

OASIS Correction Tools Guide

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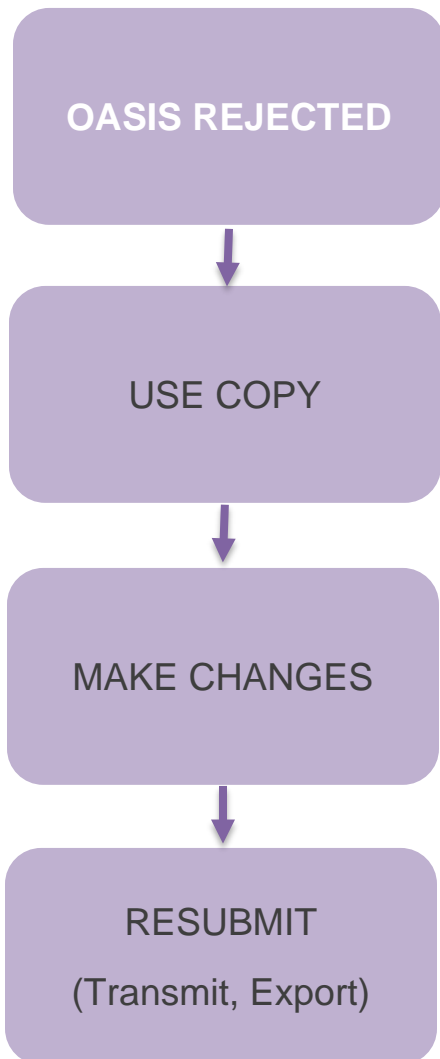
This document describes the use of the Home Health OASIS correction tools.

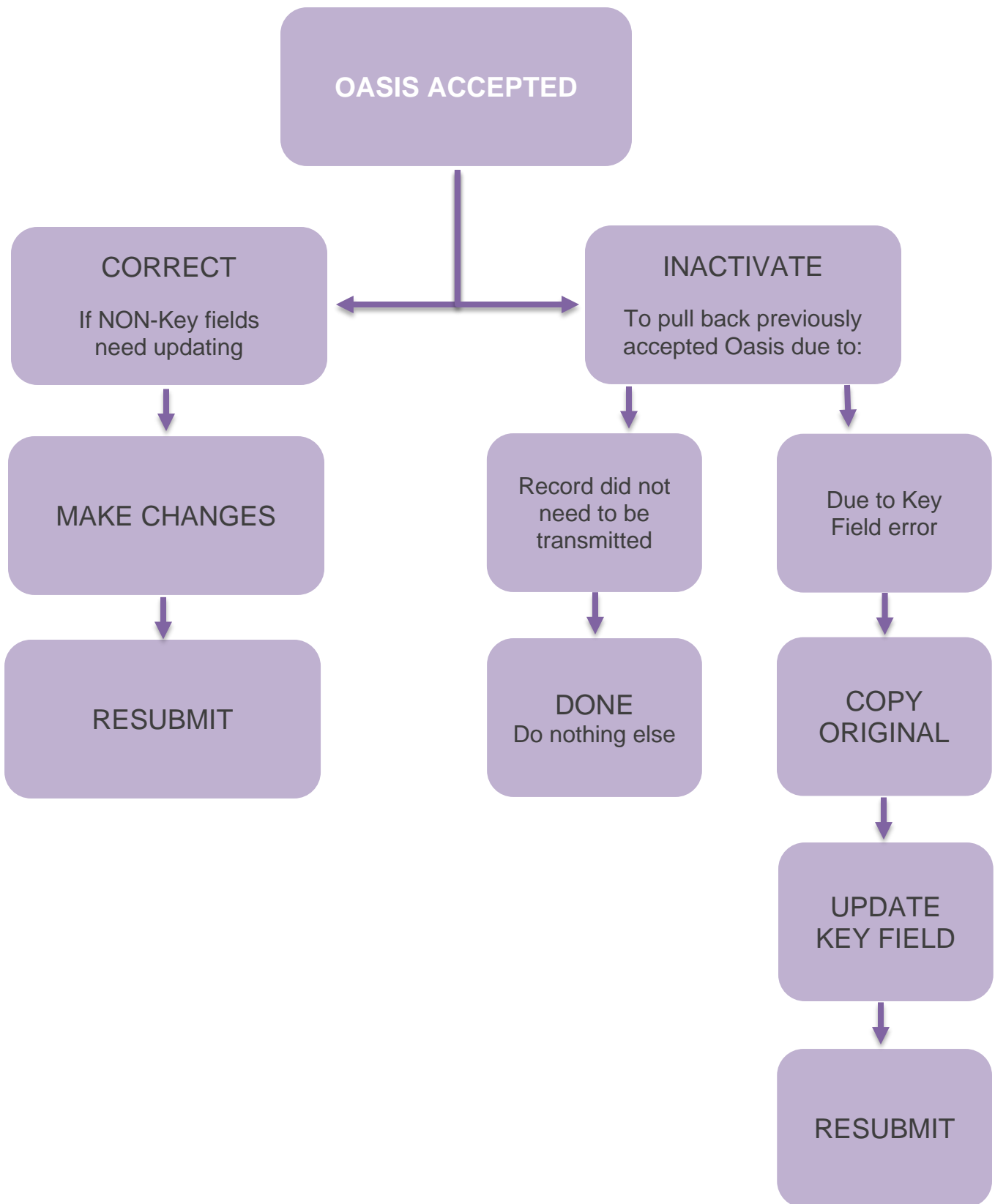
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Overview

