

How to enter a UMDAP Financial Assessment for UMDAP clients.

THERE SHOULD ONLY BE ONE UMDAP FINANCIAL ASSESSMENT IN THE SYSTEM PER ANNUAL FINANCIAL PERIOD. THIS WILL BE SHARED BY BOTH MH & DAS PROGRAMS.

(MULTIPLE UMDAP FINANCIAL ASSESSMENTS WOULD ONLY BE DONE IF THERE WERE CHANGES TO INSURANCE STATUS).

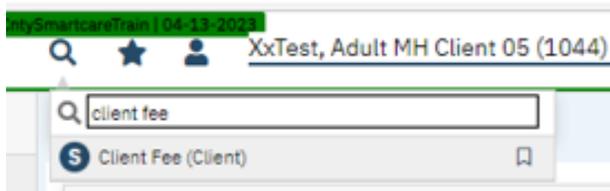
This process is for clients with Medicare Only, Private Insurance, or no insurance/funding source.

An UMDAP will be set by the service provider. The service provider will need to complete the UMDAP Financial Assessment in SmartCare.

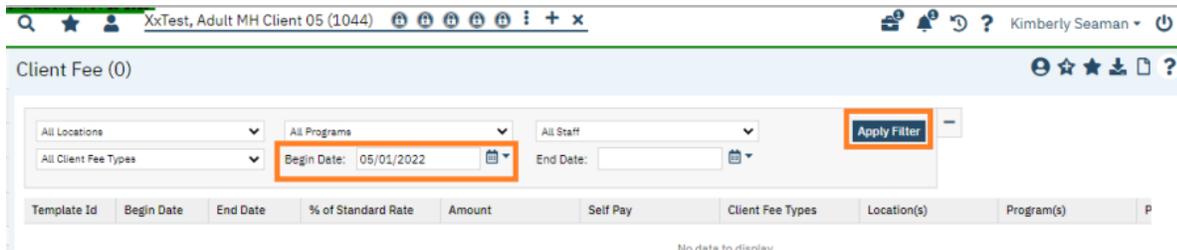
Administrative Assistant (AA) should check insurance status for all appointments for the week at minimum the day before the scheduled appointment. If a client has lost their Medi-Cal coverage or falls within one of the insurance categories listed above, they will require an UMDAP. AA should send an email notification to the service provider and Program Supervisor (also recommend clinic case manager) informing an UMDAP Financial Assessment is needed.

Start by ascertaining if a current UMDAP is already in the system.

With the client open, search **Client Fee**. Select **Client Fee (Client)**.



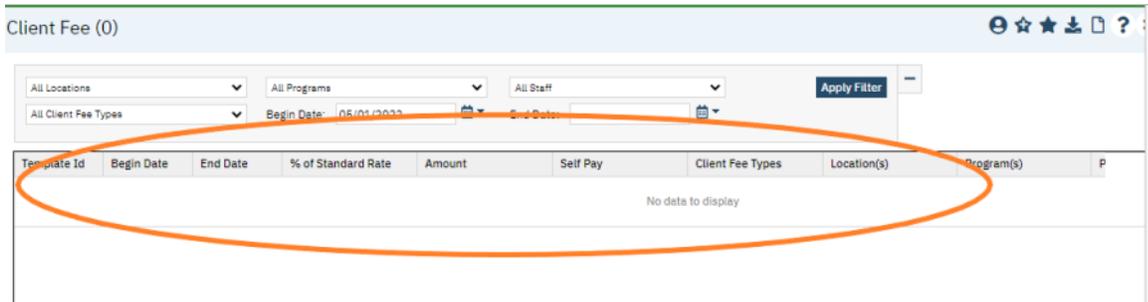
Set the beginning date to go back one full year and click apply filter. (Leave all other fields set as All.)



If nothing is shown in this field, you may proceed with entering a new UMDAP Financial Assessment.

