Site Settings

In American Data, click **American Data – ECS > Setup > Settings > Site** to access your facility's Site Settings. Use the drop down in the upper left to select the specific site you are making changes for. Site settings will not be applied to all sites within the database, but rather each site has their own settings. Below each option on each tab will be described in more detail. Click **OK** to save any changes.
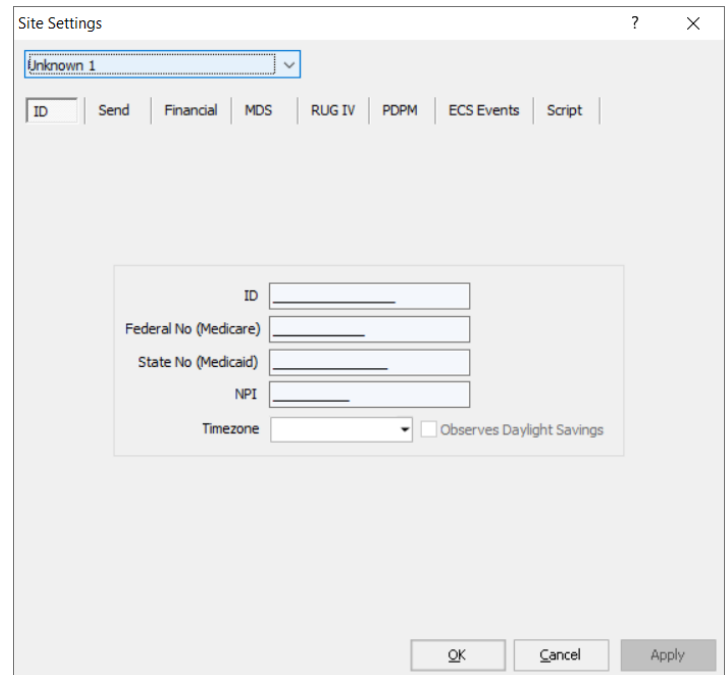

ID Tab

ID – American Data will populate this field automatically based on your facility's MDS import.

Federal No (Medicare) – American Data will populate this field automatically based on your facility's MDS import.

State No (Medicaid) – American Data will populate this field automatically based on your facility's MDS import.

NPI – We will populate this field automatically based on your facility's MDS import.

Send Tab

Outgoing Mail Server – If the facility would like to send emails or text messages directly out of ECS, an Outgoing Mail Server will need to be setup. All information related to the server will be inputted here. If your facility is hosted by the American Data Cloud, we will assist with this setup. If not, then your internal IT will need to determine the information which should display in here.

Encryption Type – Most emails/texts sent out of ECS do not include PHI, but rather sent generic messages to residents, family members, or staff. However, if a facility would like to send PHI, it is recommended to also setup an encryption type.

Pharmacy Notify Type – If the facility will be sending new orders, re-orders, and discontinued orders to the pharmacy, a notification type should be indicated here. E-Mail, Fax, and Script are all options currently available; however dependent on your facility's regulations, the only acceptable form may be Script.

Script Interface/Facility ID/Script Section – If your facility does have Script interface with the pharmacy, American Data's support staff will populate the information in these sections.

Financial Tab

The information on the Financial tab will populate onto all the financial forms for the facility. This information will then be sent on the electronic forms.

MDS Tab

We setup most items in this tab from the MDS import, but all items should be double checked and a decision regarding CAA's needs to be made as well.

State – Use the dropdown to select the appropriate state for each Site/Service. Some states have a Section S in the MDS, and other states do not. Once the state is selected, the system will determine whether a Section S is needed.

Print MDS Signatures – This should always be checked.

Calculate PDPM for OBRA – Check this box if your state requires OBRA assessments to calculate a PDPM HIPPS code in addition to, or in replacement of a RUG.

Turn on CAA Setup – This should always be checked.

Turn on MDS Scheduler – This should always be checked.

Use past days for collecting documentation – This should always be checked.

Type of Provider – Specify whether the Site/Service is a Nursing Home provider or Swing Bed. This will default the specific MDS types that open.

Site – All of this data will populate automatically from the facility's MDS import. Verify all information is correct. This data is sent to CMS via the XML files generated out of ECS.

MDS 3.0 – CCN number will be populated from the facility's MDS import. Verify the number here is correct.

CAAs after MDS – This checkmark will require that an MDS be fully completed and submitted into ECS before any user can being working on the CAAs. Majority of facilities leave this unchecked and allow users to complete the CAAs simultaneously as they complete the MDS.
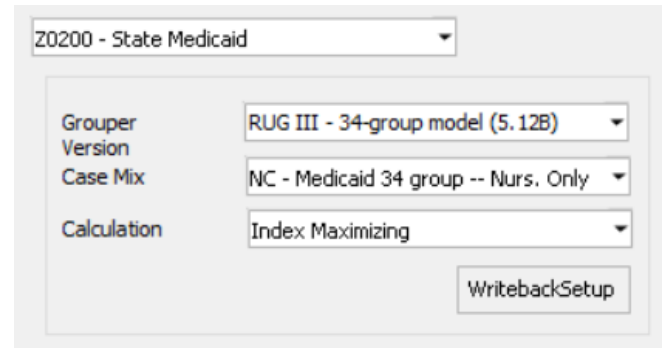
Schedule Setup – ECS has an MDS Scheduling Tool. In here the user may determine a different set of days between each OBRA MDS. This defaults to 90 days between each OBRA.

Section to Sign – This table determines which section of the MDS is required to be signed for each MDS item set. Only American Data support staff should adjust this screen to ensure a facility does not accidently disable something that is required. Consequently, that could then cause an MDS to be rejected.

RUG IV Tab

Facilities should setup their Z0200 (State Medicaid Billing) setups in this screen. Although it is titled RUG IV, there are also options for RUG III as some states have yet to transition. First, refer to your State RAI Coordinator who can assist in determining the following items: Grouper

Version, Case Mix, and Calculation Type. Once you have determined the exact setups needed, utilize the dropdown to select Z0200 – State Medicaid. Once this is highlighted, select all appropriate options using the drop-down selections to the right of each of the necessary options.

PDPM Tab

All setups made in this tab will directly affect the PDPM Analyzer. The PDPM Analyzer displays each PDPM HIPPS code as well as a detailed listing of each day, the adjustment made on each day, and the specific components. These setups should be completed by someone in American Data's support departments; however, facilities may need to make adjustments here as new words are added.

Select Calendar Event

Start by clicking onto the tab for PPS or OBRA dependent on which types of MDS assessments you need to complete setups for. Click onto Add to select the Calendar Events that are non-billable days for that MDS type. For example, the PPS should include all words in the Face Sheet > NH Status topic for Bed holds, Non-billable Leave, Non-covered day, Self-Pay payer source, Medicaid payer source, Discharged, etc.

Write-back Setup

This should already be setup for your facility. All words in the MDS write-back to button words within the system. This should all be linked to the appropriate topics that these write-backs occur in.

MDS Notification

If someone in the AR/billing department would like to be notified anytime there is a change to the PDPM HIPPS on an MDS after they have already completed billing, they should place their name in here (or an entire user group). This notification works in conjunction with a checkbox in the calculating task setup. The American Data financial trainer can assist with determining where that needs to be placed.

ECS Events Tab

This tab is not currently utilized in American Data.

Script Tab

This tab will be populated by the American Data support staff if your facility utilizes a Script interface to communicate with the pharmacy.