

PERM Eligibility Tracking Tool
Eligibility Form Submission Website
<https://www.cmspett.org>
Website Instructions and User Guide

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Overview

The PERM Eligibility Tracking Tool (PETT) will serve as a vehicle for States to submit their eligibility reporting forms and allows for a central depository for all State-submitted reports.

The PETT has two main purposes:

1. Facilitating the accuracy of State reporting by using an electronic process (e.g., reduces potential for user errors in data entry or copying data files, requires data to only be entered once).
2. Providing accurate data for error rate calculation and corrective action analysis. The site will allow data to be easily exported for error rate calculation at the end of the cycle.

The site will allow States to either download a form template and upload the completed form back to the site, or fill out the form directly on the website. To upload data, States will input data into the eligibility reporting forms in the Excel template and, following the instructions below, will upload the data to the PETT website. In order to upload data, States will need to save a copy of the file on a local computer and use the same Excel template throughout the review process (i.e., State will use one Excel template for January, one for February, etc.). For States that choose to input the data directly into the form, submitted data will be available for review. States that input data directly on the website will also be able to download copies of submitted data for their own records.

If errors are identified in the PERM eligibility universes (e.g., SSI cases are found in the Medicaid universe, State-only funded cases are found in the SCHIP universe, etc.) causing changes to the sample once the monthly sample selection list is sent in, the State cannot change the sample list unless it is due to a statistical matter that would affect the State's error rate (e.g., errors in the universe). No other changes to samples are allowed. States will need to gain CMS approval before resubmitting a revised sample and should contact The Lewin Group with specific information regarding why the sample is being changed. Once the State has gained the necessary approval, the State will need to re-submit the data using a new eligibility reporting form to the website. Re-submitted data will not delete previously submitted data. The database will keep a record of all submitted data. However, only the latest version will be available for a State to view.

States should designate one primary and one secondary staff member to have access to the PETT website. Only two staff members from each State will be able to register for the PETT website and have access to upload or input data.

Note on Beneficiary/Claim ID numbers for PETT site: In order to be HIPAA compliant, States that have beneficiary ID numbers that are not randomly assigned (e.g., Social Security numbers) will need to develop dummy beneficiary ID numbers to submit eligibility reporting forms via PETT. States should develop their own system for developing the dummy beneficiary ID numbers but the numbers should be consistent for each claim throughout the eligibility review process. The dummy ID numbers should be between 6 and 10 characters (e.g., for Pennsylvania Medicaid Stratum One cases: PAMedS101, PAMedS102, etc.) Crosswalks for these dummy claims should be sent in a hard media (e.g., CD) password protected file to CMS when States submit the Monthly Sample Selection List to the PETT website. The crosswalk should be sent to Janet Reichert, Centers for Medicare & Medicaid Services, C3-02-16, 7500 Security Boulevard, Baltimore, MD 21244-1850. The passwords can be emailed to Janet Reichert at janet.reichert@cms.hhs.gov. However, under no circumstances should the crosswalks be emailed directly to CMS due to the inclusion of personal health information. States that already

assign random case ID numbers to beneficiaries will not need to develop dummy ID numbers to be able to submit their eligibility reporting forms via the PETT website.

Registration

The Registration Page (Exhibit 1) will allow States to sign-up for access to the PETT site. To register, click on the “Click here to register” link on the Homepage. This will take you to the page to register as a new user.

1. Select your State from the dropdown box.
2. Enter your First Name, Last Name, and Email Address.
3. Enter a Username of your choice (for example firstname.lastname). Your username is case sensitive.
4. Create a password. Passwords must be at least 8 characters in length, and must contain at least one number, one upper case letter, one lower case letter, and one special character (special characters are !#\$%&()*+,-./:;<=>?@[\\]^_`{|}~). Passwords must be changed every 60 days and States should not use the same password more than once. Passwords are case sensitive.
5. Then, re-enter the password.
6. Click on the Register button.

