
Office of Medicaid Policy and Planning

WEB PORTAL USER GUIDE

**Myers and Stauffer LC
Effective December 2014
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Table of Contents

1	ACCESS TO THE WEB PORTAL	3
2	LOGGING IN TO THE WEB PORTAL.....	4
3	ROSTER SCREEN.....	6
4	THERAPY DATA ENTRY SCREEN	7
5	ADDING AN END DATE	8
6	CONTINUE THERAPY	9
7	VIEWING THERAPY REGIMEN END DATES PREVIOUSLY ENTERED BY USER(S).....	10
8	CHANGE PASSWORD SCREEN	11
9	LOGOUT SCREEN	12
10	RESOURCES.....	13
	Websites	13
	Manuals.....	13
	Help Desk.....	13
11	COMMON TERMS AND ABBREVIATIONS	15

1 Access to the Web Portal

The following is a list of viable web browsers for the Indiana Web Portal:

- a. Internet Explorer 7 (and up)
- b. Google Chrome
- c. Mozilla Firefox

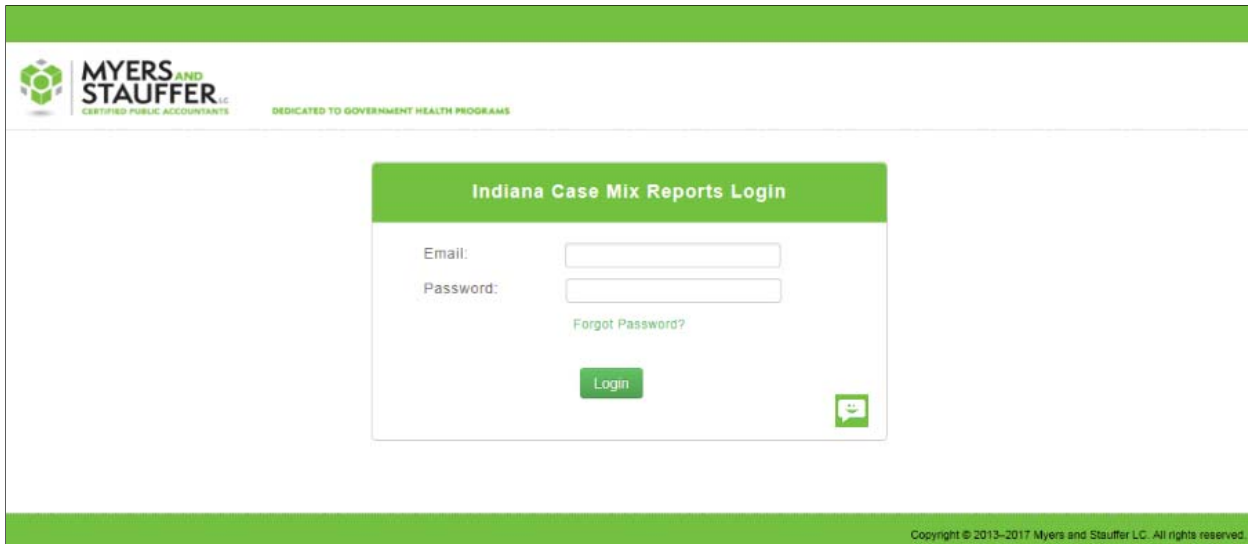
The Indiana Web Portal is located at:

<https://incasemixreports.mslc.com/>

You may add this address to your web browser "Favorites" list for easy access.

2 Logging in to the Web Portal

After the initial set-up, using the above hyperlink in your web browser will produce the following screen:



Enter your login credentials into the appropriate fields:

Email field: Enter the email address used after the initial set-up.

Password field: Enter your password.

Security Note: *You must keep your username and password combination in a secure place. Allowing someone else to use your access may create a compromising situation since the site is connected to PHI (Protected Health Information) which is protected by HIPAA.*

Forgot Password?: Should you forget your password at any time, please click on the blue “Forgot Password?” link at the bottom of the page. (Refer to #4 “Change Password Screen” for procedure)

Security Note: *You must keep your username and password combination in a secure place. Allowing someone else to use your access may create a compromising situation since the site is connected to PHI (Protected Health Information) which is protected by HIPAA.*

Open Text field: Enter the letters that are visible in the rectangle area just below the Password field. If you cannot read them, click the “Try Another” link and the system will display new letters that may be more readable. This extra security field is known as a CAPTCHA and is used to ensure that a human is accessing the site and not an automated computer trying to gain unlawful/unwarranted access to the Web Portal.

