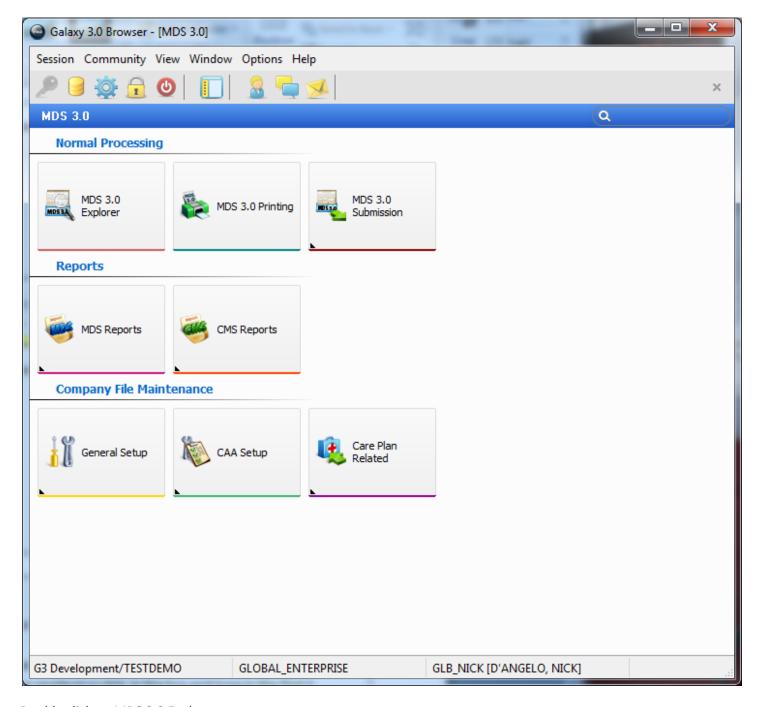
Galaxy Hosted Software

MDS 3.0 Users Guide

Nick M. D'Angelo, Sr.

August 2012



Double click on MDS 3.0 Explorer



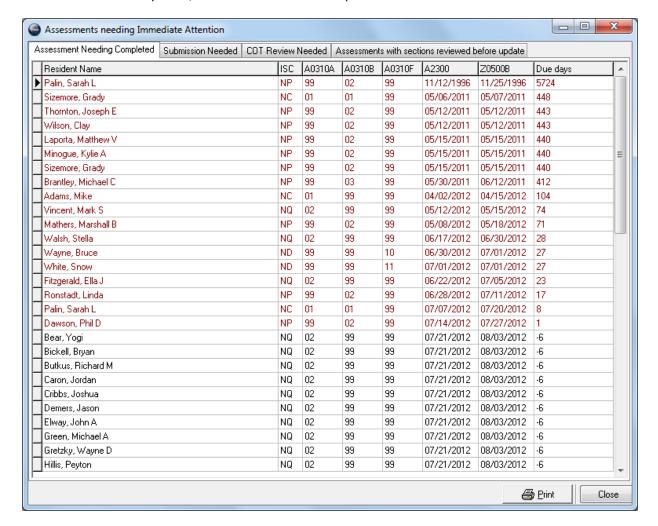
The Facility Resident Selector

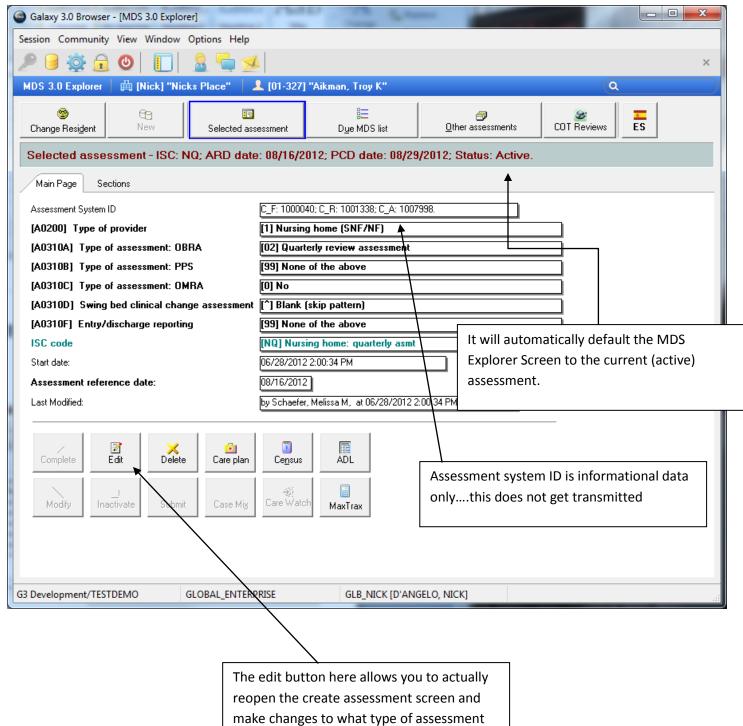
- Facility- Click the drop down to select a facility. If you only have one facility that facility name should default.
- Status- Click the Drop down to select a status. It will default to ADM.
- Resident- Click the drop down to select the resident or click in the box and type in the first 3 characters of the Residents Last Name and hit the Enter key on the Keyboard.

After choosing your facility, you will get a pop-up box that that will list any and all assessments that need immediate attention.

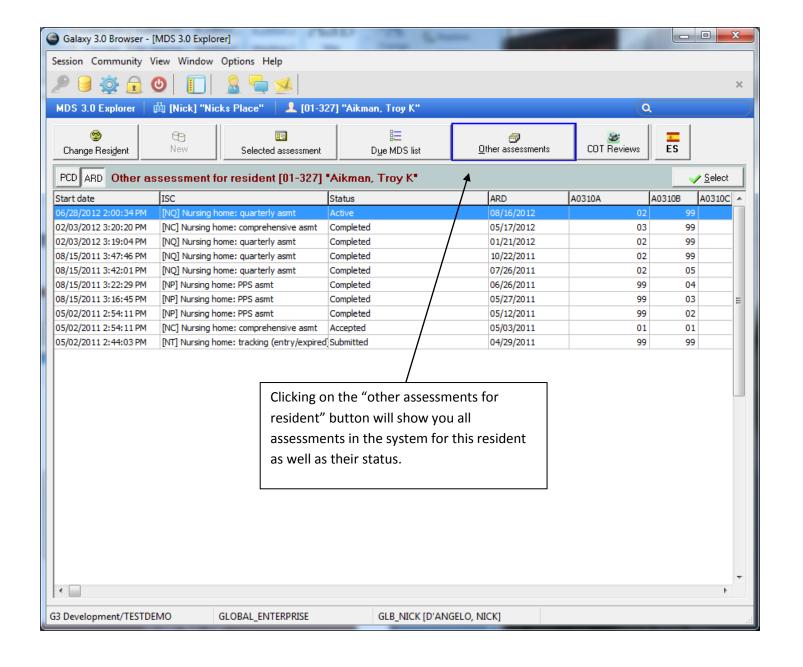
These are the assessments that are due now or past due.

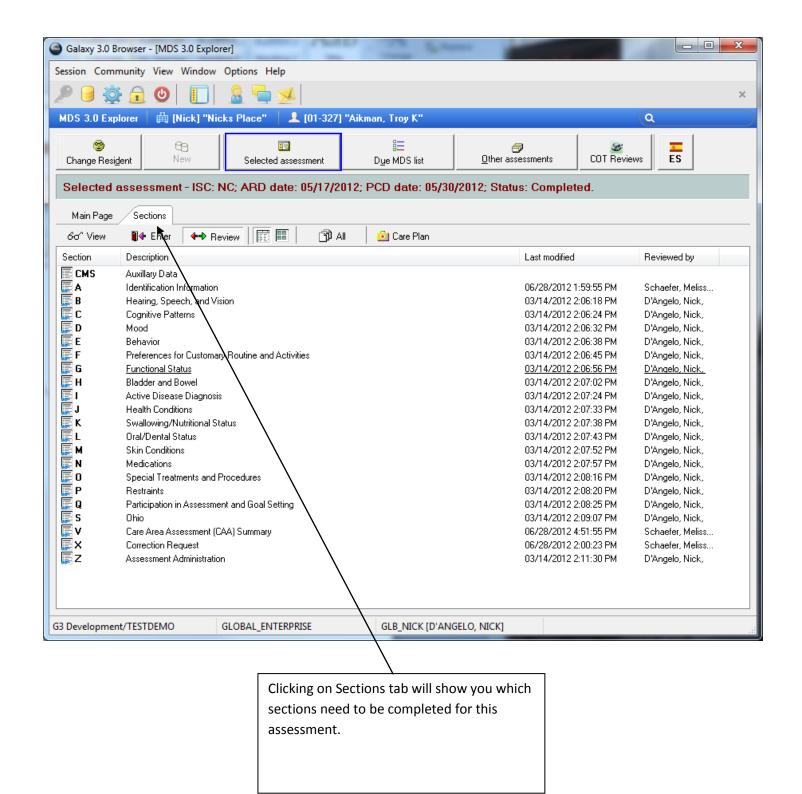
The box is divided into tabs to show you exactly where in the process the assessment is due. For example, does the assessment need completed, does section V need completed or does it need to be submitted.

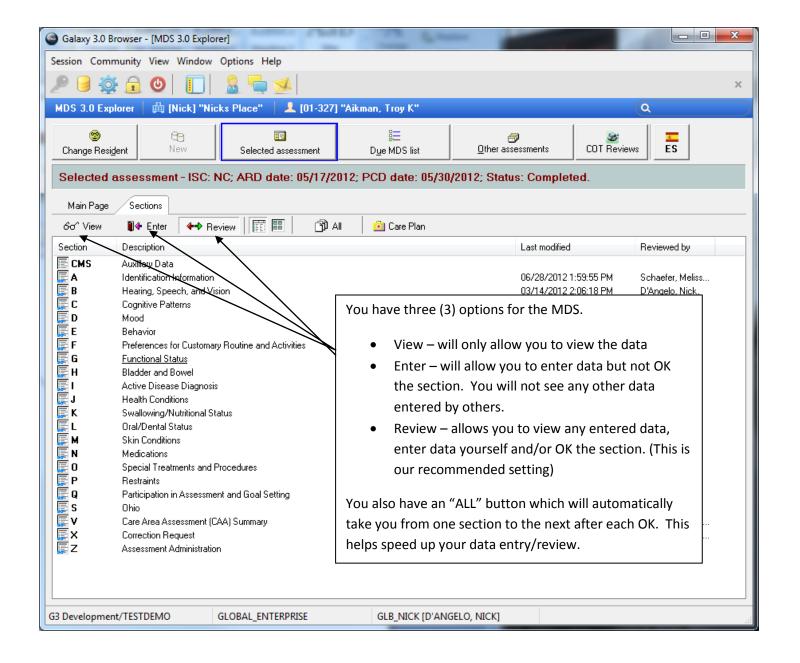


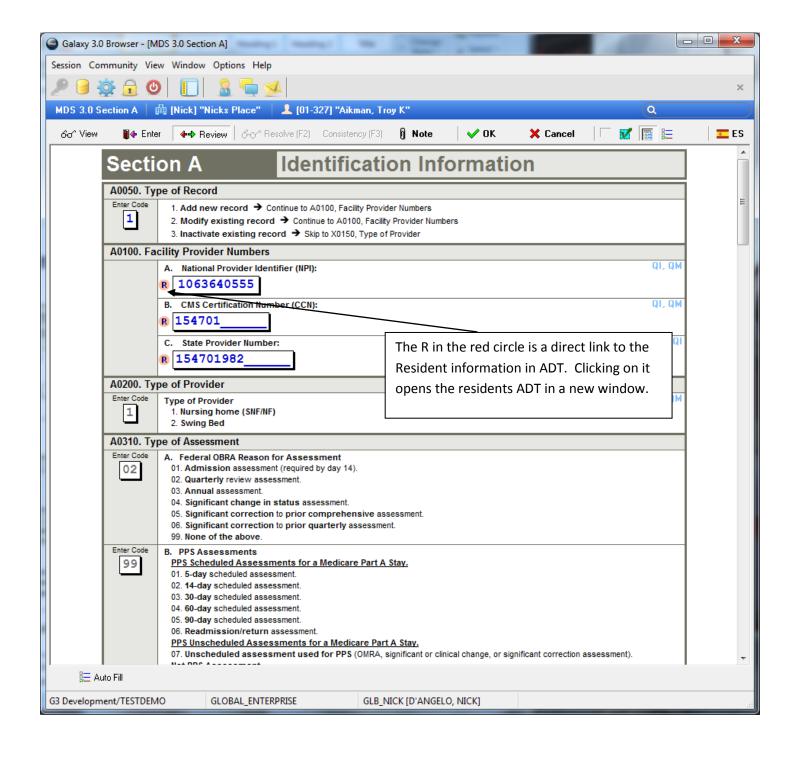


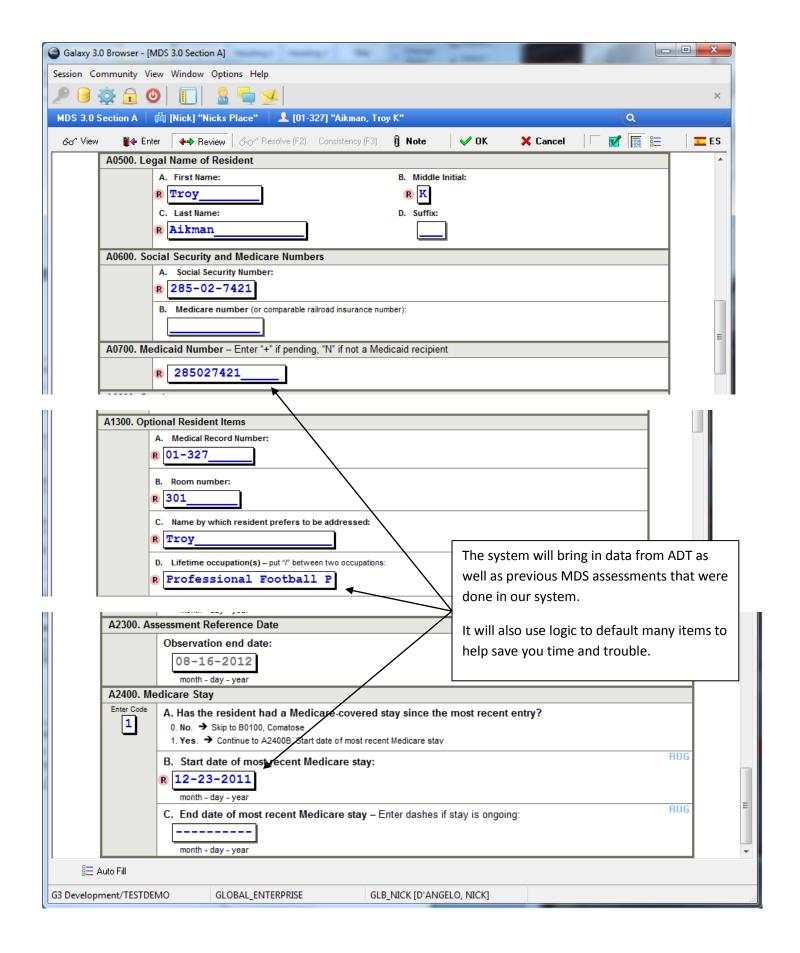
reopen the create assessment screen and make changes to what type of assessment this is and/or the ARD, Medicare or completion dates.



