Rates - PDPM Analyzer & IPA Predictor

Webinar September 5th, 2019

To provide the ability for clients to enter PDPM rates into ECS, Charge Master tasks were included in the April update for all clients. These Charge Master tasks can be used by all clients, not just those who use our Accounts Receivable module.

The rates entered into the Charge Master will be used by the PDPM Analyzer to display estimated reimbursement for your residents as well as by the IPA Predictor Tool.
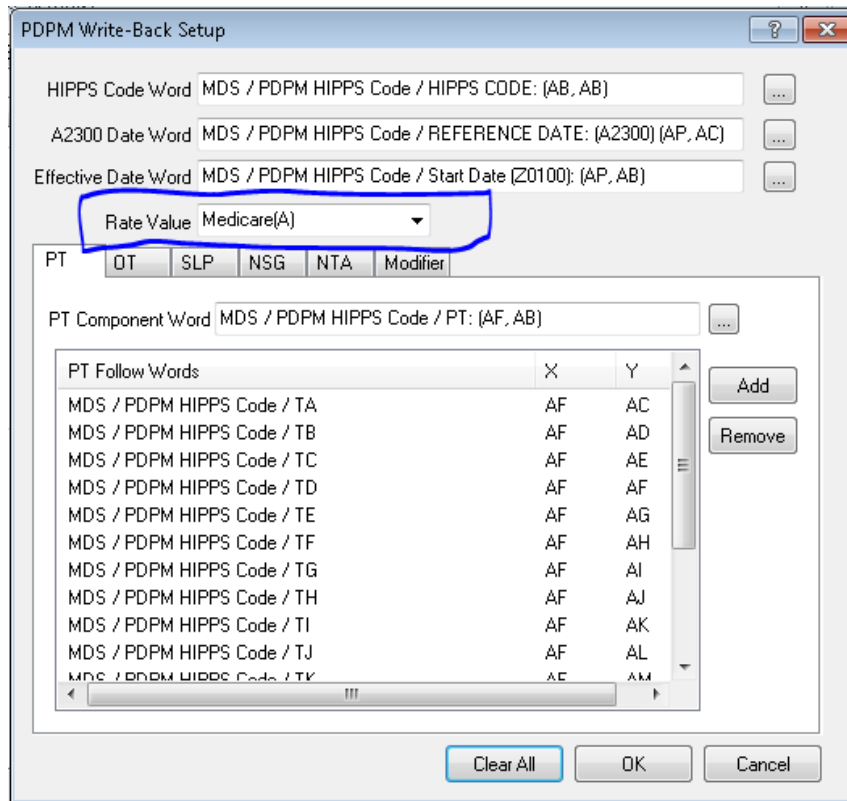
PDPM Analyzer Setups Required

Setups for the PDPM Analyzer are contained in various places throughout ECS. A combination of Site Settings, User Group Rights, and Rates play a role in utilizing the PDPM Analyzer.

Site Settings

There is a new tab in Site Settings called PDPM. This tab is used to set up information that is required for correct HIPPS Code write-backs from the MDS, as well as for proper rate calculations. To verify this information is and set up and accurate:

1. Go to **American Data-ECS>Setup>Settings>Site**.
2. Select the appropriate **Site** from the drop-down list.
3. Click the **PDPM** Tab.
4. Click the **Write-back Setup** button.
5. Check the **Rate Value** drop down. This should say "Medicare (A)". This is the field that will tell the PDPM Analyzer and the IPA Predictor what rate to look for when displaying rates.
    a. If it does not say Medicare (A) but says something else, you have the option to change this to Medicare (A) but you then must also change the Charge Master tasks to also pull the Medicare (A) Value so they are consistent. The rate here and the rate in your Charge Master tasks must match. They do not necessarily need to be "Medicare (A)" as long as they match. Medicare (A) is just a logical option for PDPM HIPPS Code rates as they are for Medicare (A) residents.

All of the PDPM setups included in the Write-back Setup area on this tab should have been included in the April update. If your database's Site ID did not match with our default, the Write-back Setup area may not be linked up correctly. **Please contact our Clinical or Financial Department for assistance if your screen is blank or you see "Unknown" in the fields.**

Charge Master

Charge Master may be used by all clients, not just those using our Accounts Receivable module to enter rates into ECS. In the April update, Charge Master tasks were included. Access buttons linking to these Charge Master tasks were also included in the update. These Access buttons may be copied/pasted to the appropriate Access Screen for easy use.

> *Note*: *Please reference the complete PDPM Analyzer Setup Document and/or the April Update webinar to see all the details related the PDPM Charge Master access buttons and tasks.*

Entering Rates

Rates must be entered in the Charge Master for users to see the rate information on the PDPM Analyzer and the IPA Predictor Tool.

