

Select originating cluster

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Authorized Signature

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Topic: Systems Issues

Subject: New Screens for Inquiring About SPD and other Medicaid Providers

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: We have developed several new screens to make it easier to access provider information on the mainframe. This is part of the Homecare Workers changes and helps build some of the foundation that will be needed to support future changes.

The new screens include a new Provider Search screen and a new/revised screen that displays all the Medicaid providers including all the SPD and OMAP providers. Both OMAP/Medicaid providers and SPD providers are on the same file (the OMAP provider file) and can be seen on the same screens.

Some improvements were made to the information that can be collected. For example we will now be able to store both the name the provider is using (this is the name on checks, mail, etc.) and the official IRS tax name. Some providers have different names for these purposes and this has caused us to file incorrectly with the IRS which can result in fines and penalties.

In August 2003 (IM-03-071) we collected information from the local offices regarding PRV8 (was it used, how, etc.). The response was a complete – “We don’t use it”. So we have taken some of the information from PRV8 and merged it with information from PRV7, PRV1 and PRV2. The result is one inquiry screen for local offices to use to look up all providers (PRV8-OMAP Provider File Information). In conjunction with the new Provider Find screen this makes it much easier for users to access provider records.

In addition, this change allows us to improve the security on the provider screens. PRV8 is an inquiry screen for provider information. PRV8 is included in the basic

inquiry and update groups. PRV7 is now an add/update screen. It has been removed from the general access RACF groups and is in a highly restricted group that will be available to a limited number of people.

Screens

SPVF (Provider Find) and PRV8 (OMAP Provider File Information).

Please see the attachment for more information on the changes.

If you have any questions about this information, contact:

Contact(s):	Help Desk		
Phone:	503-945-5623	Fax:	
E-mail:	Helpdesk@DHS.state.or.us		

Guide for Looking Up Provider Information

Used to view OMAP/Medicaid Provider Files Including SPD Providers

Overview

As part of the HCW changes we are changing the way that provider information is stored and made available to the various systems that use that information. As a foundation we have made changes to the mainframe provider screens. Changes to the Oregon ACCESS screens are in development and will be released next year. In the mainframe you will now be able to search for providers using a new screen that will bring up a list of providers and let you go to the detail and view it for any provider type, then return to the list to select the next provider. The PRV7 and PRV8 screens have been modified. PRV7 will be an update screen available to only limited staff. PRV8 will be an inquiry version of the new PRV7 screen, and will be permitted to most SPD staff. The new detail screen combines data from several screens to provide a more concise inquiry screen.

Provider Search – How to Use SPVF

As stated, a new provider search screen (SPVF) has been built. SPVF works much like the client find (WEBM,FIND). The new screen allows staff to search by name, SSN/TIN, OMAP/MMIS provider number, or a combination of these items.

For example, to search by name enter SPVF,smith,sally and press {enter}. The return screen will look like this.

```
SPVF                               Provider Find                               11/29/2004

SSN/TIN:                            (OMAP/MMIS) Prov Nmbr:           Sounds Like:
Prov Name Last: SMITH                First: SALLY
Business Name :

                                     ENRL
                                     STAT SSN/TIN           City/ST           Prov #   Typ
*** PROV NAME ***
SMITH, SALLY                         ID 512-34-1234      GRANTS PASS, OR   632435   HK
SMITH, SALLY ANN                     BT 512-34-1235      OTIS, OR          510829   AF
SMITH, SALLY ANN                     IC 512-34-1235      OTIS, OR          636125   HK
SMITH, SALLY JEAN B                  ID 512-34-1237      BEAVERTON, OR    702708   HK
SMITH, SALLY S                       ID 512-34-1238      TALENT, OR        554480   HK
SMITH, SALLY SUE                     BT 512-34-1239      TALENT, OR        623935   HK
SMITH, SAMANTHA                      AA 512-34-1240      SANDY, OR         670316   HK
SMITH, SAMUEL J                      ID 512-34-1241      GOLD BEACH, OR   722178   HK
SMITH, SANDRA                        BT 512-34-1242      SALEM, OR         513161   AF
SMITH, SANDRA J                      ID 512-34-1243      PRINEVILLE, OR  706674   HK
SMITH, SANDRA J                      ID 512-34-1244      MILWAUKIE, OR    727714   HK
SMITH, SANDRA K                      ID 512-34-1245      SWEET HOME, OR   635862   HK
SMITH, SANDRA L                      ID 512-34-1246      ROSEBURG, OR     562611   HK
70000I Ready
      F2=PRV7-Add/Updt   F3=Exit           F7=Bkwd F8=Fwd
F10=PRV8-Details F11=Find F12=SPVM
```

