**Instructions for Accessing Rate Packages and MDS Reports**

Effective 2/1/2023 access to the Rate Packages and MDS Reports is no longer in the MITS system but are now available in the Ohio Medicaid Enterprise System Cost Report and Rate Setting System. To access the Rate Packages and MDS Reports, the user will need to have the appropriate user role assigned to them for each provider. Valid user roles are “MDS Report” user role, “Provider Administrator” user role or the “Sign Approve LTC Cost Report” user role. Only the “MDS Report” and “Provider Administrator” user roles have access to the MDS Reports.



Once you access the OMES Cost Report and Rate Setting System choose the Nursing Facility or Intermediate Care Facility (ICF-IID) project.

The **Files** feature on the main menu contains options for uploading, transferring, and storing of files on the OMES Cost Report and Rate Setting application, including Rate Packages, Long Term Care Cost Report Packages, and MDS Reports. This feature offers users the option to download Provider specific files. Only state users have the permission to upload files. This feature is only applicable to LTC providers.

**Files to Download**

1. Hover over **Files**

2. Click Files to Download



3. Files to Download page loads

4. Select a provider in the **Choose Provider** dropdown



5. The files made to download will appear in a table for the selected provider

6. Click the download icon to download individual files



7. Select multiple checkboxes, or click **Select All** to queue up multiple files to download

8. Click Download Files

