



Office of Long-Term Care
703- Medical Needs
Quick Base Application

Provider User's Training Guide

Created September 9, 2020



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703 Med Needs

Overview

The 703 Med Needs Application is an application developed on the Quick Base platform for the Arkansas Department of Human Services to allow Nursing Home and Long-Term Care Facilities submit requests to transfer resident/clients from one facility to another. This application focuses on the completion of an initial intake form and tracks the process by which that application is approved or rejected. Once the form has been submitted, ARDHS Registered Nurses have the ability to review the application and determine whether the request should be approved or not. Once the determination has been made, an ARDHS Administrative Specialist will enter the completed application into the appropriate system of record and informs the facility of the decision.

703 Intake

Roles Involved:

Provider User

Process:

All Nursing Homes and Long-Term Care Facilities associated with ARDHS have one Quick Base License associated with their facility. This license is used by the facility designee to input the requests for this application. This designee will be referred to as a Provider User in this document.

- To Login to the Quick Base application, use the following web address:
<https://ardhs.quickbase.com>.
- Sign in by using the username/ID and password associated with your facility's licensed account.



703 Med Needs

To begin a New Application the Provider User will open the 703 Med Needs Application in Quick Base and review their dashboard. The Dashboard will only show information related to Clients and Applications that are attached to the logged in Facility. From here, the Provider User can see: 1) any open 703 Applications awaiting decisions and the current status; 2) 704 Forms that show a new Eligibility Decision; 3) 703 Applications that have been Rejected for Incomplete Submission; or 4) 704 Forms that have an upcoming Expiration Date that requires attention.

ARKANSAS DEPARTMENT OF
HUMAN SERVICES

We Care. We Act. We Change Lives.

703 Med Needs

703 Med Needs

Home

703 Med Needs > Provider Dashboard

Print this page

Instructions

To search for existing clients, enter their SSN (numbers only, no dashes) in the search box to the right. If the search returns zero results, select the "New Client" button to the left.

Search Clients

SSN

Open 703s Awaiting Decision

Client Name	Client - SSN Last Four	Facility Name	Facility - County	703 Processing Status	Date 703 Rec	Approval Level of Care	Denial Criteria	Decision To Deny Based On	Application Completion Duration (BFCU)	Assigned Nurse
Bugs Bunny	***-1258	Arkansas Nursing and Rehabilitation Center	Miller	Submitted	08-28-2020				11	
McDuff Jones	***-7026	Arkansas Nursing and Rehabilitation Center	Miller	Submitted	08-10-2020				-164	Amy McFall, RN
Bruno Mars	***-0655	Arkansas Nursing and Rehabilitation Center	Miller	Nurse Assigned	08-10-2020				29	

704 New Eligibility Decision

Client Name	Client - SSN Last Four	Facility Name	Facility - County	Date 703 Rec	703 Processing Status	704 Completed Date	Approval Level of Care	Effective Start Date	Concomitant Care Duration	Effective End Date
Arkansas Nursing and Rehabilitation Center		Miller	05-25-2020	704 Completed - Approved	05-27-2020	Hospice Intermediate				
Arkansas Nursing and Rehabilitation Center		Miller	05-21-2020	704 Completed - Approved	05-29-2020	Hospice Skilled				
Arkansas Nursing and Rehabilitation Center		Miller	05-19-2020	704 Completed - Approved	06-03-2020	Intermediate				
Arkansas Nursing and Rehabilitation Center		Miller	05-10-2020	704 Completed - Approved	06-02-2020	Intermediate				
Arkansas Nursing and Rehabilitation Center		Miller	05-07-2020	704 Completed - Approved	05-12-2020	Skilled				

703s Rejected for Incomplete Submission

Client Name	Client - SSN Last Four	Date 703 Rec	Facility Name	Facility - County	703 Processing Status	# of Missing Information	# of Missing Information Received	Date Returned for Additional Information
No applications found								

Hospice/Concomitant Care 703 Expiration Reminder

Client Name	Client - SSN Last Four	Facility Name	Facility - County	Date 703 Rec	703 Processing Status	704 Completed Date	Approval Level of Care	Effective Start Date	Concomitant Care Duration	Effective End Date	Assigned Nurse	MD Reviewer	ITCU Clerk Name	MMIS Clerk Name
No applications found														

Searching for Client Record

The Med Needs Quick Base system records and retains one client record per Social Security Number. Multiple applications can be submitted to a client record based on the need, including:

- Change of Condition
- Hospice/Convalescent Care Review
- Transfer
- Discharge

Provider Users can search for existing clients by typing in the full Social Security Number in the "Search Clients" field at the top of the Dashboard.

When a Provider User searches for a client, they must identify a client's full Social Security Number. If this data is incorrect or not completed, the system will not return any results. Social Security Numbers need to be entered with no dashes- numbers only (i.e.: 123456789 instead of 123-45-6789)

The screenshot shows the '703 Med Needs' Provider Dashboard. At the top left is a 'Home' link with a house icon. Below it, the breadcrumb '703 Med Needs > Provider Dashboard' is visible. On the right, there is a 'Print this page' icon. The main content area has a 'New Client' button on the left. In the center, under the heading 'Instructions', it says: 'To search for existing clients, enter their SSN (numbers only, no dashes) in the search box to the right. If the search returns zero results, select the "New Client" button to the left.' To the right of the instructions is a 'Search Clients' section with a text input field labeled 'SSN' and a search icon. This entire 'Search Clients' section is highlighted with a red rectangular box.

