

PICT User Guide

This user guide has been created to provide step-by-step instructions to counties in order to complete a 'PICT' queue of waiver requests. The *Preliminary Implementation Component Tool* (PICT) planning process allows counties to request waiver capacity and assign it to individuals in their county, thus allowing the beginning of the waiver enrollment process. The PICT planning process is part of the larger Waiver Management System (WMS) application.

To access the Individual Data System (IDS) application (where Waiting List information is stored) and WMS applications, you must first complete a security affidavit. You can obtain a security affidavit located on the Ohio Department of DD (DODD) website at the following address:

<https://doddportal.dodd.ohio.gov/forms/pages/default.aspx>

Once completed, send the affidavit to DODD at the address indicated at the bottom of the security affidavit. Please know to complete your county's PICT queue; you will need access to both IDS and the WMS applications; therefore, the security affidavit needs to request access to both systems. A new security affidavit is needed for every new system for which you request access, so even though you may have submitted an affidavit before for another system, you need another one for any new systems to add to your user profile.

Table of Contents

DODD Portal Link	p.1
Overview: PICT (Plan) Rules and Statute	p.3

I. Getting Things Started: Initial Development of PICT Records

The PICT Process	p. 5
Step 1a. Access <i>Preliminary Implementation Component Tool</i> (PICT)	p. 5
Step 1b. Successful system login	p. 5
Step 1c. Select the PICT application	p. 6
Step 1d. Open the PICT application.	p. 6
Step 2. Entering CY PICT Projections on the 'PICT Projections' screen	p.6-8
Step 3. Search the Waiting List database	p.9
Step 4. Select an Individual	p.10
Step 5. Creating an individual's PICT record.	p.11
Step 6. PICT Main Menu, and selecting the PICT option	p.12-14

II. Keeping Things Going: Ongoing Management of the PICT Process

Task 1. Manage a PICT queue	p.15
<i>Task 2. Updating Projected Quarter, Projected Year for multiple individuals</i>	p.16
Task 3. Export PICT queue into an Excel spreadsheet	p.17
<i>Task 4. Unapproving an allocation.</i>	p.17
<i>Task 5. Making substitutions (AKA 'swaps').</i>	p.19

III. Finding Out More: Additional PICT Information

• Words of Wisdom	p.19
• Final Comment	p.20
• Link to current PICT-related forms and documents	p.20

Overview

The PICT planning process was redesigned in 2006 with the cooperation and support of county board stakeholders. The original PICT was used by counties to report to DODD a number of statutory requirements related to waiver capacity. The new process builds on the lessons learned from the previous PICT, in order to track waiver requests from counties and allow DODD to make informed decisions regarding statewide waiver capacity. This tool allows counties to request waiver capacity, and also indicate the names of individuals who will be assigned to this waiver capacity. DODD also uses this tool to determine the number of increased waiver requests to make to the Centers for Medicare and Medicaid (CMS) - the organization responsible for administering the Home and Community Based Services (HCBS) waiver program at the national level.

To understand more about Ohio's PICT (or 'Plan') policy, please review the following Ohio Revised Code (ORC) statutes:

- O.R.C. 5126.054 (primary citation)
- O.R.C. 5126.046
- O.R.C. 5126.055
- O.R.C. 5126.056

These statutes, along with all other Revised Code for the state of Ohio, can be found on

LAWriter Ohio Rules and Laws at the following address: <http://codes.ohio.gov/>

To understand more about the Ohio's Waiting List policy, please review Ohio Administrative Code (OAC) 5123:2-1-08. This rule, along with other DODD administrative rules, can be found on the DODD web page at the following address:

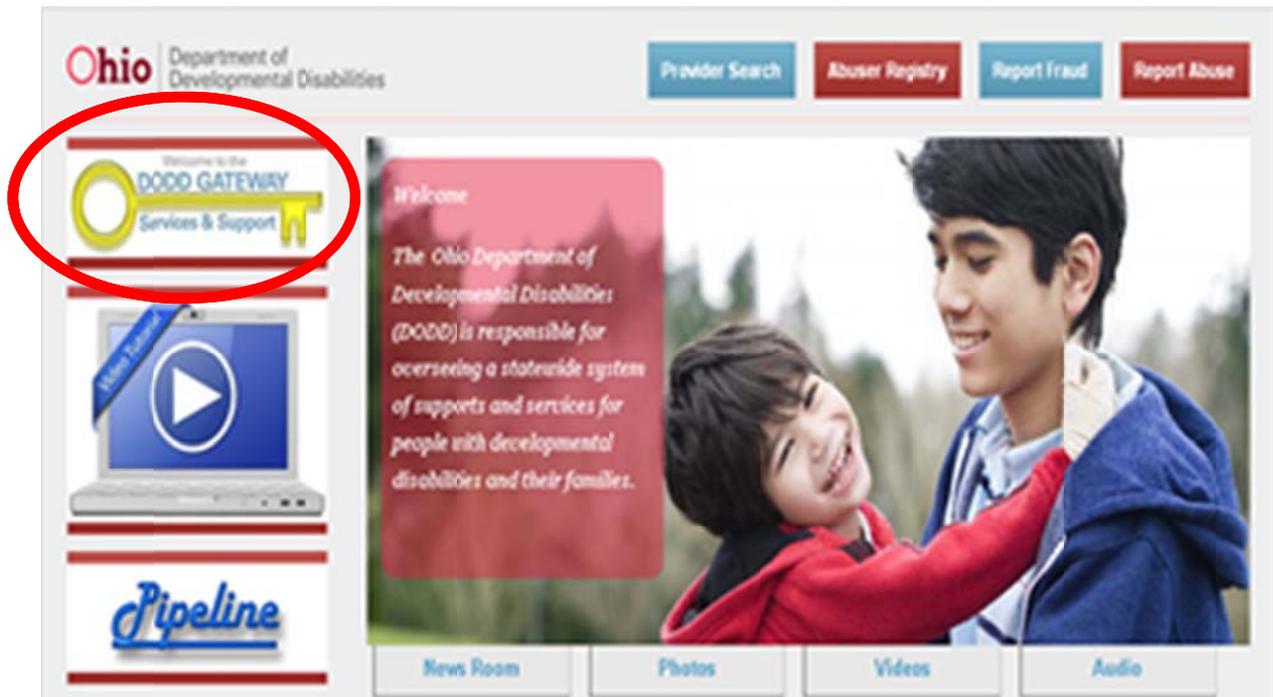
<https://doddportal.dodd.ohio.gov/rules/ineffect/Pages/default.aspx>

I. Getting Things Started: Initial Development of PICT Records

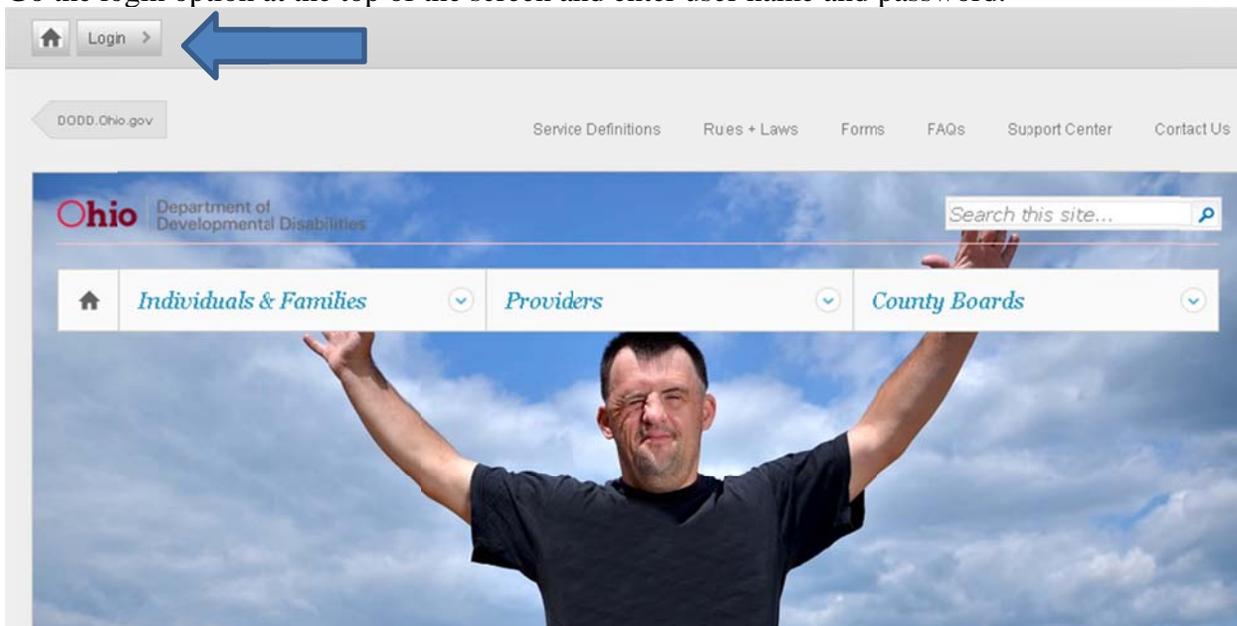
- Access the *Preliminary Implementation Component Tool* (PICT) application
- Successful system login
- Select the PICT application
- Open the PICT application
- Search the Waiting List database
- Select an individual
- Creating an individual's PICT record
- PICT Main Menu, and then selecting the PICT option

The PICT Process

Step 1a. Access the *Preliminary Implementation Component Tool (PICT)* application. Go to the Internet and open the DODD Applications Portal web site: <http://dodd.ohio.gov> and select the DODD Gateway (the gold key) per the following screen:



Go to the login option at the top of the screen and enter user name and password.