Each component of the PDPM HIPPS Code has its own Charge Master task, making the rates simple to update.

If a facility is utilizing our Accounts Receivable module, you need to determine if you have chosen to have VBP and/or the 2% Sequestration set up to calculate in your system. If you have, you want to enter rates that **do not** have these adjustments factored in, as they will occur during the billing process.

If a facility is **not** using the ECS Accounts Receivable module, these adjustments will not be reflected in ECS and therefore you may want to enter rates that account for these adjustments. It is up to a facility to decide.

ECS **WILL** calculate the **Variable Per-Diem Adjustment Factor** regardless of your setups and whether you are using our Accounts Receivable module or not.

Facilities should obtain their PDPM rates, just like they have obtained their RUG rates in the past. Some clients receive the rates from their accounting firms or state organizations, and some facilities may need to do the formula themselves to get the rates. The formula is provided in the FY2020 Final Rule. **American Data does not provide rates**.

The formula is calculated based on:

1. The base rate for each component (whether you are Urban or Rural).
2. The CMI for each component.
3. The Relative Importance Factor (70.8% proposed for FY2020) and Relative Importance Factor Remainder Percentage (29.2% Proposed for FY 2020).
4. The Wage Index for your area which can be found at:
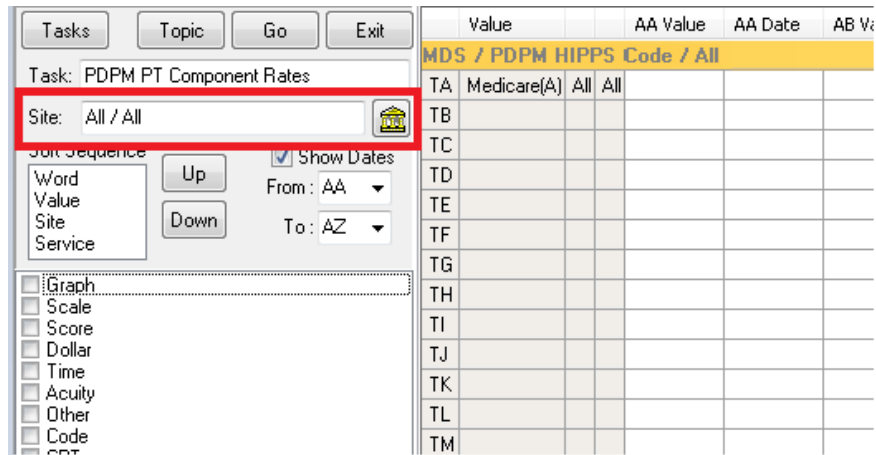   a. https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/SNFPPS/WageIndex.html

Note: The FY 2020 Final Rule has links to the information. It is each facility's responsibility to enter accurate rates into ECS.