TIP: Search for the client by the SSN before you create a new client record. If the client has been in the system previously through either your facility or another one, the client record will populate. If the client's SSN is already in the Quick Base system, you can add an application from the client's page. See the Updating Client or Transferring to New Facility section for more details. If you cannot find the client through the SSN search, continue with the "New Client" option.

Adding New Client Record

Provider Users can add new clients by selecting the “New Client” field at the top of the Dashboard.



The screenshot shows the '703 Med Needs Provider Dashboard'. At the top left is a 'Home' link with a house icon. The dashboard title '703 Med Needs Provider Dashboard' is in the top left, and a 'Print this page' icon is in the top right. The main content area has three sections: a 'New Client' button (a blue rectangle with white text, circled in red), an 'Instructions' section with text about searching for existing clients by SSN, and a 'Search Clients' section with an input field labeled 'SSN' and a search icon. At the bottom, there are two links: 'Open 703s Application Dashboard' and '703s Application Dashboard'.

When a Provider User adds a New Client, they will need to enter some basic information on the client, including the Social Security Number, Medicaid ID (if applicable), Name, Date of Birth, Sex, and Date Deceased (if applicable). The Provider User cannot proceed to the 703 form until this demographic information is collected. Note that any field with a red asterisk (*) is a required field and must be completed before continuing.

TIP: *Duplicate Clients (i.e.: an individual whose SSN is already entered into the DHS Quick Base system) are not able to be added as a “New Client”. If a Provider User attempts to add a duplicate client, the system will not let them save the record. To change/update an existing client in the system, instructions can be found on Page 19 of this Training Guide under the Updating Client or Transferring to New Facility section.*

Adding New Application to Client Record

Once the client's demographic information is in the system, you may select "Add Application" to continue to the 703 data fields. If you would like to save and close the record or save and enter a new client's demographics, you can select either option from the top right dropdown on your screen. If you "Save & Close" or "Save & New," you will have to enter the full SSN in the Search Client field on the Provider Dashboard in order to retrieve the Client Record again.

703 Med Needs - Add Client

Home

Clients > Add Client

Save & close Cancel

Save & close
Save & close
Save & new

Enter only numbers for SSN. (no dashes)

SSN * 012345678

Medical ID

First Name * Marilyn

Middle Initial

Last Name * Monroe

Client Name Marilyn Monroe

DOB * 02-14-1990

Sex * ☒ Female ☐ Male

Date Deceased mm-dd-yyyy

Applications Documents Notes

Add Application

Client Name	Client - SSN Last Four	Facility Name	Facility - County	Date 703 Rec	date fm mmis	703 Processing Status	Approval Level of Care	Denial Criteria	Decision To Deny Based On	Application Completion Duration (LTCU)	Assigned Nurse	MD Reviewer	LTCU Clerk Name	MMIS Clerk Name
No applications found														

Save & close Cancel

https://ardhs.quickbase.com/db/bqncstsi2h?a=nwr&nexturl=%2Fdb%2Fbqncstsi2h%3Fa%3Dshowpage%26pageid%3D101#

You may receive the following pop-up message when selecting "Add Application." In order to continue to the 703 data, select the Save button.

Save Client? X

Before you can add a **Application**, you must save this **Client** first.

Cancel Save

Once you have selected Add Application, the Provider Users will need to add all of the 703 required information (as indicated by the red asterisk *) and any other optional fields as necessary. Depending on the choices entered in a particular field, additional information may be required. Additional information boxes or question will appear on your screen.



Home

Applications > Add Application

Save & close Cancel

Client Name
Marilyn Monroe
SSN Last Four
***-**-5678
DOB
02-14-1950
Sex
Female
703 Processing Status
Unsubmitted

703 Intake Notes Documents

Waiver Program
Application Type *

Name of Nursing Facility *
Search and select

Previously in NF (last 12 months)?
(Only required for new assessments and transfers) *
No

Marital Status
Living Situation

Legal Guardian Name
Legal Guardian Relationship

Has client applied for ARChoices
(formerly ElderChoices or AAPD),
PACE or Assisted Living before?

