

Enter Clients Into Program:

1. Getting Clients into OSCAR/AWARE:
 - a. This should occur according to the training provided by RSC.
 - b. Separate process to get clients into MACSIS
2. Getting Clients into MACSIS:
 - a. This should occur according to the Board establish process for your board area. This is the same process the providers use to identify clients that should be enrolled into MACSIS. The only difference is that the person initiating the process would be the VRP3 coordinator or support staff.
3. Coding in MACSIS for Clients in RSC Project
 - a. Clients should be entered into the “**RSC Plan Code**”
 - b. Clients should also have the “**RSC Panels**” assigned
 - c. Person doing this work should be the same person entering clients
4. **NOTE:**
 - a. Any rate changes will need to be done twice; rates associated with local panel and RSC panel

Authorization Creation and Approvals within OSCAR:

1. Services needed by client should be identified in the approved IPE
2. Authorizations are created with the Board as the provider of Treatments Services; therefore payment will be submitted from RSC directly to the Board for Case Service dollars.
3. Treatment services covered are located in the OSCAR & MACSIS Crosswalk Version 4
4. Rates entered in OSCAR should match the Rates in MACSIS
 - a. May be found in Crosswalk or/Board Representative
 - b. Medicaid eligible services should have Medicaid fee schedule rates entered into OSCAR.
 - c. Non-Medicaid eligible services should have the appropriate Board negotiated rate entered into OSCAR.
5. Remarks Section in OSCAR – Should have the list of MACSIS codes being used for that specific authorization. The treatment provider should also be entered here as well.

Treatment Services processed through MACSIS:

1. All clients with a "**RSC Plan Code**" will be placed on "**Hold**"
 - a. This will allow time for the Boards to submit the invoices to RSC for reimbursement before paying for the service.
 - b. ODADAS will create Invoices and place the invoices into MHHUB\Board_Directory\rsc
2. Assigned Staff will need to upload the digital invoice into OSCAR
3. Assigned Staff will need to upload the digital supporting documentation into OSCAR
 - a. 2 & 3 can be done by different people and from different locations.
 - b. OSCAR ensures the documentation are kept together
4. Once all needed documentation is submitted in OSCAR; **RSC will REVIEW**
 - a. If approved, RSC will submit for payment
 - b. If not approved, RSC will let assigned staff know
5. **PAYMENT** by RSC will be submitted **DIRECTLY TO** the **BOARD** submitting the invoice
6. Assigned staff can release held claims in MACSIS
 - a. Assigned staff will have to **VERIFY the RATE** for **Medicaid eligible services**
 - i. If the Board rate is different, then a rate adjustment needs to be made on the claim before it is released.
 - ii. If the Board rate is the same, then the claim just needs to be released.
7. RSC claims will be identified in an **835** with a reason code of **101**.

Treatment Services for RSC Plan Code Clients that will be paid by the Board:

1. Assigned Staff can release the held service by:
 - a. Entering the Outpatient Claim (OPCLM – Claim Detail) screen in MACSIS
 - b. In the field "Allowed Reason" change the field from RSC to the code desired
2. These claims will be tracked by having a GLREF of RSC but a different "Allowed Reason" code