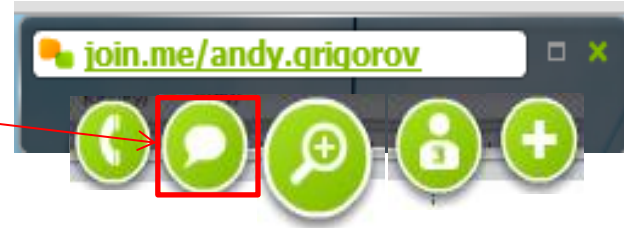


Welcome to the Section Q Reporter Training Webinar

We will be starting soon....

- Please sign in using the chat window

click the chat symbol and
sign in with your name
and organization



- Use chat window for questions and comments
- Please do not put us on hold.
- Use your *phone* for audio (not computer)
 - Dial in: 1-860-970-0010
 - Conference ID: 447-802-991

Section Q Reporter



Webinar SNF Training
May 21, 2015

Agenda

- **Project Summary**
 - Webinar & Meeting notes
 - Background
 - Current process and reason for new system
 - Project Timeline
- **Section Q Reporter Demonstration**
 - Walk-through of referral process
- **Support Resources**
 - Website, email support
 - Submitting test referrals
 - Important links

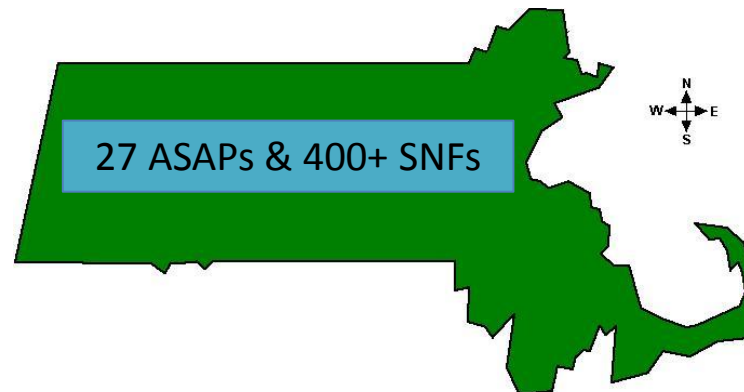
Webinar Notes - Reminders

- Please sign in using the chat window – name and organization
- Use chat window for questions and comments
- Please do not put us on hold.
- Use your phone for audio (not computer)

Meeting Notes

- Project Team

Section Q Reporter Project					
EOEA	Andy Grigorov	OLTSS	Ron Pawelski	Community Programs	MaryLouise Gamache
	Jim Ospenson		Robin Lee		Carole Malone
	Joan O'Rourke		Ken Smith		



Section Q Background

Question 1: What is the intention of Section Q?

Answer: The intention of Section Q is to insure that all individuals have the opportunity to learn about home and community based services and have an opportunity to receive long term care in the least restrictive setting possible.

In many cases individuals requiring long term care services and/or their families are unaware of community based services and supports that could adequately support individuals in community living situations.

Section Q provides those individuals interested in learning about these services the opportunity to do so.

Section Q Background

Question 2: When Should a Section Q Referral be Made?

Generally, when these 3 responses are received on the MDS:

Section Q	Participation in Assessment and Goal Setting
------------------	---

Q0400. Discharge Plan	
Enter Code <input type="checkbox"/>	A. Is active discharge planning already occurring for the resident to return to the community? 0. No 1. Yes → Skip to Q0600, Referral

