

## Chapter 25 – Assessor Pricing

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### Table of Contents

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Accessing Assessor Pricing .....	1
Add Assessor Pricing .....	3
Terminate Assessor Pricing .....	6

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**Important**      The required fields referenced in this chapter refer to system-required fields. These fields are required in order for the form to be saved in approved status.

                         The information that is required due to policy may be different from those that are system required.

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# Accessing Assessor Pricing

## Introduction

Assessor Pricing contains the information used by the CARE billing process to pay for CARE assessments completed by AAA/ADRC assessors.

While CARE Assessors are setup in KAMIS by the assessor's organization, Assessor Pricing is setup by the organization that holds the contract for processing CARE Assessment payments (currently Southwest Kansas AAA/ADRC.)

## Requirement

Before Assessor Pricing can be setup, the organization to which the assessor is associated with must first add the Assessor in *Organization Member*, and add the Assessor role. For instructions on how to add/assign an organization member, refer to the Organization Member chapter.

## How To

These steps are for the contracting organization that has access to the Assessor Pricing module.

Follow the steps in the table below to access Assessor Pricing.

Step	Action	Result
1.	On the KAMIS Home Page, locate the <b>Assessor Pricing</b> button in the Administration region.	(The buttons available on the KAMIS Home Page may be different than displayed in the image below, based on the logged-in user's security access.)

The screenshot shows the KAMIS Home Page interface. At the top, there are navigation tabs: Home, Person Search, Organizations, and Org. Members. Below these is a 'Share-Transfer Workload' button. The main content area is divided into three sections: 'Person Search' on the left with input fields for KAMIS ID, First Name, Last Name, SSN, Medicaid ID #, and Date of Birth, along with a Search button and a Reset link; 'ADMINISTRATION' in the center with buttons for Budget, Assessor Pricing (highlighted with a red arrow), Service Funding, Provider Service, and Mass Update; and 'BILLING' on the right with buttons for Care Billing, Care Level 1 Adjustment Billing, Care Level 1 Status Report, Service Provided (225), and Supplemental. On the far right edge, there are partially visible buttons for WORK, ADR, ADR, Pen, REPO, CAR, KAM, Care, HELP, and KAM.

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## Accessing Assessor Pricing, continued

How To

*continued*

Step	Action	Result
2.	Click on the <b>Assessor Pricing</b> button in the Administration region.	The Assessor Pricing page displays.

The screenshot shows a navigation bar with links: Home, Person Search, Organizations, and Org. Members. Below this is a 'Share-Transfer Workload' button. The main heading is 'ASSESSOR PRICING'. There is a section for '\* PSA' with a dropdown menu currently showing 'SOUTHWEST KANSAS AAA - 6'. Below that is an 'Assessor Search (Last, First)' text input field and an '\* Assessor' dropdown menu. A 'Show Pricing' button is located at the bottom of the form area.

**Note:** Southwest Kansas AAA-6 is the only PSA available in the drop-down list. The actual organization membership of the assessor overrides the PSA6 association used here, strictly for the pricing setup.

# Add Assessor Pricing

## Introduction

Assessor Pricing setup includes searching for/selecting the assessor, assigning the type of CARE assessment and form status for which to be paid, the effective date of the price, and the price to be paid for the assessment.

## How To

Follow the steps in the table below to complete the Assessor Pricing process.

Step	Action	Result
1.	Type either the partial or the complete last name of the CARE Assessor in the <b>Assessor Search</b> field, and press <b>Enter</b> to populate the Assessor drop-down list.	All Assessors with a last name matching the Search entry will populate the drop-down list. The more specific the Search entry, the more narrowed the results list.
<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p><b>ASSESSOR PRICING</b></p> <p>* PSA SOUTHWEST KANSAS AAA - 6 ▾ ...</p> <p>Assessor Search (Last, First) * Assessor hul </p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>HULIGAN, PEGGY - 10309 JAYHAWK AREA AGENCY ON AGING</p> <p>HULL, BEENA - 3702 MEDICALODGE EAST HEALTHCARE CN</p> <p>HULLST, NANCI - 823 LINWOOD GNNP (C1)</p> <p>HULSE, FIONA - 3674 BETHANY HOME ASSOCIATION</p> </div> <p>Show Pricing</p> </div> <div style="border: 1px solid #ccc; padding: 10px;"> <p><b>ASSESSOR PRICING</b></p> <p>* PSA SOUTHWEST KANSAS AAA - 6 ▾ ...</p> <p>Assessor Search (Last, First) * Assessor huligan</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>HULIGAN, PEGGY - 10309 JAYHAWK AREA AGENCY ON AGING ▾</p> <p>HULIGAN, PEGGY - 10309 JAYHAWK AREA AGENCY ON AGING</p> </div> <p>Show Pricing</p> </div>		
2.	Click on the assessor name to select it. If there is only one name, it is automatically selected.	Assessor name is selected.

