

Barnestorm Training: Hospice Item Set

Medicare-certified hospices are required to complete and submit a Hospice Item Set (HIS) Admission record and a HIS Discharge record for each patient admission on or after July 1, 2014. We've added the Hospice Item Set (HIS) to Barnestorm, according to the specifications in OMB 0938-1153. Here are a few things to keep in mind about the Hospice Item Set:

- Applies to all hospice patients beginning July 1, 2014,
- Hospice patient HIC numbers may NOT have dashes (Referrals > Payer),
- Needs to be completed on admission and on discharge for each patient,
- Does not have to be completed by the visiting clinician,
- Does not have to be completed at the time/site of the patient visit, and
- Export will be created electronically in Barnestorm and then uploaded to ASAP.

More Information on HIS

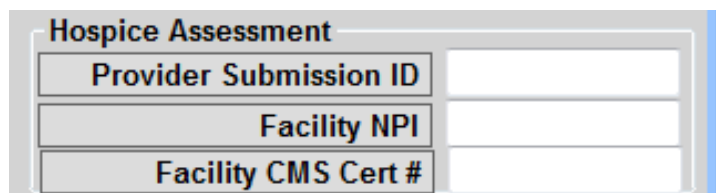
The HIS page on CMS provides more information:

<http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/Hospice-Quality-Reporting/Hospice-Item-Set-HIS.html>

One-Time Setup of HIS Submission Information in Barnestorm

To set up the QIES HIS submission information you received from CMS, your biller or administrator should set up the system as follows:

- Go to **Codes > Program Related Codes > Programs Part 1**.
- Look up the hospice program. On the right middle of the screen, there is a Hospice Assessment area:



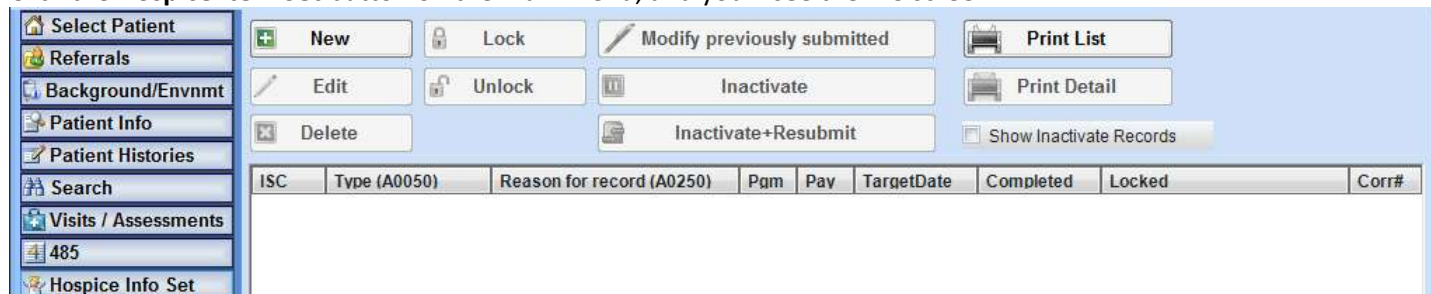
Hospice Assessment	
Provider Submission ID	
Facility NPI	
Facility CMS Cert #	

- Provider submission ID is 6 digits.
- Facility NPI is 10 digits.
- Facility CMS Cert # is 6 digits.
- Fill in this information. (Barnestorm doesn't have this, you should have received it from Medicare—if not, please call them. We're not even sure how they're sending it out.)
- Click the **Save** button.
- Complete this information on each hospice program in Barnestorm.
- Finally, create a folder on your computer called HIS somewhere where you'll be able to remember it—this is where the export files will go.

