Form LTC-300R Online Application Submission Guide

Purpose

Form LTC-300 is used to submit information to the OHCA/Level of Care Evaluation Unit (LOCEU) when a decision is needed in a nursing facility.

Logging in

The LTC-300R Online Application is located at the SoonerCare secure site. Logon and follow the screens to reach the application.

For providers that do not have logon information, request a PIN by calling the Internet Help Desk at 1-800-522-0114, option 2 then option 1.

Accessing The Online Application

From the provider main page, click the *LTC-300R Online Application* link seen below to get to the application form.

Note: Clerks with access to multiple providers should verify that that the correct provider number and location code is chosen before entering any patient information.

Online Application

To begin the submission process, enter the member's Social Security number, date of birth and admission date in the fields listed.

Click the Continue button once the data is entered in these **required** fields.

Note:

* Throughout the application, the calendar icons may be used to select and enter the correct dates.

Application continued

Complete the following **required** fields:

- Last Name
- First Name
- Race
- Hispanic Ethnicity
- Gender
- Coverage
- Admission Type
- Prior Living Arrangement

Complete the following fields when applicable:

- DHS Case Number
- RID
- Facility Discharge Date
- Deceased Date

Click the *Continue* button to move to the next screen.

Click the *Start Over* button to clear all information and return to the beginning of the application. This will take the user to the initial screen of the application.

Note:

* Use the "**?**" icons found throughout the application screens at certain selections to get details about the available choices.

Application continued

Make the appropriate **required** selections using the Radio Buttons. The Rating Guide on the screen's right side gives a description of the *Independent*, *Needs Help* and *Total Assistance* ability ratings.

Use the "**?**" icons found at the right of certain selections to get details about the choices available.

Click the *Continue* button to move to the next screen.

Click the *Back* button at the bottom of the page to return to the previous screen.

Click the *Cancel* button to exit the application. This will open a confirmation screen offering two buttons to either cancel out of the application and return to the secure site logon page or return to the current application.

Application continued

Make the appropriate **required** selections using the radio buttons. The Rating Guide on the screen's right side gives a description of the *Independent*, *Needs Help* and *Total Assistance* ability ratings.

Click the *Continue* button to move to the next screen.

Click the *Back* button at the bottom of the page to return to the previous screen.

Click the *Cancel* button to exit the application. This will open a confirmation screen offering two buttons to either cancel out of the application and return to the secure site logon page or return to the current application.

Application continued

Make the appropriate **required** choices using the radio buttons.

Use the "**?**" icons found at the right of certain selections to get details about available choices.

Click the *Continue* button to move to the next screen.

Click the *Back* button at the bottom of the page to return to the previous screen.

Click the *Cancel* button to exit the application. This will open a confirmation screen offering choices to either cancel out of the application and return to the secure site logon page or return to the current application.

Application continued

Make the appropriate **required** selections using the radio buttons. The Rating Guide on the screen's right side gives a description of the *No, Moderate and Excessive* measurement levels.

Click the *Continue* button to move to the next screen.

Click the *Back* button at the bottom of the page to return to the previous screen.

Click the *Cancel* button to exit the application. This will open a confirmation screen offering choices to either cancel out of the application and return to the secure site logon page or return to the current application.

