



# OMES Cost Report and Rate Setting Web Portal, Including LTC On-Line Cost Report – NF and ICF-IID Providers

Presented By:  
Amy Perry  
Catie Mellott  
Kayla McCully



**MYERS AND  
STAUFFER** LC  
CERTIFIED PUBLIC ACCOUNTANTS

# AGENDA

ACCESSING HISTORICAL DOCUMENTS IN MITS POST 2/1/2023

TRAINING OBJECTIVES

OVERVIEW OF OMES COST REPORT AND RATE SETTING WEB PORTAL

NF AND ICF-IID COST REPORT SUBMISSION PROCESS USING STAT LOG

NF AND ICF-IID ONLINE COST REPORT TOOL

# Accessing Historical Documents in MITS – Time Limited




- Post 2/01/2023, historical cost reports and documents will be available until 3B release.
- Access the MITS secure portal by selecting the Claims, Prior Authorization, Eligibility or Hospice links in the self service section of the PNM portal to navigate to the MITS secure portal to see this information.
- Once the 3B release, Date TBD, is implemented no Access to the MITS secure portal will be available to providers.

# General Training Objectives

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- Provide an overview of the cost report submission process via the OMES Cost Report and Rate Setting Web Portal, including the LTC On-Line Cost Report Tool.
- System provides for an exchange of information in a secure environment and allows upload and electronic storage of documents, which includes at a minimum, cost reports, work papers, provider correspondence, provider supplemental documents, state correspondence, rate packages, MDS Reports and many other document types.
- Allows LTC providers/agents to complete and submit the cost report via an on-line user interface.

# GENERAL OVERVIEW OF OMES COST REPORT AND RATE SETTING WEB PORTAL



- Accessing OMES CR and RS Web Portal
- User Roles
- Main Landing Page
- Project Specific Landing Page
- Stat Log Landing Page

# Accessing OMES CR and RS Web Portal

- Users will access the OMES CR and RS Web Portal via single-sign on from PNM.
- On the Provider Management Home Page, locate the Manage Application section.
- Expand the Self Service section.
- From the Self Service Selections, click “Cost Report and Rate Setting”.

## Manage Application

Enrollment Actions



Enrollment Action Selections:

Programs



Program Selections:

Self Service



Self Service Selections:

Self Service



Self Service Selections:

[View Provider File](#)

[Provider Correspondence](#)

[Remittance Advice](#)

[Recipient Eligibility](#)

[Claims](#)

[Prior Authorization](#)

[Cost Reports and Rate Setting](#)

[Hospice](#)

[Provider Financial Self Services](#)

[Payment Innovation Reports](#)

[Attachments](#)

# USER ROLES

- Users will be set up in PNM with appropriate user role.
- Using the same user role names as currently used in MITS however permissions are different.
- An individual can only be assigned **ONE** user role per provider.
- An individual can be assigned a user role for multiple providers and that role can be a different role for each provider.

# USER ROLES

- Provider and Provider Agent User Roles
  - Provider Administrator – this is the individual that has the authority in the PNM to assign Provider Agent roles. This individual does have permission to upload cost report and required documents as well as certify the cost report submission. They have permission to download files including Rate Packages and LTC Cost Report Packages but not MDS Reports.



# USER ROLES

- Provider and Provider Agent User Roles (continued)
  - Prepare Save LTC Cost Report – the individual that is assigned this user role has the permissions to upload the cost report and required documents however they are not able to certify the cost report submission. They have permission to download files including Rate Packages and LTC Cost Report Packages but not MDS Reports.

# USER ROLES

- Provider and Provider Agent User Roles (continued)
  - Sign Approve LTC Cost Report – the individual that is assigned this user role must have the authority to certify the cost report. This user has the permissions to upload the cost report and required documents and the permissions to certify the cost report submission. They have permission to download files including Rate Packages and LTC Cost Report Packages but not MDS Reports.

# USER ROLES

- Provider and Provider Agent User Roles (continued)
  - View LTC Cost Report – the individual that is assigned this user role does not have the permissions to upload the cost report and required documents. They only have permissions to download files including Rate Packages and LTC Cost Report Packages but not MDS Reports.

# USER ROLES

- Provider and Provider Agent User Roles (continued)
  - MDS Report – the individual that is assigned this user role does not have the permissions to upload the cost report and required documents. They only have permission to download the MDS Reports.

# OMES Cost Report And Rate Setting Web Portal Live Demo

Recorded trainings for the OMES Cost Report and Rate Setting Web Portal are available now in the learning management system (LMS), Absorb. Once logged into Absorb, choose the Virtual Stage 3 Training Session: OMES Cost Report and Rate Setting Web Portal – NF and ICF-IID Providers. The recording can be found under the Resources section.

# CONTACT US



[OMESCR.RSwebportal@mslc.com](mailto:OMESCR.RSwebportal@mslc.com)