

Maryland Hospice Survey

Prepared for

myUnity Essentials Financial



Netsmart

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Overview

This document details the reports myUnity Essentials Financial provides for the annual Maryland Health Care Commission State Survey for Hospices. The survey is broken into two parts, with separate submission deadlines for each. Visit the MHCC website for details:

<https://mhcc.maryland.gov/mhcc/pages/home/surveys/surveys.aspx>

A Medicare Hospice Survey System Report Group can be made available under **File > Report Groups** by request. Using a report group allows you to save your selections, making it faster and easier to retrieve the data when the report needs to be run. Review the [Report Groups User Guide](#) or contact Billing Support for assistance if needed. If using a Report Group, use the Override Dates selection to enter your agency’s fiscal year, and confirm accurate selection criteria (insurances, units, etc.) via the **Alter** prior to running the report.

Part 1

Section C1a, Column B Carry Over Patients

Go to **Charge > Hospice LOC Report** or press the **Alter** button if running from Report Groups.

General Options tab:

Report Sequence: Patient

Selection Type: Unit. Select unit(s) on the Specific Includes tab.

Report Detail: leave unchecked

Billing Period: Custom

Custom Date Selection: Enter the last day of the prior fiscal year (ex. 12/31/2019 if running report for fiscal year 2020).

Hospice Insurance Type/Level of Care/Financial Class: All

Report Type: All Records

Export Report: leave un-checked

The screenshot shows the 'Hospice LOC Report' window with the 'General Options' tab selected. The interface includes several sections for configuration:

- Report Sequence:** Radio buttons for Patient (selected) and LOC.
- Selection Type:** Radio buttons for All, Insurance, Patient, Fin-Class, and Unit (selected).
- Report Detail:** Checkboxes for Patient Detail, Diag/Cert Detail, Location Detail, and Charge Detail (all unchecked).
- Billing Period:** A dropdown menu set to 'Custom' and a year spinner set to '2020'.
- Custom Date Selection:** 'From' and 'To' date pickers both set to '12/31/2019'.
- Hospice Insurance Type:** A dropdown menu with 'All' selected and a checkmark.
- Level of Care:** A dropdown menu with 'All' selected and a checkmark.
- Financial Class:** A dropdown menu with 'All' selected and a checkmark.
- Report Type:** Radio buttons for All Records (selected), Exceptions Found, and Ready To Bill.
- Export Report:** A checkbox (unchecked) with a dashed border.
- Create/Fix LOC Charges:** A checkbox (unchecked).

At the bottom of the window, there are buttons for 'Preview', 'Print', and a help icon.

Press **Preview** and on the last page of the report use the "Patients" Grand Total for patients active on last day of prior year.

4/22/2021 10:32:02 AM
 Patient Sequence
 Custom date selection

C1a B Carry Over Patients
 All:12/31/2019 To:12/31/2019

Page 2
 Home & Hospice Care Services

Taylor, Kelly - 1034	15 Melrose, Citytown NJ 04545	Tot-Bill-Amt: 157.15	Tot-Days: 1
Test, Carie - 168		Tot-Bill-Amt: 182.95	Tot-Days: 1
Unice, Sam - 227	51 Yes Way, Pottersville NJ 08745	Tot-Bill-Amt: 226.56	Tot-Days: 1
Grand Totals:	Patients: 18	Avg-Days: 1	Tot-Bill-Amt: 6,040.54 Tot-SIA-Amt: 0.00 Tot-MD-Amt: 0.00 Tot-Late-Amt: 2,131.29 Tot-Late-Days: 17 Note: Amounts Above Include Sequester

Section C1a, C-H Admits by Facility

Go to **Charge > Hospice LOC Report** or press the **Alter** button if running from Report Groups.

General Options tab:

Report Sequence: Patient

Selection Type: All or select specific Unit(s) if needed.

Report Detail: leave unchecked

Billing Period: Custom

Custom Date Selection: Agency Fiscal Year

Hospice Insurance Type: All checked

Level of Care: All checked

Unit: All checked

Report Type: All Records

Export Report: unchecked

More Options tab:

Only Patients Admitted in Select Month: must be checked.

Show Location of Care Totals: must be checked

Press **Preview** and use the “Locations of Care” Patients count totals on the last page of the report to get unduplicated patient admits by Location of Care.

4/22/2021 10:37:18 AM

C1a C-H Admits by Facility

Page 3

Patient Sequence
 Custom date selection
 * Admitted-Within-Period

All:1/1/2020 To:12/31/2020

Home & Hospice Care Services

Locations of Care:

Location	Q-Code	Days	Patients	Un-Dup	Deaths	Live-Disch
Home	Q5001	3,917	25	24	4	2
Sea Girt ILF(1)	Q5001	58	0	0	1	0
Total: Q5001		3,975	25	24	5	2
Geraldine Ford LTC/NSF(3)	Q5003	100	1	1	0	0
Sunnydale LTC(3)	Q5003	139	1	1	0	0
Total: Q5003		239	2	2	0	0
Cumberland SNF(4)	Q5004	8	0	0	0	0
Pickens	Q5004	15	1	1	0	0
Total: Q5004		23	1	1	0	0
Neptune Valley Hospital(5)	Q5005	12	0	0	0	0
Ocean Regional Hospital	Q5005	1	0	0	1	0
Orange County Hospital	Q5005	2	0	0	0	0
Transitional Institute	Q5005	4	0	0	0	0
Total: Q5005		19	0	0	1	0
Lehigh Valley Inp Hospice(6)	Q5006	44	0	0	0	0
Total: Q5006		44	0	0	0	0
Long Branch Hospice RF(10)	Q5010	13	0	0	1	0
Total: Q5010		13	0	0	1	0
Grand Totals:		4,313	28	27	7	2

Section C1a, I-J Deaths/Non-Deaths

Go to **Charge > Hospice LOC Report** or press the **Alter** button if running from Report Groups.

