
Tennessee Division of Health Care Finance & Administration

WEB PORTAL USER GUIDE

Myers and Stauffer LC

Table of Contents

1	ACCESS TO THE WEB PORTAL	3
2	LOGGING IN TO THE WEB PORTAL	3
3	ROSTER SCREEN	4
4	THERAPY DATA ENTRY SCREEN	5
5	ADDING AN END DATE	6
6	CONTINUE THERAPY	7
7	VIEWING THERAPY REGIMEN END DATES PREVIOUSLY ENTERED BY USER(S)	7
8	CHANGE PASSWORD SCREEN	8
9	LOGOUT SCREEN	9
10	NEED ASSISTANCE	9
11	RESOURCES	10
12	COMMON TERMS AND ABBREVIATIONS	11

1 Access to the Web Portal

The following is a list of viable web browsers for the Tennessee Web Portal:

- a. Internet Explorer 7 (and up)
- b. Google Chrome
- c. Mozilla Firefox

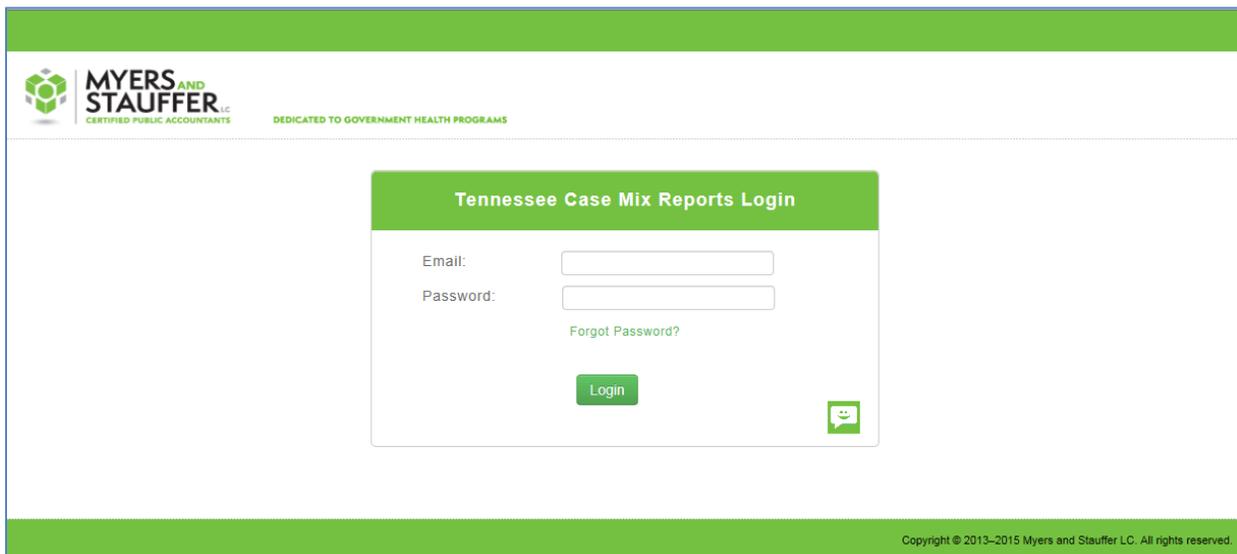
The Tennessee Web Portal is located at:

<https://tncasemixreports.mslc.com/>

You may add this address to your web browser “Favorites” list for easy access.

2 Logging in to the Web Portal

Using the above hyperlink in your web browser will produce the following screen:



Enter your login credentials into the appropriate fields:

Email field: Enter your email address used after the initial set-up.

Password field: Enter your password. Should you forget your password at any time, please click on the green “Forgot Password?” link at the bottom of the page. (Refer to #8 “Change Password Screen” for procedure)

Security Note: *You must keep your username and password combination in a secure place. Allowing someone else to use your access may create a compromising situation since the site is connected to PHI (Protected Health Information) which is protected by HIPAA.*

3 Roster Screen

Once logged in, the system presents the opening page which displays the Facility Rosters you have access to view and download.