To Enter Rates Using Charge Master Tasks

1. To access Charge Master via the menu:
    a. Go to **American Data – ECS>Setup>Charge Master**.
    b. Click **Tasks**. You will see **6 new tasks starting with PDPM** that were included in the update.
        i. Note: Because the PDPM Base Rate task name has caused confusion, we may have re-named your task to say PDPM Non-Case Mix Rates.
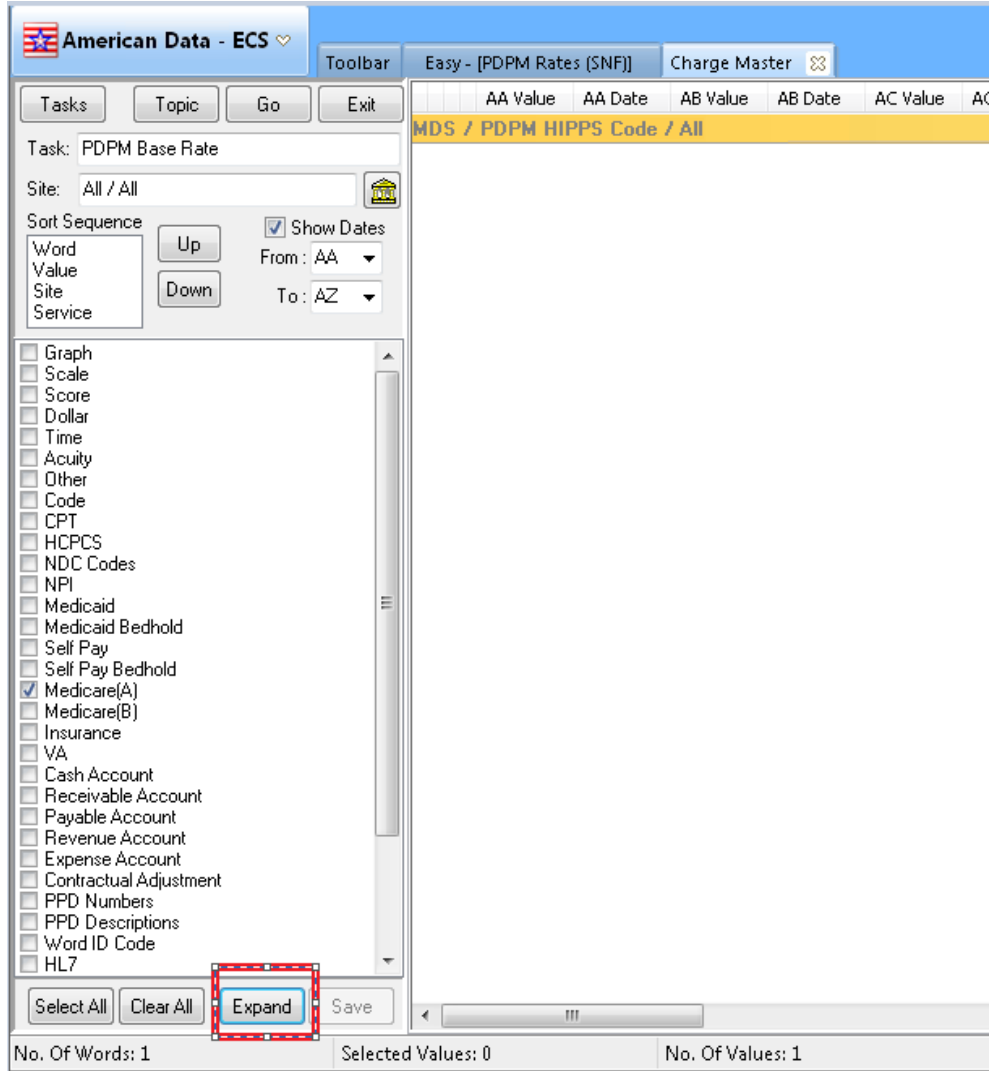


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PDPM Base Rates
PDPM NTA Component Rates
PDPM Nursing Component Rates
PDPM OT Component Rates
PDPM PT Component Rates
PDPM SLP Component Rates
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2. Select one and click **Load**.
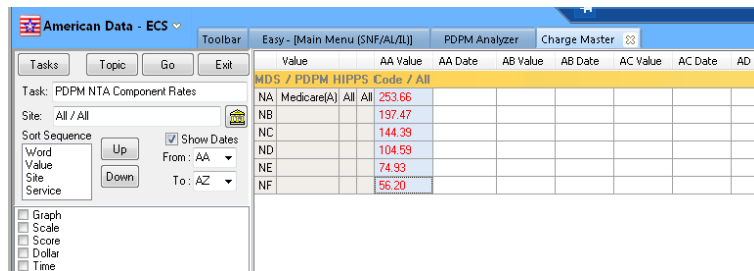3. Review and potentially select the appropriate **Site/Service** on the left side of the screen.

a. This will default to All/All which will be fine if:
   i. A facility has a database that includes 1, and only 1, SNF (regardless of other services in the database).
   ii. A facility has a database that includes multiple SNFs who share the exact same rates.
b. This default will need to be changed if:
   i. A facility has a database that includes multiple Sites who have varying rates.
      1. Select the appropriate Site before entering rates.
         a. Users may save a task for each Site if they prefer. If users choose to do this, please remember to update the Access buttons with the new tasks
            i. Click **Tasks**.
            ii. Click **Save**.
            iii. Enter a name for the task like "**PDPM – PT Component Rates Site 1**".
            iv. Click **OK**.
            v. Select the **Site** that the task can be seen by.
            vi. Click **OK**.
            vii. Select the **User Groups** that may use this task.
            viii. Click **OK**.

4. Click **Go**.
   a. **NOTE**: when users load the **PDPM Base Rates** (**Non-Case Mix**) task, they must click the **Expand** button in the bottom left side of the screen to see the HIPPS Code word. This may be true for other tasks as well. If you don't see the components, click the **Expand** or **Collapse** button in the bottom left side of the Charge Master screen.
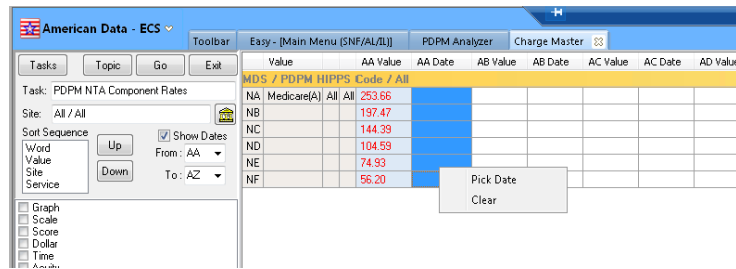
5. Click in the first row in column **AA Value** and enter the rates.
   a. Click **Enter** and **arrow down** on your keyboard or just click in the next cell to enter the next rate. You should enter rates in with 2 decimal places to include .00 if applicable.
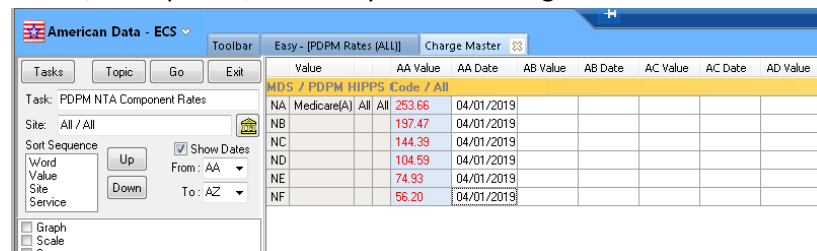