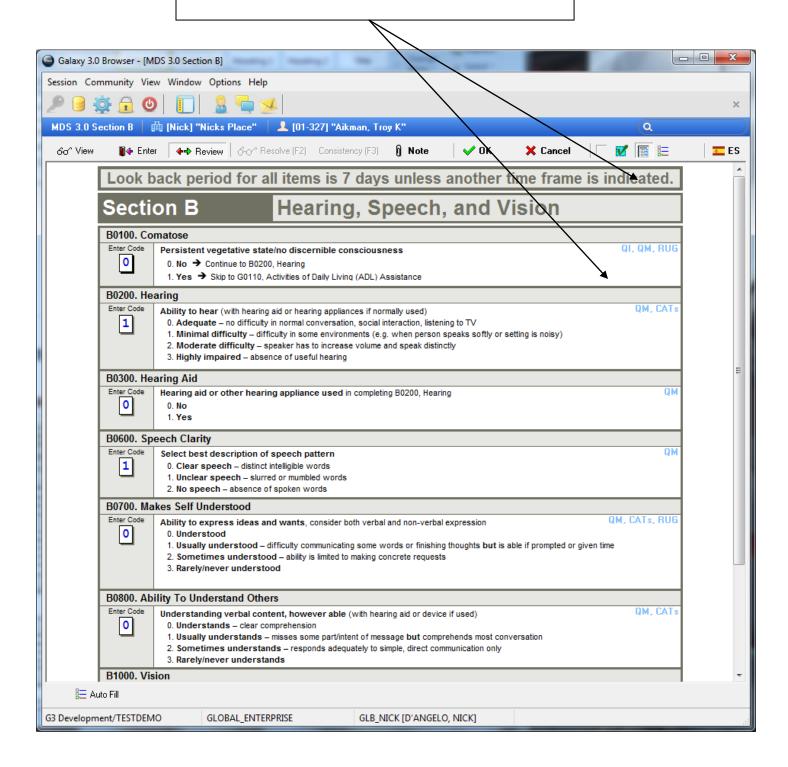


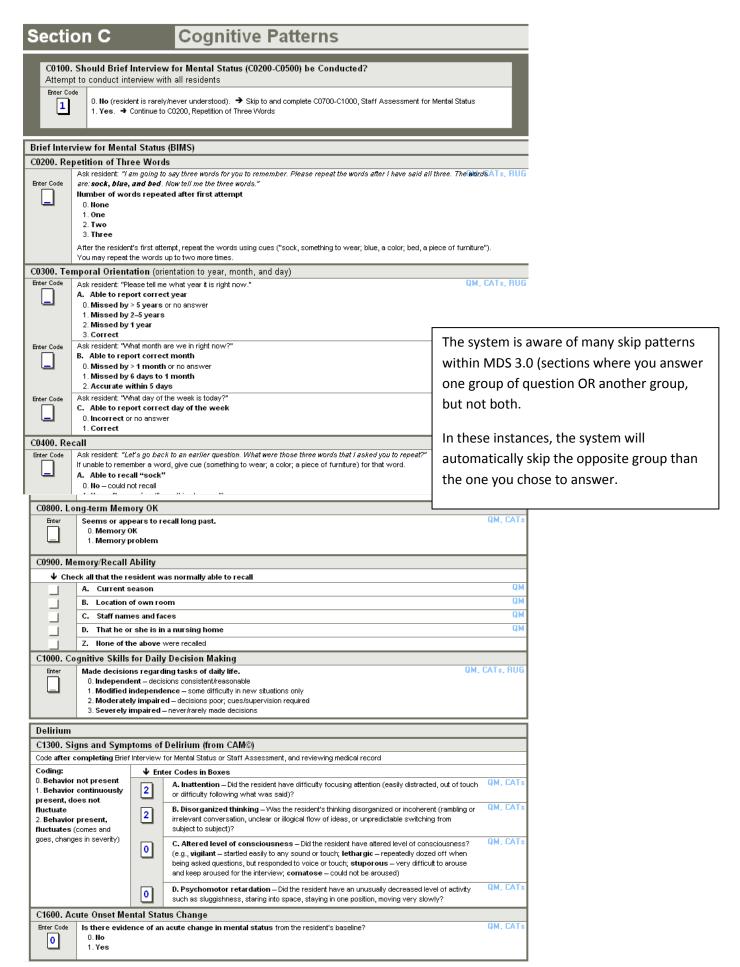




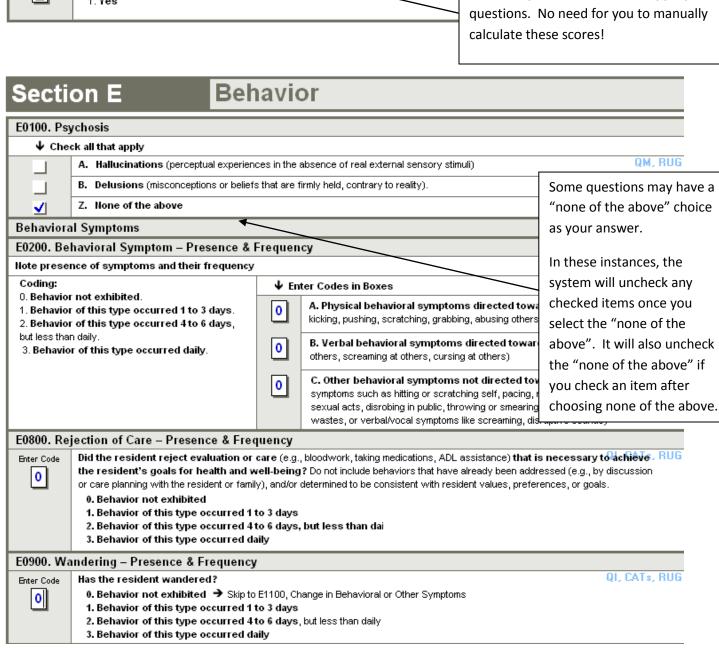


At the top of the screen is an option to show/hide the questions property. This will show what each question affects, such as QI, QM, CATs or RUGS.

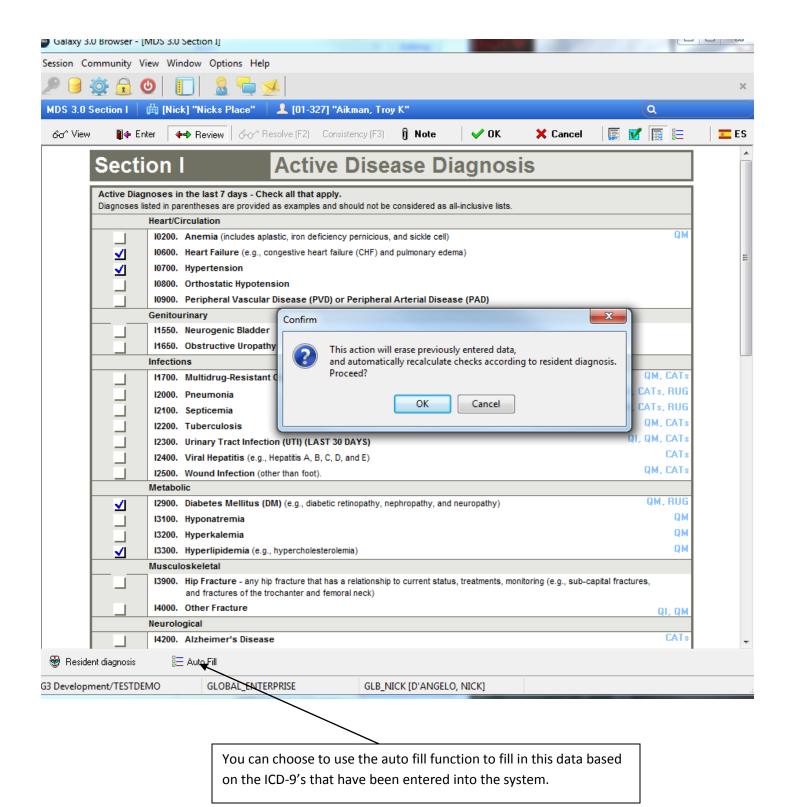


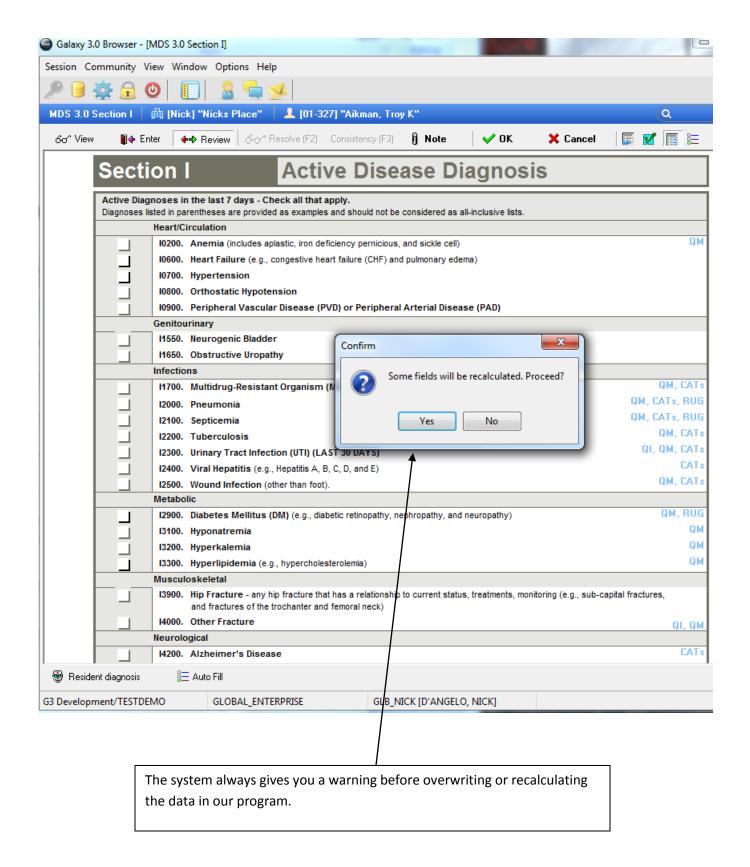


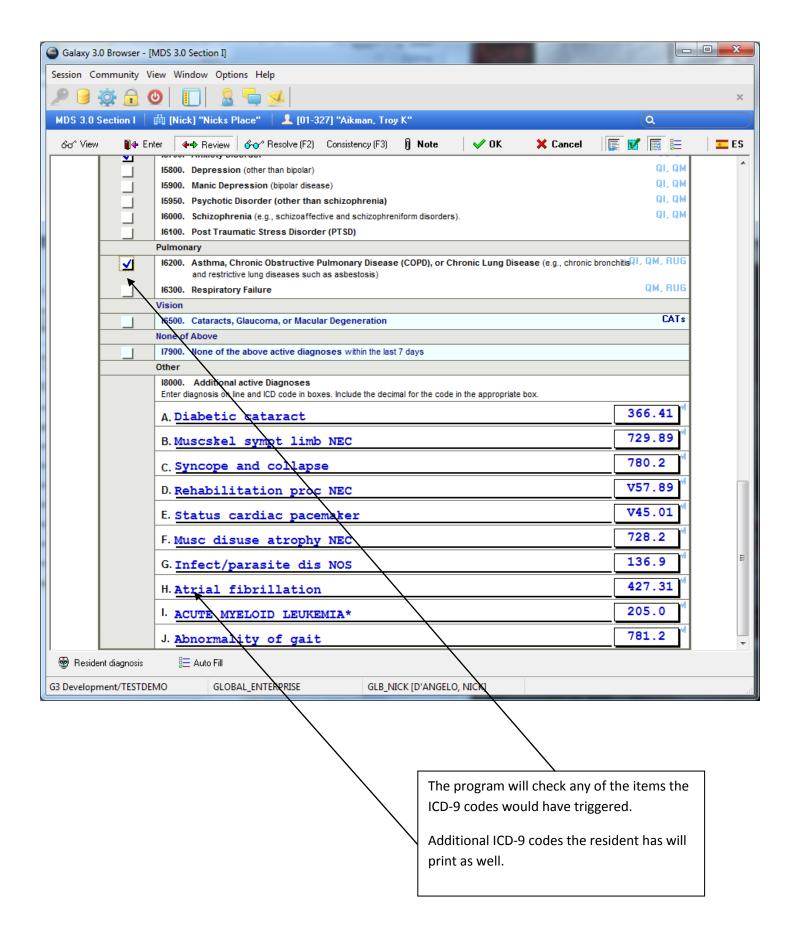
E. Poor appetite or overeating		1	2
F. Feeling bad about yourself – or that you are a failure or have let yourself or your famil	ly down	○ ↑	0
G. Trouble concentrating on things, such as reading the newspaper or watching television	,	0	0
H. Moving or speaking so slowly that other people could have noticed. Or the opposite – beso fidgety or restless that you have been moving around a lot more than usual	being	0	0
l. Thoughts that you would be better off dead, or of hurting yourself in some way		0	0
D0300. Total Severity Score		\	
Add scores for all frequency responses in Column 2, Symptom Frequency. To Enter 99 if unable to complete interview (i.e., Symptom Frequency is blank for 3 or mo		oe between 00 and	27. CATs
D0350. Follow-Up to D0200I - Complete only if D0200I1 = 1 indicating possibility of	racidant calf	harm	
Enter Code Was responsible staff or provider informed that there is a potential for residue. 0. No 1. Yes	6 6		
	calculate	these scores!	

