



TPAES

System Guide

TRANSITIONS  
DHS

# TRANSITIONS with MFP Participation



**W**elcome to the TPAES Training Guide targeting use of the TPAES system for MFP Transitions. MFP Participation may occur with CHOICES Group 2 or MR HCBS Waiver transitions. As defined within the Definitions section of this Chapter, when someone has been identified as a potential MFP participant, the request will be sent to TennCare with the transition request. The transition will be from facility setting to the HCBS setting with MFP participation. Requests will be facilitated through the member's transition request into both HCBS and MFP. This guide will explain how to submit an MFP request while submitting a transition request for HCBS services.

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# TRANSITION

## Definitions

### Definitions

You will find it easier to use this guide once you have reviewed some terms that are used throughout the system process for MFP requests.

- Transition: Process of moving enrollment from the institutional services to receiving the MFP home and community based services
- PAE: Pre-Admission Evaluation: A process of assessment by the Bureau used to determine an individual's medical (or LOC) eligibility for Medicaid-reimbursed care in a NF or ICF/MR, and in the case of NF services, the appropriate level of reimbursement for such care. For purposes of CHOICES, the PAE application shall be used for the purposes of determining LOC and for calculating the Individual Cost Neutrality Cap.
- MFP Request: refers to a request for an eligible MFP participant which is:
  - (1) CHOICES: individual who resides (or has resided) for a minimum of 90 consecutive days in an inpatient facility and is enrolled in CHOICES Group 1A (intermediate nursing facility care) for at least 1 (one) day
  - (2) DIDD: individual who resides (or has resided) for a minimum of 90 consecutive days in an inpatient facility and is eligible to enroll in a DIDD HCBS Waiver. 90 days may consist of NF, ICF/MR and hospital stay-must be consecutive days and must be in NF or ICF/MR as appropriate on day of transition.  
*\*Days reimbursed by Medicare for skilled rehabilitation services do not count towards 90 day criteria.*
- Qualified Residence (QR): (1) Home owned or leased by member or family member (2) Apartment (not part of Assisted Living facility or unit is a part of Assisted Living facility) (3) Community based residence with no more than 4 unrelated residents
- Short Term Stay: refers to the time that a MFP participant may need to temporarily stay within a facility while planning on returning into the home based setting
- Reinstitutionalized: refers to when a member is in the home and community based setting and then enters, or returns, into an institution (or facility) that seems to be for a long term timeframe.



# TRANSITION

## Searching

### Searching

When creating a transition request it is preferred that you begin with the original PAE for that member's eligibility. You will have the capability to create the transition when you open the original PAE and this will link the transition to the PAE within TPAES. Or throughout the transition processes it may become necessary to leave a new request and then return to that request at a later date. Therefore the following steps may be followed to search for members or records within the system:



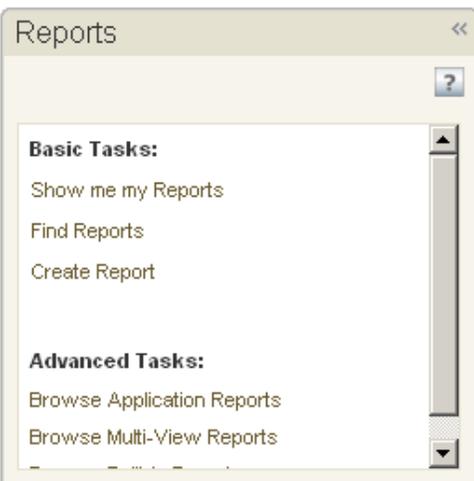
**A** Search for PAEs with Search field on Submitter Home Page



**B** Search for Transition records with Search field on Enrollment Home Page



**C** Reports button on left side of screen when in the Submitter Home Page



**D** Find Reports option to search for Patient Lookup



**E** Search by Title field within the Find a Report Screen to search for Patient Lookup

1. The **1st** first option you may use requires that you already have the known Control Number (or Item ID).
2. You may enter the Control Number into the Search field on the Submitter Home Page and click the "Execute ID Search" button. **A** There will also be a new function for searching for transition records. You must click on the Enrollment Tab to search for transition records. **B**
3. TPAES will then show the record within the Search Results Screen. You may click on the Control Number to open the record.
4. The **2nd** second option you may use may be when you do not have the Control Number . Click on the Reports button to the left side of the Submitter Home Page. **C**
5. Click on the words "Find Report" within the Reports bar. **D**
6. On the Find a Report Screen that appears go to the first field named "Search by Title" and enter "Patient". **E** On the Search Results screen click on the report "Submitter-Patient Lookup".
7. At this time you will have the option to type in the Applicant's (1) Social Security Number (2) Last Name (3) Medicaid Number.
8. The search results will allow you to find all records for the applicant and choose the appropriate one.