3 Roster Screen

Once logged in, the system presents the opening page which displays which Facility Rosters you have access to view and download.

You will see the headers; Rosters, Change Password, Log Out. Clicking on these headers allows the user to toggle between each screen.

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CERTIFIED PUBLIC ACCOUNTANTS
DEDICATED TO GOVERNMENT HEALTH PROGRAMS

Email:
Role:

Rosters Therapy Data Entry Change Password Log Out

Choose Provider:

Show 10 entries Search:

Folder Name	File Name	Source	Create Date	Size	Download
N/A		Myers & Stauffer Upload			
N/A		Myers & Stauffer Upload			
N/A		Myers & Stauffer Upload			
N/A		Myers & Stauffer Upload			

Showing 1 to 4 of 4 entries

← Previous 1 Next →

Roster Screen Concepts:

- This indicator can be clicked on each column heading to re-order the listing below in ascending or descending order.

Field or Column Name	Description
Show ____ entries	The user can define how many entries to display in the table. The table will not display more than are available.
Search Box	User can enter keywords to search by.
Folder Name	Name of the folder in which the downloadable file is located.
File Name	The file name that can be downloaded.
Source	Where the file originated.
Create Date	The date the file was created.
Size	Indicates the size of the file.
Download	Clicking this icon begins the download process.

4 Therapy Data Entry Screen

Clicking on “Therapy Data Entry” in the header will automatically populate Provider Name and all therapy regimens with outstanding end dates.

If the user is affiliated with multiple Facilities, a dropdown menu in the “Choose Provider” field allows the user to select from a list of Facilities.

Edit	Name	Resident ID	Therapy Type	Start Date	End Date	Continue Therapy
	TESTPERSON1, TEST1	99999991	Speech	5/30/2014		
	TESTPERSON1, TEST1	99999991	Physical	6/2/2014		
	TESTPERSON1, TEST1	99999991	Physical	8/21/2014		
	TESTPERSON2, TEST2	99999992	Occupational	1/10/2014		
	TESTPERSON2, TEST2	99999992	Physical	1/13/2014		
	TESTPERSON2, TEST2	99999992	Speech	1/14/2014		
	TESTPERSON2, TEST2	99999992	Physical	3/29/2014		
	TESTPERSON2, TEST2	99999992	Speech	3/31/2014		

Therapy Data Entry Screen Concepts:

This indicator can be clicked on each column heading to re-order the listing below in ascending or descending order.

Field or Column Name	Description
Provider	The Provider logged in to the system.
Edit Previous	Clicking this icon will display therapy regimen end dates previously entered by user(s).
Edit	Clicking this icon will begin the Edit therapy regimen end date process.
Name	The resident's name.
Resident ID	The resident's ID.
Therapy Type	Indicates the type of regimen displayed: Speech, Occupational or Physical.
Start Date	The first date of the therapy regimen. Start date is determined by Section 00400 of the MDS.
End Date	The last date the therapy regimen was in effect for the resident.
Continue Therapy	Indicates if a therapy regimen was continuing at the quarter's close.

5 Adding an End Date



When the user clicks the “Edit” button, a new “Insert” box will display and the following actions will need to be completed:

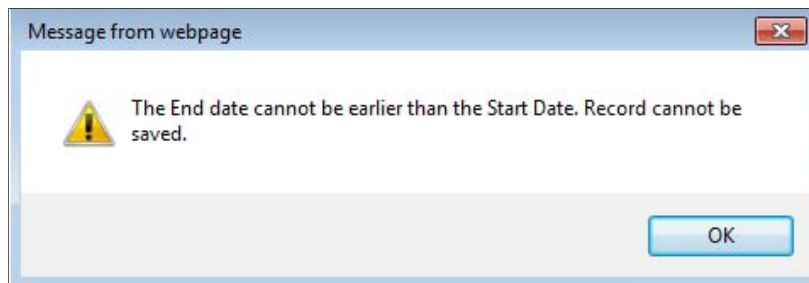
A window titled "Edit" with a green header bar. It contains the following fields: "Resident Name:" with the value "TESTPERSON1, TEST1"; "Therapy Type:" with the value "Speech"; "Start Date:" with the value "5/30/2014"; "End Date:" with a text input field containing "mm/dd/yyyy" and a calendar icon; and "Continue Therapy:" with an unchecked checkbox. At the bottom are two buttons: "Close" (red) and "Save" (green).

