

Type D screening document: OBRA Level II evaluative report

Page posted: 6/06/11	Page reviewed: 6/27/19	Page updated: 7/8/19
Overview	This guide explains how to enter a Type D screening document into MMIS for an OBRA Level II evaluative report.	
A SCR panel	<p>The county/tribal nation must:</p> <ol style="list-style-type: none"> 1. Type the letter A (add) in the ACTION CODE field 2. Type the letter D in the DOCUMENT TYPE field 3. Enter the person's person master index (PMI) number (field 5) in the RECIPIENT ID field 4. Press a transmit key to advance to the ADD1 panel. 	
ADD1 panel	<p>MMIS does all of the following:</p> <ul style="list-style-type: none"> • Assigns and auto-populates the document control number (field 1) in the DOCUMENT NBR field • Auto-populates the person's RECIPIENT ID and NAME fields based on the PMI number entered on the ASCR panel. <p>The county/tribal nation must:</p> <ol style="list-style-type: none"> 1. Enter the person's birth date (field 8) in MMDDYYYY format in the DOB field 2. Enter the referral date (field 10) in MMDDYY format in the REF DATE field on initial full team screening for a person new to receiving services or when a break in MA eligibility results in a new referral. The referral date remains the same, and MMIS brings the date forward for ongoing activities 3. Enter the guardianship status (field 11) in the GRDN STAT field 4. Enter the primary diagnosis ICD code (field 12) in the first DIAG 1-4 field 5. Enter additional diagnosis codes (fields 13-15) as needed, or tab past fields 6. Enter the national provider index (NPI) or unique Minnesota provider index (UMPI) number of the qualified developmental disability professional (QDDP) (field 17) in the second CM NAME/NBR field. MMIS auto-populates the QDDP's name after the county/tribal nation presses the F9 key 7. Enter Y/N in the RECIP, LGL REP, CASE MGR, QDDP and OTHER fields to indicate the people present at the screening (fields 18-22) 8. Enter the action date (field 23) in MMDDYY format in the ACTION DT field 9. Enter action type 11 – OBRA Level II evaluation (field 24) in the ACTION TYPE field 10. Enter a Y (yes) or N (no) in the TEAM CONVENE (Y/N) field (Field 25) to indicate the assessor met with the person and his/her legal representative, if applicable 11. Complete the remaining MMIS assessment fields (fields 26-33) with information on the DD screening document 12. Press a transmit key to advance to the ADD2 panel. 	
ADD2 panel	<p>The county/tribal nation must:</p> <ol style="list-style-type: none"> 1. Complete or review field entries (fields 34-38-j) on the ADD2 panel with information on the DD screening document 2. Enter the person's assessed risk status in the RISK STATUS field (field 39) 3. Press a transmit key to advance to the ADD3 panel. 	
ADD3 panel	<p>The county/tribal nation must:</p> <ol style="list-style-type: none"> 1. Enter or update Y (yes) or N (no) to indicate if the QDDP informed the person of choices/alternatives for treatment/care in the INFORMED CHOICE (Y/N) field (field 40) 2. Enter or update codes for CURRENT SERVICES (field 41 A-P) in the first CODE field: <ul style="list-style-type: none"> • Enter code 19 – case management; do not use 01 – case management • Enter code 30 – nursing facility • Enter other (i.e., non-waiver) codes, as appropriate 3. Enter or update codes for PLANNED SERVICES (Field 42 A-P) in the second CODE field: <ul style="list-style-type: none"> • Enter code 19 – case management • Enter code 30 – nursing facility • Enter other (i.e., non-waiver) codes, as appropriate 4. Press a transmit key to advance to the ADD4 panel. 	
ADD4 panel	<p>The county/tribal nation must:</p> <ol style="list-style-type: none"> 1. Complete or review field entries on the ADD4 panel with information on the DD screening document 2. Leave the DT&H SERV AUTH LEVEL field (field 43) blank. MMIS calculates and auto-populates the DT&H SERV AUTH LEVEL field after the county/tribal nation presses the F9 key 3. Enter the appropriate waiver need index code (field 44) in the WAIVER NEED INDEX field: <ul style="list-style-type: none"> • 001 = 0-12 months • 002 = 13-36 months 	

