

Mary Lee Fay
Authorized Signature

Number: SPD-IM-05-101
Issue Date: 12/21/2005

Topic: Other

Subject: Homecare Worker Monthly Mobius (greenbar) Expenditure Reports

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input checked="" type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Recently you were sent replacement reports for the months of July, August, September, October and November that reflect the changes that were made to the OPI Expenditure Report. This report will no longer be sent to your office but can be accessed directly in your office. What follows is a brief description of those changes followed by instructions for accessing this report for printing in your local office. The OPI Expenditure Report has been changed in the following way:

* Those lines labeled "HCW Contract Share" reflect those costs that are directly related to the Homecare Worker contract. These lines can vary based on service dates and date the voucher is paid.

* A new line was added, which nets out the cost of the voucher. This line subtracts the costs associated with the Homecare Worker contract from the actual cost to reflect the cost to your agency.

* There are two sets of totals containing three lines each.

* A set of totals appears after we print detailed information about vouchers within a procedure code (OP333 or OP334).

The totals for the branch appear after we've printed all information for the branch. At the very end of the report, the last branch will also contain the totals for the state.

TO ACCESS THE MOBIUS/(GREENBAR) REPORT

1. Create Mobius report. This report shows the payments made using the Housekeeping Function in MMIS. (May is reported in June.)
 - a) From desktop choose DHR Icon.
 - b) Choose G
 - c) Press pause to clear screen.
 - d) Type: CESN

- e) Enter DHR USERID and Password. (Starts with H) Press <enter>
- f) Press pause to clear screen.
- g) Type: RD2
- h) Type Recipient ID:_____and PASSWORD:_____ (do not press <ENTER>
- i) Tab to REPORT/TOPIC ID and Type: SJH2520R-A
- j) Press <ENTER>
- k) Type X in the space before the report name and press <ENTER>
- l) Type X in the space before the date of the report you wish to request and press <ENTER>. The on-line report will appear.
- m) Press F2 and a print request screen will appear.
- n) Edit the to line to match the attached example. The 'to' line should say: to page 900001 of section 9999. Edit the number of pages to be printed to say: 900001.
- o) ONLINE PRINTER ID should show the local printer ID. (example: WPZN)
- p) Press enter 2 times.
- q) Press F3 to exit from report screen and F12 to quit.

If you have any questions about this information, contact:

Contact(s):	Brenda Stuiivenga Lynda Dyer		
Phone:	503-947-5217 503-945-5734	Fax:	503-947-4245
E-mail:	BSTUIVEN@DHS.STATE.OR.US Lynda.dyer@state.or.us		