

Division of Medicaid - eLTSS System Training

High Level Navigation

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Introductions

Mississippi Medicaid

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FEI Systems

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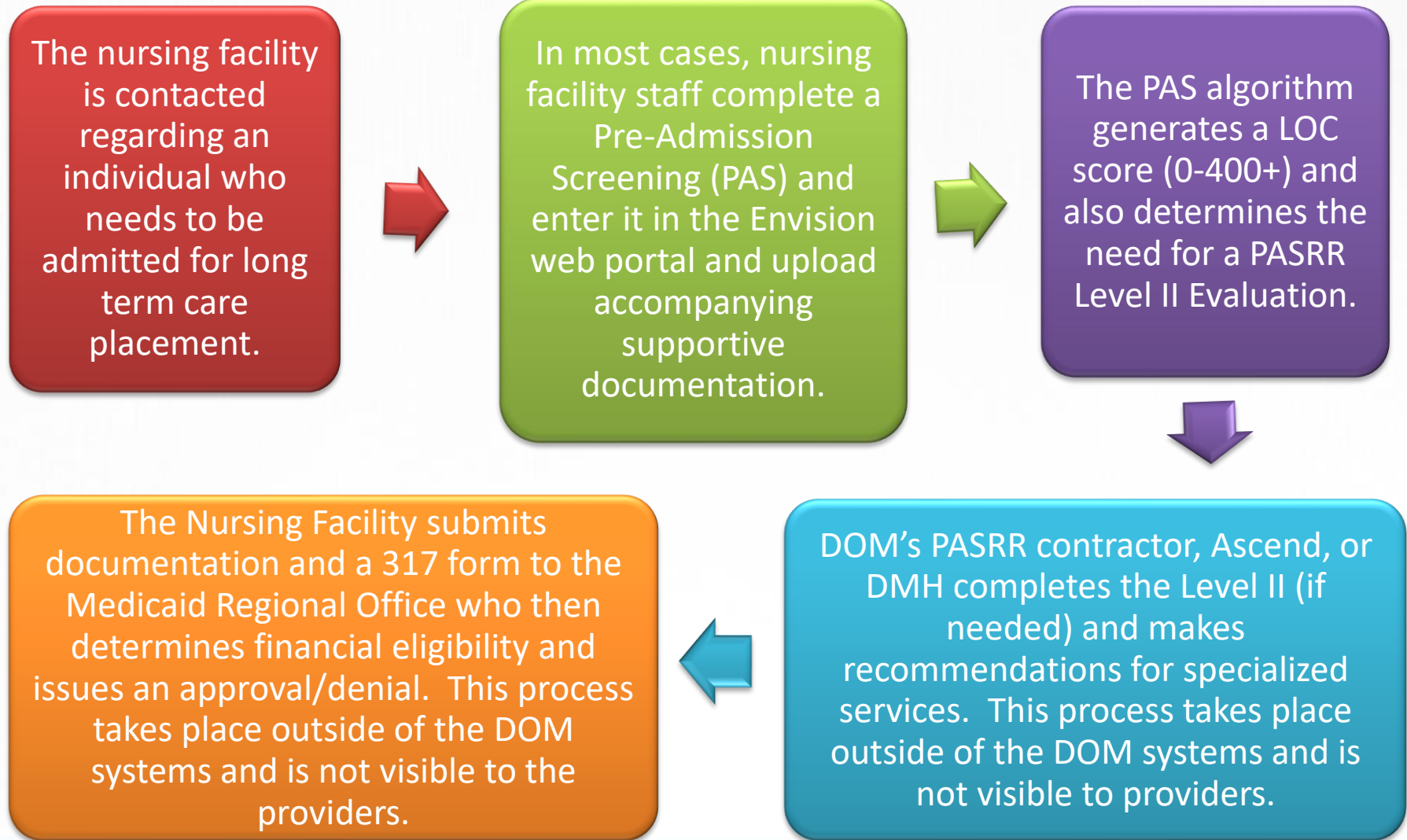
What is eLTSS?

eLTSS is the name of MS Medicaid's electronic Long Term Services and Supports case management system. This system was implemented in 2015 and currently houses the case management documentation for all of the state's 1915(c) waiver programs and our 1915(i) program.