Application continued

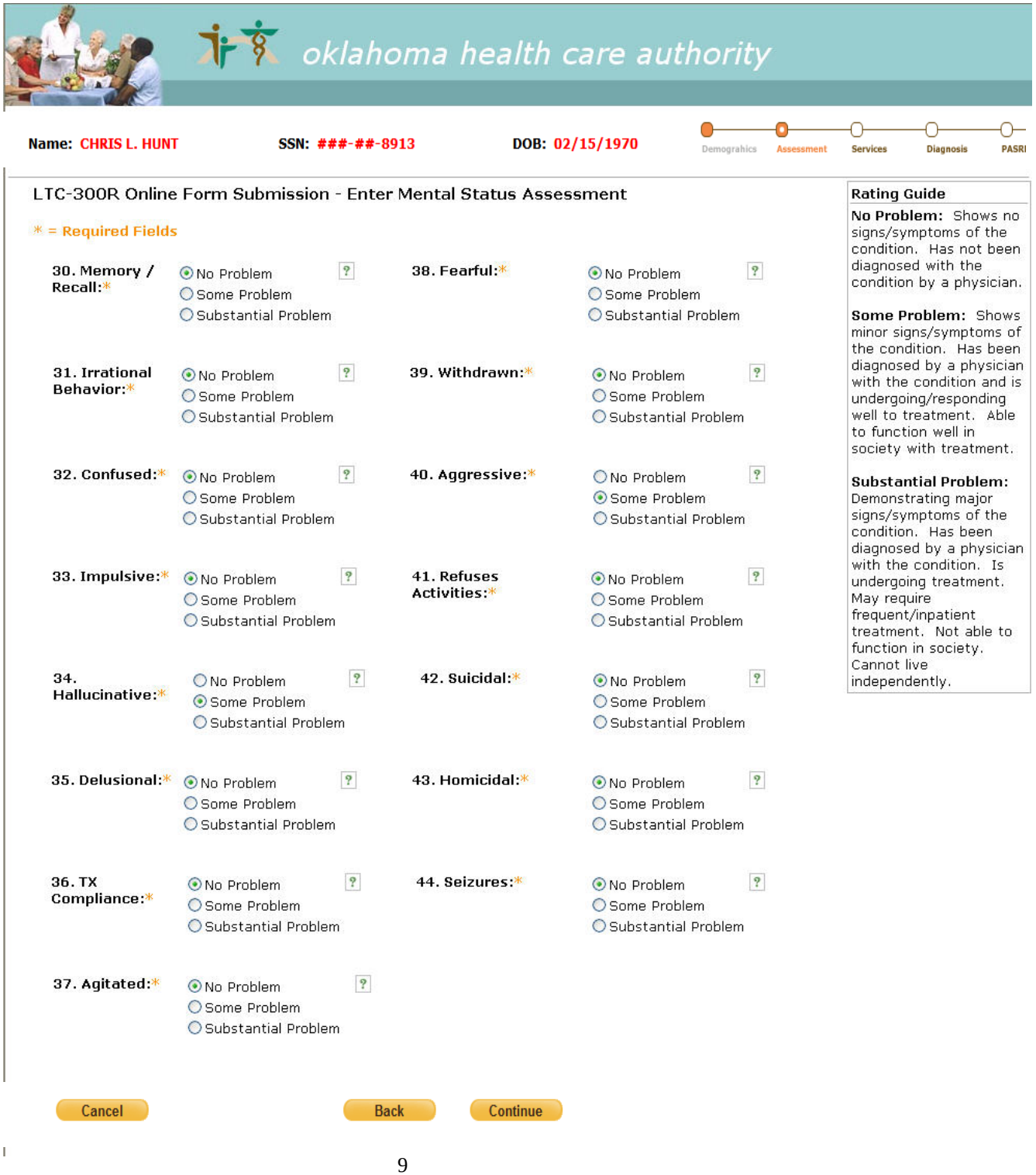
Make the appropriate **required** selections using the radio buttons. The Rating Guide on the screen's right side gives a description of *No Problem*, *Some Problem* and *Substantial Problem* mental status levels.

Use the "**?**" icons found at the right of certain selections to get details about available choices.

Click the *Continue* button to move to the next screen.

Click the *Back* button at the bottom of the page to return to the previous screen.

Click the *Cancel* button to exit the application. This will open a confirmation screen offering choices to either cancel out of the application and return to the secure site logon page or return to the current application.



Application continued

For each service provided to the member, enter the number of times the service is provided per the selected time interval. A green check mark will appear next to each service selected. Select the *No Services Needed* check box if the member does not need any of these services.

Click the *Continue* button to move to the next screen.