Hospitalized within last 6 months?
No

Hospice Patient? *
No

Hospice Start Date
mm-dd-yyyy

Hospice Discharge Date
mm-dd-yyyy

Transferring *
Select up to 20 choices

Ambulation *
Select up to 20 choices

If assistance is required, please indicate the frequency
of People Required for Transferring Assistance

If assistance is required, please indicate the frequency
of People Required for Ambulation Assistance

Continence Status

Incontinent Bladder *
☐ Yes
☐ No
☐ Occasionally

Incontinent Bowels *
☐ Yes
☐ No
☐ Occasionally

Bladder/Bowel Training *
☐ Yes
☐ No

Artificial Aids *
☐ Yes
☐ No
☐ Occasionally

Assistance Required *
☐ Yes
☐ No
☐ Occasionally

If Continence assistance is required, please indicate the frequency

Nutritional, Medical, and Physical Status

Height (Feet & Inches) *
Weight *

Appetite *
Eating *

Hearing *
Vision *

Behavior/Attitude
Select up to 20 choices

Mental Status *
Select up to 20 choices

Other Medical Conditions
Select up to 20 choices

Durable Medical Equipment Used
(type N/A if not applicable) *

Therapeutic Diet *
Eating Assistance Times per Week

Speech/Language *
Select up to 20 choices

Skin *
Select up to 20 choices

Orientation Level *
Select up to 20 choices

Medication and Treatment Details
Client Therapies (as applicable)

Medication Assistance *
Select up to 20 choices

Duration of Need for Nursing Home *

Status of Major Impairment *

Licensed DHHS RN/NF RN or LPN/Counselor

Date

Prognosis *

DIAGNOSIS (Please list in the order of significance as related to the need for nursing home care)

Diagnosis A *

Diagnosis B

Dementia/Alzheimer's

Has the DHS787 been uploaded?

Is this person's need for nursing home care the result of an accident caused by a third party? *

Comment

After all other information on the form has been completed, the Provider User can select that they are ready to save their application and move to the next step by selecting the “Unsubmitted” option from the dropdown shown below. This option will allow the application data to be saved and still editing rights by the Provider User; this option **will not** officially submit the application to ARDHS for review and approval. This step is crucial in keeping the application in an editable format to add any signatures required electronically.

Comment

▼ Provider Application Options

Select any of the options below

Search and select

2 choices found. Type to narrow list.

Unsubmitted

Submit Completed Application

+ Create a new provider application option

Next, select the appropriate option from the dropdown menu that you would like to use. “Save & Close” will save the application and close out the screen to the Provider Dashboard. “Save & Next” will save the application and allow you to move to the next application. “Save & Keep Working” will save the application but stay on the current page so that you can continue to the next phase in the current application.

▼ Provider Application Options

Select any of the options below

The screenshot shows a web interface for a provider application. At the top, there is a dropdown menu with the text "Unsubmitted" and a close icon (X) with a downward arrow. Below this, there are three buttons: "Save & keep working" (highlighted in green), "Cancel", and a third button that is partially obscured. A dropdown menu is open from the "Save & keep working" button, showing three options: "Save & close", "Save & next", and "Save & keep working". In the background, there is a form with a "Created" field and an "Owned by" field containing the name "Sarah Schmidt".

If any required fields are left unanswered, you will receive the following pop-up message indicating any required field still needing attention before moving on in the process. Click OK and find the field indicated in the message to correct.

The screenshot shows a pop-up message box with a white background and a light gray border. The message text reads: "On the tab 703 Intake, the field Medication Assistance is required." Below the message, there is a blue button with the text "OK".

Once the form has been saved, the Provider User can now add any needed signatures to the record before submission. The following buttons will appear next to the signature fields: Add Patient Signature, Add Witness Signature, Add MD Signature, and Add Additional Signature. When any of the Add Signature buttons are selected, a Scribble Page will appear where the signature can be recorded and then transferred to the form.

Patient Signature

No file chosen

Witness Signature

No file chosen

MD Signature

No file chosen

Additional Signature

No file chosen

Patient Signature Date

mm-dd-yyyy hh:mm AM/PM 

Witness Signature Date

mm-dd-yyyy hh:mm AM/PM 

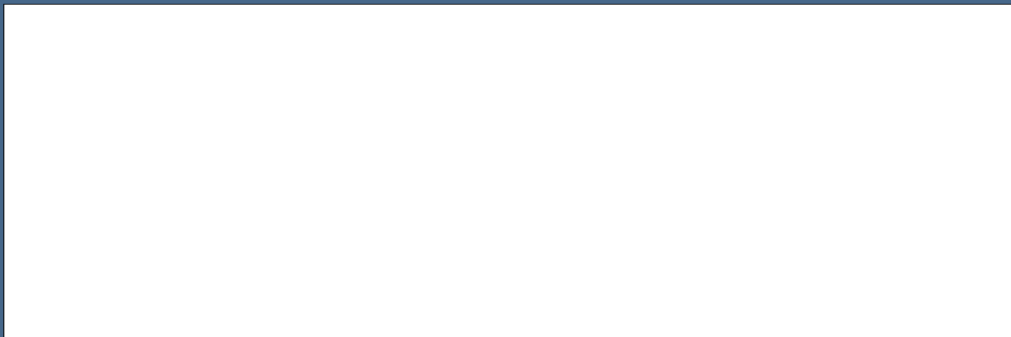
MD Signature Date

mm-dd-yyyy 

Additional Signature Date

mm-dd-yyyy hh:mm AM/PM 

Sign and Submit



Once you submit the signature, it will appear electronically on the screen as a Signature Image.

