



LTSS Screening Connections

Skilled Nursing Facility

Screening Team Focus

October 10, 2023

Office of Community Living (OCL)



Welcome!

Thank you
for all that
you do!



Logistics

Post your questions for today's session in the **Chat box**.

Click the "Chat" bubble icon at the top of the screen to maximize the Chat feature.



Today's Agenda:



**Important Updates
and Reminders**



Frequently Asked Questions



Question and Answer Period



Today's focus:
Skilled Nursing Facility
Screening Team

*Presented by
Dena Schall*



Staff Update: ✓



Office of Community Living (OCL)

Ramona Schaeffer has retired.

New Manager for LTSS Screening is Nicole Braxton

**Make sure to send all LTSS Screening Questions to
ScreeningAssistance@dmas.virginia.gov**

Do not send emails to individual staff members



Nicole Braxton
OCL Program Manager



Myra Isaacs
Technical Assistance for
Screening Assistance Mailbox
and PASRR for MI/ID/ RC



Ivy Young
Technical Assistance for
Screening Assistance Mailbox,
Screening Connections Webex,
& Communications



Dena Schall
Technical Assistance for
Screening Assistance Mailbox
and eMLS

DMAS Office of Community Living (OCL) LTSS Screening Program Staff

✓ Update:

As of October 1, 2023, the Continuity Guideline will change **from 30 days to 180 days**

- Individuals are now allowed **180** days to transition between providers. After **180** days the individual must re-apply for Medicaid LTSS and a new screening is required.



Screening Timelines:



- Individuals who have a screening conducted have 1 year of the date of the physician's signature to enroll in CCC Plus Waiver, PACE or Custodial Nursing Facility care.
- Screenings completed prior to a discharge from a SNF for persons who are enrolled into Medicaid while in the SNF, including health plans and FFS, have **180 days** post SNF discharge to enroll in the CCC Plus Waiver or PACE or a new LTSS Screening is required. If the individual is not a Medicaid member (non-Medicaid) at SNF discharge, the person has one year from the date of physician's signature on the screening to be enrolled in LTSS. After a year, a new LTSS Screening is required.
- Once an individual is ENROLLED in CCC Plus Waiver, PACE or NF, a screening does NOT expire or need to be updated as long as the individual continues to receive Medicaid LTSS.
- Individuals are allowed **180 days** to transition between providers. After **180 days** the individual must re-apply for Medicaid LTSS and a new screening is required.
- If the individual is terminated because they didn't meet NF LOC requirements, then the individual would need a new LTSS Screening to reapply for Medicaid LTSS.
- When in doubt, screen the individual.

✓ Update:

The Bulletin for SNF Post Admission Screenings came out 8-10-2023



TO: All Medicaid LTSS Screening Entities (Community Based Teams); other State Agencies involved in the Screening Process (DARS); Nursing Facilities, PACE sites; Acute Care Hospitals, and Medicaid Health Plans providing Care Coordination for LTSS

FROM: Cheryl J. Roberts, Director
Department of Medical Assistance Services (DMAS)

DATE: 8/10/2023

SUBJECT: Post-Admission Long-Term Services and Supports (LTSS) Screenings by Skilled Nursing Facilities Effective July 1, 2023

The purpose of this bulletin is to notify providers of DMAS's implementation of [House Bill \(HB\) 1681](#) and [Senate Bill \(SB\) 1457](#) passed during the 2023 General Assembly session.

In accordance with HB1681 and SB 1457, individuals admitted to a nursing facility (NF) for skilled nursing services that were required to have an LTSS screening prior to admission may have an LTSS screening performed by qualified staff of the skilled nursing facility after admission. In this situation, Medicaid reimbursement for institutional LTSS will not begin until six months after the initial admission of the individual unless sufficient evidence is provided to indicate that the admission without screening was of no fault of the skilled nursing facility. Admissions that have occurred prior to July 1, 2023, are not excluded and count in the calculation of the six months, but in no instance will payment cover dates of service prior to July 1, 2023.

