

## ICF/IID Preadmission Process

### Introduction

Intermediate Care Facility/Individual with Intellectual Disabilities (ICF/IID) providers must utilize their Trading Partner Accounts (TPA) to gain preadmission approval prior to entering a Long Term Care (LTC) case. Please follow the instructions below to submit a preadmission request on the Gainwell Technology website.

### Preadmission

- 1) On [www.idmedicaid.com](http://www.idmedicaid.com), sign in to your TPA.
- 2) Under **Form Entry**, select the **View & Submit LTC Case** tile (Figure 1).

Figure 1: LTC Case Submission Link



- 3) Select **LTC Case Submission** (Figure 2).
- 4) If there is more than one billing provider associated to the TPA account, select the correct billing provider from the drop-down (Figure 3).
- 5) Find the member by filling in at least two search criteria and selecting **Submit**. When the member's information displays, select **Continue** to confirm you have found the correct member.

Figure 2: LTC Case Submission Button

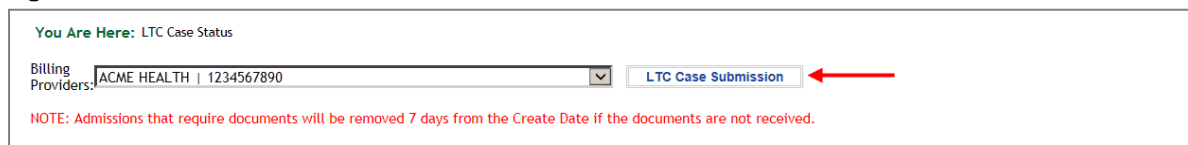
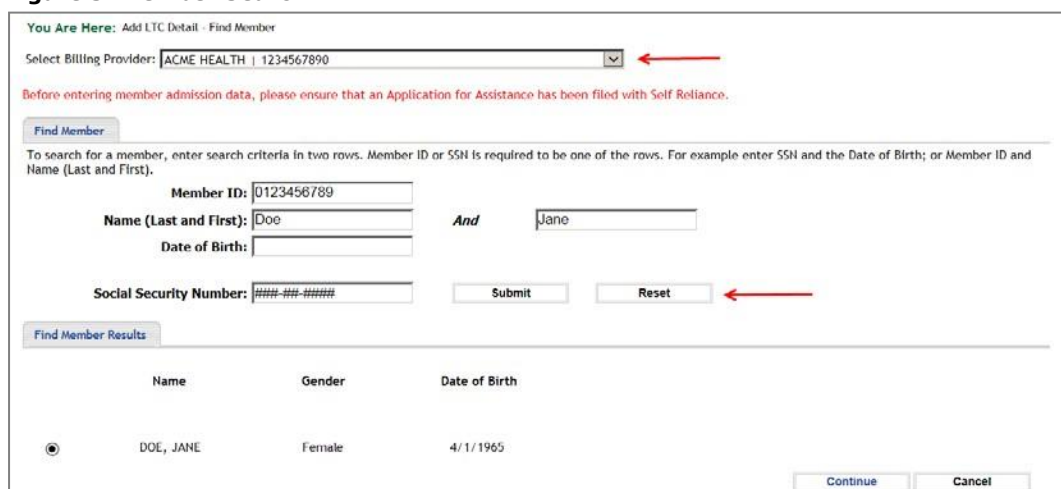
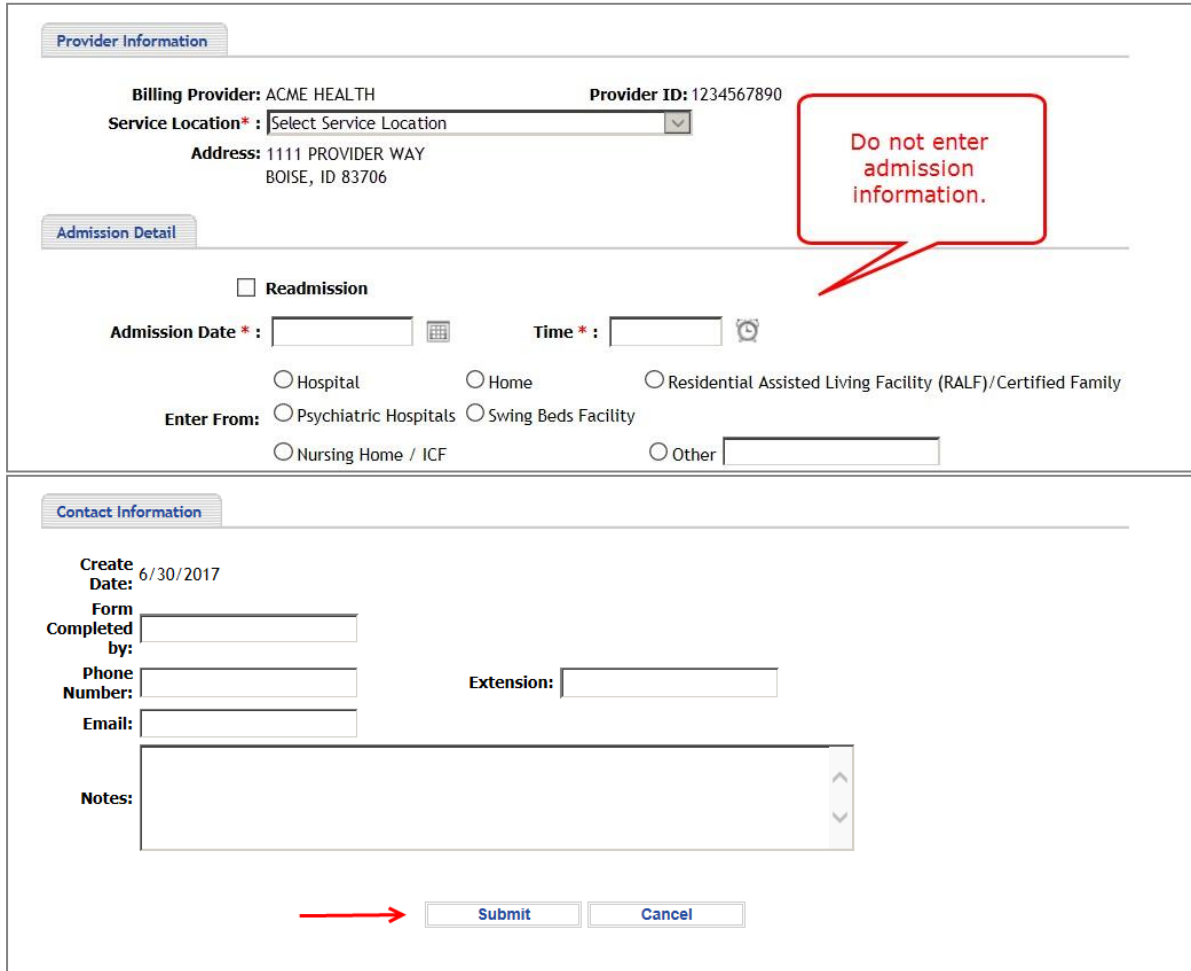


