Instructions for Completing and Entering the LTCC Screening Document and Service Agreement Into MMIS

Developed by the Aging and Adult Services Division Of the Continuing Care Administration Department of Human Services September 2019
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Introduction

The information in this manual focuses on the Long Term Care (LTC) Screening Documents used to support the Long Term Care Consultation (LTCC) Program, and the service agreements used by the waiver (EW), Alternative Care (AC), and Essential Community Supports (ECS) programs. Other subsystems are referenced.

While much of the MMIS processes for the LTC screening document and service agreements contained in this manual apply to the disability waiver programs (Brain Injury (BI), Community Alternative Care (CAC) and Community Alternative for Disability Inclusion (CADI)) as well as the Elderly Waiver (EW) and AC and ECS programs, the online Community Based Services Manual (CBSM) contains additional policy, practice and systems information related to these programs. The CBSM must also be used as reference and guide for lead agency staff managing and administering those programs.

Updates to this manual that have occurred since August 2018 are identified in the table below and in italics in the text. An online version of this manual can be found on eDocs by searching for form DHS-4625.

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Section</th>
<th>Change</th>
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<tbody>
<tr>
<td>One</td>
<td>101.06</td>
<td>Corrected the email link in step 4 for obtaining the provider type 23 or 27 UMPI numbers.</td>
</tr>
<tr>
<td>Two</td>
<td>Throughout Chapter</td>
<td>Added new exit code 17 and removed exit code 26.</td>
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<td></td>
<td>201.04</td>
<td>1) COS, CFR, and COR fields description includes the differences assigning county codes to the ECS and AC screening documents.</td>
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<td></td>
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<td>2) Field 16 - primary diagnosis field was changed to remove code T14.90. The DD ICD-9 diagnosis codes were replaced with the ICD-10 codes.</td>
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<td>3) Fields 12 and 76 - expanded the roles of the activity type date and effective date fields</td>
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<td>4) A new section describes the exit codes and includes instructions for complying with the advance notice requirements.</td>
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<td></td>
<td>201.05</td>
<td>1) Added bulletin 19-25-02 for PAS to Activity Type 01.</td>
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|         |         | 2) The Referral Field must be changed for Activity Types 02 and 04.  
3) Activity Types 05 and 06 now includes county code changes for the AC and ECS programs.  
4) Clarified information for Activity Types 08 and 09. |
|         | 201.06  | Added information to the activity type and assessment results combinations |
|         | 201.07  | Activity Type 06 gives additional information on changing the county codes for ECS and AC screening documents.  
Added Section E to mandatory fields for program type 19. |
|         | 201.08  | MHM Program extends to the end of 2020. |
2) Added instructions for the PCA Complex field.  
3) Added SCHA service agreements ending December 31, 2018. Edits 265 and 553 are included.  
4) Clarified that CDCS background check T2040 is not applied toward the waiver obligation.  
5) Pseudo code X5609 is not used on EW and AC CDCS service agreements as of January 1, 2019. Clarified the use for the disability waivers. |
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<tr>
<td></td>
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<td>6) Added T1031 (SN-LPN) and T1031/GT (SN-LPN Telehomecare) as acceptable codes for waiver and AC CDCS service agreements.</td>
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<td>7) Added information when the Environmental Modifications and Provisions is included in T2028</td>
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<td></td>
<td>8) Edit 243 is updated to check for FMS and FSE provider numbers.</td>
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<tr>
<td></td>
<td>201.10</td>
<td>MHM Program is extended to the end of 2020.</td>
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<td></td>
<td>201.11</td>
<td>Clarified the span of time for program type 22 – temporary AC.</td>
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<tr>
<td>Three</td>
<td>301.03</td>
<td>1) Added more description for the new PCA Complex field on the ALT2 screen.</td>
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<td>2) Added reason code 565 information.</td>
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<td>3) Updated field 41.</td>
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<td></td>
<td>301.04</td>
<td>Added a new use for the DHS Comment screen when edit 672 posts after closing the service agreement and there is a line item for EAA.</td>
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<tr>
<td></td>
<td>301.06</td>
<td>MHM Program is extended to the end of 2020.</td>
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<tr>
<td></td>
<td>301.08</td>
<td>Added more reasons to contact DHS for AC Fee changes.</td>
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<td></td>
<td></td>
<td>Changed the AC fee limits as of July 1, 2019</td>
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<tr>
<td></td>
<td>301.13</td>
<td>Added SCHA EW service agreements closing no later than December 31, 2018.</td>
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<td></td>
<td>301.14</td>
<td>Added new reason code 988.</td>
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<tr>
<td></td>
<td>301.15</td>
<td>Added reference to Section 301.28 for EAA payment when edit 672 posts.</td>
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<td>Chapter</td>
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<td></td>
<td>301.19</td>
<td>Added T1031 – skilled nursing LPN and changed T1030 to skilled nursing RN</td>
</tr>
<tr>
<td></td>
<td>301.22</td>
<td>Added PCA Complex to the Share field section.</td>
</tr>
<tr>
<td></td>
<td>301.25</td>
<td>New ECS monthly budget as of January 1, 2019.</td>
</tr>
<tr>
<td></td>
<td>301.27</td>
<td>Link to statewide service rates effective July 1, 2019</td>
</tr>
<tr>
<td>Four</td>
<td>401.01</td>
<td>Added forms DHS-6633A and DHS-3956 to the Resource List</td>
</tr>
</tbody>
</table>
Staff Contacts
Questions regarding DSD program policies and procedures should be addressed to (651) 431-4300 or 1 (866) 267-7655. Your Regional Resource Specialist will also provide technical assistance.

The Community Based Services Manual is a resource for lead agencies who administer home and community-based services that support older Minnesotans and people with disabilities. The Aging and Adult Services (AASD) and Disability Services (DSD) divisions publish guidance on and explanation of policy in the manual.

Questions regarding the Long Term Care Consultation (LTCC), waivers, Alternative Care (AC), and Essential Community Supports (ECS) programs are addressed to the Disability and Aging PolicyQuest. Lead agencies (county, tribal, and managed care organization) have an administrator who may give you access to submit questions to PolicyQuest. All questions and answers are searchable by the public. For more details, please see the PolicyQuest page in the Community Based Services Manual.

Health Care Help Desks
MAXIS Help Desk aka Transition Supports Systems (TSS) Help Desk
System help for county financial workers
(651) 431-4100

DHS County Relations Resource Center (formally known as MMIS Help Desk)
System help for Recipient Subsystem changes and system support
(651) 431-3930

Health Care Program Member Help Desk
Recipient questions for MA benefits and intake for health care
(651) 431-2670 or 1-800-657-3739

MnCHOICES on DHS CountyLink
http://www.dhs.state.mn.us/main/dhs16_180264

MHCP Provider Call Center
8:00 AM – 4:15 PM Monday through Friday
Voice 651-431-2700 or 800-366-5411
TTY 711 or 800-627-3529

<table>
<thead>
<tr>
<th>Information needed</th>
<th>Option to select</th>
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<tbody>
<tr>
<td>To verify MHCP member eligibility (If the member is enrolled in a prepaid health plan, contact the appropriate managed care organization.)</td>
<td>Press 1</td>
</tr>
<tr>
<td>To get MHCP-related phone numbers, addresses, websites, and general information</td>
<td>Press 4</td>
</tr>
<tr>
<td>Information needed</td>
<td>Option to select</td>
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<tr>
<td>To reach a Call Center representative through your NPI or UMPI</td>
<td>Press 0, then one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Press 1 to enter an NPI</td>
</tr>
<tr>
<td></td>
<td>• Press 2 to enter an UMPI</td>
</tr>
<tr>
<td></td>
<td>• Press 3 if you are not currently an enrolled provider</td>
</tr>
<tr>
<td>To reach a Call Center representative if you are not currently an enrolled provider or you entered an invalid NPI or UMPI</td>
<td>Select your provider type from the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Option 1</strong>: Nursing facilities, dental, transportation, outpatient mental health, eyeglasses, contacts and eye exams</td>
</tr>
<tr>
<td></td>
<td>• <strong>Option 2</strong>: Pharmacy, medical supply, chiropractic and hearing aid dispensing (use <a href="#">NDC Search</a> to verify drug coverage)</td>
</tr>
<tr>
<td></td>
<td>• <strong>Option 3</strong>: Rehab therapy, hospice, lab, physician, hospital, IEP, family planning services</td>
</tr>
<tr>
<td></td>
<td>• <strong>Option 4</strong>: Home care, waiver services, chemical dependency services</td>
</tr>
<tr>
<td>For questions about MN–ITS Registration, MN–ITS Administrator, and Password Resets</td>
<td>Press 6</td>
</tr>
<tr>
<td>For enrollment questions (get forms through the <a href="#">MHCP Provider Enrollment</a> page)</td>
<td>Press 5</td>
</tr>
</tbody>
</table>

**Office of Ombudsman for Long Term Care**
Investigates concerns relating to the rights, services, and benefits of long-term consumers. Voice: (651) 431-2555 or toll free 1-800-657-3591, or Fax: 651-431-7452

**SSIS Help Desk**
System help for county SSIS users and lead investigative agencies who receive vulnerable adult maltreatment reports electronically through SSIS. (651) 431-4801 [dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us)

**Resource Center**
What we do:
- Adjust service agreements as appropriate
• Assist staff to resolve edits and error messages on service agreements and screening documents
• Assist staff with policy and technical issues related to service agreements and screening documents entry into MMIS
• Process screening deletion requests

Lead agencies must send screening deletion requests:
Screening document deletion requests will be processed on a weekly basis. Resource Center staff will make every effort to ensure deletion requests submitted by Wednesday afternoon will be deleted by the end of the week. By fax only using the Screening Deletion Request form (DHS-4689A).

The Resource Center encourages email as the primary method of contact for the following types of requests:
• Service Agreement (SA) change requests
• Edit questions
• MMIS issues

On all emails include:
• Contact name and phone number (required)
• Explanation of issue or SA change requested (required)
• PMI (Personal Master Index) number and last 3 digits of service agreement or screening document (as applicable)
• Edit number or MMIS message posting (as applicable)

Contact the Resource Center
DHS.ResourceCenter@state.mn.us
Resource Center staff is available Monday through Friday from 6:30 a.m. to 4:30 p.m.
Terms and Definitions

Activities of Daily Living (ADLs). “Activities of daily living” is a term used to refer to tasks associated with the person’s self-care and mobility. Common ADLs include feeding oneself, bathing, dressing, grooming, walking, using the bathroom, positioning, and transferring. Assessing the functional capability to perform these activities is frequently used to determine these service needs.

Alternative Care Program (AC). A program that pays for home and community-based services for people aged 65 and older who meet the nursing facility level of care criteria, and who, if they enter a nursing facility, will be eligible for Medical Assistance within 135 days of admission. Previously state-funded, the AC program now receives federal financial participation.

Applicant. A person who has submitted an application to participate in one of the publically funded health care programs including the waiver, Alternative Care or Essential Community Supports programs.

Assessment. The process of identifying a person’s: strengths, preferences, functional skills, natural supports, and need for support and services in order to develop a plan for services and supports.

Brain Injury waiver. BI is a Medical Assistance program that funds home and community-based services (HCBS) for people under age 65 who meet the level of care criteria for nursing facility or neuro- behavioral hospital, and who choose to reside in the community. This program provides funding for children and adults who have an acquired or traumatic brain injury. BI Waiver services may be provided in a person’s own home, in his/her biological or adoptive family’s home, in a relative’s home (e.g. sibling, aunt, grandparent etc.), in a family foster care home, in a corporate foster care home, in a board and lodging facility or in an assisted living facility.

Community Access for Disability Inclusion (CADI). Community Access for Disability Inclusion is a Medical Assistance program that funds home and community-based services for people under age 65 who meet the nursing facility level of care criteria, and who choose to reside in the community. The name of this program was changed from Community Alternatives for Disabled Individuals to Community Access for Disability Inclusion effective August 1, 2016.

Community Alternative Care (CAC). Community Alternative Care is a Medical Assistance home and community-based services program that pays for health care and other services for an individual who requires the level of care of a hospital.

Care Coordinator/Care Management for MSHO Members. An individual who coordinates the provision of all Medicare and Medicaid health and long-term care
services, including EW, for MSHO members, and who coordinates services to an MSHO member among different health and social service professionals and across settings of care. This individual must be a social worker, public health nurse, registered nurse, physician assistant, nurse practitioner, or physician. For more information, see the model contract or at https://mn.gov/dhs/partners-and-providers/policies-procedures/minnesota-health-care-programs/provider/mcos/.

Care Management for SNBC. The overall method of providing on-going health care in which the MCO manages the provision of primary health care services and behavioral health services with additional appropriate services provided to a member. For more information, see the model contract or at https://mn.gov/dhs/partners-and-providers/policies-procedures/minnesota-health-care-programs/provider/mcos/.

Case Manager. A county or tribal case manager (also referred to as a Services Coordinator) is a social worker, a registered nurse or public health nurse employed by or under contract with the local lead agency to provide case management service.

Case Manager for MSC+ Members. An individual who coordinates Medicaid health and long-term care services for an MSC+ members receiving Elderly Waiver Services among different health and social service professionals and across settings of care.

Case Mix Classification. A classification of a person for purposes of establishing budget and service rate limits that relies on the ability to complete certain Activities of Daily Living (ADL), the need for behavioral interventions, and clinical monitoring of treatments. Developed as a payment system for nursing facilities; used for establishing individuals community budgets under various public programs.

Claims Adjudication. Final decision by the Department regarding service payment to a provider.

CMS. The Center for Medicare and Medicaid Services is the federal agency that oversees health care and waiver programs.

Collaborative or Comprehensive Care Plan (CCP). For managed care enrollees, the document developed in consultation with the member, the member’s treating physician, health care or support professional, or other appropriate individuals, and where appropriate, the member’s family, caregiver, or representative that, taking into account the extent of and need for any family or other supports for the member, identifies the necessary health and Home and Community-Based services to be furnished to the member.

Commissioner. The Commissioner of the Minnesota Department of Human Services.

Community Support Plan (CSP). A plan that outlines the community supports identified following a Long Term Care Consultation assessment. All individuals participating in the
assessment receive a CSP, regardless of eligibility for publicly-funded home and community-based services.

**Consumer Directed Community Supports (CDCS).** CDCS is a service option within the home and community-based services programs that gives individuals more flexibility and responsibility for directing their services and supports, including hiring and managing direct care staff. CDCS may include traditional goods and services, as well as additional allowable services that provide needed support to participants.

**Conversion.** “Conversion” refers to the use of home and community-based services to return a person to the community from an institutional setting.

For purposes of coding a home and community-based services program type, “conversion” means the program is opened for a person who was a resident of a long term care facility at the time of the initial referral for an assessment and who will open to the program at discharge.

For purposes of budgeting and payment, people who were residents of a facility for at least thirty days may qualify for case mix budgets and service rate limits at discharge that are higher than those available for diversions or conversions with less than a thirty day stay. Conversion funding is requested as needed to support the services and supports needed to return to the community and requires approval by the department.

**Coordinated Services and Supports Plan (CSSP).** The detailed service and support plan developed by a case manager for a participant in a publicly-funded home and community-based program.

**Data Validity.** The automatic editing by MMIS of submitted data to check that data fields are of the proper type and in the proper format.

**Department.** Minnesota Department of Human Services (DHS).

**Diagnosis-Related Group (DRG).** Diagnosis-Related Group is a classification of procedures used to sort hospital patients by discharge diagnosis into categories that are medically similar and have approximately equivalent lengths of stay. Medical Assistance and the Community Alternative Care program utilize DRGs.

**Diversion.** Diversion” refers to the use of home and community-based services to prevent or delay the use of institutional long-term care. Diversion program types are used for a person who is not a resident of a long term care facility at the time of the initial referral for an assessment and opening to a program. A person will remain coded as a diversion until they are exited from the waiver or AC program.

**Elderly Waiver Program (EW).** A Medical Assistance program that funds home and community-based services for people 65 and older who meet the nursing facility level
of care criteria, are eligible for long term care under Medical Assistance, and who choose to reside in the community.

**Essential Community Supports (ECS).** An ongoing program that provides some home and community-based services to individuals age 65 and older with emerging needs for these services but who do not meet nursing facility level of care criteria. Uses the same financial eligibility thresholds as AC. (Some individuals continue to be served under transitional ECS who became ineligible for a home and community-based program or for nursing facility services when the nursing facility level of care criteria was revised January 1, 2015.)

**Exceptions or Edits.** Errors posting against a screening document or service agreement during editing in MMIS.

**Excluded Time.** Excluded time is the period of time a person spends in a hospital, sanitarium, nursing facility, shelter (other than an emergency shelter), boarding care facilities, halfway house, foster home, semi-independent living domicile or services program, regional treatment center, a facility stay based on an emergency hold, a placement in a training and habilitation program (including a rehabilitation facility or work or employment program), a day training and habilitation program, assisted living services, placement under an indeterminate commitment including independent living, supervised board and lodging facility or other institution for the hospitalization or care of human beings, in a maternity home, battered woman’s shelter, foster care, certified board and care, or correctional facility. These periods affect determination of county of financial responsibility (CFR). Financial workers determine CFR and any changes to CFR that may occur over time.

**Excluded Time Service.** Excluded time service is the time the person participates in a rehabilitation facility which meets the definition of a long-term sheltered workshop or is receiving services from a semi-independent living services (SILS) program.

**Extended Services.** Services covered under EW and other waiver programs that exceed the scope, amount, frequency, and duration of a comparable regular (state plan) Medical Assistance service, e.g. “extended personal care”, or “extended supplies and equipment”.

**Fiscal Year.** A period of time established for budgetary and accounting purposes. The state fiscal year is July 1st to June 30. The federal fiscal year is October 1st to September 30.

**Formal Caregivers.** Formal caregivers are persons or entities providing services who are employed by or under contract with a county agency or other agency or organization, public or private. Formal caregiver does not include the case manager.
Health Risk Assessment (HRA). Completed by managed care organizations for enrolled members, the HRA helps care coordinators identify needs, set up health-related appointments and needed services as soon as possible with a member. It is also used to gather information regarding persons’ needs related to Activities of Daily Living (ADL) and Independent Activities of Daily Living (IADLs). See the forms DHS-3428H and 3427H.

Home and Community-Based Services (HCBS). Health and social services and supports provided to an individual or family in a non-institutional setting for the purpose of delaying or preventing institutionalization, or supporting their return to the community from an institution, by promoting, maintaining, or restoring health and independence, or minimizing the effects of illness and disability. Also referred to as Long Term Services and Supports (LTSS).

Hospice. A program which provides palliative and supportive care for terminally ill patients and their families directly or on a consulting basis either with the patient’s physician or other community agencies.

Hospital. An institution primarily engaged in providing, by or under the supervision of a physician, the diagnostic and therapeutic services for the medical diagnosis, treatment, and care of injured, disabled or sick inpatients. Hospitals may be classified by length of stay, as teaching or non-teaching, by major type of service (psychiatric, tuberculosis, general, etc.) or by type of ownership or control (federal, state, local government, for-profit or nonprofit).

Informal Caregivers. Informal caregivers are family, friends, neighbors and others who provide services and assistance to persons without reimbursement for the services or support. Informal caregivers provide routine, dependable support and assistance to the individual.

Information Transfer System (ITS). A PC computer-based system that allows forms such as screening documents, service agreements, prior authorizations, and claim forms to be “batched entered” into the MMIS.

Informed Choice. The decision a person participating in a home and community-based program makes about services, including the decision to receive services either in a community or facility setting, after receiving information about all available options and the right to choose from among these options, including choices between services and providers.

Instrumental Activities for Daily Living (IADL). Activities necessary for independent functioning including shopping, cooking, doing housework, managing money or medications, and using the telephone. Measurement of the functional capacity to perform these activities is frequently used to determine aspects of cognitive and social functioning.
**Lead Agency.** For purposes of Long Term Care Consultation services, include counties, and tribes and managed care organizations under contract with the Department to manage and administrator HCBS programs.

**Level of Care Determination.** One outcome of assessment. Facility level of care can be an acute or psychiatric hospital, a neuro-behavioral hospital, a certified nursing (including a certified boarding care) facility, or an intermediate care facility for persons with developmental disabilities (ICF/DD). Long Term Care Consultants make determinations about the need for the level of care a nursing facility provides based on criteria provided by the Department and professional judgment. Determinations of other levels of care require the involvement of other qualified professionals.

**Long Term Care Consultation Services (LTCC).** LTCC provides assistance to people with long term or chronic care needs under Minnesota Statutes, section 256B.0911. Assessment and community support planning are mandated in state statutes to be provided to all citizens. Long Term Care Consultants from lead agencies complete assessment of an individual applying for nursing home admission or home and community-based services, which is part of eligibility determination for publicly funded long-term care. LTCC assessments are completed by lead agencies using MnCHOICES software or DHS legacy forms including forms DHS-3428 and DHS-3428A.

**Managed Care Organization (MCO).** An entity that has, or is seeking to qualify for, a comprehensive risk contract, and that is: (1) a Federally Qualified HMO that meets the advance directives requirements of 42 CFR 489.100-104; or (2) any public or private entity that meets the advance directives requirements and is determined to also meet the following conditions: a) makes the services it provides to its Medicaid members as accessible (in terms of timeliness, amount, duration, and scope) as those services are to other Medicaid Recipients within the area served by the entity, and b) meets the solvency standards of 42 CFR 438.116, section 2.37. All Minnesota MA/Minnesota Care health plans meet MCO requirements.

**MAXIS.** MAXIS is the online computer system used by financial workers which records the data that determines a person’s financial and other eligibility for various public programs.

**Medicaid.** The federal l program which partially funds health care services, including home and community-based services in states which have included waiver plans in their MA programs, to low-income individuals authorized under Title XIX of the Social Security Act.

**Medicaid Management Information System (MMIS).** A complex, highly integrated claims payment, information management, and retrieval system implemented in June, 1994.
**Medical Assistance (MA).** Minnesota’s name for the Medicaid state plan program which funds health care services through a combination of state and federal funds under the provisions of Title XIX of the Social Security Act and Minnesota Statutes, Chapter 256B.

**Medically Necessary.** A term used to define criteria for approval of certain services or items. These criteria are listed in the MN Rule part 9505.0175 (Rule 47).

**Medicare.** The national program which funds health care services authorized under Title XVIII of the Social Security Act for certain Social Security beneficiaries (aged, disabled, certain dependents).

**Minnesota Eligibility Technology System (METS).** Minnesota Eligibility Technology System is the public health portion of MNsure. MNsure is the online health insurance exchange the state developed under the Affordable Care Act. Applicants use MNsure to obtain health care coverage through the state’s public health care programs, including Medical Assistance and MinnesotaCare.

**MinnesotaCare (MNCare).** MNCare is a publicly subsidized health care program for Minnesotans with low income who do not have access to affordable health care coverage. Members obtain health care service through a health plan.

**Minnesota Health Care Programs (MHCP).** The collective term for Minnesota’s various health care programs, and for purposes of this manual, the Alternative Care and Essential Community Supports programs.

**Minnesota Health Care Programs Provider Manual.** Sometimes referred to as the MA billing manual. Used by providers for claims and billing information. It is found on the DHS webpage under eDocs.

**Minnesota Senior Care Plus (MSC+).** A program in which the State contracts with health plans to cover and manage health care and Elderly Waiver services for Medical Assistance enrollees age 65 and older.

**Minnesota Senior Health Options (MSHO).** A program offered by the Minnesota Department of Human Services and health plans for seniors eligible for both Medicare and Medical Assistance and also provides Elderly Waiver services.

**MnCHOICES.** MnCHOICES is a single, comprehensive, web-based application that integrates assessment and support planning for all persons seeking access to Minnesota’s long-term services and supports. MnCHOICES embraces a person-centered approach to ensure services meet each person’s strengths, goals, preferences and assessed needs. For more information, go to: https://mn.gov/dhs/partners-and-providers/news-initiatives-reports-workgroups/long-term-services-and-supports/mnchoices/
Moving Home Minnesota (MHM). MHM is the rebalancing demonstration project to encourage the transition of eligible persons by improving the transition process from a qualified institution to community living through increasing outreach and decreasing barriers to transition.

OBRA Level I. The term used to describe one of the activities included in preadmission screening and required under state and federal law to occur prior to any admission to certified nursing or boarding care facility. Also completed as part of a Long Term Care Consultation assessment. See the form DHS-3426. Acronym is from the Omnibus Reconciliation Act passed in 1987 by the federal government, and in which the requirements for screening for developmental disability and mental illness were included.

OBRA Level II. The activities carried out by other qualified mental health or developmental disabilities professionals at referral under OBRA Level I. These professionals further evaluate and make determinations about mental illness or developmental disability, including recommendations for specialized services and psychiatric or ICF/DD level of care.

Prior Authorization (PA) Subsystem. A subsystem of the MMIS that includes all services that must be prior authorized before claims are submitted. This subsystem includes all LTC and DD screening documents, the waiver, AC, ECS service agreements, and Medical Assistance authorizations for certain services.

Person Master Index (PMI) Number. The number permanently assigned to an individual for identification in MMIS. Also may be called “Recipient ID” or “Person ID”.

Preadmission Screening (PAS). A federally mandated process for all persons entering a certified nursing or boarding care facility to screen for mental illness or developmental disability and determine the need for nursing facility level of care. Completed for most admissions online by Senior LinkAge Line® staff and health care professionals seeking admission. Some determinations require a face-to-face assessment by a Long Term Care Consultant. See the form DHS-3427T for data entry into the MMIS for PAS.

Prepaid Medical Assistance Program (PMAP). PMAP is Minnesota’s Managed Medicaid Program for Medical Assistance recipients. This program is jointly funded with state and federal funds. It is the largest of Minnesota’s publicly funded health care programs providing coverage for an average of 900,000 people each month. Various PMAP programs enroll children, families, single adults, people age 65 or older, and people who have disabilities. Describes a variety of prepaid MA products such as MSHO or SNBC.

Reassessment. The face-to-face reevaluation of an HCBS program participant’s eligibility for these programs, including a reassessment of health status and need for services. It must be completed at least once a year or whenever the person’s health or needs change significantly.
Recipient. A person determined to be eligible for Medical Assistance or other Minnesota Health Care Program. Preferably referred to as a “participate”.

Relocation Services Coordination (RSC). A “state plan” service available to MA recipients of all ages for up 180 days to carry out activities such as planning for, locating, and arranging services and supports needed to permit a person to return to community settings after institutional admission.

Representative. A person appointed by the court as a guardian or conservator or a person designated to have power of attorney or a durable power of attorney, or a person authorized by the person under Minnesota rules part 9505.0015, subpart 8.

Residence. The person’s established place of abode.

(LTC) Screening Document. The form DHS-3427 that records in MMIS the outcome of a community or relocation assessment, or case management activity carried out under the HCBS programs.

Service Agreement. The form DHS-3070 that is entered on-line into MMIS which identifies services, providers, and payment information for a person receiving home care, waiver, Essential Community Supports, Moving Home Minnesota, or Alternative Care services. The on-line service agreement allows providers to bill for approved services and allows DHS to audit usage and payment data.

Special Needs BasicCare (SNBC). A voluntary managed care program that provides Medicaid services and/or integrated Medicare and Medicaid services to Medicaid-eligible people with a certified disability who are ages 18 through 64. This program is available in all counties provided by six different health plans. People receiving home and community based waiver services or state plan PCA/HCN services are eligible for SNBC. However eligibility for these services are determined as outlined under the LTCC statute by counties or tribes, and these services will continue to be authorized and paid fee-for-service. The health plan is responsible for all other state plan services costs. Please see the SNBC brochure DHS-6301 on eDocs.

State Plan. The document which defines Medical Assistance services provided by the State of Minnesota under Title XIX of the Social Security Act for which the state receives federal financial participation (FFP). These services represent the “benefit set” for all persons with Medical Assistance.

Transaction Control Number (TCN). The unique 17-digit number assigned to each claim for identification purposes.

Visit. For purposes of MA home care, a visit is a unit of service.
Waiver Plan. The plan to offer waivered services submitted by the state to, and approved by, the Center for Medicare/Medicaid Services (CMS) which allows the state to receive federal financial participation for home and community-based services authorized under the Code of Federal Regulations, title 42, part 441, subpart G.

Waivered Services. Services defined and funded by the waiver programs such as respite, homemaker, or companion services, and extended MA home care services provided under the waiver service plan. Other waiver programs not described in this manual may differ in services that are covered in their respective plans. These services are available only to persons determined to be eligible for a waiver program by a lead agency. Minnesota’s waiver programs are:

- Brain Injury (BI) (nursing facility level of care and neurobehavioral hospital level of care)
- Community Alternative Care (CAC)
- Community Access for Disability Inclusion (CADI)
- Developmental Disabilities (DD)
- Elderly Waiver (EW)
Chapter 1

101.01 Introduction to MMIS

MMIS is the acronym for the Medicaid Management Information System. The current MMIS system software was implemented in June 1994. It is the largest public health care payment system in Minnesota, and stores three years of online billing and claims payment history.

The Medicaid Management Information Systems (MMIS) is comprised of several integrated subsystems that are used to process health care claims payments to providers and managed care capitation payments to the DHS-contracted managed care organizations. MMIS is the system of record for provider, service authorization, third-party liability and payment data. The federal government reimburses DHS at a rate of between 75 percent and 90 percent of the cost of MMIS operations, maintenance and development.

The system incorporates:

- HIPAA-compliant, standard national billing formats to increase uniformity with other Minnesota health care payers.
- A web-based MN-ITS “front-end” system to enable providers to determine recipient eligibility, submit claims, obtain claim status and get their remittance advice free and online. More than 99 percent of Minnesota Health Care Programs (MHCP) non-pharmacy fee-for-service claims are submitted electronically via MN-ITS.
- Phone-based, batch and real-time eligibility verification systems (EVS).
- A pharmacy point-of-sale system to enable prompt, electronic processing of 99.9 percent of all drug claims.
- Interfaces with METS, MAXIS, PRISM and the Social Service Information System (SSIS).
- Nightly data downloads into the DHS Data Warehouse to ensure that claims and payment information are incorporated into DHS reports and decision-making.

The MMIS is composed of various subsystems including:

Claims

The processing, payment or denial of health care claims for services provided through public programs is completed here, with all other subsystems supporting appropriate claims payment. In fiscal year 2017 MMIS processed approximately 37 million fee-for-service claims, 50 million encounter claims, and 28 million capitation payments to managed care organizations. DHS paid almost $11.7 billion to more than 69,000 providers, counties, tribes, and managed care organizations. Medical claims are received through an electronic mailbox system called MN-ITS. Drug claims are also received using “point of sale” software which returns an immediate approval/denial message to the submitting pharmacy or pharmacy biller.
Recipient
In 2017, approximately 1.496 million persons received services through Minnesota Medicaid, MinnesotaCare, and state-funded health care programs. The Recipient Subsystem contains recipient health care program eligibility determination for both state supervised and county administrated programs such as Medical Assistance, MnCare, Alternative Care, etc. Financial eligibility for most public programs is determined through MAXIS for seniors and people with disabilities. Other populations may use METS for determining health care eligibility. For individuals eligible for health care, some information is transferred from MAXIS or METS to MMIS, and state and county financial workers enter additional information.

Provider
Provider eligibility and enrollment information is maintained for the 236,000 providers enrolled in Minnesota who provide services to persons participating in public programs. Types of data include demographics, licensing information, and approved or restricted services. Case managers and care coordinators are also enrolled providers, and they are also identified here. Assuring that claims are paid to qualified providers is a primary function of MMIS.

Reference
Often referred to as the PDDD, this subsystem contains all of the necessary information regarding procedure codes, diagnosis codes, drug codes and diagnostic related groups (DRG) codes. For example, a procedure code record includes the code, a description of the service or procedure, restrictions (age, gender) and the dollar amount MMIS will pay a qualified provider for providing that service to an eligible individual. It also includes an indicator as to whether or not a procedure (service) requires prior authorization.

Prior Authorization
The purpose of this subsystem is the processing and identification of those services which need to be authorized by case managers, DHS staff, or DHS contractors prior to payment to a provider. Programs that use prior authorization for fee-for-service payment to providers are:

- MA Home Care including Personal Care Assistance (PCA)
- Home and Community Based Waivers (BI, CAC, CADI, DD, and EW)
- Moving Home Minnesota
- Essential Community Supports
- Alternative Care
- MA Prior Authorization (Dental, Medical, Pharmacy, and Supply)
- Day Training and Habitation (DT&H) Non-waiver Pilot Program
- Insurance Extension programs.
- Some medical transportation authorizations
• DHS also contracts with an external pharmacy review organization to approve pharmacy prior authorizations, and a medical review agent for the remaining authorizations.

Quality Control
Department of Human Services’ (DHS) staff can only access this subsystem. It was initially designed to meet the federal requirement to review a sample of all claims paid to determine under- or over-payments. This federal requirement was mandatory for a period of one year as a condition of federal certification of MMIS. Currently, this subsystem runs a monthly sample of claims to review for provider billing and/or claims examiner pricing errors. Generally, it provides an audit of MMIS.

SIRS Summary Profile, SIRS Treatment Analysis, SIRS Claim Detail
The primary purpose of the Surveillance and Integrity Review Section is the development of exception reports regarding provider and recipient data which compare claims to determine if there are areas that need further review. Exception reports help identify potential fraud or abuse in MHCP, and MMIS system performance issues.

Data Security
Access to MMIS information is controlled through mainframe software (ACF2) and application software written specifically for MMIS. ACF2 prevents unauthorized access to the “front door” of MMIS, while the application security prevents unauthorized access to specific data elements or screens. MMIS security staff work with security liaisons located in each county, tribe, and managed care organization, as well as in each division within DHS central office to ensure access is granted when needed and prevented when not needed.

MARS
The Medical Assistance Reporting System (MARS) contains the reports required by the federal government as part of the conditions of federal financial participation (FFP) for MA expenditures. Only DHS staff has access to this subsystem. The MARS subsystem produces the reports and files required by Centers for Medicare and Medicaid Services (CMS), the federal office that oversees those programs.

Financial Control
The Financial Control subsystem gives staff the ability to create and update “obligations”, post receipt entries, post reimbursement requests and track financial obligation activity. Obligations include both payment and collection liabilities of DHS, the county, and individuals. Obligations can be created and changed by county workers or by DHS Central Office staff. This subsystem has interfaces with the MMIS Third Party Liability (TPL) Resource file, Recipient File, Provider File, Claims Processing File, Medical Assistance Reporting System (MARS), and a daily Recipient File.
Third Party Liability (TPL)
This subsystem has two selections: TPL Billing Application and TPL Resource File Application. The TPL Billing Application is used by Benefit Recovery to collect recovery payments on paid claims with possible third party liability. It is also used to maintain insurance carrier information for billing and reporting to providers.

The TPL Resource File Application is used to "cost avoid" and/or "pay and close" medical claims submitted by providers. It is also used to record third party liability information for Minnesota Health Care program participants. County financial workers can add or update the information. MMIS recovered or cost avoided a total of $960.7 million in 2017 by ensuring that liable third-party payers paid for health care before using state and federal funds.

Drug Rebate
This subsystem conducts a monthly download of utilization data for drugs reimbursed by Medicaid. MMIS also creates quarterly drug rebate invoices by combining the utilization data with unit rebate amounts furnished by CMS. These invoices are mailed to manufacturers by DHS Drug Rebate staff. Tracking of payments and resolution of disputes is not one of its functions.

Managed Care
This subsystem supports the enrollment into managed care products by MHCP participants, as well as the processing of capitated payments to managed care organizations. Provider, contract, and rate information are stored here.

REPORTS
There are thousands of reports generated by MMIS. These reports are stored and accessible through Infopac, a mainframe report distribution software. Infopac is set up to retain multiple iterations of each report, and can "section" a report by agency (such as county or health plan) to prevent one agency from viewing another agency’s section of a report. Reports are generated by MMIS on a regular schedule depending on need: daily, bi-weekly, monthly, quarterly, annually or on request. See Chapter 4 in this manual for more information about reports commonly requested by lead agencies.

101.02 MMIS Interface with MAXIS
MMIS depends on MAXIS for person eligibility determination functions and maintenance of all person information related to health care eligibility. MMIS interface with MAXIS is completed through the Recipient Subsystem. Some information entered into MAXIS by the financial worker is transferred to MMIS, while other information must be entered into both systems.

The Recipient Subsystem collects the information from MAXIS and contains person demographic and health care program eligibility determination.
MAXIS assigns the recipient's ID number (also called Person ID number or PMI) to each person applying for most programs. It is a unique eight digit lifetime number that identifies the person in the system. This ID number does not change when the person changes programs, loses eligibility, or moves to another lead agency. If more than one PMI number is assigned in error, one of the numbers will be made inactive through a schedule, automated review of systems information by DHS.

The PMIN Function is used to assign the PMI number when there isn’t a financial worker involved in the person’s case. Examples are those people screened through the preadmission screening program and not receiving services through a public program, or those people receiving services through the Alternative Care, Essential Community Supports, or MNCare programs who are not eligible for services through any other type of public program. If an ID number is obtained through the PMIN Function, then any changes to the birth date, name, and marital status can be changed in MAXIS using the PMIN Function without the assistance of a financial worker. The information is automatically transferred to MMIS.

Data produced in MAXIS can only be changed in MAXIS. If a worker using MMIS notices incorrect information that was provided by MAXIS, the information must be corrected in MAXIS by the financial worker. The change is then transferred to MMIS.

101.03 MMIS Access and Security Features

Lead agency staff using MMIS are assigned a logon ID and a security group as determined by their supervisor and the MMIS security officer in each agency. The security group will control access to and allow actions in subsystems through the Main Menu Screen.

The security liaison submits a request to DHS for the logon ID to gain access to MMIS. This person will also contact the department whenever a logon ID is suspended due to password violations, access is terminated due to no activity within 45 days, or a temporary password needs to be assigned. Please view Session 2 of the MMIS Training Series for more information on how to log into the system and use your password, as well as how to add MMIS to your computer or laptop. Use this link to download BlueZone.

101.04 Prior Authorization Subsystem Overview

The Prior Authorization subsystem involves the processing required for the entry, maintenance, and approval of:

- Designated medical services, dental services, drugs, and supplies covered by the Medical Assistance (MA) program.
- Home care authorizations for state plan services.
- Screening documents for community, nursing home, waiver, Alternative Care, Essential Community Supports, Moving Home Minnesota, health risk assessments, and the MA Home Care programs.
• Service agreements for persons who are eligible for the above programs as well as the Day Training and Habilitation (DT&H) services (non-waiver pilot program), Special Needs services (Rule 186 funding), and the Insurance Extension Program.
• Screening documents for the Minnesota Senior Health Options (MSHO), Minnesota Senior Care Plus (MSC+), and Special Needs Basic Care (SNBC) programs.

101.05 Recipient Subsystem Overview

The primary objective of this subsystem is to identify all persons eligible for Minnesota Health Care Programs, or who were screened or assessed through the Long Term Care Consultation Services Program.