In cases where an individual was enrolled in Medicaid, admitted to the skilled nursing facility for skilled nursing services, and no LTSS screening was performed prior to admission, the nursing facility may take the following steps to initiate enrollment for LTSS NF services:

1. The nursing facility must wait six months following the individual's admission to skilled care to initiate the individual's enrollment for LTSS NF services unless there is evidence that the skilled nursing facility admitted the individual without an LTSS screening due to no fault of their own.

Medicaid Bulletin: Post-Admission Long-Term Services and Supports (LTSS) Screenings by Skilled Nursing Facilities Effective July 1, 2023

DATE: 8/10/2023

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2. The skilled nursing facility staff qualified to perform the LTSS screening may conduct the LTSS screening and enter it into eMLS. Once the screening is showing "Accepted Authorized" the skilled nursing facility shall complete the DMAS-80 and send it to the appropriate entity. If the individual is enrolled in a Commonwealth Coordinated Care Plus (CCC Plus) managed care organization, the DMAS-80 must be sent to the appropriate MCO. If the individual is fee-for-service, the DMAS-80 must be faxed to DMAS at 804-452-5456.
3. The DMAS-80 must include the individual's date of admission to the skilled nursing facility for skilled nursing care. The date of LTSS NF admission must be six (6) months after the admission date to the skilled nursing facility unless there is justification to show that the LTSS screening was not completed prior to the admission due to no fault of their own. For example, the facility may state at the time of admission the individual was Medicaid Pending and the skilled nursing facility was not aware of the pending application. The justification must be documented in the comment section of the DMAS 80. If there are no comments with information to justify waiving the six-month period, the LTSS admission date will be entered with a date of 6 months after the initial admission date.
4. The nursing facility must keep all documentation, including the LTSS screening, DMAS-80, admission documents, and any supporting documentation justifying waiving the six-month period in the individual's record.

Bulletin language:

In accordance with HB1681 and SB 1457, individuals admitted to a nursing facility (NF) for skilled nursing services that were required to have an LTSS screening prior to admission may have an LTSS screening performed by qualified staff of the skilled nursing facility after admission. In this situation, Medicaid reimbursement for institutional LTSS will not begin until six months after the initial admission of the individual unless sufficient evidence is provided to indicate that the admission without screening was of no fault of the skilled nursing facility. Admissions that have occurred prior to July 1, 2023, are not excluded and count in the calculation of the six months, but in no instance will payment cover dates of service prior to July 1, 2023.

To initiate enrollment, NFs should follow the specific instructions that are listed on the memo.

Bulletins and Memos can be found on the MES Home Page in the Provider Menu at:

<https://vamedicaid.dmas.virginia.gov/>

The screenshot displays the MES Public Portal website. At the top, it says "MES Public Portal - Department of Medical Assistance Services" and "An official website of the Commonwealth of Virginia". The "MES" logo is prominent. A navigation bar includes links for Appeals, CRMS, EDI, EPS, MES Training, and Providers. On the left, a "Provider Menu" sidebar lists various options, with "Memos/Bulletins Library" circled in red. The main content area features a "Provider Resources" header with a photo of a doctor. Below this, a welcome message states: "Welcome to the MES Provider Resource area! This is the new location for Provider information and resources. The information resources on the legacy Medicaid portal are no longer available, but don't worry - we've got you covered! Links to all of the Medicaid Memos, Bulletins, Forms and Manuals have been updated and are available below. MES will continue to provide the same resources you need to get your job done, and help provide for our Members' health care. We've just finished converting all of our Provider Manuals to PDF, for easier selection and downloading - give it a try." Below the text is a search engine prompt: "Try our new MES search engine:" followed by a search bar with "ENHANCED BY Google" and a search button. At the bottom left, there is a "Find-a-Provider Tool!" link with a doctor icon.

✓ Update:

Changes made to the Member Information Correction Form

It is a required form used by the DMAS Enrollment Division to receive requests for corrections needed to the demographic fields in the Medicaid System that auto-populate into the LTSS Screening.