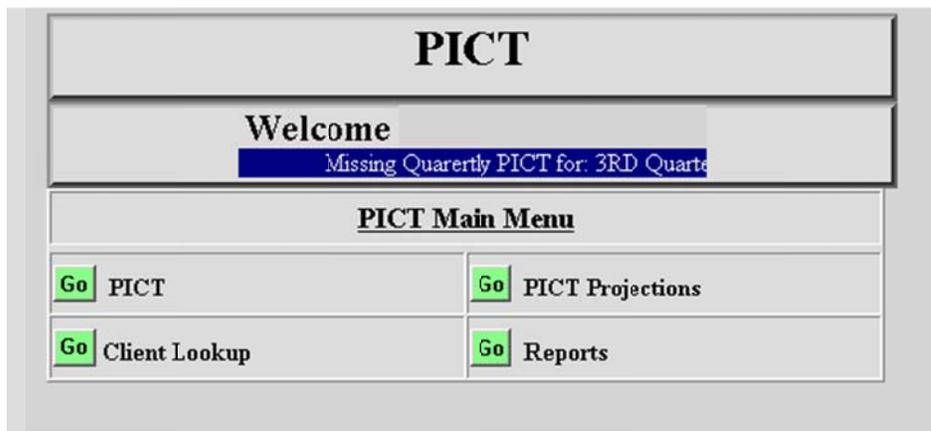


Step 1b. Successful system login and PICT application. Once you successfully enter your Username and Password, Click the “Applications” link.

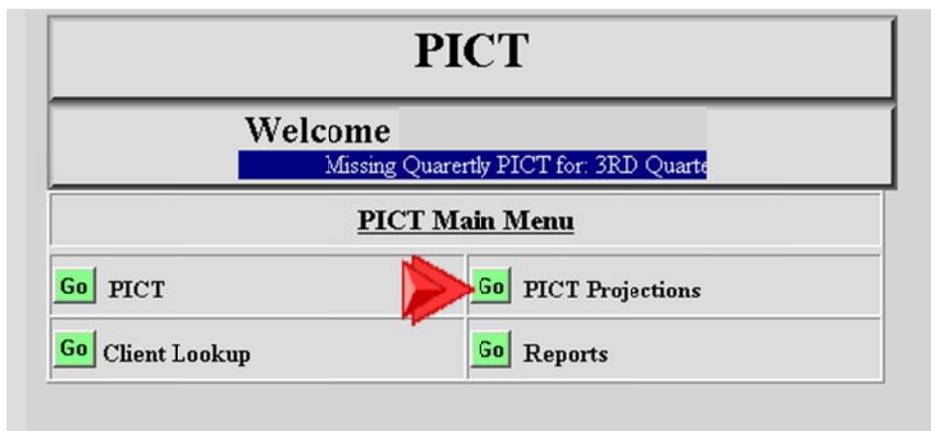
Step 1c. Select the PICT application. From the “Select Application” drop down box you can select the PICT application.

Step 1d. Open the PICT application and you should see the PICT Main Menu Screen:

PICT Screen 1
PICT Main Menu



Step 2. Entering CY PICT Projections on the ‘PICT Projections’ Screen



Click on ‘PICT Projections’ to open the ‘PICT Projections’ screen.

PICT Screen 2 PICT PROJECTIONS

WMS_PictProjections - Microsoft Internet Explorer provided by Ohio Department Of MRDD

https://test.mr.state.oh.us/apps/Extranet/WMS/WMS_PictProjections.aspx

PICT Menu

PICT - Projections for:

Individual Options Waiver: [dropdown] DELAWARE COUNTY [dropdown] Record Locked

Calendar Year: 2009 [dropdown]

Projected Capacity #: [input]

Reset Projection [button] Save Projection [button]

County	Waiver	Begin Date	End Date	Projected Capacity	Record Date
DELAWARE COUNTY	I/O	1/1/2009	12/31/2009	0	5/6/2009

<>

Each year county boards must enter their PICT Projections for the IO, Level One, and SELF Waivers. The county's projections for IO and Level One Waivers should also take into consideration emergency requests anticipated for the year. These are projections or (estimates) only and therefore, counties can alter their projections at any time during the year, if necessary. **Note: not completing PICT Projections for the CY will result in not being able to add a person's name to the PICT for allocation.**

As illustrated above, click on the dropdown box and select a waiver type. Click on the dropdown box to select the calendar year (the current year is always displayed in the dropdown). Enter the projected number of waivers being requested for the CY. After entering the 'Projected Capacity #,' click on 'Save Projection' to update.