This subsystem is the source of all eligibility determination data for MMIS, whether generated by DHS public assistance programs, the Social Security Administration, the Department of Health, or MAXIS. The information contained here is used to support claims processing, management and administrative reporting, surveillance and utilization review reporting, and third party liability processing. It is also responsible for maintaining person benefit limits, controlling the buy-in process, and generating various reports.

Person eligibility, program, and demographic data are obtained from the Department of Health, screening documents, the Children's Health File, and MAXIS. Updates to the Recipient Subsystem are provided on a daily basis from MAXIS. Information updated in the Recipient File is used for service agreement editing to ensure eligibility exists for appropriate authorization and subsequent claim payment.

A single record is maintained on the Recipient Subsystem for each person. Waiver, Essential Community Supports program and Alternative Care program eligibility history is created and maintained by using information from the LTC or DD screening documents. The information that is obtained from the screening document is:
• Waiver program eligibility. Includes program type, eligibility begin and through dates, and last screening action date on the RWVR screen in the Recipient Subsystem.
• Case manager. Includes case manager and care coordinator name, number, and begin and end dates of case manager involvement on the RMGR screen.
• Alternative Care and Essential Community Supports program eligibility. Includes the eligibility begin and end dates as well as the county of financial responsibility on the RELG screen.
• Medicare/MBI program eligibility. Includes the eligibility spans for Medicare/MBI Parts A and/or B on the RMCR screen for Alternative Care and Essential Community Supports participants.

In addition, the Alternative Care and Essential Community Supports screening document updates the Recipient Subsystem with the person's mailing address on the
RCAD screen. This screen shows the current home address, the last previous home address (if any) and any alternative mailing address. It can be accessed by using the case number (shown on the major program span on the RELG screen on the Key Panel screen) instead of the PMI number on the Key Panel screen.

Case File – Person’s Addresses
The Case information is different from the Person information. You are able to view case information on everyone connected to the case record as well as the person’s home address and mailing address.

A case number is different from a PMI. The PMI number is person specific, however, a case number is shared by all persons within a household -- it is what links individual PMI’s together as being somehow related.

Steps to locating a person’s case number:

1. Enter into the Recipient subsystem using the PMI number to find the case number field on the major program span of either the RSUM screen or the RELG screen.
2. Write down the person’s case number, and then use the PF6 key to return to the Key Panel screen.
3. Move your cursor to the CASE NUMBER field in the second section of this screen, and enter the case number you wrote down. Press your keyboard key to move to the next screen
4. You should now be on the RCAD (Recipient Case Address) screen. This screen shows the residential address with the current address displayed on the left side. The previous address is on the right side. An optional address to send MMIS mailings to an alternative person is found in the Medical Mailing Address section.
5. Use the PF3 or PF6 key to return to the Key panel screen.

Accessing and Viewing Data in the Recipient Subsystem
Instructions on how to log into this subsystem, navigate to the screens, read data that may cause edits to post on screening documents and service agreements as well as an explanation of different screens is explained in Session 5 of the MMIS Training Series.

101.06 Provider Subsystem Overview
This subsystem provides comprehensive provider related information on all enrolled providers. Provider information is used to support claims processing, management reporting, and surveillance and utilization review functions. It supports the processing of online provider enrollment applications and information changes.

There are many types of providers. Here is a list of provider type codes and titles:
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>AP</td>
<td>ACUPUNCTURIST</td>
</tr>
<tr>
<td>B1</td>
<td>BIRTH CENTER</td>
</tr>
<tr>
<td>C1</td>
<td>CERTIFIED PROFESSIONAL MIDWIFE</td>
</tr>
<tr>
<td>E1</td>
<td>EIDBI EARLY INTENSIVE DEV/BEHVE INTER</td>
</tr>
<tr>
<td>HD</td>
<td>HEALTH CARE DELIVERY SYSTEM</td>
</tr>
<tr>
<td>PR</td>
<td>PSYCHIATRIC RESIDENTAL FACILITY</td>
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<tr>
<td>00</td>
<td>NURSING FACILITY</td>
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<tr>
<td>01</td>
<td>HOSPITAL</td>
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<tr>
<td>02</td>
<td>HOSPICE</td>
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<tr>
<td>03</td>
<td>INSTITUTION FOR MENTAL DISEASE</td>
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<tr>
<td>04</td>
<td>RENAL DIALYSIS FREE STANDING</td>
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<tr>
<td>05</td>
<td>ICF/MR - FACILITY</td>
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<tr>
<td>06</td>
<td>CHILDRENS RESIDENTIAL SERVICES</td>
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<td>08</td>
<td>NF CONTROLLING ORGANIZATION</td>
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<td>09</td>
<td>SCHOOL DISTRICT</td>
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<tr>
<td>10</td>
<td>COMMUNITY MENTAL HEALTH CENTER</td>
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<td>11</td>
<td>REHABILITATION AGENCY</td>
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<td>12</td>
<td>SERV FOR CHILDREN W/HAND CLIN</td>
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<tr>
<td>13</td>
<td>SERV FOR CHILDREN W/HAND PROV</td>
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<td>14</td>
<td>SOCIAL WORKER-LICENSED IND</td>
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<td>15</td>
<td>LICENSED DIETICIANS AND NUTRITIONISTS</td>
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<tr>
<td>16</td>
<td>CHILD AND TEEN CHECKUP CLINIC</td>
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<tr>
<td>17</td>
<td>REGIONAL TREATMENT CENTER</td>
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<td>18</td>
<td>HOME AND COMMUNITY SRV PROV.</td>
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<tr>
<td>19</td>
<td>DAY TRAINING &amp; HABILITATN CTR</td>
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<td>20</td>
<td>PHYSICIAN</td>
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<tr>
<td>21</td>
<td>CONSUMER DIRECTED CARE</td>
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<tr>
<td>22</td>
<td>AMBULATORY SURGERY CENTER</td>
</tr>
<tr>
<td>23</td>
<td>CASE MANAGER (WAIVER)</td>
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<tr>
<td>24</td>
<td>PRE-PAID HEALTH PLAN PROVIDER</td>
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<tr>
<td>25</td>
<td>MARRIAGE AND FAMILY THERAPIST</td>
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<tr>
<td>26</td>
<td>MENTAL HEALTH REHAB SPECIALIST</td>
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<tr>
<td>27</td>
<td>MANAGED CARE HEALTH COODINATORS</td>
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<td>28</td>
<td>EDI TRADING PARTNER</td>
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<td>29</td>
<td>OCCUPATIONAL THERAPY</td>
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<tr>
<td>30</td>
<td>DENTIST</td>
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<tr>
<td>31</td>
<td>DENTAL HYGIENIST</td>
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<tr>
<td>32</td>
<td>INDEPEND DIAG TESTING FACILITY</td>
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<tr>
<td>33</td>
<td>CONSOLIDATED RECORDS (multiple legacy provider records)</td>
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<tr>
<td>34</td>
<td>BILL ENTITY FOR MENTAL HEALTH</td>
</tr>
<tr>
<td>35</td>
<td>OPTOMETRIST</td>
</tr>
<tr>
<td>36</td>
<td>PODIATRIST</td>
</tr>
<tr>
<td>37</td>
<td>CHIROPRACTOR</td>
</tr>
<tr>
<td>38</td>
<td>PERSONAL CARE PROVIDER</td>
</tr>
<tr>
<td>39</td>
<td>REGISTERED PHYSICAL THERAPIST</td>
</tr>
<tr>
<td>40</td>
<td>SPEECH PATHOLOGIST</td>
</tr>
<tr>
<td>No.</td>
<td>Role Description</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>41</td>
<td>LIC PSYCHIATRIC PRACTITIONER</td>
</tr>
<tr>
<td>42</td>
<td>PSYCHOLOGIST</td>
</tr>
<tr>
<td>43</td>
<td>AUDIOLOGIST</td>
</tr>
<tr>
<td>44</td>
<td>COUNTY APPROVED CASE MNGR</td>
</tr>
<tr>
<td>45</td>
<td>COUNTY RESERVATIONS SRVC</td>
</tr>
<tr>
<td>46</td>
<td>APPROVED DAY TREATMENT CENTER</td>
</tr>
<tr>
<td>47</td>
<td>CNTY CNTRCT MNTL HLTH REHAB SV</td>
</tr>
<tr>
<td>48</td>
<td>REGIONAL SERVICES SPECIALIST</td>
</tr>
<tr>
<td>49</td>
<td>BILLING ENTITY FOR PHYSICIAN SVCS</td>
</tr>
<tr>
<td>50</td>
<td>INTENSIVE RESIDENTIAL TREATMENT SERVICES (IRTS) MENTAL HEALTH</td>
</tr>
<tr>
<td>51</td>
<td>INDIAN HEALTH FACILITY PROV</td>
</tr>
<tr>
<td>52</td>
<td>FEDERALLY QUALIFIED HLTH CTR</td>
</tr>
<tr>
<td>53</td>
<td>RURAL HEALTH CLINIC</td>
</tr>
<tr>
<td>54</td>
<td>FAMILY PLANNING AGENCY</td>
</tr>
<tr>
<td>55</td>
<td>COMMUNITY HEALTH WORKER</td>
</tr>
<tr>
<td>56</td>
<td>DENTAL LAB</td>
</tr>
<tr>
<td>57</td>
<td>PUBLIC HEALTH CLINIC</td>
</tr>
<tr>
<td>58</td>
<td>COMMUNITY HEALTH CLINIC</td>
</tr>
<tr>
<td>59</td>
<td>COORDINATED CARE DELIVERY SYSTEM</td>
</tr>
<tr>
<td>60</td>
<td>HOME HEALTH AGENCY</td>
</tr>
<tr>
<td>61</td>
<td>PUBLIC HEALTH NURSING ORG</td>
</tr>
<tr>
<td>62</td>
<td>CHEMICAL DEPEND FREE STANDING</td>
</tr>
<tr>
<td>63</td>
<td>LICENSED PROFESSIONAL CLINICAL COUNSELOR</td>
</tr>
<tr>
<td>64</td>
<td>PRIVATE DUTY NURSE</td>
</tr>
<tr>
<td>65</td>
<td>NURSE PRACTITIONER</td>
</tr>
<tr>
<td>66</td>
<td>NURSE MIDWIFE</td>
</tr>
<tr>
<td>67</td>
<td>CERT REGISTERED NURSE ANESTH</td>
</tr>
<tr>
<td>68</td>
<td>CLINICAL NURSE MENTAL HEALTH</td>
</tr>
<tr>
<td>69</td>
<td>PHYSICIAN ASSISTANT</td>
</tr>
<tr>
<td>70</td>
<td>PHARMACY</td>
</tr>
<tr>
<td>71</td>
<td>TRANSPORT-BROKER</td>
</tr>
<tr>
<td>72</td>
<td>WIC PROGRAM</td>
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<td>73</td>
<td>HEAD START PROGRAM</td>
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<tr>
<td>74</td>
<td>OPTICIAN</td>
</tr>
<tr>
<td>75</td>
<td>MEDICAL SUPPLIER</td>
</tr>
<tr>
<td>76</td>
<td>HEARING AID DISPENDER</td>
</tr>
<tr>
<td>77</td>
<td>OTHER NON-PHYSICIAN</td>
</tr>
<tr>
<td>78</td>
<td>OTHER NON-TRADITIONAL</td>
</tr>
<tr>
<td>79</td>
<td>LABORATORY, INDEPENDENT</td>
</tr>
<tr>
<td>80</td>
<td>X-RAY/DIAGNOSTIC</td>
</tr>
<tr>
<td>81</td>
<td>MEDICAL TRANSPORTATION PROV</td>
</tr>
<tr>
<td>82</td>
<td>LIEN HOLDER</td>
</tr>
<tr>
<td>83</td>
<td>STATE DEPARTMENT OF HEALTH</td>
</tr>
<tr>
<td>84</td>
<td>STATE DEPT OF HUMAN SERVICES</td>
</tr>
<tr>
<td>85</td>
<td>HEALTH CARE FINANCING ADMIN</td>
</tr>
<tr>
<td>86</td>
<td>CO-PAY PROVIDER</td>
</tr>
</tbody>
</table>
For home and community based services (HCBS) providers, application for enrollment must be sent to the Provider Eligibility and Compliance Unit for approval. Until this process is completed and the provider is in an active status, edits will post on any service agreement line item using this provider's number.

A provider may receive the following types of letters from the Provider Enrollment Unit:
- An approval letter when a new provider is a) added in an active status, b) a record is changed from pending to active, or c) when a new service is added to the record. Along with an approval letter the new provider will receive a packet which consists of a welcome letter, the provider manual, a supply of claim forms and the appropriate billing instructions.
- A denial letter when a provider is determined to be a) ineligible, or b) when a providers’ enrollment status is changed from pending to denied.
- A reinstatement letter when an existing provider is changed from a terminated status to a renewal status.

A termination letter is generated when:
- A provider's status is changed from active to terminated;
- The record is changed to "terminated - no claims activity" status due to no claims activity in twelve months. Providers are not deleted from the Provider File and may request reinstatement; or
- The license of a Medical Assistance provider has been suspended. The Provider Enrollment Unit receives a list of license suspensions on a regular basis from the Minnesota Department of Health, DHS licensing, and other licensing entities.

Case Manager/Certified Assessor Provider Number Type 23
Every county or tribal case manager is assigned a provider number at enrollment. This number is used to identify that the person is case managing the care plan (also called community support plan, coordinated services and support plan, collaborate care plan, and comprehensive care plan).
This case manager number is used on the screening document in the CM/HP/CA Number field on the ALT1 screen, and on the ASA1 screen of the service agreement. It is not used on the line item for case management service authorization. If a case manager contracts with several different lead agencies, a provider number for each lead agency needs to be assigned to that individual.

Lead agency staff with the appropriate security will enter information on the PADD screen of the provider subsystem to obtain a new case manager nine-digit provider number under Provider Type 23. The case manager number cannot be added to the screening document or service agreement until the status is changed from "pend" to "active - no pay". The effective date should be the date that the person was approved to provide case management activities.

**Care Coordinator Provider Number Type 27**

County and other staff who are contracted with or employed by health plans to provide care coordination activities recorded in MMIS must be identified on the screening documents and service agreements as a care coordinator – Provider Type 27. This will be in addition to their provider number type 23 as a county/tribal case manager. Only one provider number 27 is needed even if the care coordinator is contracted with more than one health plan.

**Creating a New Provider Number Type 23 or 27**

1) Select the "PROVIDER FILE APPLICATION" from the Main Menu screen
2) On the Provider Key Panel (PKEY) screen, enter an "A" in the ACTION CODE field
3) On the PADD screen, enter the following information:
   - PROV TY (Provider Type) is either 23 or 27
   - SSN is a required field; this is a federal requirement; the Social Security Number field is not viewable by others except by DHS provider enrollment staff, as needed; it is used for numerical comparison only
   - NAME is the case manager's name, first, MI, last
   - PRAC ADDRESS is the business name (i.e., Minnesota Co Human Services)
   - CORR DATE RECD (request date, if able to get in to this field)
   - Line (1) is the street address. This needs to be the physical address, not just PO Box
   - City, state, zip
   - TEL is case manager's business phone number with area code (dashes are not needed in between any of the numbers). NOTE: it is important to keep this field updated. The phone number will be added to the recipient and provider service agreement letters and any other documents as needed
   - CNTY is the county code number preceded by a zero (3-digits)
   - TYPE PRAC field enter 01
   - FAX is a number that is accessible/used by the case manager
• APP DT field is today’s date
• SORT NAME is the case manager’s name, it is entered last name first
  (phone-book style) – no punctuation

4) Note that the status is listed as “pending”. Provider Type 23 numbers, can be changed to a status “3” in order to activate the UMPI Number. You can also send a request to activate the number by emailing dhs.mhcp.provider.enrollment@state.mn.us. Include the provider number, full name, agency name, and provider type. For Provider Type 27s, either contact the Provider Enrollment Specialist at the above email or wait for the Provider Enrollment Unit to receive a daily report showing new provider entries. They will activate the record. Until this is finished, the care coordinator number type 27 cannot be used on the screening document or service agreement or for receiving reports in their MN-ITS mailboxes.

5) Save your entry by using F3.

A message will appear on the screen when you use F3 if you are adding a duplicate person to the same agency who already has a provider type 23 or 27 number. This message is “Duplicate SSN found on Provider File. Provider = XXXXXXX 00”. It is meant to prompt a review of the number to verify that it is not a duplicate.

If a case manager (provider type 23) works out of more than one lead agency, they can have more than one provider number. If a case manager leaves one agency and receives a new number for a different agency, then later returns to the same agency, the first number is re-activated.

Tip: A message will appear on the screen stating “Date of birth is required”. It is actually not required for these provider types. Hit F3 again and advance past it.

Another method to request a new Provider Number for type 27 is to complete the Health Care Case Coordinator – Provider Enrollment Application form DHS-4474. Fax this form to (651) 431-7462.

Changes to the Case Manager PADD Screen

It is important to keep the case manager information current. The name and phone number of the case manager on the PADD screen is used on service agreement letters to the person and provider(s).

For Provider Type 23 numbers:
If a case manager leaves the agency, the provider number is terminated by adding a new span for one of the below status and the effective date.
  • H – Deceased
  • J – Voluntary

You may also contact dhs.mhcp.provider.enrollment@state.mn.us to request this termination type and date to be added to the Provider Type 23 or 27 record. In your
request include the NPI number, full name, agency name, termination date, and provider type.

If a case manager, (Provider Type 23) changes agencies, they are required to obtain a different number for the new agency and the old number is terminated by the original agency. When a case manager changes their name, the Name field and the Sort field should be changed.

Any changes needed for health care case coordinator (Provider Type 27 UMPI numbers) must be completed by contacting the MHCP Provider Call Center at 651 431-2700 or 1-800-366-5411.

How to Access the Provider Subsystem
There are several ways to access this subsystem. Most staff will only be able to inquire on fields in the Provider Subsystem.

1. Use the F4 key on the CM/HP/CA NBR field located on the LTC screening document ALT1 screen, or the CM NBR field on the ADD1 screen of the DD screening document while in any action mode.
2. Use the F4 key while on the CM NBR field on the ASA1 screen or the PROV NBR field on the line item while in the service agreement in any action mode.
3. Use the F5 key while in the LTC or DD screening document or the service agreement which brings up a screen to enter a provider name at the top, or a person’s name at the bottom. Use the F4 key to view the Provider’s Selection screen.
4. Please see Session 4 in the MMIS Training Series for an explanation on how to use the PF keys. Session 16a explains how to navigate directly to the provider subsystem from the Main Menu screen and reviews several screens that can cause edits to appear on the service agreement.

101.07 Claims Subsystem Overview
Every other subsystem interacts in some way with this subsystem either by maintaining data necessary for claims processing, or by processing and/or reporting on the claims data which is created and maintained. Providers are encouraged to use the Eligibility Verification System (EVS) prior to submitting a claim. This telephone system identifies the person’s eligibility for specific programs as of the time of the call.

The Provider Subsystem captures, controls, and processes claim invoice data from the time of initial receipt (on hard copy or electronic media) through final disposition, payment and application to the various claim files. Using the data contained in the most current recipient, provider, prior authorization and reference files, this subsystem will edit, audit, and process claims.

Thirty six months of claims history is maintained for auditing, online inquiry and reporting purposes. Claims that were adjudicated (processed) prior to the 36 month retention period are stored permanently on the archived claims file. Claims requiring a
longer retention period to accommodate audit requirements or other needs are
maintained on the lifetime claims file.

All claims entering the system are batched and assigned a 17 digit transaction control
number (TCN). This TCN provides a method of uniquely identifying any claim in the
system. Claims are submitted electronically through MN-ITS.

A claim with errors is suspended and placed in the claims file where department staff
attempt to resolve the claim exceptions. If the problems cannot be resolved, the claim
is denied.

Once in the system, all claims are subject to a complete series of edits and audits to
ensure that only valid claims for eligible persons and covered services are reimbursed
at appropriate rates to enrolled providers. Edits applied to each claim include data
validity, recipient, provider, reference, rates, duplicate checking and utilization review
auditing.

Claims are adjudicated on a daily basis. Various pricing methodologies to
accommodate the many claim types are used. To arrive at the final payment amount,
the system uses a fee schedule, DRG rate, or other method and subtracts applicable
spenddown, co-payment, and third party payments.

Claim payment cycles typically occur on a bi-weekly basis. A remittance advice (RA) is
created for every provider with claim activity in a payment cycle. The RA is organized
primarily by claim type and lists all claims processed in the payment cycle for the
provider including paid, denied, and suspended claims. Gross adjustments and
summary information are also included.

Adjudicated claims and paid/denied claims on the current month claims file and
paid/denied claims on the claims history file are available for review by lead agencies
using this subsystem. Claims may be displayed either in detail or in summary format
with several claims per screen.

101.08 MN-ITS
The MN-ITS Eligibility Request or 270 transactions, is a web-based system designed to
assist the provider to:

- verify eligibility for persons enrolled in MHCP by providing comprehensive
  recipient eligibility information
- submit claims
- obtain claim status
- obtain their remittance advice free and online

More than 99 percent of MHCP non-pharmacy fee-for-service claims are submitted
electronically via MN-ITS. The system is accessed via the internet. Access MN-ITS
and then click “Log in Here” on the left navigation bar. Providers need to have a
Username and Password to log into MN-ITS. They will be given a Username and Password upon registering for MN-ITS.

A provider will need the following information to utilize the MN-ITS Eligibility function:
- Date of Service; and
- The recipient’s PMI number; or two of the three following pieces of information:
  - Social Security Number
  - Birth Date
  - Last and First Name

The MN-ITS Eligibility Response, or the 271 transaction, provides the following categories of information:
- Major Programs and Spenddowns;
- Waivers;
- Other Eligibility Information (hospice, special transportation, co pays);
- Prepaid Health Plans;
- Designated Provider Services;
- Other Insurance;
- Medicare; and
- Benefit Limits

101.09 Eligibility Verification System (EVS)
Phone EVS is accessible by calling 651 431-2700 (press 7) or 800-657-3613. The system is accessed by using a push button phone with touchtone service. Provider, including case managers, will need their NPI/UMPI provider number to access data via the phone.

Additionally, a provider will need the date of service and the recipient’s PMI number or two of the three following pieces of information:
- Social Security Number
- Birth Date
- Last and First Name

The EVS provides the following categories of information:
- Major Programs and Spenddowns
- Waivers
- Other Eligibility Information (hospice, special transportation, co pays)
- Prepaid Health Plans
- Designated Provider Services
- Other Insurance
- Medicare
- Benefit Limits
Chapter 2

201.01 Purpose of the LTC Screening Document
Some form of the Long Term Care Screening (LTC) Document form DHS-3427 has been in use since 1984. This form is used to document preadmission screening and Long Term Care Consultation (LTCC) activities and public programs eligibility determination, as well as to collect information about people screened, assessed, or receiving services under home and community-based services programs (HCBS). An introduction to the LTC Screening Document and the steps in MMIS to view saved screening documents can be found in the MMIS Training Series, Sessions 6 and 7.

Long Term Care Consultation and Relocation Services Coordination
Each lead agency is responsible to perform certain activities under Minnesota Statutes 256B.0911 (Long Term Care Consultation). In addition, lead agencies perform other activities related to Relocation Services Coordination and case management of home and community-based services programs that are recorded on the Long Term Care Screening Document.

Preadmission Screening and Recording Assessment/Program Eligibility
The LTC telephone screening document forms DHS-3427 and DHS-3427T records preadmission screening of all persons entering certified nursing or certified boarding care facilities as required under Minnesota Statutes, 256.975 (PAS) and under federal OBRA legislation (Public Law 101 and 103). The LTC Screening Document DHS-3427 is also used to record assessment and program eligibility determination information for persons served under the nursing facility level of care waiver programs as well as the Alternative Care (AC) and Essential Community Supports (ECS) programs. In addition, lead agencies use this form for certain program administration activities such as reassessment, closures, and program changes.

Services Authorization and Payment
The LTC Screening Document provides an important link between assessment and eligibility determination, person information, and services authorization and payment. It plays a vital role in the processing and acceptance of service agreements. A service agreement authorizes services planned for a person eligible for the waiver, Essential Community Supports, Alternative Care, and Moving Home Minnesota programs, and permits payment to providers of those services.

A service agreement cannot be approved unless there is an eligibility span recorded in MMIS. The approved screening document develops the eligibility span. Information from the LTC Screening Document is checked against eligibility information in the Recipient Subsystem that limits the length of services approved, the type of service agreement that can be entered, and the types and amounts of services that can be approved.
Payment of LTC and NF Services
Because documents DHS-3427 and DHS-3427T plays a critical role in establishing payments for a variety of long term care services, including nursing facility services, each agency must ensure timely submission of the LTC Screening Document information into MMIS. It is strongly recommended that no more than fourteen (14) calendar days lapse between completion of any LTCC or case management activity and the submission of the data into MMIS.

Data Collection, Quality Assurance, and Management Reporting
Finally, information contained in the LTC Screening Document is used in combination with other data by the Department of Human Services for a variety of program evaluation purposes, including quality assurance and management reporting.

201.02 Major Activities Utilizing the LTC Screening Document
Agencies use the LTC Screening Document to record:
- Intake and referral activities undertaken by the LTCC team;
- The completion of preadmission screening of all persons entering a certified nursing or certified boarding care facility, before admission, to determine the appropriateness of the institutional placement.
- Managed care organizations continue to conduct PAS for MSHO/MSC+/SNBC members and the Senior LinkAge Line® (SLL) staff conduct screenings for all other persons not enrolled with MSHO or MSC+.
- The completion of OBRA Level I screening for the presence of mental illness or developmental disability before admission as required under federal OBRA requirements. This activity includes OBRA Level II referrals for more thorough evaluations of persons identified under the Level I screening process;
- Recommendations for services for persons screened or assessed, including institutional, formal, informal, or quasi-formal services;
- Eligibility for home and community based waiver programs based on need for institutional level of care, Alternative Care (AC), Moving Home MN (MHM), Essential Community Supports (ECS), and the authorization of services;
- Resource management to support services.
- Lead agency activities including reassessment, termination from home and community based waiver programs, and program changes. A LTC Screening Document is used to open, extend, or close waiver, ECS, or AC eligibility on the Recipient Subsystem. This does not affect Medical Assistance eligibility (only financial workers may open or close MA eligibility);
- Relocation Services Coordination (RSC) activities including assessment and the election of relocation services by the person; and
- The bundle of component services provided by the Customized Living Services provider for Elderly Waiver persons.
201.03 Accessing the MMIS Prior Authorization Subsystem

If you do not have the correct security to access the Prior Authorization Subsystem, a message will appear on the Main Menu screen when you select Screenings. Contact your agency’s security officer to change your security group.

The **MMIS Training series** provides instruction on how to use the MMIS for the LTC Screening Document:

- **Session 1** – MMIS Training Series Overview (mandatory to access other sessions)
- **Session 2** – MMIS Security Log in and Passwords
- **Session 3** – Basic Navigation in MMIS
- **Session 4** – Using Programming Function (PF) Keys
- **Session 5** – The Recipient Subsystem
- **Session 6** – Introduction to the LTC Screening Document
- **Session 7** – Viewing the LTC and HRA Screening Document
- **Session 7a** – Using Activity Types in MMIS
- **Sessions 8 and 8a** – Data Entering the LTC Screening Document
- **Session 8b** – Using Screening Document Type H for HRAs
- **Session 9** – The LTC Screening Document for the MSHO and MSC+ Programs
- **Session 10** – Coding the LTC Screening Document for Other Services
- **Session 11** – DHS Approval of the LTC Screening Document
- **Session 12** – Locating Suspended Documents for Correction or Deletion
- **Session 13** – Deleting the LTC and HRA Screening Document

Other sessions focus on the service agreement and are listed in Chapter 3 in this manual.

201.04 Screening Document Fields

This chart shows a field by field description on the MMIS screens ALT1 – ALT6 and on the form DHS-3427.

<table>
<thead>
<tr>
<th>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section A and ALT1 Screen</td>
<td>Person Lake Name</td>
<td>System Entered</td>
</tr>
<tr>
<td>1</td>
<td>Person First Name</td>
<td>System Entered</td>
</tr>
<tr>
<td>3</td>
<td>Middle Initial</td>
<td>System Entered</td>
</tr>
<tr>
<td>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</td>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>--------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>4</td>
<td>PMI Number (Person Master Index)</td>
<td>Person’s personal MMIS number. System Entered</td>
</tr>
<tr>
<td>5</td>
<td>Reference Number</td>
<td>To identify the individual by the agency’s unique numbering system.</td>
</tr>
<tr>
<td>6</td>
<td>Date Submitted</td>
<td>System Entered. The date the screening document is entered and saved in MMIS</td>
</tr>
<tr>
<td>7</td>
<td>Birth Date</td>
<td>This field must match the birth date on the Recipient Subsystem.</td>
</tr>
<tr>
<td>8</td>
<td>Sex</td>
<td>System Entered</td>
</tr>
<tr>
<td>9</td>
<td>Referral Date</td>
<td>The date of original referral for screening or assessment.</td>
</tr>
<tr>
<td>10</td>
<td>Next NF Visit</td>
<td>The purpose of this field is to identify the date of the next annual visit for persons under age 65. The date that is populated is 1095 days after the Activity Type Date of the most recent Activity Type 04. While the initial visit is mandatory, the annual visit may be delayed up to three years. The field is protected and is automatically populated when using Assessment Result 43 NF Visit Every 3 Years. Use this Assessment Result value with program type 00 and Activity Type 07 when the person refuses the annual visit. The previous approved screening document must be an Activity Type 04 with Assessment Result 18.</td>
</tr>
<tr>
<td>11</td>
<td>Activity Type</td>
<td>Identifies the activity: a face-to-face assessment, a telephone screening, or a case management activity. See Section 201.05 for the definition of each type.</td>
</tr>
</tbody>
</table>
| 12                                                            | Activity Type Date       | This field plays many roles. Some purposes are:  
  * indicates the date the lead agency performed an assessment or administrative activity |
<table>
<thead>
<tr>
<th>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COS, COR, CFR</td>
<td>County of Service, County of Residence and County of Financial Responsibility. Information manually entered for people participating in MA is changed by MMIS (these values will exist in the Recipient Subsystem and cannot be changed except by a financial worker). COS refers to the county providing financial worker service for MA eligibility or re-determination. COR is where the person lives. For private pay and all others without financial workers, assume the COS, COR and CFR are the same (i.e. where a person lives).</td>
</tr>
</tbody>
</table>

| | | *If MA does not overlap with the major program UN with eligibility type EC, then the COS, COR, and CFR fields on the ECS screening document will update the recipient subsystem’s RELG, RCIN, and RCAD screens and county fields on the ECS service agreement.* |

| | | *If major program MA does overlap, the COS, COR, and CFR fields on the screening document and service agreement will be updated by the recipient subsystem’s RELG (for major program UN with EC eligibility type), RCIN, and RCAD screens.* |
### Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The AC screening document will update the COS, COR, and CFR fields on the recipient’s subsystem’s RELG (for major program AC), RCIN, and RCAD screens (for AC case records) and the service agreement county fields.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14</th>
<th>LTCC County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>14</td>
<td>The county, tribal agency, or health plan who completed the screening, assessment, or other activity.</td>
</tr>
<tr>
<td></td>
<td>- The county values are 001 – 087</td>
</tr>
<tr>
<td></td>
<td>- SLL = Senior LinkAge Line® Staff</td>
</tr>
<tr>
<td></td>
<td>- White Earth tribal agency’s code is 0B2</td>
</tr>
<tr>
<td></td>
<td>- Leech Lake Tribal Band’s code is 0A4</td>
</tr>
<tr>
<td></td>
<td>- Fond du Lac Tribal agency’s code is 0A2</td>
</tr>
<tr>
<td></td>
<td>- Mille Lacs Tribal agency’s code is 088</td>
</tr>
<tr>
<td></td>
<td>- Red Lake Nation’s agency’s code is 0A8</td>
</tr>
<tr>
<td></td>
<td>The health plan values are:</td>
</tr>
<tr>
<td></td>
<td>- UCM = A5658136 00 (UCare MN)</td>
</tr>
<tr>
<td></td>
<td>- MED = A4057139 00 (Medica)</td>
</tr>
<tr>
<td></td>
<td>- MHP = A9657134 00 (Metropolitan Health Plan replaced by HHP)</td>
</tr>
<tr>
<td></td>
<td>- BPH = A0658138 00 (Blue Plus)</td>
</tr>
<tr>
<td></td>
<td>- HPH = A5857139 00 (Health Partners)</td>
</tr>
<tr>
<td></td>
<td>- IMC = A1060139 00 (Itasca Medical Care)</td>
</tr>
<tr>
<td></td>
<td>- FPB = A8855137 00 (First Plan Blue)</td>
</tr>
<tr>
<td></td>
<td>- PWH = A1551183 00 (PrimeWest Health System)</td>
</tr>
<tr>
<td></td>
<td>- SCH = A0137073 00 (South Country Health Alliance)</td>
</tr>
<tr>
<td></td>
<td>- HHP = A836618200 (Hennepin Health for SNBC only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16</th>
<th>Primary Diagnosis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>16</td>
<td>The primary diagnosis that underlies the need for services and care. It is placed on the service agreement letter for providers to use on their claim form if they wish.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Representative Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Name</td>
<td>Records guardianship or legal representative status as determined by a court.</td>
</tr>
<tr>
<td>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</td>
<td>Field Name</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>The following diagnosis codes for non-diagnosing providers may be used by assessors when a diagnosis from a medical record is unavailable:</td>
</tr>
<tr>
<td></td>
<td>• Z74.1 need for assistance with personal care</td>
</tr>
<tr>
<td></td>
<td>• Z73.6 limitation of activities due to disability</td>
</tr>
<tr>
<td></td>
<td>• Z59.0 homelessness</td>
</tr>
<tr>
<td></td>
<td>• T14.90 injury, unspecified</td>
</tr>
<tr>
<td></td>
<td>• Z13.9 encounter for screening, unspecified</td>
</tr>
<tr>
<td></td>
<td>• Z59.1 inadequate housing</td>
</tr>
<tr>
<td></td>
<td>• R69 illness, unspecified</td>
</tr>
<tr>
<td></td>
<td>• Z59.9 problem related to housing and economic circumstance, unspecified</td>
</tr>
<tr>
<td></td>
<td>Use the following <em>ICD-10</em> developmental disability diagnosis codes on both the LTC and DD Screening Documents:</td>
</tr>
<tr>
<td></td>
<td>• F70 – mild intellectual disabilities</td>
</tr>
<tr>
<td></td>
<td>• F71 – moderate intellectual disabilities</td>
</tr>
<tr>
<td></td>
<td>• F72 – severe intellectual disabilities</td>
</tr>
<tr>
<td></td>
<td>• F73 – profound intellectual disabilities</td>
</tr>
<tr>
<td></td>
<td>• F78 – other intellectual disabilities</td>
</tr>
<tr>
<td></td>
<td>• F79 – unspecified intellectual disabilities</td>
</tr>
<tr>
<td></td>
<td>Placing the cursor on any of the diagnosis fields and using the PF4 key will show you the name of the condition represented by the number.</td>
</tr>
<tr>
<td></td>
<td>The secondary diagnosis that may affect the need for care or services. Also, see above.</td>
</tr>
<tr>
<td>18</td>
<td>Is there a history of a DD diagnosis?</td>
</tr>
<tr>
<td>18A</td>
<td>If so, what is the diagnosis</td>
</tr>
<tr>
<td>19</td>
<td>Is there a history of a MI diagnosis?</td>
</tr>
<tr>
<td>19A</td>
<td>If so, what is the diagnosis</td>
</tr>
<tr>
<td>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</td>
<td>Field Name</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>20</td>
<td>Is there a history of a BI diagnosis?</td>
</tr>
<tr>
<td>20A</td>
<td>If so, what is the diagnosis?</td>
</tr>
<tr>
<td>22</td>
<td>Case Manager/Care Coordinator/Certified Assessor Name</td>
</tr>
<tr>
<td>23</td>
<td>Case Manager/Care Coordination/Certified Assessor NPI/UMPI Number</td>
</tr>
</tbody>
</table>

**Section B and ALT2 Screen**

<p>| 24 | Present at Screening/Assessment | Identifies different types of people who were present at the screening or assessment. Duplicates are not allowed. NOTE: the County PAS Consult does not indicate that the second member of the team was physically present. It indicates that the consult occurred. |
| 24a | Informal Caregiver | Indicates if the person has an informal caregiver who provides regular services. An informal caregiver is a family member, friend, neighbor, and others who provide services and assistance without reimbursement. These individuals do not need to be living in the same household as the person assessed to receive services or support under HCBS programs. |</p>
<table>
<thead>
<tr>
<th>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Marital Status</td>
<td>Legal marital status</td>
</tr>
<tr>
<td>26</td>
<td>Reason(s) for Referral</td>
<td>Why the person or family is requesting a screening or assessment. Use up to two different values.</td>
</tr>
<tr>
<td>27</td>
<td>Current Living Arrangement</td>
<td>Whom the person lives with. Value 04 is a congregate setting.</td>
</tr>
<tr>
<td>28</td>
<td>Planned Living Arrangement</td>
<td>Whom the person will live with. Value 04 is a congregate setting.</td>
</tr>
<tr>
<td>29</td>
<td>Assessment Team</td>
<td>Identifies who completed the assessment or screening. Value 04 is used with the CAC program.</td>
</tr>
<tr>
<td>30</td>
<td>Hospital Transfer</td>
<td>Is the person being admitted to a long term care facility (nursing or certified boarding care facility) from an acute hospital? (Y/N)</td>
</tr>
<tr>
<td>31</td>
<td>OBRA Screening Level 1</td>
<td>Was an OBRA Level 1 screening completed? (Y/N)</td>
</tr>
<tr>
<td>On ALT2 screen only</td>
<td>Dental Concerns</td>
<td>For SNBC and MSHO/MSC+ health risk assessments. Values are Y, N, or C (choose not to answer). Field is on the form DHS-3427H.</td>
</tr>
<tr>
<td>On ALT2 screen only</td>
<td>Have Dentist</td>
<td>For SNBC and MSHO/MSC+ health risk assessments. Values are Y, N, or C (choose not to answer). Field is on the form DHS-3427H.</td>
</tr>
<tr>
<td>32</td>
<td>Current Housing Type</td>
<td>The setting where the person lives. NOTE: Customized Living and 24 hour Customized Living Services are not housing types. Individuals receive services in a variety of housing types including licensed settings such as foster care, or a setting with a physical plant license such as board and lodge, as well as in the person’s apartment which is considered their own home.</td>
</tr>
<tr>
<td>33</td>
<td>Planned Housing Type</td>
<td>The setting where the person will live. See above instructions.</td>
</tr>
<tr>
<td>34</td>
<td>Current Program License</td>
<td>The program license of the housing setting, where the person is currently living, if any. Foster care, or nursing facility, e.g.</td>
</tr>
<tr>
<td>35</td>
<td>Planned Program License</td>
<td>The license of the housing setting where the person is planning to live, if any. Foster care, or nursing facility, e.g.</td>
</tr>
<tr>
<td>36</td>
<td>OBRA Level 2 Referral</td>
<td>• Indicate “y” if a referral was required and made as determined through the Level 1 screening,</td>
</tr>
<tr>
<td>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</td>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or a Level 2 screening was completed prior to the Level 1 screening.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If the DD History field = Y, the OBRA Level 2 Referral for DD DX must be a Y.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If the BI DX History field = Y, the OBRA Level 2 Referral for MI can be a Y or N.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If the MI DX History field = Y, the OBRA Level 2 Referral for MI must be a Y for persons who meet the criteria for serious mental illness (SMI) that is defined on the MI Level 1 form DHS-3426 and who are being admitted to an NF or boarding care facility. This Level II screening must be completed prior to the NF or certified boarding care facility admission.</td>
</tr>
<tr>
<td>37</td>
<td>BI/CAC Referral</td>
<td>Indicates whether a referral was required and made according to BI and CAC program requirements.</td>
</tr>
</tbody>
</table>

**Section C and ALT3 Screen**

General Function and History Fields
38 - 74

<table>
<thead>
<tr>
<th>Activity of Daily Living (ADLs)</th>
<th>Case Mix A – L and V*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Certification</td>
<td>Self-Evaluation</td>
</tr>
<tr>
<td>Hearing</td>
<td>Communication</td>
</tr>
<tr>
<td>Vision</td>
<td>Mental Status Evaluation</td>
</tr>
<tr>
<td>Independent Activity of Daily Living (IADLs)</td>
<td>Falls</td>
</tr>
<tr>
<td>Hospitalizations – number within last year</td>
<td>Emergency Visits – number within last year</td>
</tr>
</tbody>
</table>

Records information obtained during screening/assessment about the person’s strengths and areas of needed support, and past health care utilization.

