

SECTION A: ADMINISTRATIVE INFORMATION

Intent: This section obtains key information that uniquely identifies each patient, the long-term care hospital (LTCH) in which he or she receives health care services, and the reason(s) for assessment.

A0050. Type of Record

| A0050. Type of Record | |
|--|--|
| Enter Code <input type="checkbox"/> | <ol style="list-style-type: none"> 1. Add new assessment/record 2. Modify existing record 3. Inactivate existing record |

Item Rationale

This item indicates whether an LTCH Continuity Assessment Record and Evaluation (CARE) Data Set assessment record is a new record to be added to the Quality Improvement and Evaluation System (QIES) Assessment Submission and Processing (ASAP) system or if the LTCH CARE Data Set assessment record that was previously submitted and accepted in the QIES ASAP system requires modification or inactivation.

A **new assessment/record** is a record that has not been previously submitted and accepted in the QIES ASAP system.

LTCHs should correct any errors necessary to ensure that the information in the QIES ASAP system accurately reflects patient identification, location, or clinical information. The **Modification Request** and **Inactivation Request** are two processes that have been established to correct errors identified on LTCH CARE Data Set assessment records that have been accepted into the QIES ASAP system.

A **Modification Request** (A0050 = 2) is used when an LTCH CARE Data Set assessment record is accepted into the QIES ASAP system, but the information in the record contains clinical or non-key demographic errors.

The **Modification Request** (A0050 = 2) record is used to correct most LTCH CARE Data Set assessment record items that are erroneous. However, there are items that **cannot be corrected** with a Modification Request; rather, the erroneous record must be inactivated with an Inactivation Request record and a new LTCH CARE Data Set assessment record submitted to the QIES ASAP system.

These items **cannot** be corrected with a Modification Request:

Record Event Identifiers

- A0210: Assessment Reference Date (ARD)
- A0220: Admission Date (on an Admission record A0250 = 01)

- A0250: Reason for Assessment
- A0270: Discharge Date (on a Planned or Unplanned Discharge or on an Expired record A0250 = 10, 11, or 12)

Patient Identifiers

- A0500A: First name
- A0500C: Last name
- A0600A: Social Security Number (SSN)
- A0800: Gender
- A0900: Birth Date

Note: To make corrections to a record event identifier and/or patient identifier you must complete an **Inactivation Request** record for the incorrect record and create a new record with the correct information.

When an error is discovered (except for those items listed in the preceding bullets) in an LTCH CARE Data Set assessment record, the provider must submit a Modification Request (A0050 = 2) to the QIES ASAP system. When completing a Modification Request record, the Modification Request record should contain correct values for all items (not just the values previously in error). This means if A0050 is coded as 2, the LTCH staff should proceed to A0100, Facility Provider Numbers, and complete all items in all other LTCH CARE Data Set assessment record sections. For more information on Modification Requests, please refer to Chapter 4.

An **Inactivation Request** (A0050 = 3) should be used when a record has been accepted into the QIES ASAP system, but the corresponding event did not occur, for example, an LTCH CARE Data Set Discharge Assessment Record was submitted for a patient but there was no actual discharge. This request should also be used when one or more event identifiers and/or patient identifiers are found to be in error.

An Inactivation Request (A0050 = 3) **must** be completed when any of the following items are inaccurate:

Record Event Identifiers

- A0210: Assessment Reference Date (ARD)
- A0220: Admission Date (on an Admission record A0250 = 01)
- A0250: Reason for Assessment
- A0270: Discharge Date (on a Planned or Unplanned Discharge or on an Expired record A0250 = 10, 11, or 12)

Patient Identifiers

- A0500A: First name

- A0500C: Last name
- A0600A: Social Security Number (SSN)
- A0800: Gender
- A0900: Birth Date

Note: Any item in the previous list that was submitted as part of the original record must also be submitted as part of the Inactivation Request, and values for each item must match in the erroneous record and the inactivation record. For example, if A0600A, Social Security Number, was left blank on the original record, it should be left blank on the inactivation record.

If an ARD (A0210), Admission Date (A0220), Reason for Assessment (A0250), or Discharge Date (A0270) is incorrect, or if one or more patient identifiers are found to be in error, the provider must inactivate the erroneous record in the QIES ASAP system, complete and submit a new LTCH CARE Data Set assessment record with the event and patient identifiers, and ensure that the clinical information is accurate. For more information on Inactivation Requests, please refer to Chapter 4.