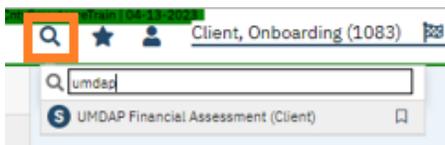
Note: if there is a current UMDAP in place, the annual start and end dates, along with the UMDAP amount, will display here. If the start and end dates are within the current time client is starting services with us, the service provider does not need to obtain a new UMDAP Financial Assessment unless there has been a change in insurance status. At that time a new UMDAP Financial Assessment needs to be done, and the Health Information Technician (HIT) will need to adjust the Client Fee page when complete.

IN MOST CASES THERE SHOULD ONLY BE ONE UMDAP FINANCIAL ASSESSMENT IN SMARTCARE PER ANNUAL PERIOD. THE EXCEPTION WILL BE WHEN THE CLIENT HAS EXPERIENCED CHANGES TO THEIR INSURANCE.



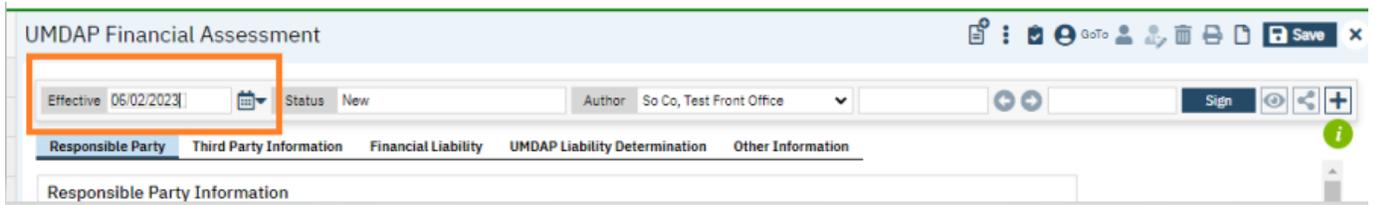
Complete an UMDAP Financial Assessment

1. With the client open, search **UMDAP** and select **UMDAP Financial Assessment (Client)**.



2. Change the effective date to the first day of the month when the new UMDAP is starting.

- If this Financial Assessment is to cover the entire Financial Annual Period, this will be the first date of that annual period.
- If this is to cover a change in insurance the effective date will be the first day of the month the change happened.



