

Division of Medicaid - eLTSS System Training

Transition to Community Referrals

September 1, 2022



What are the objectives of this training session?

- Locating Transition to Community Referrals (TCRs) that are automatically created from the MDS data import and completing their submission,
- Creating and submitting new TCRs (for instances where the TCR is not triggered by an MDS), and
- Reviewing waiver outcomes and contacts.

New TCR Procedures

The nursing facility will complete the TCR form in eLTSS within 10 business days of a “yes” response to item Q0500B of the MDS 3.0.

Resident	Identifier	Date
Section Q Participation in Assessment and Goal Setting		
Q0490. Resident's Preference to Avoid Being Asked Question Q0500B Complete only if A0310A = 02, 06, or 99		
Enter Code <input type="checkbox"/>	Does the resident's clinical record document a request that this question be asked only on comprehensive assessments? 0. No 1. Yes → Skip to Q0600, Referral	
Q0500. Return to Community		
Enter Code <input type="checkbox"/>	B. Ask the resident (or family or significant other or guardian or legally authorized representative if resident is unable to understand or respond): "Do you want to talk to someone about the possibility of leaving this facility and returning to live and receive services in the community?" 0. No 1. Yes 9. Unknown or uncertain	

Within 5 business days of the TCR Intake section of the form being submitted in eLTSS, the MAC Center staff, acting as the local contact agency, will review the TCR form in eLTSS and complete the Local Contact Review section of the TCR. In this section, the MAC Center staff will identify the programs and/or community support services to which the person should be referred.

Within 5 business days of the Local Contact Agency Review section of the form being submitted in eLTSS, the appropriate/selected Referral Agency Staff (Waiver Case Management Agency Staff) will review the TCR form in eLTSS and complete the Referral Agency Review section of the TCR applicable to their programs. In this section, the Referral Agency staff will document the outcomes of their communications with the person regarding HCBS services.

Section 1: TCR Intake Nursing Facility Users

- This section is created by either the MDS import (based on Section Q data) or manually by Nursing Facility staff.
- Several fields are pre-populated from the MDS import and/or the Person's profile.
- Even on those TCR forms automatically initiated by the import, Nursing Facility staff must go in and complete the Intake Section and Submit.
- Automatically initiated TCRs can be located using the "People with In Progress TCRs" myList. Any records in that myList must be completed and submitted or discarded if created in error with 10 business days.

Section 2: Local Contact Agency Review MAC Center Users

- This section is available once Nursing Facility staff submit the TCR Intake section and is to be completed by MAC Center users in their role as the Local Contact Agency (LCA).
- Due Date is pre-populated.
- The Waiver Programs selected on this screen dictates which waivers receive a TCR for this Person.
- Submitted TCRs that are awaiting review can be located using the “People with Pending LCA Staff Review TCRs” myList. Any records in that myList must be completed and submitted within 5 business days.

Section 3: Referral Agency Review

Waiver Case Management Agency Users

- This section is available once the LCA staff submit the Local Contact Agency Review section and is to be completed by Waiver Case Management Agency (CMA) users.
- Due Date is pre-populated and is the same for each referral agency.
- CMA staff can only update the Review section linked to their waiver programs based on their user role access.
- Currently, there is only 1 “Outcome” for the whole TCR. DOM and FEI are working to update this to an outcome for each waiver required to complete a review. Until that is corrected, each user can select the “Outcome” appropriate based on their review prior to submitting the form.
- TCRs that are awaiting review at this level can be located using the “People with Pending Referral Agency Review TCRs” myList. Any records in that myList must be completed and submitted within 5 business days.

eLTSS System Demos

- Transition to Community Referral (TCR) Form
- TCR MyLists

LTSSMississippi

login

Login Name(Test Only)
abc

User Name
Administrator, System (System)

On Behalf Of
Type to search...

Login

6.1 MS
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Questions?

