

INSTRUCTIONS FOR DOWNLOAD AND USE OF DOHMDS FOR HPN

DOHMDS for HPN is provided by the New York State Department of Health for processing Minimum Data Set (MDS) Census Roster Data. The latest version of the software may be obtained by download from the Department's Health Provider Network (HPN): <https://commerce.health.state.ny.us/hpn>

The DOHMDS for HPN software can read and accept four types of data files:

1. Comma Separated Values (.csv)
2. Excel Workbook (.xls format only)
3. TAB Delimited (.prn format only)
4. Positional or Fixed Format (.txt only)

A full description of the file specifications is presented at the end of this document.

The DOHMDS for HPN software verifies the file format and checks for errors in the number of records being uploaded to the software. Files that pass these edits are saved in a format appropriate for file upload to the Minimum Data Set (MDS) for NF Reimbursement section of the HPN.

MDS Census files that have not been processed by the DOHMDS for HPN software will not be accepted by the HPN.

Logon to the HPN

Go to the URL: <https://commerce.health.state.ny.us/hpn>

Note: This is a secure site, you must use https.

- Enter your HPN User ID and Password, and then click Submit.
- Click "Programs"
- Click "Division of Health Care Financing"
- Under the "Nursing Homes" heading, click "Minimum Data Set (MDS) for NF Reimbursement"

Downloading Software:

- Logon to the HPN (as described above).

- Click the available software to start your download.
- Choose 'Save' when prompted (please note the folder the file is being saved to).
- Double-click on the downloaded file to install the software.

DOHMDS Software Information:

FACILITY INFORMATION: The Operating Certificate Number, Facility Name, Contact Person, and Phone Number are displayed at the top of the screen. To add or change any of the facility information, click the "Add / Change Fac Info" button. If you need to change to a facility for which you have previously entered information, simply click on the down arrow next to the Facility Name and choose from the list.

ASSESSMENT PERIOD: Use the drop downs to select the correct month and year for the data file to be processed.

IMPORT: Click the "Import" button to specify the data file to be processed. Using the standard Windows Open dialog, locate the file and click "Open".

ADD NEW: Allows for the addition of a new resident record. Click the Add/New button and follow the prompts to add resident information.

UPDATE: Allows the census roster data for an individual to be updated (e.g. to correct an error in SSN).

DELETE: Deletes a single selected record.

DELETE ALL: Deletes all records in current memory.

PRINT: Prints a selected record

PRINT ALL: Prints all records in current memory.

DOH FILE: Saves the data in current memory and outputs a *.doh file. The .doh file is then uploaded to the Department.

EXIT: Exits the software, no changes are saved.

PROCESS

Import the census roster data file into the DOHMDS for PRI software:

1. Open the DOHMDS for HPN software
2. Delete any information displayed in the program
3. Click IMPORT
4. Point the dialog box to the appropriate file
5. Click OPEN
6. Click DOH file to process the file.
7. Enter the number of census records input
8. The program will process the file

The results of processing are displayed in a Window's Notepad file. Read the contents of the report and print it by clicking "File" ... "Print" if desired. Close the Notepad when you are ready to continue.

Error Report: If the number of records found does not equal the number of records input in the previous step an error will be listed in the report. The record count errors must be corrected before the file can be finalized and transmitted to the Department of Health.

Note: You correct errors by returning to your third party software, making the appropriate changes, and creating a new file for input to the DOHMDS for HPN software.

Saving the "DOH" File: If a file contains no errors it can be saved in DOH format. After you close the report file a DOS Window will appear briefly on the screen. This is a normal part of processing. Next a standard Windows Save dialog box will appear. Click "Save" to save the DOH file. Finally a message will state the full file name of the DOH file. Make a note of this. You will need this information when you upload the file using the HPN.

Uploading Finalized Data Files:

NOTE: The upload of the MDS Census Roster Data is very similar to the process used to upload Patient Review Instrument (PRI) data.

- Logon to the HPN (as described above).

- Click “Finalized MDS Census Files (*.doh)”
- Select the Nursing Home for which you are submitting data. (Applies only to individuals who are authorized to submit data for more than one Nursing Home.)
- Click the BROWSE button to select the file you intend to upload. Important: To see your file in the Browse window you may need to change the “Files of Type” to “All Files (*.*)”.
- Select the “.doh file” created by the DOHMDS for HPN software.
- Click the START UPLOAD button.
- Once the file is uploaded it will be queued against the Department’s MDS database. A response will be generated immediately for review.
- Review the summary information that is presented when the upload is complete.

- **IF ALL RESIDENT RECORDS ARE MATCHED:**
 - Review the responses to the SPECIALTY / ENHANCED / DEMENTIA / PAYOR sections for accuracy, make changes as appropriate
 - Make a note of the Declaration Control Number (DCN) displayed on the ‘matched’ screen, this number **must be included** on the Certification form
 - Print and sign the Operator’s Certification
 - Mail the signed certification form to the Resident Assessment Unit.
 - Print the Resident Summary List
 - Print the RUG Summary list

- **IF ALL RESIDENT RECORDS ARE NOT MATCHED**
 - Review the records not matched to ascertain the reason the record(s) was not matched
 - Possible reasons: Incorrect SSN; MDS data not filed; Census Roster incorrect

PLEASE NOTE: All errors must be corrected before the data can be finalized for reimbursement. It may be necessary for facilities to re-upload the entire census roster to correct errors; please contact the Resident Assessment Unit at 518-473-8910 or PRIMail@health.state.ny.us if you need assistance.

All matched data is considered final after seven (7) calendar days. Facilities may upload census roster data as often as warranted, but only the last matched and certified data will be processed.

Field Number	Field Label	Start Position	End Position	Field Size	Field Type	Description (Remarks)
	CENSUS RECORD	1	77	77	RECORD	
1	Operating Certificate Number	1	8	8	A/N	
2	Facility Identification Number (FAC_ID)	9	18	10	N	
3	Social Security Number	19	27	9	A/N	See MDS instructions for completing the SSN field. NO DASHES included with SSN
4	Last Name	28	45	18	A	No commas
5	First Name	46	57	12	A	No commas
6	Date of Birth	58	67	10	A/N	MM/DD/YYYY format including '/'
7	Gender	68	68	1	A	Enter M or F
8	Medical Record Number	69	77	9	A/N	

- All data elements must be responded to
- Responses to all data elements must contain valid values

- ONLY THE FOLLOWING FILE FORMATS ARE ACCEPTABLE FOR USE WITH THE DOHMDS.EXE SOFTWARE

File type	Allowable File Extension
Comma Separated Value	.csv
Excel Worksheet	.xls
Tab Delimited	.prn
Positional [fixed format]	.txt