5.8 Special Manual Record Correction Request

A few types of errors in a record in iQIES cannot be corrected with an automated Modification or Inactivation request. These errors are:

1. The record has the wrong unit certification or licensure designation in Item A0410.
2. The record has the wrong state code or facility ID in the control Items STATE_CD or FAC_ID.
3. *The record submitted was not for OBRA or Medicare Part A purposes.*
4. The record is a test record inadvertently submitted as production.

In all of these cases, the facility must contact the State Agency to have the problems fixed. The State Agency will send the facility the appropriate MDS 3.0 Manual Individual Assessment Correction/Deletion Request form. The facility is responsible for completing the form. The facility must submit the completed form to the State Agency. Completed forms with Protected Health Information (PHI) must be sent via certified mail through the United States Postal Service (USPS). The State Agency will review the request for completion and accuracy. After approving the provider's request, the State Agency must sign the form and send it to the iQIES Help Desk. Completed forms with PHI must be sent via certified mail through the USPS.

An iQIES record with an incorrect unit certification or licensure designation in Item A0410 is a very serious problem. Submission of MDS assessment records to iQIES constitutes a release of private information and must conform to privacy laws. Item A0410 is intended to allow appropriate privacy safeguards, controlling who can access the record and whether the record can even be accepted into iQIES. A normal Modification or Inactivation request cannot be used to correct the A0410 value, since a copy of the record in error will remain in the iQIES history file with the wrong access control. Consider a record in iQIES with an A0410 value of 3 (Unit is Medicare and/or Medicaid certified) when actually the unit is neither Medicare nor Medicaid certified and MDS data is not required by the State (A0410 should have been 1). The record should not be in iQIES at all and manual deletion is necessary to completely remove the record from iQIES. Consider a record with an A0410 value of 3 indicating that the Unit is Medicare and/or Medicaid certified but actually the unit is neither Medicare nor Medicaid certified but MDS data is required by the State (A0410 should have been 2). In this case there is both federal and state access to the record, but access should be limited to the state. Manual correction is
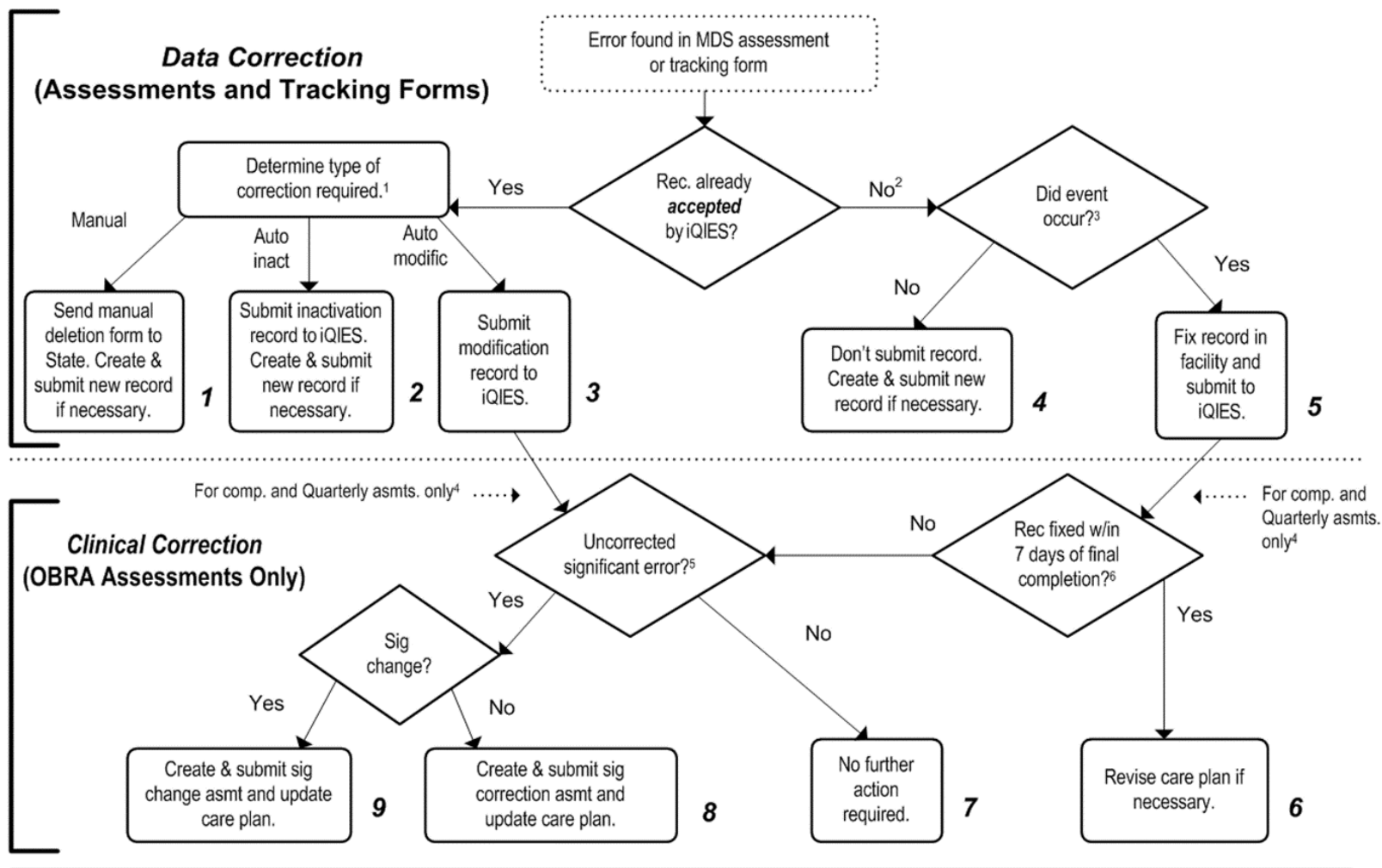
necessary to correct A0410 and reset access control, without leaving a copy of the record with the wrong access in the iQIES history file.

