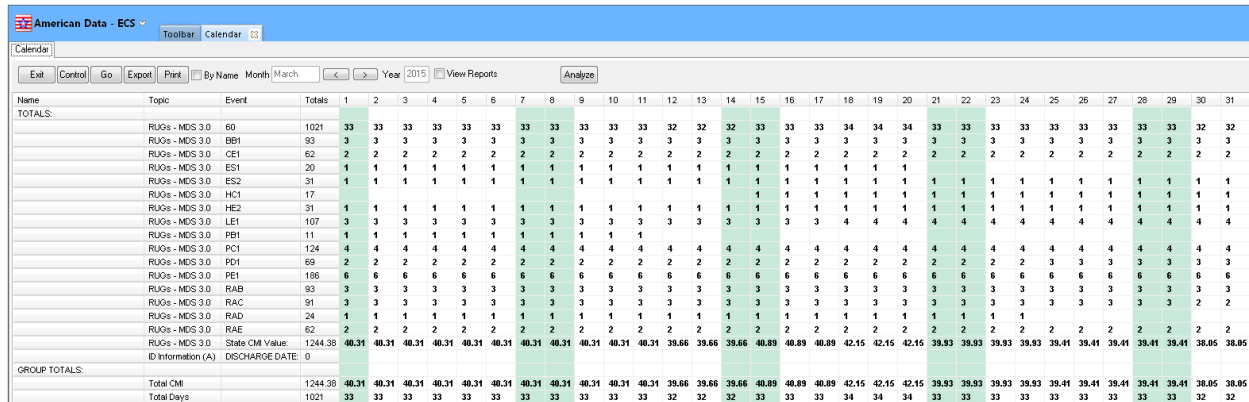


# Calculating a Medicaid Time-Weighted CMI Average



Name	Topic	Event	Totals	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
TOTALS:																																					
	RUGs - MDS 3.0	60	1021	33	33	33	33	33	33	33	33	33	33	33	32	32	32	33	33	33	33	34	34	34	33	33	33	33	33	33	33	33	33	32	32		
	RUGs - MDS 3.0	BB1	93	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3		
	RUGs - MDS 3.0	CE1	62	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
	RUGs - MDS 3.0	ES1	20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	RUGs - MDS 3.0	ES2	31	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	RUGs - MDS 3.0	HCI	17																																		
	RUGs - MDS 3.0	HE2	31	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	RUGs - MDS 3.0	LE1	107	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
	RUGs - MDS 3.0	PB1	11	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	RUGs - MDS 3.0	PCI	124	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
	RUGs - MDS 3.0	PE1	69	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
	RUGs - MDS 3.0	PE1	166	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
	RUGs - MDS 3.0	RAB	93	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
	RUGs - MDS 3.0	RAC	91	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
	RUGs - MDS 3.0	RAD	24	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	RUGs - MDS 3.0	RAE	62	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
	RUGs - MDS 3.0	State CMI Value:	1244.38	40.31	40.31	40.31	40.31	40.31	40.31	40.31	40.31	40.31	40.31	40.31	40.31	39.66	39.66	39.66	40.89	40.89	40.89	40.89	42.15	42.15	42.15	39.93	39.93	39.93	39.93	39.41	39.41	39.41	39.41	39.41	38.05	38.05	
	ID Information (A)	DISCHARGE DATE:	0																																		
GROUP TOTALS:	Total CMI		1244.38	40.31	40.31	40.31	40.31	40.31	40.31	40.31	40.31	40.31	40.31	40.31	40.31	39.66	39.66	39.66	40.89	40.89	40.89	40.89	42.15	42.15	42.15	39.93	39.93	39.93	39.93	39.41	39.41	39.41	39.41	39.41	38.05	38.05	
	Total Days		1021	33	33	33	33	33	33	33	33	33	33	33	32	32	32	33	33	33	33	34	34	34	33	33	33	33	33	33	33	33	33	33	32	32	

## Obtaining the Average Medicaid CMI for a Quarter

1. From an Access menu, click **CMI Average** (if not using Access screens, select the Calendar icon),
2. A Name list will load. Filter for all Active, Hold, Inactive, and Closed Account names for the Site/Service you want by placing a checkmark in the corresponding box. Click **Select All** and **OK**.
3. If you are NOT using Access Screens, select **"Tasks,"** highlight Medicaid Time-Weighted CMI Average," and **Load**. If you ARE using Access Screens, skip to #4.
4. A Calendar Report control screen will display, allowing you to choose a start and end date. Select a three month window that corresponds to your state's cost reporting periods (January 1 - March 31; April 1 - June 30; July 1 - September 30; October 1 = December 31). Click **OK**.
5. A calendar report will then display all clients with a valid state RUG score. The bottom of the report will show the Total CMI and the Total Days.
6. Manually calculate the average CMI by dividing the Total CMI by the Total Days. The resulting number is the average CMI for the quarter.
7. Click **Exit** to return to the Administration Access menu.