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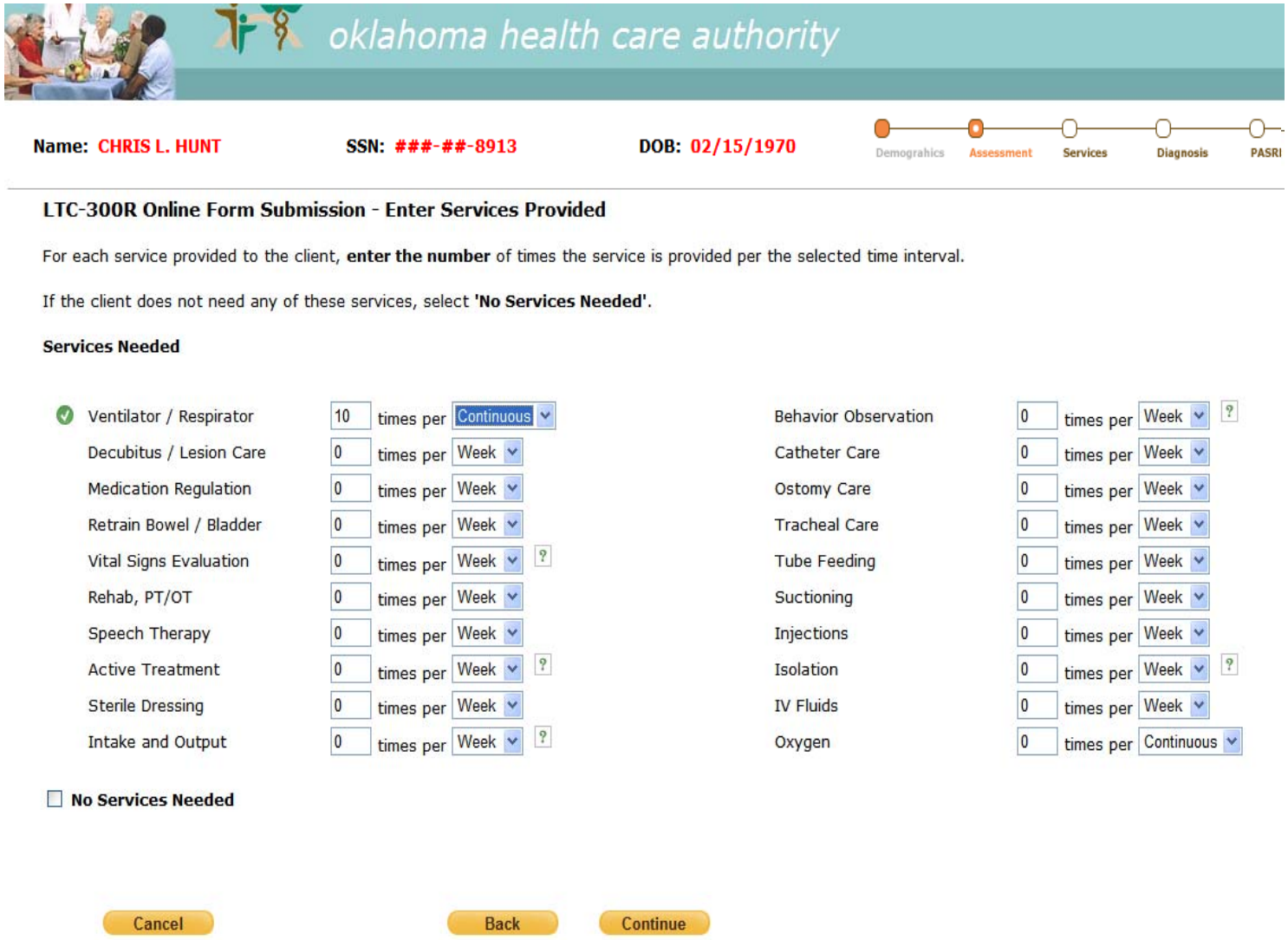


Application continued

Enter the **required** *Primary Diagnosis* and *Primary Diagnosis Code* data in the appropriate fields. Enter the *Secondary Diagnosis* and *Code*, if applicable. Enter pertinent data in the *Comments* section.

Click the *Continue* button to move to the next screen.

Click the *Back* button to return to the previous screen.

Click the *Cancel* button to exit the application. This will open a confirmation screen offering choices to either cancel out of the application and return to the secure site logon page or return to the current application.

