



Resident Management  
Update RGI Tables

August 2006

Effective August 1, 2006, the new authorized charge rates established by Manitoba Health come into effect. This results that you must update your **Rent Geared for Income Table**. This table contains the income ranges and their corresponding authorized charge rate. Once you have updated this table Resident Management will calculate the correct rate for any resident that you enter an income amount in the Resident Maintenance Financial window. The following is the suggested procedure for updating your RGI table and completing your Mass Rent update:

*We recommend that this update not be done before August 1<sup>st</sup>, 2006.*

1. For the Residents that you have an income amount from their 2005 tax assessment, enter these new amounts in the Income field in the Resident Financial window.

The screenshot shows the 'Resident Financial' window. At the top, there are buttons for 'OK', 'Mark All', and 'Unmark All'. Below these, there are input fields for 'Income' (with a red circle around the value '\$25,000.00'), 'Payment Type' (set to 'CASH'), and 'Sample RGI Rate' (set to '\$25.10'). There is also a checkbox for 'Do Not Use Trust'. Below the input fields is a table with columns: 'Allow', 'Billing Code ID', 'Description', and 'Type'. The table contains the following rows:

Allow	Billing Code ID	Description	Type
<input checked="" type="checkbox"/>	ADMIT	Admitting Fee	Trust
<input checked="" type="checkbox"/>	ALTER	Alterations	Trust
<input checked="" type="checkbox"/>	BLUE	Blue Cross	Trust
<input checked="" type="checkbox"/>	CABLE	Cable TV	Trust
<input checked="" type="checkbox"/>	CASH	Petty Cash Withdrawal	Trust
<input checked="" type="checkbox"/>	COUR	Courier Services	Trust
<input checked="" type="checkbox"/>	DENT	Dentist	Trust
<input checked="" type="checkbox"/>	GEN TRSF	General Account Transfer	Recv
<input checked="" type="checkbox"/>	HAIR	Haircare	Trust
<input checked="" type="checkbox"/>	MTS	Manitoba Telephone system	Trust
<input checked="" type="checkbox"/>	RENT	Rent	Recv
<input checked="" type="checkbox"/>	RENT ADJ	Rent Adjustment	Recv
<input checked="" type="checkbox"/>	STORES	Bar/Canteen/Stores	Trust

2. Open the RGI Rate Table Setup window by clicking the **RGI Setup** button on the Billing Setup window (Setup\Sales\RMS Setup\Billing).

- Click on the **Create File** button and enter the following information.
- Once you have entered the figures above, click on the **Create File** button. This will create the new August 2006 Table of Residential/Authorized Charges. Hit the x or cancel to exit out of the window once completed.

**You may want to verify some of the lines in the table to ensure you correctly keyed in the above information.**

Create New RGI Table	
Rate Increment	\$0.10
Start Rate	\$27.70
End Rate	\$65.10
Single Start Income	\$13,069.00
Single Income Increment	\$36.50
Married Start Income	\$39,910.00
Married Income Increment	\$36.50

- The next step is updating each resident rate using the Mass Rent Update window (Cards\RMS Cards\Mass Rent Update).
- Click on the Recalc button. This will update the rates for all the residents that have an income amount in their Resident Financial window (See step 1). **It is very important that the date field is August 1<sup>st</sup>, 2006. If your system date is not set to August 1<sup>st</sup>, 2006 it will not show up correctly.**

Resident ID	Name	Program	Accommodation	Current Rates		New Rates	
				Preferred	Basic	Preferred	Basic
COMJ01	Comeault, Joseph	RESIDENT	PRIVATE	\$37.90	\$0.00	\$37.90	\$0.00
COOF01	Cooper, Florence	RESIDENT	PRIVATE	\$30.60	\$0.00	\$30.60	\$0.00
DANH01	Daneco, Harold	RESIDENT	PRIVATE	\$40.50	\$0.00	\$40.50	\$0.00
DELI02	Delorme, Ian	RESIDENT	PRIVATE	\$27.90	\$0.00	\$27.90	\$0.00
DESS01	Desmarais, Sylvie	RESIDENT	PRIVATE	\$34.40	\$0.00	\$34.40	\$0.00
EASG01	Eastman, George	RESIDENT	PRIVATE	\$31.80	\$0.00	\$31.80	\$0.00
HEBR01	Hebert, Roland	RESIDENT	STANDARD	\$37.00	\$0.00	\$37.00	\$0.00
LAGR01	Lagasse, Roman	RESIDENT	STANDARD	\$48.00	\$0.00	\$48.00	\$0.00
LAVK01	Lavallee, Keith	RESIDENT	PRIVATE	\$26.80	\$0.00	\$26.80	\$0.00
PATR01	Paterson, Ross	RESIDENT	STANDARD	\$32.40	\$0.00	\$32.40	\$0.00
RICG01	Richards, Gisele	RESIDENT	PRIVATE	\$39.60	\$0.00	\$39.60	\$0.00
SAMF01	Sampson, Frederic	RESIDENT	PRIVATE	\$42.00	\$0.00	\$42.00	\$0.00
SAR002	Sarrasin, Olive	RESIDENT	STANDARD	\$53.00	\$0.00	\$53.00	\$0.00
STEJ01	Stevenson, Jane	RESIDENT	STANDARD	\$32.50	\$0.00	\$32.50	\$0.00

**Please Note:** Any residents that have \$0.00 assigned as their income amount in the Resident Financial window will now be updated to the minimum rate of **\$27.70**. All residents that have outstanding rate appeals or have not been assigned a valid income amount should be manually verified.

- The last step is to click the **Update** button. This will update all of your residents Rent Log as of August 1<sup>st</sup>, 2006 with their new rate.