

# LTSS Screening Connections

Nursing Facility Screening Team Focus April 9, 2024

Office of Community Living (OCL)

VIRGINIA'S MEDICAID PROGRAM





## Thank You, for all you do!

You are amazing!

# Logistics

- Post your questions for today's session in the Chat box.
- Click the "Chat" bubble icon at the top of the screen to maximize the Chat feature.





Nicole Braxton OCL Program Manager



Ivy Young Technical Assistance for Screening Assistance Mailbox, Screening Connections Webex, & Communications



**Dena Schall** Technical Assistance for Screening Assistance Mailbox and eMLS

### DMAS Office of Community Living (OCL) LTSS Screening Program Staff

Send <u>all</u> LTSS Screening Questions to <u>ScreeningAssistance@dmas.virginia.gov</u>

### Todays Agenda:



IMPORTANT UPDATES, AND REMINDERS NURSING FACILITY TEAM TOPIC REVIEW QUESTION AND ANSWER PERIOD

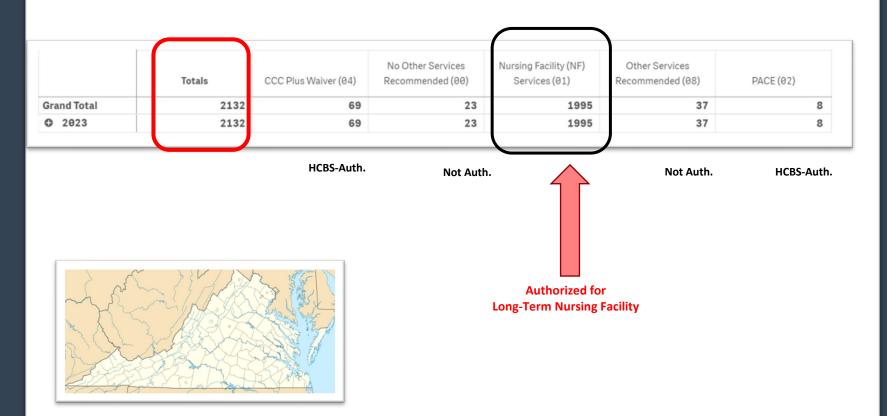


### Todays Screening Team Focus:

### **Nursing Facility**

Presented by Dena Schall, LTSS Screening Unit

#### 2023 Total Screenings Conducted by Skilled Nursing Facility Team



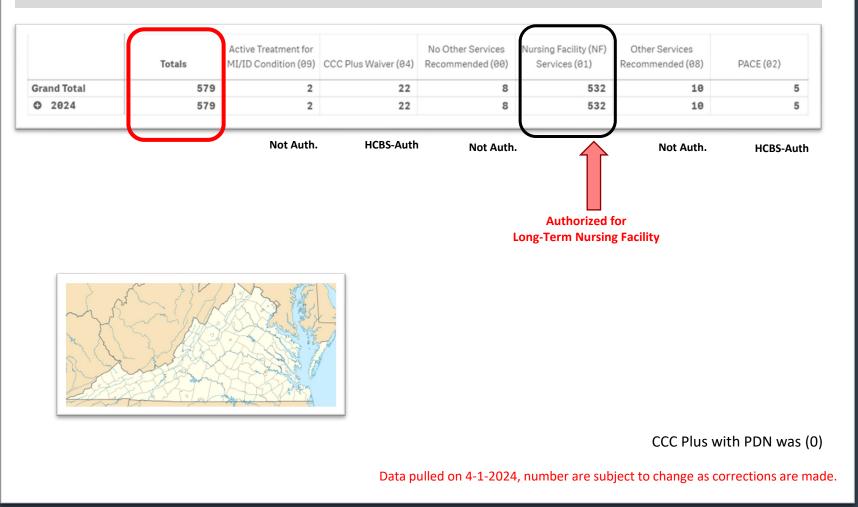
CCC Plus with PDN and Active Treatment for MI/ID Condition was (0)

Data pulled on 4-1-2024, number are subject to change as corrections are made.



Nursing Facility Screening Data Check-In

#### Nursing Facility Team Screenings for January, February, and March 2024





### Nursing Facility Screening Data Check-In

#### 2023 Break Down by Screening Team

Screening Team	Total Number of Screenings
Community Based (VDH/DSS)	23,395
Hospital	19,461
Skilled Nursing Facility	2,132
Total Number of Screenings in 2023	44,988

Includes Approved-Authorized and Approved-Not Authorized Screenings



### Screening Data Check-In



Data pulled on 4-1-2024, number are subject to change as corrections are made.

