



**Why was the verification code field added to MMIS?**

All prospective residents entering a Minnesota Registered Housing with Services setting must have the opportunity to receive Long Term Care Options Counseling prior to signing a lease or service contract with a Registered Housing with Services establishment. A verification code is required as proof that Long Term Care Options Counseling was offered and/or received. There are some exemptions and exceptions described below. Registered Housing with Services Settings are required to obtain a copy of the verification code prior to signing the lease or service contract during all planned moves, and retain a copy of the verification code in the resident's file.

**Individuals who meet the following exemptions and exceptions do not need a verification code:**

- Members who are entering into or have a lease-only arrangement with a subsidized housing setting do not need to receive Long Term Care Options Counseling or a verification code.
- Members renewing a lease in an existing setting on or after October 1, 2011, will not need to receive Long Term Care Options Counseling or a verification code, unless they add a service contract to the lease renewal.
- Members who have received a face-to-face Long-term Care Consultation and received verification code to show the consultation was done.
- Members who signed a lease or contract prior to October 1, 2011 are not required to receive Long Term Care Options Counseling or a verification code.
- Members currently receiving or being evaluated for hospice services from a licensed hospice provider.
- Members who developed a long-term care financing plan 12 months prior to signing a lease or contract. The plan needs to include the following:
  - An alternate decision maker if the individual is unable to make their own financial or health care decisions.
  - The financing of the rent and service costs for 60 months after the date of move, and does not include public program payments, such as Medical Assistance or Group Residential Housing.
- The member moves into the housing setting on an emergency basis.

Care Coordinators who conduct Long-term Care Consultations (face-to-face assessments) will be able to generate a verification code automatically in MMIS once a face to face assessment or reassessment with activity types, “02, 04, 06 or 08” has an approved status.

#### **How does the new verification code field work in MMIS?**

- The new field is on the ALT1 screen of the LTC screening document.
- It is a protected field.
- The field is only populated when the activity type is 02, 04, 06, or 08, the activity type date is 9/01/2012 or later and the saved document has an approved status.
- The value begins with LA followed by activity type date (MMYY) and then the next assigned five digit number. The code is a total of 11 digits.
- When the document is saved, it will transfer a copy of the value to all previously saved documents as well as to all future documents.
- If the document that develops the field is later deleted and a new document entered in its place, the new document will continue to have the same value as the deleted document.
- The verification code does not change and does not expire. Once a client receives a verification code, they do not need another one.

#### **What do I do with the verification code once it has been generated?**

It’s important to note that Registered Housing with Services providers are required to maintain this verification code in the resident’s file if the consumer is moving into this type of setting. The code should be provided to the consumer as well as the Registered Housing with Services setting. A paper copy of the verification code must be mailed to the consumer.

#### **Why do I need to know this information?**

The verification code field will be functioning in MMIS beginning September 1, 2012 when face-to-face assessments or reassessments (activity type 02, 04, 06, or 08) are completed and have an approved status in MMIS. This code should be shared with members regardless if they are moving into a Registered Housing with Services setting or not. You, as a Care Coordinator, will no longer need to call the Senior LinkAge Line® for a verification code unless the member was already on a public program prior to September 1, 2012 and would like to relocate into a Registered with Housing Services setting. The verification code will not generate in MMIS until a reassessment is entered and is in approved status after September 1, 2012.