Filling Out The Bed Data Screen

For Provider Types that require bed data, the Bed Data Screen captures information to ensure Medicaid recipients are housed properly and collects information for proper billing and reporting purposes.

This document will define bed data and key terms. It also includes examples for two Provider Types to demonstrate how to complete the Bed Data grid.

Overview and Key Terms

Overview

Bed Data captures the number of beds maintained and staffed for inpatients of a healthcare facility during a defined reporting period which are used for Medicare and/or Medicaid. The Bed Data screen in KY MPPA gathers information as reported to the Office of the Inspector General (OIG) for Medicare/Medicaid.

Bed Data is only required for certain **Entity** Provider Types.

The following Entity Provider Types are required to provide Bed Data:

- 01 – General Hospital
- 02 – Psychiatric Hospital
- 03 – Behavioral Health Service Organization (Tier 3 Only)
- 11 - ICF/MR/DD (Intermediate Care Facility - Individuals with Intellectual Disability)
- 12 – Nursing Facility
- 92 – Psychiatric Distinct Part Unit
- 93 – Rehabilitation Distinct Part Unit

The Bed Data screen (1.10) will be active within KY MPPA for these Provider Types. It will be inactive for Provider Types that do not require submission of Bed Data. Additionally, the fields to be completed on the Bed Data screen will vary based on the specific Provider Type.

For more on the specific Provider Types requiring bed data, check out the Provider Summaries on the Provider Enrollment web page.

Key Terms

Term	Definition/Description
Bed Type	The classification of a staffed bed in a healthcare facility. For example: *Pediatric, ICU, Medicare, or Medicaid*. This screen requires a Bed Type to be selected. Bed Type selections in the drop down will vary based on the specific Provider Type.
Rooms Prefix	Rooms Prefix means an identifier for the location of the beds. For example, West Wing or East Wing.
Rooms Suffix	Rooms Suffix means the bed number within each room; for example, 1E or 1W. This field allows for up to four characters.
Certified Beds	The number of Certified Beds will be populated from the Medicare/Medicaid Certification and Transmittal (C&T) Form.
Range of Rooms	This field identifies the room numbers in which certain beds are located. Identifies the first room in the range through the last room in the range. Rooms must be adjacent, have the same number of beds per room, and be the same Bed Type.
From Room Number	First room in a range of rooms.
To Room Number	Last room in a range of rooms.
Bed Effective Date	The date the survey was completed by OIG.
Bed End Date	This field is open ended. If left blank, it will default to 12/31/2299.

Not all fields are included for every Provider Type; field entries populate based on Provider Type.

Bed Data Entry

Bed data is entered into the Bed Data screen (1.10) using a grid. You will click the Add button to add new information to the grid for each bed data record (row in the table). Required information is indicated with a red asterisk *. *For more information on using grids, check out the **Using Grids in KY MPPA Quick Reference Guide**.*

When updating Bed Data during maintenance or revalidation, previous Bed Data information cannot be deleted, it must be end dated. After entering the end date, current Bed Data can then be added.   Newly added records must all have the same effective date.

Bed Types

The selections for Bed Types will vary depending upon the Provider Type selected. Table 1 lists the Bed Types for each Provider available in the drop down menu on the Bed Data screen (1.10). (Figure 1)

Hospital (PT01)	Substance Use Disorder (PT03) Tier 3	Psychiatric Hospital (PT02)	ICF/MR/DD (PT11)	Nursing Facility (PT12)	Psychiatric Distinct Part Unit (PT92)	Rehabilitation Distinct Part Unit (PT93)
01 - Acute	03 - Residential	11 - Psy Hospital	13 – ICF/IID	Brain Injury (15)	11 - Psy Hospital	10 – Rehab Hospital
02 - Intensive Care Unit (ICU)				NF Medicaid – Title 19 (16)		
03 - Surgical ICU				NF (Medicare/Medicaid) – Titles 18 & 19 (17)		
04 - Burn ICU				Hospital Swing (09)		
05 - Transitional Care Unit (TCU)						
06 - Nursery						
07 - Neonatal ICU						
08 - Critical Care Unit (CCU)						
14 - Ventilator Unit						
15 - Brain Injury						
18 - Other						

Figure 1: Bed Type Options by Provider Type

* If "18-Other" is selected, a description must be entered into the provided text box to provide additional details.