#### 2023 Break Down by Screening Team

Hospital Screening Team								
	Totals	Active Treatment for MI/ID Condition (09)	CCC Plus Waiver (04)	CCC Plus Waiver with PDN (15)	No Other Services Recommended (00)	Nursing Facility (NF) Services (01)	Other Services Recommended (08)	PACE (02)
Grand Total	19461	9	2698	72	351	15770	421	140
O 2023	19461	9	2698	72	351	15770	421	140

These were mostly inpatient individuals with Medicaid who were discharging to a Nursing Facility (both SNF and Long Term Custodial

#### Skilled Nursing Facility Screening Team

	Totals	CCC Plus Waiver (04)	No Other Services Recommended (00)	Nursing Facility (NF) Services (01)	Other Services Recommended (08)	PACE (02)
Grand Total	2132	69	23	1995	37	٤
O 2023	2132	69	23	1995	37	٤

These were individuals who came from the Hospital to SNF as Non-Medicaid then needed to apply for both Financial Medicaid and Medicaid LTSS



### Screening Data Check-In



Data pulled on 4-1-2024, number are subject to change as corrections are made.





### **General Assembly House Bills 2024 Session: Passed**

#### House Bill 729 PACE programs; long-term services and support screening.

 Allows qualified staff of programs of all-inclusive care for the elderly (PACE) to conduct the required long-term services and supports screening in accordance with requirements established by the Department of Medical Assistance Services.

## House Bill 291 Long-term services and supports screening; expedited screening and screening exemption.

 Modifies existing provisions regarding the required long-term services and supports screening under the state plan for medical assistance services by creating greater flexibility for how screenings are completed under certain circumstances.

DMAS is working on a systematic implementation plan. More information will be coming out soon in DMAS Memo/Bulletin.

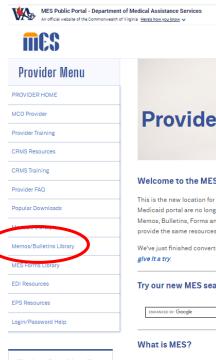
> Virginia's Legislative Information System https://lis.virginia.gov/lis.htm





### Bulletins and Memos can be found on the MES Home Page in the Provider Menu at:

### https://vamedicaid.dmas.virginia.gov/





#### Welcome to the MES Provider Resource area

This is the new location for Provider information and resources. The information resources on the legacy Medicaid portal are no longer available, but don't worry - we've got you covered! Links to all of the Medicaid Memos, Bulletins, Forms and Manuals have been updated and are available below. MES will continue to provide the same resources you need to get your job done, and help provide for our Members' health care

We've just finished converting all of our Provider Manuals to PDF, for easier selection and downloading

#### Try our new MES search engine:



The Medicaid Enterprise System (MES) pronounced 'Mez was created to transform our Medicaid technology from an antiquated all-in-one-box solution, to a modular, expandable and cost-effective solution. This collection of advanced technologies directly and efficiently supports the business needs of DMAS and our Providers

Appeals CRMS EDI EPS MESTraining Providers

Designate someone on your team to check periodically for new Bulletins and Memos that may provide updates on the LTSS Screening Process.



### **Reminder:**



### Nursing Facility Screening Team Best Practices:

- Must have at least an RN and Physician (NP or PA) signing off on each Screening.
- Can have other Assessors such as a Social Worker/LPN but must have a RN sign along with them on the Screening.
- Set up an organized system for identifying when to conduct a screening and notifying the Physician (NP or PA) when to go in and electronically sign off.
- Assign or set up additional and back up team members for when staff are sick, on vacation, on unexpected leave, retirements, increased volume of needed screenings, etc.
- Inquire and Utilize Corporate staff to help as appropriate.

