

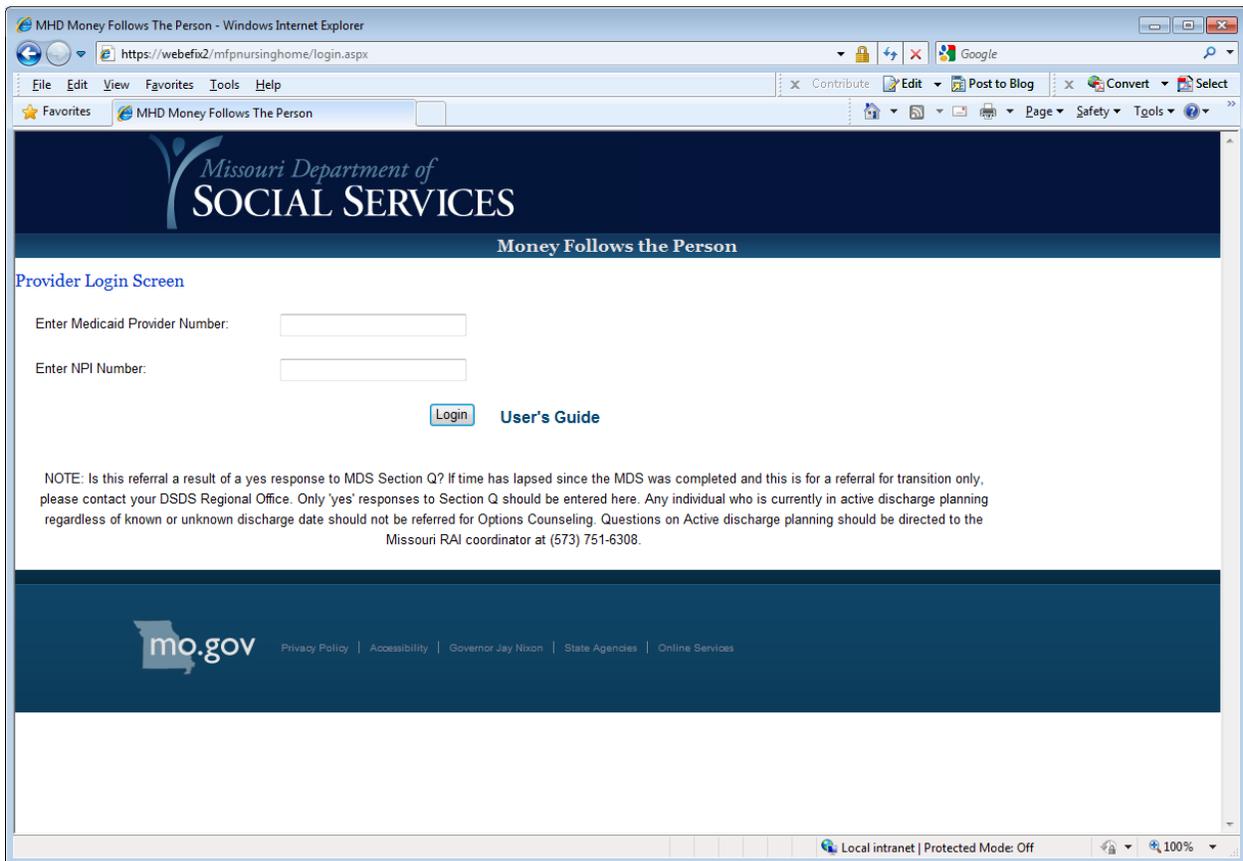
## INTERNET PIECE FOR MONEY FOLLOWS PERSON

### System Application Guide – Application USERS

#### LOGIN and SECTION Q

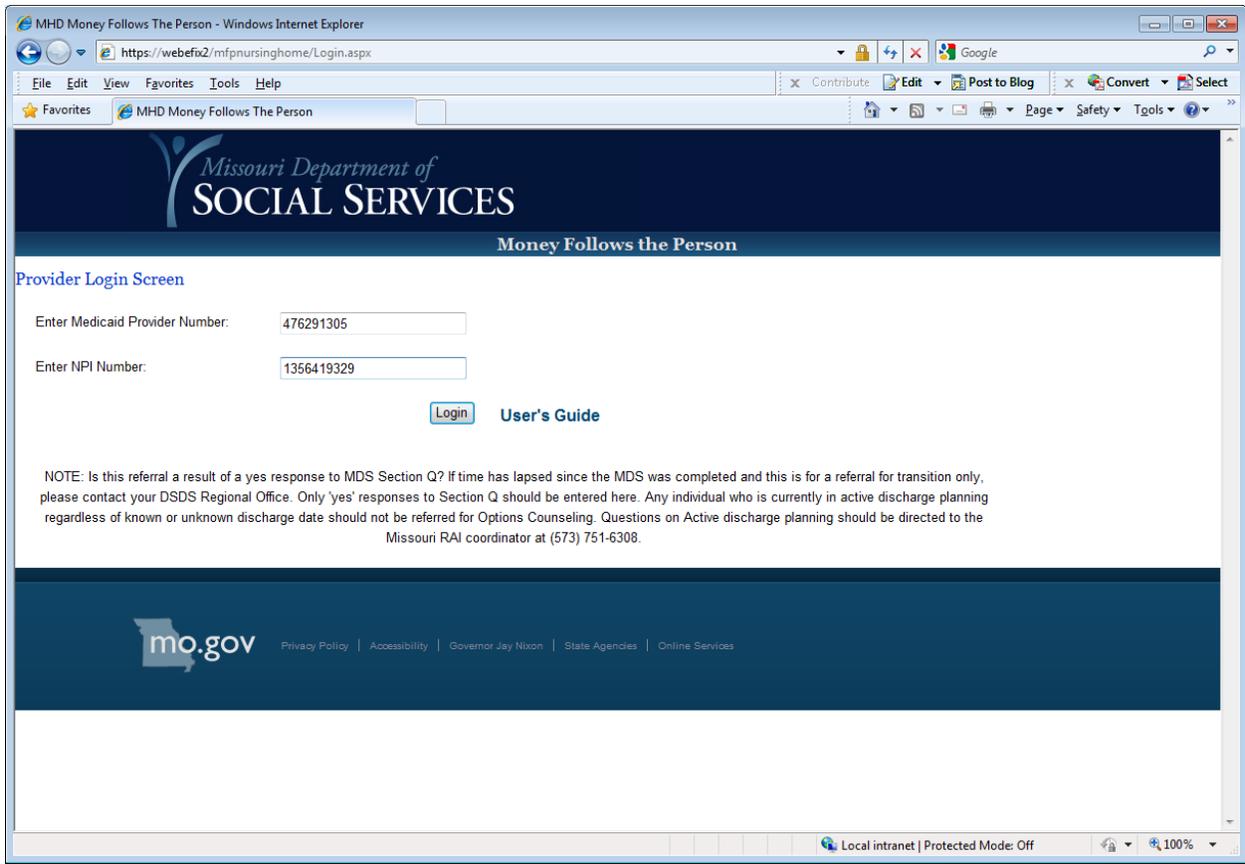
Login and Section Q located on the Internet side of the application. Nursing homes do not have a Role since this is the only entry they will perform on the system and must access the system with a valid provider number and NPI number.

- Go to the internet site and run the Login page that request the Provider Number and NPI number for the Nursing Home. Enter Provider Number and valid NPI number.