Copy/Correct/Inactivate Algorithm





When to use COPY

The COPY tool is to be used when a submitted OASIS record has been rejected on the Final Validation Report (hereto called FVR). This creates an exact copy of the previously submitted record, which can now be edited and re-submitted. CMS keeps no record of the original submission that was rejected, so an original record must be used.

Procedure:

1. Navigate to **Clients**>Specified client>**Case Details** >OASIS.
2. Find the OASIS record that was rejected on the FVR.
3. Click **Copy**.
4. A new record is generated in an Incomplete status.
5. Edit the newly generated record, resolve whatever issue caused the rejection.
6. Mark the new OASIS as reviewed and export to CMS.

When to use INACTIVATE

The INACTIVATE tool is used to pull back a previously accepted OASIS transmission (do not use for rejected submissions). There are two scenarios requiring submission of an inactivation:

- When an OASIS should not have been transmitted to CMS (i.e. non- applicable payers, non-skilled cases, or pediatric clients)
- When an accepted OASIS record has an error in one of the KEY FIELDS defined by CMS and needs to be corrected. See Key fields below:

KEY FIELDS	
Patient Identifiers:	
M0040 PAT_LNAME	Patient last name
M0040 PAT_FNAME	Patient first name
M0064 SSN	Patient social security number
M0066 PAT_BIRTH_DT	Patient date of birth
M0069 PAT_GENDER	Patient gender
HHA Identifiers:	
HHA_AGENCY_ID	Unique Agency ID code
Assessment Event Identifiers:	
M0100 ASSMT_REASON	Reason for completing assessment
M0090_INFO_COMPLETED_DT	Date assessment information completed (This is a key field only on recertification or follow-up assessments where RFA = 04 or 05)
M0030_START_CARE_DT	SOC date (This is a key field only on SOC assessments where RFA = 01)
M0032_ROC_DT	ROC date (This is a key field only on ROC assessments where RFA = 03)
M0906_DC_TRAN_DTH_DT	Discharge, transfer, death date (This is a key field only on transfer to inpatient facility assessments where RFA = 06 or 07, death at home assessments where RFA = 08 and discharge assessments where

Procedure:

1. Navigate to **Clients**>Specified client>**Case Details**>**OASIS**.
2. Find the OASIS record that was accepted on the FVR.
3. Click **INACTIVATE**.
4. A new record will be generated in a Reviewed status. In the # column of the OASIS table will be the indicator **XX**. This indicates that this is an inactivation record.
5. No further action is to be taken with this newly generated record. It will be sent to CMS and accepted as is.

Note: If you only intended to pull back an OASIS that should not have been submitted, this was your final step.

6. If you need to fix an error on a key field, find the original accepted record again and click COPY. A new record is generated in an Incomplete status.

7. Edit the newly generated record. Resolve all fields that need to be corrected. Make sure to correct the KEY FIELDS in question.
8. Mark the new OASIS as reviewed and export to CMS.

Note: Both the inactivation record and the new copy may be submitted on the same export.

When to use CORRECT

The CORRECT option is used to submit an updated record to CMS for a previously accepted OASIS submission. This option should be used when a non-key field needs to be changed. An accepted record can be updated multiple times. The number of corrections in the chain will be indicated in the '#' column of the OASIS table (0 is original and corrections count up from there)

Procedure:

1. Navigate to **Clients**>Specified client>**Case Details**>**OASIS**.
2. Find the OASIS record that was accepted on the FVR.
3. Click **CORRECT**. A new record is generated in an Incomplete status. (In the # column of the OASIS table you will see a 01 for the first correction, 02 for a second correction record, etc.).
4. **EDIT** the new record.
5. Update any non-key OASIS items that need to be changed.
6. Mark this new OASIS as Reviewed and export to CMS.