SNF Screening Teams need to plan on a potential increase in the volume of LTSS Screenings



### **Update:**

#### **Updated Health Plan-MCO Contact and Fax Numbers for Referral Process**

		certainisers
Cardinal Care Health Plan	FAX Number for Screening Documents	Care Management Phone Number
Aetna Better Health of Virginia	844-459-6680	855-652-8249 Ask for Case Management Members 1-800-279-1878
Anthem HealthKeepers Plus	844-471-7937	Members 1-800-901-0020
Molina Healthcare	800-614-7934	800-424-4524 Members 1-800-424-4518
Sentara Health Plans	844-552-7508	866-546-7924 or 757-552-8398 Members 1-800-881-2166
United Healthcare Community Plan	855-770-7088	Providers 877-843-4366 Members 1-844-752-9434

ITSS Screening Team MCO Contact Numbers

For individuals enrolled in the <u>Cardinal Care Managed Care</u> program, the health plan is responsible for submitting the DMAS-225 to the LDSS benefits program (eligibility section) once services are initiated for the individual. <u>For FFS</u> for NF, CCC Plus Waiver and PACE, the direct service provider is responsible for notifying the LDSS eligibility section via a DMAS-225 that services have been initiated for the individual.

#### **On the MES Homepage**







### **NEW** Enrollment Member Correction Form on the MES Homepage

For demographic corrections, all Enrollment Member Corrections Forms are to be sent to PatientPay@dmas.virginia.gov

- EMAIL Subject Line should read: LTSS Screening Member Information Change Request
- Allow at least **14 Business days** for all Corrections
- Once the change has been completed by the Enrollment Division, it can take up to 48 hours for the information to show up in the Medicaid System.
- The Screener must return to eMLS and CANCEL or VOID/DELETE the original Screening with the wrong information, then re-start a new Screening for the corrected information to auto-populate into the form.
- Make sure to use all the same dates that was in the original Screening (request, screening, and Screener/Physician signature dates).
- The eMLS system **DOES NOT** automatically correct the Screening with the new information.
- Instructions are written on the form.





### **Update:**



#### **Download New Form from MES Homepage**

#### DMAS LTSS SCREENING CHANGE TO MEMBER INFORMATION REQUEST FORM

It is essential that all Medicaid records for an individual match. When the records match, the LTSS Screening links to the individual's appropriate Medicaid record in the Medicaid System allowing the existence of an approved LTSS screening to be confirmed for enrollment. If the demographics do not match, the records may not link correctly, and the individual seeking LTSS could be denied services.

Member enrollment change requests are made when there is an error in one of the following key demographic fields in eMLS: NAME, SSN, MEDICAID ID, DOB, GENDER, RACE, or a DOD error message.

These errors occur either by auto-fill in the demographic fields while starting a Screening <u>OR</u> when the Screener makes an error manually and processes the Screening (Accepted Status) with the incorrect information.

To resolve these problems, this form must be completed and submitted to:

PatientPay@dmas.virginia.gov

Please label email with the following subject line:

LTSS Screening Member Information Change Request

#### Allow at least 14 business days for all corrections.

Changes to the Medicaid record must be researched and confirmed to be appropriate. PLEASE do NOT send multiple change requests for the same person or repeatedly email the enrollment office or screening assistance.

Once DMAS Enrollment has researched and made changes to the Medicaid record, you

will be notified. Once notified you must wait an additional 48 hours for these changes to be reflected in the eMLS system. After 48 hours you must return to eMLS, CANCEL the newly started screenings that auto filled or VOID/DELETE for processed screenings and then re-enter all the screening information and resubmit. If applicable, use all the original screening dates including original signature dates.

The Enrollment office can <u>only</u> address and make changes to the <u>key demographic</u> <u>information</u>. Please DO NOT send any other type of question to DMAS Enrollment. Other questions should go to ScreeningAssistance@dmas.virginia.gov.

It is essential you fully and accurately complete this form, as applicable, for all Medicaid record change requests.

