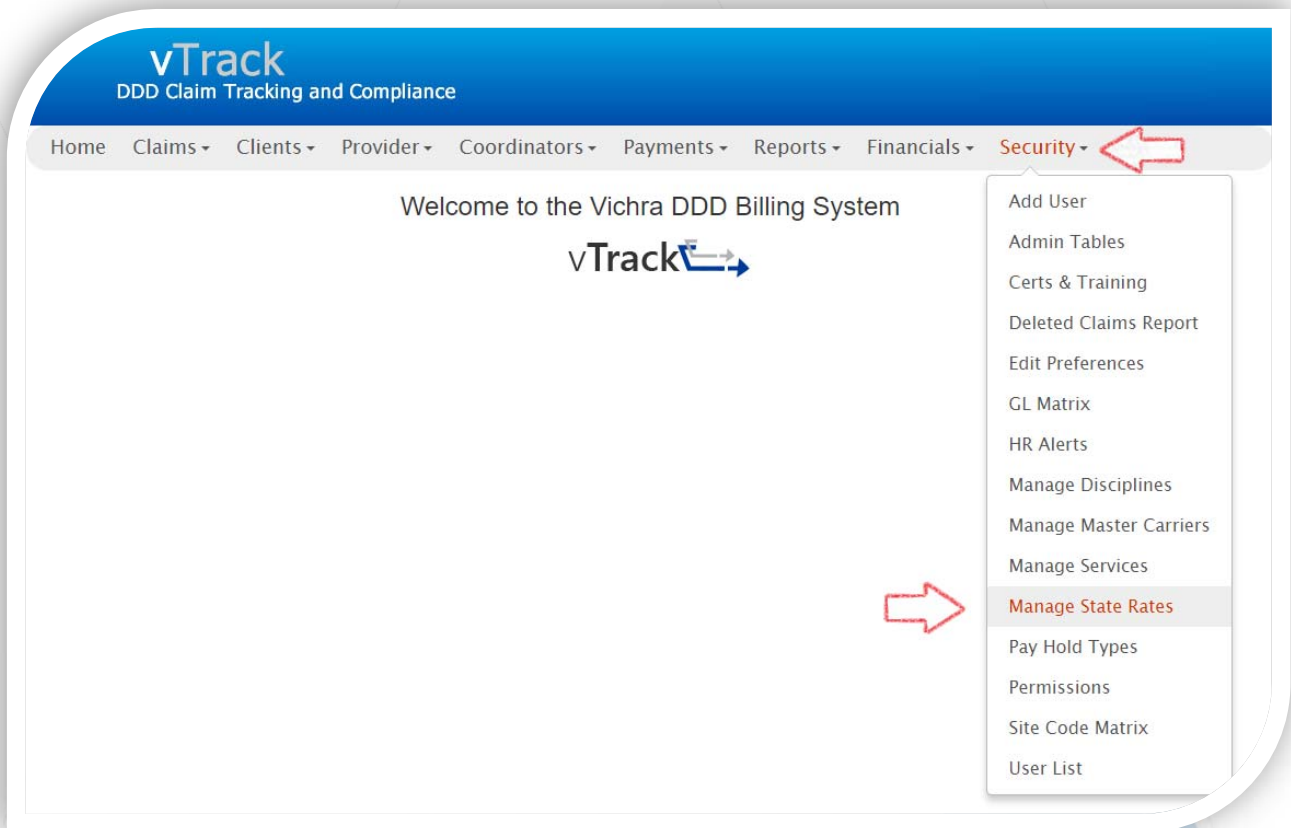


Managing State Rates

- Navigate to the *Security* drop-down menu-> Click-> *Manage State Rates*



The screenshot displays the vTrack web application interface. At the top, the header reads "vTrack" and "DDD Claim Tracking and Compliance". Below the header is a navigation menu with the following items: Home, Claims, Clients, Provider, Coordinators, Payments, Reports, Financials, and Security. A red arrow points to the "Security" menu item. The main content area displays "Welcome to the Vichra DDD Billing System" and the vTrack logo. On the right side, a dropdown menu is open, listing various options: Add User, Admin Tables, Certs & Training, Deleted Claims Report, Edit Preferences, GL Matrix, HR Alerts, Manage Disciplines, Manage Master Carriers, Manage Services, **Manage State Rates** (highlighted with a red arrow), Pay Hold Types, Permissions, Site Code Matrix, and User List.