An SSN/TIN search might look like this. SPVF, 512341234

```

SPVF                               Provider Find                               11/29/2004

SSN/TIN: 512-34-1234   (OMAP/MMIS)  Prov Nmbr:           Sounds Like:
Prov Name Last:                First:
Business Name :

                                ENRL
                                STAT SSN/TIN           City/ST           Prov #   Typ

*** SSN/TIN ***
SMITH, SALLY                ID  512-34-1234   GRANTS PASS, OR   632435   HK

70000I Ready
      F2=PRV7-Add/Updt   F3=Exit
F10=PRV8-Details F11=Find F12=SPVM
  
```

A combination search might look like this; SPVF,512341234,smith,sally
 The screen will tell you what data was found under each type of search criteria.
 For example, for SSN/TIN the following matches were found... For name, the
 following matches were found....

```

SPVF                               Provider Find                               11/29/2004

SSN/TIN: 512-34-1234   (OMAP/MMIS)  Prov Nmbr:           Sounds Like:
Prov Name Last: SMITH                First: SALLY
Business Name :

                                ENRL
                                STAT SSN/TIN           City/ST           Prov #   Typ

*** SSN/TIN ***
SMITH, SALLY                ID  512-34-1234   GRANTS PASS, OR   632435   HK
*** PROV NAME ***
SMITH, SALLY ANN           BT  512-34-1235   OTIS, OR           510829   AF
SMITH, SALLY ANN           IC  512-34-1235   OTIS, OR           636125   HK
SMITH, SALLY JEAN B        ID  512-34-1236   BEAVERTON, OR      702708   HK
SMITH, SALLY S             ID  512-34-1237   TALENT, OR         554480   HK
SMITH, SALLY SUE           BT  512-34-1238   TALENT, OR         623935   HK
SMITH, SAMANTHA           AA  512-34-1239   SANDY, OR          670316   HK
SMITH, SAMUEL J            ID  512-34-1240   GOLD BEACH, OR     722178   HK
SMITH, SANDRA              BT  512-34-1241   SALEM, OR          513161   AF
SMITH, SANDRA J            ID  512-34-1242   PRINEVILLE, OR    706674   HK
SMITH, SANDRA J            ID  512-34-1243   MILWAUKIE, OR      727714   HK
SMITH, SANDRA K            ID  512-34-1244   SWEET HOME, OR    635862   HK

70000I Ready
      F2=PRV7-Add/Updt   F3=Exit           F7=Bkwd F8=Fwd
F10=PRV8-Details F11=Find F12=SPVM
  
```

To view the detail information, select a line, type in any character and press {Enter}. The PRV8 OMAP Provider File Information screen will display. Different providers have different information required (for example, HCW providers do not have #of beds) so some of the fields may be blank depending on the type of provider you selected.

```

SPVF                      Provider Find                      11/29/2004
PRV8 512345                OMAP Provider File Information          12/06/2004

Prov ID 512345          Prov Type AF                SSN/TIN Ind S NMBR 512-34-1234
Prov Name ABC, CRISTINELA      Name Typ P      DOB 05/26/####
IRS Name                                FICA Ind 2
Phys Addl                                Exc (DCR 1099)
  Addr 711 NE 172ND AVE                FIPS Cnty 051
  City/St PORTLAND, OR                Zip 97230-0000
MAIL Addl
  Addr 32980 WEBBER RD
  City/St AVON LAKE, OH                Zip 44012-0000
Tele 503-255-2632          Nat PHARM                Prov Loc(ST) 01  Prov Prac
*** Credentials / Enrollment Status  **|***** Facility *****
Pgm Code                Br (Lic)                | Beds(Nmbr) 5  Beds(Lic) 5
Est Enrl (Rec Create Date): 07/29/1993  | Rel(only) N Non Rel(commercial) Y
1-Enrl Stat BT          Enrl Beg 04/13/2000  | Res Y
2-Enrl Stat AA          Enrl Beg 06/29/1993  |
3-Enrl Stat            Enrl Beg                | Contr Y      Contr #
4-Enrl Stat            Enrl Beg                | Lic Beg      06/29/1999
5-Enrl Stat            Enrl Beg                | Contr End    06/28/2000
Last Chg: 12/04/2004 08:00:01  KGR  Orig Appl 07/29/1993
MSG:
MSG:
F2=PRV7-Add/Updt  F3=Exit                F12=Rtn-SPVF

```

To return to the list, press F12-Rtn-SPVF. SPVF will display your list so you may select another provider to view or change your search criteria.