Submission Date of this Fo	orm to Enrollme	nt:	
LTSS SCREENER INFORM	ATION: Please	print or type.	
Name:		Contact information	(phone and email):
Full Name of Agency, Hos	oital, or Nursing	Facility (please do not use	initials):
LTSS Screening Number:		Date of Sci	reening:
REQUIRED INDIVIDUAL	INFORMATION	:	
Correct Name			Correct DOB
Correct SSN		Correct Medicaid ID	
<ul> <li>Incorrect Social S</li> </ul>	ocurity o	Incorrect Date of Death	O Bace:
Number	e correct inform		• Race: Used social security card, driver
Number *How have you <u>verified</u> th license, etc.)? This area N Please note that <u>All name ch</u> the individual MUST contact it to send a copy of the individual <b>For items needing corre</b> correction needed.	e correct inform NUST be comple anaes MUST mat the SS Administrat al's social security	nation, please explain (ex. l ted. ch with the individual's Social S ion before any Medicaid recon card with this form, but it con	
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Number *How have you <u>verified</u> th license, etc.)? This area N Please note that <u>ALL name ch</u> the individual MUST contact t to send a copy of the individual For items needing correc correction needed. Name of Individual	e correct inform NUST be comple anges MUST mat he SS Administrat of's social security ction: Please li Wrong:	nation, please explain (ex. l ted. ch with the individual's Social S ion before any Medicaid recon card with this form, but it con	Used social security card, driver Security cord. If the SS cord is wrong d can be corrected. It is not require expedite the process if you do so. entered or auto filled and the Correct:



Medicaid Number:

Return this Form as an Attachment to DMAS Enrollment at PatientPay@dmas.virginia.gov

Wrong

Correct:

Revised 11.28.2023

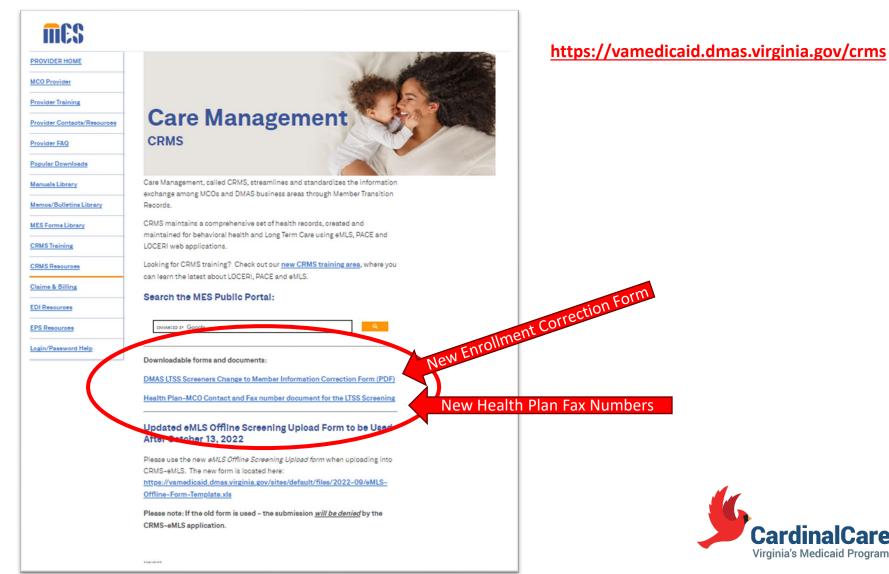






Virginia's Medicaid Program

#### **Downloadable Forms and Documents on the MES Homepage**



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## **Reminder:**

### PROTECTED HEALTH INFORMATION AND ENCRYPTION

- Do not put the full Name of the individual, Medicaid Number, Social Security Number, or Screening Numbers in the subject line of your emails to Screening Assistance.
- Make sure to encrypt your messages that have personal information in them.
- Put all identifying information in the body of your encrypted email. For the subject line, you can put the topic and individuals' initials if you need to.





## **Reminder:**



#### **Best Practice for Individuals with Developmental Disabilities (IDD)**

Ask individual or family:

- Do you have a Support Coordinator or Case Manager at their local Community Service Board (CSB)?
- Do you have a Developmental Disability (DD) Waiver Slot?

Just as it is important to find out if the individual already has Medicaid LTSS in the Community (CCC Plus Waiver or PACE), it is also important to know if they have other types of Waivers as well such as the DD Waiver with DBHDS.

## **Reminder:**



### **Best Practice for Individuals with Developmental Disabilities (IDD)**

- Remember, individuals can only be in one Waiver at a time.
- An individual can not be in the CCC Plus Waiver and the DD Waiver at the same time.
- An individual can not be in a DBHDS Residential facility and have the CCC Plus Waiver.
- They will have to make a choice, which should be done with their case manager if they have one.

If the individual or family does not completely understand they could lose or delay their DD Waiver spot. The DD Waiver has more specialized services for individuals who are eligible.



# **Screening Team Topic Review:** Authorized Representative

If an individual is not able to make decisions for themself then their legal representative must give permission and be involved in the LTSS Screening Process.