DMAS Virginia Department of Medical Assistance Services (DMAS)

DMAS LTSS SCREENING CHANGE TO MEMBER INFORMATION REQUEST FORM

It is essential that all Medicaid records for an individual match. When records match, the LTSS Screening and the individual's Medicaid application/eligibility information can link, and the existence of a LTSS screening can be confirmed. If the demographics do not match, the records may not link correctly, and the individual seeking LTSS could be denied services.

Member enrollment change requests are made when there is an **auto-fill error** in eMLS of one of the following key demographic items: **NAME, SSN, MEDICAID ID, DOB, GENDER or RACE**, OR when the screener makes an error in one of the fields (**NAME, SSN, MEDICAID ID, DOB, GENDER or RACE**) and processed the screening through the system and the screening is now in an "ACCEPTED" status.

To resolve these problems, this form must be completed and submitted as follows:

- For all persons one (1) year old and above, this form **MUST** be submitted by the LTSS Screener to: enrollment@dmass.virginia.gov
- For all persons under one (1) year old, this form **MUST** be submitted by the LTSS Screener to: Newborn@dmass.virginia.gov

Please label the email with the following **subject** so that the request can be given priority status: **LTSS Screening, Member information change.**

Allow at least 14 business days for all corrections.

Changes to the Medicaid record must be researched and confirmed to be appropriate.

PLEASE do NOT send multiple change requests for the same person or repeatedly email the enrollment office or screening assistance. Each time you submit an email for the same correction, the time it takes to resolve the issue "resets" from the beginning.

Once the DMAS Enrollment/Newborn area has researched and made changes to the record, you will be notified. Once notified you must wait an additional 48 hours for these changes to be reflected in the eMLS system. After 48 hours you must return to eMLS, VOID/DELETE the screening and re-enter all the screening information and resubmit. Use the original screening dates including original signature dates.

The Enrollment office can only address changes in the key demographic information. They are not able to respond to questions about MES, MMIS, CRMS, eMLS or screening policies and procedures. Do NOT send any other type of question to DMAS Enrollment.

It is essential you fully and accurately complete this form, as applicable, for all Medicaid record change requests.

Date of Submission of this Form to Enrollment: _____

LTSS SCREENER INFORMATION:

Name: _____

Contact information (phone and email): _____

Full Name of Agency, Hospital, or Nursing Facility (please do not use initials): _____

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DMAS Virginia Department of Medical Assistance Services (DMAS)

REQUIRED INFORMATION FOR THE INDIVIDUAL:

Correct Name _____ Correct DOB _____

Correct SSN _____ Correct Medicaid ID _____

Screening Number _____ Date of Screening _____

Please Check One: Auto-Fill is Incorrect _____ Error Made During LTSS Screening _____

| | | |
|---|--|---|
| <input type="checkbox"/> Incorrect Name | <input type="checkbox"/> Incorrect Date of Birth | <input type="checkbox"/> Incorrect Gender |
| <input type="checkbox"/> Incorrect Social Security Number | <input type="checkbox"/> Incorrect Date of Death | <input type="checkbox"/> Race: |

*How have you **verified** the correct information? Please explain (example: Used social security card, driver's license, etc.)? This area **MUST** be completed:

Please note that **All name changes MUST match with the individual's Social Security card**. No other source can be used for name changes. If the SS card is wrong the individual **MUST** contact the SS Administration before any Medicaid record can be corrected.

While it is not required to send a copy of the individual's social security card with this form, it is helpful if you do.

For items needing correction: (Please list the wrong information auto-filled or error and the correction.)

| Name of Individual | Wrong: | Correct: |
|-------------------------|--------|----------|
| Date of Birth | Wrong: | Correct: |
| Gender | Wrong: | Correct: |
| Race: | Wrong: | Correct: |
| Social Security Number: | Wrong: | Correct: |
| Medicaid Number: | Wrong: | Correct: |

Return this form as an email attachment to DMAS:

- One (1) year old and above: enrollment@dmass.virginia.gov
- Under one (1) year old: Newborn@dmass.virginia.gov

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Go to the MES Homepage under CRMS tab to find the current
“Change to Member Information Correction Form” at:

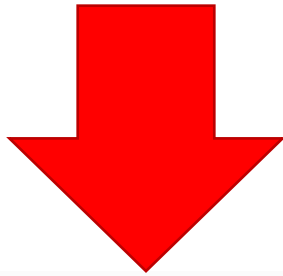
<https://vamedicaid.dmas.virginia.gov/crms>

The screenshot shows the MES homepage. At the top right, the 'CRMS' tab is circled in red. On the left sidebar, the 'CRMS Resources' menu item is circled in red. In the main content area, a link titled 'DMAS LTSS Screeners Change to Member Information Correction Form (PDF - Updated August 2023)' is circled in red. Below this link, there is a section for 'Updated eMLS Offline Screening Upload Form to be Used After October 13, 2022' with a note that the old form will be denied.

Download form
each time you
prepare to use it!



Member Information Correction Forms must be filled out completely or the request will be sent back.



LTSS SCREENER INFORMATION:

Name: _____ Contact information (phone and email): _____

Full Name of Agency, Hospital, or Nursing Facility (please do not use initials): _____

REQUIRED INFORMATION FOR THE INDIVIDUAL:

Correct Name _____ Correct DOB _____

Correct SSN _____ Correct Medicaid ID _____

Screening Number _____ Date of Screening _____

Please Check One: Auto-Fill is Incorrect _____ Error Made During LTSS Screening _____

| | | |
|---|--|---|
| <input type="checkbox"/> Incorrect Name | <input type="checkbox"/> Incorrect Date of Birth | <input type="checkbox"/> Incorrect Gender |
| <input type="checkbox"/> Incorrect Social Security Number | <input type="checkbox"/> Incorrect Date of Death | <input type="checkbox"/> Race: |

Please note that **ALL name changes MUST** match with the individual's Social Security card. No other source can be used for name changes. If the SS card is wrong the individual **MUST** contact the SS Administration before any Medicaid record can be corrected. While it is not required to send a copy of the individual's social security card with this form, it is helpful if you do.

For items needing correction: (Please list the wrong information auto-filled or error and the correction.)

| Name of Individual | Wrong: | Correct: |
|-------------------------|--------|----------|
| Date of Birth | Wrong: | Correct: |
| Gender | Wrong: | Correct: |
| Race: | Wrong: | Correct: |
| Social Security Number: | Wrong: | Correct: |
| Medicaid Number: | Wrong: | Correct: |

- Return this form as an email attachment to DMAS:
- One (1) year old and above: enrollment@dmass.virginia.gov
 - Under one (1) year old: Newborn@dmass.virginia.gov

Clarification on SSN Card Verification:



The Social Security Card or other documentation is **NOT** required to be sent with the “**Change to Member Information Correction Form**” **but can help expedite the request.**

Due to the laws around Enrollment & Eligibility, staff must research and contact the Social Security Administration (SSA) to verify information.

Member Information Correction Form Tips

- Use the Correct Email Address:
For all persons one (1) years of age or older, the form is sent to:
enrollment@dmas.virginia.gov

For all persons under (1) one years of age, the form must be sent to:
Newborn@dmas.virginia.gov
- EMAIL Subject Line should read: **LTSS Screening, Member Information Change**
- Allow at least **14 Business days** for all Corrections
- Once the change has been completed by the Enrollment Division, it can take up to **48 hours** for all systems to catch up.
- **Screener** must return to eMLS CANCEL or VOID/DELETE the Screening and re-enter it with all the same dates used in the original Screening.



*** Instructions are written on the form**

Reminder:

PASRR-Pre-Admission Screening for MI, ID and RC Level II Resident Tracking Form

- **MAXIMUS, as the Level II Evaluator tracks the disposition of Individuals**
- **Please be sure to return the Virginia PASRR Resident Tracking form back to Maximus**

Tracks where the individual actually went after the Level II was completed. Maximus provides the form to you.

maximus VIRGINIA PASRR
RESIDENT TRACKING FORM

Please return this completed form to Maximus via fax at 877.431.9568, Attn: Virginia PASRR. This form helps Maximus and the Commonwealth of Virginia track residents who have been referred for a PASRR.