You will see the headers; Rosters, Therapy Data Entry, Change Password, Log Out. Clicking on these headers allows the user to toggle between each screen.

Roster Screen Concepts:

 This indicator can be clicked on each column heading to re-order the listing below in ascending or descending order.

Field or Column Name	Description
Show ___ entries	The user can define how many entries to display in the table. The table will not display more than are available.
Search Box	User can enter keywords to search by.
Folder Name	Name of the folder in which the downloadable file is located.
File Name	The file name that can be downloaded.
Source	Where the file originated.
Create Date	The date the file was created.
Size	Indicates the size of the file.
Download	Clicking this icon begins the download process.

4 Therapy Data Entry Screen

Clicking on "Therapy Data Entry" in the header will automatically populate Provider Name and all therapy regimens with outstanding end dates.

If the user is affiliated with multiple Facilities, a dropdown menu in the "Choose Provider" field allows the user to select from a list of Facilities.

MYERS AND STAUFFER
CERTIFIED PUBLIC ACCOUNTANTS
DEDICATED TO GOVERNMENT HEALTH PROGRAMS

Email: Test@test_user.com
Role: Test

Rosters Therapy Data Entry Change Password Log Out

Choose Provider: Test Facility

Edit Previous:

Show 10 entries Search:

Edit	Name	Resident ID	Therapy Type	Start Date	End Date	Continue Therapy
	TESTPERSON1, TEST1	99999991	Speech	5/30/2014		
	TESTPERSON1, TEST1	99999991	Physical	6/2/2014		
	TESTPERSON1, TEST1	99999991	Physical	8/21/2014		
	TESTPERSON2, TEST2	99999992	Occupational	1/10/2014		
	TESTPERSON2, TEST2	99999992	Physical	1/13/2014		
	TESTPERSON2, TEST2	99999992	Speech	1/14/2014		
	TESTPERSON2, TEST2	99999992	Physical	3/29/2014		
	TESTPERSON2, TEST2	99999992	Speech	3/31/2014		

Therapy Data Entry Screen Concepts:



This indicator can be clicked on each column heading to re-order the listing below in ascending or descending order.

Field or Column Name	Description
Provider	The Provider logged in to the system.
Edit Previous	This box is used to toggle the display between records that are awaiting edit and those that have been previously edited
Edit	Clicking this icon will begin the edit therapy regimen end date process.
Name	The resident's name.
Resident ID	The resident's ID.
Therapy Type	Indicates the type of regimen displayed: Speech, Occupational or Physical.
Start Date	The first date of the therapy regimen. Start date is determined by Section O0400 of the MDS.
End Date	The last date the therapy regimen was in effect for the resident.
Continue Therapy	Indicates if a therapy regimen was continuing at the quarter's close.

5 Adding an End Date



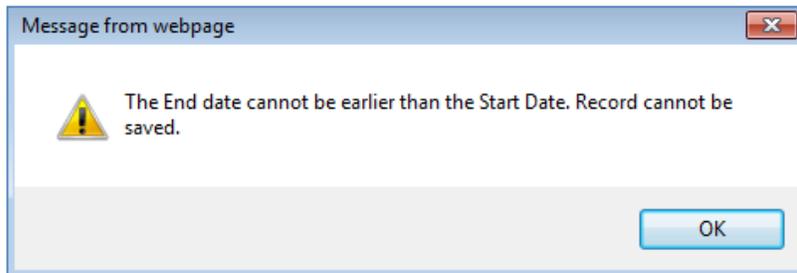
When the user clicks the "Edit" button, a new "Insert" box will display and the following actions will need to be completed:

A dialog box titled "Edit" with a green header bar. It contains the following fields: "Resident Name: TESTPERSON1, TEST1", "Therapy Type: Speech", "Start Date: 5/30/2014", "End Date: mm/dd/yyyy" (with a calendar icon), and "Continue Therapy: ". At the bottom, there are two buttons: "Close" (red) and "Save" (green).

