

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

Date: 2/28/2023	Policy Number: N/A
Type: Process	Supersedes: Process dated 10/1/22
<input type="checkbox"/> Internal Document	<input checked="" type="checkbox"/> External Document
Title: LTC-2, Notification from Nursing Facility - NF PROCESS	
Effective Date: 3/1/2023	

Background:

The Notification from Nursing Facility (LTC2) is the form utilized by NJ Medicaid Certified Nursing Facilities to communicate to the Office of Community Choice Options (OCCO) Regional Offices nursing facility admissions, requests for PAS, PASRR status notifications and discharges (terminations). Beginning in July 2022, DoAS implemented a NF Portal for which all active NF facilities with portal access began submission of the LTC2 via an online portal. Prior to the Nursing Facility (NF) portal implementation all LTC2 submissions (formerly referred to as the Notification from Long-Term Care Facility of the Admission or Termination of a Medicaid Payment) were conducted as a ‘paper’ process requiring email submissions to OCCO.

The following identifies the NJ regulations requiring nursing facilities to conduct this process:

- N.J.A.C. 8:85-1.8(c.) provides that “Within two working days of a NF's admission of an individual who is financially eligible for Medicaid or those who are potentially eligible within 180 days, the NF shall submit a completed Notification from Long-Term Care Facility of the Admission or Termination of a Medicaid Patient, also known as an LTC-2 form.”
- N.J.A.C. 8:85-1.8(d.1.) For each NF applicant with MI or ID/DD whose standardized assessment and PAS results in a determination that the individual is clinically eligible for NF placement, the DMHS or the DDD, as appropriate, will conduct PASRR evaluation and determination, prior to the Department's issuance of a written determination authorizing NF placement.

The NF Portal for purposes of LTC2 submissions is implemented (Phase I) in a cloud-based software application (Salesforce) and allows NF users to create LTC2 records for their residents to enable electronic submission of the following LTC2 types:

- Notice of Admission (LTC-2A)
- Request for Clinical Assessment (LTC-2B)
- Notice of Discharge (LTC-2F)

NF Portal access is expected for all Medicaid certified nursing facilities. Additional LTC2 request types are to be implemented in Phase 2. The following processes relate to the Phase I implementation of LTC2 submissions via the NF Portal.

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LTC-2A, Notice of Admission

NOTE: Formerly referred to as the Notification from Long Term Care Facility

Submission of the LTC-2A, Notice of Admission by the Nursing Facility (NF) through the NF Portal is required for all new nursing facility admissions regardless of payer source or need for Medicaid reimbursement. The Notice of Admission establishes the resident's LTC2 record for which all other LTC2 request types are submitted through. A discharge from a facility "closes" the record. Any subsequent NF admissions require a new LTC-2A.

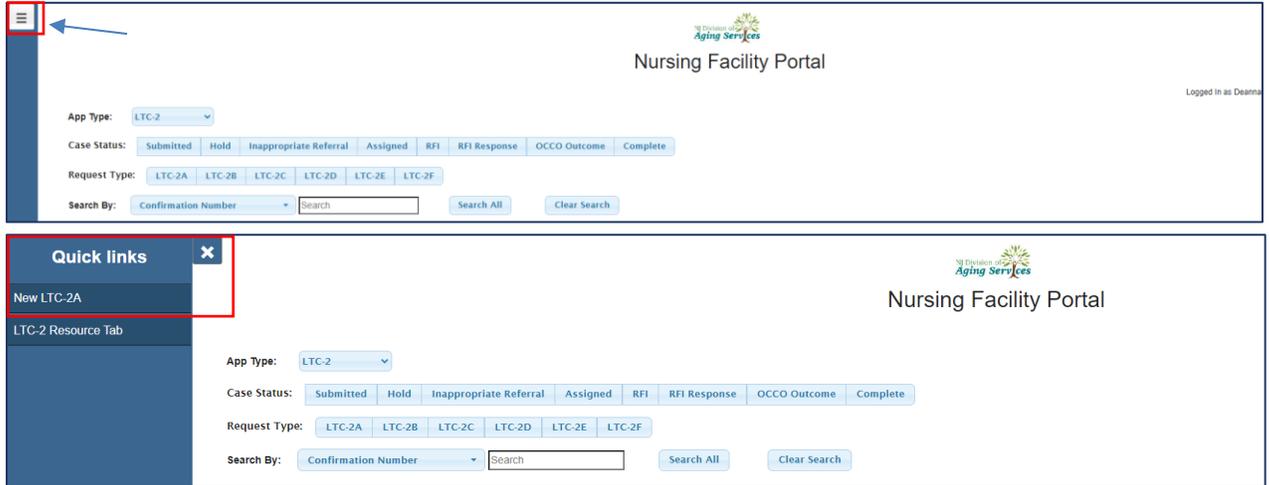
CRITERIA – LTC-2A, Notice of Admission

1. The LTC-2A is required for all NF admissions and must be submitted via the NF Portal to the Office of Community Choice Options (OCCO) within 2 business days of the NF resident's admission.
2. Only one LTC-2A submission is permitted for each resident admission.
 - a. **Exception:** A break in service requires a new LTC-2A to be submitted to OCCO (e.g., Resident discharged to the Community, Assisted Living, or Psychiatric Hospital and re-admitted to the same NF)
 - b. For residents who required hospitalization and *return to the same NF within 10 days*, a new LTC-2A submission is not required.
3. The NF user must submit all Level I (regardless of outcome) and if applicable, Level II Pre-Admission Screening and Resident Review (PASRR) documentation at the time of the LTC-2A, Notice of Admission submission.
 - a. If the PASRR Level I is **positive**, a copy of **both the positive PASRR Level I and the appropriate PASRR Level II Authority Determination(s)** must be attached as a *{.pdf}* file type
 - b. If the resident was admitted as a **30-Day Exempted Hospital Discharge** with or without a valid EARC **and the LTC-2A, Notice of Admission submission date is greater than 40 days**, a copy of both the positive PASRR Level I and the PASRR Level II Authority Determination(s) must be attached as a *{.pdf}* file type
 - c. Current forms for the PASRR process can be found at the following websites:
 - PASRR Level I (LTC-26) and Notice of Referral for Level II PASRR (LTC-29):
<http://www.state.nj.us/humanservices/doas/home/forms.html>
 - DMHAS Categorical Determination form and Level II Psychiatric Evaluation:
<https://nj.gov/humanservices/dmhas/forms/>
 - For ID/DD/RC related PASRR needs outreach to the respective DDD Regional Office is necessary – See LTC-26 for contact numbers.

