Nursing Home July 2019 MDS Census Collection
(January 1, 2020 effective date)

June 17, 2020

Agenda

- **Previous Collections**
- **July 2019 Census Collection – Enhanced Process**
- **July 2019 Census Collection Timeline**
- **Instructions to View/Match HCS File**
- **Checking the Data**
- **Benefits to Nursing Homes**
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Previous MDS Collections

Previous MDS Collections

In previous MDS census collections NHs could do the following only after a successful upload:

- View all residents' data.

- Make changes to the data.

- Identify missing MDS.

July 2019 MDS Collection Process

July 2019 Enhanced MDS Process

The process has been enhanced to provide nursing home providers with earlier access to the MDS data.

No change to the case mix index calculation or the method used to assign the case mix index.

July 2019 Enhanced MDS Process cont'd

What is new in the enhanced process?

- Matching and correcting residents information is combined into one step.

- NHs can view and change certain data prior to matching.

- NHs can make and save changes prior to matching.

- NHs will be required to select and match residents

- NHs must review their data on HCS for completeness.

July 2019 MDS Collection Timeline – Next Steps

July 2019 Enhanced Process Timeline

Tasks	Time	Date
● NEW- NH review DOH HCS file for completeness / Change payor, add-ons and specialty. ● NH submit missing MDS to CMS. Please note: NHs can match as soon as they have determined that their file is complete.	12 Days	June 17, 2020 to June 28, 2020
● DOH extracts new MDS data from CMS.	1 Day	July 1, 2020
● DOH adds missing MDS to NH file on the HCS.	1 day	July 2, 2020

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July 2019 Enhanced Process Timeline Cont'd

Tasks	Time	Date
● Nursing Home review of re-extracted data.	2 Weeks	July 3, 2020 to July 17, 2020
● NH select and match residents when satisfied that the file is complete. ● Nursing homes will then be able to see the RUG scores after matching.		
● Nursing homes contact DOH to amend the Assessment Reference Date (ARD) if needed, and update the matched records.		
● NH certifies to matched census records.	7 Days	July 24, 2020

July 2019 MDS Collection Instructions

Instructions to View/Match HCS File

Steps to review DOH File on HCS:

1. Login to the *MDS for NF Reimbursement* section of the HCS

2. Click on *View /Match MDS Census Records*

3. Select the NH opcert

   (where applicable - if a NH only have access to one facility it will be visible. If the NH have access to more than one facility you will need to select a facility)

4. Click *Continue*

5. Select Assessment Period: *2019-2 Open*

6. Click *Next*

   The steps listed above are consistent with previous collections, the steps that follows are new beginning with this MDS Census Collection.

Screen Shot to Identify the New *Hyperlink*

- Forms Update
    - ○ Section S - Question S8055 Payer

- Forms
    - ○ MDS Census Certification - effective with the JULY 2013 Census Collection
    - ○ HCS Access for MDS (rev 2013)

- MDS Census Software
    - ○ DOHMDS for HCS v1.0.5 Setup (dohmds105.exe - 578 KB - updated 10/10/2018)
    - ** Installation of the MDS Census Software requires ADMIN rights

        - ■ Instructions for DOH MDS For HPN Software (rev 10/2018)
        - ■ Sample Excel file for MDS Census Roster (updated 3/26/2009)

- MDS Census Data

    - ○ View/Match MDS Census Records

    - ○ **MDS Census Software has been revised as of 10/10/2018. Please use with all fu**
    - ○ The January 2019 upload period will be December 5, 2019 through December 26
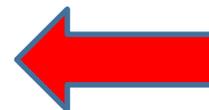
Instructions to View/Match HCS File Cont'd

7. Click on the *View/Match Residents to view the list of residents*

Instructions to View/Match HCS File Cont'd

8. DOH NH File Will Open.

   a. NH will be able to review the data.

   b. NH must ensure file is complete.

   c. NH must verify submission of missing MDS.

9. Check the "*Match*" Box to select a resident

   a. Select residents to include by checking the box under the "Match" header for each resident.

   b. Then click "Save Changes."

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Instructions to View/Match HCS File Cont'd

10. Click "Set Facility Match" - this replaces the view/upload file button

   a. The use of the "Set Facility Match" tool eliminates the need to upload a census roster.