General Options tab:

Report Sequence: Patient

Selection Type: All or select specific Unit(s) if needed.

Report Detail: leave unchecked

Billing Period: Custom

Custom Date Selection: Agency Fiscal Year

Hospice Insurance Type: All checked

Level of Care: All checked.

Unit: All checked

Report Type: All Records

Export Report: unchecked

More Options tab:

Only Discharged Patients: must be checked.

Show Location of Care Totals: must be checked

Press **Preview**, go to the “Locations of Care” report on the last page of the report and use the Deaths Total for Column I and the Live-Disch numbers for Column J.

4/22/2021 10:46:46 AM
 Patient Sequence
 Custom date selection

C1a I-J Deaths/Non-Deaths
 All: 1/1/2020 To: 12/31/2020

Discharged-Only Page 3
 Home & Hospice Care Services

Locations of Care:

Location	Q-Code	Days	Patients	Un-Dup	Deaths	Live-Disch
Home	Q5001	2,814	20	20	11	4
Sea Girt ILF(1)	Q5001	143	0	0	1	0
Total: Q5001		2,957	20	20	12	4
Beehive Home ALF(2)	Q5002	117	1	1	1	0
Total: Q5002		117	1	1	1	0
Cumberland SNF(4)	Q5004	218	2	2	3	0
Total: Q5004		218	2	2	3	0
Neptune Valley Hospital(5)	Q5005	1	0	0	0	0
Ocean Regional Hospital	Q5005	1	0	0	1	0
Orange County Hospital	Q5005	2	0	0	0	0
Total: Q5005		4	0	0	1	0
Inpatient Facility(6)	Q5006	1	1	1	0	0
Lehigh Valley Inp Hospice(6)	Q5006	43	0	0	2	0
Suncrest Hospice Ctr(6)	Q5006	5	1	1	0	0
Total: Q5006		49	2	2	2	0
Long Branch Hospice RF(10)	Q5010	9	0	0	1	0
Total: Q5010		9	0	0	1	0
Grand Totals:		3,354	25	25	20	4

Section C1b, B Readmits during Year

Go to **Charge > Hospice LOC Report** or press the **Alter** button if running from Report Groups.

General Options tab:

Report Sequence: Patient

Selection Type: All or select specific Unit(s) if needed.

Report Detail: leave unchecked

Billing Period: Custom

Custom Date Selection: Agency Fiscal Year

Hospice Insurance Type: All checked

Level of Care: All checked

Unit: All checked

Report Type: All Records

Export Report: unchecked

More Options tab:

Only Patients Admitted in Select Month: must be checked.

Show Location of Care Totals: must be checked

Press **Preview**, go to the “Locations of Care” totals on the last page of the report, and subtract the Un-Dup Total from the Patients total to get the Readmit number for Column B.

4/22/2021 10:52:07 AM

C1b Readmits During Year

Page 3

Patient Sequence
 Custom date selection
 * Admitted-Within-Period

All: 1/1/2020 To: 12/31/2020

Home & Hospice Care Services

Locations of Care:

Location	Q-Code	Days	Patients	Un-Dup	Deaths	Live-Disch
Home	Q5001	3,917	25	24	4	2
Sea Girt ILF(1)	Q5001	58	0	0	1	0
Total: Q5001		3,975	25	24	5	2
Geraldine Ford LTC/NSF(3)	Q5003	100	1	1	0	0
Sunnydale LTC(3)	Q5003	139	1	1	0	0
Total: Q5003		239	2	2	0	0
Cumberland SNF(4)	Q5004	8	0	0	0	0
Pickens	Q5004	15	1	1	0	0
Total: Q5004		23	1	1	0	0
Neptune Valley Hospital(5)	Q5005	12	0	0	0	0
Ocean Regional Hospital	Q5005	1	0	0	1	0
Orange County Hospital	Q5005	2	0	0	0	0
Transitional Institute	Q5005	4	0	0	0	0
Total: Q5005		19	0	0	1	0
Lehigh Valley Inp Hospice(6)	Q5006	44	0	0	0	0
Total: Q5006		44	0	0	0	0
Long Branch Hospice RF(10)	Q5010	13	0	0	1	0
Total: Q5010		13	0	0	1	0
Grand Totals:		4,313	28	27	7	2

Section C1b, C Readmits from Prior Years

Considered for a future release. To manually determine this number, users can run the Discharge Report in Discharge Reason sequence for prior years to get a list of patients discharged for non-death reasons. That list can then be compared the Admission Report of patients admitted in reporting year.

Section C1b, D-G Non-Death Discharges

Go to **Patient > Admission Report** or press the **Alter** button if running from Report Groups.

General Options tab:

Report Type: Discharged Patients

Report Sequence: Reason

Selection Type: Unit. Select unit(s) on the Specific Includes tab.

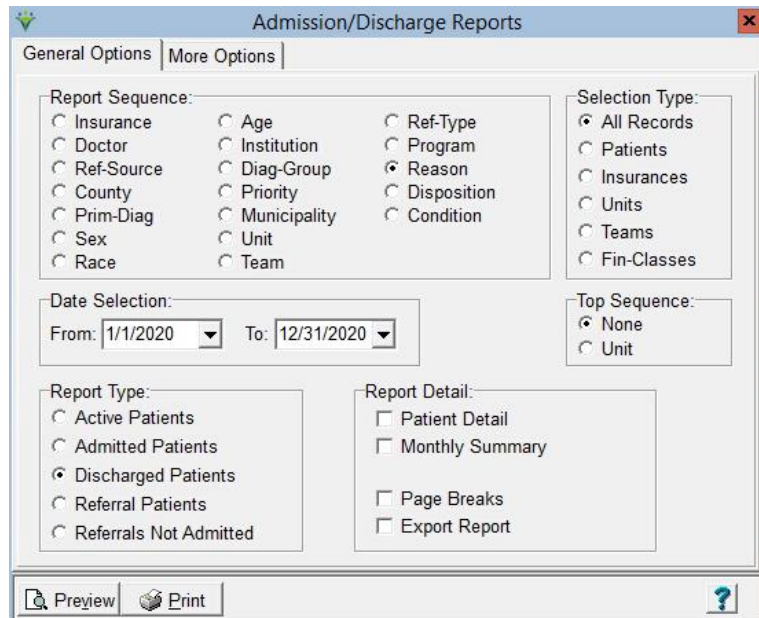
Date Selection: Agency Fiscal Year

Top Sequence: None

Report Detail: leave unchecked

More Options tab:

Nothing should be checked here.