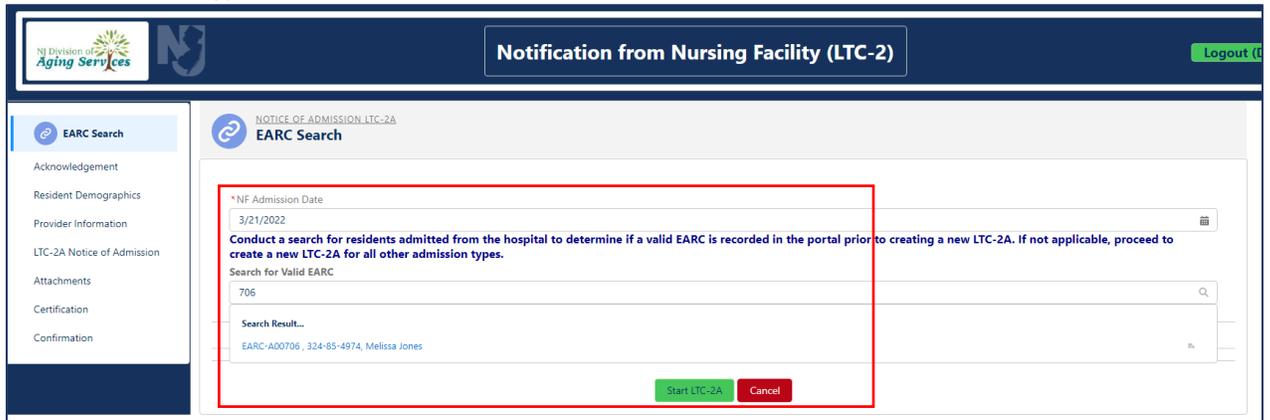
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Nursing Facility Process – LTC-2A, Notice of Admission

1. Select 'LTC-2' App Type to complete and submit a new LTC-2A, Notice of Admission. Open the Quick Links by clicking the button in the left upper corner of the LTC-2 Landing page to open the 'Quick Links'. Once open, click 'New LTC-2A':



2. Enter 'NF Admission Date'. For residents newly admitted to the NF from a hospital, the NF user is required to conduct a search to determine if a valid EARC is recorded in the portal prior to creating a new LTC-2A. If an EARC is not applicable, the NF user will proceed to create a new LTC-2A for all other admission types.

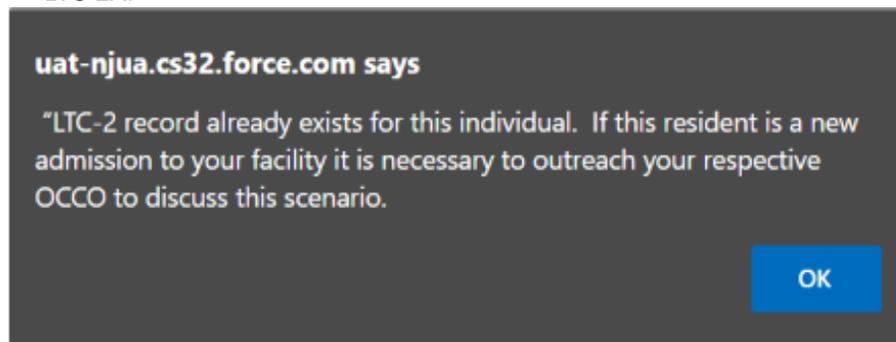


- a. If a valid EARC is identified and selected at the point of creation of the new LTC-2A, the EARC data will auto-populate into the LTC-2A.
3. Complete all required detail for each section of the LTC-2A, as applicable.

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NOTE: Following input of Resident Demographics section, at the point of 'Save and Next' the portal will check for an existing LTC2 record. If a record is present, user will be prompted with a dialogue box to inform of the existing LTC2 record. NF will be unable to submit a new LTC-2A until the prior NF submits the LTC-2F, Notice of Discharge, if applicable.

- Click 'OK' to clear the message, followed by clicking 'Cancel' to return to the NEW LTC-2A – EARC Search page.
- If the LTC-2A is being created for a new resident admission, the NF must outreach the respective OCCO to discuss this scenario.
 - OCCO will contact discharging NF to request submission of the LTC-2F.
 - If no response after two business days, OCCO will create the LTC-2F, Notice of Discharge followed by notifying receiving NF to then proceed with submission of the LTC-2A.



4. Review the Provider Information section to ensure all detail is correct. No changes can be made to the provider detail at the point of creation of the LTC-2A, but rather require submission of the Provider Profile Change Request form (SF-3) for any required facility provider detail. This form can be located at <https://www.state.nj.us/humanservices/doas/resources/>. Once complete, submission to DoAS-NFPortal-Registration@dhs.nj.gov is required to process the change request.

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**NOTICE OF ADMISSION LTC-2A
Provider Information**

Please review the below Nursing Facility provider detail. If any changes are required, submission of the Provider Profile Change Request Form (SF-3) must be forwarded to DoAS-NFPortal.Registration@dhs.nj.gov. This form can be located at <https://www.state.nj.us/humanservices/doas/resources/>

Resident Name: Mildred Johnson

* Provider Type: Nursing Facility (NF)

* NF Provider Number: OCCO

* Facility Name: OCCO Nursing Facility

* Street Address: 12D Quakerbridge Plaza

* City: Trenton

* County: Mercer

* State: NJ

* Zip: 08619

* Facility Phone Number: (609) 555-9999

* NF Organizational Email Address (Not NF user email): manjusha.shaik@dhs.nj.gov

Buttons: Previous, Save, Save and Next, Cancel

5. Complete the Notice of Admission Detail as required, including all PASRR Level I and Level II detail as applicable.

NOTE: The following defines the selections for ‘Type of Admission’:

- **Private Pay** = Individual does not appear to be Medicaid eligible.
- **Medicaid Pending** = Individual appears to be Medicaid eligible within 180 days of admission.
- **Fee for Service** = Individual is currently on Medicaid, but not enrolled with a Medicaid MCO or PACE provider.
- **MCO Enrolled** = Individual is currently on Medicaid and enrolled with a Medicaid MCO provider.
- **PACE Enrolled** = Individual is currently on Medicaid and enrolled with a NJ PACE provider.

Notification from Nursing Facility (LTC-2)

Logout (Deanna Freundli)

Complete all the steps...