Once you click on the “Register” button, the registration request will be sent to the PETT webmaster at Lewin. We will process your request within one business day by verifying that you are associated with a State participating in the Payment Error Rate Measurement eligibility review for the appropriate fiscal year (State or contractor staff). If your name has not been given to us previously, we will contact the project director of the State you identified to verify that you work on PERM; this may cause the registration process to take a few days. For FY08 States and beyond, please make sure that you register at least one month in advance of the first Monthly Sample Selection List submission due date.

Exhibit 1. Registration Page

PERM-PETT - Microsoft Internet Explorer provided by The Lewin Group

Address: <https://www.cmspett.org/register.php?PHPSESSID=6js00f48hd3qepb7cnc5oap7>

Centers for Medicare & Medicaid Services

Payment Error Rate Measurement PERM Eligibility Tracking Tool

Home

You can create a username and password to use the site here. Passwords must be at least eight characters long and must contain at least one number, one upper case letter, one lower case letter and one special character. Special characters are !#\$%&()*+,-./:;<=>?@[\]^_`{|}~. Passwords must be changed every 60 days.

Please select your state:

Please enter your first name:

Please enter your last name:

Please enter your e-mail address:

Please create a username:

Please create a password:

Please repeat password:

Once we approve the registration, you will receive an email message that will instruct you to click on a link to the website to confirm the registration. This is a protection against someone else registering with your email address.

Logging In

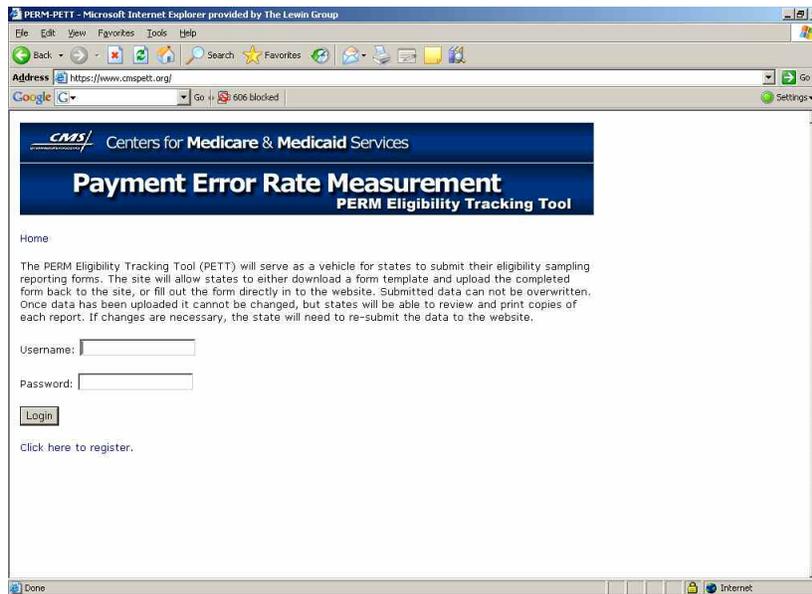
The Log-in page (Exhibit 2) allows authorized users to sign in to their respective State pages to download eligibility reporting forms, upload eligibility reporting forms, or use the on-line reporting form to enter in data for each sample form. As a reminder, only two authorized users will be permitted to have access to the PETT website and enter reporting information.

To enter your State's site:

1. Go to <https://www.cmspett.org>.
2. Enter your username and password. Both are case sensitive.
3. Click the log-in button. You will be directed to your State's page.
4. Be sure to click on the "Log-out" button at the end of each session to ensure the security of your State's data.

Note: A username is disabled for fifteen minutes after three consecutive failed login attempts. After three consecutive disable cycles, the username is locked out until reset by the administrator. If your username becomes locked out, please email The Lewin Group at permsc.2007@lewin.com. Three consecutive failed login attempts at the same IP address will lock out that IP address for fifteen minutes. Also, the website will automatically log a user out after being logged on for 60 minutes.

