



STATE OF MARYLAND
DHMH

Maryland Department of Health and Mental Hygiene
201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

MARYLAND MEDICAL ASSISTANCE PROGRAM

November 7, 2013

To: Nursing Home Administrators
Nursing Home MDS Coordinators

From: Mark A. Leeds, Director 
Long Term Care and Community Support Services

Note: Please ensure that appropriate staff members in your organization are informed of the contents of this memorandum.

Re: Update on Resident Roster correction process
Future distribution of Resident Rosters – Secure Email Request

The Department of Health and Mental Hygiene (the Department) is continuing its work to modernize its payment methodology for nursing facilities. With the assistance of Health Facilities Association of Maryland (HFAM), The LifeSpan Network and other stakeholders, the Department is piloting a new acuity system based on resource utilization groups (RUGs). Accurate Minimum Data Set (MDS) 3.0 data are essential to making this new structure work and will ensure that each facility's nursing cost center rate will more appropriately reflect its acuity.

Resident Roster Correction Process

In the past, the Department has requested that you review your facility's Resident Rosters for accuracy and submit corrections to the rosters by using the MDS 3.0 submission process. Enclosed are two rosters, one for the quarter ending June 30, 2013 and one for the quarter ending September 30, 2013. These Resident Rosters are enclosed with the mailing of this memorandum. The results of the corrected Resident Rosters will be used in your facility's October 1, 2013 and January 1, 2014 Shadow Rates.

The due date for revisions to these rosters is November 25, 2013. Please submit these changes directly to CMS through the QIES Assessment Submission and Processing System.

Future Distribution of Resident Rosters

The distribution of Resident Rosters by USPS is labor intensive and cuts into the time allowed for you to review the rosters and make corrections. Therefore, the Department has worked with its contractor, Myers and Stauffer LC, to establish an easier distribution method *via* secure email.

In order to implement this process, each facility must submit one to two active email account(s) to be used for the receipt confidential Resident Rosters. To avoid rosters being lost during staff turnover and to ensure the safe transfer of protected health information, the Department recommends each facility develop a facility-specific email account, such as MedicaidNumber@FacilityName.com to which the facility can then limit access to pertinent staff. It is important that each facility implements procedures to maintain control over access to these files. Note that personal email accounts are not acceptable (e.g., Gmail, hotmail, yahoo, AOL).

To facilitate the collection of your facility email account(s), **you must complete and submit the enclosed form to mdhelpdesk@mslc.com or fax to 317-571-8481 by November 25, 2013.** These email accounts will be used for the distribution of Resident Rosters beginning with the quarter ending December 31, 2013, and after. Once all email addresses are collected, you will receive a follow up letter with instructions for testing the system.

Enclosures

cc: Nursing Home Liaison Committee
Rate Reform Work Group

Resident Roster Distribution

Email Account Request

DUE DATE: November 25, 2013

Beginning with Resident Rosters for the quarter ending December 31, 2013, rosters will be distributed *via* secure email. In order to implement this process, complete this form and email the completed form to mdhelpdesk@mslc.com or fax to 317-571-8481 by November 25, 2013.

We request that you create one or two email accounts that are facility-specific such as MedicaidNumber@FacilityName.com. In the event of difficulty in determining the correct spelling of the submitted email account(s), please also provide a contact name and phone number.

Facility Name _____

Facility Medicaid Number _____

Contact Name _____

Contact Phone Number _____

Email Account #1 _____

Email Account #2 (Optional) _____

If you have any questions regarding this request or have changes to be made to your email account(s) that have already been submitted, contact the Myers and Stauffer helpdesk at 800-763-2278.