HOME CARE
OASIS SUBMISSION
TRAINING MANUAL

December 2022

Table of Contents

OASIS EXPORT CREATION

View/OASIS Management/OASIS Ready for Export

Once OASIS documentation is complete and approved in the QA Center, go to OASIS Ready for Export. Within the OASIS export screen, sort and filter by the below items and column headers.

- Branch - Filters by location or branch (if more than one).
- Check/Uncheck All - Allows the user to check or uncheck all OASIS currently filtered to allow for batch saving of documents.
- Client Name - By selecting this column header, the user can sort the list in ascending or descending (by name) order.
- Assessment Type - By selecting this column header, the user can sort the list in ascending or descending (by type) order.
- Assessment Date - By selecting this column header, the user can sort the list in ascending or descending (by date) order.
- Care Period - By selecting this column header, the user can sort the list in ascending or descending (by date) order.
- Excel Export - This function allows the generated list to be exported to Excel for further analysis.

Select the client's 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 the Save File bullet then select **OK**.
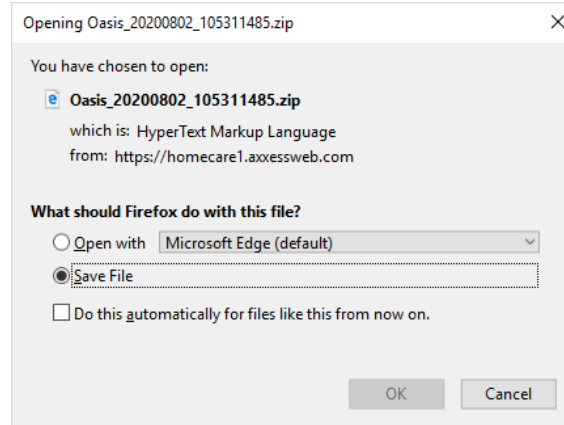
The file will automatically save to the downloads folder on the computer. Once a specific folder is created for OASIS submissions, drag and drop the zip folder into the designated folder.
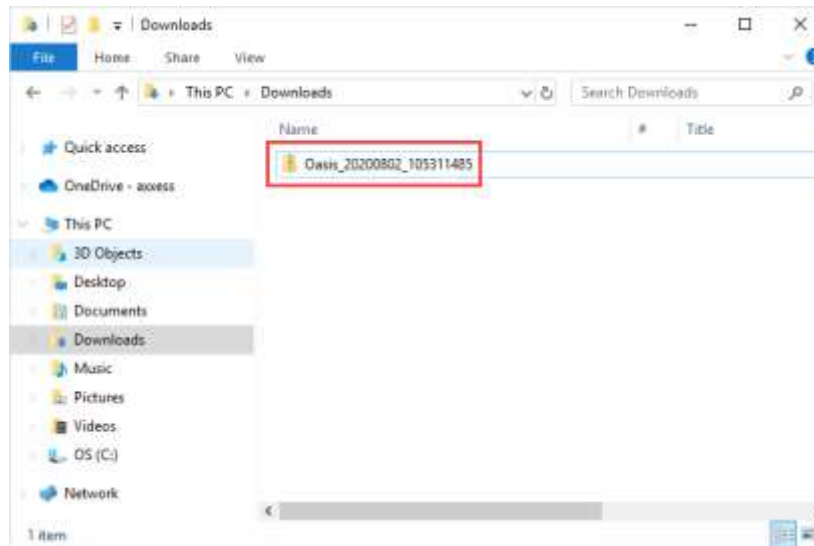
While it is not necessary to open the file before submission, to open the zipped XML file, a zip file version software will be needed, such as win-zip or seven-zip. If opened, the file will need to be rezipped before uploading it to CMS. When opened, the XML OASIS file follows this format:

Once the OASIS files have been generated, users may upload the file to CMS (QIES/QTSO) https://qtso.cms.gov/ that follows internal organizational processes.

MARKING AN OASIS AS EXPORTED

Once an OASIS is transmitted, the final validation report is received. Once the report has been recorded and accepted, the file should be marked as exported on the OASIS export screen.

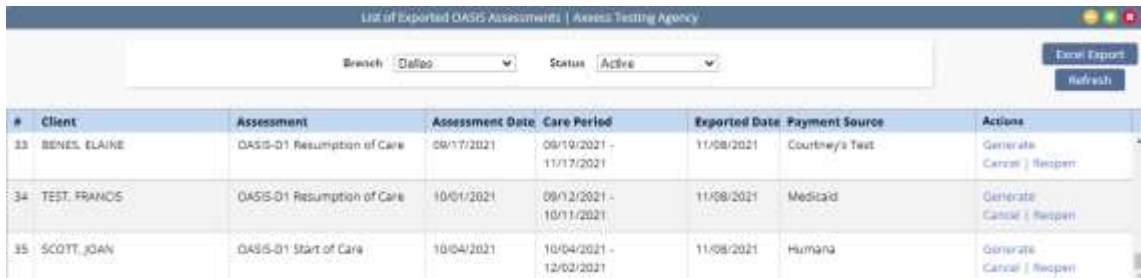NOTE: This step is critical for organizations' ability to bill.