About Sounds Like/SOUNDEX

PRVX always looks up providers using SOUNDEX. SOUNDEX is a process that uses an algorithm to assign a numeric value to a name. It is an electronic attempt to provide names that sound like the name you are trying to find. It is useful when you can't find the name using the standard look up and do not know the correct spelling. However, it is cumbersome.

The new SPVF screen gives you an option. It will normally look for names that are spelled the same and will start in the place in the alphabetic list that matches (or would match) the name you enter. You can page forwards and backwards and will probably find the provider. If you don't find your provider, as a last option, you can still use soundex. In order to use the soundex feature on SPVF you need

to type a Y in the Sound Like field. Then the system will look for names that sound like the name you enter.

For comparison you can type:

PRVX,skiba, , ,P and press enter.

Type SPVF and press enter, now type skiba in the *name* and Y in the *sound like* field and press {F11}.

You will get the soundex list for this letter combination. You will get the same results from each search.

Remember: On the new SPVF, if you know the provider you want is named skiba then you can type that name in without soundex and get the exact, correct record. To try this change the Y in the sounds like field to N and press {F11}. Note: PRVX does not do this, it always produces the soundex results.

That's It!

We hope you will find it easier to locate providers using the new search and PRV8 screens. Our next tasks will involve synchronizing the information between the Oregon ACCESS files and the mainframe OMAP provider file thus improving the access to provider data for Oregon ACCESS and eliminating double entry.

PRV8 Data Fields and Codes

The order of the following items follows the screen layout.

Prov ID - Provider ID

The 6-character OMAP/MMIS Provider Number. This number is assigned by the system when a new provider record is created. It cannot be changed.

Prov Type - Provider Type

A 2-character code which indicates the provider type.

AD	Adult Day Health	GR	Grocery Store
AF	Adult Foster Care	HE	Hearing Aid Dealer
AL	Airline Service	HF	Hemodialysis Facility
AM	Ambulance	HH	Home Health Agency
AS	Ambulatory Surgical Facility	HI	HMO (Health Maintenance Organization)
AT	Medical Air Transport (non-commercial/non-ambulance)	HK	Home Care
BC	Freestanding Birthing Center	HM	Home Delivered Meals
BP	Billing Provider	HO	Hospital
BR	Transportation Broker	HP	Hospice
BU	Bus Company	HS	High School
CD	Contract Dentist	IA	In Home Agency Provider
CE	Cemetery	IC	In-Home Capitation
CK	Medicheck Screening Center	IH	Indian Health Clinics
CL	Clothing/Department Store	IL	Independent Laboratory
CP	Prepaid Capitation Org	JD	Other Transportation
CR	Rural Health Clinic	KD	Free Standing Kidney Dialysis Center
DC	Chiropractor	LA	Legal Aid
DM	Dentist	LF	Assisted Living Facility
DS	Podiatrist	LL	Landlord
DT	Denturist	MC	MHDDSD Provider
EL	Electric Company	MD	Physicians
EW	Electric/Water	MH	Mental - State Institute
FC	Family Planning Clinic	MM	Miscellaneous Medical Services
FQ	Federally Qualified Health Center	MO	Mortuary
FS	Auto Service Station	MS	ICF/MR
FU	Home Fuel	MV	Moving Company
GA	Home Natural Gas		

NA	Nurse Anesthetist	RT	Residential Treatment – MED
ND	Naturopath/Midwife	RX	RCF – Contract Rates
NF	Nursing Facility	SA	Sanitary Service
NM	Direct Entry Midwives	SC	Social Worker
NP	Nurse Practitioner	SD	Satellite Apartments - MED
OD	Optometrist	SE	Secured Transport Provider
OP	Dispensing Optician	SF	Satellite APTS/AFH
OT	Occupational Therapist	SG	Satellite APTS/GHC
PA	Personal Care Assistant	SH	Audio/Speech Therapist
PB	Public Clinic	SL	Specialized Living Facility
PH	Pharmacy	SM	School Medical
PR	Prenatal Clinic	SR	Satellite Apartments - MR
PT	Physical Therapist	SS	Nursing Home Semi-Skilled (inactive)
PW	Adult and Family Svc Division	ST	Special Transportation Contract
PX	Portable X-Ray Service Only	SU	SLF: HUD
PY	Psychologist	SW	Sheltered Workshop
RA	Contract RN	TA	Taxi
RC	Residential Care - MED	TC	Targeted Case Management
RE	Restaurant	TE	Telephone Company
RF	Residential Care	VT	Vision 2000
RH	Residential Care - HA	WA	Water Department
RM	Residential Training - MR	WC	Wheelchair Coach/Service car
RN	Private Duty Nurse		
RR	Railroad		

