

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

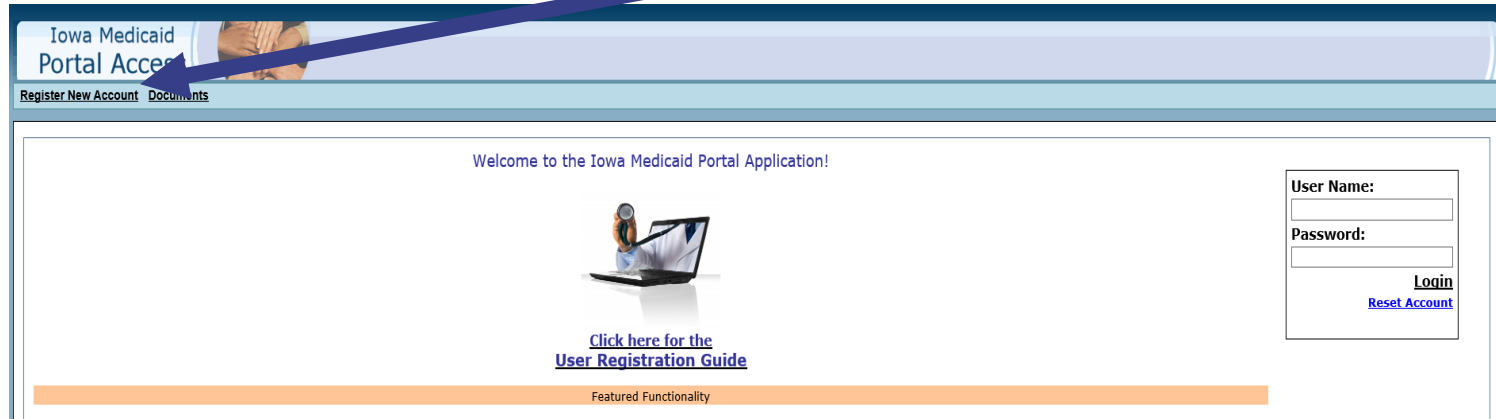
Effective immediately all case mix
rosters will be required to be
accessed from IMPA

February 3, 2021

Iowa Medicaid Portal Access

- New to IMPA? Visit <https://secureapp.dhs.state.ia.us/imp/Default.aspx>
- Click on Register New Account to register for an IMPA account. If you are a current user you may skip to the next slide.

Obtaining Case Mix Access



- After completing registration 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.

Obtaining Case Mix Access

- The [Case Mix Request Access for IMPA form](#) must be completed in it's entirety and include:
 - The requestor's IMPA user name and email address.
 - The facility's tax identification number, national provider identification (NPI) number and the Iowa state identification number.
- Once access is secured, users will be assigned the role of "Case Mix Rosters" in IMPA.

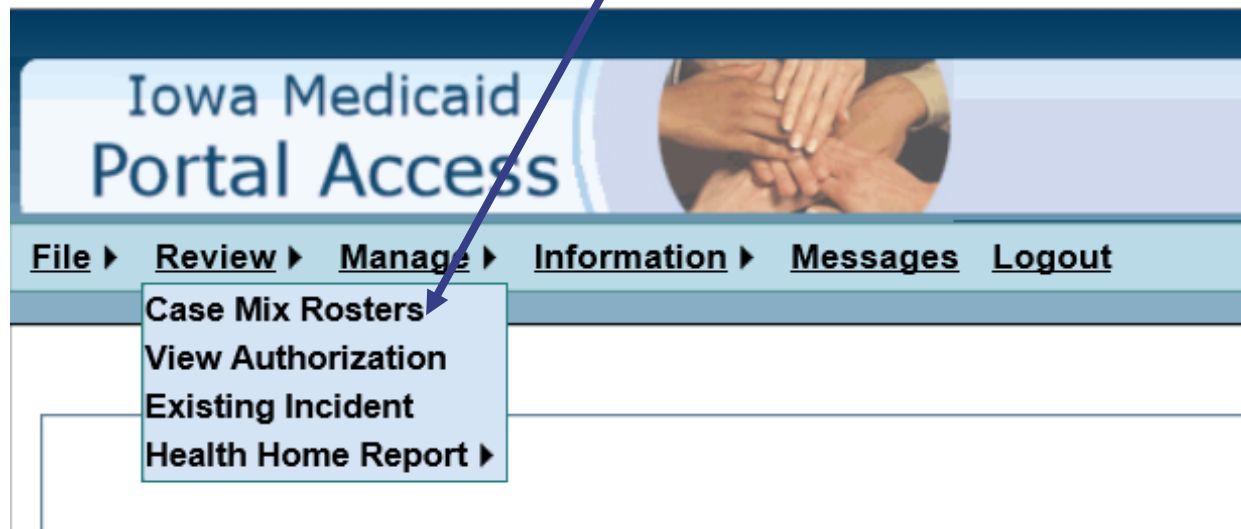
Navigating IMPA

- Once user has been assigned the Case Mix Roster Role in IMPA, user will be able to access the facility case mix.
- From the IMPA menu in the top left corner select “Review”