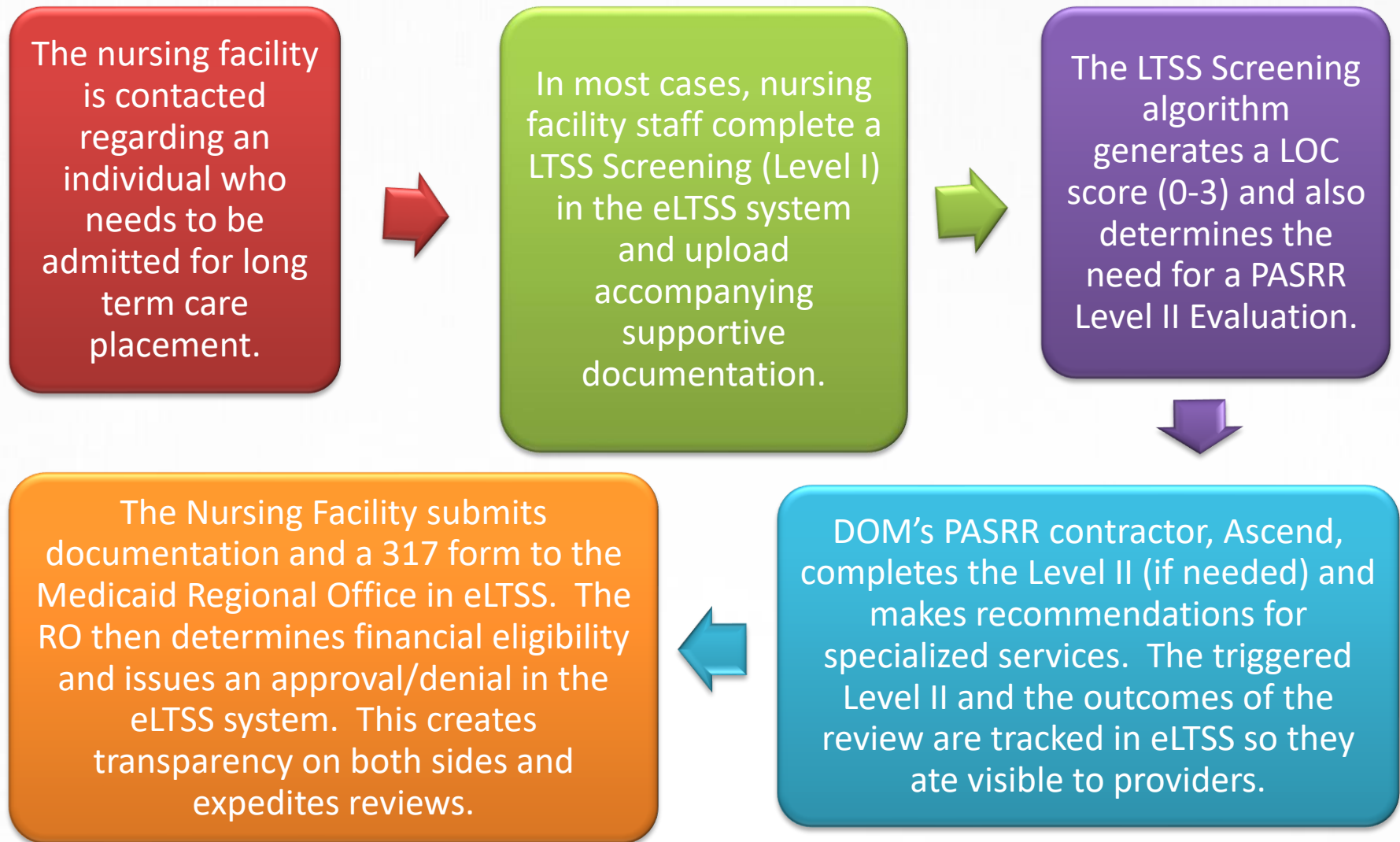
The integration of institutional processes into the system will allow for comprehensive analysis and streamlined processes across all of the state's long term services and supports.

The eLTSS system is supported by DOM's vendor, FEI Systems, Inc.

Current Nursing Facility Process



New Nursing Facility Process



DOM's Goals for the LTSS Nursing Facility Implementation

- ✓ Move the NF admissions process into an upgraded technology platform with a more user-friendly interface.
- ✓ Create system and process efficiencies where possible to reduce or eliminate frustrations caused by the current process.
- ✓ Implement the same assessment tool for both nursing facility LOC and HCBS waiver LOC.
- ✓ Incorporate the TCR process into the LTSS system to allow for easier submission and tracking.
- ✓ Minimize unnecessary burden on providers while complying with federal and state guidelines.

New Functionality

The LTSS Nursing Facility module will provide functionalities including:

- New LTSS Screening Tool (Level I),
- Indication of Requirement of Level II Evaluation,
- Electronic Informed Choice Form,
- Electronic 317 Medicaid Eligibility Form,
- Level II Evaluation Recommendation and Determination Tracking, and
- An Electronic Transition to Community Referral (TCR) Process

Additionally, users will have the capability to view Medicaid Enrollment information such as Category of Eligibility (COE) spans, Long Term Care (LTC) segments, and waiver/hospice lock-in spans without navigating to a separate system.

What are the objectives of this training session?

- getting to know the layout of the eLTSS system,
- understanding how to manage organizational/staff profiles,
- learning how to create Person Profiles for residents, and
- exploring the secure Message Center.

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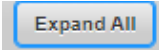
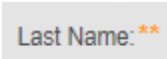
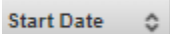
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eLTSS System Demos

- Logging In
- Home Page Announcements and Training Materials
- Top/Left Navigation
- Organizational Profiles
- Creating/Activating a Staff Profile
- Searching for a Person
- Creating a New Person Profile
- Navigating to the High Traffic Areas (Screenings, PASRR, etc.)
- MyLists
- Message Center

Helpful Hints for Using eLTSS

- All user manuals and training materials are linked on the Home page.
- When searching records, including as much information as possible with provide fewer results to review.
- Most screens have collapsible sections to streamline navigation. Individual sections can be expanded by clicking on the blue arrow to the left of the section. All sections can be open/closed using the “Expand All”/ “Collapse All” button in the top right. 
- Fields with double asterisks (**) are required to Submit. 
- Always remember that in many instances, selecting “Save” does not submit a form. Users must select the “Submit” button to officially submit a form.
- My List data and other access is limited by your Organizational jurisdiction and your staff’s user role.
- Medicaid eligibility data can be found in the Person’s Profile under “Medicaid Source Info”.
- Any screen can be printed by navigating to “Menu” in the top right and selecting “Print”. However, forms are best printed by selecting the “Print” button at the top of the form.
- Any list/table can be sorted using the up/down arrows next to the column header. 

Reporting System Errors in eLTSS

There are 2 ways to report eLTSS system errors:

Option 1: While on the screen with the error, users can navigate to the Menu dropdown in the top right and select “Feedback” and “Create” which will allow you to enter a Help Desk ticket.

Option 2: Email your report to LTSSMSHelpDesk@feisystems.com.

Contact Information

For questions regarding
policy or the implementation,
please contact DOM
via email at

LTSSPrograms@medicaid.ms.gov

Questions?

