

## **Instructions to correctly enter MAAC Children in SHINES**

**Placement Resource should be entered as the facility where the child actually resides.**

**All MAAC funding information is entered on the Payment of Care Screen:**

**Payment of Care Type should be RBWO**

**RBWO Program should be MAAC**

**Program Type will be CCI or CPA (depending on the type of facility the child is residing in).**

**If the child moves from a CCI to a CPA facility (or vice versa) within MAAC funding, the Placement Resource must be changed to correctly reflect where the child is located and also, the Program Type on the Payment of Care page will need to be corrected. See instructions below for help with MAAC funding issues in SHINES.**

Instructions Below are per Patrick Coogan of Accenture ([Patrick.j.coogan@accenture.com](mailto:Patrick.j.coogan@accenture.com)) email dated 1/14/2009 Regarding fixing SHINES in the short term, for any of those cases where the child is MAAC but not showing MAAC in SHINES

1) Ensure they have the right MAAC-CCI or right MAAC-CPA payment of care; I have seen some cases where this is entirely not there, or some cases where CPA are marked MAAC-CCI (this is somewhat understandable since we originally did not have MAAC-CPA in SHINES, but that has long since been fixed.

2) If they have the right payment of care but are still not coming over in MAAC, look at the placement - the placement page may need to be resaved to pull in the MAAC resource ID, and if the start date of MAAC funding does not match the start date of the placement a new placement record may need to be entered in the same facility with a start date equal to the start date of MAAC.

**If you need accounting assistance, please call Millie Trussell at 229-931-2964 or Cathy Phillips at 229-931-6893.**

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I have read and understand the above instructions.

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DFCS Case Manager

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Date