



Instructions for Accessing, Downloading and Printing Minnesota Department of Health (MDH) Case Mix Review Electronic Checklists and Resident Notices.

Effective August 1, 2008, all nursing facilities are required to access the case mix classification notices electronically to print and distribute to the resident or resident's representative. The checklists and notices will be posted on a secure website, which nursing facilities can download and print for distribution. The classification notices must be distributed within three (3) business days of receipt by the facility.

Accessing the Case Mix Validation Report and Classification Notices

The Resident Classification Notices and Checklists are accessed through the Minnesota State Case Mix reports page on the MDS submission website. This is the same website where the current State Validation Report is posted. The notices will be in date sequence. Please see file name protocol below. The classification notices will be in a PDF format that can be opened with Adobe Acrobat Reader, available free at <http://www.adobe.com/products/acrobat/readstep2.html>.

Facilities are expected to download and print the letters as posted with no modifications or additions and distribute the notices with three business days of receiving the notices.

For MDS assessments submitted with no errors, the Resident Classification Notices will be posted by the second business day following submission of the MDS used for Case Mix Classification. As an example, a facility makes a submission on Tuesday; the Case Mix Classification notices would be posted by Thursday. If the MDS assessment is not processed by the Case Mix Review Program due to an error, the Case Mix Classification notice will not be posted until the error has been resolved and the assessment processed.

Broadband Connection

The use of the broadband connection means that any computer with an internet connection can be set up to access the MDS reports and the Case Mix validation reports and classification notices. There will no longer be the need to have a modem and separate phone line for each computer. Broadband access is generally faster than the standard dial up access through a telephone line. The software and loading instructions are available at: <https://www.qtso.com/mdcn.html>.

Each individual person logging on to the MDS system will need to have their own login user ID and password, which can be obtained from AT&T at 1-800-905-2069.

The broadband connection will not allow nursing homes to print to a network printer while connected to the MDS submission systems. Facilities will be able to print to a local

printer directly connected to the computer used to access the MDS system or facilities can save the MDS reports and Case Mix validation reports and classification notices to their computer's local disk drive (C:) computer and then print to a network printer after logging off the MDS system.

E-mail notification that notices have been posted

Nursing facilities will have an option of receiving an e-mail notification that the notices have been posted to the website and are available to download, print and distribute. The facility will have three business days from the time the notices are posted on the website to download, print and distribute the notices to the resident or resident's representative.

A nursing facility may provide up to five (5) e-mail address. Facilities may add, edit or delete the e-mail address any time during the year, by logging on to the election website at <https://pqc.health.state.mn.us/CmrFacOpt/nhLogin.jsp>. The login ID and Password are the ones sent to the facility to make the annual election.

If a nursing facility does not choose the e-mail option, the facility will be responsible for checking the State Reports Page on the MDS submission website frequently to provide timely distribution of the notices. MDS assessments not processed by the Case Mix Review Program due to an error will appear on the Case Mix Validation report in Section 2 "Assessments Not Accepted into the MN Case Mix Database". When the error has been resolved and the assessment processed, the Case Mix Classification notice will be posted. The facility is responsible for checking the website frequently for new postings.

Types of classification notices

In addition to the Case Mix Classification notices created from the submission of MDS assessments used for Case Mix classification, notices created as the result of a Case Mix Audit or a Request for Reconsideration of Resident Case Mix Classification will be posted for the facility to download, print and distribute.

The classification notices will remain on the MDS webpage for 30 calendar days.

Different files will be posted containing the case mix classification checklists and notices depending on the type of records submitted by the facility. Each file name includes the date the file is posted and a short descriptor of the notices contained in the file. Files are determined by the type of assessment submitted; not all files will appear for every submission. In most cases one or two of the classification notice types will be posted for a facility on any given day.