75% Co

**NOTICE OF ADMISSION LTC-2A
LTC-2A Notice of Admission**

Resident Name: Melissa Jones

* Type of Admission: Medicaid Pending

Admission Information

* Admission Date: 3/21/2022

* Admitted from: Acute Care Hospital

* Name of Hospital: OCCO State's Hospital

* EARC Confirmation #: EARC-A00706

PASRR STATUS

* Date of PASRR Level I: 3/18/2022

* Outcome of PASRR Level I: Negative

Buttons: Previous, Save, Save and Next, Cancel

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6. Attach the PASRR Level I documentation regardless of outcome, and when applicable, the Level II Determination(s).
 - a. Select the document type from the drop-down
 - b. Choose attachment by browsing computer; once located,
 - c. Click 'Attach' and wait for a document grid to appear prior to continuing.

Note: If you encounter an issue with attachments, please outreach the DoAS-NFPortal.Registration@dhs.nj.gov to investigate the issue.

Notification from Nursing Facility (LTC-2) Logout (Deanna Freundlich)

Complete all the steps... 80% Com

NOTICE OF ADMISSION LTC-2A
LTC-2A Attachments

Resident Name: Melissa Jones

--select attachment type-- Choose Attachment No File Selected. Attach

Attachment Type	Attach	Upload Date
PASRR Level I	PASRR Level I.pdf	3/21/2022

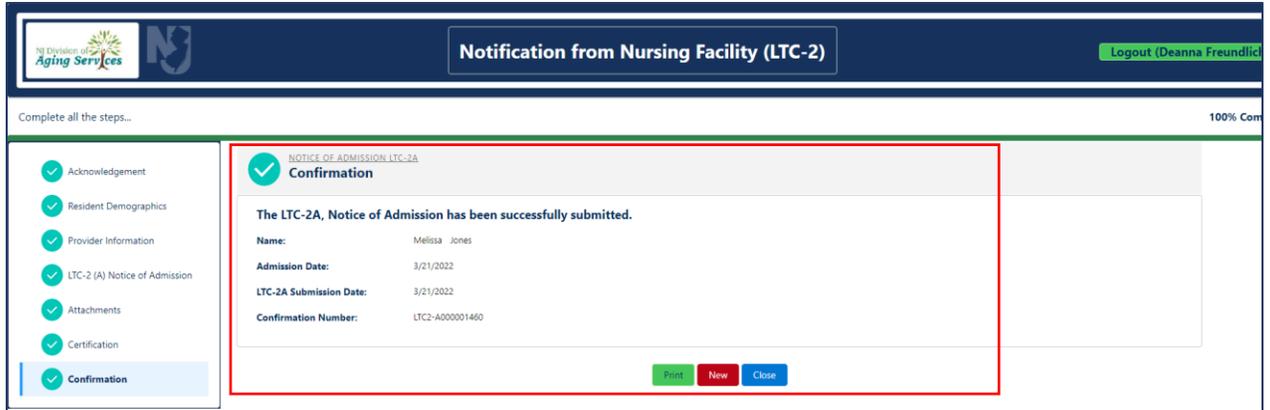
By proceeding with this LTC-2, you acknowledge all necessary documentation is attached, including the required PASRR Level I and PASRR Level II Determination if applicable.

Previous Save Save and Next Cancel

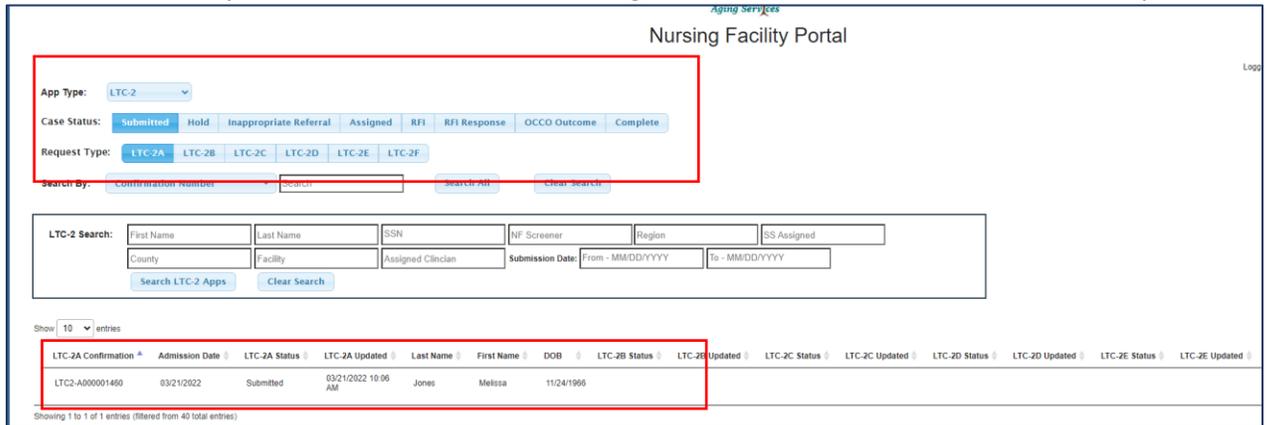
7. Following completion of all sections, including NF user certification, click 'Save and Submit'. A confirmation page will indicate successful submission to OCCO for processing. Click 'New' to continue with a new LTC-2A for a different resident; or 'Close' to return to the main landing page.
 - **IMPORTANT:** Prior to submission the NF user is encouraged to review all detail and correct any errors. At present, there is no ability for the NF to make any corrections to the LTC-2A once submitted. OCCO however, does have the ability to update basic demographics, including First/Last Name, Social Security Number, Gender and Date of Birth. If a NF identifies an error in the demographics submitted, outreach the respective OCCO via email indicating '**Demographic Correction Requested**' in the subject line and include the NF name, resident's name and the detail to be corrected in the body of the email.
 - **NRO email:** csmiddlesexltcfo@dhs.nj.gov; **or** csessexltcfo@dhs.nj.gov (as applicable)
 - **SRO email:** csatlanticltcfo@dhs.nj.gov

NOTE: A PDF copy of the full submission detail and confirmation (3 pages in total) will always be available within the LTC2 record, Attachments tab; which can be printed or saved for purposes of forwarding to the CWA. When sending to the CWA, all three pages must be included.

