HOME HEALTH
OASIS SUBMISSION
TRAINING MANUAL
August 2022

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OASIS EXPORT CREATION
Create/OASIS Export

Once the OASIS documentation is complete and approved in the QA Center, select **OASIS Export**.

Within the OASIS Export screen, sort and filter by the below items.

- Branch - Filters by location or branch if the organization has more than one.
- Assessment Date Range - Defaults to the previous 60 days from the current date. The date range may be changed. To refresh the OASIS displaying, select **Generate**.
- Payment Source - Defaults to Medicare (traditional fee-for-service). The Payment Source may be changed or updated to include additional payment sources. To refresh the OASIS displaying, select **Generate**.
- Check/Uncheck All - Allows the user to check or uncheck all OASIS currently filtered to allow for batch saving of documents.
- Export to Excel - This function allows the generated list to be exported to Excel for further analysis.

NOTE: To ensure a comprehensive list of available OASIS is displayed, it is recommended that all payment sources are selected, and the date range is set from the beginning of the year to the current date.
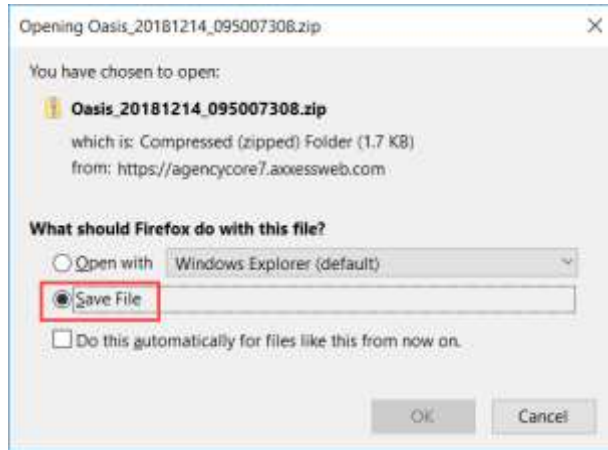
Select the patient OASIS records that will be submitted and select the **Generate OASIS File** button.

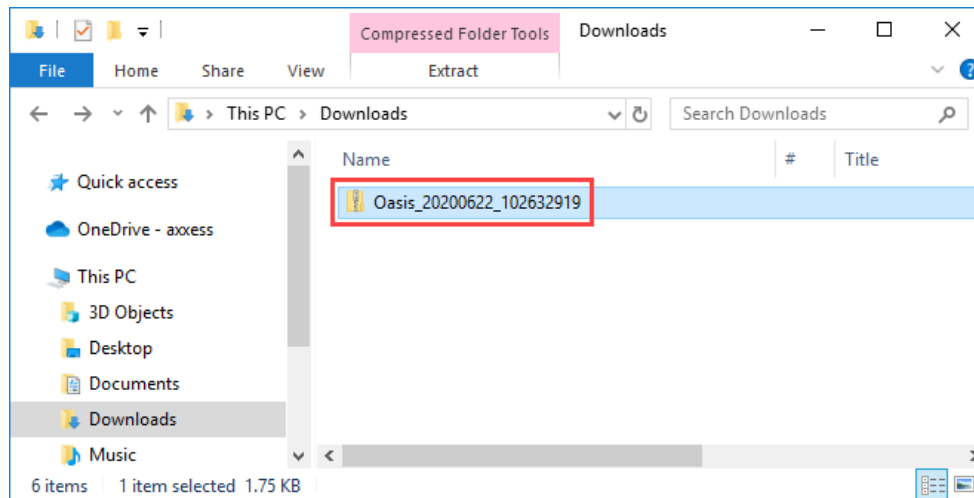This action will generate a zipped XML file instead of a text file format used for state submission. Select **Save File** to save the file.

The file will automatically save to the Downloads folder. Once a specific folder is created for OASIS submissions, drag and drop the zip folder into the designated folder.