Resident Name: TESTPERSON1, TEST1
Therapy Type: Speech
Start Date: 5/30/2014
End Date: mm/dd/yyyy
Continue Therapy: ☐

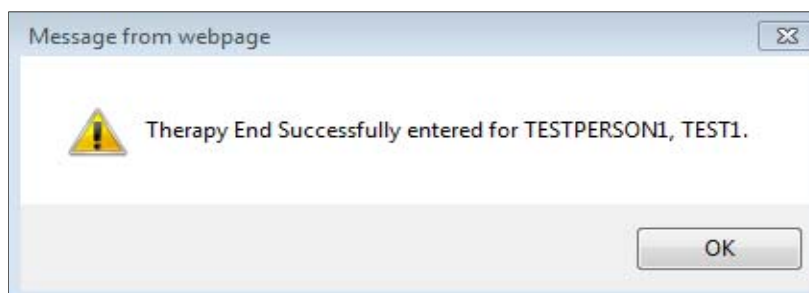
Close Save

- Insert End Date either:
 - By clicking on the calendar icon and selecting a date
 - By manually typing in the dates in month, day, year format (e.g. 01/01/2018)

Note: Only dates prior to the current date may be added. The following message will display if the End Date is earlier than the Start Date.



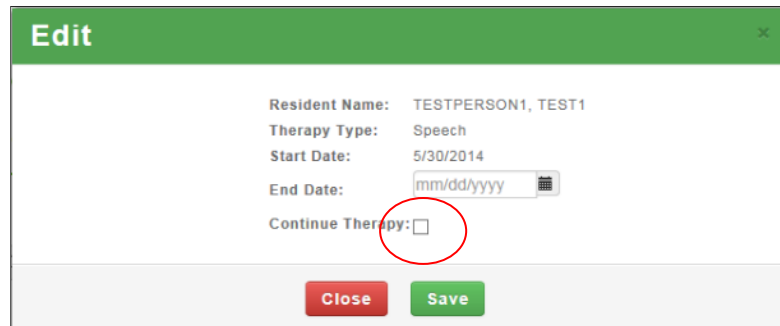
- Click the “Save” button once all necessary information has been entered. If the record is successfully updated, the following message is displayed:



6 Continue Therapy

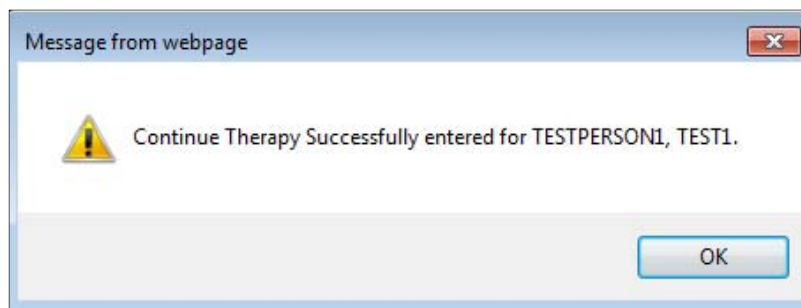


When the user clicks the “Edit” button, a new “Insert” box will display and the following actions will need to be completed:

A dialog box titled "Edit" with a green header bar. It contains the following fields: "Resident Name:" with the value "TESTPERSON1, TEST1"; "Therapy Type:" with the value "Speech"; "Start Date:" with the value "5/30/2014"; "End Date:" with a date picker showing "mm/dd/yyyy"; and "Continue Therapy:" with an unchecked checkbox. At the bottom are "Close" and "Save" buttons. A red circle highlights the "Continue Therapy" checkbox.

Resident Name:	TESTPERSON1, TEST1
Therapy Type:	Speech
Start Date:	5/30/2014
End Date:	mm/dd/yyyy
Continue Therapy:	<input type="checkbox"/>

- If a therapy regimen continues as the quarter close, select the check box next to “Continue
- Click the “Save” button. If the record is successfully updated, the following message is displayed:



7 Viewing Therapy Regimen End Dates Previously Entered By User(s).

Edit Previous: ☐

Clicking the checkbox next to “Edit Previous” will display all therapy regimen end dates previously entered by users.

