



VETERANS MILLENNIUM HEALTH CARE AND BENEFITS ACT

LONG TERM CARE (LTC) COPAYMENT

TECHNICAL MANUAL

Version 1.0

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Introduction

Overview

The Veterans Millennium Health Care and Benefits Act, Public Law 106-117, Sec. 101, mandates the application of copayments for veterans receiving Long Term Care (LTC) services. The LTC Copayment software is designed to work in conjunction with software currently in place for determining veteran medical and pharmacy copayment obligations and benefit eligibility based on military history, service-connected disabilities, and financial input.

Phase 1 introduced the following LTC Copayment functionality:

- Allows users to enter, edit, store and print financial information given by the veteran on VA Form 10-10EC, Application for Extended Care Services. You can download a sample form from the Long-term Care Copayments web page on the VistaU Enrollment Training Initiatives web site at http://vaww.vistau.med.va.gov/Enrollment/LTC_copayments.htm.
- Allows users to designate a veteran who is exempt from the LTC copayments and the reason for the exemption
- Using the financial information entered from the VA Form 10-10EC, Application for Extended Care Services, automatically calculates and displays or prints an estimate of the LTC copayments that the veteran will be obligated to pay for the next twelve months
- Provides Integrated Billing with a veteran's copayment amount via an API

Phase 2 added the following functionality:

- Automates eligibility exemptions
- Adds the LTC Copayment Exemption Test submenu and associated user options
- Provides spend-down calculations

Phase 3 added the following new functionality:

- Allows users who have the appropriate security key to delete a LTC Copayment Test (10-10EC)

Phase 3 added the following enhancements to previously existing functionality:

- Allows users who have the appropriate security key to edit the date of a LTC Copayment Test
- Allows users to add a new LTC Copayment Test for the veteran at any time, including multiple tests within the same year
- Allows users to enter burial and funeral expenses for single veterans
- Allows users to enter expenses greater than total income on the input screen for the LTC Copayment Test (10-10EC)
- Displays the veteran's LTC copayment status and last test date on the following Registration screens: Load/Edit, Patient Inquiry, and Register a Patient
- If the veteran did not agree to pay the copayments display a message that indicates that the veteran is ineligible for LTC services

- Prevents the entry of a LTC Copayment Test for a patient who is not a veteran
- Corrects the display of the Declines to Provide Financial Information field to include both the “YES” and “NO” responses when the LTC Copayment Test is displayed
- Modifies the Calculated LTC Copayments report to correctly display the maximum copayment amounts for veterans who refuse to pay the copayment
- Corrects the determination of the LTC Copayment status when a veteran’s income is \$0. The LTC Copayment status will be Exempt. This change addresses NOIS MAC-1102-61792.

Phase 4 adds the following new functionality:

- Adds a new menu option, Expiring or Expired LTC Copayment Tests, to the LTC Copayments menu. It allows users to print a report listing veterans whose LTC Copayment Tests have already expired or are about to expire

Phase 4 adds the following enhancements to previously existing functionality:

- Modifies VA Form 10-10EC, Application for Extended Care
 - ❖ Adds Item 9 (Current Marital Status) to Page 1, Section III
 - ❖ Modifies Page 2, Section IV, Fixed Assets, and Section V, Liquid Assets, to provide separate columns for veteran and spouse
 - ❖ Modifies Page 2, Section V, Liquid Assets, to reduce the number of asset categories from 3 to 2
 - ❖ Modifies Page 2, Section VI, Current Gross Income of Veteran and Spouse, to reduce the number of income categories from 14 to 3
 - ❖ Modifies Page 2 to include all financial items
 - ❖ Reserves Page 3 for signatures (consent for assignment of benefits, consent and agreement to make copayments)
- Modifies the financial data screens to reflect the format changes made to the VA Form 10-10EC, Application for Extended Care paper form
- Replaces the ELIGIBILITY STATUS DATA, SCREEN <2> with the INSURANCE DATA, SCREEN <5> from the Registration options
- Modifies the Add a New LTC Copayment Test and Edit an Existing LTC Copayment Test options to enable the user to indicate that the veteran is exempt from LTC copayments (for a reason other than low income) and complete the LTC Copayment Test without having to go through all of the financial screens
- Supports the display and printing of the LTC Copayment Tests in either the old or new 10-10EC format, depending on which one is used to complete the test
- Modifies the MARITAL STATUS/DEPENDENTS, SCREEN <3> to allow users to indicate if a veteran is legally separated; if so, the copayments will be calculated using the rules for an unmarried veteran
- Modifies the FIXED AND LIQUID ASSETS, SCREEN <4> to provide separate columns for veteran and spouse, combine fields (Cash, Stocks, Mutual Funds) in Data Group 4 and provide modified help text for Data Group 5
- Modifies the CURRENT CALENDAR YEAR GROSS INCOME, SCREEN <5> by reducing the number of data groups from 14 to 3
- Modifies the format of the Calculated LTC Copayments report
 - ❖ Separates out Institutional and Non-institutional

