

MDS 3.0 Data Submission Process

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Slide 1 (duration: 00:20):

Hello, my name is Bob Bischoff with the Oklahoma State Department of Health. The Quality Improvement and Evaluation Service Division is also known as "QIES" (Q.I.E.S.). Today's segment will be on the MDS 3.0 Data Submission Process.

Slide 2 (duration: 00:13):

You will want to locate your AT&T Client on your desktop and double click.

Slide 3 (duration: 01:14):

This will take you to your AT&T Global Network client which is where you will be logging in. Your profile is always going to be "H@" followed by a series of numbers. If you do have problems with connecting or your password, I've listed the toll-free number on the upper left corner of the slide. It is important to note that your password will expire and will have to be refreshed every 60 days. Also note that once you attempted to login three times that you will be locked out and you have to call that toll free number to get that password reset. When calling the AT&T Global for security purposes you need to have your facility I.D. which would be "OKNH" followed by four numbers or "OKCC" followed by four numbers. This will get you through their security. The other thing that I'd circled and indicated with "NO" is saving your password. Please don't check that as this is a security violation.

Slide 4 (duration: 00:28):

Once you get through this process of the password with AT&T, you will receive this and the possibility of two more warnings in your submission process. This one is a website security certificate. You will need to click "Continue to this website" which is indicated by "Not recommended." You will need to click this.

Slide 5 (duration: 00:14):

The next is a warning that you accessed a U.S. Government information system. It is a warning. In order to submit you will have to click "OK".

Slide 6 (duration: 00:15):

The next warning that's possible you will receive is that you are accessing a C.M.S. System. Again, continue in order to transmit by clicking "OK".

Slide 7 (duration: 00:16):

You now made it to the Welcomed M.D.S. and OASIS system for the State of Oklahoma. In this case you are going to want to click on Long Term Facilities M.D.S. Click on the blue M.D.S.

Slide 8 (duration: 00:12):

Again, another possibility of a security alert: In order to continue with your submission, you will need to click "yes".

Slide 9 (duration: 00:11):

The next page will say "Click here to go to Submission's page". You will click on the underlined words.

Slide 10 (duration: 00:58):

This will be your normal submission page. You'll note that you will have a submission address for M.D.S. 2 and M.D.S. 3 submissions. You'll also see on the bottom arrow that I have highlighted how you will receive your final validation and provider reports, which is now going to appear in your CASPER reporting. What's important to note here is that your password for M.D.S. 2 point submissions and 3 point submissions and CASPER reporting are all the same. You would want to check with your software vendor on how you are going to separate your M.D.S. 2 submissions to your M.D.S. 3 submissions. As the one submitted to the wrong web address will reject.

Slide 11 (duration: 00:07):

Click on M.D.S. 3.0 submissions again.

Slide 12 (duration: 00:24):

So you will come up to your login page. This is where you will enter your Individual User I.D. and password. All of your user I.D.'s will start out with "MDS" followed by seven numbers. The password that you insert will be the password that you setup. You will then click "Login".

Slide 13 (duration: 00:22):

The next page will request the file name for your submissions. This would be the file name in your submission batch within your software. In most instances you would want to click on the browse button.

Slide 14 (duration: 00:30):

This will take you to another pop up and you will want to choose your file and you're going to look in you will have a drop down in the look in category, which is where the arrow points to. In most instances you'll your file your submission file will appear in your "C drive". Right now its indicating the desktop.

Slide 15 (duration: 00:20):

The next thing you would want to indicate or change, or make sure it is there, is the "file of type" category. Make sure that it is highlighted that "all files" is highlighted and appears in the "file of type" category.

Slide 16 (duration: 00:51):

This should take you to your final screen in selecting your file where you'll see in the "look in" box I have "C" highlighted. You'll see in "File of type" I have "All Files" Highlighted. I've then located my M.D.S data file. What I suggest for this is that when creating your files you may consider to M.D.S. 2 data as a name followed by the date and M.D.S. 3 data followed by a date in order to differentiate between your actual submissions to the proper web site. You will then highlight it and then click "open".

Slide 17 (duration: 00:13):

(This) will then take you back to your submission page, at which time your file name should appear in the "File name" box. You will want to click "Upload"

Slide 18 (duration: 00:32):

And here is where you will receive your file submission summary. It will tell you that submission has been received. You will note that it will give you your file name and submission date. Another change will be that you will not see your final validation report for a period up to 24 hours which is indicated by my lower arrow.

Slide 19 (duration: 00:27):

If you want to check on your submission status after your submission, you can click on your submission status button. And that will tell you the status on the bottom far right side precedence showing "waiting". It should appear as, once it is received, it would appear as "received" or "completed". Whatever terminology is used other than, "waiting" will appear.

Slide 20 (duration: 01:02):

So to summarize, your final validation report will automatically be generated by file processing. It will automatically be inserted into CASPER folders after completion. Again up to a 24 hour delay. You will log into CASPER. Go to "Folders". In CASPER, there will be a new shared facility folder. I've listed the facility folder's name. It will always be ending in "VR" standing for validation report. Only one submission ID is listed on each final validation report. In the past this used to be termed batch I.D.. I've also include here is-a new acronym which is A.S.P. standing for Assessment Submission and Processing system. This is where you're submitting all your M.D.S 3.0 data to.

Slide 21 (duration: 00:41):

Here is an overview of the actual CASPER folders which is your inbox. If you click on folders, you begin in seeing the new folder "OKNH9999" follow by "VR" standing for Validation report. Some of you may see "OKCC" follow by four number followed by the "VR". And some of you may have six numbers. Once you highlight that, your validation reports will appear to the right.

Slide 22 (duration: 00:29):

Applicability: M.D.S. 3 assessments are based on your assessment reference date of A2300 which would be October 1st, 2010 or later. Your tracking forms which are your entry and discharge forms will be indicated at A1600 and at A2000 with the date of October 1st, 2010 or later.

Slide 23 (duration: 00:56):

In the beginning, I would recommend that you test this process by only submitting 3 to 5 assessments. That way, if there is a problem with the software, you will not have to recreate or correct a hundred or whatever number that you submit. So, once you feel comfortable in submitting a group of a small amount of assessments, then proceed as normal. If you do have problems with sorting your batches into M.D.S. 2 and M.D.S. 3 you will want to call your software vendor to determine how to separate those out. The last thing is to make sure you always review your final validation reports.

Slide 24 (duration: 00:36):

In conclusion, be flexible as the screen views may appear slightly different when we go live. Submit early and often to remain compliant. My recommendation is that you submit at least once a week. There is a very good chart on your M.D.S. transmissions and completion time frames. (This is) located in the M.D.S. 3.0 manual, chapter 2 pages 2 dash 15 and 2 dash 16.

Slide 25 (duration: 00:27):

So if you have additional questions, I have listed our QIES Helpdesk, telephone number and our web address. We keep this fairly current and I recommend you frequent this web address often along with any questions that you have please direct to us and we are here to take care of your questions and problems. Thank you.

End of Presentation.