LTCare Encounter Reporting
User Guide

QUICK REFERENCE

Last Update: August 26, 2011

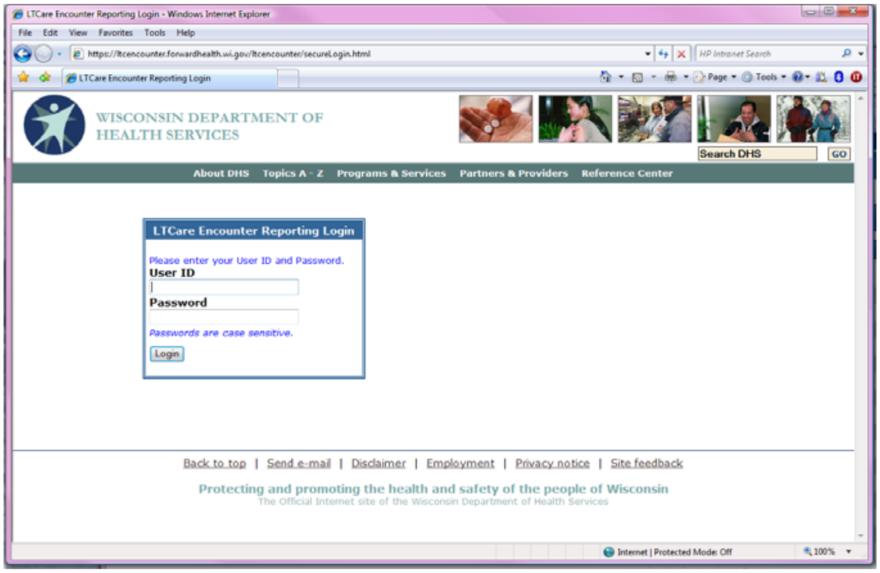
Logging In:

Open the web browser on your workstation and position your cursor at the address line. All screen prints in this document were produced in Internet Explorer; however, Firefox or Chrome could be used (under certain circumstances you may experience faster response times with Firefox or Chrome). Also, if you increase your zoom to 150% the screen shots will be clearer.

Type in the following URL:

https://ltcencounter.forwardhealth.wi.gov/ltcencounter/secureLogin.html

Press <ENTER>


LTCare Encounter Reporting Login - Windows Internet Explorer
File Edit View Favorites Tools Help
https://ltcencounter.forwardhealth.wi.gov/ltcencounter/secureLogin.html
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LTCare Encounter Reporting Login
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100%

Please enter your User ID and Password.

Passwords are case sensitive.

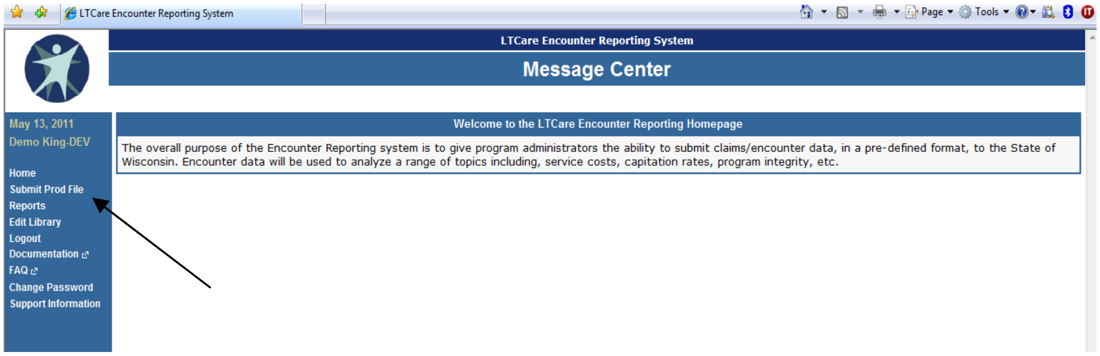
Protecting and promoting the health and safety of the people of Wisconsin

The Official Internet site of the Wisconsin Department of Health Services

In the “User ID” field, enter your user ID. In the “Password” field, enter your password. Then click on the “Login” button.

