

TIPS FOR TIPS: DAILY CENSUS VALIDATION

1. When completing your Daily Census in TIPS, all current Medicaid residents will be highlighted in yellow, and the “Current Status” box will no longer autofill to Y.

TIPS Month - April 2017

Validate Daily Census

Room	Tenant ID	Resident Name	Payor Type	Previous Day Status (Y/N) 03/09/2017	Current Status in Bed @Midnight (Y/N) 03/10/2017	Expected Date of Move-Out (MM/DD/YYYY)
101	102445	Bissell, Evelyn	Private	Y	Y	
102	102462	Shoff, Patty	Private	Y	Y	
103	102455	Kientz, Lawrence	Private	Y	Y	
104						
105	102454	Hampton, Peter	Medicaid	Y		
105	102453	Hampton, Betty	Medicaid	Y		
106						
107	102452	Hamn, Delia	Medicaid	Y		
108	102451	Giannos, William	Private	Y	Y	
109						
110	102464	Whitehair, Opal	Private	Y	Y	

2. If you do not choose Y or N as their current status, a message will appear that let's you know one or more is missing, and thus must be fixed.

02447	Fleagle, Marjorie	Medicaid	Y		
02458	Morton,				
02444	Ayre,				
02446	Dowe,				
02456	Meeks, Sandra	Medicaid			

Message from webpage

Missing Current Status for Medicaid Residents

OK

3. If the current status of any resident is N and the leave is temporary, you must enter an expected date of return. If you do not enter a date, a message will appear to remind you to fill in an expected date of return.

Check Tenant Status

Message from webpage

Return Date must be Given!

OK

TenantID	Name	Lea	Expected Date of Return
102454	Hampton Peter	Temp	

4. Upon completion of the Census Validation you must approve the daily census by clicking the “Approve” button. If you have any Medicaid residents a message will appear which explains the importance of correctly documenting whether that resident was in our out for that day. Please read this message, and if census is correct click “OK”; if not click “Cancel”, which will return you to the validate screen to update census data.

TIPS Month - April 2017

Approve Daily Census

16 Residents in 14 Apartments

Approve

Message from webpage

This daily census data is used by Enlivant to accurately calculate reimbursement amounts to which the company may be entitled from the relevant Medicaid waiver program state authority or its designated managed care organization. By submitting this data, you are attesting that this census data is accurate and complete for each resident. If you subsequently learn that this census data is incorrect for any reason, you must promptly submit a correction for each resident. Click OK to Approve and Cancel to return!

OK Cancel

101					
102					
103					
105					
105					
107					
108					
110					
115	3	102450	Garrett, Reed	09/29/2016	Private

5. To edit a previously validated census, select resident name is first drop down box, then select the month in the second drop down box. Once selected, click “GO.” All census data can be edited for previous month, but only until the 2nd day of the following month. For example, you can edit data in March until April 2nd. After April 2nd, you will only be able to edit data for the current month (April).

Tips 4 - Census

Abilene Place North (2112)

TIPS Month - April 2017

Daily Census is completed for 03/09/2017

Daily Census Report	03/11/2017	GO
Validate Daily Census	03/10/2017	GO
Monthly Census Report	201703	GO
Edit Daily Census	Select Residents	Select Month GO

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6. **Edit Screen-** If you are changing a status to ‘N,’ you must select the Reason, the Leave Type, the Leave Status and the Expected date of return. If you are changing the status to ‘Y,’ all fields will be empty other and you will need to enter a reason in the “Reason for Change” box. You must always enter the reason you are changing the census data whether it’s from Y to N or N to Y.

Abilene Place North (2112) TIPS Month - April 2017

Edit Daily Census

Resident Name: Fieagle, Marjorie Payor Type: Medicaid

Date	Original Status	New Status	Reason for change	Leave Type	Where To	Expected Date of Return	Expected Date of Move out
03/01/2017	Y	Y		Select Type	Select		
03/02/2017	Y	Y		Select Type	Select		
03/03/2017	Y	Y		Select Type	Select		
03/04/2017	Y	Y		Select Type	Select		
03/05/2017	Y	Y		Select Type	Select		
03/06/2017	Y	Y		Select Type	Select		
03/07/2017	Y	Y		Select Type	Select		
03/08/2017	Y	Y		Select Type	Select		
03/09/2017	Y	Y		Select Type	Select		

Submit

7. If you edit a Medicaid Resident, the same message will appear. Again, click “OK” to continue and “Cancel” to edit.

Date	Original Status	New Status	Reason for change	Leave Type	Where To	Expected Date of Return	Expected Date of Move out
03/01/2017	Y	N	test	Temp	Hospital Temp	04/03/2017	
03/02/2017	Y	Y		Select Type	Select		
03/03/2017	Y	Y					
03/04/2017	Y	Y					
03/05/2017	Y	Y					
03/06/2017	Y	Y					
03/07/2017	Y	Y					
03/08/2017	Y	Y					
03/09/2017	Y	Y					

Submit

Message from webpage

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OK Cancel