Bed Data Entry Examples

Example 1: Hospital Scenario

A Hospital has four wings: East Wing, West Wing, South Wing and North Wing. All beds were certified by the Office of Inspector General (OIG) on March 15, 2017.

A Hospital (PT01) has the following bed type breakout: (Figure 2)

Bed Type	Location	Beds/Room	Number of Rooms	Certified for Medicare	Certified for Medicaid	Certified for Either
01 – Acute	West Wing	1	5	1	2	2
01 – Acute	East Wing	2	10	4	6	10
03 – Surgical ICU	West Wing	2	3	2	2	2
03 – Surgical ICU	East Wing	4	3	4	4	4
07 – Neonatal ICU	South Wing	5	2			10
08 – CCU	North Wing	1	5	1	1	3

Figure 2: Bed Data Example 1 - Data Breakout

Example 1: Filling Out the Grid

For a **Hospital**, the Bed Data screen only requires entry of data for certified beds. It does not consider the location of the rooms or the number of rooms. Data for each Bed Type should be entered as a separate record/row.

Given the data in Table 2, you would enter the number of beds by Bed Type into the grid as follows: (Figure 3)

Bed Type	Certified Beds	Bed Effective Date	Bed End Date	Certified for Medicare	Certified for Medicaid	Certified for Either	Total Rooms
01 – Acute	25	3/15/2017		5	8	12	
03 – Surgical ICU	18	3/15/2017		6	6	6	
07 – Neonatal ICU	10	3/15/2017				10	
08 – CCU	5	3/15/2017		1	1	3	

Figure 3: Bed Data Example 1 – Completed Grid

- 01 – Acute is entered as a sum of the East Wing and West Wing rooms.
- 03 – Surgical ICU is entered as a sum of the East Wing and West Wing rooms.

Remember the number of Certified Beds is information provided by OIG for the survey and is not a calculation.

Example 2: Nursing Facility Scenario (data is for example purposes only)

A Nursing Facility has a West Wing and an East Wing. All beds were certified by the Office of Inspector General (OIG) on October 10, 2017.

Each Bed Data record or row within the grid must have the same number of beds per room of the same type *(i.e. Brain Injury, Medicaid/Medicare, Medicaid, etc)*. For example, if one range of rooms has 1 bed per room and another range of rooms has 2 beds per room, you must enter those ranges on separate rows/records. If there is only one room for the area, enter the range of rooms with the same room number (e.g. From Room Number = 1W, To Room Number = 1W). (Figure 4)

West Wing	East Wing
# Rooms: 12; Rooms Numbered: 1W – 12W Certified for both Medicaid and Medicare: 6 Certified for Medicaid Only: 3 Certified for Medicare Only (Brain Injury): 3	# Rooms: 6: Rooms Numbered: 1E – 6E Certified for both Medicaid and Medicare: 0 Certified for Medicaid Only: 3 Certified for Medicare Only (Brain Injury): 3

Figure 4: Bed Data Example - Data Overview

The first step to figure out how to enter the data into the grid on the Bed Data screen is to organize the Wings by room, number of beds per room, and bed type. *See the table below for one way to breakout the data.* (Figure 5)