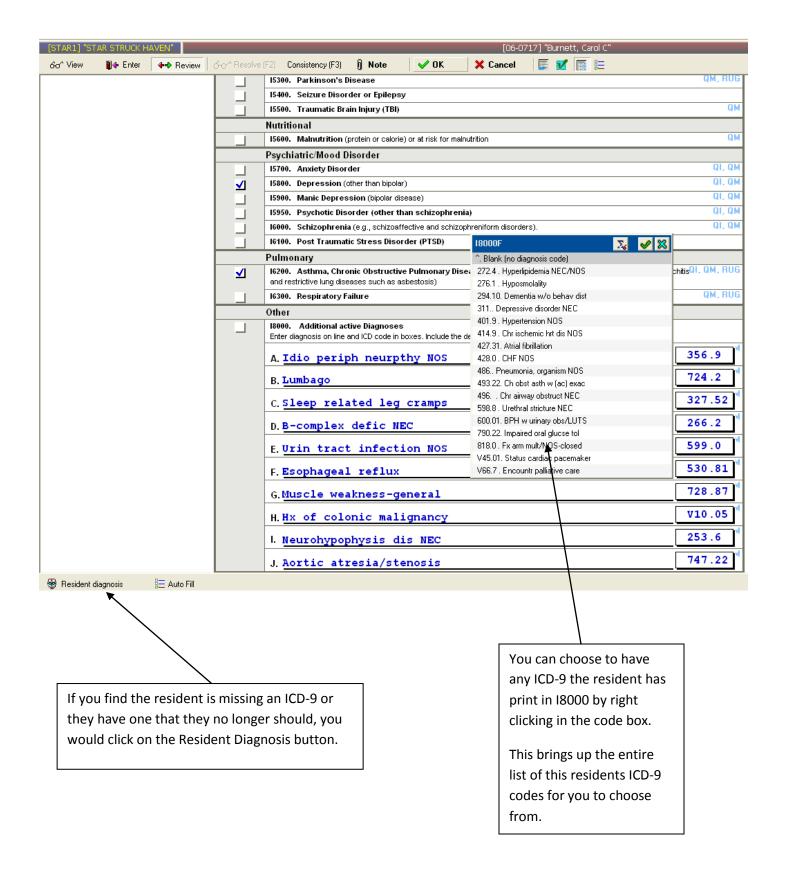


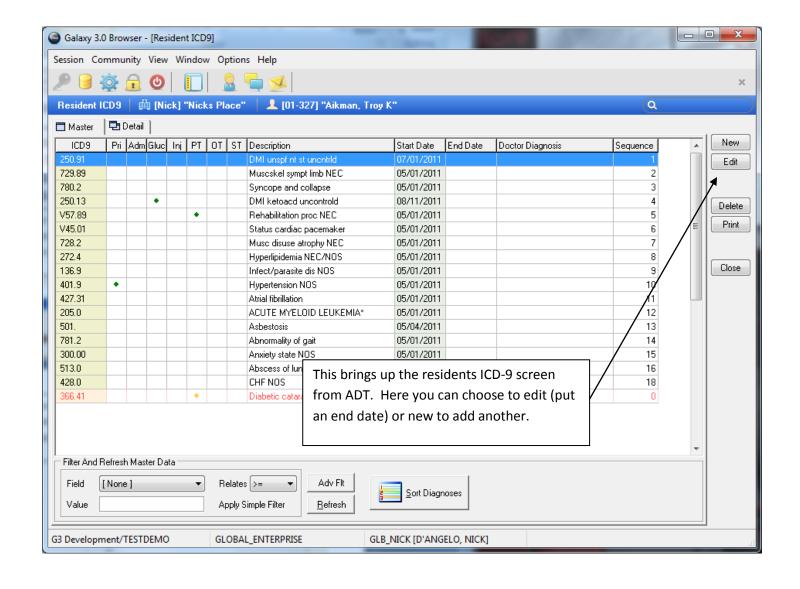
	[U6-U/I/] Bu			
%-o/ Resolve (F2) Consistency (F3) ☐ Note ✓ OK	Cancel			
Section G Functional	1 -	e element(s): 0900B 0900A		
G0110. Activities of Daily Living (ADL) Assistance. Refer to the ADL flow chart in the RAI manual to facilitate accura				
Instructions for Rule of 3				
 When an activity occurs three times at any one given level, code that leve When an activity occurs three times at multiple levels, code the most depe 	ndent, exceptions are to		· ·	
every time, and activity did not occur (8), activity must not have occurred at a assistance (2), code extensive assistance (3).	ll. Example, three times	extensive assistance (3) and	three times limited	
 When an activity occurs at various levels, but not three times at any given When there is a combination of full staff performance, and extensive 		_		
 When there is a combination of full staff performance, weight bearing 			ode limited assistance	
(2). If none of the above are met, code supervision.				
1. ADL Self-Performance.	0 DL cativity account	2. ADL Support Provided		
Code for resident's performance over all shifts - not including setup. If the 3 or more times at various levels of assistance, code the most dependent	I	• • • • • • • • • • • • • • • • • • • •	provided over all shifts; ident's self-performance	
dependence, which requires full staff performance every time. Coding:		Coding:		
Activity Occurred 3 or More Times 0. Independent - no help or staff oversight at any time		0. No setup or physica 1. Setup help only.	l help from staff.	
Supervision - oversight, encouragement or cueing	1	One person physics		
 Limited assistance - resident highly involved in activity; staff provide of limbs or other non-weight-bearing assistance 	e guided maneuvering	 Two+ persons phys ADL activity itself di 		
3. Extensive assistance - resident involved in activity, staff provide we 4. Total dependence - full staff performance every time during entire 7-		entire period		
Activity Occurred 2 or Fewer Times				
7. Activity occurred only once or twice - activity did occur but only on 8. Activity did not occur - activity (or any part of the ADL) was not per	1	1. Self-Performance	2. Support	
staff at all over the entire 7-day period		↓ Enter Code:	s in Boxes ↓	
A. Bed mobility - how resident moves to and from lying position, turns side and positions body while in bed or alternate sleep furniture	to side,			
B. Transfer - how resident moves between surfaces including to or from: b standing position (excludes to/from bath/toilet)	ed, chair, wheelchair,			
C. Walk in room - how resident walks between locations in his/her room				
D. Walk in corridor - how resident walks in corridor on unit	1		i i	
E. Locomotion on unit - how resident moves between locations in his/her	room and adiacent	- 📙	片	
corridor on same floor. If in wheelchair, self-sufficiency once in chair				
F. Locomotion off unit - how resident moves to and returns from off-unit less that aside for dining, activities or treatments). If facility has only one floor, how moves to and from distant areas on the floor. If in wheelchair, self-sufficient	n/resident			
G. Dressing - how resident puts on, fastens and takes off all items of clothi	ig, including			
Since not all assessments require the full collection of que	estions for a section	on, our program will "H	IIDE" any	
questions that are not REQUIRED.				
You can choose to "show all elements" if you wish to answer these extra questions for care planning or reporting				
purposes.				
These answers will NOT be submitted with your assessment	ent but are for inte	ernal use only.		
You can choose to re-hide the additional questions as well.				

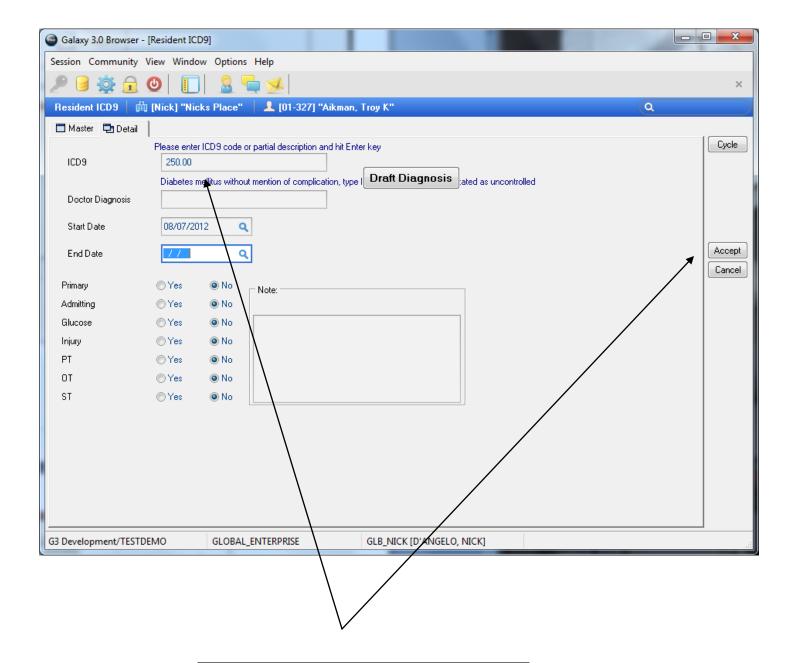






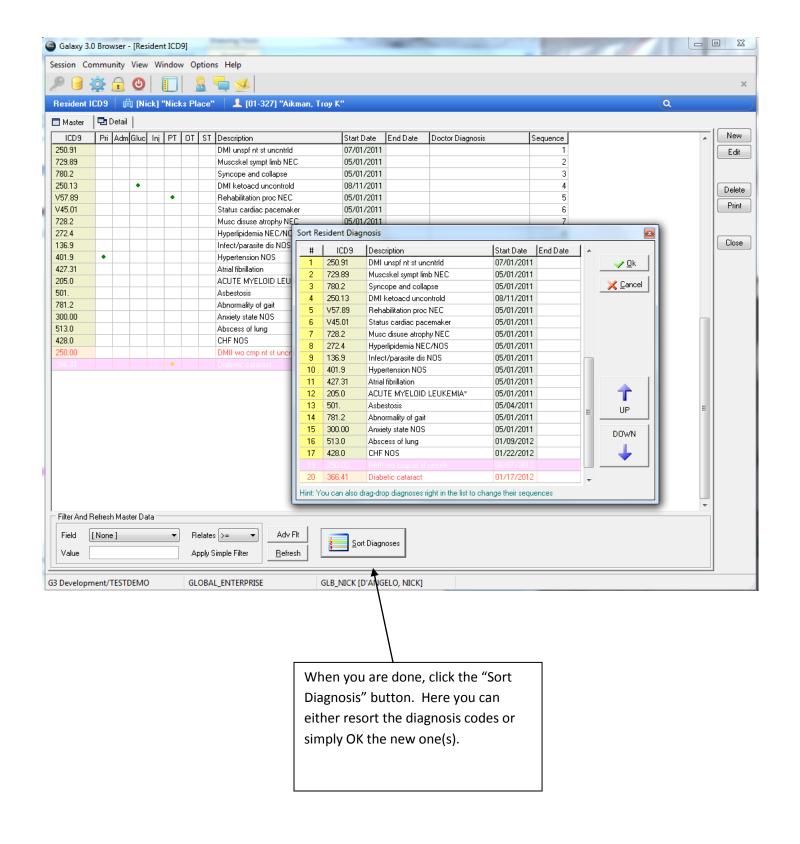


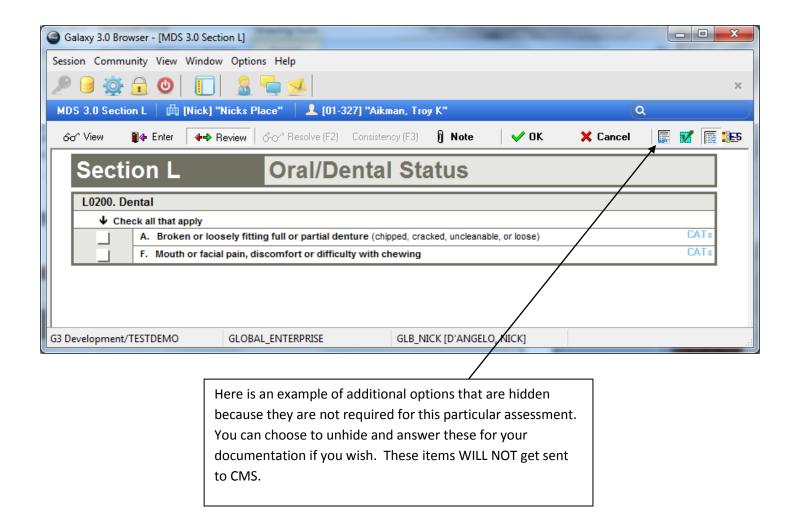


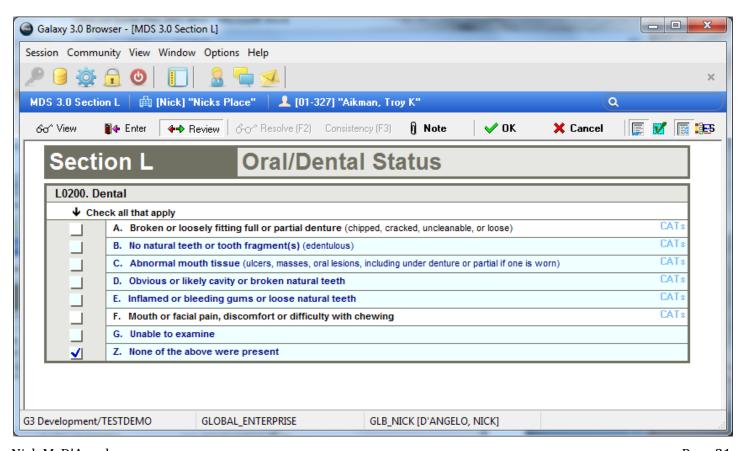


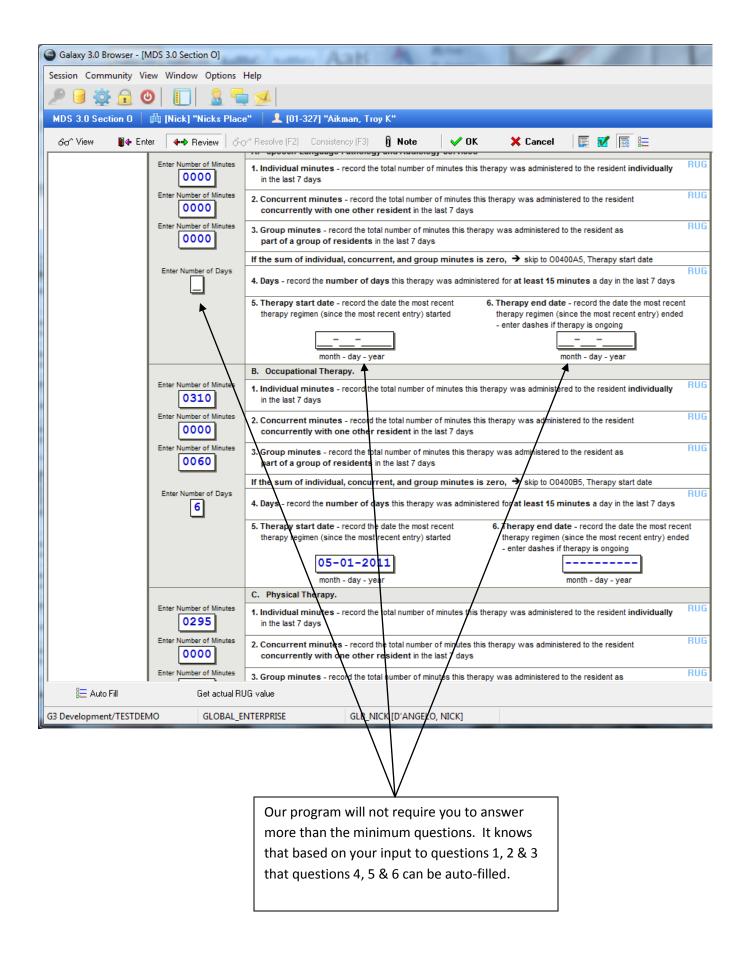
Type in a few letters or the beginning of the code and then choose from list

Put in the start date for new codes and accept (or cycle if you have more to add for this resident)