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8. Following submission, the LTC-2A case status depends upon the admission scenario:
 - a. For residents admitted to the NF with a valid EARC and the LTC-2A was linked at the point of creation, the status will remain as **'Submitted'** until OCCO completes required processing; then OCCO updates the LTC-2A Status to **'Completed'**.
 - i. If internal OCCO research is required, OCCO will update the LTC-2A status to **'Hold'**. Once OCCO is able to proceed the LTC-2A Status is updated to **'Completed'**.
 - b. For residents admitted to the NF without a valid EARC, the LTC-2A Status will be automatically updated to **'Completed'** as there is no additional OCCO action required.
9. Case status is always available via Main Grid following a browser refresh and Search functionality.



10. The resident's LTC2 record can be accessed, and when applicable additional LTC2 request types may be submitted directly through this record. The LTC-2 Full Submission History provides a view-only listing of all LTC2 request types following submission, including indication of current status.

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LTC-2A Notice of Admission
LTC-2B Request for Clinical Assessment
LTC-2C Notice of MCO/RACEDisenrollment
LTC-2D Section Q Referral
LTC-2E NF Clinical Screen
LTC-2F Notice of Discharge
Attachments

Confirmation Number: **LTC2-A000001460**
Resident: **Melissa Jones**
Nursing Facility: **OCCO Nursing Facility**
Date Of Admission: **2022-03-21**
Discharge Date: Cancel

LTC-2 Full Submission History

Total Submissions: 1

Confirmation Number	Submit Date	Submission Type	Status	Status Updated	OCCO Outcome	OCCO Date	Attachments
LTC2-A000001460	03/21/22	LTC-2 A	Submitted	3/21/2022, 10:06 AM EDT			Yes

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Next →

Resident Information

Resident Last Name:	Jones	SSN:	324-85-4974
Resident First Name:	Melissa	Date of Birth:	11/24/1966
Gender:	Female		

Responsible Party Information

Responsible Party Relationship: Child

LTC-2B, Request for (OCCO) Clinical Assessment

Submission of the LTC-2B, Request OCCO Clinical Assessment is utilized to request an on-site OCCO clinical assessment when indicated. Formerly referred to Request for PAS.

CRITERIA – LTC-2B, Request for (OCCO) Clinical Assessment

1. A LTC-2A, Notice of Admission has been submitted prior to the LTC-2B, Request OCCO Clinical Assessment submission; **and**
2. The resident requires clinical eligibility for Medicaid FFS billing; **or**
 - May also be requested as a change in prior level of care determination (i.e. NF to SCNF placement) or a prior level of care determination has expired.
NOTE: Clinical eligibility by OCCO (PAS) is valid for up to one year. If clinical eligibility was previously established, a new LTC-2B submission is only permissible if the prior clinical eligibility assessment (PAS) is expiring within 30 days.
3. The resident appears to be Medicaid eligible or will become Medicaid eligible within 180 days of admission and there is no MCO enrollment at the time of the request.

Important: The LTC-2B is not permitted for involuntary transfer requests. The NF must submit a “Notice of Intent to Discharge” letter to DoAS and follow current standard operating procedures (SOP).

REASONS for LTC-2B, Request for (OCCO) Clinical Assessment

The following outlines the various reasons for submission of the OCCO Clinical Assessment Request:

1. **Medicaid Eligible within 180 days**

A resident admitted to a NF or SCNF without an Authorized EARC or OCCO Clinical Assessment at the time of admission who is Medicaid eligible or will be Medicaid eligible within 180 days of admission. This includes, but is not limited to the following:

 - **PAS Exempt >20 Days**

A resident admitted to the NF for short-term care, who is Medicaid eligible or will be Medicaid eligible within 180 days of admission but whose stay is expected to exceed 20 days and is now requiring custodial care.
 - **Respite to LTC**

A resident admitted to the NF for respite care who is Medicaid eligible or will be Medicaid eligible within 180 days of admission and is now requiring custodial care.

NOTE: Any LTC-2B request submitted for a resident who was admitted to the NF with an authorized EARC will not be assigned to an OCCO clinician until day 60 of admission as per standard operating procedures (SOP).
2. **Out of State Admission (OOS pre-admission approval by OCCO only)**

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A resident admitted to the NF from out of state who is Medicaid eligible or will be Medicaid eligible within 180 days of admission and is not eligible for the NF Clinical Screen.

- NF user must document the *Out of State Admission OCCO authorization date*.

3. Change in Level of Care

Prior to a voluntary transfer (if not MCO enrolled), the sending NF (regardless if in same facility) must submit a LTC-2B, Request OCCO Clinical Assessment indicating any of the following:

- NF to SCNF [type]
- SCNF to NF
- SCNF [type] to a different type of SCNF [type]

4. Hospice Institutional Eligibility

- Any NF resident requiring access to hospice who is newly seeking Medicaid or currently Medicaid FFS (No MCO enrollment) will require an OCCO assessment for clinical eligibility determination;
 - If the resident is actively receiving hospice services, the resident will not be enrolled into MLTSS but rather enrolled in Medicaid State Plan Hospice following Medicaid clinical and financial eligibility.
 - If financial and clinical eligibility met, enrollment will occur for Medicaid Hospice through State Plan only. Once enrolled, authorization for Hospice is required and must be provided by the MCO.

NOTE: If resident is enrolled in MLTSS when hospice services are required, the resident will continue to be enrolled in MLTSS and authorization for hospice services must be provided by the MCO. *No OCCO clinical assessment is indicated.*

4. Hospice Revoked

A NF resident enrolled in hospice through Medicaid Fee for Service (FFS with no MCO enrollment) and is to be discharged from hospice; requires OCCO Clinical Assessment.

- NF user must document Date Hospice Revoked

5. NF Clinical Screen Not Authorized

Utilized by OCCO for creation of an LTC-2B for instances of a NF Clinical Screen that was reviewed by OCCO and Not Authorized, requiring an onsite OCCO assessment for a final clinical eligibility determination.

Nursing Facility Process – LTC-2B, Request for (OCCO) Clinical Assessment

1. Search for and access the resident's LTC2 record for creation of a new LTC-2B, Request OCCO Clinical Assessment and complete the required detail specific to the request.

The screenshot displays the 'LTC-2B Request for Clinical Assessment' form. At the top, there are tabs for 'LTC-2A Notice of Admission', 'LTC-2B Request for Clinical Assessment' (which is selected and highlighted with a red box), 'LTC-2C Notice of MCO/PACEDisrollment', 'LTC-2D Section Q Referral', 'LTC-2E NF Clinical Screen', 'LTC-2F Notice of Discharge', and 'Attachments'. Below the tabs, the form contains the following information: Confirmation Number: LTC2-A000001460; Resident: Melissa Jones; Nursing Facility: OCCO Nursing Facility; Date of Admission: 2022-03-21; Discharge Date: (empty). A 'Request' button is visible on the right. Below this information is an 'LTC-2B History' section with a message 'No record found.' At the bottom of the form, there are three buttons: 'Request New LTC 2 B' (highlighted with a red box), 'OCCO Outcome', and 'Status Update'.