To open the zipped XML file, a zip file version software will be needed, such as Win-Zip or 7-Zip. If opened, the file will need to be rezipped before uploading to CMS. When opened, the XML OASIS file follows this format:
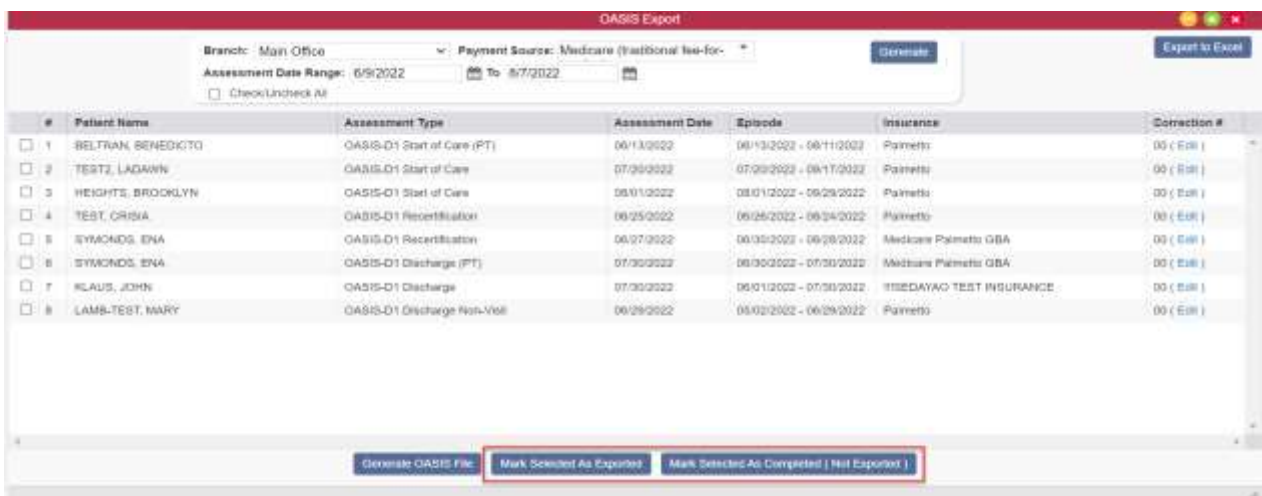
Once the OASIS files have been exported, users may upload the files to CMS (QIES/QTSO) that follows internal organization processes.

MARKING AN OASIS AS EXPORTED

Once an OASIS is transmitted, the Final Validation Report is received and the record is accepted, the file should be marked as exported in the OASIS Export screen.

NOTE: This step is critical for an organizations ability to bill.

To mark an OASIS as exported, select **Mark Selected as Exported**. If the OASIS does not need to be exported, select **Mark Selected as Completed (Not**

Exported). To view and edit the list of exported and not exported OASIS, access *View/Exported OASIS* or *Not Exported OASIS.*

For both Exported OASIS and Not Exported OASIS, a grid will populate with the following search filters:
- Branch - Filters by location/branch if the organization has more than one.
- Status - Defaults to active patients. The status may be changed to view all or discharged patients.
- Exported Date Range - Defaults to the previous 60 days from the current date. The date range may be changed. To refresh the OASIS displaying, select **Generate**.
- Export to Excel - This function allows the generated list to be exported to Excel for further analysis.
- Export Status - Users can filter by individual status, or all statuses together.

Branch:	Main Office	∨	Status:	Active	∨		Generate
Exported Date Range:	6/9/2022	📅	To	8/7/2022	📅	Export Status: All ∨	

An **Export Status** column appears on the **Exported OASIS** screen, so users can update the status of each OASIS as responses are received. The statuses are:
- Exported - This status is automatically set for all historical OASIS items. (Users can update this to a more appropriate status as needed.)
- Exported, Pending Response - This status is automatically set for all OASIS items that have been exported.
- Accepted - This status should be used when an OASIS has been accepted and no additional action is required.
- Rejected - This status should be used when an OASIS has been rejected and requires additional action from the organization.