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## Add Assessor Pricing, continued

How To

continued

Step	Action	Result
3.	Click on the <b>Show Pricing</b> button.	Current pricing, if any, will display under the <i>Current Pricing</i> region.
4.	If no pricing exists, click on the <b>Add Pricing</b> button.  (Note: Terminating existing pricing is covered later in this chapter.)	The Add/Terminate Pricing Page fields will be displayed.
<div data-bbox="402 653 1425 1268" data-label="Form"> <p><b>ASSESSOR PRICING</b></p> <p><b>Add/Terminate Pricing</b></p> <p>* <b>Assessor</b> HULIGAN, PEGGY - JAYHAWK AREA AGENCY ON AGING 10309</p> <p>* <b>Form Type</b> Select Form Type</p> <p>* <b>Form Status</b> Select Form Status</p> <p>* <b>Effective Date (mm/dd/yyyy)</b> [Text Input]</p> <p>* <b>Price</b> [Text Input]</p> <p>[Save] [Cancel]</p> </div>		
5.	Select the appropriate <b>Form Type</b> from the drop-down list.	Required.
6.	Select the appropriate <b>Form Status</b> from the drop-down list.	Required.  This indicates what form status will allow a payment to be made to the Assessor.
7.	Enter the Effective Date in MM/DD/YYYY format.	Required.

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# Add Assessor Pricing, continued

How to

continued

Step	Action	Result
8.	Enter the <b>Price</b> , using only numbers and a decimal point if needed.  Note: Trailing zeroes are not saved. A price entered as 92.50 will display as 92.5	Required.  This is the amount the AAA will be paid for the Assessor performing the assessment.

### ASSESSOR PRICING

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#### Add/Terminate Pricing

- \* **Assessor**  
HULIGAN, PEGGY - JAYHAWK AREA AGENCY ON AGING 10309
- \* **Form Type**  
CARE LEVEL I ASSESSMENT
- \* **Form Status**  
APPROVED
- \* **Effective Date (mm/dd/yyyy)**  
10/01/2015
- \* **Price**  
92.50

9.	Click on the <b>Save</b> button.	The Pricing information is saved and a <i>Current Pricing</i> table displays.
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### ASSESSOR PRICING

- \* **PSA**  
SOUTHWEST KANSAS AAA - 6
- Assessor Search (Last, First)  \* **Assessor**  
HULIGAN, PEGGY - 10309 JAYHAWK AREA AGENCY ON AGING

#### Current Pricing

PSA	Assessment Type	Assessment Status	Price	Effective Date	Terminate
6	CARE LEVEL I ASSESSMENT	APPROVED	92.5	10/01/2015	X
					1 - 1

Terminated Pricing

# Terminate Assessor Pricing

## Introduction

Terminating assessor pricing is necessary if there is a change in the assessor price, or if the assessor is no longer doing assessments for the associated organization.

## How To

Follow the steps in the table below to terminate the Assessor Pricing for an assessor.

Step	Action	Result
1.	Complete the Assessor Search process to find the assessor and show the pricing.	The <i>Assessor Pricing</i> page displays with the Current Pricing table.
2.	Click on the "X" in the <b>Terminate</b> column.	The <i>Add/Terminate Pricing</i> page displays.

### ASSESSOR PRICING

\* PSA  
SOUTHWEST KANSAS AAA - 6 ...

Assessor Search (Last, First) \* Assessor  
huligan HULIGAN, PEGGY - 10309 JAYHAWK AREA AGENCY ON AGING ▾

Show Pricing

#### Current Pricing

PSA	Assessment Type	Assessment Status	Price	Effective Date	Terminate
6	CARE LEVEL I ASSESSMENT	APPROVED	92.5	10/01/2015	X

1 - 1

Add Pricing

Terminated Pricing

### ASSESSOR PRICING

#### Add/Terminate Pricing

\* Assessor  
HULIGAN, PEGGY - JAYHAWK AREA AGENCY ON AGING 10309

\* Form Type  
CARE LEVEL I ASSESSMENT

\* Form Status  
APPROVED

\* Effective Date (mm/dd/yyyy)  
10/01/2015

\* Price  
92.5

Termination Date (mm/dd/yyyy)

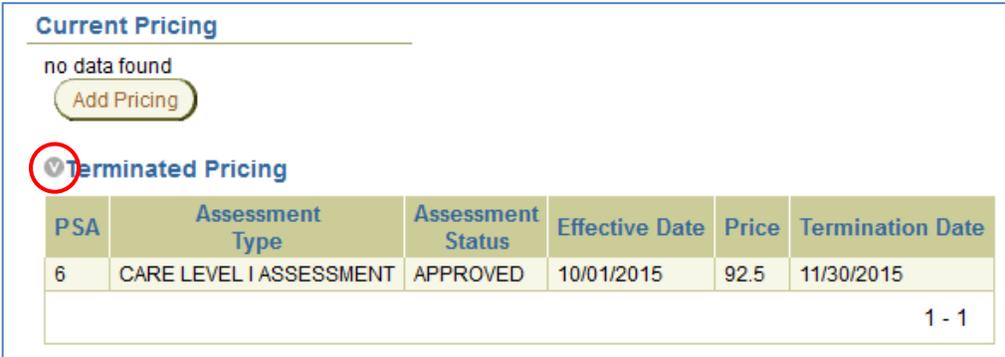
Save Cancel

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# Terminate Assessor Pricing, continued

How To

continued

Step	Action	Result
3.	Enter the <b>Termination Date</b> of the assessor price in MM/DD/YYYY format.	The date can be no earlier than the last day of the previous month.
		
4.	Click on the <b>Save</b> button	The Assessor Pricing is terminated and the updated Current Pricing table displays, showing 'no data found.'
		
5.	Click on the arrow next to the <i>Terminated Pricing</i> heading to expand the region.	The Terminated Pricing table displays with the terminated pricing information.