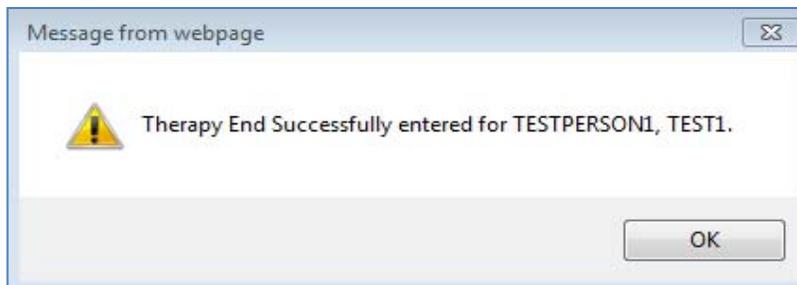
a. Insert End Date either:

1. By clicking on the calendar icon and selecting a date
2. By manually typing in the dates

Note: Only dates prior to the current date may be added. The following message will display if the End Date is earlier than the Start Date.



b. Click the "Save" button once all necessary information has been entered. If the record is successfully updated, the following message is displayed:



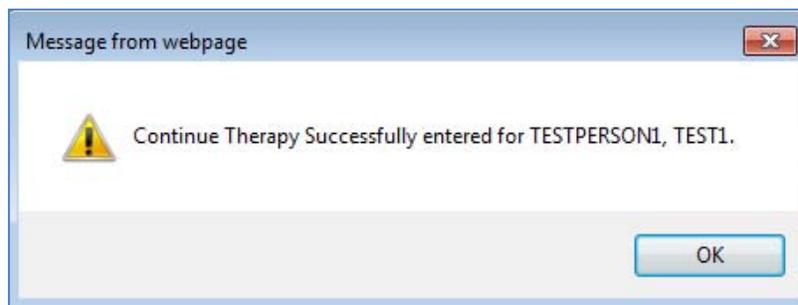
6 Continue Therapy



When the user clicks the "Edit" button, a new "Insert" box will display and the following actions will need to be completed:

A dialog box titled "Edit" with a green header and a close button (X) in the top right corner. The main area contains the following text: "Resident Name: TESTPERSON1, TEST1", "Therapy Type: Speech", "Start Date: 5/30/2014", "End Date: [mm/dd/yyyy] [calendar icon]", and "Continue Therapy: ". The checkbox is circled in red. At the bottom, there are two buttons: "Close" (red) and "Save" (green).

- a. If a therapy regimen continues as the quarter close, select the check box next to "Continue"
- b. Click the "Save" button. If the record is successfully updated, the following message is displayed:



7 Viewing Therapy Regimen End Dates Previously Entered By User(s).

Edit Previous:

Clicking the checkbox next to "Edit Previous" will display all therapy regimen end dates previously entered by users.

MYERS AND STAUFFER
CERTIFIED PUBLIC ACCOUNTANTS
DEDICATED TO GOVERNMENT HEALTH PROGRAMS

Email Test@test_user.com
Role Test

Rosters Therapy Data Entry Change Password Log Out

Choose Provider:

Edit Previous:

Show entries Search:

Edit	Name	Resident ID	Therapy Type	Start Date	End Date	Continue Therapy
	TESTPERSON1, TEST1	99999991	Speech	5/30/2014	6/13/2014	
	TESTPERSON1, TEST1	99999991	Occupational	5/30/2014		Yes
	TESTPERSON1, TEST1	99999991	Physical	6/2/2014		Yes
	TESTPERSON1, TEST1	99999991	Physical	8/21/2014	9/24/2014	

Showing 1 to 4 of 4 entries ← Previous 1 Next →

Copyright © 2013–2015 Myers and Stauffer LC. All rights reserved.

Please note that End Date and Continue Therapy entries can be edited from this screen; however, they cannot be completely removed. You can return to the Therapy Data Entry screen by un-checking the checkbox next to “Edit Previous”.

8 Change Password Screen

Clicking on “Change Password” in the header will allow you to update your current password.