PICT Screen 2... continued

PICT PROJECTIONS

PICT Menu

PICT - Projections for:

Individual Options Waiver DELAWARE COUNTY Record Locked

Calendar Year: 2009

Entered By: Record Authorized

Linda G Smith By: Linda G Smith on 8/31/2009 9:05:57 AM

Projected Capacity #: 0

Delete Projection Reset Projection Update Projection

County	Waiver	Begin Date	End Date	Projected Capacity	Record Date
DELAWARE COUNTY	I/O	1/1/2009	12/31/2009	0	8/31/2009
DELAWARE COUNTY	I/O	1/1/2010	12/31/2010	2	8/31/2009
DELAWARE COUNTY	I/O	1/1/2011	12/31/2011	4	8/31/2009

<>

Note: if you need to change the 'Projected Capacity #' after clicking 'Save Projection,' click on 'Reset Projection' and enter the new amount. Click 'Update Projection' 'Save Projection' to accept the change. Also note by highlighting a county line item, it allows other editing options such as, 'Delete Projection' and 'Update Projection.'

Step 2. Search the Waiting List database for potential names to add to a PICT queue.

PICT Screen 3

The screenshot shows a web interface titled "Client Search". At the top, there is a "PICT Menu" button. Below it are several input fields: "Last Name:" with the value "doe", "First Name:" (empty), "Client No:" (empty), "DOB:" (empty), "SSN:" (empty), and "Res County:" with a dropdown menu showing "-- Select a county --". To the right of these fields are "Search" and "Reset" buttons. Below the search area is a table with the following data:

	Client Num	Full Name	DOB	SSN	Res County
Select	6568645	Doe, Mary	9/20/2004	123456789	ALLEN
Select	6545951	DOE, Mark	3/3/2003	123456789	ALLEN
Select	9388274	Doe, John	2/1/1976	123456789	ADAMS
Select	2753319	Doe, Jama	1/24/1954	123456789	ALLEN

By entering the name 'Doe', all the individuals in Ohio's Waiting List database with the last name of 'Doe' will appear. **IMPORTANT**: only individuals with a Waiting List record can be added into a county PICT queue. Only individuals with an IDS record can be added to a Waiting List.

Step 3. Select an individual.

PICT Screen 4

Fran Test - FRANKLIN

Client: Doe, Jon	DOB: 6/12/1993	Medicaid Num:
Client No: 9914972	SSN: 123456789	DDP Funding : 0 - 0
Waiver Type:	Initial Enroll:	Redet Date:

Existing Waiting List ▼

	Waiting List County	Waiver Type	Waiting List Date
New PICT	DELAWARE	I/O	12/5/2002 12:00:00 AM
New PICT	FRANKLIN	I/O	12/5/2002 12:00:00 AM
New PICT	FRANKLIN	LV1	12/5/2002 12:00:00 AM

This screen allows the county user to review their existing Waiting List to see John Doe's IDS and Waiting List information. This screen also allows for the creation of a PICT record for an existing Wait List record.

Step 4a. Creating an individual's PICT record.

PICT Screen 5

The screenshot displays the PICT Screen 5 interface for client Arline Doc. At the top, client information includes the name 'Client: Doc, Arline', Client No: 9999902, SSN: 123456702, DOB: 8/5/1973, and Medicaid Num: 123456789002. The main section is divided into several fields: 'Waiting List Date' (1/1/1993 8:30:00 AM), 'Waiting List County' (FRANKLIN), 'Waiver Type' (I/O), and 'Projected Funds'. A 'PICT STATUS' box contains 'Projected Enrollment Year' (2006), 'Projected Enrollment Quarter' (CY - Quarter 1), and 'DODD Approval of Submission'. Below these are 'Reason(s) for Enrollment' and 'Available Enrollment Reasons'. The 'Reason(s) for Enrollment' list includes 'Caregiver age 60+', 'Children with intensive needs', 'De-institutionalization', and 'Emergency'. The 'Available Enrollment Reasons' list includes 'Adult Services Refinancing', 'Adults with intensive needs', 'Nursing Home', and 'Supported Living Refinancing'. A 'Please select Waiver Management System Option' message is visible. On the right, there are buttons for 'Inactivate', 'WMS Menu', 'Client Menu', and 'Save'. Two red arrows on the left point to the 'Reason(s) for Enrollment' list and the 'Emergency Justification' field, which contains the text 'There we...'.

This screen shows how a county user has created a PICT record, indicating their priority status(s), their projected enrollment year, projected enrollment quarter, and waiver type. **Note:** The Waiting List Date, County and Type cannot be edited in the PICT, but can be edited through the IDS application.

A county user can add priority code(s) on their PICT record - any changes will also be shown on this Waiting List record.