## DHS Transition Queues

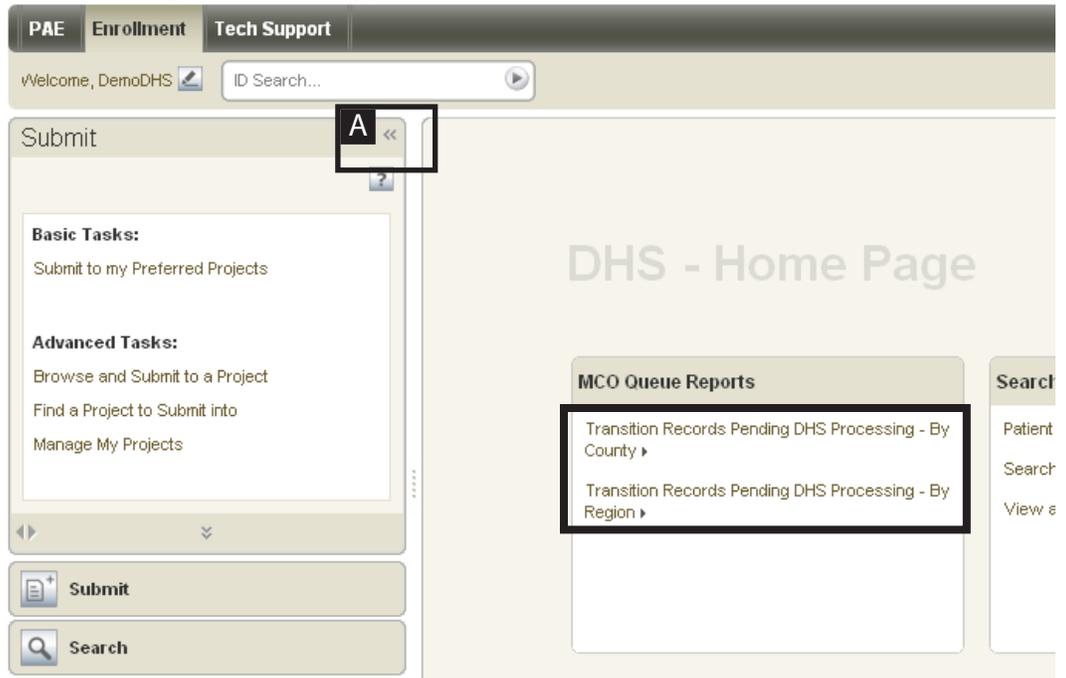
The following steps will detail the process for locating DHS Queues to work transition request pending DHS action:

- Click on the **Enrollment Tab** at the top of the screen



## TRANSITION

The following screen will appear:



## Transition Queues

You may collapse the left window by clicking on the collapse arrows. **A**

Click on the Queue to choose the appropriate county/region to view transition records.

## Searching within Queues

The following steps will detail the process for searching for county/region within the Queues. Transitions will be placed within queues by the address in which the member is moving from.



### Transition Records - By County:

1. When you have clicked on "Transition Records Pending DHS Processing - By County" the following screen appears:

Transition Records Pending DHS Processing - By County

This report requires selection of query parameters.  
Please set the parameters shown below, and click Run Report when you are finished.

Applicant County in  Find

(None)

Run Report

Find

(None)  
Anderson (East)  
Bedford (Middle)  
Benton (Middle)  
Bledsoe (East)

Find

Cumberland (Middle)  
Davidson (Middle)  
Decatur (West)  
DeKalb (Middle)  
Dickson (Middle)

Davidson (Middle)

2. You may enter the county (or first letter of county) into the search field indicated **A** and then click "Find"; or you may not enter anything and click "Find". The results will populate below. All counties will populate if you do not enter anything to search. **B**
3. Click on the appropriate county and click on the right arrow to move it to the Run Report list. **C**
4. Click on the button "Run Report" at the bottom of the screen.

### Transition Records - By Region

1. Click on the appropriate region and click on the button "Run Report".

Transition Records Pending DHS Processing - By Region

This report requires selection of query parameters.  
Please set the parameters shown below, and click Run Report when you are finished.

