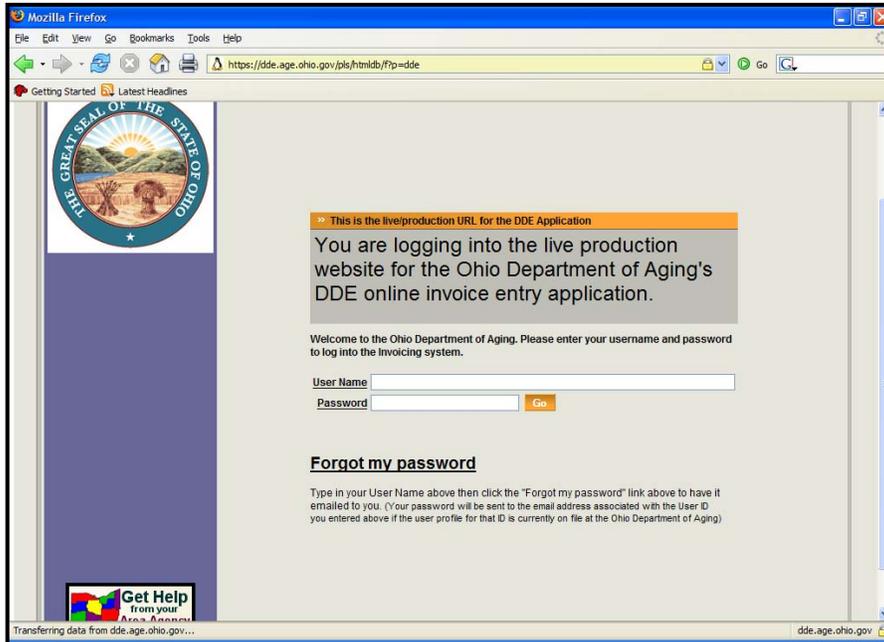
Changes/updates made in PIMS to a consumer will be reflected in DDE system the following day. Updates from PIMS to the DDE system are made nightly.

1. System requirements

The minimum PC requirements to utilize the DDE application are 512mb system memory and an operating system capable of running one of the following browser versions (or higher) with JavaScript enabled: Mozilla/4.0+, Mozilla/5.0+, MS Internet Explorer 6.0+, Gecko/20060728+, Firefox/1.5.0.6 +.

2. How to Login

- a) Open a browser.
- b) In the address bar enter: <https://dde.age.ohio.gov/>
- c) Press enter. This site can be bookmarked.
- d) If prompted for a Security Certificate, proceed to Section 4. Security Certificate
- e) Enter your user name and password provided to you by your PASSPORT Administrative Agency. Press enter. Username and password are not case-sensitive. If prompted by the browser to save password, decline.
- f) If the user attempts to login with an invalid password and exceeds the number of attempts allowed by the system, the account will be disabled. Contact your PAA administrator regarding your account status.



3. Session timeout

A user's session will timeout after 60 minutes of inactivity. If, for a period of time, you leave the DDE application alone or perform actions (ex: scrolling, entering data, reading a downloaded report) that does not generate a call to the server, the application logs you out and you will be prompted to log in again. A timer will appear on the screen and count down to inform the user when the session will expire. **Ex: Your session will expire in 00:59:48.**

Direct Data Entry (DDE) User Manual

4. Security Certificate

Always accept or install the website's security certificate when prompted by the web browser. It is a valid certificate issued from the State of Ohio's Office of Information Technology.

a) Firefox

- (1) The "This Connection is Untrusted" screen will display.



This Connection is Untrusted

You have asked Firefox to connect securely to **dde.ago.ohio.gov**, but we can't confirm that your connection is secure.

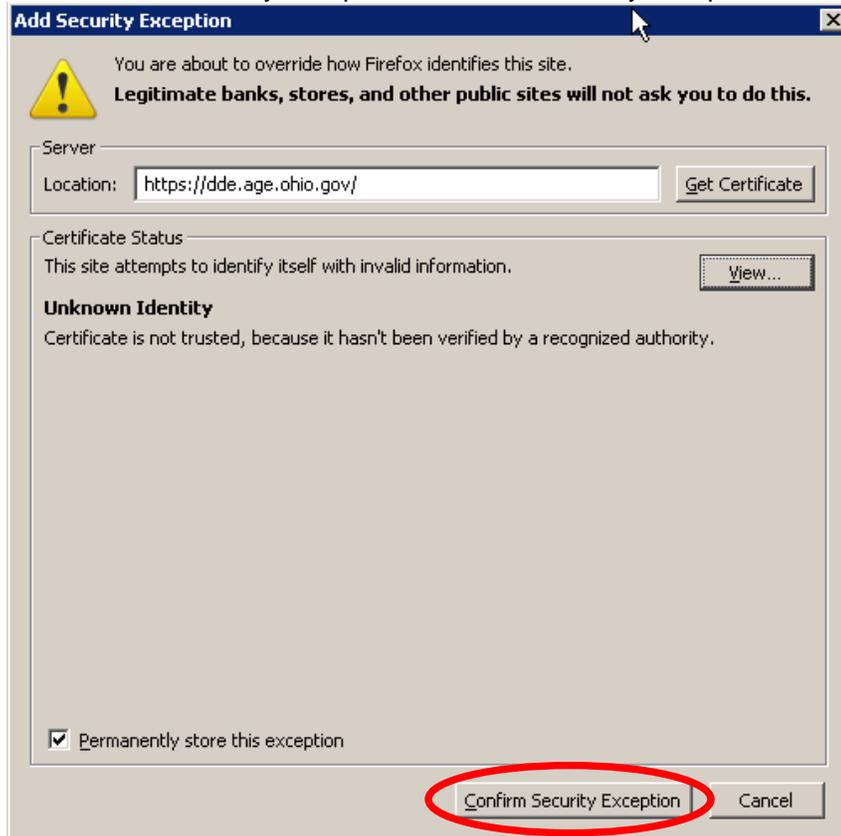
- (2) Click "I Understand the Risks."

▶ **I Understand the Risks**

- (3) Click "Add Exception."



- (4) Click "Confirm Security Exception" at the Add Security Exception screen.

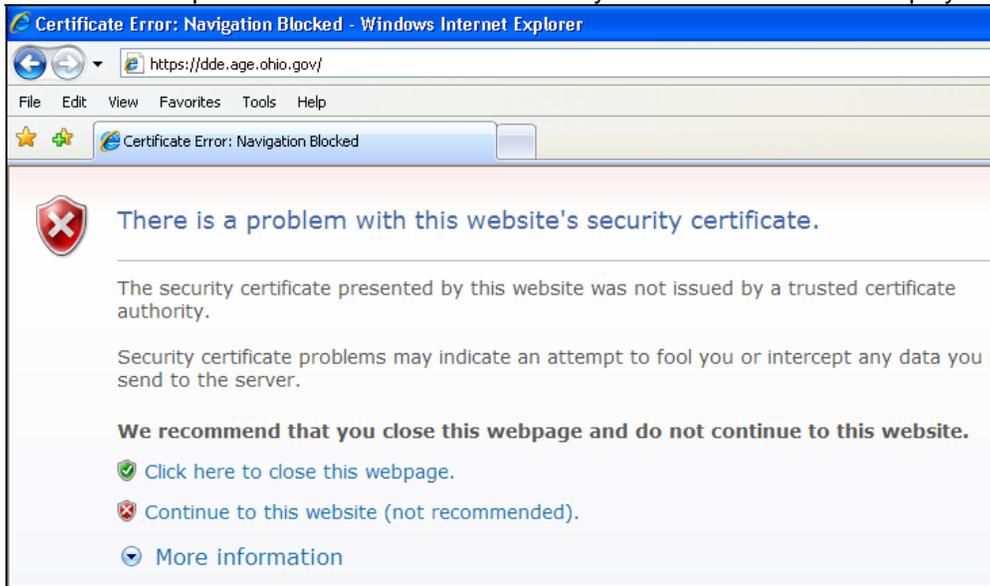


Direct Data Entry (DDE) User Manual

4. Security Certificate (cont'd.)

b) Internet Explorer

- (1) The "There is a problem with this website's security certificate" screen will display.



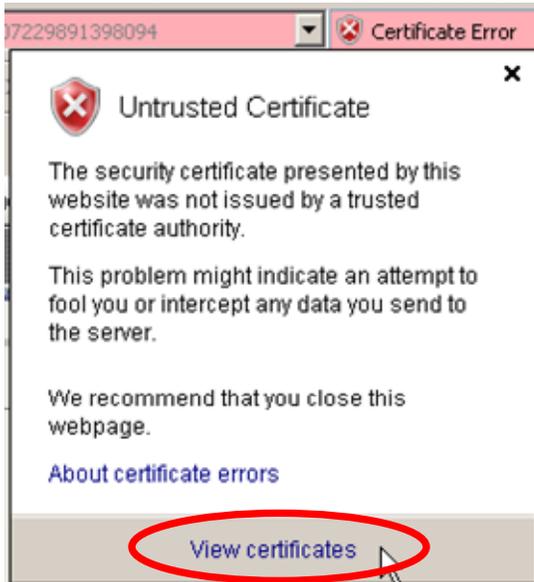
- (2) Click "Continue to this website."



- (3) Click "Certificate Error" in the upper right hand corner.



- (4) Click "View Certificates" at the Untrusted Certificate screen.



Direct Data Entry (DDE) User Manual

4. Security Certificate (cont'd.)

b) Internet Explorer (cont'd.)

(5) Click "Install Certificate" at the Certificate window.

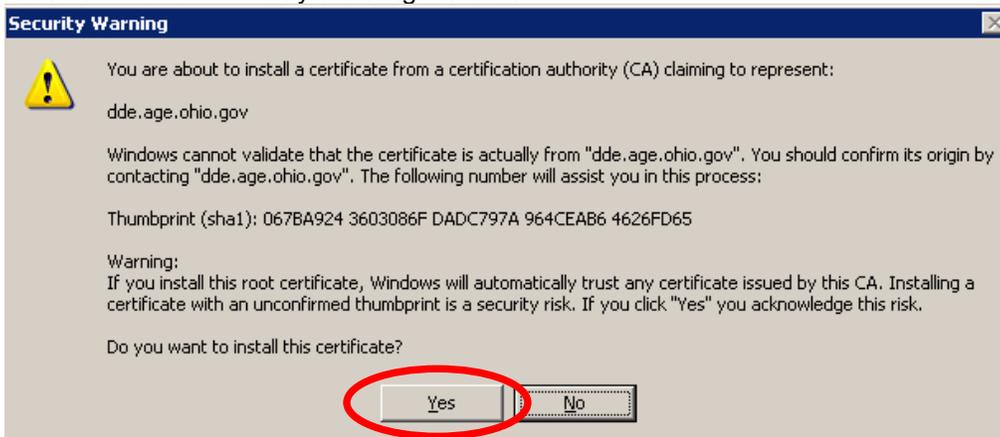


(6) Click "Next" at the Certificate Import Wizard window.