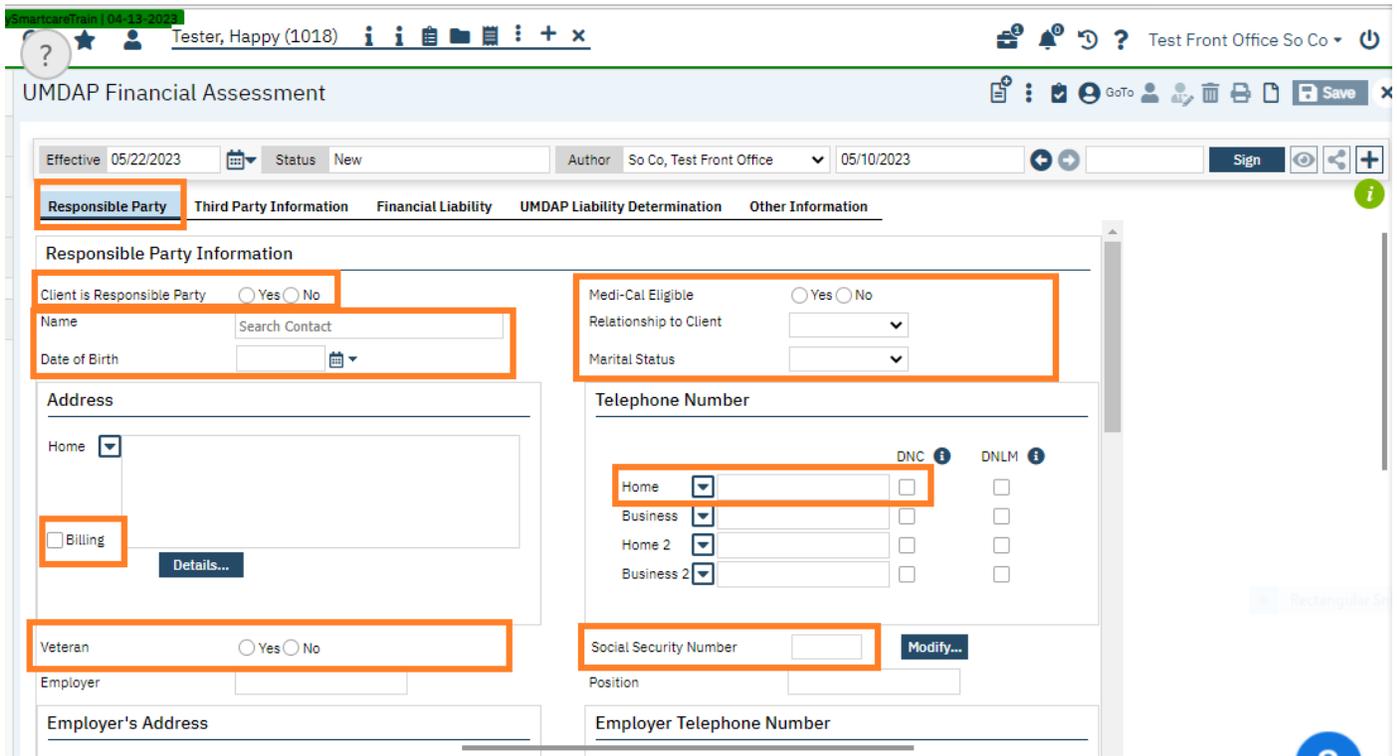
RESPONSIBLE PARTY TAB

3. In the **Responsible Party** tab, enter the information into the outlined sections. (Some fields will populate with info from the Client Information screen. You will only need to complete the fields that are still blank within the outlined sections.

- a. If the client is the responsible party, select the radial button next to yes and their info will auto-populate. Responsible Party is the name on the insurance card.
 - i. If the client is not the financially responsible person, start typing in the last name of the financially responsible person and if they are listed in the contact

section on the Client Information screen, their name will show. (If they are not in the contact section on the Client Information screen, you will need to add them and ensure you check the financially responsible box.) Select their name and their info will auto-populate. Answer if client is Medi-Cal eligible.

- b. Answer if client is Medi-Cal eligible, yes or no.
- c. Complete any other sections in this tab if the information was obtained by the service provider.



THIRD PARTY INFORMATION

4. In the next tab (**Third Party Information**) the insurance information will pull from the Coverage screen. Ensure it is correct and add any other coverages, if indicated by service provider.

- a. Check yes for Assignment/Release of Information obtained.

Effective 05/22/2023 Status New Author So Co, Test Front Office 05/10/2023 Sign

Responsible Party **Third Party Information** Financial Liability UMDAP Liability Determination Other Information

Third Party Information

Insurance
 Medicare Policy ID Number
 Address
 Home
 Billing

Insurance ID
 Medi-Cal CIN
 Assignment/Release of information obtained Yes No

FINANCIAL LIABILITY

5. In the **Financial Liability** tab, enter the annual period start date (first day of the month in which they are beginning services.) The annual period end date will auto-calculate.

a. Enter responsible person/client income amount. Enter income amounts for spouse and any other income the client may have. Enter the number of dependents on income.

Effective 05/30/2023 Status New Author Seaman, Kimberly

Responsible Party Third Party Information **Financial Liability** UMDAP Liability Determination Other Information

Annual Period

Annual Period Start Date 05/01/2023 Annual Period End Date 04/30/2024

Income

Responsible person	\$ 1200
Spouse	\$ 0
Other	\$ 0
Total gross monthly family income	\$ 1200.00
Number dependent on income	1

UMDAP LIABILITY DETERMINATION

6. In the **UMDAP Liability Determination** tab, enter all fields in the Liquid Assets section and the Allowable Expenses section. You can use the tab button to quickly navigate through these fields.