Exhibit 2. Log-in Page



Using the Eligibility Reporting Forms

Forms That Can Be Submitted Using PETT

Reporting forms are required for each sample month of the PERM eligibility sampling process to report on the outcomes of sampling, review and payment collection. There are four forms States will submit for each program (Medicaid and SCHIP) to report on each month of the PERM eligibility process and one final summary form (Appendix A).

1. The Monthly Sample Selection List is where States will report the monthly random samples drawn for the active case universe (stratum one, stratum two, and stratum three) and the negative universe. This report is due on the 15th day of the month following each sample month and should be completed before reviews begin.
2. The Detailed Review Findings for Active Case Reviews is where States report on the outcomes of the monthly eligibility reviews for active cases. This form is due 150 days from the end of each sample month.
3. The Detailed Review Findings for Negative Case Reviews form is where States report on the outcomes of the monthly eligibility reviews for negative cases. This form is due 150 days from the end of each sample month.
4. The Detailed Payment Review Findings form is due 210 days from the end of each sample month and is where States report the dollars values associated with the sampled cases.
5. The Summary Findings and Error Rate Tables is due on July 1 following the Federal fiscal year that is being measured. The form includes a summary of findings as well as a reporting of your State program's error rate. In the future, there will be a mechanism added to the PETT website which will allow States to export the data already submitted into the summary form. States can then use the error rate calculator (currently under development)

to calculate the State program's error rate. Please see Appendix C for an FY07 timeline for submitting the PERM eligibility reporting forms.

General Instructions for Submitting Forms

The PETT website will allow two methods for submitting the Medicaid and SCHIP eligibility reporting forms. The first method is to download the forms electronically in Excel format and enter the data. Then, using a macro, export the file into a CSV format to be uploaded. Lewin will provide an Excel template which will include four worksheets, one for each of the following forms: the Monthly Sample Selection List, the Detailed Review Findings for Active Case Reviews form, the Detailed Review Findings for Negative Case Reviews form, and the Detailed Payment Review Findings form. To successfully upload each form, States will need to run various macros described below, depending on which form is being completed.

Each State program (Medicaid and SCHIP) should complete one Excel workbook per sample month. Once a State downloads a PERM Eligibility Reporting Forms Excel workbook, the State should save the file and use the same Excel workbook throughout the eligibility review process for each sample month (e.g., Medicaid and SCHIP programs should each have a total of nine Excel workbook files for the FY 2007 PERM Eligibility Review). In the future, States will use a total of twelve Excel workbook files for each program (Medicaid and SCHIP).

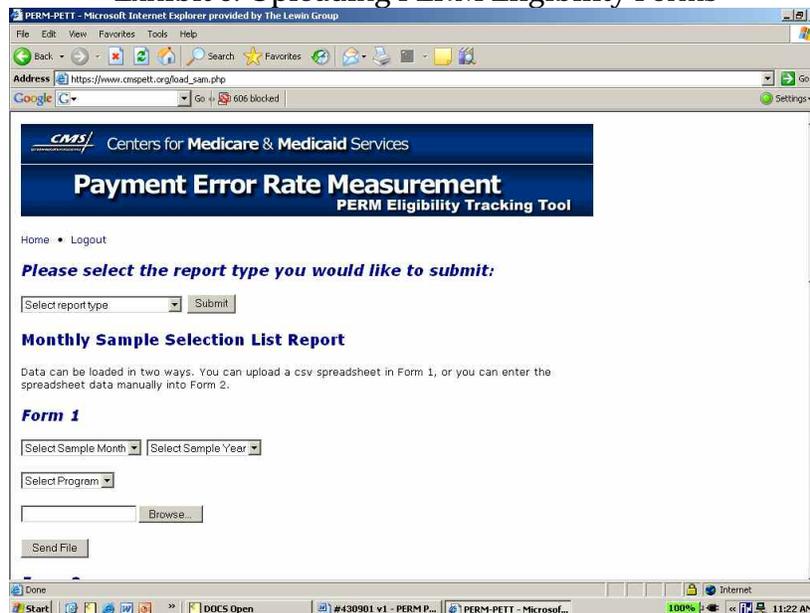
The second method for submitting the Medicaid and SCHIP Sample Selection Reporting Forms is to input the data directly into the PETT. Once data has been entered into the reporting form, the data will be uploaded and available in report form for reviewing and printing.

