

Idaho Supreme Court Quick Start Guide New Payor Plan and Groups effective August 1, 2014

Effective August 1, 2014, the Idaho Supreme Court has set up a new Payor Plan and Groups in order to track the Fee For Service module by Court.

New Client Group Enrollments need to be added for the Problem Solving Court clients.

1. Client List > Client Profile > Client Group Enrollment

The screenshot shows the Idaho-WITS Training system interface. The top navigation bar includes the WITS logo, the text "Idaho-WITS Training", and a "Logout" button. Below the navigation bar, the user information "User: Proctor, Lynn" and "Location: Provider Training Agency, Treatment Location 1" is displayed. The main content area is divided into a left sidebar and a main panel. The sidebar contains a navigation menu with the following items: Home Page, Agency, Group List, Clinical Dashboard, Client List (circled in red), Client Profile (circled in red), Alternate Names, Additional Information, Military Information, Contact Info, Collateral/Cust. Contacts, Other Numbers, History, Client Group Enrollment (circled in red), Authorization, Employment, Allergies, Gain Short Screener, Eligibility Screener, and Benefit Application. The main panel displays a "Payor List" table with columns for Actions, Priority, Plan, Group, Contract, Subscriber/ Acct#, Subscriber/ Resp Party, Start Date, and End Date. The table contains one row with the following data: ISC - Flat Rate Non-Auth (Training), Idaho PSC No Authorization, ISC - Training, 20312160321902L, and 3/20/2014. Below the table, there is a "Benefit Plan/Private Pay Billing Information" section with fields for Payor-Type, Plan-Group, Payor Priority Order, Policy #, Coverage Start, End, Payment Scale, Eligibility Category, and Relationship to Subscriber/ Responsible Party. At the bottom, there is a "Subscriber/ Responsible Party" section with fields for First Name, Middle, Last Name, Birthdate, Gender, Subscriber #, Address 1, Address 2, City, State, and Zip.

End the current Client Group Enrollment.

2. Click Edit under the Actions tab next to the ISC – Flat Rate Non-Auth – Idaho PSC – Non Auth Client Group Enrollment > Enter an End Date of 7/31/2014 > Click SAVE

The screenshot shows the Idaho-WITS Training system interface. The top navigation bar includes the WITS logo, the text 'Idaho-WITS Training', and a 'Logout' button. Below the navigation bar, the user information is displayed: 'User: Proctor, Lynn | Location: Provider Training Agency, Treatment Location 1 | Snapshot'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Client List' section with a sub-section 'Client Profile' containing various options like 'Alternate Names', 'Additional Information', etc. The main panel displays a 'Payor List' table with columns for 'Actions', 'Priority', 'Plan', 'Group', 'Contract', 'Subscriber/ Acct#', 'Subscriber/ Resp Party', 'Start Date', and 'End Date'. The first row of the table is highlighted, and the 'Actions' column for this row contains an edit icon (a pencil) circled in red. Below the table is a 'Government Contract Billing Information' form. The form contains several fields: 'Plan Type' (Government Contract), 'Contract' (ISC - Training, ISC - Training), 'Plan-Group' (ISC - Flat Rate Non-Auth (Training)-Idaho PSC), and 'Subscriber #' (20312160321902L). The 'Start Date' is set to 3/20/2014 and the 'End Date' is set to 07/31/2014, both dates are circled in red. At the bottom right of the form are 'Cancel' and 'Save' buttons.

Add the new Client Group Enrollment.

3. Click Add Government Contract Enrollment > Choose Contract > Choose ISC Problem Solving Courts – Group that is appropriate for the client > Enter a Start Date of 8/1/2014 > Click SAVE

17.00

WITS Idaho-WITS Training Logout

User: Proctor, Lynn | Location: Provider Training Agency, Treatment Location 1 Snapshot

Client: Moon, Blue | 20312160321902L | 1 Clear Client

- Home Page
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Alternate Names
 - Additional Information
 - Military Information
 - Contact Info
 - Collateral/Cust. Contacts
 - Other Numbers
 - History
 - Client Group Enrollment
 - Authorization
 - Employment
 - Allergies
 - Gain Short Screener
 - Eligibility Screener

Payor List
[Add Benefit Plan Enrollment](#) [Add Government Contract Enrollment](#)

Actions	Priority	Plan	Group	Contract	Subscriber/ Acct#	Subscriber/ Resp Party	Start Date	End Date
		ISC - Flat Rate Non-Auth (Training)	Idaho PSC No Authorization	ISC - Training	20312160321902L		3/20/2014	7/31/2014

Government Contract Billing Information

Plan Type: Government Contract
Contract: ISC - Training, ISC - Training
Plan-Group: ISC Problem Solving Courts-Bannock - ...
Subscriber #: 20312160321902L

Payor Priority Order: 1
Start Date: 08/01/2014
End Date:

Administrative Actions:

Cancel
Save

For the Juvenile Drug Court clients that were funded through IDJC for the months of May and June, the Start Dates and End Dates will need to be corrected so you can add the new Payor Plan – Group. The dates for IDJC should read 5/1/2014 – 6/30/2014.

Payor List		Add Benefit Plan Enrollment Add Government Contract Enrollment						
Priority	Plan	Group	Contract	Subscriber/ Acct#	Subscriber/ Resp Party	Start Date	End Date	Actions
1	ISC Problem Solving Courts	Bannock - JDC	PSC-Bannock Youth			8/1/2014		Edit Remove
	IDJC	IDJC	IDJC-Bannock Youth			5/1/2014	6/30/2014	Edit Remove
	ISC - Flat Rate Non-Auth OP/IOP	Idaho PSC - Non Auth	PSC-Bannock Youth			7/1/2014	7/31/2014	Edit Remove
	ISC - Flat Rate Non-Auth OP/IOP	Idaho PSC - Non Auth	PSC-Bannock Youth			1/29/2014	4/30/2014	Edit Remove