

Nursing Facility LTC-2 Submission: Transition from Email to Nursing Facility Portal

Background:

Effective July 5, 2022, LTC-2 submissions will be enabled via the DoAS Nursing Facility Portal system (NF Portal) for registered users. All Medicaid certified NFs and SCNFs are encouraged to obtain registered access to the NF Portal, submit all new admissions via the NF portal, and discontinue email submissions of the LTC-2 form. Upon registration and access to the NF Portal, the registered facility will no longer be permitted to submit LTC-2 forms via email in most circumstances. However, the DoAS recognizes that based on portal rules and in order to reduce need for duplication of prior non-portal submissions, there are scenarios during the transition period in which email notification will be permitted for the Notice of Discharge. This is limited to instances in which a Notice of Admission was completed and accepted via email and only a Notice of Discharge is subsequently required to close the record. Once a portal record is created for a particular resident admission, LTC submissions related to that resident stay will only be accepted via the NF portal. Should the resident transfer to another facility, portal use requirements will be determined by the receiving facility's portal status.

Guidelines for Registered NF Portal Users:

1. New Facility Admissions (LTC-2A)
 - a. Once a provider obtains access to the NF portal, all activity for new admissions is to be completed via the portal only. Email submissions will not be accepted.
2. Request for PAS/Clinical Eligibility (LTC-2B)
 - a. Once a provider obtains access to the NF portal, all activity for requests for PAS/clinical eligibility is to be completed via the portal only. Email submissions will not be accepted.
 - b. LTC-2A must be present in the portal system. NF provider is responsible to create a new Notice of Admission to enable creation of an LTC-2B when necessary. This is regardless of whether a prior LTC-2A was submitted via email. **This is the only instance in which a duplicate LTC-2A is required.**
3. Notice of Discharge
 - a. Notice of Discharge submission is dependent on how the LTC-2A and LTC-2B (if applicable) were submitted.
 - i. If both the LTC-2A and LTC-2B are via the NF portal, then the Notice of Discharge must also be via the portal. Email submissions will not be accepted.
 - ii. If an LTC-2A was submitted and accepted via email and the only other activity required is a Notice of Discharge (no request for PAS/Clinical Eligibility required), then the Notice of Discharge can be completed via email to close the resident record.

NJ Department of Human Services
 Division of Aging Services
 Office of Community Choice Options

Scenario 1: Notice of Admission occurred prior to portal access; Notice of Discharge occurs after portal access

If Notice of Admission has been processed via email, then the Notice of Discharge will also occur via email. No portal use required for this situation.

Scenario 2: Notice of Admission and Request for PAS/Clinical Eligibility occurred prior to portal access; Notice of Discharge occurs after portal access

If Notice of Admission and Request for PAS/Clinical Eligibility have both been processed via email, then the Notice of Discharge will also occur via email. No portal use required for this situation.

Scenario 3: Notice of Admission occurs prior to portal access; Request for PAS/Clinical Eligibility required after portal access

If a Request for PAS/Clinical Eligibility is required after portal access, both must be created electronically via the NF Portal. No email is permitted.

Scenario 4: Notice of Admission occurs after portal access; All subsequent activity occurs after portal access

If a Notice of Admission is entered into the portal, all subsequent activity (LTC-2B or LTC-2F) must be created electronically via the NF Portal. No email is permitted.

Scenario	Notice of Admission Submission Method	Request for PAS/Clinical Eligibility Submission Method	Notice of Discharge Submission Method	Comments
1	Email	N/A	Email	
2	Email	Email	Email	
3	Email* Portal	Portal	Portal	*If Request for PAS/Clinical Eligibility is required <u>after portal access</u> , an LTC-2A must be created within the Portal, even if previously submitted via email.
4	Portal	Portal	Portal	