
Department for Medicaid Services

WEB PORTAL USER GUIDE

Myers and Stauffer LC
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1 Access to the Web Portal

The following is a list of viable web browsers for the Kentucky Web Portal:

- a. Internet Explorer 7 (and up)
- b. Google Chrome
- c. Mozilla Firefox

The Kentucky Web Portal is located at:

<https://kycasemixreports.mslc.com/>

You may add this address to your web browser "Favorites" list for easy access.

2 Logging in to the Web Portal

After the initial set-up, using the above hyperlink in your web browser will produce the following screen:

Enter your login credentials into the appropriate fields:

Email field: Enter your email address used after the initial set-up.

Password field: Enter your password. Should you forget your password at any time, please click on the blue "Forgot Password?" link at the bottom of the page. (Refer to #4 "Change Password Screen" for procedure)

Security Note: You must keep your username and password combination in a secure place. Allowing someone else to use your access may create a compromising situation since the site is connected to PHI (Protected Health Information) which is protected by HIPAA.

Open Text field:

Enter the letters that are visible in the rectangle area just below the Password field. If you cannot read them, click the "Try Another" link and the system will display new letters that may be more readable. This extra security field is known as a CAPTCHA and is used to ensure that a human is accessing the site and not an automated computer trying to gain unlawful/unwarranted access to the Web Portal.



DEDICATED TO GOVERNMENT HEALTH PROGRAMS

Login

Email:

Password:



[Try another](#)

Enter the text you see above:

[Forgot Password ?](#)

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3 Roster Screen

Once logged in, the system presents the opening page which displays which Facility Rosters you have access to view and download.

You will see the headers; Rosters, Change Password, Log Out. Clicking on these headers allows the user to toggle between each screen.

Current Files Available to Download

Show entries Search:

Folder Name	File Name	Source	Create Date	Size	Download
N/A		Myers & Stauffer Upload	12/9/2014	1.9KB	
N/A		Myers & Stauffer Upload	12/9/2014	1.9KB	
N/A		Myers & Stauffer Upload	12/9/2014	1.9KB	
N/A		Myers & Stauffer Upload	12/9/2014	1.9KB	

Showing 1 to 4 of 4 entries

← Previous 1 2 3 4 5 Next →

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Roster Screen Concepts:



This indicator can be clicked on each column heading to re-order the listing below in ascending or descending order.

Field or Column Name	Description
Show ___ entries	The user can define how many entries to display in the table. The table will not display more than are available.
Search Box	User can enter keywords to search by.
Folder Name	Name of the folder in which the downloadable file is located.
File Name	The file name that can be downloaded.
Source	Where the file originated.
Create Date	The date the file was created.
Size	Indicates the size of the file.
Download	Clicking this icon begins the download process.

4 Change Password Screen


Clicking on "Change Password" in the header will provide you an opportunity to update your current password.

The screenshot shows the top navigation bar with the Myers and Stauffer logo on the left, which includes the text "MYERS AND STAUFFER CERTIFIED PUBLIC ACCOUNTANTS" and "DEDICATED TO GOVERNMENT HEALTH PROGRAMS". On the right side of the header, there are labels for "Email:" and "Role:". Below the header is a navigation menu with three items: "ROSTERS", "CHANGE PASSWORD", and "LOG OUT". A "Show Bulletin Board" button is located in the bottom right corner of the header area. The main content area is titled "Change Password" and contains three input fields: "Current Password:", "New Password:", and "Retype New Password:". A teal "Change Password" button is positioned below the input fields. At the bottom right of the page, there is a copyright notice: "Copyright © 2013-2015 Myers and Stauffer LC. All rights reserved."

1. Enter current password.
2. Type your New Password in the New Password field.
3. Type your New Password in the Retype New Password field. This must match what you typed in the New Password field.
4. Click the "Change Password" button.

5 Logout Screen

Clicking on "Logout" in the header will take you back to the original Login screen.




MYERS AND STAUFFER LC
CERTIFIED PUBLIC ACCOUNTANTS

DEDICATED TO GOVERNMENT HEALTH PROGRAMS

Login

Email:

Password:



Try another

Enter the text you see above:

Login

[Forgot Password ?](#)

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6 Resources

The Kentucky Time-Weighted Resident Listing is linked to the federal requirements for completion and submission of the MDS. The following list of resources may be beneficial to aid in the correct completion and submission of the MDS to fulfill federal requirements. However, these resources do change over time; it's recommended that facilities view the websites periodically to determine if any updates to the listed manuals and question and answer documents have been made.

