

HCBS Residential Member Assessment in IMPA

July 22, 2022
Version 3

Iowa Medicaid Portal Access

- New to IMPA ? Visit <https://secureapp.dhs.state.ia.us/imp/Default.aspx>
- Click on Register New Account to register for an IMPA account. Chrome or Edge is the recommended browsers to use.
- Click here For [User Registration guide](#)
- If you are a current user you may skip to the next slide.

HCBS Residential Member Assessment in IMPA

Iowa Medicaid Portal Access

Register New Account Documents

Localhost/Dev Region

Welcome to the Iowa Medicaid Portal Application!



[Click here for the User Registration Guide](#)

User Name:

Password:

[Login](#)
[Reset Account](#)

Featured Functionality

Navigating HCBS Residential Assessment

- HCBS Residential Assessment users will be able to access the “HCBS Residential Assessment” page in IMPA
- From the IMPA menu in the top left corner select “File” -> Upload File -> HCBS Residential Assessment

The screenshot displays the Iowa Medicaid Portal Access interface. At the top, the header reads "Iowa Medicaid Portal Access" with a logo of hands clasped. Below the header is a navigation menu with options: File, Review, Manage, Information, Messages, and Logout. The "File" menu is expanded, showing a list of options: Claim PIN, Health Home, MCO Reporting and Resources, MCO-Member Lookup, Member Lookup, Upload File, Dental Plan-Member Lookup, MCO-Measures, Facility CP Notice, Eligibility Review Date, Verify Habilitation Eligibility, and Interviewer. The "Upload File" option is highlighted, and a sub-menu is visible with options: CSA, Document to IME, Health Home, Vendor, Critical Incident Report, Wraparound Payment Request, Unassigned Member Assessment, and HCBS Residential Assessment. The "HCBS Residential Assessment" option is highlighted in red. To the right of the menu, the text "Localhost/Dev Region" is displayed. Below this, a welcome message reads "Welcome to the Iowa Medicaid Portal Application!". A graphic of a person using a laptop is shown, with a link below it: "Click here for the User Registration Guide". Below the graphic, a section titled "Featured Functionality" contains a list of links and information:

- **IMPORTANT INFORMATION (Update)**
Please note that if you are uploading medical information to IME related to the Level of Care review process, the IME Quality Improvement Organization (QIO) is responsible for the ini members. The IME QIO or the member's MCO is responsible for annual redetermination or when there has been a significant change in the level of care. Please send the medical info If the member is a MCO member, please send the medical information to the appropriate MCO.
- [Member Waiver Eligibility User Manual](#)
- [MCO Reporting and Resources User Manual](#)
- [PowerPoint training: Case Mix Rosters in IMPA](#)
- [View COVID-19 DHS Resources](#)
- **Provider Informational Letters** - [Subscribe and/or Unsubscribe!](#)
- **Provider incident reporting** - As a provider, you can have the ability to report, track and monitor incidents in "real time".
- **Remittance Advice** - View weekly remittance advice online at your convenience.

Navigating HCBS Residential Assessment

- Select “HCBS Residential Assessment” from File drop down



The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a header with the text "Iowa Medicaid Portal Access" and a small image of hands clasped together. Below the header is a navigation menu with the following items: [File](#), [Review](#), [Manage](#), [Information](#), [Messages](#), and [Logout](#). A sub-menu is open under "File", showing "Upload File : HCBS Residential Assessment". Below the navigation menu is a search criteria form. The form has a title "Search Criteria" and a text input field labeled "State ID:". To the right of the input field are two buttons: "Search" and "Clear". At the bottom of the page, there is a footer with the text "Iowa Department of Human Services".

Navigating HCBS Residential Assessment

- Enter a valid state id and click on Search. If the state id is valid, IMPA will display the appropriate member information.

The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a navigation menu with options: File, Review, Manage, Information, Messages, and Logout. Below this, a search criteria section includes a text input for 'State ID' and buttons for 'Search' and 'Clear'. A section titled 'Upload/View Documents' contains fields for 'State ID' and 'Member Name', a file selection area with a 'Choose File' button and 'No file chosen' text, and an 'Upload' button. Below the upload section is a table with columns for 'State ID', 'Process ID', 'Document Name', 'Uploaded User', and 'Date/Time Uploaded'. The table lists six entries, each with a 'Select' button to its left. The footer of the page reads 'Iowa Department of Human Services'.

