

October 4, 2019

Dear Administrator:

The Connecticut Department of Social Services (CT DSS) is implementing a new reimbursement system to include a case mix adjustment based on Minimum Data Set (MDS) data for Medicaid facilities in the state. CT DSS contracted with Myers and Stauffer LC to aid in the development and implementation of the case mix reimbursement system.

Accurate MDS assessment data is essential in implementing a case mix reimbursement system. Access to and use of MDS data is controlled by the Centers for Medicare and Medicaid Services (CMS) through data use agreements. Myers and Stauffer obtained permission through such an agreement to use the data to assist the State in the development, implementation and on-going operation of the reimbursement system.

To facilitate this process Case Mix Index (CMI) reports will be posted to a secure MDS web portal hosted by Myers and Stauffer. As part of this case mix implementation, facility and user information are being collected. This includes the Facility Name, Physical Address, Facility Phone Number, and Facility Medicaid Number, along with the following for each user:

1. The public IP address for the computer in which the individual will be using to log into the MDS web portal. (Attached are instructions for finding the IP address.)
2. The name, phone number and email address of the users you have designated to have access to the web portal for retrieving your CMI Reports. There is a limit of two (2) users per facility.

Please note that no CMI Reports will be emailed, faxed or mailed. To ensure access to your CMI Reports, complete the attached form and return to Myers and Stauffer at CTHelpDesk@mslc.com no later than **October 18, 2019**. Please include "MDS Web Portal User" in your subject line and submit only one form per facility. Alternatively, you may submit your information by fax to 317-571-8481.

Once you have assigned the two designated users for your facility, you will need to request a change form to make any changes to these users. If you have any questions regarding this form or the MDS web portal, please call the Myers and Stauffer Help Desk at 800-763-2278. The processing time for changes will take 5 – 7 business days.

Thank you for your assistance.