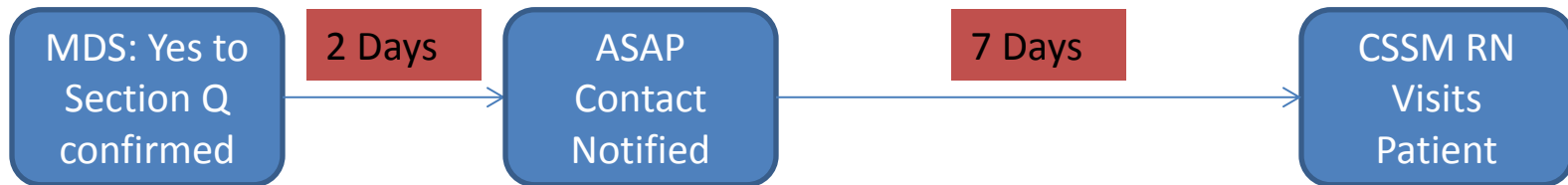
Q0500. Return to Community	
Enter Code <input type="checkbox"/>	B. Ask the resident (or family or significant other if resident is unable to respond): "Do you want to talk to someone about the possibility of leaving this facility and returning to live and receive services in the community?" 0. No 1. Yes 9. Unknown or uncertain

Q0600. Referral	
Enter Code <input type="checkbox"/>	Has a referral been made to the Local Contact Agency? (Document reasons in resident's clinical record) 0. No - referral not needed 1. No - referral is or may be needed (For more information see Appendix C, Care Area Assessment Resources #20) 2. Yes - referral made

MINIMUM DATA SET (MDS) - Version 3.0
RESIDENT ASSESSMENT AND CARE SCREENING
Nursing Home Quarterly (NQ) Item Set

Section Q Background

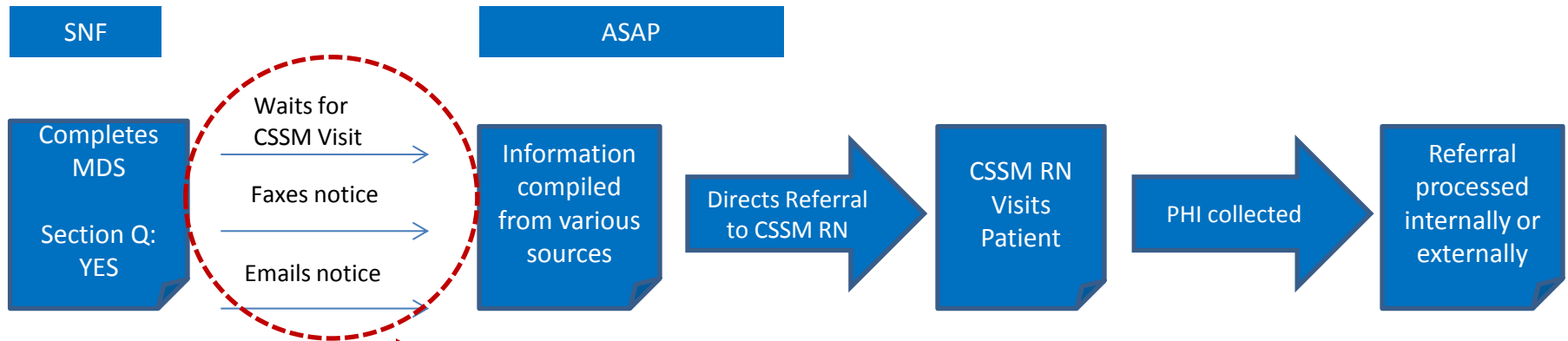
- General rule: *When in doubt, make the referral!*
- Supporting documentation:
 - **Appendix C** to MDS
 - ‘Return to Community Referral’ Description
 - Referral timeframe



- Memos from OLTSS related to Section Q:
 - [Description of Section Q Reporter Project 2/24/14](#)
 - [Clarification of referral trigger 3/5/14](#)