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The screenshot shows the 'LTC-2B Request for Clinical Assessment' form. A dropdown menu for 'Reason for Request OCCO Clinical Assessment' is open, with 'Medicaid Eligible within 180 days' selected. Other options include 'Out of State Admission (OCCO Authorized)', 'Change in Level of Care', 'Hospice Institutional Eligibility', 'Hospice Revoked', and 'Other'. The form also displays fields for 'Name of Submitter' (Deanna Freund) and 'Title' (NF Screener).

- a. Once all data is entered, click **'Save and Submit'**, then click the **'Reload'** action button to be returned to the LTC-2A tab of the record. View the LTC-2 Submission History, or re-click the LTC-2B tab to view submission detail.

Confirmation Number	Submit Date	Submission Type	Status	Status Updated	OCCO Outcome	OCCO Date	Attachments
LTC2-A000001460	03/21/22	LTC-2 A	Submitted	3/21/2022, 10:06 AM EDT			Yes
B-0640	03/21/22	LTC-2 B	Submitted	3/21/2022, 10:19 AM EDT			No

- b. To access the LTC-2B submission detail click the LTC-2B confirmation number.

LTC-2B Confirmation	LTC-2B Submit Date	LTC-2B Status	Assessment Request Type	updated	OCCO Outcome	OCCO Outcome Date
B-0640	03/21/22	Complete	3/21/2022, 12:04 PM EDT	Change in Level of Care	DENIAL - SCNF/ APPROVAL - NF(AA)	2022-03-21

- c. Status detail is also visible within the main grid following selection of desired criteria, where the current status and last update occurrence is identified.

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Nursing Facility Portal

App Type: LTC-2

Case Status: Submitted Hold Inappropriate Referral Assigned RFI RFI Response OCCO Outcome Complete

Request Type: LTC-2A LTC-2B LTC-2C LTC-2D LTC-2E LTC-2F

Search By: Confirmation Number Search All Clear Search

LTC-2 Search:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	SSN	NF Screener	Region	SS Assigned
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
County	Facility	Assigned Clinician	Submission Date: From - MM/DD/YYYY To - MM/DD/YYYY		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Search LTC-2 Apps		Clear Search			

Show 10 entries

LTC-2A Confirmation	Admission Date	LTC-2A Status	LTC-2A Updated	Last Name	First Name	DOB	LTC-2B Status	LTC-2B Updated	LTC-2C Status	LTC-2C Updated	LTC-2D Status	LTC-2D Updated
LTC2-A000001460	03/21/2022	Submitted	03/21/2022 10:06 AM	Jones	Melissa	11/24/1966	Submitted	03/21/2022 10:20 AM				
LTC2-A000001429	03/11/2022	Complete	03/11/2022 10:10 AM	Casper	Jared	09/15/1984	Submitted	03/11/2022 10:13 AM	Submitted	03/14/2022 9:42 AM	Submitted	03/14/2022 9:49 AM

2. After submission, the status is auto-updated to **‘Submitted’** and will remain in this status until OCCO action is taken.
3. Upon receipt of the LTC-2B, OCCO will query various databases with the resident’s demographics as provided within the LTC-2A to check for a valid clinical assessment and Medicaid enrollment status. If there is a demographic conflict noted, OCCO will directly outreach the NF to validate and if necessary, modify the record demographics within the LTC-2A.
4. If the resident was admitted to the NF with an authorized EARC and the admission has not exceeded 60 days, OCCO will update the status to **‘Hold’**. Once OCCO is able to proceed with the request the LTC-2B status is updated as applicable.
NOTE: For instances of the 60 day ‘Hold’ where the resident was admitted with an authorized EARC, no email notification will be provided. Once this time period has passed, the request would then be processed by OCCO for assignment for OCCO clinical assessment.
5. If a LTC-2B submission cannot be processed, OCCO will update the status to **‘Inappropriate Referral’** and the *Reason* will be identified. The NF user who submitted the request will receive an automated portal generated email notification referring the user back to the portal for the details why the referral cannot be processed.
 - a. Access the LTC-2B tab of the record, click the LTC-2B confirmation number to open, followed by clicking **‘Status Update’**.

SAMPLE email notification: Inappropriate Referral

From: noreply@salesforce.com <noreply@salesforce.com> on behalf of NJSave NoReply <njsave.noreply@dhs.state.nj.us>
 Sent: Wednesday, March 30, 2022 9:36 AM
 To: Shaik, Manjusha <Manjusha.Shaik@dhs.nj.gov>
 Subject: [EXTERNAL] Sandbox: LTC - 2B INAPPROPRIATE REFERRAL NOTIFICATION RE: B-0513

CAUTION

This message came from an **EXTERNAL** address (njsave.noreply@dhs.state.nj.us - 0-9oo23uhd9zjhw@q2i8254n9pc5yr-r-12z9eai.cs32.bnc.sandbox.salesforce.com). **DO NOT** click on links or attachments unless you know the sender and the content is safe. **Suspicious?** Forward the message to spamreport@cyber.nj.gov.

This notice is to inform you that the **LTC-2B, Request for OCCO Assessment** submitted for **Thomas Jones, B-0513** cannot be processed at this time. Please proceed to the NF Portal to review the reason the referral cannot be processed and to determine if any additional action is required.
 Should you have any questions, please outreach the respective OCCO to discuss.
NORTHERN REGIONAL OCCO: (732)777-4650
 County coverage area: Bergen, Essex, Hudson, Morris, Passaic, Sussex, Warren, Hunterdon, Middlesex, Somerset, Union
SOUTHERN REGIONAL OCCO: (609)704-6050
 County coverage area: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean, Salem

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The screenshot displays the LTC-2B system interface. At the top, there is a table with columns: LTC-2B Confirmation, LTC-2B Submit Date, LTC-2B Status, Assessment Request Type, updated, OCCO Outcome, and OCCO Outcome Date. A record with ID B-0513 is highlighted, showing a status of 'Inappropriate Referral' and an assessment request type of 'Medicaid Eligible within 180 days'. Below the table, there is a 'Request New LTC2 B' button and a 'Status Update' dropdown menu. The dropdown menu is open, showing 'LTC-2B Update B-0513' and 'Application Status: Inappropriate Referral'. Below this, there is a 'LTC-2B Status History B-0513' section with a table showing status updates. The table has columns: Status, Updated By, and Status Updated. The first row shows 'Inappropriate Referral' updated by 'Deanna OCCO Support Staff' on 3/30/2022, 09:36 AM EDT. The second row shows 'Submitted' updated by 'Marjusha SCNF Shaik' on 3/6/2022, 06:00 PM EST. At the bottom, there is a 'LTC-2B Notice Inappropriate Referral B-0513' section with a 'Reason for Inappropriate Referral' dropdown menu set to 'Valid Clinical Assessment on File' and an 'Inappropriate Referral Comments' field containing 'Prior assessment on file dated 11/24/2021. Approval of Clinical Eligibility'.

