May 14, 2010

Dear Administrator:

Minnesota Statutes § 144.0724, Subd. 5, **Short stays**, states that:

“(a) A facility must submit to the commissioner of health an initial admission assessment for all residents who stay in the facility less than 14 days. 

(b) Notwithstanding the admission assessment requirements of paragraph (a), a facility may elect to accept a default rate with a case mix index of 1.0 for all facility residents who stay less than 14 days in lieu of submitting an initial assessment. Facilities may make this election to be effective on the day of implementation of the revised case mix system. 

(c) After implementation of the revised case mix system, nursing facilities must elect one of the options described in paragraphs (a) and (b) by reporting to the commissioner of health, as prescribed by the commissioner. The election is effective on July 1. 

(d) For residents who are admitted or readmitted and leave the facility on a frequent basis and for whom readmission is expected, the resident may be discharged on an extended leave status. This status does not require reassessment each time the resident returns to the facility unless a significant change in the resident's status has occurred since the last assessment. The case mix classification for these residents is determined by the facility election made in paragraphs (a) and (b).”

Nursing Facilities participating in the Case Mix Review Program make the following election annually:

(A) To elect the default rate for all residents who are discharged prior to the end of day 14. 
Or 
(B) To complete an Admission assessment for all residents.

**Election Information**

The election for 2010-2011 will be made electronically via the inter-net. Attached on a separate sheet are the instructions, along with your facility’s HFID and PASSWORD, needed to make the election.
The election will be in effect from July 1, 2010, through June 30, 2011.

The **deadline** for making the election is **4:30 p.m., Friday, June 18, 2010.** Changes to facility election may be made prior to the deadline.

If no response is received from the facility by June 18, 2010, the facility will complete an Admission assessment for all residents admitted from July 1, 2010, through June 30, 2011.

The requirements of the election option selected by the facility should be communicated with all facility staff that complete and submit MDS records or bill for resident’s nursing home stay.

The implementation of the MDS 3.0 on October 1, 2010, will not impact the election of the default rate. While the discharge tracking form coded as an “08” (Discharge prior to completing initial assessment) does not exist in the MDS 3.0 system, the combination of the entry record (A0310F = 01) and the discharge assessments (A0310F = 10 [Discharge assessment return not anticipated], A0310F = 11 [Discharge assessment return anticipated]) or death in facility tracking record (A0310F = 12) can be used to determine if a resident has stayed 14 days or less. The following election options describe options under MDS 2.0 and MDS 3.0.

**Election Options**

**(A) – Facility Elects to Accept Default Rate (DDF) Rate for ALL residents who are discharged prior to the end of day 14**

A facility that elects to accept default option, for short stay residents, the default classification (DDF) is assigned to all residents who leave the facility, except for therapeutic leave, prior to the end of day 14. The default classification includes residents who are discharged to the hospital prior to the end of day 14 and a return to the facility is anticipated.

**Assessments submitted under MDS 2.0** - Facilities that elect the default option for all residents who are discharged from the nursing home prior to the end of day 14, should submit a discharge tracking form coded ‘08’ (Discharge prior to completion of initial assessment). No Admission assessment is required to be submitted at this time. If the resident returns to the facility and stays longer than 14 days, an Admission assessment is to be completed and submitted.

**Assessments submitted under 3.0** - Facilities that elect the default option for all residents who are discharged from the nursing home prior to the end of day 14, should submit a entry tracking form coded A0310F = 01 followed by either a discharge assessment coded A0310F = 10 (Discharge assessment return not anticipated), A0310F = 11 (Discharge assessment return anticipated) or A0310F = 12 (Death in facility tracking record). No Admission assessment is required to be submitted at this time. If the resident returns to the facility and stays longer than 14 days, an Admission assessment is to be completed and submitted.

The Default Classification (DDF) has a case mix classification index of 1.00.

Examples of different scenarios for facilities that elect the default option for completing MDS 2.0
assessments and tracking forms are available on the MDH Case Mix Review Program website at: http://www.health.state.mn.us/divs/fpc/profinfo/cms/casemix.html. Under the heading “Case Mix Information” click on “Default Scenarios”.

(B) – Facility Elects to Complete an Admission Assessment for ALL residents

Assessments submitted under MDS 2.0 - A facility that elects to complete an Admission assessment (AA8a=01) for all residents admitted to the facility will complete an Admission assessment (AA8a=01) for all residents regardless of the length of stay or payment source.

Assessments submitted under 3.0 - A facility that elects to complete an Admission assessment for all residents admitted to the facility will complete an Entry record (A0310F = 01) and Admission assessment (A0310A = 01) for all residents regardless of the length of stay or payment source.

Examples of different scenarios for facilities that elect to complete an Admission assessment for all residents; regarding the completion of MDS 2.0 assessments and tracking forms are available on the MDH Case Mix Review Program website at: http://www.health.state.mn.us/divs/fpc/profinfo/cms/casemix.html. Under the heading “Case Mix Information” click on “Admission Assessment Scenarios”.

For questions regarding the election options, please contact the Case Mix Review Program at (651) 201-4301.

Jean M. Johnston, RN,
Program Manager Case Mix Review Program
Instruction for making elections
1. To enter your election options, type the following address in your internet browser: https://pqc.health.state.mn.us/CmrFacOpt/nhLogin.jsp
2. Enter facility HFID and PASSWORD on the login page.
3. Click "Logon".
4. A screen appears with election options.
5. To make an election, click on the "Radio" button to the left of chosen option.
6. Required: Enter the name and title of the person completing the election process. If not completed, election will not be accepted.
7. Enter an e-mail address to receive verification, via e-mail, that the election has been accepted.
8. Click "Submit".
9. A screen will appear for verifying, editing or entering the e-mail address of person/s to receive an e-mail indicating that the electronic notices have been posted. Up to (5) e-mails addresses may be entered. Previously submitted e-mail addresses to MDH are listed in the boxes and may be edited. New e-mail addresses may be added.
10. Click "Submit" at the bottom of the screen.
11. Receive screen notification that election was submitted.
The election login page is accessible from the case mix review home page: http://www.health.state.mn.us/divs/fpc/profinfo/cms/casemix.html.
Please keep this sheet. The HFID and password are needed to login at any time during the year to add, delete or change the e-mail address of person/s receiving the e-mail notice.