Patient Signature

[1599588174541_signature.png](#)  

☐ Delete this file

No file chosen

Patient Signature Date

09-08-2020 01:02 PM 

Patient Signature Image

Witness Signature

No file chosen


Witness Signature Date

mm-dd-yyyy hh:mm AM/PM 

MD Signature

No file chosen

MD Signature Date

mm-dd-yyyy 

Additional Signature

No file chosen

Additional Signature Date

mm-dd-yyyy hh:mm AM/PM 

Once the needed signatures have been recorded and the application has been reviewed for accuracy, the Provider User will select the “Submit Application” option to officially submit the 703 to ARDHS for review and approval. Note: Once the application has been submitted to ARDHS for review, it can not be edited by the Provider User anymore, unless ARDHS submits the application back to the facility for additional information.

✓ Provider Application Options

Select any of the options below

Submit Completed Application



Save & keep working



Cancel

Once submitted, you will be able to view the processing status in the “Open 703s Awaiting Decision” window on the Provider Dashboard. The Processing Statuses include:

- Unsubmitted- indicating an application has been started and saved; however, it has not been submitted to ARDHS for review.
- Submitted- indicating that the facility has submitted the 703 successfully but it has not been assigned to an ARDHS Registered Nurse to review.
- Nurse Assigned- indicating that an ARDHS Registered Nurse has been assigned to the 703 and is currently in the review phase.
- Approved- indicating that the ARDHS Registered Nurse has approved the 703 for a Level of Care and is now pending the ARDHS Med Needs Administrative Specialist to key the 704 information into the appropriate systems.
- Denied- indicating that the ARDHS Registered Nurse has denied the application and is now pending the ARDHS Med Needs Administrative Specialist to key the denial information into the appropriate systems.

Open 703s Awaiting Decision							
	Client Name	Client - SSN Last Four	Facility Name	Facility - County	703 Processing Status	Date 703 Rec	Approval Level of Care
🔍	Marilyn Monroe	****-**-5678	Arkansas Nursing and Rehabilitation Center	Miller	Submitted	09-08-2020	
🔍	Bugs Bunny	****-**-1258	Arkansas Nursing and Rehabilitation Center	Miller	Submitted	08-28-2020	
🔍	McDuff Jones	****-**-7026	Arkansas Nursing and Rehabilitation Center	Miller	Submitted	08-10-2020	
🔍	Bruno Mars	****-**-0655	Arkansas Nursing and Rehabilitation Center	Miller	Nurse Assigned	08-10-2020	

Uploading Documents to Client Application (including DMS-787 & 780)

When a DMS-787 or a DMS-780 form is required to be submitted along with the 703 application, the User Provider will complete those forms through the paper format and upload to the Quick Base system.

Before submitting the application to ARDHS for review, select the “Documents” tab to upload any additional information or documents needed. Select the “Add Document” button

Home

Applications > Add Application

Client Name	SSN Last Four	Medicaid ID
Marilyn Monroe	****-**-5678	
DOB	Sex	
02-14-1950	Female	
703 Processing Status		
Unsubmitted		

703 Intake Notes **Documents**

Add Document

Title	Document	Last Modified By	Date Modified
-------	----------	------------------	---------------

No documents found

Save & keep working Cancel

Upload the document from your files and provide a Title for the document that is clear and concise.

Home

Documents > Add Document

Related Client (ref) 456938

Title *

Document No file chosen

Facility - Current User is this Contact

Save & close Cancel

Next, click either “Save & Close” to return to the main page of the client’s record or “Save & New” to add additional documents.

703 Rejected for Incomplete Submission

If a 703 application is returned due to missing information, the Provider User may revise or update the application form based on the information requested by the ARDHS. If an application is rejected for this reason, that application will appear in the section labeled “703s Rejected for Incomplete Status” on the Provider Dashboard.

TIP: *Incomplete applications will remain on the Dashboard for a period of 30 days.*

703s Rejected for Incomplete Submission

	Client Name	Client - SSN Last Four	Date 703 Rec	Facility Name	Facility - County	703 Processing Status	# of Missing Information	# of Missing Information Received	Date Returned for Additional Information
	Marilyn Monroe	****-**-5678	09-08-2020	Arkansas Nursing and Rehabilitation Center	Miller	Returned for Additional Information	1	0	09-08-2020 02:46 PM
TOT							1	0	


To view the record, select the view icon (🔍) in the first column. Note that the 703 Processing Status has been updated to “Returned for Additional Information.” Select the Pending/Missing Information tab to view the missing information being requested. You can then select the view icon again for a more detailed look.

Applications > Application #1155543

Client Name: Marilyn Monroe
SSN Last Four: ****-**-5678
Medicaid ID:
DOB: 02-14-1950
Sex: Female
703 Processing Status: Returned for Additional Information
Date 703 Received: 09-08-2020

703 Intake	Internal Tracking	Pending / Missing Information	704 - Determination	Notes	Documents
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Missing Information List

Full Report More ▼ 1 Missing Information					
	Missing/Incomplete	Missing/Incomplete Info	Other	Missing Information Received	Comments
	703 Form Incomplete	703 Signatures Missing		<input type="checkbox"/>	[SEP-08-20 2:45 PM Sarah Schmidt] MD signature required

Pending

Pending Level II (PASRR Only)	Due	Received
<input type="text"/>	<input type="text"/>	<input type="text"/>
Pending Service Determination (PASRR Only)	Due	Received
<input type="text"/>	<input type="text"/>	<input type="text"/>
Pending Face to Face	Date of Face to Face	
<input type="text"/>	<input type="text"/>	

To make the edits, select the first tab labeled “703 Intake” and select the Edit button at the top right of the page in order to open the application. Once the application has opened for revisions, locate the area in which additional information is being requested to update.