Select checkboxes of generated and accepted OASIS, then 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/OASIS Management/Exported OASIS or Not Exported OASIS.*

For both exported and not exported OASIS, a grid will populate with the below available search filters.

- Branch - Filters by location or branch (if more than one).
- Status - Defaults to active clients. The status may be changed to view all or discharged clients.
- Excel Export - This function allows the generated list to be exported to Excel for further analysis.

OASIS CORRECTIONS - KEY FIELDS
View/OASIS Management/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 List of Exported OASIS Assessments and select the **Generate Cancel** hyperlink.

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 the CMS (QIES/QTSO) following internal organizational processes. Once the cancellation has been uploaded to CMS (QIES/QTSO) https://qtso.cms.gov/ and was accepted per the final validation, select the **Reopen** hyperlink.

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**. Selecting **No** will take the user back to their list of exported OASIS.
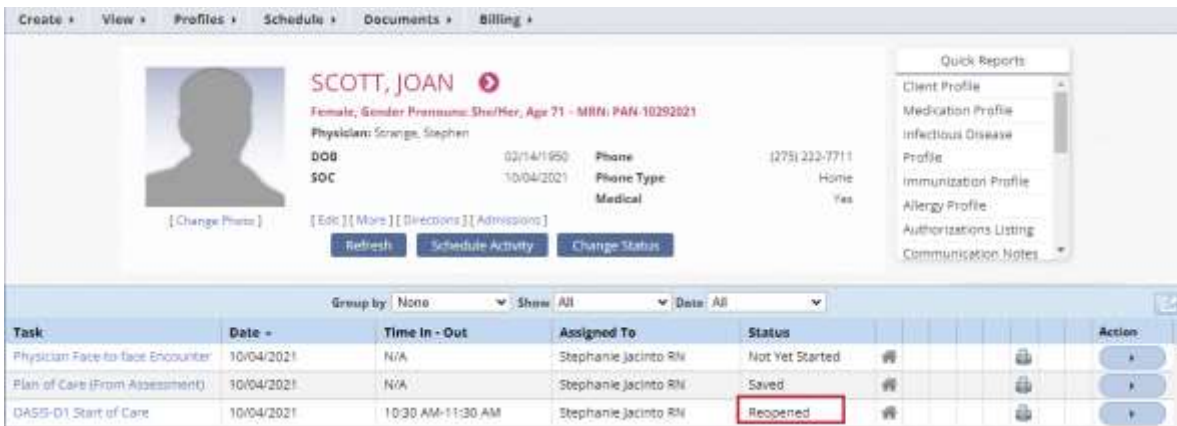

Once **Yes** is selected, access the client chart through *Clients/Client Center*. In the client chart, the status of the OASIS is now listed as reopened.

NOTE: Only the assigned clinician will have the ability to make the update. Pending specific organization policy, select *Action Menu/Details/Assigned To* for updating the user assigned to the task.

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. Once approved,

navigate back to the OASIS Ready for Export screen. Locate the OASIS and under the Correction # column, select **Edit** and change the correction number to 00 and continue the export process outlined above.

In the event the OASIS had been accepted by CMS, locate the OASIS, and under the Correction # column, select **Edit**. A popup box will appear explaining the correction number procedures. For the OASIS that was accepted, select the drop-down and update the correction number to 01. Select **Save** at the bottom of the popup.

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 you that the OASIS will need to be resubmitted if already accepted by CMS. Enter the reason for the reopening and select **Yes**.

Once **Yes** is selected, access the client chart through *Client/Client Center*. In the client chart, the status of the OASIS is now 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. Once approved, navigate 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 ⌄]

Save   Cancel

Select **Save** to close the box and continue the export process outlined above.
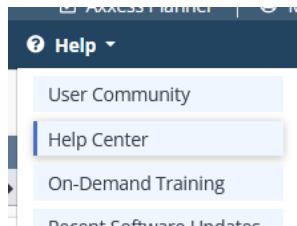
KEY VS. NON- KEY FIELDS

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

Help/Help Center
A great resource that is available 24/7 is our Help Center. It is a place to get answers to frequently asked questions or watch videos of all of Axxess' products. It can be accessed by going to:

Or also available at https://www.axxess.com/help/