- Note: the allowable expenses section has defaulted \$0 amounts, but you will need to go through each one and re-enter an amount for it allow you to sign the form.

The Annual Liability amount will be calculated. If the clinician determines an adjustment amount with the client, enter the adjusted amount into the Adjusted Annual Liability field. Indicate the monthly amount client can pay in the Agreed upon payment plan to satisfy the above liability field.

Effective 05/30/2023
Status New
Author Seaman, Kimberly

Responsible Party
Third Party Information
Financial Liability
UMDAP Liability Determination
Other Information

Liquid Assets

Savings	\$ 50
IRA, CD, Market Value of Stocks, Bonds and Mutual Funds	\$ 0
Checking Accounts	\$ 1000
Total of liquid assets	\$ 1050.00
Less Asset Allowance	\$ 1500
Total net liquid assets	\$ 0.00
Monthly Asset Valuation	\$ 0.00

Asset Determination

Adjusted gross monthly income \$ 1200

Allowable Expenses

Court ordered obligations paid monthly	\$ 0	Monthly child care (necessary for employment)	\$ 250
Monthly dependent support payments	\$ 0	Monthly medical expense payments	\$ 50
Monthly medical expense payments in excess of 2% of gross income			\$ 26.00
Monthly mandated deductions from gross income for retirement plans (not Social Security - Allowance made in payment schedule)			\$ 0
Total allowable expenses			\$ 276.00

Adjusted Monthly Income

Adjusted gross monthly income minus total allowable expenses \$ 924.00

UMDAP Liability Determination

Annual Liability	\$ 89	Adjusted Annual Liability (if applicable)	\$ 50
Agreed upon payment plan to satisfy the above liability	\$ 5		

OTHER INFORMATION

7. In the **Other Information** tab, enter the name of the person who provided the financial information (if other than the client).

- a. If the annual liability amount was adjusted, enter the staff name in the adjusted by field, select the reason for the adjustment from the drop-down menu in the adjusted reason field. (If the annual liability amount was not adjusted, leave these fields blank.)
- b. If the amount was adjusted enter the program supervisor name in Approved by field and add the date sent to supervisor for approval.
- c. Select the yes radial button next to an explanation of the UMDAP liability was provided.
- d. Sign the form.

The screenshot shows the 'UMDAP Financial Assessment' form in the 'Other Information' tab. The form is titled 'Other Information' and contains the following fields:

- Effective:** 05/30/2023
- Status:** In Progress
- Author:** Seaman, Kimberly
- Sign:** (button)

The 'Other Information' section includes:

- Provider of Financial Information (if other than patient or responsible person):**
 - Name:** (text input)
 - Adjusted by:** Seaman, Kimberly
 - Adjusted Reason:** Therapeutic Exemption
 - Approved by:** Seaman, Kimberly
 - Approval Date:** 05/30/2023
 - An explanation of the UMDAP liability was provided:** Yes No
- Address:**
 - Home:** (checkbox)
 - Billing:** (checkbox)
 - Details...** (button)