TIP: *If any other information is changed other than what has been requested by ARDHS, this may delay processing as the DHS Nurse will be required to review the entire 703 application again.*

Once the necessary changes and updates have been made, you may resubmit the application to ARDHS by selecting the “Resubmit Application-Missing Information Provided” option in the drop-down menu at the bottom of the page. Select the “Save & Close” button to submit the form and return to the Provider Dashboard.

Once successfully submitted, the client’s record will disappear from the “703s Rejected for Incomplete Submission” section and return, once again, to the “Open 703s Awaiting Decision” as a Submitted status.

Hospice/Convalescent Care 703 Reviews

When a Level of Care has been determined that includes a Hospice or Convalescent Care review date, the facility will receive an Expiration Reminder within seven (7) calendar days of the expiration. This reminder can be seen at the bottom of the Provider Dashboard. This reminder is to prompt you to resubmit any necessary 703 and/or documentation.

Hospice/Convalescent Care 703 Expiration Reminder

	Client Name	Client - SSN Last Four	Facility Name	Facility - County	Date 703 Rec	703 Processing Status	704 Completed Date	Approval Level of Care	Effective Start Date	Convalescent Care Duration	Effective End Date	Assigned Nurse	MD Reviewer	LTCU Clerk Name	MMIS Clerk Name
	Marilyn Monroe	****-**-5678	Arkansas Nursing and Rehabilitation Center	Miller	09-08-2020	704 Completed - Approved	08-30-2020	Convalescence Intermediate II	08-11-2020	30 Days	09-09-2020	Amy McFall, RN		Brittany Wright	Brittany Wright

In order to submit a review 703, you must submit a new application to the client's record. Procedures on how to search for the client record can be found on Page 4 and additional information can be found in the Updating Client or Transferring to New Facility section on page 19.

Viewing and Printing Application and Approval (704-Determination)

You can view and print an approved or denied application with two different methods. First, you can use the Search Clients engine by entering the client's SSN and selecting the search icon (🔍). The second option is to locate the client in the "704 New Eligibility Decision" area on the Provider Dashboard. You can filter this report by clicking on the "Filter this report" icon (🔍) and entering the clients name.

The screenshot shows the "703 Med Needs - Provider Dashboard" in a web browser. The dashboard has a header with "Testing as Provider User role" and "End Test" buttons. Below the header, there is a search bar and a "Print this page" button. The main content area is divided into three sections: "Open 703s Awaiting Decision", "704 New Eligibility Decision", and "703s Rejected for Incomplete Submission".

Open 703s Awaiting Decision

Client Name	Client - SSN Last Four	Facility Name	Facility - County	703 Processing Status	Date 703 Rec	Approval Level of Care
Bugs Bunny	****-**-1258	Arkansas Nursing and Rehabilitation Center	Miller	Submitted	08-28-2020	
McDuff Jones	****-**-7026	Arkansas Nursing and Rehabilitation Center	Miller	Submitted	08-10-2020	
Bruno Mars	****-**-0655	Arkansas Nursing and Rehabilitation Center	Miller	Nurse Assigned	08-10-2020	

704 New Eligibility Decision

Filter this report

Client Name	Client - SSN Last Four	Facility Name	Facility - County	Date 703 Rec	704 Processing Status	Completed Date
		Arkansas Nursing and Rehabilitation Center	Miller	05-25-2020	704 Completed - Approved	05-27-2020
		Arkansas Nursing and Rehabilitation Center	Miller	05-21-2020	704 Completed - Approved	05-29-2020
		Arkansas Nursing and Rehabilitation Center	Miller	05-19-2020	704 Completed - Approved	06-03-2020
		Arkansas Nursing and Rehabilitation Center	Miller	05-10-2020	704 Completed - Approved	06-02-2020
		Arkansas Nursing and Rehabilitation Center	Miller	05-07-2020	704 Completed - Approved	05-12-2020

703s Rejected for Incomplete Submission

Client Name	Client - SSN Last Four	Date 703 Rec	Facility Name	Facility - County	703 Processing Status	# of Missing Information	# of Missing Information	Date Returned for Additional Information
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In order to view the 704-Determination, select the tab labeled as such. In order to print this determination, click the dropdown arrow next to "More" on the top right of the screen.