(7) Click "Next" at the Automatically select the certificate store based on the type of certificate prompt.

(8) Click "Finish" at the Completing the Certificate Import Wizard window.

(9) Click "Yes" at the Security Warning window.



(10) Click "Ok" at The import was successful prompt.

(11) Click Ok to close the Certificate window.

Direct Data Entry (DDE) User Manual

5. Maintenance and System Outages

- When the DDE application is unavailable for maintenance, the screen will display:
The DDE is currently unavailable while maintenance is being performed. Please try again in 30 minutes.
- If there is a system outage and the application is unavailable, the screen will display:
Page not found or Service Temporarily Unavailable. The server is temporarily unable to service your request due to maintenance downtime or capacity problems. Please try again later.

6. Forgotten password

- a) Type in your User Name then click, **Forgot my password.**
- b) The password will be sent to the email address associated with the User Name profile. A deactivated account cannot request their password to be reset.

7. Forgotten User Name

Contact your PAA for a forgotten User Name.

8. Who to call for help

Contact your PAA for assistance with the application.

9. User Roles

- There are five roles available in DDE. Your role is determined by your PAA.
 - Once logged in, the options available and the data displayed will vary depending on your Role ID.
 - The screen will indicate in green text your login Role ID.
Ex: **Welcome 6vkortepro, you are logged on and working as a Provider Operator.**
- a) **PAA Administrator**
 - Controls accounts created under specific PAA and can perform data entry and view reports for provider operators within PAA.
 - b) **PAA Operator**
 - Performs data entry and view reports for provider operators within PAA.
 - c) **Provider Operator Invoice and Reports**
 - Performs data entry and can generate reports for their authorized locations in a PAA.
 - d) **Provider Operator Reports only**
 - Generates reports for their authorized locations in a PAA.
 - e) **Fiscal Intermediary**
 - Performs CHOICES data entry and can generate reports for their authorized PAA.

Direct Data Entry (DDE) User Manual

10. Menus

a) Invoices Screen

The options available and the data displayed are based on your role in DDE.

Invoices Screen	Invoice Status	Choices Invoice Entry	Work As a Provider
PAA Administrator *	X	X **	X
PAA Operator *	X	X **	X
Fiscal Intermediary	X	X **	
Provider Operator	X	X ***	

* To start an invoice, these Roles must work on behalf of a provider.

** Able to invoice Choices services on behalf of all providers.

*** Choices Invoice Entry screen only displays the provider operator's Choices consumers.

b) Reports Screen

The options available and the data displayed are based on your role in DDE.

Reports Screen	Invoice Report	Consumer List	Services List	Choices Provider List	Download EDI Reports	Usage stats**
PAA Administrator *	X	X	X	X	X	X
PAA Operator *	X	X	X	X	X	
Fiscal Intermediary	X	X	X	X		
Provider Operator	X	X	X		X	
Provider Operator Reports Only					X	

* To view the Consumer List, Services List and Download Electronic Data Interchange (EDI) Reports, these Roles must work on behalf of a provider.

** This function is covered in detail in the PAA Administrator Role User Maintenance Manual.

c) Maintenance Screen

The options available and the data displayed are based on your role in DDE.

Maintenance Screen	Change My Password	Change my Email Address	Research Assistant	Email Lists **	User Maintenance **
PAA Administrator	X	X	X	X	X
PAA Operator	X	X	X		
Fiscal Intermediary	X	X			
Provider Operator	X	X			
Provider Operator Reports Only	X	X			

** These functions are covered in detail in the PAA Administrator Role User Maintenance Manual.

Direct Data Entry (DDE) User Manual

10. Menus (cont'd.)

d) Print

- (1) Print option is available for All Roles.
- (2) **Click Print** (button located in upper right hand corner of screen) to convert the information on the page to a printer friendly view.
- (3) **Click File** (in IE7 it might be necessary to press the Alt key to display the browser's main menu), select **Print**. Confirm the Printer, click Ok.
- (4) **Click** the browser's **Back** button to return to the application.

e) Logout

- (1) Logout is available for All Roles.
- (2) **Click Logout** (button located in upper right hand corner of screen) to end the session.

11. Invoice Entry – PASSPORT

To enter a PASSPORT invoice you must be logged in as a Provider Operator, a PAA Administrator or PAA Operator working on behalf of a provider location.

NOTE: Changes/updates made in PIMS to a consumer will be reflected in DDE system the following day. Updates from PIMS to the DDE system are made nightly.

a) Start New Invoice – PAA Administrator or PAA Operator Role

The PAA shall only enter an invoice on behalf of a provider once the provider has submitted the invoice to the PAA in paper form. At no time shall a PAA enter an invoice into the DDE application for a provider until receipt of this paper invoice.

- (1) Login as PAA Administrator or PAA Operator.
- (2) From the Invoices screen, **click Work as a Provider**.
- (3) The first 25 rows of provider names will display.



Username	PAA	Name	Company	email	Work Phone
1odokey	PAA 6	Okey Dokey	Almost Family	okey@dokey.com	5135551212
6aahmed	PAA 6	Ahmed Ahmed Asakir Medical Transportation	Asakir Medical Transportation	ahmed1499@hotmail.com	-
6abrown	PAA 6	Alesha Brown Msi/Medical Supply Inc.	MSI/Medical Supply Inc.	abrown@promise.com	-
6adiini	PAA 6	Abdikani Diini	Columbus Global Home Health Services Inc.	cghhs@insightrr.com	614-337-2580
6ahoge	PAA 6	Anita Hoge Arlingworth Health Inc.	Arlingworth Health Inc.	ahh@capitalhs.com	-
6ahurre	PAA 6	Adam Hurre Franklin Transportation Resources, Ince	Franklin Transportation Resources, Ince	daale0101@yahoo.com	-
6akaib	PAA 6	Ashley Kaib Embrace Home Healthcare, LLC.	Embrace Home Healthcare, LLC.	embrace4@sbcglobal.net	-
6akotee	PAA 6	Agustin Kotee Arrowlink Transport, Inc.	Arrowlink Transport, Inc.	info@arrowlinktransport.com	-

- (4) **Click Next** to display the next series of rows, **click Previous** to go back a series of rows.
- (5) Click a column heading to sort in ascending or descending order.

Direct Data Entry (DDE) User Manual

11. Invoice Entry (cont'd.)

a) Start New Invoice – PAA Administrator or PAA Operator Role (cont'd.)

(6) To search for a Provider:

- i. **Enter a search string** in the Search Text text box.
- ii. **Click Search.** Select a name from the list that populates. If necessary, **click Clear** to clear the text box and display the entire list.

Username	PAA	Name ▲	Company	email
6adiini	PAA 6	Abdikani Diini	Columbus Global Home Health Services Inc.	cghhs@insightrr.com
6akaib	PAA 6	Ashley Kaib Embrace Home Healthcare, Llc.	Embrace Home Healthcare, LLC.	embrace4@sbcglobal.net
6cokafor	PAA 6	Chuck Okator Able Health Care, Inc. Plus	Able Health Care, Inc. Plus	ablesup@aol.com
6kballard	PAA 6	Karen Ballard	Tender Nursing Care, Inc.	karen7668@sbcglobal.net
6kburton	PAA 6	Karen Burton	Star Home Care	karenb@starservices.org
6krobinson	PAA 6	Karen Robinson American Nursing Care	American Nursing Care	karen_robinson@chs.trihealth.com

- (7) **Select a name.** The application will indicate the Username you are working on behalf of. **Welcome 6dbrownoper, you are registered as a PAA Operator working on behalf of 6adiini**
- (8) **Click Start a New Invoice** and go to **Section 11. c) Enter Invoice Details – All Roles.**
- (9) **Click Work As Myself** to logout of the provider location you are working on behalf of.

b) Start New Invoice – Provider Operator Role

- (1) Login as Provider Operator.
- (2) **Click Start a New Invoice** and go to **Section 11. c) Enter Invoice Details – All Roles.**

c) Enter Invoice Details – All Roles

- (1) User is logged in as a Provider Operator, a PAA Admin or PAA Operator working on behalf of a provider location.
- (2) From the Invoices screen, **click Start a New Invoice.** The blank Invoice Entry screen appears.

The screenshot shows the 'INVOICE ENTRY' screen. At the top, there are navigation tabs for 'INVOICES', 'REPORTS', and 'MAINTENANCE', along with 'PRINT' and 'LOGOUT' buttons. Below these is a sub-header with 'INVOICE STATUS' and 'INVOICE ENTRY' tabs. A green message reads: 'Welcome 6jfleckprov, you are logged on and working as a Provider Operator'.

The main form area is titled '>> Invoice Information' and contains the following fields and elements:

- (3)** Provider: Best Nursing Care Inc. Location ID: 50136429 Agency: PAA 6
- (4)** Invoice #: [Text Box]
- (5)** Invoice Comments: [Text Area]
- (6)** Consumer: [Text Box]
- (7)** Service Code: [Text Box]
- (8)** Passthru: [Text Box] (Value: N)
- (8)** Units / Amount: [Text Box]
- (10)** Comment about this line item: [Text Area]
- (11)** Add Service(s): [Button]

On the right side, there is a calendar widget for August 2006 with 'Previous', 'Current', and 'Next' buttons. The calendar shows dates from 30 to 02.

Direct Data Entry (DDE) User Manual

11. Invoice Entry (cont'd.)

c) Enter Invoice Details – All Roles (cont'd.)

(3) **Invoice #:** Enter an invoice number. Character limit is 10 characters.

(4) **Invoice Comments:** If necessary, enter a comment to describe the invoice.

(5) **Consumer:**

i. **Click the Consumer list icon**  to populate a list of consumers. The consumers listed are specific to the Location ID logged in as.

- An "A" after a name is a consumer with an active Service Plan. These are sorted first.
- A "D" after a name is a consumer with an Inactive Service Plan.

ii. To **select individual** (non-adjacent) **consumer(s)**, hold the CTRL key down and left click on the consumer's name.

