New York Independent Assessor

Reports Overview for the Local Department of Social Services

August 2022

Webinar Logistics

- Attendees will remain on mute throughout the presentation

- Questions can be submitted during the presentation through the Q&A function

- After the presentation, attendees may ask questions by clicking the "raise hand" button and waiting for the facilitator to unmute them

- Additional questions on reporting after the presentation can be sent to NYIAHPA@maximus.com

Agenda

- Overview
- How to Request Access to NYIA Reports
- Accessing NYIA Reports
- Reports
- Report Fields and Descriptions
- Questions

Overview

- The reports for Local Departments of Social Services (LDSS) contain individuals who are scheduled to go through, or have completed, the Initial Assessment process with the New York Independent Assessor (NYIA) and are not currently enrolled in a Medicaid Managed Care Organization (MMCO).

How to Request Access to NYIA Reports

- The New York Independent Assessor reports are located on Maximus Secure File Transfer Portal, known as MOVEit.

- Each LDSS determines who from their agency will have access to their reports and submits a request for access to NYIA.

- If the LDSS needs to request access to MOVEit, they will continue to follow existing process and send an email to NYIAHPA@maximus.com. In the email, they will need to include the following:
  - Name
  - Email Address
  - County
  - The name of each report:
    - Appointments Scheduled Next 30 Days
    - CHA Appointment Outcomes
    - PO Appointment Outcomes
    - Variance Report
    - IRP Requests

How to Request Access to NYIA Reports (Cont.)

- NYIA will notify the LDSS once the new account has been created with instructions on how to create a password.

- Each LDSS has access to only their folders and reports.

Note: MOVEit users must log into their account at least once every 30 days or the account will become inactive. If the user fails to log on to MOVEit after 30 days and this occurs, a new request will need to be submitted to reactivate the account. MOVEit access is restored within 1 business day.

Accessing NYIA Reports

- After the reports have been uploaded to MOVEit, the LDSS contact(s) for that office will receive an electronic notification that reports are available for them to access.

- The LDSS can click on the link in the email notification or log into MOVEit (https://edi.maximus.com/) to access their reports.

New File Notification

A new file has arrived into the "/ Health_Services / NYMC_EB / IA&IPP_Reports / Cayuga / CHA_Appt_Outcomes" folder.

Name: CHA_Appt_Outcomes-Cayuga-08042022.xlsx
Tracking ID: 884765043
Original Size: 14,878 bytes

For non-repudiation purposes, it cannot be confirmed that the file received by MOVEit DMZ is identical to the file uploaded by Arturo E Tur
If you believe the client used to upload the file supports integrity checking, please ensure that the integrity checking option is enabled in futu
in future transfers if delivery with non-repudiation is important.

Please use the following URL and your username/password to view this package over a secure connection. After viewing this package, you m

(https://edi.maximus.com/human.aspx?OrgID=1635&Arg12=fileview&Arg07=884765043&Arg06=790548345)
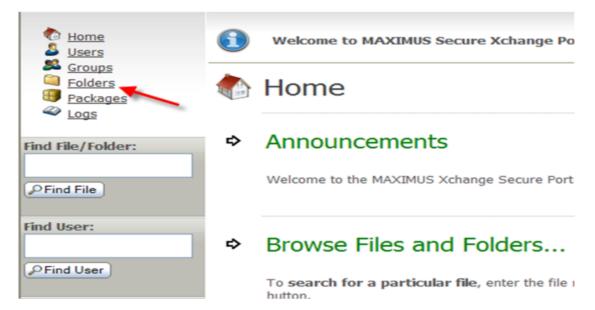
Regards,
MAXIMUS Secure EDI Portal Notification Service

Accessing NYIA Reports (Cont.)

1) Login to MoveIT (https://edi.maximus.com/)

2) Go to the panel on the left-hand side and select "Folders".

3) Click on "Health Services"

Folders and Files

Name	Created
☐ 📁 Health_Services	10/10/2010 9:18:18 PM

Select Folders: All - Empty - Not Empty - None

Accessing NYIA Reports (Cont.)