- b. If the reason is identified as ‘Valid Clinical Assessment on File’, ‘MCO Enrolled’, ‘PACE Enrolled’, or ‘Other’, the status will remain as **‘Inappropriate Referral’** and considered closed, as no further action is required by OCCO.
6. If the LTC-2B can be processed, the status will be updated to **‘Assigned’** and will remain in this status until the onsite OCCO Clinical Assessment is conducted and an OCCO outcome has been made.
 - a. OCCO will conduct the clinical assessment within the specified timeframes:
 - Medicaid Eligible within 180 days – 30 calendar days
 - **NOTE:** For those instances where the resident was admitted with an authorized EARC, the referral timeframe is 30 days from the date of assignment.
 - Out of State Admission – 30 calendar days
 - Change in Level of Care – 30 calendar days
 - Any Change in LOC requesting SCNF placement – 7 calendar days
 - Hospice Institutional Eligibility – 7 calendar days
 - Hospice Revoked – 7 calendar days
 - NF Clinical Screen Not Authorized – 14 days
7. Following the OCCO Clinical Assessment the LTC-2B status will be updated to **‘OCCO Outcome’** and generate an automated email notification to the NF and NF user to view the outcome within the LTC-2B:

Sample email notification: **OCCO Outcome**

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

Mon 3/21/2022 10:33 AM
noreply@salesforce.com on behalf of NJSave NoReply <njsave.noreply@dhs.state.nj.us>
[EXTERNAL] Sandbox LTC - 2B FINAL OCCO OUTCOME NOTIFICATION RE: B-0640

To: Freundlich, Deanna

*****CAUTION*****

This message came from an **EXTERNAL** address (njsave.noreply@dhs.state.nj.us 0-7sf1p1zcyic2ap@bvt6knh4y12y7c.r-12z9eal.cs32.bnc.sandbox.salesforce.com). **DO NOT** click on links or attachments unless you know the sender and the content is safe. **Suspicious?** Forward the message to spamreport@cyber.nj.gov.

This notice is to inform you that the **LTC-2B, Request for OCCO Assessment for Melissa Jones , B-0640** has been reviewed by OCCO and a **final outcome provided**. Please proceed to the NF Portal to review the ~~final OCCO outcome so that you may conduct next steps specific to this outcome~~.

Should you have any questions, please outreach the respective OCCO to discuss.

NORTHERN REGIONAL OCCO: (732)777-4650
County coverage area: Bergen, Essex, Hudson, Morris, Passaic, Sussex, Warren, Hunterdon, Middlesex, Somerset, Union

SOUTHERN REGIONAL OCCO: (609)704-6050
County coverage area: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean, Salem

- a. In the Main Grid, select the Case Status and applicable request type to locate the record. The user can also use the 'Search By' or 'LTC-2 Search By' functionality to select a single criteria such as **Last Name** and/or **SSN**.

Nursing Facility Portal

App Type: LTC-2

Case Status: Submitted | Hold | Inappropriate Referral | Assigned | RFI | RFI Response | OCCO Outcome | Complete

Request Type: LTC-2A | LTC-2B | LTC-2C | LTC-2D | LTC-2E | LTC-2F

Search By: Confirmation Number | Search | Search All | Clear Search

LTC-2 Search:

First Name	Last Name	SSN	NF Screener	Region	SS Assigned
County	Facility	Assigned Clinician	Submission Date: From - MM/DD/YYYY	To - MM/DD/YYYY	

Show 10 entries

LTC-2A Confirmation	Admission Date	LTC-2A Status	LTC-2A Updated	Last Name	First Name	DOB	LTC-2B Status	LTC-2B Updated	LTC-2C Status	LTC-2C Updated	LTC-2D Status	LTC-2D Updated	LTC-2E Status	LTC-2E Updated
LTC2-A00001460	03/21/2022	Complete	03/21/2022 10:27 AM	Jones	Melissa	11/24/1966	OCCO Outcome	03/21/2022 10:32 AM						

8. Once the resident's LTC2 record is located and open, click into the LTC-2B tab to view the OCCO Outcome identified within the LTC-2B Submission grid.
 - a. To view the specific detail related to the OCCO Outcome, click the LTC-2B Confirmation Number then click the OCCO Outcome button to view the details.

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LTC-2B Confirmation	LTC-2B Submit Date	LTC-2B Status	Assessment Request Type	updated	OCCO Outcome	OCCO Outcome Date
B-0640	03/21/22	OCCO Outcome	3/21/2022, 10:19 AM EDT	Change in Level of Care	APPROVAL-SCNF	2022-03-21

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Request New LTC2 B OCCO Outcome Status Update

LTC-2B -Administrative Action B-0640

LTC-2B OCCO Outcome B-0640

IMPORTANT: The outcome below serves as formal communication to the Nursing Facility. If a clinical assessment has been conducted, a determination letter with appeal rights has been provided to the resident or legal representative.

