

ICF/MR

Quick Reference Guide for Non-State Operated Private Providers

For more detailed information about these and other procedures please refer to the ICF/MR User Guide.

Accessing ICF/MR Web-Based Applications

1. Dial in to the HHSCNet.
 2. Access your browser.
 3. Using your browser, access the following web address:
<https://txmhmr.mhmr.state.tx.us:3610/prod/wcare/m>
 4. Read the first Security Alert.
 5. Check IN THE FUTURE, DO NOT SHOW THIS WARNING so that this dialogue box will not be displayed when you access this address again.
 6. Click **OK** to proceed.
 7. Read the second Security Alert.
 8. Click **Yes** to proceed.
 9. Read the third Security Alert.
 10. Check DO NOT SHOW THIS WARNING .
 11. Click **Yes** to proceed.
 12. Key your User Name in the USER NAME field.
 13. Key your password in the PASSWORD field.
 14. Click **OK**.
 15. Key your Social Security Number on the CARE Access Verification screen.
 16. Click **Submit Signon**.
 17. Click **1100 ICF/MR Menu**.
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Exiting ICF/MR Web-Based Applications

1. Click **Q Quit** at the bottom of any screen.
 2. Exit your Internet browser.
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Changing Your Password

The Enter Network Password dialogue box, which is part of the process to access ICF/MR, is used to change your password.

1. Key your User Name in the USER NAME field.
 2. Key your old password, a colon, and your new password in the PASSWORD field.
Example: Key old:new
 3. Click OK.
Result: Your password has been changed, and the CARE Access Verification screen is displayed.
Important: Do not check the SAVE THIS PASSWORD IN YOUR PASSWORD LIST option.
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Client Registration Procedure – Web-Based

1. On the 1100: ICF/MR Menu click **326 Client Registration - Limited**.
 2. On the 326: Client Registration – Limited screen key information in the appropriate fields.
 3. Click **Submit Request** to submit the data.
 4. Key **Y** (Yes) in the READY TO ADD (Y/N) field.
 5. Click **Submit Update**.
Result: The messages “*New ID is _____.*” and “*Previous Information Added*” are displayed. The consumer has been registered in CARE.
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Client Movements Procedure - Web

1. On the 1100: ICF/MR Menu click **337 Non-State Operated Client Movements**.

Client Movements, continued

2. On the 337: Non-State Operated Client Movements request screen key information in the CLIENT ID, LOCAL CASE NUMBER, or SOCIAL SECURITY No. field.
 3. Click the **Add** radio button in the TYPE OF ENTRY field.
 4. Click **Submit Request**.
 5. On the 337: Non-State Operated Client Movements (Screen 2) key information in the appropriate fields.
Note: In the RESIDENTIAL TYPE field, For admissions or returns, key the previous residential setting; for discharges, key the residential setting to which person is going.
Note: If an absence code was entered for MOVEMENT CODE, leave RESIDENTIAL TYPE blank.
Note: If admitted from or discharged to a hospital or private pay facility, key the date of admission to that facility.
 6. Click **Submit Update**.
Result: The message “*The Following Information Has Been Processed.*”
 7. Click **Return to Request** to return to the request screen.
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MR/RC Assessments Procedure - Web

1. On the 1100: ICF/MR Menu click **1123 MR/RC Assessment**.
2. Key information in the CLIENT ID, LOCAL CASE NUMBER or MEDICAID NUMBER field.
3. Key the Contract Number in the CONTRACT NO field.

Continued on the next page

MR/RC Assessments, continued

4. Key the Purpose Code in the PURPOSE CODE field. You can use the drop-down list to complete this field.
5. If you are adding a new assessment, you must enter the requested begin date in the REQUESTED BEGIN DATE field.
6. If you are adding a Purpose Code E assessment, you must enter the requested end date in the REQUESTED END DATE field.
7. Click the **Add** radio button in the TYPE OF ENTRY field.
8. Click **Submit Request**.
9. On the [1123: ICF MR/RC Assessment Purpose Code 2: Add](#) screen key information in the appropriate fields.
10. Key **Y** (Yes) or **N** (No) in the READY TO SEND FOR AUTHORIZATION? (Y/N) field to indicate whether or not to send the MR/RC Assessment to Utilization Review.
11. Click **Submit Update**.

Result: The message, “*The Following Information Has Been Processed*” is displayed.

ICF/MR Work Processes

Three basic work processes:

- Client registration in CARE
 - Client movement entry
 - MR/RC assessment entry
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Registration of New Consumers

- Use Action Code 326 on the Web to register a consumer.

Note: If no match is found (the consumer is not registered), the system message, “*New ID is _____*” is displayed. If a possible match is found (the consumer may already be registered in CARE), the message “*Possible Match – Call TDMHMR Central Office to Register Person*” is displayed. You must call Medicaid Administration at 512-206-5777 for assistance in registering the consumer.

Previously Registered Consumers

- Use Action Codes 410, 413, 420, 430, and 431 to update consumer demographics.
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If a consumer previously resided in an ICF/MR facility:

If the consumer has a current MR/RC Assessment:

- Use Action Code 410 to add a Local Case Number if one has not been assigned.
- Use Action Code 337 to enter a client movement (admission).

If the consumer has no MR/RC Assessment:

- Use Action Code 410 to add a Local Case Number if one has not been assigned.
 - Use Action Code 337 to enter a client movement (admission).
 - Use Action Code 1123 to enter an MR/RC Assessment.
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When a consumer is discharged from an ICF/MR facility:

- Use Action Code 337 to enter the discharge.
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When a consumer transfers from one ICF/MR component to another:

Use Action Code 337 as follows:

- The provider from which the consumer leaves enters the discharge.
- The provider that admits that same consumer enters the admission.

Note: The admission cannot be entered before the discharge.

Note: The consumer’s MR/RC Assessment transfers with him/her. The new provider should look at Action Code 1168 to see when the consumer’s next MR/RC Assessment is due.

Process Order New ICF/MR Consumers

If the consumer is a new ICF/MR consumer and will be admitted in two weeks:

- Use Action Code 326 on the Web to register the consumer.
- Use Action Code 1123 to enter an MR/RC Assessment.
- Use Action Code 337 to enter a client movement (admission) when the consumer is actually admitted.

If the consumer is a new ICF/MR consumer and was admitted last week:

- Use Action Code 326 on the Web to register the consumer.
 - Use Action Code 337 to enter a client movement (admission).
 - Use Action Code 1123 to enter an MR/RC Assessment.
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