Submit an Encounter File:

From the menu on the left side of the screen, click on “**Submit Prod File**”.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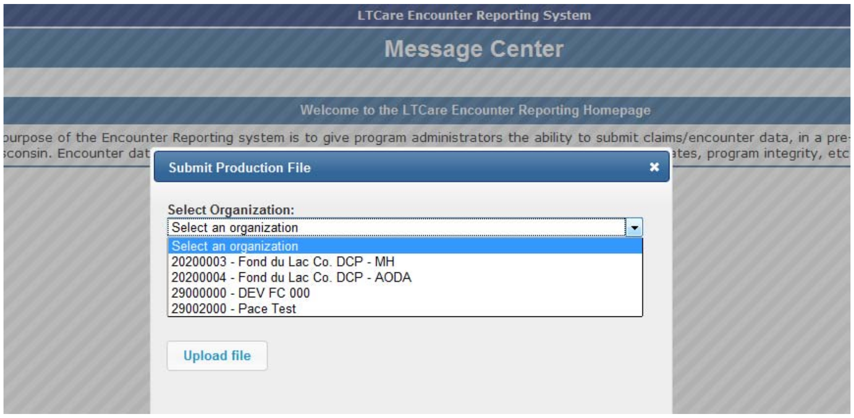
The overall purpose of the Encounter Reporting system is to give program administrators the ability to submit claims/encounter data, in a pre-defined format, to the State of Wisconsin. Encounter data will be used to analyze a range of topics including, service costs, capitation rates, program integrity, etc.

Select an organization from the drop-down menu.



LTCare Encounter Reporting System

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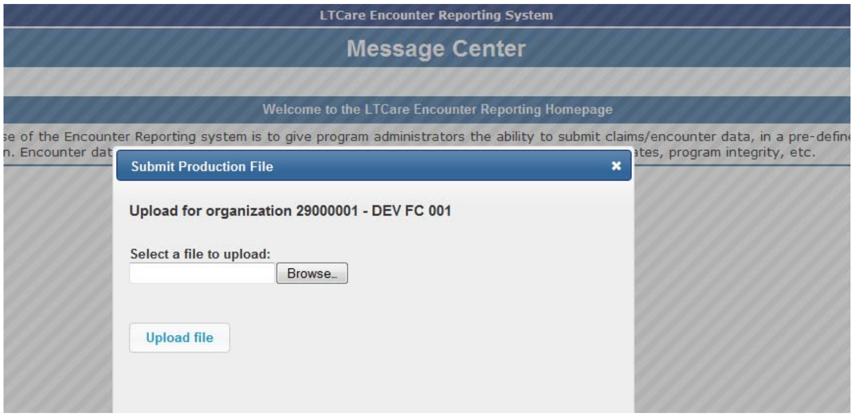
ɔurpose of the Encounter Reporting system is to give program administrators the ability to submit claims/encounter data, in a pre-
ɔconsin. Encounter dat ... ıtes, program integrity, etc

Submit Production File

Select Organization:

✖
Select an organization
Select an organization
20200003 - Fond du Lac Co. DCP - MH
20200004 - Fond du Lac Co. DCP - AODA
29000000 - DEV FC 000
29002000 - Pace Test
Upload file

Select a file for transferring by clicking on the “Browse” button. Double click the file name or highlight it and click on the button that says “**Open**”.



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se of the Encounter Reporting system is to give program administrators the ability to submit claims/encounter data, in a pre-defin
n. Encounter dat ... ıtes, program integrity, etc.

Submit Production File

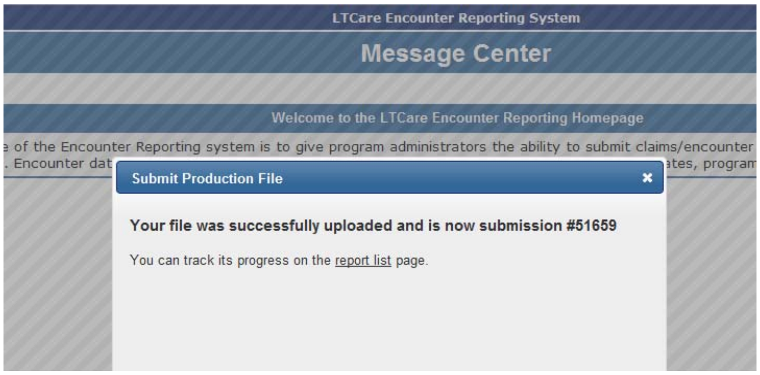
Upload for organization 29000001 - DEV FC 001

Select a file to upload:

✖
Browse...
Upload file

You are returned to the “Upload Production File” screen with the chosen file selected. Click on the button “**Upload file**”.

A confirmation message listing your submission ID number will appear.