New York State Department of Health   Division of Finance and Rate Setting

MDS for NH Reimbursement

Facility: A Holly Patterson Extended Care Facility (2950302N)
Assessment: 2019-1

[Return to Facility Selection] [Set Facility Match]

	SSN	DOB	FIRST	LAST	GENDER	MEDICAL RECORD NO	ARD	SPECIALTY	ENHANCED	PAYOR	DEMENTIA	BMI	Match
1	***-**-5188	05/24/1918			M	4052	01/17/2019	AIDS ▼	NONE ▼	OTHER ▼	YES ▼	YES ▼	☐
2	***-**-1653	07/30/1939			M	4025	11/08/2018	NONE ▼	NONE ▼	MEDICARE ▼	YES ▼	NO ▼	☐
3	***-**-6762	02/19/1958			F	3926	11/28/2018	NONE ▼	NONE ▼	MEDICAID ▼	NO ▼	NO ▼	☐
4	***-**-9189	12/10/1943			F	3418	01/05/2019	NONE ▼	NONE ▼	MEDICAID ▼	YES ▼	YES ▼	☐
5	***-**-5962	06/19/1926			F	4022	12/12/2018	NONE ▼	NONE ▼	MEDICARE ▼	YES ▼	YES ▼	☐
6	***-**-5630	09/22/1928			F	3601	11/23/2018	NONE ▼	NONE ▼	MEDICAID ▼	YES ▼	NO ▼	☑
7	***-**-5125	02/11/1931			F	3918	12/08/2018	NONE ▼	NONE ▼	MEDICAID ▼	NO ▼	NO ▼	☐
8	***-**-5505	07/10/1928			F	3708	01/08/2019	NONE ▼	NONE ▼	MEDICAID ▼	YES ▼	NO ▼	☑
9	***-**-3883	07/07/1926			F	3961	01/26/2019	NONE ▼	NONE ▼	MEDICAID ▼	NO ▼	NO ▼	☑
10	***-**-3661	06/30/1938			F	3995	01/16/2019	NONE ▼	NONE ▼	MEDICAID ▼	NO ▼	YES ▼	

[Save Changes]

Instructions to View/Match HCS File Cont'd

b. After clicking the "Set Facility Match" tab the following message will be generated:

Continuing will set the facility status to 'MATCHED' and redirect you to the results page to review your matched residents.

Click OK if you would like to proceed.
Click Cancel to remain on this page to continue the resident match process.

OK   Cancel
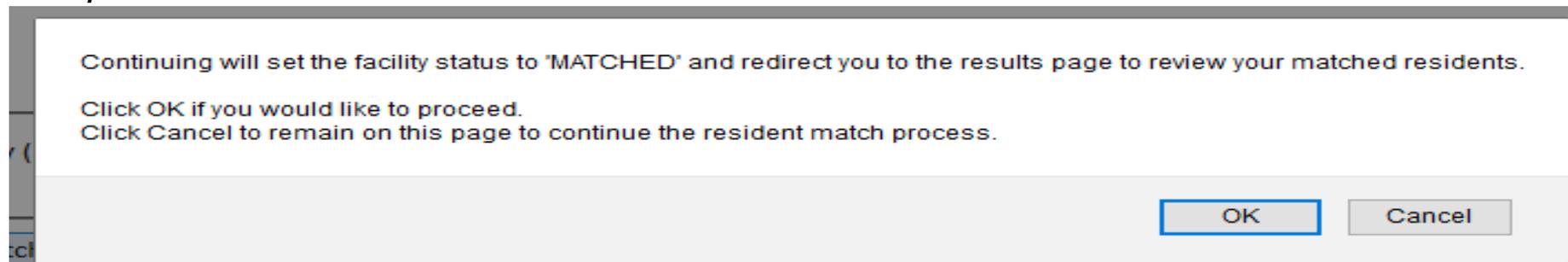
c. Clicking OK will generate a list of matched residents.
d. Facilities may continue to make updates.
e. Facilities will be allowed 14 days to make changes before the file is locked in a "Finalized" status.
f. Certifications due 7 days after matching.

*Please refer to the DAL for the final deadline for certifications.

