



# 2022 LTAC ANNUAL COMPLIANCE AUDIT

## Overview of Requirements

# Presentation Overview

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*LTAC Hospital Quality Improvement  
Transfer Program Act*

*Roles and Responsibilities*

*Annual Compliance Monitoring  
Requirements*

*Uploading Documents to eQSuite®*

*Resource Information  
Question and Answer Session*

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In sickness and in health

**Kindred**  
Healthcare

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# LTAC Hospital Quality Improvement Transfer Program Act

Developed in response to Public Act 096-1130, the Long-Term Acute Care Quality Transfer Program became effective 10/01/2010 with the following goals:

- ▶ **Increase utilization of the specialized LTAC services available**
  - **Assure access for LTAC care for fee-for-service Medicaid patients**
  
- ▶ **Enhance continuity and coordination of care**
  - **Shifting care of the medically complex, particularly mechanically ventilated patients from short term acute care hospitals to long term acute care**
  
- ▶ **Improve patients' health outcomes**

# Role & Responsibilities

The Illinois Department of Healthcare and Family Services (HFS) has designated eQHealth Solutions now Kepro, as the Quality Improvement Organization (QIO) in Illinois, to ensure compliance with the LTAC Program's key specifications and requirements. Requirements include:

- ▶ **Mandatory Concurrent Utilization Review**

- All diagnoses are subject to review with eQHealth/Kepro
- eQHealth performs admission and continued stay reviews
- Since January 2020, eQHealth/Kepro performs reviews for MANG Pended patients requiring LTAC services

- ▶ **Patient Assessment Tool (CARE Tool)**

- ***2014 Amendment to LTAC Act***

Patient Assessment Tool shall be identical to the most current version required by Centers for Medicare and Medicaid (CMS) and submitted within 13 calendar days of discharge for each hospital episode.

- ▶ **Annual LTAC Compliance Audit**

- The time period for reporting requirements in the Annual LTAC Compliance Audit is in accordance with the State of Illinois' fiscal year beginning July 1 to June 30.

**Public Act 096-1130 includes the provision of an Annual Compliance Audit of Long-Term Acute Care (LTAC) facilities.**

**The Annual Compliance Audit provides HFS with useful information in determining whether the LTAC facility is meeting requirements outlined in Public Act 096-1130.**

eQHealth/Kepro's monitoring of LTAC compliance requires the upload and review of specific data or documentation related to but not limited to the following items:

▶ **Facility Indicators**

- Operating as an LTAC facility with a current and valid State license
- Employing appropriate clinical personnel to provide optimal patient coverage
- Review of Policies and Procedures in key operations related to patient care

▶ **Quality Indicators**

- LTACs shall submit quality and outcome measurement data necessary to meet requirements of Illinois LTAC Compliance
- Employ a patient satisfaction/experience survey and provide results for the requested time period

# Annual Compliance-Required Documents

For the FY2022 Compliance Review, please upload these specific documents through the LTAC portal on eQSuite® for the time period beginning July 1, 2021, to June 30, 2022, by **Monday, July 18, 2022**.

- ❑ **Copy of Current Hospital License**
- ❑ **Copy of Current Pre-Admission Tool**
- ❑ **Case Management Schedule to convey staff to patient ratio**
- ❑ **Respiratory Therapist Schedule to demonstrate 24/7 coverage**
- ❑ **Physician Schedule to demonstrate 24/7 coverage**
- ❑ **Daily Hospital Census for Medicaid Fee-for-Service, Medicaid Managed Care and all other payors.**
- ❑ **Clinically Approved Patients for Admission**
- ❑ **Clinically Approved Patients for Transfer**
- ❑ **LTAC Quarterly Quality Dashboard Tool**

# Annual Compliance-Required Documents

- ❑ **Nurses' Training/Education Schedule**
- ❑ **Most Current Facility Safety Summary Plan (Disaster Plan)**
- ❑ **Most Recent Copy of Patient Satisfaction/Experience Tool**
- ❑ **Patient Satisfaction/Experience Results from July 1, 2021 – June 30, 2022**
- ❑ **Current Organizational Chart**
- ❑ **Current Quality Committee Structure**

## **Current Policies & Procedures related to the following:**

- Weaning Protocols
- Wound Care Control
- Infection Control
- Pharmacy Protocols and Medication Dispensing Procedures
- Discharge Planning/Care Management and Transition Policies
- Patient Safety Policies
- Disaster/Emergency Plan
- Staff Education

