



## Nursing Home RUG Reports

### How to find and print Washington State RUG Reports and Medicaid Number Error Reports

*The Washington State nursing home Medicaid RUG reports, Preliminary, Revised and Final, are accessed from the MDS 3.0 transmission site and can be printed or saved. This is highly confidential information and must be stored properly and only forwarded with proper authority.*

1. Log into Verizon and MDS Submissions. On the MDS 3.0 Welcome Page click on MDS State Reports. Then click on Receive State Reports.

2. You should then see Parent Directory and strpts. Click on strpts. You should then see two file names that are underlined links ending with an extension of '.pdf'. The extension '.pdf' refers to Adobe Acrobat reports. **Double click on the file name.** The RUG reports are labeled as follows:

- Report Quarters include 2nd (April through June) or 4th (October through December)
- Report semi annual include quarters 4 and 1 (October through March), or 2 and 3 (April through September)
- The type of report is
  - P for Preliminary
  - F for Final
  - Q for Quarterly
  - S for Semi Annual
  - R for Revised (The Quarterly reports aren't Final because they are included in the next Semi Annual report)
- **Examples** WA#### Q2P.pdf   WA#### Q2R.pdf   WA#### S1P.pdf
- **WA####** = Facility Login ID
- **Q2P** = 2nd quarter Preliminary Report   **Q2R** = 2nd quarter Revised Report
- **S1P** = 1<sup>st</sup> Semi Annual Preliminary

3. The other file is the Medicaid Number Error report.

#### Note

The 'pdf' reports require the free Adobe Acrobat reader program which is available at: <http://get.adobe.com/reader/>.