703 Med Needs - Application #1155543

ardhs.quickbase.com/db/bqnfkp7y4?a=dr&r=bdiqz&rl=emi

Home

Applications > Application #1155543

Client Name	SSN Last Four	Medicaid ID
Marilyn Monroe	****-**-5678	
DOB	Sex	
02-14-1950	Female	
703 Processing Status	Date 703 Received	
704 Completed - Approved	09-08-2020	

703 Intake Internal Tracking Pending / Missing Information **704 - Determination** Notes Documents

Approval Level of Care	Effective Start Date	Convalescent Care Duration	Effective End Date	Special Services Recommended
Convalescence Intermediate II	09-01-2020	30 Days	09-30-2020	No
Assigned Nurse	Date Determination Made			
Amy McFall, RN	09-08-2020			
MD Review Date				
LTCU Clerk's Name	Date Returned From LTCU	Application Completion Duration (LTCU)		
Brittany Wright	09-08-2020	0		
MMIS Clerk's Name	Date Keyed in MMIS	Application Completion Duration (MMIS)		
Brittany Wright	09-08-2020	0		

[Appeal / Hearing Information](#)

https://ardhs.quickbase.com/db/bqnfkp7y4?a=dr&r=bdiqz&rl=emi#js

A new window will pop up displaying the full 703 Intake application, Missing Information, 704 Determination, and any Notes or other Documents that have been included for this client. You can opt to print based on your current printer connections, or you may choose to save the file as a .pdf to your computer.

703 Med Needs - - Google Chrome

ardhs.quickbase.com/db/bqnfkp7y4?a=print&rid=1155543&dfid=10&rl=emi

Application #1155543

Client Name: Marilyn Monroe, SSN Last Four: ****-**-5678, Medicaid ID: [REDACTED]

DOB: 02-14-1950, Sex: Female, 703 Processing Status: 704 Completed - Approved, Date 703 Received: 09-08-2020

703 Intake

Water Program: [REDACTED]

Application Type: [REDACTED]

Facility: STATEWIDE, Date of Admission: 09-01-2020

Pages: 5 sheets of paper

Destination: Dell 2350d Laser Print, Dell 2350d Laser Printer, Save as PDF, See more...

Copies: 1

More settings


Print Cancel

New Facility View
w/o Applications visible

704 Reconsideration

This process details the steps by which the Provider User appeals a Denied Status.

A Provider User will be alerted when the application is completed, and if the application has been denied by the ARDHS Registered Nurse. The Provider User will then have the ability to appeal the decision by opening the Client Record and selecting Status Reconsideration Requested.

Full Report More ▾ 1 Application																
	Record ID#	Client Name	Client - SSN Last Four	Facility Name	Facility - County	Date 703 Rec	date fm mmmis	703 Processing Status	Approval Level of Care	Denial Criteria	Decision To Deny Based On	Application Completion Duration (UTC)	Assigned Nurse	MD Reviewer	UTC Clerk Name	MMS Clerk Name
	1155543	Marilyn Monroe	****-**-5678	Arkansas Nursing and Rehabilitation Center	Miller	09-08-2020	08-30-2020	704 Completed		Nursing Home - not appropriate setting	703 : 787	-9	Amy McFall, RN		Brittany Wright	Brittany Wright

Start by selecting the View icon (🔍) to open the application. Click the Edit button at the top right of the page to open the application for editing.

The screenshot shows the ARDHS Human Services portal. The user is logged in as Sarah Schmidt. The application is for Marilyn Monroe, SSN ****-**-5678, at the Arkansas Nursing and Rehabilitation Center. The application is in the '704 - Determination' tab. The 'Edit' button is highlighted in a red box.

Applications > Application #1155543

Client Name: Marilyn Monroe, SSN Last Four: ****-**-5678, Medicaid ID: [redacted]
DOB: 02-14-1950, Sex: Female
703 Processing Status: 704 Completed - Denied, Date 703 Received: 09-08-2020

703 Intake | Internal Tracking | Pending / Missing Information | **704 - Determination** | Notes | Documents

Waiver Program | Application Type: Assessment

Name of Nursing Facility: Arkansas Nursing and Rehabilitation Center, Facility - County: Miller, Facility - STATEVEND: 0008, Date of Admission: 09-01-2020

Entered Nursing Facility From: Home

Previously in NF (last 12 months)? (Only required for new assessments and transfers): No

Marital Status: Single, Living Situation: Lives Alone

Legal Guardian Name: [redacted], Legal Guardian Relationship: [redacted]

Has client applied for ARChoices (formerly ElderChoices or AAPD), PACE or Assisted Living before?: No

Hospitalized within last 6 months?: No

Hospice Patient?: No, Hospice Start Date: [redacted], Hospice Discharge Date: [redacted]

Transferring: [redacted], If assistance is required, please indicate the frequency: 3-4 Times Per Week, # of People Required for Transferring Assistance: 1 Person


Ambulation: [redacted], If assistance is required, please indicate the frequency: 1-2 Times Per Week, # of People Required for Ambulation Assistance: 1 Person

Scroll to the bottom of the application and select “Reconsideration Requested” from the drop-down option of the Provider Application Options field. Select the Save option which best fits your need.

Patient Signature

☐ Delete this file
 No file chosen

Patient Signature Date

Patient Signature Image


Witness Signature
 No file chosen


Witness Signature Date

Add Witness Signature

MD Signature

☐ Delete this file
 No file chosen

MD Signature Date

MD Signature Image


Additional Signature
 No file chosen

Additional Signature Date

Add Additional Signature

Provider Application Options
 Select any of the options below

 1 choice found. Type to narrow list.
 Reconsideration Requested

Created on Sept. 8 at 12:57 PM (CDT). Last updated by [Gilbert Spigelman](#) today at 2:08 PM (CDT). Owned by [Sarah Schmidt](#).

