SMS – Maine MDS Submission Management System

November 2011 Training
by
Department of Health & Human Services,
Office of MaineCare Services
&
Muskie School of Public Service, USM

Introduction to SMS

The new MDS Submission Management System (SMS) will be used to collect the Minimum Data Sets for both Residential Care Facilities and Adult Family Care Homes.

Providers no longer need to download their files to a disk or CD and mail them to the Muskie School of Public Service for processing.

Providers can quickly and securely log-in over the internet to view their File Dashboard.

Assessment data can be uploaded to the site with just a few clicks.

Providers will be able to view the history of previously uploaded files.

After the Muskie School processes the file, the Final Validation Report will be posted to the facility's site for downloading.

Introduction to SMS (cont.)

This new system will greatly reduce the time required for providers to prepare and submit their assessment files.

It will also allow the Muskie School to process the files much more quickly.

SMS employs the latest in web development technologies and contains many security features.

Some security features include Secure Socket Layer (SSL) communications, assessments stored on encrypted storage, and extensive auditing of access to the system.

The link to the SMS website can be found on the Muskie School of Public Service, Minimum Data Set (MDS) Technical Information website:

http://muskie.usm.maine.edu/mds/

Click on the link and the SMS log-in screen will appear. Type in your username and password and hit the Log In button to enter the site.

Muskie School of Public Service

Minimum Data Set (MDS) Technical Information

Welcome to Maine's Minimum Data Set (MDS) Technical Information Site

This site provides technical information related to the family of MDS resident assessment instruments used by MaineCare (Maine's Medicaid program). The University of Southern Maine (USM) Muskie School of Public Service (MSPS) maintains this site on behalf of the Maine Department of Health and Human Services (DHHS).

The family of MDS resident assessment instruments includes Minimum Data Sets for:

- nursing facilities (MDS 3.0);
- residential care facilities (MDS-RCA); and
- adult family care homes (residential care level III).

The information stored at this site is intended to assist:

1. State and Provider staffs with the most current MDS information and resources
2. Computer software designers in meeting State requirements concerning the encoding and electronic transmission of MDS assessments

Website Contents List

Nursing Home Links

Residential Care (Level IV) Links

Adult Family Care Homes (Residential Care - Level III) Links

Nursing Home Links

MDS 3.0:

- MDS 3.0 Website

NF RUG Grouper:

- Maine MDS RUGIII Codes

Residential Care Facility Links

SMS: Maine MDS Submission Management System

- Go to Log-in Page

MDS-RCA Form:

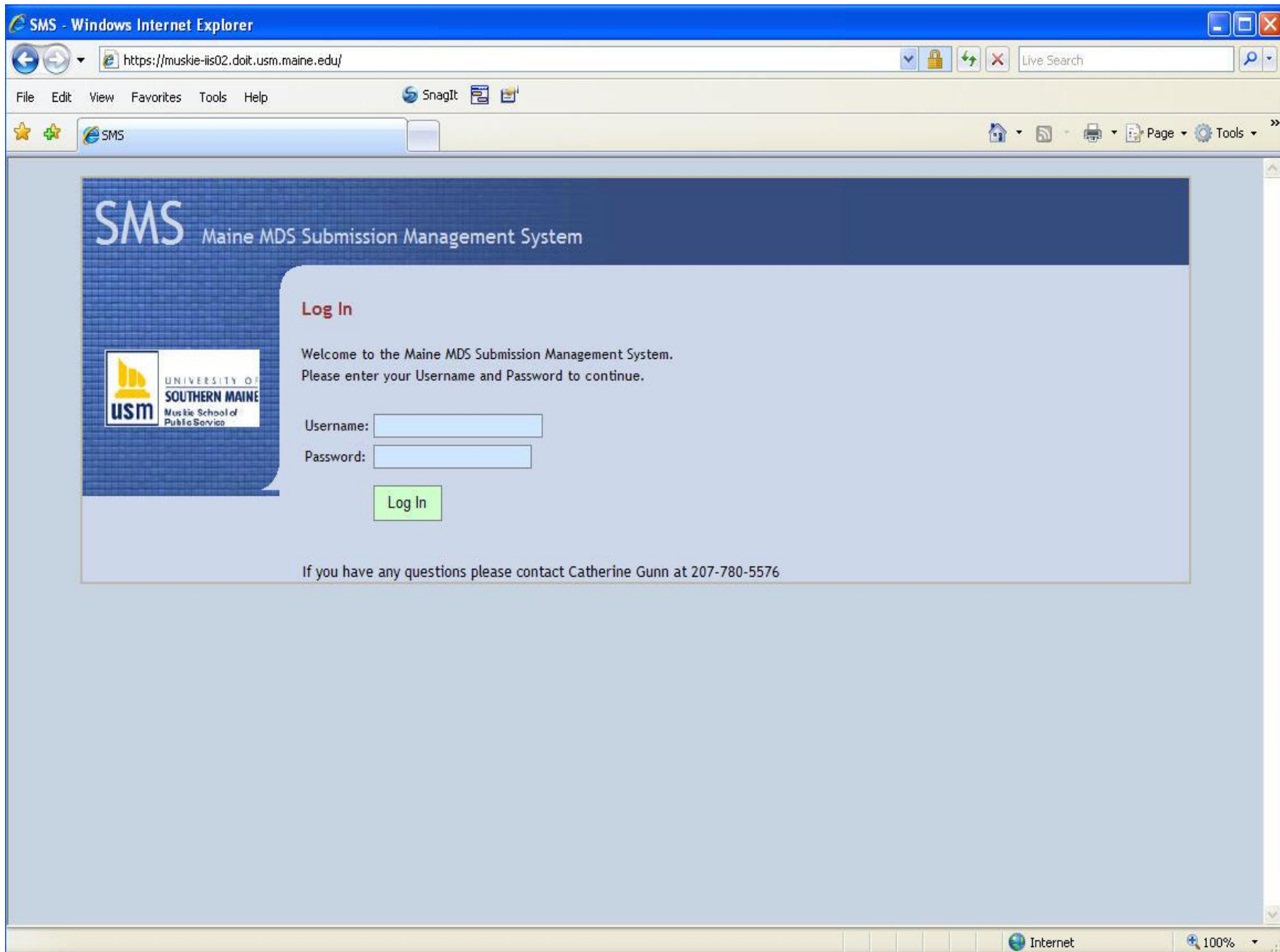### Project Staff

Catherine Gunn
Health Data Resources Coordinator
Cutler Institute for Health and Social Policy
Muskie School of Public Service

Phone: (207) 780-5576
Fax: (207) 228-8083

Suggested Audiences:

- Residential Care Facilities
- Adult Family Care Homes
- Nursing Facility providers
- State agencies
- Software programmers

SMS Maine MDS Submission Management System

Log In

Welcome to the Maine MDS Submission Management System.
Please enter your Username and Password to continue.

UNIVERSITY OF
SOUTHERN MAINE
usm Muskie School of
Public Service

Username: [ ]

Password: [ ]

[Log In]

If you have any questions please contact Catherine Gunn at 207-780-5576

SMS Maine MDS Submission Management System

SMS Menu

Home

My Profile

Change Password

UNIVERSITY OF
SOUTHERN MAINE
usm Muskie School of
Public Service

File Dashboard

Logout

Reports

Date	Time	File Name	Download
Friday, September 23, 2011 (New)	01:14 PM	TestReport.pdf	Download

Upload a New File

[ ] Browse... | Upload File

Submitted Files

Filters

| File Start Date | 8/30/2011 | File End Date | 9/29/2011 | Apply Filters |

File List

Date	Time	Facility	File Name	Submission Report

No Files Found

If you have any questions please contact Catherine Gunn at 207-780-5576

Uploading Submission Files

- Hit the "Browse" button. Your computer drives will be displayed.

- Click on the submission file you want to upload.

- You no longer need to download your submission file to a disk or CD. You can choose a secure computer drive to put the file.