MYERS AND STAUFFER
CERTIFIED PUBLIC ACCOUNTANTS
DEDICATED TO GOVERNMENT HEALTH PROGRAMS

Email: Test@test_user.com
Role: Test

Rosters Therapy Data Entry Change Password Log Out

Change Password

Current Password:

New Password:

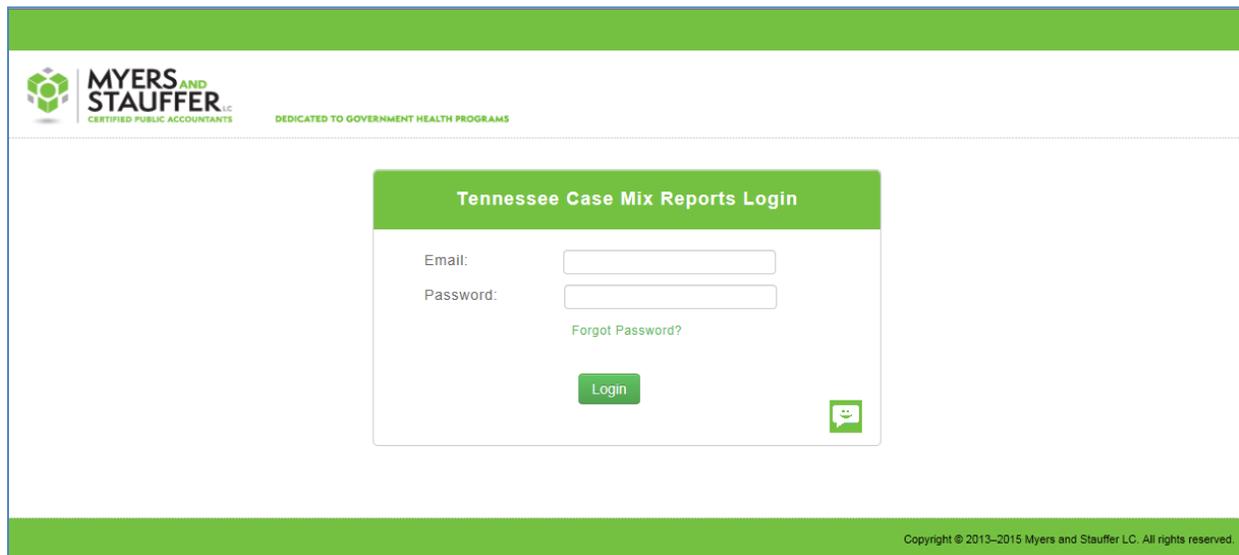
Confirm Password:

Copyright © 2013–2015 Myers and Stauffer LC. All rights reserved.

1. Enter current password.
2. Type your New Password in the New Password field.
3. Type your New Password in the Confirm Password field. This must match what you typed in the New Password field.
4. Click the “Change Password” button.

9 Logout Screen

Click on “Logout” in the header to return to the original Login screen.



MYERS AND STAUFFER
CERTIFIED PUBLIC ACCOUNTANTS
DEDICATED TO GOVERNMENT HEALTH PROGRAMS

Tennessee Case Mix Reports Login

Email:

Password:

[Forgot Password?](#)



Copyright © 2013–2015 Myers and Stauffer LC. All rights reserved.

10 Need Assistance



This indicator can be clicked on to display the TN Helpdesk contact information.

11 Resources

The Time-Weighted CMI Resident Roster Report is linked to the federal requirements for completion and submission of the MDS. The following list of resources may be beneficial to aid in the correct completion and submission of the MDS to fulfill federal requirements. However, these resources do change over time. It's recommended that facilities view the websites periodically to determine if any updates to the listed manuals and question and answer documents have been made.

Every effort is made to ensure that the information provided in this manual is accurate; however, the MDS is an assessment instrument implemented by the federal government. If later guidance is released by the CMS that contradicts or augments guidance provided in this manual, this more current information from the CMS becomes the acceptable standard.