A special **Manual Record Deletion Request** is only necessary when there has been an error in a record that has been accepted into the QIES ASAP system that cannot be corrected with an automated Modification or Inactivation Request. There are only two items to which this applies.

A **Manual Record Deletion Request** must be performed when the record has the wrong state code and/or facility ID in the control items STATE_CD and FAC_ID. Control items are items created by the file submission software. These error(s) most likely occurred at the time of software development, or when initializing the software, and not during the entry of the provider's administrative or patient's data.

If a QIES ASAP system record has the wrong state code or facility ID (control items STATE_CD and FAC_ID), then the record must be removed without leaving any trace in the QIES ASAP system. The record must be resubmitted with the correct STATE_CD and/or FAC_ID value, when indicated. All data items must be complete and correct on the newly submitted record.

In the event that this error has occurred, the provider must contact the QTSO Help Desk at help@qtso.com or 1-877-201-4721 to obtain the LTCH CARE Manual Assessment Deletion Request form. The provider is responsible for completing the form. The provider must submit the completed form to the QTSO Help Desk at the address on the form via Certified Mail through the United States Postal Service (USPS). The QTSO Help Desk will contact CMS for approval upon receipt of such a request. Upon CMS approval of the manual deletion request, the QTSO Help Desk will work through the request with the provider.

Please refer to **Chapter 4** of this manual for more details on the submission and correction of LTCH CARE Data Set assessment records.

Coding Instructions

- Code 1, Add new assessment/record, if this is a *new* LTCH CARE Data Set assessment record that has not been previously submitted and accepted in the QIES ASAP system.

If this item is **coded as 1**, the LTCH staff member should proceed to **A0100, Facility Provider Numbers**, and complete the items in all other LTCH CARE Data Set assessment record sections.

If there is an existing record for the same patient, the same LTCH, with the same reason for assessment, and the same event date(s) (i.e., Assessment Reference Date, Admission Date, or Discharge Date), then the current record would be a duplicate and not a new record. In this case, when submitted, the record will be rejected by the QIES ASAP system, and a “fatal” error will be reported to the facility on the **Final Validation Report**. Further details on the Final Validation Report can be found in *Chapter 4* of this manual.

- Code 2, Modify existing record, if this is a *request to modify* LTCH CARE Data Set items for an LTCH CARE Data Set assessment record that already was submitted and accepted in the QIES ASAP system.

If this item is **coded as 2**, the LTCH staff should proceed to **A0100, Facility Provider Numbers**, and complete the items in all other LTCH CARE Data Set assessment record sections.

The following items *cannot* be corrected with a Modification Request:

Record Event Identifiers

- A0210: Assessment Reference Date (ARD)
- A0220: Admission Date (on an Admission record A0250 = 01)
- A0250: Reason for Assessment
- A0270: Discharge Date (on a Planned or Unplanned Discharge or on an Expired record A0250 = 10, 11, or 12)

Patient Identifiers

- A0500A: First name
- A0500C: Last name
- A0600A: Social Security Number (SSN)
- A0800: Gender
- A0900: Birth Date

- Code 3, Inactivate existing record, if this is a *request to inactivate* an LTCH CARE Data Set assessment record that has already been submitted and accepted in the QIES ASAP system.

If this item is **coded as 3**, then the following Section A items should be completed, and all other LTCH CARE Data Set assessment record items should be left blank. Any item in the following list that was submitted as part of the original record must also be submitted as part of the Inactivation Request, and values for each item must match in the erroneous record and the inactivation record. For example, if A0600A, Social Security Number, was left blank on the original record, it should be left blank on the inactivation record:

Record Event Identifiers

- A0210: Assessment Reference Date (ARD)
- A0220: Admission Date (on an Admission record A0250 = 01)
- A0250: Reason for Assessment
- A0270: Discharge Date (on a Planned or Unplanned Discharge or on an Expired record A0250 = 10, 11, or 12)

Patient Identifiers

- A0500A: First name
- A0500C: Last name
- A0600A: Social Security Number (SSN)
- A0800: Gender
- A0900: Birth Date

These items are required to be submitted for an **Inactivation Request** in order for the QIES ASAP system to find the erroneous record to be archived. A new LTCH CARE Data Set assessment record with the correct information must be submitted to the QIES ASAP system to replace the inactivated record.