	State ID	Process ID	Document Name	Uploaded User	Date/Time Uploaded
Select	145378	145378	HCBS Residential Member Assessment - 145378.pdf		04/08/2021 12:00 AM
Select	145376	145376	HCBS Residential Member Assessment - 145376.pdf		04/08/2021 12:00 AM
Select	145377	145377	HCBS Residential Member Assessment - 145377.pdf		04/08/2021 12:00 AM
Select	145370	145370	HCBS Residential Member Assessment - 145370.pdf		02/01/2021 12:00 AM
Select	145369	145369	HCBS Residential Member Assessment - 145369.pdf		02/01/2021 12:00 AM
Select	145368	145368	HCBS Residential Member Assessment - 145368.pdf		02/01/2021 12:00 AM

Navigating HCBS Residential Assessment

- “Choose File” -> Select the completed Resident Assessment file(pdf) and click on “Upload” to upload a HSBC Residential Assessment.

The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a navigation menu with links for File, Review, Manage, Information, Messages, and Logout. Below this, the page title is 'Upload File: HCBS Residential Assessment'. A search criteria section includes a 'State ID' input field, a 'Search' button, and a 'Clear' button. The main section is titled 'Upload/View Documents (Hide Upload/View Documents...)' and contains a 'State ID' input field, a 'Member Name' input field, and a 'Select a File' section. The 'Select a File' section shows a 'Choose File' button, the filename 'CC.Residential Assessment.pdf', and a note: 'Please select file of the following type: .pdf'. The 'Upload' button is highlighted with a red box. At the bottom of the form, it says 'No documents found.' and the footer reads 'Iowa Department of Human Services'.

Navigating HCBS Residential Assessment

- Once it is uploaded, successful message is displayed.
- If you are an administrator you will see all documents uploaded by all users for this state id

The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a navigation menu with options: File, Review, Manage, Information, Messages, and Logout. Below this, the page title is "Upload File : HCBS Residential Assessment".

A search criteria section contains a "State ID" input field, a "Search" button, and a "Clear" button.

The main section is titled "Upload/View Documents (Hide Upload/View Documents...)" and includes a "State ID" dropdown, a "Member Name" dropdown, and a "Select a File:" section with a "Choose File" button and the text "No file chosen". Below this, it says "Please select file of the following type: .pdf" and has an "Upload" button.

A red-bordered box highlights a success message: "HCBS Residential Setting Member Assessment(HCBSRSA1202021.pdf) uploaded successfully. Assigned Number is 125475."

Below the message is a table with the following data:

	State ID	Process ID	Document Name	Uploaded User	Date/Time Uploaded
Select	[Dropdown]	125475	HCBS Residential Member Assessment - 125475.pdf	[Dropdown]	04/08/2021 03:05 PM

The footer of the page reads "Iowa Department of Human Services".

Navigating HCBS Residential Assessment

- Once the file is uploaded it can be viewed, downloaded (saved to the user's local computer or a share drive) or printed.

The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a navigation menu with options: File, Review, Manage, Information, Messages, and Logout. Below this, the page title is "Upload File - HCBS Residential Assessment".

The main content area includes a "Search Criteria" section with a "State ID" input field, "Search", and "Clear" buttons. Below this is a section titled "Upload/View Documents (Hide Upload/View Documents...)" which contains another "State ID" input field, a "Member Name" input field, a "Select a File" section with a "Choose File" button and "No file chosen" text, and an "Upload" button. A note below the upload section states: "Please select file of the following type: .pdf".

At the bottom of the page is a table listing uploaded documents:

	State ID	Process ID	Document Name	Uploaded User	Date/Time Uploaded
Select	145378	145378	HCBS Residential Member Assessment - 145378.pdf		04/08/2021 12:00 AM
Select	145376	145376	HCBS Residential Member Assessment - 145376.pdf		04/08/2021 12:00 AM
Select	145377	145377	HCBS Residential Member Assessment - 145377.pdf		04/08/2021 12:00 AM
Select	145370	145370	HCBS Residential Member Assessment - 145370.pdf		02/01/2021 12:00 AM
Select	145369	145369	HCBS Residential Member Assessment - 145369.pdf		02/01/2021 12:00 AM
Select	145368	145368	HCBS Residential Member Assessment - 145368.pdf		02/01/2021 12:00 AM

The footer of the page reads "Iowa Department of Human Services".