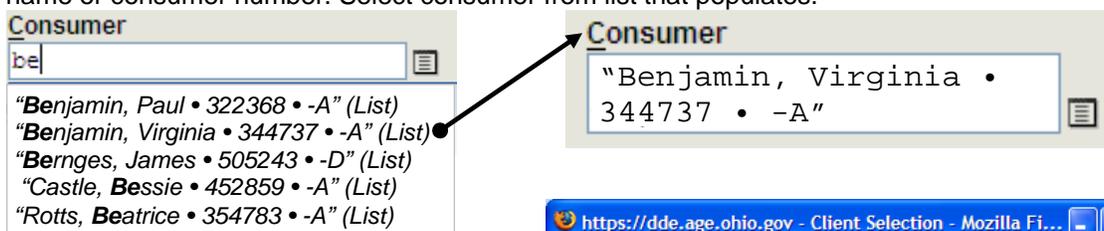
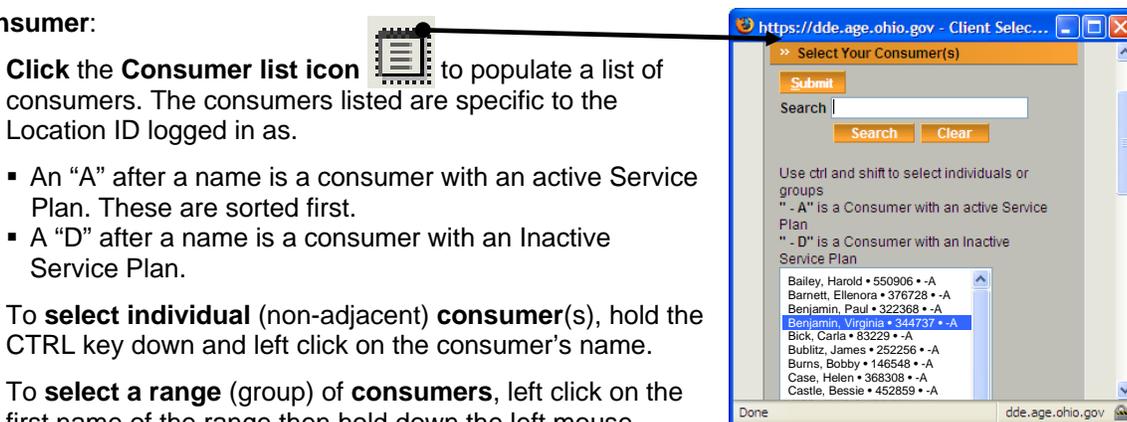
iii. To **select a range** (group) of **consumers**, left click on the first name of the range then hold down the left mouse button and drag the cursor to the last name of the range. Release the mouse button.

iv. To Search for a consumer, type a search string in the Search text box, **click Search**.

v. **Click Submit** to add the selected consumer(s) to invoice.

OR

vi. Use auto complete feature. In Consumer text box type any part of the consumers first, last name or consumer number. Select consumer from list that populates.



(6) **Service Code:**

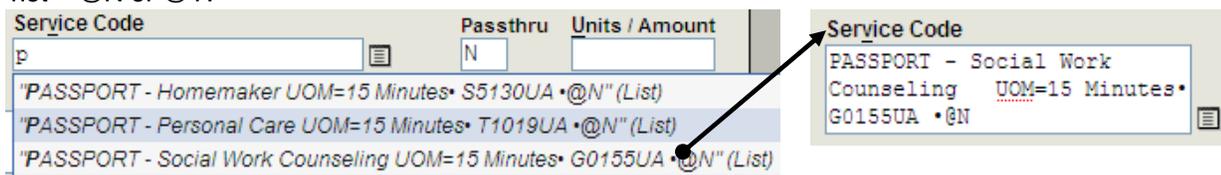
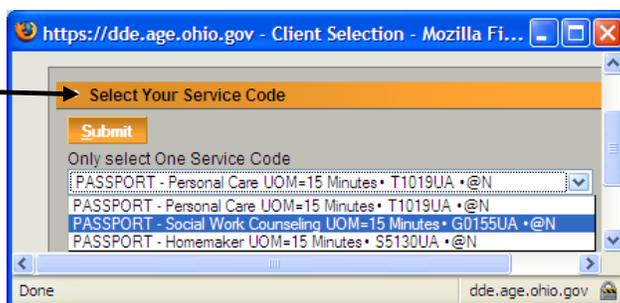
i. **Click the Service Code list icon**  to populate the list of available Service Codes.

ii. Select only one Service Code.

iii. **Click Submit**.

OR

iv. Use auto complete feature. Type the first character(s) of service code description or service code number. Select service code from list that populates. Displayed will be a description of service code, unit of measure, service code number and if it is a Passthru or not – @N or @Y.



Direct Data Entry (DDE) User Manual

11. Invoice Entry (cont'd.)

c. Enter Invoice Details – All Roles (cont'd.)

(7) Passthru:

- i. User cannot change Passthru code. Value is based on Service Code selected.
- ii. If you attempt to change Passthru code, an error will appear.



(8) Units/Amount:

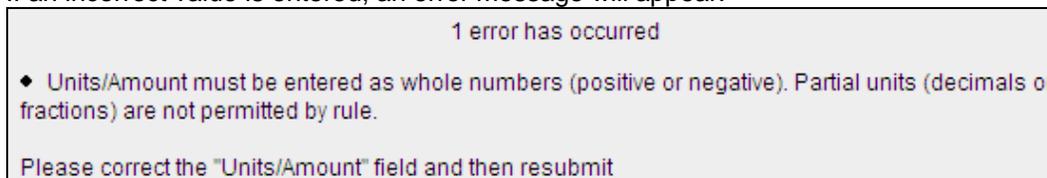
- i. When the service code is a non-passthru (**Passthru = N**), **enter a whole number** (positive or negative). Amounts do not appear for non-passthru services. Amounts will be applied when the PASSPORT agency receives the invoice.

Passthru	Units / Amount
N	12

- ii. When the service code is a passthru (**Passthru = Y**), **enter appropriate dollar amount** for the passthru services.

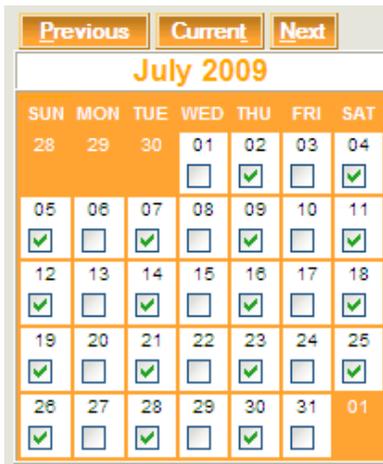
Passthru	Units / Amount
Y	9.50

- iii. If an incorrect value is entered, an error message will appear:



(9) Service Date(s):

- i. At least one Service Date must be selected from the calendar.



Direct Data Entry (DDE) User Manual

11. Invoice Entry (cont'd.)

c. Enter Invoice Details – All Roles (cont'd.)

(9) Service Date(s) (cont'd.)

- ii. Click Previous to display the previous month, click Current to display the current month and click Next to display the next month.
- iii. Date(s) can be selected by:
 - Clicking the check box under the date to select an individual day or days
 - Clicking the name of the week (Sun, Mon, etc.) to select all those days for the month
 - Clicking the month to select all the days in that month
- iv. Date(s) can be de-selected by:
 - Clicking the checkmark on the individual date(s)
 - Clicking the name of the week
 - Clicking the month

(10) **Comment about this line item:** If necessary, type a comment about this service code. Limit of 512 characters.

Comment about this line item:

Create a comment about this service code.

43 of 512

(11) **Add Service(s):**

- i. **Click Add Service(s)**, After consumer(s), service code, date(s) and comments are selected/entered.
- ii. This will populate the Detail Lines section and a confirmation will be generated by the system: Detail record(s) added successfully.
- iii. Once Add Service(s) is clicked, an invoice draft is automatically saved in the system and added to the “Invoices in Progress” list, and remains in “Invoices in Progress” status until submitted.

(12) **Detail Lines:**

- i. Invoice Detail Lines section is group and sorted by consumer.
- ii. For performance purposes, 200 rows is the maximum number of detail lines that will display during invoice entry.

Detail lines under Invoice FEB2008										
Delete Checked Lines			Update Units/Rate for Checked Lines							
New Unit(s)		New Rate								
Search			Search		Clear		Row Count		View All Rows	
Barker, Early - 298380										
Edit	Delete	Client	Date	Service Code Info	PT	Update	Units	Amount Billed	Comments	
edit	<input type="checkbox"/>	Barker, Early - 298380	11-FEB-08	PASSPORT - Personal Care - T1019UA	N	<input type="checkbox"/>	3	\$0.00	-	
edit	<input type="checkbox"/>	Barker, Early - 298380	13-FEB-08	PASSPORT - Personal Care - T1019UA	N	<input type="checkbox"/>	3	\$0.00	-	
Client Name Total:						6		\$0.00		
Brown, Anona - 83506										
Edit	Delete	Client	Date	Service Code Info	PT	Update	Units	Amount Billed	Comments	
edit	<input type="checkbox"/>	Brown, Anona - 83506	06-FEB-08	PASSPORT - Personal Care - T1019UA	N	<input type="checkbox"/>	5	\$0.00	Services for consumer.	
edit	<input type="checkbox"/>	Brown, Anona - 83506	13-FEB-08	PASSPORT - Personal Care - T1019UA	N	<input type="checkbox"/>	5	\$0.00	Services for consumer.	
edit	<input type="checkbox"/>	Brown, Anona - 83506	27-FEB-08	PASSPORT - Personal Care - T1019UA	N	<input type="checkbox"/>	5	\$0.00	Services for consumer.	
Client Name Total:						15		\$0.00		

Direct Data Entry (DDE) User Manual

11. Invoice Entry (cont'd.)

c. Enter Invoice Details – All Roles (cont'd.)

(12)Detail Lines (cont'd.)

- i. **Click View All Rows** to see all Detail Lines for the invoice. This will take you to another screen displaying all details for the invoice.
- ii. **Click Edit this Invoice** to return to invoice entry screen.

(13)Repeat steps (5) thru (11) to bill for additional service(s) for a consumer(s) on same invoice.

d) Next steps – All Roles

(1) **Submit the invoice.** Proceed to Section 14. Submit Invoice.

OR

(2) **Edit the invoice** before submitting. Proceed to Section 13. Edit or Delete an Invoice.

OR

(3) **Stop and finish the invoice later.** Once Add Service(s) is clicked or when an action/modification is made to the invoice, an invoice draft is saved and added to the “Invoices in Progress” list. Proceed to Section 16. Invoice Status Views.

OR

(4) **Delete the invoice**, if it was started it error. If necessary, edit the invoice (see Section 13) and **click Remove Invoice**.

12. Invoice Entry – CHOICES

a) Enter Invoice Details

(1) User is logged in as a PAA Administrator, PAA Operator, Fiscal Intermediary (these roles can invoice Choices services on behalf of all providers) or Provider Operator (Choices Invoice Entry screen only displays the provider’s Choices consumers).

(2) From the Invoices screen, **click CHOICES Invoice Entry**. Blank invoice Entry screen appears.

