

**Division of Medicaid - eLTSS System Training**

# **Electronic 317 for ICFs & PRTFs**

October 20, 2022



# What are the objectives of this training session?

- Locating and completing the new electronic 317 Admission/Discharge Form,
- Understanding the associated workflow, and
- Reviewing the MyLists to track 317s through each of their status'.

# Old 317 Process

- Facilities sent a paper 317 form to the Regional Office with the required attachments via U.S. Mail, secure email or facsimile.
- Often the form was not submitted timely or was lost in process.
- There was no transparency or record tracking the submission or receipt.

# New 317 Process

- Facilities will submit the electronic 317 form to the Regional Office with the required attachments in eLTSS.
- Facilities will be required to submit 317s within 5 business days of an admission or discharge.
- Users will be able to track/view the submission/receipt and outcome of the form throughout the process.

# Preconditions For Form Creation

## Policy:

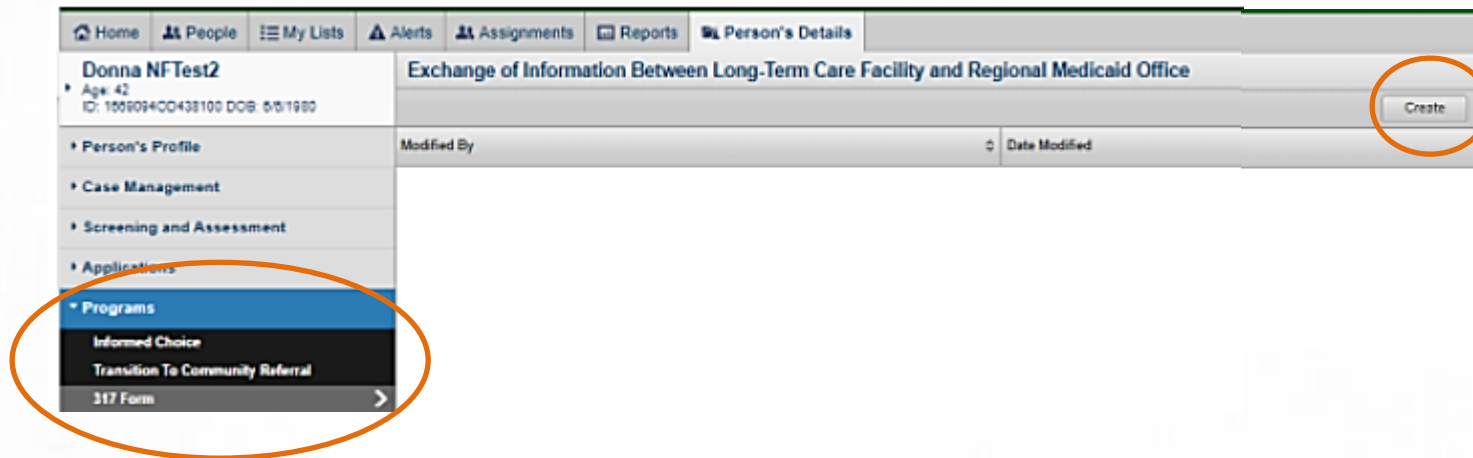
- ✓ A 317 Form is created only after person has been admitted to/discharged from the LTC Facility.

## System Limits for ICF/PRTF 317 Admissions:

- ✓ Informed Choice Form must be completed in eLTSS (ICFs Only)
- ✓ The person must be admitted into the Facility of the Facility Staffer who is completing the form.

# Part 1: Facility Submission to the RO

- Facility staff will create a 317 Form by navigating to the programs section of the Person's profile and clicking 317 Form and then "Create".



# Part 1: Facility Submission (Cont.)

Information must be completed in the following sections:

- ✓ Intake Questions,
- ✓ Facility,
- ✓ Medicaid Applicant or Recipient Information, and
- ✓ Facility Reported Information

All items with double red asterisks (\*\*) are required to Save and Submit.

Once all the fields are complete, the Facility User must select “Save” and then upload any attachments. Attachments outlined in the attachment “Checklist” are required for submission. The form will automatically pull in any attachments from the most recent LTSS Screening. Attachments are not required for 317 Discharges.

Once the Checklist is complete, the Facility User must select “Save and Done” and then “Submit for RO Review”.

# Mandatory Checklist Attachments for Submission for ICFs/PRTFs

When submitting 317 Admission Forms, **ICF** users must attach:

- Informed Choice (included by system with link to IC forms created in the system)

When submitting 317 Admission Forms, **PRTF** users are not required to attach any forms.

Attachments will automatically be mirrored from the most recent Screening form attachments section. Users will be able to manually attach additional documents in the 317 attachments section.

# 317 Form Status Overview

There are four (4) 317 Form statuses defined below:

- In Progress – Part I of the 317 form has been created but not submitted
- Awaiting Regional Office Review – Part I of the 317 form has been submitted.
- Approved – Regional Office has approved
- Denied – Regional Office has denied



# 317 Form MyLists

People with status of '317 Admit Submitted - Awaiting RO Review':

- ❖ These are individuals who have had their 317 submitted to the Regional Office.

People with status of '317 Admit - RO Review Complete':

- ❖ These are individuals who have had their 317 Admit Review completed by the Regional Office.

People with status of '317 Discharge - Awaiting Regional Office Review':

- ❖ These are individuals who have had their 317 Discharge submitted to the Regional Office.

People with status of '317 Discharge - RO Review Complete':

- ❖ These are individuals who have had their 317 Discharge Review completed by the Regional Office.

# eLTSS System Demos

- 317 Admission/Discharge Form
- 317 Discharge MyLists

# Questions?