If *multiple* patient identifier corrections (e.g., First name, Last name, Social Security Number, Gender, Birth Date) must be made, the LTCH **must** complete an **Inactivation Request** record for the erroneous record **and** create a new record with the correct information.

A0100. Facility Provider Numbers

| | |
|--|--|
| A0100. Facility Provider Numbers. Enter Code in boxes provided. | |
| A. National Provider Identifier (NPI): | <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> |
| B. CMS Certification Number (CCN): | <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> |
| C. State Medicaid Provider Number: | <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> |

Item Rationale

- Identifies the LTCH submitting the assessment record.

Coding Instructions

- LTCHs must have a National Provider Identifier (NPI) and a CMS Certification Number (CCN).
- Enter the LTCH provider numbers:
 - National Provider Identifier (NPI)
 - CMS Certification Number (CCN)
 - State Medicaid Provider Number. When known, enter the State Medicaid Provider Number in A0100C.

DEFINITIONS

NATIONAL PROVIDER IDENTIFIER (NPI)
 A unique Federal number that identifies providers of health care services. The NPI applies to the LTCH and all of its patients.

CMS CERTIFICATION NUMBER (CCN)
 Replaces the term “Medicare/Medicaid Provider Number” in survey, certification, and assessment-related activities.

STATE MEDICAID PROVIDER NUMBER
 This is the Medicaid Provider Number established by a State.

A0200. Type of Provider

| A0200. Type of Provider | |
|--|----------------------------|
| Enter Code <input type="checkbox"/> | 3. Long-Term Care Hospital |

Item Rationale

- Designates type of provider.
- Allows QIES ASAP system to match records.

Coding Instructions

- Code 3, Long-Term Care Hospital, if facility is an LTCH.

Coding Tips

- LTCHs and long-term acute-care hospitals (LTACs) are different names for the same type of hospital.
- Medicare uses the term long-term care hospitals; therefore, throughout this manual we will use this term and the abbreviated term, LTCHs.
- LTCHs are certified as acute-care hospitals that treat patients requiring extended hospital-level care, typically following initial treatment at a short-stay acute-care hospital.

- If a hospital is classified as an LTCH for purposes of Medicare payments (as denoted by the last four digits of its six-digit CCN in the range of 2000–2299), it is subject to the requirements of the LTCH Quality Reporting Program (QRP).

A0210. Assessment Reference Date

| A0210. Assessment Reference Date | |
|----------------------------------|---|
| Observation end date: | <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> – <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> – <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </div> <div style="display: flex; justify-content: space-around; width: 100%; margin-top: 5px;"> Month Day Year </div> |

Item Rationale

- The Assessment Reference Date (ARD) designates the end of the assessment period so that all assessment items refer to the patient’s status during the same period of time.

Any information from an assessment done after the ARD will not be captured on that particular LTCH CARE Data Set. The ARD for an Admission record is **at most** the third calendar day of the patient’s stay.

For example, if a patient is admitted to the LTCH on December 3, 2014, the assessment information would be based on the period starting with the date of admission on December 3, 2014, and ending at the ARD, which is no later than 11:59 pm on December 5, 2014 (admission date plus 2 calendar days).

- The ARD is not intended to replace a timeframe used by the facility for carrying out patient assessments, and LTCHs should follow facility policy related to patient assessment timing. Therefore, the assessment data that are captured **by** the ARD may likely include patient assessment data collected **prior** to that date, such as assessment findings that pertain to an admission assessment conducted upon patient arrival, as would be carried out normally as part of practicing basic standards of care, for example, the assessment finding of a pressure ulcer/injury that was **present on admission** would reflect what was assessed **on admission**.

- The ARD for Planned or Unplanned Discharge and Expired assessments is equal to the date of discharge or death, respectively. If the patient’s discharge has been delayed, the ARD on the Discharge assessment should be the patient’s actual discharge date.
- Allows QIES ASAP system to match records.

DEFINITIONS

ASSESSMENT

REFERENCE DATE (ARD)

The end-point of the assessment period for the LTCH CARE Data Set assessment record.

Steps for Assessment

1. The ARD will be determined by the reason for the assessment and in compliance with the timing requirements, as outlined in **Chapter 2**.

A0250. Reason for Assessment

| A0250. Reason for Assessment | |
|---|--|
| Enter Code <input type="text"/> <input type="text"/> | 01. Admission 10. Planned discharge 11. Unplanned discharge 12. Expired |

Item Rationale

- Allows identification of needed assessment content.