The files are as follows:

MN Case Mix Validation Reports – The Case Mix Validation report generated the next morning following submission of a MDS batch.

cmrmmddyyyy.pdf

Standard Classification Notices - Created when the facility submits MDS assessments used for Case Mix Classification that have been processed and accepted by Case Mix Review.

assessment_checklist_MMDDYYYY – A listing of residents receiving a case mix classification notice.

assessment_standard_notice_MMDDYYYY – Standard classification notice.

assessment_default_notice_MMDDYYYY – Created when the facility has elected the default option for short stay residents, residents with a stay 14 days or less.

assessment_penalty_notice_MMDDYYYY – Created when an assessment has been completed or submitted late.

assessment_correction_notice_MMDDYYYY – Created when a correction assessment has been submitted.

Modification Notices - Created when the facility submits a modification to the most recent assessment used to calculate a Case Mix Classification that results in a change in the case mix classification. If the modification is for an assessment that has been audited, no notice is generated.

modification_checklist_MMDDYYYY – A listing of residents receiving a modification classification notice.

modification_standard_notice_MMDDYYYY – Modification classification notices.

modification_penalty_notice_MMDDYYYY- Created when an modification assessment has been completed or submitted late.

Audit Notices – Created following an audit by the Case Mix Review Program. Notices are created for residents whose case mix classification changed as a result of the audit.

audit_checklist_MMDDYYYY – A listing of residents receiving an audit classification notice.

audit_notice_MMDDYYYY – Audit classification notices.

Reconsideration Notices – Created when the facility, resident or resident's representative submits a Request for Reconsideration of Resident Case Mix Classification.

recon_checklist_MMDDYYYY – A listing of residents receiving a reconsideration classification notice.

recon_rep_changed_MMDDYYYY - Reconsideration submitted by the resident or resident's representative that resulted in a change in the case mix classification.

recon_rep_nochange_unsup_MMDDYYYY- Reconsideration submitted by the resident or resident's representative that resulted in no case mix classification change.

recon_rep_nochange_late_MMDDYYYY - Reconsideration submitted by the resident or resident's representative that resulted in no classification change due to the reconsideration was submitted late.

recon_rep_nochange_audit_MMDDYYYY - Reconsideration submitted by the resident or resident's representative on an assessment that had an onsite audit completed by MDH staff.

recon_fac_changed_MMDDYYYY - Reconsideration submitted by the facility that resulted in a change in the case mix classification.

recon_fac_nochange_unsup_MMDDYYYY - Reconsideration submitted by the facility that resulted in no case mix classification change.

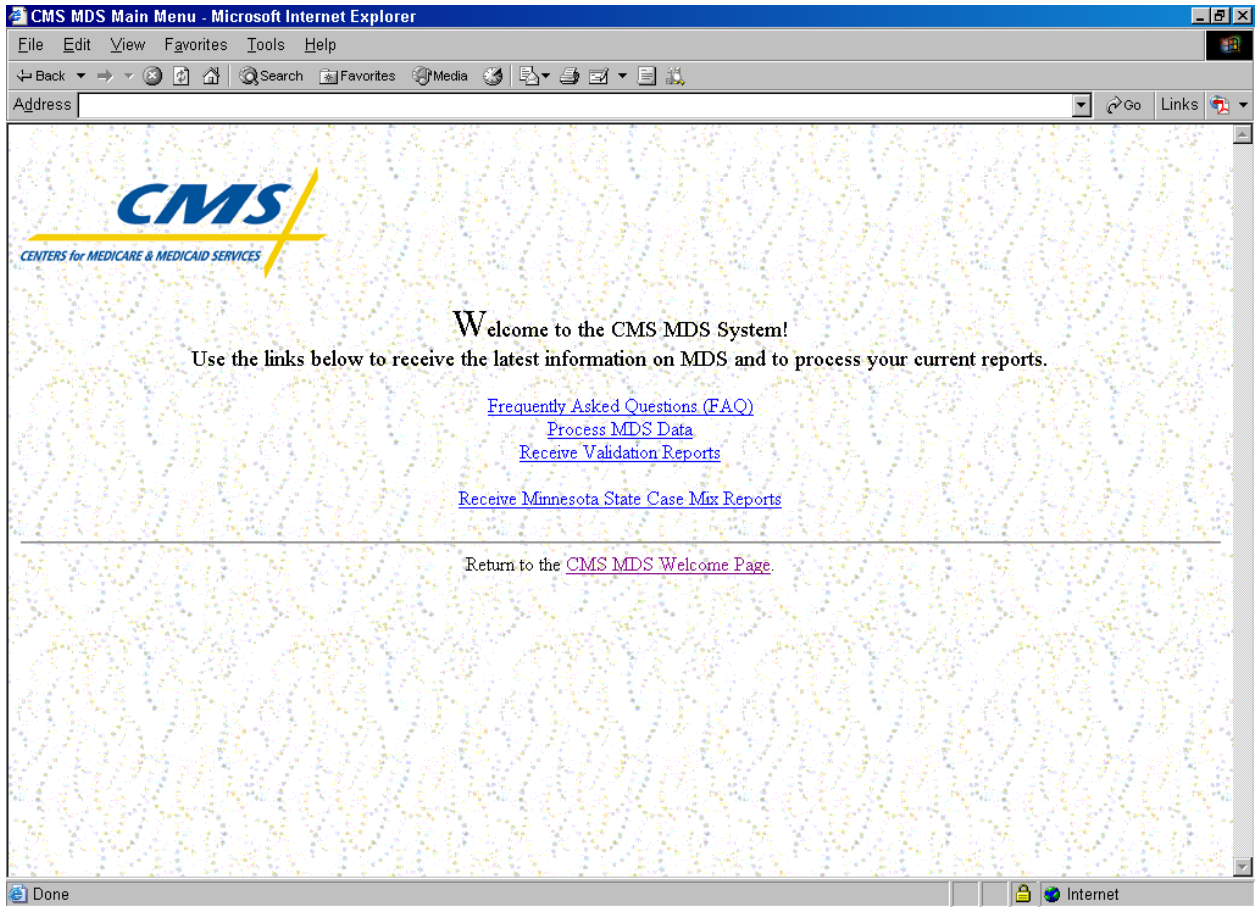
recon_fac_nochange_late_MMDDYYYY - Reconsideration submitted by the facility that resulted in no classification change due to the reconsideration was submitted late.