Section Q Process Overview – Pre- Section Q Reporter

Process Flow Chart



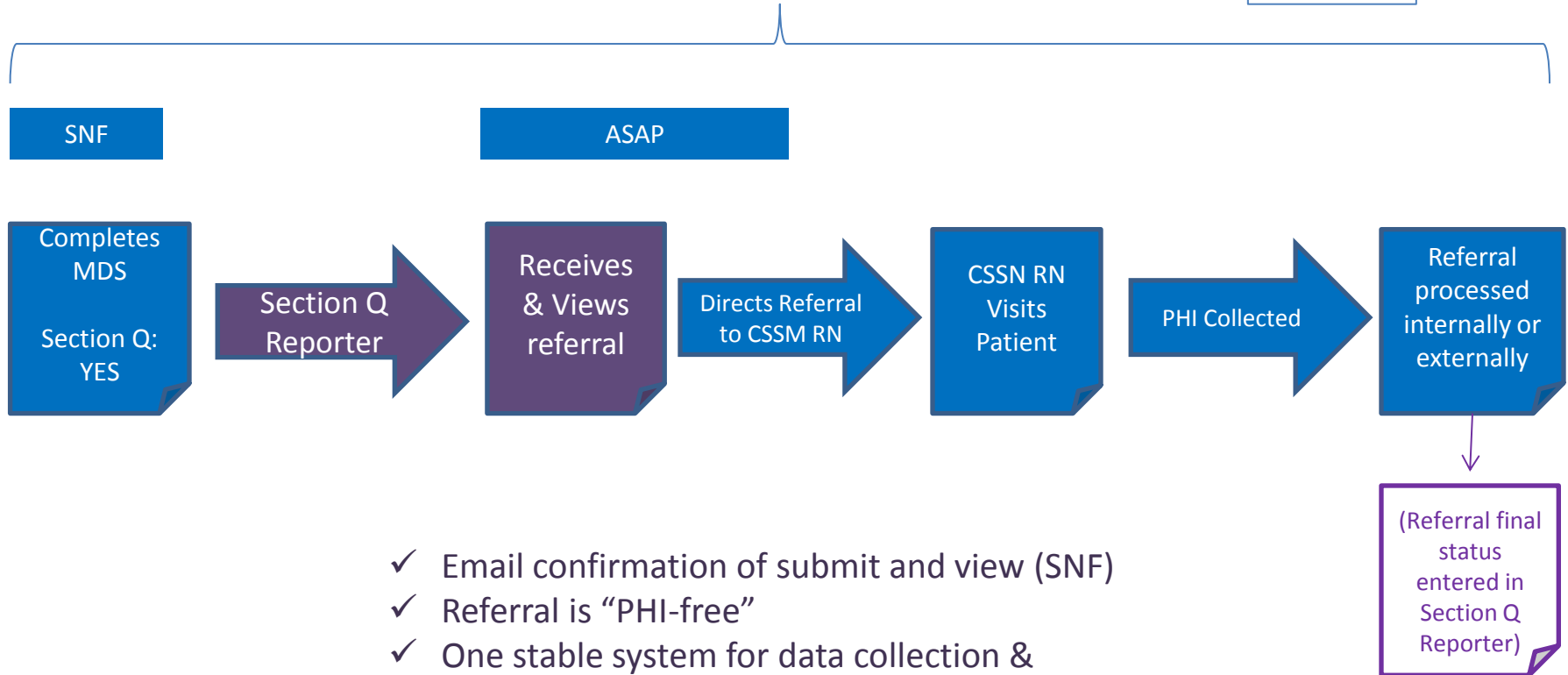
- Potential of compromised patient data
- No confirmation that referral received or viewed
- Wait period could extend for 7 days
- Multiple systems to track referrals
- Report data compiled manually

Section Q Process Overview-

Post Section Q Reporter

Process Flow Chart

ADRC



Section Q Reporter Project - Timeline

- Pilot started 2/1/14 – ADRC of the Greater North Shore, North Shore Elder Services
- Group 1 (3 ADRCs, 12 ASAPs, 175 SNFs) initial training 5/22/14
- Group 2 (9 ADRCs, 12 ASAPs, 206 SNFs) initial training 6/5/14
- As of 5/20/15: Over 1,800 Section Q Referrals have been submitted using Section Q Reporter