Coding Instructions

- Document the reason for completing the assessment, using the categories of assessment types. This item contains two digits. For code 01, enter “0” in the first box and place “1” in the second box.
 - 01. Admission
 - 10. Planned discharge
 - 11. Unplanned discharge
 - 12. Expired
- For unplanned discharges, the facility should complete the Unplanned Discharge Assessment to the best of its abilities. In some cases, the facility may have already completed some items of the assessment or may be in the process of completing an assessment. If you are unable to assess the patient on a particular item and therefore unable to enter a response on the LTCH CARE Data Set, code the item with the default response of a dash (-). The -3900 edit (warning) is in place as a helpful reminder to staff completing the assessment that the item is required and may result in a 2% reduction to the LTCH’s applicable fiscal year annual payment update (APU).
- Planned discharge with a change in discharge date should be coded as a “Planned discharge” and is not considered an “Unplanned discharge.”

DEFINITIONS

PLANNED DISCHARGE

A planned discharge is one where the patient is nonemergently, medically released from care at the LTCH, for longer than 3 days, for some reason that was arranged for in advance.

UNPLANNED DISCHARGE

An unplanned discharge is

- An unplanned transfer of the patient to be admitted to another hospital/facility that results in the patient’s absence from the LTCH for longer than 3 calendar days (including the date of transfer) or the patient’s discharge from the LTCH; or
- A transfer of the patient to an emergency department of another hospital to either stabilize a condition or determine if an acute-care admission is required based on emergency department evaluation, which results in the patient’s absence from the LTCH for longer than 3 days; or
- When a patient unexpectedly decides to go home or to another hospital/facility (e.g., patient prefers to complete treatment in an alternate setting).

Item Rationale

- Records patient’s legal name for identification purposes.
- Allows records for the same patient to be matched in the QIES ASAP system.

DEFINITIONS

LEGAL NAME
 Patient’s name as it appears on the Medicare card. If the patient is not enrolled in the Medicare program, the patient’s name as it appears on a Medicaid card or other government-issued document is used.

Steps for Assessment

1. Ask patient, family, significant other, guardian, or legally authorized representative to state the patient’s legal name.
2. Check the patient’s name on his or her Medicare card, or, if not on Medicare, check Medicaid card or other government-issued document.
3. Be sure to carefully check the spelling of the patient’s name each time an LTCH CARE Data Set assessment record is submitted, because typographical errors that are made in the patient name item may cause creation of a new record for the same patient in the QIES ASAP system.

Coding Instructions

- Use printed letters. Enter in the following order:
 - First name.
 - Middle initial (if the patient has no middle initial, leave A0500B blank; if the patient has two or more middle names, use the initial of the first middle name).
 - Last name (this field has a limit of 18 characters; the LTCH must be consistent when entering last name from assessment to assessment to prevent the QIES ASAP system from creating a new person).
 - Suffix (e.g., Jr., Sr.).

A0600. Social Security and Medicare Numbers

| A0600. Social Security and Medicare Numbers | |
|--|---|
| A. Social Security Number: | <div style="display: flex; align-items: center; gap: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </div> |
| B. Medicare number (or comparable railroad insurance number): | <div style="display: flex; align-items: center; gap: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </div> |

Item Rationale

- Records the patient’s Social Security Number (SSN) and Medicare number for identification purposes.
- Allows records for the same patient to be matched in the QIES ASAP system.

Coding Instructions

A. Social Security Number

- Enter the SSN in item A0600A, one number per space, starting with the left-most space. If the patient does not have an SSN or the SSN is unavailable, the item may be left blank.

B. Medicare Number (or comparable railroad insurance number)

- Enter the Medicare number in item A0600B exactly as it appears on the patient's Medicare card.
- A Medicare number is an identifier assigned to an individual for participation in national health insurance program(s). The Medicare number may contain both letters and numbers.
 - In an effort to fight identity theft for Medicare beneficiaries, CMS is replacing the SSN-based Health Insurance Claim Number (HICN) with a new Medicare Beneficiary Identifier (MBI).
 - **Prior to April 1, 2018:** Enter the HICN, identified as the Medicare Claim Number on the patient's Medicare card. The HICN may differ from the patient's SSN. For example, many patients receive Medicare benefits based on a spouse's Medicare eligibility.
 - **April 1, 2018–December 31, 2019:** Enter the patient's HICN, or the patient's new MBI.
 - **After December 31, 2019:** Enter the MBI. Do not report the patient's SSN-based HICN.
- If the patient does not have a Medicare number, a Railroad Retirement Board (RRB) number may be substituted. These RRB numbers contain both letters and numbers. To enter the RRB number, enter the first letter of the code in the left-most space, followed by one letter/digit per space.
- Confirm that the patient's legal name on the LTCH CARE Data Set assessment record (A0500) matches the patient's legal name on the Medicare or RRB card.
- If the person has neither a Medicare number nor an RRB number, the item may be left blank.