	<ul style="list-style-type: none"> • 003 = 37+ months • 004 = Currently on the DD Waiver • 005 = Not requesting the DD Waiver <p>4. Enter a Y (yes) or N (no) to indicate if special services are needed (field 45A-I)</p> <p>5. Enter the code 08 (i.e., nursing facility) in the final action fields (field 46A-C):</p> <ul style="list-style-type: none"> • RCP/L REP (A) field (field 46A) • CASE MGR (B) field (field 46B) • QDDP (C) field (field 46C) <p>6. Enter the assessment result in field 47a exit result 16 – facility stay. If the person is on the DD waiver, this field must be 05 – waiver out</p> <p>7. Enter the exit reason in field 47b, if applicable. Do not use this field unless the assessment result is 05 – waiver out. If that is the case, enter 16 – facility stay</p> <p>8. Enter in the date the assessment result is effective in field 48</p> <p>9. Change the code in the MCAID SVC PROG field (field 49) to 05 – nursing facility</p> <p>10. Enter a Y (yes) or N (no) to indicate who signed the OBRA Level II Evaluative Report for people with developmental disabilities, DHS-4248:</p> <ul style="list-style-type: none"> • CASE MGR SIG • QDDP SIG • PERSON/LGL REP SIG • CFR SIG <p>11. Press a transmit key to advance to the ADHS panel.</p>
ADHS panel – DHS comments	<p>The DHS reviewer uses the DHS COMMENTS panel to document actions taken or to request clarification from county/tribal nation during the review process. The county/tribal nation should respond to DHS request for clarification on the ACMG panel.</p> <p>Press a transmit key to advance to the ACMG panel.</p>
ACMG panel – Case manager comments	<p>MMIS brings CASE MANAGER COMMENTS from a previous DD screening document to the current document when the previous document status is:</p> <ul style="list-style-type: none"> • S (suspended) • R (replaced) • D (denied). <p>The county/tribal nation must take the following actions:</p> <ol style="list-style-type: none"> 1. Select text and press DELETE key to delete comments that no longer apply 2. Enter any necessary case manager notes or response to DHS. Comments are considered public record 3. Date and initial all comments 4. Enter OBRA Level II evaluative report information on the case manager comments screen from the OBRA Level II Evaluative Report for people with developmental disabilities, DHS-4248.
ARCP panel – Recipient comments	<p>The county/tribal nation must:</p> <ol style="list-style-type: none"> 1. Enter comments made by the person relevant to this document in the RECIPIENT COMMENTS panel. Comments are considered public record 2. Date and initial all comments 3. Press a transmit key to return to the ADD1 panel.
MMIS exception control function	<p>The county/tribal nation must:</p> <ol style="list-style-type: none"> 1. Press function key F9 to activate the MMIS exception control function after completing required fields. MMIS: <ul style="list-style-type: none"> • Compares data just entered with data stored in MMIS • Posts exception codes that apply in the EXC fields • Auto-populates additional fields such as the description associated with a valid value (code) entered in a field 2. Read the exception code text for help resolving errors 3. Resolve exception codes with a status of 3 (deny) or 4 (suspend) in the ST field that are not DHS reviewer exception codes 4. Press F9 again to clear exception codes.
Finalize OBRA Level II evaluative report	<p>Do not attempt to resolve the following DHS reviewer exception codes:</p> <ul style="list-style-type: none"> • 221 – CURRENT SVC/PMT AUTH INCON • 230 – DHS APP PLANNED MISSING/INVALID • 244 – DHS APP CURR MISS • 245 – CODE ENTERED IN THE PAYMENT AUTHORIZED FIELD IS NOT VALID • 725 – DD/RC / RISK STATUS INVALID • 735 – PMT AUTH/FIN ACT/MA SVC INCON

	<ul style="list-style-type: none"> • 749 – RISK STATUS/FINAL ACTION INV <p>The document will route automatically to DHS.</p>
DHS review process	<p>The DHS reviewer:</p> <ol style="list-style-type: none"> 1. Reviews the DHS-4248 and the DD screening document 2. Finalizes and approves the action type 11 for nursing facility admission 3. Route the DD screening document back to the county/tribal nation when additional information or clarification is required.
Next steps	<p>The county/tribal nation must monitor the length of stay in the nursing facility and update the length of stay on DD screening document as needed</p>
Additional resources	<p>CBSM – OBRA Level II evaluative report for people with developmental disabilities DD Screening Document, DHS-3067 (PDF) MMIS Reference Guide – DD screening document for developmental disabilities OBRA Level II evaluative report for people with developmental disabilities, DHS-4248 (PDF)</p>