- ❖ Modifies Institutional to prompt for a LTC admission date
- ❖ Prints 12 months of copayments starting with a user-specified month and year
- ❖ Allows entry of a future date as the start date to see the spend down of assets

Training

Due to the complex nature of the business processes associated with the placement of veterans in LTC programs, and the sensitive nature of using financial resources to determining copayment obligations, training of VAMC staff is a paramount issue. For information about LTC Copayment training, refer to the Long-term Care Copayments web page on the VistaU Enrollment Training Initiatives web site at http://vaww.vistau.med.va.gov/Enrollment/LTC_copayments.htm.

Purpose

The purpose of this technical manual is to provide technical information for the staff members that install and maintain software in **VISTA** systems.

Related Manuals

The following related are also being released for LTC Copayment Phase 4:

File Name	Manual Name	Description
EAS_1_P40_IG.PDF	LTC Copayment Phase 4 Installation Guide	Provides detailed instructions for installing the LTC Phase 4 Copayment software
EAS_1_P40_RN.PDF	LTC Copayment Phase 4 Release Notes	Provides a high-level overview of new functionality and enhancements to previously released functionality
EAS_1_P40_UM.PDF	LTC Copayment User Manual	Provides instructions for using the LTC Copayment user menus and options

Implementation and Maintenance

Implementation

For detailed instructions for installing the LTC Copayment software, refer to the LTC Copayment Installation Guide.

Maintenance

The LTC Copayment software does not require special maintenance.

Files

File List

The LTC Copayment Phase 1 software created the following file. No data is overwritten by the data in this file.

File Number	File Name	Description	Global
714.1	LTC CO-PAY EXEMPTION	Contains a list of reasons why a veteran may qualify for exemption from Long Term Care copayments.	^EAS(714.1,

Templates

Input Templates

Template Name	Description
EASEC COMPLETE LTC CO-PAY TEST	Updates the fields necessary to complete the LTC Copayment Test
EASEC EDIT DEPENDENTS	Provides the fields related to a veteran's dependents
EASEC EDIT MARITAL STATUS	The template logic was modified to add a new prompt for "Legally Separated" and remove the prompt, "Are you living with your spouse": IS YOUR MARITAL STATUS EITHER MARRIED OR SEPARATED: YES// ARE YOU LEGALLY SEPARATED: YES// Display the next prompt only if "Legally Separated" is answered "No": IS YOUR SPOUSE RESIDING IN THE COMMUNITY: YES//
EASEC ENTER/EDIT ASSETS	Allows the user to enter or edit the asset fields from the 10-10EC
EASEC ENTER/EDIT ASSETS NEW	Allows the user to edit the assets fields for the new 10-10EC format. The new format skips the STOCKS AND BONDS field #2.02.
EASEC ENTER/EDIT EXPENSES	Allows the user to enter or edit the expense fields from the 10-10EC
EASEC ENTER/EDIT INCOME	Allows the user to enter or edit the income fields from the 10-10EC
EASEC ENTER/EDIT INCOME NEW	Allows the user to edit the income fields for the new 10-10EC format. The new format has only 3 income fields: TOTAL INCOME FROM EMPLOYMENT (#.14) INTEREST, DIVIDEND, OR ANNUITY (#.15) OTHER INCOME (#.17)

Routines

Routine List(s)

The following is a list of the LTC Copayment EAS routines. The second line of each of these routine(s) will look like:

```
<tab>; ;1.0;ENROLLMENT APPLICATION SYSTEM;**[patch list]**;Mar 15, 2001
```