Press **Preview** and use the “Disch Count” column to obtain totals for Deaths vs. Non-Death discharges.

4/22/2021 11:40:55 AM
Reason Sequence
LOS Totals are Average Days

C1b D-G NonDeath Discharges
Units From: 1/1/2020 To: 12/31/2020

Discharged Patients Page 1
Home & Hospice Care Services

	Admit Count	Disch Count	Un-Dup Count	Active Count	LOS
Admitted to SN Facility:	1	1	1	0	578
DC to home, revoked, or decertified on:	2	2	2	0	75
Discharged for cause:	1	1	1	0	1186
Expired at home:	16	16	16	0	349
Expired at medical facility:	5	5	5	0	421
Goals Met:	1	1	1	0	2
Revoked:	2	2	2	0	64
Grand Totals:	28	28	28	0	347

Section C2 Referrals

Contact Clinical Support for a Custom Report to pull Referrals by Referral Source.

Section C3a Average Daily Census

Go to **Billing > Hospice LOC Report** or press the **Alter** button if running from Report Groups.

This report will be used for Average Daily Census, Average Length of Stay Days and Median Length of Stay Days.

General Options tab:

Report Sequence: LOC

Selection Type: Insurance (use Specific Includes tab to select all payers).

Report Detail: leave unchecked

Billing Period: Custom

Custom Date Selection: Agency Fiscal Year

Hospice Insurance Type: All

Level of Care: All

Unit: All

Report Type: All Records

Export Report: unchecked

More Options tab:

All options can be un-checked

Press **Preview** and use the “Days” count divided by number of days (365 or 366 in leap year) to get Average Daily Census.

4/20/2021 12:06:13 PM
 LOC Sequence
 Custom date selection

C3a Average Daily Census

Unit:1/1/2021 To:12/31/2021

Page 1
 Home & Hospice Care Services
 Hospice Unit

Continuous Home Care

Patients:5 Avg-Days: 1 Tot-Bill-Amt: 5,333.60 Tot-Days: 6

Inpatient Home Care

Patients:2 Avg-Days: 3 Tot-Bill-Amt: 5,933.75 Tot-Days: 5

Respite Home Care

Patients:2 Avg-Days: 4 Tot-Bill-Amt: 3,482.20 Tot-Days: 8

Routine Home Care

Patients:33 Avg-Days: 184 Tot-Bill-Amt: 1,051,096.76 Tot-Days: 6063

Grand Totals:

Tot-Bill-Amt: 1,065,846.33 **Tot-Days: 6082**
 Tot-SIA-Amt: 0.00
 Tot-MD-Amt: 0.00
 Tot-Late-Amt: 837,235.11
 Tot-Late-Days: 5619
 Note: Amounts Above Include Sequester

Section C3b Average Length of Stay

Rerun the Hospice LOC Report, this time with **Only Discharged Patients** checked on the 'More Options' tab.

Hospice LOC Report - C3b Average LOS

General Options **More Options**

Additional Reporting Options:

- Only Patients with Missing LOC
- Only Discharged Patients
- Only Patients Admitted in Select Month
- Only Patients with Unbilled Period Chgs
- Only Evaluate Primary Insurance
- Show Not-Billed Amounts
- Include Sequester % in Billed Amount
- Fail if Prior Month Bill Not Paid
- Fail Certs Without All Docs Received
- Fail if UnVerified Visits Found
- Warn if Ins Not Hospice Bill Method

Sub-Report Options:

- No Sub-Reports
- Hospice CAP Reporting
- Locations of Care
- Clinical Group Totals
- Show Sub-Report Detail

LOC Employee:

Preview Print ?

Press **Preview** and use the “Avg-Days” count.

4/20/2021 11:59:46 AM		C3a Average LOS		Discharged-Only Page 2	
Patient Sequence Custom date selection		Unit:1/1/2020 To:12/31/2020		Home & Hospice Care Services	
Maddox, Chris - 131565	87 Windy Way, Collingswood MD 08745	Tot-Bill-Amt: 20,393.13	Tot-Days: 99		
Molson, Kate - 131442	87 Jumping Brook, Red Bank MD 08745	Tot-Bill-Amt: 15,833.10	Tot-Days: 90		
Respite, Ralph - 271	897 Gooseberry Lane, Mother Hubbard NJ 08745	Tot-Bill-Amt: 3,631.56	Tot-Days: 12		
Roberts, Owen - 131646	854 French Creek Road, Red Bank NJ 84657	Tot-Bill-Amt: 17,680.79	Tot-Days: 127		
Taylor, Kelly - 1034	15 Melrose, Citytown NJ 04545	Tot-Bill-Amt: 20,115.56	Tot-Days: 128		
Unice, Sam - 227	51 Yes Way, Pottersville NJ 08745	Tot-Bill-Amt: 7,702.92	Tot-Days: 34		
Yoon, Jun - 246	65 Jump St, Hollywood FL 19678	Tot-Bill-Amt: 54,443.87	Tot-Days: 288		
Grand Totals:	Patients: 22	Avg-Days: 135	Tot-Bill-Amt: 541,611.10	Tot-Days: 2963	
			Tot-SIA-Amt: 0.00		
			Tot-MD-Amt: 225.00		
			Tot-Late-Amt: 355,694.67		
			Tot-Late-Days: 2507		
Note: Amounts Above Include Sequester					

