
Connecticut Department of Social Services

MYERS AND STAUFFER WEB PORTAL USER GUIDE

**Myers and Stauffer LC
December 2019**

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1 Access to the Web Portal

The following is a list of viable web browsers for the Myers and Stauffer Web Portal:

- a. Internet Explorer 8 (and up)
- b. Google Chrome
- c. Mozilla Firefox

The Myers and Stauffer Web Portal is located at:

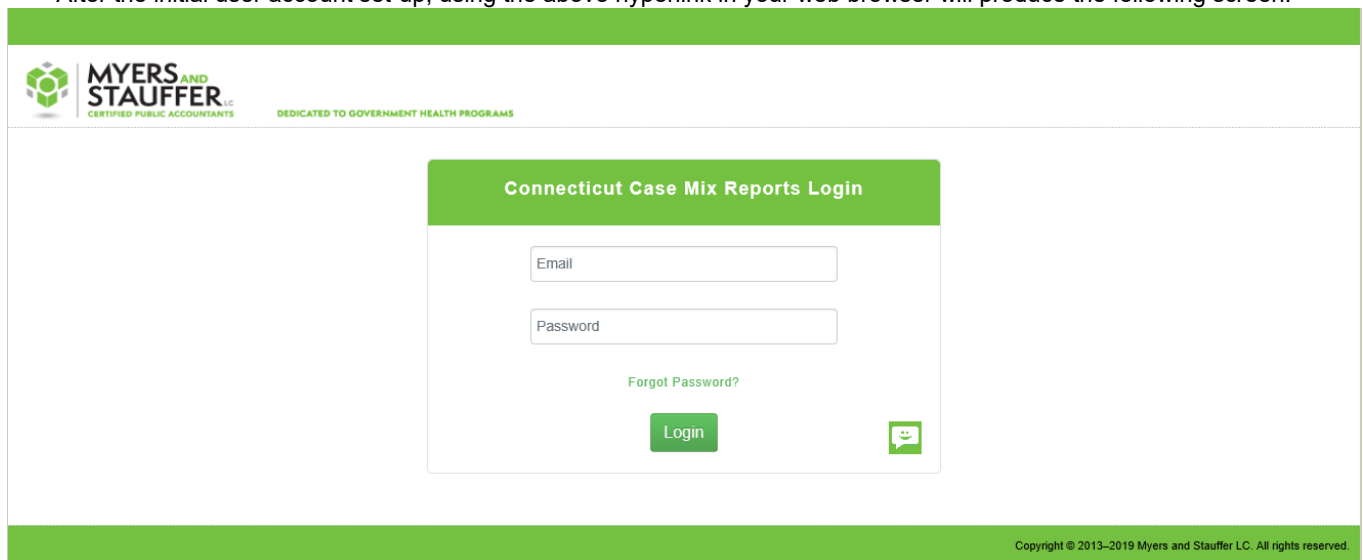
<https://ctcasemixreports.mslc.com>

You may add this address to your web browser “Favorites” list for easy access.

To establish or modify the list of registered users for your facility, please contact the helpdesk at CTHELPDESK@mslc.com or 1-800-763-2278.

2 Logging in to the Web Portal

After the initial user account set-up, using the above hyperlink in your web browser will produce the following screen:



Upon your first visit to the web portal you will need to click on the “green” forgot password link and enter the email address used to establish your account. An email will be sent to you to set up your password.

On subsequent visits to the web portal you will need to enter your login credentials into the appropriate fields:

Email field: Enter the email address used during the initial set-up.

Password field: Enter your password. Should you forget your password at any time, please click on the green “Forgot Password?” link at the bottom of the page. (Refer to #7 “Change Password Screen” for procedure)

Security Note: *You must keep your username and password combination in a secure place. Allowing someone else to use your access may create a compromising situation since the site is connected to PHI (Protected Health Information) which is protected by HIPAA.*

Open Text field:

Enter the letters that are visible in the rectangle area just below the Password field. If you cannot read them, click the "Try Another" link and the system will display new letters that may be more readable. This extra security field is known as a CAPTCHA and is used to ensure that a human is accessing the site and not an automated computer trying to gain unlawful/unwarranted access to the Web Portal.