Routine Name	Before Patch	After Patch	Patch List
EAS1P7	N/A	806041	7
EASEC100	13958032	14813325	5,7,16,40
EASEC101	7982246	8588407	5,40
EASEC102	13918264	14022749	5,7
EASEC103	11923179	12427624	5,7,40
EASEC10E	4502587	4965438	5,40
EASEC10R	N/A	34216114	40
EASECA	5819485	7389299	5,7,34,40
EASECCAL	3948225	3328449	5,7,19,34,39,40
EASECDD	13990181	16741946	5,7,34,40
EASECDEL	N/A	5093001	34
EASECDP1	3474132	3469543	5,7
EASECDP2	8330685	8250018	5,7
EASECDP3	4064247	4876909	5,40
EASECDP4	6604567	6585430	5,7
EASECDPH	6163829	6130893	5,7
EASECE	6347897	6789390	5,7,34,40
EASECEXP	N/A	9514860	40
EASECMT	N/A	7461285	7
EASECPCE	13307404	4743840	5,7,19,24,34,40
EASECPCE1	2459140	12637945	7,24,40
EASECSC	2424352	2421528	5,7
EASECSC1	15927659	18183075	5,7
EASECSC2	10264733	4487312	5,40
EASECSC4	3978580	4654832	5,40
EASECSC5	5212071	5944536	5,7,40
EASECSC6	3843070	3753570	5,7,34
EASECSCC	10828685	11038388	5,7,34,40
EASECSCR	7408977	7733616	5,40
EASECSCU	3837036	3891887	5,7,40
EASECSU3	2956713	3189826	5,7,40
EASECU	3227925	3280276	5,7,34,40

The following is a list of the LTC Copayment DG routine(s). The second line of each of these routine(s) will look like:

```
<tab>;1.0;ENROLLMENT APPLICATION SYSTEM;**[patch list]**;Mar 15, 2001
```

Routine Name	Before Patch	After Patch	Patch List
DDMTDD2	12594327	12703591	33,45,518
DGMTA	11985824	11731276	33,45,137,166,177,182,290,344,433
DGMTAUD	3673560	3569130	33,45,182,433
DGMTAUD1	1675037	1942724	33,166,182,254,300,433
DGMTAUD2	8205720	8806294	45,166,182,300,433
DGMTDEL	10035642	13900475	33,45,182,344,407,433
DGMTDEL1	6378850	6935821	45,166,182,433,518
DGMTE	7685110	8849810	33,45,182,344,433
DGMTR1	8459841	9043040	182,344,433
DGMTSC	3892041	4596339	182,327,372,433
DGMTSCC	13026714	13785770	33,45,130,438,433
DGMTSCU2	3950789	4051922	45,130,433
DGMTU	14954396	15090295	4,33,182,277,290,374,358,420,426,411,433
DGMTU3	3154935	4247226	33,45,137,182,300,433,499,518
DGRPD	22003456	22091781	109,124,121,57,161,149,286,358,436,445,489,498,506,513,518

The following is a list of the LTC Copayment IVM routine(s). The second line of each of these routine(s) will look like:

```
<tab>;2.0;INCOME VERIFICATION MATCH;**[patch list]**;21-OCT-94
```

Routine Name	Before Patch	After Patch	Patch List
IVMCM	12679812	13004729	12,17,28,41,44,49
IVMCM1	4473724	6257145	17,49
IVMCM5	5701436	5765441	17,49
IVMCM6	13896241	16167131	17,25,39,44,50,49
IVMCMB	6469216	6724271	17,49
IVMCMC	7115538	7404316	17,49
IVMCMMD	6512460	7306362	17,33,49
IVMCME	4116599	4197356	17,49
IVMCME2	5628435	5611707	17,49
IVMCME4	8066992	8230557	17,49
IVMCME5	12140941	12318459	17,26,38,49
IVMCZMT	12302925	12607268	17,49
IVMPLOG	4878760	4920747	9,19,12,21,17,28,36,40,49
IVMPMTE	3452772	3511834	1,9,17,39,49
IVMPTRN9	7680355	8774269	9,11,19,12,21,17,46,50,49

Exported Options

Menu Diagram

```
LTC Copayments Menu (EASEC LTC COPAY MENU)
|
|
----- Add a New LTC Copayment Test
[EASEC LTC COPAY TEST ADD]

----- Edit an Existing LTC Copayment
Test [EASEC LTC COPAY TEST
EDIT]

----- View a LTC Copayment Test
[EASEC LTC COPAY TEST VIEW]

----- Print Application for Extended
Care (10-10EC) [EASEC LTC
COPAY TEST PRINT]

----- Calculated LTC Copayments
Print [EASEC LTC COPAY PRINT]

----- Delete a LTC Copayment Test
(10-10EC) [EASEC LTC COPAY
TEST DELETE]
**LOCKED: DG MTDELETE**

----- Expiring or Expired LTC
Copayment Tests [EASEC LTC
COPAY TEST EXPIRE]

----- LTC Copay Exemption Test Menu ----- Delete a LTC Copay Exemption
[EASEC LTC EXEMPTION TEST
MENU] Test [EASEC LTC EXEMPTION TST
DELETE]
**LOCKED: DG MTDELETE**

|
|
----- Edit an Existing LTC Copay
Exemption Test [EASEC LTC
EXEMPTION TEST EDIT]

|
|
----- LTC Copay Exemption Test View
[EASEC LTC EXEMPTION TEST
VIEW]

|
|
----- View LTC Copay Exemption Test
Editing [EASEC LTC EXEMPT TST
VIEW EDIT]
```

Assignment of User Options

Patch EAS*1*7 does not attach user options to any specific menus. The LTC Copayment options will need to be assigned to the users who will be entering LTC data at your facility.