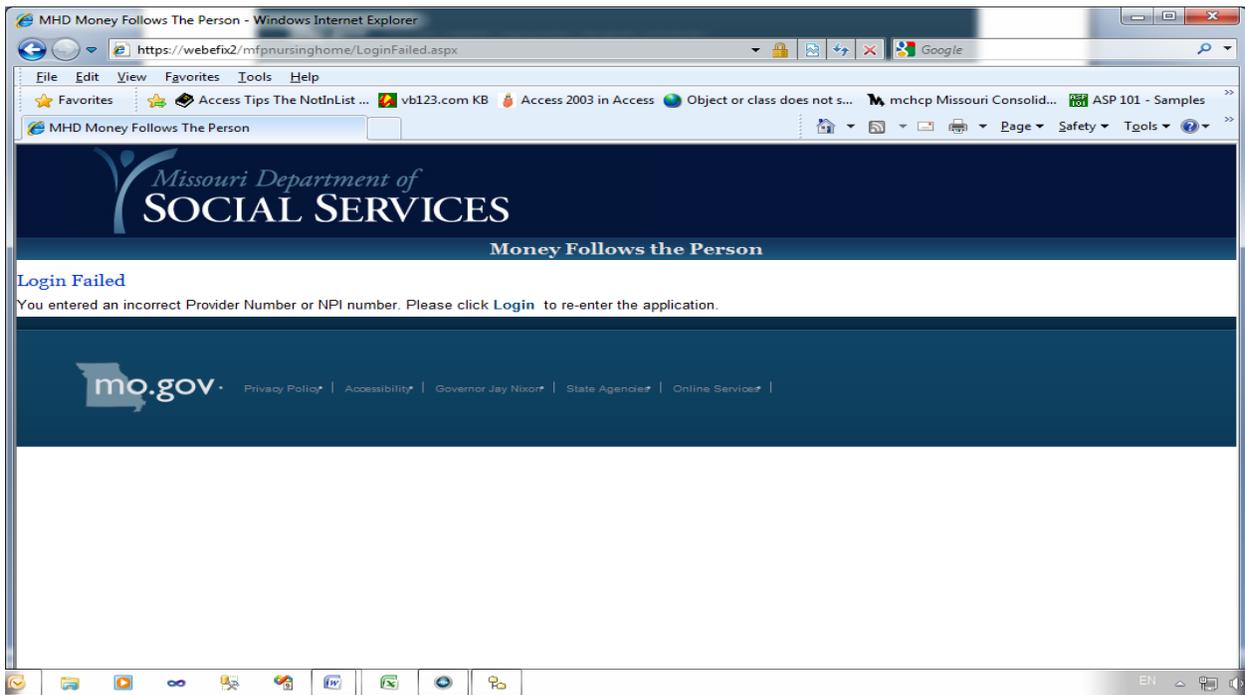


The screenshot shows a web browser window titled "MHD Money Follows The Person - Windows Internet Explorer". The address bar shows the URL "https://webefix2/mfnpnursinghome/login.aspx". The page header features the Missouri Department of Social Services logo and the slogan "Money Follows the Person". The main content area is titled "Provider Login Screen" and contains two input fields: "Enter Medicaid Provider Number:" and "Enter NPI Number:". Below these fields is a "Login" button and a link to "User's Guide". A note at the bottom of the form reads: "NOTE: Is this referral a result of a yes response to MDS Section Q? If time has lapsed since the MDS was completed and this is for a referral for transition only, please contact your DSDS Regional Office. Only 'yes' responses to Section Q should be entered here. Any individual who is currently in active discharge planning regardless of known or unknown discharge date should not be referred for Options Counseling. Questions on Active discharge planning should be directed to the Missouri RAI coordinator at (573) 751-6308." The footer of the page includes the "mo.gov" logo and links for "Privacy Policy", "Accessibility", "Governor Jay Nixon", "State Agencies", and "Online Services". The browser's status bar at the bottom indicates "Local intranet | Protected Mode: Off" and a zoom level of "100%".

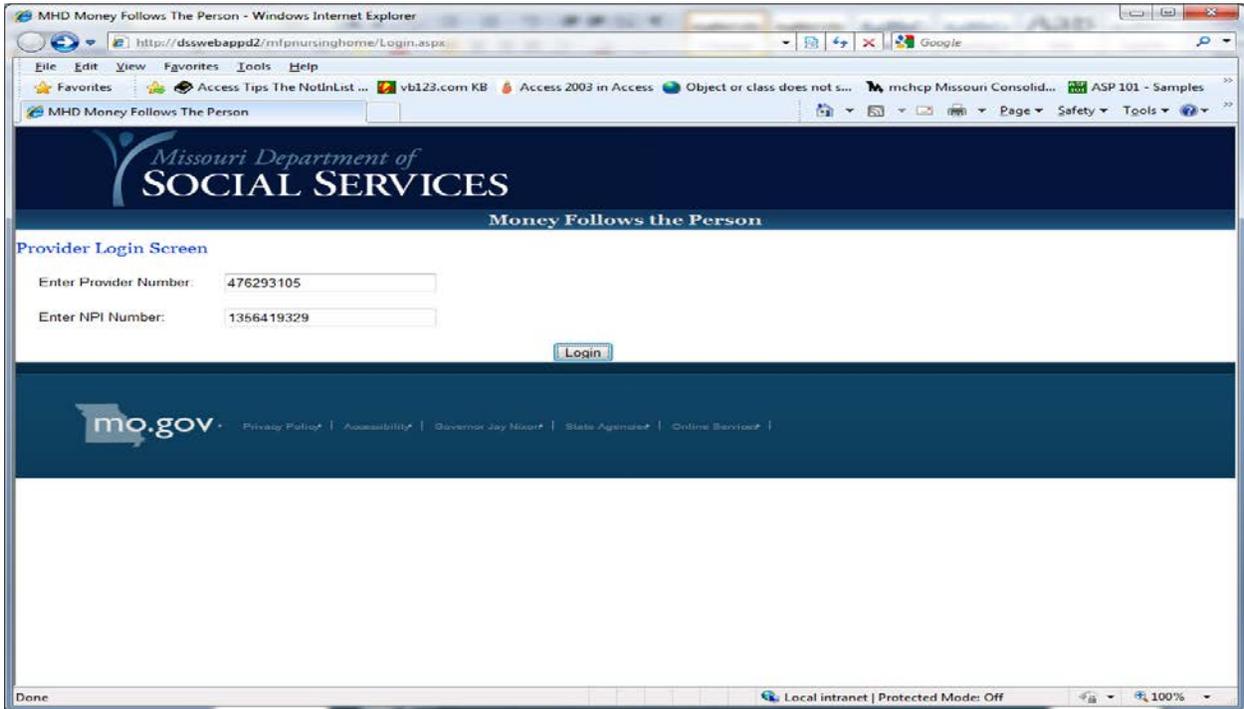
- Upon valid entry of the above items, user will be taken to the Section Q page to complete form by entering a valid DCN and selecting values on form.