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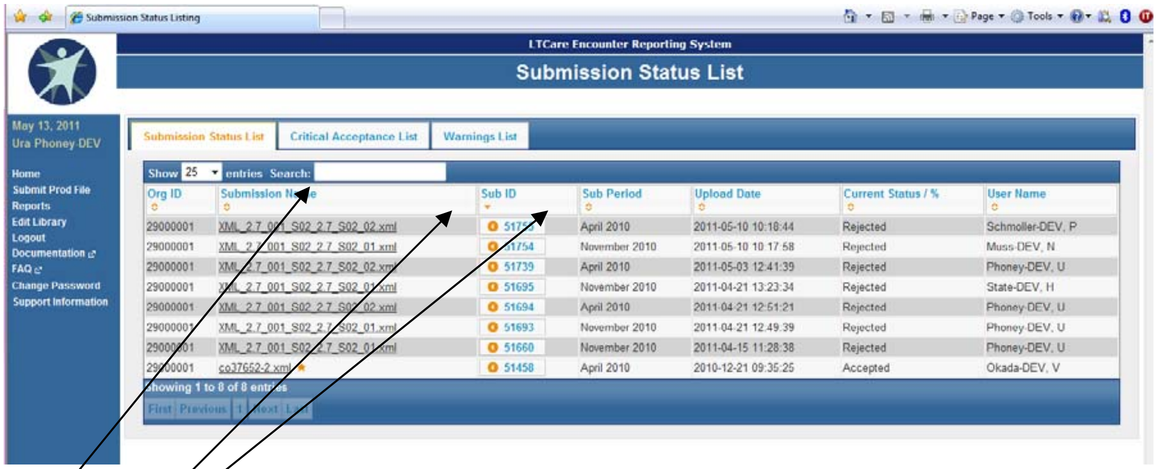
e of the Encounter Reporting system is to give program administrators the ability to submit claims/encounter
. Encounter dat ... ıtes, program

Submit Production File

Your file was successfully uploaded and is now submission #51659

You can track its progress on the report list page.

Click on the report list link to transfer to the Submission Status Screen where all of your assigned organizational reports are listed.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Show 25 entries Search:

Org ID	Submission Name	Sub ID	Sub Period	Upload Date	Current Status / %	User Name
29000001	XML_2.7_001_S02_2.7_S02_02.xml	5175	April 2010	2011-05-10 10:18:44	Rejected	Schmoller-DEV, P
29000001	XML_2.7_001_S02_2.7_S02_01.xml	51754	November 2010	2011-05-10 10:17:58	Rejected	Muss-DEV, N
29000001	XML_2.7_001_S02_2.7_S02_02.xml	51739	April 2010	2011-05-03 12:41:39	Rejected	Phoney-DEV, U
29000001	XML_2.7_001_S02_2.7_S02_01.xml	51695	November 2010	2011-04-21 13:23:34	Rejected	State-DEV, H
29000001	XML_2.7_001_S02_2.7_S02_02.xml	51694	April 2010	2011-04-21 12:51:21	Rejected	Phoney-DEV, U
29000001	XML_2.7_001_S02_2.7_S02_01.xml	51693	November 2010	2011-04-21 12:49:39	Rejected	Phoney-DEV, U
29000001	XML_2.7_001_S02_2.7_S02_01.xml	51660	November 2010	2011-04-15 11:28:38	Rejected	Phoney-DEV, U
29000001	co37652-2.xml	51458	April 2010	2010-12-21 09:35:25	Accepted	Okada-DEV, V