Navigating HCBS Residential Assessment

- The document can be viewed by the click on 'Select'

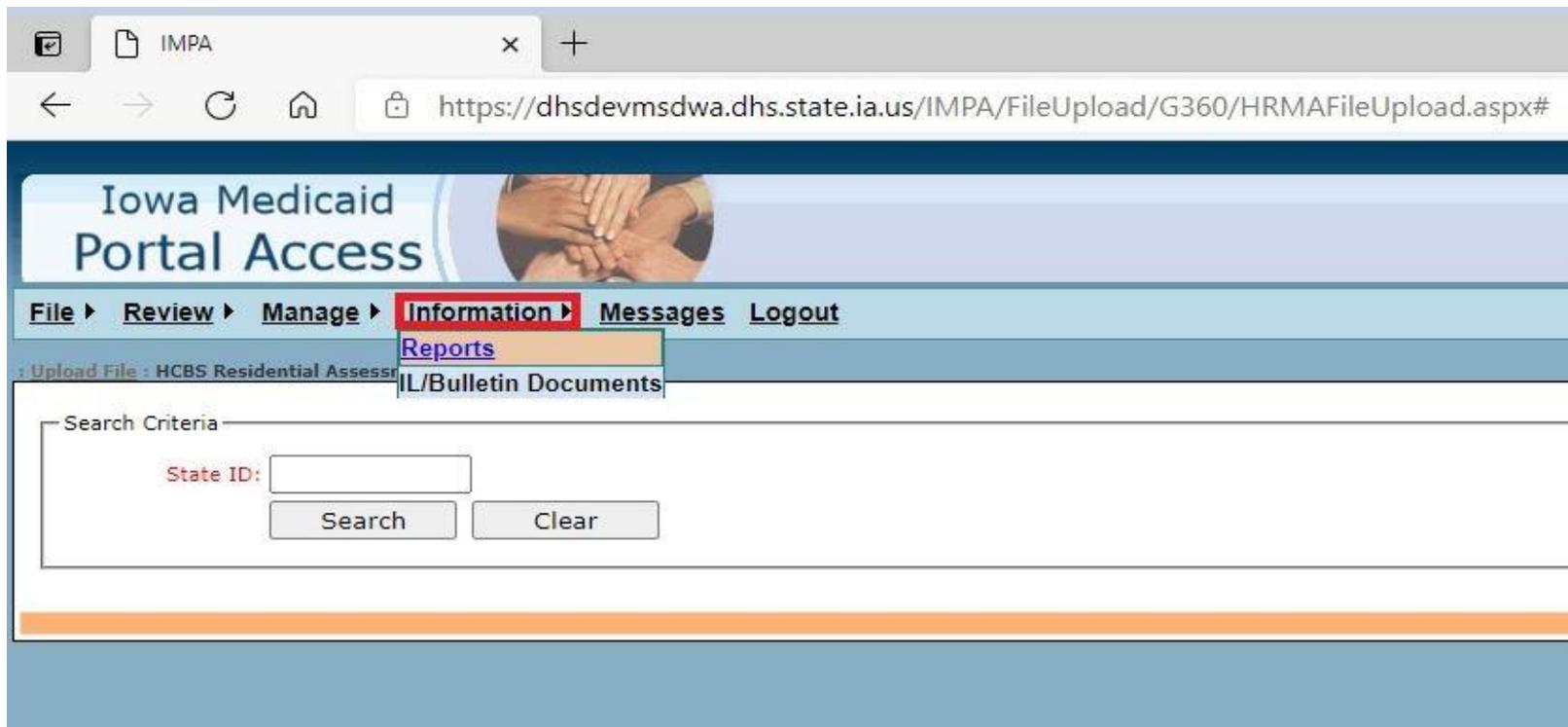


Iowa Department of Human Services
**Home- and Community-Based Services (HCBS)
 Residential Setting Member Assessment**