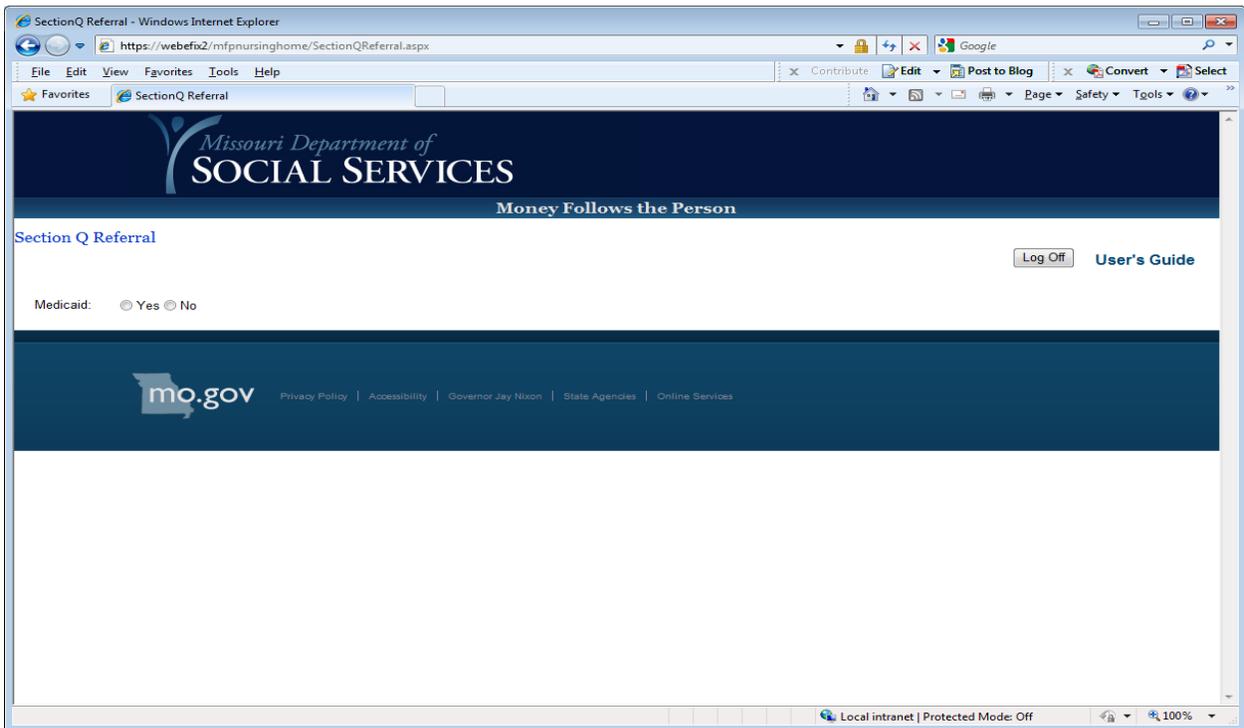
If either of the numbers is not valid a message that Login Failed is given. Shown below.



