

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

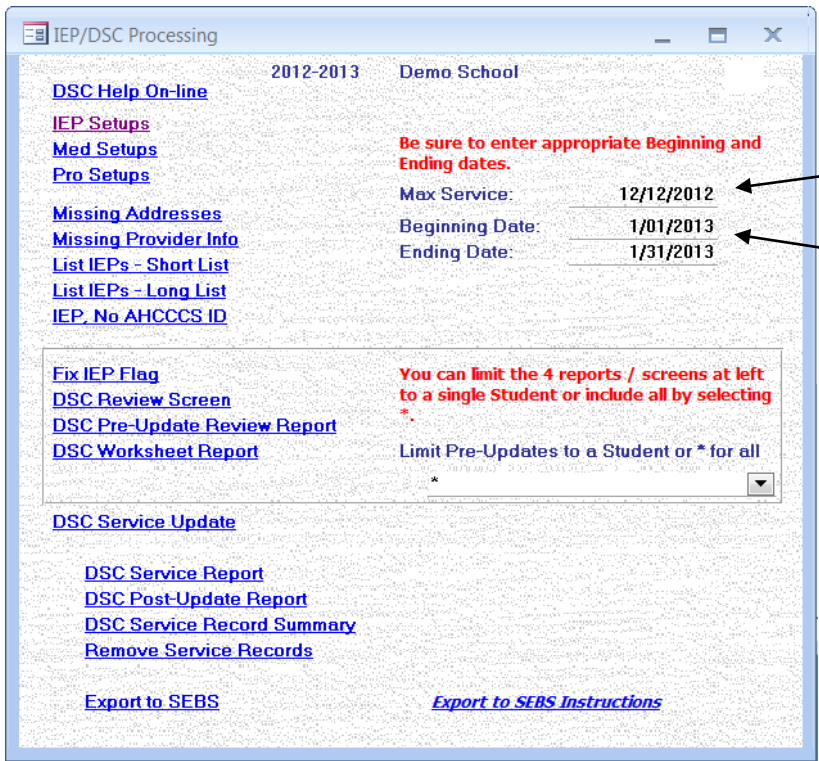
Use this module being sure to enter and save results.

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).