# Annual Compliance Monitoring Meeting

- The Monitoring Meeting provides eQHealth/Kepro the opportunity to learn more about your facility and its operation.
- It has not been decided if the monitoring visit will be an onsite or virtual meeting for 2022.
- Prior to the meeting eQHealth/Kepro's Program Manager for Illinois will send an agenda, recommendation for key personnel to participate in the meeting and required reports to be completed the day of the meeting.
  - **Key LTAC Personnel:**
    - Chief Executive Officer or Chief Operating Officer
    - Vice President or Director of Quality
    - Chief Clinical Officer or Director of Nursing
    - Director of Patient Services



# Annual Monitoring Meeting continued:

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▶ Department Leaders from:

- Respiratory
- Rehabilitation Services
- Wound Care
- Pharmacy
- Patient Safety
- Training Education
- Infection Control
- Nutrition

- The monitoring meeting will include a review of current patient and family education materials.
- At the conclusion of the meeting, eQHealth/Kepro will provide a summary of its preliminary findings.
- There will also be a question/answer session, providing each LTAC facility the opportunity to express their feedback about any items of interest as well as the monitoring meeting.

# Uploading Documents to eQSuite®

- Access to eQSuite®
- eQSuite is accessed through eQHealth's Illinois website: <http://il.eqhs.com>
- From the homepage, scroll down to the bottom right side of screen.
- Click on the first eQSuite link located under **eQHealth Web Systems** (as shown).



# User Log in Screen

Enter the assigned eQHealth username and password and click login.

Username

Password

Login

[forgot password?](#)

**Message Board:**  
Keep Providers Alert

## Forgot Password?

- ▶ Click on *forgot password*- you will be instructed to enter your username to receive a temporary password.
- ▶ Copy temporary password to use as your "old" password; follow directions to reset.

**Message Board:** Check the logon screen for important messages regarding the Web.

# Loading Annual Compliance Documents

Please name your files using the facility name and file type

- Click **Utilities**
- Drop down to select **LTAC Laser Upload**
- Click **Annual Compliance** tab

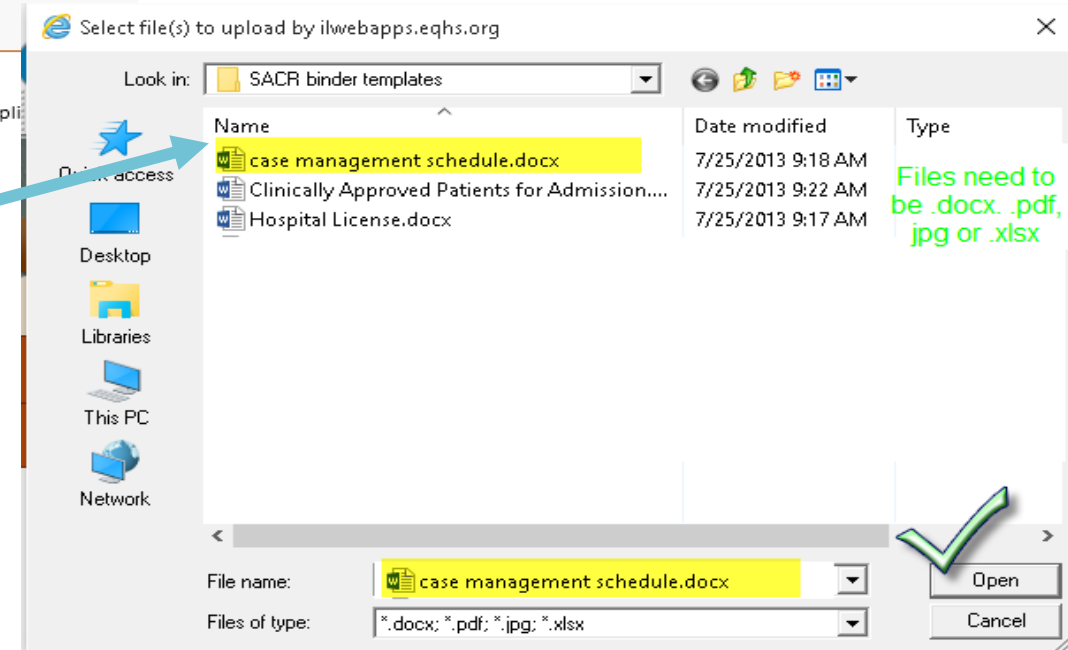
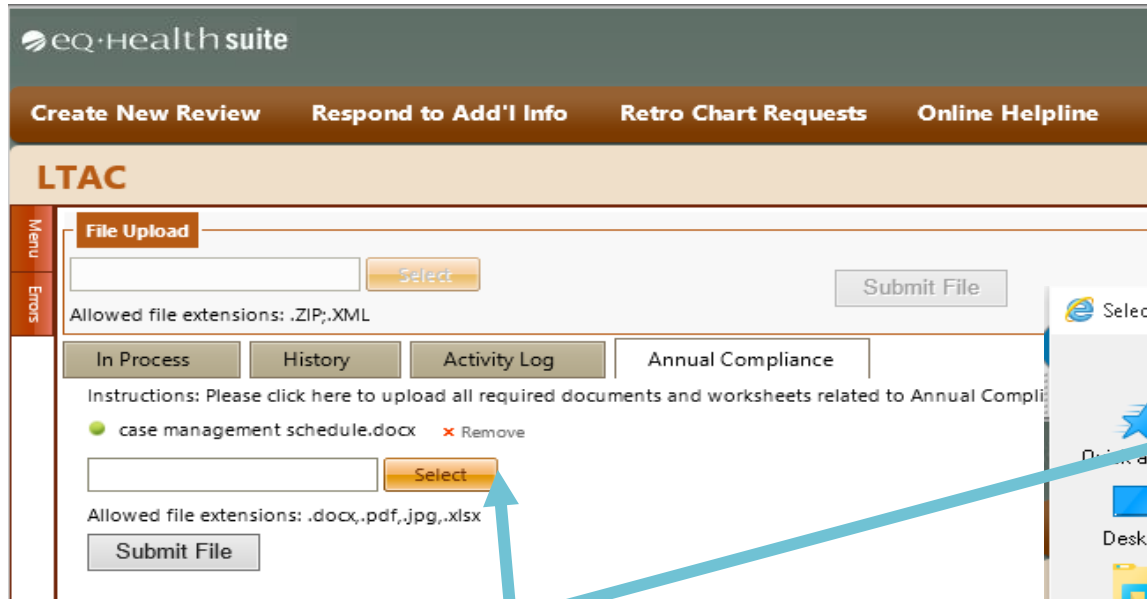
The screenshot displays the EQ Health Suite interface. At the top left is the logo "eq·health suite". A navigation bar contains "Create New Review", "Respond to Add'l Info", "Retro Chart Requests", "Online Helpline", "Utilities", "Reports", and "Search". The "Utilities" menu is open, showing options: "Enter Discharge Dates", "Detox Lookup", "Change Admit Dates", and "LTAC Laser Upload". The "LTAC" section is active, showing a "File Upload" area with a text input field, a "Select" button, and a "Submit File" button. Below this, it states "Allowed file extensions: .ZIP;.XML". A tabbed interface at the bottom shows "In Process", "History", "Activity Log", and "Annual Compliance" (highlighted in yellow). Below the tabs is a table header with columns: "Provider ID", "Provider Name", "RIN", "First Name", "Last Name", "Admission Date", "Discharge Date", and "Laser Uploaded?".