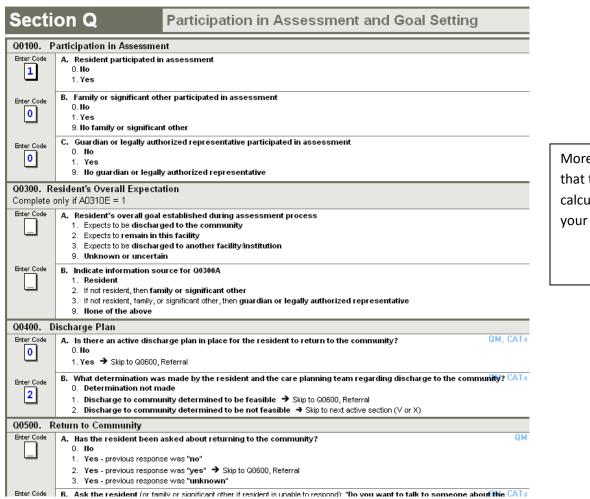






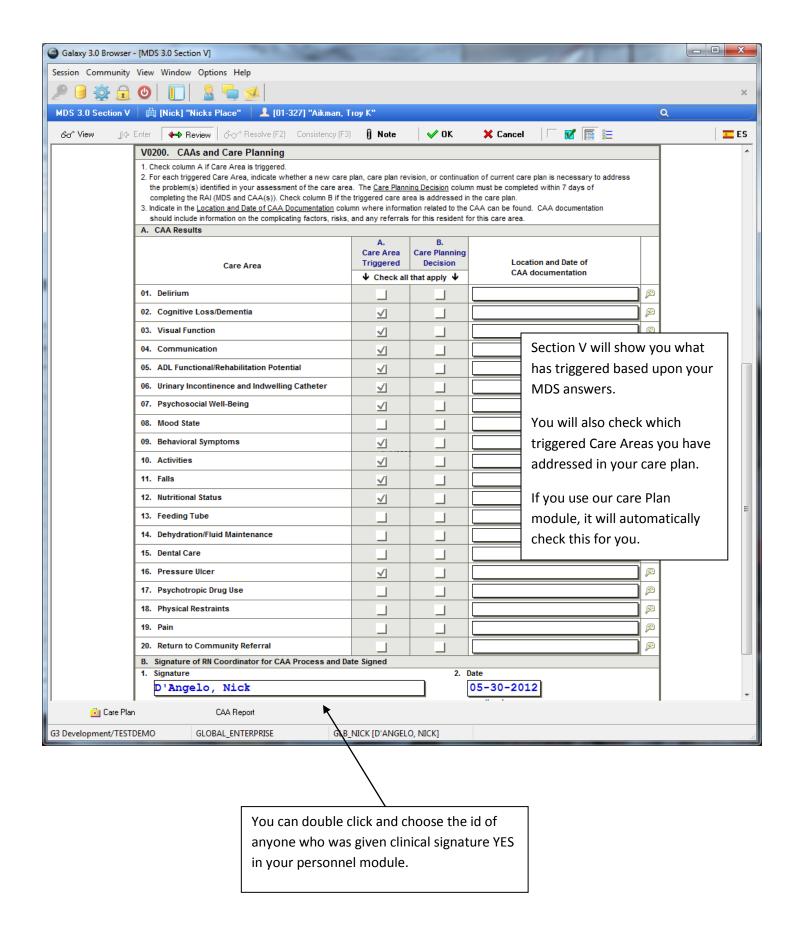
Section P Restraints

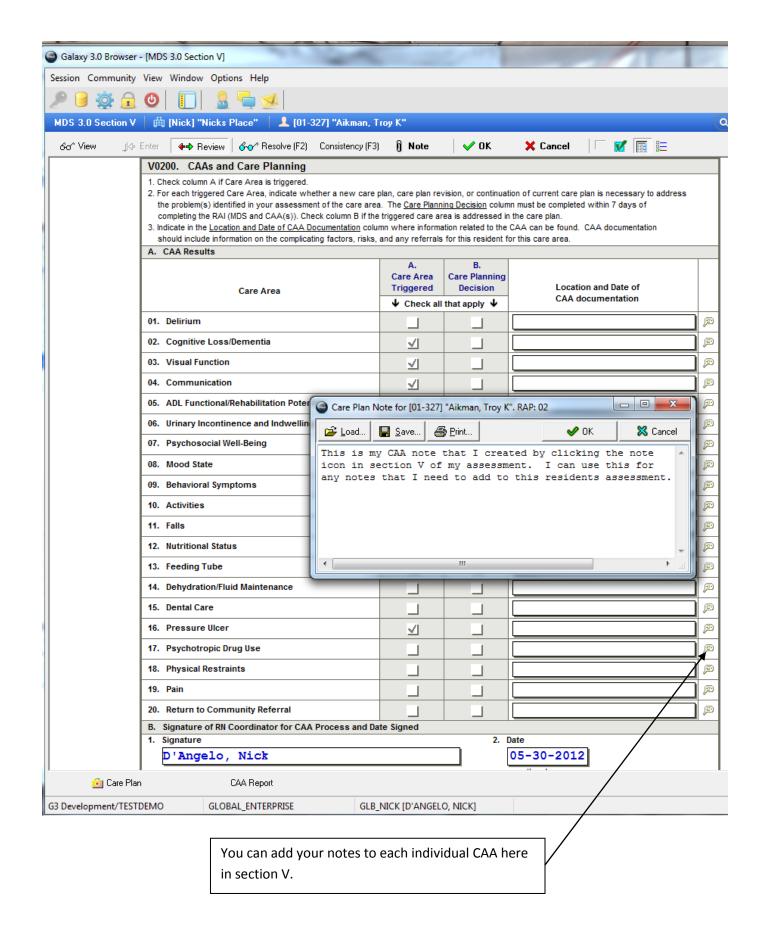
P0100. Physical Restraints			
Physical restraints are any manual method or physical or body that the individual cannot remove easily which rest		device, material or equipment attached or adjacent to the resident's of movement or normal access to one's body	
Coding: 0. Not used 1. Used less than daily 2. Used daily	↓ Ente	er Codes in Boxes:	
		Used in Bed	
	0	A. Bed rail	QI, QM, CATs
	0	B. Trunk restraint	QI, QM, CATs
	0	C. Limb restraint	QI, QM, CATs
	0	D. Other	QI, QM, CATs
		Used in Chair or Out of Bed	
	0	E. Trunk restraint	QI, QM, CATs
	0	F. Limb restraint	QI, QM, CATs
	0	G. Chair prevents rising	QI, QM, CATs
	0	H. Other	QI, QM, CATs

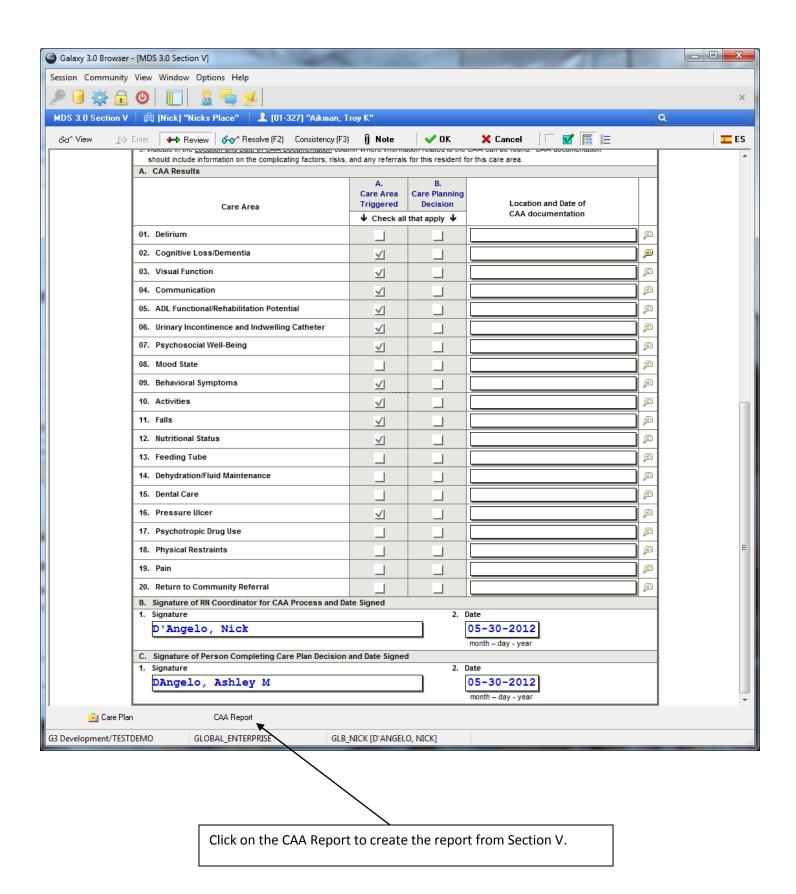


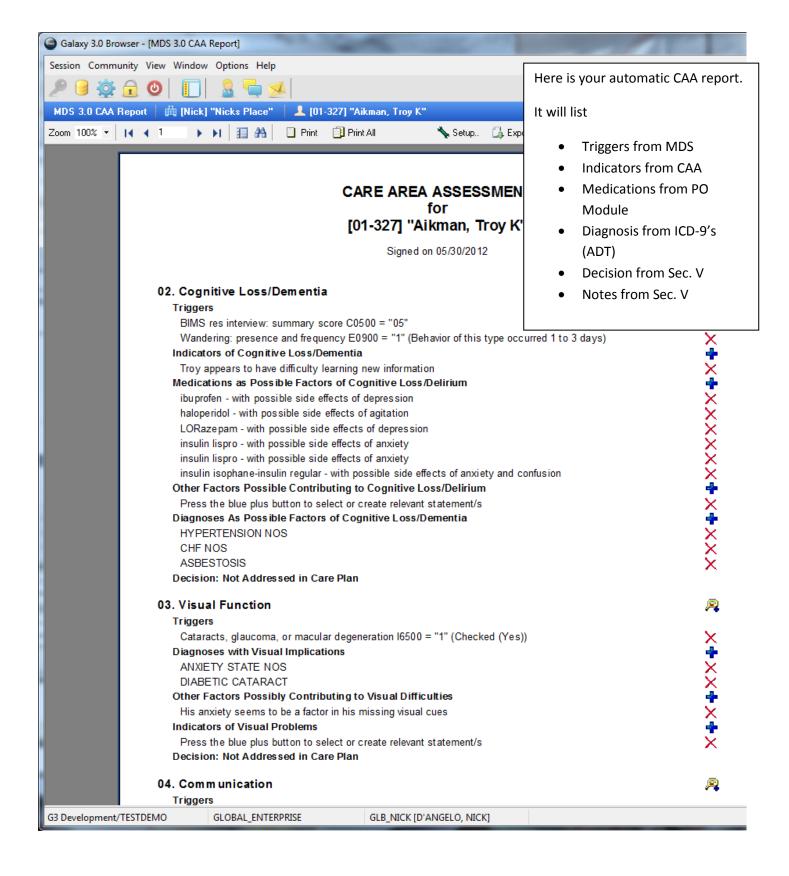
More skip patterns that the program will calculate to lower your data entry.

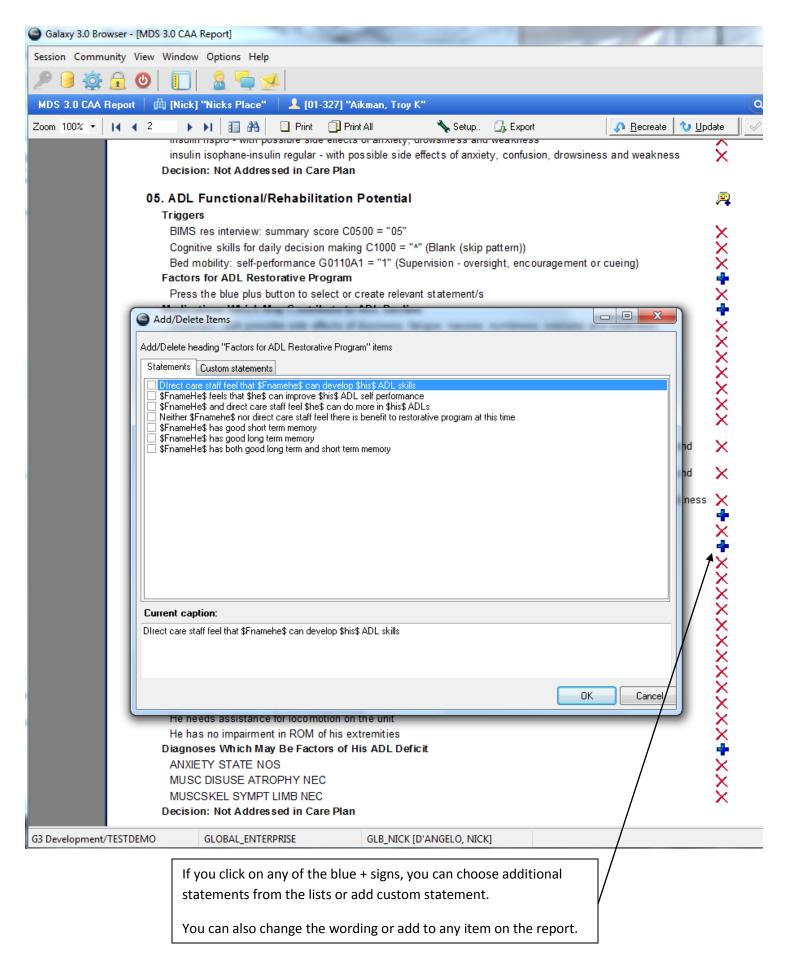
Sectio	on S	Supplement-MDS 3.0 (New York State) (2010)	
S0520. Spe	ecialty Unit / Facility Rei	mbursement	
Enter Code 99	01 Discrete AIDS Unit 02 Ventilator Dependent Un 03 Traumatic Brain (TBI) Un 04 Behavioral Intervention 05 Behavioral Intervention 06 Pediatric Specialty Unit 99 Ilone of the Above	it Unit Step-Down Unit	
	sident Eligible for Enhan	ced Reimbursement (Add-On) for the Following Conditions	
Enter Code 9	1 AIDS Scatter Beds 2 Traumatic Brain (TBI) Exte 9 None of the Above	ended Care	State specified section S
S80. Prima			will appear whenever
V Chec \$8010A3	ck only one		required.
S8000A3	Medicaid Payor		
✓	Medicare Payor		
\$8050A3	Other Payor		
\$801013	Medicaid Pending		
04:	0	Illimate	
Secti	on S	Illinois	
S2010. Re	efused meds 3 days		
Enter Code		ident refused to take some or all of prescribed medication in the last 3 days	
<u> </u>	0. No 1. Yes		
\$2011 St:	aff support for meds	3 days	
Enter Code		ident required staff supporting/prompting 3 or more time to take medication in the last 3 days	
0	0. No		
	1. Yes		
S4000. Ha			
0	A. Harm to Self or Oth 0. Never 1. Attempt more to 2. Attempt in the 3. Attempt within	last year last 7 days	
Enter Code	B. Harm to Self or Oth 0. No 1. Yes	ers : Self Injury Intent of any self-injurious attempt was to kill him/herself	
Enter Code	C. Harm to Self or Oth 0. No 1. Yes	ners : Self Injury Considered performing a self-injurious act in the last 30 days	
Enter Code	D. Harm to Self or Oth 0. No 1. Yes	ers : Self Injury Family/caregiver/friend/staff expresses concern that resident is at risk for self injury	
S4010. Int	terval Observation		
	Constant Observation: I	Number of days of the following types of supervision in the last 3 days. If none, code "0"	
Enter Code	-	servation Close or Constant Observation: Number of days of the following type of supervision in one, code "0". A. Checked at hourly intervals	
Enter Code 0		servation Close or Constant Observation: Number of days of the following type of supervision in one, code "0". B. Checked at 15-minute intervals	
Enter Code		servation Close or Constant Observation: Number of days of the following type of supervision in one, code "0". C. Checked at 5-minute intervals	
Enter Code		ion for < 1 hr Close or Constant Observation: Number of days of the following type of supervision none, code "0". D. Constant Observation for less than or equal to 1 hour	
Enter Code		ion for > 1 hr Close or Constant Observation: Number of days of the following type of supervision none, code "0". E. Constant Observation for more than 1 hour	
	ıbstance Abuse: Alco	pholic Drinks	
Enter Code	Substance Abuse & Exc 0. None	essive Behaviors: Alcohol - code for the highest number of drinks in any single sitting episode in the last 14	days

