

Budgeting and ARMS

Part 1

- **Information & Options Counseling Contacts** (renamed Service Code 040)
- Budget total funds for service
- Report duplicated contacts for service totals.
- Reimbursement for the service reported as a non-unit reimbursement in ARMS.

Budgeting and ARMS

Part 2

- **Information and Options Counseling – Service Code 440**
- Zero-based budget for this service
- No expenditures are reported for reimbursement through ARMS.

Provider Budget Example

Provider Budgets

Provider : CHEROKEE COUNTY DSS(A020)

Region	County	Service	Service Budget			
SOUTHWESTERN COMMISSION	Cherokee	IN-HOME LEVEL 1 - HOME MANAGEMENT(041)	\$84,020.00	SRWs		<u>Contributions</u>
SOUTHWESTERN COMMISSION	Graham	FC-LIQUID NUTRITION SUPPLEMENTS(859)	\$50.00	SRWs	<u>Reimbursements</u>	<u>Contributions</u>
SOUTHWESTERN COMMISSION	Cherokee	INFORMATION AND OPTION COUNSELING (440)	\$0.00	SRWs		<u>Contributions</u>
SOUTHWESTERN COMMISSION	Cherokee	INFORMATION AND OPTION COUNSELING CONTACTS (040)	\$5,000.00	SRWs	<u>Reimbursements</u>	<u>Contributions</u>
SOUTHWESTERN COMMISSION	Graham	FC-GRG-HOURLY RESPITE(848)	\$0.00	SRWs		<u>Contributions</u>

Cancel

Providers

Non-unit reimbursement

Provider Non-Unit Reimbursements

Region : SOUTHWESTERN COMMISSION

County : Cherokee

Provider: CHEROKEE COUNTY DSS(A020)

Service INFORMATION AND OPTION COUNSELING CONTACTS (040)

Report Month	Admin Direct Cost	Admin Indirect Cost	Program Cost	Total Non Unit Reimbursement	
Aug	\$0.00	\$0.00	\$2,000.00	\$2,000.00	Detail
Jul	\$0.00	\$0.00	\$1,000.00	\$1,000.00	Detail
Sep	\$0.00	\$0.00	\$3,000.00	\$3,000.00	Detail

Cancel

Add Non Unit Reimbursement

Provider Budgets

Only use service 040 to report monthly non-unit reimbursement for Information and Options Counseling

Duplication Contacts (040)

Provider Site/Route/Worker Service Totals

Provider: CHEROKEE COUNTY DSS(A020)

Region - County : A - Cherokee

Service INFORMATION AND OPTION COUNSELING CONTACTS (040)

Maximum monthly units: 999999] Site/Route/Worker : 999 - TESTING 040 CHANGES

Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Clients	300		200										500

No edit check if no Contacts were reported in a month for this non-unit service code

Data Reporting & ARMS

- Service 440 (Information & Options Counseling)
- Register clients using DAAS 101 Long Form (Sections I, IV, V (if appropriate), VI (if appropriate) and VII)
- Attach service 440 to each client receiving “Options Counseling”
- Report “1” for EACH month Options Counseling is provided to the client.

Adding Service to a Client Record

7.3 Update Provider Client Services

Updating Provider Client Services is a two-part process.

STEP ONE

To begin, scroll down to **Add/Update Services**:

[Page 39 - Provider User Manual](#)

Provider Client Services			
Service Code	Service Name	Service Status	Allow Care Recipients
042	IN-HOME LEVEL 2 - PERSONAL CARE	A	No








Figure 58 – Provider Client Services Screen

Activating Information & Options Counseling

Provider Client Assessment

Provider Code : A020 Agency Name : CHEROKEE COUNTY DSS
Last 4Digits of SSN : 9112 Date Of Birth : 10/17/1955
First Name : GERALD Last Name : ADAMS

	Service Code	Name	Service Status
<input type="checkbox"/>	041	IN-HOME LEVEL 1 - HOME MANAGEMENT	Active 
<input checked="" type="checkbox"/>	440	INFORMATION AND OPTION COUNSELING	Active 
<input type="checkbox"/>	848	FC-GRG-HOURLY RESPITE	Active 
<input type="checkbox"/>	859	FC-LIQUID NUTRITION SUPPLEMENTS	Active 

Next

Cancel

Update Client Assessment: DAAS 101

Provider Client Assessment

Provider Code : A020 Agency Name : CHEROKEE COUNTY DSS
 Last 4Digits of SSN : 50 Date Of Birth : 10/1, '77
 First Name : GERALD Last Name : ADAMS

Service Code	Name	Service Status	Action	Assessments
440	INFORMATION AND OPTION COUNSELING	A	Adding new Active service, service code: 440	IADL & ADL

Assessment Date: / /

20. Does client have significant memory loss or confusion? Yes No

Number of IADL (Instrumental Activities of Daily Living)

Question	Can do without help	Response
a. Prepare meals	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Needs help and has unpaid help <input type="radio"/> Needs help and has paid help <input type="radio"/> Needs help and has both unpaid and paid help <input type="radio"/> Needs help and has no help

Information & Options Counseling (440) Reporting

Provider Site/Route/Worker Service Totals

Provider: CHEROKEE COUNTY (A020)

Region - County : A - Cherokee

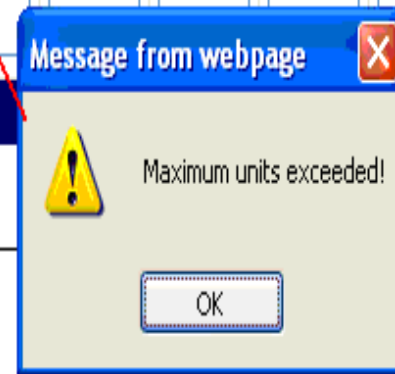
Service : INFORMATION AND OPTION COUNSELING (440)

[Maximum monthly units: 1]

Site/Route/Worker : 999 - TESTING 440 NEW CODE

SSN4	Name	Status	Date Of Birth	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
8000	BEAVERS THELMA	A	9/21/19... 12:00:00 AM	100												0
				0	0	0	0	0	0				0	0	0	0

Update Verify Provider Budgets Cancel



Edit check for Service Code 440 – maximum monthly units = 1.

Questions

Contact your Regional ARMS Coordinator
at the Area Agency on Aging

OR

Linda Owens or Annette Bagwell at the
Division of Aging and Adult Services

919-855-3400