If an iQIES record has the wrong state code or facility ID (control item STATE_CD, FAC_ID), then the record must be removed without leaving any trace in iQIES. The record also should be resubmitted with the correct STATE_CD and FAC_ID value.

When a facility erroneously submits a record that was not for OBRA or Medicare Part A purposes, CMS does not have the authority to collect the data contained in the record. An inactivation request will not fix the problem, since it will leave the erroneously submitted record in the history file, that is, the CMS database. A manual deletion is necessary to completely remove the erroneously submitted record and associated information from the CMS database.

In instances in which an erroneous PPS assessment is combined with an OBRA-required assessment, if the item set code does not change, then a modification can be completed. If the item set code does change as a result of a modification, the provider must complete an MDS 3.0 Manual Assessment Correction/Deletion Request. This action will completely remove the assessment from the database. As indicated, the provider would complete and submit a new, stand-alone OBRA assessment.

When a test record is in iQIES, the problem must be evaluated and iQIES appropriately corrected. A normal Inactivation request will not totally fix the problem, since it will leave the test record in a history file and may also leave information about a fictitious resident. Manual deletion is necessary to completely remove the test record and associated information.

Data Correction (Assessments and Tracking Forms) and **Clinical Correction (OBRA Assessments Only)** decision flowchart

[1] Manual deletion request is required if test record submitted as production record, if record contains incorrect STATE_CD or FAC_ID, or if record was submitted with an incorrect Unit Certification or Licensure Designation (A0410), for example sent in as Unit is Medicare and/or Medicaid certified (A0410 = 3) but should have been Unit is neither Medicare nor Medicaid certified but MDS data is required by the State (A0410 = 2); or record is not for OBRA or Medicare Part A (e.g., a PPS assessment submitted for resident whose stay is covered by a Medicare Advantage Plan) purposes.

[2] Record has not been data entered, has not been submitted, or has been submitted and rejected by iQIES.

[3] The event occurred if the record reflects an actual entry or discharge or if an assessment was actually performed for the resident. If a record was created in error (e.g., a Discharge assessment was created for a resident who was not actually discharged), then the event did not occur.

[4] OBRA comprehensive assessments with A0310A = 01, 03, 04, 05 and Quarterly assessments with A0310A = 02, 06.

[5] The assessment contains a significant error which has not been corrected by a subsequent assessment.

[6] Final completion date is item V0200C2 for a comprehensive and Z0500B for all other assessments.

CHAPTER 6: MEDICARE SKILLED NURSING FACILITY PROSPECTIVE PAYMENT SYSTEM (SNF PPS)