

# OSS Advisory Newsletter

## NEW DHHS CRCF-01 FORM



The DHHS CRCF-01 Form has been updated to bring better service to you. The new form and instructions can be found at:

<http://medsweb.scdhhs.gov/formslisting.htm>

(It is currently the last form in the list)

You WILL NOT change the process you follow in regard to the new form. You will still only initiate a CRCF-01 Form for a termination from your facility, a transfer from your facility to another, a transfer to your facility from another, and for medical absences. When initiating the form for these purposes you will still send copies to your local eligibility worker and your local CLTC worker.

Now that all information can be typed into the document by you as well as the eligibility and CLTC workers, there will be less legibility issues, and documents can be more easily scanned at the claims center.

Remember to name and save your file. When printing the new form, just print the form page. If you select “print all” you will currently print the instructions as well as the form.

The main change to the form is the new Section II that is completed by CLTC. You WILL NOT need to enter anything in this area. It is for CLTC use only, and was added to take the place of another form. This change will make the process more streamlined between the eligibility office and CLTC.

Remember, there are NO CHANGES to the process for you. If you have any questions, please contact your program manager.

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### WEBTOOL AND REMITTANCE ADVICES

Please be sure to print copies of your remittance advice each month. The webtool only holds the last 26 weeks of information. You will need this information for your records and to complete your Cost Report each year. Having this information pulled and printed by the Agency is costly and time consuming. Remember, there will be a charge associated with all requests for duplicate remittance advices.

November 04, 2011

## OSS Advisory Newsletter

### NEW PROVIDER SERVICE CENTER

**TOLL-FREE 1-888-289-0709**



2012 Cost of Living Allowance (COLA) increase.

The SSI Federal Payment Standard will be raised by 3.6% - from \$674 to \$698 for 2012 - a \$24 increase from 2011.

In 2012, \$2 of this increase will go to the Personal Needs Allowance (PNA) - raising PNA to \$59 for pay cat 86 and \$79 for pay cat 85.

The new Net Income Limit (NIL) will be \$1181. The new amount a CRCF can charge in 2012 will increase from \$1100 to \$1122.

In January 2011, the South Carolina Department of Health and Human Services (SCDHHS) implemented a new Provider Service Center (PSC) for specific provider groups. Beginning February 14, 2011, SCDHHS opened the PSC to all South Carolina Medicaid providers. The PSC will offer all provider types the expanded opportunity for assistance with Medicaid questions.

PSC customer service representatives will offer assistance with forms and manual requests, claims inquiries, payment issues and general billing issues. PSC representatives will also assist with Questions regarding the Qualified Medicare Beneficiary Program and Managed Care Services.

Providers can contact the PSC via the toll-free number :  
**1-888-289-0709 / 07:30AM to 05:00PM Monday through Friday.**

In addition, the PSC will accept calls from all providers requiring assistance with the following:

- \* Provider Enrollment
- \* Electronic Data Interchange (EDI) support
- \* Filing claims via the Web Tool
- \* Nursing Home, OSS and Hospice room and board questions.

Your program representative will remain available to assist with

**Due to the Thanksgiving Holidays, please submit your TAD no later than November 15, 2011.**

**November 04, 2011**

# OSS Advisory Newsletter

**How to ELECTRONICALLY Download, Complete and Transmit the 2011 RCF.IPC COST REPORT via Computer**  
**Payments will be withheld beginning November 2011 for failure to submit**

Each facility participating in the OSS and/or IPC Program was required to submit a standardized cost report, developed by DHHS, which reflects all income, operating costs and resident day information of the facility. Facilities operating the entire 12-month period (365 days) from July 1, 2010 to June 30, 2011 must complete this cost report. If you get the following message when transmitting/uploading your 2011 RCF.IPC Cost Report, "There is a problem with this website's security certificate", please click the option that says "Continue to this website-not recommended". This option will take you to the Upload screen in order to transmit your cost report.

## **A. Download Instructions:**

1. Go to web address <http://www.scdhhs.gov/insideDHHS/Bureaus/InformationTechnologyServices.asp>
2. Under Software Downloads, click 2011 RCF-IPC Cost Report
3. Choose SAVE
4. Type a FILE NAME beginning with RC followed by your four license numbers. Ex. RC4321
5. Click SAVE and the file is now on your computer

## **B. Completion Instructions:**

1. Complete the applicable yellow spaces on the Cost Report tab of the file
2. Once you finish all of the 13 pages, SAVE the file again using the same file name you used in A. 4.

