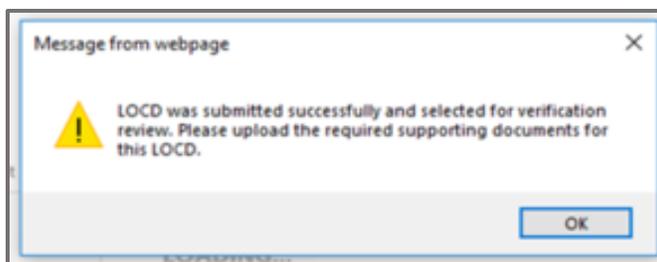


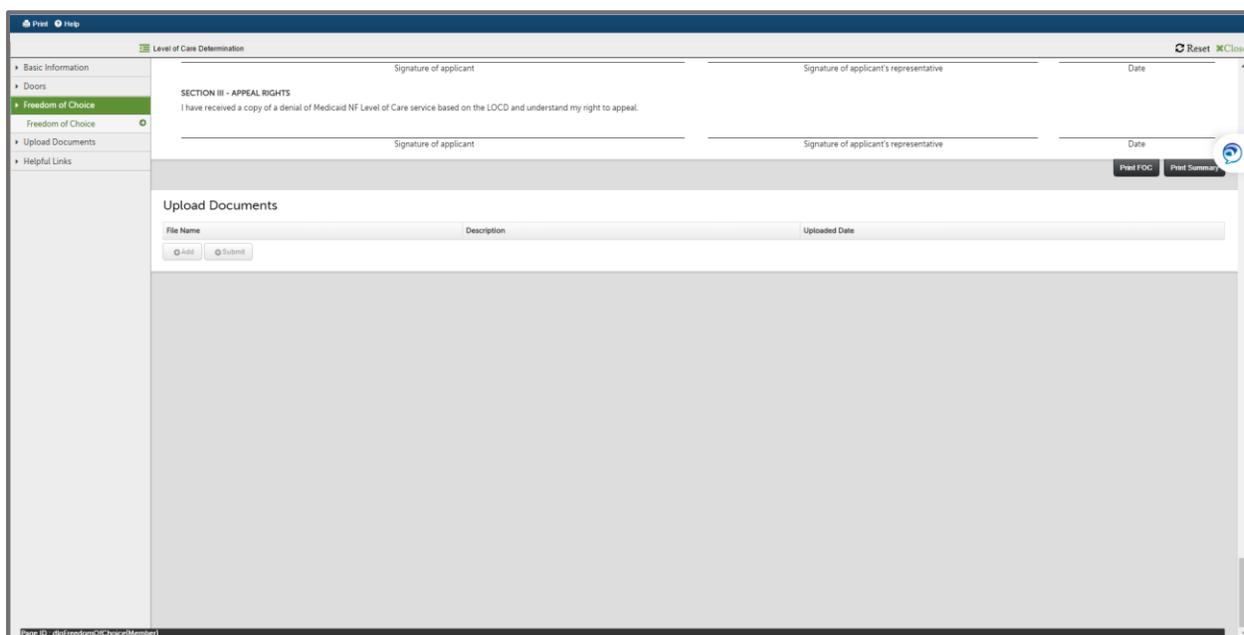
CHAMPS: LOCD Verification Review

When entering a Level of Care Determination (LOCD) into CHAMPS, if the record is selected for Verification Review, it is important to note that CHAMPS utilizes a 2-step notification process to prevent providers from missing MDHHS' request for documentation.

The first notification is a pop-up when the LOCD is entered into CHAMPS, the provider must select the OK button like when entering a normal LOCD, however, the pop-up will tell the provider:



Once the provider selects OK on the above message, the second notification takes place, as CHAMPS moves the provider to the Documentation Upload screen for that specific LOCD record.



It is important facilities monitor their LOCD's within the CHAMPS. To do so please see the following recommendations.