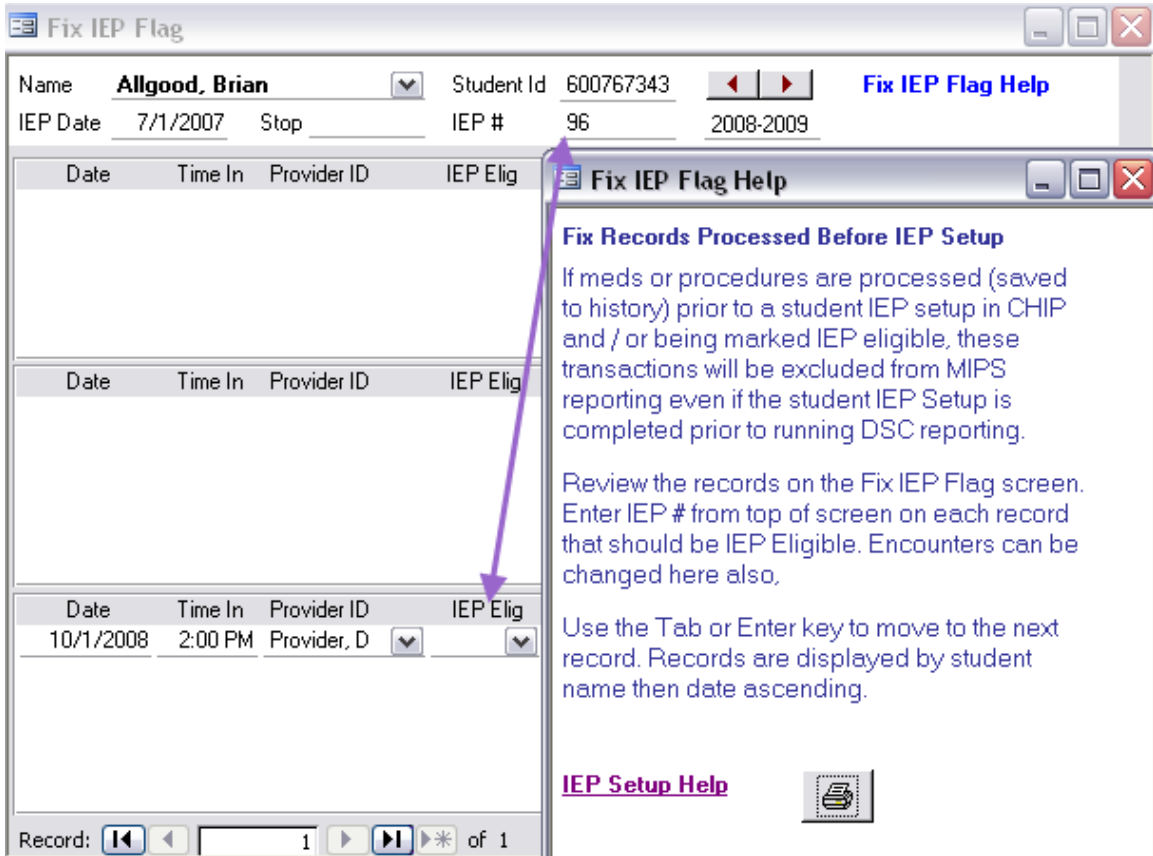


Maximum Date of Service Last Processed

Dates to process

Fix IEP Flag

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



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 Pre-Update Review

- It is displayed by student, provider, and date combination.

DSC Pre-Update Review _ _

DSC Pre-Update Review **Service Dates:** 1/1/2013 - 1/31/2013

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Name	<u>A Test, Anicholas</u>	Student Id	10	AHCCCS Id	_____	Actual Min	157
Date	<u>1/17/2013</u>	Gender	<u>Male</u>	Converted Min	_____	150	
Provider	<u>Nurse, K. RN</u>	NPI #	<u>1</u>	AHCCCS Pin	<u>111111</u>	New Units	<u>10</u>
		DX	<u>10022 20033 30033 40011</u>				

Medications

Date	Time	Medication	Result	
1/17/2013	10:10 AM	Doxycycline	Taken as directed	Nurse, K

Nursing Procedures

Date	Time	Procedure	Result	
1/17/2013	12:12 PM	Assisted with Behavioral Managemen	Performed	Nurse, K
	ET 23			

Encounters

Date	Time	Encounter Treatment	
1/17/2013	10:00 AM	Treatment Desc test 17	Nurse, K
	ET 119		

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.

The screenshot shows a software window titled "DSC Transaction Review". At the top, there are standard window controls (minimize, maximize, close). Below the title bar, the patient information is displayed in a form-like layout:

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

Below this information are three data tables:

Medication Table:

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

Procedure Table:

IEP	Date	Min	Procedure	Result	Provider
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

Encounter Treatment Table:

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

At the bottom of the window, there is a navigation bar with the text "Record: 2 of 3" and several navigation icons (back, forward, search, etc.).

DSC Review Report

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

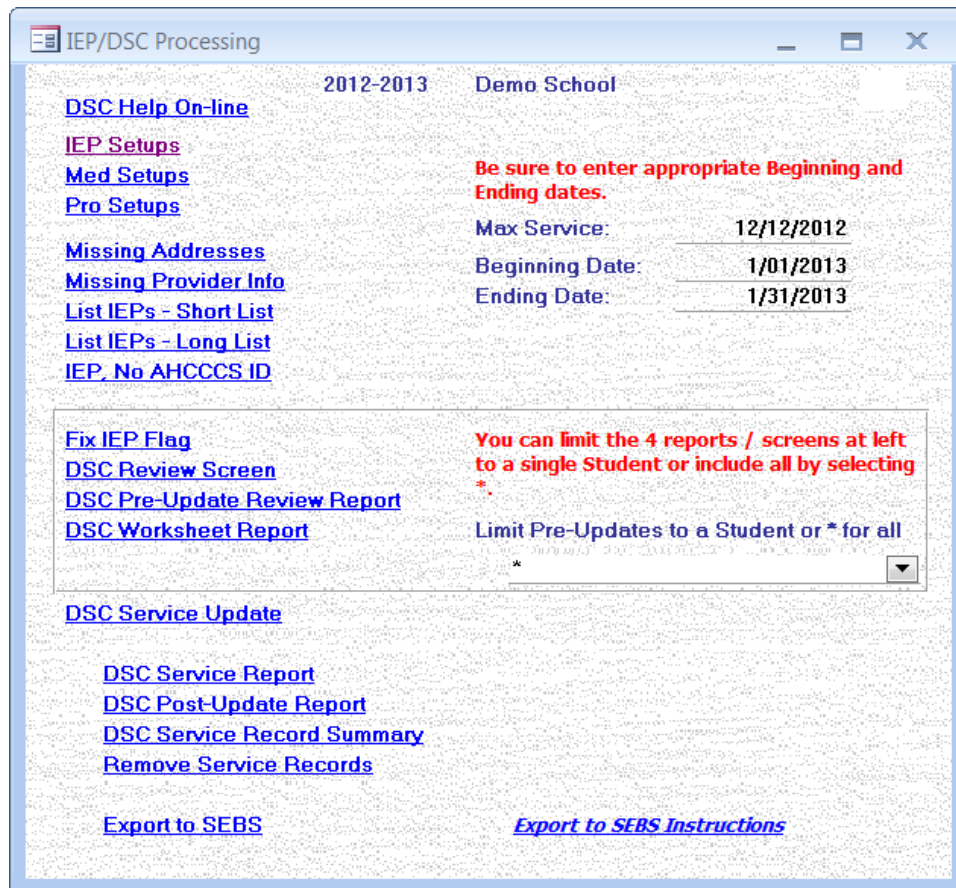
DSC Pre-Billing Review		Service Dates: 10/1/2008 - 10/30/2008					
Page 1 of 2							
Name	<u>A Test, Anicholas</u>	Student Id	<u>10</u>	AHCCCS Id	<u></u>	Actual Min	<u>30</u>
Date	<u>10/8/2008</u>	Gender	<u>Female</u>			Converted Min	<u>30</u>
Provider	<u>Provider, K. RN</u>	NPI #	<u></u>	AHCCCS Pin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

