January 11, 2018

Hello,

Thank you for your interest in signing up for a **Quality Apex subscription.** Choosing Quality Apex is a wise business decision because it offers an affordable tool to improve quality outcomes, manage risk, increase efficiency, maximize reimbursement, audit for coding accuracy, assist direct care staff with developing effective individualized plans and view facility specific trends.

To get your subscription started you'll need to sign and submit two documents including a Subscription Agreement (SA) and Business Associate Agreement (BAA). To expedite the subscription process please be prepared to provide the information indicated on the attached document.

If you have any questions, please let me know. You will receive your documents soon by email from me via DocuSign. If you have not received the documents by Jan. 25, please first check your SPAM file then, if not there, let me know.

Sincerely,

Marguerite Carroll,

Business Development Sales Liaison

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For more information email: Marguerite Carroll at mcarroll@leadingageny.org

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QUALITY APEX

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To start your Quality Apex subscription, follow these steps:

Get Your Subscriber Information Ready
User admin name, contact information and FAC_ID (instructions attached)

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Review, sign and return it

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If you are exempt, provide us with a copy of your state's sales tax exemption certificate

For more information email: Marguerite Carroll at *mcarroll@leadingageny.org*

QUALITY APEX: IDENTIFYING NUMBERS

BACKGROUND

To use Quality Apex, the SNF's FAC_ID will need to be looked up from an MDS 3.0 file from the SNF. An MDS 3.0 file is a zip file that contains one or more XML files. Each XML is an assessment while the MDS 3.0 file is a batch of XML assessment files. FAC_ID is one of the fields that is required in each assessment files. It is this field along with the field STATE_CD (i.e., 3 letter state abbreviation) that uniquely identifies the SNF from other SNFs. While there are many identifying numbers from CMS and the state health department that a SNF may have to identify themselves, the FAC_ID from their MDS 3.0 files is what is required to properly setup their account in Quality Apex.

Another identifying number that is needed to setup Quality Apex is the Federal Provider Number. This number is not the same as the National Provider number. This number is the Identifying number for each SNF on Nursing Home Compare.

STEPS TO RETRIEVE SNF'S FAC_ID

Someone in the SNF who has access to the SNF's MDS 3.0 files (e.g., MDS coordinator, etc.) will need to complete the following steps:

1. Unzip MDS 3.0 file.
    a. In newer versions of Windows, right click on the file and select "Extract".
    b. There are other applications that can be also be used to unzip files such as Winzip.
2. Open one of the files that was part of the zip file using a text editor such as Notepad on a Windows machine.
3. Look for a line in the file that looks like the following: <FAC_ID>**A123456**</FAC_ID>
4. The characters between the opening tag (<FAC_ID>) and the closing tag (</FAC_ID>) are the SNF's FAC_ID. In the example above the FAC_ID is A123456. The FAC_ID can have length of 16 characters but will most likely be much shorter.

STEPS TO RETRIEVE SNF'S FEDERAL PROVIDER NUMBER

Anyone in the SNF can complete the following steps:

1. Find the SNF on Nursing Home Compare (https://www.medicare.gov/nursinghomecompare/search.html?).
2. Click on the name of the SNF in the search results.
3. In the URL of your web browser window you will see something like the following:
    /profile.html#profTab=0&ID=**597E15**&Distn=0.0
4. The characters between "&ID=" and the next "&" are the SNF' Federal Provider Number. In the example above the SNF' Federal Provider Number is 597E15.

WHAT TO DO WITH THESE INDENTIFYING NUMBERS?

Once the FAC_ID and Federal Provider Numbers have been identified, these numbers are required to be included in Exhibit C of the Quality Apex agreement (page 9).