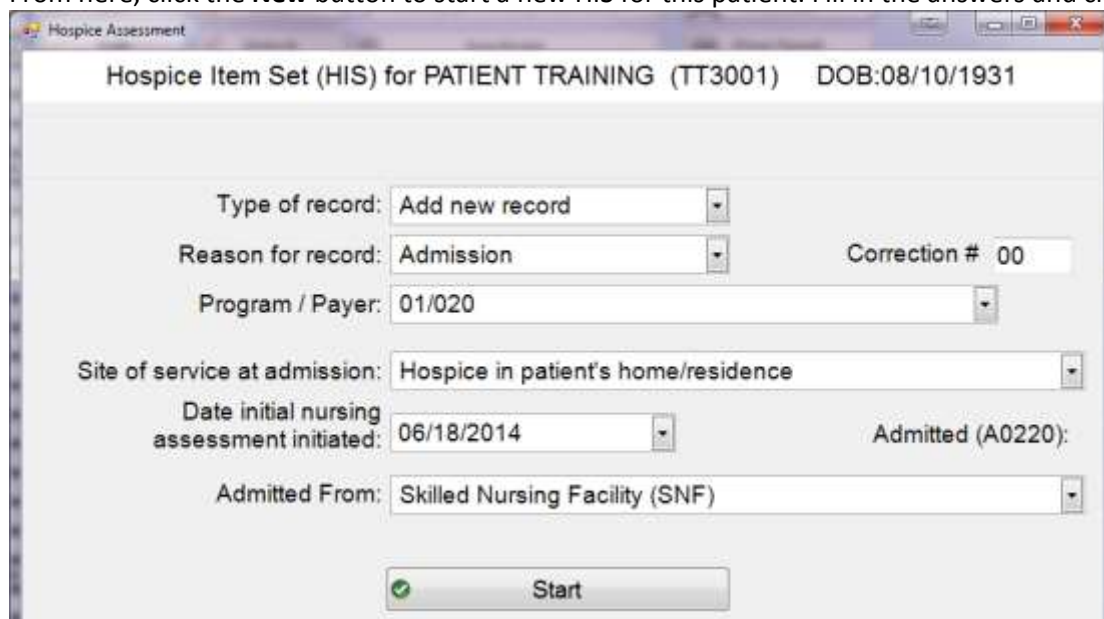
Complete the Hospice Item Set in Barnestorm

In Barnestorm Office, to see the Hospice Item Set, you must first select a patient with a hospice payer. When you do so, the Hospice Item Set button will appear on the main menu.

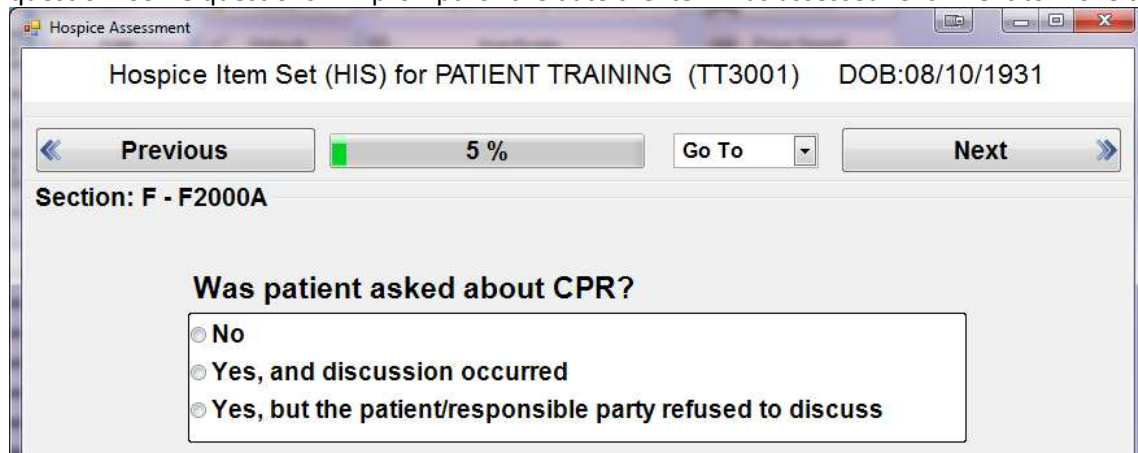
Click the **Hospice Item Set** button on the main menu, and you'll see the HIS screen:



From here, click the **New** button to start a new HIS for this patient. Fill in the answers and click the **Start** button.