DEFINITIONS

SOCIAL SECURITY NUMBER (SSN)

A tracking number assigned to an individual by the U.S. Federal government for taxation, benefits, and identification purposes.

MEDICARE NUMBER (OR COMPARABLE RAILROAD INSURANCE NUMBER)

A Medicare number is an identifier assigned to an individual for participation in national health insurance program(s). The Medicare number may contain both letters and numbers.

Coding Tips

- To avoid inaccuracies in patient record matching, A0600 should only be left blank if the patient does not have a SSN or in rare instances where the SSN is unavailable.
- A0600B can only be a Medicare number or a RRB number.

A0700. Medicaid Number

| | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| A0700. Medicaid Number - Enter "+" if pending, "N" if not a Medicaid recipient | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |

Item Rationale

- Records the patient’s Medicaid number for identification purposes.

Coding Instructions

- Record this number if the patient is a Medicaid recipient.
- Enter one number per box beginning in the left-most box, ensuring that you have entered the digits correctly.
- Enter a “+” in the left-most box if the number is pending. If you are notified later that the patient does have a Medicaid number, just include it on the next assessment.
- If the patient is not a Medicaid recipient, enter “N” in the left-most box or leave this item blank.

Coding Tips and Special Populations

- To obtain the Medicaid number, check the patient’s Medicaid card, admission or transfer records, or medical record.
- Enter the Medicaid number (if available), even if Medicaid is the secondary payer.
- Confirm that the patient’s legal name on the LTCH CARE Data Set assessment record (Item A0500) matches the patient’s legal name on the Medicaid card.

A0800. Gender

| | |
|--|----------------------|
| A0800. Gender | |
| Enter Code <input type="checkbox"/> | 1. Male 2. Female |

Item Rationale

- Records the gender of the patient for identification purposes.
- Allows records for the same patient to be matched in the QIES ASAP system.

Coding Instructions

Enter the one-digit code that corresponds to the patient’s gender.

- Code 1, if patient is male.
- Code 2, if patient is female.

A0900. Birthdate

| A0900. Birth Date | | | | | | | | | | | | | | | | | | | | | |
|-------------------|--|---|-----|---|---|------|---|--|--|--|--|-------|--|--|-----|--|--|------|--|--|--|
| | <table style="margin: auto;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">Month</td> <td></td> <td></td> <td style="text-align: center;">Day</td> <td></td> <td></td> <td style="text-align: center;">Year</td> <td></td> <td></td> <td></td> </tr> </table> | | | - | | | - | | | | | Month | | | Day | | | Year | | | |
| | | - | | | - | | | | | | | | | | | | | | | | |
| Month | | | Day | | | Year | | | | | | | | | | | | | | | |

Item Rationale

- Records the birth date of the patient for identification purposes.
- Allows determination of age.
- Allows records for the same patient to be matched in QIES ASAP system.

Coding Instructions

- Fill in the boxes with the patient’s birth date. Use the format: Month-Day-Year (MM-DD-YYYY). For example, November 30, 1930, should be entered as 11-30-1930.
 - If the patient’s complete birth date is known, do not leave any boxes blank. If the month or day contains only a single digit, fill in the first box with a “0.” For example, February 1, 1928, should be entered as 02-01-1928.
- If only the birth year or the birth year and birth month of the patient are known, handle each situation as follows:
 - If only the birth year is known, enter the year in the “year” boxes of A0900, and leave the “month” and “day” boxes blank.
 - If the birth year and birth month are known, but not the day of the month, enter the year in the “year” boxes of A0900, enter the month in the “month” portion, and leave the “day” boxes blank.