- A. When a new resident admits into the facility, before entering a LOCD into CHAMPS, search CHAMPS via the Medicaid ID # to validate if there is a LOCD already in the system. This allows providers to verify if there is an active LOCD through a valid door the facility can adopt.

Second, it will allow providers entering the LOCD for the facility a heads up if they see the most recent active LOCD for the admittee has a Verification Status of "Documents Not Available", the LOCD record will be selected for review and allow the provider to be prepared with the necessary documents.

B. Utilize the LOCD List page

- The first process involves saving the LOCD List Page to an excel spreadsheet at the end of each business day to allow staff the ability to confirm if any LOCDs are currently awaiting documentation upload.

To perform this process:

1. Open the CHAMPS LOCD List Page. Go to the bottom of the page and click on the '**Save To XLS**' button.



2. This will move the facility's entire LOCD List Page in CHAMPS to an Excel spreadsheet. Once the list has opened, select the Sort and Filter button Select Filter from the drop down and locate the Verification Status column. From there you want to see if the word SELECTED shows up on the list of options to filter within the Verification Status column.
3. If it does, remove the check marks from all other options, and the records left viewable will be the current LOCD(s) selected for Verification Review awaiting documents to be uploaded.

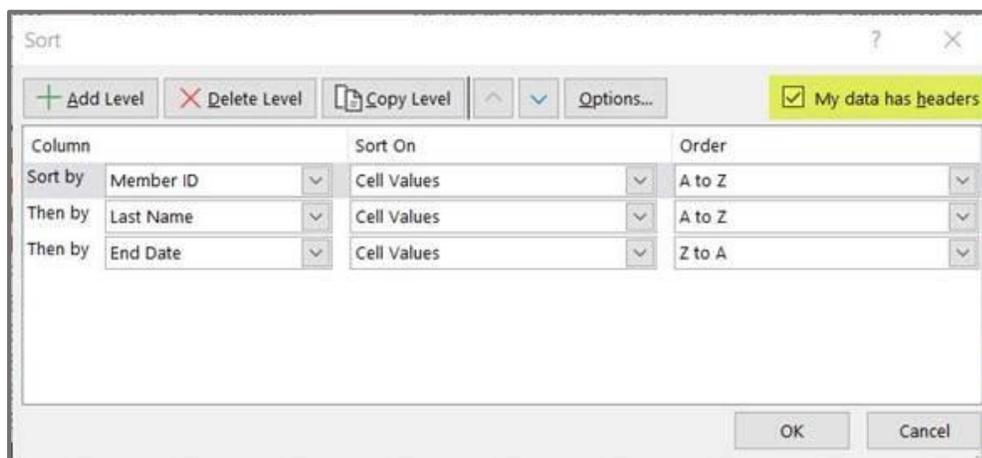
- The second process involves saving the LOCD List page to an excel spreadsheet weekly to allow staff the ability to review end dates and whether ID #'s was assigned to LOCDs waiting for MA.

To perform this process:

1. Open the CHAMPS LOCD List Page. Go to the bottom of the page and click on the '**Save To XLS**' button.



2. This will move the facility’s entire LOCD List Page in CHAMPS to an Excel spreadsheet. Once the list has opened, select the Sort and Filter button.
3. Select the ‘**Custom Sort**’ function. The below screen shot shows the levels that will need to be filled out for the custom sort to work as intended:



****Make sure after the OK button is selected, to “treat anything that looks like a number, as a number” from the subsequent pop-up.**

This process will provide staff with a list of every LOCD the facility has conducted grouping by ID # and Last Name (For the records of residents who either have not had an ID # assigned to them or for ones who may be applying for Medicaid soon) first. It will also provide staff with the LOCD’s in descending order by end date after they are grouped by ID # and then Last Name. You could then use the filter process utilized in the daily process to reduce the list to current residents of the facility, by last name. This process allows staff to confirm passive redeterminations are being applied, if Door 45’s was created, and that staff are aware of upcoming end dates.