SSN/TIN Ind -- Social Security/Internal Revenue Service Number Indicator
Indicates whether the number in the SSN/IRS NUM field is a Social Security number or an Internal Revenue Service number.

I Internal Revenue Service (IRS) Number
S Social Security Number

NMBR - Social Security/Internal Revenue Service Number

The unique 9-digit Social Security number or Internal Revenue Service number assigned by the federal government to a provider for tax purposes.

Prov Name - Provider Name

Name of provider. If the provider is an individual, the name should be entered Last Name, First Name. If the provider is a business or corporation, the business name should be entered without commas or periods. The name in this field will

display on all checks and mailings. If the provider has a different name on file with the IRS (Internal Revenue Service) it should be entered in the IRS Name field.

Name Typ - Provider Name Type Indicator

Indicates whether a provider is a person or institution.

I Institution/Business

P Person

DOB - Date of Birth

Provider's 8-digit date of birth - MM/DD/YYCC.

IRS Name - Internal Revenue Service Name

The Name that the provider has on file with the Internal Revenue Service. A name should only be entered in this field if it is different from the name in the Prov Name field.

FICA Ind - Federal Insurance and Contributions Act indicator

Identifies whether a provider should have FICA deduction withheld and/or be included on the 1099 (income) report.

1 Withhold FICA; do not include on 1099

2 Do not withhold FICA; include on 1099

3 Withhold FICA; include on 1099

4 Do not withhold FICA; do not include on 1099

Exc (DCR 1099) - DCR provider exclusion flag

Indicates if a DCR (Developmentally Disabled Children's Residential) provider is excluded from 1099 (income) reporting. Only DCR providers may qualify for exclusion. All other provider types must have an N in this field.

Y Excluded from 1099 reporting

N Not excluded from 1099 reporting

Phys Add1 - Physical Address Line One/Additional Information

First line of the physical address where a provider does business. This line is used for suite numbers or, building names that don't fit on the physical address line, or for a continuation of a provider name that is longer than the provider name field. This field is not generally used for the basic street address for the provider. That should be entered into the ADDR field.

Phys Addr - Physical Address

Provider's Street Address

Phys City/State - Physical Address City and State

City and state of a provider's physical address. Should be entered City, State

Phys Zip - Zip Code Address

Provider's zip code address. This field contains both the 5 digit base ZIP code and the Plus 4 characters.

FIPS Cnty - Fips County Code

The federal code representing the county within Oregon where a provider practices. This code accompanies the Physical Address.

001 Baker	037 Lake
003 Benton	039 Lane
005 Clackamas	041 Lincoln
007 Clatsop	061 Union
009 Columbia	063 Wallowa
011 Coos	065 Wasco
013 Crook	067 Washington
015 Curry	069 Wheeler
017 Deschutes	071 Yamhill
019 Douglas	043 Linn
021 Gilliam	045 Malheur
023 Grant	047 Marion
025 Harney	049 Morrow
027 Hood River	051 Multnomah
029 Jackson	053 Polk
031 Jefferson	055 Sherman
033 Josephine	057 Tillamook
035 Klamath	059 Umatilla

Mail Add1 - Mailing Address Line One/Additional Information

First line of the mailing address where a provider receives mail. Mail address information should only be entered if the mail address is different from the physical address. This line is used for suite numbers, building names, etc... This field is not generally used for the basic street mailing address for the provider. That should be entered into the Mail ADDR field.

Mail Addr - Mailing Address

Street number and street name, or post office box number of a provider's mailing address.

Mail City/State - Mailing Address City and State

City and state of a provider's physical address. Should be entered City, State

Mail Zip - Zip Code Address

Provider's zip code. This field contains both the 5 digit base ZIP code and the Plus 4 characters.

