

**CHAPTER**  
**13**

**MONTHLY UTILIZATION FORM PROCEDURE**

## **ENTERING THE MONTHLY UTILIZATION FORMS (MUF) ON THE WAIVER TRACKING SYSTEM**

- Sign on to the Waiver Tracking System (WTS).
- Under the Main Menu, go into DSMEN (Delivered Service Menu)
- Once in the Delivered Service Menu (DSMEN), enter UPMUF (Update Monthly Utilization Form). Key 1 is the individual's social security number or last name, first name. Key 2 is the month and year of the delivered services that is to be entered. For example 042001 for April 2001.
- This now takes you to the screen where the delivered units and costs will be entered.
- All the services on the individual's waiver budget that need to be recorded for delivered services will be on this screen.
- Enter in only the units for the services delivered for the month.
- This needs to be done by the 15<sup>th</sup> of the month after services are provided.
- To see what has been entered, go into BINQ1. Selected budget year. This shows all services and total delivered services for the budget year.
- If a mistake was made when entering the delivered units, please call Donna M. Johnson at 803-898-9782, Jason Cone at 803-898-9744, or Trina Smalley at 803-898-9630 in the Cost Analysis Division at DDSN Central Office.

\*MMENU\*

WVR010MMENU

WAIVER SYSTEM

MAIN MENU

“H” FOR HELP \_

\* \* SCREEN ID \* \*

\* \* DESCRIPTION \* \*

ENMEN	.....	ENROLLMENT MENU
BDMEN	.....	BUDGET MENU
DSMEN	.....	DELIVERED SERVICES MENU
TAMEN	.....	TABLE UPDATE MENU
TIMEN	.....	TABLE INQUIRY MENU
FNMEN	.....	FINANCE MENU
PRINT	.....	PRINT MENU
STS	.....	SIGN ON TO STS
MARC	.....	SIGN OFF AND RETURN TO MARC
BYE	.....	SIGN OFF COMPLETELY

NEXT SCREEN \_\_\_\_

XMIT \_

\* Development Version \*

\*DSMEN\*

WAIVER SYSTEM  
DELIVERED SERVICES MENU

“H” FOR HELP

* SCREEN ID *	* DESCRIPTION *	*REQUIRED KEYS *
BINQ1 .....	INQUIRY OF DELIVERED SERVCIES .....	KEY 1
DPOSI .....	UPDATE PAYMENT INFORMATION FOR SERVICES WITHIN AN INDIVIDUAL’S BUDGET .....	KEY 1
UPMUF .....	UPDATE MONTHLY UTILIZATION FORMS .....	KEY 1, KEY 2
ENMEN .....	ENROLLMENT MENU	
BDMEN .....	BUDGET MENU	
TAMEN .....	TABLE UPDATE MENU	
TIMEN .....	TABLE INQUIRY MENU	
PRINT .....	PRINT MENU	
STS .....	SIGN ON TO STS	
MARC .....	SIGN OFF AND RETURN TO MARC	
BYE .....	SIGN OFF COMPLETELY	

KEY LEGEND  
 KEY1 - INDIVIDUAL’S ID OR  
 LAST, FIRST NAME  
 KEY 2 - MMYYYY

NEXT SCREEN

KEY1 \_\_\_\_\_  
 KEY2 \_\_\_\_\_ XMIT \_

\* Production Version \*

\*DSMEN\*

WAIVER SYSTEM  
DELIVERED SERVICES MENU

“H” FOR HELP

* SCREEN ID *	* DESCRIPTION *	*REQUIRED KEYS *
BINQ1 .....	INQUIRY OF DELIVERED SERVCIES .....	KEY 1
DPOSI .....	UPDATE PAYMENT INFORMATION FOR SERVICES WITHIN AN INDIVIDUAL'S BUDGET .....	KEY 1
UPMUF .....	UPDATE MONTHLY UTILIZATION FORMS .....	KEY 1, KEY 2
ENMEN .....	ENROLLMENT MENU	
BDMEN .....	BUDGET MENU	
TAMEN .....	TABLE UPDATE MENU	
TIMEN .....	TABLE INQUIRY MENU	
PRINT .....	PRINT MENU	
STS .....	SIGN ON TO STS	
MARC .....	SIGN OFF AND RETURN TO MARC	
BYE .....	SIGN OFF COMPLETELY	
NEXT SCREEN	upmuf	KEY1 00000000 KEY2 082001

KEY LEGEND  
KEY1 - INDIVIDUAL'S ID OR  
LAST, FIRST NAME  
KEY 2 - MMYYYY

XMIT \_

\* Production Version \*



## MONTHLY UTILIZATION SUMMARY REPORT

A report has been developed on the Waiver Tracking System to assist Service Coordinators in tracking the delivered services for the individuals on the Service Coordinator's caseload. This report will aid the Service Coordinators in identifying whether the monthly utilization data has been entered correctly into the Waiver system.