6.1.1 To Upload the Forms Electronically

1. Using the drop-down box, select the specific PERM eligibility reporting form you are uploading and click on the "Submit" button (Exhibit 3).
2. Under Form 1, from the drop-down box "Select Sample Month," select the sample month of the PERM eligibility reporting form you are submitting to the PETT website.
3. From the drop-down box "Select Sample Year," choose the appropriate Federal Fiscal Year.
4. From the drop-down box "Select Program," choose the appropriate program, Medicaid or SCHIP.
5. Then, using the "Browse" button, upload the specified PERM Eligibility Reporting form in CSV format.

Note: The file must be saved as a CSV using the macro instructions below. Saving the file as a CSV from Excel will not allow the document to upload correctly. States should run the macro described below to create a CSV file of the report being submitted and then upload the CSV file to the PETT website.

Exhibit 3. Uploading PERM Eligibility Forms



6.1.2 To Directly Input Data into the PETT Website

1. Using the drop-down box, select the specific PERM eligibility reporting form you are uploading and click on the “Submit” button.
2. Under Form 2, from the drop-down box “Select Sample Month,” select the sample month of the PERM eligibility reporting form you are submitting to the PETT website.
3. From the drop-down box “Select Sample Year,” choose the appropriate Federal Fiscal Year.
4. From the drop-down box “Select Program,” choose the appropriate program, Medicaid or SCHIP.
5. Under Form 2, enter in the data appropriate to the PERM eligibility reporting form you are submitting. For example, to complete the Monthly Sample Selection List (Exhibit 4), enter in the total number of cases in the respective universe and stratum in the first row of fields under each Active Universe Stratum and the Negative Universe. In the remaining fields, under each Active Universe Stratum and the Negative Universe, enter in the Case/Beneficiary ID for each sampled case. Please note that States that have beneficiary ID numbers that are not randomly assigned (e.g., Social Security numbers) will need to develop dummy beneficiary ID numbers to submit eligibility reporting forms via PETT.
6. Once all fields have been populated, click on the “Submit” button. The data will be uploaded to the site.
7. In order to populate repeated fields in the remaining eligibility worksheets, when a State uses the online form to submit Active Case Reviews, Negative Case Reviews, or Payment Review Findings, click on the appropriate links for the Monthly Sample Selection List with the sample date and program of previously completed monthly reports (located under the Form 2 heading). Clicking on one of these links will populate the fields with the beneficiary

IDs and strata from the Monthly Sample Selection List. For the Payment Review Findings, clicking the appropriate link for the Active Case Review Findings will populate the fields “Dropped Due to Beneficiary Fraud” and “Review Findings” from the Active Case Review form.

Exhibit 4. Direct Input into the PETT website

PERM-PETT - Microsoft Internet Explorer provided by The Lewin Group

Address: https://www.cmspett.org/load_sam.php

Form 2

Select Sample Month: [] Select Sample Year: []

Select Program: []

