

Notification from Nursing Facility (LTC-2) WORKFLOW Activities and Descriptions

PHASE I Implementation

The purpose of this workflow document is to provide the portal user with a concise understanding of the status updates expected for each LTC-2 request type. The creation of the LTC-2A, Notification of Admission by the NF User is required to initiate the resident record and allow all subsequent LTC-2 types.

This document does not discuss the required criteria, navigation or other considerations for each request type. Portal users are encouraged to review the Nursing Facility PROCESS Phase I_LTC-2 Notification from NF process document for this detail.

Contents

LTC-2A, Notice of Admission	2
LTC-2B, Request for Clinical Assessment	3
LTC-2F, Notice of Discharge	6

Notification from Nursing Facility (LTC-2) WORKFLOW Activities and Descriptions

PHASE I Implementation

LTC-2A, Notice of Admission

ACTIVITY	DESCRIPTION	ACTIVITY INITIATED BY	ELECTRONIC NOTIFICATION	NOTES
NEW LTC-2A Notice of Admission	LTC-2A required within 2 business days of resident admission, regardless of payer source.	<ul style="list-style-type: none"> NF User 	N/A	<ol style="list-style-type: none"> LTC-2 initiates resident record for a specific NF admission. LTC-2A must be submitted prior to creating any other LTC-2 request type. If resident admitted with a valid EARC, must be linked. Document attachments (i.e. PASRR Level I and if indicated, Level II Determination) must be PDF format.
(LTC-2A) Submitted	A fully completed LTC-2A submitted to OCCO.	<ul style="list-style-type: none"> NF User 	N/A	<ol style="list-style-type: none"> LTC-2A received, pending OCCO processing. NF may create & submit other LTC-2 request types as needed.
(LTC-2A) Hold	LTC-2A received by OCCO, but requires additional processing.	<ul style="list-style-type: none"> OCCO Support Staff (SS) 	N/A	<ol style="list-style-type: none"> OCCO research or action required prior to updating status to 'Completed'.
(LTC-2A) Completed	LTC-2A received and processed by OCCO.	<ul style="list-style-type: none"> Automated if no EARC; OCCO SS 	N/A	<ol style="list-style-type: none"> If not connected to EARC, no OCCO processing required - Status auto-updated to 'Completed' If EARC linked, NJMMIS entry completed to enable Medicaid billing.

Notification from Nursing Facility (LTC-2) WORKFLOW Activities and Descriptions

PHASE I Implementation

LTC-2B, Request for Clinical Assessment

ACTIVITY	DESCRIPTION	ACTIVITY INITIATED BY	ELECTRONIC NOTIFICATION	NOTES
New (LTC-2B) Request for Clinical Assessment	LTC-2B required when resident in need of OCCO clinical eligibility assessment and meets identified criteria.	<ul style="list-style-type: none"> • NF User <u>or</u> • OCCO Support Staff (SS) 	N/A	1. N/A for MCO/PACE active enrollees.
(LTC-2B) Submitted	A fully completed LTC-2B submitted to OCCO.	• NF User	N/A	1. NF generated LTC-2B received, pending OCCO processing.
(LTC-2B) Hold	LTC-2B received by OCCO, but requires additional processing.	• OCCO SS	N/A	1. Resident admitted with an authorized EARC. <ul style="list-style-type: none"> a. LTC-2B will be processed for assessment and assigned to OCCO clinician following day 60 of NF admission.
(LTC-2B) Inappropriate Referral	LTC-2B will not be processed due to not meeting criteria (i.e., valid clinical assessment (PAS) on file, MCO/PACE enrolled, or other reason as identified).	• OCCO SS	1. Activity email to NF/NF User	<ol style="list-style-type: none"> 1. LTC-2B request is closed as no further action is required by OCCO or the NF User. 2. Reason for inappropriate referral will be provided in comments. 3. New activity requires new referral
(LTC-2B) Assigned	LTC-2B processed and assigned for OCCO Clinical Assessment.	• OCCO SS	N/A	<ol style="list-style-type: none"> 1. Requires OCCO SS to identify OCCO Clinician assigned. 2. Assessment referral to OCCO Clinician <ul style="list-style-type: none"> a. Will include OCCO generated LTC-2B following Not Authorized NF Clinical Screen 3. OCCO outcome pending.