Showing 1 to 8 of 8 entries

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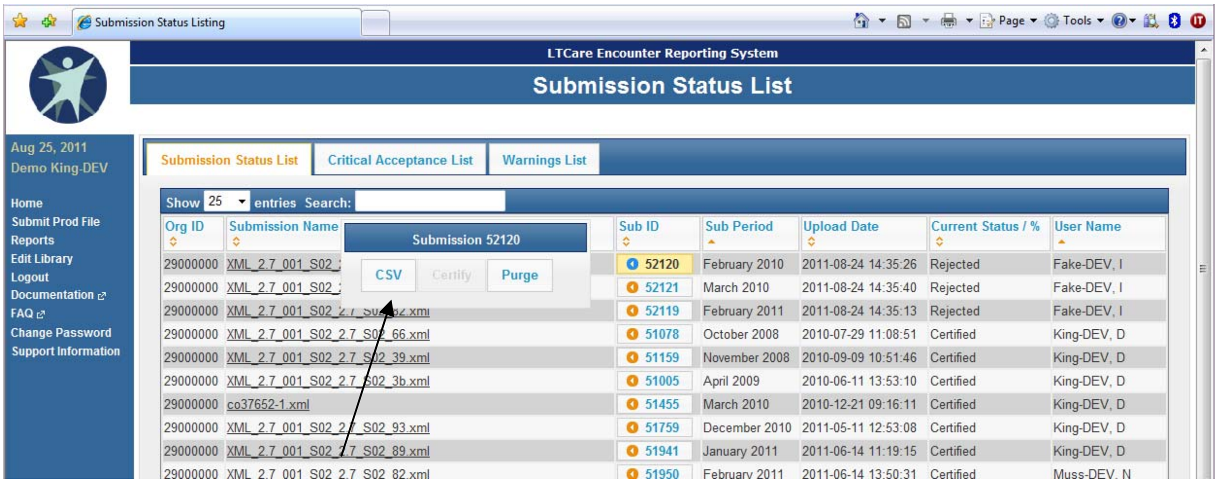
Last

"Search" field: It is possible to choose only the reports you wish to view based on search criteria entered into this field.

Sorting: If you wish to sort a column or multiple columns in ascending or descending order, you can click on the column heading. If you want to sort multiple columns, hold down the Shift key and click on the headers in the order you wish to see them sorted. To undo the sort you have created, click on the Sub ID column header until the arrow is pointing downward (this is the default setting).

Download a CSV Report:
To download a CSV error report, click on the Sub ID number and the leftmost option to begin the process.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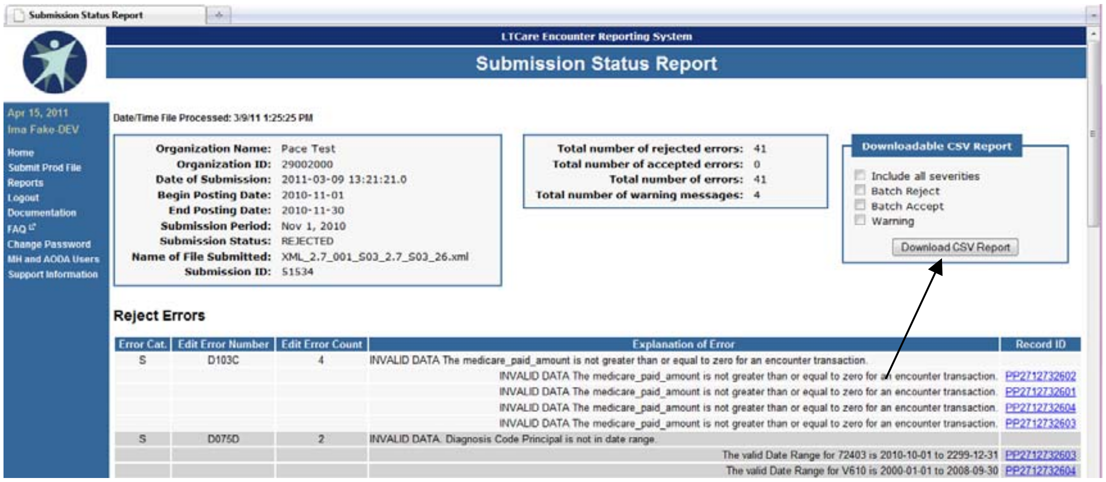
Submission 52120
CSV
Certify
Purge

Org ID	Submission Name	Sub ID	Sub Period	Upload Date	Current Status / %	User Name
29000000	XML_2.7_001_S02_	52120	February 2010	2011-08-24 14:35:26	Rejected	Fake-DEV, I
29000000	XML_2.7_001_S02_	52121	March 2010	2011-08-24 14:35:40	Rejected	Fake-DEV, I
29000000	XML_2.7_001_S02_2.7_S02_82.xml	52119	February 2011	2011-08-24 14:35:13	Rejected	Fake-DEV, I
29000000	XML_2.7_001_S02_2.7_S02_66.xml	51078	October 2008	2010-07-29 11:08:51	Certified	King-DEV, D
29000000	XML_2.7_001_S02_2.7_S02_39.xml	51159	November 2008	2010-09-09 10:51:46	Certified	King-DEV, D
29000000	XML_2.7_001_S02_2.7_S02_3b.xml	51005	April 2009	2010-06-11 13:53:10	Certified	King-DEV, D
29000000	co37652-1.xml	51455	March 2010	2010-12-21 09:16:11	Certified	King-DEV, D
29000000	XML_2.7_001_S02_2.7_S02_93.xml	51759	December 2010	2011-05-11 12:53:08	Certified	King-DEV, D
29000000	XML_2.7_001_S02_2.7_S02_89.xml	51941	January 2011	2011-06-14 11:19:15	Certified	King-DEV, D
29000000	XML_2.7_001_S02_2.7_S02_82.xml	51950	February 2011	2011-06-14 13:50:31	Certified	Muss-DEV, N