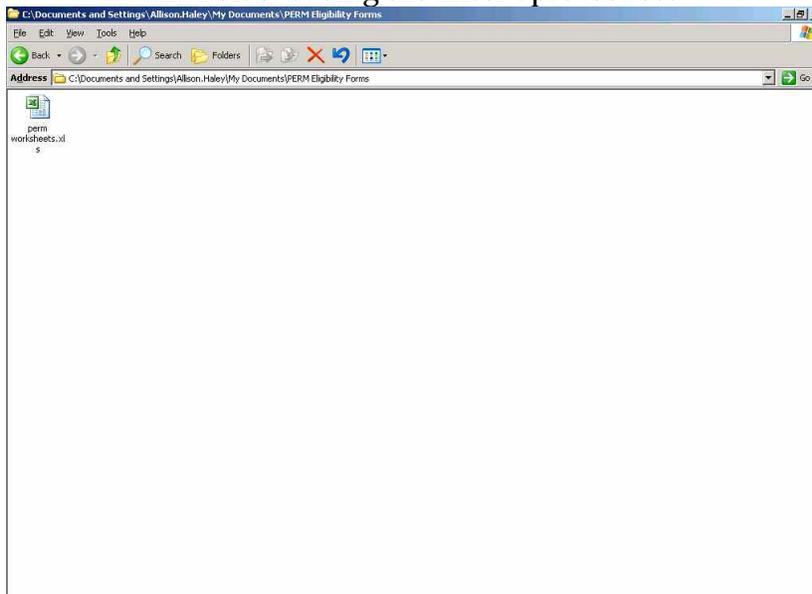
Enter data in the fields below. Blank fields will be counted as zeros.

	Stratum One Applications	Stratum Two Redeterminations	Stratum 3 All other cases	Negative Cases
Number of cases in universe that month	[]	[]	[]	[]
Case/Beneficiary ID	Case/Beneficiary ID	Case/Beneficiary ID	Case/Beneficiary ID	Case/Beneficiary ID
1	[]	[]	[]	[]
2	[]	[]	[]	[]
3	[]	[]	[]	[]
4	[]	[]	[]	[]
5	[]	[]	[]	[]
6	[]	[]	[]	[]
7	[]	[]	[]	[]
8	[]	[]	[]	[]

6.1.3 Saving and Exporting the Forms

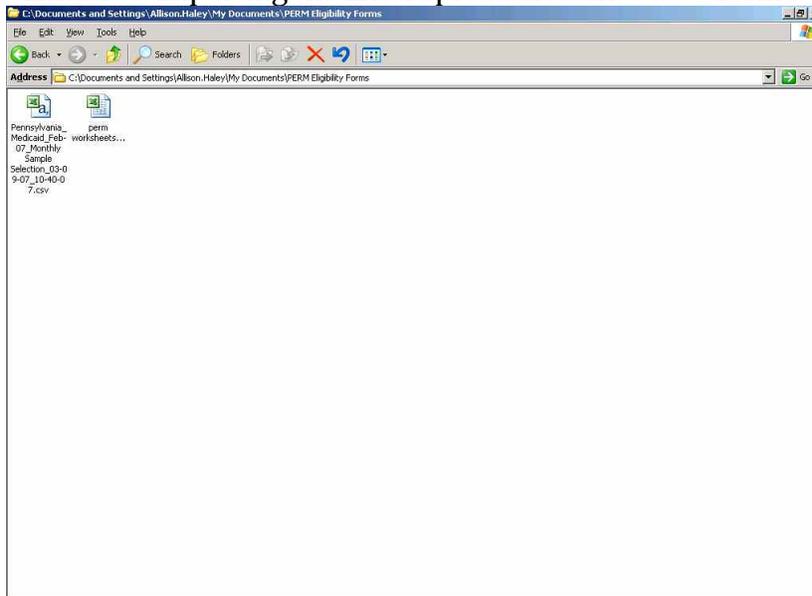
Once the data has been input into each form, States will have to run a macro to populate repeated fields in the other worksheets. See the instructions for each form for the specific combination of keys to press to automatically run the macro. To export and save the data in a file format for uploading, States will need to populate the form in Excel and save the file as an Excel spreadsheet in the location of your choice (Exhibit 5). As a reminder, the same Excel workbook should be used throughout the eligibility review process for a given sample month.