Notification from Nursing Facility (LTC-2) WORKFLOW Activities and Descriptions

PHASE I Implementation

(LTC-2B) OCCO Outcome	Documents the final OCCO assessment outcome:	<ul style="list-style-type: none"> • OCCO SS / Assessor 	1. Activity email to NF/NF User	<ol style="list-style-type: none"> 1. LTC-2B request closed. 2. NF to proceed with next steps as applicable to final OCCO outcome.
	<ul style="list-style-type: none"> • APPROVAL of clinical eligibility for: <ul style="list-style-type: none"> ○ Nursing Facility Level of Care in a nursing facility or the community; or ○ Special Care Nursing Facility (SCNF) Level of Care in-patient placement <ul style="list-style-type: none"> ▪ (Identification of SCNF Type) • Clinical eligibility valid date identified. 			<ol style="list-style-type: none"> 1. Authorization letter sent directly to resident or legal representative by OCCO. 2. NF to educate resident/responsible party on establishing Medicaid financial eligibility. 3. NF to monitor eMEVs/REVs for eligibility status.
	<ul style="list-style-type: none"> • DENIAL of clinical eligibility for: <ul style="list-style-type: none"> ○ Nursing Facility Level of Care in a nursing facility or the community; or ○ Special Care Nursing Facility (SCNF) Level of Care in-patient placement <ul style="list-style-type: none"> ▪ (Identification of SCNF Type) • Denial of clinical eligibility date identified. 			<ol style="list-style-type: none"> 1. Full denial packet mailed directly to resident or legal representative by OCCO. 2. NF to initiate discharge planning discussion with resident or legal representative to explore community options.
	<ul style="list-style-type: none"> • DENIAL of SCNF (type) clinical eligibility; <u>but</u> APPROVAL of clinical eligibility for NF/Community only. • Clinical eligibility valid date identified. 			<ol style="list-style-type: none"> 1. Full denial packet <u>and</u> authorization letter mailed directly to resident or legal representative by OCCO. 2. NF to initiate discharge planning discussion with resident or legal representative to explore NF or other community options.
	<ul style="list-style-type: none"> • Notification of Non-Completion of Assessment <ul style="list-style-type: none"> ○ Dismissed <ul style="list-style-type: none"> ▪ Discharged, no contact with Resident ▪ Hospitalized, Resident unavailable for assessment ○ Withdrawn <ul style="list-style-type: none"> ▪ Assessment declined by Resident ○ Expired 			<ol style="list-style-type: none"> 1. No clinical eligibility established.

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PHASE I Implementation

(LTC-2B)	<ul style="list-style-type: none"> • Administrative Action Modification to a previously inputted OCCO Outcome for one of two reasons, where: <ol style="list-style-type: none"> 1. Additional information has been received, requiring modification to the final OCCO Outcome; <u>or</u> 2. The OCCO Outcome was documented in error, requiring modification to reflect the appropriate outcome. 			<ol style="list-style-type: none"> 1. Modification to original OCCO outcome. 2. NF/NF User receives URGENT email notification and must access portal to identify the change in outcome and take the appropriate action. 3. It is the responsibility of each entity that utilized and shared the prior outcome information to notify all involved parties of the modified and updated outcome.
(LTC-2B) Completed	OCCO data entry in NJMMIS completed.	• OCCO SS	N/A	<ol style="list-style-type: none"> 1. LTC-2B referral closed. 2. New activity requires new referral (i.e., return from hospital)

Notification from Nursing Facility (LTC-2) WORKFLOW Activities and Descriptions

PHASE I Implementation

LTC-2F, Notice of Discharge

ACTIVITY	DESCRIPTION	ACTIVITY INITIATED BY	ELECTRONIC NOTIFICATION	NOTES
NEW LTC-2F Notice of Discharge	LTC-2F required when a resident is discharged from the facility to the community (home / assisted living, etc.), or transfer to another nursing facility. NOTE: This does not include initial transfer to the hospital except for instances of the release of a 10-day bed hold or when NF notified of d/c from hospital to another setting or due to death.	• NF User	N/A	<ol style="list-style-type: none"> LTC-2F submission will close the resident record. A subsequent admission will require a new LTC-2A submission. Important that NFs “close the loop” to allow a newly admitting NF to initiate the LTC-2A process.
(LTC-2F) Submitted	A fully completed LTC-2F submitted to OCCO.	• NF User	N/A	<ol style="list-style-type: none"> NF generated LTC-2F received, pending OCCO processing.
(LTC-2F) Hold	Notice of Discharge received but outstanding LTC-2 request(s) remain.	• OCCO SS	N/A	<ol style="list-style-type: none"> Pending discharge will remain as ‘Hold’ status until all open LTC-2 requests have been processed by OCCO.
(LTC-2F) Completed	No outstanding LTC-2 requests. Record closed.	• OCCO SS	N/A	<ol style="list-style-type: none"> LTC-2 record closed. NOTE: Does not prohibit subsequent requests for Billing Assistance which must be conducted as per standard operating procedures (SOP).