

MEMORANDUM

Texas Department of Human Services * Long Term Care/Policy

TO: LTC-R Regional Directors
Home and Community Support Services Agencies (HCSSA) Program Administrators

FROM: Marc Gold
Section Manager
Long Term Care-Policy
State Office MC: W-519

SUBJECT: Regional Survey & Certification Letter #00-07

DATE: June 23, 2000

The attached RS&C Letter is being provided to you for information purposes and should be shared with all professional staff.

RS&C Letter No. 00-07 -- Entering Nursing Home Staggered Survey Certification and Reporting System (OSCAR) - ACTION -- DUE 2/29/2000; Call Sue Brown, Professional Services, at (512) 438-2631.

Please adhere to the following guidelines when completing the Staggered Survey (Survey conducted other than Monday-Friday 7:01 A.M.-6:59 P.M.) field on the ODIE - HCFA-671-page 2 (update):

Survey initiated on:	Enter:
State & Federal Holidays: Monday-Friday 7:01 A.M. - 6:59 P.M.	Weekend (W)
Any Saturday and Sunday (including Holidays): 7:01 A.M. - 6:59 P.M.	Weekend (W)
Any Day (M, T,W, TH, F, S, Sun) - 7:00 P.M. - 11:59 P.M.	Evening (E)
Any Day (M, T, W, TH, F, S, Sun) - 12:00 A.M. - 7:00 A.M.	Morning (M)

NOTE: Retroactive entry of staggered surveys for Texas is defined as a staggered standard survey beginning on, or after, April 1, 2000, not October 1, 1999, as stated in RS&C 00-07.

If you have any questions, please direct inquiries to the individual(s) or section(s) listed above.

~Original Signature on File~

Marc Gold

Attachment

DEPARTMENT OF HEALTH & HUMAN SERVICES
Health Care Financing Administration
Division of Medicaid and State Operations, Region VI

1301 Young Street, Room 833
Dallas, Texas 75202
Phone (214) 767-6301
Fax (214) 767-0270

February 18 , 2000

REGIONAL SURVEY AND CERTIFICATION LETTER NO: 00-07

To: All State Survey Agencies Information
All Title XIX Single State Agencies Information

Subject: Entering Nursing Home Staggered Survey Certification and Reporting System (OSCAR) -
ACTION -- DUE 2/29/2000

On December 29, 1998, as part of the Nursing Home Initiative (NHI), HCFA issued a program memorandum requiring "staggered surveys " (i.e., surveys beginning on a weekend, or early morning or evening hours) for at least ten-percent of State nursing home standard surveys conducted on or after January 1, 1999. Further program instructions were included in an updated State Operations Manual, Section 7207.B.2.

In August of 1999, OSCAR was updated to allow entry of a staggered survey indicator in the Online Data Input and Editing (ODIE), HCFA-671 screen for standard surveys. In order to monitor State agency compliance with the staggered survey policy and to meet our NHI reporting requirements, each State must begin completing this data field for all staggered surveys immediately. In addition, by February 29, 2000, we must have this field completed for any facility that had a staggered standard survey beginning on or after October 1, 1999.

The retroactive entry of staggered surveys will only require an update to the one staggered survey field for those nursing homes having those surveys. No entry will be required for non-staggered surveys. Specific instructions for ODIE entry and updating are enclosed.

If you have any question, please contact LaDonna Fulton at 214-767-4417 or Mary Ann Santana at 214-767-6070.

Sincerely,

~Signature on File~

Molly Crawshaw, Chief
Survey and Certification Operations Branch
Division of Medicaid and State Operations

**INSTRUCTIONS FOR ENTRY AND UPDATE OF
THE STAGGERED SURVEY FIELD**

1. You must immediately begin entering data in the "staggered survey " field for all nursing homes having a standard survey beginning on a weekend, or early morning or evening hours as defined in the 10 % requirement in SOM 7207.B.2. You must also retroactively update this field for any of these staggered surveys already entered (without a staggered survey code) that were conducted beginning October 1, 1999. No update is required for surveys prior to October 1, 1999 or for facilities not having a staggered survey.
2. For any nursing home meeting the above data entry criteria, the following codes are entered in the staggered survey field: E = evening survey, M = morning survey, and W = weekend survey.
3. For both new staggered surveys and updates to previous surveys, the information is entered in the third ODIE data entry screen (page 2 of the HCFA-671) in the field titled "staggered survey. " For updates, enter ODIE in the update mode and update only the staggered survey field.