DEDICATED TO GOVERNMENT HEALTH PROGRAMS

A screenshot of a web form titled "Send Forgot Password" in a green header. The form contains an "Email:" label followed by a text input field containing "username@facility.com". Below this is a CAPTCHA image showing the word "AENRD" in blue, stylized letters on a white background with a blue speckled pattern. Underneath the CAPTCHA is a "Try another" link in blue text, followed by the instruction "Enter the text you see above:" and a text input field containing "AENRD". At the bottom of the form is a green button labeled "Send Forgot Password Email".

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3 Download Screen

Once logged in, the system presents the opening page which display to select an option from the menu headers.

You will see the headers; Download, Help Resources, Change Password, Log Out. Clicking on these headers allows the user to toggle between each screen.



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[Download](#) [Help Resources](#) [Change Password](#) [Log Out](#)




Please select an option from the above menu.

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Click on "Download" to display which Facility Rosters you have access to view and download.

The screenshot shows the Myers and Stauffer LC web application interface. At the top left is the logo for MYERS AND STAUFFER LC, CERTIFIED PUBLIC ACCOUNTANTS, with the tagline "DEDICATED TO GOVERNMENT HEALTH PROGRAMS". Below the logo are navigation links: Download, Help Resources, Change Password, and Log Out. On the right side, there are two social media icons (Facebook and Twitter). A dropdown menu for "Choose Provider:" is set to "Test Nursing Facility - 200000000999". Below this are two buttons: "Select All" (blue) and "Select None" (red). A "Show" dropdown is set to "10" entries, and a "Search:" input field is empty. The main content is a table with the following columns: Select File(s), Type, Version, Period, File Name, Source, Create Date, Size, and Download. The table contains two rows of data. Below the table, it says "Showing 1 to 2 of 2 entries" and has navigation buttons for "Previous", "1", and "Next". At the bottom right of the page, there is a copyright notice: "Copyright © 2013–2018 Myers and Stauffer LC. All rights reserved."

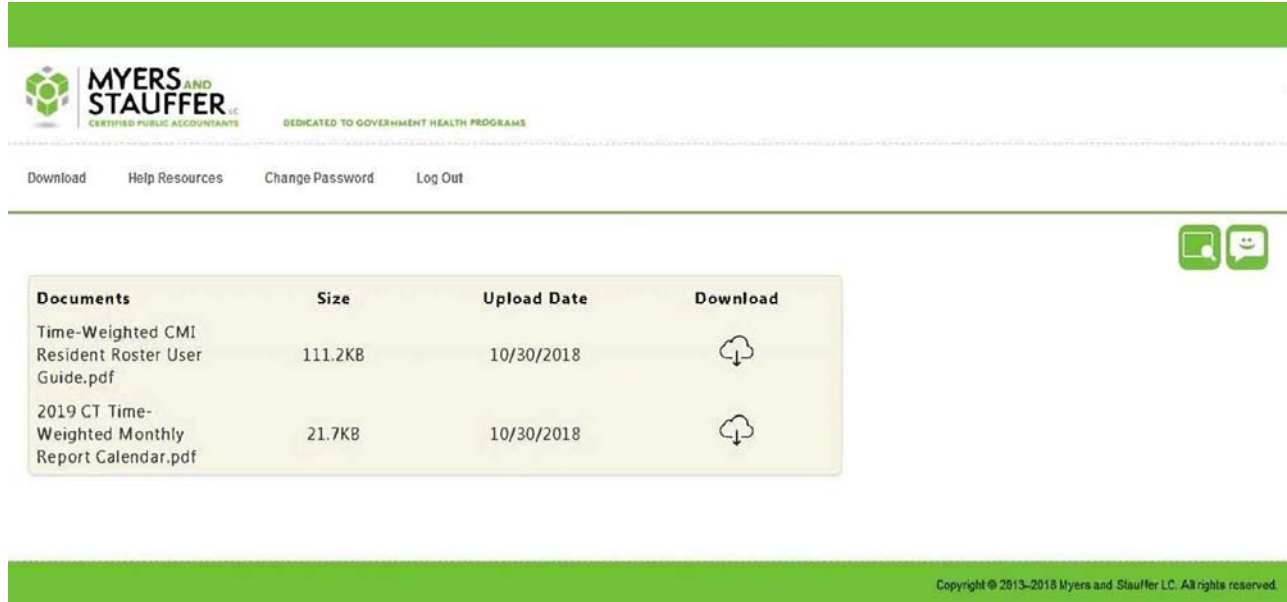
Roster Screen Concepts:

 This indicator can be clicked on each column heading to re-order the listing below in ascending or descending order.