Application continued

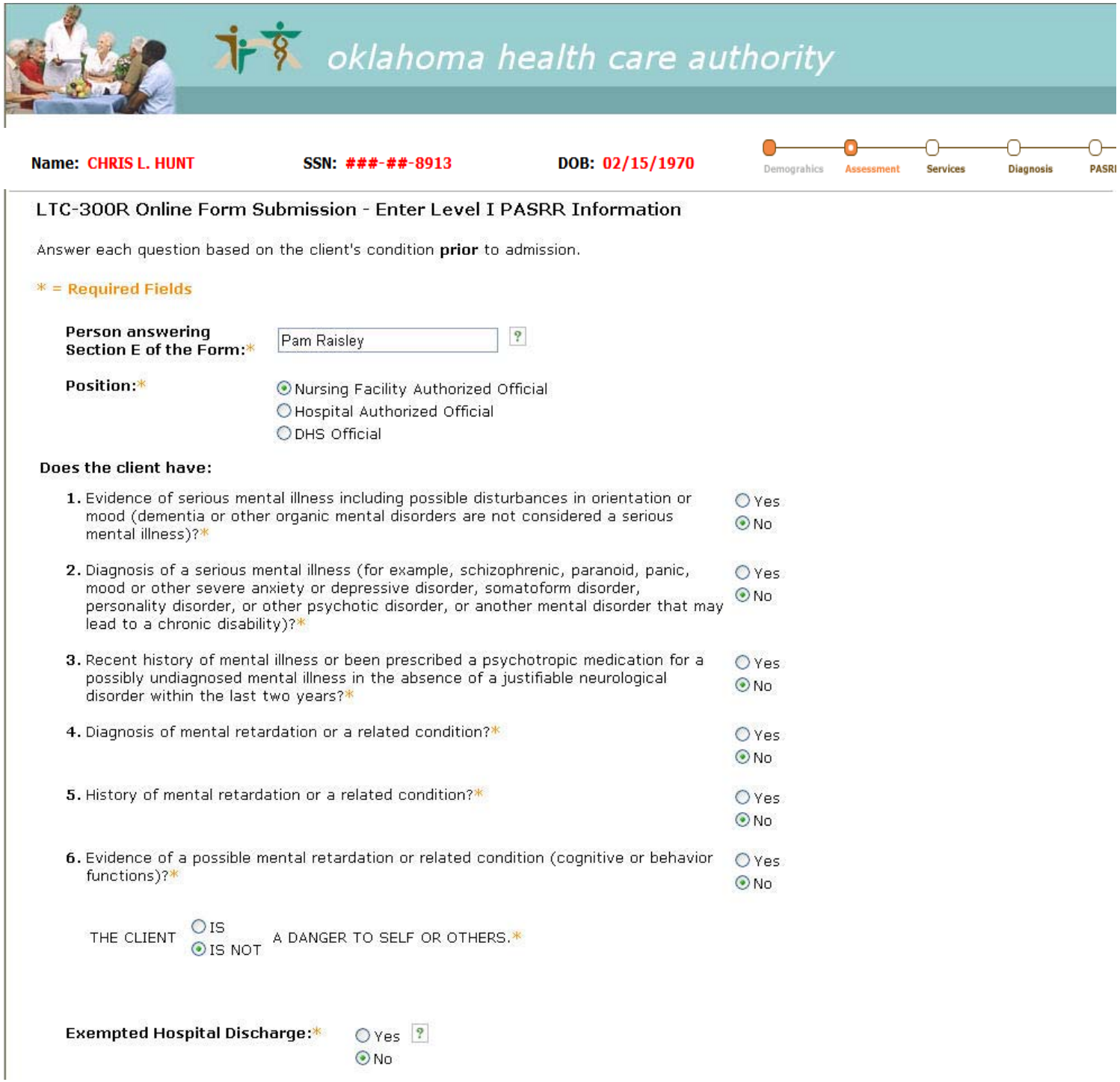
All entries are **required** on this screen.

Use the "**?**" icon found next to the *Person answering Section E of the form* field to understand who this person is as well as the *Nursing Facility Authorized Official, Hospital Authorized Official* and *DHS Official* title definitions.

Select the *Yes* or *No* radio button for questions 1 through 6.

Select the *Is* or *Is Not* radio button to designate member's danger to self or others.

Select the *Yes* or *No* radio button for the Exempted Hospital Discharge.



Application continued

All entries are **required** on this screen.

Select the appropriate *Short Term Stay Category* from the radio buttons given. Use the "**?**" icon for a definition of short term stay.

Enter the LOCEU consultation date. Use the *Calendar* icon to the right of the *Date* fields on this screen to help select the correct dates for these entries.

Enter the LOCEU staff name and consultation decision and any Level II evaluation results in the text fields provided.

Click the *Continue* button to move to the next screen.

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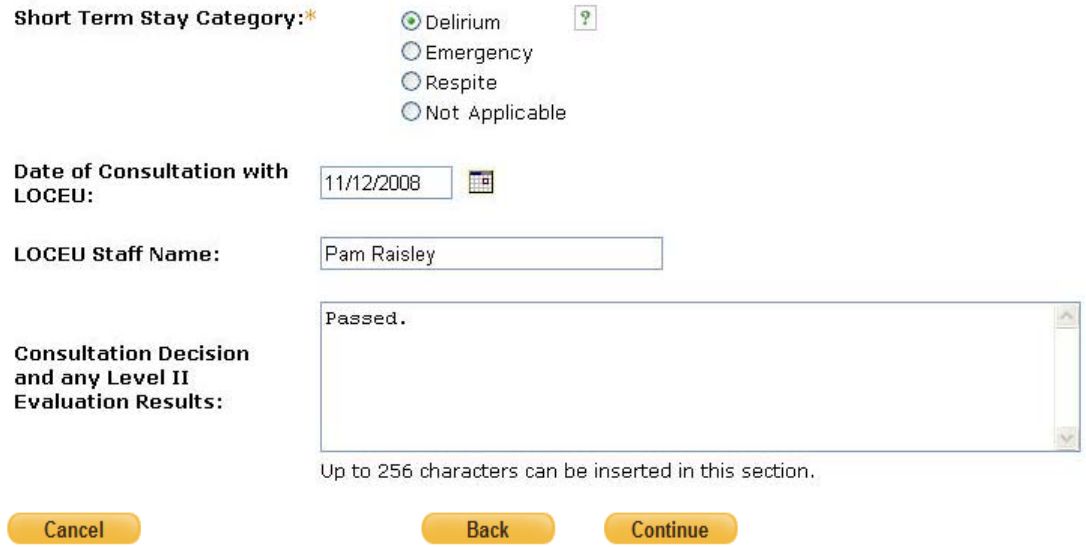


