



VCU



Dear LTSS Screeners,

The Department of Medicaid Assistance Services (DMAS) and Virginia Commonwealth University, Partnership for People with Disabilities are pleased to provide on-line, modular training related to the Medicaid Long-Term Services and Supports (LTSS) Screening process. This training is being offered to enable Screeners to meet Virginia regulation provisions regarding the LTSS Screening process and to meet training requirements as stated in 12VAC30-60-310.

Information regarding the training is provided below.

Screeners and guests should allow approximately five hours for the training. You do not need to complete the training in one session and are free to leave the training site and return as many times as you'd like.

Once the training is completed and you are certified, you are **STRONGLY** encouraged to bookmark the training site and regularly return to it for answers to questions which may arise while conducting a screening.

Partnership for People with Disabilities

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Instructions for Medicaid LTSS Screening Training

All users:

Click link below to register either as a screener or as a guest:

<https://medicaidltss.partnership.vcu.edu/register>

Screeners:

Step 1: Register as a LTSS Screener by entering a valid API (Community-based teams) or NPI (hospitals and nursing facilities)

IMPORTANT NOTE: Enter the Primary API/NPI of the site where you are employed. Local Departments of Social Services and Health Departments enter APIs. Community-based Screeners should be using the API assigned to their site during the set-up for the eMLS access process. Hospital Screeners should enter the facility's NPI. If you do not know your API/NPI please contact your agency's administrator.

Please note: It is important to register as a screener if you are LTSS Authorizing staff. Only LTSS Screeners receive a certificate with a certification code. This code is required to be entered in the electronic Medicaid LTSS Screening (eMLS) system when the screening is complete and you attest to the accuracy of the information.

Step 2: Email Verification. Verify email (note: please wait a few minutes for email verification to come through your email. If you do not see the verification email after a few minutes, be sure to check junk/spam folders).

Step 3: Access Content. The training system functions best by accessing it through Google Chrome. The training was designed specifically for that browser.

Access modular content material using the link as well as the username and password provided in the verification email and on your dashboard. Please note that the username and password are case sensitive.

To review **module content only**, the Username and Password sent in the verification email must be used. To access the competency quizzes, the user email and password created at registration must be used.

A Few Notes Regarding Using the Training:

Users, both Screeners and Guests, may download copies of the PowerPoint presentations which will include the notes/script. You are encouraged to download and print the PowerPoint presentations prior to taking each training module as some internet browsers may not allow training participants to easily move back and forth in the training once quizzes built into the module have been taken.

Contact Information:

Questions about the **content** please email: ScreeningAssistance@dmass.virginia.gov

Technical issues please email: ppdtechhelp@vcu.edu