Navigating IMPA

- Select Case Mix Rosters from the Review dropdown



Navigating IMPA

- After the user selects Case Mix Rosters, the user will see the following screen

File ▶ Review ▶ Manage ▶ Information ▶ Messages Logout

Case Mix Rosters

Important Information:

Case Mix 2020 Important Dates

Resident Rosters	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Applicable Date Range of MDS Assessment Reference Date	January 1 – March 31, 2020	April 1 – June 30, 2020	July 1 – September 1, 2020	October 1 – December 1, 2020
Preliminary Rosters Available to Providers via IMPA	September 15, 2020 (mailed)	December 10, 2020	February 5, 2021	April 5, 2021
Final Day to Submit Corrections to QIES or Payer Change Forms	September 25, 2020	December 23, 2020	February 18, 2021	April 18, 2021
Final Rosters Available to Providers via IMPA	October 13, 2020	January 15, 2021	March 5, 2021	May 7, 2021
Rates Mailed to Providers		January 27, 2021	March 26, 2021	May 21, 2021

- 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/mfr>
- Case Mix FAQs: https://dhs.iowa.gov/sites/default/files/Case_Mix_FAQs.pdf

Search Criteria

Facility ID: IA *

Tax ID: --- Select Entity --- *

Search Clear

Navigating IMPA

- Important dates for the case mix is located at the top of page.
- 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.

Navigating IMPA

- There are 3 links below the important dates.

- RUG-III Calculations: [https://dhs.iowa.gov/sites/default/files/RUG III Calculations.pdf](https://dhs.iowa.gov/sites/default/files/RUG_III_Calculations.pdf)
- Nursing Facility Rates webpage: <https://dhs.iowa.gov/ime/providers/csrf/nfr>
- Case Mix FAQs: [https://dhs.iowa.gov/sites/default/files/Case Mix FAQs.pdf](https://dhs.iowa.gov/sites/default/files/Case_Mix_FAQs.pdf)

- Each link will provide user with additional information related to RUG III calculations and additional case mix information.
- 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.

Search Criteria

Facility ID: IA *

Tax ID: --- Select Entity --- *

Navigating IMPA

- User will need to enter the Facility ID in the text box pictured below



Search Criteria

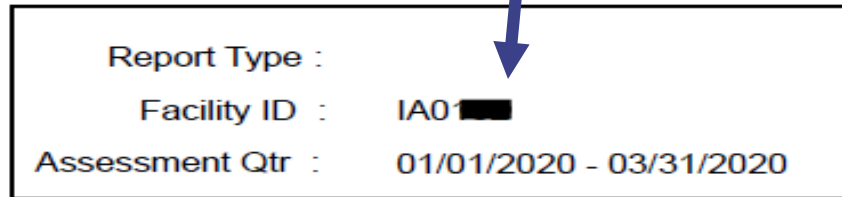
Facility ID: IA *

The image shows a search criteria form with a label 'Search Criteria' at the top left. Below it, there is a label 'Facility ID:' followed by a dropdown menu showing 'IA' and a text input field. A red asterisk is located to the right of the text input field.

- The Nursing Facility ID will always begin with IA and followed by four or five digits.

Navigating IMPA

- The Facility ID can be found at the top of any prior case mix roster as pictured below.



Report Type :
Facility ID : IA0 [REDACTED]
Assessment Qtr : 01/01/2020 - 03/31/2020

- If you are not able locate the Facility ID, please send an email to Casemix@dhs.state.ia.us

Navigating IMPA

- Users will then need to select the Tax ID associated with the NF from the drop down list.

Tax ID: *

Navigating IMPA

- 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.

Search Criteria

Facility ID: IA [REDACTED] *

Tax ID: [REDACTED] | ▾ *

National Provider Identifier: Choose one or more National Provider Identifiers: [REDACTED] ✉ *

Select All

[REDACTED]

Search Clear

Navigating IMPA

- Once users have entered the facility information and selected search, the case mix files will be visible below the Search box.

CMI Roster Naming Convention

- The document name will be as follows:
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.

Roster Retrieval Example

Search Criteria

Facility ID: IA [REDACTED] *

Tax ID: [REDACTED] *

National Provider Identifier: **Choose one or more National Provider Identifiers:** *

- Select All
- [REDACTED]

Search Clear

	Provider NPI	DOCUMENT NAME	Uploaded Date
Select	[REDACTED]	[REDACTED]_20200401_20200630_prelim.PDF	12/10/2020

Roster Retrieval

- Users will need to select the document to open. Once selected the facility case mix roster will open in a PDF that can be saved or printed.

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.

Questions?

- If you are having difficulty with IMPA login or Case mix access, please send an email to IMPASupport@dhs.state.ia.us for assistance.

Questions?

- If you have questions related to the case mix roster or case mix process, please direct your questions to Iowa Medicaid Enterprise Quality Improvement Organization.
- IME Quality Improvement Organization Unit at **1-800-383-1173** or email at casemix@dhs.state.ia