Field or Column Name	Description
Show ___ entries	The user can define how many entries to display in the table. The table will not display more than are available.
Search Box	User can enter keywords to search by.
Folder Name	Name of the folder in which the downloadable file is located.
File Name	The file name that can be downloaded.
Source	Where the file originated.
Create Date	The date the file was created.
Size	Indicates the size of the file.
Download	Clicking this icon begins the download process.

4 Help Resources

Clicking on “Help Resources” in the header will provide you an opportunity to access helpful resources including the Time-Weighted CMI Resident Roster User Guide and the Monthly Report Calendar.



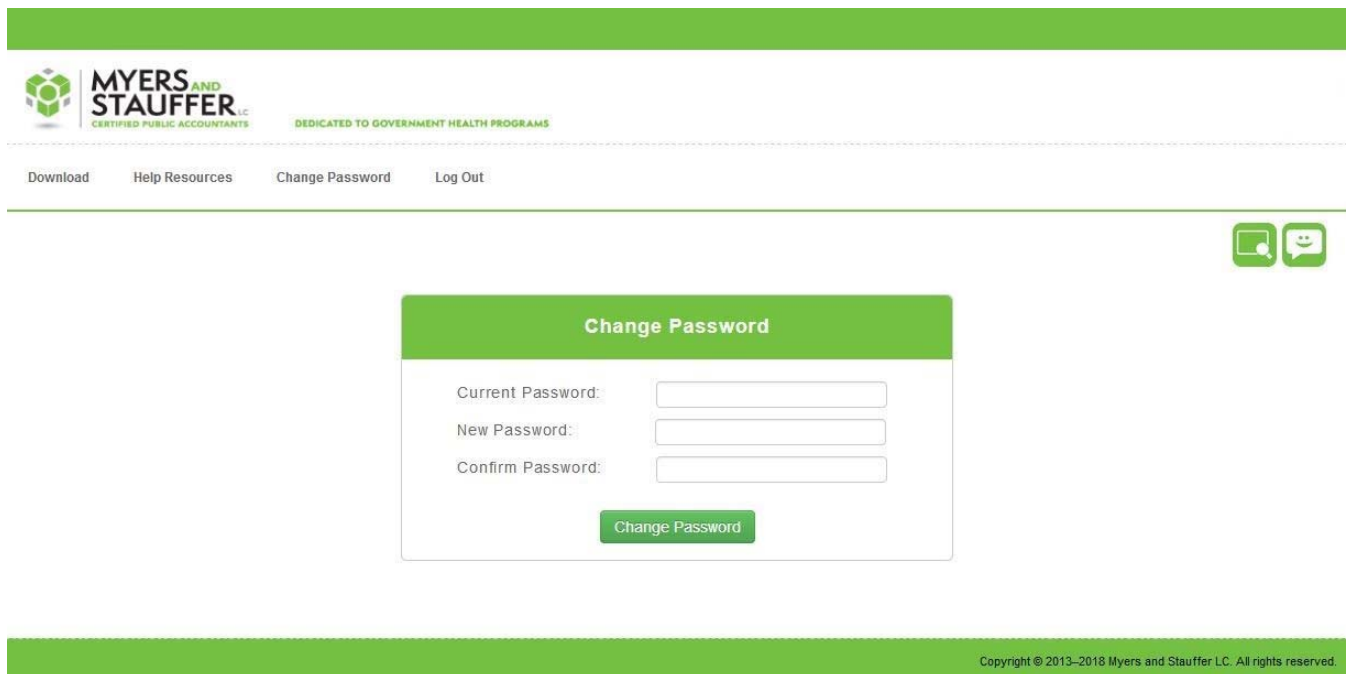
The screenshot shows the top navigation bar with the Myers and Stauffer LC logo and the tagline "DEDICATED TO GOVERNMENT HEALTH PROGRAMS". Below the logo is a navigation menu with links for "Download", "Help Resources", "Change Password", and "Log Out". The "Help Resources" link is highlighted. Below the navigation bar is a table of documents:

Documents	Size	Upload Date	Download
Time-Weighted CMI Resident Roster User Guide.pdf	111.2KB	10/30/2018	
2019 CT Time-Weighted Monthly Report Calendar.pdf	21.7KB	10/30/2018	

At the bottom right of the page, there is a copyright notice: "Copyright © 2013–2018 Myers and Stauffer LC. All rights reserved."

5 Change Password

Clicking on “Change Password” in the header will provide you an opportunity to update your current password.

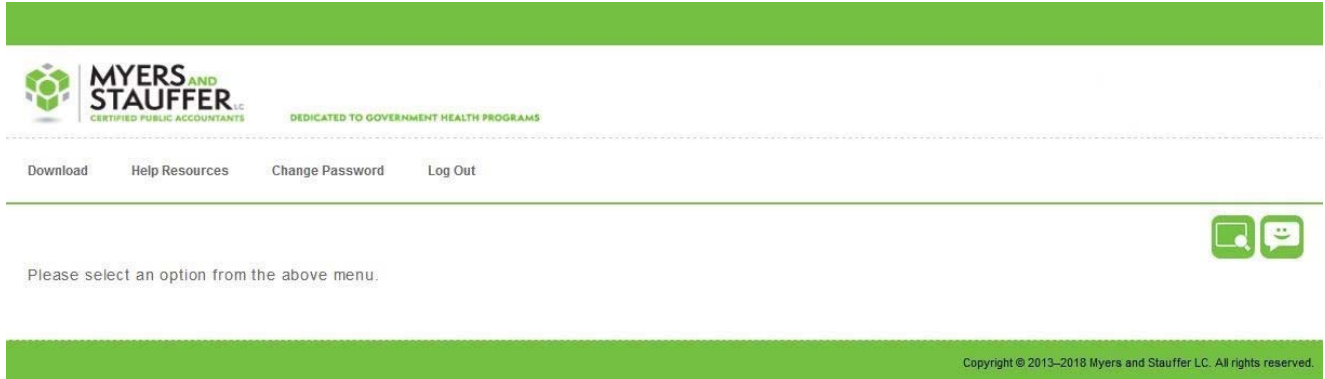


The screenshot shows the "Change Password" form in the Myers and Stauffer LC portal. The form is titled "Change Password" and contains three input fields for "Current Password:", "New Password:", and "Confirm Password:". Below the input fields is a green "Change Password" button. The navigation bar at the top shows the "Change Password" link highlighted. At the bottom right of the page, there is a copyright notice: "Copyright © 2013–2018 Myers and Stauffer LC. All rights reserved."

1. Enter current password.
2. Type your New Password in the New Password field.
3. Type your New Password in the Confirm New Password field. This must match what you typed in the New Password field.
4. Click the “Change Password” button.

6 Logout Screen

Clicking on “Logout” in the header will take you back to the original Login screen.



7 Resources

The Connecticut Department of Social Services Time-Weighted CMI Resident Roster Report is linked to the federal requirements for completion and submission of the MDS. The following list of resources may be beneficial to aid in the correct completion and submission of the MDS to fulfill federal requirements. However, these resources do change over time; it's recommended that facilities view the websites periodically to determine if any updates to the listed manuals and question and answer documents have been made.

Every effort is made to ensure that the information provided in this manual is accurate; however, the MDS is an assessment instrument implemented by the federal government. If later guidance is released by the CMS that contradicts or augments guidance provided in this manual, this more current information from the CMS becomes the acceptable standard.