While the **Exported** and **Exported, Pending Response** statuses are automatically set in the system, the **Rejected** and **Accepted** statuses must be manually set by the agency based on the response that is received from iQUIES. To update the status, the user must select the appropriate OASIS using the selection box to the left of the line item and select one of two buttons at the bottom: **Mark Selected as Rejected** or **Mark Selected as Accepted.**

OASIS CORRECTIONS – KEY FIELDS
View/Exported OASIS

If an error has been made in one or more key fields, or if an assessment was submitted in error, a cancellation should be generated and submitted to CMS. To generate the cancellation, access the exported OASIS through the menu bar.
In the event the OASIS had been accepted by CMS, locate the OASIS and under the Correction # column, select **Edit**.

Patient	Assessment	Assessment Date	Exported Status	Episode	Exported Date	Insurance	Correction #
SCHLEGEL, MADISON	OASIS-D1 Start of Care	05/02/2022	Accepted	05/02/2022 - 06/30/2022	06/10/2022	AETNA Medicare Advantage (FISHKILL)	01 [Edit]

A popup box will appear explaining the correction number procedures. For the OASIS that was accepted, select **Edit** and update the correction number to 01. Select **Edit** at the bottom of the popup.

The correction number should only be changed if you are retransmitting an OASIS assessment that was previously accepted and needs to be retransmitted because of corrections you made.

The first record that is submitted to correct or inactivate an existing record must have a value of "01" in correction number. If that correction/inactivation is accepted and if a subsequent correction/inactivation is required, it must have a value of "02", and so on. In other words, the correction number on the first correction/inactivation must be "01", and the value on each subsequent correction/inactivation must be incremented by 1.

If an OASIS assessment was rejected and needs to be retransmitted after corrections have been made , use correction number 00.

Correction Number : 01

[Edit] [Cancel]

The user is returned to the Exported OASIS screen. Select **Generate Cancel**. This action will generate a zipped XML file instead of a text file format used for state submission. Follow the prompts to save the file to the appropriate file folder. Once the OASIS Cancellation files have been exported, users may upload the file to CMS (QIES/QTSO) following internal organization processes.
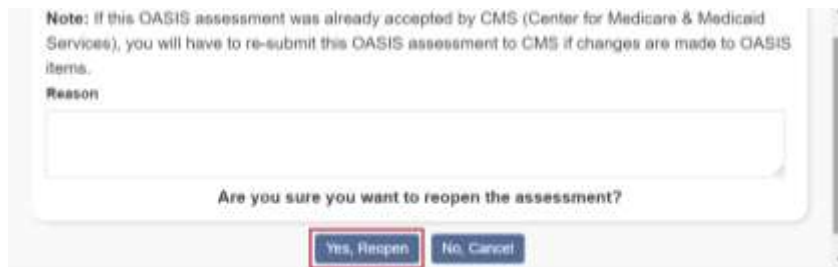
List of Exported OASIS Assessments

Patient	Assessment	Assessment Date	Exported Status	Episode	Exported Date	Insurance	Correction #	Cancel	Action
SCHLEGEL, MADISON	OASIS-D1 Start of Care	05/02/2022	Accepted	05/02/2022 - 05/30/2022	05/10/2022	AETNA Medicare Advantage (FISHKILL)	01 [Edit]	Generate Cancel	Reopen

Once the cancellation has been uploaded to CMS (QIES/QTSO) and accepted per the final validation, select **Reopen**.

A confirmation box will appear to remind users the OASIS will need to be resubmitted if already accepted by CMS. Enter the reason for the reopening and select **Yes, Reopen**. Selecting **No, Cancel** will take the user back to their list of exported OASIS.

Once **Yes, Reopen** is selected, access the patient chart through *Patients/Patient Charts*. In the patient chart, the status of the OASIS is listed as Reopened. Reopen the OASIS by selecting the appropriate blue highlighted Task. Complete the required updates to the OASIS and select **Save & Continue** at the end of the OASIS. The OASIS will flow to the QA Center for approval. Once approved, you will be directed back to the OASIS Export screen. Locate the OASIS and under the Correction number column, select **Edit** and change the correction number to 00.

