Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Conditions (ICF/IID)

Individual Movement Form - Sequencing Rules

Information posted June 24, 2015

On June 25, 2015, Texas Medicaid & Healthcare Partnership will implement modifications to the Long Term Care (LTC) Online Portal form sequencing rules for the Individual Movement Form (IMT).

The updated sequencing rules will prevent IMT forms from being submitted out of sequence and before the previous form has processed to a finalized status; thereby improving processing times and reducing provider payment delays.

The updated sequencing rules apply to all IMT Purposes: Admission; Absence; Return; Discharge and Residential Reassignment. A unique error message will be displayed depending on the sequencing error and the submitted IMT’s Purpose. In the following error messages, <IMT> refers to one of the IMT Purposes indicated above.

For Example: The error message: “This <IMT> cannot be accepted because it is out of sequence.” would display as “This Discharge cannot be accepted because it is out of sequence.” for an IMT with a Purpose of Discharge.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Error Message</th>
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<tbody>
<tr>
<td>1. An IMT has been submitted for the individual with an earlier effective date/time than the IMT with the latest effective date/time.</td>
<td>“This &lt;IMT&gt; cannot be accepted because a subsequent Individual Movement form has been submitted.”</td>
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<tr>
<td>2. An IMT is being submitted for the individual with a Purpose that is not allowed to follow the previously submitted Purpose (e.g., an Absence cannot follow a Discharge).</td>
<td>“This &lt;IMT&gt; cannot be accepted because it is out of sequence.”</td>
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<tr>
<td>3. An IMT is being submitted when the individual is associated to a different provider (vendor/contract number).</td>
<td>“This &lt;IMT&gt; cannot be accepted because the previous Individual Movement form was for a different vendor/contract number.” Note: This error message/scenario does not pertain to IMT Admissions.</td>
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<tr>
<td>4. An IMT is being submitted before the previously submitted IMT for the individual is in a finalized status.</td>
<td>“This &lt;IMT&gt; cannot be accepted because the previous Individual Movement form has not been successfully processed.”</td>
</tr>
</tbody>
</table>

For questions about these changes to the LTC Online Portal, contact the LTC Help Desk at 1-800-626-4117, Option 1.