recon_fac_nochange_incomplete_MMDDYYYY - Reconsideration submitted by the facility that resulted in no classification change because the facility did not include a copy of notice or the notice was incomplete. For more information, refer to the "Request for Reconsideration" section in the Facility Manual for Case Mix Classification.

recon_fac_nochange_audit_MMDDYYYY - Reconsideration submitted by the facility on an assessment that had an onsite audit completed by MDH staff.

The following are screen shots showing the location of the Case Mix Classification notices.

This page appears following entering the user name and password.



Click on “Receive Minnesota State Case Mix Reports”.

The screen will then look like the following examples. The MN Case Mix Validation Report, checklists and resident classification notices are in date order with the most current at the top. To open and print or save a PDF document, click on the report, checklist or notices to be printed and it will open up.

Example

Validation Report Listing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Mail News RSS

Address Go Links

Validation Reports

cmr03072007.pdf	03/08/2007 07:46:00 AM
assessment_checklist_03072007_1118.pdf	03/07/2007 03:27:00 PM
assessment_standard_notice_03072007_1132.pdf	03/07/2007 03:27:00 PM
cmr03052007.pdf	03/06/2007 06:56:00 AM
modification_checklist_02232007_0904.pdf	02/23/2007 03:27:00 PM
modification_standard_notice_02232007_0904.pdf	02/23/2007 03:27:00 PM
cmr02222007.pdf	02/23/2007 06:38:00 AM
assessment_checklist_02222007_0922.pdf	02/22/2007 03:27:00 PM
assessment_default_notice_02222007_0945.pdf	02/22/2007 03:27:00 PM
assessment_standard_notice_02222007_0944.pdf	02/22/2007 03:27:00 PM
cmr02212007.pdf	02/22/2007 06:36:00 AM
cmr02072007.pdf	02/08/2007 06:40:00 AM
assessment_checklist_02072007_1149.pdf	02/07/2007 01:57:00 PM
assessment_default_notice_02072007_1318.pdf	02/07/2007 01:57:00 PM
assessment_standard_notice_02072007_0102.pdf	02/07/2007 01:57:00 PM
cmr02062007.pdf	02/07/2007 06:45:00 AM

Done Internet