Section Q Reporter

[Website](#)

[Walk -Through Slides](#)



Support

EOEA Section Q Reporter Website:

<http://section-q-reporter.800ageinfo.com/>

User Guides, Background Information, Announcements

Problems with Section Q Reporter, general support:

sectionQ.support@state.ma.us



- *Follow up email to participants will contain important links and copy of this presentation.*

*SNF Test Referrals

- Go to [Section Q Reporter website](#)

(<https://ummscwmuhs.quickbase.com/db/bigngj23b>- Link will be included in email, also available on support website)

- Find your facility
- Enter your email address, payer source - Medicaid, and ***DOB – 5/7/15***

Submitter Email Address *	your.snf.email.address@snf.com
Patient DOB *	5-21-15 
Payor *	Medicaid 

- Click *Save* to submit
- Start using Section Q Reporter after test!

Thank You!

Important Links

- Support Website:

<http://section-q-reporter.800ageinfo.com/>

- Section Q Reporter Website:

<https://ummscwmuhs.quickbase.com/db/bigngj23b>

Using Section Q Reporter

SNF Process

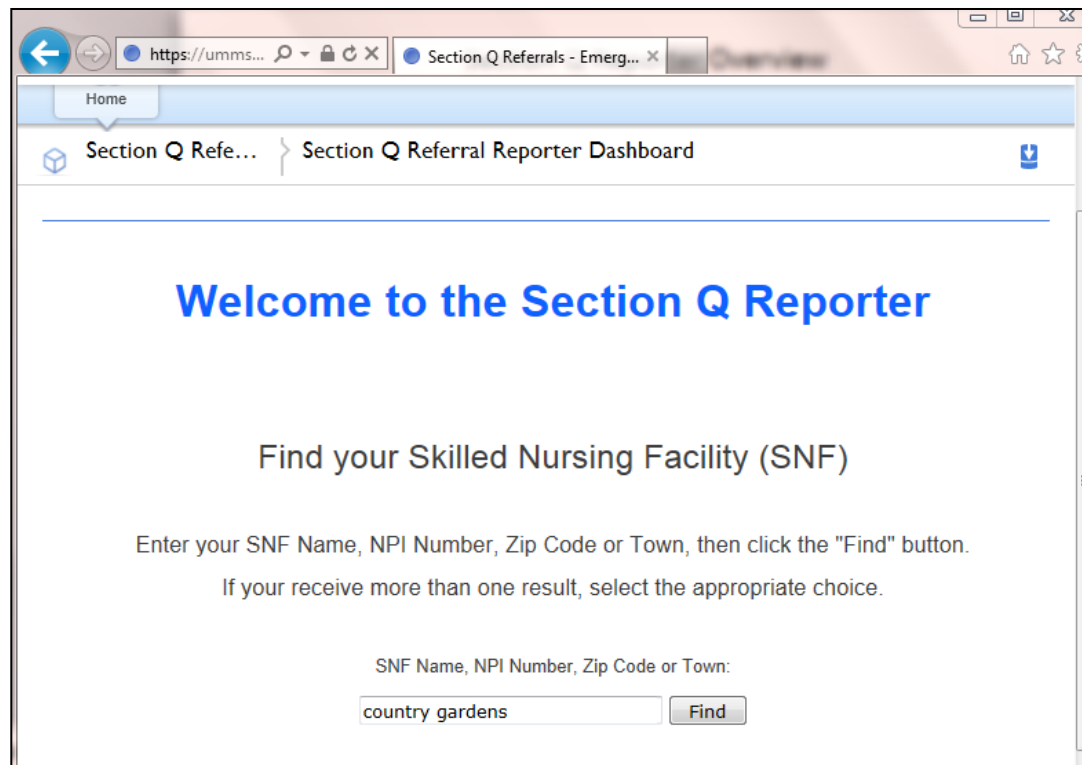
Set up desktop
shortcut to the
Section Q Reporter
Website



Using Section Q Reporter

SNF Process

Find your facility...