The case mix letter will be checked for accuracy based on the combination of ADL values.

*The Ventilator Dependent field values 02 and 03 allow the case mix to be V for EW persons. See more information at the end of this chart.

Reminder: the Supplemental Form for Assessment of Children under 18 (DHS 3428C) is required for all persons under age 18. This form is a determination of age-appropriate dependences.

See the Case Mix Classification Worksheet DHS form-3428B to determine the correct case mix value.

The family planning and sexually active fields are on the health risk assessment screening document.
<table>
<thead>
<tr>
<th>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NF Stays – number within last three years Ventilator Dependent Family Planning Sexually Active</td>
<td>form DHS-3427H and completed only for the SNBC health risk assessments.</td>
</tr>
</tbody>
</table>
| Section D and ALT4 Screen | Assessment Results and Exit Reasons | Field 75A: The outcome of the assessment activity. Choices are:  
- 01 – used only once to open to a waiver, ECS, MHM or AC program  
- 02 – remain in or return to the community with services not funded by HCBS programs  
- 03 – remain in or return to the community without services  
- 04 – 09 institutional stays  
- 10 – changing from one program type to another  
- 11 – reopening to the same program that was exited in the past  
- 12 – used with activity type 10  
- 13 – the annual reassessment visit required to continue eligibility for the waiver, ECS, MHM, or AC program.  
- 18 – the NF visit for conversion case management or relocation service coordination  
- 17 - 25, 31, 33, and 34 - exiting from the waiver, ECS, MHM, or AC program. Codes 17, 21 – 24, 31, 33, and 34 require the advance notice of appeal to be sent to the person. See more information about exit codes at the end of this chart.  
- 28 – removal from the CAC, CADI, or BI waiver list to open to the waiver  
- 29 – used in fields 78 – 80 or field 75A when LTCC County = SLL  
- 30 – used in field 75B to indicate exit from program was due to death |
<table>
<thead>
<tr>
<th>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>32 – to record financial eligibility changes for the AC gross and adjusted income and asset fields</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33 – the AC person exited the program due to estate claim recovery policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34 – the AC person exited the program due to AC fee change</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36 – to record the EW or AC person’s choice of the CDCS option</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37 – to record the EW or AC person’s decision to end the CDCS option</td>
<td></td>
<td></td>
</tr>
<tr>
<td>41 – CADI waiver access (waiting list)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42 – BI-NF waiver access (waiting list)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43 – to record that the annual NF visit will be suspended for 3 years for fee-for-service persons under age 65.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44 – BI-NB waiver access (waiting list)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47 – No longer need waiver access (removed from list for reasons other than opening to the waiver program)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49 – AC and ECS citizenship status verified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>98 – used with 1) Activity Type 05; 2) for fields 78, 80, and 81; 3) with Activity Type 07 for the BI, CAC, and CADI programs to change CDCS; and 4) when the ECS gross income/assets or adjusted income/assets fields are changed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>99 – used in field 80</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Field 75B: When using an Exit Reason (values 17, 19 - 25, 31, 33, or 34) in field 75A, an Assessment Result Code 02 -11, 18, 30, or 98 must also be entered in field 75B to indicate what will happen to the person after leaving the program. Value 30 can only be used in field 75B when the Exit code is 24 or 25.  

When using value 47 in field 75A, the following values can be used in field 75B: 02 – 09, 30, or 98.

<p>| 76 | Effective Date | Effective Date of the outcome identified in field 75A. This date begins the eligibility span, extends |</p>
<table>
<thead>
<tr>
<th>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>the span, and closes the span on the RWVR (waiver) screen or the RELG (AC and ECS) screen.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>It is used to edit against eligibility information in the Recipient Subsystem (LTC ineligibility, living arrangement, managed care enrollment, hospice period, major program)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This date is used to determine the correct case mix budgets for AC, ECS, EW, and CDCS.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>It establishes the age of the person being assessed.</td>
</tr>
<tr>
<td>77</td>
<td>Informed Choice</td>
<td>This field indicates that the person received information about and understands their rights regarding a choice between institution and community services, their right to a choice in services and providers, and the person has signed the Community Support Plan, CSSP, or CCP (forms DHS-4166 or DHS-6791B). Persons assessed for waivers and for other community assessments must be given this information, and this field must be a “Y”.</td>
</tr>
<tr>
<td>78</td>
<td>Person Choice</td>
<td>The person’s choice of services and setting.</td>
</tr>
<tr>
<td>79</td>
<td>Guardian Choice</td>
<td>The choice of the person’s guardian, if any. Leave blank if there is no guardian.</td>
</tr>
<tr>
<td>80</td>
<td>Family Choice</td>
<td>The family’s choice of services and setting for the person.</td>
</tr>
<tr>
<td>81</td>
<td>LTCC/IDT Recommendation</td>
<td>The assessor’s recommended services and setting for the person. Do not use value 29.</td>
</tr>
<tr>
<td>82</td>
<td>Level of Care</td>
<td>The assessor’s determination of various levels of institutional need for care. For example, “NF Risk” indicates the person meets the nursing facility level of care.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See the brochure DHS-7028 for a description of the NF LOC criteria. MMIS edits this determination against information contained in the screening document to verify NF LOC.</td>
</tr>
<tr>
<td>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</td>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td></td>
<td>Note: Value 02 (NF/Certified Boarding Care) is describing two types of nursing facilities.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NF Track Number</td>
<td>This field may be used for telephone screenings. Leave it blank.</td>
</tr>
<tr>
<td>83</td>
<td>Case Mix Amount</td>
<td>The maximum monthly dollar limit that can be used for AC, ECS, or EW services. It is system entered based on case mix value. See Section 201.14 to request EW conversion budgets.</td>
</tr>
</tbody>
</table>
| 84                                                           | Reasons for NF Continued Stay/CDCS Ending | This field shows:
1) The reason(s) why the person remains in an institution after a relocation assessment is completed. Use up to two different values.
2) The reasons the person ends the CDCS option. Use up to two different values.
3) The reasons why a person is placed on a CADI or BI waiting list. Use value 01 when the lead agency has no money in their allocation to serve the person. Use values 03 – 10 as reasons for planning in the waiver management system. |
<p>|                                                              | Relocation to Community | A field on the health risk assessment screening document form DHS-3427H and completed only for the SNBC health risk assessments. |
| Section E and ALT4 Screen                                    | Professional Conclusions and PCA Complex | Summary statements regarding the assessor's conclusions about the person's needs/conditions. Used as the basis of NF level of care for individuals under 21 until October 1, 2019. See the brochure DHS-3361 for more complete descriptions of these conclusions. Use Y or N. Field 100a identifies if the person is assessed to be eligible for 12 hours or more of PCA per day. MMIS will add an “N” for case mixes A – H and L; a “Y” for case mix V; and post for worker to add an N or Y for case mixes J, K., and I. See the CBSM manual. |
| Section F and ALT4 Screen                                    | Waiver/AC/ECS Eligibility Criteria | Verifies that waiver/AC/ECS eligibility criteria have been reviewed and met. Use Y or N. |</p>
<table>
<thead>
<tr>
<th>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>104</td>
<td>Program Type</td>
<td>Indicates which program, if any, will fund planned services.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: Program Type 22 (temporary AC) is used when a person’s AC gross income and assets show that they may be eligible for the MA program. The opening screening document is entered after the case manager verifies the person has submitted the MA application and asset assessment for a married couple for processing. Only 75 days of eligibility will be provided while the MA application is pending approval. The eligibility span cannot be extended or reopened after this initial eligibility period.</td>
</tr>
<tr>
<td>105</td>
<td>MHM IND</td>
<td>Moving Home Minnesota. Add “Y” if person elected this program when assessed in the institution. Document will remain in suspense and route to DHS for approval.</td>
</tr>
<tr>
<td>106</td>
<td>CDCS (Y or N)</td>
<td>An indicator if the CDCS option was selected. See section 201.09.</td>
</tr>
<tr>
<td>107</td>
<td>CDCS Amount</td>
<td>The monthly dollar cap for the CDCS services. It is system entered for EW and AC program types. It is manually entered for all other program types. See section 201.09.</td>
</tr>
<tr>
<td>108</td>
<td>Services</td>
<td>Mandatory for MSHO and MSC+ members receiving Elderly Waiver services. Required for reassessments (Activity Type 06 with Activity Type Date 8/1/18 or greater. Purpose is to identify if member is receiving one of these services. Values are AD (adult day), CL (customized living), FC (foster care) or NA (none). If a person has both adult day service and a residential service, choose the residential service provider for the evaluation. If answer is NA then don’t complete the Provider NPI Number, Person, and provider evaluation fields. See bulletin 18-25-04.</td>
</tr>
<tr>
<td>109</td>
<td>Provider NPI Number</td>
<td>Mandatory for MSHO and MSC+ members receiving Elderly Waiver services. Required for</td>
</tr>
<tr>
<td>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</td>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>reassessments (Activity Type 06) and the LTCC County field = MCO code for Activity Type Date 8/1/18 or greater. Purpose is to identify the number of the provider who is providing the AD, CL, or FC services. See bulletin 18-25-04.</td>
</tr>
<tr>
<td>110</td>
<td>Person</td>
<td>Mandatory for MSHO and MSC+ members receiving Elderly Waiver services. Required for reassessments (Activity Type 06 and the LTCC County field = MCO code) for reassessments dated 8/1/18 or greater, and the Services field is not NA. Purpose is to identify if member: 1) Is present and knows the provider is providing the services (value 1); 2) Does not know the provider provides these services and has a guardian/conservator to complete the questions (value 2); or 3) Does not know the provider is providing these services and has no guardian/conservator (value 3). If answer is value 3, then fields from Respect through Housing on the ALT5 screen will be protected from data entry. See bulletin 18-25-04.</td>
</tr>
<tr>
<td>Section G (Service Plan Summary) and ALT5 Screen</td>
<td>Service Codes</td>
<td>Records formal services, informal care giving, quasi formal services and identifies the bundled component services for Elderly Waiver customized living services. May have up to eighteen different selections. (C) - EW customized living services provided by the CLS provider. (F) - Formal services are paid through funding sources such as the waiver, Alternative Care, Medical Assistance, Medicare, or private insurance. (I) - Informal services are unpaid services</td>
</tr>
<tr>
<td>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</td>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>(Q) - Quasi-formal services require a small payment such as a stipend for a volunteer (M) - Moving Home MN services (O) - Offered This section can be updated at any time using Activity Type 05.</td>
<td>Respect (RSPT) Privacy (PVCY) Performance (PERF) Response (REP) Goal (GOAL) Work (WORK) Community (COMM) Funding (FUND) Quality (QUAL) Recommendation (RECM) Different (DIFF) Adult Day Services (ADYS) Day (DAY) Time (TIME) Food (FOOD) Lease (LEAS) Lock (LOCK) Share (SHAR) Decorate (DECO) Visitors (VIST) Access (ACCS) Spaces (SPAC) Housing (HOUS)</td>
<td>Section G (Person's Evaluation of Foster Care, Customized Living and Adult Day Services) and ALT5 Screen</td>
</tr>
</tbody>
</table>

These questions allow the EW participant to evaluate the provider's performance in implementing the person's service plan and supporting their desired outcomes.

See the Person's Evaluation of Foster Care, Customized Living, or Adult Day Service form DHS-3428Q for the valid values. Also, see the MMIS Session 9 for more information.
<table>
<thead>
<tr>
<th>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>These fields are protected when the Services field is NA, the Person field is 3, or the Activity Type is not 06. See bulletin 18-25-04.</td>
<td>ALT6 Screen 135 - 139</td>
<td>Always enter the first line of the address. Do NOT use colons in either address line. The second line is optional. Information will transfer to the RCAD screen of the person’s Recipient file for the AC or ECS case record. The address is used to mail service agreement letters and other DHS correspondence to the person. See Section 301.08 to correctly record changes to the AC address for fee billing.</td>
</tr>
<tr>
<td></td>
<td>CF</td>
<td>The county of financial responsibility. The value in this field will populate the CFR field on the first screen of the screening document and on the RELG screen for major program AC and UN for ECS.</td>
</tr>
<tr>
<td></td>
<td>Gross Income</td>
<td>AC Financial Eligibility Worksheet in field II.A (DHS-2630) or II.C (DHS-2630A), ECS Financial Worksheet in field I.C (DHS-6683A) or I.A (DHS-6683)</td>
</tr>
<tr>
<td></td>
<td>Gross Assets</td>
<td>AC Financial Eligibility Worksheet in field III.G (DHS-2630) or III.M (DHS-2630A), ECS Financial Worksheet in field II.M (DHS-6683A) or II.G (DHS-6683)</td>
</tr>
<tr>
<td></td>
<td>Adjusted Income</td>
<td>AC Financial Eligibility Worksheet Case Mix V – Assessment for Vent Dependency in field II.E (DHS 2630) or II.I (DHS 2630A), ECS Financial Worksheet in field I.I (DHS-6683A) or I.E (DHS-6683). Round to the nearest dollar.</td>
</tr>
<tr>
<td>Field # from paper form DHS-3427 and MMIS screens ALT1 through ALT6</td>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td></td>
<td>Adjusted Assets</td>
<td>AC Financial Eligibility Worksheet in field III.K (DHS 2630) or III.Q (DHS 2630A.) ECS Financial Worksheet in field II.Q (DHS- 6683A) or II.K (DHS-6683). Round to the nearest dollar. Verify this information by using the AC or ECS person’s Medicare/MBI ID card or other documentation from Medicare. Note: this information will update the RCIP screen of the Recipient subsystem if the financial worker does not populate that screen.</td>
</tr>
<tr>
<td></td>
<td>Medicare/MBI ID Number Medicare/MBI Part A Effective Period and Medicare/MBI Part B Effective Period</td>
<td>As of April 1, 2018, new MBI cards will replace the Medicare ID card. The MBI number is a random number replacing the Social Security number. Either number can be placed in the Medicare/MBI ID Number field. If a MBI number is known to MMIS, this field will automatically be changed from the Medicare to the MBI number. No action is needed.</td>
</tr>
<tr>
<td>136</td>
<td>AC Fee Waiver Reason</td>
<td>The reason that the person doesn't have an AC fee obligation.</td>
</tr>
<tr>
<td>137</td>
<td>Medicare Eligible</td>
<td>Indicates if the AC or ECS person is eligible for Medicare. If a “Y” is placed in this field, the Medicare/MBI ID Number field is mandatory as well as the Medicare/MBI Part A Effective or the Medicare/MBI Part B Effective field.</td>
</tr>
<tr>
<td>138</td>
<td>AC Fee Assessed</td>
<td>Indicates if the person will be paying an AC fee. Values are Y or N.</td>
</tr>
<tr>
<td>139</td>
<td>Citizenship</td>
<td>Used for AC and ECS persons to indicate if they are a US citizen.</td>
</tr>
</tbody>
</table>
Case Mix V – Assessment for Vent Dependency

All waiver programs to identify an individual who is ventilator dependent may use this case mix. A person is considered ventilator dependent if the person receives mechanical ventilation for life support at least six hours per day and is expected to be or has been dependent on a ventilator for at least 30 consecutive days. Intermittent or PRN use of oxygen, use of oxygen monitors or apnea monitors only, nebulizer treatments or CPAP devices for snoring or sleep apnea do not fall under the definition of “mechanical ventilation for life support”.

See DHS-3428B Case Mix Classification Worksheet to determine the case mix V. Responses coded 02 or 03 on the DHS-3428 or 3428A (Long Term Care Consultation Assessment) will allow the Elderly Waiver case mix budget for case mix V.

How to Complete the Falls Questions

1. Have you experienced any falls……00_____No 01_____Yes
   a. If 1. = 01, go to 3.
   b. If 1. = 00, go to 2.

2. If no, does concern about……00___No 02 ____Yes
   a. If 2 = 00, 00 is code for 3427.
   b. If 2= 02, 02 is code for 3427.

3. Fall with fracture in last 12 months. 00 ____No 03____Yes
   a. If 3. = 00, 01 is code for 3427.
   b. If 3. = 03, 03 is code for 3427.

Exit Descriptions

Please note that a person is not exited from the AC, ECS, or EW program because they did not receive a service every month. Some services may not be provided on a regular basis or are provided only once. The program remains open if services are still needed at some point in the future. An exit from the program is completed when all services are exhausted and it is anticipated that no other future services are needed.

Provide the Notice of Action forms DHS-2828A or 2828B to the person.

Use these values when the person exits the AC, ECS, or waiver programs. These rules apply to activity type dates October 1, 2019 or later.

<table>
<thead>
<tr>
<th>Exit Codes</th>
<th>Activity Type 06</th>
<th>Activity Type 07</th>
<th>Allow Retro Exit?</th>
<th>Advance Notice Needed?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>X</td>
<td>N</td>
<td>Y</td>
<td></td>
<td>When using activity type 06, the exit effective date must be a minimum of</td>
</tr>
<tr>
<td>Exit Codes</td>
<td>Activity Type 06</td>
<td>Activity Type 07</td>
<td>Allow Retro Exit?</td>
<td>Advance Notice Needed?</td>
<td>Notes</td>
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<td>-------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td>X</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

10 and no more than 60 days in the future from the date the adverse action notice was mailed or given to the person to comply with the advance notice requirement.

When using activity type 07, the effective date cannot be more than the last day of the month that follows the current month. Use for loss of eligibility for Medical Assistance.

| 19         | X               |                 | N                 | N                       |       |

Scenarios: temporary AC to EW, AC to EW, and temporary AC to AC.

When using activity type 07, the effective date can be no more than the last day of the month that follows the current month.

| 19         | X               |                 | Y                 | N                       |       |

When using activity type 07, the effective date can be no more than the last day of the month that follows the current month.

| 20         | X               |                 | N                 | Y                       |       |

The exit effective date must be a minimum of 10 and no more than 60 days in the future from the date the adverse action notice was mailed or given to the person to comply with the advance notice requirement.

| 21         | X               |                 | N                 | Y                       |       |

The exit effective date must be a minimum of 30 and no more than 60 days in the future from the date the adverse action notice was mailed or given to the person to comply with the advance notice requirement.

| 22         | X               |                 | N                 | Y                       |       |

When using activity type 06, the exit effective date must be a minimum of 10 and no more than 60 days in the future from the date the adverse action notice was mailed or given to the person to comply with the

<p>| 22         |                 |                 | Y (see note)      | Y                       |       |</p>
<table>
<thead>
<tr>
<th>Exit Codes</th>
<th>Activity Type 06</th>
<th>Activity Type 07</th>
<th>Allow Retro Exit?</th>
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</thead>
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<tr>
<td>23 X</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>23</td>
<td>X</td>
<td>N</td>
<td>Y</td>
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<tr>
<td>24</td>
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<td>31 X</td>
<td>N</td>
<td>Y</td>
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<td>31</td>
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<tr>
<td>33 X</td>
<td>N</td>
<td>Y</td>
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<td>33</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Advance notice requirement when the exit reasons are not 04, 07 – 09. The effective date can be retro for activity type 07 when using exit reasons 04, 07 – 09 (facility admission) except for ECS (see exit reason 24).

The exit effective date must be a minimum of 10 and no more than 60 days in the future from the date the adverse action notice was mailed or given to the person to comply with the advance notice requirement.

Can be retro to the date of the event.

For anticipated exit dates, the effective date can be no more than the last day of the month that follows the current month.

The effective date of the exit is typically the same date as the opening to the program.

The exit effective date must be a minimum of 10 and no more than 60 days in the future from the date the adverse action notice was mailed or given to the person to comply with the advance notice requirement.
### Exit Codes

<table>
<thead>
<tr>
<th>Exit Codes</th>
<th>Activity Type 06</th>
<th>Activity Type 07</th>
<th>Allow Retro Exit?</th>
<th>Advance Notice Needed?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>X</td>
<td>N</td>
<td>Y</td>
<td></td>
<td>The exit effective date must be a minimum of 10 and no more than 60 days in the future from the date the adverse action notice was mailed or given to the person to comply with the advance notice requirement.</td>
</tr>
</tbody>
</table>

- **17** – Person lost financial eligibility for current program. If the exit is due to Medical Assistance closure then use activity type 07. One example is if the person’s spouse dies and allocated income or assets transfers back to them making them ineligible for the EW program. The person may meet the AC financial threshold.

  When using Activity Type 07 the Effective Date cannot be more than the last day of the month that follows the current month.

- **19** – Person lost financial eligibility for the Alternative Care program due to spending down to the MA program and now meets the financial guidelines for Elderly Waiver and will open to that program. Alternatively, the person appears to be MA eligible at time of the AC reassessment and needs to apply for MA. AC will close and temporary AC opens while they apply for MA. Alternatively, the person is exiting temporary AC to regular AC or EW after the MA decision is made.

  The Effective Date cannot be more than the last day of the month that follows the current month. The Exit Reasons can only be 10 or 11. This code is no longer used to exit the Elderly Waiver program as of Activity Type Date February 1, 2019.

- **20** – Person’s level of care changed. Change the level of care field to show the correct status at time of exiting. Examples are level of care changes from the CAC program (hospital LOC) to the CADI program (NF LOC), from the BI-NF program to the BI-NB program, from CADI to CAC, or from BI-NB to BI-NF or from ECS (no LOC) to AC (NF LOC).

  Use code 20 when exiting a program and combining it with a change or reopening to a different program with newly established level of care code using 10 (change) or 11 (reopen) in field 75.

  Level of care can only be changed at reassessment. Use activity Type 06 to exit and the new level of care code added. Use Activity Type 07 when opening to the new program.
• 21 – Person meets no level of care criteria. May only be used with Activity Type 06. Change the level of care (risk status) field to 07. The Effective Date must be at least 30 and no more than 60 days in the future to meet the advance notice requirements. Code 22 can be used to move a person from AC to ECS.

• 22 – Person no longer meets the program’s criteria other than financial or level of care. Examples are:
  o The person is admitted to an institution (NF, etc.,) for more than 30 days.
  o The person’s health and safety in the community cannot be reasonably met by the program services. Contact the Adult Protection Services unit.
  o There are other funding sources to pay for the services such as long term care insurance, Medicare, Medical Assistance, Title 3, or private pay.
  o The person no longer needs the programs’ services.
  o The person is receiving GRH specialized services (not GRH housing) and so is not eligible for waiver services.
  o The person is exiting the waiver and opening to home care program only.
  o Exit from CADI to EW for 65th birthday

• 23 – Person chooses to leave the program.

• 24 – Person exited for reasons other than one of the other exit codes such as:
  o Incarcerated
  o Person cannot be located for reassessment visit
  o Death (use code 30 in field 75b)
  o Person moved out of state
  o Exiting ECS to allow the Senior LinkAge Line® staff to enter the preadmission screening for nursing home admissions.

  Use code 98 in field 75B unless reason is death, then use code 30. The Activity Type must be 07.

• 25 – The program closes due to an error in opening, death, or for other reasons in which no waiver, AC, or ECS provided services. If the person refused services before they began, the advance notice requirement could be provided. Using this code will remove the Elderly Waiver “slot” and delete the Elderly Waiver eligibility span from the RWVR screen. Only use with Activity Type 07. Put code 30 in field 75b if person has died. The effective date must be the same as the opening effective date.

• 26 – This code is not valid as of activity type date February 1, 2019 and later. It is not necessary to exit a person when a new lead agency is assigned.

• 31 – Person is exited from the Alternative Care program due to no payment of the AC fee for 60 days. The person may return to the program after a 30 day waiting period. See section 301.08 for more information.
• 33 – Person chooses to exit the Alternative Care program due to estate claim recovery requirements.

• 34 – Person chooses to exit the Alternative Care program due to a change in the fee. See section 301.08 for more information on offering reduced fees.

When using exit codes, field 75B is required to be completed to record what will happen to the person now that they’ve exited the program. Use values 02 – 11, 18, 30, or 98 to indicate why the person left the program in field 75B. Value 30 can only be used when the exit value in field 75A is 24 or 25. Exit 21 (no longer meets level of care) cannot be used with reasons 04, 07, or 08 indicating institutional admission. The Effective Date may be any day of the month and should reflect the last day of service or the last day the person is in the community. The date may overlap the date of admission to an institution.

The end date for major program AC for Alternative Care, major program UN for Essential Community Supports, and the waiver span for all waiver programs or Essential Community Supports is updated based on the Effective Date. Edit 109 will post if the exit screening document effective date is beyond the service agreement header end date. Change the service agreement header end date so it does not exceed the exit date. Change the Send Recipient Letter field to a Y so the person receives notice of program services closing.

Advance Notice of Appeal
For most exits, the notice of appeal must be provided to the person. See the above chart for exceptions. This notice contains the rights to appeal the decision for reduction, termination, or denial of services.

When a person loses level of care (exit reason 21), the Effective Date of the exit is dated at least 30 days but no more than 60 days from the date the adverse action notice was given or mailed to the person. To allow this exit date in the future, the waiver, AC, or ECS eligibility span will extend beyond the current eligibility end date if needed.

For all other exit reasons requiring advance notice, the Effective Date of the exit is dated at least 10 days and no more than 60 days from the date the adverse action notice was given or mailed to the person. To allow this exit date in the future, the waiver, AC, or ECS eligibility span will extend beyond the current eligibility end date if needed.

If the person appeals the program closure decision, the program is reopened back to the exit date. The exit screening document is deleted. If the person loses the appeal, the program is closed to the date of decision.

When an exit needs to be documented as occurring in the past, advance notice of action is not possible. However, the lead agency should still provide notice when possible. For example, in stances when the case manager is notified of an exit that
occurred prior to the current date use activity type 07. The effective date may then be earlier than the activity type date.

Effective Date and Activity Type Date Rules

- For eligibility updates (Active Type 09) with an Activity Type Date on or after August 1, 2013 and prior to July 1, 2017:
  - The Activity Type Date for Activity Type 09 cannot be the same date as the face-to-face nor more than 90 days from the Activity Type Date of the face-to-face visit.
  - The Effective Date can be equal to the Activity Type Date of Activity Type 09 or up to 60 days in the future.
- For eligibility updates (Activity Type 09) completed on or after July 1, 2017:
  - The Activity Type Date for Activity Type 09 cannot be the same date as the face-to-face nor more than 90 days from the Activity Type Date of the face-to-face visit.
  - The Effective Date can be equal to the Activity Type Date of the last Activity Type 02 or 04 (face-to-face assessment) when all other eligibility criteria are met, and up to 60 days after the Activity Type Date for Activity Type 09 when all other eligibility criteria are met.
- The Effective Date cannot be more than 60 days after the Activity Type Date for Activity Types 01 - 04, 06, and 09.
- If Program Type = 01 - 08, 11, or 12 the Effective Date must fall within a major program MA (Medical Assistance) span.
- If Program Type = 09, 10, or 22 and the Activity Type = 06, or the Assessment Result is exit values 17, 19 - 25, 31, 33, or 34, the Effective Date must fall within a major program Alternative Care (AC) span.
- If Program Type = 29 the Effective Date for Activity Type 06 or Assessment Result exits values 17, 20 – 25 must fall within a major program UN with EC eligibility type.
- If Program Type = 30, the Effective Date must fall within a major program MA or UN with EC eligibility type.
- The Activity Type Date cannot be prior to the last approved Activity Type Date and/or the Effective Date cannot be prior to the last approved Effective Date.
- If the person is exiting due to admission to an institution for more than 30 days including a continuous hospitalization period combined with a nursing home stay of more than 30 days (or for less than 30 days if RSC is requested), the Effective Date must be the date of admission.

EW Program Types: Diversion vs. Conversions

For purposes of coding the program type field, a diversion is a person who is not a resident of a long term care facility at the time of the assessment. A conversion is a person who was a resident of a long term care facility at the time of the assessment. A
person who opens to a program under one of these types will remain that type until they exit the program.

If the person exits the program and later returns, it should be re-determined if they are now a diversion or a conversion.

For purposes of budgets payment, people who were residents of a facility for at least thirty days and enter the EW program may qualify for a monthly budget higher than those case mix budgets available for diversions or conversions with less than a thirty day stay. See section 201.14 for more details.

**AC and ECS Citizenship Requirement**

Noncitizens are not eligible for the AC or ECS program. This applies to new applicants as well as those currently on the programs. AC and ECS program applicants must attest to their citizenship or immigration status at application and have an additional 90 days to provide acceptable supporting documentation. Current program participants will also have to attest to their citizenship or immigration status and provide supporting documentation if not previously completed.

The AC and ECS Program Eligibility Worksheets have been updated with a question that applicants/participants will answer that attests to their citizenship or immigration status.

The LTC Screening Document DHS-3427 shows the Citizenship field in section H. This field is found on the ALT6 screen of the LTC Screening Document in the MMIS. The field is mandatory when:

- The Effective Date is equal to or greater than July 1, 2015; and
- The program type is 09, 10, 22, or 29; and
- The Assessment Result field is 01, 10, 11, or 13

The valid values are (note there isn’t a preceding zero):

- 1 – Person is a US citizen
- 2 – Citizenship is pending
- 3 – Person is not a US citizen

**Edit 278 Citizenship field is missing or invalid**

1. Field must be populated with one of the above values when the screening document meets the mandatory conditions.
2. Value must be 1 when the Assessment Result is 49 and must follow a document with value 2.
3. When exiting AC or ECS due to the person’s inability to confirm citizenship (value 2 is in field) use Assessment Result 22 to avoid posting edit.

**Edit 279 Citizenship is pending**
When value is 2, the AC major program eligibility span, or the Unknown major program/waiver type Y eligibility spans for ECS will be 90 days in length instead of 365 days (AC) or ending at the end of the twelfth month (ECS). This edit is forcible. A new reassessment value 49 called Citizenship Verified is used when the person’s status was pending and now they are confirmed to be a US citizen. In order to use this Assessment Result, the previous value in the citizenship field must be a 2 – citizenship is pending. As noted above, using value 2 allows only 90 days of program eligibility. If after 90 days the citizenship status is not confirmed the person must be exited from the program using Assessment Result 22 - person exited because no longer meets other eligibility criteria. Using Assessment Result 49 with citizenship value 1 will extend the eligibility spans.

To confirm the citizenship status after pending, enter a new document with Activity Type 07, Assessment Result 49, and the activity type/Effective Date when the citizenship documentation was received. Change the citizenship field to 1. For the AC person this will extend the eligibility span to 365 days from the last opening, reopening, or reassessment (AC) Effective Date. The eligibility span for the ECS person will be extended to the end of the twelfth month from the Effective Date of the last opening, reopening, or reassessment document.

Assessment Result 49 can only be used if the previous screening document had a value 2 in the citizenship field. Edits will post if the Assessment Result was used for any program type other than 09, 10, or 29, or if the activity type is not 07.

**Edit 280 Citizenship not valid for program**

When the value is 3, the person is not eligible for the AC or ECS program and must be exited. Change the Assessment Result to 22. If the person reapplies for citizenship, reopen to the program and use value 2 in the citizenship field for a 90-day eligibility period. If person submits additional documentation to prove citizenship, reopen the program and use value 1 in the citizenship field instead.

**Financial Eligibility Worksheets for the Alternative Care and Essential Community Support Programs**

The person’s gross income and asset amounts as well as the adjusted income and asset amounts from these worksheets are added to section H of the LTC Screening Document (ALT6 in MMIS). MMIS edits will assure that the person’s amounts fall within the financial guidelines, Adjusted Asset, AC Waiver Reason, and AC Fee Assessed fields can be changed at any time using Activity Type 05 and Assessment Result 32. For the ECS person, use Activity Type 05 and Assessment Result 98.

Financial determination for persons opening to ECS using program type 29 is completed through one of two ECS Financial Eligibility Worksheets: DHS-6683 or DHS-6683A.

Form 6683 is for unmarried individuals or married couples when both are requesting ECS services or a married person whose spouse is an Alternative Care or Elderly
Waiver person or is living in a nursing facility.

For 6683A is for a married individual when only one spouse is requesting services.

Also, use the DHS-6826 Essential Community Supports (ECS) Financial Disclosure. Persons applying for the Alternative Care program will use one of two financial worksheets. The current version of the worksheets are dated January 2018 for all new applicants and reassessments on or after this date.

- Form DHS-2630 is for individuals or married couples when both choose the AC program or a married person who spouse is an EW recipient or living in a nursing facility
- Form DHS-2630A is for a married person who has a community spouse

201.05 Using Activity Types

The activity type identified in field 11 of the LTC Screening Document DHS-3427, indicates the type of screening, assessment, or other activity completed by the lead agency. This information is also covered in Session 7A, Understanding Activity Types and their Timelines, in the MMIS Training Series.

Activity Type 01 - Telephone Screen

This activity type is used primarily for nursing facility admissions and some types of health risk assessments (HRAs) completed by managed care organizations. The 2013 Minnesota Legislature amended Minnesota Statutes, section 256B.0911 governing Long Term Care Consultation services by deleting the preadmission screening (PAS) activity and policy previously incorporated there.

The PAS policy and practice requirements were incorporated under Minnesota Statutes, section 256.975 governing the Minnesota Board on Aging activities. Effective November 1, 2013, and statewide, Senior LinkAge Line® (SLL) staff complete PAS activities, including nursing facility level of care (NF LOC) determinations and OBRA Level I screenings. Additional resource information related to OBRA policy is provided in the User Notes in the MMIS Training Companion Guide.

While counties and tribes no longer perform telephone-based PAS activities using Activity Type 01, managed care organizations complete PAS for their enrolled members. The information is entered into MMIS using form DHS-3427T. In addition, counties and tribes receive information from SLL staff regarding admissions of HBCS program participants, for example, and may receive referrals for face-to-face assessment when NF LOC cannot be determined using the web-based PAS tools.

Lead agency staff will also see historical LTC Screening Documents for PAS completed for people in the past when performing Inquiry for a person, as well as historical HRAs that were completed by telephone or mailed surveys and recorded using Activity Type 01. Telephone or mailed survey HRA are recorded on form DHS-3427H.
Please see bulletin 19-25-02 Preadmission Screening – Activity Required for MA-Certified Nursing Facilities for complete information.

Activity Type 02 - Person to Person Assessment in the Community
This activity type represents the completion of a face-to-face assessment for a person living in the community. This activity type is used to initially open to the waiver, AC or ECS programs. Activity Type 02 is also used to identify an in-person health risk assessment when the care coordinator completed the LTCC assessment or MnCHOICES assessment as the Health Risk Assessment. The Referral Date field is changed.

If an assessment is completed before a person is discharged from a facility, use Activity Type 04 - Relocation/Transition. Activity Type 04 is not used for people while they are participating in an HCBS program.

Activity Type 03 - Visit/Early Intervention
This activity type represents a less-than-complete community or facility -based assessment. It is used for visits that result in partial assessment, provision of information and referral, or minimal assistance with services planning. Because not all information is required to be documented in MMIS using Activity Type 03, it has limited uses, but does document a lead agency face-to-face activity.

For example, admission to institutions are not valid client outcomes for this level of assessment since the activity type neither indicates complete community assessment nor other health care professional involvement deemed necessary to determine need for admission as occurs under preadmission screening. Nor can it be used to open people to HCBS programs. Activity Type 03 is never used for people while they are participating in an HCBS program.

Limitations in MMIS:
- Indicates a face-to-face visit that was not fully completed and uses program type 00 only
- Uses Assessment Results 03 or 05
- Cannot be used to manage or administer any waiver, ECS, Moving Home Minnesota (MHM), or AC programs, or Relocation Services Coordination (RSC), or perform any activity in MMIS for participants of these programs.

Activity Type 04 - Relocation/Transition Assessment
Activity Type 04 and Activity Type 02 operate in the same way in MMIS, with the difference being the location of the person at the time of assessment. Use this activity type to indicate a face-to-face assessment before a person is discharged from an institution.

It can be used to open, reopen or change a HCBS program for the person upon discharge from the institution. The Referral Date field is changed. This activity type will
also permit the county or tribe to document Relocation Services Coordination by using Assessment Result 18 and program type 00.

This activity type will also permit the MCO to document Relocation Services Coordination for their members by using Assessment Result 18 and program type 19.

Activity Type 05 - Document Change Only
This activity type supports the need to make limited changes to an approved screening document. The changes are shown on a new screening document rather than the document that was entered initially.

Limitations in MMIS:
- The waiver/ECS eligibility period on the RWVR screen is not changed.
- The major program UN (for ECS) or AC (for Alternative Care) eligibility period on the RWVR screen is not changed.
- Only Assessment Result 32 or 98 can be used.

Use Assessment Result code 32 when updating the AC financial data on the ALT6 screen.

Use Assessment Result 98 at any time (except for the initial screening document) when:
1) Changes are needed to non-protected fields to correct errors or update information. If a field is protected (i.e., it cannot be changed using this activity) it contains information that is intended to be changed only on the basis of a face-to-face assessment (Activity Types 02 04, or 06) or eligibility update (Activity Type 09). Information about assessed need is protected.
2) Updating a screening document for purposes of increasing the EW, AC, or ECS case mix cap amount after a COLA. The Activity Type Date and Effective Date fields must be dated after the COLA Effective Date.
3) Changing the Alternative Care or ECS address.
4) Updating the Service Code Summary section.
5) Updating the CM/HP/CA field. This is the most frequent use of Activity Type 05.
6) Updating the gross income and asset fields and the adjusted income and asset fields for the ECS program.