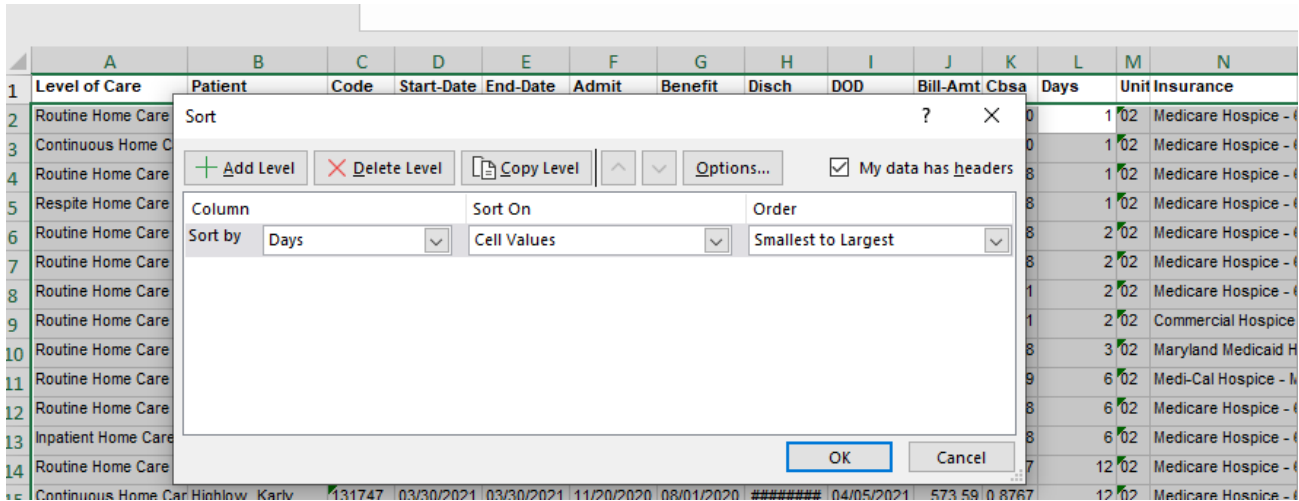
Section C3c Median Length of Stay Days

Rerun the Hospice LOC Report, this time also checking the **Export Report** option on the ‘General Options’ tab.

Press Print to print the report to Excel format. Open the report with Excel and sort by Days column (column L).

Scroll to end of the spreadsheet to find the number of rows (excluding the header row) and refer to the Maryland Hospice Survey instructions below for determining Median LOS Days.

- The midpoint for all discharged patients (same population as for ALOS). Half of the patients have a LOS longer than the median and half of the patients have an LOS shorter than the median. Calculate the MLOS by arranging the LOS scores for all patients from lowest to highest (1, 2, 3...). Find the score that falls in the exact middle of the list. This is the median length of stay.
- Example 1: Even number of patients: You have six patients that stayed the following number of days: 11, 2, 9, 5, 8, 4. Arrange the LOS scores from lowest to highest: 2, 4, 5, 8, 9, 11. The median will fall between the third and fourth number. In this case, 5 and 8. Add 5+8 and divide by 2. $(5+8)/2 = 6.5$. Therefore 6.5 is your median.
- Example 2: Odd number of patients: You have five patients with the following number of days: 8, 22, 3, 10, 22. Arrange the LOS scores from lowest to highest (3, 7, 8, 10, 22). The median length of stay is in the middle – 8 days.



Section C3d&e, Deceased/Discharged Patients

Go to **Patient > Admission Report** or press the **Alter** button if running from Report Groups.

General Options tab:

Report Type: Discharged Patients

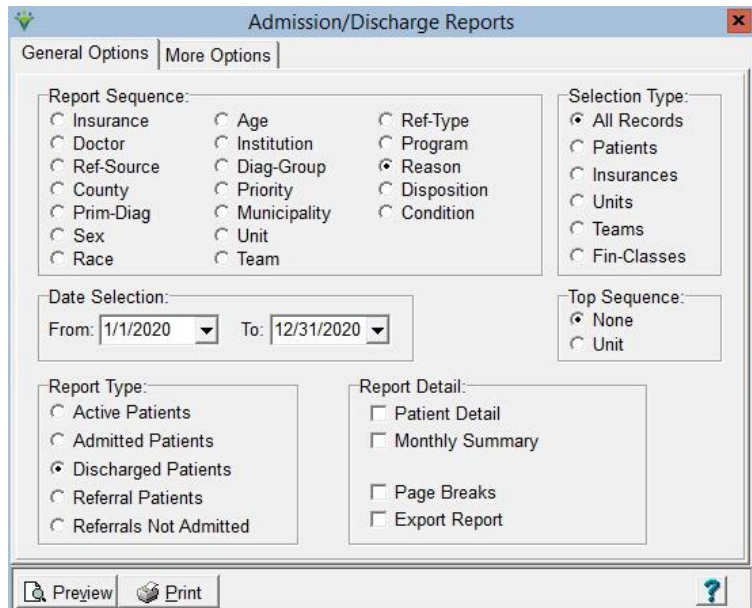
Report Sequence: Reason

Selection Type: Unit. Select unit(s) on the Specific Includes tab.

Date Selection: Agency Fiscal Year

Top Sequence: None

Report Detail: leave unchecked



More Options tab:

LOS Totals: checked with Days setup as per screenshot below.

Press **Preview** and use the counts for “0-7” and “>180” for patients who died or were discharged less than or equal to 7 days and patients who died or were discharged greater than or equal to 180 days.

