



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Management Services Division
PO Box 45600, Olympia, WA 98504-5600

August 11, 2014

ALTSA: NH Rates #2014-002
RE: "Detailed by client" RUG Reports

Dear Nursing Facility Administrator:

The method of posting and retrieving "detailed by client" Resource Utilization Group (RUG) Reports for residents in Washington nursing facilities will soon be changing. This letter is to inform nursing facilities of the change, and how the transition will be implemented. **Action on your part will be required.**

At present, "detailed by client" RUG Reports for Washington nursing facilities are prepared by the Office of Technology Services within the Aging and Long-Term Support Administration (ALTSA), and reviewed by the Minimum Data Set (MDS) Automation Coordinator of Residential Care Services (RCS), also within ALTSA. The Office of Technology then posts the RUG Reports to a server which can be accessed from the website of the federal Centers for Medicare and Medicaid Services (CMS). Nursing facilities use a secure portal on the CMS website to access the data for their specific facility, gaining access with a secure login and password. This process is different than the method to access the Summary Case Mix RUG Reports. Those reports, which do not contain client-specific information, are accessible through ALTSA's own website.

CMS has informed the states that by the end of this year it will no longer allow them to post their "detailed by client" RUG Reports on a server accessible from the CMS website. CMS has also informed the states that it will not be providing an alternative method of accessing these reports. The reason given by CMS is a concern about the security of the "detailed by client" RUG information. The states must therefore provide their own alternative.

ALTSA has chosen to provide access to the "detailed by client" RUG information by sending the reports to individual facilities via secure e-mail. The state's secure e-mail system is available to state agencies and their business partners; a guide for our partners is attached. This system provides a secure portal for recipients to log into and access confidential e-mail sent to them. This alternative provides security required for this category of data, while posting the RUG reports on ALTSA's website does not. The current method of posting the Summary Case Mix RUG Reports, which require a different level of security, on ALTSA's website will not be changed.

In order to implement the new system, AL TSA will need to develop a special e-mail list of nursing facilities, dedicated exclusively to the purpose of delivering the “detailed by client” RUG Reports. A form for submitting a facility’s designated recipient of these reports, their e-mail address, and other information is attached to this notice. A paper form is necessary because physical signatures are required. The form can be completed electronically except for the signatures, printed and signed, scanned as a PDF document, and returned electronically. The paper original does not need to be returned, in that case. Please direct the form to David Carter, Nursing Home Rates, Office of Rates Management, AL TSA, at david.carter@dshs.wa.gov. His phone number is (360) 725-2438. If you wish to mail the form instead, our mailing address is P.O. Box 45600, Olympia, WA 98504-5600.

A facility’s e-mail address for this purpose must specify a distinct individual, rather than just the facility or a job title. It also must share the facility’s address – that is, it may not be a private e-mail account of the individual. Each facility is responsible for the security of its own RUG reports once they have been received. Each facility is also responsible for keeping its information on the mailing list current, replacing individuals as necessary and responding to changes in ownership of facilities. Since signatures are required, such replacements will require filing a new form.

We will test the new system with the semi-annual RUG updates to be produced in October of this year. This will let us see how the new system works while the information is still available from the old system.

PLEASE COMPLETE AND RETURN THE ATTACHED FORM AS SOON AS POSSIBLE, AND NO LATER THAN MONDAY, AUGUST 25, 2014. FACILITIES THAT HAVE NOT SUBMITTED THEIR FORMS BY THEN WILL BE CONTACTED.

Thank you for your assistance in this matter. If you have any questions, please contact David Carter at the number and address listed above.

Sincerely,



Kenneth Callaghan

Chief, Office of Rates Management