## **C. Transmitting Instructions:**

1. Go to web address <https://secure.dhhs.state.sc.us/seniorscp/upload.html>
2. You are about to view pages over a secure connection. Click OK
3. Information you exchange with this site cannot be viewed... Do you want to proceed? Click YES
4. Click BROWSE
5. Choose the cost report file you saved
6. Click OPEN. The file path and name now appear on the Upload Screen
7. Type the remainder of the information requested
8. Click UPLOAD FILE

The 2011 RCF.IPC Cost Report was **due no later than September 1, 2011**. The Agency **began withholding payments November 2011** if the 2011 RCF.IPC cost report was not emailed or electronically submitted by Oct 14, 2011. Email your cost report to [Hendgwen@scdhhs.gov](mailto:Hendgwen@scdhhs.gov). A letter will be mailed by Oct 10, 2011 to facilities that have not submitted the required cost report.

Note: You will not be exempt from filing the 2011 RCF.IPC Cost Report due to not receiving a letter.

Post Office Box 8206  
Columbia, SC 29201-8206

803-898-2698  
803-255-8209 fax  
EMAIL : VARN@SCDHHS.GOV or  
OSS@SCDHHS.GOV

### Thinking about... Healthy Holiday Tips for Thanksgiving

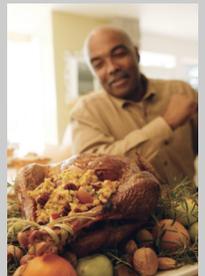
It's time to gather together with family and friends for some good times and, of course, some good eating. Thoughts of Thanksgiving often conjure up a spread of a huge turkey dinner with all the fixings and various desserts. Not only a feast for the eyes, Thanksgiving dinner also invokes aromatic anticipation for the taste buds! To avoid overindulging this holiday, try some healthy tips to help you enjoy your Thanksgiving sans the guilt this year. You may even decide to create new traditions! This month's issue compiles healthy options and activities for your Thanksgiving.

*Take a Walk or Two* – While the turkey is in the oven for hours on end, take a brisk walk to get your juices flowing. If you start preparing your meal early in the day, why not also take advantage of some metabolism-boosting activity? The morning walk can help you feel more energized and mentally prepared for the day. Return home refreshed and ready to finish preparing your meal or packing to head over to your holiday destination. Enjoy the food and the fellowship, allowing your food to settle. Instead of sitting around or dozing off in front of the television, take a leisure walk. Walking at a moderate or even light pace after a meal can help you maintain a normal blood sugar range. It's also a great way to burn some of those calories. Invite your family or friends along to enjoy this activity together.



*Try a Healthy Alternative* – Whether you're doing all the cooking or you're invited to Thanksgiving dinner, prepare a healthy side dish or dessert as an offering. Try roasting sweet potatoes in a little maple syrup or honey instead of making a calorie-laden casserole. Make a creamy fruit salad substituting Greek yogurt for mayonnaise or sour cream to cut down on fat. You can find a variety of healthy holiday recipes to suit your families taste buds online, in seasonal cookbooks or magazines.

*Snack before Your Meal* – Yes, you read it correctly! Eating a light snack, like an apple, before sitting down to your Thanksgiving meal can help you to eat less food. Apples and other fruits are high in fiber and help you to feel full so you'll eat less. The holiday buffet can sometimes be overwhelming. With something in your belly before the meal, you can take account of what's there (from appetizers to desserts) and make better decisions about what foods *and* the amount you put on your plate. Just as you shouldn't go grocery shopping on an empty stomach, don't go to the Thanksgiving dinner table starving.



*Give Thanks* – The Thanksgiving holiday also reminds us about being thankful. It's a time to consider the things you appreciate in life. Maybe you are anticipating a pleasant and relaxed time with family and friends. Be sure to show your appreciation for them. For some of us, however, holidays may highlight the absence of big things happening. So it may be challenging to find things to be grateful for and people to be grateful towards. No matter the circumstance, having an attitude of gratitude has health benefits. Did you know that taking time to express gratitude can have a positive impact on your overall health? Many researchers believe the body is unable to feel stress at the same time it feels gratefulness. Gratitude has been shown to relieve stress, reduce depression, boost the immune system and increase optimism. This Thanksgiving, be sure to take time to identify those things (even the smallest) for which you're grateful. It may be one of the best things you do.

Here's to enjoying a healthy Thanksgiving! I hope you find this information helpful because I've really been **Thinking About It**.

*Your Happy Healthy Thinker*



**Thinking About It** is brought to you by:  
Office for the Study of Aging  
Arnold School of Public Health  
University of South Carolina