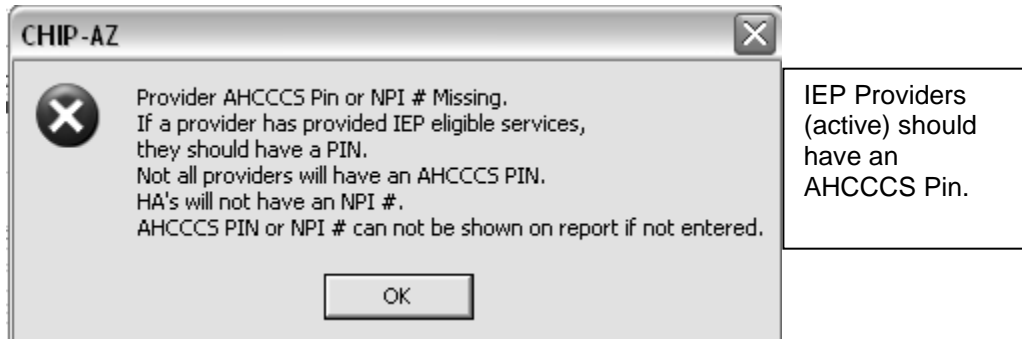
- change Student, Appointment # or Procedures. You can, however, delete the entire entry and recreate by Creating the Daily Schedule for that day, Entering that day's results and Saving to History.
- iv. Review the changes in the DSC Review Screen or Report.
- c. Encounters (Activities) –
 - i. Select 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.