Matched Data

	OPCERT	SSN	DOB	LNAME	Gender	Med Rec #	RUG Group	Assessment Ref.	Specialty	Enhanced	Payor	Dementia	BMI	Update
1	2950302N				M	A1284396	PC1	05/26/2015	AIDS ⌄	NONE ⌄	OTHER ⌄	YES ⌄	NO ⌄	☐
2	2950302N				M	A1259146	SE2	07/18/2015	NONE ⌄	NONE ⌄	MEDICARE ⌄	NO ⌄	NO ⌄	☐
3	2950302N				M	A1675804	RHB	07/28/2015	AIDS ⌄	NONE ⌄	MEDICARE ⌄	NO ⌄	NO ⌄	☐
4	2950302N				F	A1588516	CB1	07/05/2015	NONE ⌄	NONE ⌄	MEDICAID ⌄	NO ⌄	YES ⌄	☐
5	2950302N				F	A627625	PE1	05/30/2015	NONE ⌄	NONE ⌄	MEDICAID ⌄	YES ⌄	NO ⌄	☐
6	2950302N				F	A1724306	SE3	07/07/2015	AIDS ⌄	NONE ⌄	MEDICAID ⌄	NO ⌄	NO ⌄	☐
7	2950302N				M	A681750	SE3	07/08/2015	NONE ⌄	NONE ⌄	MEDICARE ⌄	YES ⌄	NO ⌄	☐
8	2950302N				F	A1725256	CA1	07/07/2015	NONE ⌄	NONE ⌄	MEDICAID ⌄	YES ⌄	NO ⌄	☐
9	2950302N				M	A1026708	PD2	06/13/2015	NONE ⌄	AIDS SCATTER ⌄	MEDICAID ⌄	YES ⌄	NO ⌄	☐
10	2950302N				F	A1311112	IB1	07/05/2015	NONE ⌄	NONE ⌄	MEDICAID PENDING ⌄	YES ⌄	NO ⌄	☐
11	2950302N				M	A1542809	SE2	06/01/2015	AIDS ⌄	NONE ⌄	MEDICAID PENDING ⌄	NO ⌄	NO ⌄	☐
12	2950302N				M	A1035264	SSC	05/01/2015	NONE ⌄	NONE ⌄	MEDICAID ⌄	YES ⌄	NO ⌄	☐
13	2950302N				M	A1518047	SSC	06/09/2015	AIDS ⌄	NONE ⌄	MEDICAID ⌄	YES ⌄	NO ⌄	☐
14	2950302N				M	A641195	CB1	07/26/2015	NONE ⌄	NONE ⌄	MEDICAID PENDING ⌄	NO ⌄	NO ⌄	☐
15	2950302N				F	A1075662	CA1	07/17/2015	NONE ⌄	NONE ⌄	MEDICAID ⌄	NO ⌄	NO ⌄	☐
16	2950302N				F	A1235331	PD2	05/21/2015	NONE ⌄	NONE ⌄	MEDICAID ⌄	YES ⌄	NO ⌄	☐
17	2950302N				M	A1025704	PE2	07/03/2015	NONE ⌄	NONE ⌄	MEDICAID ⌄	YES ⌄	NO ⌄	☐
18	2950302N				M	A1624107	SSC	07/16/2015	NONE ⌄	NONE ⌄	MEDICAID ⌄	YES ⌄	NO ⌄	☐
19	2950302N				F	A1518239	PA1	05/18/2015	NONE ⌄	NONE ⌄	MEDICAID ⌄	YES ⌄	NO ⌄	☐
20	2950302N				M	A1310148	CC1	05/08/2015	NONE ⌄	NONE ⌄	MEDICAID ⌄	YES ⌄	NO ⌄	☐
21	2950302N				M	A1330989	CA1	07/06/2015	AIDS ⌄	NONE ⌄	MEDICAID ⌄	NO ⌄	NO ⌄	☐
22	2950302N				M	A1588357	CA1	05/26/2015	NONE ⌄	NONE ⌄	MEDICAID ⌄	YES ⌄	NO ⌄	☐

⭐ UPDATE box must be checked for all changes

Checking the Data

- On the previous screen providers would be able to make additional changes to the payor and other highlighted dropdowns.

- Providers shall then:
  - Make any changes to individual records as necessary
  - Check the update box on each row after making changes
  - Click Save
  - Submit certification

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Benefits to Nursing Homes

Nursing Homes will be able to:

- View all residents data prior to matching.

- Make changes to DOH HCS file.

- Identify and rectify missing residents earlier.

- Match records without a census roster.

- Reduce reliance on DOH to add default records.

The Department of Health will be able to:

- Generate rates more quickly.

Common Issues Requiring Contact with DOH

- Changing residents identifying information in a matched file.

  Corrections **cannot** be made to any resident information. Please ensure that the correct information is sent to CMS. Incorrect spellings or minor errors in resident identifiers will not impact reimbursement.

- ARD Changes
- Adding or removing a resident after matching
- Making changes to a finalized file.

  For the above issues contact the Department at MDSBRHCR@health.ny.gov for instructions on resolving. If secure communication is required (i.e.: Protected Health information), please use secure communication (guidance on next slide).

Sending a Secure File

1. Log into the Health Commerce System
2. Under the **My Applications** (left side if the page) select **Secure File Transfer 2.0**
3. Select **Launch Secure File Transfer 2.0**
4. Select **Send Package**
5. In the **TO:** box enter **BLTCRMDS Group**
6. Complete the **SUBJECT** box
7. In the **NOTE:** box please describe the issue
8. Attach any file you feel is needed for clarity.
9. Select **SEND**

Questions???