
Program Memorandum Intermediaries

Department of Health &
Human Services (DHHS)
Centers for Medicare &
Medicaid Services (CMS)

Transmittal A-02-028

Date: APRIL 16, 2002

CHANGE REQUEST 2147

SUBJECT: Upcoming Train-the-Trainer Session for Hospital Swing Bed Facility Prospective Payment System (SB PPS)

This Program Memorandum (PM) serves to notify intermediaries of an upcoming Hospital Swing Bed Facility Prospective Payment System (SB PPS) Train-the-Trainer session scheduled for May 20 - 23, 2002 at the Radisson Hotel in Annapolis, Maryland. The program will include comprehensive training on two new Minimum Data Set (MDS) instruments: the MDS for Swing Bed Hospitals and the Medicare PPS Assessment Form (MPAF) that will be introduced for skilled nursing facilities (SNFs) later this year. The May 20, 2002, session will provide a 1/2-day overview session for provider associations and other stakeholders. Attendance on this day is optional for intermediaries. Intermediaries are required to attend from Tuesday, May 21, - Wednesday, May 22, 2002, from 7:30 a.m. - 5:00 p.m. and on Thursday May 23, 2002, from 7:30 a.m. - 12:00 noon.

Regional office staff are encouraged to attend and may send up to two representatives from each region.

Background

Section 4432(a) of the Balanced Budget Act (BBA) of 1997, specifies that swing bed facilities must be incorporated into the SNF PPS by the end of the statutory transition period. The SNF PPS will be phased in on each swing bed hospital's fiscal year. Effective with cost reporting periods beginning on or after July 1, 2002, swing bed bills will no longer be paid based on the current cost-related method, but rather on the basis of the SNF PPS. These payment rates will cover all costs of furnishing covered swing bed extended care services (routine, ancillary, and capital-related costs) other than costs associated with operating approved educational activities as defined in 42 CFR 413.85, and the small number of ancillary services that are excluded from the SNF PPS rate.

Provider Education

Staff attending this training will be responsible for training providers and additional intermediary staff on issues related to medical review, Medicare payment, claims processing, provider education/customer service, and cost reporting/reimbursement. **In addition, this program is also mandatory for medical review staff since it will include comprehensive training on the MDS clinical assessments used to verify the accuracy of the RUG-III groups and the HIPPS codes used for billing SNF PPS claims.** Due to limited space, each contractor will be allowed to send up to five representatives.

For information on hotel reservations and training registration, log on to www.hcfa.gov/medlearn/SBPPS.htm. An agenda will also be provided on this Web site at a later date. Training registration forms should be completed as soon as possible. You will have the option of submitting your registration form directly to CMS from the registration form after it has been completed. You may also e-mail your forms directly to medlearnregistration@cms.hhs.gov or fax them to the attention of Bridgitte' Davis at (410) 786-0330. You must register for this training by May 15, 2002. Confirmations will be e-mailed or faxed and should be brought along to the training

session for admission. Training materials will be provided for you at the training session. Following the session, you will be able to download the training materials from our Web site at www.hcfa.gov/medlearn/SBPPS.htm. You will be responsible for reproducing the training materials for your provider sessions. Questions and answers from the training session will also be found at that site to assist you during your provider training sessions.

Following the train-the-trainer session, contractors who have not provided any training on the swing bed provision, must take immediate steps to schedule training and to notify providers and other interested entities in your service area concerning times and locations for training. If you have trained providers on this initiative since publication of the final rule on July 31, 2001, contact those providers to ensure that they are prepared for the July 1, 2002 implementation. The final rule, billing instructions and training materials contain the information you will need to assist providers with the implementation of the swing bed provision. Notifying providers of this provision should include posting information on your Web site, in your bulletins, providing information to your customer service representatives who deal with providers directly, and contacting relevant provider associations. Use these same methods to continually notify providers of any new information related to swing beds. Keep account of the number of training sessions you hold, attendance, locations and any other relevant information. This information may be requested by CMS at a later date.

Provider training should be completed by June 18, 2002, to ensure that providers will have sufficient time to make any systems changes by the July 1, 2002, implementation date. State agencies are responsible for training swing bed providers on the MDS for swing bed hospitals. Intermediaries should coordinate any provider training with their State agency Resident Assessment Instrument (RAI) coordinators to include MDS training in their swing bed training programs. A list of State RAI coordinators who should be contacted to arrange this training is attached.

Monitor the progress of your providers and address unanticipated problems that may occur during the implementation of these program changes. Report any significant problems to your regional office contact. More detailed information will be provided to you, as needed, on the reporting of problems providers have implementing this provision.

You should also take the following steps to ensure that providers and their billing vendors have adequate information about these Medicare program changes and the availability of training:

- Work cooperatively with your Provider Education and Training Advisory Committee, the State agency RAI coordinators and the relevant State associations to coordinate training; and
- Notify providers that relevant training materials, articles and other relevant information will be posted on the CMS's Web site at www.hcfa.gov/medlearn/SBPPS.htm.

The *effective date* for this Program Memorandum (PM) is April 16, 2002.

The *implementation date* for this PM is April 16, 2002.

These instructions should be implemented within your current operating budget.

This PM may be discarded after July 1, 2003.

If you have any questions, contact Bridgitte' Davis at (410) 786-4573 or Cheryl Barton at cbarton@cms.hhs.gov.

Attachment

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