

Department of Health & Human Services

DHHS

N E B R A S K A

# NEBRASKA CASEMIX INFORMATION SYSTEM (NCIS)

PRESENTED BY: DANNY VANOURNEY AND JOETTE NOVAK

– DHHS MEDICAID & LONG-TERM CARE

# CASEMIX INTRO...

The Nebraska Casemix System (NCS) website was developed in conjunction with MDS 3.0 and the Nebraska Casemix system as an easy on line service to facilitate providers with completing care level reports, weighted days reports, viewing past due assessments and errors that caused the assessments to be rejected by the Nebraska Casemix system. This replaces paper documents and related costs and will allow providers and state staff to communicate online to resolve assessment issues.

Several States use the Casemix method for Medicaid MDS-based reimbursement.

# BENEFITS AND FEATURES

- FREE 24/7/365 on-demand access to NCS!
- Access/print/save monthly Care Level Reports and annual (or month-by-month) Weighted Day reports
- Enter/view bed hold day(s)
- View some of the most common errors that prevent assessments from processing
- View past-due resident assessment data (marked with asterisks on report)
- **NO PAPER OR POSTAGE EXPENSES!**

# HOW TO ENROLL...

- Visit <http://dhhs.ne.gov/medicaid/Pages/NCIS-Web-Access-Process.aspx>
- Complete/submit the following forms:
  - Confidentiality Statement to DHHS IT Assets
  - External Access Confidentiality Statement (required for EACH user requesting access)
  - Facility IT security/HIPAA violation policy/procedures
  - Completed forms may be sent via email ([DHHS.NECaseMix@nebraska.gov](mailto:DHHS.NECaseMix@nebraska.gov)); faxed to (402) 471-9092; or mailed to the following contact/address:

Danny Vanourney – DHHS MLTC

PO BOX 95026

Lincoln, NE 68509-5026

# APPLICATION REVIEW PROCESS

- Approximate 1 week standard processing
- Users will be notified via email when access is processed
- Applications that are not complete and accurate will be returned via email
- Return ALL required forms with corrections

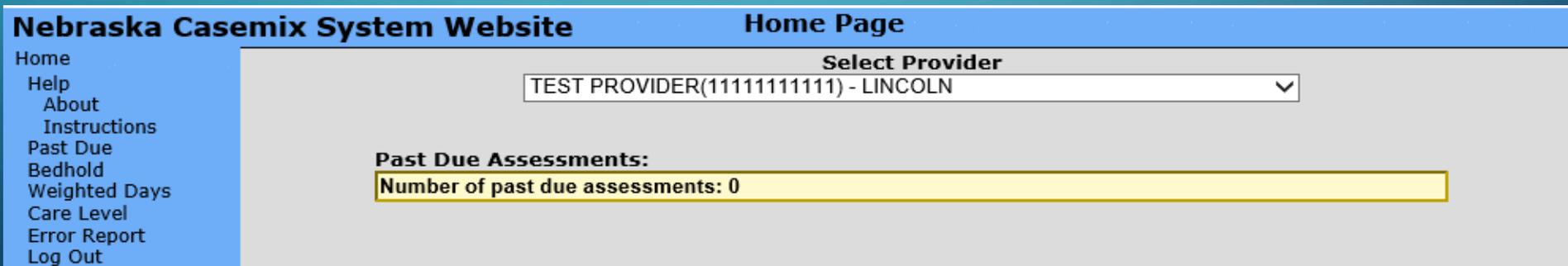
# APPLICATION APPROVAL AND INITIAL LOG IN

- New users will receive an email from DHHS staff containing:
  - User ID/temporary password
  - Log in link to Casemix - <http://dhhs-ncsweb.ne.gov/NCSweb>
- You **MUST** change your password upon successful initial log in
  - Visit <https://my.ne.gov> and change password via main menu bar link
  - 3 security questions must be created to change password
- Be sure to save the separate links to log into Casemix and change your password!
  - If you are getting a log-in error message stating “this session has been authenticated for 30 minutes”, you are not using the correct Casemix log-in link
- Detailed instructions are included in the main menu tab for the following functions:



## Pictured Pages:

- Log in
- Change password
- Home page



# PASSWORD MAINTENANCE

- Please do NOT share you password with anyone!!!
- My.ne.gov may be used to change passwords at any time
- 3 incorrect entries of password will result in locked account
- You MUST call the DHHS Help Desk at (402) 471-9069 to reset you password (it can NOT be reset through my.ne.gov)!
- A new password must be created every 90 days

# ADDING AND REMOVING USER ACCESS

## ADDING ADDITIONAL STAFF

- Complete an External Access Confidentiality Statement and submit to DHHS via:  
[DHHS.NECaseMix@nebraska.gov](mailto:DHHS.NECaseMix@nebraska.gov)
- User will receive email with user ID, password and log in link

## REMOVING STAFF

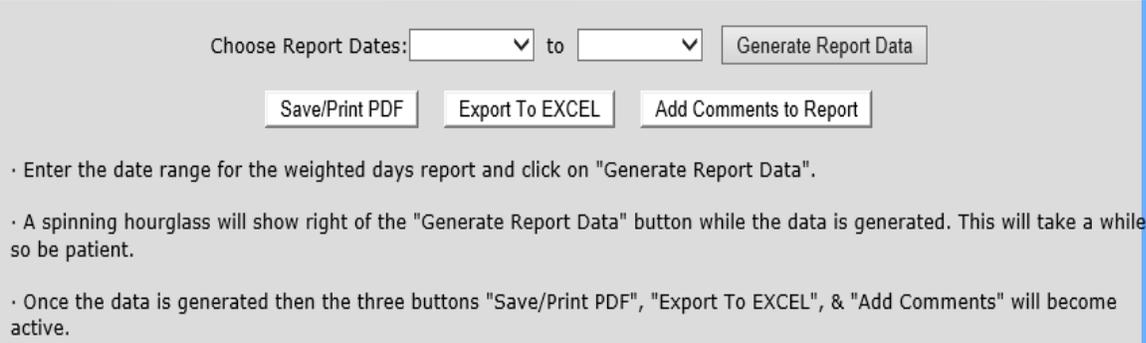
- Send notification to:  
[DHHS.NECaseMix@nebraska.gov](mailto:DHHS.NECaseMix@nebraska.gov),  
[greg.carlson@nebraska.gov](mailto:greg.carlson@nebraska.gov), or  
[danny.vanourney@nebraska.gov](mailto:danny.vanourney@nebraska.gov)

# CARE LEVEL REPORT

- Available starting the 14<sup>th</sup> of each month
- Paper version will no longer be mailed in the near future
- Download/save in PDF format or export/save to Excel document
- Late assessments will be displayed on the home page
- One line will be added with a name of "N/A" (Not Applicable) so comments can be added for the month and not attached to an individual resident
- Questions on report should be directed to Danny Vanourney, Program Specialist – MDS/OASIS Automation Coordinator
  - (402) 471-9678
  - [danny.vanourney@nebraska.gov](mailto:danny.vanourney@nebraska.gov)

# WEIGHTED DAYS REPORT

- Report can be generated on a month to month or annual basis
- Download/save in PDF or Excel format
- Add comments to report for DHHS staff review
- Annual report and notes are still required and due by October 31<sup>st</sup> of every year



The screenshot displays a web interface for generating a report. At the top, it says "Choose Report Dates:" followed by two dropdown menus separated by "to", and a "Generate Report Data" button. Below this are three buttons: "Save/Print PDF", "Export To EXCEL", and "Add Comments to Report".

- Enter the date range for the weighted days report and click on "Generate Report Data".
- A spinning hourglass will show right of the "Generate Report Data" button while the data is generated. This will take a while so be patient.
- Once the data is generated then the three buttons "Save/Print PDF", "Export To EXCEL", & "Add Comments" will become active.

# BED HOLD

- You will do your own bed hold data entry!
- Per policy, a maximum of 15 consecutive days are allowed. Therefore, the system will not allow you to enter any amount above 15 days.
- Keep up on your bed hold day entry (or you will do it later anyway)!
- Remember:
  - Please note that swingbed days cannot be counted as bed hold days.
  - Discharge assessments and reentry tracking forms should NOT be transmitted for therapeutic leave days. These days MUST, however, be reported on your claim.