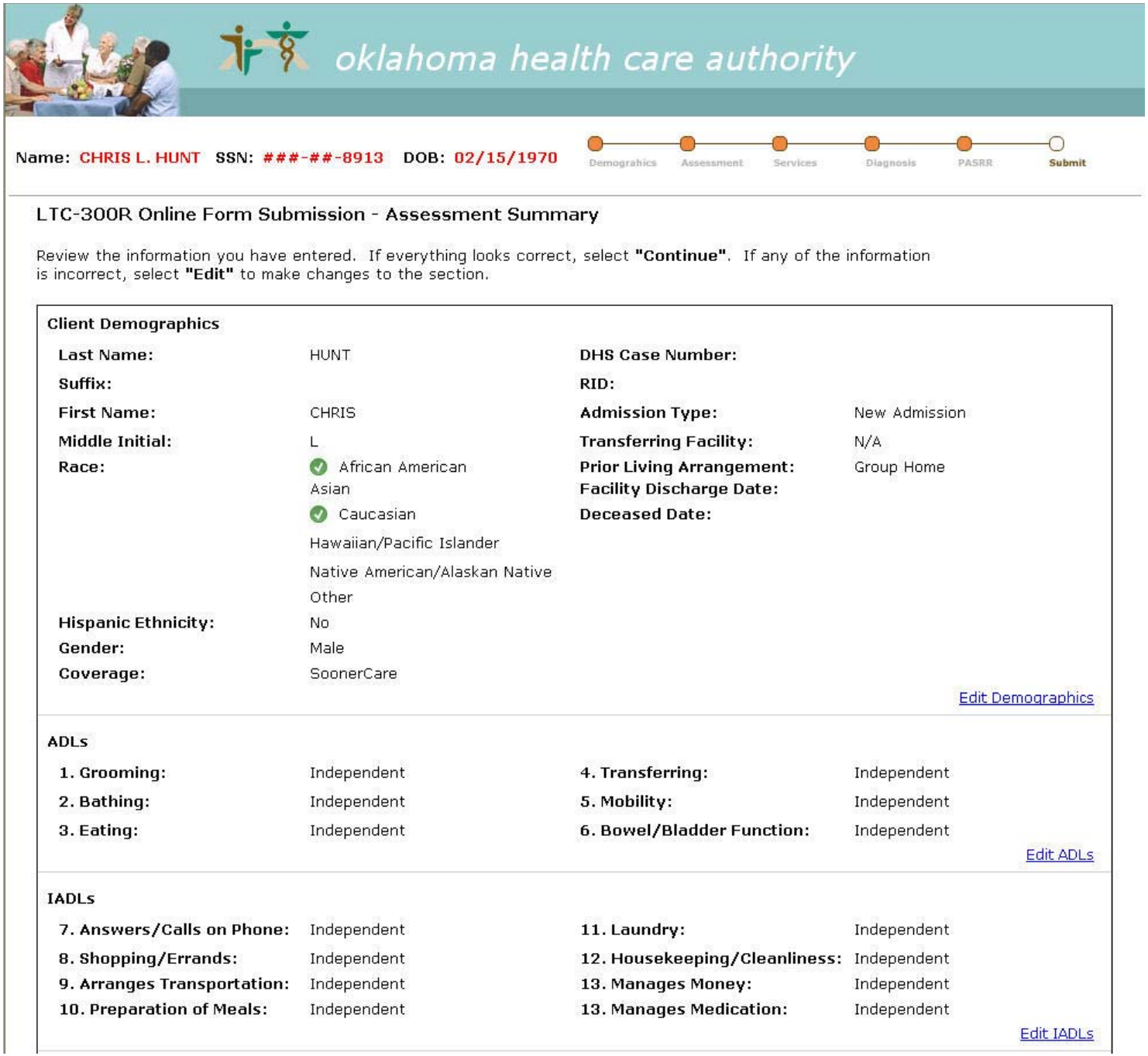
Application Review

Review the information on this screen to ensure it is correct. Select the *Edit* link following each section to return to that section and change any entries.

Click the *Continue* button at the bottom of the screen to move to the next screen.

Click the *Back* button at the bottom of the screen to return to the previous screen.

Click the *Cancel* button at the bottom of the screen to exit the application. This will open a confirmation screen offering choices to either cancel out of the application and return to the secure site logon page or return to the current application.



Review (continued)

Review the information on this screen to ensure it is correct. Select the *Edit* link following each section to return to that section and change any entries.

Click the *Continue* button at the bottom of the screen to move to the next screen.