Exhibit 5. Saving the Excel Spreadsheet



After saving the file, the State should run the macro for that worksheet (using the instructions in the next section). The Excel form will export the data to a CSV format in the same directory as the Excel file. The CSV file will have the State name, program, sample month, form name, date submitted, and time submitted in its title (Exhibit 6). Note: Only the worksheet that is being populated will export into a CSV format.

Exhibit 6. Exporting the Excel spreadsheet into CSV format

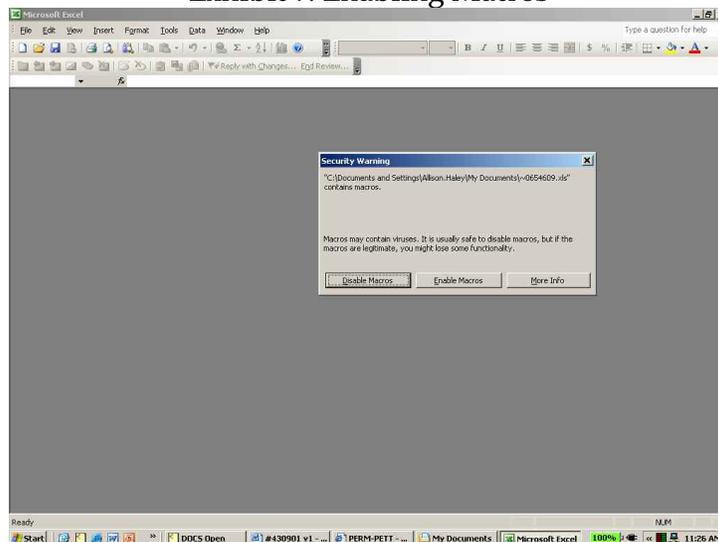


6.1.4 Enabling Macros

The Excel workbook requires States to run a macro to convert the data into a format for uploading. Many States' IT networks will not automatically allow macros to run. States may need to adjust their computer security settings and "enable macros" in order for the spreadsheet to work correctly. Before exporting the forms to CSV, proceed with the following steps:

1. Open Excel.
2. Click on "Tools" and then "Options."
3. In the "Options" box, click on the "Security" tab.
4. Under the "Security" tab, click on the "Macro Security" button.
5. Change your macro security to "Medium." This will allow Excel to offer you the choice to enable the macro. The macros need to run only in the PERM eligibility reporting form document.
6. Open the PETT Excel file and click on the "Enable Macro" button (Exhibit 7).

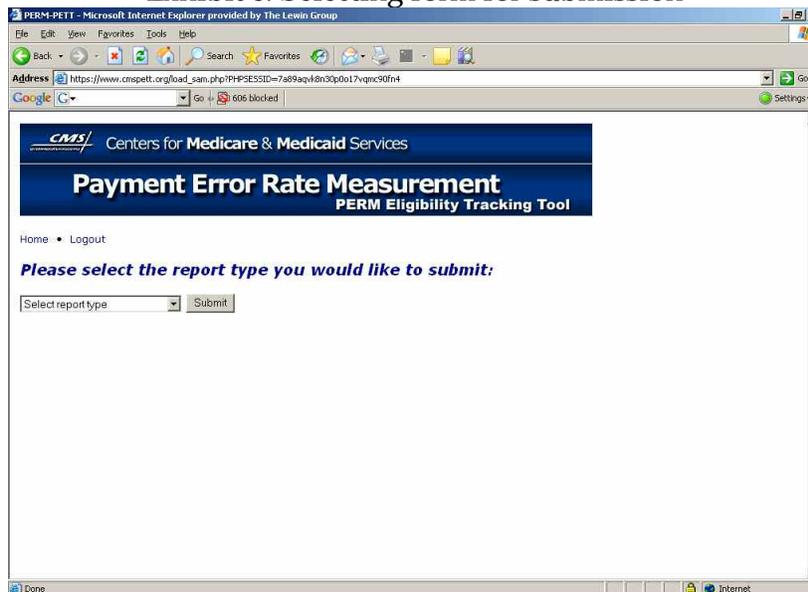
Exhibit 7. Enabling Macros



Instructions for Submitting Specific Forms

As noted above, four forms can be submitted using the PETT: the Monthly Sample Selection List, Detailed Review Findings for Active Case Reviews Report, Detailed Review Findings for Negative Case Reviews Report, and Detailed Payment Review Findings Report.