- Please make sure to follow your facility's policy on Protected Health Information.
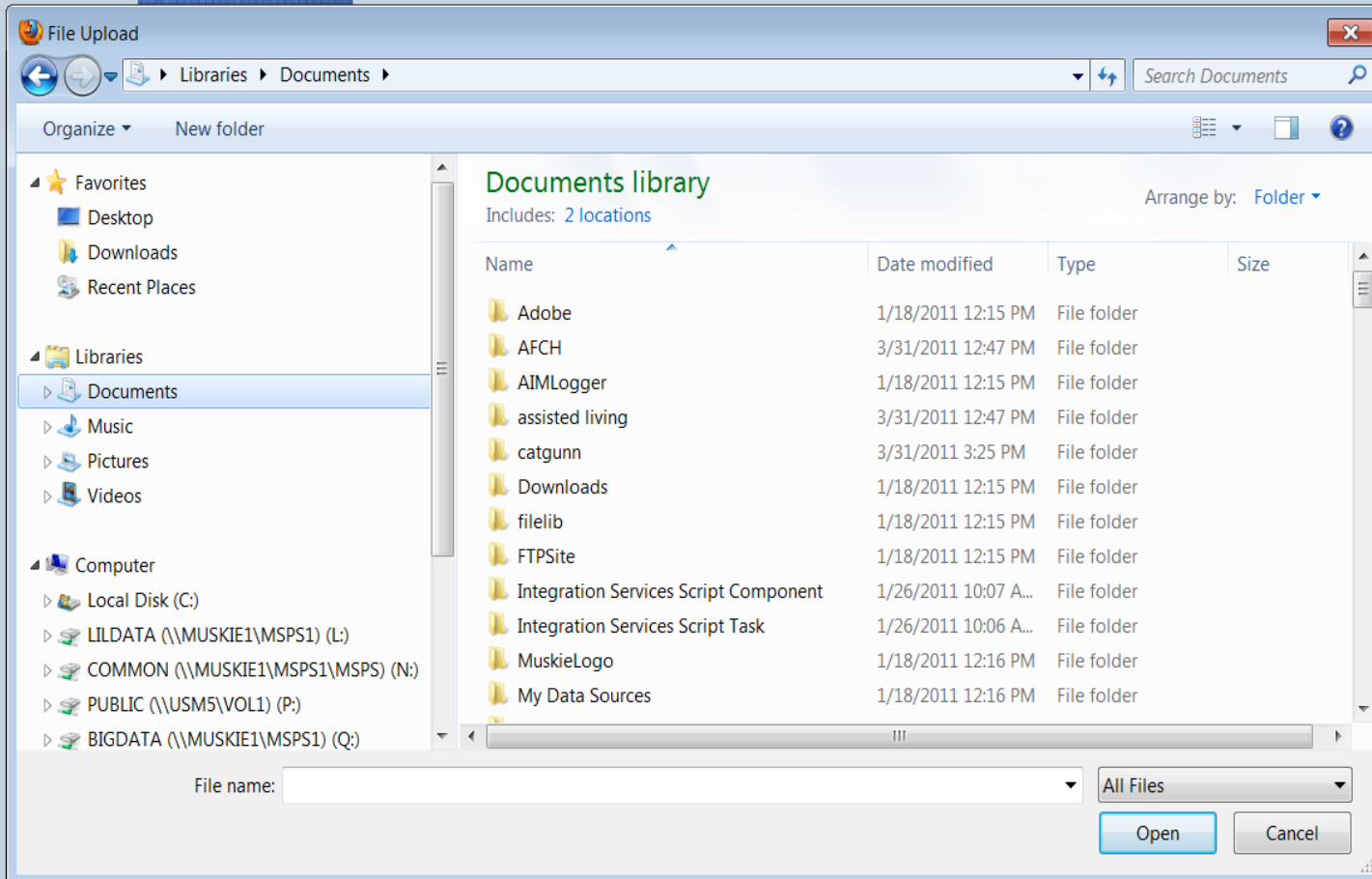
Uploading Submission Files (cont.)

- Hit the "Upload" button on the SMS File Dashboard.

- You should receive a message saying that the file was uploaded and renamed. The new file will be highlighted in yellow under the File List.

SMS Maine MDS Submission Management System

Logout

UNIVERSITY OF
SOUTHERN MAINE
USM Muskie School of
Public Service

File Dashboard

Success! Your file was uploaded and renamed to 10168_10132011_143646 (14634 bytes)

Reports

Date	Time	File Name	Download

Upload a New File

[_____] Browse... | Upload File

Submitted Files

Filters

File Start Date	9/13/2011	File End Date	10/13/201	Apply Filters

File List

Date	Time	Facility	File Name	Submission Report
Thursday, October 13, 2011 (New)	02:36 PM	BOLSTER HEIGHTS RCF	10168_10132011_143646	N / A
Tuesday, September 27, 2011	12:48 PM	BOLSTER HEIGHTS RCF	10168_09272011_124841	N / A

If you have any questions please contact Catherine Gunn at 207-780-5576

Problems with Uploading

If there is a problem with the file, you will get a message letting you know it did not work.

A few examples of why a file may not be correct:
      The file is blank
      It is an MDS 3.0 instead of an RCA or ALS
      Wrong file type

Provider Number in the Header of the File

The Provider Number that you use on Section AA6b and Section A3b MUST be the same Provider Number that is in the Header of the submission file.

If the Header number is different, the file will be rejected.

The Validation Reports sent to you from the Muskie School have displayed a warning message if the numbers did not match.

Contact your vendor if you need the Header to be fixed.

Files without an extension

- You can upload the file using Internet Explorer

or

- At the end of the file name, you can type: .txt

Name	Date modified	Type	Size
MDSRCA	9/30/2011 1:44 PM	File	15 KB
MDSRCA1.TXT	9/19/2011 10:51 A…	Text Document	28 KB

Validation Reports

After the submission file has been processed by the Muskie School, the Final Validation Report will be available for downloading.

