



## Resident Management Update RGI Tables

August 2007

Effective August 1, 2007, 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>, 2007.*

1. For the Residents that you have an income amount from their 2006 tax assessment, enter these new amounts in the Income field in the Resident Financial window.

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  
(Tools\Setup\RMS Setup\Billing Setup – RGI Setup).

- Click on the **Create File** button and enter the following information.

<b>Rate Increment</b>	\$0.10
<b>Start Rate</b>	\$28.80
<b>End Rate</b>	\$67.60
<b>Single Start Income</b>	\$13,596.50
<b>Single Income Increment</b>	\$36.50
<b>Married Start Income</b>	\$41,521.50
<b>Married Income Increment</b>	\$36.50

- Once you have entered the figures above, click on the **Create File** button. This will create the new August 2007 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.*

- 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>, 2007. If your system date is not set to August 1<sup>st</sup>, 2007 it will not show up correctly.**

Resident ID	Name	Program	Accommodation	Current Rates		New Rates	
				Preferred	Basic	Preferred	Basic
ANDPLA	Plante - EFT, Andrea	RESPITE	RESPITE	\$28.80	\$0.00	\$28.80	\$0.00
COMJ01	Comeault - EFT, Jose	RESIDENT	PRIVATE	\$28.80	\$0.00	\$28.80	\$0.00
COOF01	Cooper - EFT, Floren	RESIDENT	PRIVATE	\$28.80	\$0.00	\$28.80	\$0.00
DANH01	Daneco - EFT, Harold	RESIDENT	PRIVATE	\$28.80	\$0.00	\$28.80	\$0.00
DELI02	Delorme - EFT, Ian	RESIDENT	PRIVATE	\$28.80	\$0.00	\$28.80	\$0.00
DESS01	Desmarais, Sylvie	RESIDENT	PRIVATE	\$28.80	\$0.00	\$28.80	\$0.00
DPLA01	Plante, Donnalee	RESIDENT	PRIVATE	\$28.80	\$0.00	\$28.80	\$0.00
EASG01	Eastman, George	RESIDENT	PRIVATE	\$28.80	\$0.00	\$28.80	\$0.00
FELD01	Feldman, Denis	ADC		\$28.80	\$0.00	\$28.80	\$0.00
GAGC01	Gagne, Christina	ADC		\$28.80	\$0.00	\$28.80	\$0.00
HEBR01	Hebert, Roland	RESIDENT	STANDARD	\$30.00	\$0.00	\$30.00	\$0.00
JAND01	Jansen, Doug	ADC		\$28.80	\$0.00	\$28.80	\$0.00
KRAF01	Krahn, Fred	ADC		\$28.80	\$0.00	\$28.80	\$0.00
LAGR01	Lagasse, Roman	RESIDENT	STANDARD	\$28.80	\$0.00	\$28.80	\$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 **\$28.80**. All residents that have outstanding rate appeals or have not been assigned a valid income amount should be manually verified.

8. 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>, 2007 with their new rate.