Exhibit 8. Selecting form for submission



6.1.5 Monthly Sample Selection List

To download and submit the Monthly Sample Selection List electronically:

1. After logging in, select the “Submit reports” link.
2. Using the drop down menu, States should select the form they will be submitting in order to proceed (Monthly Sample Selection List). (Exhibit 8)
3. Click the “Submit” button.

4. Click on the link at the top of the page to download the monthly report CSV form: “Click here to download the PERM Eligibility Tracking Tool spreadsheet forms.”
5. When the Excel spreadsheet opens, click on the “Enable macros” button (Exhibit 4). The workbook containing the four forms will then open in Excel.
6. Save the file – you may want to rename with the State name and month (e.g., “NH March 07 PERM Eligibility Reporting Forms”). You will use the same file to populate the remaining three forms for this month.
7. Click on the tab for the Monthly Sample Selection List form.
8. Enter data into the form only in the outlined fields. If copying the data into the spreadsheet, please be sure that numbers are imported as numbers rather than text and that text is imported as text and not numbers. Also, please do not change any column headings or text. Failure to comply with these guidelines will prevent successful uploading of the reporting forms.
9. Once the data has been input into the form, States will be able to run a macro to populate repeated fields in the other worksheets. Press the “Control-Shift-G” keys simultaneously and the fields “Case/Beneficiary ID” will automatically populate in the remaining forms and the “Strata” field will populate in the Active Case Review Findings form as well as the Active Case Payment Findings form.
10. Once the data has been input into the form, the spreadsheet will need to be saved as a CSV file. First, save the file as an Excel spreadsheet in the location of your choice.
11. After saving the file, click on the tab for the Monthly Sample Selection List and press the “Control-Shift-L” keys simultaneously on your keyboard. After running the macro, the Excel form will export the data to a CSV format in the same directory as the Excel file. The CSV file will have the State name, program, sample month, form name, date submitted, and time submitted in its title. Upload the exported CSV file to the PETT website. Note: Only the worksheet that is being populated will export into a CSV format.

6.1.6 Detailed Review Findings for Active Case Reviews Form

To complete and submit the Detailed Review Findings for Active Case Reviews form:

1. After logging, in select the “Submit reports” link.
2. Using the drop down menu, States should select the form they will be submitting in order to proceed (Detailed Review Findings for Active Case Reviews form). (Exhibit 8)
3. Click the “Submit” button.
4. Open the Excel workbook for the relevant month from your computer.
5. When the Excel spreadsheet opens, click on the “Enable macros” button. The workbook containing the four forms will then open in Excel.

6. Click on the tab for the Active Case Review Findings form.
7. Enter data into the form only in the outlined fields. If copying the data into the spreadsheet, please be sure that numbers are imported as numbers rather than text and that text is imported as text and not numbers. Also, please do not change any column headings or text. Failure to comply with these guidelines will prevent successful uploading of the reporting forms.
8. Once the data has been input into the form, the fields “Dropped Due to Beneficiary Fraud” and “Review Finding” will automatically populate in the Active Case Payment Findings form.
9. Once the data has been input into the form, the Active Case Review Findings form will need to have the page breaks removed. This can be done by pressing the “Control-Shift-H” keys simultaneously.
10. Once the data has been input into the form and the line breaks have been removed, the spreadsheet will need to be saved as a CSV file. First, save the file as an Excel spreadsheet in the location of your choice. As a reminder, the same Excel workbook should be used throughout the eligibility review process for a given sample month.
11. After saving the document, click on the tab for the Detailed Review Findings for Active Case Review form and press the “Control-Shift-L” keys simultaneously on your keyboard. After running the macro, the Excel form will export the data to a CSV format in the same directory as the Excel file. The CSV file will have the State name, report name, sample month, date submitted and time submitted in its title. Upload the exported CSV file to the PETT website. Note: Only the worksheet that is being populated will export into a CSV format.