4/22/2021 11:00:29 AM
Reason Sequence
LOS Totals are Average Days

C3d&e Deceased/Discharged
Units From:1/1/2020 To:12/31/2020

Discharged Patients Page 1
Home & Hospice Care Services

	Admit Count	Disch Count	Un-Dup Count	Active Count	LOS
Admitted to SN Facility:	1	1	1	0	578
Length of Stay: 0--1: 0	0-7: 0	8-179: 0	>180: 1	Deaths: 0	
DC to home, revoked, or decertified on:	2	2	2	0	75
Length of Stay: 0--1: 0	0-7: 0	8-179: 2	>180: 0	Deaths: 0	
Discharged for cause:	1	1	1	0	1186
Length of Stay: 0--1: 0	0-7: 0	8-179: 0	>180: 1	Deaths: 0	
Expired at home:	16	16	16	0	349
Length of Stay: 0--1: 0	0-7: 0	8-179: 7	>180: 9	Deaths: 15	
Expired at medical facility:	5	5	5	0	421
Length of Stay: 0--1: 0	0-7: 0	8-179: 1	>180: 4	Deaths: 3	
Goals Met:	1	1	1	0	2
Length of Stay: 0--1: 0	0-7: 1	8-179: 0	>180: 0	Deaths: 0	
Revoked:	2	2	2	0	64
Length of Stay: 0--1: 0	0-7: 0	8-179: 2	>180: 0	Deaths: 0	
Grand Totals:	28	28	28	0	347
Length of Stay: 0--1: 0	0-7: 1	8-179: 12	>180: 15	Deaths: 18	

Section D1/D2 Age & Gender

Go to **Patient > Admission Report** or press the **Alter** button if running from Report Groups for Admitted patients.

General Options

Report Type: Admitted Patients

Sequence: Sex

Selection Type: Unit

Date Selection: Agency fiscal year

Top Sequence: None

Report Detail: all unchecked

Admission/Discharge Reports - D1/D2 Age and Gender

General Options | Specific Includes | More Options

Report Sequence:

- Insurance
- Doctor
- Ref-Source
- County
- Prim-Diag
- Sex
- Race
- Age
- Institution
- Diag-Group
- Priority
- Municipality
- Unit
- Team
- Ref-Type
- Program

Selection Type:

- All Records
- Patients
- Insurances
- Units
- Teams
- Fin-Classes

Date Selection:

From: 1/1/2020 To: 12/31/2020

Top Sequence:

- None
- Unit

Report Type:

- Active Patients
- Admitted Patients
- Discharged Patients
- Referral Patients
- Referrals Not Admitted

Report Detail:

- Patient Detail
- Monthly Summary
- Page Breaks
- Export Report

Preview Print ?

More Options

Patient Sex: All

Age Categories (in Years): enter age categories per the screenshot.

Include Age Categories: checked

Unduplicated Counts: checked

Only Include if Visit Within Date Range: checked

Range: checked

Admission/Discharge Reports - D1/D2 Age and Gender

General Options | More Options

Length of Stay (LOS) Reporting (In Days):

- Only Days Within Selected Date Range
- LOS Totals
- Evaluate Days Based on Insurance Start/Stop Dates

7 30 90 180 360

Patient Sex:

- All
- Female
- Male

Miscellaneous Options:

- Use Soc-Sec-# for Un-Dup Counts
- Display Doctor and Insurance Names
- Only Include if Visit Within Date Range
- Include Race Counts
- Include Average Daily Census

Insurance Selection:

- Sequence 1 Insurance
- First Active Insurance

Age Categories (In Years):

- Include Age Categories
- Unduplicated Counts

0 1 13 19 21 35
65 75 85 150 150 150

Preview Print ?

Press **Preview** and reference the “Age Categories” section.

4/20/2021 12:48:42 PM
 Sex Sequence
 LOS Totals are Average Days

D1/D2 Age and Gender
 Units From: 1/1/2020 To: 12/31/2020

Admitted Patients Page 1
 Home & Hospice Care Services

	Admit Count	Disch Count	Un-Dup Count	Active Count	LOS	
Female:						
	13	5	12	8	190	
Age Categories:	___ 0	0-0: 1	1-12: 0	13-18: 0	19-20: 0	21-34: 0
	35-64: 2	65-74: 2	75-84: 5	85-149: 2	150-149: 0	150-149: 0
Male:						
	18	7	16	11	200	
Age Categories:	___ 0	0-0: 1	1-12: 1	13-18: 0	19-20: 0	21-34: 2
	35-64: 2	65-74: 2	75-84: 2	85-149: 6	150-149: 0	150-149: 0
Grand Totals:						
	31	12	28	19	196	
Age Categories:	___ 0	0-0: 2	1-12: 1	13-18: 0	19-20: 0	21-34: 2
	35-64: 4	65-74: 4	75-84: 7	85-149: 8	150-149: 0	150-149: 0

D3/D4 Ethnicity & Race

Go to **Patient > Admission Report** or press the **Alter** button if running from Report Groups for Active patients.

General Options

- Report Type:** Active Patients
- Report Sequence:** Unit
- Selection Type:** Unit (choose hospice Unit on Specific Includes tab)
- Date Selection:** Agency fiscal year
- Top Sequence:** None
- Report Detail:** check Patient Detail

More Options

Patient Sex: All

Include Race Counts: checked

All other options should be unchecked.

Unduplicated Counts: checked

Only Include if Visit Within Date Range: checked

Press **Preview** and reference the “Race Counts” section.