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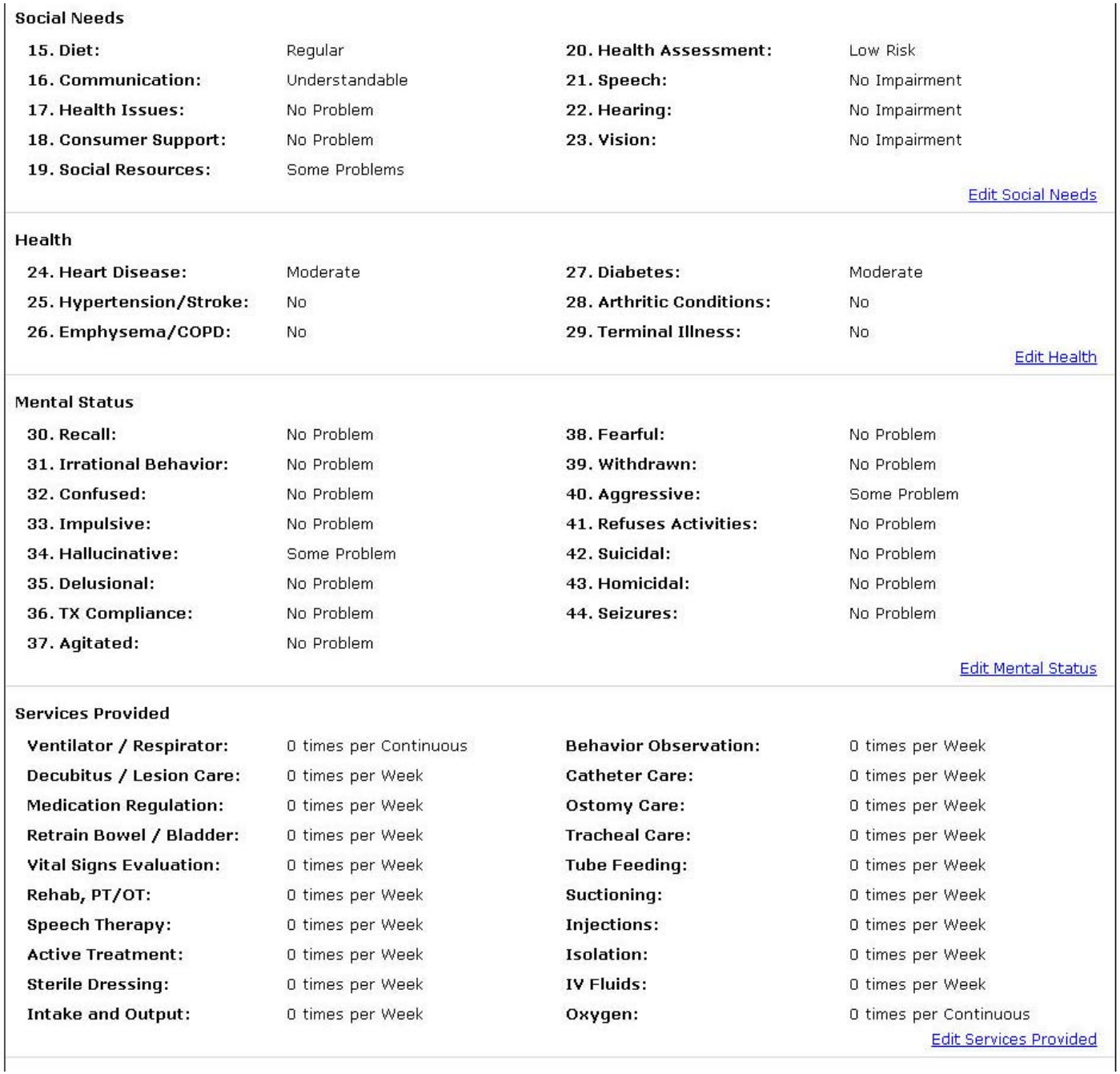

Social Needs

15. Diet:	Regular	**20. Health Assessment:**	Low Risk
16. Communication:	Understandable	**21. Speech:**	No Impairment
17. Health Issues:	No Problem	**22. Hearing:**	No Impairment
18. Consumer Support:	No Problem	**23. Vision:**	No Impairment
19. Social Resources:	Some Problems		

Edit Social Needs

Health

24. Heart Disease:	Moderate	**27. Diabetes:**	Moderate
25. Hypertension/Stroke:	No	**28. Arthritic Conditions:**	No
26. Emphysema/COPD:	No	**29. Terminal Illness:**	No