6.1.7 Detailed Review Findings for Negative Case Review Form

To complete and submit the Detailed Review Findings for Negative Case Review form:

1. After logging, in select the “Submit reports” link.
2. Using the drop down menu, States should select the form they will be submitting in order to proceed (Detailed Review Findings for Negative Case Reviews form). (Exhibit 8)
3. Click the “Submit” button.
4. Open the Excel workbook for the relevant month from your computer.
5. When the Excel spreadsheet opens, click on the “Enable macros” button. The workbook containing the four forms will then open in Excel.
6. Click on the tab for the Negative Case Review Findings form.
7. Enter data into the form. If copying the data into the spreadsheet, please be sure that numbers are imported as numbers rather than text and that text is imported as text

and not numbers. Also, please do not change any column headings or text. Failure to comply with these guidelines will prevent successful uploading of the reporting forms.

8. Once the data has been input into the form, the Negative Case Review Findings form will need to have the page breaks removed. This can be done by pressing the “Control-Shift-J” keys simultaneously.
9. Once the data has been input into the form and the line breaks have been removed, the spreadsheet will need to be saved as a CSV file. First, save the file as an Excel spreadsheet in the location of your choice. As a reminder, the same Excel workbook should be used throughout the eligibility review process for a given sample month.
10. After saving the document, click on the tab for the Detailed Review Findings for Negative Case Reviews and press the “Control-Shift-L” keys simultaneously on your keyboard. After running the macro, the Excel form will export the data to a CSV format in the same directory as the Excel file. The CSV file will have the State name, report name, sample month, date submitted and time submitted in its title. Upload the exported CSV file to the PETT website. Note: Only the worksheet that is being populated will export into a CSV format.

6.1.8 Active Case Payment Findings

To complete and submit the Active Case Payment Findings form:

1. After logging, in select the “Submit reports” link.
2. Using the drop down menu, States should select the form they will be submitting in order to proceed (Active Case Payment Findings). (Exhibit 8)
3. Click the “Submit” button.
4. Open the Excel workbook for the relevant month from your computer.
5. When the Excel spreadsheet opens, click on the “Enable macros” button. The workbook containing the four forms will then open in Excel.
6. Click on the tab for the Active Case Payment Findings form.
7. Enter data into the form. If copying the data into the spreadsheet, please be sure that numbers are imported as numbers rather than text and that text is imported as text and not numbers. Also, please do not change any column headings or text. Failure to comply with these guidelines will prevent successful uploading of the reporting forms.
8. Once the data has been input into the form, the Active Case Payment Findings form will need to have the page breaks removed. This can be done by pressing the “Control- Shift-K” keys simultaneously.

9. Once the data has been input into the form and the line breaks have been removed, the spreadsheet will need to be saved as a CSV file. First, save the file as an Excel spreadsheet in the location of your choice. As a reminder, the same Excel workbook should be used throughout the eligibility review process for a given sample month.
10. After saving the document, press the “Control-Shift-L” keys simultaneously on your keyboard. After running the macro, the Excel form will export the data to a CSV format in the same directory as the Excel file. The CSV file will have the State name, sample month, and date submitted in its title. Upload the exported CSV file to the PETT website. Note: Only the worksheet that is being populated will export into a CSV format.

6.1.9 Summary Findings and Error Rate Tables

The Summary Findings and Error Rate Tables will include a summary of findings as well as a reporting of your State program’s error rate. In the future, there will be a mechanism added to the PETT website which will allow States to export the data already submitted into the summary form. States can then use the error rate calculator, which is currently under development, to calculate the State program’s error rate. The Lewin Group will contact States when these features are available for use.