When changing the ECS county codes, and If MA does not overlap with the major program UN with eligibility type EC, then the COS, COR, and CFR fields on the ECS screening document will update the recipient subsystem’s RELG, RCIN, and RCAD screens and county fields on the ECS service agreement.

If major program MA does overlap, the COS, COR, and CFR fields on the screening document and service agreement will be updated by the recipient subsystem’s RELG (for major program UN with EC eligibility type), RCIN, and RCAD screens.
The AC screening document will update the COS, COR, and CFR fields on the recipient's subsystem's RELG (for major program AC), RCIN, and RCAD screens (for AC case records) and the service agreement county fields.

**Activity Type 06 - Reassessment**

This activity type is used to code face-to-face assessments of individuals participating in HCBS programs (except for the DD waiver and temporary AC). Used on at least an annual basis (within 365 days of last assessment).

The annual visit should be scheduled at least 30 days prior to the waiver, ECS, or Alternative Care ending date. This will allow time for the required 30 day advance notice of the Denial, Termination, or Reduction (DTR) notice in case the visit results in the person no longer eligible due to not meeting level of care (exit code 21) or the minimum 10-day notice for termination for other exit reasons other than death or using exit codes 17, 19, 20 – 23. Using these codes will extend the program’s eligibility span to these exit dates if the dates fall outside of the current eligibility periods on RWVR (waiver) or RELG (ECS or AC major programs).

If the person is continuing on the program and a reassessment is not completed within by the end of the eligibility span, there will be a gap in eligibility for the person, a gap in possible service authorization periods, and a resulting period of ineligibility for payment to providers.

See the [Community-Based Services Manual](#) for more detailed policy information about reassessments.

There are only 2 possible outcomes of a reassessment:

- The person continues on the program, or
- The person is exited from the program.

**Rules:**

- The Activity Type Date records the date of the screening or visit. The Effective Date (field 76 on the paper form) is the first of the month for reassessments.
- This activity type cannot occur before Activity Types 02 or 04 or 09.
- Using Assessment Result 13 will extend the eligibility period for waiver or ECS programs to the last day of the following twelfth month or 365 days for the AC program. A new service agreement is needed for this new period.
- If the visit results in closing the program due to the person losing the program's level of care criteria, the Effective Date must be at least 30 but no more than 60 days after the appeal notice was mailed. Using Activity Type 06 and Assessment Result 21 will expand the eligibility end date if needed to the new exit date.
- If the visit results in closing the program using Assessment Result 17, 19, 20, 22 or 23 the Effective Date must be at least 10 but no more than 60 days after the appeal notice was mailed.
• If the person is exiting due to admission to an institution for more than 30 days, this may include a period of continuous hospitalization to nursing home of more than 30 days (or for less than 30 days if relocation service coordination (RSC) is requested), the Effective Date of the exit must be the date of admission.

When changing the ECS county codes (COS, COR, or CFR) and If MA does not overlap with the major program UN with eligibility type EC, then the COS, COR, and CFR fields on the ECS screening document will update the recipient subsystem’s RELG, RCIN, and RCAD screens and county fields on the ECS service agreement.

If major program MA does overlap, the COS, COR, and CFR fields on the screening document and service agreement will be updated by the recipient subsystem’s RELG (for major program UN with EC eligibility type), RCIN, and RCAD screens.

The AC screening document will update the COS, COR, and CFR fields on the recipient’s subsystem’s RELG (for major program AC), RCIN, and RCAD screens (for AC case records) and the service agreement county fields.

Activity Type 07 - Case Management/Administrative Activity
This activity type identifies case management activities. It is to be used for specific tasks and does not replace a face-to-face assessment or case management visit. When used as an initial opening or when exiting the person from a program, the Recipient Subsystem screens RWVR (waiver) or RELG (AC, or UN with eligibility type EC) eligibility span is added or changed.

Typically, Activity Type 07 is used either to exit a person from a program, or to change an Assessment Result within 60 days of a previous face-to-face assessment or eligibility update. Many fields will be protected using Activity Type 07. If a protected field needs to be changed because of new information, a face-to-face visit is required rather than using Activity Type 07. Also, see information about the use of Activity type 10 for the AC and EW programs to update information.

Specific tasks performed with this activity type are:

1) Closing a program.
   • Exit codes 17, 19, 20, 22 - 25, 31, 33, or 34 are entered into field 75A.
   • Exit reason 21 is not allowed with Activity Type 07. This exit type must be determined by a face-to-face assessment using Activity Type 06.
   • The client outcome value 02 - 11, 18, 27, 30, or 98 to indicate what will happen to the person upon exiting the program is entered into field 75B.
   • When a person is entering a nursing facility when leaving the HCBS program, the completion of any needed OBRA Level I screening is also documented (form DHS-3426).
• If the person is exiting due to admission to an institution for more than 30 days, *this can include a continuous period of hospitalization and nursing home stay of more than 30 days*, (or for less than 30 days if RSC is requested), the Effective Date of the exit must be the date of admission.
• If the exit is due to death, the Effective Date is the last day services were provided.
• If the exit is due to the program opening by mistake or services were refused before beginning, use Exit code 25 with an Effective Date the same day as the opening Effective Date.

2) *When using Activity Type 07 and Assessment Result 19 with the AC program, only Exit Reasons 10 or 11 are allowed. Assessment Result 19 to exit the EW program is not allowed for Activity Type Dates on and after February 1, 2019.*

3) Recording Relocation Service Coordination within 365 days of a face-to-face visit. See section 201.08 for more information and the MMIS training Session 10.

4) Reopening and extending a program that was closed due to the person appealing their program termination.

5) Activity Type 07 is used to code that the AC or ECS person is a US citizen after pending for confirmation. Use Assessment Result 49 and change the Citizenship field to 1.

6) Recording an opening to a program within 60 days of a face-to-face assessment or eligibility update. Activity Type 07 with Assessment Result 01 is a valid combination only when immediately following Activity Type 02, 04, or 09 with Program Type 00 or 18 recorded on the Activity Type 02, 04, or 09 document. The Activity Type Date of Activity Type 07 must be within 60 days of the Activity Type Date of Activity Type 02, 04, or 09.

7) Activity Type 07 with Assessment Result 36 or 37 is used with Program Type 03, 04, 09, 10, or 22 to open or exit the Consumer Directed Community Supports (CDCS). See the scenario under the Case Type for EW/AC and CDCS.

8) Activity Type 07 and Assessment Result 43 with program type 00 to record the annual NF visit is delayed for three years for people under age 65 admitted to an institution. This populates the date of the next visit in the Next NF Visit field on the ALT1 screen.

9) Use Activity Type 07 and Assessment Result 98 for the BI, CAC, and CADI programs is used to change the CDCS Indicator.

10) *Assessment Result 26 is no longer valid for activity type dates of February 1, 2019 and later.*
Activity Type 08 – BI/CAC/CADI Reassess 65th Birthday
This activity type is only used for the person using BI, CAC, or CADI programs. The lead agency has a four-month window to conduct the in-person assessment. The four-month window includes the two months before the birthday month, the birthday month, and one month after. Like other reassessments, the person will either remain in their current program, exit to a different disability waiver program, or exit to EW if the person meets eligibility criteria and those waiver services are needed and chosen by the person. If the activity type date is prior to age 65, the effective date must be the birthdate or later.

This activity type cannot be used prior to Activity Types 02, 04, or 09. The Assessment Result is 13 when remaining on the program.

Returning to disability waiver after age 65

People enrolled in the BI, CAC and CADI waivers before age 65 may remain after age 65. People who are 65 at the time of the initial waiver application are not eligible to enroll in a disability waiver. A person who was enrolled on a disability waiver before age 65 may reopen to a disability waiver after age 65 years if all of the following criteria are met:

- He/she meets the eligibility requirements for the waiver
- The Elderly Waiver (EW) does not or no longer meets his/her needs
- He/she receives approval from DHS.

See the CBSM manual for more policy information.

Activity Type 09 – Eligibility Update
Activity Type 09 was created as an alternative to completing another ace-to-face assessment when eligibility determination has been delayed for reasons other than the assessment. For example, an application for MA may be pending, or a planned discharge back to the community has been delayed.

This activity type signifies an eligibility update by telephone rather than a face-to-face visit. While this activity type can be used up to 90 days from the date of the face-to-face assessment Activity Type 02 or 04, use Activity Type 07 within 60 days of the face-to-face assessment instead. It can be used to initially open the person to a program, reopen to a program, or to change programs following the face-to-face assessment. The Activity Type Date cannot be the same date as the face-to-face assessment, and not more than 90 days from the Activity Type Date of the face-to-face assessment.

It is used when the initial eligibility determination is delayed. Activity Type 09 is not used for:
- Persons while participating in HCBS programs,
• Administrative tasks such as opening to a program within 60 days of a face-to-face visit (use Activity Type 07),
• A replacement for annual reassessments (use Activity Type 06),
• Authorizing Relocation Service Coordination within 12 months of an assessment (use Activity Type 07),
• Updating fields on the screening document (use Activity Type 05 or Activity Type 10), or
• An initial assessment. Use Activity Type 02 or 04.

Activity Type 09 can be used in the same ways that Activity Type 02 or 04 can be used to open, change to or return to a program. However, when completed within 90 days of a face-to-face assessment, the eligibility period for a program can begin as far back as the date of the face-to-face assessment (Activity Type Date), or up to 60 days forward from the date of the Activity Type 09 Activity Type Date when all other eligibility criteria are met as of the Effective Date selected.

The end date of a waiver or program span established in MMIS using Activity Type 09 will always be based on the Activity Type Date of face-to-face visit. That is, the last day of the 12th month (waiver or ECS) or 365 days (Alternative Care) from the date of the last face-to-face visit. This is to ensure that program participants are reassessed in person at least annually.

Activity Type 07 can also be used in combination with Activity Type 09, when 07 follows the eligibility update within 60 days.
- AT 07 can be used to open, change or return a person to a program with an Effective Date of up to 60 days in the future from the Activity Type Date of 09.
- AT 07 can also be used within 60 days following 09 to retroactively open, change or return a person to a program as early as the date of the face-to-face assessment, when all other eligibility criteria are met as of the Effective Date selected.

**Activity Type 10 – Service Change**
This activity type allows changes to the screening document fields based on a face-to-face case manager/care coordinator visit when there is a need to make changes to resources and/or changes to services.

The Activity Type Date must be August 1, 2018 or greater. The Assessment Result must be 12 – Service Change. This activity type is only used with the EW or AC programs. Use of Activity Type 10 will not extend or develop an eligibility span. It is not used when the person is receiving Moving Home Minnesota or Essential Community Supports services.

The information in the CM/HP/CA field when entering a screening document using Activity Type 10 must match the previous case manager/care coordinator/certified assessor (CM/HP/CA) information on the last approved screening document. If a new worker is assigned, enter a screening document with Activity Type 05 and Assessment
Result 98 to change information in that field before entering an Activity Type 10 document to avoid edits.

Activity Type 10 is useful when:
• Annual reassessment is not due for a period of time, and
• The person has changed needs which will result in a need to change services, and
• The change in need and services will require additional resources (i.e. the person’s case mix classification has changed), and/or
• This change may also result in eligibility for 24 CL rate limits, or additional funding under CDCS.

Do not use AT 10 when the person’s service plan can be updated within existing resources, or when an annual reassessment is due within 30 days. In this case, simply perform a reassessment. See bulletin 18-25-05 for more information.

201.06 Using Assessment Results

Assessment Results identify the action taken after the screening or assessment. It is recorded in field 75A of the LTC Screening Document form DHS-3427 and entered into the ALT4 MMIS screen. Field 75B is only used when the person is exiting the program. It identifies what is planned for the person after leaving the program.

The chart below shows the correct combination of program types with Assessment Results.

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Assessment Result Description/Use</th>
</tr>
</thead>
</table>
| Program Types 01 - 12, 22 Waiver (not DD) and Alternative Care Programs | • Initial Opening to Program - 01  
• Opening to a New Program - 10  
• Reopening to Same Program – 11  
• Service Change - 12  
• Reassessments – continuing on program 13  
• Placed on a Pended List – 27 (no longer used)  
• Opening From a Pended List – 28 (no longer used)  
• Updating Alternative Care Financial Data – 32  
• Updating Essential Community Supports Financial Data = 98  
• Exiting the Program – 17, 20 - 25 (waiver), 17, 19, 20 – 24, 31, 33, or 34 (AC).  
• Citizenship Verified – 49 (AC and ECS)  
• Other – 98 (screening document field change) |
| Program Types 29 and 30 Essential Community Supports | Program Type 29  
• Initial Opening to Program - 01  
• Opening to a New Program - 10  
• Reopening to Same Program - 11 |
<table>
<thead>
<tr>
<th>Program Type</th>
<th>Assessment Result Description/Use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Reassessments – continuing on program 13</td>
</tr>
<tr>
<td></td>
<td>• Exiting the Program – 20, 22 – 25</td>
</tr>
<tr>
<td></td>
<td>• Citizenship Verified - 49</td>
</tr>
<tr>
<td></td>
<td>• Other – 98 (Updating ECS financial data)</td>
</tr>
<tr>
<td>Program Type 30</td>
<td></td>
</tr>
<tr>
<td>• Reassessments – continuing on program 13</td>
<td></td>
</tr>
<tr>
<td>• Exiting the Program – 20, 22 – 25</td>
<td></td>
</tr>
<tr>
<td>• Citizenship Verified - 49</td>
<td></td>
</tr>
<tr>
<td>• Other – 98 (Updating ECS financial data)</td>
<td></td>
</tr>
<tr>
<td>Program Type 00</td>
<td></td>
</tr>
<tr>
<td>Assessed in the Community or Institution</td>
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</tr>
<tr>
<td>Also used with preadmission screening activity</td>
<td></td>
</tr>
<tr>
<td>• Staying in Community with No Waiver/AC/ECS Services - 02</td>
<td></td>
</tr>
<tr>
<td>• Staying in Community with No Services - 03</td>
<td></td>
</tr>
<tr>
<td>• Screened/Assessed and Admitted to Institution - 04 - 09</td>
<td></td>
</tr>
<tr>
<td>• Screened/Assessed and electing Relocation Service Coordination - 18</td>
<td></td>
</tr>
<tr>
<td>• CADI Waiver Access – 41*</td>
<td></td>
</tr>
<tr>
<td>• BI-NF Waiver Access – 42*</td>
<td></td>
</tr>
<tr>
<td>• NF Visit Every 3 Years – 43*</td>
<td></td>
</tr>
<tr>
<td>• BI-NB Waiver Access – 44*</td>
<td></td>
</tr>
<tr>
<td>• No Longer Need Waiver Access – 47*</td>
<td></td>
</tr>
<tr>
<td>*No longer used</td>
<td></td>
</tr>
<tr>
<td>Any program type</td>
<td></td>
</tr>
<tr>
<td>• Value 29 (undecided) is used in fields 78 - 80. It may be used in field 75A only when the LTCC County field = SLL.</td>
<td></td>
</tr>
<tr>
<td>• Value 98 (other) is used in fields 78 – 80 unless Activity Type is 05 then value can be used in field 75A.</td>
<td></td>
</tr>
<tr>
<td>• Value 99 (not applicable; no family) can be used in field 80 only</td>
<td></td>
</tr>
</tbody>
</table>

**Activity Type and Assessment Result Combinations**

Edits will check if the Activity Type in field 11 on the ALT1 screen is correct when used in combination with the Assessment Result in field 75a on the ALT4 screen. The information below shows the correct, allowable combinations.

- Activity Type 02 is a face-to-face visit in the community.
  - Person will remain in the community with home and community-based services (HCBS).
  - Assessment Results 01 (initially open to program), 10 (change to a new program), or 11 (return to previous program), Enter the service agreement.
• Activity Type 02 is a face-to-face visit in the community. Person will remain in the community without HCBS services. The person may have state plan home care, for example, for services covered under other funding like long-term care insurance.
  o Assessment Result 02 (has services but not funded by HCBS) or
  o Assessment Result 03 (has no services)
• Activity Type 02 is a face-to-face visit in the community. Person will be admitted to an institution.
  o Assessment Results 04 – 09 (short and long-term stays in various institutions)
• Activity Type 03 is a face-to-face visit in the community but a full assessment was not completed.
  o Assessment Result 03 (no services)
  o Assessment result 05 (will reside in non-certified boarding care)
• Activity Type 04 is a face-to-face visit in the institution. Person will receive Relocation Services Coordination (RSC).
  o Assessment Result 18 – Transition planning
• Activity Type 04 is a face-to-face visit in the institution. Person will open, change, or return to an HCBS program.
  o Assessment Results 01, 10, or 11. Effective Date must be on or after the discharge from the institution. Enter the service agreement.
• Activity Type 04 is a face-to-face visit in the institution. Person will return to the community with no HCBS services.
  o Assessment Results 02 or 03
• Activity Type 04 is a face-to-face visit in the institution. Person will remain in the institution.
  o Assessment Results 04 - 09
• Activity Type 04 is a face-to-face visit in the institution. Person will receive Alternative Care conversion case management while in an institution.
  o Assessment Results 01, 10, or 11. Enter a service agreement with only T1016 for up to 180 days. OR
  o If person is currently on the AC program and enters the nursing facility, no screening document is needed. Close all community provider line items on the service agreement to the day of admission and begin new line item for conversion case management T1016 for up to 180 days.
• Activity Type 05 is used to make a change on the document for fields that are not protected.
  o Assessment Result 98
• Activity Type 05 is used to make a change on the AC or ECS Screening Document
  o Assessment Result 32 for changes to the AC gross income/assets or adjusted income/assets fields
• Assessment Result 98 for change to the ECS gross income/assets or adjusted income/assets fields.

• Activity Type 06 is a face-to-face assessment that occurs at least annually in the community while the person is on an HCBS program
  o Assessment Result 13 to continue on same program. MMIS creates another 365 day/12 month eligibility period.
  o Assessment Result 17, 19 – 23, 31, 33, or 34 is used to exit the person from the program. MMIS closes the eligibility period based on the Effective Date.

• Activity Type 07 as case management administrative activity is used for a variety of reasons, reflected in the range of allowable Assessment Results.
  o Assessment Results 17, 19, 20, 22 – 25, 31, 33, or 34 to exit the person from the program. See the advance notice requirements. Close the service agreement.
  o Assessment Results 01, 10, or 11 to open, reopen, or change to new HCBS program within 60 days of a face-to-face visit or eligibility update. Enter the service agreement for this new period.
  o Exiting from regular AC to open to EW, regular AC to temporary AC, temporary AC to regular AC, or temporary AC to EW using exit code19. Does not require the reopening values 10 or 11 to be within 60 days of a face-to-face visit.
  o Assessment Result 49 to record the citizenship status for AC and ECS applicants/participants.
  o Assessment Result 18 to indicate Relocation Service Coordination will be provided. Activity Type 07 can be used for this purpose within 365 days of a face-to-face visit.

• Activity Type 08 as a face-to-face visit for persons turning age 65 on the BI, CAC, or CADI programs. *The lead agency has a four-month window to conduct the in-person assessment. The four-month window includes the two months before the birthday month, the birthday month, and one month after.*
  o Assessment Result 13 to remain on the program
  o Assessment Result 22 to exit the program.
  o Assessment Result 10 to open to the EW program
  o Assessment Results 10 or 11 to reopen to the BI, CAC, or CADI program. See the CBSM manual for more information about returning to BI, CAC, or CADI following NF admission, change to EW, and/or enrollment in managed care.

• Activity Type 09 as an eligibility update via telephone and must be completed within 90 days of a face-to-face assessment.
  o Assessment Results 01, 10, or 11. See information in Section 201.05 regarding possible Effective Dates when using Activity Type 09.
Assessment Results 02 through 09 used for eligibility updates completed via telephone while the person is in the community or in an institution and will not open, change, or reopen to an HCBS program.

Assessment Results 02 or 03 used for eligibility updates via telephone while the MSHO or MSC+ person is in the community

- Activity Type 10 for EW or AC programs is a face-to-face case manager visit. It can update assessment information as needed to accommodate service changes and/or resources. The activity type will not extend the program eligibility span.
  - Assessment Result 12 (service change)
  - Use the form DHS-3428G found in eDocs.

Screening and Assessment Scenarios
We are updating and adding more screening scenarios to this section. The manual will be re-published when finished.

201.07 Mandatory Fields
Which fields are mandatory is dependent on the program type and in many cases which activity type or assessment result is used.

For Program Type 00
(Early Intervention, Institution Visits, Relocation Activities, Community Assessments)

<table>
<thead>
<tr>
<th>Complete the following fields for Activity Type 02 (Community Visit)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section A/ALT1 Screen</strong></td>
</tr>
<tr>
<td>• Date of Birth</td>
</tr>
<tr>
<td>• Referral Date</td>
</tr>
<tr>
<td>• Activity Type</td>
</tr>
<tr>
<td>• Activity Date</td>
</tr>
<tr>
<td>• COS, COR, CFR, LTCC County</td>
</tr>
<tr>
<td>• DD, MI, BI Diagnosis History</td>
</tr>
<tr>
<td>• Case Manager/Certified Assessor Number</td>
</tr>
<tr>
<td><strong>Section B/ALT2 Screen</strong></td>
</tr>
<tr>
<td>• Present at Screening</td>
</tr>
<tr>
<td>• Informal Caregiver</td>
</tr>
<tr>
<td>• Reasons for Referral</td>
</tr>
<tr>
<td>• Team</td>
</tr>
<tr>
<td>• OBRA Level 1</td>
</tr>
<tr>
<td>• Current Housing</td>
</tr>
<tr>
<td>• Planned Housing</td>
</tr>
<tr>
<td>• Current Program License</td>
</tr>
<tr>
<td>• Plan Program License</td>
</tr>
<tr>
<td>• OBRA Level 2 Referral</td>
</tr>
<tr>
<td><strong>Section C/ALT3 Screen</strong></td>
</tr>
<tr>
<td>• Dressing</td>
</tr>
<tr>
<td>• Grooming</td>
</tr>
<tr>
<td>• Bathing</td>
</tr>
</tbody>
</table>
Complete the following fields for Activity Type 02 (Community Visit)

- Eating
- Bed Mobility
- Transfer
- Walking
- Behavior
- Toilet
- Special Treatment
- Clinical Monitor
- Neuro Diagnosis
- IADL fields: Self Evaluation, Mental Status Evaluation through Falls (these fields are only mandatory when age is over 17)

Section D/ALT4 Screen:
- Assessment Results (02 or 03)
- Effective Date
- Informed Choice
- LTCC/IDT Recommendation
- Level of Care

Section E/ALT4 Screen
All fields except PCA Complex are completed

Section F/ALT5 Screen
Complete Program Type
Complete the following fields for Activity Type 03 (Early Intervention)

<table>
<thead>
<tr>
<th>Section A/ALT1 Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
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<tr>
<td>Referral Date</td>
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<tr>
<td>Activity Type</td>
</tr>
<tr>
<td>Activity Date</td>
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<tr>
<td>COS, COR, CFR, LTCC County</td>
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<tr>
<td>DD, MI, BI Diagnosis History</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Section B/ALT2 Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present at Screening</td>
</tr>
<tr>
<td>Marital Status</td>
</tr>
<tr>
<td>Reasons for Referral</td>
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<tr>
<td>Team</td>
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<tr>
<td>OBRA Level 1 (must be N)</td>
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<td>Current Housing</td>
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<td>Current Program License</td>
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<tr>
<td>Plan Program License</td>
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<tr>
<td>OBRA Level 2 Referral</td>
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</tbody>
</table>

<table>
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<tr>
<th>Section C/ALT3 Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>No fields are completed</td>
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<table>
<thead>
<tr>
<th>Section D/ALT4 Screen:</th>
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</thead>
<tbody>
<tr>
<td>Assessment Results (03 or 05)</td>
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<tr>
<td>Effective Date</td>
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<tr>
<td>Informed Choice</td>
</tr>
<tr>
<td>LTCC/IDT Recommendation</td>
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<tr>
<td>Level of Care</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Section E/ALT4 Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>All fields except PCA Complex are completed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section F/ALT5 Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>This screen is not mandatory</td>
</tr>
</tbody>
</table>

Complete the following fields for Activity Type 04 (RSC or NF Visit)

<table>
<thead>
<tr>
<th>Section A/ALT1 Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
</tr>
<tr>
<td>Referral Date</td>
</tr>
<tr>
<td>Activity Type</td>
</tr>
<tr>
<td>Activity Date</td>
</tr>
<tr>
<td>COS, COR, CFR, LTCC County</td>
</tr>
<tr>
<td>DD, MI, BI Diagnosis History</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section B/ALT2 Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present at Screening</td>
</tr>
<tr>
<td>Informal Caregiver</td>
</tr>
<tr>
<td>Reasons for Referral</td>
</tr>
</tbody>
</table>
Complete the following fields for Activity Type 04 (RSC or NF Visit)

<table>
<thead>
<tr>
<th>Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital Transfer (if Assessment Result is 07 or 08)</td>
</tr>
<tr>
<td>OBRA Level 1</td>
</tr>
<tr>
<td>Current Housing</td>
</tr>
<tr>
<td>Planned Housing</td>
</tr>
<tr>
<td>Current Program License</td>
</tr>
<tr>
<td>Plan Program License</td>
</tr>
<tr>
<td>OBRA Level 2 Referral</td>
</tr>
</tbody>
</table>

Section C/ALT3 Screen

| Dressing |
| Grooming |
| Bathing |
| Eating |
| Bed Mobility |
| Transfer |
| Walking |
| Behavior |
| Toilet |
| Special Treatment |
| Clinical Monitor |
| Neuro Diagnosis |
| Case Mix |
| NF Stays |
| IADL fields: Self Evaluation, Mental Status Evaluation through Falls (these fields are only mandatory when age is over 17) |

Section D/ALT4 Screen:

| Assessment Results (18 for RSC. 04 – 09 for institution visit) |
| Effective Date |
| Informed Choice |
| LTCC/IDT Recommendation |
| Level of Care |
| NF Track (see edit text) |
| Reason for NF Continued Stay/CDCS Ending |

Section E/ALT4 Screen

All fields are completed

Section F/ALT5 Screen

Complete Program Type

Section G/ALT5 Screen

Add value 38F when the Assessment Result is 18
For Program Types 01 – 12, 22, 29, and 30 (AC, BI, CAC, CADI, ECS, EW)

Complete the following fields for Activity Type 02 – Community Visit (Opening/Reopening/Changing Program) This activity type will develop the program eligibility period.

<table>
<thead>
<tr>
<th>Section A/ALT1 Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Date of Birth</td>
</tr>
<tr>
<td>• Referral Date</td>
</tr>
<tr>
<td>• Activity Type</td>
</tr>
<tr>
<td>• Activity Date</td>
</tr>
<tr>
<td>• COS, COR, CFR, LTCC County</td>
</tr>
<tr>
<td>• Legal Representative Status</td>
</tr>
<tr>
<td>• Primary Diagnosis</td>
</tr>
<tr>
<td>• DD, MI, BI Diagnosis History</td>
</tr>
<tr>
<td>• Case Manager or Certified Assessor Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section B/ALT2 Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Present at Screening</td>
</tr>
<tr>
<td>• Informal Caregiver</td>
</tr>
<tr>
<td>• Marital Status</td>
</tr>
<tr>
<td>• Reasons for Referral</td>
</tr>
<tr>
<td>• Current Living Arrangement</td>
</tr>
<tr>
<td>• Planned Living Arrangement</td>
</tr>
<tr>
<td>• Team</td>
</tr>
<tr>
<td>• Hospital Transfer (program types 08 and 12 only)</td>
</tr>
<tr>
<td>• OBRA Level 1</td>
</tr>
<tr>
<td>• Current Housing</td>
</tr>
<tr>
<td>• Planned Housing</td>
</tr>
<tr>
<td>• Current Program License</td>
</tr>
<tr>
<td>• Plan Program License</td>
</tr>
<tr>
<td>• OBRA Level 2 Referral</td>
</tr>
<tr>
<td>• BI/CAC Referral (for program types 01, 02, 07, 08, 11, and 12)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section C/ALT3 Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Dressing</td>
</tr>
<tr>
<td>• Grooming</td>
</tr>
<tr>
<td>• Bathing</td>
</tr>
<tr>
<td>• Eating</td>
</tr>
<tr>
<td>• Bed Mobility</td>
</tr>
<tr>
<td>• Transfer</td>
</tr>
<tr>
<td>• Walking</td>
</tr>
<tr>
<td>• Behavior</td>
</tr>
<tr>
<td>• Toileting</td>
</tr>
<tr>
<td>• Special Treatment</td>
</tr>
<tr>
<td>• Clinical Monitor</td>
</tr>
<tr>
<td>• Neuro Diagnosis</td>
</tr>
<tr>
<td>• Case Mix</td>
</tr>
<tr>
<td>• Orientation</td>
</tr>
<tr>
<td>• Self-Preservation</td>
</tr>
</tbody>
</table>
Complete the following fields for Activity Type 02 – Community Visit (Opening/Reopening/Changing Program) This activity type will develop the program eligibility period.

- Disability Cert
- Hearing
- Communication
- Vision
- Vent Dependent

IADL fields: Self Evaluation, Mental Status Evaluation through Falls (these fields are mandatory for program types EW, AC, and ECS. These fields are mandatory when age is over 16 for the BI and CADI programs).

**Section D/ALT4 Screen:**
- Assessment Results (01, 10, 11)
- Effective Date
- Informed Choice
- Client Choice
- Family Choice
- LTCC/IDT Recommendation
- Level of Care

**Section E/ALT4 Screen**
All fields are completed and at least one field must be a Y

**Section F/ALT5 Screen**
Complete all fields except CDCS Amount. Do not use program type 30.

**Section G/ALT5 Screen**
At least one value is needed for the Service Plan Summary at the top of the screen when the Activity Type is 02. For program types 03, 04, 09, 10, and 22 (EW and AC) at least one program service with a formal funding code and another formal service is needed.

**Section H/ALT6 Screen**
For program type 29 (ECS)
- Address fields
- CFR
- AC/ECS Gross income
- AC/ECS Gross Assets
- AC/ECS Adjusted Income
- AC/ECS Adjusted Assets
- Medicare fields
- Medicare Eligible
- Citizenship

For program types 09, 10, and 22 (AC)
- Address fields
- CFR
- AC/ECS Gross income
- AC/ECS Gross Assets
Complete the following fields for Activity Type 02 – Community Visit (Opening/Reopening/Changing Program) This activity type will develop the program eligibility period.

- AC/ECS Adjusted Income
- AC/ECS Adjusted Assets
- Medicare fields
- AC Fee Waiver Reason
- Medicare Eligible
- AC Fee Assessed
- Citizenship

Activity Type 04 – Institution Visit (Opening/Reopening/Changing Program) This activity type will develop the program eligibility period.

See the fields in the Activity Type 02 chart. The only difference is the need to complete either the NF Stays and/or Hospital Stays in Section C/ALT3 screen when using activity type 04.

Activity Type 06 – Reassessment Visit for Waiver, AC, and ECS Program Types

Re-enter the below fields that will be blank. Change fields that reflect the results of the current reassessment visit. This activity type extends the program eligibility end date for assessment result 13; or closes the program for assessment results 17, 19 – 25, 31, 33, or 34.

Section A/ALT1 Screen
- Date of Birth
- Activity Type
- Activity Date
- *COS, COR, CFR, LTCC County
- County or Certified Assessor Number

*If MA does not overlap with the major program UN with eligibility type EC, then the COS, COR, and CFR fields on the ECS screening document will update the recipient subsystem’s RELG, RCIN, and RCAD screens and county fields on the ECS service agreement.

If major program MA does overlap, the COS, COR, and CFR fields on the screening document and service agreement will be updated by the recipient subsystem’s RELG (for major program UN with EC eligibility type), RCIN, and RCAD screens.

The AC screening document will update the COS, COR, and CFR fields on the recipient’s subsystem’s RELG (for major program AC), RCIN, and RCAD screens (for AC case records) and the service agreement county fields.

Section B/ALT2 Screen
- Informal Caregiver
### Activity Type 06 – Reassessment Visit for Waiver, AC, and ECS Program Types

- Current Housing
- Current Program License

### Section D/ALT4 Screen:
- Assessment Result (13 to continue on program. 19 – 25, 31, 33, or 34 to close program. *Note: assessment result 26 is no longer valid on or after activity type date February 1, 2019)*
- Exit Reason (use when assessment result is 17, 19 – 25, 31, 33, or 34)
- Effective Date
- Services (program types 03 and 04)*
- Provider NPI (program types 03 and 04)*
- Person (program types 03 and 04)*

### Section G/ALT5 Screen

Review values and change as needed for the Service Plan Summary at the top of the screen.

*The Provider Evaluation fields on the ALT4 screen and at the bottom of the ALT5 screen are mandatory only for the EW program types (03 or 04) when the LTCC County field = MCO code, and the Activity Type Date is 8/1/18 or greater. The fields will be protected if the Services field is NA or the Person field is a 3.*

### Section H/ALT6 Screen

For program types 29 or 30 (ECS)
- CFR
- AC/ECS Gross income
- AC/ECS Gross Assets
- AC/ECS Adjusted Income
- AC/ECS Adjusted Assets
- Medicare fields
- Medicare Eligible

For program types 09,10, and 22 (AC)
- CFR
- AC/ECS Gross income
- AC/ECS Gross Assets
- AC/ECS Adjusted Income
- AC/ECS Adjusted Assets
- Medicare Eligible
- AC Fee Assessed

*If MA does not overlap with the major program UN with eligibility type EC, then the COS, COR, and CFR fields on the screening document will update the recipient subsystem’s RELG, RCIN, and RCAD screens and county fields on the service agreement.*
### Activity Type 07 – Initial Opening or Exiting Program

Re-enter the below fields that will be blank. Activity type 07 with Assessment Result 01 can be used within 60 days of a face-to-face visit with program type 00 to begin the program eligibility span. See also Activity type 09 in this chapter as a telephone update.

Activity type 07 is also used to exit the person from the waiver, AC, or ECS program. This will close the program eligibility span to the date of the Effective Date. Note: using Activity Type 07 will protect many fields that cannot be updated.

### Section A/ALT1 Screen
- Date of Birth
- Activity Type
- Activity Date
- COS, COR, CFR, LTCC County
- County or Certified Assessor Number

### Section B/ALT2 Screen
- Informal Caregiver
- Current Housing
- Current Program License

### Section D/ALT4 Screen:
- Assessment Result (01 as initial opening. 17, 19 – 25, 31, 33, or 34 for exiting)
- Exit Reason (used when assessment results are 17, 19 – 25, 31, 33, or 34)
- Effective Date

### Section G/ALT5 Screen
Review values and change as needed for the Service Plan Summary at the top of the screen.

### Section H/ALT6 Screen
For program types 29 or 30 (ECS)
- Address fields (initial opening for program type 29)
- CFR
- AC/ECS Gross income
- AC/ECS Gross Assets
- AC/ECS Adjusted Income
- AC/ECS Adjusted Assets
- Medicare fields (initial opening for program type 29)
- Medicare Eligible
- Citizenship (initial opening for program type 29)

For program types 09, 10, and 22 (AC)
- Address fields (initial opening)
- CFR
- AC/ECS Gross income
- AC/ECS Gross Assets
### Activity Type 07 – Initial Opening or Exiting Program

- AC/ECS Adjusted Income
- AC/ECS Adjusted Assets
- Medicare fields (initial opening)
- AC Fee Waiver Reason (initial opening)
- Medicare Eligible
- AC Fee Assessed
- Citizenship (initial opening)

### Activity Type 08 – 65th Birthday

Re-enter the below fields that will be blank. Change fields that reflect the results of the current reassessment visit. This activity type extends the program eligibility end date beyond the 65th birthday month to continue on BI or CADI programs. It may also be used to exit these programs.

#### Section A/ALT1 Screen
- Date of Birth
- Activity Type
- Activity Date
- COS, COR, CFR, LTCC County
- County or Certified Assessor Number

#### Section B/ALT2 Screen
- Informal Caregiver
- Current Housing
- Current Program License

#### Section D/ALT4 Screen:
- Assessment Result (13 to continue, or 23 and 24 to exit program)
- Exit Reason (when using assessment result 23 or 24)
- Effective Date

#### Section G/ALT5 Screen
Review values and change as needed for the Service Plan Summary at the top of the screen.

### Activity Type 09 – Eligibility Update Following Activity Type 02 or 04 with Program Type 00.

Re-enter the below fields that will be blank. Change fields that reflect the results of this telephone update. This activity type develops the program eligibility period.

#### Section A/ALT1 Screen
- Date of Birth
- Activity Type
- Activity Date
- COS, COR, CFR, LTCC County
- County or Certified Assessor Number
Activity Type 09 – Eligibility Update Following Activity Type 02 or 04 with Program Type 00.

Section B/ALT2 Screen
- Informal Caregiver
- Current Housing
- Current Program License

Section D/ALT4 Screen:
- Assessment Result (01, 10, or 11)
- Effective Date

Section G/ALT5 Screen
Review values and change as needed for the Service Plan Summary at the top of the screen.

Section H/ALT6 Screen
For program types 29 (ECS)
- CFR
- AC/ECS Gross income
- AC/ECS Gross Assets
- AC/ECS Adjusted Income
- AC/ECS Adjusted Assets
- Medicare fields
- Medicare Eligible

For program types 09, 10, and 22 (AC)
- CFR
- AC/ECS Gross income
- AC/ECS Gross Assets
- AC/ECS Adjusted Income
- AC/ECS Adjusted Assets
- Medicare Eligible
- AC Fee Assessed

Activity Type 10 – Service Change
Re-enter the below fields that will be blank. Change fields that reflect the results of the visit that require changes in the service plan and to update budget and service eligibility (this is not the annual reassessment). This activity type is only used for EW and AC program types. The eligibility span is not extended using this activity type.

Section A/ALT1 Screen
- Date of Birth
- Activity Type
- Activity Date
- COS, COR, CFR, LTCC County
### Activity Type 10 – Service Change

- County or Certified Assessor Number (must be the same as number on the activity type 02 or 04 document. If not, enter activity type 05 document first to change the provider number to current person).

