Long Term Care (LTC) Online Portal Form Entry for Nursing Facilities (NFs), Community Waiver Providers, and Local Authorities (LAs)

Information posted July 11, 2014

Reminders for Nursing Facility and Community Waiver Providers:
Providers are encouraged to use correct and consistent information when entering data on the LTC Online Portal. Avoid the following common data entry errors:

1. Long Term Care Medicaid Information (LTCMI) – Medical Doctor (MD) License Information – ensure the correct MD information is entered including spelling of last name and license number. Do not add the title “Dr.” in front of the last name; if the doctor's last name is hyphenated (Brown-Williams), has a special character (O'Brien), or if the doctor has a suffix (Jones Jr.), it must be entered exactly as noted on the Texas Medical Board (TMB) or appropriate state MD license website. The following are examples: Dr. Jones Jr. should be listed as Jones Jr. not Dr. Jones Jr. Incorrect MD name or license information can result in the failure of the individual’s physician of record to receive notification to submit additional medical information for the purpose of obtaining medical necessity, which could cause unnecessary appeals (Fair Hearings).

Updates and Reminders for NF Providers:

2. Minimum Data Set (MDS) - LTCMI - matching Preadmission Screening and Resident Review (PASRR) - PASRR Level One (PL1) data – To avoid MDS LTCMI rejections, providers must ensure the client demographic information matches between the MDS and the PL1: the spelling of the resident’s name; Medicaid number; SSN; and DOB. Inaccurate data on one of these forms can prevent submission of the LTCMI on the LTC Online Portal. For example, if the last name is “Back” on the PL1, but “Bach” on the MDS LTCMI, the LTCMI will reject because it will not find the required matching PL1.

3. Currently, providers are receiving an Alert with a subject of “PL1 needs certification” for individuals currently in their Nursing Facility. When the Nursing Facility opens the PL1 on the LTC Online Portal, they are finding that there are no buttons available to perform this certification. Providers can ignore these certification Alerts under the situations below:
   a. Alerts to certify on PL1s when the PL1 status is “Form Inactivated” or “PL1 Inactive”
   b. When the PL1 is a data-converted form, the “Able to Serve the Individual” and “Unable to Serve the Individual” buttons are unavailable for the
Nursing Facilities (NF’s) to certify in this situation, but the MDS is triggering an alert to the NF asking them to certify on the PL1.

Updates for Local Authorities:
4. Effective June 27, 2014, Sections D, E, and F of the PASRR Evaluation are always required (except when using the “Update Form” button) regardless of the individual’s diagnosis. A revised PASRR Evaluation Item-by-Item Guide including this update will be available on the Department of Aging and Disability Services (DADS) and Texas Medicaid & Healthcare Partnership (TMHP) websites on July 18, 2014.