To view a detailed submission status report, click on the submission name you would like to view. You can download a CSV report of the listed errors by clicking on the "Download CSV Report" box near the top of the report after selecting which type(s) of errors you wish to list.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Downloadable CSV Report
☐ Include all severities
☐ Batch Reject
☐ Batch Accept
☐ Warning
Download CSV Report

Date/Time File Processed: 3/9/11 1:25:25 PM

Organization Name: Pace Test
Organization ID: 29002000
Date of Submission: 2011-03-09 13:21:21.0
Begin Posting Date: 2010-11-01
End Posting Date: 2010-11-30
Submission Period: Nov 1, 2010
Submission Status: REJECTED
Name of File Submitted: XML_2.7_001_S03_2.7_S03_26.xml
Submission ID: 51534

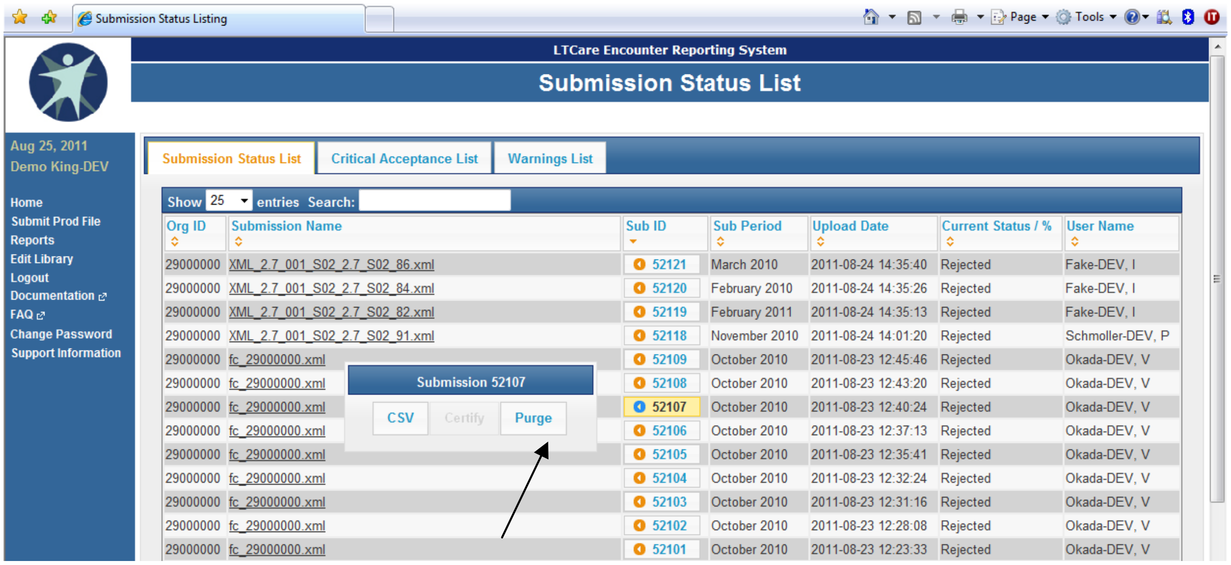
Total number of rejected errors: 41
Total number of accepted errors: 0
Total number of errors: 41
Total number of warning messages: 4

Reject Errors

Error Cat.	Edit Error Number	Edit Error Count	Explanation of Error	Record ID
S	D103C	4	INVALID DATA The medicare_paid_amount is not greater than or equal to zero for an encounter transaction.	
			INVALID DATA The medicare_paid_amount is not greater than or equal to zero for an encounter transaction.	PP2712732602
			INVALID DATA The medicare_paid_amount is not greater than or equal to zero for an encounter transaction.	PP2712732601
			INVALID DATA The medicare_paid_amount is not greater than or equal to zero for an encounter transaction.	PP2712732604
			INVALID DATA The medicare_paid_amount is not greater than or equal to zero for an encounter transaction.	PP2712732603
S	D075D	2	INVALID DATA. Diagnosis Code Principal is not in date range.	
			The valid Date Range for 72403 is 2010-10-01 to 2299-12-31	PP2712732603
			The valid Date Range for V610 is 2000-01-01 to 2008-09-30	PP2712732604

1. Select open (to view it) or save (to store it). If saving,
2. Select a location you want the file stored .
3. Click on save.
4. File is saved as a csv file delimited by ^ and contains a header row.

