

# Cognito Introduction & Demonstration

---

Office of Long Term Services and Supports



# Cognito Orientation

## Office of Long Term Services & Supports

### Quality Assessment Reporting

---

#### What is Cognito?

- Data management tool that is used to collect, organize, and manage data.
- HIPAA compliant, secure
- Link used to submit all required information

#### How will the Nursing Facility Program use Cognito?

- As a tool for gathering Quality Assessment patient days and payment data
- To help manage data gathering and analysis

# Why Transition to Cognito?

---

- FOR PROVIDERS:  
Improve quality of submissions/reduce errors  
Pre-population of certain fields saves time  
Ensure that reports get to the right place
- FOR THE DEPARTMENT:  
Improved tracking of patient day data  
Review trends, identify patterns

# How does Cognito work?

---

- Fields are very similar to that on the Excel form.
- Simply enter the nine-digit provider number. Facility and contact information are then pre-populated.
- When you click on the fiscal year and quarter, the rate applicable to your facility appears.
- Then just enter the appropriate patient day information for each month.
- If you are correcting information from a prior quarter, please click the “Correction” button.

# How does Cognito work? (cont'd)

- Form captures the information needed and directly routes it to an internal log for review and processing.
- You receive an acknowledgement that the form has been submitted.
- Within a few minutes, you also receive an email acknowledging receipt with a link to your submission for saving and printing.

# So Let's Try It!

- Open a report.

<https://www.cognitofrms.com/MDH3/NursingFacilityQualityAssessmentReport>

- Complete all required fields.
- Submit.
- Check your email.

# What does the Medicaid Program do?

- **We compare the reporting data to payment information and follow up with any providers that have not paid the amount due by the due date.**
- **We forward the data to the Program's Audit Contractor (Myers & Stauffer LC).**

# Important Points to Remember!

- Communications will come from the following address:
  - **MDH LTSS QA Team** (URL is [notifications@cognitoforms.com](mailto:notifications@cognitoforms.com))

The system is pre-populated with contact information for those staff currently submitting reports. If this information needs to be changed, please send the updated contact information (Name, Phone, Email) to [darlene.jeffreyes@maryland.gov](mailto:darlene.jeffreyes@maryland.gov).



# Some Things Never Change!

- Reports and payments are still due no later than 60 days following the end of the calendar quarter: 11/30, 3/1 (2/29 in Leap Year), 5/29, and 8/29
- Payment remittance instructions are the same as before

# Questions & Feedback

Please contact Darlene Jeffreyes,  
Program Specialist, at  
(410) 767-1453 or at  
[darlene.jeffreyes@maryland.gov](mailto:darlene.jeffreyes@maryland.gov)

---