6. When all the rates are entered, highlight all the cells in column **AA Date** by left clicking in the first row in column **AA Date** and holding down the **Shift** key on your keyboard and left clicking on the last cell in that column.
7. **Right-click** on the highlighted cells and choose **Pick Date**.

a. To do an analysis prior to October 1, 2019, users will want to enter a date for the current period (such as 01/01/2019 or 04/01/2019 etc.) You should select the 1st of a month. Select a date and click **OK**.

b. Once October 1, 2019 passes, users may want to change these dates to be 10/01/2019.
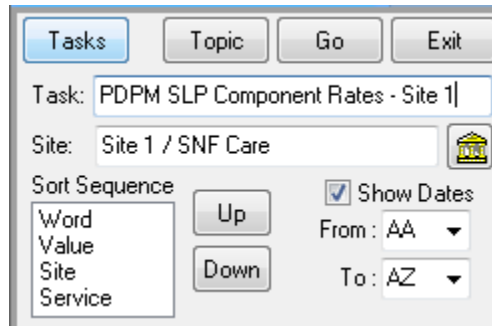

8. Once the rates and dates have been entered, in the bottom left click **Save**.
9. If you are using Access buttons, click **Exit**. Click the next Access button to open the next Charge Master task. Start over with Step #3 above.
10. If you are using the menu to access Charge Master, click the **Tasks** button. Select the next task and click **Load**. Start over with Step #3 above.
11. Follow the same steps for each task above until each task have added rates and effective dates.
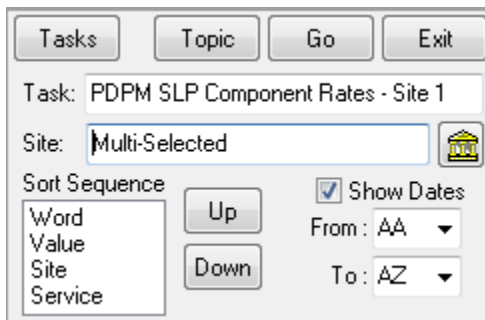12. Click **Exit** when you are finished with all tasks.

Miscellaneous Charge Master Notes

- If you do not have access to Charge Master, please refer to the complete PDPM Setup Notes document for instructions on gaining access to this.
- Editing/Updating Rates
  o If you have entered in an incorrect rate, you can just type over the top of an existing rate.
  o You can also right-click on a rate and choose **Clear**.
  o When rates change (October 2020), go to the next available column (AB Value) and enter in the new rate, and the next available date column (AB Date) and enter in the new date (10/01/2020).
- If you are an organization that has multiple Nursing Homes that have different rates, you may save new tasks with the appropriate Site/Service pre-selected. For example: PDPM NTA Component Rates – Site 1, and PDPM NTA Component Rates – Site 2.
  o Load the Charge Master task and select the appropriate **Site/Service**.
  o Click **Tasks**.
  o Click **Save**.

- Enter in a name – for example **PDPM NTA Component Rates – Site 1** and click **OK**.
- Select which **Sites/Services** may see this task and click **OK**.
- Select which **User Groups** may see this task and click **OK**.

- If you are an organization that has multiple Nursing Homes that have different rates, some the same as others, but not all the same, you may save new tasks with the appropriate Sites/Services pre-selected. For example: PDPM NTA Component Rates – Site 1 & 2.
    - Load the Charge Master task and select the appropriate **Sites/Services**. Once you select them, the Site/Service box will display **Multi-Selected**.
    - Click **Tasks**.
    - Click **Save**.
    - Enter in a name – for example **PDPM NTA Component Rates – Site 1** and click **OK**.
    - Select which **Sites/Services** may see this task and click **OK**.
    - Select which **User Groups** may see this task and click **OK**.

- If you need assistance entering your rate into ECS, please contact American Data's Clinical or Financial Departments for support.