9/25/2020 1:57:46 PM
Unit Sequence
LOS Totals are Average Days

Admission/Discharge Reporting

Units From:1/1/2019 To:12/31/2019

Admitted Patients Page 1
Home & Hospice Care Services
Hospice Unit

	Refer	Admit	Admit Count	Disch	Disch Count	Un-Dup Count	Active Count	LOS
Hospice Unit								
Admitted, April: 1019	11/7/2019	11/2/2019	1	2/28/2020		1	1	119
Ahospice, Amy: 213	11/26/2019	11/6/2019	1	11/30/2019	1	1	0	25
Allen, Tim: 131616	6/17/2019	6/17/2019	1	1/6/2020		1	1	204
Alwell, George: 1059	8/14/2019	8/15/2019	1	4/8/2020		1	1	238
Congdon, Naomi: 131569	4/17/2019	1/1/2019	1	5/1/2020		1	1	487
Hissie, Hospicia: 157	3/27/2019	3/27/2019	1	5/25/2019	1	1	0	60
Histest, Version: 158	3/28/2019	4/1/2019	1			1	1	544
Hospice, Annie: 204	11/11/2019	10/1/2019	1	4/26/2020		1	1	209
Hospice, Beatrice: 205	11/11/2019	10/2/2019	1	8/2/2020		1	1	306
Hospice, Callie: 206	11/11/2019	10/7/2019	1	12/31/2019	1	1	0	86
Hospice, Ileana: 207	11/11/2019	10/7/2019	1	2/8/2020		1	1	125
Hospitest, Gip: 152	2/27/2019	2/4/2019	1	2/26/2019	1	1	0	23
Inpatient, Hospicia: 184	8/14/2019	7/9/2019	1	11/1/2020		1	1	482
Mdsurvey, Mary: 294	9/25/2020	1/1/2019	1	3/1/2019	1	1	0	60
Test, GIP: 159	4/5/2019	2/9/2019	1	2/22/2019	1	1	0	14
Unice, Sam: 227	1/20/2020	12/30/2019	1	2/3/2020		1	1	36
Unit Totals:			16		6	16	10	189
Race Counts:	1-Ind:1	2-Asn:5	3-Blk:3	4-Hisp:3	5-Haw:0	6-Wht:2	Other:0	Unk:2
Grand Totals:			16		6	16	10	189
Race Counts:	Al/Aia:1	Asn:5	Blk/AA:3	Hisp/Lat:3	Hw/Pac:0	Wht:2	Multi-Oth:0	Unk:2

D5 Special Populations

Contact Clinical Support for Custom Reports to obtain Admitted patients with Developmental Disabilities or Veterans.

D6 Admissions by Location and Level of Care

Go to **Billing > Hospice LOC Report** or press the **Alter** button if running from Report Groups.

This report will be run once per Level of Care, changing the Level of Care in between each run.

General Options tab:

Report Sequence: LOC

Selection Type: All or Unit, select Unit(s) on Specific Includes tab

Report Detail: leave unchecked

Billing Period: Custom

Custom Date Selection: Agency Fiscal Year

Hospice Insurance Type: all

Level of Care: uncheck All and select Routine, Respite, Inpatient or Continuous.

Unit: All checked

Report Type: All Records

Export Report: unchecked

More Options tab

Only Patients Admitted in Select Month: check this option.

Show Location of Care Totals: check this option.

Press **Preview** and use the “Un-Dup” count for each Location of Care. Report the “Days” numbers in the Patient Days column.

4/21/2021 12:23:31 PM

D6 Admits by Location Routine

Page 3

Patient Sequence
 Custom date selection

All:1/1/2020 To:12/31/2020

Home & Hospice Care Services

Routine Home Care * Admitted-Within-Period

Locations of Care:

Location	Q-Code	Days	Patients	Un-Dup	Deaths
Home	Q5001	3,913	25	24	4
Sea Girt ILF(1)	Q5001	58	0	0	1
Total: Q5001		3,971	25	24	5
Geraldine Ford LTC/NSF(3)	Q5003	100	1	1	0
Sunnydale LTC(3)	Q5003	139	1	1	0
Total: Q5003		239	2	2	0
Pickens	Q5004	15	1	1	0
Total: Q5004		15	1	1	0
Lehigh Valley Inp Hospice(6)	Q5006	38	0	0	0
Total: Q5006		38	0	0	0
Grand Totals:		4,263	28	27	5

Run the report again for each Level of Care separately.

D6 DC by Location and Level of Care/Days

Go to **Billing > Hospice LOC Report** or press the **Alter** button if running from Report Groups.

This report will be run once per Level of Care, changing the Level of Care in between each run.

General Options tab:

Report Sequence: Patient

Selection Type: All or select specific Unit(s) if needed.

Report Detail: leave unchecked

Billing Period: Custom

Custom Date Selection:

Agency Fiscal Year

Hospice Insurance Type: All

Level of Care: uncheck All and select Routine, Respite, Inpatient or Continuous.

Unit: leave All checked

Report Type: All Records

Export Report: unchecked

More Options tab:

Only Discharged Patients: must be checked.

Show Location of Care

Totals: must be checked

Press **Preview** and use the “Locations of Care” totals on the last page of the report and use the Deaths and Live-Disch Totals and the Days listed.

Run the report again for each Level of Care separately.

4/21/2021 2:21:26 PM
 LOC Sequence
 Custom date selection
 Routine Home Care

D6 DC by Location Routine
 All: 1/1/2020 To: 12/31/2020

Discharged-Only Page 1
 Home & Hospice Care Services

Routine Home Care

Patients: 34 Avg-Days: 96 Tot-Bill-Amt: 575,548.32 Tot-Days: 3249

Grand Totals:

Tot-Bill-Amt: 575,548.32 Tot-Days: 3249
 Tot-SIA-Amt: 0.00
 Tot-MD-Amt: 225.00
 Tot-Late-Amt: 359,937.87
 Tot-Late-Days: 2741
 Note: Amounts Above Include Sequester

Locations of Care:

Location	Q-Code	Days	Patients	Un-Dup	Deaths	Live-Disch
Home	Q5001	2,809	22	10	11	4
Sea Girt ILF(1)	Q5001	143	0	0	1	0
Total: Q5001		2,952	22	10	12	4
Beehive Home ALF(2)	Q5002	117	1	0	1	0
Total: Q5002		117	1	0	1	0
Cumberland SNF(4)	Q5004	177	1	0	1	0
Total: Q5004		177	1	0	1	0
Neptune Valley Hospital(5)	Q5005	1	0	0	0	0
Total: Q5005		1	0	0	0	0
Lehigh Valley Inp Hospice(6)	Q5006	1	0	0	1	0
Total: Q5006		1	0	0	1	0
Long Branch Hospice RF(10)	Q5010	1	0	0	0	0
Total: Q5010		1	0	0	0	0
Grand Totals:		3,249	24	10	15	4

D7 Admits by Primary Diagnosis

Go to **Billing > Hospice LOC Report** or press the **Alter** button if running from Report Groups.

