

DEPARTMENT OF HEALTH & HUMAN SERVICES  
Centers for Medicare & Medicaid Services  
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**CENTER FOR MEDICARE**

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TO: All Part D Plan Sponsors

FROM: Cynthia G. Tudor, Ph.D., Director, Medicare Drug Benefit and C & D Data Group

SUBJECT: Long-Term Institutionalized Resident Report

DATE: June 27, 2011

The 2011 Long-Term Institutionalized (LTI) Resident Report will be distributed to plans on June 28, 2011. Your organization will only receive an LTI Resident Report if you have LTI enrollees. CMS will distribute this report to each Part D sponsor through the secure CMS Enterprise File Transfer (EFT) process. You will retrieve this report using your existing Gentran or Connect:Direct service. If your organization utilizes the services of a 3rd party vendor for Gentran or Connect:Direct access, please notify them that you will be receiving this report.

There may be differences between the LTI Resident Report and your current enrollment as this report is based on data from the Minimum Data Set (MDS) of nursing home assessments in January, 2011. As listed in the chart attached, the Part A indicator identifies those long-term nursing home residents whose last reported resident assessment between June 1, 2010 and January 31, 2011 was a Medicare-type assessment. Therefore, the presence of the Part A indicator denotes that at least a portion of the admission either before or between these dates was part of a Part A stay.

The layout specifications of the file have not changed from the LTI reports distributed last year (See Appendix A).

Appendix B contains a description of best practices related to sponsor's use of this LTI Resident Report. These best practices were first released in the fall of 2009 with the 2009 LTI Resident Report.

If you have any questions concerning this memorandum, please send an e-mail to [PartDMetrics@cms.hhs.gov](mailto:PartDMetrics@cms.hhs.gov) . Please include "LTI Resident Report" in the subject line. For any technical inquiries related to Gentran or Connect:Direct, please contact the MMA Help Desk at 1-800-927-8069 or [mapdhelp@cms.hhs.gov](mailto:mapdhelp@cms.hhs.gov) .

**APPENDIX A: Long Term Institutionalized Resident Report Data Layout Specifications**

The LTI Resident Report uses the following naming conventions:

Gentran Mailbox Users: P.Rcccc.LTCRPT.Dyymmdd.Thhmsst.pn Connect:Direct Users: site-HLQ.Rcccc.LTCRPT.Dyymmdd.Thhmsst Code Key: ccccc - Contract Number (e.g., S0000)

pn - Sequentially Assigned Number site-HLQ - A high-level qualifier currently used by the contract number to receive files.

| <b>Part D Beneficiaries/Long Term Institutionalized Residents: Record Layout</b> |                   |                     |  |
|--|-------------------|---------------------|--|
| <b>Field Name</b>  | <b>Field Type</b> | <b>Field Length</b> | <b>Field Description</b>   |
| Part D Contract Number   | CHAR              | 5                   | Part D Contract Number associated with the resident during the month of the last nursing home assessment date. (Source: CME) |
| Part D Plan Number   | CHAR              | 3                   | Part D Plan Number associated with the resident during the month of the last nursing home assessment date. (Source: CME)     |
| Part D Plan Name   | CHAR              | 50                  | Part D Plan Name associated with the resident during the month of the last nursing home assessment date. (Source: MARx)      |
| Last Name  | CHAR              | 24                  | Beneficiary Last Name (Source: EDB)  |
| First Name   | CHAR              | 15                  | Beneficiary First Name (Source: EDB)   |
| Health Insurance Claim Number (HIC) (External format)                            | CHAR              | 12                  | Health Insurance Claim Number associated with the resident. (External format) (Source: Fu Associates matching algorithm)     |
| Date of Birth  | DATE              | 8                   | Beneficiary Date of Birth (Source: EDB) Format CCYYMMDD  |
| Gender   | CHAR              | 1                   | Beneficiary Gender (Source: EDB) 1 = Male 2 = Female 0 = Unknown   |
| Nursing Home Length of Stay  | CHAR              | 6                   | Nursing Home Length of Stay in Days (0-999999) at the time of the last Nursing Home assessment. (Source: Derived)            |
| Nursing Home Admission Date  | DATE              | 8                   | Admission date associated with the last assessment for the resident. (Source: Derived) Format CCYYMMDD                       |
| Last Nursing Home Assessment Date  | DATE              | 8                   | Target date of last assessment for the resident. (Source: MDS Unload). Format CCYYMMDD                                       |