Tele - Provider Telephone Area Code and Number

The telephone area code and number.

Prov Loc (ST) - Provider State Location Code

A 2-digit code which identifies the state in which a provider provides services.

00	Undetermined at conversion	20	Washington
01	Oregon	21	California
10	Washington Border	22	Idaho
11	California Border	23	Nevada
12	Idaho Border	98	Other states and Washington D.C.
13	Nevada Border	99	Out of country (foster child provider)
15	Out of state frequent biller		

Prov Prac - Provider Practice Organization Type Code

Identifies the proprietary nature of a provider's practicing organization.

1	Individual	5	Other
2	Partnership	6	Non-profit
3	Corporation	7	Not for profit
4	Group Practice	8	Limited partnership

Pgm Code - Program License Code

Identifies the program a provider is licensed to provide.

AD Alcohol and Drug

DCR Developmentally Disabled Children's Residential

DD Developmentally Disabled

MED Mentally and Emotionally Disturbed

NHF Nursing Home - Home and Community Based Care Waiver, Foster Care

NHR Nursing Home - Home and Community Based Care Waiver, Residential

Br (Lic) - Licensing Branch

The branch office responsible for licensing the provider.

Beds (Nmbr) - Number of Beds

Number of inpatient beds in a facility.

Beds (Lic) - Quantity of CBC Beds Certified

Number of licensed beds in a community based care (CBC) facility.

Est Enrl (Rec Create Date) - Established Enrollment/Record Create Date

Date the provider record was added to the OMAP/MMIS provider file.

Rel (only) - CBC Provider Relative Care Flag

Indicates if a community based care (CBC) provider is licensed as a relative provider only. If the code in this field is Y, the provider will be paid using the relative payment rate.

Y Licensed as a relative only Adult Foster Care Provider

N Licensed as other than relative only

Non Rel (commercial) - CBC Provider Non-Relative Care Flag

Indicates if a community based care (CBC) provider is licensed as a commercial provider. These providers are paid at the commercial rate.

Y Licensed as a Commercial Provider

N Licensed as other than a commercial provider

Res - CBC Personal Residence Flag

Indicates if a community based care (CBC) provider is providing services in their own residence.

- Y Services provided in residence
- N Services not provided in residence

Enrl Stat - Enrollment Status Code

A 2-character code which indicates the enrollment status of a provider. Valid codes are used in conjunction with the status date to identify the most current status, and to provide a historical picture of the change in a provider's status.

- | | |
|--|--------------------------------------|
| AA Active | IW OMAP/DHHS involuntary withdrawal |
| AC Active on conversion | LS License suspended |
| AN Active non-contracted | LV License revoked |
| AP Active contracted | PA Pending active |
| BT Business terminated | VW Voluntary withdrawal from program |
| DE Death | |
| IC Inactive on conversion | |
| ID Inactive due to last check written date | |

Enrl Beg - Enrollment Effective Date

Indicates the effective date of the status in the preceding status code field. It is entered as MM/DD/YYCC

Prov Cert - Provider Certification Code/Number

Identifies the certification type of the provider. Adult Foster Home providers licensed under the Nursing Home, Home and Community Based Care Waiver (NHF) must have one of the following codes on the PRV7 screen.

- Rel Relative Only License – only permitted to provide care to a relative
- Lim Limited License
- Com Commercial License
- Vnt Licensed as a ventilator home
- Ecp Enhanced Care Service Program License

Contr - Medicaid Contract Provider Flag

Indicates if a community based care (CBC) provider has a contract with DHS to be a Medicaid provider.

- Y Provider has a contract with DHS
- N Provider does not have a contract with DHS

Contr # - Provider Contract Number

Identifies the number of a contract between a provider and DHS.

Lic Beg - CBC Provider License Date

The date a provider home or facility was licensed by DHS to provide community based care services. It is entered as MM/DD/YYCC

Contr End - CBC Contract End Date

The date a community based care (CBC) provider's Medicaid contract with DHS ends. It is entered as MM/DD/YYCC

Last Chg - Provider Record Last Change Date, Time, and Identification code

The date and time of the most recent change to a provider record. Immediately following the date and time is a three character operator identification code. This is the 3rd, 4th and 5th characters from the RACF ID of the person who last updated the record. This information is automatically generated when a record is added/updated and saved to the file.

Orig Appl - Application Date

The date the first Medicaid enrollment application was signed by a provider. It is entered as MM/DD/YYCC