Purging Files:
If you are authorized to purge files, select the proper file to purge and click inside the Sub ID number box. A box will appear and you can click on the "PURGE" button (button on the right with the garbage can). A confirmation panel displays the file(s) that will be purged. Within the panel choose "Purge" to confirm the purge or "Cancel" to abandon the purge function. The purged files will disappear and only the confirmation message will be displayed.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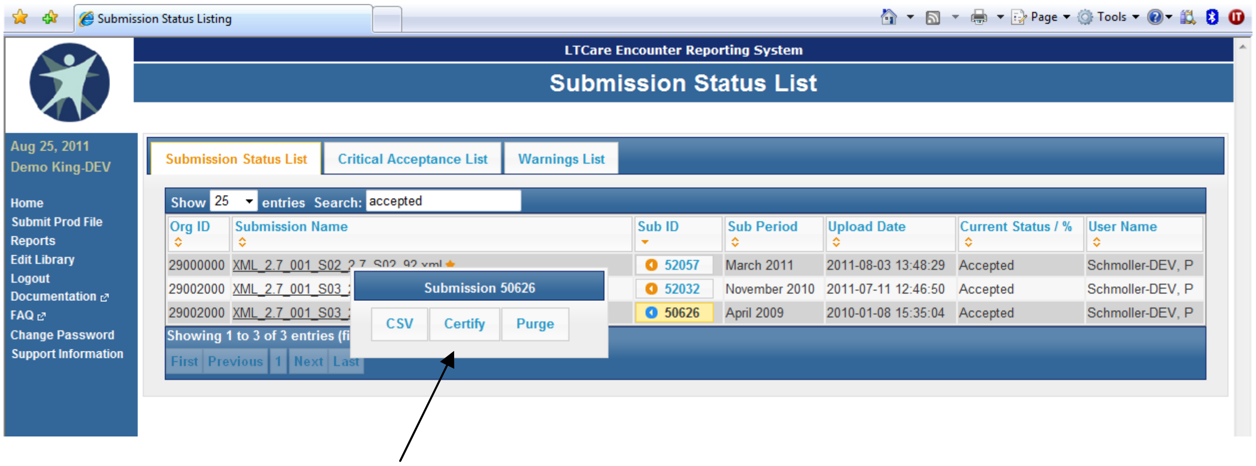
Show 25 entries Search:
Submission 52107
CSV
Certify
Purge

Org ID	Submission Name	Sub ID	Sub Period	Upload Date	Current Status / %	User Name
29000000	XML_2.7_001_S02_2.7_S02_86.xml	52121	March 2010	2011-08-24 14:35:40	Rejected	Fake-DEV, I
29000000	XML_2.7_001_S02_2.7_S02_84.xml	52120	February 2010	2011-08-24 14:35:26	Rejected	Fake-DEV, I
29000000	XML_2.7_001_S02_2.7_S02_82.xml	52119	February 2011	2011-08-24 14:35:13	Rejected	Fake-DEV, I
29000000	XML_2.7_001_S02_2.7_S02_91.xml	52118	November 2010	2011-08-24 14:01:20	Rejected	Schmoller-DEV, P
29000000	fc_29000000.xml	52109	October 2010	2011-08-23 12:45:46	Rejected	Okada-DEV, V
29000000	fc_29000000.xml	52108	October 2010	2011-08-23 12:43:20	Rejected	Okada-DEV, V
29000000	fc_29000000.xml	52107	October 2010	2011-08-23 12:40:24	Rejected	Okada-DEV, V
29000000	fc_29000000.xml	52106	October 2010	2011-08-23 12:37:13	Rejected	Okada-DEV, V
29000000	fc_29000000.xml	52105	October 2010	2011-08-23 12:35:41	Rejected	Okada-DEV, V
29000000	fc_29000000.xml	52104	October 2010	2011-08-23 12:32:24	Rejected	Okada-DEV, V
29000000	fc_29000000.xml	52103	October 2010	2011-08-23 12:31:16	Rejected	Okada-DEV, V
29000000	fc_29000000.xml	52102	October 2010	2011-08-23 12:28:08	Rejected	Okada-DEV, V
29000000	fc_29000000.xml	52101	October 2010	2011-08-23 12:23:33	Rejected	Okada-DEV, V