Every effort is made to ensure that the information provided in this manual is accurate; however, the MDS is an assessment instrument implemented by the federal government. If later guidance is released by the CMS that contradicts or augments guidance provided in this manual, this more current information from the CMS becomes the acceptable standard.

Websites

- www.cms.gov/NursingHomeQualityInits/ - This site is maintained by the CMS and provides extensive information about the MDS, data submission, Medicare PPS RUG-IV 66-Group classification, etc.
- www.qtso.com - This site is maintained by Telligen (formerly Iowa Foundation for Medical Care). This firm provides support for submissions to the QIES ASAP System and maintains a provider helpdesk for users of jRAVEN and is referred to by the CMS as their Quality Improvement and Evaluation System (QIES) Technical Support contractor. Their website contains information on the MDS submission process, manuals, etc.
- <http://ky.mslc.com/> - This site is maintained by Myers and Stauffer LC and is the location in which materials applicable to the Kentucky Case Mix Reimbursement system are posted.

Manuals

- **MDS 3.0 RAI Manual** - This manual provides information about the completion of the MDS and is available from various publishers and the CMS and QTSO websites. Changes to this manual are released periodically by CMS and may be viewed by monitoring http://www.cms.gov/NursingHomeQualityInits/45_NHQIMDS30TrainingMaterials.asp#TopOfPage for the latest information. The applicable portions are incorporated in this document.
- **MDS 3.0 Provider User's Guide** - This manual provides information about the electronic submission of MDS 3.0 from the facility to the QIES ASAP System and is available on the QTSO website.
- **MDS 3.0 Data Specifications** - These specifications describe item-by-item edits for each element of the MDS 3.0 as well as describing sequencing, timing, date consistency and record types and is available on the CMS website at http://www.cms.gov/NursingHomeQualityInits/30_NHQIMDS30TechnicalInformation.asp#TopOfPage.

Help Desk

- **Myers and Stauffer Help Desk** – Myers and Stauffer is a contractor to the Department for Medicaid Services and provide the Roster Reports as well as technical assistance. The phone number of the Myers and Stauffer Help Desk is 1-800-773-8609 and is also provided on the Kentucky Time-Weighted Resident Listing.
- **CMSNet** - Providers Phone Number: 888-238-2122
This relates to problems/assistance relating to providers being able to connect to the private internet (CMSNET). See Overview 2-2 at https://www.qtso.com/download/guides/MDS/mds_30/Prvdr_Users_Sec2.pdf
- **QTSO Help Desk** - Providers Phone Number 800-339-9313
This relates to problems/assistance relating to Casper User IDs or the jRAVEN Application.

7 Common Terms and Abbreviations

This user guide section provides definitions of terms and abbreviations that a user may hear or see while working with the Kentucky Web Portal System.

Term/Abbreviation	Definition
Case Mix Index (CMI)	A weight or numeric score assigned to each Resource Utilization Group (RUG) that reflects the relative resources predicted to provide care to a resident. The higher the case mix weight, the greater the resource requirements for the resident.
CMS	The Centers for Medicare & Medicaid Services. The federal agency that is located in the U. S. Department of Health & Human Services that administers the Medicare and Medicaid programs.
Discharge Date	The date a resident is discharged from the facility.
Facility ID	The facility identification number assigned to each nursing facility by the State agency.
Internal Resident ID	See Resident Internal ID.
Provider	A Nursing Facility.
Resident Internal ID	An internal Resident Internal ID created for each individual nursing facility resident upon the submission of their first record to the QIES ASAP System. The Resident Internal ID (Res_Int_ID) is based on resident identifying information such as name, social security number, gender etc. All subsequent records for the resident are tagged with the same Resident Internal ID.
Roster Quarter	Quarter 1 = 01/01/Current Year to 03/31/Current Year. Quarter 2 = 04/01/Current Year to 06/30/Current Year. Quarter 3 = 07/01/Current Year to 09/30/Current Year. Quarter 4 = 10/01/Current Year to 12/31/Current Year.
SFY	State Fiscal Year defined as 07/01/Current Year through 06/30/Next Year.
Target Date	Assessment Reference Date (A2300) or Discharge Date (A2000) or Entry/Reentry Date (A1600).
URL	Uniform Resource Locator, otherwise known as line on the web browser screen where you type in the website name.
Virtual Private Network (VPN)	A VPN connection enables a computer to send and receive data across shared or public networks as if it is directly connected to the private network. It provides a secure access to a company intranet site while working outside the office.
Web Portal	A secure portal to download Time-Weighted Resident Listing Reports.