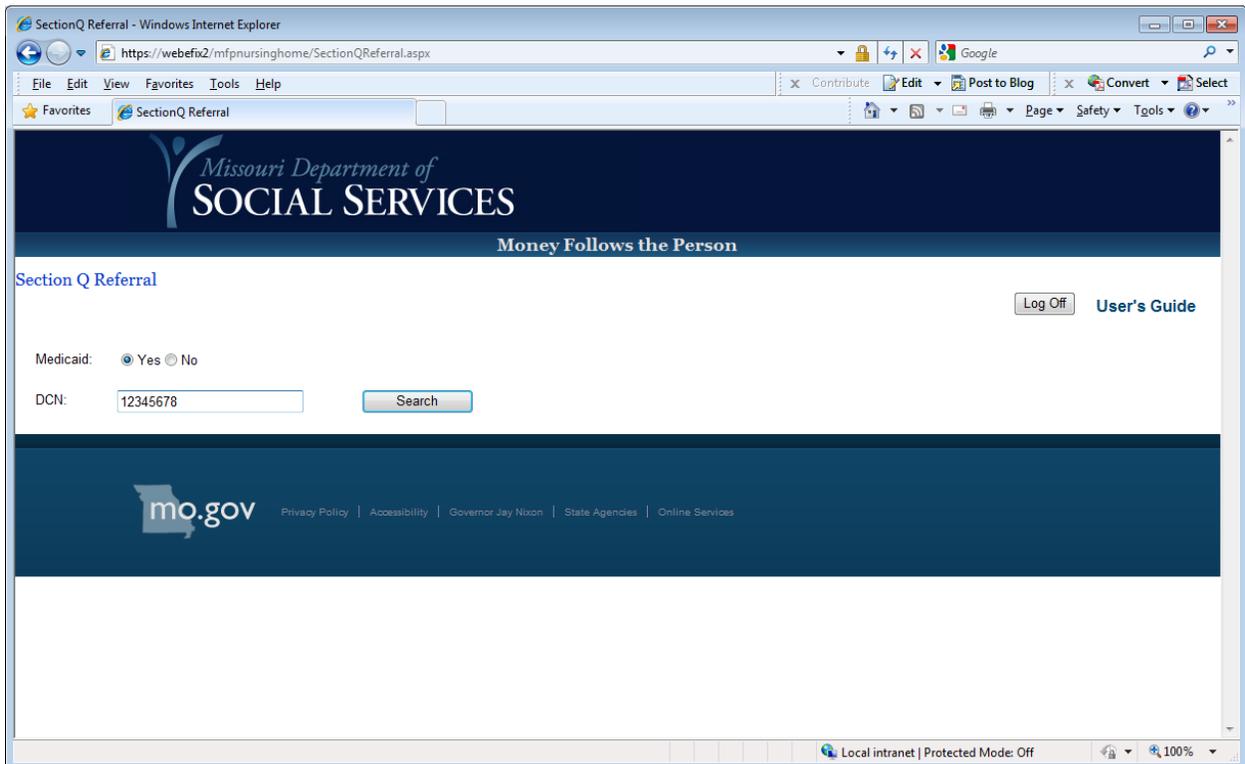
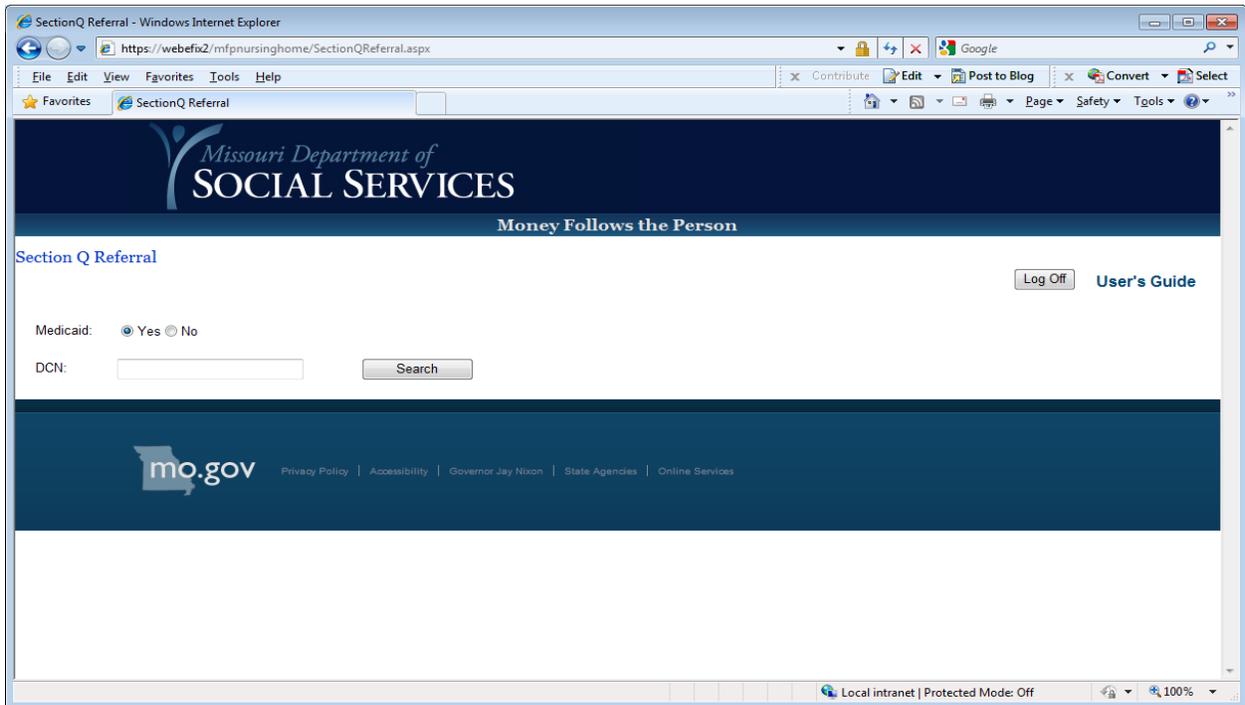
Provider Number and valid NPI Number are entered into the Login Screen to authorize Nursing Home entry into the system (shown below).



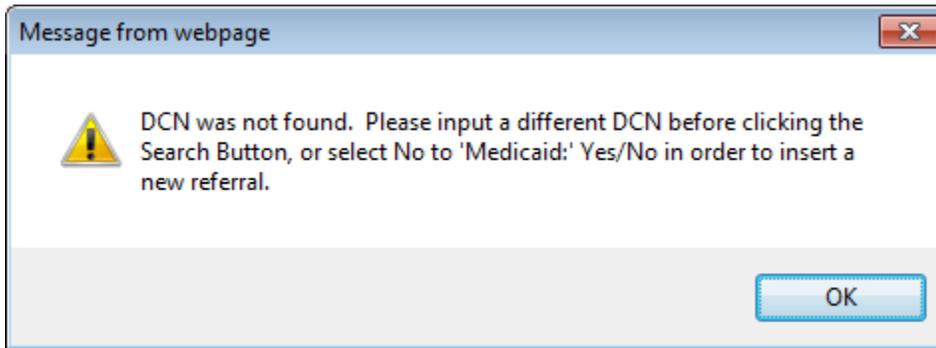
If the Provider Number and NPI Number are valid numbers, then the Section Q Referral screen will display.



If yes is selected for Medicaid Y/N then you will be prompted to enter the DCN number (shown below). The entry of the DCN number performs a search against the mainframe database to see if this DCN Number exists to pull the related data forward.