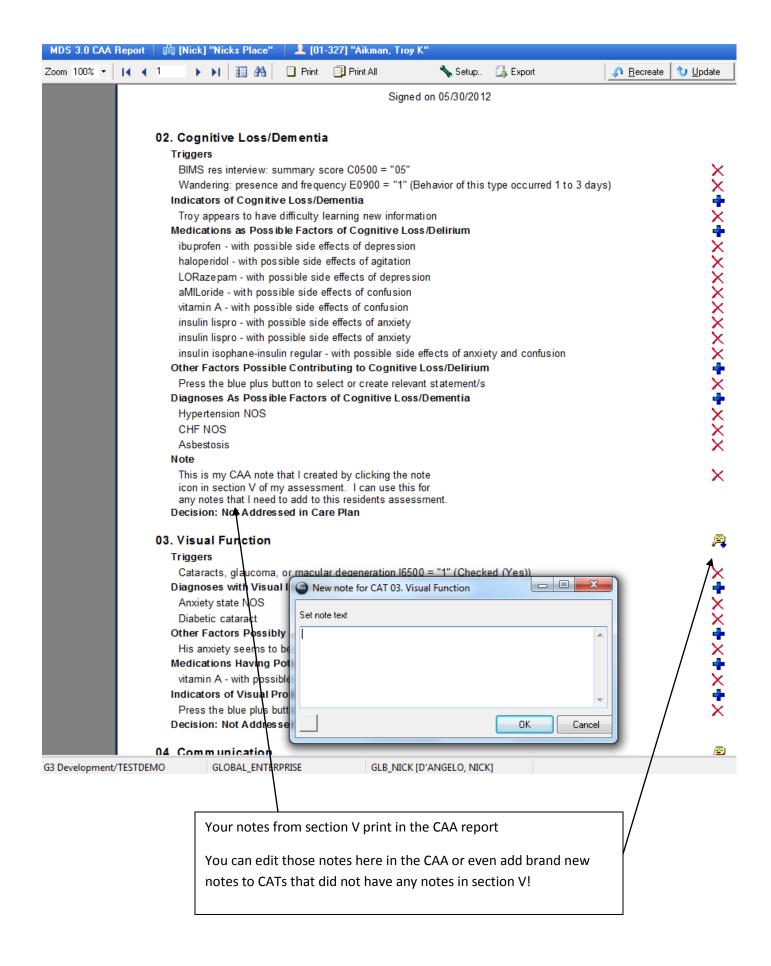






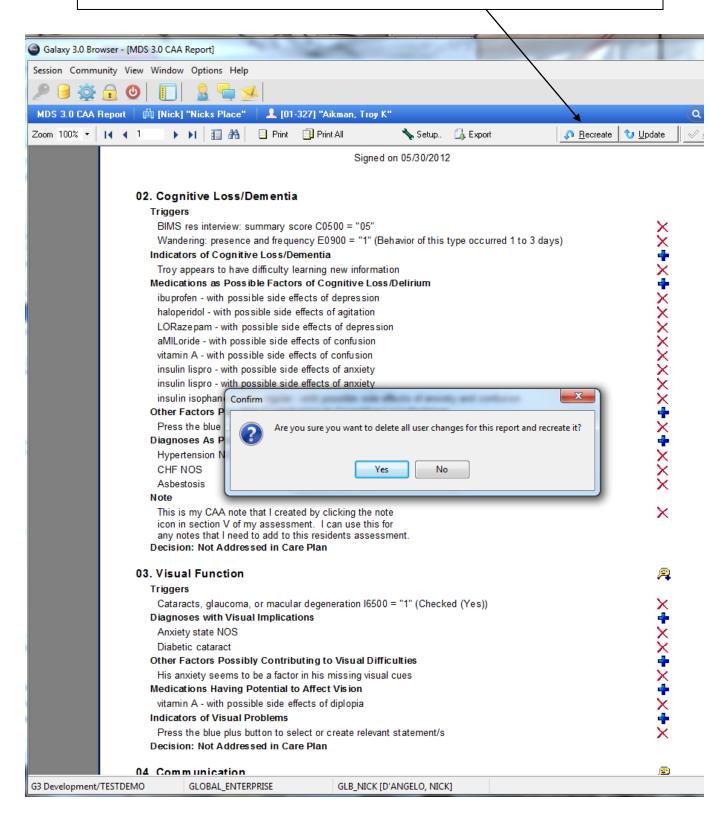






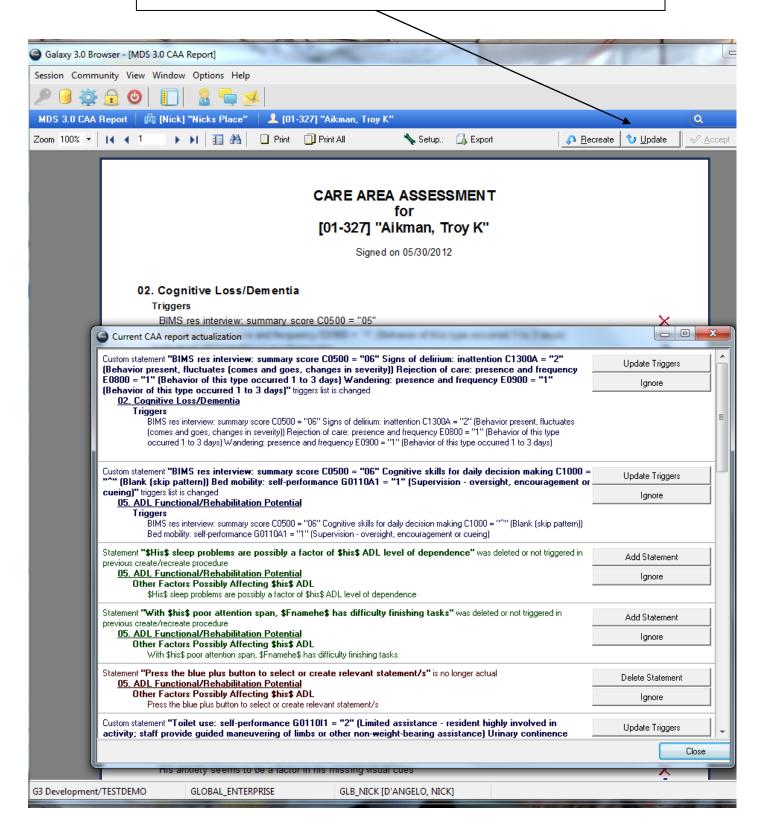
The CAA report can be "RECREATED" at any time.

This will delete ALL changes that have been made manually in the CAA and recreate it based on actual data once again.

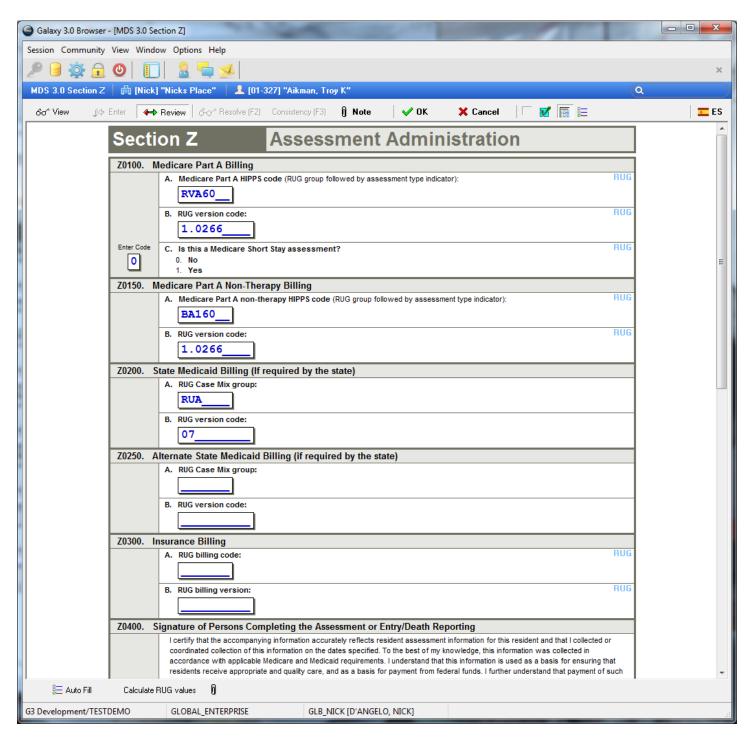


The CAA report can also be "UPDATED" at any time.

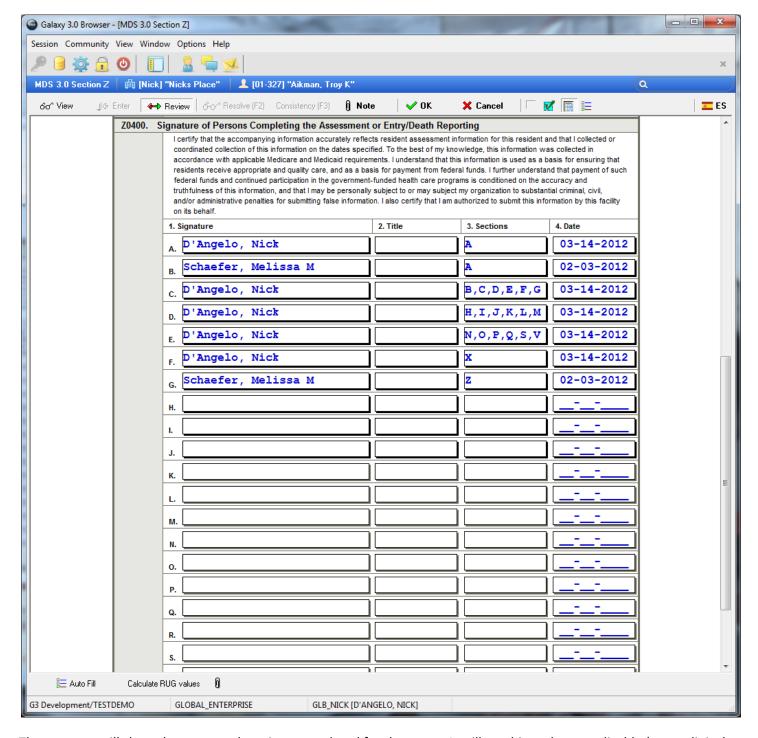
This will show you ALL changes that have been made to actual data in Galaxy and give you the option of adding these changes to the CAA or ignoring them.



Galaxy will calculate whichever parameters are set up for your particular state and enter them into section Z.



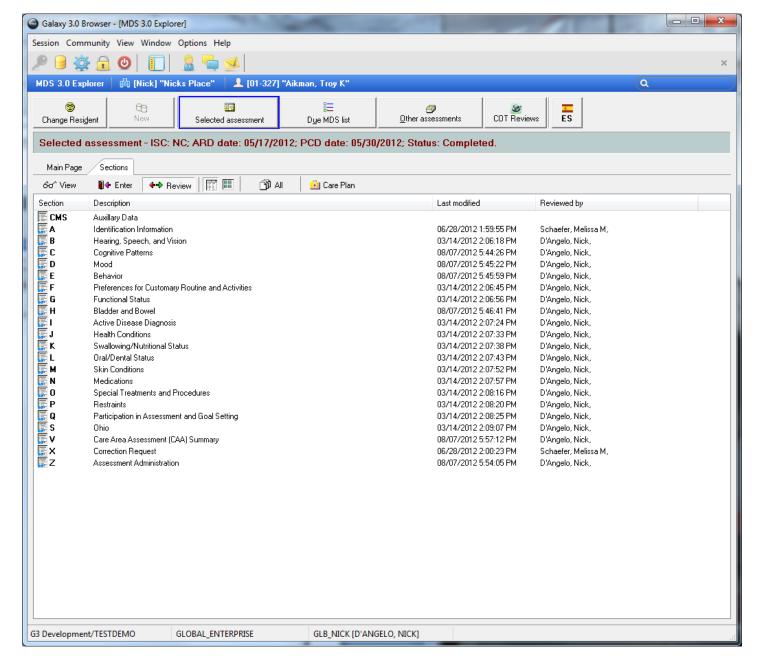
Section Z – Will automatically calculate each time you open the section. You can also click on the Calculate RUG values to run the RUGs calculation program



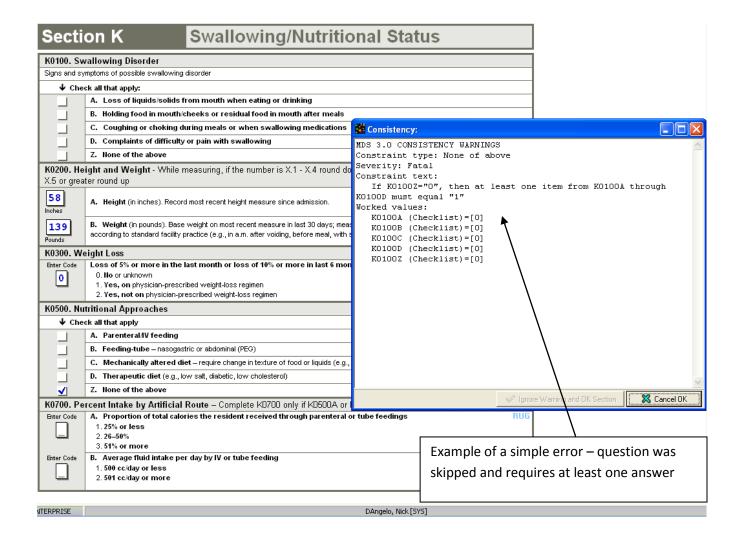
The program will show the name and sections completed for the users. It will combine where applicable (same clinical user on same date).