Provider Application Options
 Select any of the options below

Created on Sept. 8 at 12:57 PM (CDT). Last updated by [Gilbert Spigelman](#) today at 2:08 PM (CDT).


<https://ardhs.quickbase.com/db/bqnfkp7y4?a=er&rid=1155543&rl=ta5#>

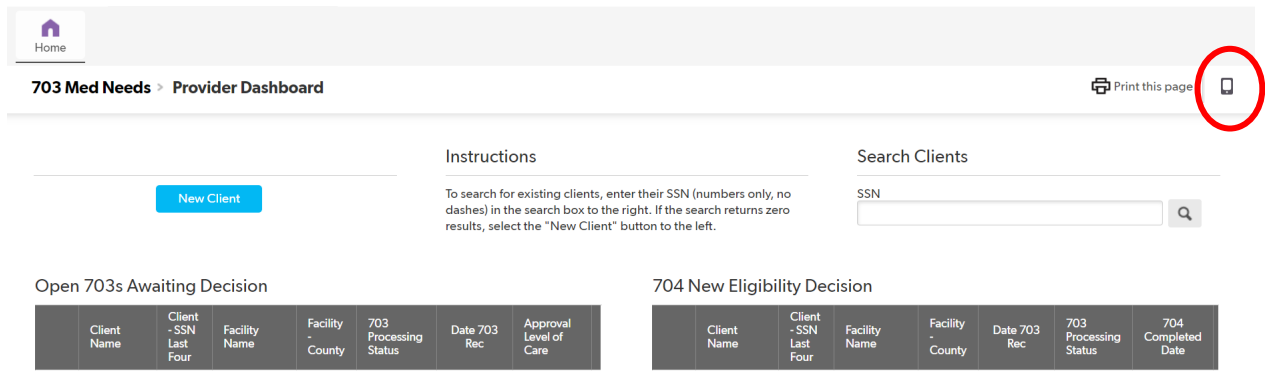
Upon successfully saving the Reconsideration Request, the request will be submitted back to ARDHS to review and appear once again on the Provider User's "Open 703s Awaiting Decision" report.

Open 703s Awaiting Decision

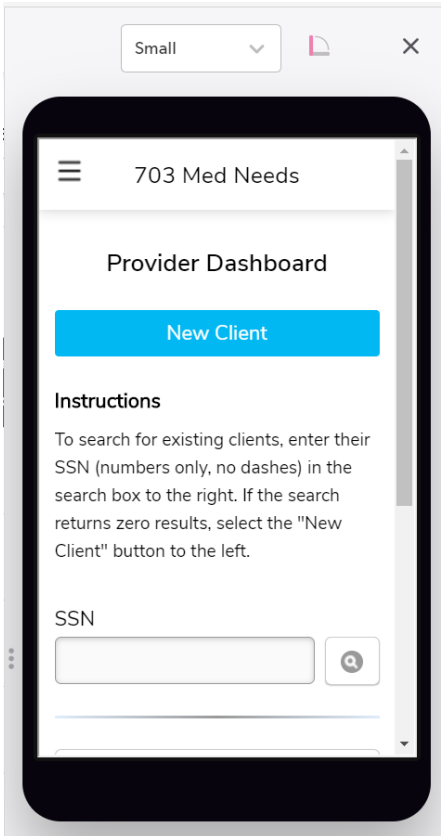
	Client Name	Client - SSN Last 4	Facility Name	Facility - County	703 Processing Status	Date 703 Rec	Approval Level of Care	Denial Criteria	Decision To Deny Based On	Ap Co
	Marilyn Monroe	****-**-5678	Arkansas Nursing and Rehabilitation Center	Miller	Reconsideration Requested	09-08-2020		Nursing Home - not appropriate setting	703 787	
	Bugs Bunny	****-**-1258	Arkansas Nursing and Rehabilitation Center	Miller	Submitted	08-28-2020				

Additional Features

- ❖ This application can also be accessed and utilized through mobile devices, including iPads, SurfacePro, and other tablet designs. For optimal viewing through a mobile device, select the Mobile Web icon () at the top right of the screen.



The screenshot shows the '703 Med Needs > Provider Dashboard' interface. At the top left is a 'Home' link. The breadcrumb '703 Med Needs > Provider Dashboard' is on the left, and a 'Print this page' link is on the right. A red circle highlights a mobile device icon in the top right corner. Below the header, there is a 'New Client' button on the left. In the center, under 'Instructions', it says: 'To search for existing clients, enter their SSN (numbers only, no dashes) in the search box to the right. If the search returns zero results, select the "New Client" button to the left.' On the right, under 'Search Clients', there is an input field labeled 'SSN' and a search icon. Below these are two tables: 'Open 703s Awaiting Decision' and '704 New Eligibility Decision'. Both tables have columns for Client Name, Client - SSN Last Four, Facility Name, Facility - County, Date 703 Rec, 703 Processing Status, and Approval Level of Care. The 704 table also includes a 704 Completed Date column.