If the DCN is mistyped the below message will be displayed.



SectionQ Referral - Windows Internet Explorer  
https://webefix2/mfnpnursinghome/SectionQReferral.aspx

Missouri Department of SOCIAL SERVICES  
Money Follows the Person

Section Q Referral [Log Off](#) [User's Guide](#)

Medicaid:  Yes  No

MDS Section Q: Admission

Last Name: Doe First Name: Jon

Middle Name: Date of Birth: 7/17/1956

Gender:  Male  Female

County of Nursing Home: COLE Facility Name: GOLDEN LIVINGCENTER-JEFFERS

Provider Number: 101456804 Agency Name: Independent Living Resource Center (ILRC)

Date Referred to Agency: 10/10/2012

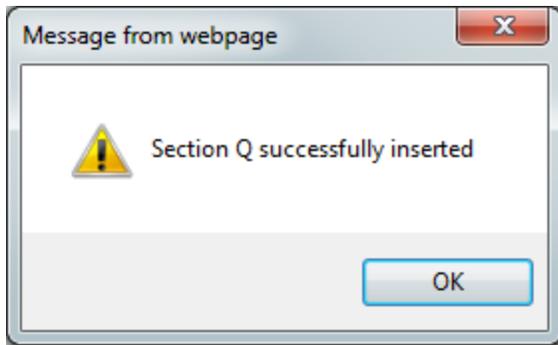
Nursing Home Contact Person: Mr. Anderson Nursing Home Phone: (555) 787-9909

Insert

mo.gov Privacy Policy | Accessibility | Governor Jay Nixon | State Agencies | Online Services

Local intranet | Protected Mode: Off 100%

The fields listed in the lower half of the form County for Nursing home, Facility Name, Agency Name, Provider Number and Date Referred to Agency is populated by the system based on the provider and NPI information that was entered. When inserted, a message pops up that the Section Q was entered successfully (shown below).

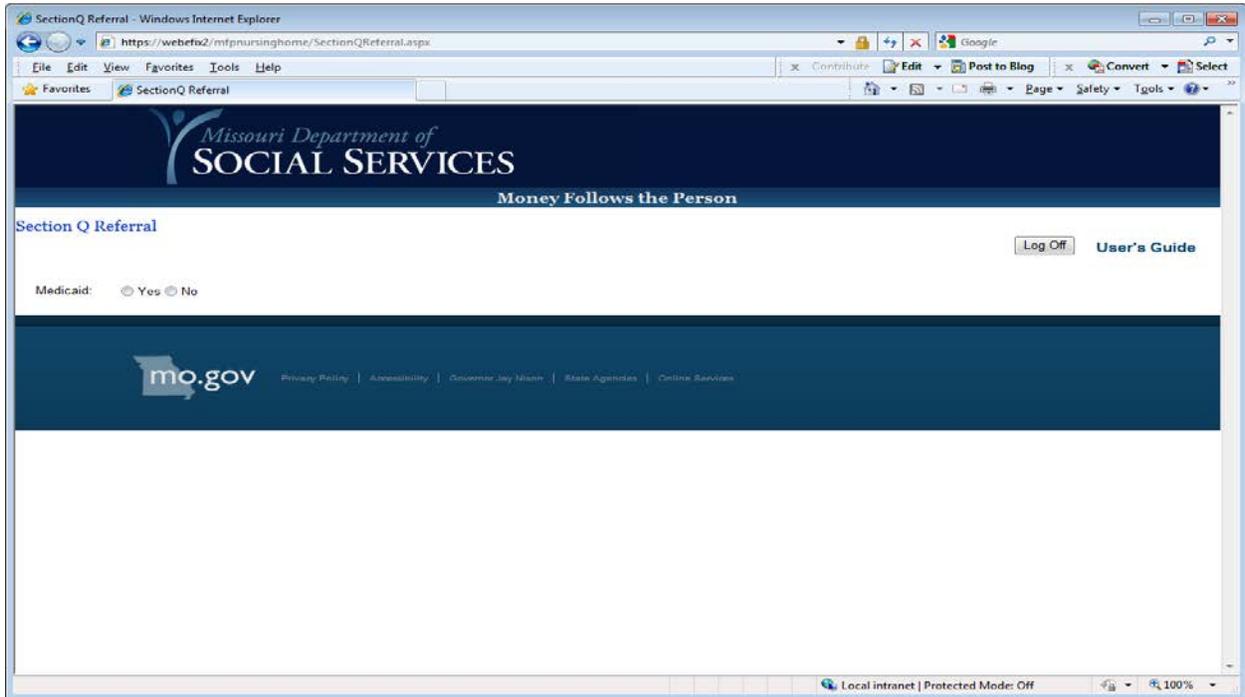


An email is sent to the Agency that will perform the Options Counseling which will be either the CILS or AAA as a result of the Section Q entry. In the example above 'Rural Advocates for Independent Living (RAIL) would receive an email that there is a Section Q referral entered for their county (shown below).