## ECS Setups for Medicaid Time Weighted CMI Average

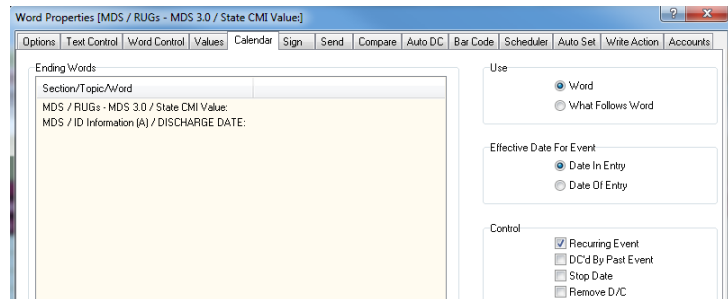
### Word Properties

1. Set up the correct word properties for MDS / RUGS - MDS 3.0 words:
  - a. Click the gray **Setup** icon in the top left of your toolbar.
  - b. Then select the **MDS** (or **MDS 3.0**) tab.

- c. Double-click the **RUGs - MDS 3.0** topic under the heading Additional MDS Writebacks.
- d. Double-click **State CMI Value** (AG/AB) under the Z0200 section to load the Word Properties screen.

- i. In the Options tab, place a checkmark in the box for Calendar.
- ii. Click the **Calendar** tab.
- iii. On the right side, mark the buttons for **Word**, **Date in Entry**, and **Recurring Event**.

- iv. The Ending Words display box will show Ending Words. Update them so that the ending words are MDS / RUGs - MDS 3.0 / State CMI Value, and Face Sheet/Status/Discharged.

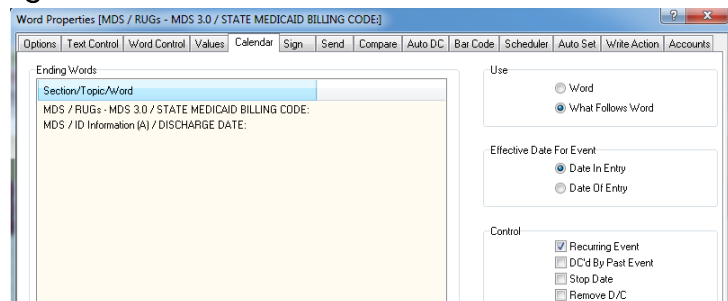


- v. Click **OK** when you are finished to save the properties and return to the previous screen.

- e. Double-click **State Medicaid Billing Code** (AF/AB) under the Z0200 section to load the Word Properties screen.

- i. In the Options tab, place a checkmark in the box for Calendar.
- ii. Click the **Calendar** tab.
- iii. On the right side, mark the buttons for **What Follows Word**, **Date in Entry**, and **Recurring Event**.

- iv. The Ending Words display box will show Ending Words. Update them so that the ending words are MDS / RUGs - MDS 3.0 / State Medicaid Billing Code, and Face Sheet/Status/Discharge.

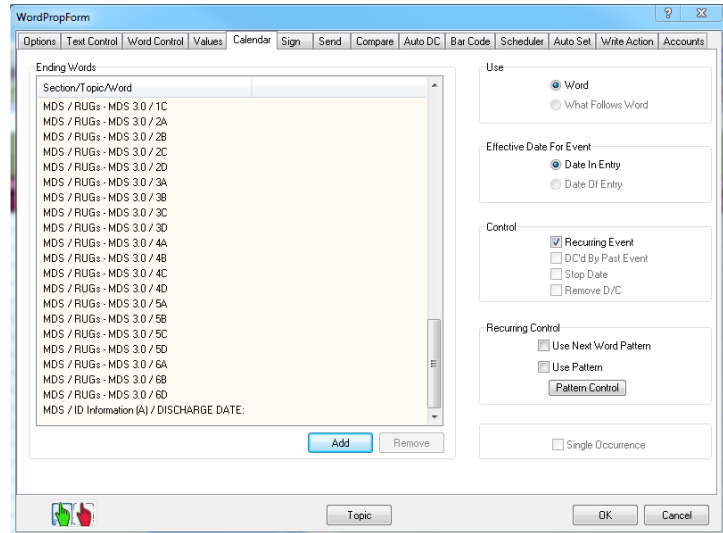


- v. Click **OK** when you are finished to save the properties and return to the previous screen.

- f. Highlight all of the state modifier codes under the Z0200 section (columns AI and AJ; modifiers only; no headings).

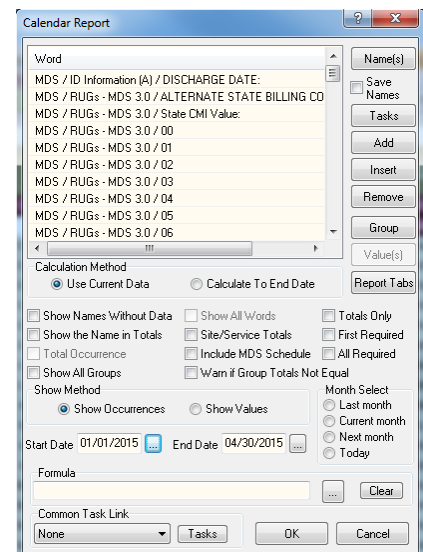
- i. When all are highlighted, right-click on one of them and select **Properties**. This will take you to Global Word Properties. Everything will take an extra "click" in this mode.