The screenshot shows the 'CHOICES INVOICE ENTRY' screen. At the top, there are navigation tabs: 'INVOICES', 'REPORTS', 'MAINTENANCE', 'WORK AS MYSELF', 'PRINT', and 'LOGOUT'. Below these are 'INVOICE STATUS', 'CHOICES INVOICE ENTRY', and 'WORK AS A PROVIDER'. A session timer shows 'Your session will expire in 00:57:03' and a welcome message reads 'Welcome 4cbrickner, you are logged on and working as a PAA Administrator'. The main area is titled 'Invoice Information' and contains several fields: 'Agency PAA 4', 'Invoice #' (with callout 3), 'Invoice Total \$0.00', and 'Detail Count 0'. Below these is an 'Invoice Comments' field (with callout 4). The 'Consumer' field (with callout 5) has a '-clear all-' button. The 'Service Code' field (with callout 6) has a '-select Consumer-' dropdown. The 'Provider(s)' field (with callout 7) has a '-select a Consumer and Service-' dropdown. Below these are 'Units' (with callout 9), 'Amount' (with callout 10), 'Rate: \$' (with callout 11), and 'Comment about this line item:' (with callout 12). At the bottom right is an 'Add Service(s)' button (with callout 14). On the right side, there is a calendar for 'April 2007' with callout 13 pointing to the 'Previous' button.

(3) **Invoice #:** Enter an invoice number. Limit is 10 characters.

(4) **Invoice Comments:** If necessary, enter a comment to describe the invoice.

Direct Data Entry (DDE) User Manual

12. Invoice Entry – CHOICES (cont'd.)

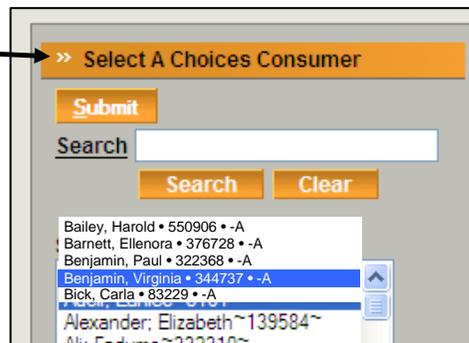
a) Enter Invoice Details (cont'd.)

(5) **Clear All:**

Click –clear all– to clear all entries in the Invoice Information area.

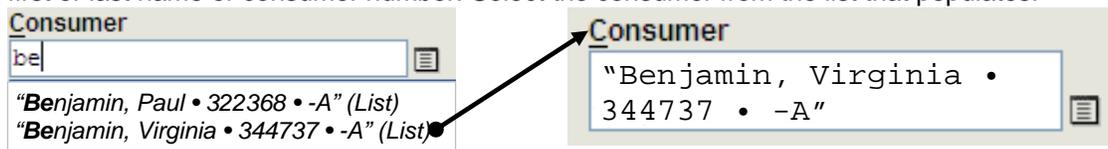
(6) **Consumer:**

- i. **Click the Consumer List icon**  to populate a list of consumers. The consumers listed are specific to the PAA or provider operator.
- ii. To Search for a consumer, type a search string in the Search text box, click Search.
- iii. **Select only one consumer** and **click Submit**. If you attempt to select more than one, an error message will be returned.



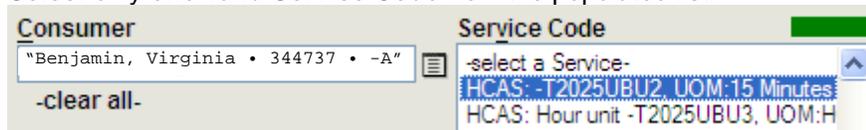
OR

- iv. Use the auto complete feature. In the Consumer text box, type any part of the consumers first or last name or consumer number. Select the consumer from the list that populates.



(7) **Service Code:**

- i. A list of valid Service Codes display based on the consumer selected.
- ii. **Select only one valid Service Code** from the populated list.



(8) **Provider(s):**

PAA Administrator, PAA Operator, Fiscal Intermediary Roles:

- i. A list of valid Providers displays based on the valid Service Code and Consumer selected. Selecting a different Service Code may result in additional/different Provider(s) to display.
- ii. **Select at least one valid Provider** from the list provided. More than one valid Provider can be selected.



Provider Operator Role:

- iii. When logged in as a Provider Operator role, only the provider's location displays as a valid selection.

iv. **Select Provider.**



Direct Data Entry (DDE) User Manual

12. Invoice Entry – CHOICES (cont'd.)

a) Enter Invoice Details (cont'd.)

(9) **Units:**

- i. **Enter Units** of service provided to the Consumer by the selected Provider(s).
- ii. If more than one Provider is selected, Units are applied to each Provider at amount entered in this field.

(10) **Amount and Rate:**

- i. **Enter total Amount** (Units times Rate) that is to be paid to the Provider(s) for the selected Service for Units entered. This is a daily “Amount” and will be carried over to all Service Dates selected in the calendar.

Units <input style="width: 90%;" type="text" value="4"/>	Rate <input style="width: 90%;" type="text" value="7.82"/>
Amount \$ 31.28	

- ii. If more than one Provider is selected, the Amount is applied to each Provider selected.
- iii. **Rate cap is \$39.78.** If the calculated rate exceeds the \$39.78 cap, an error message will display. Correct the rate entered.

Units <input style="width: 90%;" type="text" value="3"/>	Rate <input style="width: 90%;" type="text" value="45.99"/>
Amount \$ 137.97	

1 error has occurred

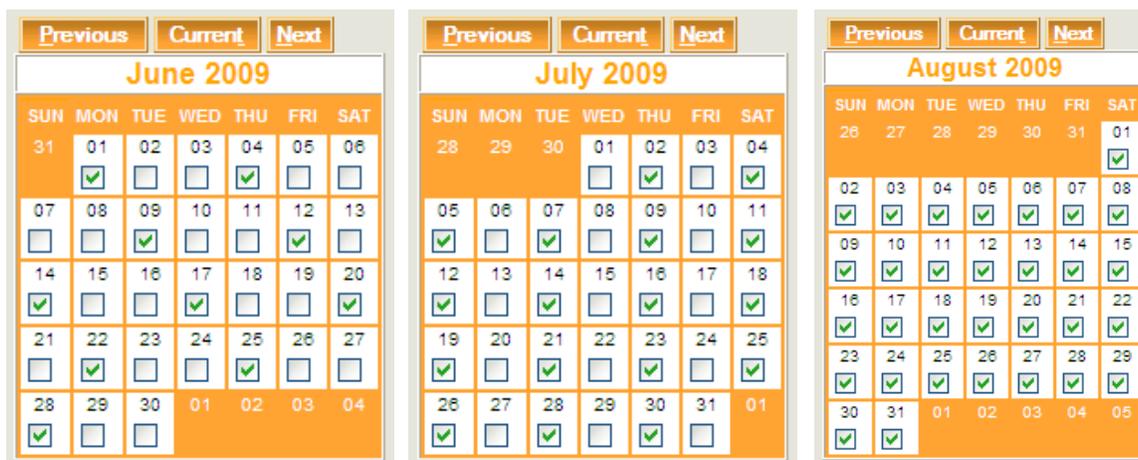
- The entered rate of 45.99 exceeds the current ODA maximum rate of \$39.78.

(11) **Comment about this line item:**

If necessary, type a comment about this service code. Limit of 512 characters.

(12) **Service Date(s):**

- i. At least **one Service Date must be selected** from the calendar.



- ii. Click Previous to display the previous month, click Current to display the current month and click Next to display the next month.
- iii. Date(s) can be selected by:
 - Clicking the check box under the date to select an individual day or days
 - Clicking the name of the week (Sun, Mon, etc.) to select all those days for the month
 - Clicking the month to select all the days in that month
- iv. Date(s) can be de-selected by:
 - Clicking the checkmark on the individual date(s)
 - Clicking the name of the week
 - Clicking the month

Direct Data Entry (DDE) User Manual

12. Invoice Entry – CHOICES (cont'd.)

a) Enter Invoice Details (cont'd.)

(13)Add Service(s):

- i. After consumer(s), service code(s), provider(s), date(s) and comments are selected/entered; **click Add Service(s)**.
- ii. This will populate the Detail Lines section and a confirmation will be generated by the system: Detail record(s) added successfully.
- iii. Once Add Service(s) is clicked, an invoice draft is automatically saved in the system and added to the “Invoices in Progress” list, and remains in “Invoices in Progress” status until submitted.

(14)Detail Lines:

- i. Invoice Detail Lines section is group and sorted by consumer.
- ii. For performance purposes, 200 rows is the maximum number of detail lines that will be displayed during invoice entry.

click here to view the report sorted on Consumer/Provider

Edit	Delete	Client	Date	Service Code Info	Provider	Units	Rate	Total	Update	Comments
edit	<input type="checkbox"/>	Duwitt, Mary - 24434	02-MAR-08	HCAS: Hour unit - T2025UBU3	Allena J. Hyite - 759417104	3	\$4.37	\$13.11	<input type="checkbox"/>	-
edit	<input type="checkbox"/>	Duwitt, Mary - 24434	04-MAR-08	HCAS: Hour unit - T2025UBU3	Allena J. Hyite - 759417104	3	\$4.37	\$13.11	<input type="checkbox"/>	-
edit	<input type="checkbox"/>	Duwitt, Mary - 24434	07-MAR-08	HCAS: Hour unit - T2025UBU3	Allena J. Hyite - 759417104	3	\$4.37	\$13.11	<input type="checkbox"/>	-
edit	<input type="checkbox"/>	Duwitt, Mary - 24434	09-MAR-08	HCAS: Hour unit - T2025UBU3	Allena J. Hyite - 759417104	3	\$4.37	\$13.11	<input type="checkbox"/>	-
edit	<input type="checkbox"/>	Duwitt, Mary - 24434	11-MAR-08	HCAS: Hour unit - T2025UBU3	Allena J. Hyite - 759417104	3	\$4.37	\$13.11	<input type="checkbox"/>	-
edit	<input type="checkbox"/>	Duwitt, Mary - 24434	14-MAR-08	HCAS: Hour unit - T2025UBU3	Allena J. Hyite - 759417104	3	\$4.37	\$13.11	<input type="checkbox"/>	-

- iii. **Click View All Rows** to see all Detail Lines for the invoice. This will take you to another screen displaying all details for the invoice.
- iv. **Click Edit this Invoice** to return to invoice entry screen.

(15)Repeat steps (6) thru (13) to bill for additional service(s) for a consumer(s) on same invoice.

Direct Data Entry (DDE) User Manual

12. Invoice Entry – CHOICES (cont'd.)

b) Next steps

(1) **Submit the invoice.** Proceed to Section 14. Submit Invoice.

