
STATE OF IOWA DEPARTMENT OF

Health ^{AND} Human

SERVICES

Retrieving Facility Case Mix Roster from Iowa Medicaid Portal Access (IMPA)

January 19, 2024

Iowa Medicaid Portal Access (IMPA)

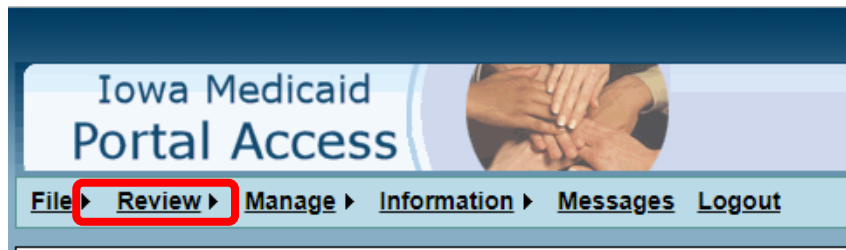
- Beginning February 3, 2021, Iowa Medicaid implemented a process change that required nursing facility providers to access all case mix rosters from IMPA.
- If you are new to IMPA, please visit, <https://secureapp.dhs.state.ia.us/impa/Default.aspx> to access the User Registration Guide and register as a user of IMPA by clicking on “Register New Account” in the upper left side of the main page.
- If you are a current user, you may skip to the next slide.

Obtaining Case Mix Access

- After completing the registration process or if you are already an IMPA user, please complete and submit the Case Mix Request Access for IMPA form to request case mix access.
- The Case Mix Request Access for IMPA form must be completed in its entirety and include:
 - Requestor's IMPA username and email address
 - Facility's Tax Identification Number (TIN)
 - Facility's National Provider Identification (NPI)
 - Facility's Iowa state identification number (IAXXXXXX)
- Once access is secured, users will be assigned the role of "Case Mix Rosters" in IMPA.
- The case mix request form must be filled out by everyone who will be accessing their facility's case mix rosters.

Navigating IMPA

- The user will have access to their facility's case mix roster once they have been given the Case Mix Roster Role in IMPA.
- Select “Review” from the IMPA menu in the top left corner.



- Choose "Case Mix Rosters" from the drop-down menu for the review.



Navigating IMPA

- The following screen will appear after the user clicks Case Mix Rosters.

Iowa Medicaid Portal Access

File ▶ Review ▶ Manage ▶ Information ▶ Messages Logout

Case Mix Rosters

Important Information:

Case Mix 2022 Important Dates

Resident Rosters	1st Quarter	2nd Quarter	3rd Quarter
Applicable Date Range of MDS Assessment Reference Date	January 1 – March 31, 2022	April 1 – June 30, 2022	July 1 – September 30, 2022
Preliminary Rosters Available to Providers via IMPA	May 19, 2022	August 18, 2022	November 18, 2022
Final Day to Submit Corrections to QIES or Payer Change Forms	June 3, 2022	September 1, 2022	December 6, 2022
Final Rosters Available to Providers via IMPA	June 27, 2022	September 27, 2022	December 29, 2022
Effective Date of Case Mix used	October 1, 2022	January 1, 2023	April 1, 2023

Important Message: More information to come from 4th Quarter Case Mix Rosters dates.

Facility ID: - Nursing Facility IDs will always begin with IA and followed by four or five digits.
- This number can be found at the top of any prior case mix roster (Example: IAXXXXX).
- If you are not sure what your Facility ID is please send an email to Casemix@dhs.state.ia.us.

- RUG-III Calculations: https://dhs.iowa.gov/sites/default/files/RUG_III_Calculations.pdf
- Nursing Facility Rates webpage: <https://dhs.iowa.gov/ime/providers/csrp/nfr>
- Case Mix FAQs: https://dhs.iowa.gov/sites/default/files/Case_Mix_FAQs.pdf
- [Case Mix Rosters for 2020](#)
- [Case Mix Rosters for 2021](#)
- [Case Mix Rosters for 2022](#)
- [Case Mix Rosters User Guide](#)
- [Case Mix Payer Change Form](#)

Search Criteria

Facility ID: IA

Tax ID:

National Provider Identifier:

Navigating IMPA

- The table at the top of the page contains important dates for the case mix.
- Users are responsible to review the dates to ensure they are aware of the timings to retrieve the rosters from IMPA and deadlines to complete any modifications following preliminary roster review.
- Users will also find important updates and notifications for case mix [here](#).

Navigating IMPA

- To retrieve the facility's case mix roster, users will need the facility's ID number (IAXXXX), Tax Identification Number (TIN) and National Provider Identification number (NPI) as entered on the MDS.
- The user will need to enter the Facility ID in the text box shown below.
 - The Facility ID will always begin with IA and then followed by four or five digits.
 - This number can be found at the top of any prior case mix roster (Example: IAXXXXX).
 - Users only need to enter the first four or five digits because "IA" is auto-populated.
 - If you are not sure what your Facility ID is, please send an email to Casemix@dhs.state.ia.us.

Search Criteria:

Facility ID:	IA	<input type="text"/>	*
Tax ID:		<input type="text"/>	*
National Provider Identifier:		<input type="text"/>	*
		<input type="button" value="Search"/>	<input type="button" value="Clear"/>

Enter numbers only

Navigating IMPA

- Users will then need to select the Tax ID associated with the NF from the drop-down list.
- After the user has selected the Tax ID number associated with the facility, users will need to select the NPI number associated with the facility and press search.
- Once users have entered the facility information and selected search, the case mix files will be visible below the Search box.

Facility ID: IA *

→ Tax ID: *

→ National Provider Identifier: *

CMI Roster Naming Convention

- The document name will be as follows:
 - Point in time CMI roster: Nursing Facility ID_Tax ID Number_Begin date of Quarter_End date of Quarter_prelim or final.PDF
 - Day weight methodology: DAY_WEIGHT_ Nursing Facility ID_Tax ID Number_Begin date of Quarter_End date of Quarter_prelim or final.PDF
- The last column is the date the document was uploaded to IMPA.

	PROVIDER NPI	DOCUMENT NAME	UPLOADED DATE
Select	0000000000	DAY_WEIGHT_IAXXXX_0000000000_20220701_20221001_final.PDF	12/29/2022
Select	0000000000	IAXXXX_0000000000_20220701_20220930_final.PDF	12/29/2022
Select	0000000000	DAY_WEIGHT_IAXXXX_0000000000_20220701_20221001_prelim.PDF	11/18/2022
Select	0000000000	IAXXXX_0000000000_20220701_20220930_prelim.PDF	11/18/2022

- To open a particular document, users must click "Select." When the facility case mix roster is selected, a PDF version of the facility case mix roster will appear and be available for printing or saving.

Retention Guidelines

- Case mix rosters will be available in IMPA for a period of 10 years with the most recent roster located at the top of the list.

Questions?

- If having difficulty retrieving the facility case mix roster the user should ensure they have requested access to case mix rosters in IMPA.
- Existing IMPA users also need to complete and submit the Case Mix Request Access for IMPA form to request their access be updated to include the case mix roster role.
- If you are having difficulty with IMPA login or case mix access, please send an email to IMPASupport@dhs.state.ia.us for assistance.
- If you have questions related to the case mix roster or case mix process, please direct your questions to Iowa Medicaid Quality Improvement Organization (QIO) Unit at 1-800-383-1173 or email at casemix@dhs.state.ia.us.