Certifying Files:
When you have selected the proper file to certify, click inside the Sub ID number box. A box will appear and you can click on the Certify button (button in the center with the check mark). A confirmation panel displays the file that will be certified.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Show 25 entries Search: accepted

Org ID	Submission Name	Sub ID	Sub Period	Upload Date	Current Status / %	User Name
29000000	XML_2.7_001_S02_2.7_S02_92.xml ★	52057	March 2011	2011-08-03 13:48:29	Accepted	Schmoller-DEV, P
29002000	XML_2.7_001_S03_	52032	November 2010	2011-07-11 12:46:50	Accepted	Schmoller-DEV, P
29002000	XML_2.7_001_S03_	50626	April 2009	2010-01-08 15:35:04	Accepted	Schmoller-DEV, P

Showing 1 to 3 of 3 entries (fi

Note: The application only allows certification of the oldest accepted file (those with a star following the submission name).

Upon clicking the button, the information displayed is a summary of the complete certification form. Within the panel, enter your Encounter login User ID and password. Choose “Certify” to confirm the certification or “Cancel” to abandon the certification process.

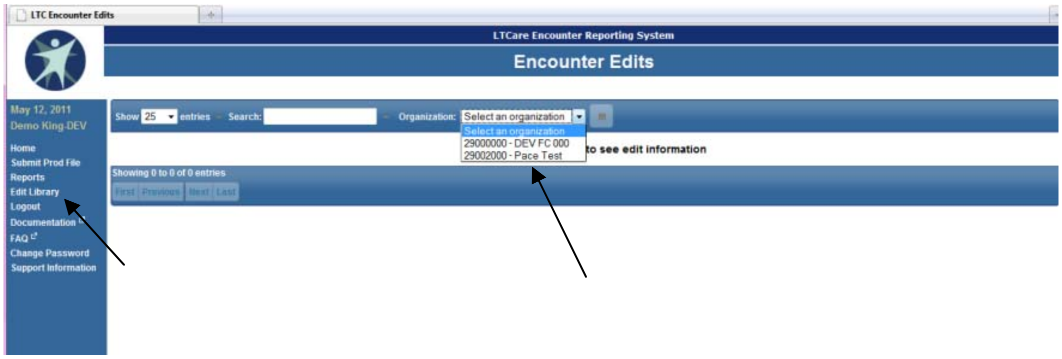
After certification is complete, the submission status listing is redisplayed with updated information and a confirmation message. The current status of the file you certified will now read “Certified”.

Printing Encounter Reports:
From the Report Listing screen, place the cursor on the submission name file you want to print and right-click on the report.

A file management panel opens. Highlight “**Print Target**” and a print dialogue window opens for you. Choose the appropriate Printer, Page Range, Number of copies and click on the “Print” button.

Saving a Report Electronically:
A file management panel opens. Highlight “Save Target As” and Windows displays the “save as” panel. Navigate to the desired directory. You may modify the filename, if you wish and click “Save”.

Accessing Encounter Edit Information:
Select the “Edit Library” link from the menu bar on the left-hand side of the main menu and choose an organization from the dropdown list.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Search:
Organization: Select an organization
Select an organization
29000000 - DEV FC 000
29002000 - Pace Test
First Previous Next Last