# ENTERING BED HOLD DAYS

- Click bed hold tab
  - Residents with discharge return anticipated assessments within past 60 days will be displayed
  - Uncheck box to display ALL discharge return anticipated accepted assessments
  - If bed hold days are already on file, they will be displayed in the bed hold start/end columns
  - Choose select for the resident/discharge that you wish to enter bed hold for
  - You can sort/view residents by first/last names in ascending/descending order
  - Comments for internal/DHHS MLTC review may be added to bed hold entries and will be indicated with a “YES” in the comment column with the list of bed hold residents
  - Detailed instructions are included in the instructions tab

View only last 60 days. Uncheck to view all.

<u>SSN</u>	<u>Last name</u>	<u>First name</u>	<u>Entry Date</u>	<u>Discharge Date</u>	<u>Bedhold Start</u>	<u>Bedhold End</u>	<u>Comment</u>
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RESIDENT SSN AND NAME ARE DISPLAYED ABOVE ON THE SCREEN BELOW:

**Status:** 03      **Entry Date:** 12/23/2010      **Discharge Date:** 1/10/2012

Re-entry on 1/16/2012.  
Bedhold must be between 1/11/2012 and 1/16/2012

**Bedhold Start:** 1/10/2012    **Bedhold End:**  ...    **Bedhold Days:**

Comments

<b>Status (Discharge Status Code):</b>	01 - Community
02 - Another nursing home or swing bed	03 - Acute hospital
04 - Psychiatric hospital	05 - Inpatient rehabilitation facility
06 - MR/DD facility	07 - Hospice
08 - Deceased	99 - Other

# PAST DUE ASSESSMENTS

- Residents with no assessment processed within past 4+ months (based on 10<sup>th</sup> of each month/ARD of last processed assessment) are displayed in Past Due tab
- The Error Report tab displays error information preventing assessment processing
- Questions should be directed to Danny Vanourney

Nebraska Casemix System Website	Past Due
<a href="#">Home</a> <a href="#">Help</a> <a href="#">About</a> <a href="#">Instructions</a> <a href="#">Past Due</a> <a href="#">Bedhold</a> <a href="#">Weighted Days</a> <a href="#">Care Level</a> <a href="#">Error Report</a> <a href="#">Log Out</a>	<b>TEST PROVIDER(1111111111) - LINCOLN</b>  <b>The following reasons might be causing the people to show as being past due:</b> <ul style="list-style-type: none"><li>- A discharge record was not received by the state</li><li>- An assessment form was sent with the wrong entry date</li><li>- An assessment form was sent with the wrong provider id</li><li>- An assessment was not done within the timelines and needs to be sent</li></ul> <p>The following are the last records we have for people whose assessments are past due.</p> <p><b>Currently there are no past due assessments</b></p>

# LOAD ERROR REVIEW

ebsite
Error Report

TEST PROVIDER(1111111111) - LINCOLN

Status: New
 SSN: 
 Submission Date Range:  ... to  ...

- Track your assessments in Casemix!
- Choose from new, viewed or all status
- Search for assessment errors by individual or all residents
- List of all viewable load errors (below):

Err #	NCS Description	NCSWeb Description
7	E007: (B0154)(AA1a) First Name Cannot Be Blank	(A0500A) First Name Cannot Be Blank
8	E008: (B0167)(AA1c) Last Name Cannot Be Blank	(A0500C) Last Name Cannot Be Blank
14	E014: (B0263)(AB1) Date Of Entry must be equal to or less than today's date	(A1600) Date of Entry must be equal to or less than today's date
59	E059: (B0361)(A3a) Assessment Date must be equal to or less than today's date	(A2300) Assessment Date must be equal to or less than today's date
513	E513: (B0198-0206)(AA5A) SSN Must Be All Numeric	(A0600A) SSN Must Be All Numeric
707	E707: (Entry Date) Entry date can not be more than 90 previous to assessment date	Entry date (A1600) cannot be more than 90 days prior to assessment date (A2300)
709	E709:(A1600) Re-Entry date is more than 30 days past discharge date.	(A1600) Re-Entry date is more than 30 days past discharge date.
710	E710: (A1700) Invalid assessment reason after a 1T record. Only 01,09,10,11, or 12 are allowed	Only an admission assessment or a discharge is allowed after an entry tracking record indicating a new admit dat
851	E851: (B0154)(AA1a) First Name Does Not Match Database	First name doesn't match current records first name.
856	E856: (B0260)(AA8) Reason For Assessment 02,03,04,05,06,07,09 need an admission record first	(A0310) Type of Assessment 02, 03,04, 05, 06 need an admission assessment first
859	E859: (B0002) A Discharge Record With Reason Code 07,08 must exist before a reentry can be entered	{A0310F} A Discharge Record type 11 must exist before a reentry tracking (A1700)=2 can be accepted
861	E861: (Ab1) An Admission Record With This Entry Date Already Exists	(A1600) An Admission Record With this Entry Date Already Exists
862	E862: (B0260)(AA8A) Previous Record Is a Discharge Of Type '06'. No Other Records Are Being Allowed	(A0310F) A discharge Record type 10 or 12 exists, no other records allowed