Individual's Name _____
(Last) (First) (MI)

SSN- _____ Date of Birth _____

Upon completion of the Pre-Admission Screening, the following outcome occurred:

Nursing Facility Admission

Admitting Facility _____ Admitting Date _____

Contact Person _____ Contact Phone () _____

Admission to Alternative Level of Care

- o Assisted Living Facility _____
- o Group Home _____
- o State Hospital _____
- o Other _____

Other Outcome

- o Discharged to/Remained in current residence _____
- o Deceased _____
- o Other _____

✓ Reminder:

Staffing and SNF LTSS Screening Teams

- Must have at least an RN assessing and signing off on each Screening
- Must have a Physician or Nurse Practitioner or Physicians Assistant under the direction of a Physician signing off on each Screening
- Very important to have back up staff assigned and trained for planned and unplanned staffing leaves of absence. There should be staff available to conduct Screenings at all times.



Frequently Asked Questions

Is my Screening still valid?



Health Plan

If the individual is in a **Medicaid Health Plan**, then contact the Health Plan for assistance in checking for Validity of the LTSS Screening.

Fee For Service

If the individual is Fee For Service or is not in a Medicaid Health Plan, then contact the DMAS LTSS Screening Unit at:
ScreeningAssistance@dmas.virginia.gov

Frequently Asked Questions

What are the guidelines for the DMAS Eligibility Renewal/Unwinding Project?

- Individuals who lose coverage after failing to renew within the 30-day window may still submit their paperwork for renewal during the 90 days following the date that their package was sent.
- Anyone who renews within that 90-day grace period may have their Medicaid reinstated if they're still eligible, with coverage being retroactively applied through the date of termination to eliminate any gaps.
- **Individuals will not require a new screening during this grace period.**



Frequently Asked Questions



What do I do if I feel that the MCO is not correct in their determination for non- payment?

- Discuss your concern with the MCO-Health Plan
- If you still have concerns after talking with the MCO-Health Plan then you can contact the DMAS Integrated Care Division to dispute your issue or concern about the MCO:

cccplus@dmas.virginia.gov

Resources

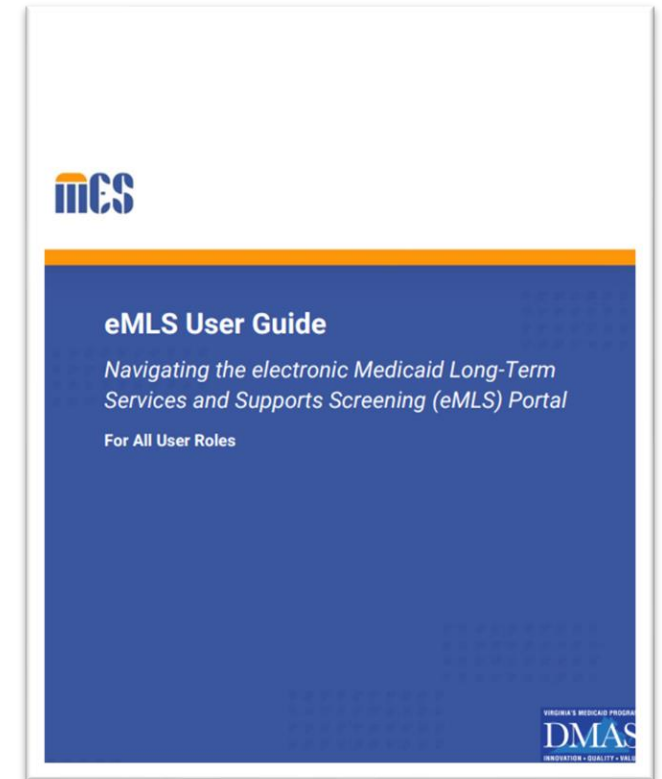


eMLS User Guide and Training

- Access, System Requirements, User Access Roles, and Logging In
- Navigation and Functions of System
- Error Message Meaning
- Searching of an Existing Screening
- Data Entry and Submission of New Electronic LTSS Screenings
- Screening Status and Watermarks
- Voiding and Corrections of Existing Screenings
- Printing Screenings
- Uploading and Downloading the P-98 offline form
- And many more concepts