Room	Type	Number of Beds	Room	Type	Number of Beds
1W	NF (Medicare/Medicaid)	1	10W	Brain Injury	2
2W	NF (Medicare/Medicaid)	2	11W	Brain Injury	2
3W	NF (Medicare/Medicaid)	2	12W	Brain Injury	2
4W	NF (Medicare/Medicaid)	2	1E	NF/Medicaid	1
5W	NF (Medicare/Medicaid)	2	2E	NF/Medicaid	2
6W	NF (Medicare/Medicaid)	2	3E	NF/Medicaid	2
7W	NF/Medicaid	2	4E	Brain Injury	2
8W	NF/Medicaid	2	5E	Brain Injury	2
9W	NF/Medicaid	2	6E	Brain Injury	2

Figure 5: Bed Data Example 2 - Data Breakout

Example 2: Filling Out the Grid

This example of Bed Data will contain 7 records.

Remember when entering Bed Data for a Nursing Facility: within a range of rooms within the grid *(the record/row)*, the rooms must be **adjacent,** have the **same number of beds per room** and be the **same bed type**. (Figure 6)

Here is how the data will break out into separate records:

- Even though rooms 1W – 6W are the same type *(NF Medicare/Medicaid – certified for both)*, they have a different number of beds per room so they must be divided into two records *(Record 1 and Record 2)*
- Rooms 7W – 9W must be a separate record *(Record 3)* - they have the same number of beds per room as 2W – 6W *(2 beds per room)*, but the bed type is now NF Medicaid only
- Rooms 10W – 12W must be a separate record *(Record 4)* because the bed type has changed to Brain Injury. *For this exercise, we have identified the Brain Injury rooms as Medicare only. This will vary for each entity.*
- The East Wing will follow the same logic for Records 5 - 7

Record #	Type of Bed	# Beds Per Room	Room #	# Rooms
1	NF (Medicare/Medicaid)	1	1W	1
2	NF (Medicare/Medicaid)	2	2W – 6W	5
3	NF/Medicaid	2	7W – 9W	3
4	Brain Injury	2	10W – 12W	3
5	NF/Medicaid	1	1E	1
6	NF/Medicaid	2	2E – 3E	2
7	Brain Injury	2	4E – 6E	3

Figure 6: Bed Data Example – Record Breakout

You can reconcile this to the information provided in Table 4 for the total number of rooms by type. (Figure 7)

Room Type	# Rooms	Wing	Rooms #s	Records	Total Rooms
Medicare/Medicaid	6	West	1W – 6W	1, 2	
Medicaid Only	3	West	7W – 9W	3	12
Medicare Only	3	West	10W – 12W	4	
Medicare/Medicaid	0	East	N/A	N/A	
Medicaid Only	3	East	1E – 3E	5, 6	6
Medicare Only	3	East	4E – 6E	7	

Figure 7: Bed Data Example – Data Reconciliation

Table 7 reconciles the total number of rooms and number of rooms by bed type to the data in Table 4. The completed Bed Data screen (1.10) grid is shown on the next page. (Figure 8)

Bed Data Example: Nursing Facility (PT12) – Completed Grid

Bed Type	Certified Beds	Bed Effective Date	Bed End Date	Rooms Prefix	From Room Number	To Room Number	Rooms Suffix	Total Rooms	Beds per room	Certified for Medicaid	Certified for Medicare	Certified for Either
NF (Medicare/Medicaid)	1	12/04/18		West Wing	1W	1W		1	1			1
NF (Medicare/Medicaid)	10	12/04/18		West Wing	2W	6W		5	2			10
NF/Medicaid	6	12/04/18		West Wing	7W	9W		3	2	6		
Brain Injury	6	12/04/18		West Wing	10W	12W		3	2		6	
NF/Medicaid	1	12/04/18		East Wing	1E	1E		1	1	1		
NF/Medicaid	4	12/04/18		East Wing	2E	3E		2	2	4		
Brain Injury	6	12/04/18		East Wing	4E	6E		3	2		6	

Figure 8: Bed Data Example 2 – Completed Grid

Remember the number of Certified Beds is information provided by OIG for the survey and is not a calculation.