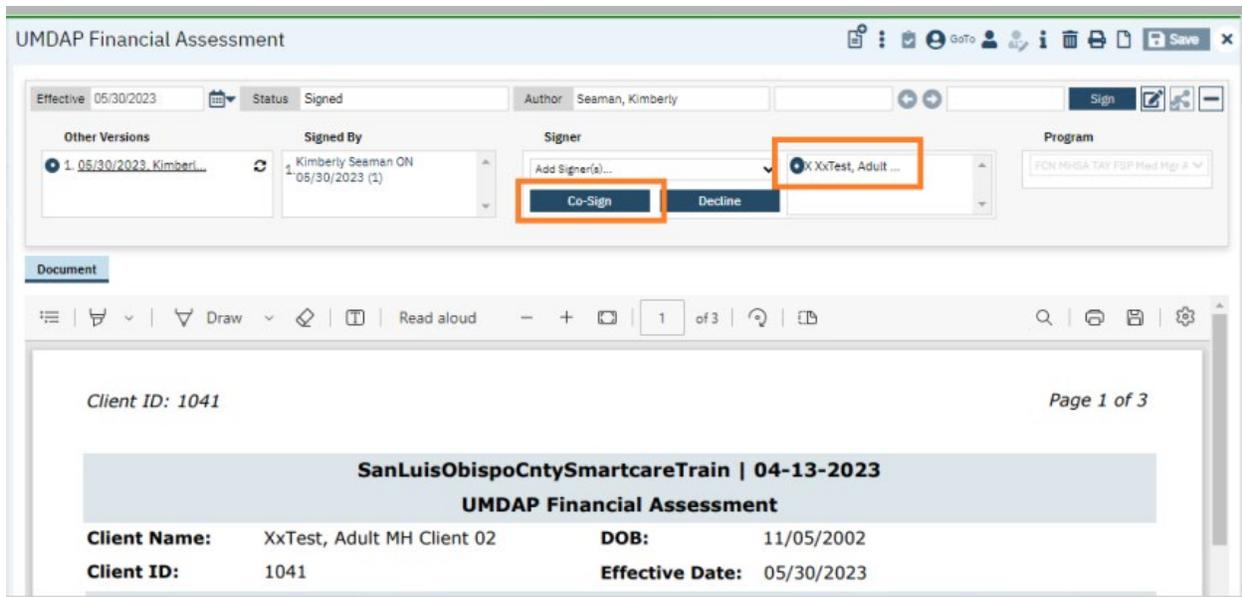
8. Click the + icon to enter the client's signature.

The screenshot shows the 'UMDAP Financial Assessment' form in the 'Document' view. The form is titled 'Document' and contains the following fields:

- Effective:** 05/25/2023
- Status:** Signed
- Author:** Seaman, Kimberly
- Sign:** (button)
- +** (button)

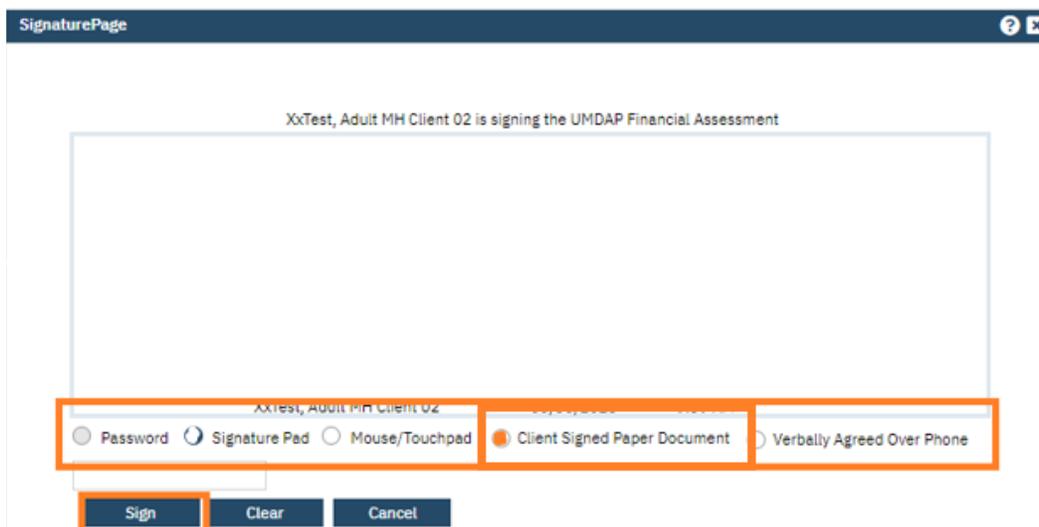
The 'Document' view includes a toolbar with the following icons: Draw, Read aloud, 1 of 3, and a search icon.

