



Protecting, Maintaining and Improving the Health of Minnesotans

June 3, 2011

ANNUAL CASE MIX ELECTION FOR RESIDENTS WHO STAY LESS THAN 14 DAYS

Dear Administrator:

This letter contains information related to the Default Election for short stay residents and management of email addresses to receive notification that Case Mix Classification notices and reports are available. Nursing facility staff make elections and manage email addresses through the Minnesota Department of Health (MDH) website. Your facility HFID and password along with instructions for accessing the MDH website are on the enclosed instructions. **Please keep the enclosed instructions for use until you receive a new password in spring 2012.**

Key information in this mailing:

- Short stay residents - Election via MDH website: **Deadline Monday, June 27, 2011**
- Facilities can add and modify emails for notification of Case Mix Review (CMR) notices and reports through the MDH website throughout the upcoming year.
- User name and password for the website are included in the enclosed instructions and are valid until the next Default Election.

Short Stay Default Election

Each year Medicaid Certified Nursing Facilities must decide whether they want to complete and submit an Admission assessment on every resident admitted to the facility OR accept a default rate with a Case Mix Index of 1.00 for short stay residents. As a provider, you make this election through a secure site on the Internet and may choose one of the following two options:

- Elect the default rate for all residents who stay less than 14 days
- Elect to complete and submit an Admission assessment (A0310A=01) for all residents including residents who stay less than 14 days

If your facility does not make an election by Monday, June 27, 2011, the facility must complete and submit an Admission assessment (A0310A=01) for all residents admitted from July 1, 2011, through June 30, 2012 [MS § 144.0724 Subd. 5(a)].

See enclosed copy of Minnesota Statutes §144.0724, Subd. 5

Nursing Facility staff will be able to access the MDH secure website beginning Monday, June 6, 2011. The **deadline** for the short stay election is **4:30 p.m., Monday, June 27, 2011**. Providers may change their election multiple times prior to the deadline. **After June 27, 2011, the default election choice is final and will remain in effect from July 1, 2011, through June 30, 2012.**

Description of Election Options –

Providers will find scenarios for both election options described below beginning on page 11 in the “Case Mix Classification Manual for Nursing Facilities”, located on the MDH website at: <http://www.health.state.mn.us/divs/fpc/CMRmanual2010.pdf>

(A) – Facility Elects to Accept Default Rate (DDF) Rate for ALL residents who stay less than 14 days

When a facility elects to accept the default option for short stay residents, Case Mix assigns the default classification (DDF) to **all** residents who stay less than 14 days including residents who are discharged return anticipated. Facilities that elect the default option for **all** residents who stay less than 14 days, should submit an Entry tracking record (A0310F = 01) followed by either a Discharge assessment (A0310F = 10 or 11) or a Death in Facility tracking record (A0310F = 12). Facilities electing the default rate do not need to complete and submit Admission assessments for residents with stays less than 14 days.

(B) – Facility Elects to Complete an Admission Assessment (A0310A = 01) for ALL residents

A facility electing to complete an Admission assessment (A0310A=01) for **all** residents admitted to the facility needs to complete both an Entry tracking record (A0310F = 01) and an Admission assessment (A0310A = 01) for **all** residents regardless of the length of stay or payment source.

All facility staff who complete and submit Minimum Data Set (MDS) records, especially the RN MDS Coordinator, need to be aware of the election that has been made as it impacts the MDS records they are required to submit. All staff members who submit MDS records or bill for residents' stays need to be aware of the election choice.

Managing Email Addresses for Electronic Notification

Email addresses to receive electronic notification of CMR notices and reports may be added, modified or deleted using the enclosed instructions. This option will be available until the next default election in spring 2012 when Case Mix sends out new election information.

For questions regarding the election options or how to add, modify or delete email addresses, please contact the Case Mix Review Program at (651) 201-4301.

Sincerely,



Marci Martinson, RN
Acting Program Manager
Case Mix Review Program
P.O. Box 64938
Saint Paul, Minnesota 55164-0938

Minnesota Statute Authorizing the Default Election is printed below.

144.0724 RESIDENT REIMBURSEMENT CLASSIFICATION.

Subd. 5. **Short stays.**

(a) A facility must submit to the commissioner of health an initial admission assessment for all residents who stay in the facility less than 14 days.

(b) Notwithstanding the admission assessment requirements of paragraph (a), a facility may elect to accept a default rate with a case mix index of 1.0 for all facility residents who stay less than 14 days in lieu of submitting an initial assessment. Facilities may make this election to be effective on the day of implementation of the revised case mix system.

(c) After implementation of the revised case mix system, nursing facilities must elect one of the options described in paragraphs (a) and (b) by reporting to the commissioner of health, as prescribed by the commissioner. The election is effective on July 1.

(d) For residents who are admitted or readmitted and leave the facility on a frequent basis and for whom readmission is expected, the resident may be discharged on an extended leave status. This status does not require reassessment each time the resident returns to the facility unless a significant change in the resident's status has occurred since the last assessment. The case mix classification for these residents is determined by the facility election made in paragraphs (a) and (b).

The above statute is located at: <https://www.revisor.mn.gov/statutes/?id=144.0724>.

Facility Name:

Address:

HFID: 00XXX

PASSWORD: XXXXXXXX

****PLEASE KEEP THESE INSTRUCTIONS.** Facilities may use the HFID and password to log in at any time until the 2012 election to add, modify or delete the email address of person/s receiving email notification that Case Mix Classification notices and reports have been posted.

Instructions for making election

1. To access the MDH secure website, type the following address in your Internet browser:

<https://pqc.health.state.mn.us/cmr-facility-options/>

2. Enter facility **HFID** and **PASSWORD** on the login page.

3. Click “**Logon**”

4. A screen appears with election options.

5. To make an election, click on the “**Radio**” button to the left of chosen option.

6. **REQUIRED:** Enter the name and title of person completing the election process. If not completed, the facility election will not be accepted.

7. Enter an email address to receive email verification that the election has been accepted.

8. Click “**Submit**”

9. A screen will appear for verifying, editing or entering the email addresses of person/s to receive an email indicating that the Case Mix Classification notices and reports have been posted. Facilities may edit the email addresses in the box that currently receive email notification and may add additional email addresses as long as the total number does not exceed five.

10. Click “**Submit**” at the bottom of the screen.

11. Receive screen notification that election was submitted.

12. Receive email verification that the election as been accepted at the email address entered in step 6.

The election login page is accessible from the case mix home page:

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