- ii. In the Options tab, place a checkmark in the box for Calendar.
- iii. Click the **Calendar** tab.
- iv. On the right side, mark the buttons for **Word**, **Date in Entry**, and **Recurring Event**.
- v. In the Ending Words display box, use **Add** to navigate to **MDS > RUGs - MDS 3.0** (double click) > again highlight all of the Z0200 modifier codes > **OK** to add them to the box.
- vi. Select **Add** again, and add Face Sheet/Status/Discharged
- vii. Click **OK** when you are finished to save the properties and return to the previous screen.



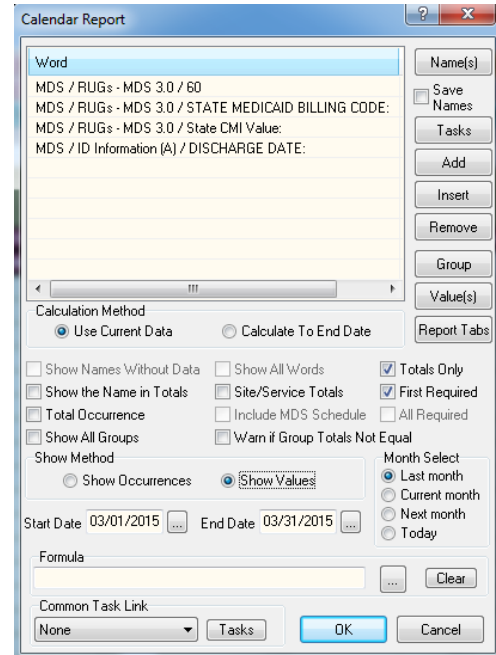
## Refresh the Calendar (required to make the CMI calendar function)

1. Click the **Calendar** icon in your toolbar.
2. On the Name Selection Screen, filter for all Nursing Facility Active, Hold, Inactive, and Closed Account residents. Click **Select All** and **OK**.
3. Use the **Add** button to add all of the words in the Word Setup section above.
4. Mark **Calculate to End Date**.
5. Select a start date that goes back as far as you ever anticipate running the average CMI report.
6. The end date should be the current date.
7. Click **OK** and **Yes** when prompted. The calendar will take some time to run due to the screen-refresh process.
8. **Exit** Calendar after it is displayed.



## CMi Calendar Task Setup

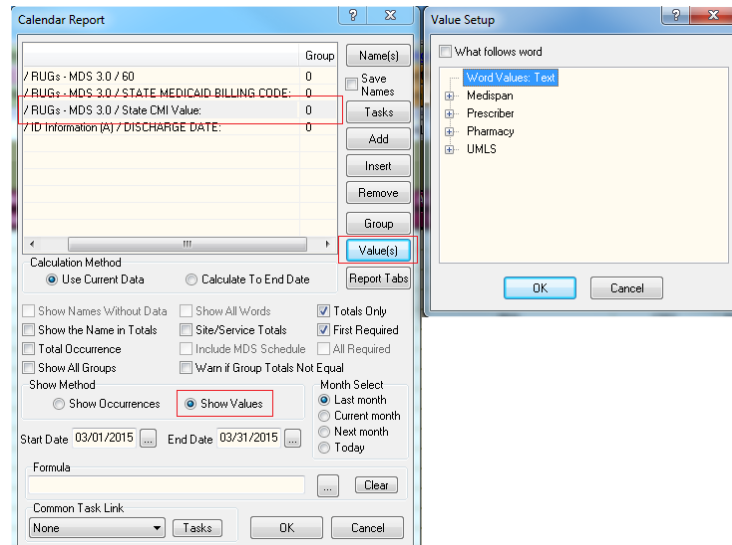
1. Click the green **Calendar** icon, which will load the Name Selection screen.
2. Click **OK** on the Name Selection screen to pull up the Calendar Report window again (clients may or may not be selected; this does not impact the setup).
3. Add words to the Calendar Report screen.  
Enter the words in the exact order listed.



4. Put check marks in **Totals Only** and **First Required**.

5. Choose **Last month** under Month Select. The actual dates in the date fields are not significant.

6. Per the image above, select **State CMI Value** and mark **Show Values**. Click on the **Values** button. On the Value Setup screen, click **Word Values**, choose **Text**, and **OK/OK**.



7. With **State CMI** selected, click on the **Group** button. Label it group 1 and name group 1 "Total CMI" > OK.

8. Highlight **60**. Label it group 2 and name group 2 "Total Days" > OK.

9. Click **Tasks** to open a window with the various calendar reports. Click **Save** and in the Save As window that loads, name the report "Medicaid Time-Weighted CMI Average." Save to desired Sites/Services and User Groups.