OES NF Transfers Portal

https://gateway.maine.gov/transfers/

The OADS NF Transfers Portal is designed to facilitate the submission and tracking of Admissions, Transfers, Discharges, Hospice and Deceased clients. The "portal" is web based (accessible on the internet using your web browser – pointing to the address above). Each type of action has its own separate "page", where you enter the information specific to the action. You access these pages using the menu selections on the left hand side of the main menu.

By selecting the option you want, a new page will open, allowing you to enter and submit the appropriate information.

The NEW section (circled) in the NF Transfers menu is to be used for NF Reassessment Extension Requests. This process takes the place of reassessment referrals being sent to the Assessing Services Agency once a person has already been classified under Extended NF for one classification period. Please refer to the NF Transfer Form instructions found on the provider section of the OES website for additional information related to the NF Reassessment Extension Requests section of the NF Transfer Form.

MEMBER INFORMATION:

Each page has identical member information which you have to complete on each submission.

First name and last name and MaineCare# are required fields (not middle name) – you will not be able to successfully submit the page without completing required fields. Any required fields which are not filled in will display "Required" next to the field.

FACILITY/AGENCY INFORMATION

You must submit your Facility/Agency Information for each submission. Note that if you cannot locate your facility/agency name in the dropdown list, select "**Not in List**" from the menu, and then type in your facility/agency name in the box below the drop-down.

FACILITY/AGENCY INFORMATION (Continued)

Note – If you check off the "Remember me" box at the bottom of the page, the next time you open any of the pages, it should remember you from you last session, so you do not have to re-enter the Facility/Agency Information each time. The information is stored on the local computer in a "cookie". (Note that this is computer specific – if you go to another computer in your office, it will not have your information unless you re-enter it on that computer and check the "Remember Me" box. Note also that it's fine to have multiple users in your office submitting forms with different e-mail and phone numbers.

While it is not required that you enter an e-mail address, if you do, a confirmation e-mail will be sent to the address you enter (see below) confirming that the data has been successfully submitted. There will be a link in the email, which if you follow, will allow you to track if, when and by whom your submission has been processed. You will also automatically get an email confirming when your submission has been processed at OES.

ACTION SPECIFIC SECTIONS

Transferred to: ☐ **Hospital: Bedhold Request** (Required if hospital stay > 24 hours) Hospital Name: _____ Date: _____ ☑ **Your nursing facility from hospital** ☑ SNF Medicare Date: 12/12/2006 ☐ NF MaineCare Date: _____ ☐ **SNF Medicare Reinstated by NF** Date: _____ ☐ **Medicare Advantage participant – SNF Benefit** Start: _____ End: _____ ☐ **Private pay** Date: _____	Each page will have a section which is unique to the action (i.e. the Deceased page only has Date of Death and Location at time of death fields to complete – in this example, fields specific to Transfers are displayed) Fill out the appropriate information for whatever action you are taking. Note that date fields will not allow you to enter a future date.

SPECIAL NOTES
The Special Notes field can be used to enter information specific to your submission that you want to bring to the attention of OES that you could not otherwise send.

ACCESS CODE
An Access Code must be entered into the system in order for you to successfully submit the form. The Access Code for all facilities is found on the instructions that were mailed to your facility. We are not requiring facilities to establish unique login id's and passwords.

SECURITY
Note that the address of the portal starts with **https://** "The **s** in 'https://' indicates that this is on a secure web server – this means that any information which you submit is encrypted in transmission, so that it cannot be intercepted by hackers."

CONFIRMATION
If you have included your e-mail address in your submission, you should get an email confirmation from Facility.Communication@maine.gov when your submission has been received. You will also get one when your submission has been processed at OES. Note that you can click on the link at any time to get an update on whether your submission has been processed yet.