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Email:
Role:

Rosters Therapy Data Entry Change Password Log Out

Choose Provider:

Edit Previous: ☒

Show 25 entries Search:

Edit	Name	Resident ID	Therapy Type	Start Date	End Date	Continue Therapy
	TESTPERSON1, TEST1	99999991	Speech	5/30/2014	6/13/2014	
	TESTPERSON1, TEST1	99999991	Occupational	5/30/2014		Yes
	TESTPERSON1, TEST1	99999991	Physical	6/2/2014		Yes
	TESTPERSON1, TEST1	99999991	Physical	8/21/2014	9/24/2014	

Showing 1 to 4 of 4 entries

← Previous 1 Next →

Please note that End Date and Continue Therapy entries can be edited from this screen; however, they cannot be completely removed. You can return to the Therapy Data Entry screen by un-checking the checkbox next to “Edit Previous”.

8 Change Password Screen

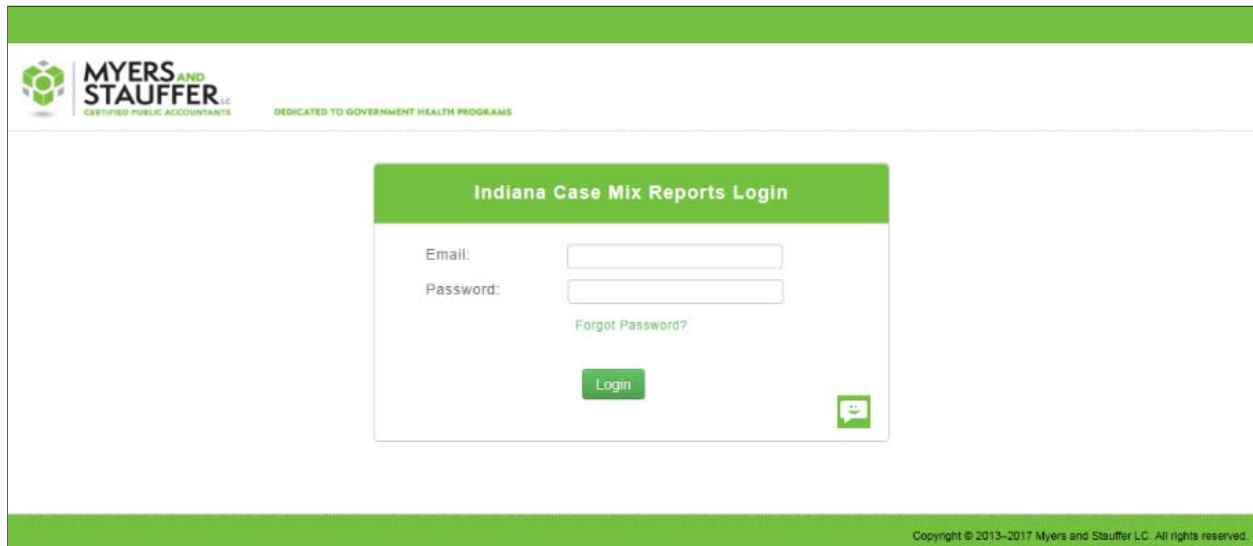
Clicking on “Change Password” in the header will provide you an opportunity to update your current password.

The screenshot shows the 'Change Password' screen within a web application. The header features the Myers and Stauffer LC logo, the text 'CERTIFIED PUBLIC ACCOUNTANTS', and 'DEDICATED TO GOVERNMENT HEALTH PROGRAMS'. On the right, there are fields for 'Email:' and 'Role:'. Below the header is a navigation bar with links for 'Rosters', 'Therapy Data Entry', 'Change Password', and 'Log Out'. The main content area contains a central form titled 'Change Password' with three input fields: 'Current Password:', 'New Password:', and 'Confirm Password:'. A green 'Change Password' button is located at the bottom of the form. A small green chat icon is visible in the top right corner of the main content area.

1. Enter current password.
2. Type your New Password in the New Password field.
3. Type your New Password in the Retype New Password field. This must match what you typed in the New Password field.
4. Click the “Change Password” button.

9 Logout Screen

Clicking on "Logout" in the header will take you back to the original Login screen.



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CERTIFIED PUBLIC ACCOUNTANTS
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Indiana Case Mix Reports Login

Email:

Password:

[Forgot Password?](#)

[Login](#)



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10 Resources

The Indiana Time-Weighted Resident Roster CMI Report is linked to the federal requirements for completion and submission of the MDS. The following list of resources may be beneficial to aid in the correct completion and submission of the MDS to fulfill federal requirements. However, these resources do change over time; it's recommended that facilities view the websites periodically to determine if any updates to the listed manuals and question and answer documents have been made.

