



*Protecting, Maintaining and Improving the Health of Minnesotans*

April 26, 2004

Dear Administrator:

Long Term Care Facilities participating in the Case Mix Program have two options to elect annually:

Option 1- Electing the printing of classification notices by the facility or the Minnesota Department of Health (MDH);

Option 2 - Electing the default rate for all residents who are discharged prior to the end of day 14 or completing an Admission assessment (AA8a=01) for all residents.

The elections will be in effect from July 1, 2004, through June 30, 2005.

**The elections for 2004 will be made electronically via the inter-net. Attached on a separate sheet are the instructions along with your facilities HFID and PASSWORD needed to make the elections.**

**The deadline for making the elections is 4:30 PM, Friday, May 28, 2004. You may change your election choices prior to that time.**

## **Election Considerations**

**All facility staff who complete and submit MDS assessments and tracking forms, or submit bills for resident's stays need to understand the requirements related to the options elected or not elected.**

If no response is received from the facility by **May 28, 2004**; MDH will print all classification notices for the facility and the facility will complete an Admission assessment (AA8a=01) for all residents admitted for the time period July 1, 2004, to June 30, 2005.

If the facility would like an e-mail verification of the elections made please include an e-mail address on the Election Response Form. If no e-mail address is provided no verification will be sent.

## **Option 1- Election to Print Classification Notices**

### **(A) – Facility Elects to Print Classification Notices**

A facility that elects to print classification notices will print and distribute classification notices to the resident/resident's representative for the following MDS assessments: Admission assessment, annual assessment, significant change assessment, and second quarterly assessment. MDH prescribes the exact format of the classification notice to be printed and distributed. The classification notice format to be used is available on the MDH, Case Mix Review Program website at <http://www.health.state.mn.us/divs/fpc/profinfo/cms/casemix.html> click on "Other Case Mix Information" then and click on "Resident Classification Notice – July 2003".

Facilities are required to print and distribute the classification notices to the resident/ resident's representative within three (3) business days of the facility printing the MN Validation Report which is available electronically within 24 hours after submission of MDS forms.

**PLEASE NOTE:** Facilities that elect to print letters **and** elect the default option for short stays from July 1, 2004, to June 30, 2005, will use two classification notice formats:

1. For Admission assessments (AA8a=01) use the "Default Resident Classification Notice – July 2003" which is found on the MDH, Case Mix Review Program website at <http://www.health.state.mn.us/divs/fpc/profinfo/cms/casemix.html> click on "Other Case Mix Information".
2. For all other assessment classification notices use the "Resident Classification Notice – July 2003" which is found on the MDH, Case Mix Review Program website at <http://www.health.state.mn.us/divs/fpc/profinfo/cms/casemix.html> click on "Other Case Mix Information".

### **(B) – Facility Elects to Receive Classification Notices From MDH**

Facilities that elect to have MDH print classification notices will receive by mail the classification notices along with an Assessment Notification Checklist following the submission of MDS assessments. The facility is required to distribute the notices to the resident/resident's representative within three (3) business days of receipt.

#### **FOR ALL FACILITIES:**

MDH will print and mail to all facilities the following classification notices:

- Result of a Request for Reconsideration;
- Result of an audit when the audit changes the case mix classification;
- Result of a modification made to the most recent assessment used to determine a case mix classification when the modification changes the case mix classification;
- Result of a significant correction to a prior full assessment or significant correction to a prior quarterly assessment made to the most recent assessment used to determine a case mix classification, when the correction changes the classification;
- Classification notice for the default classification (DDF) for those facilities that elect the default option.

## **Option 2 - Election of Default Rate for Short Stay Residents**

### **(A) – Facility Elects to Accept Default Rate (DDF) Rate for ALL residents who are discharged prior to the end of day 14**

If a facility elects the default option, the default classification (DDF) is assigned to **all** residents who leave the facility, except for therapeutic leave, prior to the end of day 14. The default classification includes residents who are discharged to the hospital prior to the end of day 14 and a return to the facility is anticipated.

Facilities that elect the default option for all residents who are discharged from the nursing home prior to the end of day 14, should submit a discharge tracking form coded '08' (Discharge prior to completion of initial assessment). No Admission assessment is to be submitted. If the resident returns to the facility and stays greater than 14 days, an Admission assessment is to be completed and submitted.

The Default Classification (DDF) has a case mix classification index of 1.00.

Examples of different scenarios for facilities that elect the default option, for completing MDS assessments and tracking forms are available on the MDH, Case Mix Review Program website at <http://www.health.state.mn.us/divs/fpc/profinfo/cms/casemix.html> click on “Other Case Mix Information” then click on “Default Scenarios”.

### **(B) – Facility Elects to Complete an Admission Assessment (AA8a=01) for ALL residents**

A facility that elects to complete an Admission assessment (AA8a=01) for **all** residents admitted to the facility will complete an Admission assessment (AA8a=01) for all residents regardless of the length of stay. Examples of different scenarios for facilities that elect to complete an Admission assessment (AA8a=01) for all residents, for completing MDS assessments and tracking forms are available on the MDH, Case Mix Review Program website at <http://www.health.state.mn.us/divs/fpc/profinfo/cms/casemix.html> click on “Other Case Mix Information” then click on “Admission Assessment Scenarios”.

If you have questions regarding the election of these options please contact the Case Mix Review Program at (651) 215-8703.

Sincerely,

Jean Johnston, RN  
Program Manager  
Case Mix Review Program

Facility Name:

Address:

HFID: 00XXX

PASSWORD: XXXXXXXX

## Instructions for making elections

To enter your elections type the following address in your inter-net browser:

<http://www2.health.state.mn.us/CmrFacOpt/ControllerServlet>

You will get a Login page that where need to enter your facilities **HFID** and a **PASSWORD**.

Then click on the **Logon** button.

You will then get a screen that lists the options for you to elect.

To make an election - click on the **radio** button beside your choice.

You also need to enter the name of and title person making elections (**Required**).

If no name is entered the election will not be accepted.

You may also enter an e-mail address if you wish verification via e-mail, that your election has been accepted.

Once you have made your election click on the **Submit** button.

You will then get a notification screen of the election submitted.

You can also get to the election login page from the case mix home page

<http://www.health.state.mn.us/divs/fpc/profinfo/cms/casemix.html>.