

Recommended Steps for Obtaining a Florida OASIS Test Account

Instructions: Complete the following information, ensure steps are completed, sign & date at the bottom. Fax to the OASIS Help Desk at 850-414-6946 with the requested attachments. Note: Per CMS regulations, it is a violation of the CMS Security policy to send IP addresses via email or fax, share your personal login ID or password with anyone else, to send both ID and password in the same email, or to save your login information in your Internet browser.

Agency Name:		License #:
Address:		City:
Contact Person:		
HHA Phone #:	HHA Fax #:	HHA Email:

A home health agency (HHA) must demonstrate compliance with the Outcome Assessment Information Set (OASIS) Test transmission requirement (G380) prior to requesting certification survey (whether through an Accrediting Organization or through the State Agency). The following steps should be completed prior to the issuance of an OASIS Test Account:

- Contact the Licensure Unit about the status of your Initial Medicare Application (855 form).
- Indicate which Accrediting Organization to which your HHA has submitted an application for accreditation along with deemed status:
 - Community Health Accreditation Program
 - The Joint Commission
 - Accreditation Commission for Health Care
 - have not applied for accreditation/deemed status at this time
- Complete the review of the following documents before submitting this document for an OASIS Test Account
 - Review the *HHA System Users Guide*, and *Error Description Guide*. These documents can be viewed on-line or downloaded via the Internet at <https://qtso.cms.gov/reference-and-manuals/oasis-submission>.
 - Review the regulations regarding the Conditions of Participation. See <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/HHAs.html>
 - Install and configure OASIS encoding software. HAVEN is provided by the Centers for Medicaid and Medicare Services (CMS) at no cost; however, any software that complies with CMS data transmission specifications is also acceptable. HAVEN Software and Manuals can be downloaded from the HAVEN website at <https://qtso.cms.gov/software/jhaven/reference-manuals> or contact the HAVEN help desk at 1-877-201-4721.
 - Install the Verizon Juniper Client Software. Installation instructions and software download is available at https://qtso.cms.gov/system/files/2018-03/Install_Instr_CMSNet_12215014.pdf. The CMS (CMS Network, previously known as MDCN) Remote User Support Help Desk can be reached at (888)238-2122. Set-up will need to be finalized after receiving an OASIS Test Account.
- Include the following with this document when you submit this document via fax.
 - Copy of your home health agency State of Florida license.
 - Copy of the letter from the Agency for Health Care Administration's Licensed Home Health Programs Unit indicating your initial Medicare application was verified by your Medicare Administrative Contractor (MAC). This letter further directed your HHA to conduct an OASIS test transmission before requesting certification survey.
- OASIS test submission file is ready to submit to the State OASIS system. At least one patient record should be entered into your OASIS software (either a start of care, or resumption of care) with the status saved and set to "In Use".

Important: The HHA will receive their Facility ID after an OASIS Test Account Letter has been generated and sent to the HHA by the OASIS/Florida QIES Helpdesk: Please call the helpdesk at (850) 412-4501 for more information.

Note: The OASIS Test Compliance letter (G380) issued upon completion of your successful test is valid for one year from the date submitted to the State OASIS System.

- I have read the information above, completed all software installations and configurations, have also encoded the OASIS data into my software. **I will be ready to perform the test transmission upon receipt of the account login and passwords.**

Signed: _____ Date: _____

Printed Name: _____

Note: Test accounts are issued based upon the availability of login IDs. State agency certification survey workload or the need to coordinate with accrediting organizations may also impact test account issuance. Questions regarding OASIS test submissions should be directed to the OASIS Help Desk at 850-412-4501, Fax 850-414-6946, or by e-mail to FLQIES_HELP@ahca.myflorida.com