Websites

- <https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/index.html> - This site is maintained by the CMS and provides extensive information about the MDS, data submission, Medicare PPS RUG-IV 66-Group classification, etc.
- <https://qtso.cms.gov/> - This site is maintained by Telligon (formerly Iowa Foundation for Medical Care). This firm provides support for submissions to the QIES ASAP System and maintains a provider helpdesk for users of jRAVEN and is referred to by the CMS as their Quality Improvement and Evaluation System (QIES) Technical Support contractor. Their website contains information on the MDS submission process, manuals, etc.
- <https://www.mslc.com/Connecticut/> - This site is maintained by Myers and Stauffer LC and is the location in which materials applicable to the Connecticut Case Mix Reimbursement system are located.

Manuals

- **MDS 3.0 RAI Manual** - This manual provides information about the completion of the MDS and is available from various publishers and the CMS and QTSO websites. Changes to this manual are released periodically by CMS and may be viewed by monitoring: <https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/index.html> for the latest information. The applicable portions are incorporated in this document.
- **MDS 3.0 Provider User's Guide** - This manual provides information about the electronic submission of MDS 3.0 from the facility to the QIES ASAP System and is available on the QTSO website at the following link-<https://qtso.cms.gov/providers/nursing-home-mdsswing-bed-providers/reference-manuals>
- **MDS 3.0 Data Specifications** - These specifications describe item-by-item edits for each element of the MDS 3.0 as well as describing sequencing, timing, date consistency and record types and is available on the CMS website at: <https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/NHQIMDS30TechnicalInformation.html>

Help Desk

- **Myers and Stauffer Help Desk** – Myers and Stauffer is a contractor to the Connecticut Department of Social Services and provides the Roster Reports as well as technical assistance. The phone number of the Myers and Stauffer Help Desk is 1-800-763-2278 and is also provided on the Time-Weighted CMI Resident Roster Report.
- **CMSNet** - Providers Phone Number: 888-238-2122
This relates to problems/assistance relating to providers being able to connect to the private internet (CMSNET). See Overview 2-2 at: https://qtso.cms.gov/system/files/qtso/Users_Sec2_2.pdf
- **QTSO Help Desk** - Providers Phone Number 800-339-9313
This relates to problems/assistance relating to Casper User IDs or the jRAVEN Application.

8 Common Terms and Abbreviations

This user guide section provides definitions of terms and abbreviations that a user may hear or see while working with the Connecticut Web Portal System.

Term/Abbreviation	Definition
Case Mix Index (CMI)	A weight or numeric score assigned to each Resource Utilization Group (RUG III) that reflects the relative resources predicted to provide care to a resident. The higher the case mix weight, the greater the resource requirements for the resident.
CMS	The Center for Medicare and Medicaid Services. The federal agency that is located in the U. S. Department of Health and Human Services that administers the Medicare and Medicaid programs.
Discharge Date	The date a resident is discharged from the facility.
Facility ID	The facility identification number assigned to each nursing facility by the State agency.
Internal Resident ID	See Resident Internal ID.
Provider	A Nursing Facility.
Resident Internal ID	An internal Resident Internal ID created for each individual nursing facility resident upon the submission of their first record to the QIES ASAP System. The Resident Internal ID (Res_Int_ID) is based on resident identifying information such as name, social security number, gender etc. All subsequent records for the resident are tagged with the same Resident Internal ID.
Roster Quarter	Quarter 1 = 01/01/Current Year to 03/31/Current Year. Quarter 2 = 04/01/Current Year to 06/30/Current Year. Quarter 3 = 07/01/Current Year to 09/30/Current Year. Quarter 4 = 10/01/Current Year to 12/31/Current Year.
SFY	State Fiscal Year defined as 07/01/Current Year through 06/30/Next Year.
Target Date	Assessment Reference Date (A2300) or Discharge Date (A2000) or Entry/Reentry Date (A1600).
URL	Uniform Resource Locator, otherwise known as line on the web browser screen where you type in the website name.
Virtual Private Network (VPN)	A VPN connection enables a computer to send and receive data across shared or public networks as if it is directly connected to the private network. It provides secure access to a company intranet site while working outside the office.
Web Portal	A secure portal to download Time-Weighted CMI Resident Roster Reports.