OR

(2) **Edit the invoice before submitting.** Proceed to Section 13. Edit or Delete an Invoice.

OR

(3) **Stop and finish the invoice later.** Once Add Service(s) is clicked or when an action/modification is made to the invoice, an invoice draft is saved and added to the "Invoices in Progress" list. Proceed to Section 16. Invoice Status Views.

OR

(4) **Delete the invoice,** if it was started in error. If necessary, edit the invoice (see Section 13) and **click Remove Invoice.**

OR

(5) Start a new Invoice. Click Start a New Invoice to start a new invoice. The invoice that was not submitted is saved in Work in Progress.

13. Edit or Delete an Invoice

Only invoices in progress can be edited or deleted. User is logged in as a Provider Operator, a Fiscal Intermediary, a PAA Admin or a PAA Operator working on behalf of a provider location.

a) Remove/Delete Invoice

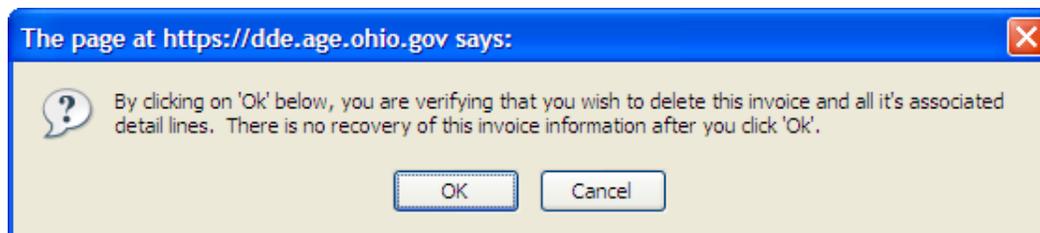
NOTE: A deleted invoice cannot be recovered.

(1) **Click Invoices** to display the Invoices Status screen.

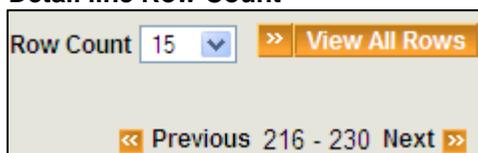
(2) **Select invoice** to be deleted from the Invoices in Progress table.

(3) **Click Remove Invoice.**

(4) **Click Ok.** You will return to the Invoice screen.



b) Detail line Row Count



(1) The first 15 rows of billing detail is displayed. **Click Next** to display the next 15 rows. **Click Previous** to show the previous 20 rows.

(2) Click the row count drop down to display additional rows. For performance purposes, a maximum of 200 rows will be displayed.

(3) To view all rows, **click View All Rows.** **Click Edit this Invoice** to return to the Invoice.

Direct Data Entry (DDE) User Manual

13. Edit or Delete an Invoice (cont'd.)

c) Search Detail Lines

- (1) **Click Invoices** to display the Invoices Status screen.
- (2) **Select invoice** to be searched from the Invoices in Progress table.
- (3) In the Detail Line section, **enter text or date in the Search text box**. The Client, Date and Service Code Info columns will be searched.
- (4) **Click Search**. The system will return the result of the search.

Edit	Delete	Client	Date	Service Code Info	PT	Update	Units	Amount Billed	Comments
edit	<input type="checkbox"/>	Dvfbpf, Sue - 274523	06-NOV-06	PASSPORT - Homemaker - S5130UA	N	<input type="checkbox"/>	4	\$0.00	-
edit	<input type="checkbox"/>	Dvfbpf, Sue - 274523	13-NOV-06	PASSPORT - Homemaker - S5130UA	N	<input type="checkbox"/>	4	\$0.00	-
Client Name total:							8	\$0.00	
report total:							8	\$0.00	

- (5) **Click Clear** to clear out the search results and display all detail lines of the invoice.

d) Edit Units – PASSPORT Invoice

- (1) **Click Invoices** to display the Invoices Status screen.
- (2) **Select invoice** to be edited from the Invoices in Progress table.
- (3) In the Detail line section of the invoice, **click Update checkbox** for the specific line/consumer.

Edit	Delete	Client	Date	Service Code Info	PT	Update	Units	Amount Billed
edit	<input type="checkbox"/>	Barker, Early - 298380	01-APR-08	Choices - Therapeutic Meals - S5170UBU2	N	<input checked="" type="checkbox"/>	4	\$0.00
edit	<input type="checkbox"/>	Barker, Early - 298380	02-APR-08	Choices - Therapeutic Meals - S5170UBU2	N	<input checked="" type="checkbox"/>	4	\$0.00
edit	<input type="checkbox"/>	Barker, Early - 298380	03-APR-08	Choices - Therapeutic Meals - S5170UBU2	N	<input checked="" type="checkbox"/>	4	\$0.00

- (4) In the New Unit(s) text box, **enter revised value**.

New Unit(s) New Rate

- (5) **Click Update Units/Rate for Checked Lines**.
- (6) Confirmation will be generated by the system: Changes to Units/Rate for selected Consumers were made as requested. The change(s) will be reflected in the Detail lines section.

Edit	Delete	Client	Date	Service Code Info	PT	Update	Units	Amount Billed
edit	<input type="checkbox"/>	Barker, Early - 298380	01-APR-08	Choices - Therapeutic Meals - S5170UBU2	N	<input type="checkbox"/>	14	\$0.00
edit	<input type="checkbox"/>	Barker, Early - 298380	02-APR-08	Choices - Therapeutic Meals - S5170UBU2	N	<input type="checkbox"/>	14	\$0.00
edit	<input type="checkbox"/>	Barker, Early - 298380	03-APR-08	Choices - Therapeutic Meals - S5170UBU2	N	<input type="checkbox"/>	14	\$0.00

Direct Data Entry (DDE) User Manual

13. Edit or Delete an Invoice (cont'd.)

e) Edit Rates – PASSPORT Invoice

- (1) **Click Invoices** to display the Invoices Status screen.
- (2) **Select invoice** to be edited from the Invoices in Progress table.
- (3) Only rates for service code with Y = Passthru can be changed.
- (4) In the Detail line section of the invoice, **click Update** checkbox for the specific line/consumer.

>> Detail lines under Invoice JAN08

New Unit(s) New Rate

Search

Row Count 15 >> Vi

1

Barker, Early - 298380

Edit	Delete	Client	Date	Service Code Info	PT	Update	Units	Amount Billed
edit	<input type="checkbox"/>	Barker, Early - 298380	02-MAR-08	PASSPORT - ERS Rental - S5161UA	Y	<input checked="" type="checkbox"/>	1	\$15.00
edit	<input type="checkbox"/>	Barker, Early - 298380	09-MAR-08	PASSPORT - ERS Rental - S5161UA	Y	<input checked="" type="checkbox"/>	1	\$15.00

- (5) In the New Rate text box, **enter revised value.**

New Unit(s) New Rate

- (6) **Click Update Units/Rate for Checked Lines.**
- (7) Confirmation will be generated by the system: Changes to Units/Rate for selected Consumers were made as requested. The change(s) will be reflected in the Detail lines section.

Edit	Delete	Client	Date	Service Code Info	PT	Update	Units	Amount Billed
edit	<input type="checkbox"/>	Barker, Early - 298380	02-MAR-08	PASSPORT - ERS Rental - S5161UA	Y	<input type="checkbox"/>	1	\$17.52
edit	<input type="checkbox"/>	Barker, Early - 298380	09-MAR-08	PASSPORT - ERS Rental - S5161UA	Y	<input type="checkbox"/>	1	\$17.52
edit	<input type="checkbox"/>	Barker, Early - 298380	16-MAR-08	PASSPORT - ERS Rental - S5161UA	Y	<input type="checkbox"/>	1	\$15.00

f) Edit Units and Rates – Choices Invoice

- (1) **Click Invoices** to display the Invoices Status screen.
- (2) **Select invoice** to be edited from the Invoices in Progress table.
- (3) In the Detail line section of the invoice, **click Update** checkbox for the specific line/consumer.

>> Detail lines under Invoice DDFDFD

New Unit(s) New Rate

Amount \$

Search

Row Count 15 >> Vi

click here to view the report sorted on Consumer/Provider

1

Maura Davenport-15411324

Edit	Delete	Client	Date	Service Code Info	Provider	Units	Rate	Total	Update
edit	<input type="checkbox"/>	Fannist, Lou - 471723	01-FEB-07	HCAS: - T2025UBU2	Maura Davenport-15411324	6	\$11.00	\$66.00	<input checked="" type="checkbox"/>
edit	<input type="checkbox"/>	Fannist, Lou - 471723	02-FEB-07	HCAS: - T2025UBU2	Maura Davenport-15411324	6	\$11.00	\$66.00	<input checked="" type="checkbox"/>

Direct Data Entry (DDE) User Manual

13. Edit or Delete an Invoice (cont'd.)

f) Edit Units and Rates – Choices Invoice (cont'd.)

- (4) In the New Rate text box, **enter revised rate**. In the New Unit(s) text box, **enter revised unit**. The amount cannot exceed \$39.78 and a value for both Units and Rate must be entered. When amount is exceeded and a value is missing, an error message will be returned.

- (5) **Click Update Units/Rate for Checked Lines.**
- (6) Confirmation will be generated by the system: Changes to Units/Rate for selected Consumers were made as requested. The change(s) will be reflected in the Detail lines section.

Edit	Delete	Client	Date	Service Code Info	Provider	Units	Rate	Total
edit	<input type="checkbox"/>	Fannist, Lou - 471723	01-FEB-07	HCAS: - T2025UBU2	Maura Davenport-15411324	5	\$4.89	\$24.45
edit	<input type="checkbox"/>	Fannist, Lou - 471723	02-FEB-07	HCAS: - T2025UBU2	Maura Davenport-15411324	5	\$4.89	\$24.45
edit	<input type="checkbox"/>	Fannist, Lou - 471723	03-FEB-07	HCAS: - T2025UBU2	Maura Davenport-15411324	6	\$11.00	\$66.00

g) Delete a Line

- (1) **Click Invoices** to display the Invoices Status screen.
- (2) **Select invoice** to be edited from the Invoices in Progress table.
- (3) In the Detail line section of the invoice, **click Delete** checkbox for the specific line/client.