I. Member information		
Member Name: [REDACTED]	Member ID: [REDACTED]	
Address: [REDACTED]		
City: Iowa City	Iowa	Zip: 52246
HCBS Waiver: [REDACTED]		
Services Received: Day Habilitation		
HCBS Service Providers: [REDACTED]		
Assessment Completed By: [REDACTED]	Date: 01/20/2021	
DHS/MCO/IHH Unit: MCO Case Manager		
Please check: <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Assessment		
Number of Waiver or Habilitation members living in the setting: 1		
<p>Member's residential setting (part 1). Please check all that apply. The member:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Lives with their family or legal representative <input type="checkbox"/> Owns their home, or <input type="checkbox"/> Rents a living unit from a community landlord that is not owned or operated by a HCBS service provider <p>These settings are presumed to be integrated community settings. Members that meet one of these three settings and do not meet any criteria in part 2 below are required to only complete section I. <i>Member information</i> of this assessment.</p>		
<p>Member's residential setting (part 2). The following residential settings require additional review to determine compliance with the HCBS setting rules. Please check all that apply. The member lives in a setting that is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Located on the grounds of or directly adjacent to a public or private institution. <input type="checkbox"/> A licensed facility (residential care, assisted living, other). <input type="checkbox"/> Where two or more members receiving Medicaid funded services live together to receive waiver/habilitation service. <input type="checkbox"/> Where multiple HCBS/habilitation living units are co-located in close proximity to each other within the community. <input type="checkbox"/> Owned or operated by the provider of service. <p>Members that meet any part 2 criteria shall have Section III. <i>Member Outcomes</i> of the HCBS Residential Setting Member Assessment completed by the assigned case coordinator (CBCM, CM or IHH). Assessments shall be conducted in person and in the home where the member lives. Initial assessments shall be conducted by December 31, 2017, and annually thereafter.</p>		
Please submit completed electronic assessments to: [REDACTED]		

Navigating HCBS Residential Assessment

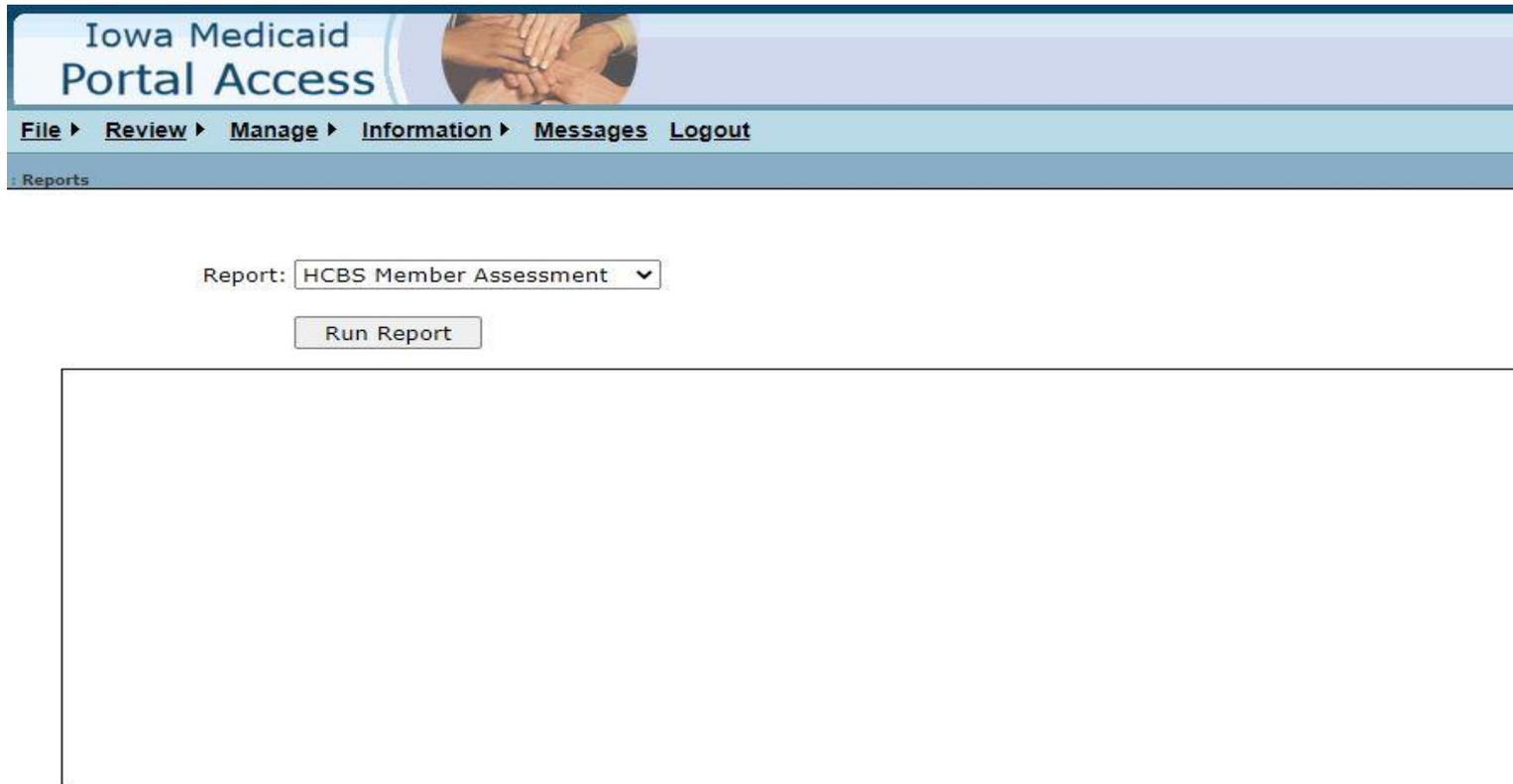
- Reporting is provided at the summary level based on dates and waiver type.
- Go to Information -> Reports