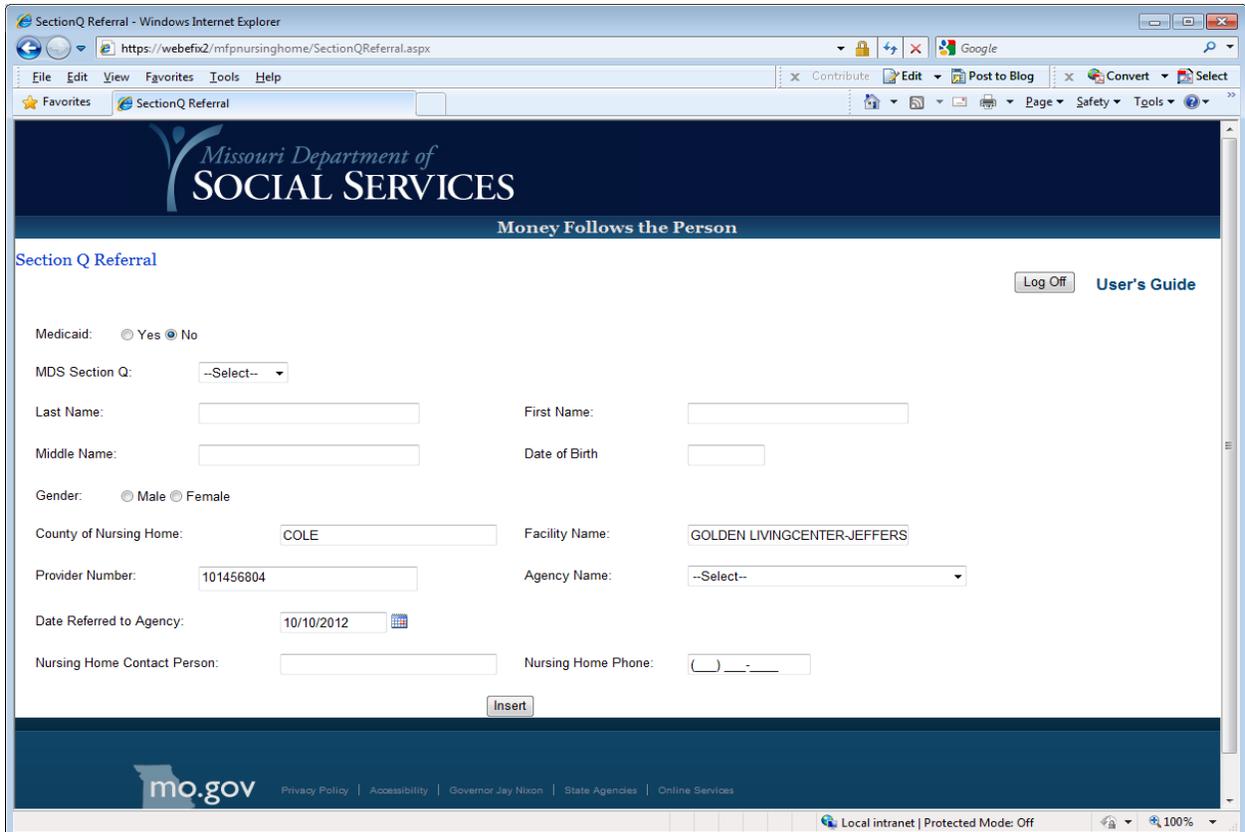
**From:** Money Follows the Person Web Application [\[mailto:do.not.reply@dss.mo.gov\]](mailto:do.not.reply@dss.mo.gov)  
**Sent:** Wednesday, November 16, 2011 10:16 AM  
**To:** Kliethermes, Richard C  
**Subject:** A new Section Q has been entered for your county in the MFP Web Application.  
**Importance:** High

A new Section Q has been entered for your county in the MFP Web Application.

User is returned to the screen below so that they can insert Section Q referral or user can log off by clicking logoff button on right hand side of screen.



If No is selected for Medicaid Y/N then the screen for entry of participant information displays.



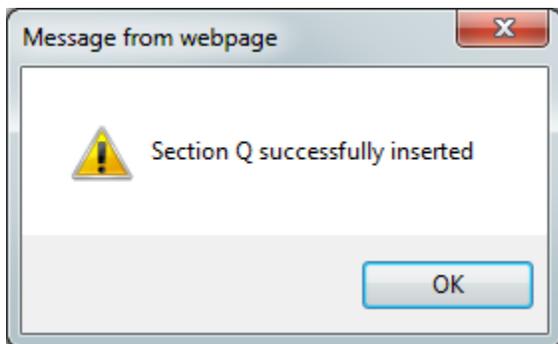
Test data entered Last Name, First Name, Middle Name, Date of Birth and gender.

