

Electronic Transmission of the MDS

Highlights	Policy Statement
MDS Transmission Training	<p>All MDS assessments (e.g., admission, annual, significant change, quarterly review, etc.) and discharge and reentry records will be completed and electronically encoded into our facility's computer MDS informational system and transmitted to the State database in accordance with current OBRA regulations governing the transmission of MDS data.</p>
Training on Updates/ Revision of MDS or Software	<p>Policy Interpretation and Implementation</p>
Authorized Access to MDS Computer System	<ol style="list-style-type: none"> 1. All staff members responsible for completion of the MDS receive training on the assessment process, computer entry, and transmission process, in accordance with the MDS 2.0 RAI Instruction Manual, before being permitted to use the MDS computer system. A copy of the MDS 2.0 RAI Instruction Manual is maintained by the Resident Assessment Coordinator. 2. Staff members are trained on updates/revisions to the MDS 2.0 Form and software upgrades as they are released. Such training is provided by the Staff Development Director and/or computer software vendor. 3. Only personnel authorized to complete portions of the MDS shall have access to the MDS 2.0 informational system. A current listing of employees who have access to the MDS computer system shall be maintained. Only the Administrator, Director of Nursing Services and Resident Assessment Coordinator shall have access to this listing. Such listing shall contain each employee's access code and password. Access codes and passwords shall be changed at least twice yearly.
Authorized Access Code/ Listing	<ol style="list-style-type: none"> 4. Employee access codes and passwords shall be provided by the Resident Assessment Coordinator. Access codes and passwords must be deleted within twenty-four hours of the employee's termination from employment or when the employee no longer responsible for completing portions of the MDS. The Resident Assessment Coordinator shall be responsible for providing the Administrator and Director of Nursing Services with a revised access listing.
Assignment of Access Codes/Deletion of Access Codes	<ol style="list-style-type: none"> 5. MDS electronic submissions shall be conducted in accordance with current OBRA regulations governing the transmission of such data.
Transmitting the MDS	<ol style="list-style-type: none"> 6. The MDS Coordinator is responsible for ensuring that appropriate edits are made prior to transmitting MDS data and that initial feedback and validation reports from each transmission are maintained for historical purposes and for tracking.
Feedback and Validation Reports	<ol style="list-style-type: none"> 7. All MDS assessment data will be backed up daily.
Daily Backup	