A screenshot of a web browser showing the 'Section Q Referral Reporter Dashboard'. The browser's address bar shows 'https://umms...'. The page has a blue header with 'Section Q Refe...' and 'Section Q Referral Reporter Dashboard'. The main content area features the heading 'Welcome to the Section Q Reporter' in blue, followed by 'Find your Skilled Nursing Facility (SNF)'. Below this is a search instruction: 'Enter your SNF Name, NPI Number, Zip Code or Town, then click the "Find" button. If your receive more than one result, select the appropriate choice.' At the bottom, there is a search input field containing 'country gardens' and a 'Find' button.

Home

Section Q Refe... } Section Q Referral Reporter Dashboard

Welcome to the Section Q Reporter

Find your Skilled Nursing Facility (SNF)

Enter your SNF Name, NPI Number, Zip Code or Town, then click the "Find" button.
If your receive more than one result, select the appropriate choice.

SNF Name, NPI Number, Zip Code or Town:

Using Section Q Reporter

SNF Process

Click *Add New Referral...*



Section Q Refe... Search results for: country gardens

We found matches in these tables:
SNF's: | SNF

SNF's: | SNF

Full Report	More	I SNF's				
	SNF ID Number	SNF Name	Related ASAP - ASAP Acronym	Related ASAP - ASAP Name	Town	Add Referral
NEW	1016	Country Gardens	BES	Bristol Elder Services, Inc.	Swansea	Add New Referral

Using Section Q Reporter SNF Process

Fill in 3 fields and click Save...



Home

Referrals > Add Referral

Save **Cancel**

Please review the SNF information to ensure you have the correct SNF before you complete this Referral. to return to the search screen

SNF ID Number [1016](#)

SNF Name Country Gardens

SNF - Town Swansea

Associated ASAP [Bristol Elder Services, Inc.](#)

ASAP City/Town Fall River

Submitter Email Address *

Patient DOB *

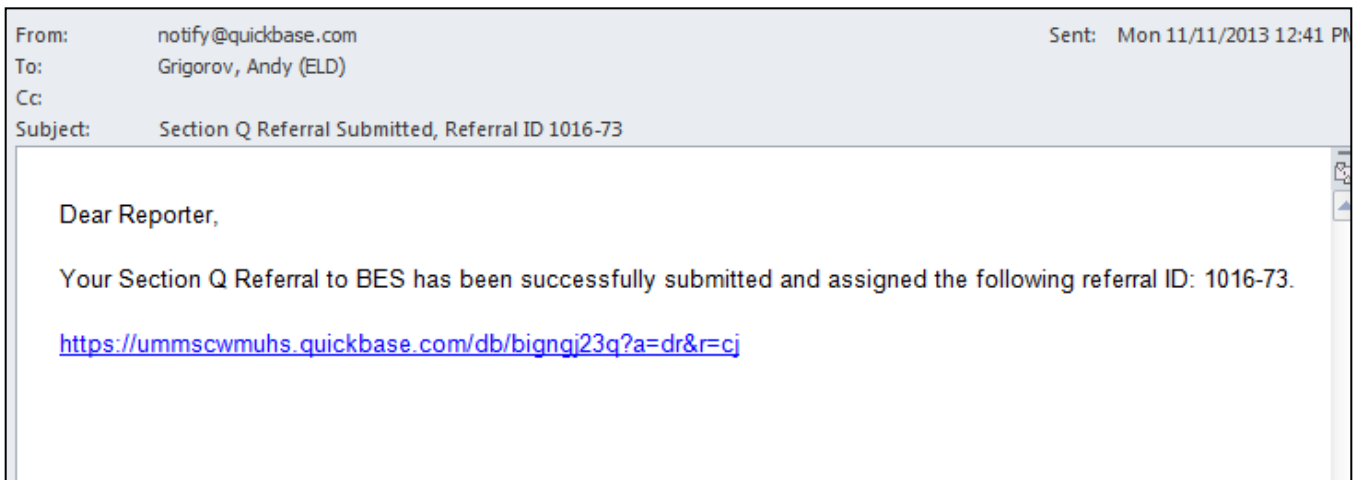
Payor *

When you are done entering your referral information, click "SAVE" above to submit the referral.