The screenshot shows a web browser window with the URL <https://dhsdevmsdwa.dhs.state.ia.us/IMPA/FileUpload/G360/HRMAFileUpload.aspx#>. The page header includes the text "Iowa Medicaid Portal Access" and a navigation menu with the following items: [File](#), [Review](#), [Manage](#), [Information](#), [Messages](#), and [Logout](#). The "Information" menu item is highlighted in red, and a dropdown menu is visible below it, showing [Reports](#) and [IL/Bulletin Documents](#). Below the navigation menu, there is a search criteria section with a label "Search Criteria" and a form containing a "State ID:" label, an input field, a "Search" button, and a "Clear" button.

Navigating HCBS Residential Assessment

- Select HCBS Member Assessment and click on “Run Report”



The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a header with the text "Iowa Medicaid Portal Access" and a small image of hands. Below the header is a navigation menu with the following items: [File](#) ▶ [Review](#) ▶ [Manage](#) ▶ [Information](#) ▶ [Messages](#) [Logout](#). Below the navigation menu is a sub-header labeled "Reports". The main content area contains a form with a dropdown menu labeled "Report:" and the selected option "HCBS Member Assessment". Below the dropdown menu is a button labeled "Run Report". The form area is currently empty, suggesting the report has not yet been generated or displayed.

Navigating HCBS Residential Assessment

- Enter or select the desired criteria and click on “View Report”. Reports can be exported to a variety of formats.

The screenshot shows a web browser window with the URL <https://secureapp.dhs.state.ia.us/impa/Information/Reports.aspx>. The page header includes "Iowa Medicaid Portal Access" and a navigation menu with "File", "Review", "Manage", "Information", "Messages", and "Logout". Below the header, there is a "Reports" section with a dropdown menu set to "HCBS Member Assessment" and a "Run Report" button.

The main content area contains a form with the following fields and options:

- StartDate: 3/26/2021 12:00:00 AM
- EndDate: 4/10/2021 12:00:00 AM
- View Report button
- Waiver: --Select-- (highlighted with a red box)
- Reporting Period: --Select a value--
- Select a format dropdown
- Export button

The report title is "Residential Member Assessment Report" and the Date of Report is 4/9/2021. The report content includes the following summary:

Total number of assessments completed:	990
Total number of assessments that only completed Part 1:	740