

Calculating a Medicaid Time-Weighted CMI Average

🚟 American Data -	- ECS V Toolbar Ca	lendar 🔀																																
Calendar																																		
Exit Control Go	Export Print By	Name Month March			Ye	ar 2015	5 🗆 V	iew Rep	iorts		A	nalyze																						
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	3
TOTALS:																																		
	RUGs - MDS 3.0	60	1021	33	33	33	33	33	33	33	33	33	33	33	32	32	32	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
	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
	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											
	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
	RUGs - MDS 3.0	HC1	17															1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	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
	RUGs - MDS 3.0	LE1	107	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
	RUGs - MDS 3.0	PB1	11	1	1	1	1	1	1	1	1	1	1	1																				
	RUGs - MDS 3.0	PC1	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
	RUGs - MDS 3.0	PD1	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	3	3	3	3	3	3	3
	RUGs - MDS 3.0	PE1	186	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
	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	2	2
	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							
	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
	RUGs - MDS 3.0	State CMI Value:	1244.38	40.31	40.31	40.31	40.31	40.31	40.31	40.31	48.31	40.31	40.31	48.31	39.66	39.66	39.66	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	39.4	1 38.0	5 38.
	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	39.66	39.66	39.66	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	39.4	1 38.0	5 38.
	Total Days		1021	33	33	33	33	33	33	33	33	33	33	33	32	32	32	33	33	33	34	3.4	34	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.
- 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

g	Word Pro	operties [MDS	/ RUGs - MD	S 3.0 / S	tate CMI V	alue:]						1		? ×
<u>.</u>	Options	Text Control	Word Control	Values	Calendar	Sign	Send	Compare	Auto DC	Bar Code	Scheduler	Auto Set	Write Action	Accounts
play	Endir	ng Words									se			
	Sec	tion/Topic/Wo	ord									Word		
WO	MD	S / RUGs - ME	S 3.0 / State Cl	MI Value:	TE.							🔘 What F	Follows Word	
ords	MD	5 / ID Informat	ion (A) 7 DISCH/	ARGE DA	ALE:					-	ffactive Date	Ecr Event		
0103.											nective Date	 Date Ir 	Entry	
em so												O Date D	If Entry	
ndina										-	ontrol			
lung											ondor	Recurr	ing Event	
MDS												DC'd B	y Past Event	
												📃 Stop D	ate	
												Remov	re D7C	
1D3														

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 /

Ending Words	Use
Section/Topic/Word	Word
MDS / RUGs - MDS 3.0 / STATE MEDICAID BILLING CODE: MDS / ID Information (A) / DISCHARGE DATE:	What Follows Word
	Effective Date For Event
	Date In Entry
	Date Of Entry
	Control
	Recurring Event
	DC'd By Past Event
	Stop Date

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 Al and AJ; modifiers only; no headings).
 - 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	WordPropForm	
vi.	Select Add again, and add Face Sheet/Status/Dis charged Click OK when you are finished to save the properties and return to the previous screen.	WordPropForm © ZX Options Text Control Wates Calendar Sign Send Compare Auto DC Bar Code Scheduler Auto Set Write Action Accounts Ending Words Section/Topic/Word Image: MDS 30 / 20 Image: MDS 30 / 20	
	previous screen.	Add Remove Single Occurrence	
		Topic OK Cancel	

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.

Calendar Report	? ×
Word	Name(s)
MDS / ID Information (A) / DISCHARGE DATE:	Save Namon
MDS / NOGS - MDS 3.0 / ALTERNATE STATE BILLING CO	
MD57 h0ds+MD53.07 state CMI Value.	Lasks
MDS / RUGs MDS 3.0 / 00	Add
MDS / BUGe - MDS 3.0 / 02	
MDS / BUGe - MDS 3.0 / 02	Insert
MDS / HUGS - MDS 3.07 05	Bemove
MDS / BUGs - MDS 3.0 / 05	
MDS / BUGs - MDS 3.0 / 06	+ Group
<	
Calculation Method	
O Use Current Data	Report Tabs
Show Names Without Data Show All Words	📃 Totals Only
Show the Name in Totals Site/Service Totals	🔲 First Required
Total Occurrence Include MDS Schedule	All Required
Show All Groups Warn if Group Totals Not	Egual
Show Method	Month Select
Show Occurrences	Last month
	Current month
Start Date 01/01/2015 🧧 End Date 04/30/2015 🗌	Next month
	🔘 Today
Formula	
	Clear
Common Task Link	_
None Tasks OK	Cancel



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

	0 00	Value Setup	
Group / RUGs - MDS 3.0 / 60 0 / RUGs - MDS 3.0 / 51ATE MEDICAID BILLING CODE: 0 / RUGs - MDS 3.0 / State CMI Value: 0 7/ID Information (A) / DISCHARGE DATE: 0 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Name(s) Save Names Tasks Add Insert Remove Group	What follows word Word Values. Text Medspan Precriber Pharmacy DHLS	
Calculation Method	value(s)		
Use Current Data Calculate To End Date	Report Tabs	OK Cancel	
Show Names Without Data Show All Words	otals Only		_
Show the Name in Totals 📃 Site/Service Totals 📝 Fi	rst Required		
Total Occurrence Include MDS Schedule	I Required		
Show All Groups Warn if Group Totals Not Equa			
Show Method Mon	th Select		
Show Occurrences Show Values	ast month		
Start Date 03/01/2015 End Date 03/31/2015 O N	urrent month ext month oday		
Formula	Clear		
	Canad		
	Cancel		

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