A1000. Race/Ethnicity

| A1000. Race/Ethnicity | |
|--------------------------|--|
| ↓ | Check all that apply |
| <input type="checkbox"/> | A. American Indian or Alaska Native |
| <input type="checkbox"/> | B. Asian |
| <input type="checkbox"/> | C. Black or African American |
| <input type="checkbox"/> | D. Hispanic or Latino |
| <input type="checkbox"/> | E. Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> | F. White |

Item Rationale

- Records the race/ethnicity of the patient for quality-of-care purposes.
- The race/ethnicity codes use the common uniform language approved by the Office of Management and Budget (OMB) to report racial and ethnic categories. The categories in

this classification are social–political constructs and should not be interpreted as being scientific or anthropological in nature.

Steps for Assessment: Interview Instructions

1. Ask the patient to select the category or categories that most closely correspond to his or her race/ethnicity from the list in item A1000.
 - Individuals may be more comfortable if this question is introduced by saying, “We want to make sure that all our patients get the best care possible, regardless of their race or ethnic background. We would like you to tell us your ethnic and racial background so that we can review the treatment that all patients receive and make sure that everyone gets the highest quality of care” (Baker et al., 2005).
2. If the patient is unable to respond, ask a family member, significant other, guardian, or legally authorized representative.
3. Provide category definitions to the patient, family, significant other, guardian, or legally authorized representative only if they request them to answer the item.
4. Offer the option of selecting one or more racial designations.
5. Observer identification or medical record documentation to code this item can be used only if the patient is unable to respond and/or no family member, significant other, guardian, or legally authorized representative is available.

Coding Instructions

Check the box(es) that correspond(s) to the race or ethnic category or categories that the patient uses to identify him or herself, or that family, significant other, guardian, or legally authorized representative uses to identify the patient. **Check all that apply.**

- A. American Indian or Alaska Native
- B. Asian
- C. Black or African American
- D. Hispanic or Latino
- E. Native Hawaiian or Other Pacific Islander
- F. White

A1100. Language

| A1100. Language | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Enter Code <input type="checkbox"/> | <p>A. Does the patient need or want an interpreter to communicate with a doctor or health care staff?</p> <p>0. No → Skip to A1200. Marital Status</p> <p>1. Yes → Specify in A1100B. Preferred language</p> <p>9. Unable to determine → Skip to A1200. Marital Status</p> <p>B. Preferred language:</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |

Item Rationale

- Language barriers can interfere with accurate assessment of patient condition, treatment planning, and health care delivery.

- Inability to make needs known and engage in social interaction because of a language barrier can be very frustrating and can result in isolation, depression, and unmet needs.
- When a patient needs or wants an interpreter, the LTCH should ensure that an interpreter is available.
- An alternate method of communication also should be made available to help ensure that basic needs can be expressed at all times, such as a communication board with pictures on it for the patient to point to (if able).
- Records preferred language and identifies patients who need interpreter services to communicate with health care staff, participate in their care decisions, or participate in and understand the consent process.

Steps for Assessment

1. Ask the patient if he or she needs or wants an interpreter to communicate with a doctor or health care staff.
2. If the patient is unable to respond, ask a family member, significant other, guardian, or legally authorized representative.
3. If none of these sources is available, review record for evidence of a need for an interpreter.
4. If an interpreter is wanted or needed, request one and note the preferred language in A1100B, Preferred Language.
 - It is acceptable for a family member, significant other, guardian, or legally authorized representative to be the interpreter if the patient so chooses and provided the patient understands that an official interpreter can be provided to him/her at no charge and chooses to request that a family member, significant other, guardian, or legally authorized representative interpret. No person under the age of 18 may act as an interpreter under any circumstances. For more guidelines on using interpreters, please read the U.S. Department of Health and Human Services guidance document available here: <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/guidance-federal-financial-assistance-recipients-title-VI/index.html>.

Coding Instructions for A1100A

Complete only if A0250 = 01 Admission.

- Code 0, No, if the patient (or family member, significant other, guardian, legally authorized representative, or medical record, if the patient is unable to communicate) indicates that he or she does not want or need to use an interpreter to communicate with a doctor or health care staff.
- Code 1, Yes, if the patient (or family member, significant other, guardian, legally authorized representative, or medical record, if the patient is unable to communicate) indicates that he or she needs or wants to use an interpreter to communicate with health care staff. Specify preferred language by proceeding to A1100B and entering the patient's preferred language.
- Code 9, Unable to determine, if none of these sources can identify whether the patient wants or needs an interpreter.