<https://vamedicaid.dmas.virginia.gov/training/crms>

Complete courses, CRMS-101,103,104,106, & download the e-MLS User Guide



Connection Call PowerPoints

Posted on the DMAS Website Under the Provider Tab:

Long Term Care:

<https://www.dmas.virginia.gov/for-providers/long-term-care/programs-and-initiatives/>

SCREENING FOR LTSS

Look down the page for Screening Connection call information

The screenshot shows the Virginia Medicaid website interface. At the top, there is a navigation bar with the following items: 'Applicants', 'Members', 'Providers', 'Appeals', 'COVID-19', 'Open Data', and 'About Us'. A red arrow points to the 'Providers' tab. Below the navigation bar is a large banner image of a man in a plaid shirt. Overlaid on the banner is the text 'Programs and Initiatives' with a red arrow pointing to it, and a list of programs: 'Electronic Visit Verification, Program of All-Inclusive Care, Civil Monetary Penalty, Screening'. Below the banner is a section titled 'Resources - Programs and Initiatives' which contains four cards. A red arrow points to the 'Screening' card. The cards are:

- Electronic Visit Verification**: The federal 21st Century CURES Act of 2016 requires states to implement Electronic Visit Verification (EVV).
- Program of All-Inclusive Care**: PACE helps adults ages 55+ who are living with chronic health care needs and/or disabilities to receive community-based services and support.
- Civil Monetary Penalty**: Civil Monetary Penalty (CMP) funds help improve the quality of life for individuals residing in Nursing Facilities within the Commonwealth.
- Screening**: Screening ensures Medicaid-eligible individuals, and those who will become eligible for Medicaid within six months, meet the required level of care criteria.

Need a Refresher?

VCU Medicaid LTSS Screening Training

at: <https://medicaidltss.partnership.vcu.edu/login>

- Log-in Using your email address and created password
- To Access the Training Modules go to helpful Links – eLearning Modules

The screenshot displays the login interface for the VCU Medicaid LTSS Screening Training. At the top, the VCU logo and the text 'VIRGINIA COMMONWEALTH UNIVERSITY' are visible, along with the slogan 'WE ARE THE UNCOMMON.' and a 'GIVE TO VCU' button. The page title is 'Medicaid Long-Term Services and Supports (LTSS) Screening Training'. The navigation bar includes 'Menu', 'Login', and 'Register'. The main content area shows a login form with the following elements:

- A breadcrumb trail: 'Dashboard / Login'
- A 'Login' button highlighted in yellow.
- An 'Email address' input field.
- A 'Password' input field.
- A 'Remember me' checkbox.
- A 'Login' button and a 'Forgot Your Password?' link.

The footer contains contact information for the Virginia Commonwealth University Partnership for People with Disabilities School of Education (700 East Franklin Street) and a 'Helpful links' section with buttons for 'eLearning Modules', 'Partners', and 'Feedback'. A yellow arrow points to the 'eLearning Modules' link.

Need Help?

- Questions about the LTSS Screening process, policy or requests for copies of screenings go to: ScreeningAssistance@dmas.Virginia.gov
- Questions about MES (computer system issues) , CRMS, eMLS go to: MES-Assist@dmas.Virginia.gov
- All technical questions about accessing the Medicaid LTSS Screening Training go to VCU: ppdtechhelp@vcu.edu

Upcoming Connection Call Schedule and Team Focus

| 2023 | | | | |
|------------------------------|------------------|------------------|------------------|------------------|
| <u>SCREENING TEAM TYPE</u> | <u>QUARTER 1</u> | <u>QUARTER 2</u> | <u>QUARTER 3</u> | <u>QUARTER 4</u> |
| Nursing Facility | | | | |
| Hospitals | | | | November 14 |
| Community Based Teams (CBTs) | | | | December 12 |

SHARE INFORMATION WITH YOUR TEAM



- Other Screeners
- Supervisors, Managers, DON, Business Manager, Administrator, or Admissions
- Corporate



SAVE
the
DATE

Next Call:

- Hospital Screening Team Focus
- November 14, 2023 at 3:30
- Any team can join the call and listen, but the focus will be on Hospital Issues



Question and Answer Time