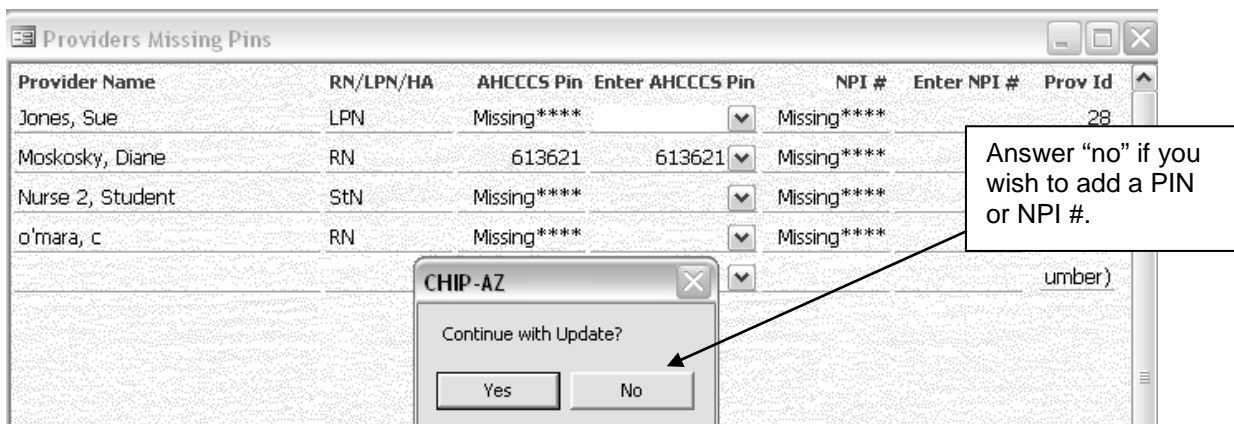
DSC Service Update

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

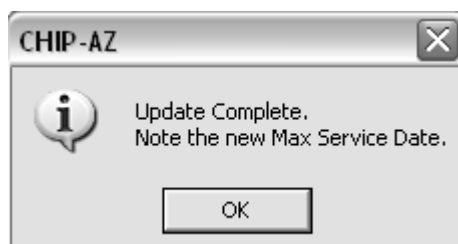
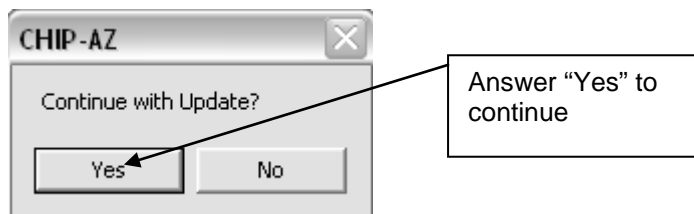


Click "OK" to display the following.



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

DCS Post-Update Report

- It is displayed by student, provider, and date combination.
- **Note: Any date range may be selected.**

DCS Post-Update Report **Service Dates:** 1/1/2013 - 1/31/2013
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Name	<u>A Test Anicholas</u>	Student Id	<u>10</u>	AHCCCS Id	<u> </u>	Actual Min	<u>157</u>
Date	<u>1/17/2013</u>	Gender	<u>Male</u>			Converted Min	<u>150</u>
Provider	<u>Nurse, K. RN</u>	NPI#	<u>1</u>	AHCCCS Pin	<u>111111</u>	New Units	<u>10</u>
		DX	<u>10022 20033 30033 40011</u>				

Medications

Date	Time	Medication	Result	
1/17/2013	10:10 AM	Doxycycline	Taken as directed	Nurse, K

Nursing Procedures

Date	Time	Procedure	Result	
1/17/2013	12:12 PM	Assisted with Behavioral Managemen	Performed	Nurse, K
	ET 23			

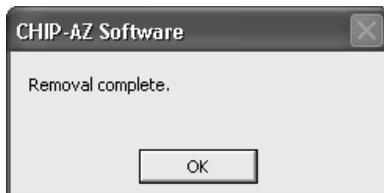
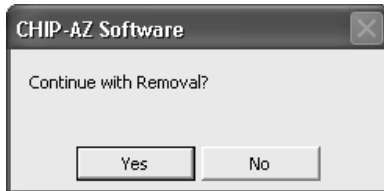
Encounters

Date	Time	Encounter Treatment	
1/17/2013	10:00 AM	Treatment Desc test 17	Nurse, K
	ET 119		

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.

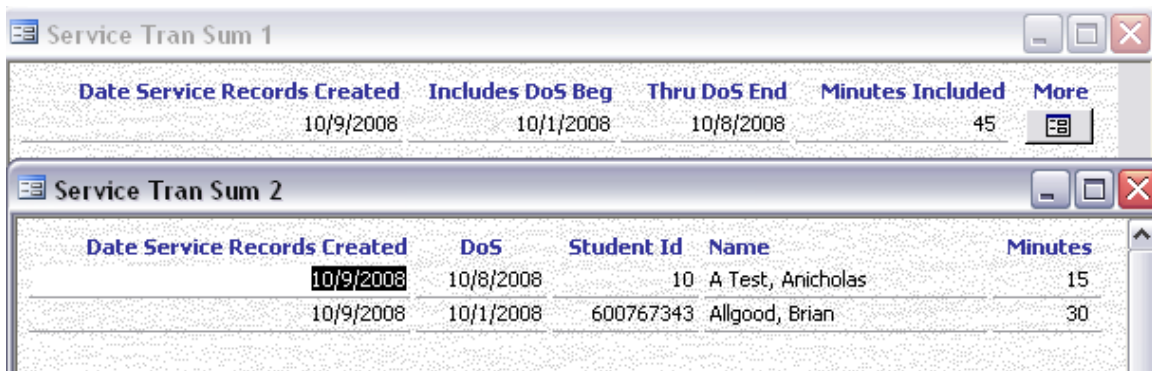
1. Be sure the Beginning and Ending Dates to process are correct. They should be the same as were shown on the DSC Service Report.
2. Select the Remove Service Records link.