Coding Instructions for A1100B

Complete only if A0250 = 01 Admission.

- Enter the preferred language the patient primarily speaks or understands after interviewing the patient, family members, significant others, guardians, or legally authorized representatives, observing the patient and listening, and reviewing the medical record.

Coding Tips and Special Populations

- An organized system of signing, such as American Sign Language (ASL), can be reported as the preferred language if the patient needs or wants to communicate in this manner.

A1200. Marital Status

| A1200. Marital Status | |
|------------------------------------|---|
| Enter Code <input type="text"/> | 1. Never married 2. Married 3. Widowed 4. Separated 5. Divorced |

Item Rationale

- Allows understanding of any current formal relationship the patient may have and can be important for care and discharge planning.

Steps for Assessment

1. Ask the patient about his or her marital status.
2. If the patient is unable to respond, ask a family member, significant other, guardian, or legally authorized representative.
3. If the patient is unable to respond, or there is no family member, significant other, guardian, or legally authorized representative, review the medical record for information.

Coding Instructions

Complete only if A0250 = 01 Admission.

Choose the answer that best describes the current marital status of the patient and enter the corresponding number in the code box:

1. Never Married
2. Married
3. Widowed
4. Separated
5. Divorced

A1400. Payer Information

| A1400. Payer Information | |
|--------------------------|--|
| ↓ Check all that apply | |
| <input type="checkbox"/> | A. Medicare (traditional fee-for-service) |
| <input type="checkbox"/> | B. Medicare (managed care/Part C/Medicare Advantage) |
| <input type="checkbox"/> | C. Medicaid (traditional fee-for-service) |
| <input type="checkbox"/> | D. Medicaid (managed care) |
| <input type="checkbox"/> | E. Workers' compensation |
| <input type="checkbox"/> | F. Title programs (e.g., Title III, V, or XX) |
| <input type="checkbox"/> | G. Other government (e.g., TRICARE, VA, etc.) |
| <input type="checkbox"/> | H. Private insurance/Medigap |
| <input type="checkbox"/> | I. Private managed care |
| <input type="checkbox"/> | J. Self-pay |
| <input type="checkbox"/> | K. No payer source |
| <input type="checkbox"/> | X. Unknown |
| <input type="checkbox"/> | Y. Other |

Item Rationale

- Provides information on patient’s source of payment for services received in the LTCH.

Coding Instructions

Check the box(es) that best correspond(s) to the patient’s current payment sources. Check all that apply.

- A. Medicare (traditional fee-for-service)
- B. Medicare (managed care/Part C/Medicare Advantage)
- C. Medicaid (traditional fee-for-service)
- D. Medicaid (managed care)
- E. Workers’ compensation
- F. Title programs (e.g., Title III, V, or XX)
- G. Other government (e.g., TRICARE, VA, etc.)
- H. Private insurance/Medigap
- I. Private managed care
- J. Self-pay
- K. No payer source
- X. Unknown
- Y. Other

A1802. Admitted From

| A1802. Admitted From. Immediately preceding this admission, where was the patient? | |
|--|--|
| Enter Code <input type="text"/> <input type="text"/> | 01. Community residential setting (e.g., private home/apt., board/care, assisted living, group home, adult foster care) 02. Long-term care facility 03. Skilled nursing facility (SNF) 04. Hospital emergency department 05. Short-stay acute hospital (IPPS) 06. Long-term care hospital (LTCH) 07. Inpatient rehabilitation facility or unit (IRF) 08. Psychiatric hospital or unit 09. Intellectually Disabled/Developmentally Disabled (ID/DD) facility 10. Hospice 99. None of the above |

Item Rationale

- Knowing the setting the patient was in immediately prior to admission to the LTCH helps inform the delivery of services that the patient receives during his or her stay and may also inform discharge planning.

Steps for Assessment

- Review Transfer and Admission records.
- Ask the patient, family members, significant others, guardians, or legally authorized representatives.

Coding Instructions

Complete only if A0250 = 01 Admission.

Enter the two-digit code that best describes the setting in which the patient was staying immediately preceding this admission.