#### This may mean that you will need to:

- Provide an option for the legal representative to be present while the Screening is being conducted.
- Make special arrangements via telephone conference calls if the legal representative lives out of state.
- Send the DMAS 97 Choice Form to the representative for them to sign and send back if they can't be there in person.

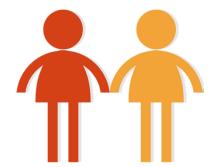




#### What is a legal representative?

#### LTSS Screening Manual Chapter IV:

"Representative" means a person who is legally authorized to make decisions on behalf of the individual.



Manual Title	Chapter	Page
Screening Manual for Medicaid-Funded Long- Term Services and Supports (LTSS)	IV	
Chapter Subject	Page Revision	Date
HCBS Waivers, PACE and Nursing Facility	10	/25/2021





#### What is a legal representative?

#### LTSS Screening Manual <u>Chapter III</u>: Pages 10-12 SECTION: MEDICAID APPLICATIONS--AUTHORIZED REPRESENTATIVE POLICY

- Medicaid eligibility requirements require an applicant or someone conducting business on his or her behalf to verify citizenship or alien status, declare all income and assets, and make assignment of insurance and medical support benefits.
- In order to accurately determine eligibility, Screening Team must ensure that an individual who files an application or someone conducting business on behalf of the applicant has full knowledge of the applicant's situation and can provide correct information.
- A Medicaid applicant must sign the application form unless the application is filed and signed by the applicant's legal guardian or conservator, attorney-in-fact, or other person who is authorized to apply on the applicant's behalf.
- If the applicant is unable to sign his or her name (due to physical limitations) but can make a mark, the mark must be designated "his/her mark" and witnessed by one person.



Revision Date: 7/31/2023

CHAPTER III MEMBER ELIGIBILITY

rovider Manual Title: All Manuals

apter III: Member Eligibility



## **Authorization Representative:**

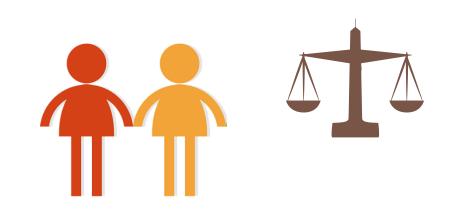
#### What is a legal representative? Continued

- A child under age 18 cannot legally sign a Medicaid application for himself or herself unless he or she is **legally emancipated** from his or her parents.
- If a child is not legally emancipated, his or her parent or legal guardian, an authorized representative designated by the parent or legal guardian, or a caretaker relative with whom the child lives must sign the application. *Exception: A minor child under 18 years of age may apply for Medicaid on behalf of his or her own child.*
- A legally competent individual age 18 or older may authorize anyone age 18 or older to file a Medicaid application on his or her behalf **provided that the authorization is in writing, identifies the individual or organization authorized to conduct business on his or her behalf, and is signed by the individual giving the authorization.**



#### What is a legal representative? Continued

• When an individual has been **determined by a court to be legally incompetent or legally incapacitated**, the individual's legally appointed guardian or conservator is the individual's authorized representative and can apply for Medicaid on the individual's behalf. Example: Legal Guardianship sought out after an individual became incapacitated.





#### What if an individual does not have a legal representative assigned?

- If an individual does not have a legal guardian or authorized representative and is <u>mentally</u> <u>unable to sign an application or designate a representative</u>, the individual's <u>spouse</u> will be considered the authorized representative for Medicaid purposes.
- In situations where the individual is not married, is estranged from his or her spouse, or the spouse is unable to represent him or her, a relative of the individual who is willing to take responsibility for the individual's Medicaid business may be considered his or her authorized representative.

Relatives who may be considered authorized representatives in this situation are, in the following order of preference:

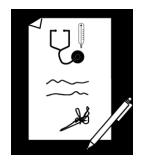
- 1. The Individual's Adult Child;
- 2. Parent;
- 3. Adult Sibling;
- 4. Adult Niece or Nephew;
- 5. or Adult Aunt or Uncle.