WEBSITES

- <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/index.html> - This site is maintained by the CMS and provides extensive information about the MDS, data submission, Medicare PPS RUG-IV 66-Group classification, etc.
- www.qtso.com - This site is maintained by Telligen (formerly Iowa Foundation for Medical Care). This firm provides support for submissions to the QIES ASAP System and maintains a provider helpdesk for users of jRAVEN and is referred to by the CMS as their Quality Improvement and Evaluation System (QIES) Technical Support contractor. Their website contains information on the MDS submission process, manuals, etc.

MANUALS

- **MDS 3.0 RAI Manual** - This manual provides information about the completion of the MDS and is available from various publishers and the CMS and QTSO websites. Changes to this manual are released periodically by CMS and may be viewed by monitoring http://www.cms.gov/NursingHomeQualityInits/45_NHQIMDS30TrainingMaterials.asp#TopOfPage for the latest information. The applicable portions are incorporated in this document.
- **MDS 3.0 Provider User's Guide** - This manual provides information about the electronic submission of MDS 3.0 from the facility to the QIES ASAP System and is available on the QTSO website.
- **MDS 3.0 Data Specifications** - These specifications describe item-by-item edits for each element of the MDS 3.0 as well as describing sequencing, timing, date consistency and record types and is available on the CMS website at <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/NHQIMDS30TechnicalInformation.html>.

HELP DESK

- **Myers and Stauffer Help Desk** – Myers and Stauffer is a contractor to the Division of Health Care Finance & Administration and provide the Time-Weighted CMI Resident Roster Reports as well as technical assistance. The phone number of the Myers and Stauffer Help Desk is 1-800-773-8609; this number is also provided on the Time-Weighted CMI Resident Roster Report.
- **CMSNet** - Providers Phone Number: 888-238-2122
This relates to problems/assistance relating to providers being able to connect to the private internet (CMSNET). <https://www.qtso.com/accessmds.html>
- **QTSO Help Desk** - Providers Phone Number 800-339-9313
This relates to problems/assistance relating to Casper User Ids or the jRAVEN Application.

12 Common Terms and Abbreviations

This user guide section provides definitions of terms and abbreviations that a user may hear not only while reviewing the Time-Weighted CMI Resident Roster Report, but also within the larger MDS environment.

Term/Abbreviation	Definition
Admission Entry Date	The date the resident began his/her current stay; denoted by MDS items A1600, Entry date and A1700 = 1 (Admission).
Assessment Reference Date (ARD)	The last day of the MDS observation period; denoted by MDS item A2300.
Assessment Submission and Processing (ASAP) System	The CMS system that receives submissions of MDS 3.0 data files, validates records for accuracy and appropriateness, and stores validated records in the CMS database.
Case Mix	The mix of residents being cared for in a nursing facility at any given time.
Case Mix Index (CMI)	A weight or numeric score assigned to each Resources Utilization Group (RUG IV) that reflects the relative resources predicted to provide care to a resident. The higher the case mix weight, the greater the resource requirements for the resident.
Centers for Medicare and Medicaid Services, The (CMS)	The federal agency that is located in the U.S. Department of Health and Human Services that administers the Medicare and Medicaid programs.
CMS MDS Welcome Page	The portal accessed by the facility using the MDCN connection process that allows the facility to submit MDS 3.0 data.
CMSNet	The communication system used to electronically submit data to the QIES ASAP System. Each person at the NF who is submitting data must have an individual password.
Discharge Date	The date a resident is discharged from the facility; denoted by MDS item A2000.
Discharge	The act of leaving a facility, regardless of intent to return.
Final Validation Report (FVR)	A report generated by the QIES ASAP System after a file containing MDS assessments/tracking forms is completely processed, detailing the records processed and any errors that were identified.
Inactive/expired period	For Tennessee Medicaid purposes only, the period following an expired assessment beginning with Day 114 until the start of the next assessment (A2300 or A1600 date) or the end of the Time-Weighted CMI Resident Roster Report quarter. This is sometimes referred to a delinquent period.
Index Maximization	The term used to define the process by which "Each assessment shall be included in the RUG-IV category with the highest numeric CMI for which the assessment qualifies."
Initial Feedback Report (IFR)	This report is generated by the QIES ASAP System when a file of MDS data is first electronically submitted and indicates whether the file is accepted or rejected.
Internal Resident ID	See Resident Internal ID
Item Set Code (ISC)	A code based upon combinations of reasons for assessment (A0310 items) that determines which items are active on a particular type of MDS assessment or tracking record.
Minimum Data Set (MDS)	A core set of screening, clinical, and functional status elements, including common definitions and coding categories, which forms the foundation of a comprehensive assessment for all residents of nursing homes certified to participate in Medicare and/or Medicaid.