The mobile view shows the '703 Med Needs' title and 'Provider Dashboard' header. It features a blue 'New Client' button. The 'Instructions' section is visible, followed by the 'Search Clients' section with an 'SSN' input field and a search icon. The mobile interface is shown within a window with a 'Small' dropdown menu and a close button.

- ❖ You can expand the any of the report fields on the Provider Dashboard to a full screen by hovering over the top right corner of the report field and clicking the “Display in Full Window” icon.

703 Med Needs - Provider Dash: x +

ardhs.quickbase.com/db/bqncctydw

ARKANSAS DEPARTMENT OF HUMAN SERVICES

Testing as Provider User role End Test

We Care. We Act. We Change Lives. Hi, Sarah Schmidt

My Apps 703 Med Needs

Home

703 Med Needs > Provider Dashboard

Print this page

Instructions

To search for existing clients, enter their SSN (numbers only, no dashes) in the search box to the right. If the search returns zero results, select the "New Client" button to the left.

Search Clients

SSN

New Client

Open 703s Awaiting Decision

Client Name	Client - SSN Last Four	Facility Name	Facility - County	703 Processing Status	Date 703 Rec
Marilyn Monroe	****-**-5678	Arkansas Nursing and Rehabilitation Center	Miller	Denied	09-08-2020
Bugs Bunny	****-**-1258	Arkansas Nursing and Rehabilitation Center	Miller	Submitted	08-28-2020
McDuff Jones	****-**-7026	Arkansas Nursing and Rehabilitation Center	Miller	Submitted	08-10-2020

704 New Eligibility Decision

Client Name	Client - SSN Last Four	Facility Name	Facility - County	Date 703 Rec	703 Processing Status	704 Completed Date
		Arkansas Nursing and Rehabilitation Center	Miller	05-25-2020	704 Completed - Approved	05-27-2020
		Arkansas Nursing and Rehabilitation Center	Miller	05-21-2020	704 Completed - Approved	05-29-2020
		Arkansas Nursing and Rehabilitation Center	Miller	05-19-2020	704 Completed - Approved	06-03-2020

❖ By selecting More Options and Full Report, you can view your applications with filtering options.

703 Med Needs - Provider Dash: x +

ardhs.quickbase.com/db/bqncctydw

ARKANSAS DEPARTMENT OF HUMAN SERVICES

Testing as Provider User role End Test

We Care. We Act. We Change Lives. Hi, Sarah Schmidt

My Apps 703 Med Needs

Home

703 Med Needs > Provider Dashboard

Print this page

Instructions

To search for existing clients, enter their SSN (numbers only, no dashes) in the search box to the right. If the search returns zero results, select the "New Client" button to the left.

Search Clients

SSN

New Client

Open 703s Awaiting Decision

Client Name	Client - SSN Last Four	Facility Name	Facility - County	703 Processing Status	Date 703 Rec
Marilyn Monroe	****-**-5678	Arkansas Nursing and Rehabilitation Center	Miller	Denied	09-08-2020
Bugs Bunny	****-**-1258	Arkansas Nursing and Rehabilitation Center	Miller	Submitted	08-28-2020
McDuff Jones	****-**-7026	Arkansas Nursing and Rehabilitation Center	Miller	Submitted	08-10-2020

704 New Eligibility Decision

Client Name	Client - SSN Last Four	Facility Name	Facility - County	Date 703 Rec	703 Processing Status	704 Completed Date
		Arkansas Nursing and Rehabilitation Center	Miller	05-25-2020	704 Completed - Approved	05-27-2020
		Arkansas Nursing and Rehabilitation Center	Miller	05-21-2020	704 Completed - Approved	05-29-2020
		Arkansas Nursing and Rehabilitation Center	Miller	05-19-2020	704 Completed - Approved	06-03-2020

Applications > Open 703s Awaiting Decision

New style (beta) Favorite More Customize this Report

FILTERS

703 Processing Status

Approved

Denied

Nurse Assigned

Submitted

(blank)

Related Assigned Nurse

Amy McFall, RN

Sandrae Nicholson, RN

Stephen Chatelain, MD

(blank)

Search these applications

15 Applications

Client Name	Client - SSN Last Four	Facility Name	Facility - County	703 Processing Status	Date 703 Rec	Approval Level of Care	Denial Criteria	Decision To Deny Based On	Application Completion Duration (LICU)	Assigned Nurse	MD Reviewer	LICU Clerk Name	MMIS Clerk Name
Marilyn Monroe	****-**-5678	Arkansas Nursing and Rehabilitation Center	Miller	Denied	09-08-2020		Nursing Home - not appropriate setting	703	-9	Amy McFall, RN		Brittany Wright	Brittany Wright
Bugs Bunny	****-**-1258	Arkansas Nursing and Rehabilitation Center	Miller	Submitted	08-28-2020				11				
McDuff Jones	****-**-7026	Arkansas Nursing and Rehabilitation Center	Miller	Submitted	08-10-2020				-164	Amy McFall, RN		Helen Lewis-Holmes	
Bruno Mars	****-**-0655	Arkansas Nursing and Rehabilitation Center	Miller	Nurse Assigned	08-10-2020				29				