- Code 01, *Community residential setting*, if the patient was admitted from a private home, apartment, board and care, assisted living facility, group home, or adult foster care. A community residential setting is defined as any house, condominium, or apartment in the community, whether owned by the patient or another person, retirement communities, or independent housing for the elderly. Also included in this category are noninstitutionalized community residential settings that provide the following types of services: home health, homemaker/personal care, or meals.
- Code 02, *Long-term care facility*, if the patient was admitted from an institution that is primarily engaged in providing medical and nonmedical care to people who have a chronic illness or disability. These facilities provide care to people who cannot be cared for at home or in the community. Long-term care facilities provide a wide range of personal care and health services for individuals who cannot take care of themselves due to physical, emotional, or mental health issues. The provision of nonskilled care and related services for residents in long-term care can include, but are not limited to, supportive services such as dressing, bathing, using the bathroom, diabetes monitoring, and medication administration.

- Code 03, Skilled nursing facility (SNF), if the patient was admitted from a nursing facility with the staff and equipment for the provision of skilled nursing services, skilled rehabilitative services, and/or other related health services. This category includes swing bed hospitals, which are generally small, rural hospitals or critical access hospitals (CAHs) participating in Medicare that have CMS approval to provide post-hospital SNF care and meet certain requirements.
- Code 04, Hospital emergency department, if the patient was admitted from an organized hospital-based facility for the provision of unscheduled or episodic services to patients who present for immediate medical attention.
- Code 05, Short-stay acute hospital (IPPS), if the patient was admitted from a hospital that is contracted with Medicare to provide acute, inpatient care and accepts a predetermined rate as payment in full.
- Code 06, Long-term care hospital (LTCH), if the patient was admitted from an acute-care hospital that provides treatment for patients who stay, on average, more than 25 days. Most patients are transferred from an intensive or critical-care unit. Services provided include comprehensive rehabilitation, respiratory therapy, head trauma treatment, and pain management.
- Code 07, Inpatient rehabilitation facility or unit (IRF), if the patient was admitted from a rehabilitation hospital or a distinct rehabilitation unit of a hospital that provides an intensive rehabilitation program to inpatients.
- Code 08, Psychiatric hospital or unit, if the patient was admitted from an institution that provides, by or under the supervision of a physician, psychiatric services for the diagnosis and treatment of mentally ill patients.
- Code 09, Intellectually Disabled/Developmentally Disabled (ID/DD) facility, if the patient was admitted from an institution that is engaged in providing, under the supervision of a physician, any health and rehabilitative services for individuals with intellectual disabilities (ID) or with developmental disabilities (DD).
- Code 10, Hospice, if the patient was admitted from a program for terminally ill persons. Hospice care involves a team-oriented approach that addresses the medical, physical, social, emotional, and spiritual needs of the patient. Hospice also provides support to the patient's family or caregiver.
- Code 99, None of the above, if the patient was admitted from none of the above.

Coding Tips and Special Populations

- If an individual was enrolled in a home-based hospice program, code as **10, Hospice**, instead of **01, Community residential setting**.

A2110. Discharge Location

| A2110. Discharge Location | |
|---|--|
| Enter Code <input type="text"/> <input type="text"/> | 01. Community residential setting (e.g., private home/apt., board/care, assisted living, group home, adult foster care) 02. Long-term care facility 03. Skilled nursing facility (SNF) 04. Hospital emergency department 05. Short-stay acute hospital (IPPS) 06. Long-term care hospital (LTCH) 07. Inpatient rehabilitation facility or unit (IRF) 08. Psychiatric hospital or unit 09. Intellectually Disabled/Developmentally Disabled (ID/DD) facility 10. Hospice 12. Discharged Against Medical Advice 98. Other |

Item Rationale

- Documents the location that the patient is being discharged to at time of discharge.

Steps for Assessment

1. Review the medical record, including the discharge plan and discharge order, for documentation of discharge location.

Coding Instructions

Complete only if A0250 = 10 Planned discharge; or A0250 = 11 Unplanned discharge.

Select the two-digit code that corresponds to the patient’s discharge location. Please refer to **A1802, Admitted From**, for definitions of the services and settings listed below.

01. Community residential setting (e.g., private home/apartment, board/care, assisted living, group home, adult foster care)
02. Long-term care facility
03. Skilled nursing facility (SNF)
04. Hospital emergency department
05. Short-stay acute hospital (IPPS)
06. Long-term care hospital (LTCH)
07. Inpatient rehabilitation facility or unit (IRF)
08. Psychiatric hospital
09. Intellectually Disabled/Developmentally Disabled (ID/DD) facility
10. Hospice
12. Discharged Against Medical Advice
98. Other

[This page intentionally left blank.]