1

2

3

# Loading Annual Compliance Documents



1. Click **Select**
2. Select/Highlight file
3. Click **Open**

Recommended: Instead of case management schedule; name file *LT Chicago Case Mgt Sched*

# Submission Completed

The screenshot shows the LTAC File Upload interface. At the top, there is a navigation bar with links: Create New Review, Respond to Add'l Info, Retro Chart Requests, Online Helpline, Utilities, and Reports. Below this is the LTAC logo. The main content area is titled 'File Upload' and contains a file selection input field with a 'Select' button and a 'Submit File' button. Below the input field, it states 'Allowed file extensions: .ZIP;.XML'. There are four tabs: 'In Process', 'History', 'Activity Log', and 'Annual Compliance'. A message reads: 'Instructions: Please click here to upload all required documents and worksheets related to Annual Compliance Review.' Below this, a file named 'LT Chicago Case Mgt Sched' is listed with a green checkmark and a 'Remove' button. A second file selection input field with a 'Select' button is shown below, with allowed extensions: '.docx,.pdf,.jpg,.xlsx'. A 'Submit File' button is highlighted with a green checkmark. At the bottom, a green message states: 'You have successfully uploaded: LT Chicago Case Mgt Sched'.

**After you “Select” files from your computer, file name will show on screen. If incorrect file, click x Remove**

- Please upload IMAGE files or clean data files. Use eQHealth/Kepro forms where applicable.
- Do not upload spreadsheets that contain active formulas.

**Click Submit File button and wait for message that you have successfully uploaded.**

# Resources

- [LTAC Annual Compliance Requirements:](#)
  - Cynthia A. Yannias, M.A
  - Program Manager
  - [cyannias@kepro.com](mailto:cyannias@kepro.com)
- [Uploading Documents to eQSuite®:](#)
  - Rose Serno
  - Provider Education and Relations Coordinator
  - [rserno@kepro.com](mailto:rserno@kepro.com)



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**QUESTIONS?**

**ANSWERS!**