The HIS questions will open, one at a time. Answer each question by clicking on the response(s) that apply. When only one response is allowed, the screen will follow the skip pattern according to your response and pull up the next question. Some questions will prompt for the date the item was assessed. Click **Next** to move to the next question.



Verify Record Completion


Indicate who verified that the HIS record is complete for this patient.


Hospice Assessment

Hospice Item Set (HIS) for PT 7 TRAINING (999903) DOB:11/23/1927

◀ Previous 90 % Go To Save ▶ Next

Section: Z - Z0500B

 **I, CHRISTINE BARNES** verified record completion

 **Someone else** verified record completion

Employee: 1115

Date of signature verifying record completion:

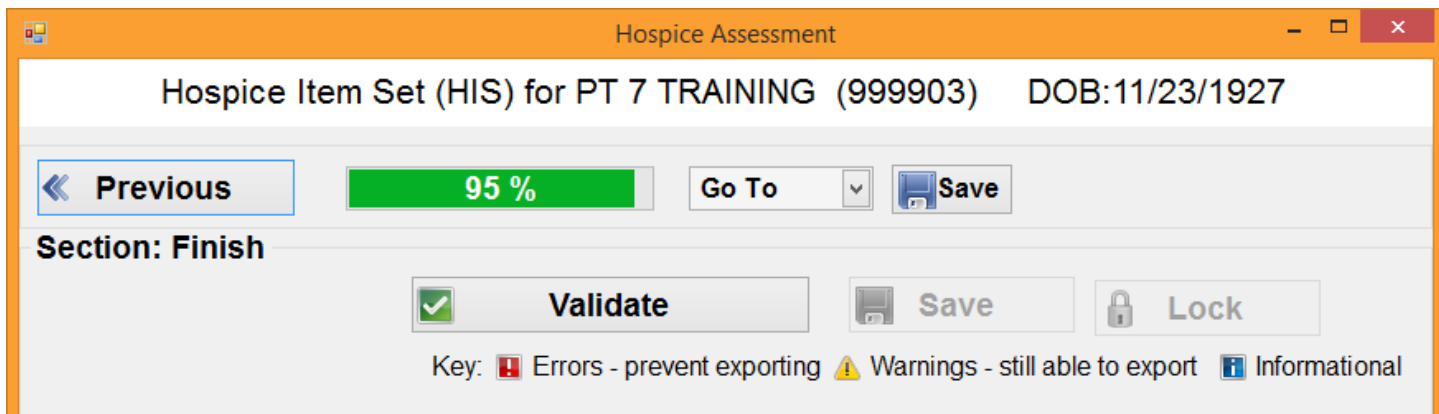
Sign

Validate the HIS

When you complete all the answers, you'll have the opportunity to validate the HIS.

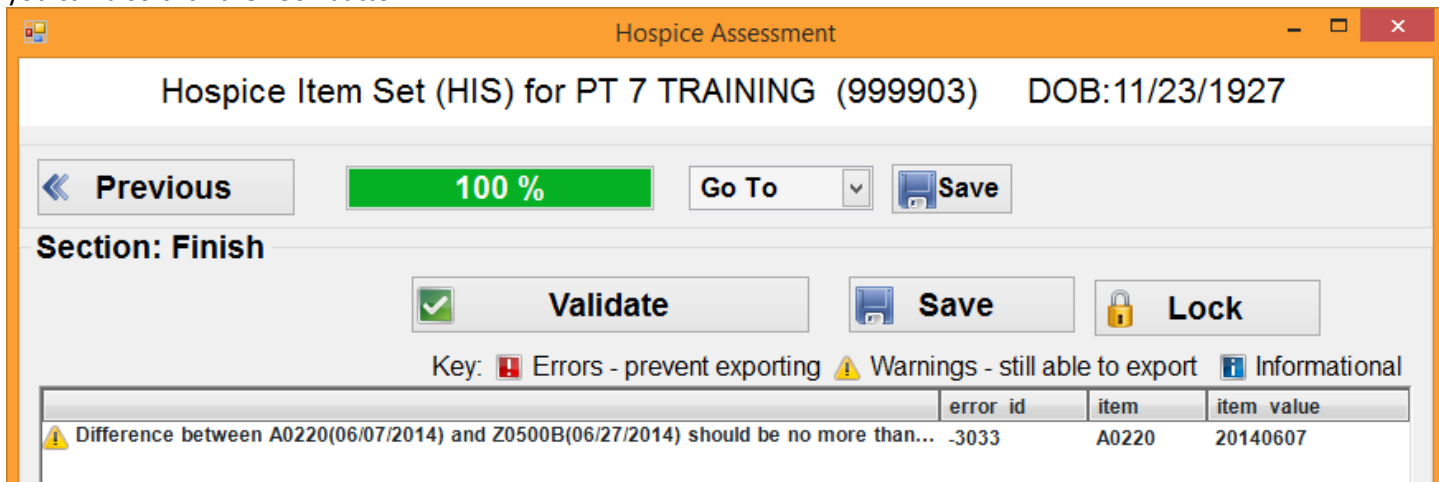
Note the icons you'll see in validation:

Key: Errors - prevent exporting Warnings - still able to export Informational



Click the **Validate** button and any errors, warnings, or information will appear below. You can click on each item listed to go to the item and correct the problem.

When you correct all the errors, you'll have the opportunity to save the HIS. Click the **Save** button. If the HIS is complete, you can also click the **Lock** button.



Lock the HIS

When you validate and then Save the HIS, close the window and you'll be back at the main Hospice Item Set screen, except now there will be a record showing.

The screenshot shows the BarnesForm software interface. At the top, there is a toolbar with several buttons: 'New', 'Lock', 'Modify previously submitted', 'Print List', 'Edit', 'Unlock', 'Inactivate', 'Print Detail', 'Delete', and 'Inactivate+Resubmit'. A checkbox labeled 'Show Inactivate Records' is also present. Below the toolbar is a table with the following data:

ISC	Type (A0050)	Reason for record (A0250)	Pgm	Pay	TargetDate	Completed	Locked	Corr#
HA	Add	Admission	01	020	06/02/2014	06/02/2014		00

IMPORTANT: In order to export the HIS, it must be locked. The export function does not pick up unlocked HIS.

To lock, click the HIS record, and then click the **Lock** button. Note that the Locked area shows a date on the locked HIS.

The screenshot shows the BarnesForm software interface after the HIS record has been locked. The 'Lock' button in the toolbar is now highlighted with a blue border. The table below shows the updated data:

ISC	Type (A0050)	Reason for record (A0250)	Pgm	Pay	TargetDate	Completed	Locked	Corr#
HA	Add	Admission	01	020	06/02/2014	06/02/2014	06/20/2014 11:10:00 AM	00

Export HIS from Barnestorm to ASAP

The Hospice Item Set records will be exported in a very similar manner to OASIS. The locked HIS records are submitted to the Quality Improvement and Evaluation System (QIES) Assessment Submission and Processing (ASAP) system.

IMPORTANT: Only HIS records that are locked can be exported.

- To export HIS, go to **Admin > Export Hospice (HIS)**.
- Click the **Find** button to find Hospice Item Sets.

Export Hospice Item Sets

1. Find Hospice Item Sets completed after: 06/09/2014 Find None Found

- Select the HIS to include in the export (there is a Check All checkbox). Then click the **Next Step** button.

1. Find Hospice Item Sets completed after: 05/26/2014 Find Found 2 items.

2. Select Hospice Item Sets to include in export:

Check All Next Step

000050 PT2 TRAINING HA
 000052 PT 4 TRAINING HA

- Select the directory (location on your computer or server) to export to.
- Click the **Create** button to create the export.

1. Find Hospice Item Sets completed after: 05/26/2014 Find Found 2 items.

+ 2. Select Hospice Item Sets to include in export: 2 item(s) selected.

- 3. Select directory for ALL exported Hospice Items Sets

C:\Barnestorm\HIS

4. Click here to create the .zip file:

Create Success!!! Created this file:

C:\Barnestorm\HIS\HIS_Export.zip

5. Log in here with your CCN and password and upload the file listed above:

<https://hospice.qtso.com/Account/Login.cshtml> (This opens in separate internet browser window)

- Log in to ASAP (link is provided) and upload the zip that you created.