to see edit information

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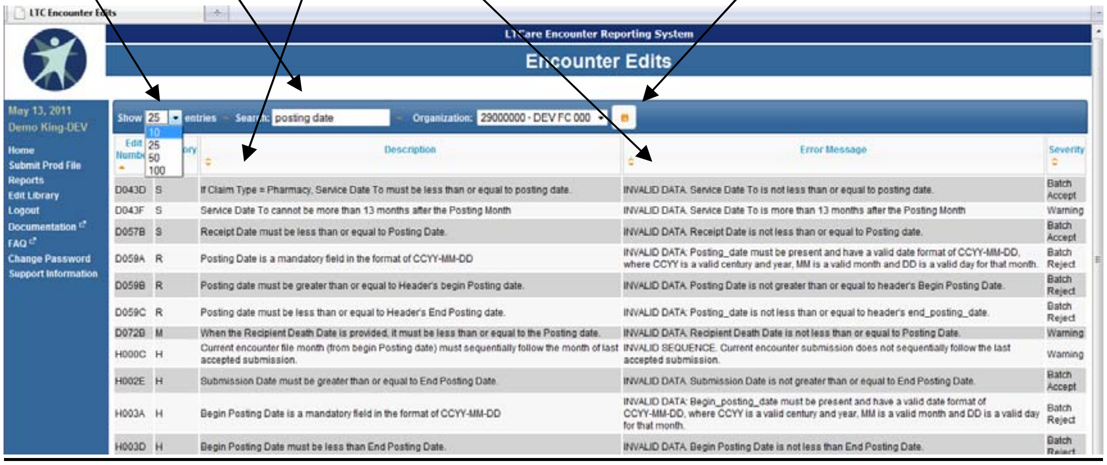
You have the ability to sort columns in ascending or descending order, change the number of rows that appear on a page, select specific edits by Edit Number or find desired edits using a keyword search. You can also download a CSV formatted File by clicking the Download button to the right of the Organization field.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50
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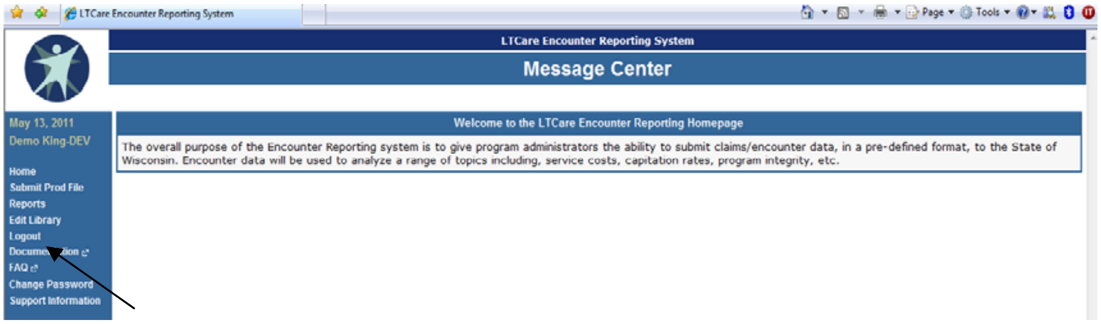
Search: posting date

Organization: 29000000 - DEV FC 000

Edit Numbe	ory	Description	Error Message	Severity
D043D	S	If Claim Type = Pharmacy, Service Date To must be less than or equal to posting date.	INVALID DATA. Service Date To is not less than or equal to posting date.	Batch Accept
D043F	S	Service Date To cannot be more than 13 months after the Posting Month	INVALID DATA. Service Date To is more than 13 months after the Posting Month	Warning
D057B	S	Receipt Date must be less than or equal to Posting Date.	INVALID DATA. Receipt Date is not less than or equal to Posting date.	Batch Accept
D059A	R	Posting Date is a mandatory field in the format of CCYY-MM-DD	INVALID DATA: Posting_date must be present and have a valid date format of CCYY-MM-DD, where CCYY is a valid century and year, MM is a valid month and DD is a valid day for that month.	Batch Reject
D059B	R	Posting date must be greater than or equal to Header's begin Posting date.	INVALID DATA. Posting Date is not greater than or equal to header's Begin Posting Date.	Batch Reject
D059C	R	Posting date must be less than or equal to Header's End Posting date.	INVALID DATA: Posting_date is not less than or equal to header's end_posting_date.	Batch Reject
D072B	M	When the Recipient Death Date is provided, it must be less than or equal to the Posting date.	INVALID DATA. Recipient Death Date is not less than or equal to Posting Date.	Warning
H000C	H	Current encounter file month (from begin Posting date) must sequentially follow the month of last accepted submission.	INVALID SEQUENCE. Current encounter submission does not sequentially follow the last accepted submission.	Warning
H002E	H	Submission Date must be greater than or equal to End Posting Date.	INVALID DATA. Submission Date is not greater than or equal to End Posting Date.	Batch Accept
H003A	H	Begin Posting Date is a mandatory field in the format of CCYY-MM-DD	INVALID DATA: Begin_posting_date must be present and have a valid date format of CCYY-MM-DD, where CCYY is a valid century and year, MM is a valid month and DD is a valid day for that month.	Batch Reject
H003D	H	Begin Posting Date must be less than End Posting Date.	INVALID DATA. Begin Posting Date is not less than End Posting Date.	Batch Reject

Logging Out:
On the left-hand side of the main screen, you see seven options. In order to log off of the system, please click on the hyperlink that says **“Logout”**.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