The screenshot shows a web browser window titled "SectionQ Referral - Windows Internet Explorer". The address bar shows the URL "https://webefix2/mfnpnursinghome/SectionQReferral.aspx". The page header features the Missouri Department of Social Services logo and the slogan "Money Follows the Person". The main content area is titled "Section Q Referral" and includes a "Log Off" button and a "User's Guide" link. The form contains the following fields and values:

Medicaid:	<input type="radio"/> Yes <input checked="" type="radio"/> No
MDS Section Q:	Admission
Last Name:	Doe
First Name:	Jon
Middle Name:	
Date of Birth:	7/17/1956
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female
County of Nursing Home:	COLE
Facility Name:	GOLDEN LIVINGCENTER-JEFFERS
Provider Number:	101456804
Agency Name:	Independent Living Resource Center (ILRC)
Date Referred to Agency:	10/10/2012
Nursing Home Contact Person:	Mr. Anderson
Nursing Home Phone:	(555) 787-9909

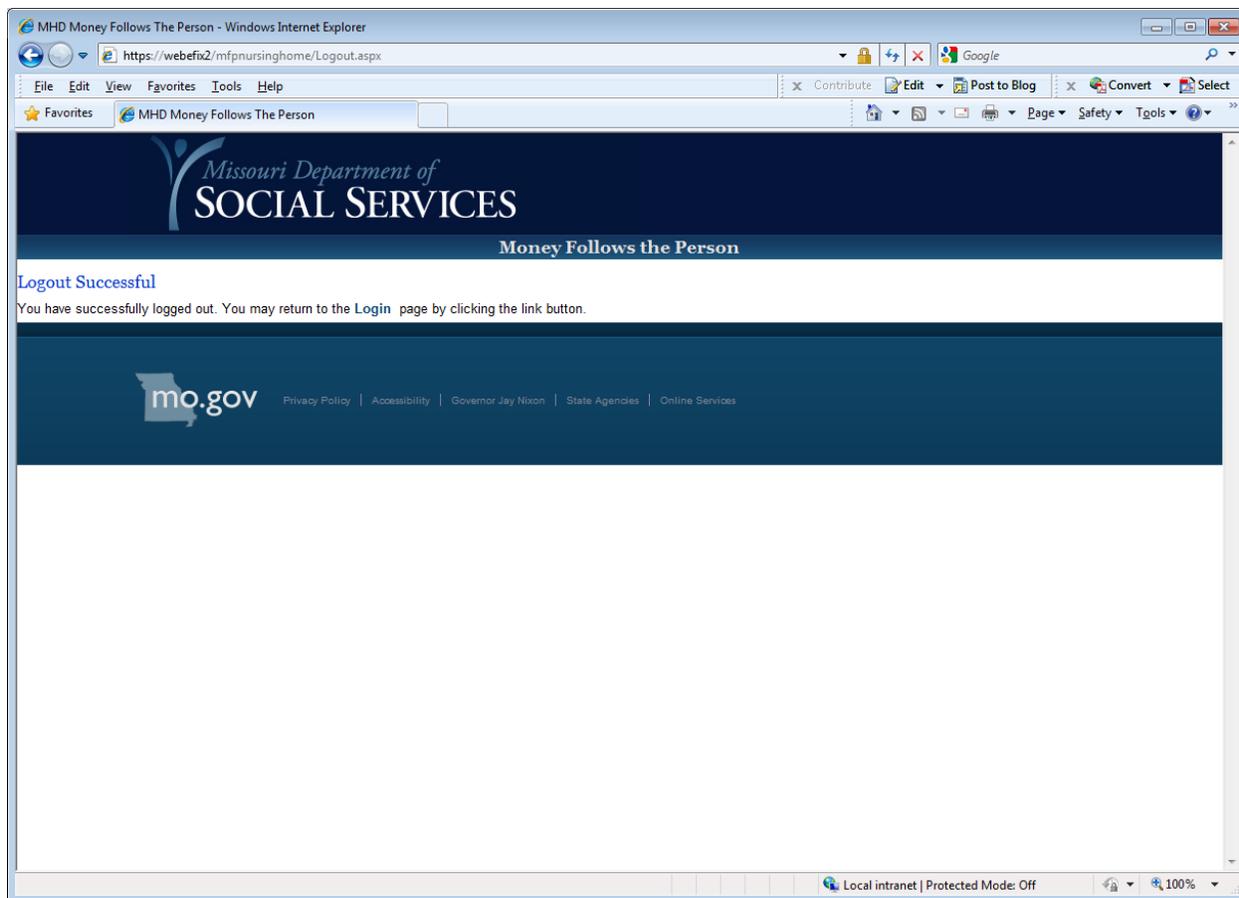
An "Insert" button is located below the form fields. The footer of the page includes the "mo.gov" logo and links for Privacy Policy, Accessibility, Governor Jay Nixon, State Agencies, and Online Services. The browser status bar at the bottom indicates "Local intranet | Protected Mode: Off" and a zoom level of 100%.

A message appears that Section Q was successfully inserted when insert button selected.



An email is sent to the Agency that will perform the Options Counseling which will be either the CILS or AAA as a result of the Section Q entry.

Once a Section Q is successfully inserted click the Logoff button and the system will log you out and take you to the Logout Successful screen.



This is the end of the Section Q Process for the nursing homes.