### Section B/ALT2 Screen
- Informal Caregiver
- Current Housing
- Current Program License

### Section D/ALT4 Screen:
- Assessment Result (12)
- Effective Date

### Section G/ALT5 Screen
Review values and change as needed for the Service Plan Summary at the top of the screen.

### Section H/ALT6 Screen
For program types 09, 10, and 22 (AC)
- CFR
- AC/ECS Gross Income
- AC/ECS Gross Assets
- AC/ECS Adjusted Income
- AC/ECS Adjusted Assets
- Medicare Eligible
- AC Fee Assessed

### For Program Type 18 – MSHO/MSC+ Community Well Full Screening

Complete the following fields for Activity Type 02 – Community Well Screenings for Managed Care Members Using MSHO or MSC+

### Section A/ALT1 Screen
- Date of Birth
- Referral Date
- Activity Type
- Activity Date
- COS, COR, CFR, LTCC County
- Primary Diagnosis
- DD, MI, BI Diagnosis History
- Case Manager or Certified Assessor Number

### Section B/ALT2 Screen
- Present at Screening
- Reasons for Referral
- Team
- OBRA Level 1
- Current Housing
Complete the following fields for Activity Type 02 – Community Well Screenings for Managed Care Members Using MSHO or MSC+

- Current Program License
- Plan Program License
- OBRA Level 2 Referral

**Section C/ALT3 Screen**
- Dressing
- Grooming
- Bathing
- Eating
- Bed Mobility
- Transfer
- Walking
- Behavior
- Toileting
- Special Treatment
- Clinical Monitor
- Neuro Diagnosis
- Case Mix
- Orientation
- Self-Preservation
- Disability Cert
- IADL fields Self Evaluation, Mental Status Evaluation through Falls
- Falls

**Section D/ALT4 Screen:**
- Assessment Results (02 or 03)
- Effective Date
- Informed Choice
- Level of Care

**Section E/ALT4 Screen**
All fields are completed and at least one field must be a Y

**Section F/ALT5 Screen**
Complete program type

**Section G/ALT5 Screen**
At least one value is needed for the Service Plan Summary at the top of the screen

---

**For Program Type 19 – MSHO/MSC+ Nursing Facility Screening**

Complete the same fields used for Activity Type 02 – Community Well Screenings for Managed Care Members Using MSHO or MSC+ and as noted below

**Section BALT2 Screen**
- Planned Housing

**Section C/ALT3 Screen**
- Only complete the NF Stays and/or Hospital fields in this section/screen
Complete the same fields used for Activity Type 02 – Community Well Screenings for Managed Care Members Using MSHO or MSC+ and as noted below

<table>
<thead>
<tr>
<th>Section D/ALT4 Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Assessment Results (04 – 09)</td>
</tr>
<tr>
<td>• Reason for NF Continued Stay/CDCS Ending</td>
</tr>
</tbody>
</table>

**Section E/ALT4 Screen**

*All fields are completed and at least one field must be a Y*

**Section G/ALT6 Screen**

This section/screen is not mandatory

---

For All Program Types

**Activity Type 05 – Document Change**

Re-enter the below fields that will be blank. Change or add any unprotected field that needs correction.

<table>
<thead>
<tr>
<th>Section A/ALT1 Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Date of Birth</td>
</tr>
<tr>
<td>• Activity Type</td>
</tr>
<tr>
<td>• Activity Date</td>
</tr>
<tr>
<td>• COS, COR, CFR, LTCC County</td>
</tr>
</tbody>
</table>

*If MA does not overlap with the major program UN with eligibility type EC, then the COS, COR, and CFR fields on the ECS screening document will update the recipient subsystem’s RELG, RCIN, and RCAD screens and county fields on the ECS service agreement.*

*If major program MA does overlap, the COS, COR, and CFR fields on the screening document and service agreement will be updated by the recipient subsystem’s RELG (for major program UN with EC eligibility type), RCIN, and RCAD screens.*

*The AC screening document will update the COS, COR, and CFR fields on the recipient’s subsystem’s RELG (for major program AC), RCIN, and RCAD screens (for AC case records) and the service agreement county fields.*

<table>
<thead>
<tr>
<th>Section B/ALT2 Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Informal Caregiver (If program type is waiver or AC)</td>
</tr>
<tr>
<td>• Current Housing</td>
</tr>
<tr>
<td>• Current Program License</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section D/ALT4 Screen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Assessment Results (32 or 98)</td>
</tr>
<tr>
<td>• Effective Date</td>
</tr>
</tbody>
</table>

**For program types 09, 10, and 22 (AC)**

• CFR
• AC/ECS Gross income
• AC/ECS Gross Assets
• AC/ECS Adjusted Income
• AC/ECS Adjusted Assets
Activity Type 05 – Document Change

- Medicare Eligible
- AC Fee Assessed

**Coding Examples for Section B: Living Arrangement, Housing Type, and Program License**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Field Coding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person is residing and will continue to live in foster care.</td>
<td>• Current Living Arrangement = 04</td>
</tr>
<tr>
<td></td>
<td>• Planned Living Arrangement = 04 or 06</td>
</tr>
<tr>
<td></td>
<td>• Current/Planned Housing Type = 05</td>
</tr>
<tr>
<td></td>
<td>• Current/Planned Program License = 05 or 06</td>
</tr>
<tr>
<td>Person lives alone and will continue to live alone in an apartment or other home. Living alone means no one else lives with the person.</td>
<td>• Current/Planned Living Arrangement = 01</td>
</tr>
<tr>
<td></td>
<td>• Current/Planned Housing Type = 09</td>
</tr>
<tr>
<td></td>
<td>• Current/Planned Program License = 09</td>
</tr>
<tr>
<td>Person lives in an apartment where assisted living services are provided. An apartment is a self-contained unit that includes private space for sleeping, cooking, dining, living, and a bathroom. They have a roommate.</td>
<td>• Current/Planned Living Arrangement = 03</td>
</tr>
<tr>
<td></td>
<td>• Current/Planned Housing Type = 09</td>
</tr>
<tr>
<td></td>
<td>• Current/Planned Program License = 07</td>
</tr>
<tr>
<td>Person lives in an assisted living building with seven others. Each person has a bedroom with an attached bath. All other space for living, dining, cooking is shared accommodation.</td>
<td>• Current Living Arrangement = 04</td>
</tr>
<tr>
<td></td>
<td>• Planned Living Arrangement = 04 or 06</td>
</tr>
<tr>
<td></td>
<td>• Current/Planned Housing Type = 04</td>
</tr>
<tr>
<td></td>
<td>• Current/Planned Program License = 07</td>
</tr>
<tr>
<td>Person lives in a nursing facility and will return to the community to an assisted living in an apartment with spouse.</td>
<td>• Current Living Arrangement = 04</td>
</tr>
<tr>
<td></td>
<td>• Planned Living Arrangement = 02</td>
</tr>
<tr>
<td></td>
<td>• Current Housing Type = 11</td>
</tr>
<tr>
<td></td>
<td>• Planned Housing Type = 09</td>
</tr>
<tr>
<td></td>
<td>• Current Program License = 11</td>
</tr>
<tr>
<td></td>
<td>• Planned Program License = 07</td>
</tr>
</tbody>
</table>

201.08 RSC, RSC-TCM, NF Admissions, and MHM Transitional Services

*The information in this section is also explained in Session 10 of the MMIS Training Series.*

**Relocation Service Coordination (RSC)**

Relocation Service Coordination (RSC) will provide payment for additional assessment and service planning to assist those who need help in planning and accessing supports to return to the community. RSC-TCM cannot duplicate required NF discharge planning services. Providers will be allowed to provide and receive payment for up to 180 consecutive days of targeted case management services prior to a person’s discharge.
A person may not be open to the waiver program while receiving RSC-TCM services. The waiver program must be closed by entering an exit screening document and closing the service agreement. If a persons’ health status has significantly changed since the last screening, it is recommended that another face-to-face assessment/screening is completed.

If twelve months or more has passed from the last face-to-face assessment/screening and the person indicates they want to receive RSC-TCM, a new face-to-face assessment is required. To authorize RSC Targeted Case Management services and receive payment during a face-to-face assessment a new screening document must be completed and these fields completed in the following manner:

<table>
<thead>
<tr>
<th>Field Number</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field 11 - Activity Type</td>
<td>Value 02 Face to Face Assessment or Value 04 Relocation/Transition Assessment</td>
</tr>
<tr>
<td>Field 24 - Present at Screening/Assessment</td>
<td>Include 04 social worker and/or Value 05 public health nurse</td>
</tr>
<tr>
<td>Field 26 - Reason(s) for Referral</td>
<td>Include 09 Request relocation to community from medical facility or 11 Reassessment</td>
</tr>
<tr>
<td>Field 32 - Current Housing Type</td>
<td>Values 02 (ICF/DD, 03 (Hospital), or 11 (NF/Certified boarding care)</td>
</tr>
<tr>
<td>Field 75A - Assessment Results</td>
<td>Value 18 Transition planning</td>
</tr>
<tr>
<td>Field 84 - Reason(s) for Assessment/CDCS Terminate</td>
<td>Enter applicable codes</td>
</tr>
<tr>
<td>Field 104 - Program Type</td>
<td>Value 00 (None)</td>
</tr>
<tr>
<td>Field 111 - Service Plan Summary</td>
<td>Include 38F Relocation Service Coordination</td>
</tr>
</tbody>
</table>

If less than twelve months have passed from the last face-to-face assessment/screening and a person requests RSC-TCM, another face-to-face assessment is not required. Enter a new screening document with the following information:

<table>
<thead>
<tr>
<th>Field Number</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field 11 - Activity Type</td>
<td>Value 07 Case Management/Administration Activity</td>
</tr>
<tr>
<td>Field 75A - Assessment Result</td>
<td>Value 18 Transition planning</td>
</tr>
<tr>
<td>Field 104 - Program Type</td>
<td>Value 00 (None)</td>
</tr>
</tbody>
</table>
Do not enter an exit screening document when RSC services end. If the person has received a complete assessment (Activity Type 02 or 04) within 60 days of opening to a waiver program, Activity Type 07 can be used with Assessment Result 01 to open a waiver program. If not, another face-to-face assessment will be required before a waiver program can be opened.

Below are case examples when to use RSC and how to code the LTC Screening Document.

Q: I have a person open to the CADI waiver that is now entering a facility and would benefit from Relocation Service Coordination Targeted Case Management. How do I open RSC-TCM?

A: Because RSC-TCM is not available for people open to a waiver, the person must be exited from the waiver prior to authorizing RSC-TCM. To exit the person from the waiver, close out any applicable service agreements for the date the person begins RSC. Exit the person from the waiver using an Activity Type of 06 or 07, Current Living Arrangement as 04, Current Housing Type as 11, an Assessment Result of 20 or 22 with an exit reason of 04, an Assessment Result date matching the NF admission date, and Service Code 38F.

Q: I have a person who was on RSC-TCM and has now been discharged. How do I close RSC and reopen/open the waiver?

A: Since RSC-TCM is not a waiver service and the person can’t be on a waiver and receive RSC-TCM, essentially opening the person to a waiver closes out RSC-TCM. A new screening document reopening the waiver will close out RSC-TCM.

Q: Not all RSC-TCM claims were submitted before the person moved to the community with waiver services. Will they be paid?

A: RSC-TCM claims can be submitted up to 365 days after the date of services. RSC-TCM must be listed as a current service (code 38F in field 111) on every screening document entered into MMIS while the person receives that service and while providers submit claims for the service. Omitting RSC-TCM as a current service on a screening document will cause RSC-TCM claims to deny.

Q: Can I perform the Long-Term Care Consultation and open RSC-TCM at the same time?
A: RSC-TCM can be authorized on the same screening document as LTCC with any Activity Type, the Assessment Result is 18, the Program Type is 00 and the service includes 38 (RSC-TCM). Other edits may post base on the living arrangement, current housing etc., and should be resolved based on individual criteria. In addition, if the person is under 21, the nursing home placement must be authorized by DHS and the ADL fields must be completed for LTCC.

Q: I have some edits posting on my LTC Screening Document when I’m trying to authorize RSC-TCM.

- **Edit 808** - Since RSC is only for people in an institution, the living arrangement must be 04 (Congregate Setting) when authorizing RSC-TCM.
- **Edit 803** - This edit has been changed to allow the Assessment Result of 18 with Program Type 00. If this edit is posting, make sure the program type is 00 if the Assessment Result is 18. See below with edit 643.
- **Edit 806** - When authorizing RSC-TCM, the Service Code Indicator must be “F” (Formal). If either “I” or “Q” is used as the indicator for 38 (RSC), the edit will post.
- **Edit 650** - For RSC-TCM, the Current Housing Type must be 02, 03, 11, 14, or 15.
- **Edit 642** - This edit has been changed to allow Activity Type 07 as a valid value with program type 00. If this edit is posting, make sure that the program type is 00 if the Activity Type is 07.
- **Edit 643** - Since Conversion Case Management is no longer a valid service as of 11/1/01 for all programs except AC, the Assessment Result of 18 is not valid with any program type other than 00. If edit 643 posts when authorizing RSC, the program type must be changed to 00. If the person needs to be exited from the waiver, see instructions for exiting above.

**Nursing Facility Admissions Less than 30 Days**

A person on the waiver program who enters a nursing facility but anticipates that they will return to the community with waiver services within 30 days, and will not use RSC, does not need to be exited from the waiver program. All line items on the service agreement are closed to the last day the person was in the community. When they return to the waiver program within 30 days, new line items are added to the same service agreement beginning with the new period of community living.

If the person does not return to the community within thirty days, the service agreement is closed effective the day of admission. An exit screening document is entered with an Effective Date the same as the admission date.

**NOTE:** The service agreement line item may overlap the institution period on the date of admission and the date of discharge only.
**Alternative Care Conversion Case Management**

When a person receiving Alternative Care services enters a nursing facility and case management will continue to relocate the person back to the community, it is not necessary to enter an exit screening document. End the AC service agreement line items effective the admission date. Enter a new line item for case management conversion (T1016 – no modifier) with a begin date of the admission date. Conversion case management services may be provided for a maximum of 180 days. When the person returns to the community, case management conversion line item is closed and the community services are re-entered on the service agreement for the new period of community stay.

The person may be initially opened to the AC program with only conversion case management during a period of nursing home stay for 180 days. If the person is relocated to the community with AC services, the line item is closed and community services are added to the same service agreement. If the person continues to be in the nursing home after 180 days, an exit document is entered and the service agreement closed.

If the person becomes eligible for MA, do not use AC Conversion Case Management; instead use RSC services. Close the AC service agreement to the date of admission, enter an exit screening document with an Effective Date the same as the admission date, and enter another screening document for RSC-TCM.

**Authorizing Moving Home Minnesota (MHM) Transitional Services**

MHM transitional services are provided up to 180 days to qualified persons living in specific institutions. These services consist of the plan development (T2038 U6) and coordination. (T2038 U6 UD). See the Moving Home Minnesota Program manual for information on qualified persons, institutions, and community residences. This program is extended through the end of 2020. The LTC screening document requesting MHM services must be entered into the MMIS no later than the end of calendar year 2019. For questions, contact movinghomemn.mfp@state.mn.us or by phone at 651 431-3951 or 888-240-4756.

The LTC Screening Document contains a field called MHM field on the ALT4 screen. When a “Y” is placed in this field, transitional services are billed under the MHM billing codes.

An exception is when the person is enrolled with a managed care organization (MCO) under the Minnesota Health Options Services (MSHO) or Minnesota Senior Care Plus (MSC+) programs. The transitional services will be paid by the MCO and is not billed through the MMIS.

If Relocation Service Coordination was initially started but not yet billed, submit a claim for those RSC services under the MHM billing codes. If the RSC claim was already submitted, future claims will be denied while the person is eligible for MHM. The
transitional coordination claim, if submitted by the same provider as the RSC claim, will be reduced by the amount paid under RSC.

To authorize MHM transitional and community services, these fields on the LTC Screening Document must be completed. Enter a LTC screening document even if the person is enrolled with MSHO or MSC+ if they will be using MHM community services. This program will continue through the end of 2020. The LTC screening document requesting MHM services must be entered into the MMIS no later than the end of calendar year 2019. For questions, contact movinghomemn.mfp@state.mn.us or by phone at 651 431-3951 or 888-240-4756.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field 11 – Activity Type</td>
<td>Value 04</td>
</tr>
<tr>
<td>Field 27 – Current Living Arrangement</td>
<td>Value 04</td>
</tr>
<tr>
<td>Field 33 – Current Housing Type</td>
<td>Value 02, 03, or 11</td>
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<tr>
<td>Field 34 – Planned Housing Type</td>
<td>Value 05 or 09</td>
</tr>
<tr>
<td>Field 75A – Assessment Result</td>
<td>Value 04, 06 – 09, or 18</td>
</tr>
<tr>
<td>Field 104 – Program Type</td>
<td>Value 00 or 19</td>
</tr>
<tr>
<td>Field 105 – MHM IND</td>
<td>Value Y</td>
</tr>
</tbody>
</table>

Service Plan Summary

Once the person is open to the waiver, or if under age 65 and in the community with no waiver services and only MHM services, the service plan summary may include any of these community services. Services are added to the waiver service agreement.

For transitional services, use value NF - 34 or Other - 98 with “F” funding source.

The following community services may have a source code of “M”:

- 17 – Overnight supervision
- 21 – respite in home
- 24 – mental health services
- 26 – home modifications
- 27 – caregiver training
- 45 – extended supplies/equipment
- 48 – supported employment
- 52 – PERS
- 91 – case consultant
- 92 – self-advocacy training
- 93 – comprehensive community support services
- 94 – youth assertive community treatment
- 95 – certified peer specialist
- 96 – membership fees
- 97 – transport to acquire housing/employment
- 99 – employment equipment
Transitional Services from BI, CAC, CADI, and DD Programs
See the transitional services page in the Community-Based Services Manual CBSM for more information on the covered and non-covered services.

201.09 Consumer Directed Community Supports (CDCS)
This section gives instructions for coding the waiver and Alternative Care CDCS. Persons receiving Essential Community Support services are not eligible for CDCS services. The information in this section is also explained in Session 10 of the MMIS Training Series. See also the CDCS Policy Manual.

Consumer-directed Community Supports (CDCS) is a service that gives individuals more flexibility and responsibility for directing their services and supports, including hiring and managing direct care staff. CDCS may include traditional goods and services, as well as additional allowable services that provide needed support to persons. A person with a past or current Primary Care Utilization Review begin date is not allowed to use CDCS. In MMIS, this restriction is listed on the PCUR screen and edit 442 “Services Not Allowed Due to MRRP” will post if the CDCS field equals Y.

On Section G, two values record CDCS on the Service Summary Screen. They are 40 (CDCS) and 41 (Paid CDCS Parent/Spouse).

The form DHS-6633A is the Community Support Plan Addendum. It was updated with the EW and AC budget increase effective July 1, 2018 and January 1, 2019.

Disability Waivers: BI, CAC, CADI, and DD Screening Document
The LTC Screening Document identifies when the person has elected the CDCS service option for the BI, CAC, and CADI programs. A field in Section F of the screening document form DHS-3427 called “CDCS” uses values “Y” or “N”.

The CDCS Amount field that follows identifies the monthly CDCS budget cap. The LTC Screening Document edit that will post is:

- Edit 441 – CDCS field is blank or invalid. If the Program Type is CAC, CADI, or BI, then the CDCS field must be populated.

The DD Screening Document edit that will post is:

- Current Service is 48 and the MRRP field on RSUM has a past or current begin date listed. CDCS is not allowed for a person with a history on the Minnesota Restricted Recipient Program (MMRP).

Alternative Care and Elderly Waiver Programs
For EW and AC programs, the monthly CDCS budget cap amount is based on the data entered in the Effective Date, Case Mix Level, and Program Type fields and is automatically populated. The dollar amount may be exceeded for EW conversions when the higher nursing home rate is approved by DHS.
When the CDCS field = Y, the dollar amount in the CDCS Amount field will be used to cap the total amount available on the service agreement. When the CDCS field = N, the Case Mix Amount field on the screening document will be used to cap the total amount available on the service agreement. In both cases, the monthly dollar amount from the screening document is multiplied by the number of months the service agreement covers to give a total amount not to exceed cap. When the service agreement period is extended, this cap is increased. When the period is decreased, this cap is decreased. Two Assessment Result values are used with the EW and AC programs. The purpose of these Assessment Result values is to identify that a funding change was made.

- Assessment Result 36 called “Elected Elderly CDCS” is to be used when the person is switching to CDCS from non-CDCS services. Edit 448 “CDCS Field Equals N” will post if the CDCS field is not a Y.
- Assessment Result 37 “Elected Elderly Non-CDCS Services from CDCS” is to be used whenever the person switches to non-CDCS services from CDCS. When this Assessment Result is used field 84, Reason(s) for Continued or Long-term Institution Stay, is required to record up to two reasons why the person chose to end CDCS. Edit 449 “CDCS Field Equals Y” will post if the CDCS field is not an N.
- These assessment results will not change the eligibility span.
- The codes are not exits. If the person is exiting the AC or EW program, an exit document must be entered after the document for assessment result 37.
- The codes allow the service agreement header amount to be limited to either the non-CDCS (EW or AC case mix level) or CDCS budget caps.

Alternative Care and Elderly Waiver Service Agreements

There are three procedure codes to identify CDCS services.

- T2028 is to be used to authorize all CDCS services. It includes the following service categories: Personal Allowance; Medical Treatment and Training, Environmental Modifications and Provisions, and Self-Direction Support Activities. The PCA Complex field on the ASA2 screen will be mandatory.
- T2040 is used to authorize payment for Background Checks.
- T2041 includes all activities for Required Case Management for the EW and AC programs.

The service agreement will be used to assure that:

- CDCS is authorized on the LTC Screening Document prior to entering the line items on the service agreement;
- Specific services are authorized when CDCS is elected;
- The total amount authorized for CDCS services is kept under the CDCS budget cap. See Section 301.28 when T2028 includes Environmental Modifications and Provisions and the service agreement is closed causing edit 672 to post.
• Required Case Management is included on the EW or AC CDCS service agreement; and
• The total amount authorized for Required Case Management is kept under a cap amount for Required Case Management.

Edits that may post on the CDCS service agreement are:

**Edit 443 “CDCS Not Authorized”**
This edit will post when a line item for T2028 is added to the service agreement and the CDCS field on the LTC screening is an “N”. If the CDCS field on the last LTC Screening Document was mistakenly valued as an “N”, that document will need to be deleted and a new document entered with the correct value.

**Edit 445 “Service Not Allowed with CDCS”**
This edit will post if invalid services are on an EW or AC service agreement with a line item for T2028.

The only valid line items for Alternative Care service agreements are:
• T2028 (CDCS) include all costs for T1002, T1003, T1030, T1030 GT, T1031, T1031 GT, T1021, and G0156
• T2040 (Background Checks)
• T2041 (Required Case Management)

The only valid services for Elderly Waiver service agreements are:
• T2040 (Background Checks)
• T2041 (Required Case Management)
• X5609 (PMAP) if the person is enrolled in Managed Care and receiving state plan services. *Note: no longer used as of January 1, 2019.*
• T1003 without modifier UC (LPN)
• T1002 without modifier UC (RN)
• T1021 (Home Health Aide)
• T1030 (Skilled Nurse Visit - RN)
• T1030 with modifier GT (SNV – RN, Telehomecare)
• T1031 (Skilled Nurse Visit - LPN)
• T1031 with modifier GT (SNV – LPN, Telehomecare)
• T1019 UA (RN Supervision of PCA)
• H2015 with modifier U6 (MHM Comprehensive Community Support Services)*
• H0038 with modifier U6, or H0038 with U6 and U5, or H0038 with U6 and HQ (MHM Certified Peer Specialist)*
• S9970 with modifier U6 (MHM Membership Fees)*
• T2013 with modifier U6 (MHM Post-Discharge Case Consultation and Collaboration- Home Care Training Family per session)*
• S5111 with modifier U6 replaced T2013 U6*
• S5116 with modifier U6 (MHM Post-Discharge Case Consultation and Collaboration - Home Care Training Non Family per session)*
• S5135 with modifier U6 and UA (MHM Overnight Assistance)*

*The Moving Home Minnesota service costs are not applied to the CDCS budget cap.

You must delete any other line item or change the procedure code on the line item to one of the above.

**Edit 265 Managed Care Eligibility Open**
This edit will post if the Elderly Waiver CDCS service agreement for persons enrolled with South County Health Alliance has a header begin date on or after January 1, 2019 or a header end date on or after January 1, 2019. Close the service agreement to an end date no later than December 31, 2018 or cancel the service agreement that begins in 2019. This does not affect those EW service agreements case managed by the tribe.

**Edit 553 “Line Not Allowed for Health Plan”**
This edit will post if the Elderly Waiver CDCS service agreement for persons enrolled with South County Health Alliance and the line item begins on or after January 1, 2019. All services must end no later than December 31, 2018. This does not affect those EW service agreements case managed by the tribe.

**Edit 672 “Total Authorized Amount Exceeded”**
This edit will post if the total authorized amounts of the above line items (except for Background Checks) exceed the CDCS EW or AC budget cap. You must reduce one or more line item units or total amounts. See Section 301.08 on the process to request forcing edit 672 when exiting and closing the service agreement and the T2028 includes Environmental Modifications and Provisions.

**Edits 447 “RCM without CDCS” and 452 “RCM Cap Exceeded”**
Edit 447 will post if an approved line item for T2028 is not on the same EW or AC service agreement. Enter a line item for T2028 and change the status to “approve”.

Edit 452 will post if the total sum of all line items for T2041 exceed the RCM budget cap. Reduce the line item(s) so the total amount does not exceed these maximums.

**Edit 241 “Provider Type/Service Conflict”**
Fiscal Support Entities (FSE) provider numbers may not be used on the line item for T2028 or T2040 that begin on or after July 1, 2019. These are shown as provider type 18 on the MMIS Provider Subsystem.

Providers called Financial Management Services (FMS) and shown as provider type 38 on the MMIS Provider Subsystem must be used for line items that begin on or after July 1, 2019.
BI, CAC, CADI, and DD Service Agreements

In order to authorize CDCS on a service agreement:

• The LTCC Screening Document must indicate a “Y” in the CDCS field, OR
• The DD Screening Document Current Service Code is 48

CDCS is authorized as one service agreement line item.

• Enter the dates of the service span
• Use CDCS code T2028 (no modifier)
• Enter the individual’s county authorized budget amount as the requested total amount (no unit or rate)
• This amount cannot exceed the State set resource. This information is also on the Waiver Management System.

On the service agreement, put services and supports received through CDCS under a single line item unless they are home care services that are specified below. The code is T2028.

Enter separate line items for state plan home care services:

• T1002 HCN- RN
• T1003 HCN- LPN
• T1030 Skilled nurse visit – RN
• T1019 PCA
• T1021 Home health aide
• T1031 Skilled nurse visit – LPN
• X5609 PPHP services (SNV, HHA, PCA and HCN for seniors in disability waivers; SN and HHA for SNBC members in disability waivers)
• T1019 UA - Supervision of PCA

The following services and supports are not paid through the individual CDCS budget. They are paid through the lead agency waiver budget and must be included on separate line items:

• Modifications and assistive technology that exceed $5000, which the county has approved outside of the individual CDCS budget
• T2029 Assistive Technology Equipment
• T2029 UD - Assistive Technology Assessment
• S5165 Environmental Accessibility Adaptations (EAA)/Home Install
• T1028 EAA/Home Assessment
• T2039 EAA/Vehicle Install
• T2039 UD - EAA/Vehicle Assessment
• T2040 Background checks
• T1016 UC - Case management (required case management)
• T1016 UC TF - Case management aide (this is required case management)

Service Agreement Edits
• Edit 440 – Excluded time field is blank or invalid’. If procedure code T2028 is entered, the Excluded Time must be populated.
• Edit 568 – Procedure code/current service mismatch’. For procedure code T2028 the DD Screening Document must include Current Service Code - 48 (CDCS)
• Edit 443 – CDCS NOT ALLOWED’ (CAC, CADI, & BI). For procedure code T2028 or T2040
• The LTC Screening Document CDCS field must be “Y”.
• Edit 363 – Procedure/Modifier Conflict’ Procedure code T2028 cannot be entered on an SA with a modifier.
• Edit 444 – CDCS/Other Service Conflict’ Procedure code T2028 conflicts with another service on the SA.
• Edit 241 – Provider Type/Service Conflict. See above.

BI, CAC, CADI, and DD Service Agreement Scenarios

Opening CDCS

**Scenario 1: Initial opening – person selects CDCS**
The person is not currently on the BI, CAC, or CADI waiver and selects CDCS at the initial opening to the program.
  • Enter a LTC Screening Document using Activity Type 02, 04, or 07 (if within 60 days of a face to face assessment)
  • Use Assessment Result 01,10,11,28
  • Enter a Y in the “CDCS” field

Note: this will create a waiver span for this person.

The person is not currently on the DD waiver and selects CDCS at the initial opening to the program.
  • Enter a full team screening document using Activity Type 01
  • Enter a waiver-in screening document, Activity Type 04 and enter the CDCS code, 48 in Field 41 (Current Services)

**Scenario 2: At reassessment: a person already on a waiver decides to change to CDCS**
The individual is currently receiving non-CDCS services and elects at his/her reassessment to use CDCS.
For CAC, CADI, or TBI:
  • Enter a LTC Screening Document using Activity Type 06
  • Use Assessment Result 13
  • Enter a Y in the “CDCS” field
Note: This will extend the waiver span for person.

For DD:
  • Enter an Annual Review screening document using Activity Type 02 and enter the CDCS code, 48 in Field 41 (Current Services)
**Scenario 3: A person is already on a waiver and chooses CDCS, but NOT at reassessment.**
If this individual is currently, receiving non-CDCS services and elects to use CDCS immediately without waiting for his/her reassessment.

- Enter a LTC Screening Document using Activity Type 07
- Use Assessment Result 98
- Enter a Y in the “CDCS” filed. Note: This will not extend the waiver span for the person.

For DD:
- Enter a service change screening document, using Activity Type 03 and enter the CDCS code 48 in Field 41 (Current Services)

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**Discontinuing CDCS**

**Scenario 1: A person who has been using CDCS chooses to discontinue that service at the time of his/her reassessment.**
For BI, CAC, and CADI:
- Enter a LTC Screening Document using Activity Type 06
- Use Assessment Result 13
- Enter an N in the “CDCS” field
Note: This will extend the waiver span for the person.

For DD:
- Enter and Annual Review screening document, Activity Type 02 and remove the CDCS code, 48 from Field 41

**Scenario 2: Person who has been using CDCS on a waiver chooses to discontinue that service at any time other than reassessment.**
For CAC, CADI, or TBI:
- Enter a LTC Screening Document using Activity Type 07
- Use Assessment Result 98
- Enter an N in the “CDCS” field Note: This will not extend the waiver span for the person.

For DD:
- Enter a service change screening document, Activity Type 03 and remove the CDCS code, 48 from Field 41 (Current Services)

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**Claim Payments**

Services provided under T2028 will be identified on the claim form by using modifiers. The claim form line items must include one of the following five modifiers:
- T2028 with modifier U1 for Personal Assistance
- T2028 with modifier U2 for Medical Treatment and Training
- T2028 with modifier U3 for Environmental Modifications and Provisions
- T2028 with modifier U4 for Self-Direction Support Activities
- T2028 with modifier U8 for Support Planner
Payments from these line items will decrement the service agreement line item for T2028. To bill for Background Checks use T2040 on the claim form. To bill for Required Case Management use T2041 on the claim form. Payments for T2028 and T2041 will be applied toward the SIS/EW waiver obligation.

Claim Modifier 76
Claim Modifier 76 was developed to allow payment for multiple services provided on the same date or date span. When completing a claim for CDCS using procedure code T2028 when there will be more than one claim for the same date(s), use modifier U1 - U4 and/or U8 (as needed) in the MOD 1 field of the claim line item along with modifier 76 in the MOD2 field of the claim line item. By using modifier 76, the new claim(s) will not be considered a duplicate of the initial claim.

201.10 Managed Care Programs
The Minnesota Senior Care Plus (MSC+) program, implemented in June 2005, provides eligible seniors age 65 and older with their acute care, home care, Elderly Waiver services, and the first 180 days of care in a nursing facility. The product IDs are MA30 for those members not opened to the Elderly Waiver, and MA35 for those members who are open to EW.

The Minnesota Senior Health Options (MSHO) program, implemented in 1997, is a voluntary managed care program providing eligible seniors age 65 and older all of the Medicaid services, all Medicare services under parts A, B and D, Elderly Waiver (EW) services, and the first 180 days of care in a nursing facility. The product ID is MA02. For more information on the MSHO and MSC+ screening document, please see manual Instructions for Completing and Entering the LTCC Screening Document into MMIS for the MSHO and MSC+ Programs (DHS-4669).

The Special Needs Basic Care (SNBC) is a voluntary managed care program that combines Medicare and Medicaid financing and services for people ages 18 – 64 who have a certified disability or are determined to have a disability by the local agency for individuals with developmental disabilities, and are eligible for Medical Assistance, with or without Medicare. The product IDs are MA17 and MA37. If the person is receiving qualifying IMD days of more than 15 days within the month, the major program will be IM, and the product IDs are IM17 or IM37.

SNBC offers all medically necessary Medicaid state plan services with the exception of HCBS waivers, personal care assistant, and home care nursing. If an enrollee is Medicare eligible, the SNBC plan covers all Medicare services including prescription drugs covered by the Medicare Prescription Drug Program (Part D), and any alternative services the health plan may choose to offer. See the manual Instructions for Completing and Entering the LTCC Screening Document into MMIS for the SNBC Program (DHS-5020A) for coding specific fields on the LTC Screening Document for these types of screenings.
When a person enrolls in managed care and is in need of Elderly Waiver services, those services may be provided prior to the screening. Service payment is provided through the health plan regardless if the person is in a rate cell B or not. Once the face-to-face visit is completed, the Activity Type Date and Effective Date fields will be the date of the visit.

There are several ways to determine if a person is enrolled in managed care. See Session 9 of the MMIS Training Series to identify the fields on the LTC Screening Document, the RMGR screen in the Recipient Subsystem, the role of the screening document for capitation payment, product ID, and rate cell assignment.

Disenrollment from Managed Care

Upon notification that the person will dis-enroll from MSHO or MSC+ (either by notification from the person or from the monthly disenrollment reports), the care coordinator must complete one of two actions:

- If EW services were provided, contact the preadmission screening unit of the county of service so EW services will continue through fee-for-service. An exit screening document is not entered in this case. If the health plan is South Country Health Alliance, close the EW service agreement unless the EW service agreement is case managed by the tribe. If EW services will not be provided after disenrollment, the care coordinator will enter an exit screening document.

It is possible that the disenrollment was due to a change in health plans. A person may not enroll in more than one health plan at the same time. Enrollment in a new health plan automatically dis-enrolls the person from the previous health plan. In some cases, there will be a lapse of one month in between enrollment spans of the old and the new health plan.

In order to assure that providers continue to be reimbursed for services during this period, it is necessary that there is service coordination among all parties. In this case, it will be necessary for a fee-for-service service agreement to be entered by the county of service for this one month for any EW services that are continuing. The current care coordinator must provide information about services, units, and providers to the case manager.

When enrollment starts with the new health plan, the new care coordinator may complete a face-to-face visit immediately or wait until the next scheduled annual visit. If the health plan is South Country Health Alliance (SCHA) and EW services will be provided on dates prior to January 1, 2019, a service agreement starting with the new enrollment period is entered and ended no later than December 31, 2018. EW services for SCHA members will not have a service agreement entered into the MMIS for services provided on or after January 1, 2019. This does not affect those EW service agreements case managed by the tribe.
Community and Nursing Home Screenings
- Use program type 18 for MSHO and MSC+ community full LTC screenings and health risk assessments
- Use program type 19 for MSHO NF screenings, and Relocation Service Coordination
- Service agreements are not entered for these screenings
- See the manual DHS-4669 for the mandatory fields
- No exit screening document is entered when the person leaves the community or NF for EW
- Services provided under these screenings are billed to the health plan

Relocation Service Coordination (RSC)
This is a MA state plan service that is not entered on the service agreement. While the person is enrolled with product ID MA02, MA35 or MA30 (MSHO or MSC+) the health plan is responsible for service payment. A screening document is entered for Activity Type 04 with Assessment Result 18 and Program Type 19.

Moving Home Minnesota (MHM) Services
If a person chooses a community MHM service, a LTC Screening Document is entered into the MMIS with the MHM IND field = Y. Transitional plan development and coordination service claims are submitted to the health plan for payment while they are enrolled with MSHO or MSC+ programs. This program is extended to the end of 2020. The LTC screening document requesting MHM services must be entered into the MMIS no later than the end of calendar year 2019. For questions, contact movinghomemn.mfp@state.mn.us or by phone at 651 431-3951 or 888-240-4756.

Essential Community Supports (ECS) Program
Persons who transitioned to ECS using program type 30 may be enrolled with MSHO, MSC+, and SNBC. These people will have a service agreement entered into MMIS while enrolled with any health plan. See Chapter 301.25.

Health Risk Assessments (HRA)
A health risk assessment is necessary at the initial contact after enrollment, on an annual basis, and if the member changes products or health plans. HRAs conducted on or after September 1, 2017 may be entered into the MMIS before, during, or after the member is eligible for the waiver program. The screening Activity Type Date can overlap with a waiver program if:

- The Activity Type is 01, 02, 05, or 07
- The Activity Type Date is on or after September 1, 2017
- The Assessment Result is 35, 39, 50, or 98
- The Program Type is 18 or 28
Under these circumstances, the document type field on the Key panel screen will be an "H". When these documents are saved, they are identified on the Selection screen as type L-H. These HRA documents do not follow the same rules as the type L documents. They may be entered in any date or Assessment Result order. They can be deleted without the need to delete a type L document. A type L document does not need to be deleted before a type H document is entered when the dates are out of order with each other. See Session 8b of the MMIS Training Series for instruction on entering the HRA into MMIS as well as the manuals DHS-4669 and DHS-5020a.

The Role of the Screening Document in Rate Cell Assignment for MSHO

The monthly payment rate to the health plan for each enrollee is determined by the rate cell assigned to the member. Each rate cell has a different payment rate. This assignment is determined for the next month six days prior to the end of the current month. There are four rate cells.

- Rate Cell A is assigned for members with a living arrangement in the community with no open EW waiver span.
- Rate Cell B is assigned for members with a living arrangement in the community with an open EW waiver span.
- Rate Cell C is assigned for members aged 65 and older who is eligible for Moving Home Minnesota services while open to the Elderly Waiver program.
- Rate Cell D is assigned for members with a living arrangement of institutional and no open EW waiver span.

For rate cell B, the EW eligibility span must include the following month when the capitation is run in the current month. If the eligibility span ended the last day of the current month and the document was entered prior to the current month’s capitation date, the rate cell will change to A for the following month. To avoid changing the rate cell from B to A, the annual reassessment visit that is due in the twelfth month of the eligibility span must be completed and the screening document entered into MMIS prior to the capitation date of that month. See the managed care key dates document for the capitation dates. Rate cells will not be retroactively corrected. Nevertheless, EW services must continue in order to meet the member’s needs regardless of the rate cell.

It is possible that a member is first enrolled with rate cell A or D and then is screened and found eligible for EW services. EW services must begin on or after the date the member is found eligible for the EW program regardless if the rate cell is A or D for the first month.