- Managing/Updating State Rates is a 2-step process
 1. Step 1-> Edit Old Rate
 2. Step 2-> Add New Rate



1. Step 1-> Edit Old Rate

- Click-> Edit for the current service line (should have ending 00/00/0000)

vTrack
DDD Claim Tracking and Compliance

Home Claims Clients Provider Coordinators Payments Reports Financials Security

Add New Service Rate
All Go

Service	Client Ratio	Fee Rate	Fiscal Year	Effective Start	Effective End	Active	Edit	Delete
Day Treatment and Training - Adult	1	21.58	2019	01/01/2019	00/00/0000	Yes	Edit	
Day Treatment and Training - Adult	2	13.48	2019	01/01/2019	00/00/0000	Yes	Edit	
Day Treatment and Training - Adult	4	10.40	2019	01/01/2019	00/00/0000	Yes	Edit	
Habilitation - 0 Place of Service	1	8.55	2018	00/00/0000	00/00/0000	Yes	Edit	Delete
HID	1	500.00	2018	01/01/2016	00/00/0000	Yes	Edit	Delete

- Change the effective End Date to reflect the end of the current rate
- Click-> Update
- Example: (Do not enter below rates as this is an example)

Service: Day Treatment and Training - Adult

Client Ratio: 2

Fee Rate: 13.48

Fiscal Year: 2019

Active?:

Effective Start: 01/01/2019

Effective End:

Add

****Please Note: Do not edit the rate amount as this line maintains the old rates for all existing claims within the date range****



2. Step 2 Add New Rate

- Click-> [Add New Service Rate](#)

The screenshot shows the vTrack application interface. At the top, there is a blue header with the vTrack logo and the text 'DDD Claim Tracking and Compliance'. Below the header is a navigation menu with items: Home, Claims, Clients, Provider, Coordinators, Payments, Reports, Financials, and Security. In the center of the page, there is a button labeled 'Add New Service Rate' with a red arrow pointing to it. Below the button is a dropdown menu set to 'All' and a 'Go' button. At the bottom of the screenshot, there is a table with the following data:

Service	Client Ratio	Fee Rate	Fiscal Year	Effective Start	Effective End	Active	Edit	Delete
Day Treatment and Training - Adult	1	21.58	2019	01/01/2019	00/00/0000	Yes	Edit	Delete
Day Treatment and Training - Adult	2	13.48	2019	01/01/2019	00/00/0000	Yes	Edit	Delete

- Enter new rate by populating the following fields
- *Service*-> Select service from drop down
- *Client Ratio*-> Enter Ratio 1, 2, or 3
- *Fee Rate*-> Enter new rate (13.48)
- *Fiscal Year*-> 2019
- *Active?*-> Click box
- *Effective Start*-> Enter date new rate is effective
- *Effective End*-> Leave this field blank- The system will default date to 00/00/0000
- Click-> *Add*

The screenshot shows the 'Add New Service Rate' form. The fields are: Service (Day Treatment and Training - Adult), Client Ratio (2), Fee Rate (13.48), Fiscal Year (2019), Active? (checked), Effective Start (01/01/2019), and Effective End (blank). The 'Add' button is at the bottom left. Red arrows point to each of these fields and the 'Add' button.

- The new rate now appears in the state rate list



vTrack
DDD Claim Tracking and Compliance

Home Claims ▾ Clients ▾ Provider ▾ Coordinators ▾ Payments ▾ Reports ▾ Financials ▾ Security ▾

Add New Service Rate
All ▾ Go

Service	Client Ratio	Fee Rate	Fiscal Year	Effective Start	Effective End	Active	Edit	Delete
Day Treatment and Training - Adult	1	21.58	2019	01/01/2019	00/00/0000	Yes	Edit	Delete
Day Treatment and Training - Adult	2	13.48	2019	01/01/2019	00/00/0000	Yes	Edit	Delete
Day Treatment and Training - Adult	4	10.40	2019	01/01/2019	00/00/0000	Yes	Edit	Delete

- Complete step 1-2 for each service and ratio

V

****For additional support, please contact us at vtrack@vichra.com****

