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**DATE:** December 5, 2023

**TO:** All Prescription Drug Plans, Medicare Advantage-Prescription Drug Plans, Section 1876 Cost Plans, Medicare-Medicaid Plans, and PACE Plans

**FROM:** Vanessa S. Duran  
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**SUBJECT:** Long-Term Institutionalized Resident Report

The quarterly Long-Term Institutionalized (LTI) Resident Report will be distributed to Part D sponsors at the contract-level on December 5, 2023. Your organization will only receive a report if you have enrollees identified as LTI residents. This report will be distributed to each Part D sponsor through the secure CMS Enterprise File Transfer (EFT) process. The report can be retrieved using your existing Gentran or Connect:Direct service. If your organization utilizes the services of a third party vendor for Gentran or Connect:Direct access, please notify them that you may be receiving this report. **This report will discontinued after December 2023.**

The LTI Resident Report lists Part D beneficiaries who were:

1. Enrolled in your organization, based on Common Medicare Environment (CME) data, and not deceased, as of December 4, 2023.
2. Identified as an LTI resident if they were resident in a nursing home or skilled nursing facility for at least 90 consecutive days based on Minimum Data Set (MDS) assessment data from June 1, 2023, to October, 31, 2023. The assessment data may span prior and current contract(s) of enrollment during this period.

The report also includes a Prospective Payment System (PPS) Indicator that identifies the long-term nursing home residents whose last reported resident MDS assessment between June 1, 2023 and October 31, 2023 was a Medicare PPS assessment. The presence of the PPS indicator denotes that at least a portion of the admission either before or between these dates was part of a Medicare Part A stay.

The layout specifications of the file are shown in Appendix A. Appendix B contains a description of best practices related to sponsor's use of this LTI Resident Report.

If you have any questions concerning this memorandum, please send an e-mail to [PartCandDStarRatings@cms.hhs.gov](mailto:PartCandDStarRatings@cms.hhs.gov). Include "LTI Resident Report" in the subject line.

For any technical inquiries related to Gentran or Connect:Direct, please contact the MMA Help Desk at 1-800-927-8069 or [mapdhelp@cms.hhs.gov](mailto:mapdhelp@cms.hhs.gov).

## **APPENDIX A: Long Term Institutionalized Resident Report Data Layout Specifications**

The LTI Resident Report uses the following naming conventions:

Gentran Mailbox Users: P.Rcccc.LTCRPT.Dyymmdd.Thhmsst.pn

Connect:Direct Users: site- HLQ.Rcccc.LTCRPT.Dyymmdd.Thhmsst

Code Key: ccccc - Contract Number (e.g., S0000)

pn - Sequentially Assigned Number

site- HLQ - A high-level qualifier currently used by the contract number to receive files.

**TABLE 1. RECORD LAYOUT FOR LONG-TERM INSTITUTIONALIZED RESIDENT REPORT FILE.**

<b>Field Name</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Field Description</b>
Part D Contract Number	CHAR	5	Contract Number associated with the resident during the month of the last nursing home assessment date (Source: CME)
Part D Plan Number	CHAR	3	Part D Plan Number associated with the resident during the month of the last nursing home assessment date.
Part D Plan Name	CHAR	50	Part D Plan Name associated with the resident during the month of the last nursing home assessment date. (Source: MARx)
Last Name	CHAR	24	Beneficiary Last Name (Source: EDB)
First Name	CHAR	15	Beneficiary First Name (Source: EDB)
Medicare Beneficiary Identifier (MBI)	CHAR	12	Medicare Beneficiary Identifier Number associated with the resident. (Source: Fu Associates matching algorithm)
Date of Birth	DATE	8	Beneficiary Date of Birth (Source: EDB) Format CCYYMMDD
Gender	CHAR	1	Beneficiary Gender (Source: EDB) 1 = Male; 2 =Female; 0 = Unknown
Nursing Home Length of Stay	CHAR	6	Nursing Home Length of Stay in Days (0-999999) at the time of the last Nursing Home assessment. (Source: Derived)
Nursing Home Admission Date	DATE	8	Admission date associated with the last assessment for the resident. (Source: MDS Unload) Format CCYYMMDD
Last Nursing Home Assessment Date	DATE	8	Target date of last assessment for the resident. (Source: MDS Unload). Format CCYYMMDD

<b>Field Name</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Field Description</b>
PPS Indicator	CHAR	1	The PPS Indicator identifies those long-term nursing home residents whose last reported resident assessment was a Medicare-PPS type assessment. (Data source: MDS system, field A0310B). This field was formerly known as the Part A Indicator.
Nursing Home Name	CHAR	50	Name of Nursing Home associated with last assessment for the resident. (Source: MDS Facility File Unload)
Medicare Provider ID	CHAR	12	Medicare Provider ID of Nursing Home associated with last assessment for the resident. (Source: MDS Facility File Unload)
Provider Telephone Number	CHAR	13	Telephone Number of Nursing Home associated with last assessment for the resident. (Source: MDS Facility File Unload)
Provider Address	CHAR	50	Address of Nursing Home associated with last assessment for the resident. (Source: MDS Facility File Unload)
Provider City	CHAR	20	City of Nursing Home associated with last assessment for the resident. (Source: MDS Facility File Unload)
Provider State Code	CHAR	2	State Code of Nursing Home associated with last assessment for the resident. (Source: MDS Facility File Unload)
Provider Zip Code	CHAR	11	Zip Code of Nursing Home associated with last assessment for the resident (Source: MDS Facility File Unload)

## **APPENDIX B: Best Practices Related to Use of the LTI Resident Report**

### **Identification of Institutionalized Enrollees and Follow-up Facility Contact**

The LTI Resident Report can assist sponsors in identifying the facilities in which their institutionalized enrollees reside to ensure that network pharmacies are available to serve these beneficiaries. For newly enrolling beneficiaries, long-term care (LTC) facility information, if provided on the enrollment application, can enable sponsors to contact facilities to determine the availability of network pharmacies to serve new enrollees. For enrollees who are institutionalized during the coverage year, sponsors should have procedures in place to receive notification of institutionalization and identification of the facility to determine the availability of a network pharmacy.

In all these situations, if a network pharmacy is not available to serve the sponsor's institutionalized enrollees, the Part D sponsor should contract with the facility's contracted LTC pharmacy. If that pharmacy will not sign a contract, the Part D sponsor should contract with another LTC pharmacy that can serve the facility. In some cases, a retroactive contract may be necessary.

### **Part D versus Part A payment for LTC drugs**

The report may also be used by sponsors for retrospective reviews of paid claims to identify claims that should have been billed under Part A, thus permitting sponsors to recover inappropriate Part D payments and work with LTC providers to ensure future compliance.

### **Part D Medication Therapy Management (MTM) Programs**

This report can help sponsors identify which beneficiaries who are eligible for their MTM program are in LTC settings to better coordinate care, offer MTM services, and improve reporting of LTC status per the Part D reporting requirements.