The Role of the Screening Document in Rate Cell Assignment for MSC+

The same capitation process is run to determine if the member enrolled with MSC+ with have product ID MA30 or MA35. The monthly payment rate the health plan will receive for each member is determined by the product ID. MA35 signifies an open waiver span is present in MMIS on the day of capitation. MA30 indicates no open waiver span is present in MMIS on the day of capitation. The screening document plays the same
role. If the EW eligibility span is not open on the day of capitation, the product ID will change from MA35 to MA30. Members eligible for Moving Home Minnesota services while open to the Elderly Waiver program will be assigned rate cell C.

Persons Opened to BI, CAC, CADI, DD Programs and Enrolled in Managed Care
Members age 65 and older who continue on these programs and are enrolled with managed care may remain on these waiver programs for product ID MA02, MA35 or MA30. The county case manager will continue to manage the waiver services. Do not enter a MSHO or MSC+ screening document for members on these waiver programs. Members receiving Moving Home Minnesota services will have a fee-for-service service agreement entered for those services.

Use the Managed Care Organization/County/Tribal Agency Communication form DHS-5841 to facilitate communication about home care services between the disability waiver case manager and the MCO staff.

201.11 Reassessments and Eligibility Spans
The person opened to the waiver, ECS, and AC program must be reassessed at least once every 365 days based on the Activity Type Date field. The case manager must arrange a face-to-face visit within this period. The actual face-to-face date is recorded in the Activity Type Date field. The Effective Date field can be the same date as the Activity Type Date or it can be a future date.

The date in the Effective Date field:
- Sets the begin date of the eligibility span on the RWVR screen (waiver or ECS) or RELG screen (AC or ECS) when using Assessment Results 01, 10, or 11.
- Increases the eligibility span using Assessment Result 13.
- Decreases the span for exits using Assessment Results 17, 19 – 24, 31, 33, or 34.

Alternative Care Program
For the AC program, the Effective Date (field 76 on the paper LTC Screening Document) for the initial opening or reopening screening document is any day within the month. An eligibility span of 365 days from this date is developed for major program AC on the RELG screen.

The Effective Date for the Activity Type 06, or exit document must fall within the AC major program span on the RELG screen.

Waiver and Essential Community Supports Eligibility Spans
For the waiver or ECS programs, the Effective Date of the initial opening or reopening screening document is any day within the month. An eligibility span of 12 months is developed with the end date being the last day of the twelve month.
For reassessments, the Activity Type 06 is the first day of the month that follows the end of the eligibility period on the RWVR screen. An example is the program opens with an Effective Date of February 2018 will have an eligibility span that ends the last day of January 2019. The Activity Type 06 document then has an Effective Date of 2/1/19 to extend the eligibility period to 1/31/20. ECS reassessment documents also extends the major program UN with eligibility EC span on RELG.

When the person leaves the program due to death, the exit document with have an Effective Date that matches the day of death.

When the person leaves the program for any exit reason other than death or assessment results 19, 20, or 25, the Effective Date is at least ten days and no more than 60 days from the date the Reduction Notice is mailed. *When the person leaves the program for Assessment Result 21, the Effective Date is at least 30 days and no more than 60 days from the date the Advance Notice is mailed.*

**Reduced Eligibility Periods**

Temporary AC, program type 22, is only allowed for 60 days but MMIS allows for processing time up to 75 days to change programs. The span it cannot be extended.

Persons currently using AC or ECS services or when initially open to these programs will have a 90-day period if the Citizenship field on the ALT6 screen shows the citizenship is pending. See section 201.04.

Persons who are ineligible for AC or waiver due to a penalty period may have a shorten eligibility period. See section 201.15.

**No Matching Waiver Segment Message**

If a reassessment or exit screening document is entered for a program type that is not the same as the opening screening document, the message "PWMW9687 S625-020 NO MATCHING WAIVER SEGMENT" will appear on the screen after using the PF3 key. The program type needs to be corrected.

This message will also appear if the annual visit (Activity Type 06) is not dated before the end of the eligibility span. While the Effective Date field may be dated up to one day after the eligibility end date for the waiver or ECS programs, the actual visit (Activity Type Date field) must be within the eligibility period. If the reassessment visit did not occur within the eligibility period, an exit screening document must be entered with an Effective Date that matches the last day of the current eligibility period and a reopening document with the activity and Effective Date of the reassessment visit is entered to begin a new eligibility period.

The message will also appear if the exit Effective Date (field 76) is not within the waiver or AC eligibility span. An exception is exiting the waiver, ECS, or AC program due to the person losing nursing home level of care status. The person must be mailed an appeal notice at least 30 days prior to exiting the program. In order to satisfy this
requirement, the Effective Date may need to be beyond the current eligibility end date on RWVR or RELG. Using Activity Type 06 and Assessment Result 21 to exit the person allows the Effective Date to be up to 60 days in the future.

201.12 Navigation
The MMIS Training Series includes navigation in most of the sessions. The following sessions focuses more on navigation: Using the keyboard keys and the Next field is explained in Session 3. The purpose and use of the programmable function (PF) keys are explained and demonstrated in Session 4. Inquiry on the screening document is explained and demonstrated in Session 7.

201.13 Editing the Screening Document
Instructions on how to edit the LTC Screening Document once data is entered, how to use the edit line with the PF keys, and which MMIS screens should be referenced to assist in resolving the edits is explained in the MMIS Training Series, Sessions 8 and 8a.

201.14 DHS Approval of the Screening Document
Session 11 in the MMIS Training Series explains the processes for approving:
- the nursing home rate for Elderly Waiver conversions
- nursing home admissions for age 21 and younger
- CFR changes for the disability waivers
- Moving Home Minnesota screening documents

201.15 Ineligible Period for Waiver, ECS, and AC Services
Persons who are found to be ineligible due to an improper transfer of assets are not eligible for waiver, ECS, Alternative Care, or nursing home services during the penalty period. This policy is outlined in the Health Care Programs manual, section 0909.27.11. This period is determined and recorded by the county financial worker on the RLVA screen of MMIS.

The Eligibility Verification System (EVS) includes a message for waiver, ECS, and AC providers that says “this person is ineligible for AC, ECS, waiver, and long term care services” when the dates of service for waiver, ECS, or AC services overlap with the penalty period.

Prior to conducting a face-to-face visit, it is good practice to check the RLVA screen of the person file to see if the person has an ineligibility span. Waiver, ECS, and AC services cannot be paid during this period of ineligibility. Contact the financial worker for any questions.

LTCC screening document edit 937 “Ineligible Asset Transfer” will post for all waivers, ECS, and AC opening, reopening, and reassessment screening documents in which the Effective Date field overlaps with a penalty period of “A, F, H, I, L, N, or U”. If you
receive this edit, review the RLVA screen for the penalty period. Note: the Alternative Care and ECS eligibility span overlapping with a U ineligible span will not post edits. For waiver persons, contact the financial worker to ask that the U span be deleted if it is determined there is no penalty period. The U span may automatically be re-added to the RLVA screen whenever a new MA related program is added.

**Ineligible Codes**
- A = Annuity penalty
- F = Pending receipt of DHS-3543 (no longer valid)
- H = Home equity exceeds limit
- I = Uncompensated transfer
- L = Level of care criteria is not met
- N = Enrollee not cooperate to determine level of care criteria
- U = Undetermined

**Opening or Continuing on Program**
A program opening or reopening screening document (Activity Type 02 or 04 and Assessment Result 01, 10, or 11) with the Effective Date field falling within the above ineligibility period is not allowed. Change the Effective Date so it is greater than the ineligibility end date.

A reassessment document (Activity Type 06 and Assessment Result 13) with the Effective Date field falling within the ineligibility period is not allowed. An exit screening document is needed dated prior to the penalty period. The service agreement must be closed. A reopening screening document and new service agreement may be entered for a period after the penalty periods ends.

Edit 938 “Eligibility Overlap with Ineligibility Period” will post if the Assessment Result is opening, reopening, or reassessment and the Effective Date field is prior to the ineligibility period but the end date of the waiver span (RWVR) or AC/ECS eligibility span (RELG) overlaps with an ineligible period. By forcing this edit, it allows the screening document to be approved but the eligibility span will be shortened to one day prior to the begin date of the ineligibility span on RLVA.

To continue services after the ineligibility period ends, an exit screening document with an Effective Date prior to the ineligibility begin date is entered. The service agreement is closed to this date. A reopening screening document is dated one day after the ineligibility period ends. A new service agreement is entered.

Claim edit 765 “Ineligible for EW Services” will deny any waiver, ECS, or AC service in which the dates of services overlap with the penalty period.

**201.16 Deleting the Screening Document**
The reasons and steps to delete the LTC and HRA screening documents are explained in Session 13 of the [MMIS Training series](#).
201.17 Retrieving and Resolving Suspended Screening Documents
See Session 12 of the MMIS Training Series for the steps to locate suspended screening documents by:
- your agency's queue
- case manager or care coordinator provider number
- Infopac report
Chapter 3

301.01 Purpose of the Service Agreement Form
All home care (with some exceptions), waiver, Essential Community Supports, Moving Home MN, and Alternative Care services must be prior authorized by the case manager or health plan care coordinator prior to providing the service. The service agreement is used to control the service costs by identifying the services, the time period, number of units, the provider, and the rate that will be paid. Claims submitted by the provider are matched against the service agreement to determine if the claim can be paid. The service agreement form, DHS-3070, is a fillable form.

301.02 Accessing the MMIS Prior Authorization Subsystem
If you do not have the correct security to access the prior authorization subsystem, a message will appear on the Main Menu screen when you select Prior Authorizations. Contact your agency’s security officer to change your security group.

The MMIS Training series provides instruction on how to use the MMIS for the service agreement:
- Session 2 – MMIS Security Log in and Passwords
- Session 3 – Basic Navigation in MMIS
- Session 4 – Using Programming Function (PF) Keys
- Session 5 – The Recipient Subsystem
- Session 14 – Introduction to Service Agreements
- Session 15 – Service Agreement inquiry
- Session 16 – Entering New Service Agreements into MMIS
- Session 16a – Service Agreements and Provider Edits
- Session 17 – Service Agreement Changes
- Session 18 – Alternative Care Program Fees
- Session 19 – The Elderly Waiver Customized Living Services Process
- Session 20 – Service Agreements for Managed Care Members
- Session 21 – Locating Suspended and Partially Suspended Service Agreements

Other sessions focus on the LTC screening document.

301.03 Service Agreement Form Fields
The service agreement form DHS-3070 and the MMIS screens ASA1 through ASA3 are divided into these sections:

The General Information section and ASA1 screen provides information about the:
- person
- case manager
- beginning and ending dates of the service agreement period
- total cost of the services
• budget cap amount

<table>
<thead>
<tr>
<th>Form DHS-3070 Field Number and Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASA1 Screen 1 - Document Control #</td>
<td>An eleven digit number assigned to the agreement when initially entered into MMIS Format is YDDDBBBMXXX Y = last digit of the current year DDD = Julian day BBB = batch number (online, batch entry or front end) M = microfilm XXX = counter</td>
</tr>
<tr>
<td>Agreement Status (on MMIS screen)</td>
<td>Identifies the overall status of the service agreement based on the combination of line item statuses. Choices are: A (approved), D (denied), S (suspend), T (partially approved), and P (pend).</td>
</tr>
<tr>
<td>Current LOC/Date (on MMIS screen)</td>
<td>If the service agreement routes to DHS for approval or is routed to the lead agency queue, the three digit location code is shown here and the date it was routed to that location.</td>
</tr>
<tr>
<td>2 - Agreement Type</td>
<td>Identifies the type of program. • F = CADI Conversion • G = CADI Diversion • H = CAC Conversion • I = CAC Diversion • J = EW Conversion • K = EW Diversion • L = BI-NF Conversion • M = BI-NF Diversion • N = AC Conversion (includes temporary AC) • O = AC Diversion (includes temporary AC) • P = BI-NB Conversion • Q = BI-NB Diversion • R = DD Conversion • S = DD Diversion • Y = Essential Community Supports (ECS) • Z = Moving Home MN (MHM) under age 65 in community and not receiving waiver services</td>
</tr>
<tr>
<td>3 - Agreement Start Date</td>
<td>The beginning date of the service agreement.</td>
</tr>
<tr>
<td>4 - Agreement End Date</td>
<td>The last date of the service agreement. If left blank, a date of 366 days from the begin date will be plugged in here.</td>
</tr>
<tr>
<td>Assessment Date (ASMT DT on MMIS Screen)</td>
<td>The chemical health program uses this field and you cannot enter data in this field.</td>
</tr>
<tr>
<td><strong>Form DHS-3070 Field Number and Name</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>5 - Provider ID Number</td>
<td>The ten digit NPI/UMPI number that identifies the provider. This field is not used for AC, ECS, MHM, or waiver service agreements.</td>
</tr>
<tr>
<td>6 - Referring Provider ID Number</td>
<td>This field identifies that the Elderly Waiver recipient is enrolled with South Country Alliance (A013707300). It is system entered and a protected field. It is also populated with the MCO provider number for members using ECS services.</td>
</tr>
<tr>
<td>7 - Total Authorized Amount</td>
<td>This amount is automatically calculated by MMIS and does not need to be entered. It is the sum of all the approved, suspended and pended line items.</td>
</tr>
<tr>
<td>Cap Amount (on MMIS screen)</td>
<td>For the EW, AC, and ECS programs, this field represents the monthly case mix cap from the screening document multiplied by the number of months in the service agreement period (fields 3 and 4). The Total Authorized Amount cannot exceed this cap amount. When the period changes it will change the cap amount. The field is left blank for the BI, CAC, CADI, and DD service agreements.</td>
</tr>
<tr>
<td>8 - Recipient Last Name</td>
<td><strong>Leave blank.</strong> MMIS will insert the name from the Recipient Subsystem.</td>
</tr>
<tr>
<td>9 - Recipient First Name</td>
<td><strong>Leave blank.</strong> MMIS will insert the name from the Recipient Subsystem.</td>
</tr>
<tr>
<td>10 - Middle Initial</td>
<td><strong>Leave blank.</strong> MMIS will insert the name from the Recipient Subsystem.</td>
</tr>
<tr>
<td>Required Case Management Cap</td>
<td>This field is used for the EW and AC service agreements with the CDCS option. It is a protected field. The field populates when a line item for T2041 is present and represents the total amount of mandatory case management that can be authorized. It is the person’s monthly RCM cap amount multiplied by the number of months in fields 3 and 4. If the period in fields 3 and 4 is reduced or increased, the cap amount is also reduced or increased.</td>
</tr>
<tr>
<td>11 - Recipient ID Number (a.k.a. Person or PMI Number)</td>
<td>The identifying number assigned to the person.</td>
</tr>
<tr>
<td>Sex</td>
<td>The person’s gender. It is system entered.</td>
</tr>
<tr>
<td>12 – Birthdate</td>
<td>The format is MMDDYYYY and must match the date on the Recipient Subsystem. Use the PF4 key to view the birth date on the Recipient Subsystem. If that birth date is incorrect on the Recipient Subsystem, the financial worker must change it. If the PMI number was obtained through the PMIN Function, then that method can be used to change the birth date.</td>
</tr>
<tr>
<td>Form DHS-3070 Field Number and Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Age</td>
<td>Person’s age at the time the service agreement was entered.</td>
</tr>
<tr>
<td>LA</td>
<td>Person’s living arrangement (from RLVA screen on the Recipient Subsystem) at the time the service agreement was entered. A value of 80 means community.</td>
</tr>
<tr>
<td>MAJ PROG (all fields are on the MMIS screen only)</td>
<td>Person’s major program (from RELG screen on the recipient file) at the time the service agreement was entered). AC = Alternative Care MA = Medical Assistance. UN = Unknown for ECS screenings with no MA eligibility</td>
</tr>
<tr>
<td>13 - Case Manager Number</td>
<td>The provider number assigned to the case manager or health plan coordinator. Placing the cursor on this field and pressing the PF4 key will bring you to the Provider Subsystem. Go to the PADD screen to view the case manager information. <strong>NOTE:</strong> This field must be updated whenever the case manager changes. The field is used to add the case manager name and phone number to the service agreement letters.</td>
</tr>
<tr>
<td>County of Service, County of Residence, and County of Financial Responsibility (all on the MMIS screen)</td>
<td>The three counties as identified by the financial worker for waiver persons and system entered for the Alternative Care and Essential Community Support programs from the fields on the screening document.</td>
</tr>
<tr>
<td>Disc. Fund (Y/N) (on the MMIS screen)</td>
<td>Do not use this field.</td>
</tr>
<tr>
<td>Authorization Date (on the MMIS screen)</td>
<td>Do not use this field.</td>
</tr>
<tr>
<td>Authorizing Signature (on the MMIS screen)</td>
<td>Do not use this field.</td>
</tr>
<tr>
<td>SCH EVAL/TRMT MSG 1/2/3 Diag Range 1 from/thru Diag Range 2 from/thru (all on the MMIS screen)</td>
<td>Leave these fields blank.</td>
</tr>
<tr>
<td>AVG MO AUTH AMT AVG DAILY AUTH AMT (on the MMIS screen)</td>
<td>System entered dollar amounts.</td>
</tr>
<tr>
<td>TOT USED UNITS TOT USED AMT (on the MMIS screen)</td>
<td>System entered amounts based on claim payment.</td>
</tr>
</tbody>
</table>
ASA2 Screen (both the form and MMIS) identifies:

- if person is assessed to need 12 hours or more of PCA services
- header reason codes
- if the person’s letter is to be suppressed or generated by MMIS
- the Alternative Care fee, payment type, and effective date
- the responsible party information for those persons receiving PCA, and
- if the person is in a excluded time for persons on the disability programs

<table>
<thead>
<tr>
<th>Form DHS-3070 Field Number and Name</th>
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</tr>
</thead>
</table>
| ASA2 Screen                       | This field represents if the person was assessed and eligible for 12 or more hours of PCA services for all waiver, the Alternative Care, and CDCS programs. Edit 163 will post if:
1) The field is left blank for line items beginning 7/1/18 or later for T1019 with or without modifiers other than UA for all waiver types and AC.
2) The modifier TG is not present on the PCA line item when the field = Y.
3) The modifier TG is present on the PCA line item when the field = N.
4) The PCA Complex field is blank when there is a line item for CDCS T2028. The line item may only be six months long. If the person initially was found not eligible for PCA complex, and then assessed and becomes eligible for PCA complex, a new service agreement is needed for the PCA complex line items.

The treating provider must have license code P2 on the PLIC screen on the Provider Subsystem in order for the claim to be paid the PCA Complex rate. If the recipient is not eligible or the treating provider does not have the P2 on file, the claim will be reduced to the non-complex PCA rate.

| 14 - Reason Codes (shown as STAT RSN on the ASA2 screen) | There are spaces for four reason codes.
These codes represent text that will be automatically place on all service agreement letters. It is used to explain an action or the reason why the letter was produced. Remember to delete the reason codes the next time you make changes to the service agreement so the text is not again added to future letters. See the reason code list in Section 301.14. |
<table>
<thead>
<tr>
<th>Field Number and Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reason code 565 will be added to the first line item occurrence of T1019 with or without modifiers except modifier UA when the shared care has been populated for PCA Complex.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>15 - Send Recipient Letter</strong></td>
<td>This field must be completed and allows a letter from DHS to be sent to the person that identifies all the services they will be receiving, the provider, the payment amount and the period of time the service will be provided. If you place an “N” in this field, the letter will be suppressed and you will need to send a replacement notice from your agency.</td>
</tr>
<tr>
<td><strong>Attachment (Y/N)</strong> (on the ASA2 screen)</td>
<td>You may leave this field blank.</td>
</tr>
<tr>
<td><strong>Send Provider Letter</strong> (on the ASA2 screen)</td>
<td>This field will default to “Y” indicating that a letter from DHS will always be sent to the provider(s).</td>
</tr>
<tr>
<td><strong>SACTAD Number</strong> (on the ASA2 screen)</td>
<td>This field is entered by tribal agencies.</td>
</tr>
<tr>
<td><strong>Override Location</strong> (on the ASA2 screen)</td>
<td>It is used to transfer suspended or partially suspended service agreements online from lead agency to DHS staff or between lead agencies by placing the DHS routing queue ID or the lead agency code in this field and saving the service agreement. It is also used when the waiver service agreement overlaps with a home care authorization causing edit 874 to post. See section 301.13 for details.</td>
</tr>
<tr>
<td><strong>16 – AC Fee Payment Method</strong></td>
<td>Identifies the method of fee payment. See section 301.08 for valid values. It is a mandatory field for AC service agreements.</td>
</tr>
<tr>
<td><strong>17 – AC Partial Payment</strong></td>
<td>This field identifies the dollar amount of the partial fee. See section 301.08 for more details.</td>
</tr>
<tr>
<td><strong>18 - AC Required Fee Amount</strong></td>
<td>To record the amount of monthly fee the AC person is obligated to pay. If none, place 0. See section 301.08 for more information on billing and collecting AC fee.</td>
</tr>
<tr>
<td><strong>19 – AC Fee Effective Date</strong></td>
<td>The effective date of the AC fee amount. It is a format of MM/YY. See section 301.08 for more information on changing past fee amounts.</td>
</tr>
<tr>
<td><strong>Claims Last Date Update</strong> (on the ASA2 screen)</td>
<td>This is the last date that a claim was paid against the service agreement. An old date on a current service agreement could be an indicator of billing problems.</td>
</tr>
<tr>
<td><strong>Input Media</strong> (on the ASA2 screen)</td>
<td>An indicator identifies if the data was submitted by paper or exam entry (online).</td>
</tr>
<tr>
<td><strong>20 - Responsible Party (Y/N)</strong></td>
<td>This field is mandatory if there is a line item for PCA.</td>
</tr>
<tr>
<td>Form DHS-3070 Field Number and Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>21 - Fiscal Intermediary (Y/N)</td>
<td>This field is mandatory if there is a line item for PCA. Place a “Y” here if the service is PCA Choice.</td>
</tr>
<tr>
<td>22 - Lives with Responsible Party (Y/N)</td>
<td>This field is mandatory if there is a line item for PCA.</td>
</tr>
<tr>
<td>23 - Excluded Time</td>
<td>Field is mandatory for BI, CAC, CADI, and DD service agreements. If T2028 is on the service agreement, this field must be valued. It identifies if the person is receiving excluded time services or not. If the person moves to another county it indicates whether the CFR will change or not. If a person is receiving excluded time services, then the CFR does not change.</td>
</tr>
<tr>
<td>24 – Responsible Party Name</td>
<td>When the Lives with Responsible Party field = Y, this field must be populated. Use up to 39 characters. Do not complete field otherwise.</td>
</tr>
<tr>
<td>DHS Comment Screen Recipient Comment Screen Provider Comment Screen (on the ASA2 screen)</td>
<td>These fields will have a “Y” shown here if there is text on any of the comment screens.</td>
</tr>
</tbody>
</table>

The Line Item section and MMIS screen ASA3 identifies those services authorized by the case manager. Each line item identifies the service, maximum number of units or dollars, the period, rate per unit, and the provider.

<table>
<thead>
<tr>
<th>DHS-3070 Field Number and Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASA3 Screen 25 - Service Comments</td>
<td>There is a blank line to enter additional text about the service that will appear on the service agreement letters to the person, case manager, and the provider listed on the line item. MMIS will automatically add the name of the service based on the procedure code. See the end of the chart for more information on the use of this field.</td>
</tr>
<tr>
<td>26 - Procedure Code</td>
<td>The code assigned to the service. Also known as HCPC. Moving your cursor to this field and using the PF4 key will bring you to the Reference Subsystem to view additional information about the service. Please see Section 301.27 for web links to the procedure code charts.</td>
</tr>
<tr>
<td>DHS-3070 Field Number and Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>27 - Mod 1</td>
<td>This is the first modifier. Refer to the procedure code charts to determine which modifier, if any, may be placed on the line item with the procedure code.</td>
</tr>
<tr>
<td>28 - Mod 2</td>
<td>This is the second modifier. Refer to the procedure code charts to determine which modifier, if any, may be placed on the line item with the procedure code.</td>
</tr>
<tr>
<td>29 - Mod 3</td>
<td>This is the third modifier. Refer to the procedure code charts to determine which modifier, if any, may be placed on the line item with the procedure code.</td>
</tr>
<tr>
<td>30 - Mod 4</td>
<td>This is the fourth modifier. Refer to the procedure code charts to determine which modifier, if any, may be placed on the line item with the procedure code.</td>
</tr>
<tr>
<td>REV, DRUG, DNES (on the ASA3 screen)</td>
<td>These fields are used with the Chemical Health authorizations only.</td>
</tr>
<tr>
<td>31 – Order NPI</td>
<td>This field identifies the referral provider for home care skilled nursing, home health aide, and extended home care services except for PCA services. The number must be in an active status on the Provider Subsystem. Acceptable provider types are 20 (physician), and 36 (podiatrist).</td>
</tr>
<tr>
<td>32 - Start Date</td>
<td>The begin date of the service shown in field 26. If you leave this field blank, the date from field 3 will be plugged in here.</td>
</tr>
<tr>
<td>33 - End Date</td>
<td>The last day that the service will be provided. If you leave this field blank, the date from field 4 will be plugged in here.</td>
</tr>
<tr>
<td>34 - Requested Rate Per Unit</td>
<td>This is the dollar amount per unit paid to the provider. When using this field, the Total Units field must also have a value.</td>
</tr>
<tr>
<td>35 - Requested Total Units</td>
<td>This is the total number of units that will be provided during the period identified in fields 32 and 33. If this field is valued, then field 31 must have a value.</td>
</tr>
<tr>
<td>36 - Requested Total Amount</td>
<td>If fields 34 and 35 are valued, then MMIS will calculate the total amount of money. The following services may have fields 34 and 35 valued or just field 36:</td>
</tr>
<tr>
<td></td>
<td>• T2016 - DD adult supported living services</td>
</tr>
<tr>
<td></td>
<td>• S5135 UB and S5136 UB - 24 hour emergency services</td>
</tr>
<tr>
<td></td>
<td>• T2017 - supported living services, adult foster care</td>
</tr>
<tr>
<td></td>
<td>• T2029 - assistive technology/specialized supplies and equipment</td>
</tr>
<tr>
<td></td>
<td>• S5165 - modifications and adaptations</td>
</tr>
<tr>
<td></td>
<td>• x5527 - AC discretionary service</td>
</tr>
<tr>
<td></td>
<td>• S5125 or S5126 TG - in-home family support</td>
</tr>
<tr>
<td></td>
<td>• E1399 - AC specialized supplies and equipment</td>
</tr>
<tr>
<td></td>
<td>• T2028- consumer directed community supports</td>
</tr>
<tr>
<td><strong>DHS-3070 Field Number and Name</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>• S5165 U6 and T1028 U6 – MHM environmental modifications</strong></td>
<td></td>
</tr>
<tr>
<td><strong>• T2029 U6/NU, U6/RR, or U6/RB – MHM supplies and equipment</strong></td>
<td></td>
</tr>
<tr>
<td><strong>• T1999 U6 – MHM tools and equipment for employment</strong></td>
<td></td>
</tr>
<tr>
<td><strong>37 - Provider NPI/UMPI Number</strong></td>
<td>The ten digit NPI/UMPI number assigned to the provider. Putting your cursor on this field and using the PF4 key will bring you to the Provider Subsystem to view data related to this provider.</td>
</tr>
<tr>
<td><strong>38 - Provider Name</strong></td>
<td>MMIS will automatically plug in the name of the provider based on the provider number.</td>
</tr>
<tr>
<td><strong>39 – Reason Codes</strong></td>
<td>Up to four codes may be placed here to explain what changes were made to the line item. The code text will appear on the service agreement letters. See the Reason Code chart in section 301.14. The text will continue to appear on future letters if the code is not removed from the line item the next time a change is made to the line item.</td>
</tr>
<tr>
<td><strong>40 - Shared Care</strong></td>
<td>This field is used to identify that the Personal Care Assistant or Home Care Nurse will provide services to more than one person at the same time in the same setting. Valid value is a “y”. See Sections 301.22 and 301.24 for more information on the use of this field.</td>
</tr>
<tr>
<td><strong>41 - Frequency</strong></td>
<td>This field will place text on the service agreement letter for line items with T1019 without modifier UC or UA. Values are:</td>
</tr>
<tr>
<td></td>
<td>1 – daily restricted PCA (used with T1019, T1019 UC, T1019 TG, and T1019 TG UC)</td>
</tr>
<tr>
<td></td>
<td>2 – weekly (used with T1019 UA)</td>
</tr>
<tr>
<td></td>
<td>3 – monthly (used with T1019 UA)</td>
</tr>
<tr>
<td></td>
<td>5 – flexible use PCA (used with T1019, T1019 UC, T1019 TG, and T1019 TG UC)</td>
</tr>
<tr>
<td></td>
<td>See section 301.14 for the text that will appear on the letters for T1019 and T1019 TG using values 1 or 5.</td>
</tr>
<tr>
<td><strong>Approved Rate/Unit (on the ASA3 screen)</strong></td>
<td>MMIS checks the requested rate against the statewide maximum cap. Some service rates are not negotiable and must be the statewide maximum rate.</td>
</tr>
<tr>
<td><strong>Source</strong></td>
<td>This two digit code indicates where the requested rate was checked. Choices are:</td>
</tr>
<tr>
<td></td>
<td>• RQ - The requested rate was accepted</td>
</tr>
<tr>
<td></td>
<td>• PP – The Reference Subsystem</td>
</tr>
<tr>
<td></td>
<td>• RR – The Rate File</td>
</tr>
<tr>
<td></td>
<td>• MM – Other areas of MMIS using tables</td>
</tr>
<tr>
<td>DHS-3070 Field Number and Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Total Used Units/Amount (on the ASA3 screen)</td>
<td>When claims pay against the line item, the number of units paid and the dollar amounts paid will show here. To determine which days were paid you must use inquiry in the Claims Subsystem.</td>
</tr>
<tr>
<td>Status Code/Date (on MMIS screen)</td>
<td>This indicates the status of the line item. A = approved S = suspend P = pending D = denied The status may be changed from S or P to any status code. It may be changed from A to D as long as no claims have paid against the line item. When it is changed to D, the field is protected. When claims are paid against the line item, the field is protected.</td>
</tr>
<tr>
<td>RFE and CTY</td>
<td>Do not add information to these fields.</td>
</tr>
<tr>
<td>RPT (Repeat)</td>
<td>The service agreement has a total of 99 line items. By placing a number here, it will copy that line item that many times. The new lines will show at the end of the current lines.</td>
</tr>
</tbody>
</table>

Specialized Supplies and Equipment

When a line item has specialized supplies and equipment (E1399 or T2029), MHM tools and equipment for employment (T1999 U6), or MHM supplies and equipment (T2029 U6/NU, U6/RR, or U6/RB) the name of the item(s) must be identified in the Service Comments field. Use the DHS Comment Screen to provide a complete description along with the costs for each item, and why there is no other funding source to pay for the item(s).

AC and waiver programs do not pay for separate installation charges nor shipping and handling charges for supplies and equipment. These charges must be included in the cost of the product or item. Do not add a separate line item for these charges.

If the same provider is authorized for more than one item, do not place each item on its own line unless the line covers different periods of time and these periods do not overlap. If the items will be provided during the same period of time, determine the total cost of all items and use one line item with a total amount (no requested rate and no units).

The Department reviews the claims manually and takes appropriate action within 90 days according to the following guidelines:
- Is the medical item covered by another payer, Medicare, or Medical Assistance?
- Would Medical Assistance cover the item with an approved authorization and no authorization is attached to the claim?
• If an authorization is attached, does the description on the claim and the service agreement match?

301.04 Comment Screens

The comment screens are used to record information or to add an explanation to the service agreement letters regarding changes on the service agreement. Remember, that any person with inquiry access to the service agreement may view your comments on all three screens.

Spell check and word wrap are not features of these screens. Text cannot be type beyond the bottom of the screen for the Provider and Recipient screens. If the text does not fit onto the screen, a message will appear to delete text on the screen. The screens are discussed in Sessions 15, 16, and 16a of the MMIS Training Series.

The PF2 key will copy text from the APRV (provider) screen onto the ARCP (recipient) screen. This is helpful if you have the same message for everyone. If you change multiple line items then all providers on those line items will receive the message from the APRV screen.

After typing the message on the APRV screen, press the PF2 key and the message will be copied to the ARCP screen. Messages on the ADHS or ARCP screens cannot be copied. Remember to delete the messages on the APRV and ARCP screens the next time you edit or add line items or the messages will appear on the letters again.

DHS Comment Screen

The following information must be added to the DHS comment screen. Remember to date and initial the message.

• Identify each specialized medical supply and equipment item(s), the individual cost, explain how the items are needed to avoid institution, and why other funding sources such as Medical Assistance or Medicare will not pay for the item. Do not add the item if there is another third party payer source.

• All modifications must be placed on a different line item from the medical supplies and equipment. The AC and waiver programs do not pay for ramp insurance, inspections, estimates, and design fees. The justification for the modification must be shown on this screen. Use a total amount instead of a rate and unit in case the total costs change. See section 301.28 for guidelines on the process to approve line items on the service agreement. Also, if edit 672 posts when the service agreement is closed early.

• When the person will be receiving hospice services, document that the case manager is working with the hospice case manager to coordinate services. See section 301.21.

• Indicate what services will be purchased with the AC Discretionary Services.

• Document the change in condition that necessitate adding more PCA units under T2019 UC.
The DHS Comment Screen was expanded for a total of four screens. When the first screen is full, use the F11 key to bring up the next DHS screen for typing. You can tell if there is more than one DHS screen to view by the plus sign at the top right hand corner. To view all screens, the cursor must be in the screen section and use F8 to go forward and F7 to return to the beginning of the screens.

301.05 Navigation on the Service Agreement
The MMIS Training Series includes navigation in most of the sessions. The following sessions focuses more on navigation: Using the keyboard keys and the Next field is explained in Session 3. The purpose and use of the programmable function (PF) keys are explained and demonstrated in Session 4. Inquiry on the service agreement is explained and demonstrated in Session 15.

301.06 Moving Home Minnesota (MHM) Services
This program was extended to the end of 2020. The LTC screening document requesting MHM services must be entered into the MMIS no later than the end of calendar year 2019. Contact movinghomemn.mfp@state.mn.us or by phone at 651 431-3951 or 888-240-4756 for more information.

Persons age 65 and older who are receiving Elderly Waiver (EW) services may also receive the following MHM services.

- Comprehensive Community Support Services (H2015 U6)
- Certified Peer Specialist (H0038 U6, U6/UA, or U6/HQ)
- Overnight Assistance (S5135 U6/UA)
- Membership Fees (S9970 U6 U5)
- Post-Discharge Case Consultation and Collaboration (T2013 U6)

The costs of these services are not applied toward the EW budget cap. Reason code 586 must be added to the line item Reason Code field to avoid edit 166.

Comprehensive Community Support Services, Overnight Assistance, and Certified Peer Specialist may be authorized for periods up to 90 days each. If the total number of days of all line items for each one exceeds 180 days, edit 951 will post to route the service agreement to DHS for approval. See section 301.16 for more information regarding this routing.

Prior to adding services to the EW service agreement, the person must have an approved MHM screening (see sections 201.08 and 201.14), that is routed to DHS for approval. See the Moving Home Minnesota Program manual for eligibility, services, and transition coordinator information.

There are additional services provided to persons while in the nursing home to assist them in transitioning to the community. They are:

- Transitional Plan Development (T2038 U6)
- Transitional Coordination (T1017 U6)
• Pre-discharge Case Consultation and Collaboration (H2000 U6)
• Non–medical transportation to find housing (A0160 U6, A0170 U6, A0180 U6, A0190 U6, A0200 U6, or A2010 U6)

These services may not be added to the service agreement except for non-medical transportation may be used in the community to find housing or employment for persons under the age 65.

301.07 Program Eligibility Requirements
The person requesting waiver services needs to be approved for Medical Assistance major program as well as the waiver program eligibility criteria. Medical Assistance eligibility is determined by county financial workers through their MAXIS system. Persons wanting to use Alternative Care, Essential Community Supports, or Moving Home Minnesota services must be eligible under those program’s criteria. Waiver, AC, and ECS program eligibility is determined by the lead agency. DHS staff determine MHM eligibility.

The LTC screening document is used to record program eligibility for the HCBS programs of AC, BI, CAC, CADI, ECS, EW and MHM. The DD screening document is used to record program eligibility for the Developmental Disability program. The service agreement needs the approved screening document to determine the type of program, period, and amount of money. The Recipient Subsystem checks the service agreement for eligibility and will post several edits if data is missing or incorrect. What edits will post, which recipient screens to view to find the information, and how to resolve the edits are explained in Session 5 of the MMIS Training Series.

301.08 Alternative Care Fees
Persons participating in the AC program may be assessed a monthly fee to contribute to the state’s costs for the program’s services. Persons using temporary AC (program type 22) or Consumer Directed Community Supports (CDCS) are not assessed a fee. There are other exceptions listed on the LTC screening document form DHS-3427 in section H.

Fees are assessed based on the person’s AC adjusted income or their gross assets and are determined based on a corresponding percentage of the fee schedule (as of 7/1/19 - see below) Calculate the fee by applying the percentage to the average monthly cost of AC services, and include case management costs.

<table>
<thead>
<tr>
<th>AC Adjusted Income*</th>
<th>Gross Assets</th>
<th>Monthly Fee Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income &lt; 100% FPG ($1041) and</td>
<td>less than $10,000</td>
<td>No monthly fee</td>
</tr>
<tr>
<td>Income &gt;= 100% ($1041) and &lt; 150% FPG ($1,562) and</td>
<td>less than $10,000</td>
<td>5 percent cost of AC services</td>
</tr>
<tr>
<td>Income &gt;= 150% ($1,562 and &lt; 200% FPG ($2,102) and</td>
<td>less than $10,000</td>
<td>15 percent of AC services</td>
</tr>
<tr>
<td>Income &gt;= 200% FPG ($2,102) OR</td>
<td>equal to or greater than $10,000</td>
<td>30 percent of AC services</td>
</tr>
</tbody>
</table>
*income minus recurring and predictable medical expenses

The Department’s Special Recovery Units (SRU) billing unit to send invoices and track payments uses the AC Fee fields on the ASA2 screen. The accuracy and timing of the billing process is dependent on when the MMIS data is entered. On the first of the month, the SRU process locates the service agreement and records the AC Required Fee Amount for next month’s payment. Invoices are mailed on the fifth of the month showing the current amount due. Payment is due by the 15th.

It is important that these fields are updated whenever the fee amount changes. Any changes received by the SRU staff can be applied through the fourth of the month for next month’s invoice.