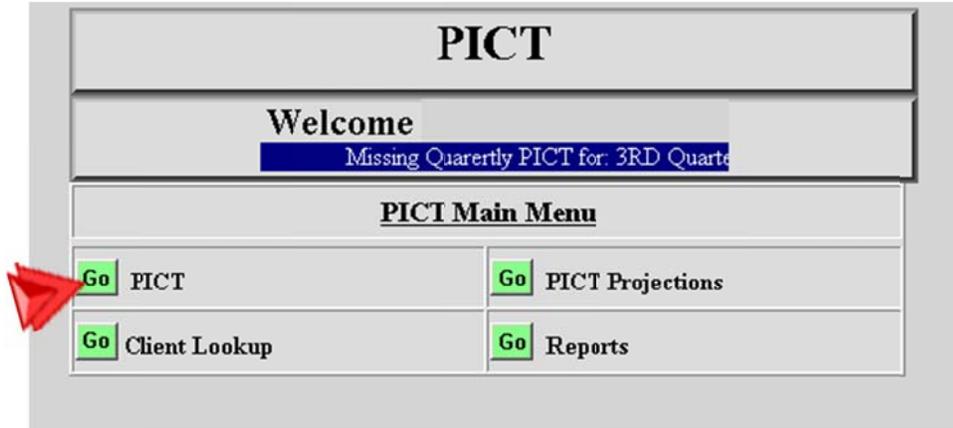
The Inactivate check box will disable the individual on the PICT and will cause them to be removed from the PICT Queue for that county and waiver type.

When selecting the Emergency Reason for Enrollment, the Emergency Justification Comment box will appear; otherwise, it will not be visible on the screen. If the Emergency Reason for Enrollment is removed, the Emergency Justification will no longer be visible.

Select the 'PICT' Menu' tab to return to the PICT Main Menu to begin assembling a PICT queue.

Step 5. PICT Main Menu, and selecting the PICT option.

PICT Screen 6



PICT Screen 7

PICT - Queue Selection Screen

Waiver Type: Individual Options Waiver
Reasons for Enrollment: -- Select an Enrollment Reason --
County: ALL COUNTIES

Display Inactive Entries
 DODD Approval Entered
 Show PICT QUEUE
 Show Approvals older than 90 days
 Check all entries below

Projected Enrollment Year:
 Projected Enrollment Quarter: Select Quarter
 DODD Approval of Submission:

Total records: 848

	Client Name	Client #	County	Wait List Date	Waiver	Proj Year	Proj Quarter	DODD Date	ER Cap Date	Rep Cap Date
<input type="checkbox"/>	Doe, Andrew	8899907	FRANKLIN COUNTY	11/29/2006	I/O				11/3/2009	
<input type="checkbox"/>	Doe, Arline	9999902	FRANKLIN COUNTY	11/29/2006	I/O					
<input type="checkbox"/>	Doe, Bob	8899908	FRANKLIN COUNTY	11/29/2006	I/O	0	0			
<input type="checkbox"/>	Doe, Carl	9999908	FRANKLIN COUNTY	11/29/2006	I/O	0	0			

I. Purpose:

- a. To Navigate to the PICT Queue Selection Screen.
- b. To screen and sort PICT individuals by the various PICT data elements.
- c. To Set Projected Enrollment Quarter and Year for selected PICTs.
- d. To see a DODD Approval of Submission for selected PICTs.
- e. To see a particular PICT Queue for your county.

Step 5. PICT – Queue Selection Screen...continued

PICT Screen 7...continued

PICT - Queue Selection Screen

Waiver Type: Individual Options Waiver
Reasons for Enrollment: -- Select an Enrollment Reason --
County: ALL COUNTIES

Display Inactive Entries
 DODD Approval Entered
 Show PICT QUEUE
 Show Approvals older than 90 days
 Check all entries below

Projected Enrollment Year:
 Projected Enrollment Quarter: Select Quarter
 DODD Approval of Submission:

Total records: 848

	Client Name	Client #	County	Wait List Date	Waiver	Proj Year	Proj Quarter	DODD Date	ER Cap Date	Rep Cap Date
<input type="checkbox"/>	Doe, Andrew	8899907	FRANKLIN COUNTY	11/29/2006	IO				11/3/2009	
<input type="checkbox"/>	Doe, Arline	9999902	FRANKLIN COUNTY	11/29/2006	IO					
<input type="checkbox"/>	Doe, Bob	8899908	FRANKLIN COUNTY	11/29/2006	IO	0	0			
<input type="checkbox"/>	Doe, Carl	9999908	FRANKLIN COUNTY	11/29/2006	IO	0	0			

II. Screening:

- a. This screen will search existing PICTs.
- b. The results selected can be screened by the following fields: Waiver Type, Reason for Enrollment, Projected Enrollment Year, Projected Enrollment Quarter, DODD Approval of Submission, Inactive PICTs and DODD Approvals. It can be **sorted** by all the column values.
- c. Inactive PICTs will not appear unless the Display Inactive checkbox is checked.
- d. The Display Inactive checkbox and the DODD Approval Entered check box cannot be checked simultaneously.
- e. Check the show PICT Queue to list your county's PICT Queue.
- f. Click PICT Menu to return the PICT Main Menu.

III. Additional Features

- a. When the selection list appears, the Client Name will be a hyperlink that will enable navigation to the Main Client Area.

II. Keeping Things Going: Ongoing Management of the PICT Process

- Managing the PICT queue.
- Updating Projected Quarter, Projected Year for multiple individuals simultaneously.
- Exporting PICT queue to an Excel spreadsheet.
- Unapproving an allocation. (*i.e., removing the DODD Date of Approval from a PICT record once a person has been found to be ineligible for waiver enrollment*)
- Making Substitutions (AKA ‘swaps’)

Task 1. Manage a PICT queue.