Edit Health

Mental Status

30. Recall:	No Problem	**38. Fearful:**	No Problem
31. Irrational Behavior:	No Problem	**39. Withdrawn:**	No Problem
32. Confused:	No Problem	**40. Aggressive:**	Some Problem
33. Impulsive:	No Problem	**41. Refuses Activities:**	No Problem
34. Hallucinative:	Some Problem	**42. Suicidal:**	No Problem
35. Delusional:	No Problem	**43. Homicidal:**	No Problem
36. TX Compliance:	No Problem	**44. Seizures:**	No Problem
37. Agitated:	No Problem		

Edit Mental Status

Services Provided

Ventilator / Respirator:	0 times per Continuous	**Behavior Observation:**	0 times per Week
Decubitus / Lesion Care:	0 times per Week	**Catheter Care:**	0 times per Week
Medication Regulation:	0 times per Week	**Ostomy Care:**	0 times per Week
Retrain Bowel / Bladder:	0 times per Week	**Tracheal Care:**	0 times per Week
Vital Signs Evaluation:	0 times per Week	**Tube Feeding:**	0 times per Week
Rehab, PT/OT:	0 times per Week	**Suctioning:**	0 times per Week
Speech Therapy:	0 times per Week	**Injections:**	0 times per Week
Active Treatment:	0 times per Week	**Isolation:**	0 times per Week
Sterile Dressing:	0 times per Week	**IV Fluids:**	0 times per Week
Intake and Output:	0 times per Week	**Oxygen:**	0 times per Continuous

Edit Services Provided

Review (continued)

Review the information on this screen to ensure it is correct. Select the *Edit* link following each section to return to that section and change any entries.

Click the *Continue* button at the bottom of the screen to move to the next screen.