Figure 3: Member Search



- When the *LTC Case Submission* screen displays, **do not** enter any admission information. Scroll to the bottom and fill out the **Contact Information**, and select **Submit** (Figure 4).

**Figure 4: Information to Enter for Preadmission**



**Provider Information**

Billing Provider: ACME HEALTH      Provider ID: 1234567890

Service Location\*:

Address: 1111 PROVIDER WAY  
BOISE, ID 83706

**Admission Detail**

Readmission

Admission Date \*:

Time \*:

Hospital     
  Home     
  Residential Assisted Living Facility (RALF)/Certified Family

Enter From:  Psychiatric Hospitals   
  Swing Beds Facility

Nursing Home / ICF     
  Other

**Contact Information**

Create Date: 6/30/2017

Form Completed by:

Phone Number:       Extension:

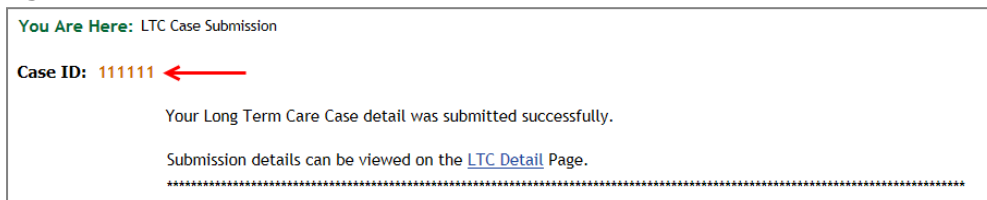
Email:

Notes:

→
   

- A confirmation of your submission will display. You will be assigned a Case ID (Figure 5); you will need this Case ID when you return to enter the admission information after your preadmission has been approved.