Applicant Region in (None)  
East  
Middle  
West

Run Report

## TRANSITION

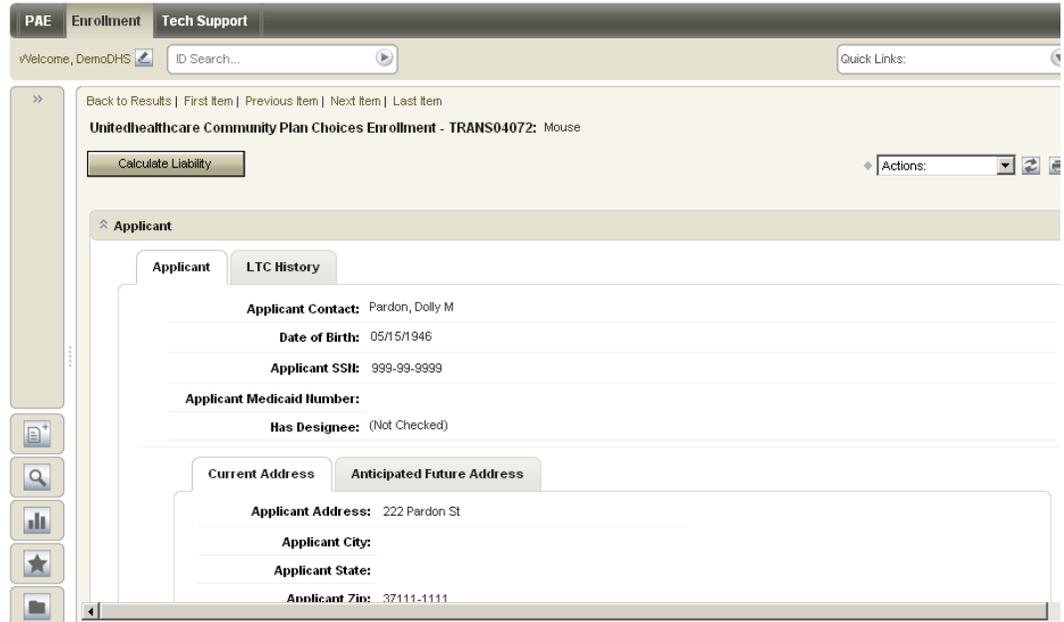
Search in Queue



# TRANSITION

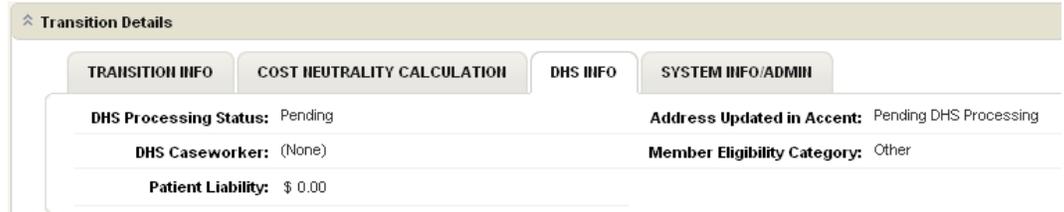
## Review Transition Record

Once you have clicked on a transition record within the queue listing the following screen will appear:



You may review within the transition record:

- Applicant Tab will be the first screen you see. Review applicant information.
- Current Address will also be within the first screen you see.
- Click on the Anticipated Future Address Tab to view the address in which the member is anticipating moving into.
- Scroll down to view other tabs:



- DHS Info will be the first tab to view.
- Click on Transition Info to view the requested transition type, state of the record, submitting agency, etc.
- Click on the System Info/Admin Tab to view attachments and system history of the record.

## Review Trans Record

## Document DHS Information

The following steps will detail the process for documenting the actions taken by DHS for the member's transition.



1. Click on the button at the top of the screen "Calculate Liability". **A**
2. The following screen appears:

A screenshot of the 'Calculate Liability' form in the PAE system. The form title is 'Calculate Liability Unitedhealthcare Community Plan Choices Enrollment - TRAHIS04072: Mouse'. It features an 'OK' button and a 'Cancel' button at the top left, and an 'Actions:' dropdown at the top right. The form is organized into a 'Standard' section with the following fields:

- Requested Transition Type:** Group 1 (NF) to MFP
- Requested/Anticipated Transition Date:** 09/15/2011
- DHS Caseworker:** DemoDHS
- Address Updated in Accent:** Pending DHS Processing (dropdown menu)
- Member Eligibility Category:** Other
- Patient Liability Amount in HCBS setting:** \$ 0.00 (text input field)
- Comments:** (text area)

1. Enter the patient liability amount in the "Patient Liability Amount in HCBS setting" field.
2. Answer Yes/No to the "Address Updated In Accent" field.
3. Click the "OK" button at the top of the screen. This will notify TennCare enrollment that the patient liability has been updated.

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Document DHS Info



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Division of Long Term Care*