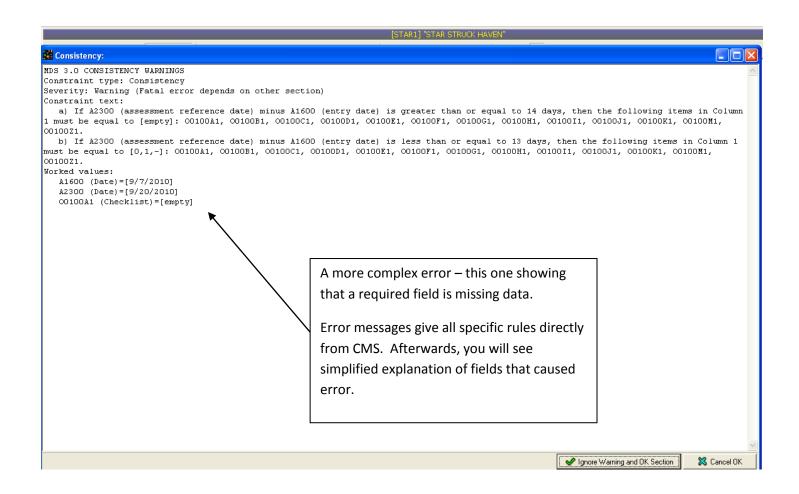
You are also able to double click in any empty row and add additional names from the personnel module that had Clinical Signature on them.

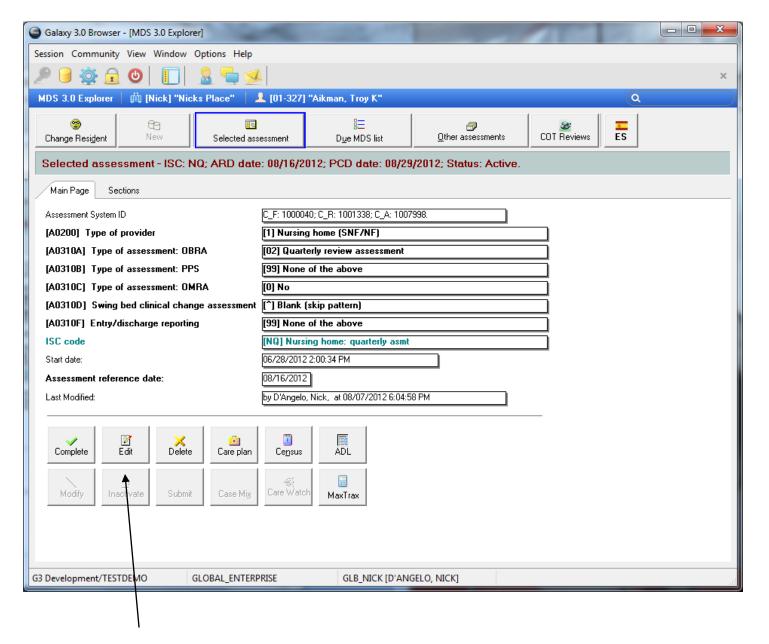
Choose auto fill to populate Z0400 with the names and dates of the users who OK'd each section of this MDS assessment and have clinical signature = YES in the personnel module.



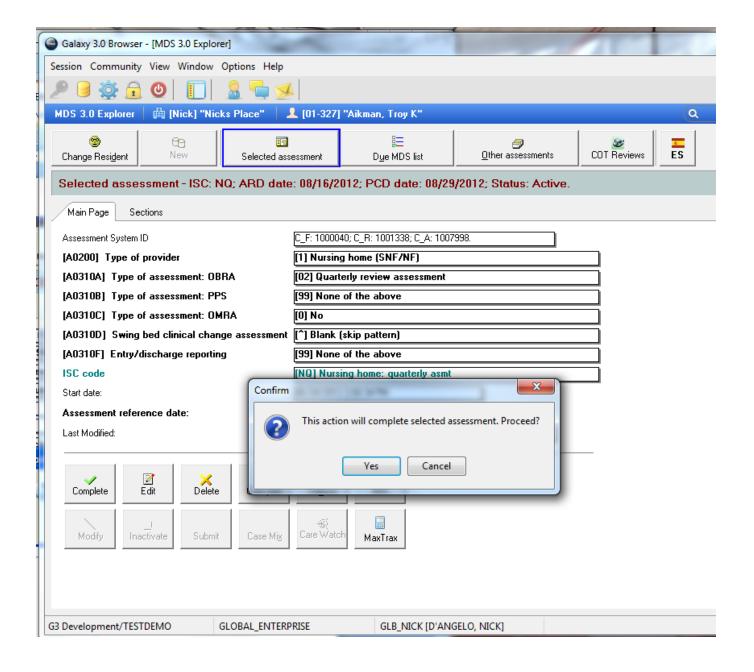
All sections are now OK'd and you are ready to complete this assessment!



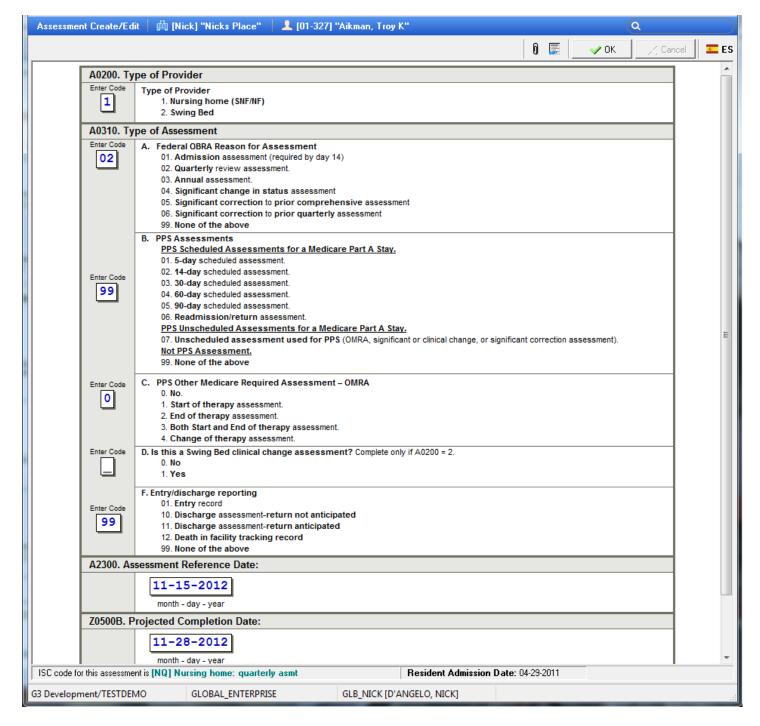




You can currently complete, edit or delete this assessment.



After choosing complete, you will get a pop-up verifying that is what you want to do.

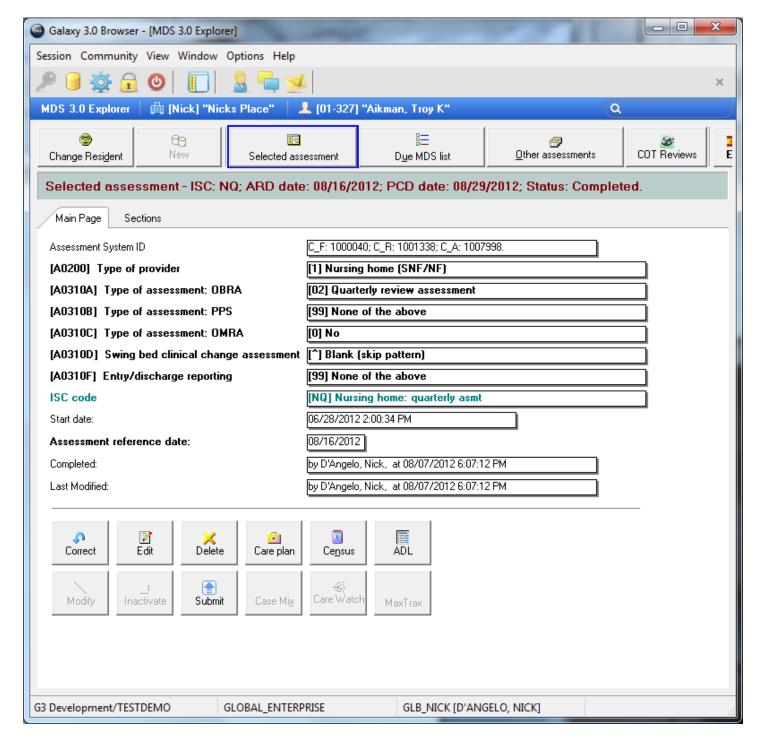


As soon as you complete one assessment, the system will automatically pop-up the next logical assessment due for this resident for you to create.

You may change any of the defaults including type or dates here before accepting. You may also make changes at a later date if so desired.

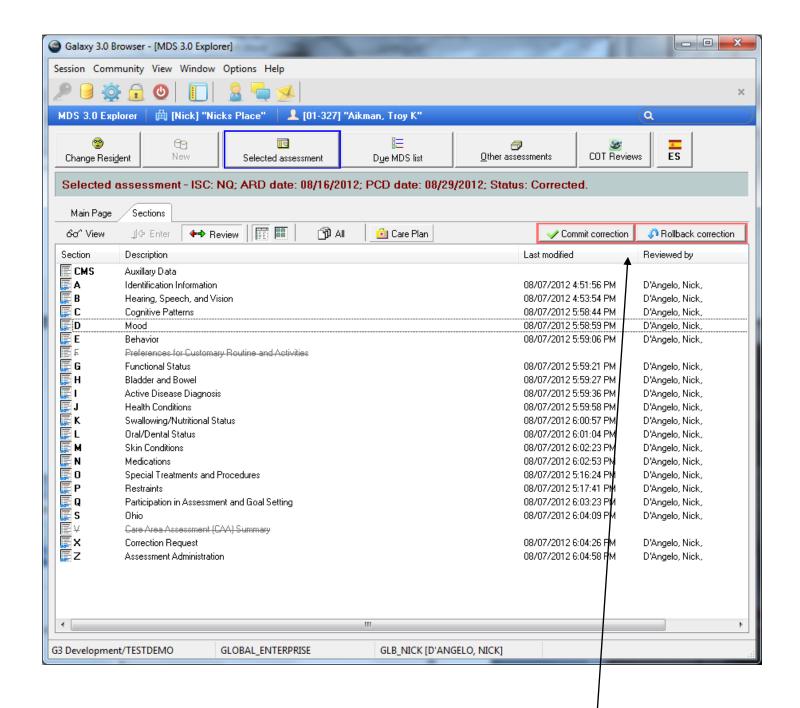
Remember, it is imperative that you accept this new assessment upon completion of the previous. This is used by the system for numerous calculations, including your due date report.

If the assessment is an Entry (NT), the system will create two (2) assessments upon completion. It will create your 5-day and 14-day.



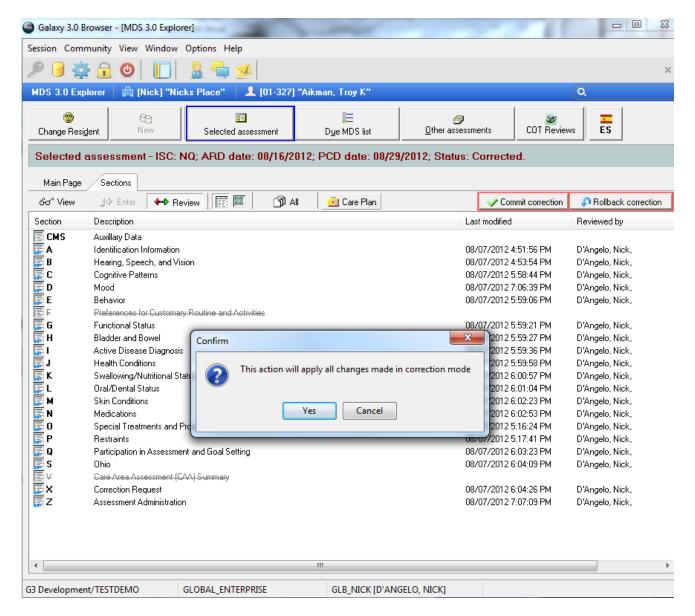
Now that this assessment has been marked as completed, the correct button is available.

You will NOT have access to the correct option if the assessment has been submitted until the feedback has been applied to the assessment stating it has been rejected.



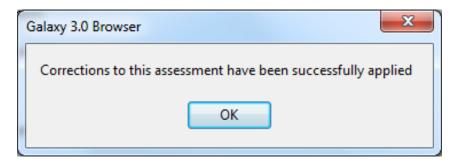
You may now go to the section/sections that require corrections and make the changes.

When you are done, you MUST choose to either commit the corrections or rollback the corrections.