General Options tab:

Report Sequence: Patient

Selection Type: All or select specific Unit(s) if needed.

Report Detail: leave unchecked

Billing Period: Custom

Custom Date Selection: Agency Fiscal Year

Hospice Insurance Type: All

Level of Care: All

Unit: All

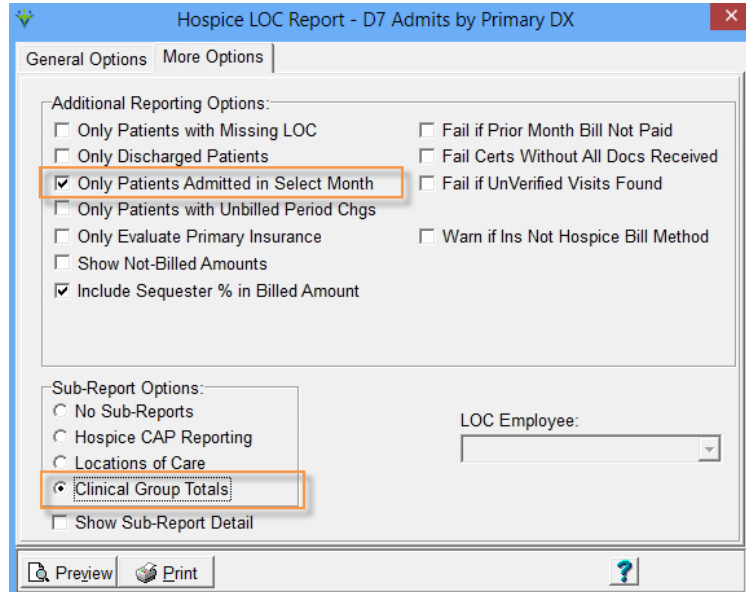
Report Type: All Records

Export Report: unchecked

More Options tab:

Only Patients Admitted in Select Month: must be checked.

Show Clinical Group Totals: must be checked



Press **Preview** and go to the “Locations of Care” totals on the last pages of the report and use Un-Dup Totals for each Diagnosis group (it will be necessary to manually add numbers for listed clinical groups to correspond to the groupings required for the survey).

4/21/2021 2:34:57 PM **D7 Admits by Primary DX/Days** Page
 Patient Sequence All:1/1/2020 To:12/31/2020 Home & Hospice Care Servic
 Custom date selection
 * Admitted-Within-Period

Clinical Groups:						
Clinical-Group	Q-Code	Days	Patients	Un-Dup	Deaths	Live-Disch
Long Branch Hospice RF(10)	Q5010	4	0	0	0	0
Lehigh Valley Inp Hospice(6)	Q5006	6	0	0	0	0
Home	Q5001	310	1	1	0	0
Total:		320	1	1	0	0
Home	Q5001	41	1	1	0	0
Long Branch Hospice RF(10)	Q5010	1	0	0	1	0
Home	Q5001	8	0	0	0	0
Long Branch Hospice RF(10)	Q5010	2	0	0	0	0
Home	Q5001	70	2	2	0	0
Total: C00-C14		122	3	3	1	0
Home	Q5001	261	1	1	0	0
Total: C40-C41		261	1	1	0	0
Sunnydale LTC(3)	Q5003	92	1	1	0	0
Total: C43-C44		92	1	1	0	0
Home	Q5001	255	0	0	0	0
Long Branch Hospice RF(10)	Q5010	5	0	0	0	0
Home	Q5001	9	0	0	0	0
Neptune Valley Hospital(5)	Q5005	4	0	0	0	0
Home	Q5001	71	2	2	0	0
Total: C50-C50		344	2	2	0	0
Ocean Regional Hospital	Q5005	1	0	0	1	0
Home	Q5001	287	1	1	0	0
Total: C76-C80		288	1	1	1	0
Lehigh Valley Inp Hospice(6)	Q5006	38	0	0	0	0
Home	Q5001	196	2	2	1	0
Orange County Hospital	Q5005	2	0	0	0	0
Geraldine Ford LTC/NSF(3)	Q5003	86	0	0	0	0
Home	Q5001	20	1	1	0	0
Neptune Valley Hospital(5)	Q5005	2	0	0	0	0
Home	Q5001	60	0	0	0	0
Neptune Valley Hospital(5)	Q5005	4	0	0	0	0
Home	Q5001	1	0	0	0	0
Sunnydale LTC(3)	Q5003	47	0	0	0	0
Geraldine Ford LTC/NSF(3)	Q5003	14	1	1	0	0
Total: C7A-C7A		470	4	4	1	0
Home	Q5001	42	1	1	0	0
Total: D10-D36		42	1	1	0	0

D7 Discharges by Primary Diagnosis/Days

Go to **Charge > Hospice LOC Report** or press the **Alter** button if running from Report Groups.

General Options tab:

Report Sequence: Patient

Selection Type: All or select specific Unit(s) if needed.

Report Detail: leave unchecked

Billing Period: Custom

Custom Date Selection: Agency Fiscal Year

Hospice Insurance Type: All

Level of Care: leave All checked.