9. Select the radial button next to the client's name and click co-sign.

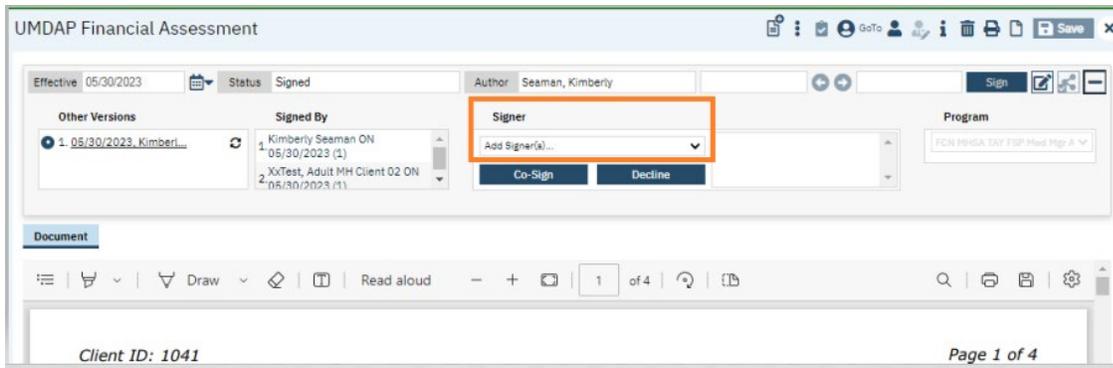


10. Indicate method of signature. Click Sign.

- a. If the client gave verbal consent over phone, notify the site HIT so a paper copy can be mailed when completed. If the client signed in person offer a printed copy of the form.

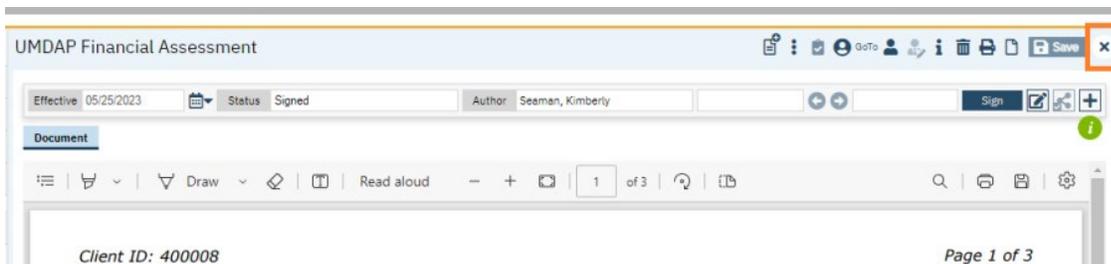


11. If an adjustment was made, add your Program Supervisor as a signer. Click the add signer drop-down and select the staff's name from the drop-down menu.



12. Add the site HIT as a cosigner for all UMDAPs set.

13. Click X to close.



14. When complete, the site HIT will update Client Account and Client Fee screens as necessary.

HIT

15. Next, go to the search button and type in **Client Account**. Select **Client Account (Client)**.



a. Check the "Financial Information is Complete" box. X to close.

The screenshot shows the 'Client Account' interface. At the top right, there is a toolbar with icons for home, back, refresh, print, help, and a close button (X) which is highlighted with an orange box. Below the toolbar, there are two tabs: 'Overview' and 'Charge/ Payment Summary'. Under 'Overview', there is a section for 'Last Statement Sent' with 'Payment Arrangement Amount' and 'Client Fund Balance' both set to 0. Below this, there are three checkboxes: 'Internal Collections', 'External Collections', and 'Don't Send Statement', all of which are unchecked. A 'Reason' dropdown menu is visible. At the bottom of this section, the checkbox 'Financial Information is Complete' is checked and highlighted with an orange box. Below it is a section for 'Accounting Notes'.

b. Go to Client Fee screen.