- If it is determined that an <u>individual cannot sign an application and does not</u> <u>have an attorney-in-fact or authorized representative (no relatives or</u> <u>relatives willing to act as the representative)</u>, a Medicaid application may be filed by someone other than an authorized person provided the individual's inability to sign the Medicaid application is verified by a written statement from the individual's doctor. The statement must indicate that the individual is unable to sign and file a Medicaid application because of his or her diagnosis or condition. Examples: People who are not listed, friend, neighbor, etc..
- The Screening Team will pend the application until it can be appropriately signed if it is determined that court action has been initiated to have a guardian or committee appointed for the individual or until an Adult Protective Services investigation concludes that guardianship proceedings will not be initiated. Example: Guardianship is in process or pending.



\*\* In the Hospital, they have their own process for obtaining Guardianship. They should seek their Administration.





• Under no circumstances can an employee of, or an entity hired by, a medical service provider who stands to obtain Provider Medicaid payment file a Medicaid application on behalf of an individual who cannot designate an authorized representative. Example: LTSS Screeners, Service Providers, Health Plan Staff, etc..







### Resources

### **Reminder:**

### **Health Plan**

If the individual is in a Medicaid Health Plan, then contact the Health Plan for assistance in checking for Validity of the LTSS Screening.

Once you have contacted the Health Plan, if you have continued deputes contact: cccplus@dmas.virginia.gov

#### CardinalCare Virginia's Medicaid Program

### **Fee For Service**

If the individual is Fee For Service or is not in a Medicaid Health Plan, then contact the DMAS LTSS Screening Unit at: ScreeningAssistance@dmas.virginia.gov

### **New Screening Timelines:**

- Individuals who have a screening conducted have 1 year of the date of the physician's signature to enroll in CCC Plus Waiver, PACE or Custodial Nursing Facility care.
- Screenings completed prior to a discharge from a SNF for persons who are enrolled into Medicaid while in the SNF, including health plans and FFS, have 180 days post SNF discharge to enroll in the CCC Plus Waiver or PACE or a new LTSS Screening is required. If the individual is not a Medicaid member (non-Medicaid) at SNF discharge, the person has one year from the date of physician's signature on the screening to be enrolled in LTSS. After a year, a new LTSS Screening is required.
- Once an individual is ENROLLED in CCC Plus Waiver, PACE or NF, a screening does NOT expire or need to be updated as long as the individual continues to receive Medicaid LTSS.
- Individuals are allowed 180 days to transition between providers. After 180 days the individual must re-apply for Medicaid LTSS and a new screening is required.
- If the individual is terminated because they didn't meet NF LOC requirements, then the individual would need a new LTSS Screening to reapply for Medicaid LTSS.
- When in doubt, screen the individual.





## **Connection Call PowerPoints**

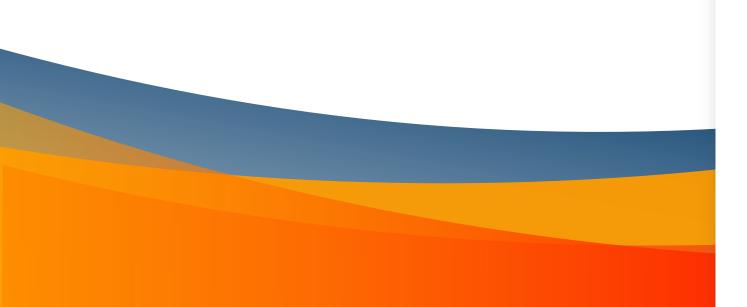
#### Posted on the DMAS Website Under the Provider Tab:

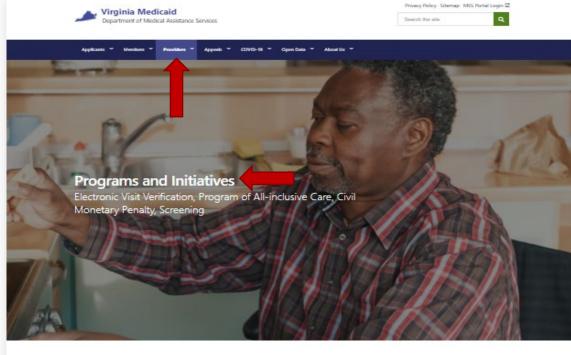
#### Long Term Care:

https://www.dmas.virginia.gov/for-providers/long-termcare/programs-and-initiatives/

#### **SCREENING FOR LTSS**

Look down the page for Screening Connection call information





#### Resources - Programs and Initiatives

#### Electronic Visit Verification 🔘

An Agency of the Car

The federal 21st Century CURES Act of 2016 requires states to implement Electronic Visit Verification (EVV).