Edit	Delete	Client	Date	Service Code Info	Provider	Units	Rate	Total
edit	<input checked="" type="checkbox"/>	Fannin, Laura - 1774	01-FEB-07	HCAS: - T2025UBU2	Lora Ward - 15432411	5	\$4.89	\$24.45
edit	<input checked="" type="checkbox"/>	Fannin, Laura - 1774	02-FEB-07	HCAS: - T2025UBU2	Lora Ward - 15432411	5	\$4.89	\$24.45
edit	<input checked="" type="checkbox"/>	Fannin, Laura - 1774	03-FEB-07	HCAS: - T2025UBU2	Lora Ward - 15432411	50	\$31.00	\$1,550.00
edit	<input type="checkbox"/>	Fannin, Laura - 1774	04-FEB-07	HCAS: - T2025UBU2	Lora Ward - 15432411	50	\$31.00	\$1,550.00

- (4) **Click Delete Checked Lines** to remove the line(s) from the invoice.

h) Edit an Individual Detail Line – PASSPORT Invoice

Only these fields can be changed: Invoice comments, service code, units/amount, service date and comment about this line item. Passthu and client/consumer cannot be changed.

- (1) **Click Invoices** to display the Invoices Status screen.
- (2) **Select invoice** to be edited from the Invoices in Progress table.

Direct Data Entry (DDE) User Manual

13. Edit or Delete an Invoice (cont'd.)

h) Edit an Individual Detail Line – PASSPORT Invoice (cont'd.)

(3) In the Detail line section of the invoice, **click Edit** next to the individual client/line.

Edit	Delete	Client	Date	Service Code Info	PT	Update	Units	Amount Billed	Com
edit	<input type="checkbox"/>	Fannist, Lou - 471723	16-MAR-08	Assisted Living - 3rd tier - T2031U3	N	<input type="checkbox"/>	1	\$0.00	-

(4) Details for the individual consumer/line will appear.

>> Invoice Information
Remove Invoice
Submit Invoice

Provider Meals on Wheels-Older Adult Alternatives of Fairfi
 Location ID 411953
 Agency PAA 6
Invoice # JAN08
 Invoice Total \$80.04
 Detail Count 95

Invoice Comments

Consumer	Service Code	Passthru	Units / Amount	Service Date
Fannist, Lou - 471723	"PASSPORT - Therapeutic"	N	7	03-JAN-08

Comment about this line item:

0 of 512

Cancel Apply Changes

(5) As necessary, make changes to Invoice Comments, Service Code, Units/Amount, Service Date and Comment about this line item.

- i. **Click Apply Changes** to apply updates.
- ii. **Click cancel** any changes/updates.

(6) The system will return a confirmation: Changes were applied to the selected detail line.

i) **Edit an Individual Line – Choices Invoice**

These fields can be changed: Invoice comments, service code, provider, service date, units, rate and comment about this line item. The client/consumer cannot be changed.

(1) **Click Invoices** to display the Invoices Status screen.

(2) **Select invoice** to be edited from the Invoices in Progress table.

(3) In the Detail line section of the invoice, **click Edit** next to the individual client/line.

Edit	Delete	Client	Date	Service Code Info	Provider	Units	Rate	Total
edit	<input type="checkbox"/>	Fannist, Lou - 471723	01-FEB-07	HCAS: - T2025UBU2	Lora Ward - 15432411	5	\$4.89	\$24.45

(4) Details for the individual consumer/line will appear.

Agency PAA 6

Invoice # DDFDFD
 Invoice Total \$3,356.00
 Detail Count 26

Invoice Comments

Consumer	Service Code	Provider(s)	Service Date
Fannist, Lou~471723~	-select Consumer- HCAS: -T2025UBU2, UOM:15 Minutes HCAS: Hour unit -T2025UBU3, UOM:H	-select a Consumer and Service- Maura Davenport-15411324	04-FEB-07

Units
 Rate
 Amount \$ 1550

Comment about this line item:

0 of 512

Cancel Apply Changes

Direct Data Entry (DDE) User Manual

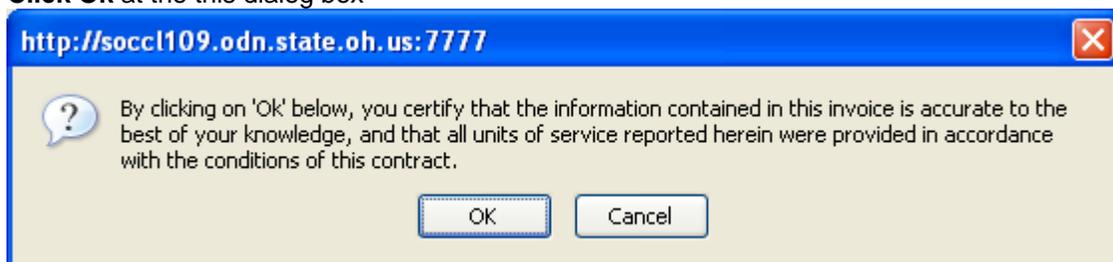
13. Edit or Delete an Invoice (cont'd.)

- i) Edit an Individual Line – Choices Invoice (cont'd.)
 - (5) As necessary, make changes to Invoice Comments, Service Code, Provider(s), Service Date, Units, Rate (Rate cap is \$39.78. If the rate exceeds \$39.78, an error message will be returned) and Comment about this line item.
 - i. **Click Apply Changes** to apply updates.
 - ii. **Click Cancel** to cancel any changes/updates.
 - (6) The system will return a confirmation: Changes were applied to the selected detail line.

14. Submit Invoice

A submitted invoice cannot be deleted or edited. User is logged in as a Provider Operator, a Fiscal Intermediary, a PAA Admin or a PAA Operator working on behalf of a provider location.

- (1) Once all charges are entered and edits/changes confirmed, **click Submit Invoice**.
- (2) **Click Ok** at the this dialog box



- (3) **Click Cancel** to cancel the submit invoice process. User is brought back to the Invoice Information screen.
- (4) System generates a confirmation: 'The invoice has been successfully "Submitted" to the ODA PIMS system.' The details of the invoice will display.

Client	Service Code Info	Units	Amount Billed	Date	Comments
Lou, Hannah- 592632	PASSPORT - Homemaker - S5130UA	100	\$0.00	01-APR-08	-
	PASSPORT - Homemaker - S5130UA	100	\$0.00	02-APR-08	-
	PASSPORT - Homemaker - S5130UA	100	\$0.00	03-APR-08	-
	PASSPORT - Homemaker - S5130UA	100	\$0.00	04-APR-08	-
	PASSPORT - Homemaker - S5130UA	100	\$0.00	05-APR-08	-

- (5) As necessary, Generate Cover Sheet. See Section 15. Generate a Coversheet.

Direct Data Entry (DDE) User Manual

15. Generate a Coversheet

ODA does not have a requirement for a signed cover sheet and collecting a cover sheet from a provider is the discretion of the PAA. The Generate a Coversheet button becomes active once an invoice has been submitted.

- a) User is logged in as a Provider Operator, a Fiscal Intermediary, a PAA Admin or a PAA Operator working on behalf of a provider location and invoice has been submitted.
- b) If necessary, **click Invoices** to display the Invoices Status screen.
- c) **Select invoice** from the Invoices Status list.
- d) **Click Generate a Coversheet** to create the PASSPORT Invoice for Direct Services or Choices Invoice For Direct Services coversheet.
- e) **Click print button** to send to printer or click File and select Print.
- f) **Click back button** to return to the submitted invoice details.

Your session will expire in 00:60:00

PASSPORT Invoice For Direct Services

Provider: NQTWO LLC **Invoice ID:** DEC2006R1
DBA Name: Visiting Angels of Central Ohio **DDE Invoice ID:** 2683
Provider No: 55464857
Provider Location: 55470384
Agency ID: PAA 6

Agency Internal Use Only

Service Description	Units	Units	Amount	<i>Agency Internal Use Only</i>	
	Billed	Rate	Due	Units Paid	Amount Due
PASSPORT - Homemaker	21 *	=			
PASSPORT - Personal Care	8 *	=			
Totals	29				

Agency Internal Use Only

Approved: _____ Date: _____ Invoice #: _____

Document: _____ Amount: _____ Total Due: _____

Fri 05-Jan-2007 17:15:56 DDE Version 1.1.0.3

NOTE: Any difference between Amount Due and Amount Paid the period could be the result of units that were billed in excess of authorized care plans or units being paid from previous service months that were initially denied.

Direct Data Entry (DDE) User Manual

16. Invoice Status Views

- User is logged in as a PAA Administrator, PAA Operator, Fiscal Intermediary or Provider Operator, or a PAA Administrator or a PAA Operator working on behalf of a provider location.
- The PAA Administrator and PAA Operator Roles can view all invoices and view Provider invoices by working on behalf of a provider location. The Provider Operator's view is limited to their Authorized Location(s). The Fiscal Intermediary's view is limited to CHOICES invoices.
- **Click Invoices** to display the Invoice Status screen.

a) Invoices by Status score card

- The Invoices by Status scorecard is displayed at the bottom of every Invoice View. If no invoices are found, then "no data found" will be displayed.
- The table will list the status of all invoices for the PAA Administrator and PAA Operator Roles.
- The table for the Provider Operator Role will list the status of all invoices for their Authorized Location(s).
- The Fiscal Intermediary's view is limited to CHOICES invoices.

>> Invoices by Status		
Type	Invoice Status	Count
PIMS	Invoices in Progress	47
PIMS	Invoices Submitted to ODA	42
PIMS	Invoices Received by ODA	49
PIMS	Invoices Under Review	5
PIMS	Invoices with Remittance Advice	1
PIMS	Rejected Invoices	6
Choices	Invoices in Progress	2
Choices	Invoices Submitted to ODA	1
Choices	Invoices Received by ODA	5
Choices	Invoices with Remittance Advice	3

b) Invoice Views Available – PIMS and Choices

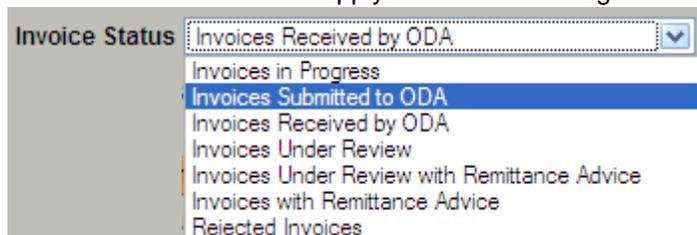
- **Invoices Received by ODA** – Displays invoices received by ODA PIMS/PASSPORT system.
- **Invoices Submitted to ODA** – Displays invoices sent to ODA PIMS/PASSPORT, but not acknowledged as received.
- **Invoices Under Review** – Displays invoice under review by an ODA agent or a process. No remittance available.
- **Invoices Under Review with Remittance Advice** – Displays invoices under review by an ODA agent or a process. Remittance advice available for a portion of the invoice.
- **Invoices In Progress** – Displays invoices in progress—not submitted to ODA. The user is able to select an invoice and make edits and changes. Invoices stay in progress until submitted.
- **Invoices with Remittance Advice** – Displays invoices paid with remittance advice available in DDE. The data is generated from the remittance advice report in PIMS.
- **Rejected Invoices** – Displays invoices rejected in full by case manager.