**Part D Beneficiaries/Long Term Institutionalized Residents: Record Layout**

| <b>Field Name</b>         | <b>Field Type</b> | <b>Field Length</b> | <b>Field Description</b>  |
|---------------------------|-------------------|---------------------|---|
| Part A Indicator          | CHAR              | 1                   | The Part A Indicator identifies those long-term nursing home residents whose last reported resident assessment was a Medicare-type assessment. Such an assessment is required for all skilled nursing home stays that are reimbursed under Medicare. (Data source: Minimum Data Set (MDS) system, field AA8B) |
| Nursing Home Name         | CHAR              | 50                  | Name of Nursing Home associated with last assessment for the resident. (Source: MDC Facility File Unload)   |
| Medicare Provider ID      | CHAR              | 12                  | Medicare Provider ID of Nursing Home associated with last assessment for the resident. (Source: MDS Facility File Unload)   |
| Provider Telephone Number | CHAR              | 13                  | Telephone Number of Nursing Home associated with last assessment for the resident. (Source: MDS Facility File Unload)   |
| Provider Address          | CHAR              | 50                  | Address of Nursing Home associated with last assessment for the resident. (Source: MDS Facility File Unload)  |
| Provider City             | CHAR              | 20                  | City of Nursing Home associated with last assessment for the resident. (Source: MDS Facility File Unload)   |
| Provider State Code       | CHAR              | 2                   | State Code of Nursing Home associated with last assessment for the resident. (Source: MDS Facility File Unload)   |
| Provider Zip Code         | CHAR              | 11                  | Zip Code of Nursing Home associated with last assessment for the resident. (Source: MDS Facility File Unload)   |

## **APPENDIX B: Best Practices Related to Use of the LTI Resident Report**

### **Identification of Institutionalized Enrollees and Follow-up Facility Contact**

The LTI Resident Report can assist sponsors in identifying the facilities in which their institutionalized enrollees reside to ensure that network pharmacies are available to serve these beneficiaries. For newly enrolling beneficiaries, LTC facility information, if provided on the enrollment application, can enable sponsors to contact facilities to determine the availability of network pharmacies to serve new enrollees. For enrollees who are institutionalized during the coverage year, sponsors should have procedures in place to receive notification of institutionalization and identification of the facility to determine the availability of a network pharmacy.

In all these situations, if a network pharmacy is not available to serve the sponsor's institutionalized enrollees, the Part D sponsor should contract with the facility's contracted LTC pharmacy. If that pharmacy will not sign a contract, the Part D sponsor should contract with another LTC pharmacy that can serve the facility. In some cases, a retroactive contract may be necessary.

### **Additional Uses of the LTI Resident Report**

Part D versus Part A payment for LTC drugs: CMS recognizes the value of this report to assist with preventing Part D payment of drugs covered by Medicare Part A. However, in addition to being used prospectively to avoid payment for drugs during Part A skilled nursing facility stays, the report data may also be used by sponsors for retrospective reviews of paid claims to identify claims that should have been billed under Part A; thus, permitting sponsors to recover inappropriate Part D payments and work with LTC providers to ensure future compliance.

### **Use of Point-of-Sale Data**

To ensure uninterrupted access to covered Part D drugs upon admission to a LTC facility, sponsors may review point-of-sale claims data to confirm that LTC claims submission process are operating effectively. Specifically, the sponsor's claims review should confirm the pharmacy's use of a patient location code of "03" (the industry standard for identifying a LTC claim) and identify claims being denied for NCPDP reject codes: 50- non-network pharmacy; 40 invalid patient location code; or, 05 missing/invalid pharmacy ID. Whenever claims for institutionalized enrollees are being denied for these reject reasons, sponsors should have procedures in place to assist in their prompt resolution. This might be accomplished by educating the pharmacy on proper claims submission, or in the instance of a non-network pharmacy, by undertaking to contract with the pharmacy or with another LTC pharmacy that can serve the facility.