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. 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

Export to SEBS

<http://www.chip-az.org/downloads/exporttosebs.pdf>

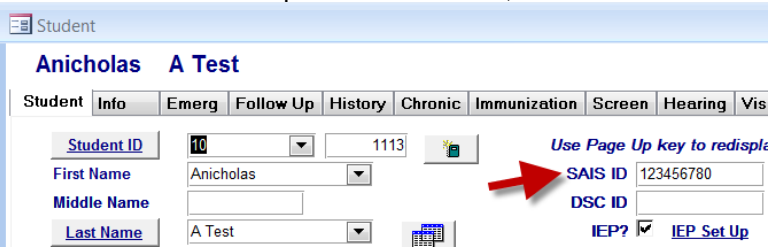
If your district contracts with Southwest Educational Billing Services (SEBS), Exporting to SEBS is performed after you are happy with your numbers for the current billing period and have finalized by performing DSC Service Update. A file of information is created and uploaded to SEBS. You will not need to send paper unless requested by SEBS.

Additional information may be needed:

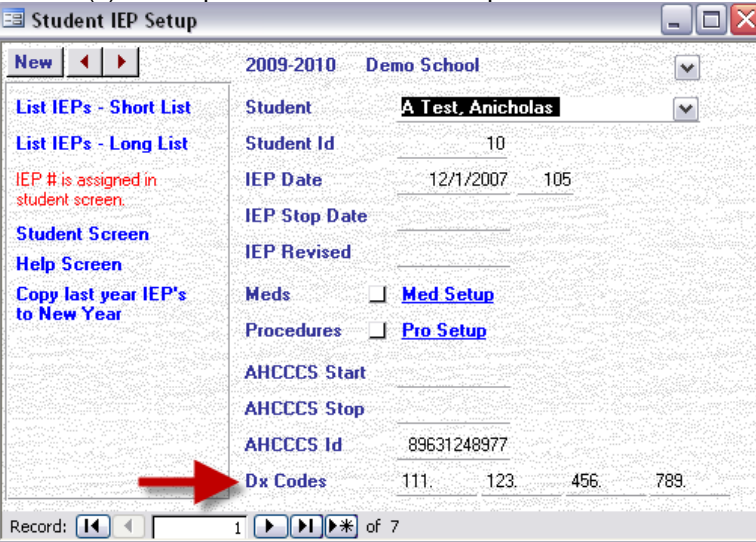
1. Provider NPI number is required. See Review, Provider.

a. The screenshot shows a 'Provider' form with fields for First Name (Mary), Last Name (Martin), AHCCCS Pin (124841), and NPI # (1234567890). A red arrow points to the NPI # field.

2. Student's SAIS ID in CHIP is required. See Review, Student.

a. The screenshot shows a 'Student' form for 'Anicholas A Test'. The SAIS ID field is highlighted with a red arrow. A note says 'Use Page Up key to displ...'. Other fields include Student ID (10), First Name (Anicholas), Middle Name, Last Name (A Test), DSC ID, and IEP? (checked).

3. Diagnosis code(s) are required. See the IEP Setup for the student

a. The screenshot shows the 'Student IEP Setup' form for 'A Test, Anicholas'. The Dx Codes field is highlighted with a red arrow. The form includes fields for Student, Student Id (10), IEP Date (12/1/2007), IEP Stop Date, IEP Revised, Meds (Med Setup), Procedures (Pro Setup), AHCCCS Start, AHCCCS Stop, AHCCCS Id (89631248977), and Dx Codes (111, 123, 456, 789). A note says 'IEP # is assigned in student screen.' The record number is 1 of 7.

Ready to get started...

1. If not yet performed, do DSC Service Update.
2. Check the Beginning and Ending Dates on the IEP/DSC processing screen to be sure they represent the beginning and ending of your billing period.
3. Check DSC Service Record Summary to see total minutes for the billing period.
4. Check DSC Post-Update Report to see what will be sent to SEBS.
5. Click SEBS Export and follow the screen prompts.
 - a. Billable minutes to be included in the upload are displayed for your review. You can exit the export and compare the minutes to the DSC Service Record Summary or continue.

6. If you choose to exit the export and not upload you can rerun the export later.