PICT Screen 7...continued

PICT - Queue Selection Screen

Waiver Type: Individual Options Waiver
 Reasons for Enrollment: -- Select an Enrollment Reason --
 County: ALL COUNTIES

Display Inactive Entries
 Projected Enrollment Year:

DODD Approval Entered
 Projected Enrollment Quarter: Select Quarter

Show PICT QUEUE
 DODD Approval of Submission:

Show Approvals older than 90 days:

Total records: 848

Check all entries below

	Client Name	Client #	County	Wait List Date	Waiver	Proj Year	Proj Quarter	DODD Date	ER Cap Date	Rep Cap Date
<input type="checkbox"/>	Doc. Andrew	8899907	FRANKLIN COUNTY	11/29/2006	IO				11/3/2009	
<input type="checkbox"/>	Doc. Arline	9999902	FRANKLIN COUNTY	11/29/2006	IO					
<input type="checkbox"/>	Doc. Bob	8899908	FRANKLIN COUNTY	11/29/2006	IO	0	0			
<input type="checkbox"/>	Doc. Carl	9999908	FRANKLIN COUNTY	11/29/2006	IO	0	0			

PICT Screen 7...continued

IMPORTANT: When a county user re-sorts a queue, the projected enrollment quarter and year must be reviewed for individuals in the PICT queue to make sure accurate Projected Enrollment dates are indicated.

Task 2. Updating Projected Quarter, Projected Year for multiple individuals simultaneously. Be sure to select the individuals you wish to update the Projected Quarter and Year for by clicking on the box next to the individual's name.

PICT - Queue Selection Screen

Waiver Type: Individual Options Waiver
Reasons for Enrollment: -- Select an Enrollment Reason --
County: ALL COUNTIES

Display Inactive Entries
 DODD Approval Entered
 Show PICT QUEUE
 Show Approvals older than 90 days
 Check all entries below

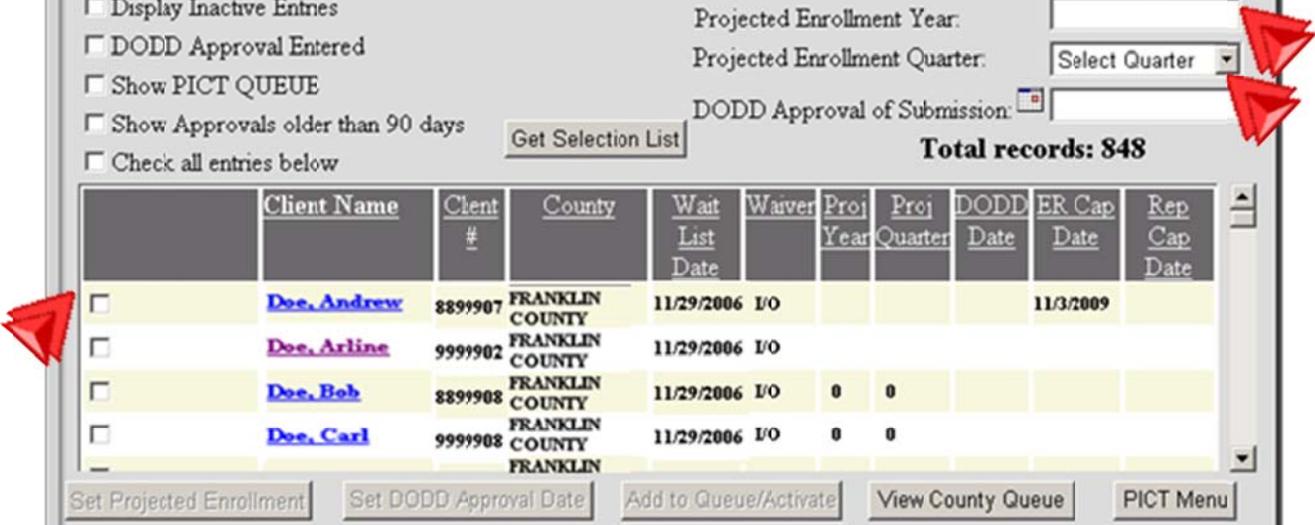
Projected Enrollment Year:
Projected Enrollment Quarter: Select Quarter
DODD Approval of Submission:

Get Selection List **Total records: 848**

	Client Name	Client #	County	Wait List Date	Waiver	Proj Year	Proj Quarter	DODD Date	ER Cap Date	Rep Cap Date
<input type="checkbox"/>	Doe, Andrew	8899907	FRANKLIN COUNTY	11/29/2006	I/O				11/3/2009	
<input type="checkbox"/>	Doe, Arline	9999902	FRANKLIN COUNTY	11/29/2006	I/O					
<input type="checkbox"/>	Doe, Bob	8899908	FRANKLIN COUNTY	11/29/2006	I/O	0	0			
<input type="checkbox"/>	Doe, Carl	9999908	FRANKLIN COUNTY	11/29/2006	I/O	0	0			