4) Click on "NYMC EB"

Name	Created
Parent Folder	
☐ NYMC_EB	10/22/2010 2:42:17 AM

Select Folders: All - Empty - Not Empty - None

5) Click on "IA&IPP_Reports"

☐ FIDA IDD Reports	2	0
☐ FIDA Plans	17	0
☐ FIDA_Reports	5	0
☐ Folsom_Medical_Center_(FM)	1	0
☐ HARP_Reports	2	0
☐ IA&IPP_Reports	60	0
☐ ITS	1	0
☐ Mercy_Outreach_Center_(MC)	1	0
☐ MLTC-DOH	12767	

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Accessing NYIA Reports (Cont.)

6) Click on the name of the county

🔲 ▸ 🗀 Health_Services ▸ 🗀 NYMC_EB ▸ 🗀 IA&IPP_Reports

Find: [＿＿＿＿＿＿＿] [🔍]

☐ ▾ Name	⊘	Size/Contents	Cre
⬆ *Parent Folder*			
☐ 🗀 Albany		5 🗀 0 📄	
☐ 🗀 Allegany		5 🗀 0 📄	
☐ 🗀 Broome		5 🗀 0 📄	
☐ 🗀 Cattaraugus		5 🗀 0 📄	
☐ 🗀 Cayuga		5 🗀 0 📄	

7) Click on the file hyperlink to see the information in the reports.

🔲 ▸ 🗀 Health_Services ▸ 🗀 NYMC_EB ▸ 🗀 IA&IPP_Reports ▸ 🗀 NYC

Find: [＿＿＿＿＿＿＿] [🔍]

☐ ▾ Name	⊘
⬆ *Parent Folder*	
☐ 🗀 Appts_Scheduled	
☐ 🗀 CHA_Appt_Outcomes	
☐ 🗀 IRP_Request	
☐ 🗀 PO_Appt_Outcomes	
☐ 🗀 Variance_Report	

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Demo

Reports

New York Independent Assessor (NYIA) has developed 5 reports for the Local Department of Social Services (LDSS) for NYIA conducted initial assessments:

1. Appointments Scheduled Next 30 days (based on calendar days)
2. CHA Appointment Outcomes
3. PO Appointment Outcomes
4. Variance Report
5. IRP Requests

Note: These reports are stored in the applicable county folders on MOVEit

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Scheduled Initial Assessment Report

- **Name of Report:** Appointments Scheduled Next 30 Days

- **Frequency report generated:** Every Monday by noon

- **Summary of report:** The report will provide each LDSS with a list of FFS individuals who have an initial assessment (Community Health Assessment (CHA) and Clinical Appointment) scheduled within the next 30 calendar days. The report will only include FFS individuals who are not enrolled in a MMCO.

- **What will LDSS use report for:** This county-specific report will provide each LDSS with a list of scheduled community health assessments and clinical appointment within the next 30 calendar days for Fee For Service (FFS) individuals. These individuals may contact the LDSS to request services and for development of their POC when the individual has completed the CHA and CA appointments

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Contents of Appointments Scheduled Next 30 Days

The report will contain the following fields:
- CIN (if available)
- Name
- Social Security Number (if available)
- County
- Appointment ID
- Appointment Type
- Appointment Reason
- Appointment Scheduled Date

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Sample of the Appointments Scheduled Next 30 Days

CIN	Name	SSN	County	Appt ID	Appt Type	Appt Reason	Appt Scheduled Date
AB12345C	Dolly	123-45-6789	Nassau	1234	Initial CHA	FFS MA-only seeking CBLTSS	3/9/2022
AG56789C	Fred	987-65-4321	Suffolk	5678	Clinical Appointment	FFS - Dual seeking CBLTSS	3/16/2022

Note:

- Appt Reason – This represents a description of the consumer and their reason for contacting Maximus (FFS MA - only seeking CBLTSS, FFS – Dual seeking CBLTSS)

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Initial CHA Appointment Outcome Report

- **Name of Report:** CHA Appointment Outcome Report

- **Frequency report generated:** Daily

- **Summary of report:** The report will provide each LDSS a list of FFS individuals for whom NYIA completed an Initial Community Health Assessment (CHA) Appointment

- **What will LDSS use report for:** The report will provide each LDSS with a list of FFS individuals in their county who have completed the CHA. The LDSS can use this report to identify individuals who may contact them to develop a plan of care once their PO has been completed (see slide 19).