Unit: leave All checked

Report Type: All Records

Export Report: unchecked

More Options tab:

Only Discharged Patients: must be checked.

Show Clinical Group Totals: must be checked

Press **Preview** and go to the “Locations of Care” totals on the last pages of the report and use the Deaths and Live-Disch Totals for each Diagnosis group (it will be necessary to manually add numbers for the listed clinical groups to correspond to the groupings required for the survey). Report the Days for the associated groups.

4/21/2021 2:53:25 PM

Patient Sequence
 Custom date selection

D7 DC by Primary DX

Unit:1/1/2020 To:12/31/2020

Discharged-Only f
 Home & Hospice Care S
 Hospice Unit

Clinical Groups:							
Clinical-Group	Q-Code	Days	Patients	Un-Dup	Deaths	Live-Disch	
Home	Q5001	103	0	0	1	0	
Lehigh Valley Inp Hospice(6)	Q5006	3	0	0	0	0	
Home	Q5001	16	1	1	0	0	
Total:		122	1	1	1	0	
Lehigh Valley Inp Hospice(6)	Q5006	3	0	0	1	0	
Home	Q5001	36	0	0	0	0	
Long Branch Hospice RF(10)	Q5010	1	0	0	0	0	
Home	Q5001	59	1	1	0	0	
Total: B25-B34		99	1	1	1	0	
Long Branch Hospice RF(10)	Q5010	1	0	0	1	0	
Home	Q5001	8	0	0	0	0	
Long Branch Hospice RF(10)	Q5010	2	0	0	0	0	
Home	Q5001	1	1	1	0	0	
Total: C00-C14		12	1	1	1	0	
Ocean Regional Hospital	Q5005	1	0	0	1	0	
Home	Q5001	287	1	1	0	0	
Total: C76-C80		288	1	1	1	0	
Home	Q5001	107	1	1	2	0	
Orange County Hospital	Q5005	2	0	0	0	0	
Home	Q5001	20	1	1	0	0	
Total: C7A-C7A		129	2	2	2	0	
Lehigh Valley Inp Hospice(6)	Q5006	2	0	0	1	0	
Home	Q5001	122	0	0	0	0	
Lehigh Valley Inp Hospice(6)	Q5006	25	0	0	0	0	
Home	Q5001	47	0	0	0	0	
Lehigh Valley Inp Hospice(6)	Q5006	4	0	0	0	0	
Sea Girt ILF(1)	Q5001	85	0	0	0	0	
Home	Q5001	20	0	0	0	0	
Inpatient Facility(6)	Q5006	1	1	1	0	0	
Home	Q5001	92	0	0	0	1	
Neptune Valley Hospital(5)	Q5005	1	0	0	0	0	
Home	Q5001	154	1	1	0	0	
Total: D00-D09		553	2	2	1	1	
Home	Q5001	52	1	1	1	0	
Total: G20-G26		52	1	1	1	0	
Home	Q5001	323	1	1	0	1	
Total: I20-I25		323	1	1	0	1	

E1 Volunteers

Contact Clinical Support for a Custom Report if volunteer hours are tracked there.

E2 Bereavement Services

Contact Clinical Support for a Custom Report if bereavement services are tracked there.

F1c Visits by Discipline

Go to **Stats > Services Provided** or press the **Alter** button if running from Report Groups.

General Options tab:

Report Sequence: County

Selection Type: All

Care Type: all checked

Billed/Not-Billed: All-Chgs

Report Detail: Modality-Detail checked

Top Sequence: None

Charge Date Selection:

Agency fiscal year

Date Type: Charge Date

Report Type: Report

Press **Preview** and use the numbers in the Actual-Qty field for the associated discipline being reported for the survey.

4/20/2021 1:55:00 PM
Modality Sequence
Actual-Gross/Time
Selected Charge Dates

F1c Visits by Discipline

Units From: 1/1/2020 To: 12/31/2020

All-Chgs Page 1
Home & Hospice Care Services
Hospice Unit

	Patients	Gross	Net	Allowance	Time	Billed-Qty	Actual-Qty
Chaplain	1	0.00	0.00	0.00	2.00	1	1
CNA	1	45.00	45.00	0.00	1.00	1	1
Continuous Care	3	8,131.20	3,075.49	5,055.71	46.20	5	5
Home Health Aide	17	5,610.00	467.50	4,955.50	131.75	60	60
Inpatient	8	54,126.25	55,336.13	-1,209.88	0.00	53	53
LPN	2	320.00	0.00	320.00	5.73	2	2
Medical Social Services	6	2,244.00	0.00	2,244.00	14.00	12	12
Non-Billable	8	1,884.69	1,151.18	733.51	32.25	0	0
PPS Initial/Final	1	0.00	5,585.45	0.00	0.00	0	0
Occupational Therapy	1	384.00	0.00	0.00	2.00	4	4
Overhead Charge	1	29.62	0.00	29.62	0.00	1	1
Palliative Care Services	7	563.16	948.86	-385.70	18.73	11	11
Pharmacy	7	558.89	318.87	240.02	0.00	90	90
Physical Therapy	1	235.00	0.00	0.00	0.50	1	1
Physician	2	330.00	330.00	0.00	1.50	2	2
Respite	8	5,400.00	12,893.72	-7,493.72	0.00	27	27
Room and Board	9	49,231.33	19,338.33	14,195.00	108.00	295	295
Routine	38	970,250.00	782,597.55	187,357.45	0.00	3881	3881
Skilled Nursing	31	53,131.00	15,706.00	33,355.00	388.94	291	290
Supplies	1	3.30	0.00	3.30	0.00	2	2
Grand Totals:	153	1,152,477.44	897,794.08	239,399.81	752.60	4739	4738

Part 2

Per the Maryland Health Care Commission general instructions, selected data from the Medicare Cost Report is requested for Part II of the survey.