Term/Abbreviation	Definition
Modification	A type of assessment correction allowed under the MDS Correction Policy (Chapter 5 of RAI Manual). A modification is requested when an accepted MDS record is in the QIES ASAP System database but the information in the record contains errors. Each modification results in an increase in the Correction Number at MDS item X0800.
OBRA Assessments	A term used when referring to federally required MDS assessments based on the resident's condition and clinical requirements (A0310A = 01–06) as required by the RAI process and manual.
Omnibus Budget Reconciliation Act (OBRA '87)	Law that enacted reforms in nursing facility care and provides the statutory authority for the MDS. The goal is to ensure that residents of nursing facilities receive quality care that will help them to attain or maintain the highest practicable, physical, mental, and psychosocial well-being.
Prospective Payment System (PPS)	A payment system, developed for Medicare skilled nursing facilities, which pays facilities an all-inclusive rate for all Medicare Part A beneficiary services. Payment is determined by a case mix classification system that categorizes residents by the type and intensity of resources used.
PPS Assessment	A term used when referring to MDS assessments completed for Medicare PPS requirements/reimbursement (A0310B = 01-06 or A0310B = 07 and A0310C = 1-4).
QIES Technical Support Office (QTSO)	A CMS contractor that provides technical support to the state agencies housing the QIES ASAP System. The QIES Technical Support Office function is provided by Telligen (formerly Iowa Foundation for Medical Care).
Quality Improvement and Evaluation System (QIES)	The “umbrella” system that encompasses MDS, OASIS, ASPEN and OSCAR.
RAI Manual	The Long-Term Care Facility Resident Assessment Instrument User's Manual, issued by the CMS covering the Minimum Data Set and Care Area Assessments.
Reentry Date	The date the resident returns to the facility and continues his/her current stay; denoted by MDS items A1600, Entry date and A1700 = 2 (Reentry).
Resident	A person being cared for in a Nursing Facility.
Resident Internal ID	An internal resident ID created for each individual nursing facility resident upon the submission of their first record to the QIES ASAP System. The Resident ID (Res_Int_ID) is based on resident identifying information such as name, social security number, gender etc. All subsequent records for the resident are tagged with the same Resident ID.
Resident Assessment	A standardized evaluation of each resident's physical, mental, psychosocial and functional status conducted within 14 days of admission to a nursing facility, promptly after a significant change in a resident's status, quarterly and on an annual basis.
Resident Assessment Instrument (RAI)	The designation for the complete resident assessment process mandated by the CMS, including the MDS, Care Areas Assessments (CAAs) and care planning decisions.
Resource Utilization Group Version IV (RUG-IV)	A category-based resident classification system used to classify nursing facility residents into groups based on their characteristics and clinical needs.
Roster Quarter	Quarter 1 = 01/01/Current Year to 03/31/Current Year Quarter 2 = 04/01/Current Year to 06/30/Current Year Quarter 3 = 07/01/Current Year to 09/30/Current Year Quarter 4 = 10/01/Current Year to 12/31/Current Year

Term/Abbreviation	Definition
RUG Element	Those items on the MDS that are used in the RUG-IV grouper classification system.
Target Date	Assessment Reference Date (A2300) or Discharge Date (A2000) or Entry/Reentry Date (A1600)