

# A L E R T

February 25, 2016

**TO: Hospice, Nursing Home Providers, Swing Bed/PEC Providers, ICF/IID Providers and Waiver Administrators (ADSS, ADMH and ADRS).**

**RE: Update to LTC Admission Notification Software for Short-Term Stays AL LTC Admission Notification Software Upgrade to Version 2.05**

The Alabama Medicaid Agency has made a change to the LTC Admission Notification Software to allow for more accurate identification of individuals admitted for short-term stays in nursing homes of 90 days or less. Effective immediately, all nursing facilities should click on the radio button labeled "NH Convalescent Care?" (renamed "NH Short Term Care" in the new update referenced below) in the LTC Admission Notification Software to indicate when the recipient is being admitted for short-term care. This designation should be used only when the recipient is expected to be discharged within 90 days and should not be based upon the individual's life expectancy. Any questions should be directed to Robin Arrington at (334) 353-4754.

Also, the LTC Admission Notification Software has been updated to more accurately identify short term discharges. Alabama Medicaid is requiring LTC providers using the AL LTC Admission Notification Software to upgrade to version 2.05 so recipients' discharge reasons can be accurately recorded.

**The software previously had only the following long term discharge reasons:**

- T – Terminated from Program
- H – Discharge Home
- D – Death

**The update adds the following short term discharge reasons:**

- G - Recipient participating in Gateway to Community Living
- M - Medicare Days
- P - Spend Down
- R - Recipient is Transferring/Reassigned to another Facility or Program
- S - Short Term Hospital Stay
- V – Revoked

These reasons will allow LTC Providers to correctly identify recipients physically leaving the facility or switching to another program or payment status. Alabama Medicaid is requiring Hospice Providers to include the appropriate Discharge Reason from the above list when submitting their 165Bs to the Agency's contractor. Swing bed/PEC, and ICF/IID Providers are required to include the appropriate Discharge Reason from the above list when submitting their Form 199's to the Agency's contractor. Please note the importance of entering the discharge date and reason in a timely manner. Failure to do so prevents the recipient from receiving services from other providers.

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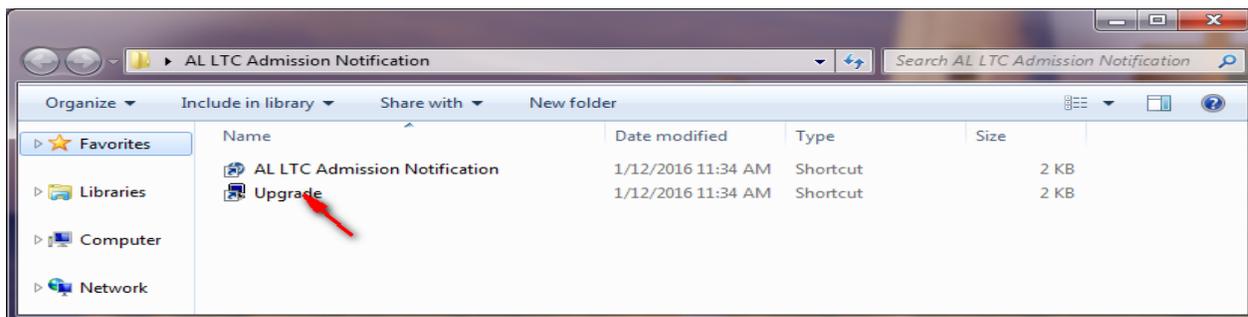
Some examples:

- 1) R – Recipient is transferring from nursing home to hospice and the nursing home will be billing the hospice provider for the room and board.
- 2) S – Recipient goes to the hospital for a Short Term Stay and is expected to return to the same or another Long Term Care provider.
- 3) M – Recipient has Medicare Part A and returns from the hospital without a qualifying Skill Level physician order for Medicare days. Therefore, the recipient was readmitted as a Medicaid Long Term Care resident. When skilled orders are received, the resident transfers to a skilled Medicare bed.
- 4) V – Recipient is receiving hospice services in the nursing home and revokes the hospice benefit.
- 5) T – Recipient has been terminated from the LTC program and may no longer meet either the financial and/or medical requirements.

**Note:** Above are examples of the proper use of the codes. It is not intended as an all-inclusive list.

## How to install upgrade?

The LTC software upgrade 2.05 can be downloaded by logging into the software and selecting “Get Upgrade” from the Options menu. Once the upgrade is downloaded exit the program. Enter the AL Admission Program folder and click on the Upgrade Icon. For standalone installs, accept defaults. For network installs, point to the network location. Contact your network administrator for assistance, if needed.



An updated version of the LTC Admission Notification Manual is available on the Alabama Medicaid Agency website at: [http://www.medicaid.alabama.gov/CONTENT/6.0\\_Providers/6.7\\_Manuals.aspx](http://www.medicaid.alabama.gov/CONTENT/6.0_Providers/6.7_Manuals.aspx).

For questions about the LTC Software, contact Hewlett Packard Enterprise at:

- Provider Assistance Center 1-800-688-7989
- Electronic Media Claims Helpdesk 1-800-456-1242

Provider Representative Contact Information may be found at the following link:

[http://medicaid.alabama.gov/CONTENT/8.0\\_Contact/8.2.6\\_Provider\\_Representatives.aspx](http://medicaid.alabama.gov/CONTENT/8.0_Contact/8.2.6_Provider_Representatives.aspx)