- To access the report enter PRINT from the main menu.
- Under the PRINT menu, enter RPTGP.
- Once in the RPTGP, select group 06 "Caseworker Specific Reports."
- Select MUF RPT.
- On the MUF RPT screen enter printer number.
- Always enter "Y" for "USE PITCH SET UP FOR REPORT?"
- Enter caseworker number, the year (calendar) and the desired month.
- Transmit.,

This generates a report that lists all the individuals on the Service Coordinator's caseload by social security number. The report also provides the name of the individual, a list of the board-billed services for each individual, units keyed into UPMUF screen for that month, and the cost of those units. Only the individuals with "keyed" board-billed services (that were previously on the monthly Utilization Form) for the specified month will be listed. If an individual does not show as having received units, then nothing has been entered on UPMUF for that month for the individual.

Service Coordinators should also use the BINQ1 screen as another resource that shows what has been entered for the individual.

If you have any questions regarding this report, UPMUF SCREEN, or find keying errors, please call Jason Cone (803) 898-9744, Donna M. Johnson (803) 898-9782, or Trina Smalley (803) 898-9630 for assistance.

MWVR05  
WVR010MMENU

WAIVER SYSTEM  
MAIN MENU

"H" FOR HELP

** SCREEN ID **	** DESCRIPTION **
ENMEN .....	ENROLLMENT MENU
BDMEN .....	BUDGET MENU
DSMEN .....	DELIVERED SERVICES MENU
TAMEN .....	TABLE UPDATE MENU
TIMEN .....	TABLE INQUIRY MENU
FNMEN .....	FINANCE MENU
PRINT .....	PRINT MENU
STS .....	SIGN ON TO STS
MARC .....	SIGN OFF AND RETURN TO MARC
BYE .....	SIGN OFF COMPLETELY

NEXT SCREEN print

XMIT \_

\* Development Version \*

\*PRINT\*

WVR099PRINT

WAIVER SYSTEM  
REPORT MENU

"H" FOR HELP

TRANSACTION	DESCRIPTION
RPTGP .....	LISTS THE DIFFERENT GROUPS OF WVR REPORTS
MMENU .....	MAIN MENU
STS .....	SIGN ON TO STS
MARC .....	SIGN OFF TO MARCH SCREEN
BYE .....	SIGN OFF COMPLETELY

NOTE: YOU MAY ALSO REQUEST ANY OTHER MENU WITHIN THE WVR SYSTEM.  
TRANSACTION \_\_\_\_\_

\* Development Version \*

XMIT \_

WVR099WVRRP

WAIVER SYSTEM  
WVR REPORTS

HELP \_

GROUP 06 - CASEWORKER SPECIFIC REPORTS

FUNCTION	REPORT DESCRIPTION	SELECT
MUFRPT	MUFRPT-MUF FOR CASEWKR FOR MONTH/YEAR SPECIFIED	(X) x
_____		-
_____		-
_____		-
_____		-
_____		-
_____		-
_____		-
_____		-
_____		-
_____		-
_____		-

ENTER "C" TO CANCEL \_

XMIT \_

END OF DATA

WVR099PARM1

WAIVER SYSTEM  
REPORT PARAMETERS

HELP

FUNCTION MUF RPT MUF RPT-MUF FOR CASEWKER FOR MONTH/YEAR SPECIFIED  
PRINTER NUMBER ..... u703 CENTRAL OFFICE - COLUMBIA

USE PITCH SET UP FOR REPORT? y (Y,N)

ENTER ALL OF THE FOLLOWING PARAMETERS:

- 01 ENTER THE CASEWORKER, E.G., 1444 0000 \_\_\_\_\_
- 02 ENTER THE YEAR, E.G., 2002 2002 \_\_\_\_\_
- 03 ENTER THE MONTH, E.G., 03 01 \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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RETURN TO THIS SCREEN \_ (Y,N) ENTER "C" TO CANCEL \_  
PRINT WVR 01 XMIT \_