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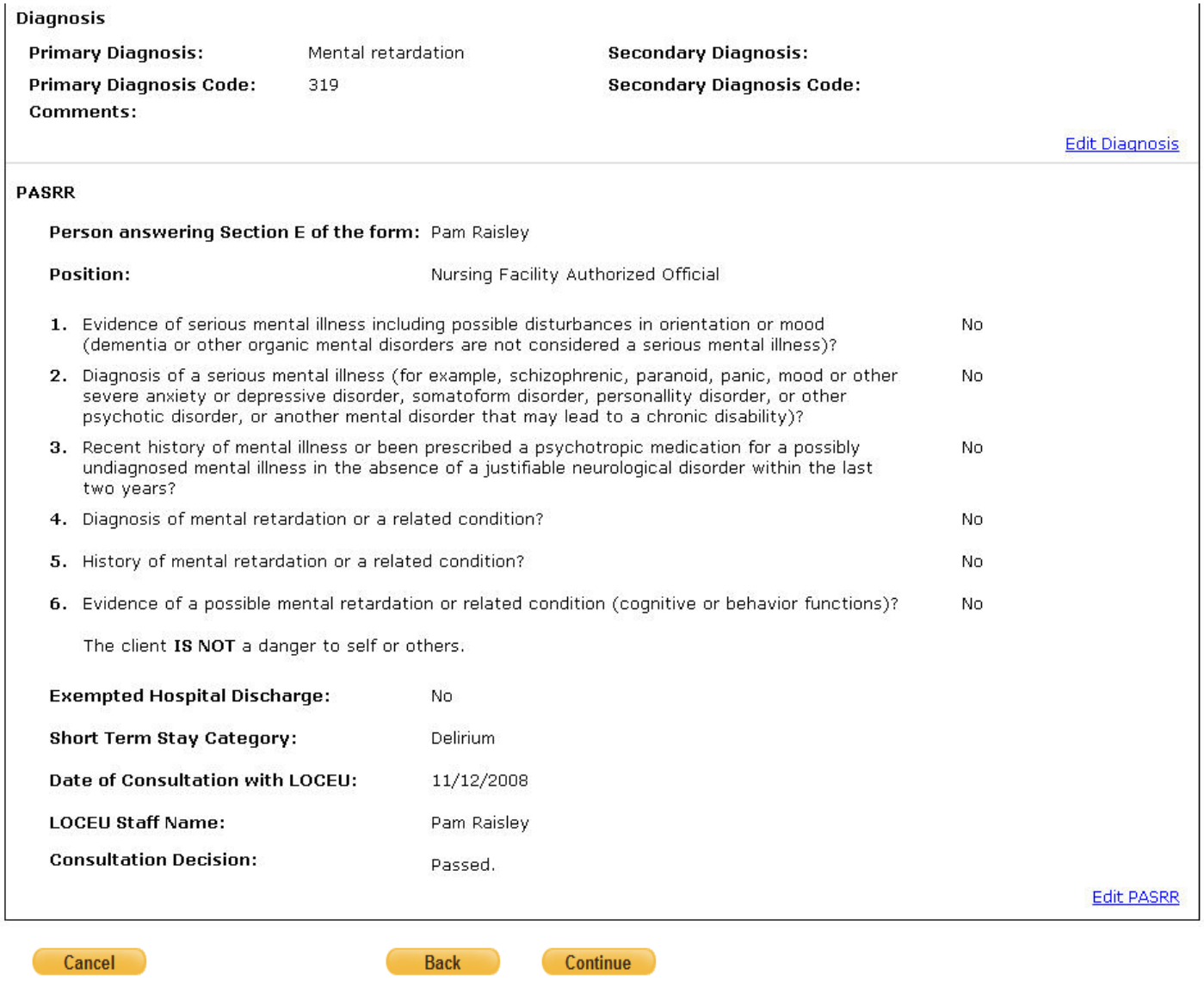
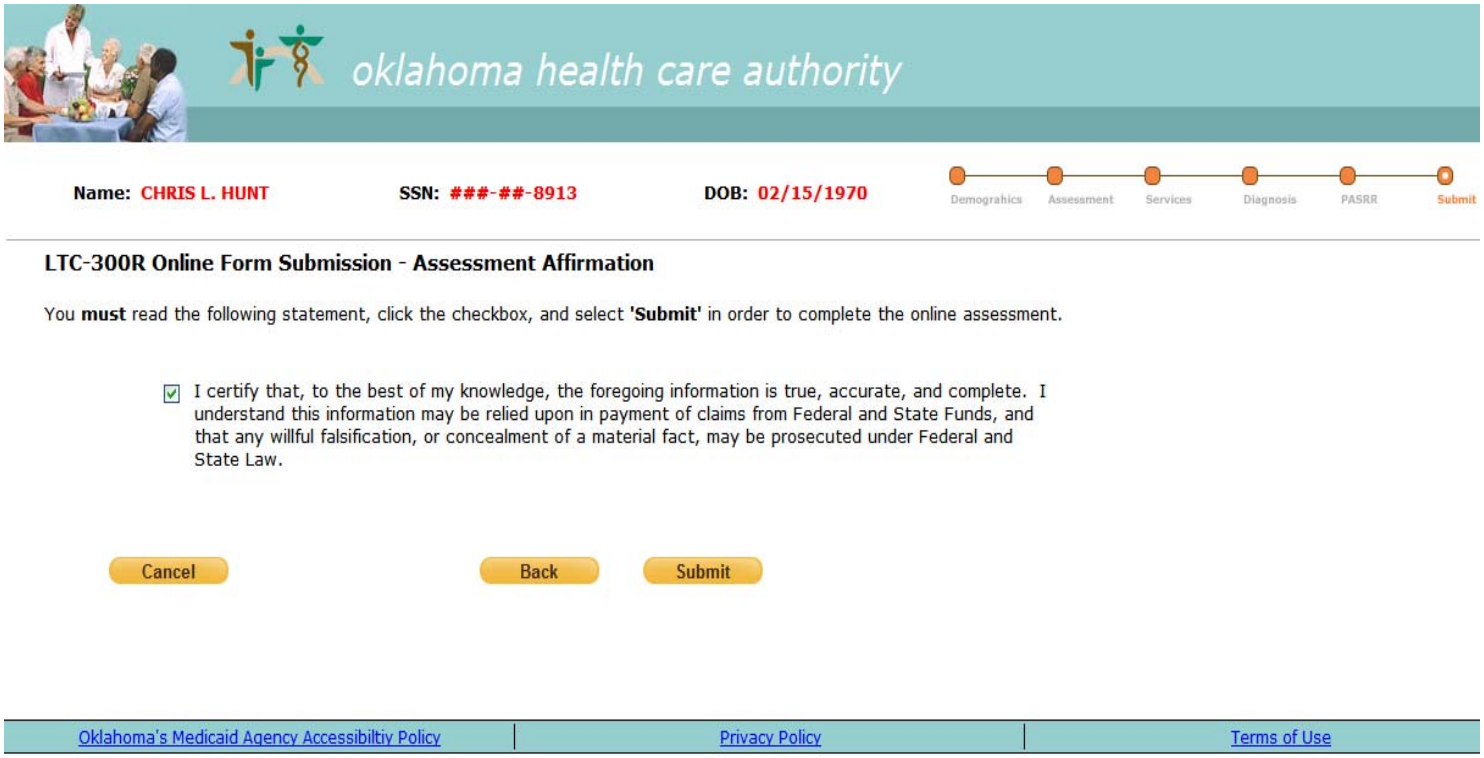


Certification And Submission

Read the statement on this screen and select the checkbox to the left of that statement if you agree with the statement.

Click the *Submit* button to complete the online assessment.

Click the *Back* button to return to the previous screen.

To exit the application, click the *Cancel* button. This will open a confirmation screen offering choices to either cancel out of the application and return to the secure site logon page or return to the current application.