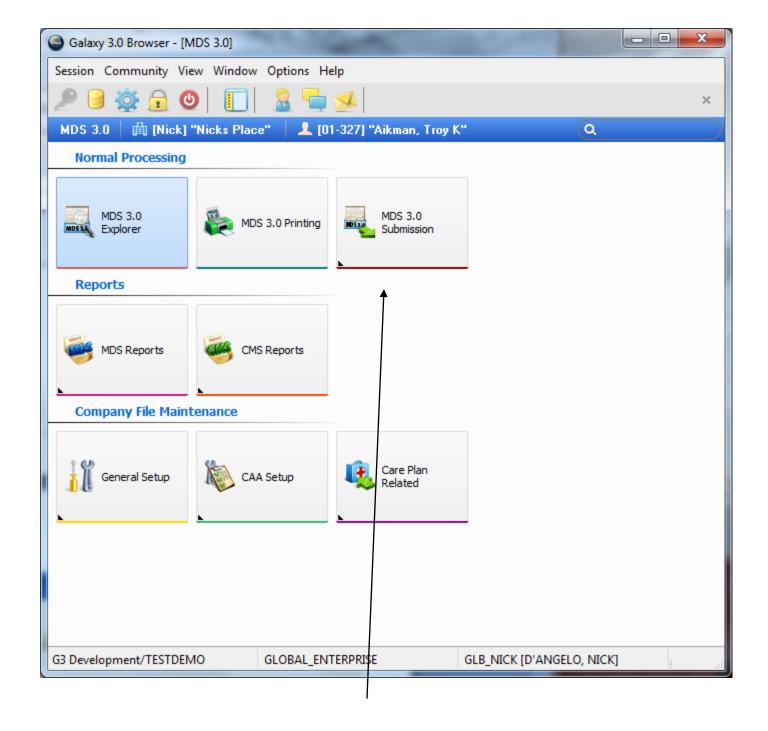


Commit – you will get a pop-up message letting you know that this will apply all changes

After clicking yes, you will get a confirmation message

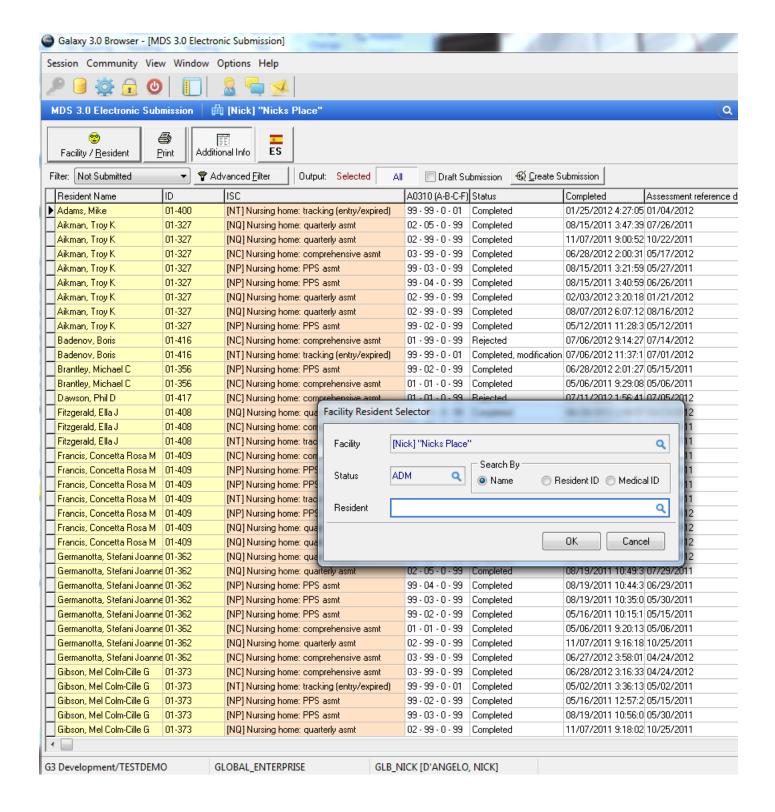


The assessment is now ready to be submitted again

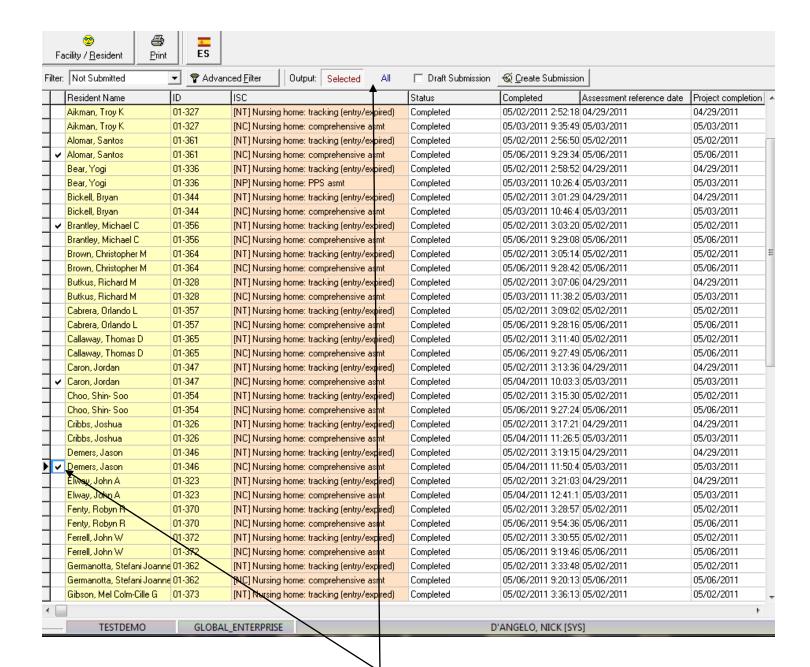


Submission SHOULD be done through the Electronic Submission Feedback option.

It can also be done individually through the feedback button on the MDS explorer screen



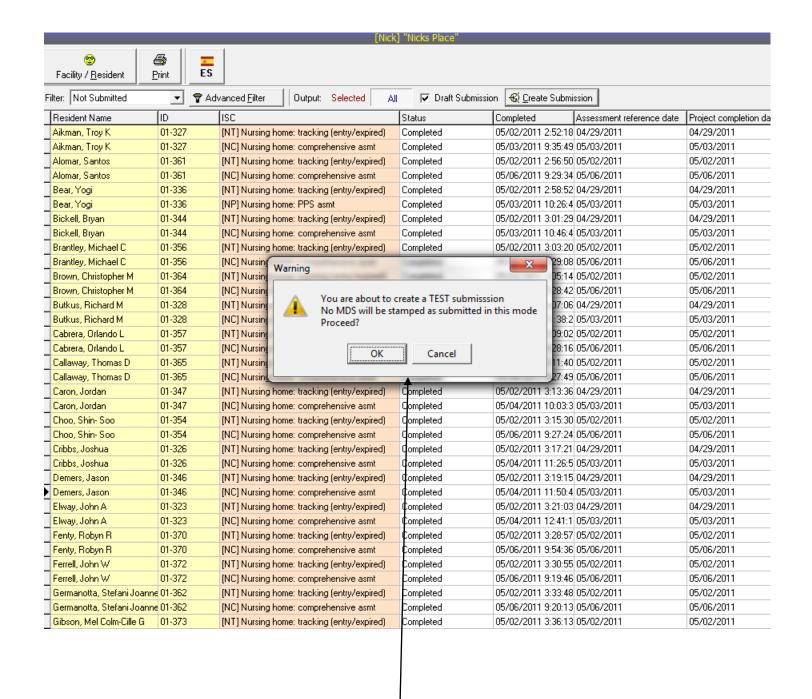
You can use the Facility Resident Selector to choose a specific resident or leave the resident field blank to see all for this particular facility.



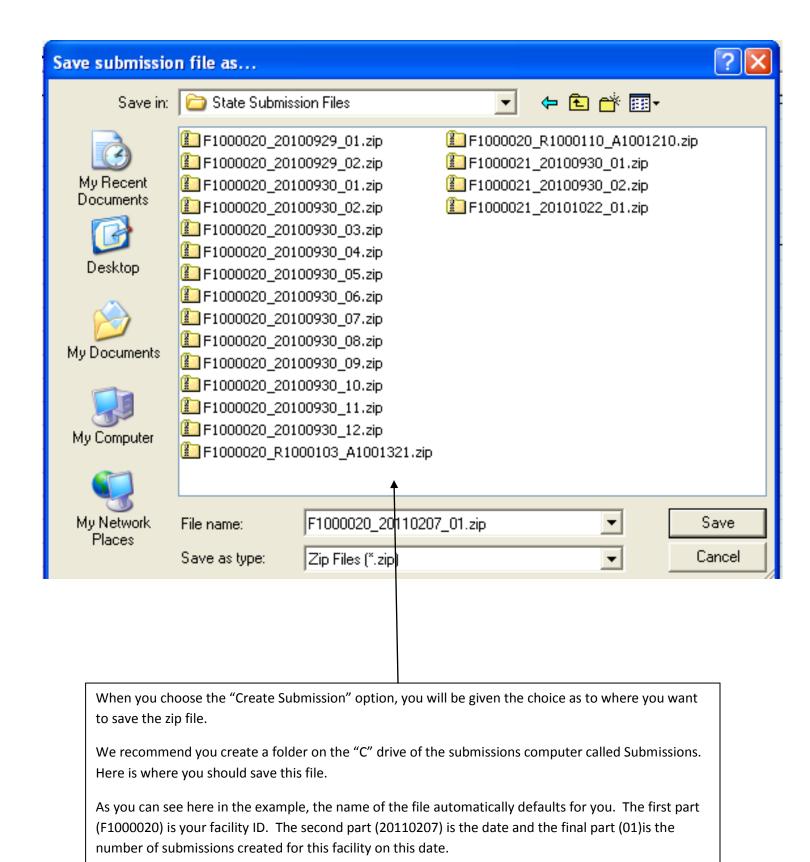
The default option is to submit all completed assessments.

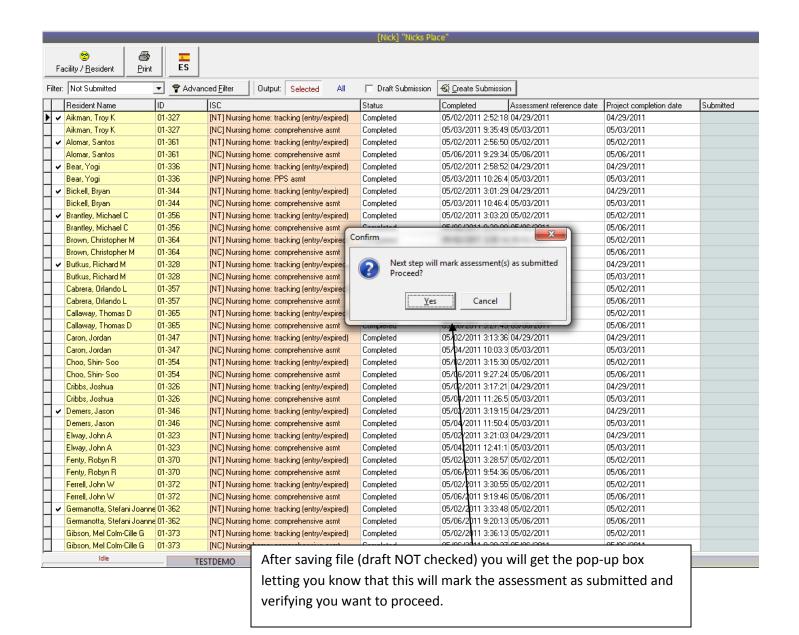
You can choose "SELECTED" which will allow you to choose just one or some of the assessments that you want to automatically apply the feedback to.

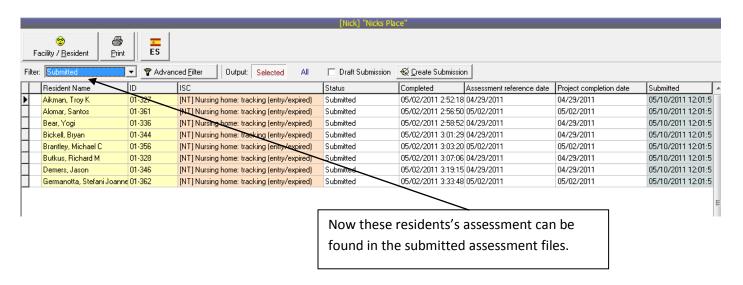
This will open a new filed that you can check/uncheck to choose specific assessments.

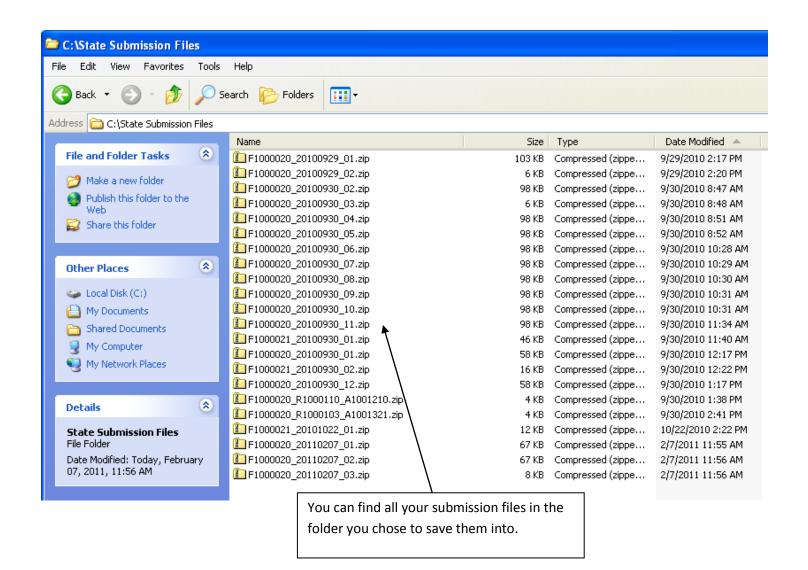


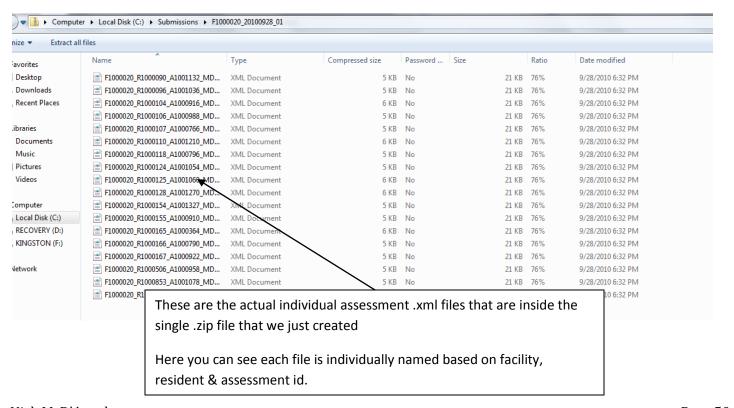
When using the draft option, you will get this pop-up box letting you know that the Assessments will NOT be stamped as submitted.