* Date of OCCO Outcome:

* Clinical Assessment Outcome:

* Select Level of Care/Reason:

* Select SCNF Type:

* Date of Clinical Eligibility:

9. The OCCO Outcome may be documented by OCCO SS as follows:

OCCO OUTCOME	OTHER DETAIL/REASON	OTHER OCCO ACTION
Approval (NF LOC)	1. Nursing Facility Level of Care in a nursing facility or the community 2. Date of clinical eligibility approval	LTC-13 (NF Level of Care) or LTC-46 (Hospice) approval letter mailed to resident/legal representative.
Approval (SCNF LOC)	1. Special Care Nursing Facility (SCNF) Level of Care 2. [SCNF Type] 3. Date of clinical eligibility approval	LTC-13 approval letter mailed to resident /legal representative.
Denial (NF LOC)	1. Nursing Facility Level of Care in a nursing facility or the community 2. Date of clinical eligibility denial	Full denial packet, including LTC-14 (NF Level of Care) denial letter mailed to resident/legal representative.
Denial (SCNF LOC)	1. Special Care Nursing Facility (SCNF) Level of Care 2. [SCNF Type] 3. Date of clinical eligibility denial	Full denial packet, including LTC-14 denial letter mailed to resident/legal representative.
Denial – SCNF / Approval - NF	1. [SCNF Type] 2. Date of clinical eligibility approval	Full denial packet including LTC-14 denial letter, and LTC-13 approval letter mailed to resident/legal representative.
Notification of Non-Completion of Assessment	1. [Reason] <ul style="list-style-type: none"> • Dismissed • Withdrawn • Expired 	OCCO comments included in LTC-2B OCCO Outcome section to indicate reason for non-completion of the assessment.

- a. NF shall proceed to conduct the following dependent upon the documented OCCO Outcome:
 - i. **'APPROVAL'**: NF to educate resident/legal representative on establishing Medicaid financial eligibility and monitor eMEVs/REVs for eligibility status.
 - ii. **'DENIAL'**: The NF is responsible for initiating counseling to provide discharge planning options. **NOTE:** The resident has 20 days from the date on the denial letter to request a fair hearing.

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iii. **'NOTIFICATION OF NON-COMPLETION OF ASSESSMENT'**: If an assessment is required at a later date, the NF must submit a new LTC-2B.

10. An **'Administrative Action'** may occur by OCCO to modify a previously inputted OCCO Outcome for one of two reasons:

- Additional information has been received, requiring modification to the final OCCO Outcome; **or**
- The determination was documented in error, requiring modification to reflect the appropriate OCCO Outcome.

a. In the event of an Administrative Action, an automated URGENT email notification will be generated to the submitter.

NOTE: This Administrative Action is a final OCCO Outcome and invalidates any prior notification. It is the responsibility of each entity that utilized and shared the prior outcome information to notify all involved parties of the modified and updated OCCO Outcome.

Mon 3/21/2022 10:59 AM
 noreply@salesforce.com on behalf of NJSave NoReply <njsave.noreply@dhs.state.nj.us>
 [EXTERNAL] Sandbox: URGENT: Notification of Modified OCCO Outcome

To: Freundlich, Deanna

*****CAUTION*****

This message came from an **EXTERNAL** address [njsave.noreply@dhs.state.nj.us a9ao74aot0g0f72u@21muaua96qr.r-1z9eai.cs32.bnc.sandbox.salesforce.com]. **DO NOT** click on links or attachments unless you know the sender and the content is safe. **Suspicious?** Forward the message to spamreport@cyber.nj.gov.

IMPORTANT: This notice is to inform you that the **LTC-2B, Request for OCCO Assessment, for B-0640** has been modified to reflect a new determination.

This modification invalidates any prior notification of an OCCO Outcome. It is important that you return to the NF portal to review the related detail. If notification to other parties of the prior OCCO Outcome has occurred, it is your responsibility to notify those parties of this modification.

Any questions should be directed to the respective OCCO:

NORTHERN REGIONAL OCCO: (732)777-4650
County coverage area: Bergen, Essex, Hudson, Morris, Passaic, Sussex, Warren, Hunterdon, Middlesex, Somerset, Union

SOUTHERN REGIONAL OCCO: (609)704-6050
County coverage area: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean, Salem

Total Submissions: 1

LTC-2B Confirmation	LTC-2B Submit Date	LTC-2B Status	Assessment Request Type	updated	OCCO Outcome	OCCO Outcome Date
B-0640	03/21/22	OCCO Outcome	3/21/2022, 10:19 AM EDT	Change in Level of Care	DENIAL - SCNF/ APPROVAL - NF(AA)	2022-03-21

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Request New LTC2 B OCCO Outcome Status Update

LTC-2B -Administrative Action B-0640

OCCO Outcome Updated

- * The OCCO Outcome has been modified effective:
- This modification invalidates any prior notification.
- * Clinical Assessment Outcome:
- * Select SCNF Type:
- * Date of SCNF Denial of Clinical Eligibility / Date of NF Clinical Eligibility:
- * This modification was necessary for the following reason:
- * Name:

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

11. Once the LTC-2B has been fully processed by OCCO, the LTC-2B status will be updated to **'Completed'** and remain in this status as no further action by OCCO is required.

Nursing Facility Portal Logged

App Type: LTC-2

Case Status: Submitted Hold Inappropriate Referral Assigned RFI RFI Response OCCO Outcome Complete

Request Type: LTC-2A LTC-2B LTC-2C LTC-2D LTC-2E LTC-2F

Search By: Confirmation Number Search All Clear Search

LTC-2 Search:

<input type="text"/>					
<input type="text"/>					

Search LTC-2 Apps Clear Search

Show 10 entries

LTC-2A Confirmation	Admission Date	LTC-2A Status	LTC-2A Updated	Last Name	First Name	DOB	LTC-2B Status	LTC-2B Updated	LTC-2C Status	LTC-2C Updated	LTC-2D Status	LTC-2D Updated	LTC-2E Status	LTC-2E Updated
LTC2-A000001460	03/21/2022	Complete	03/21/2022 10:27 AM	Jones	Melissa	11/24/1966	Complete	03/21/2022 12:04 PM						

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

LTC-2F, Notice of Discharge

NOTE: Formerly referred to as the Notice of Termination or Notice of Transfer

Submission of the LTC-2F, Notice of Discharge is required to notify OCCO of all residents who have been discharged from the facility regardless of reason (voluntary to another setting, involuntary, death).

NOTE: This does not include transfers to acute care hospitals unless the NF receives notification from the hospital that the individual has been discharged directly to another setting or expired, or the 10-day bed hold is released.

CRITERIA – LTC-2F, Notice of Discharge

1. A LTC-2A, Notice of Admission has been submitted prior to the LTC-2F, Notice of Discharge submission.
2. Requires NF user to document 'DATE OF DISCHARGE' or 'DEATH', 'DISCHARGE LOCATION', 'ADDRESS OF THE DISCHARGE LOCATION', and 'TELEPHONE NUMBER' (when applicable).

Nursing Facility Process – LTC-2F, Notice of Discharge

1. Access the LTC2 record to create and submit the LTC-2F, Notice of Discharge.

The screenshot shows a web application interface for the LTC-2F Notice of Discharge form. The form is titled 'LTC-2F Notice of Discharge' and is part of a larger 'LTC-2' system. The form is currently empty, with a 'Request New LTC2F' button highlighted in red. The form fields are also highlighted in red.