**Figure 5: Submission Confirmation and Case ID**



You Are Here: LTC Case Submission

Case ID: **111111** ←

Your Long Term Care Case detail was submitted successfully.

Submission details can be viewed on the [LTC Detail](#) Page.

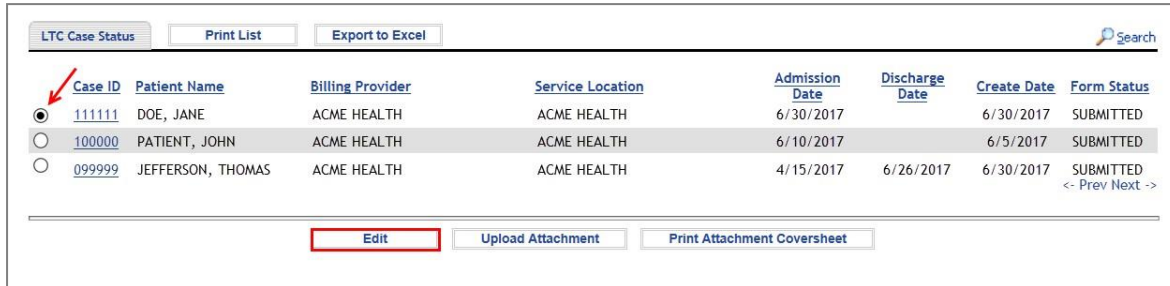
- By selecting Submit in Step 6, a preadmission request has been submitted to the Bureau of Developmental Disability Services (BDDS). You will be contacted, and the participant will receive a letter when BDDS has either approved or denied your preadmission request.

## Admission

Once you have received approval from BDDS, you may return to your LTC case to enter the admission information (and discharge information, if applicable).

- 1) On [www.idmedicaid.com](http://www.idmedicaid.com), sign into your Trading Partner Account.
- 2) Under **Form Entry**, select the **View & Submit LTC Case** tile (Figure 1).
- 3) If applicable, select the correct billing provider from the drop-down.
- 4) In the **Case ID** column, click the radio button next to the Case ID you were assigned when you submitted the preadmission request. Select the **Edit** button at the bottom of the screen.

**Figure 6: Select Case ID**



The screenshot shows a web interface for managing LTC cases. At the top, there are buttons for 'LTC Case Status', 'Print List', and 'Export to Excel', along with a search icon. Below is a table with columns: Case ID, Patient Name, Billing Provider, Service Location, Admission Date, Discharge Date, Create Date, and Form Status. Three cases are listed, with the first one selected. Below the table are buttons for 'Edit', 'Upload Attachment', and 'Print Attachment Coversheet'. The 'Edit' button is highlighted with a red box.

Case ID	Patient Name	Billing Provider	Service Location	Admission Date	Discharge Date	Create Date	Form Status
<input checked="" type="radio"/> 111111	DOE, JANE	ACME HEALTH	ACME HEALTH	6/30/2017		6/30/2017	SUBMITTED
<input type="radio"/> 100000	PATIENT, JOHN	ACME HEALTH	ACME HEALTH	6/10/2017		6/5/2017	SUBMITTED
<input type="radio"/> 099999	JEFFERSON, THOMAS	ACME HEALTH	ACME HEALTH	4/15/2017	6/26/2017	6/30/2017	SUBMITTED

-< Prev Next >

- 5) The *LTC Case Edit* screen (Figure 4) will display. From here, you may continue to enter your case admission (and discharge, if applicable) information. For more information on this process, refer to the Trading Partner Account LTC User Guide under **User Guides** on [www.idmedicaid.com](http://www.idmedicaid.com).