Direct Data Entry (DDE) User Manual

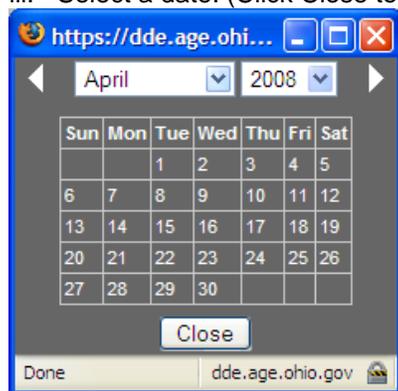
16. Invoice Status Views (cont'd.)

c) Filter the List – Submitted Invoices only

- (1) **Click Invoice Status drop down arrow** and **select** an Invoice Status to be viewed.
NOTE: This filter does not apply to Invoices in Progress.



- (2) **Click the Calendar icon** to display the calendar.
- (3) Select a date.
- Click the forward/back icons to go forward/back a month
 - Or click the drop down arrow next to the month or year to change the month or year.
 - Select a date. (Click Close to close the dialog box without changing the date.)



- (4) Click **Go**. A filtered list will display based on the date selected. Filter Result Example:

The screenshot shows the filtered invoice list. The 'Invoice Status' dropdown is set to 'Invoices Received by ODA'. Below it, a filter field says 'Filter the List Below to Only Show Invoices Submitted After: 04-FEB-08 (Does not apply to Invoices in Progress)'. A 'Go' button is next to it. Below the filter is an orange bar that says '>> Select an Invoice to View'. The table below shows 3 invoices:

Invoice Number	Location ID	Provider Name	Invoice Total	Last Updated By	Last Update
123456	108951085	BetterLiving Medical Supplies	\$600.00	1pdennis	29-FEB-08
111111111	108951085	BetterLiving Medical Supplies	\$1,000.00	1pdennis	29-FEB-08
112331	108951085	BetterLiving Medical Supplies	\$550.00	1pdennis	29-FEB-08

1 - 3

- (5) Click a column heading to sort data in ascending or descending order.
- (6) Click an invoice number to view the details or to finish an invoice in progress.

Direct Data Entry (DDE) User Manual

17. Reports

- The PAA Administrator and PAA Operator Roles can display all Passport and Choices invoices and Choices Provider List for their site. The PAA Administrator and PAA Operator Roles must work on behalf of a provider to display the Consumer List, Services List and to Download EDI reports. The PAA Administrator can view usage stats.
- The Fiscal Intermediary Role display is limited to Choices reports and Choices consumer, service and provider lists.
- The Provider Operator Role display is limited to their authorized location(s).
- The Provider Operator Reports Only Role display is limited to Download EDI Reports for their authorized location(s).

Reports Screen	Invoice Report	Consumer List	Services List	Choices Provider List	Download EDI Reports	Usage stats
PAA Administrator	X	X	X	X	X	X
PAA Operator	X	X	X	X	X	
Fiscal Intermediary	X	X	X	X		
Provider Operator	X	X	X		X	
Provider Operator Reports Only					X	

a) Invoice Report

- (1) **Click Reports.** A list of invoices displays showing Invoice Number, Provider name, Provider Location ID, Status, Inv Received Date, Details Lines and Invoice Total. The options available on this screen are based on your role in DDE.

The screenshot shows the 'INVOICES' screen in the DDE system. At the top, there are navigation tabs for 'INVOICES', 'REPORTS', and 'MAINTENANCE'. Below these are sub-tabs for 'INVOICE REPORT', 'CONSUMER LIST', 'SERVICES LIST', 'CHOICES PROVIDER LIST', and 'DOWNLOAD EDI REPORTS'. A session timer indicates 'Your session will expire in 00:59:37' and a welcome message says 'Welcome odaadminpaa1, you are registered as an ODA Administrator'. The main content area has a 'Work as a Provider' button and a 'Select an Invoice to View' section with a search bar and 'Search'/'Clear' buttons. Below is a table of invoices:

Invoice Number	Provider	Location ID	Status ▲	Inv. Rcvd Date	Detail Lines	Invoice Total
062009	Halsom Home Care	412207	REMIT w/ERR	09-JUL-09	16	\$5,404.49
012009	Halsom Home Care	412207	REMIT	04-FEB-09	21	\$3,352.64
022009	Halsom Home Care	412207	REMIT	07-MAR-09	17	\$6,207.64
32009	Halsom Home Care	412207	REMIT	07-APR-09	26	\$6,965.39
042009	Halsom Home Care	412207	REMIT	06-MAY-09	19	\$2,572.15
052009	Halsom Home Care	412207	REMIT	04-JUN-09	21	\$4,966.94
072009	Halsom Home Care	412207	Rcvd by ODA	06-AUG-09	22	\$4,654.31

- (2) Click a column heading to sort data in ascending or descending order.
- (3) The first 30 rows displays. Click Next to display the next 30 rows. Click Previous to go back 30 rows.

Direct Data Entry (DDE) User Manual

17. Reports (cont'd.)

a) Invoice Report (cont'd.)

(4) Search for an Invoice:

- i. **Enter search string** in the Search text box. Invoice Number, Agency, Location ID, Status and Received Date are searched.
- ii. **Click Search.** The results of the search display. Click Reset to display the entire list and clear the text box.

Invoice Number	Provider	Location ID	Status	Inv. Rcvd Date	Detail Lines	Invoice Total
<u>1</u>	Carriage Court Grove City	175447806	Rcvd by ODA	18-MAR-08	54	\$0.00
<u>042PRIN</u>	Carriage Court Lancaster	175451420	Rcvd by ODA	20-MAR-08	29	\$0.00
<u>02</u>	Carriage Court Lancaster	175451420	Rcvd by ODA	20-MAR-08	58	\$0.00
<u>01</u>	Carriage Court Lancaster	175451420	Rcvd by ODA	20-MAR-08	29	\$0.00
<u>025</u>	Carriage Court Lancaster	175451420	Rcvd by ODA	20-MAR-08	29	\$0.00
<u>15</u>	Carriage Court Lancaster	175451420	Rcvd by ODA	21-MAR-08	20	\$0.00
<u>0001</u>	Carriage Court Hilliard	175442317	Rcvd by ODA	31-MAR-08	5	\$0.00

- iii. **Select an invoice** to display the Invoice information, Details Lines and to Generate a Coversheet. Click the browser's back button to go back to the Invoice Report List.

(5) Status Column displays current status of the invoice.

- **Rcvd by ODA** – Invoice received by ODA PIMS/PASSPORT system.
- **REMIT** – Invoice was submitted and adjudicated in PIMS. A Remittance Advice (RA) was created and available for download on the Download EDI Reports page. The Download EDI Reports page displays reports available for download for the last 90 days.
- **REMIT W/ERR** – Invoice was submitted to PIMS and a RA was created, but at least one billable was adjusted or denied during adjudication. To find adjusted or denied claim, download the RA report (for the invoice in question) from the Download EDI Reports page. The Download EDI Reports page displays reports available for download for the last 90 days.
- **SUBMITTED** – Invoice sent to ODA PIMS/PASSPORT, but not acknowledged as received.
- **WIP** (Work in Progress) – Invoice in progress, but not submitted to ODA. User is able to select and edit invoice. Invoices stay in WIP until submitted.

b) Consumer List – PASSPORT or Choices

- (1) User is logged in as Provider Operator, Fiscal Intermediary or a PAA Administrator/PAA Operator working on behalf of a Provider Operator to view the Consumer List.
- (2) **Click Consumer List.** A report of Consumers specific to the location ID will display.

Direct Data Entry (DDE) User Manual

17. Reports (cont'd.)

b) Consumer List – PASSPORT or Choices (cont'd.)

- (3) Show Passport Consumers: The “Show Passport Consumers” is selected by default and Passport Consumers display. Consumer Name, Consumer No., Address, City, State and Zip displays.

Show Passport Consumers
 Show Choices Consumers

[Work as a Provider](#)

>> Consumer List (PASSPORT)

Location ID by PAA: Asakir Medical Transportation, Location ID 77101892 in PAA 6 [Go](#)

Row Count: 15

1 - 15 [Next >>](#)

Consumer Name ▲	Consumer No.	Address	City	State	Zip
Trevor, Ron C.	565924	5371 Lerbee Ave.	Reynoldsburg	OH	43068
Willie, Adam T.	201141	5351 Robin Blvd.	Columbus	OH	43229

[Click here to download your Consumer List to a spreadsheet as a CSV file](#)

- (4) Show Choices Consumers: Click “Show Choices Consumers” to change the list of consumers displayed. Consumer Name, Consumer No., Address, City, State and Zip displays.

Show Passport Consumers
 Show Choices Consumers

[Work as a Provider](#)

>> Consumer List (CHOICES)

Row Count: 15

1 - 15 [Next >>](#)

Consumer Name ▲	Consumer No.	Address	City	State	Zip
Acroon, Shari L.	831463	2132 Stulliver Ave.	Columbus	OH	43223
Audelle, Robert I.	1618	3731 Cherry Ridge	Vinton	OH	45686

[Click here to download your Consumer List to a spreadsheet as a CSV file](#)

- (5) If no consumers are found, the system will display: No Consumers found for this Agency.
- (6) Click a column heading to sort data in ascending or descending order.
- (7) The first 15 rows displays. **Click Next** to display the next 15 rows. **Click Previous** to go back 15 rows. Click Row to display up to 10,000 rows.
- (8) To download the report, click “**Click here to download your Consumer List to a spreadsheet as a CSV file.**” CSV = Comma Separated Values. Follow the browser’s download instructions to open with Microsoft Excel or save to Disk.

Direct Data Entry (DDE) User Manual

17. Reports (cont'd.)

c) Services List – PASSPORT and Choices

- (1) User is logged in as Provider Operator, Fiscal Intermediary or a PAA Administrator/PAA Operator working on behalf of a Provider Operator. Services for Choices displays for Choices Provider Operators, Fiscal Intermediary and PAA Administrator/PAA Operator Roles.
- (2) **Click Services List.** A report, specific to the location ID, of Passport and/or Choices Services listing the Service Code and Description will display.