Additional information can be requested from DHS.MADE@STATE.MN.US

Provide the person’s initials and PML number.
- A payment history showing billing from the day the fees began, what was paid, check numbers, and the dates the checks were received. It also reflects all refunds and NSF transactions.
- A copy of an invoice.
- A statement showing all “Open Items/Past Due Amounts” at the time the statement is printed.
- Changes to the AC fee for the current or previous months. Also, provide month(s) of service and fee amount.
- Requests for cancelled fees or refunds. Also provide month(s) of service and fee amount.
- Billing address changes from the initial address on the ALT6 screen of the LTC screening document. In your request, provide the new address.

See Session 18 in the MMIS Training Series for an explanation of the AC Fee fields on the ASA2 screen, how to use the fields, and what edits could post. Overdue fees and estate recovery is also included.

301.09 Editing the Service Agreement

The MMIS Training Series provides instructions on how to use MMIS to enter a new service agreement in Sessions 16 and 16a. How to make changes to a saved service agreement is explained in Session 17. When to add a service agreement for managed care members is covered in Session 20. These sessions cover what edits may post, how to review the edit line, use the PF keys to search in MMIS for answers, and how to force and clear an edit.

301.10 Deleting Line Items

There are different methods to resolve a line item that was copied too many times or was entered in error. Which method to use depends if the service agreement is being added, or was already saved and you are making changes to it. Session 17 of the MMIS Training Series explains the alternative methods to use for unwanted line items for a
service agreement already saved. Session 16 shows when and how to delete a line item when adding a new service agreement.

301.11 Repeating or Copying Line Items
There are four circumstances where you may want to copy a line item:

1) The provider used up all the units before the end of the line item period. To restrict the use of units by day, week, or month, a new line item is added for each day, week or month of service with enough units to cover that period.

2) More than one provider will be providing the same service but at different periods or rates. Copy the line and change the provider number, the rate and/or period on the new line.

3) A line item will be closed and a new line item entered to show a change in the rate and/or provider.

4) The person entered a nursing home for less than 30 days. The current line items are closed to the date of admission. When they return to the community, the line items are repeated once so the new line items start with the new community period.

After entering the line item you wish to repeat, use the PF9 key to make sure no edits post. Then go to the Repeat field at the end of the line item and add a number that represents how many times the line should be repeated. Use the PF9 key again. Edit 876 (Line Item Duplicate) now posts. Each line must be unduplicated by changing either the periods so they do not overlap, the provider number or the rate. When finished, approve the line items. See Session 17 of the MMIS Training Series for a demonstration.

301.12 Changes to an Approved Service Agreement
Session 17 of the MMIS Training Series shows you how to make changes to a service agreement saved in the MMIS. Below is a summary of the types of changes that can be done.

On the Key Panel screen, you will need to use an Action Code of “C” and the PMI number or the service agreement authorization number.

If the service agreement has a header status or any line item status of pend or suspend, all fields are updateable (signified by a green color). If the service agreement header or line item status is approved, some fields will be protected as signified by a white color. Furthermore, no denied service agreements or line items can be changed. If the service agreement header is partially suspended (T), only those line items that are not approved will have all their fields updateable.
• On the ASA1 screen when the header status is approved or partially suspended, just the header period end date, the birth date and the case manager number are updateable.

• On the ASA2 screen, the PCA Complex, Send Recipient Letter, Reason Code, AC Fee Payment Method, AC Fee Amount, AC Partial Payment, AC Fee Effective Date, Responsible Party, Fiscal Intermediary, Lives with Responsible Party, and Excluded Time fields can be changed.

• On the ASA3 screen, if the line item is approved, you may change the start and end dates, the units, and the total amount fields.

Changing the Unit Field
Units can be increased or decreased.
1) Go to the unit field and use your "end" key to delete what is shown
2) Enter the new amount
3) Use the PF9 key to recalculate the total amount based on the new unit amount.
   You will receive an edit if the increased units put the service agreement over the EW or AC total cap amount (compare the Total Authorized Amount field to the Total Cap Amount field on the ASA1 screen). Reduce this or another line item so the total costs do not exceed the total cap amount.

You will not be able to decrease the number of units lower than what was paid in the Total Units Used field.

You will not be able to increase the units to more than what can fit within the period; such as a daily service with ten units needs ten days in the period.

Changing the Total Amount Field
See the field 36 explanation in Section 301.03 for the services that can be priced with a total amount instead of a rate and unit. If the line item is priced by a total amount instead of using a rate and unit, you can increase the dollar amount or decrease it, but it cannot be decreased lower than the amount that’s been paid as shown in the total used amount field.

Changing Begin/End Dates
1) The header begin date cannot be changed on an approved or partially suspended service agreement.
2) The header or line item end date may be changed if services need to be continued beyond the initial period. The periods may also be decreased if the person leaves the program.
3) The header period cannot exceed 365 days nor fall outside of the waiver eligibility period (on RWVR screen), or Medical Assistance eligibility period on the RELG Screen. The AC service agreement header period must fall within the AC
eligibility period (on RELG screen). The ECS service agreement header period must fall within the UN eligibility period (on RELG screen).

Changing the Line Item Status
The line item status can be changed from A (approved) to D (denied) as long as no payments have been made against the line item (the total used units and total used amount fields are blank).

Adding a Line Item
A new line item can be added while on the ASA3 screen, by using the PF11 key to bring you to the next blank line item. If you keep the line item in suspense, the header status field on the ASA1 screen needs to be changed from an “A” to a “T”.

Closing Approved Line Items with No Payments
If you do not want claims to pay against a line item (perhaps because the service will no longer be provided or was never provided, or the rate and/or provider number is incorrect), you need to change the line so future claims will not pay off the line item.

If the line was priced by a rate and unit, and no units were used or money paid, delete the units and total amount fields. Change the end date so that it is the same as the begin date.

If the line item was priced by a total amount of money, and no money was paid, delete the total amount field. Change the end date so it is the same as the begin date.

Closing Approved Line Items when Claims Have Been Paid
When you do not want additional claims to be paid from an approved line item, and a rate and unit priced the line, decrease the units to match the Total Units Paid field. If the line item was priced by a total amount of money, decrease the total amount field to match what was paid as indicated in the Total Amount Paid field.

If the closing is due to the person leaving the program for a different program use the last day the person received services as the line item end date. If edit 156 (LDOS/Paid Claim Conflict) posts, the provider billed for a service date that is after the new closing date. If this happens, the provider must complete a credit claim prior to closing the line item. They will then re-bill under the new service agreement. See Section 301.15 on Credit and Replacement Claims.

Closing Approved Line Items Because of a Rate or Provider Change
A rate on an approved line item may have been increased during the period of the line item, or a new provider will now provide the service. Since the rate and provider fields are protected, a new line item is needed.

1. Close the existing line item to the last date the rate or provider will be used
2. Adjust the units
3) Use the Repeat field to copy the line once. The new line will be at the end of the existing line items
4) Change the rate or provider on this new line item
5) The begin date will be the first date that the new provider or rate will be used
6) Add the balance of the units
7) Use the PF9 key and correct any edits
8) Approve the line item

**Automated MMIS Changes to Service Agreements**

MMIS will automatically change those saved service agreement line items when the DHS Provider Enrollment unit ends a category of service (COS), or specialty code, or a license code is not added for the line item provider.

The changes to the service agreement line item when a code is ended or missing on the provider’s record:

- Pended or approved line items ending after the COS ending date will have reason code 858 added and edit 412 posts, or edit 413 will post for specialty codes.
- Approved line items beginning after the current date will have the status changed to pend. Reason code 858 is added and edit 412 and/or 413 posts.
- Suspended line items overlapping with the COS ending date will post edit 412.
- Suspended line item overlapping with the specialty code ending date or spans more than one specialty code span with gaps in-between will post edit 413.
- Line items that do not have the correct license code or begins prior to the license code begin date will post edit 413.
- Line items with the correct license code but the license state field is not MN or XX will post edit 413.

Reason code 858 will place this message on the recipient and case manager letters: “You receive this letter due to changes to the provider’s records for this service. Contact your case manager or MN Health Care Programs member helpdesk at 651 431 2670 or 1 800 657 3739 for more information.”

Reason code 858 will also place this message on the provider, billing agent, or managed care organization letter “Providers must continue to be eligible for enrollment in order for authorizations to be valid. This service line item is not currently supported”.

The suspended or pend line item cannot be approved until the provider’s record is updated or the line item period is changed so it does not overlap with the COS or specialty code end date or it does not being prior to the license code begin date.

**Daily Report**

Report PWMW9332-R2086 Service Agreements for Providers with Category of Service Codes and/or Specialty Codes Ended is run daily and identifies when an approved,
pended, and partially suspended service agreement is changed due to a COS or specialty code ending. It can be found on Infopac.

There are two versions of this report: PWMW9332-R2086A identifies the AC, BI, CAC, CADI, and EW program service agreements. PWMW9332-R2086B identifies the DD program service agreements. It is sorted by the:

- Tribal agency when the SACTAD field is populated; or
- Agency where the case manager is located, or if no case manager is listed on the ASA1 screen then by;
- County of financial responsibility for BI, CAC, CADI, and DD service agreements, or county of service for the AC and EW programs.

Cases appear on the report sorted by the case manager provider number listed on the service agreement. Note: It is important to keep the case manager provider field updated on the ASA1 screen whenever there is a change in case manager so the report and service agreement letters are sent to the correct person.

Note: no change is made to the line item if the provider number field is not valued, or the line item status is “denied”.

Lead agency staff should review this report on a daily basis. Since case managers cannot make changes to the provider’s record, the provider must contact the department’s MHCP Provider Help Desk at (651) 431-2670 or 1-800-657-3739 to update their record.

If the COS, specialty, or license code is not added to the provider’s record and the person continues to need the service, the case manager will need to arrange services with a different provider.

When the code is returned to the provider screen there may be a gap between the date the code ended and when it was effective again. If the person requires the service during this non coverage period, the line item must be ended prior to the code ending date (remove reason code 858 from the line item) and add a new line item for a different provider beginning with the day the code was ended.

**Correcting Edit 412 for Category of Service**

Place the cursor on the line item provider number and use the F4 key to navigate to the PCOS screen of the provider subsystem. If the COS code is not listed on the PCOS screen it means the provider is not authorized to provide the service and the line item can be left in suspense, denied, changed to pend and add reason code 858. The line item can be deleted using the “...” method if you are adding a new service agreement.

If the COS code is listed on the PCOS screen but the line item period overlaps with the COS end date, the provider’s authorization to provide the service has ended and you can either leave the line item in suspense, change to pend and add reason code 858, or change the line item end date so it no longer overlaps with the COS end date.
If the COS code is listed on the PCOS screen but the COS ends prior to the beginning of the line item period you can either leave the line in suspense or change the status to pend and add reason code 858.

Correcting Edit 413 for the Specialty Code
If the specialty code is not listed on the PPGM screen of the provider subsystem, it means the provider is not authorized to provide the service and the line item can be left in suspense, denied, or changed to pend and add reason code 858. The line item can be deleted using the “. . . .” method if you are adding a new service agreement.

If the specialty code is listed on the PPGM screen but the line item period overlaps with the specialty end date, the provider’s authorization to provide the service has ended and you can either leave the line item in suspense, change to pend and add reason code 858, or change the line item end date so it no longer overlaps with the specialty end date.

If the specialty code is listed on the PPGM screen but the code ends prior to the beginning of the line item period you can either leave the line in suspense, or change the status to pend and add reason code 858.

Correcting Edit 413 for the License Code
If the license code is not listed on the PLIC screen of the provider subsystem it means the provider does not have the correct license to provide the service and the line item can be left in suspense, denied, or changed to pend and add reason code 858. If you are adding a new service agreement, you can also delete the line item using the “. . . .” method.

If the license code is listed on the PLIC screen but the line item period is prior to the license begin date, the provider’s license was effective after the line item begin date and you can either leave the line item in suspense, change to pend and add reason code 858, or change the line item begin date.

See Session 16a from the MMIS Training Series for a demonstration on correcting these edits.

301.13 Closing a Service Agreement
There are many reasons that a service agreement header end date and line item end dates need to be reduced. In all of these cases (except when the person is enrolled with the MSC+ or MSHO program), an exit screening document is entered showing the last date that the person will be receiving services in the Effective Date field. The service agreement header and line item end dates are changed to this date. If you try to enter an exit screening document and the exit date is beyond the service agreement header end date, edit 109 will post requiring you to close the service agreement first.
Closing the service agreement does not close the screening file and vice versa. If the closing is due to death, the Alternative Care exit screening document will not allow payments beyond the date of death. However, the service agreement needs to be closed for payment and encumbrance reports to be correct. For the waiver programs, when the financial worker closes Medical Assistance due to death, claims for dates of service after the date of death will not be payable. However, it is also necessary to close the service agreement and enter an exit screening document.

Persons enrolled with South County Health Alliance managed care organization and receiving Elderly Waiver services (including CDCS) must have their service agreement closed no later than December 31, 2018. Services for dates of service in 2019 will be authorized and paid through the health plan. An exit screening document is not entered unless the person is leaving the Elderly Waiver program. This does not affect those EW service agreements case managed by the tribe.

Overlapping Service Agreements with MA Home Care
If a home care agreement header period overlaps the waiver or AC service agreement header period, edit 874 - Duplicate Service Agreement will post. This will happen if the agreements are in a suspended, pend, or approved status. You can view the MA home care agreement by using the "I" in the action code field on the Key Panel screen and using agreement type “B”.

The new waiver service agreement overlapping with the home care authorization needs to be saved with the 874 edit posting and sent to DHS in a suspended status using the code 580PWLMW64 in the override location field on the ASA2 screen. DHS will close the home care agreement and resolve the 874 edit. The service agreement will be routed back to the lead agency to resolve any other edits.

If the Alternative Care service agreement overlaps with the MA home care agreement, the case manager must email the Resource Center at dhs.resourcecenter@state.mn.us. Leave the service agreement authorization number, the header start and end dates, your name and phone number. The Resource Center staff will close the MA home care agreement and resolve the 874 edit.

The Essential Community Supports type Y with program type 30, and Moving Home Minnesota type Z service agreements may overlap with the MA Home Care type B authorization.

Overlapping Service Agreements with Other Programs
Edit 874 will also post if two or more service agreements overlap with any header status but deny. When changing from one program to another the current service agreement must be closed and a closing screening document completed. A new opening screening document and service agreement is then completed for the new program.
If you have not saved the service agreement, and you know it is incorrect, use the F6 key to cancel it. If both service agreements were saved, and if the header periods cannot be unduplicated, change one of the header status to D to deny. Change the Send Recipient Letter field to a N. Remove the provider numbers from the line items. This assures that no one receives a denied letter for the incorrect service agreement. Enter into the remaining service agreement in the change mode and use F9 to remove edit 874.

See Chapter 201.08 in this manual as well as Sessions 10 and 17 of the MMIS Training Series for more information on the reasons and methods to close a service agreement.

301.14 Service Agreement Letters

Recipient and Case Manager Letters

The persons on a waiver program will show their mailing address on the RCAD screen in the Case File of the Recipient Subsystem. If there is an alternative address on file, that will be used instead of the person’s home address. The address for persons open to the Alternative Care and Essential Community Supports programs is shown on the ALT6 screen of the screening document which is transferred to the RCAD screen.

Letters are printed nightly during batch processing. The ASA2 screen determines if a letter generated by DHS will be mailed to the person. If the "Send Recipient Letter" field is marked "N", letters are not generated for the person and the lead agency will be responsible to notify the person of the status of the services.* If the field is marked “Y”, the person receives the same type of letter that the case manager receives which shows those line items in an approved or denied status. A letter is not produced for the person if the service agreement has a suspended status. Letters returned by the post office for wrong addresses are sent to the county of service or the tribal agency as indicated on the person’s case file.

County and tribal agencies may receive two letters: one is the case manager letter which lists all approved or denied line items; and the other is the agency’s provider letter which lists only those services provided by the agency. South County Health Alliance receives the same letter as the case manager when the person is enrolled and receiving EW services.

*The exception is letters sent to the person when the service agreement line item is changed from approved to pending due to the provider’s category of service or specialty code ending.

Provider Letters

The letter generated for each provider contains only the approved, denied, or pended service(s) provided by that provider. Diagnosis codes are required on the claim form for all home and community based services. The provider and billing agent letter will show
the primary diagnosis code that is listed on the last approved screening document in which the effective date (LTCC) or action type date (DD) falls within the service agreement period. Providers may choose to use this diagnosis code or another more recent code as long as the number is valid.

If a provider requests another copy of their service agreement letter, add reason code 488 to one of their line items. Check the PADD screen of the Provider Subsystem to verify that the address is correct for that provider number. If it isn’t the provider must contact the DHS Provider Enrollment Unit to change it.

General Letter Information
Letters are produced when:

- The header status is initially changed from suspend to another status,
- There is a change in a field of the line item including adding and deleting reason codes, or
- A new line item is added and changed from suspense
- Letters are produced only once at the end of the work day. While the service agreement may be entered and updated more than once during the day, the letter will reflect the last changes.

Each letter is a duplicate of the initial letter with any header or line item changes or line item additions. The Provider and Recipient Comment screens may be used to explain why a new letter was mailed. This would assist the person and provider in understanding what changes were made since the previous letter. Comments on the Recipient Comment Screen are added to the person/guardian and case manager letters. Comments on the Provider Comment Screen are printed on all provider letters at the end of the letter. Comments on the DHS Comment Screen are not printed on the letters.

If a reason code is entered on the ASA2 screen or on the line items, the text will also appear on the letters following the first paragraph. Line item text is listed with that line item information.

All letters will show the name of the case manager and the phone number. The case manager name is taken from the ASA1 screen of the service agreement. The phone number is taken from the PADD screen in the Provider Subsystem for that case manager number.

If the person is assigned a new case manager, the case manager number field on the ASA1 screen must be changed. This change does not produce a new letter. The phone number can be changed by updating the phone number field on the PADD screen using the change mode. A lead agency staff with the correct MMIS security to update the provider subsystem may make this change for provider type 23. See Chapter 101.06 on the process to update the PADD screen for case managers and care coordinators.
Reasons why a provider, person, or case manager may not receive a letter are the:
- Service agreement header status = S
- RCAD address on the Recipient subsystem is incorrect for the person
- Case manager provider number field on the ASA1 screen was left blank and will not allow case manager letters; or
- Care coordinator (provider type 27) did not register for a MN-ITS mailbox

Additional PCA Language
An approved line item for personal care assistant code T1019 and PCA Complex Code T1019 TG will have the following text added based on the value placed in the Frequency field on the line item. This text does not apply to Alternative Care service agreement letters.

Value 1 will show “PCA/PCA Complex services are restricted. Daily and weekly usage of PCA/PCA Complex service units/hours should be close to the daily average allocation. Hours/units do not transfer from month to month. If the person uses all PCA/PCA Complex service hours/units before the end of the month, the department cannot authorize additional PCA/PCA Complex service units. MN Statutes 256B.0659.”

Value 5 will show “The flexible use option allows persons to plan the use of authorized PCA/PCA Complex units/hours in a flexible schedule to more effectively meet their needs. Authorized PCA/PCA Complex units/hours are divided into two date spans of six months or less for one year of PCA/PCA Complex services. Persons may vary the use of authorized PCA/PCA Complex units/hours within the start and end dates of each date span. Units/Hours cannot be transferred from one line number to the next or one date span to the next. MN Statutes 256B.0655.”

Values 2 and 3 should not be used for line items with T1019 or T1019 TG. They may be used for Supervision of PCA (T1019 UA).

When the procedure code is T1019 or T1019 TG and the Shared Care field = Y, the first approved line item will post reason code 565 with this message:

“The person has elected to receive the shared service option for PCA/PCA Complex services. This allows two or three person’s to share PCA/PCA Complex services in the same setting at the time. An agreement with consent is required to grant permission for the agency to place the person’s name in the chart of the other person they share services. The provider agency delivers services according to each individual’s plan of care. The assessment and authorization for shared services is based on the person’s 24-hour needs. Participation in a shared care arrangement does not reduce the total number of service units authorized. Minn Stat Sect 256B.0625 and 256B.0659.”

MN-ITS Electronic Mailboxes
Providers will receive a copy of their service agreement letters as well as the MA home care and MA authorization letters in their MN-ITS electronic mailbox. These letters are placed in a folder called SAL and remain there for 90 days. Providers may print the
letters or save the letters to their hard drive or disc. The letters in the SAL folder are shown as individual lines. When a letter is opened, an arrow appears to the left of the line. A letter must be opened in order to print or save it.

Provider type 23 case manager service agreement letters are routed to both social services and public health nursing agencies’ electronic MN-ITS mailboxes and stored in a folder called CML. Tribal case manager letters are routed to the tribal agency’s electronic MN-ITS mailboxes and stored in a folder called CML.

Provider type 27 health plan care coordinators receive a Welcome Letter from provider enrollment informing them to register for MN-ITS if they wish to continue to receive these letters.

The letters in the CML folder are shown as individual line items. These lines can be sorted in case manager provider number order. When a letter is opened, an arrow appears to the left of the line. A letter must be opened in order to print or save it. Letters of all the case managers from both social services and public health nursing agencies are sent to both agencies’ mailboxes due to the inability in MMIS to determine which agency the case manager is located. Letters for independent case managers contracted with the agency are not included. Please note that the password used for the mailboxes must be changed every ninety days. Temporary passwords can be assigned by calling the MHCP Provider Call Center at 651 431-2700 or 1 800 366-5411.

Questions and problems using the MN-ITS mailbox may be directed to the Provider Call Center at 1 800 366-5411 or 651 431-2700. Ask for a work order for Tier 2.

Reason Codes
The below chart is a listing of reason codes that may be placed in the RSN CD fields on the ASA2 screen that is added to all providers, person, and case manager letters; or added to the line item RSN CD fields for a message only to that provider, person, and case manager.

<table>
<thead>
<tr>
<th>Code</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>416</td>
<td>The recipient has requested continued benefits pending appeal. This service agreement has been amended to reflect this continuation of benefits until an appeal ruling is made. If the recipient loses the appeal, the state reserves the right to bill the recipient for the difference between the services received and the level of services appealed. MINN. STAT. SECT 256.045, SUBD. 10.</td>
</tr>
<tr>
<td>425</td>
<td>An order of the commissioner has been issued regarding an appeal filed by the recipient. This service agreement is based on the order of the commissioner.</td>
</tr>
<tr>
<td>427</td>
<td>Based on an administrative review of the assessment and care plan, the department has changed the service agreement. MINN. STAT. SECT. 256B.0652.</td>
</tr>
<tr>
<td>Code</td>
<td>Message</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>488</td>
<td>You requested another copy of the original authorization notice. No changes were made from the original notice.</td>
</tr>
<tr>
<td>499</td>
<td>This service agreement has been changed due to a rate adjustment. For billing purposes, please make sure you save this copy.</td>
</tr>
<tr>
<td>565</td>
<td>The person has elected to receive the shared service option for PCA services. This allows two or three person's to share PCA services in the same setting at the time. An agreement with consent is required to grant permission for the agency to place the person’s name in the chart of the other person they share services. The provider agency delivers services according to each individual’s plan of care. The assessment and authorization for shared services is based on the person’s 24-hour needs. Participation in a shared care arrangement does not reduce the total number of service units authorized. Minn Stat Sect 256B.0625 and 256B.0659.</td>
</tr>
<tr>
<td>584</td>
<td>This service has been changed due to procedure code changes. Providers: for billing purposes, please make sure you save this copy.</td>
</tr>
<tr>
<td>586</td>
<td>This is a Moving Home Minnesota service.</td>
</tr>
<tr>
<td>598</td>
<td>This service agreement has been changed due to procedure code changes. Providers: for billing purposes, please make sure you save this copy. DHS review was required for approval of the EW CLS services.</td>
</tr>
<tr>
<td>600</td>
<td>Starting January 1, 2019, Medical Assistance will directly cover the cost of this personal care assistance service agreement instead of the health plan. The health plan will continue to be the payer for other health care services. This service agreement is being entered to show the change in payer for personal care assistance services. This service agreement uses current information from the health plan and is not intended to change the amount of services this person is eligible to receive.</td>
</tr>
<tr>
<td>604</td>
<td>Starting July 1, 2018, Medical Assistance will pay an enhanced rate if you are eligible for 12 or more hours of Personal Care Assistance services per day and have a qualified worker that meets the training requirements. This service agreement was entered to show the change in rate for Personal Care Assistance Complex services and is not intended to change the amount of service this person is eligible to receive.</td>
</tr>
<tr>
<td>700</td>
<td>Submit claims to DHS for services authorized on this agreement.</td>
</tr>
<tr>
<td>823</td>
<td>The units and total amount was deleted on this line item because the rate was incorrect.</td>
</tr>
<tr>
<td>824</td>
<td>This line item was added to replace a duplicate line item that was priced with an incorrect rate.</td>
</tr>
<tr>
<td>825</td>
<td>This line item was closed because the provider is no longer active under this provider number beyond the end date.</td>
</tr>
<tr>
<td>826</td>
<td>This line item replaces a duplicate line item that was closed because the provider was no longer active.</td>
</tr>
<tr>
<td>827</td>
<td>This is a new line item that authorizes a new service.</td>
</tr>
<tr>
<td>Code</td>
<td>Message</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>828</td>
<td>The units or total amount on this line item was reduced.</td>
</tr>
<tr>
<td>829</td>
<td>The units or total amount on this line item was increased.</td>
</tr>
<tr>
<td>830</td>
<td>The date span on this line item was reduced. The service may only be provided for this new time period.</td>
</tr>
<tr>
<td>831</td>
<td>The date span on this line item was increased. The service may be provided for a longer period.</td>
</tr>
<tr>
<td>832</td>
<td>The total units/amount and date span was reduced for this line item. The person is no longer participating in the program as of the service agreement end date.</td>
</tr>
<tr>
<td>833</td>
<td>The person is no longer participating in the program as of the new service agreement end date. Any line item that began after this date, and was previously approved, is no longer valid.</td>
</tr>
<tr>
<td>834</td>
<td>This service agreement is denied because it was entered by mistake or has errors that cannot be corrected.</td>
</tr>
<tr>
<td>835</td>
<td>NOTE TO PROVIDERS: . . . . Refer to the person’s “Individual Service Plan” (DD) or “Individual Care Plan (LTC) approved by the county case manager for details regarding the type, amount, frequency and duration of services to be provided.</td>
</tr>
<tr>
<td>836</td>
<td>This line item was closed because the provider was changed or previously incorrect.</td>
</tr>
<tr>
<td>837</td>
<td>This line item replaces a duplicate line item that was closed because the provider was changed or incorrect.</td>
</tr>
<tr>
<td>838</td>
<td>If this letter does not contain line items, it was generated in error. Please ignore.</td>
</tr>
<tr>
<td>839</td>
<td>The line item is being closed as of the new service agreement end date.</td>
</tr>
<tr>
<td>840</td>
<td>The units and total amount were deleted on this line item because the service agreement was closed.</td>
</tr>
<tr>
<td>841</td>
<td>This line item is no longer needed.</td>
</tr>
<tr>
<td>842</td>
<td>This service agreement is being closed due to person entering the nursing facility.</td>
</tr>
<tr>
<td>843</td>
<td>The date span has been extended and the amount increased on this line item.</td>
</tr>
<tr>
<td>844</td>
<td>The service agreement has been ended due to a facility stay that does not allow for the service agreement to remain open.</td>
</tr>
<tr>
<td>845</td>
<td>This service agreement is being extended.</td>
</tr>
<tr>
<td>857</td>
<td>This authorization has ended due to person moving to a new county of residence.</td>
</tr>
<tr>
<td>Code</td>
<td>Message</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| 858  | Person and Case Managers: You receive this letter due to changes to the provider’s records for this service. Contact your case manager or MN Health Care Programs member helpdesk at 651 431 2670 or 1 800 657 3739 for more information.  

Providers and Billing Agents: “Providers must continue to be eligible for enrollment in order for authorizations to be valid. This service line item is not currently supported”. |
| 860  | This service agreement is being closed because the person was assigned more than one PMI number. The PMI listed on this letter will not be used in the future. When you receive the new service agreement letter with the new PMI number, begin using that PMI as of the effective date of the service agreement. |
| 861  | This service agreement was closed because the person has been enrolled with a managed care program and will begin receiving waiver services through that organization. Services authorized and funded through DHS will end on the closing date and future waiver services will be authorized and funded through the managed care organization. To continue serving this person contact the enrollee’s health plan or health plan’s care coordinator. |
| 862  | This Alternative Care service agreement has been ended due to the person becoming eligible for Medical Assistance. A service agreement for the Elderly Waiver program will be opened. |
| 864  | This item may not be paid with waiver or Alternative Care funds if other more appropriate funding is available. |
| 865  | Services will be ending effective the end of the waiver span or AC eligibility end date. Person is not continuing on the program. |
| 866  | Providers must continue to be eligible for enrollment in order for authorizations to be valid. This service line item is not currently supported. |
| 983  | This line item is denied because it was entered by mistake or has errors that cannot be corrected. |
| 987  | CDCS services are no longer authorized for this person. |
| 988  | This service agreement is closed effective 12/31/18. South Country Health Alliance must approve services beginning 1/1/2019. Services provided prior to 1/1/2019 must be submitted to MN-ITS. For claims with 2019 dates of service, submit electronically to South Country’s Payer ID 81600. Question? Providers may contact South Country at 1-866-722-7770, 1-888-633-4055, or access the provider portal link at www.mnscha.org. |

### 301.15 Claims Processing Against the Service Agreement

Waiver, Moving Home Minnesota, Essential Community Supports, and Alternative Care claims are paid against those agreements that are approved or partially suspended with at least one line item approved. Claims will not be paid against any line items with a
status of suspend, pend, or deny. If the person has more than one PMI number, the claim will pay against the service agreement listed on the claim form. A claim checks the following information on the service agreement to determine if it can be paid.

- Does the authorization number on the claim form match a service agreement authorization number? If no, deny. If yes, continue.
- Does the claim line item match a service agreement line item’s provider number, procedure code, and dates? If no, deny. If yes, continue.
- Does the line item have a status of approved? If no, deny. If yes, continue.
- Does the rate on the claim exceed the rate on the service agreement line item? If yes, the claim will use the rate on the line item and continue. If no, it will use the rate on the claim and continue.
- Does the service agreement line item have enough units or total amount to cover the claim? If no, pay as much of the claim as possible. If yes, pay the entire claim amount.

Claims must be in a status of “to-be-paid” or “paid” within 365 days of the service date. Claims over a year old from the date of service due to corrections needing on the service agreement can be submitted within six months from the time the service agreement was adjusted. Obtain supporting documentation including a copy of both the original, previously approved service agreement and the updated or newly approved service agreement. Submit the claim electronically with an attachment by following the Electronic Claim attachment instructions.

A provider must accept reimbursement as payment in full for covered services provided to a person. This means that a provider may not request or accept payment from a recipient, their family, the local human service agency, or any other source in addition to the amount allowed under the programs except in the case of a spend down. An exception is made when the person has received an insurance payment designated for the service. In this case, the provider is allowed to bill the person directly to recover an insurance payment that the person has received.

Prior to submitting a claim providers are encouraged to contact the Eligibility Verification System (EVS) to verify person eligibility once per month. EVS is a touch-tone automated telephone service providing eligibility information for each person. See Chapter 1, Section 101.09 for more information on EVS.

Beginning March 5, 2018, all HCBS services except for case management and CDCS must be billed per day. A from/thru date will not be accepted. The service agreement line items may continue to authorize a from/thru period.

**CDCS Claims**

There are three procedure codes used with CDCS services. T2040 represents Background Checks on the service agreement and claim form. It is not a mandatory service.
T2041 represents Mandatory (Required) Case Management on the service agreement and claim form. It is a mandatory service for the EW and AC service agreement and must be included with another line item for T2028.

T2028 represents five categories. The service agreement will have a total amount on the line item representing the total cost of all CDCS services. Only the Financial Management Services (FMS) provider number may be used on this line item. The claim form will have T2028 and up to five modifiers on the claim line item. These modifiers are:

- U1 – Personal Assurance,
- U2 – Medical Treatment and Training,
- *U3 – Environmental Modifications and Provisions,
- U4 – Self-Direction Support Activities, and
- U8 – Support Planner

*See Section 301.28 for EAA claim payment when the service agreement is closed and edit 672 posts.

Residential Absences for Customized Living Services or Foster Care

Residential absences are days when the person is not receiving residential services and is not in the residential setting. Examples of residential absences include days for:

- Hospitalization
- Therapeutic leaves
- Crisis services
- Any days away such as home visits and vacation days

This policy affects customized living services and foster care.

The Center for Medicare and Medicaid Services (CMS) policy states Medicaid payment is made for services actually provided to an eligible person. The claim must include those days and units that are not residential absences.

301.16 Moving Home Minnesota Service Needs DHS Approval

There are three services that need review by DHS staff when the total number of days authorized exceeds 180. Those services are:

- H2015 U6 – Comprehensive Community Support Services
- S5135 U6 UA – Overnight Assistance

Edit 951 will post when a new line item or a changed line item period exceeds 180 days when summed with all non-denied line items with the same procedure code. You will not be able to approve the new or changed line item. The service agreement will route to DHS for approval. You should add a message to the DHS Comment Screen why the service is extended. You cannot save the service agreement with an outstanding edit.
posting on an approved line item. Identify the approved line item that needs to be changed.

- H0038 U6, H0038 U5 U6, and H0038 HQ U6 – Certified Peer Specialist

Edit 951 will post when the combination of all three services exceeds 180 days when summed with all non-denied line items with the same procedure code. You will not be able to approve the new or changed line item. The service agreement will route to DHS for approval. You should add a message to the DHS Comment Screen why the service is extended. You cannot save the service agreement with an outstanding edit posting on an approved line item. Identify the approved line item that needs to be changed.

301.17 Claim and Service Agreement Corrections
Providers are responsible to verify their rate and the number of units against their contract or purchase agreement prior to billing. Additional services, units, or total amounts must be prior authorized by the case manager.

If a provider receives an underpayment because an incorrect rate was approved on a service agreement or the number of units or dollar amounts does not cover the claim, the service agreement must be corrected before the provider can submit a credit claim for the balance. The procedure is below for a credit claim.

1. Submit their own void (take-back) claims electronically for claims. MHCP does not accept phone calls requesting the void (take-back) Refer to the MN-ITS User Guide for Voiding a Claim using MN-ITS.
2. Submit a partial void of a claim by replacing the claim previously paid incorrectly.

Lead agencies must follow the steps below when requesting voids for the purpose of adjusting a service authorization/agreement:

1. Contact the provider and request them to do their own void.
2. After waiting seven days if the claims are not voided you may request on behalf of the provider that the claims be voided
   a. Complete the Credit Claim Void 9take-back) Request form DHS-6207 and submit it to MHCP by fax at 651 431 7616; or
   b. Send an email to dhs.void@state.mn.us enter “Attn: SA Claim Void” in the subject line.
3. After the claim is voided, check the service agreement to make sure the line item’s paid units and/or dollar amounts were adjusted before making changes to the line item (if changes are needed).

MHCP will:
- Void county-initiated claims within 48 hours of receipt.
- Report claim void transactions in the Reversal section of the provider’s remittance advice.
If you have questions about this information, call the MHCP Provider Call Center at (651) 431-2700 or 1-800-366-5411. Also, see Session 14 of the MMIS Training Series for more information on the relationship of the service agreement and claim payment.

301.18 Service Agreement Edits
The following sessions from the MMIS Training Series gives instructions on:

- Navigating on the service agreement edit line
- Using the PF4 key to view additional edit text
- Where to look in MMIS to resolve the edit
- How to force and clear an edit
- What are the different statuses

See Sessions 15, 16, and 16a.

301.19 Services Funded by Medicare Parts A and B
Edit 274 (Medicare Present) will post on service agreements to alert lead agency staff that the person is also eligible for Medicare Part A. The Recipient subsystem shows the most recent eligibility span for Medicare Parts A and B on the RSUM screen. The RMCR screen will show all of the spans for parts A, B, and D.

This edit will post once if any line item period overlaps with a Medicare Part A span when the following services are AC T1030 (skilled nursing - RN), T1031 (skilled nursing LPN), AC G0299 and G0300 (RN and LPN skilled nursing), T1004 (home health aide 15 minutes), or T1021 (home health aide visit).

Edit 388 (Medicare Is Present) posts once for any line items with the following services that overlaps with a Medicare Part B span.

- T1030 - Skilled Nurse Visit – RN
- T1031 – Skilled Nurse Visit - LPN
- T1021 - Home Health Aide (HHA)
- S9131 - Physical Therapy (PT)
- S9128 - Speech Therapy (ST)
- T1004 - Home Health Aide Extended and AC (HHA)
- G0299 and G0300 - (SN)
- T2029 - Waiver Specialized Supply and Equipment
- E1399 - Alternative Care Specialized Supply and Equipment

The provider must submit documentation with their claim to show Medicare denial or payment otherwise claim edit 237 (Medicare is on Recipient Eligibility File) will post to deny the waiver, Alternative Care, or home care claim.

301.20 Managed Care Members Receiving EW or ECS Services
DHS contracts with prepaid health plans to provide services to Medical Assistance (MA) participants. The RPPH screen in the Recipient subsystem shows if a person is
enrolled or excluded for a managed care program. The product ID field identifies which program the person is enrolled:

- Minnesota Senior Health Options (MSHO) will show product ID MA02
- Minnesota Senior Care Plus (MSC+) will show product ID MA35 or MA30
- Special Needs Basic Care (SNBC) will show product ID MA17, MA37, IM12, IM17, or IM37
- Moving Home Minnesota (MHM) will show product MA36 while person is also opened to the Elderly Waiver program

See Session 15 of the MMIS Training Series for an explanation of the RPPH screen (as well as other screens). See Sessions 9 and 20 for more information on when to add a service agreement for a managed care member.

301.21 Persons Receiving Hospice and HCBS Services

The hospice benefit is a comprehensive package of services offering palliative care support to terminally ill individuals and their family. Hospice care is palliative, with a focus on holistic support and relieving pain and other symptoms of the terminal illness. Individuals electing the hospice benefit agree to receive only palliative care for their terminal illness or condition. They agree to forego curative care for their terminal diagnosis. In exchange, the person receives the hospice package of services. The package includes coverage for the following services when provided directly in response to the terminal illness:

- physician services
- nursing care
- medical social services
- counseling
- medical equipment and supplies
- outpatient drugs for symptom and pain control
- dietary and other counseling
- short-term inpatient care
- respite care
- home health aide and homemaker services
- speech, physical and occupational therapy
- other items and services included in the plan of care that are otherwise covered medical services

Hospice Care Provided In Conjunction with Other MA Covered Services

DHS understands that persons facing death may have a complex set of health care needs. These needs often stem from their terminal condition. These needs may also stem from other medical conditions that either (a) pre-existed their terminal condition, or (b) arise during the course of their terminal condition but are unrelated to their terminal condition. A person should never be asked to make an “either/or” choice between an otherwise MA-covered, medically necessary service which is not related to the terminal
condition; and covered, medically necessary hospice benefit services that are related to the terminal condition.

