



Medicaid Portal Training: Census Status Report

5/8/2017

Agenda

- What is the Medicaid Portal?
- Registration
- Administration
- Census Status Report
- Questions

What is the Medicaid Portal?

- The Medicaid Portal went live on November 18, 2016 for Medicaid Remittance Advices.
- Cost Settlement, PCP and Health Home Remits, Caseload Reports, and Paid Claims Reports are now available in the Portal. Eligibility inquiry will be available in the summer of 2017.
- As of May 15, 2017 the Census Status Reports will also be available and no longer mailed.
- Nursing facility staff will be required to access the portal to retrieve their Census Status Report.

Accessing the Online Portal

- Click on the Medicaid Portal logo located on the DSS Online Portal webpage:
 - <https://dss.sd.gov/medicaid/portal.aspx>
- Below is the direct link for the Online Portal login:
 - <https://dss.sd.gov/ocp/Account/Login?ReturnUrl=%2focp%2f>

Registration

➤ Two Methods

- You can complete a registration form, or
- Your Administrator can grant access by creating your profile.

New Registration Requests

- Be Prepared. Ensure you have the following information to sign up:
 - MEDX ID
 - Contact YOUR internal Provider Credentialing Specialist
 - This is unique to each Billing NPI (BNPI)
 - FEIN (or SSN if sole proprietorship)
 - Federal Employer Identification Number
 - BNPI
 - Billing NPI for Facility

Registration & Account Setup Process

- There may be an existing account administrator for your Billing NPI (within the Medicaid Portal). This person is able to create an account for you.
- A Listserv message was sent on May 3rd to all existing Portal users notifying them of the upcoming effort to assist with facilitating the addition of the Census Status Report.
 - This message encouraged them to plan for and coordinate the requests for account access, needed by MDS Coordinators.
- If you do not know who your Provider Admin is, please contact your Facility Manager. This person may be able to assist with facilitating the account setup process.

New Registration Request Form



New Registration for Provider Administration (you can request access to one or more Billing NPI's)

* indicates required fields

Provider ? *	Tester ? *
(605) 555-1234 ? *	Ext
Provider.Tester@TestingReports.Test ? *	
1234 Testing Lane ? *	
South Dakota ▾ *	
PIERRE ▾ *	
57501 ▾ *	

SDMEDX ID ? *
Tax Id ? *
Billing NPI ? *

+ ADD

Billing NPI's that you are requesting access to:

Enter Billing NPI to search from the list below.

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IMPORTANT: Once you are registered within this Portal your organization will no longer receive paper remittance advices. Remittance advices will be accessible immediately upon logging in.

Administration

➤ Provider Admin

- Can add and update Provider Admins and Provider Users
- Access to one or more BNPI and all SNPI associated with them
- Can Update existing user accounts to add or remove BNPI & SNPI access and their account permissions

➤ Provider User

- Able to View or Print
- Access to customized BNPI/SNPI combinations
- Cannot register - must be added by a Provider Admin

Adding Users

Add Provider Admin

Sally ? * Sanders ? *

(605) 123-4567 ? * Ext

sally.sanders@test.test ? *

1234 Testing Lane ? *

South Dakota v *

PIERRE v *

57501 v *

Please select User Type to get started

Provider Admin v *

Please fill up the contact details to proceed to next screen

* indicates required fields

Next Cancel

Adding Provider Admin Screen 2

Add Provider Admin

460440466 * **Billing NPI**

Billing NPI

Select All

1063654176	<input checked="" type="checkbox"/>
1124385554	<input type="checkbox"/>
1154458453	<input checked="" type="checkbox"/>
1376896621	<input checked="" type="checkbox"/>
1417304924	<input type="checkbox"/>
1679535132	<input type="checkbox"/>

Billing NPI's that you are granting access to

Enter Billing NPI to search from the list:

1063654176	<input checked="" type="checkbox"/>
1154458453	<input checked="" type="checkbox"/>
1376896621	<input checked="" type="checkbox"/>

Permissions Available

Select All

Permissions Selected

<input checked="" type="checkbox"/> Select All
<input checked="" type="checkbox"/> Administration
<input checked="" type="checkbox"/> ASA
<input checked="" type="checkbox"/> Claims RA
<input checked="" type="checkbox"/> Cost Settlement
<input checked="" type="checkbox"/> Eligibility Status
<input checked="" type="checkbox"/> H.Homes - RA
<input checked="" type="checkbox"/> H.Homes-Case Load
<input checked="" type="checkbox"/> PCP - RA

Adding Provider User Screen 2

Add Provider User

Billing NPI

 Select All
1265418669
1326024720
1598747651
1740262880
1821073792
1881679751

Billing NPI - Servicing NPI

 Select All
1881679751 - 1881679751
1598747651 - 1598747651

Billing NPI's that you are granting access to

1598747651 - 1598747651 1881679751 - 1881679751

Permissions Available

 Select All
 Claims RA
 Eligibility Status

Permissions Selected

 Select All
 Reports
 H.Homes - RA
 H.Homes-Case Load
 PCP - Case Load
 PCP - RA
 Cost Settlement

Census Status Report

- Hover over the Reports tab to see the drop-down menu.
- Click on Census Status Report.
- Choose Report Year and Report Week.
- Choose Billing NPI and click on the purple search button.
- Click on Generate Report
- Choose either the PDF version or the Excel version to open your report.

Billing NPI Number

080000 SS03JS62 SS036050 SOUTH DAKOTA STATE DEPARTMENT OF SOCIAL SERVICES -
05/03/2017 22.08.37 2017123 OFFICE OF PROGRAM MANAGEMENT - ADULT SERVICES AN
FILE= MDS+ CASE MIX

FACILITY RESIDENT CENSUS/STATUS REPORT
05/03/2017

SERVICE NPI: 1295174332

- The Billing NPI, which is the same as the Service NPI for nursing facility providers, is found on the upper left hand corner of the current Census Status Report

Billing NPI Number

- Enter the Service NPI from the Census Status Report (highlighted on previous slide) into the Billing NPI section in the portal (highlighted below)

Administration Reports

Facility Resident / Census Status Report

3 years of history will be available

Report Year Year

Report Week Report Week

Only 1 week of reporting can be viewed at a time.

Lookup Billing NPI

No BNPI Selected.

Generate Report

Census Status Report Mailings

- Final mailing of Census Status Report will occur on Thursday, May 11, 2017.
- A letter will accompany the final mailed report to notify MDS Coordinators of the change in process.
- Nursing facility staff now required to access Medicaid portal to retrieve Census Status Report effective May 15, 2017.
- Census Status Report available on the portal each Thursday
- Imperative to alert MDS Coordinators and Medicaid Portal Administrators within your facility of this important change.

Resources & Contact Information

- <http://dss.sd.gov/medicaid/portal.aspx>
 - Webinars
 - FAQ
 - User Guide
 - Technical Guidance
- dsonlineportal@state.sd.us