The screenshot shows the 'Client Fee (2)' screen. At the top, there are several filter dropdowns: 'All Locations', 'All Programs', 'All Staff', 'All Client Fee Types', and 'All Service Area'. There are also 'Begin Date' and 'End Date' fields with calendar icons, and an 'Apply Filter' button. Below the filters is a 'Client Summary' table with the following data:

Template Id	Begin Date	End Date	% of Standard Rate	Amount	Self Pay	Client Fee Types	Location(s)	Program(s)
	09/01/2023	08/30/2024	100.00%	\$37.00 Per Year	No	UMDAP Client Fee	All Selected	All Selected
	09/01/2022	08/31/2023	100.00%	\$30.00 Per Year	No	UMDAP Client Fee	All Selected	All Selected

c. Select the Annual Period this UMDAP was for.

d. Enter the monthly adjusted amount in the Monthly Cap field. SAVE.

The screenshot shows the 'Client Fee Details' screen. The 'Client Fee' section contains the following information: 'Client Fee ID' 3348, 'Client Fee Type' UMDAP Client Fee, 'Self Pay' checkbox unchecked, 'Begin Date' 09/01/2023, 'End Date' 08/30/2024, and 'Priority' 100. Below this, there is a 'Charge Client % of Standard Rate' field set to 100.00%. There are two options: 'OR Session' and '\$ Per'. The 'Calculate' button is visible. Below the 'Calculate' button, there are four options for caps: 'Daily Cap', 'Weekly Cap', 'Monthly Cap', and 'Yearly Cap'. The 'Monthly Cap' option is selected and highlighted with a yellow circle, with the value '\$25.00' entered in the adjacent field. Below the cap options is a 'Minimum Fee' field. At the bottom, there are four dropdown menus: 'Location(s)...' All Selected, 'Program(s)...' All Selected, 'Procedure Code(s)...' All Selected, and 'Service Area(s)...' MH. A 'Comment' field is at the very bottom.

e. If we add a changed UMDAP amount during an existing annual period we will also need to adjust the dates to show when each UMDAP is in effect during the annual period.

Client Fee (2)

All Locations All Programs All Staff
 All Client Fee Types All Service Area Begin Date: End Date:

Template Id	Begin Date	End Date	% of Standard Rate	Amount	Self Pay	Client Fee Types	Location(s)
	03/01/2024	02/28/2025	100.00%	\$4250.00 Per Year	No	UMDAP Client Fee	
	03/01/2024	02/28/2025	100.00%	\$3186.00 Per Year	No	UMDAP Client Fee	

f. Select the original UMDAP to adjust the dates.

g. Change the End Date to the day before the new UMDAP starts.

Client Fee Details

Client Fee

Client Fee ID: 5126
 Client Fee Type: UMDAP Client Fee Self
 Begin Date: 03/01/2024
 End Date: 04/30/2024
 Priority: 100
 Charge Client % of Standard Rate: 100.00 %
 OR
 Session: \$ Per
 Daily Cap
 Weekly Cap

 Other family members receiving services
 No data to display

h. In the new UMDAP change the begin date and enter the adjustment amount.

Client Fee Details

Client Fee

Client Fee ID: 5128
 Begin Date: 05/01/2024
 Client Fee Type: UMDAP Client Fee
 End Date: 02/28/2025
 Priority: 100
 Self Pay:
 Change Client % of Standard Rate: 100.00 %
 OR Session: \$ Per
 Calculate
 Daily Cap
 Weekly Cap
 \$100.00 Monthly Cap
 \$1,200.00 Yearly Cap
 Minimum Fee
 Other family members receiving services
 No data to display
 Location(s) ...
 Program(s) ...
 Procedure Code(s) ...
 Service Area(s) ... MH
 Comment

i. You will now have two UMDAPs to cover the annual period.

Client Fee (2)

All Locations: All Programs: All Staff:
 All Client Fee Types: All Service Area: Begin Date: End Date:

Template Id	Begin Date	End Date	% of Standard Rate	Amount	Self Pay	Client Fee Types	Location(s)
	05/01/2024	02/28/2025	100.00%	\$100.00 Per Month\$...	No	UMDAP Client Fee	
	03/01/2024	04/30/2024	100.00%	\$4250.00 Per Year	No	UMDAP Client Fee	