Set Projected Enrollment Set DODD Approval Date Add to Queue/Activate View County Queue PICT Menu

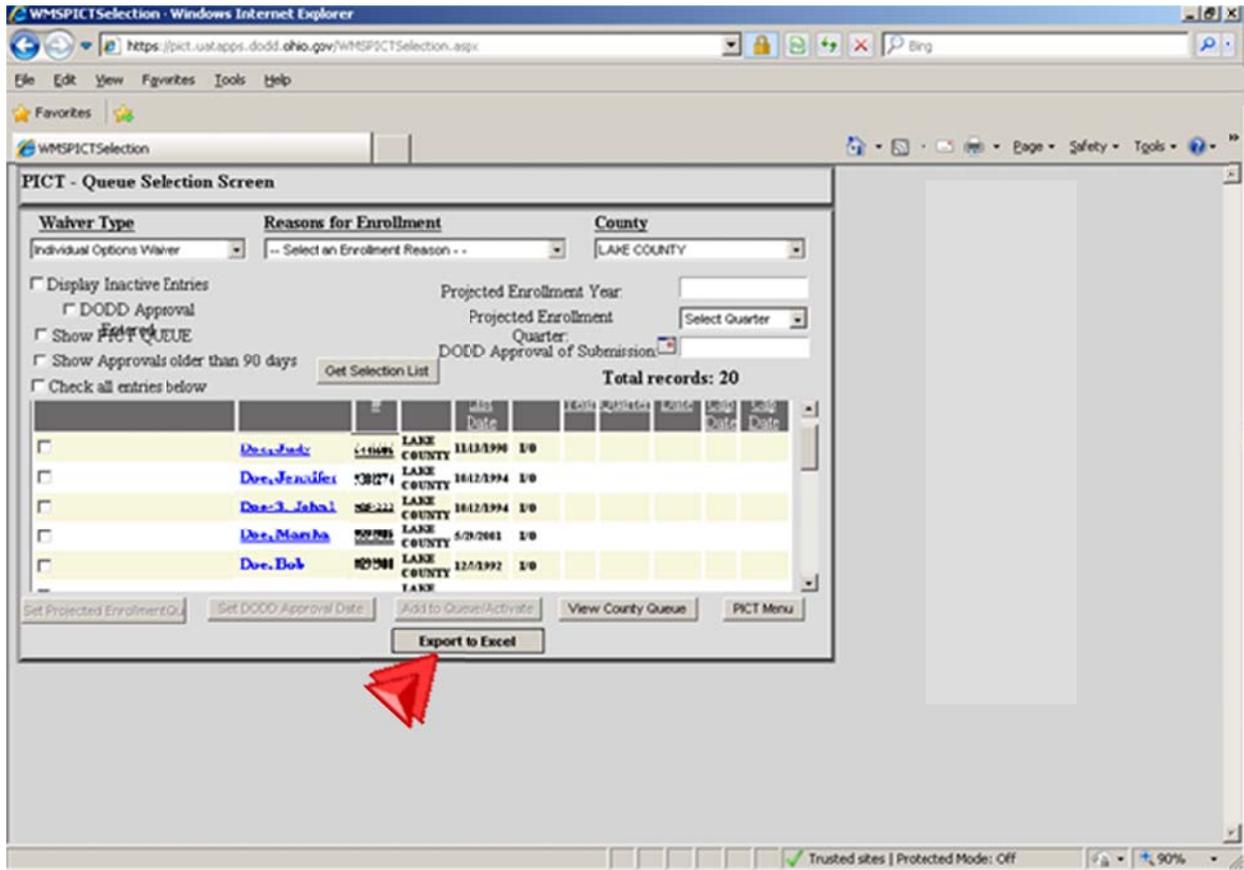
Export to Excel



PICT Screen 7 (detail)

Task 3. Exporting PICT queue to an Excel spreadsheet.

On PICT Screen 7 (PICT – Queue Selection Screen), select the ‘Export to Excel’ tab. Once selected, the county’s PICT queue will open Excel and create a file that can be saved, sorted and analyzed out of the PICT system. Simply save the file and treat as any other Excel spreadsheet.