Exported Protocols

The following protocols are used as selectable actions from the ListMan templates EASEC DEPENDENTS and EASEC EXPAND PROFILE:

Protocol Name	Action Name
EASEC LTC COPAY DEPENDENT ADD	Add to LTC Copayment Test
EASEC LTC COPAY DEPENDENT ADDDEP	Spouse/Dependent Add
EASEC LTC COPAY DEPENDENT DEMO	Edit Dependent Demographics
EASEC LTC COPAY DEPENDENT EFFECTIVE	Edit Effective Date
EASEC LTC COPAY DEPENDENT EXPAND	Expand Dependent
EASEC LTC COPAY DEPENDENT EXPAND MENU	LTC Copayment Test Dependent Expand Menu
EASEC LTC COPAY DEPENDENT MARR	Marital/Dependent Info
EASEC LTC COPAY DEPENDENT MENU	LTC Copayment Test Dependents
EASEC LTC COPAY DEPENDENT REMOVE	Remove from LTC Copayment Test
EASEC LTC COPAY DEPENDENT SPOUSE DEMO	Edit Spouse Demographics

Archiving & Purgung

Archiving

There are no archiving capabilities exported with the LTC Copayment Software.

Purgung

There are no purging capabilities exported with the LTC Copayment Software.

Callable Routines, Entry Points, and Application Programmer Interfaces (APIs)

The following API was released with the LTC Copayment Phase 1 software:

\$\$COPAY^EASECCAL

This API provides Integrated Billing with a veteran's LTC Copayment amount. The calling routine sends the patient's DFN, the month to calculate the copayment for, and the patient's LTC episode start date.

The API will return a string consisting of:

- Piece 1: LTC co-pay test status
- Piece 2: Reason for exemption (if status = Exempt)
- Piece 3: Calculated copayment amount for institutional services (IP)
- Piece 4: Calculated copayment amount for non-institutional services (OP)

If there is no completed LTC copayment test on file for the patient, the API will return 0 (zero).

External Interfaces

There are no external interfaces associated with the LTC Copayment software.

External/ Internal Relations

External Relations

The following **VISTA** package versions or higher must be installed prior to installing the LTC Copayment software:

Package Name	Minimum Version Required
Income Verification Match (IVM)	2.0
Integrated Billing (IB)	2.0
Kernel	8.0
VA FileMan	22.0
VISTA HL7	1.6
Patient Information Management System (PIMS)	5.3

Database Integration Agreements (DBIAs)

There are no DBIAs associated with the LTC Copayment software.

Internal Relations

All of the LTC Copayment software options have been designed to stand alone.

Package-wide Variable

There are no package-wide variables associated with the LTC Copayment software.

Software Product Security

Security Features

Mail Groups and Alerts

There are no mail groups or alerts exported with the LTC Copayment software.

Remote Systems

There are no remote systems associated with the LTC Copayment software.

Archiving/Purging

There are no archiving or purging capabilities associated with the LTC Copayment software.

Contingency Planning

Using services should have a local contingency plan to be used in the event of application problems in a live environment. The plan should identify the procedure(s) for maintaining the functionality provided by the LTC Copayment software in the event of system outage. Field Station Information Security Officers (ISOs) can get assistance from the Regional ISO (RISO).

Interfaces

Refer to the Callable Routines, Entry Points, and Application Programmer Interfaces (APIs) section of this manual for more information about the \$\$COPAY^EASECCAL interface.

Electronic Signatures

There are no electronic signatures associated with the LTC Copayment software.

Menus

Refer to the Exported Options section of this manual for a diagram of the LTC Copayments menus and options.

Security Keys

No security keys are exported with the LTC Copayment software.

File Security

There are no special security attributes associated with File #714.1, which was created by installing the LTC Copayment Phase 1 software.

Glossary

API	Application Program Interface
EAS	Enrollment Application System
EC	Extended Care
ISO	Information Security Officer
LTC	Long Term Care
NOIS	National Online Information Sharing
PIMS	Patient Information Management System
VA	Veterans Administration
VAMC	VA Medical Center
VISTA	Veterans Health Information Systems and Technology Architecture

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