NOTE: Only the assigned clinician will have the ability to make the update. Pending specific organization policy, select Menu>Reassign to update the user assigned to this task.
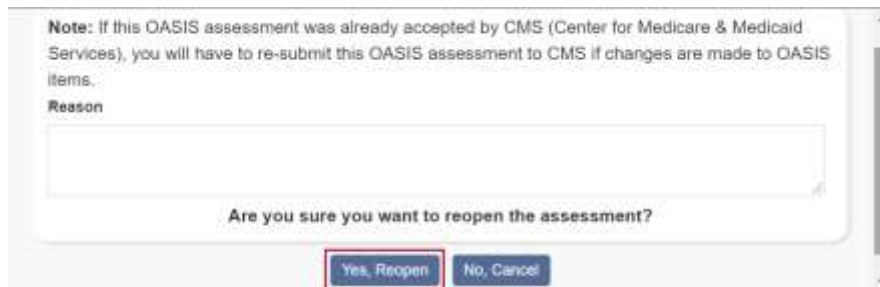
OASIS CORRECTIONS – NON-KEY FIELDS

If an error has been made in one or more non-key fields, a cancellation file is **not** required. However, if the OASIS was accepted by CMS, the corrected file will need to be exported and resubmitted. To correct non-key fields, reopen the assessment from the exported OASIS screen.

A confirmation box will appear to remind that the OASIS will need to be resubmitted if already accepted by CMS. Enter the reason for the reopening and select **Yes, Reopen**.

Once **Yes, Reopen** is selected, access the patient chart through *Patients/Patient Charts*. In the patient chart, the status of the OASIS is listed as Reopened. Reopen the OASIS by selecting the appropriate blue highlighted Task. Complete the required updates to the OASIS and select **Save & Continue** at the end of the OASIS. The OASIS will now flow to the QA Center for approval and once approved, back to the OASIS Export screen.

Upon return to the OASIS Export screen, the correction number will automatically update from 00 to 01. If the correction number needs to be updated prior to generating the OASIS file, select **Edit** under the Correction # column and update the number accordingly.

The correction number should only be changed if you are retransmitting an OASIS assessment that was previously accepted and needs to be retransmitted because of corrections you made.

The first record that is submitted to correct or inactivate an existing record must have a value of "01" in correction number. If that correction/inactivation is accepted and if a subsequent correction/inactivation is required, it must have a value of "02", and so on. In other words, the correction number on the first correction/inactivation must be "01", and the value on each subsequent correction/inactivation must be incremented by 1.

If an OASIS assessment was rejected and needs to be retransmitted after corrections have been made , use correction number 00.

Correction Number : 01

Edit   Cancel

Select **Edit** to close the box and continue to the export process outlined above.

KEY VS. NON-KEY FIELDS

Below are key field descriptions. Non-key fields are all other fields comprising the OASIS data set.

KEY FIELDS	
Patient Identifiers:	
M0040_PAT_LNAME	Patient last name
M0040_PAT_FNAME	Patient first name
M0064_SSN	Patient social security number
M0066_PAT_BIRTH_DT	Patient date of birth
M0069_PAT_GENDER	Patient gender
HHA Identifiers:	
HHA_AGENCY_ID	Unique Agency ID code
Assessment Event Identifiers:	
M0100_ASSMT_REASON	Reason for completing assessment
M0090_INFO_COMPLETED_DT	Date assessment information completed (This is a key field only on recertification or follow-up assessments where RFA = 04 or 05)
M0030_START_CARE_DT	SOC date (This is a key field only on SOC assessments where RFA = 01)
M0032_ROC_DT	ROC date (This is a key field only on ROC assessments where RFA = 03)
M0906_DC_TRAN_DTH_DT	Discharge, transfer, death date (This is a key field only on transfer to inpatient facility assessments where RFA = 06 or 07, death at home assessments where RFA = 08 and discharge assessments where RFA = 09 or 10).

HELP CENTER

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