WaiverCode	CountyDesc	clientnum	Clientname	PICTDate	CBProjEnrollYear	CBProjEnrollQuarter	WaitListDate	MRDDApprDate	EmerCapDate	RepCapDate
I/O	LAKE COUNTY	6448606	Doe, Judy	3/19/2007 0:00			11/13/1990 0:00			
I/O	LAKE COUNTY	9388274	Doe, Jennifer	3/19/2007 0:00			10/12/1994 0:00			
I/O	LAKE COUNTY	9054222	Doe43, John1	3/19/2007 0:00			10/12/1994 0:00			
I/O	LAKE COUNTY	9999905	Doe, Marsha	9/3/2008 0:00			5/29/2001 0:00			
I/O	LAKE COUNTY	8899908	Doe, Bob	3/19/2007 0:00			12/7/1992 0:00			
I/O	LAKE COUNTY	8899911	Doe, Paul	11/28/2008 0:00			7/23/2003 0:00			
I/O	LAKE COUNTY	9999906	Doe, Rich	9/3/2008 0:00			10/23/2002 0:00			
I/O	LAKE COUNTY	9184654	Doe, Dave	1/16/2008 0:00			5/14/1998 0:00			
I/O	LAKE COUNTY	6448730	Doe, Carl	2/15/2008 0:00			11/20/2002 0:00			

Task 4. Unapproving an allocation (i.e., removing the *DODD Date of Approval* from a PICT record once a person has been found to be ineligible for waiver enrollment). The system automatically removes the ‘Projected Enrollment Year and Projected Enrollment Quarter’ when the DODD Date of Approval is removed. However, if the PICT was approved for an emergency, replacement, or substitution request, the date of request remains on the PICT. If the county

makes an emergency, replacement, or substitution request in the future for the individual, the county has editing capability to change the date. Additionally, simply remove the date if making a regular waiver request. **Note:** DODD cannot remove the DODD Date of Approval from the individual's PICT record once an initial application for enrollment is submitted and logged in WMS.

PICT Screen 8

Client: Doe, Arline
Client No: 9959902
SSN: 123456702
DOB: 8-15-1973

Waiting List Date: 3/8/2001 12:00:00 AM
Waiting List County: HAMILTON
Waiver Type: I/O
Projected Funds:

Reason(s) for Enrollment:
Regular Waiting List

Available Enrollment Reasons:
Emergency
Supported Living Refinancing
Adult Services Refinancing
Caregiver age 60+
Children with intensive needs

PICT STATUS
Projected Enrollment Year:
Projected Enrollment Quarter: Select Quarter
DODD Approval of Submission:
ER Capacity Request Date:
Replacement Capacity Req Date: 11/25/2008
Substitution Date:

Inactivate
Cancel the DODD Approval

Client Menu
Save

DODD Reason for Cancellation of the Approval and Removing PICT Status Fields
family declined the waiver - per ch. 95-12-09

To request an unapproval:

Send an email to the waiver capacity support listserve:

Waivercapacity-support@list.dodd.ohio.gov

In the subject of the email, please include the words 'Allocation Unapproval' or 'Retraction of Allocation'

In the body of the email, please include:

- The name of the person assigned the waiver allocation;
- The client number allocated for this person;

- The reason why the original person cannot use the waiver allocation (to be recorded in the PICT system).

Please note that the PICT record will store the unapproved record (containing the reason for unapproval) in the PICT system; this record is a legal public document and can be requested for hearing and legal purposes.

Task 5. Making Substitutions

All substitutions must take into consideration requirements specified in both rule and statute related to assignment of waiver capacity.

To request the substitution:

Send an email to the waiver capacity support list serve:

Waivercapacity-support@list.dodd.ohio.gov

In the subject of the email include the words ‘Substitution Request’.

In the body of the email, please include:

- The name of the original person assigned the waiver allocation;
- The client number allocated for this person;
- The reason why the original person cannot use the waiver allocation (to be recorded in the PICT system);
- The name and client number of the new person for reassignment to waiver allocation.
NOTE: The county board must enter the new name, client number, projected enrollment year and quarter into the PICT prior to submitting this request to DODD.

DODD processing of request:

1. DODD will review the request.
2. DODD will go into the PICT, unapprove the person who received the original allocation and approve the new person.

III. Additional PICT Information

- Words of Wisdom
- Final Comment
- Link to current PICT-related forms and documents

Words of Wisdom

1. Altering the PICT queue should also mean reviewing the Projected Enrollment Quarter and Projected Enrollment Year for individuals served (and reviewing the total number of people projected to be enrolled for any given time period).
2. The Waiting List date does not automatically sort the PICT queue in chronological order (this feature was specifically requested by county stakeholders to give counties the latitude to manage their lists within the parameters established in statute).
3. Only Emergencies are automatically bumped to the top of the queue.
 - Counties should understand that Ohio has constraints on the overall distribution of waiver capacity. This constraint means sometimes not all requested waiver capacity can be allocated. DODD follows a fair and equitable distribution process for all waiver capacity.

Final Comment

After waiver capacity is approved by DODD for an individual (i.e., after the DODD Date of Approval filed is entered), Medicaid hearing rights are afforded to that individual related to potential waiver enrollment. Make sure your PICT planning queue is kept updated to reflect the county's intentions.

O.R.C. 5126.054 states the PLAN (i.e. the PICT) is an official request for waiver capacity and is a fiscal obligation once waiver allocation is made by DODD.

For additional PICT related information:

<http://dodd.ohio.gov/medicaid/Pages/PICT>