

TO: Medicaid-Participating Nursing Facilities

FROM: William Aaron  
Deputy Chief Financial Officer

DATE: April 8, 2016

RE: Necessity of Continued MDS Assessment Clean Up

Thank you for your continued support of our work to establish an improved, acuity- and quality-informed per diem system in Tennessee. One of the key elements of this new system is the accuracy of each provider's acuity information, which is derived from the resident MDS assessment information submitted to CMS. In order to ensure that the new per diem system contains the most current and accurate acuity information, it will be necessary for providers to participate in continued and on-going MDS clean-up activities. The MDS clean-up process and activities that providers must perform will be identical to those performed by providers near the end of 2015, and will need to be performed in accordance with the timeline below:

**Timeline:**

March 15	Cutoff Date 2015 Q4 Preliminary
April 8	Publish 2015 Q4 Preliminary Resident Rosters via Web Portal
April 30	Cutoff Date 2015 Q4 Final
April 30	Cutoff Date 2016 Q1 Preliminary
May 9	Publish 2015 Q4 Final Resident Rosters via Web Portal
May 11	Publish 2016 Q1 Preliminary Resident Rosters via Web Portal
May 31	Cutoff Date 2016 Q1 Final
June 16	Publish 2016 Q1 Final Resident Rosters via Web Portal

**All Subsequent Preliminary Rosters:**

15 <sup>th</sup> day of the month following quarter end	Preliminary Cutoff Date
1 <sup>st</sup> Tuesday of the 2 <sup>nd</sup> month following quarter end	Publish Preliminary Reports via Web Portal

**All Subsequent Final Rosters:**

Last calendar day of the 2<sup>nd</sup> month following quarter end  
3<sup>rd</sup> Monday of 3<sup>rd</sup> month following quarter end

Final Cutoff Date  
Publish Final Reports via Web Portal

Resident roster downloads will be available, on the designated dates, via the Myers and Stauffer secure Tennessee web portal. Providers should review the calculated resident rosters for inaccuracies and delinquent assessments and revise or submit the resident MDS assessment information where applicable. Also, providers are asked to perform an end of therapy date reconciliation process via the Myers and Stauffer secure Tennessee web portal. For further documentation and user guide information regarding the Myers and Stauffer secure Tennessee web portal, the resident roster calculation process, and the end of therapy date reconciliation process please visit the Myers and Stauffer Tennessee website:

[http://www.mslc.com/Tennessee/TN\\_Downloads.aspx](http://www.mslc.com/Tennessee/TN_Downloads.aspx)

For further questions regarding the web portal, resident rosters, or end of therapy date reconciliation process, please contact the Myers and Staffer help desk at [TNHelpDesk@mslc.com](mailto:TNHelpDesk@mslc.com) or by phone at (800) 773-8609.

The new per diem system requires that the MDS clean-up process become a routine on-going quarterly activity. The state appreciates your help in accomplishing this goal, as it will allow for efficient and timely development, implementation, and management of the new per diem system.

Should you have any questions concerning the implementation of the on-going MDS clean-up process or the new per diem system as a whole, please direct them to Zane Seals at [zane.seals@tn.gov](mailto:zane.seals@tn.gov) or (615) 507-6345.

Thank you for your continued help!