Every effort is made to ensure that the information provided in this manual is accurate; however, the MDS is an assessment instrument implemented by the federal government. If later guidance is released by the CMS that contradicts or augments guidance provided in this manual, this more current information from the CMS becomes the acceptable standard.

Websites

- www.cms.gov/NursingHomeQualityInits/ - This site is maintained by the CMS and provides extensive information about the MDS, data submission, Medicare PPS RUG-IV 66-Group classification, etc.
- www.qtso.com - This site is maintained by Telligen (formerly Iowa Foundation for Medical Care). This firm provides support for submissions to the QIES ASAP System and maintains a provider helpdesk for users of iRAVEN and is referred to by the CMS as their Quality Improvement and Evaluation System (QIES) Technical Support contractor. Their website contains information on the MDS submission process, manuals, etc.
- www.mslc.com/indiana - This site is maintained by Myers and Stauffer LC and is the location in which the Supportive Documentation Guidelines is posted, as well as other materials applicable to the Indiana Case Mix Reimbursement/Review system.

Manuals

- **MDS 3.0 RAI Manual** - This manual provides information about the completion of the MDS and is available from various publishers and the CMS and QTSO websites. Changes to this manual are released periodically by CMS and may be viewed by monitoring <https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/MDS30RAIManual.html> for the latest information. The applicable portions are incorporated in this document.
- **MDS 3.0 Provider User's Guide** - This manual provides information about the electronic submission of MDS 3.0 from the facility to the QIES ASAP System and is available on the QTSO website.
- **MDS 3.0 Data Specifications** - These specifications describe item-by-item edits for each element of the MDS 3.0 as well as describing sequencing, timing, date consistency and record types and is available on the CMS website at <https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/NHQIMDS30TechnicalInformation.html>.
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Help Desk

- **Myers and Stauffer Help Desk** – Myers and Stauffer is a contractor to the Office of Medicaid Policy and Planning and provide the Roster Reports as well as technical assistance. The phone number of the Myers and Stauffer Help Desk is 1-317-816-4122 and is also provided on the Time-Weighted Resident Roster CMI Report.
- **CMSNet** - Providers Phone Number: 888-238-2122
This relates to problems/assistance relating to providers being able to connect to the private internet (CMSNET). See Overview 2-2 at https://www.qtso.com/download/guides/MDS/mds_30/Prvdr_Users_Sec2.pdf

- **QTSO Help Desk** - Providers Phone Number 800-339-9313
This relates to problems/assistance relating to Casper User IDs or the jRAVEN Application.

11 Common Terms and Abbreviations

This user guide section provides definitions of terms and abbreviations that a user may hear or see while working with the Indiana Web Portal System.

Term/Abbreviation	Definition
Case Mix Index (CMI)	A weight or numeric score assigned to each Resource Utilization Group (RUG IV) that reflects the relative resources predicted to provide care to a resident. The higher the case mix weight, the greater the resource requirements for the resident.
CMS	The Center for Medicare and Medicaid Services. The federal agency that is located in the U. S. Department of Health and Human Services that administers the Medicare and Medicaid programs.
Discharge Date	The date a resident is discharged from the facility.
Facility ID	The facility identification number assigned to each nursing facility by the State agency.
Internal Resident ID	See Resident Internal ID.
Provider	A Nursing Facility.
Resident Internal ID	An internal Resident Internal ID created for each individual nursing facility resident upon the submission of their first record to the QIES ASAP System. The Resident Internal ID (Res_Int_ID) is based on resident identifying information such as name, social security number, gender etc. All subsequent records for the resident are tagged with the same Resident Internal ID.
Roster Quarter	Quarter 1 = 01/01/Current Year to 03/31/Current Year. Quarter 2 = 04/01/Current Year to 06/30/Current Year. Quarter 3 = 07/01/Current Year to 09/30/Current Year. Quarter 4 = 10/01/Current Year to 12/31/Current Year.
SFY	State Fiscal Year defined as 07/01/Current Year through 06/30/Next Year.
Target Date	Assessment Reference Date (A2300) or Discharge Date (A2000) or Entry/Reentry Date (A1600).
URL	Uniform Resource Locator, otherwise known as line on the web browser screen where you type in the website name.
Virtual Private Network (VPN)	A VPN connection enables a computer to send and receive data across shared or public networks as if it is directly connected to the private network. It provides a secure access to a company intranet site while working outside the office.
Web Portal	A secure portal to download Time-Weighted Resident Roster CMI Reports.