Contents of the CHA Appointment Outcome Report

The report will contain the following fields:

- CIN (if available)
- Name
- Social Security Number (if available)
- County
- Appointment ID
- Appointment Type
- Appointment Reason
- Appointment Scheduled Date
- Assessment Status
- Reason Description

Sample of the CHA Appointment Outcome Report

CIN	Name	SSN	County	Appt ID	Appt Type	Appt Reason	Appt Scheduled Date	Assessment Status	Reason Description
AB12345C	Dolly	123-45-6789	Nassau	9768	Initial CHA	FFS MA-only seeking CBLTSS	3/9/2022	Qualified	Need >120 LTC + meet ILOC
AG56789C	Fred	987-65-4321	Suffolk	3401	Initial CHA - Fast Track	FFS - Dual seeking CBLTSS	3/15/2022	Unqualified	Consumer does not require services for at least 120 days

Notes:

- Appt Reason – This represents a description of the consumer and their reason for contacting Maximus (FFS MA - only seeking CBLTSS, FFS – Dual seeking CBLTSS)

- Assessment Status – This represents the outcome of the CHA appointment for MLTC eligibility (Qualified, Unqualified)

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Initial PO Outcomes Report

- **Name of Report:** PO Appointment Outcomes Report

- **Frequency report generated:** Daily

- **Summary of report:** The report will provide each LDSS with a list of FFS individuals for whom NYIA completed the Clinical Appointment and issued a Practitioner's Order

- **What will LDSS use report for:** The report will provide each LDSS with a list of FFS individuals in their county who have completed the CHA and CA appointments and for whom a PO is uploaded into UAS-NY. The LDSS can use this report to identify individuals who may contact them to develop a plan of care.

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Contents of the PO Appointment Outcomes Report

The report will contain the following fields:

- CIN (if available)
- Name
- Social Security Number (if available)
- County
- Appointment ID
- Appointment Type
- Appointment Reason
- Appointment Scheduled Date
- Assessment Outcome

Sample of the PO Appointment Outcomes Report

CIN	Name	SSN	County	Appt ID	Appt Type	Appt Reason	Appt Scheduled Date	Assessment Outcome
AB12345C	Dolly	123-45-6789	Nassau	4798	Clinical Appointment	FFS MA-only seeking CBLTSS	3/15/2022	Individual medical condition is stable
AG56789C	Fred	987-65-4321	Suffolk	5678	Clinical Appointment	FFS - Dual seeking CBLTSS	3/16/2022	Individual medical condition is not stable

Notes:

- Appt Reason – This represents a description of the consumer and their reason for contacting Maximus (FFS MA - only seeking CBLTSS, FFS – Dual seeking CBLTSS)

- Assessment Outcome – This represents the result of the PO Appointment (Individual medical condition is stable, Individual medical condition is not stable)

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Variance Report (on completed Initial Assessments)

- **Name of Report:** Variance Report

- **Frequency report generated:** Every Monday by noon

- **Summary of Report:** The report provides each LDSS a list of individuals for whom the LDSS has requested a variance review on and the status update on those reviews

- **What will LDSS use report for:**
  - track the variance review request submitted to NYIA and the outcome
  - reconcile their internal variance request and,
  - as applicable, initiate modifications to the POC

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Contents of the Variance Report (on completed Initial Assessments)

The report will contain the following fields:

- Creation Date
- CIN (if available)
- Name
- County
- Tracking Number
- Variance Reason
- Status
- Status Date
- New Assessment Date (if applicable)

Sample of the Variance Report (on completed Initial Assessments)

Creation Date	CIN	Name	County	Tracking #	Variance Reason	Status	Status Date	New Assessment Date
3/25/2022	AB12345C	Dolly	Nassau	123456789	Identification Information	CHA Upheld	4/5/2022	TBD
3/28/2022	AG56789C	Fred	Suffolk	456789012	Communication and Vision	CHA Overturned	4/8/2022	

Notes:

- Status – This represents the result of variance review (CHA Upheld, CHA Overturned, Withdrawn by LDSS)

IRP Requests Report (on completed Initial Assessments)

- **Name of Report:** IRP Request

- **Frequency report generated:** Every Monday by noon

- **Summary of Report:** The report provides each LDSS a list of individuals who the LDSS has requested an IRP request on and the status update on those reviews

- **What will LDSS use report for:**
  - track the IRP review request submitted to NYIA and the outcome of the IRP request
  - reconcile their internal IRP request and,
  - as applicable, initiate modifications to the POC

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Contents of the IRP Report (on completed Initial Assessments)

The report will contain the following fields:

- IRP Tracking Number
- CIN (if available)
- Name
- County
- Date IRP Submitted
- Appointment Reason
- IRP Status
- Recommendation Signed Date
- Care Plan Review (CPR) Appt ID (if applicable)

- CPR Appt Create Date
- CPR Appt Start Date
- CPR Appt Status

Sample of the IRP Report (on completed Initial Assessments)

IRP Tracking #	CIN	Name	County	Date IRP Submitted	Appt Reason	IRP Status	Recommendation Signed Date	CPR Appt ID	CPR Appt Create Date	CPR Appt Start Date/Time	CPR Appt Status
1	AB12345C	Dolly	Nassau	6/13/2022	FFS - Dual seeking CBLTSS	Ready for Panel Review					
2	AG56789C	Fred	Suffolk	6/14/2022	FFS MA-only seeking CBLTSS	Recommendation uploaded to UAS	6/15/2022				

Notes:

- Appt Reason – This represents a description of the consumer and their reason for contacting Maximus (FFS MA - only seeking CBLTSS, FFS – Dual seeking CBLTSS)

- IRP Status – This represents the status of the Independent Review request (Ready for Panel Review, Panel Review Complete, Recommendation Complete, Recommendation uploaded to UAS)

- Care Plan Review (CPR) – A Care Plan Review (CPR) appointment is only scheduled if the panel decides that the CHA, PO Form, and any supporting documents do not provide enough information or need clarification, and there is a need for additional consultation with the consumer or one of the consumer's healthcare providers before making any recommendation on the plan of care

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Report Fields and Descriptions

Report Field	Value Shown on the Report	Description
Appointment Reason		This represents a description of the consumer and their reason for contacting Maximus.
	• FFS MA- Seeking CBLTSS	• A FFS Medicaid (MA) only consumer expressing a need for CBLTSS by calling the Helpline
	• FFS - Dual seeking CBLTSS	• A FFS dual eligible consumer expressing a need for CBLTSS by calling the Helpline
CHA Appt Outcome Report / Assessment Status	Qualified Status • Need > 120 days CBLTC but does not meet ILOC	• Consumer needs more than 120 days of continuous support but does not meet institutional level of care
	• Need > 120 days CBLTC AND meet ILOC	• Consumer needs more than 120 days of continuous support and meets institutional
	Unqualified Status • Consumer does not require services for at least 120 days	• Consumer does not need more than 120 days of continuous support
	• Consumer is under 21 and does not require ILOC	• Dual consumer who is under 21 may need more than 120 days of continuous support but doesn't meet institutional level of care to qualify to join MLTC
	• Non dual needs > 120 days of CBLTC and meets ILOC to join MLTC	• Medicaid-only consumer who is seeking MLTC services needs more than 120 days of continuous support and meets institutional level of care to qualify to join MLTC

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Report Fields and Descriptions

Report Field	Value Shown on the Report	Description
PO Appt Outcome Report / Assessment Status	• Individual Medical Condition is Stable • Individual Medical Condition is Not Stable	• Individual's medical condition is stable to received services in the home • Individual's medical condition is not stable to receive services in the home
Variance Report / Status	• CHA Overturned	• If the status is CHA Overturned, the Quality Assurance Nurse (QAN) agreed with the LDSS and found that there are clinical variances that will require a new assessment to be completed
	• CHA Upheld	• If the status is CHA Upheld, the QAN disagreed with the LDSS and found that there were no variances that impacted the outcome of the assessment and no new assessment is required
	• Withdrawn by LDSS	• If LDSS withdraws their request for a variance review prior to the completion of the review, the QAN will not make a determination
IRP Report / Status	• Ready for Panel Review	• If the status is Ready for Panel Review, Lead Physician and Panel members are selected, Panel members are provided documentation to review, and huddle is scheduled
	• Panel Review Complete	• If the status is Panel Review Complete, the Panel has conducted the review huddle and reached a consensus, but the IRP Report and Recommendation Form for High Needs Cases is pending completion
	• Recommendation Complete	• If the status is Recommendation Complete, the IRP Report and Recommendation Form for High Needs Cases has been completed in MAXeb but has not been transmitted to UAS
	• Recommendation Uploaded to UAS	• If the status is Recommendation Uploaded to UAS, the IRP Report and Recommendation Form for High Needs Cases has been successfully uploaded to UAS

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Questions?