Field	Value
Confirmation Number	LTC2-A000001392
Resident	Thomas Jones
Nursing Facility	OCCO Nursing Facility
Date of Admission	2022-02-28
Discharge Date	

Form Fields:

- Date of Discharge: 3/30/2022
- Discharge Location or Death: Community
- Address of Discharge Location: 99 Some Street
- City: Deptford
- State: NJ
- Zip Code: 08096
- Telephone Number: 609-789-2171

2. Once submitted, the LTC-2F Status is identified as 'Submitted' and no new LTC-2 request may be submitted. OCCO will review record to ensure no outstanding LTC2 requests are present.
 - a. For any instances in which there is an open LTC2 request type, the LTC-2F will be updated to '**Hold**' as additional OCCO processing is required. Once all open LTC2 requests have been processed by OCCO, the LTC-2F status is updated '**Completed**'.

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

The screenshot shows the LTC-2 portal interface. At the top, there are tabs for various document types: LTC-2A Notice of Admission, LTC-2B Request for Clinical Assessment, LTC-2C Notice of MCO/RAC/Disenrollment, LTC-2D Section Q Referral, LTC-2E NF Clinical Screen, LTC-2F Notice of Discharge (highlighted in blue), and Attachments. Below the tabs, a header bar displays the following information: Confirmation Number: LTC2-A000001392, Resident: Thomas Jones, Nursing Facility: OCCO Nursing Facility, Date Of Admission: 2022-02-28, and Discharge Date: 2022-03-30 (highlighted in a red box). A green 'Reload' button is visible on the right. Below the header, a table shows 'Total Submissions: 1' with columns for LTC-2F Confirmation, LTC-2F Submit Date, LTC-2F Status, and Updated. The table contains one row: F-00150, 04/01/22, Submitted, and 4/1/2022, 04:00 PM EDT. At the bottom, there is a 'Request New LTC2' button and a 'Status Update' button. A red box highlights a message: 'This record is closed. No additional LTC2 requests for this resident are permitted.'

3. After the LTC2-F Status has been updated to '**Completed**', the entire LTC-2 record is fully closed.
 - a. Requests for Billing Assistance must be conducted as per SOP, which are currently handled outside of the NF portal.
 - b. Any resident readmitted after a break in service requires the submission of a new LTC-2A to open a new record (e.g., Resident discharged to the Community, Assisted Living, or Psychiatric Hospital and readmitted to the same NF).

IMPORTANT: The NF Portal allows one active LTC2 record for a resident. Failure to submit the LTC-2F, Notice of Discharge for a resident who has transferred to another facility will delay the ability of a receiving facility to submit the required LTC-2A, Notice of Admission.

- If a receiving facility identifies an open LTC2 record for a new resident, outreach to the respective OCCO is required to discuss this scenario.
 - OCCO will contact discharging NF to request submission of the LTC-2F.
 - If no response after two business days, OCCO will create the LTC-2F and notify receiving NF to then proceed with creation of the LTC-2A.

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

Correcting LTC2 Record Errors

At present, there is no ability for the NF to make any corrections to the LTC-2A once submitted. OCCO however does have the ability to update basic demographics, including First/Last Name, Social Security Number, Gender and Date of Birth. LTC2 records with other types of errors will require the creation of a LTC-2F, Notice of Discharge to close the current record to then enable creation of a new LTC-2A with correct detail. The following identifies these various scenarios and the process for each.

Correcting LTC-2A Demographic Errors

Input of valid demographics by the NF user is important to the processing of any LTC-2 request requiring OCCO action. Upon receipt, OCCO queries various databases to determine current clinical eligibility history and Medicaid enrollment status. Therefore, when demographics appear in conflict, resolution is required.

Nursing Facility Process to Request Demographic Corrections

If the NF user identifies a demographic error in the 'Resident Information' section following submission of the LTC-2A, outreach to the respective OCCO via email is required to request a correction. The NF user shall create the email, indicating '**Demographic Correction Requested**' in the subject line and include the NF name, resident's name and the detail to be corrected in the body of the email. Forward to the applicable OCCO email account:

- **NRO email:** csmiddlesexltcfo@dhs.nj.gov; or csessexltcfo@dhs.nj.gov (as applicable)
- **SRO email:** csatlanticltcfo@dhs.nj.gov

If, following submission of the LTC-2B, OCCO identifies a conflict with demographic detail, OCCO will outreach the NF directly via telephone or email to request clarification of this detail.

Correcting LTC-2A Admission Date

As the admission date in the LTC2A can impact OCCOs processing of various requests or Medicaid billing, it is necessary for the NF to take action to ensure the LTC2 record accurately reflects the correct date of admission.

Nursing Facility Process for Correcting Admission Date

1. If an admission date is documented in error, the NF must create and submit a LTC-2F, Notice of Discharge to close the submitted record.
2. Once in the record, click the LTC-2F tab and create the Notice of Discharge as follows:
 - a. Identify the date of discharge as the date of admission; select the discharge location as 'Other' and document the admission date error in the open text box. As the address is required, include the facility address and telephone detail to avoid an error.

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The screenshot shows a web application interface for 'LTC-2'. At the top, there is a blue bar with 'Request New LTC2F' and a 'Status Update' button. Below this is a section titled 'LTC-2F Notice of Discharge'. A red box highlights the form fields: 'Date of Discharge' (8/1/2022), 'Discharge Location or Death' (Other), 'Discharge Location Other' (Admission date correction required), 'Address of Discharge Location' (12D Quakerbridge Road), and 'City' (Trenton).

- b. Once complete, click 'Save and Submit' to close the record.
- c. Following submission of the Notice of Discharge, the NF can then proceed to create a new LTC-2A with the corrected admission date.

Correcting LTC-2A When Created Under Wrong NF User Account

Nursing Facility Process for Correcting LTC-2A Created Under Wrong NF User Account

1. For any instance of a LTC-2A created in the wrong NF user account, the NF user must proceed with the creation of the LTC-2F of the applicable record. See above Section – Correcting Admission Date related to creation of the LTC-2F, Notice of Discharge.
 - a. Failure to submit a LTC-2F, Notice of Discharge will hinder the submission of a new LTC-2A, Notice of Admission for the applicable facility account.
2. Following submission of the LTC-2F, the NF user must access the NF portal via the appropriate NF user account and recreate a new LTC-2A for the correct facility.