>> Services List (Passport)

Location ID by PAA Senior Independence, Location ID 1059787 in PAA 6

Row Count 15 1 - 15 Next >>

Service Code ▲	Description
S5100UA	PASSPORT - Enhanced ADS - 15 min
S5100UAU1	PASSPORT - Intensive ADS - 15 min
S5101UA	PASSPORT - Enhanced ADS - 1/2 day
S5101UAU2	PASSPORT - Intensive ADS - 1/2 day
S5101UB	Choices - Enhanced ADS - 1/2 day
S5102UA	PASSPORT - Enhanced ADS - day
S5102UAU3	PASSPORT - Intensive ADS - day
S5102UB	Choices - Enhanced ADS - day
S5130UA	PASSPORT - Homemaker
S5135UAU5	PASSPORT - ILA - Travel Attendant
S5160UA	PASSPORT - ERS Installation
S5161UA	PASSPORT - ERS Rental
S5161UB	Choices - ERS Rental
S5162UA	PASSPORT - ERS Device
S5170UA	PASSPORT - Home Delivered Meals

[Click here to download your Services List to a spreadsheet as a CSV file](#)

>> Services List (Choices)

1 - 2

Service Code ▲	Description
T2025UBU2	Choices - HCAS:
T2025UBU3	Choices - HCAS: Hour unit

[Click here to download your Services List to a spreadsheet as a CSV file](#)

- (3) Click a column heading to sort data in ascending or descending order.
- (4) The first 15 rows displays. **Click Next** to display the next 15 rows. **Click Previous** to go back 15 rows. Click Row to display up to 10,000 rows.
- (5) To download the report, click “**Click here to download your Services List to a spreadsheet as a CSV file.**” CSV = Comma Separated Values. Follow the browser’s download instructions to open with Microsoft Excel or save to Disk.

Direct Data Entry (DDE) User Manual

17. Reports (cont'd.)

d) Choices Provider List

- (1) User is logged in as Fiscal Intermediary, PAA Administrator or PAA Operator to view the Choices Providers List.
- (2) **Click Choices Provider List.** A report of Choices Providers listing the Location ID, Name, Address, City, State and Zip will display.

Location ID	Provider	Address	City	State	Zip
412545	Heritage Health Care Services-Toledo	5640 Southwyck Blvd, Suite 203	Toledo	OH	43614
412713	Almost Family	2121 Bethel Rd., Suite C	Columbus	OH	43220

- (3) Click a column heading to sort data in ascending or descending order.
- (4) The first 15 rows displays. **Click Next** to display the next 15 rows. **Click Previous** to go back 15 rows. Click Row to display up to 10,000 rows.
- (5) To download the report, click “**Click here to download your Services List to a spreadsheet as a CSV file.**” CSV = Comma Separated Values. Follow the browser’s download instructions to open with Microsoft Excel or save to Disk.

e) Download Electronic Data Interchange (EDI) Reports

- (1) User is logged in as Provider Operator, Provider Operator Reports Only or PAA Administrator/ PAA Operator working on behalf of a Provider Operator. Fiscal Intermediary role cannot download EDI reports.
- (2) A table of reports available for download for the last 90 days will display.
- (3) Reports are in PDF format and Adobe Reader is needed in order to open the file. If Adobe Reader is not installed, click Get Adobe Reader to download and install the latest version of Adobe Reader on your operating system.

Direct Data Entry (DDE) User Manual

17. Reports (cont'd.)

e) Download EDI Reports (cont'd.)

(4) **Click Download EDI Reports.** A table of reports available for download for the last 90 days will display.

INVOICE REPORT
CONSUMER LIST
SERVICES LIST
DOWNLOAD EDI REPORTS

Your session will expire in 00:59:56 Welcome 1cbrickner06, you are logged on and working a

If you experience errors attempting to open one of the reports on this page, please visit to get the latest version of Adobe Reader for your operating system.

You are currently authorized to view reports for 1 location(s) at this time.

Select a **Provider Location** and **PAA** from the drop-down list.

ACARE Home Health, Location ID 1032976 in PAA 1

Optional Search Criteria

Search
Clear

» Activity Summary

Time Stamp	Invoice ID -or- Filename
2008/02/11 14:16	01/31/2008
2008/02/11 14:16	123107B
2008/03/10 15:15	01312008B
2008/03/10 15:15	022908
2008/04/10 15:58	03042008
2008/04/10 15:58	02292008A

1 - 6 Next »

» Reports by Type (last 90 days)

Report Type	Count
Activity Summary	5
Claim Acknowledgment	0
Remittance Advice	6
report total:	11

» Remittance Advice

Date	Invoice ID -- RA Filename
2008/04/18 09:23	02292008A - RA149846755.pdf
2008/04/18 09:23	03042008 - RA149846755.pdf
2008/03/10 17:23	01312008B - RA149839469.pdf
2008/03/10 17:23	022908 - RA149839469.pdf
2008/03/02 17:36	123107B - RA149835897.pdf
2008/03/02 17:36	01/31/2008 - RA149835897.pdf

1 - 6

Remittance Advice may contain information for more than one invoice.

(5) Reports Available for Download

- **Reports by Type (last 90 days)** – Displays a scorecard of total reports available for download for the last 90 days.
- **Activity Summary** – Status of report of invoices submitted.
- **Claims Acknowledgment** – Report of rejected claims.
- **Remittance Advice** – Remittance Advice reported generated from PIMS.

Direct Data Entry (DDE) User Manual

17. Reports (cont'd.)

e) Download Electronic Data Interchange (EDI) Reports (cont'd.)

(6) Search for a Report

- i. In the "Optional Search Criteria" text box, **enter a search string** that is contained in the Invoice ID or Date timestamp.
- ii. Click **Search**. The results of the search will display.

The screenshot shows a web interface for searching reports. At the top, there is a section titled "Optional Search Criteria" with a text input field containing "02292008A" and two buttons: "Search" and "Clear". Below this, there are two expandable sections. The first is "Activity Summary", which contains a table with two columns: "Time Stamp" and "Invoice ID -or- Filename". The table has one row with the values "2008/04/10 15:58" and "02292008A". Below the table is the text "1 - 1". The second expandable section is "Remittance Advice", which contains a table with two columns: "Date" and "Invoice ID - RA Filename". The table has one row with the values "2008/04/18 09:23" and "02292008A - RA149846755.pdf". Below this table is the text "1 - 1".

- iii. Click **Clear** to clear the search text box and display all available reports.

(7) Open a Report

- i. The reports are in PDF format. In order to open/view the report, Adobe Reader must be installed.
- ii. Click **Filename** of the report.
- iii. Follow the browser's instructions to either Open or Save the report.

f) Usage Stats

The Usage Stats function is specific to the PAA Administrator Role. This function is covered in detail in the PAA Administrator Role User Maintenance Manual.

18. Maintenance

a) Change My Password

- (1) **Click Maintenance.** The **Change My Password** screen appears.

>> **Change my Password**

To change your password

- ◆ Enter your current password
- ◆ Enter your new password
- ◆ Confirm your password
- ◆ Hit enter or click "Apply Changes"

You are about to change the password for : 6vkorteprov

>> **Old Password**

>> **New Password**

>> **Confirm Password**

Cancel **Apply Changes**

- (2) To change your password:
- Enter current password.**
 - Enter new password.**
 - Confirm password.**
 - Click Apply Changes.** Click Cancel to cancel change password request.

b) Change My Email Address

- (1) **Click Maintenance.**
- (2) **Click Change My Email Address.**

>> **Change my Email Address**

To change your email address of record

- ◆ Enter your new email address
- ◆ Confirm your email address
- ◆ Hit enter or click "Apply Changes"

You are about to change the email address for : 6vkorteprov

>> **Old Email** oda_isd_helpdesk@age.state.oh.us

>> **New Email**

>> **Confirm Email**

Cancel **Apply Changes**

- (3) To change your email address:
- Enter new email address.**
 - Confirm email address.**
 - Click Apply Changes.** Click Cancel to cancel the change email address request.

Direct Data Entry (DDE) User Manual

18. Maintenance (cont'd).

c) Research Assistant

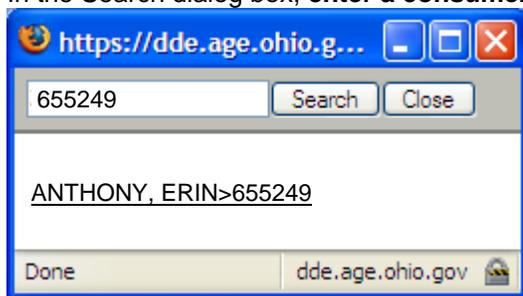
- Research Assistant function is specific to the PAA Administrator and PAA Operator Roles.
- Use the Research Assistant tool to display a list of all Service Codes, including Service Begin and End Date, the Consumer has on file in the DDE application as of the current day.
- Data is based on the information the consumer has on record in PIMS.
- Changes/updates made in PIMS for a consumer will be reflected in the DDE system the following day. Updates from PIMS to the DDE system are made nightly.

(1) **Click Maintenance**

(2) **Click Research Assistant.**

(3) **Click the List Box icon** to the right of the Client Number text box.

(4) In the Search dialog box, **enter a consumer number** and **click Search**.



(5) **Select Consumer's name.** The dialog box will close and the client name and number will appear in the text box in gray text.

(6) **Click Go.**



(7) In the "Consumer does not appear..." section, **click orange much greater than icon** >> to display the details of the query.

>> Consumer does not appear in LOV for invoice entry Run this Query

A "Client Number" must be specified

This is a list of all the Service Codes the Consumer has on file in the DDE as of today. The "End Dates" are included. Most times there is not an active service plan for this consumer for the location ID reporting the issue.

Consumer Name And ID: ERIN ANTHONY, Client No. 655249

Service Code ▲	Service Description	Service Begin Date	Service End Date	Provider Location ID	DBA Name
S5121UA	PASSPORT - Chore	17-MAY-06	17-MAY-06	48061376	Project Work
S5121UA	PASSPORT - Chore	13-DEC-07	13-DEC-07	48061376	Project Work
S5121UA	PASSPORT - Chore	17-MAY-06	17-MAY-06	48061376	Project Work
S5161UA	PASSPORT - ERS Rental	01-NOV-05	30-JUN-06	13541189	ADT/Companion Service
S5161UA	PASSPORT - ERS Rental	01-JUL-06	31-OCT-06	13541189	ADT/Companion Service
S5161UA	PASSPORT - ERS Rental	01-NOV-04	31-OCT-05	13541189	ADT/Companion Service
S5161UA	PASSPORT - ERS Rental	01-NOV-07	31-OCT-08	13541189	ADT/Companion Service
S5161UA	PASSPORT - ERS Rental	01-JUL-07	31-OCT-07	13541189	ADT/Companion Service
S5161UA	PASSPORT - ERS Rental	01-NOV-06	30-JUN-07	13541189	ADT/Companion Service

(8) Click a column heading to sort in ascending or descending order. It may be necessary to click the orange much greater than icon >> again to display the details of the query.

d) User Maintenance and Email Lists

User Maintenance and Email Lists functions are specific to the PAA Administrator Role. These functions are covered in detail in the PAA Administrator Role User Maintenance Manual.