Case Manager Approval of Services that are Concurrent with the Hospice Benefit
A forcible edit 233 will appear on the service agreement to indicate that the person has elected the hospice benefit. Following coordination with the hospice provider agency, case managers must add comments on the DHS Comment Screen of the service agreement documenting the coordination of services. The notes must indicate why continuing care services are necessary. (Either they are pre-existing, or they are new but treat a condition not related to the terminal condition.) The service agreement line items must be adjusted as needed to reflect the type and amount of services required. Changes to services continue to require a ten-day notice to persons to allow for continuity of care, person rights, and transitional needs.

Waiver, ECS, and AC Claims
When claims are received submitted, an edit suspends the claim when the date of service overlaps with the hospice benefit period. Because the hospice provider becomes the primary payer of services, DHS will manually review claims to determine if payment is appropriate.

Case management notes on the DHS Comment Screen will be reviewed at that time to ensure hospice provider coordination with the case manager has occurred. If it appears that the coordination by the hospice provider has not occurred, the claim will remain in suspense until the coordination process is completed. If it appears that the coordination process has occurred, then the claim will be paid.

For more details about hospice services, see the Hospice Section in the MHCP Provider Manual

301.22 Shared Service Option for PCA Services
Personal care services provided in the same setting at the same time by the same personal care assistant (PCA) worker for two or three persons who have chosen to have services delivered in this manner. If the person is using PCA Choice Option, the same PCA Choice Provider must be used for all of the persons’ Shared Care. The person can select the Shared Care option at any time by contacting their public health nurse or case manager if on waivers or Alternative Care. Providers do not select the Shared Care option for their persons.

For more information, go to the PCA page of the PCA manual.

Use either T1019 (PCA Services), T1019 with modifier TG (PCA Complex), T1019 UC and TG (waiver extended PCA Complex), or T1019 with modifier UC (Extended PCA), on the line item when showing the shared care option on the waiver service agreement. Place a “y” in the Shared Care field. Use T1019 to the fullest extent before using the
extended procedure code. The claim form will have T1019 and modifiers TT and UC for extended 1:2; or T1019 with modifiers HQ and UC for extended 1:3.

Use T1019 or T1019 TG (PCA/Complex PCA Services) on the line item with a “y” in the Shared Care field when showing the shared care option on the Alternative Care service agreement. The claim form will have T1019 and modifier TT for 1:2 or modifier HQ for 1:3. Shared PCA services are not available to AC persons if the PCA is a relative with a Relative Hardship Waiver and not an employee of a personal care provider organization. This restriction only applies to persons using AC services.

When the Share field is marked with a “Y” on the line item, it will place one of these messages on the provider letter:

- For MA PCA: provider may bill one of the following codes: T1019, T1019 TT, T1019 HQ or T1019 TG.
- For extended PCA: provider may bill one of the following codes: T1019 UC, T1019 TT UC, T1019 HQ UC, or for the EW program T1019 UC TG.

301.23 Flexible Use Personal Care Assistant (PCA) Services

Flexible use PCA services are hours/units which may vary within a service authorization period to effectively meet the needs for assistance, health and safety, and schedule of the person.

PCA Service Agreement Edits

- Edit 858 Frequency Period is Missing - will post if the Frequency field is left blank.
- Edit 889 PCA Line > 6 Months or > 2 Lines - will post when the line item has T1019 with no modifier (state plan only) and the line item is more than six calendar months. It will also post if there are more than two line items for the same provider number for T1019 with no modifier. NOTE: This edit does not affect line items for extended PCA services.
- Edit 891 Cannot Increase Units or Amount - this edit will post when the approved line item has T1019 with no modifier (state plan only) and the units are increased. If additional units are needed, authorize under the extended PCA line item (T1019 with modifier UC). NOTE: This edit does not affect line items for extended PCA services. For AC PCA services using T1019, the edit will be forcible to allow an increase in units. DHS staff would be monitoring this edit closely to ensure that units are only increasing if there has been an assessed change in condition. Document the change in condition on the DHS Comment screen.
- Edit 442 Procedure Not Allowed Due to PCUR - will post if the line item for T1019 overlaps with a period shown on the RPCR screen. Flexible Use PCA (with the frequency field = 5) cannot overlap with this period. The provider of PCA services must be Medicare certified.
- Edit 852 – PCA Supervision is Missing/Invalid will post when a line item for T1019 with modifier UA is not present when another line item with T1019 is present.

301.24 Shared Service Option for Home Care Nursing Services

Shared service option for home care nursing services are provided in the same setting at the same time by the same worker for persons who have entered into an agreement to share services for home care nursing.

Instructions for completing the service agreement line item:
1. Enter a line item with the procedure code, rate, and total number of units for 1:1 Home care Nursing services (T1002 for RN or T1003 for LPN).
2. On a separate line item enter the procedure code, rate, and total number of units for shared 1:2 home care nursing services (T1002 with modifier TT for RN 1:2. T1003 with modifier TT for LPN 1:2.) If this is extended RN or LPN, then add modifier UC to the line item. Also, add a “Y” in the Shared Care field, and a “5” in the Frequency field.

The following edits will post if the information entered is not complete or correct:
- Edit 363 if the incorrect modifier number is used.
- Edit 376 if there isn’t a TT in the MOD1 field and there is a “Y” in the shared field.
- Edit 869 if a “Y” is not placed on the share care indicator field when TT is used.

Use MA home care procedure codes for home care nursing services to the fullest extent possible (for all medically necessary nursing services) before using extended home care nursing service codes on waiver service agreements.

301.25 Essential Community Supports (ECS) Program

As of January 1, 2015 persons residing in nursing homes, or who are no longer eligible for the Elderly Waiver (EW), Alternative Care (AC), Brain Injury Waiver-NF (BI), or Community Access for Disability Inclusion (CADI) programs due to not meeting the level of care standards may be eligible to receive services under this program to provide transition support and community services. People may transition from these waiver programs to the ECS program until December 31, 2015. They will remain on ECS if they continue to meet the program’s eligibility criteria. People screened after this date may not open to ECS.

ECS is also available to support people age 65 and older who are not eligible for Medical Assistance and do not meet the nursing facility level of care. There is no time limit for these screenings.

See Chapters 201.04, 201.07, and 201.10 for program eligibility requirements and how to complete the LTC screening document. The CBSM manual has additional information. An ECS service agreement is reviewed in Session 15 of the MMIS Training Series.
Service Agreement Type Y

A new service agreement type Y is entered into the MMIS. Lead agency staff will enter this service agreement for their fee-for-service individuals, and any SNBC member enrolled with any health plan.

Tribal staff will enter this service agreement for their fee-for-service members and any individual enrolled with any health plan with SNBC, MSHO, or MSC+. The SACTAD field is completed.

For persons not case managed by a tribal agency and who are enrolled with MSHO or MSC+, the MCO will submit the service agreement to DHS for data entering unless there is an arrangement with a county or other delegate agency to enter the service agreement into the MMIS. NOTE: members enrolled with MSHO, MSC+ or SNBC products and transitioning directly from a previous waiver program to ECS will have a service agreement. These people are opened to the ECS program using program type 30.

ECS Service Agreement Rules

1. The service agreement cannot begin prior to January 1, 2015.
2. A service agreement header may have a period up to twelve months but each individual line item is limited to six months.
3. The service agreement may overlap with a type B Home Care authorization for purposes of authorizing state plan services excluding PCA services. Individuals who are eligible for PCA are not eligible for ECS.
4. The person must be in the community with living arrangement code 80.
5. Services are limited to:
   - T1016 UC – case management
   - T1016 UC TF - paraprofessional case management
   - S5120 – chore
   - S5130 – homemaker
   - S5130 TF – homemaker with home management
   - S5130 TG – homemaker with ADL assistance
   - S5160, S5161, and S5162 - personal emergency response system
   - S5115 – family caregiver training and education
   - S5115 TF – family caregiver coaching and counseling
   - S5170 – home delivered meals
   - H2015 – community living assistance in person and remote
   - H2016 – community living assistance remote only
   - S5100 – adult day service 15 minutes
   - S51007 U7 – FADS adult day service 15 minutes
6. As of January 1, 2019, the monthly budget is $448.00. This amount is multiplied by the number of months in the service agreement period for a total cap amount. The total budget cap will increase or decrease if the service agreement period is increased or reduced.
7. Case management is not added to the service agreement for persons enrolled with managed care.

8. The total of case management and paraprofessional case management for persons opening to ECS with program type 29 on the screening document cannot exceed $600.00. The entire amount authorized will be included under the total budget cap.

9. The total for case management and paraprofessional case management for persons transitioning to ECS from the waiver program and from the nursing home using program type 30 from the screening document cannot exceed $1,200.00. $600.00 of the amount authorized for this service will be included under the total budget cap.

10. Claim payment for ECS services is through the MMIS and not submitted to MCO billers. New reason code 700 is automatically added to remind providers not to bill the MCO.

11. Community Living Assistance H2015 may be authorized and billed by itself. H2016 must be authorized at least one day during the same time as H2015 (face to face) and both services approved with the same provider.

12. If a provider delivers both face-to-face (H2015) and remote (H2016) on the same day, the provider must bill the entire time of both activities under H2015. Providers must follow billing policy related to calculation of units.

301.26 Elderly Waiver Customized Living Authorization Process
The Minnesota Department of Human Services (DHS) has required the use of the Residential Services (RSC) Tool to ensure service plans and rates for EW customized living services since January 1, 2010 to meet policy criteria. Beginning July 1, 2015 the EW foster care services are authorized on the tool when there is a rate change or at the person’s next reassessment.

Lead agency staff will not be able to approve Customized Living Services (CLS) lines when entering new EW service agreements, or adding CLS lines to existing EW service agreements in MMIS.

Lead agency staff will save the service agreements with suspended CLS lines. MMIS will automatically route the service agreement to DHS staff to audit against the RSC Tool for approval of the CLS lines. DHS will have up to five working days from the date the service agreement is entered into MMIS to review CLS lines. Service agreement letters will be issued when services are approved.

Instructions for New Suspended Service Agreements
1. Initial suspended service agreement posts edits 140 and 414 on customized living services line item(s) T2031 or T2031 with modifier TG. Edit 414 prevents lines from being approved and will route the service agreement for DHS review when it is saved. While the lines may be changed to pend or deny by the worker, the line status must remain in a suspended (S) status for edit 414 to post.
2. Case manager may approve all other services except for CLS lines. A letter will be sent for other approved, pend, or denied services if the header status is a T. In order for the service agreement to route to DHS for review of the CLS lines, the header status must be either S or T. All other edits except 140, 233, 414, informational, and forced edits needs to be resolved. Follow the instructions on the edit text for 233.

3. Edit 414 routes the service agreement to DHS queue the following day. You can see that it has routed successfully by viewing the service agreement in inquiry (NOT C mode). The ASA1 screen will show CURR LOC/DT 584 (date) in the top right hand corner.

4. There are three outcomes from the review:
   - Approve line
   - Suspend line
   - Deny line

5. For item b, DHS staff will:
   - Make a determination that the workbook does not support the service agreement line item(s).
   - Add the county of service code to the OVR LOC field on the ASA2 screen in order to route the service agreement to the lead agency’s queue. A message is added to the DHS Comments Screen indicating why the line(s) cannot be approved.
   - Keep the header status as Suspend (S), or Partially Suspended (T) if other lines are approved.

6. Case manager checks for the service agreement in their agency queue or in inquiry mode using the PMI number or authorization number. If the ASA1 screen shows CURR LOC/DT (agency’s 3 digit code) (date) in the top right hand corner, the review was completed. If the CLS lines were not approved:
   - Check the DHS Comment Screen for an explanation of what prevents the lines from being approved.
   - Make corrections to the workbook and/or service agreement. Resubmit a new or corrected workbook as needed two days prior to correcting the service agreement.
   - Keep the CL line(s) on the service agreement in a suspended status.
   - Remove your agency code from the OVR LOC field on the ASA2 screen
   - Edit 414 posts to allow the service agreement to re-route to DHS for review. Add code 584 to the OVR LOC field to allow the routing.
   - Header status must remain in Suspense or Partially Suspended.
   - Add a message to the DHS Comments Screen indicating what correction was made.
   - Save the service agreement.
   - DHS staff has up to five working days to review.
Instructions for Adding CLS to Approved or Pended Service Agreements
1. The approved or pend service agreement posts edits 414 and 140 on CL line item(s) T2031 or T2031 with modifier TG. Edit 414 prevents lines from being approved.

2. Case manager must change the header status to T from A, or change to S from P. Keep the CLS line items in a suspended status. Correct all edits except for 414, 140, informational, or forced statuses. If edit 233 posts, follow the instructions on the edit text. Save the service agreement which routes to the DHS queue overnight.

3. All instructions beginning with item 3 above is applied to these service agreements. See Session 19 in the MMIS Training Series on this process.

301.27 Program Service Codes, Units, and Rates
See the maximum service rates for all programs beginning July 1, 2019.

301.28 Lead Agency Guidance for EAA Services
The Department of Human Services offers the guidance and tracking process below for Environmental Accessibility Adaptations (EAA) services for people accessing a waiver or the Alternative Care program. This guidance does not replace the process for approval of additional square footage, nor will it be a suitable guidance for all home modification projects.

1) Discuss the assessment and authorization process with the individual and any other appropriate parties, e.g. family, landlord. Ensure mutual understanding that the lead agency is required to review and prior authorize all home modification projects before any work can be performed.

2) Determine need and appropriateness for a modification.
   a. Consider utilizing the EAA assessment to determine a person’s modification need(s).
   b. Determine if assessment professional (occupational therapist, aging-in-place specialist, or accessibility specialist) should be utilized throughout project, e.g.:
      i. Determine needs at beginning of project
      ii. Recommend the least costly option to meet the individual’s assessed need(s)
      iii. Support lead agency to review bids for appropriateness
      iv. Determine if the modification will meet the American’s with Disabilities Act (ADA) requirements. Reference: ADA Accessibility Guidelines or Minnesota Accessibility Code Standards.
   c. Consider utilizing the Technology for Home grant for assistance.

3) Coordinate, review, and accept bid(s).
   a. Solicit bid(s) from providers appropriate to the work being performed, e.g. licensed contractor. Reference: “A consumer’s guide to hiring a residential building contractor,” from the MN Department of Labor and Industry (DOLI); or
the “Home Building and Remodeling” guide published by the MN Attorney General.

b. Conditions for the accepted bid:
   i. The accepted bid needs to be the most cost-effective to meet the person’s need(s), which is not necessarily the lowest bid. For example, history of lower quality work or inability to promptly complete the project.
   ii. Consider documenting agreement on the project with the person’s landlord, as applicable
   iii. Request itemized bids to show the cost of materials.
   iv. Determine the payment schedule (see #4).
   v. Utilize a service purchase agreement for non-MHCP providers (tier 2 or 3).

c. Upgrades
   The program can pay for the most cost-effective home modification. Persons may choose to upgrade materials as long as the item continues to meet the person’s need(s), e.g. linoleum to marble tiles. They must pay the difference for materials and any additional labor out-of-pocket.

4) Hire a Provider
   To ensure that the lead agency uses a reputable provider, consider doing wither or both of the following:
   a. Requesting and verifying the provider(s) references
   b. Researching the provider(s) on Better Business Bureau, MHCP excluded provider lists, etc.

   Verifying the provider has the credential and licensing necessary to complete the home modification project. For EAA provider standards and qualifications, see
   c. Community-Based Services Manual (CBSM)
   d. MHCP Provider Manual
   e. MN DOLI (verify residential building contractor licenses, certifications, registrations, and bonding)

   If the lead agency hires a non-MHCP enrolled vendor, use a service purchase agreement. For more information, see CBSM – Tier 2 and tier 3 service purchase agreements.

5) Authorization in MMIS
   a. Determine the payment schedule with the provider. The lead agency has the option to authorize the home modification project on multiple lines in MMIS. Doing so may help the lead agency oversee the project’s integrity. For example: (if full payment is not upon completion and inspection). For example:
      i. Line 1: materials and permits
      ii. Line 2: down payment
      iii. Line 3: completion and inspection, or final payment
   b. Initially, approve Line 1 for materials and permits.
c. Maintain MMIS Lines 2 and 3 for later payment in pending status until work is completed and verified, e.g. city inspection, assessment professional, or person verification.

d. The time span for multiple MMIS lines cannot overlap.

6) Provider Integrity
   a. Building Official designated by the municipality to make a complaint against contractor’s license.
   b. MN Department of Labor and Industry, 651-284-5069 or 800-657-3944 to make a complaint against contractor’s license.
   c. DHS Member and Provider Services Division, 651-431-2700 or 800-366-5411 to report a complaint or concerns about provider qualifications.
   d. Minnesota Fraud Hotline, (651) 431-2650 or 800-657-3750 to review if fraud has occurred.
   e. County attorney to make a claim against the contractor’s bond and assist with restoration costs.
   f. Better Business Bureau, 651-699-1111 or 800-646-6222 to determine if other complaints have been filed.
   g. Home Building and Remodeling guide published by the MN Attorney General.

7) Waiver Policy Questions and Consultations
   a. Disability and Aging PolicyQuest
   b. MHCP Provider Call Center
   c. Disability Services Division Response Center (only disability waiver questions)

Chapter 4

401.01 Resources

Publications, Forms, and Resources Webpage
The Publications, forms, and resources webpage gives access to the following:

- DHS manuals including:
  - Community-Based Services Manual (CBSM)
  - How to Enter the Long Term Care Screening Document into MMIS for the MSHO and MSC+ Programs
  - How to Enter the Health Risk Assessment Screening Document into MMIS for the SNBC Program
  - Guidelines to the Investigation of Vulnerable Adult Maltreatment
  - Minnesota Health Care Programs (MHCP) Provider Manual
  - Health Care Programs Manual

- Bulletins from the last three years
- eDocs for DHS forms and brochures

Related LTCC, HRA, and HCBS Program Documents
These forms can be viewed, retrieved, or printed from the DHS webpage through eDocs. This is not a complete list of forms used by lead agencies in managing and administering HCBS programs.

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Name</th>
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<tr>
<td>DHS-2497</td>
<td>Long Term Care Consultation Brochure</td>
</tr>
<tr>
<td>DHS-3361</td>
<td>Nursing Facility Level of Care Brochure (people under age 21)</td>
</tr>
<tr>
<td>DHS-3428B</td>
<td>AC, BI, CADI, EW Case Mix Classification Worksheet</td>
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<tr>
<td>DHS-3428C</td>
<td>MN Long Term Care Consultation Services Form: Supplemental Form for Assessment of Children Under 18</td>
</tr>
<tr>
<td>DHS-3426</td>
<td>Level 1: Screening for Mental Illness or Developmental Disability</td>
</tr>
<tr>
<td>DHS-3427</td>
<td>LTC Screening Document: AC, BI, CAC, CADI, ECS, EW, MHM, MSC+, MSHO</td>
</tr>
<tr>
<td>DHS-3427H</td>
<td>Health Risk Assessment Screening Document: MSC+, MSHO, and SNBC (by visit)</td>
</tr>
<tr>
<td>DHS-3427HQ</td>
<td>Health Risk Assessment Screening Document by Telephone or Mailed Survey</td>
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<tr>
<td>DHS-3427T</td>
<td>LTC Screening Document: Telephone Screening</td>
</tr>
<tr>
<td>DHS-3428</td>
<td>MN LTC Consultation Services Assessment Forms</td>
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<td>DHS-3428A</td>
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<td>DHS-3428D</td>
<td>Supplemental Waiver Personal Care Assistance (PCA) Assessment and Service Plan</td>
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<td>DHS-3428H</td>
<td>Minnesota Health Risk Assessment Form</td>
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<td>DHS-3428Q</td>
<td>Person’s Evaluation of Foster Care, Customized Living, or Adult Day Service</td>
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<td>DHS-3548</td>
<td>AC Client Disclosure Form</td>
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<td>DHS-3214A</td>
<td>Notice about Your Rights and Responsibilities for the Minnesota Senior Health Options</td>
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<td>DHS-4166</td>
<td>Electronic (updateable) Community Support Plan</td>
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<td>Referral for an AC Estate Claim</td>
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<td>DHS-7028</td>
<td>Nursing Facility Level of Care Criteria: Determining Service Eligibility for Medical Assistance Payment of Nursing Facility Services and Home and Community-Based programs</td>
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<td>DHS-2828A</td>
<td>Long-Term Services and Supports Notice of Action</td>
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<td>DHS-6633A</td>
<td>CDCS Community Support Plan Addendum</td>
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<tr>
<td>DHS-3956</td>
<td>Elderly Waiver Conversion Rate Request</td>
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Adults
The Adult webpage includes the following:
- Adult protection
- Deaf and hard of hearing
**Seniors**
**People with disabilities**

**CountyLink**
- [CountyLink](#) for counties and tribes

**Email Subscriptions to Listservs**
DHS provides subscriptions to public email lists. This page shows the Aging and Adult Services Lead Agency listserv which provides information about the Elderly Waiver, Alternative Care, LTCC programs as well as new bulletins, policy information, and MMIS changes. Archive memos can be accessed here also. You can also register for the Aging and Adult Services Video Conferencing listserv to receive announcements of new video conference training sponsored by the Aging and Adult Services division.

**Aging and Adult Services Division Trainings**
The division provides trainings by video conferences to provide program policy and quality improvement information. In addition, online modules accessible through TrainLink provide instruction on using the MMIS for the LTC screening document and service agreement. More information to access these trainings is found on the Aging Training page.

**401.02 Alternative Care Program Resources**

**PFIN Screen**
The PFIN screen in the Provider subsystem provides each lead agency with the total claims paid under the county of financial responsibility (CFR). This AC-CAP-USED field amount is updated every two weeks following the MMIS warrant payment. Use the provider number associated with provider type 45 (social services) on the Provider Key Panel screen and navigate to the PFIN screen to view this information.

**Alternative Care Program Reports**
The following reports are available through the state’s Infopac system.

<table>
<thead>
<tr>
<th>MMIS Infopac Report</th>
<th>Data Available</th>
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<tbody>
<tr>
<td>RN190  AC Overdue Premiums</td>
<td>By county of service and tribal agency, this report will identify AC persons who have past due fees. Persons who have not paid their fees, or are not participating in a payment plan, must be exited from AC after 60 days of nonpayment.</td>
</tr>
<tr>
<td>R2208  AC Cumulative Service Encumbrance And Payment (Using Date of Payment)</td>
<td>Data by county; by procedure code, unduplicated person, total units encumbered, total units used, total amount encumbered, total amount used, total days in service agreement, total days eligible, county average cost per person, county average cost per unit, county average units per person.</td>
</tr>
<tr>
<td>R2457  AC Cumulative Service Encumbrance</td>
<td>Data by county; by procedure code, unduplicated person, total units encumbered, total units used, total amount encumbered,</td>
</tr>
<tr>
<td>MMIS Infopac Report</td>
<td>Data Available</td>
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<td>---------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
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<tr>
<td>And Payments (Using Date of Service)</td>
<td>total amount used, total days in service agreement, total days eligible, county average cost per person, county average cost per unit, county average units per person.</td>
</tr>
<tr>
<td>R2460 AC Cumulative Service Encumbrance And Payments (Using Date of Service)</td>
<td>Data by county; per person amount encumbered, amount paid, remaining balance, total days in service agreement, average monthly encumbered, average monthly paid.</td>
</tr>
</tbody>
</table>

### Authorizing AC Discretionary Services

Lead agencies must be approved to administer AC “other” services, which include discretionary services. Part D: AC “Other” Services of the budget worksheets is completed.

The PFIN screen also provides approved lead agencies with the current and previous years' total claims paid under X5527 for discretionary services. The DIS-AMT-USED amount is updated every two weeks following the MMIS warrant payment. See form AC Application for Discretionary Services [DHS-5815](#) to apply for discretionary service funds.

### 401.03 Elderly Waiver Slot Allocation Process

Federal law limits the number of people who may be served on the Elderly Waiver program. This includes those persons enrolled in the MSHO and MSC+ programs using Elderly Waiver services. DHS developed a process to remain in federal compliance for not exceeding the maximum number of program participants during each waiver year. Each lead agency is not allocated a maximum number of people that they may serve. The program remains open until the department closes it.

#### MMIS Tracking Process

A LTC screening document opening a person to the Elderly Waiver program using assessment result 01 (initial opening) or 10 (program change) will receive edit 269 indicating the program is still open for new people. It counts this person toward the maximum cap amount for the year beginning July 1 based on the effective date. When an exit screening document is entered, the person retains their allocation until June 30 of the current year in which they lose their "slot". If the person was reopened to the program using assessment result 11 (reopening to program) before June 30 they retain the same allocation and edit 268 posts.

There are three ways that the program can accept additional people:

1. Any approved screening document with an exit type 25 (waiver services will not be used) will allow that slot to be re-used immediately; or
2. DHS petitions the federal auditors to serve additional persons; or
3. All persons that exited from the program in the previous waiver year and did not reopen again before the end of the current waiver year will lose their slots.
when the new waiver year begins. These slots will be reassigned in the new waiver year beginning July 1.

There are several factors that are controlled by lead agency staff that will cause this process to be inaccurate. These are:

1) Exit screening documents are not entered and/or approved in a timely manner.
2) Reassessment 25 (exit, waiver services will not be used) is not used in those cases where the opening screening document was entered by mistake or the person did not use any services. This will not allow that slot to be reused immediately.
3) The approved opening or reopening screening document has the wrong county of financial responsibility. The CFR on the major program MA span on the Recipient Subsystem is carried over to the screening document. If the wrong CFR is used, that person will not be shown on the correct lead agency’s reports. You can check the CFR on the ALT1 screen of the opening or reopening screening document. If incorrect, the financial worker needs to make the correction to the RELG screen. The opening or reopening screening document would need to be deleted and a new document entered after the CFR is corrected on the RELG screen in order for the person to show on the correct lead agency’s report.

Screening Document Edits for EW Waiver Slots
Screening document edits were developed to assist in the accurate processing of counting participants.

Edit 269 - Open to Elderly Waiver (Informational status = 6)
New screening documents which have an opening assessment type (or reopening if the assessment date is in a different waiver year from the exit date) will post this informational edit during the time that the program is accepting new persons. Persons are counted for the current waiver year based on a current open eligibility span. The process does not take into consideration diversions and conversions, so that a person is not counted again if they should later change from one type to another.

Screening documents that request a higher conversion case mix level will continue to first post edit 784 (Case Mix/BIW Screening Document Requires Approval), remain in suspense, and route to DHS staff for approval. When approved, edit 269 will post if the program is open.

Edit 268 - Reopened in Same Waiver Year as Closed (Informational status = 6)
This edit will post on those screening documents when the reopening effective date is in the same waiver year as the exit effective date. This assures that the person will not be counted again for that waiver year.

Edit 270 – Waiver Slots Not Available (den status = 3)
This edit posts when the program is closed because the number of people have met the maximum number allowed during a waiver year. Additional people are not allowed to open to the program.

**Daily Report MW2216 – EW Slot Allocation Master List**

This report is sorted by each county of financial responsibility and tribal agency. It identifies the PMI number, person's name, assessment result (the last opening, reopening, reassessment, or exit), and last assessment (effective) date for each person on the program for the current waiver year.

Whenever the person is exited from the program a “Y” will be shown in the DEL IND column that signifies that they will be dropped from the program at the end of the waiver year because the person has exited from the program.

Staff should use this report to check for two things:

1) That each person on the report are currently on the program and receiving services. People who are on this report who are no longer open to EW should have an exit screening document entered and approved.

2) Persons who are missing from the report or are not the financial responsibility of the lead agency may have the wrong CFR listed on the ALT1 screen of their opening or reopening screening document. Check this screen in MMIS. If incorrect, the financial worker will need to make changes to the RELG screen. In order to record the correct CFR on the opening or reopening screening document and allow the person to show for the correct lead agency, the document would need to be deleted and a new document entered after the CFR correction is made.

**Screening Document Scenarios**

Below are examples of different cases and the edits and reports that will be affected.

Person #1 has an opening or reopening screening document. The program is open. Screening document will post edit 269. Person is added to report 2216.

Person #2 exits from the program. They will remain on report 2216. A “Y” indicator shows that the person will be removed from the report at the end of the waiver year (June 30) if they do not reopen to the program prior to the end of the waiver year.

Person #3 is reopening during the same waiver year that they exited. Screening document will post edit 268. Person remains on report 2216 and the “Y” indicator is removed.

Person #4 is reopening to the same waiver program that they exited from in a previous waiver year. Screening document will post edit 269. Person is added to report 2216.
401.04 Program Management Reports

These reports are available for viewing online using Infopac. Most agencies can also print the reports at their offices. Infopac holds a history of past report versions and allows the printing of the entire report, selected pages, or a custom design of pages. The report is a "snapshot" of data and the user is not allowed to change the data or the date parameters.

The ability to print at each agency is dependent on the availability of a suitable printer. If you are interested in viewing or having the reports print directly at your agency, contact your Infopac administrator.

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N821-RN190</td>
<td>AC Overdue Fees</td>
<td>This is a monthly report for the county of service and tribal agency available on the first and sixteenth of the month. It lists Alternative Care persons who were obligated to pay a fee but have an amount or a total of amounts within the past four years that is overdue. See Chapter 301.08 for lead agency responsibilities.</td>
</tr>
<tr>
<td>N822-RN193</td>
<td>AC Person Information</td>
<td>This is a monthly report for the county of service and tribal agency available on the ninth day of the month. It lists Alternative Care persons who are obligated to pay a fee.</td>
</tr>
</tbody>
</table>
| 941A-R2083    | Service Agreement/Procedure Code Rate Change | This is a report that is produced whenever a service rate change is automated in MMIS. Report R2083A shows changes to the disability waivers, Elderly Waiver, Essential Community Supports, and Alternative Care programs.  
  - Report R2083B identifies changes to the DD program service agreements.  
  - Report R2083H identifies changes to the Essential Community Supports (ECS) service agreements.  
  Staff will use this report to identify service agreements that were changed due to a "COLA" rate change mandated by the legislature. Line items need to be checked for accuracy and re-approved. |
<table>
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<tr>
<th>Report Number</th>
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</thead>
<tbody>
<tr>
<td>PWMW9332-R2086</td>
<td>Service Agreements for Providers with Category of Service, Specialty, and/or License Codes Error</td>
<td>This report is generated daily and is not a cumulative report. The “A” report is for the AC, BI, CAC, CADI, and EW programs. The “B” report is for the DD program. The “G” report is for the MHM program. The “H” report is for the ECS program. It is sorted by the SACTAD field, and if blank, by the county of case manager. If no case manager on the service agreement, it is sorted by the COS for EW and AC programs or the CFR for the disability programs. It identifies those service agreements which have a line item with no supporting category of service, specialty, and/or license code for the provider on the line item. Case managers must check the PCOS screen (for COS code), the PPGM (for specialty code), or the PLIC (for license codes) and/or contact the provider to determine if the line item period should be adjusted or denied. Future line items are changed from “approved” to “pend”. See the Automated MMIS changes to Provider Records instructions in Chapter 301.12.</td>
</tr>
<tr>
<td>9200-R2208</td>
<td>AC Cumulative Service Encumbrance and Payments (using date of payment)</td>
<td>This is a monthly report for the county of financial responsibility and tribal agency. It lists the cumulative encumbrance and payments of each procedure code as of the date of payment. It may be used to determine the total encumbered and/or paid amounts for each service during the reporting period, and to compare your county average with the state average amounts.</td>
</tr>
<tr>
<td>9061-R2216</td>
<td>EW Slot Allocation Master List</td>
<td>This report is run on a daily basis. County or tribal of financial responsibility sorts it. It should be used by the Elderly Waiver case managers to check that each of their persons are listed on this report, and persons who have left the program no longer show on the report.</td>
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<tr>
<td>Report Number</td>
<td>Report Name</td>
<td>Description</td>
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<td>Each person on the report has a waiver “slot”. Those with a “Y” in the Delete Column are people who will keep their slot until the beginning of the new waiver year on July 1. Then, their slot is removed to be re-used.</td>
</tr>
<tr>
<td>9200-R2453</td>
<td>Screening Documents Approved</td>
<td>Screening documents approved within the reporting period for the case manager or health care coordinator listed on the screening document. It is not a cumulative report.</td>
</tr>
<tr>
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<td>This monthly report is sectioned by the LTCC county field from the LTC screening document then by the case manager or health care coordinator name when the case manager field is populated.</td>
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<td>This report can be used to track when screening documents were data entered and approved, and if a service agreement that includes the screening document’s effective date was entered during the reporting period.</td>
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<td>If the last claim payment date is very old, the provider(s) may be having problems submitting claims or the person is no longer receiving services.</td>
</tr>
<tr>
<td>9200-R2455</td>
<td>Suspended LTC Screening Document</td>
<td>This is a weekly report for the county, tribal agency, health plan, or county based purchasing entity associated with the case manager number. If the case manager field is not filled on the screening document, the report goes to the county identified in the LTCC County field.</td>
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<td>It identifies the screening documents that are in suspense for more than two weeks and the number of days since they were data entered. Either the screening document needs to be deleted or a new document entered that corrects the problem that is keeping the document in suspense. This is a cumulative report.</td>
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<tr>
<td>Report Number</td>
<td>Report Name</td>
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<td>See Session 12 of the MMIS Training Series for instructions on how to find these documents in MMIS.</td>
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<tr>
<td>9200-R2457</td>
<td>LTC Cumulative Service Encumbrance and Payments (using date of service)</td>
<td>This is a monthly report for persons with a service agreement. It is sorted by:</td>
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<td>• the county of financial responsibility for all waiver and Alternative Care programs</td>
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<td>• South Country health plan for members using Elderly Waiver services</td>
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<td></td>
<td>• all health plans with persons using Essential Community Supports services</td>
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<td>It lists the cumulative encumbrance and payments of each procedure code as of the service date. Each program has a section for the current and past year. It may be used to determine the total encumbered and/or paid amounts for each service during the reporting period, and to compare your county average with the state average amounts.</td>
</tr>
<tr>
<td>9200-R2460</td>
<td>Cumulative Encumbrance and Payments (using date of service)</td>
<td>This is a monthly report for persons with a service agreement. It is sorted by:</td>
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<td></td>
<td>• the county of financial responsibility for all waiver and Alternative Care programs</td>
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<td>• South Country health plan for members using Elderly Waiver services</td>
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<td></td>
<td></td>
<td>• all health plans with persons using Essential Community Supports services</td>
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<td>It lists the cumulative encumbrance and payments by person by program as of the service date. Each program has a section for the current and past year. The report can be used to track the total encumbrance for each person against the total amount of claims that were paid on their behalf.</td>
</tr>
<tr>
<td>9200-R2488</td>
<td>AC Cumulative Service Encumbrance and Payments (using date of payment and by provider)</td>
<td>The report is sorted by provider name and number. It is run on a biweekly basis in response to the MMIS provider pay-run cycle. It is sorted alphabetically by the county of financial responsibility and tribal agency.</td>
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<tr>
<td>Report Number</td>
<td>Report Name</td>
<td>Description</td>
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<td>It is available for use by local AC program</td>
<td>administrators to monitor and track provider billing and payment patterns, and to provide quality assurance oversight on the level of provider services being delivered. Providers may submit claims up to 365 days from the date of service.</td>
</tr>
<tr>
<td>PWMW185L-R0504</td>
<td>PPHP Current Enrollment Report for Worker</td>
<td>This report is generated after capitation and reports data for the next month. It is sorted by financial worker service location and financial worker ID. It can be used to identify people in the servicing county who are enrolled with managed care.</td>
</tr>
<tr>
<td>PWMW1850-R0506</td>
<td>PPHP Potential Enrollee Report</td>
<td>This report is generated after capitation and reports data for the next month. It is sorted by financial worker service location and financial worker ID.</td>
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<td>It identifies those people in the financial worker’s</td>
<td>caseload of persons who are not currently enrolled in managed care nor have an enrollment exclusion reason. In addition, people with an exclusion reason of YY (delayed or pending decision) or WW (delayed enrollment – new conversion counties only) for over 90 days are listed on the report.</td>
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<td>It assists enrollment staff with providing enrollment materials and assistance.</td>
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<tr>
<td>PWMW185L-R0507</td>
<td>MSHO/MnDHO/SNBC New Enrollee Report</td>
<td>This report is generated after capitation and identifies people who enrolled in managed care (MSHO, MSC+, and SNBC) the following month. It is sorted by the service location and then by health plan. It can be used to identify new enrollees who are also on a waiver or Essential Community Supports program.</td>
</tr>
<tr>
<td>PWmW186D-R0510</td>
<td>Pre-capitation/Capitation Error Report (County/MCRE)</td>
<td>This report identify members whose enrollment spans will be/have been closed by MMIS for the upcoming month.</td>
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<td>Financial workers need to review the cases prior to enrollment cutoff or capitation to</td>
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<td>Report Number</td>
<td>Report Name</td>
<td>Description</td>
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<td>make the necessary updates for those cases that should continue. It is sorted by the county of service and then by financial worker ID.</td>
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<tr>
<td>PWMW185J-R0535</td>
<td>PPHP County Elderly Disenrollment Report</td>
<td>This report is generated after capitation and reports data for the following month. It is sorted by financial worker service location and financial worker ID. It shows elderly members who dis-enrolled from managed care and the reason of Disenrollment. Workers may use this report to determine if the person may be eligible for Elderly Waiver, Essential Community Supports, or Alternative Care services. Please note that some persons may have dis-enrolled due to death.</td>
</tr>
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<td>Person Eligibility Changes</td>
<td>It is imperative that case managers and care coordinators are timely notified of eligibility changes for persons receiving case management services. Changes in eligibility have an impact on home and community based services, care planning, and service delivery. This report is another tool to provide that information. This report will not replace the Case Manager/Financial Worker Communication form DHS-5181.</td>
</tr>
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<td>• The report is not cumulative • It is sorted by the case manager or care coordinator provider number • Labeled “Report” and placed in the CML folder of the following MN-ITS accounts: o Provider type 23 case managers – sent to the county or tribal lead agencies’ MN-ITS mailbox o Provider type 27 health care coordinators – individual MN-ITS mailbox. • Includes a page to explain data and suggest possible actions.</td>
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<tr>
<td>Report Number</td>
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<td>• Provided on a weekly basis each Friday for persons with a change in one or more of the following:</td>
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<td>o Medical Assistance major program begin date, end date, or county of financial responsibility (CFR)</td>
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<td></td>
<td>o Alternative Care major program begin date, end date, or county of financial responsibility (CFR)</td>
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<td>o Medicare Part A and or Part B begin or end date</td>
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<td>o PPHP Enrollment begin date, end date, health plan, product ID, or disenrollment reason</td>
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<td>o Living Arrangement type, begin or end date</td>
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<td>o LTC Ineligibility type, begin or end date</td>
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<td></td>
<td>o Waiver type, begin or end date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Date of death</td>
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</tbody>
</table>