



*Protecting, maintaining and improving the health of all Minnesotans*

March 13, 2007

Dear Administrator:

Effective May 1, 2007, the Minnesota Department of Health, Case Mix Review Program will begin to distribute the resident case mix classification notices electronically. The notices will be posted in a PDF format on the state reports page in the MDS submission website. This is a secure page accessible only by the facility.

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.

As of May 1, 2007, the Minnesota Department of Health will no longer mail paper copies of the classification checklists and classification notices via United State Postal Service.

This change is being made in order to provide for more efficient means of distributing the classification notices, reconsideration notices and audit result notices.

Facilities will have an option of receiving an e-mail notifying the facility that a checklist and notices have been posted and are available to download and print. If a facility chooses not to receive an e-mail then the facility will be responsible for checking the state reports page frequently in order to receive any notices posted.

A set of instructions is included with this letter that provides detailed instructions concerning the electronic classification notices. Please share this letter and the attached instructions with facility staff that are responsible for submitting MDS assessments, receiving validation reports and distributing classification notices to the resident or resident's representative.

Sincerely,

Jean M. Johnston, Program Manager  
Case Mix Review Program