On the File Dashboard, the Submission Report column that originally showed "N/A" after the file was uploaded is now replaced by a "Download" button.

Click on this button and the Validation Report can be downloaded into Adobe Acrobat or other pdf viewer.

The Validation Reports will be available on the site for one year.

SMS
Maine MDS Submission Management System

SMS Menu

Home

My Profile

Change Password

UNIVERSITY OF
SOUTHERN MAINE
Muskie School of
Public Service

File Dashboard

Reports

Date	Time	File Name	Download

Upload a New File

| | Browse… | Upload File |

Submitted Files

Filters

| File Start Date | 9/13/2011 | File End Date | 10/13/201 | Apply Filters |

File List

Date	Time	Facility	File Name	Submission Report
Friday, October 07, 2011	11:57 AM	HALL-DALE MANOR	11157_10072011_115722	N / A
Friday, October 07, 2011	11:57 AM	HALL-DALE MANOR	11157_10072011_115717	N / A
Tuesday, September 27, 2011	02:35 PM	HALL-DALE MANOR	11157_09272011_143549	Download

If you have any questions please contact Catherine Gunn at 207-780-5576

Other Reports

We will be posting other types of reports for users to download, such as the final payment rosters.

A popup box will let you know that a report has been posted within the last 30 days.

Hit the download button to retrieve your report using Adobe Acrobat or other pdf viewer.

SMS

Management System

Logout

There are recently uploaded reports! Please click the appropriate link to download.

Close

My Profile

Change Password

UNIVERSITY OF
SOUTHERN MAINE
USM Muskie School of
Public Service

Date	Time	File Name	Download
Friday, October 28, 2011 (New)	02:24 PM	TestReport.pdf	Download

Upload a New File

[   ] Browse... Upload File

Submitted Files

Filters

| File Start Date | 10/2/2011 | File End Date | 11/1/2011 | Apply Filters |

File List

Date	Time	Facility	File Name	Submission Report
Thursday, October 20, 2011	08:32 PM	HALL-DALE MANOR	11157_10202011_203240	N / A
Thursday, October 20, 2011	08:27 PM	HALL-DALE MANOR	11157_10202011_202757	N / A
Thursday, October 20, 2011	08:27 PM	HALL-DALE MANOR	11157_10202011_202702	N / A
Thursday, October 20, 2011	03:45 PM	HALL-DALE MANOR	11157_10202011_154550	N / A
Thursday, October 20, 2011	12:16 PM	HALL-DALE MANOR	11157_10202011_121620	N / A
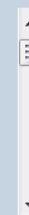
If you have any questions please contact Catherine Gunn at 207-780-5576

Who will be given access to SMS?

- Two users per facility can register for access to the site.

- Each user will be given a unique username and password from Catherine Gunn at the Muskie School of Public Service.

- After initial log-in, you will need to change your password.

Passwords

- Must be at least 8 characters long and contain at least one number and one non-alphanumeric character (example: #@$%).

- Must be changed every 60 days.

- A message will let you how many days left before the password expires.

- If expired, you will be prompted to change it at that moment.

- If you forget your password, or get locked out of the site, contact Catherine Gunn and she will reset it.

SMS Maine MDS Submission Management System

SMS Menu

Home

My Profile

Change Password

UNIVERSITY OF
SOUTHERN MAINE
usm Muskie School of
Public Service

Change My Password

Logout

New Password must be at least 8 characters and contain at least 1 number and 1 non-alphanumeric character.

Current Password:

New Password:

Cancel   Change Password

If you have any questions please contact Catherine Gunn at 207-780-5576

SMS Maine MDS Submission Management System

lewis, peter (Muskie)

SMS Menu
Home

My Profile
Change Password

UNIVERSITY OF
SOUTHERN MAINE
usm Muskie School of
Public Service

Change My Password

Logout

Password Changed Successfully

Continue

If you have any questions please contact Catherine Gunn at 207-780-5576

Username and Password Security

- Do not share your username and password with anyone.

- If leaving the facility, the user will need to be deactivated in the system. Catherine Gunn at the Muskie School of Public Service should be contacted for this.

- A new user must register with Catherine in order to gain access to the site. A registration form is available on the Muskie School of Public Service, MDS Technical Information website:
               http://muskie.usm.maine.edu/mds/

Contacts:

Sue Pinette, RN
Case Mix/Classification Manager
Health Care Management
DHHS, MaineCare Services
phone: 207-287-3933
Suzanne.Pinette@maine.gov

Catherine Gunn
Health Data Resources Coordinator
University of Southern Maine
Muskie School of Public Service
phone: 207-780-5576, fax: 207-228-8083
cgunn@usm.maine.edu