# COMMON FORM QUESTIONS – CONFIDENTIALITY AGREEMENT

- Page 1: Just leave the “DHHS Sponsor Office” blank? YES
- Page 2, Question 1: What information would the facility enter here, or do they leave it blank? JUST PUT CASEMIX REPORTS/BED HOLD. THAT’S FINE.
- Page 2, Question 2: Are they supposed to put a check mark next to “Nebraska Casemix System,” because the form won’t allow it? YES. I’LL HAVE THAT UPDATED SO IT ALLOWS IT TO BE CHECKED.
- Page 2, Question 6: The form isn’t fillable to list the name, title, location and hours of access for each individual, so should they leave it blank? NO, THEY NEED TO PUT DOWN THE STAFF MEMBERS REQUESTING ACCESS (FOR EACH ONE FILLING OUT AN EXTERNAL ACCESS STATEMENT) AND AN APPROXIMATE # OF HOURS OF ANTICIPATED USE.
- Page 2, Question 7: What period of access should they request? INDEFINITE
- Page 2, Question 9: Can the facilities just attach a copy of DHHS’ HIPAA process webpage ([http://dhhs.ne.gov/Pages/hipaa\\_3b-7-complaint.aspx](http://dhhs.ne.gov/Pages/hipaa_3b-7-complaint.aspx))? NO. THEY SHOULD AND NEED TO INCLUDE THEIR POLICY ON HIPAA/SECURITY VIOLATION PROCESSING AND REPORTING. IF THEY DON’T HAVE ONE, THEY NEED TO CREATE ONE.
- Page 2, Question 10: The form isn’t fillable to include this information, so should they leave it blank? I WILL HAVE THIS CHANGED. THEY NEED TO COMPLETE (i.e. through the facility IS&T network) THE FIELD.
- Page 3 ‘Access Costs’: Do the facilities need to use encryption software? There are a lot of possible costs listed, do you know if the facilities will be charged a certain amount? THERE ARE NO ASSOCIATED COSTS. NO ENCRYPTION SOFTWARE IS NEEDED TO ACCESS THE SYSTEM AS IT IS SECURE.
- Page 3 ‘Access Requirements’: Is there any “DHHS mandated training” the facilities must complete in order to gain access? NO

# COMMON FORM QUESTIONS/REOCCURRING PROCESSING ERRORS – EXTERNAL ACCESS STATEMENT

- Typed signatures are not accepted – it must be an actual signature
- Administrators requesting access are not listing their immediate supervisor
  - Everyone has a supervisor!
  - It must be included on the access form – even if the supervisor is out of state
- Page 2 “Does this supervisor have access to a DHHS Application – should they answer ‘yes’? Lotus Notes?”
  - ANSWER: MOST WON’T HAVE ACCESS TO A DHHS APPLICATION. SOME WILL HAVE ACCESS TO THEIR PAYMENT EOBs AND THE WEB PORTAL TO CHECK CLAIM STATUS. IF THEY DO, THEY CHECK YES. NO ONE WILL HAVE LOTUS NOTES SO THAT WILL BE MARKED NO.
- Page 2 “Does your access request relate to: NCS WEB” – should they answer, ‘yes’ or do they enter something in the ‘other’ field?
  - ANSWER: YES

# QUESTIONS?