Using Section Q Reporter

SNF Process

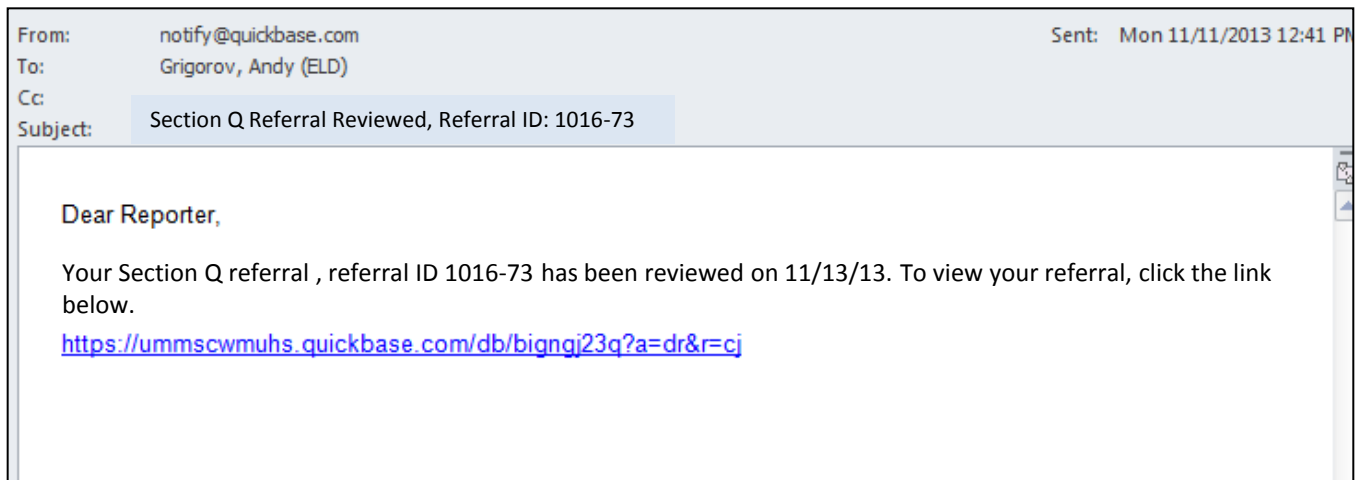
You will receive confirmation that submission was successful...



Using Section Q Reporter

SNF Process

And you'll be notified that the referral has been viewed...



Using Section Q Reporter

ASAP Process



ASAP Notification of Referral Submission

From: notify@quickbase.com
To: Grigorov, Andy (ELD)
Cc:
Subject: Section Q Referral Submitted, Referral ID 1016-73 (Country Gardens)

Section Q Referral submitted, referral number 1016-73

Click here to view referral:
<https://ummscwmuhs.quickbase.com/db/bigngj23q?a=dr&r=cp>

Using Section Q Reporter

ASAP Process



ASAP View referral

Referrals > Referral #73

SNF Detail

Please make sure that the correct SNF is listed and that the SNF information is accurate.

SNF ID Number	1016
SNF Name	Country Gardens
Town	Swansea
Referral ID Number	1016-73
Submitter Email Address	andy.griqorov@state.ma.us

View Section Q Referral (check here)

← Checking this box notifies SNF

[back to timeline & tasks](#)

Section Q Reporter Overview