#### Program of All-Inclusive Care PACE helps adults ages SS+ who are

PACE helps adults ages SS+ who are living with chronic health care needs and/or disabilities to receive community-based services and support

#### Civil Monetary Penalty ()

Civil Monetary Penalty (CMP) funds help improve the quality of life for individuals residing in Nursing Facilities within the Commonwealth. Virginia.gov Find an Ag

#### Screening ()

Screening ensures Medicaid-eligible individuals, and those who will become eligible for Medicaid within six months, meet the required level of care criteria.

## Need a Refresher?

### VCU Medicaid LTSS Screening Training

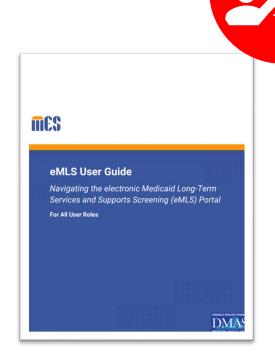
- at: <u>https://medicaidltss.partnership.vcu.edu/login</u>
- Log-in Using your email address and created password
- To Access the Training Modules go to helpful Links eLearning Modules

	VCU virginia commonwealth university	WE AF	
<b>≡</b> Menu	Medicaid Long-Term Services and Supports (LTSS) Screening Training	Login	Register
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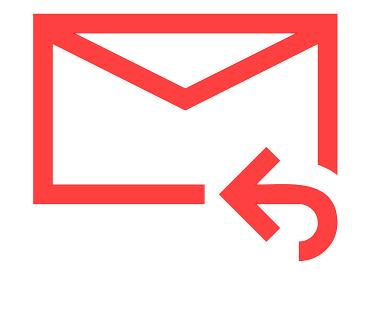
## **Use eMLS User Guide and Training**

- Access, System Requirements, User Access Roles, and Logging In
- Navigation and Functions of System
- Error Message Meaning
- Searching of an Existing Screening
- Data Entry and Submission of New Electronic LTSS Screenings
- Screening Status and Watermarks
- Voiding and Corrections of Existing Screenings
- Printing Screenings
- Uploading and Downloading the P-98 offline form
- And many more concepts



https://vamedicaid.dmas.virginia.gov/training/crms

Complete courses, CRMS-101,103,104,106, & download the e-MLS User Guide



# Need Help?

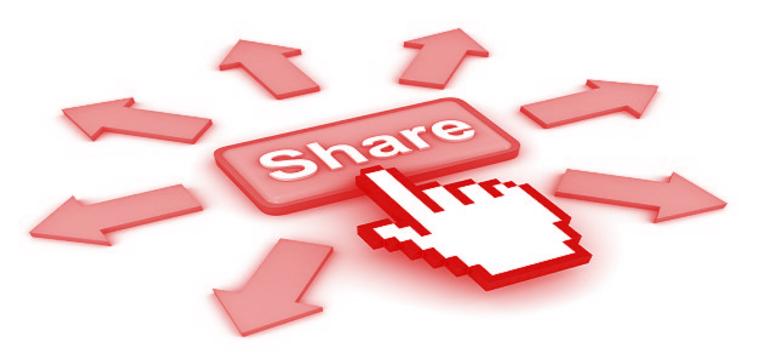
- Questions about the LTSS Screening process, policy or requests for copies of screenings go to: <u>ScreeningAssistance@dmas.Virginia.gov</u>
- Questions about MES (computer system issues), CRMS, eMLS go to: <u>MES-Assist@dmas.Virginia.gov</u>
- All technical questions about accessing the Medicaid LTSS Screening Training go to VCU: <u>ppdtechhelp@vcu.edu</u>

### **Connection Call Schedule and Team Focus**

		2024		
<u>SCREENING TEAM TYPE</u>	<u>QUARTER 1</u>	<u>QUARTER 2</u>	<u>QUARTER 3</u>	<u>QUARTER 4</u>
Nursing Facility			July 9	October 8
Hospitals		May 14	August 13	November 12
Community Based Teams (CBTs)		June 11	September 10	December 10

### SHARE INFORMATION WITH YOUR TEAM

- Other Screeners
- Supervisors
- Managers
- Directors



# Next Call:

- Hospital Screening Team Focus
- May 14, 2024 at 3:30
- Any team can join the call and listen, but the focus will be on the Hospitals





### **Question and Answer Time**