IHCP *bulletin*

Policy change: Electronic physician certification for long-term care services (450B) process

Nursing facilities (NFs) are currently required to submit multiple documents, including the signed 450B, current Minimum Data Set (MDS), nurses' notes, progress notes, social services' notes, and *Notice of Assessment Determination* (4B) to the Division of Aging (DA) for the following cases:

- NF requests for continued stays (Pre-Admission Screening [PAS] cases only)

- NF transfers

- New Medicaid pay status

- Clients transitioning from the Medicaid Waiver program to NF admissions

At present, documents submitted from NFs can range anywhere from 50 to hundreds of pages, requiring not only a great deal of staff time to make necessary copies, but costly mailing fees. On receipt, the DA must open and date-stamp each piece of mail, log each case, review and process each case, enter the Medicaid information in the system, and mail the reviewed 450B back to the NF.

Mindful of the delay from the time NFs mail the documents to the time they receive an authorized 450B (not to mention the associated costs), the DA, in collaboration with the Office of Medicaid Policy and Planning (OMPP) and the nursing facility trade associations, has developed and piloted an electronic 450B (e-450B) process that will be expanded statewide effective January 1, 2013. With the implementation of the e-450B process, the DA's reporting capabilities will also increase significantly, which will assist with our ongoing evaluative processes. A special thank you goes to the NFs that served as part of the pilot project. Their assistance and willingness to serve in this capacity is much appreciated.

The new e-450B form uses an online "check-off" system that thoroughly describes the resident's condition. It is a summary of the MDS, the "old" 450B, and the eligibility screen used by the Area Agencies on Aging's/Pre-Admission Screening (AAA's/PAS) team in determining nursing facility level of care. Required additional documents include the 4B, medication sheets, and the nurse's clinical summary, which provides a narrative of the resident's current condition.

As of January 1, 2013, no more than 10 pages of documentation, including the nurse's clinical summary, will be accepted along with the submission of the e-450B. Please also be aware that all e-450Bs submitted to the DA without all required documentation will be rejected, denied, or returned to the NF for additional information.

With the new web-based process, the NF staff completes the e-450B online, saves and prints it, obtains the approved signature (physician, physician assistant, or nurse practitioner), and uploads the completed e-450B, along with the required 4B, medication list, and nurses' clinical summary. The DA receives the information electronically, reviews and processes it, enters Medicaid information in the system as appropriate, and returns the reviewed e-450B electronically to the NF.

Electronic 450-B training planned for January

The DA will host e-450B training sessions at the Indiana Government Center South Auditorium on the following dates and times:

- Thursday, January 10, 2013 – 10 a.m. - noon
- Wednesday, January 16, 2013 – 1 p.m.- 3 p.m.
- Wednesday, January 23, 2013 – 10 a.m. - noon
- Thursday, January 24, 2013 – 1 p.m. - 3 p.m.

Please note all training sessions are the same; you may attend any training that fits your schedule. The DA will not have printed copies of the *E-450B User Guide* and the presentation available at the training, so please bring a copy of the *E-450B User Guide* and the PowerPoint presentation slides to the training. You may access copies of the User Guide and presentation slides at the following link: https://myweb.in.gov/FSSA/aging/form450b/. These tools are expected to be available online as of December 10, 2012.
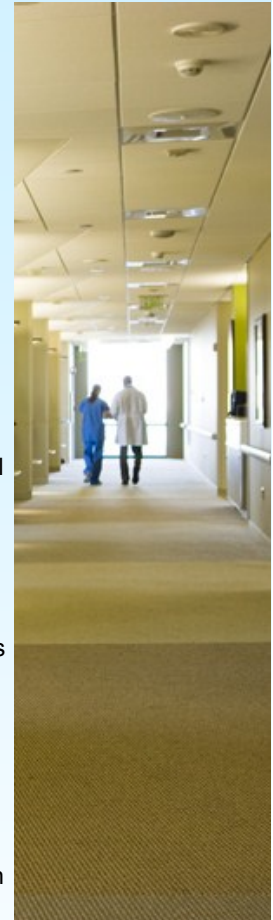
Full implementation of the e-450B will be effective February 1, 2013. After that date, the DA will no longer accept mailed documents. The *E-450B User Guide,* a useful tool as you implement and complete the e-450B process, as well as the PowerPoint guide, will be available online before the training dates.

Please begin using the new process once you attend a training session. Also, please note the following:

> **"Full implementation of the e-450B will be effective February 1, 2013. After that date, the DA will no longer accept mailed documents."**

- The e-450B process is for cases normally submitted to the DA. The e-450B is not now available for the initial PAS/PASRR process administered through the AAAs. NFs may choose to complete the e-450B, obtain the appropriate signature (physician, physician assistant, or nurse practitioner), and submit it, along with the required PAS documents, to the AAA; however, the document cannot be submitted to the AAA through the web-based system.

- Effective February 1, 2013, the DA will no longer accept the SA/DE form completed by NFs in lieu of the 4B or previous 450B; nor will it be available through forms management. However, NFs will continue to receive the SA/DE computer-generated form through the AAA/PAS office and authorized by the DA for those who meet the following criteria:

  a. Initial completed PAS/PASRR cases in which the NF is identified

  b. Admit date identified

  c. Valid Medicaid number

Once you receive the state-authorized SA/DE form from the DA, please note that the level of care (LOC) has been updated in Indiana*AIM*, and therefore, NFs do not need to send any other documents to the DA, unless noted on the authorized SA/DE form.

- Please allow an average of 35 calendar days for reviewing and issuing DA decisions for e-450Bs.

- Please do not submit duplicate 450Bs to the DA (in paper or electronic 450 B format), as that is a duplication of effort.

Please direct questions or concerns to Becky Koors, assistant director, Division of Aging, at (317) 232-4355 or via email at Rebecca.Koors@fssa.in.gov.