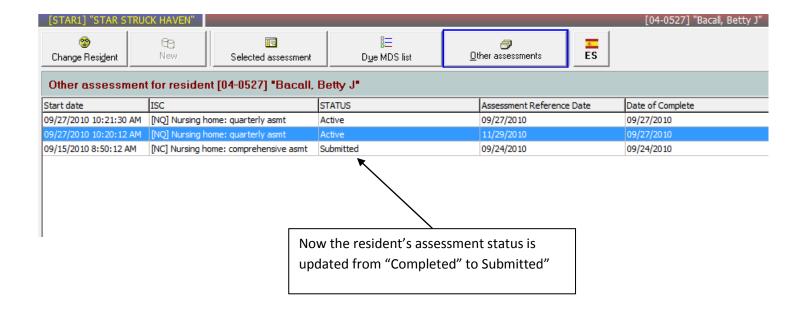








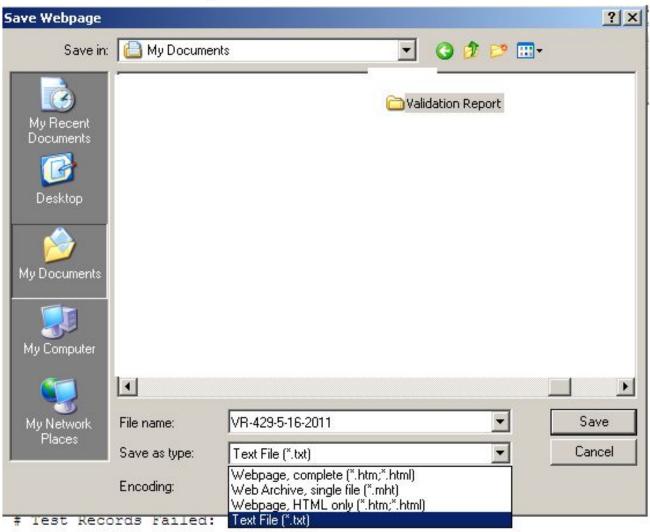


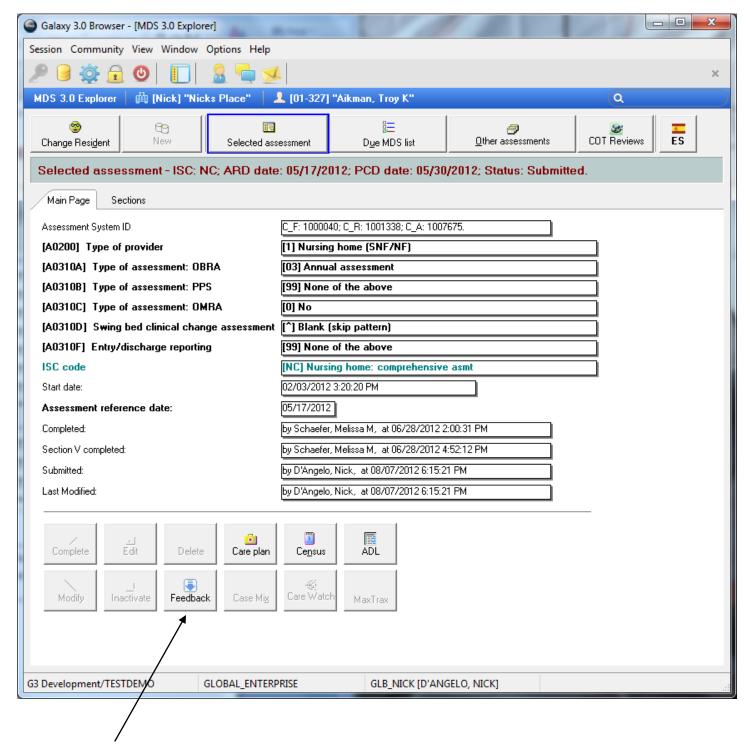


After submitting your assessments, CMS will create a Validation Report for you and it will be in your folder. Instead of simply printing this report as usual, you will want to save your validation report from CMS on your computer. Galaxy will then uase this file in our Automated Validation Feedback program.

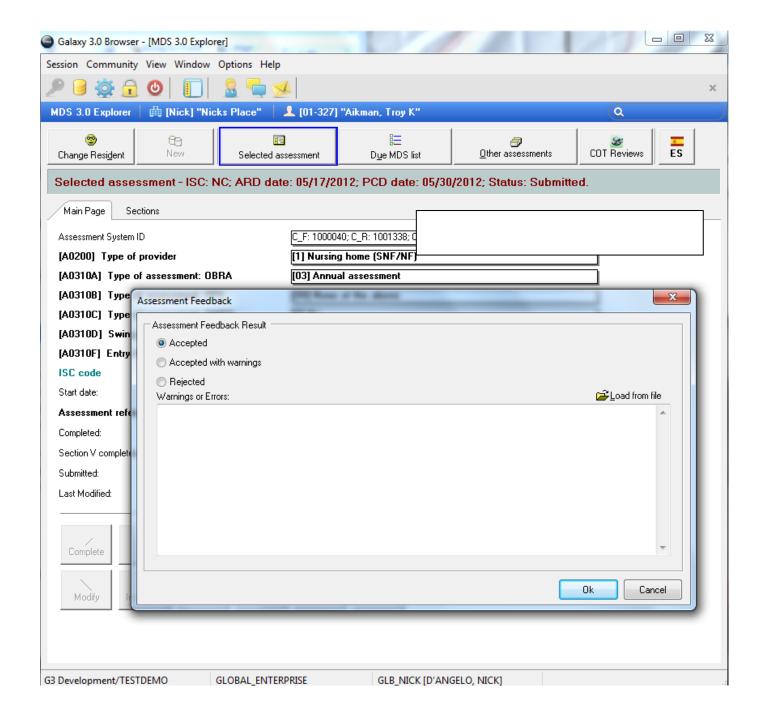
- First, you MUST save your file as a <u>text or .txt document</u>. (the default varies from computer to computer – usually is a web archive "mht" document and you <u>must</u> change this as directed below)
- Click File Save As and then when dialog box appears (see below) save to your My Documents/Validation Report folder, save as type ".txt".
- You will then be able to upload this txt file into the Galaxy Electronic Submission Feedbackprogram per the instructions that follow.
- This should simplify your Validation Report process, save you time and trouble, and ensure accuracy and completeness in your assessments.





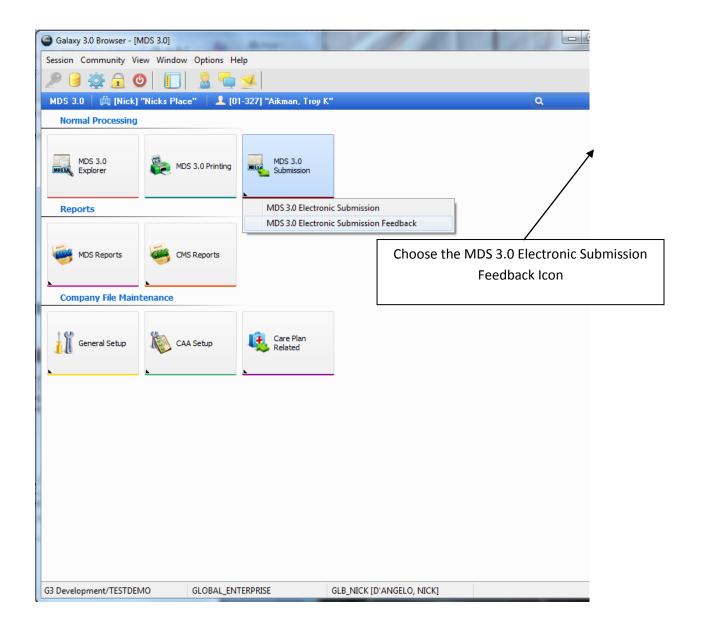


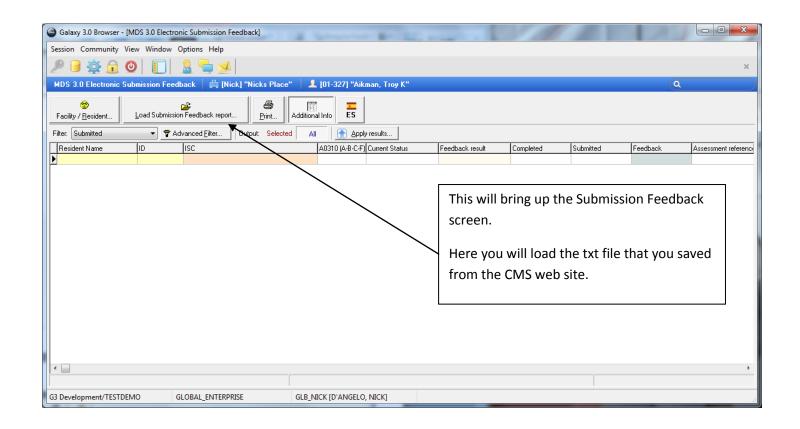
Now that we have submitted this assessment, we have a feedback button.

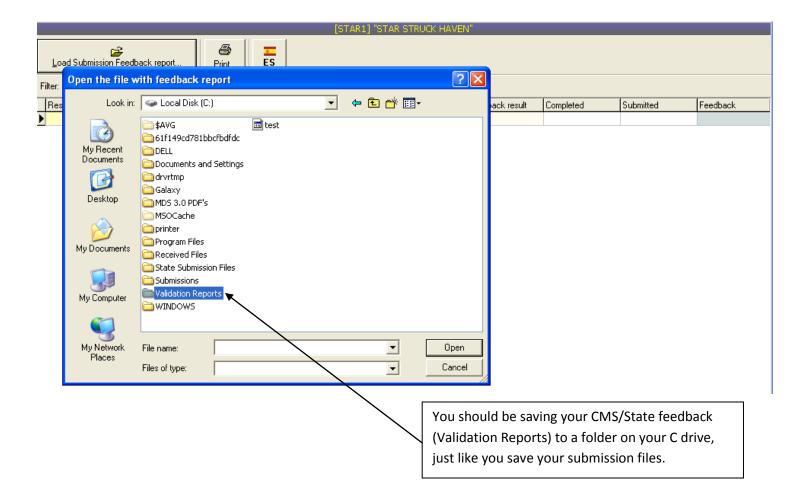


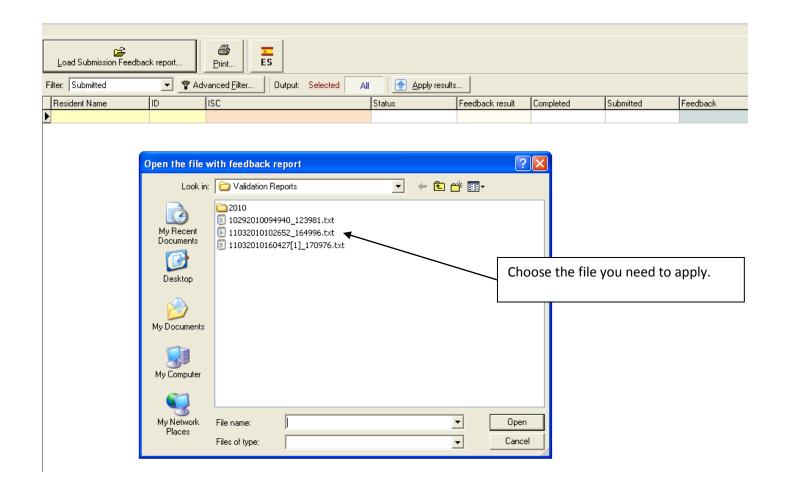
You can manually enter the results here in the MDS explorer screen or if you have the saved txt file from CMS, you would hit the "Load from File" button.

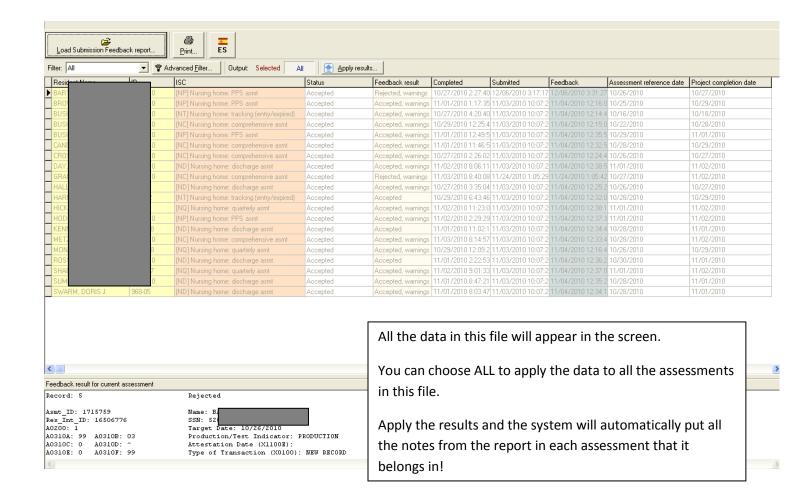
You can also do an entire feedback report of the submission using the electronic submission feedback (THIS IS HIGHLY RECOMMENDED).

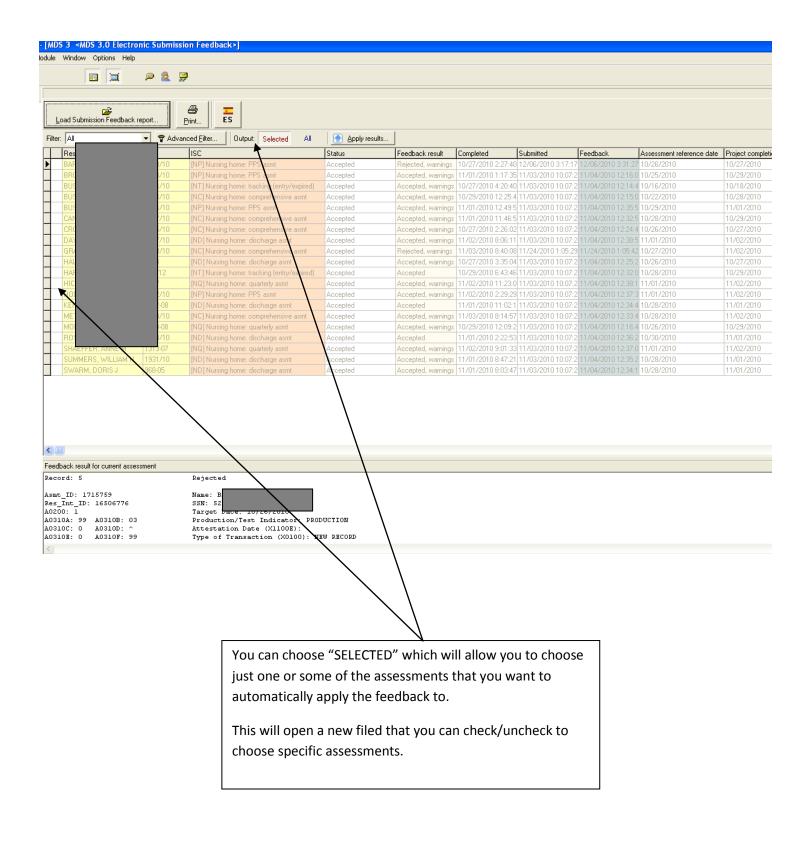


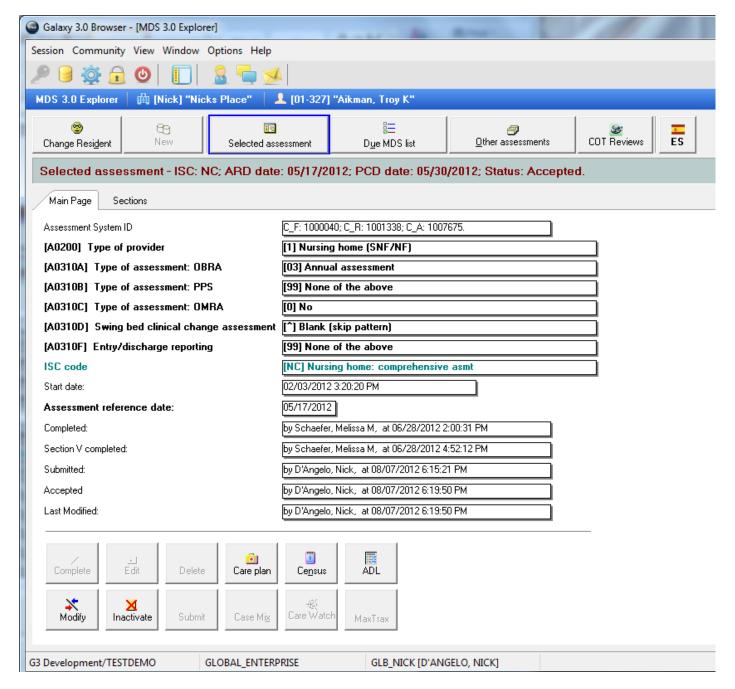








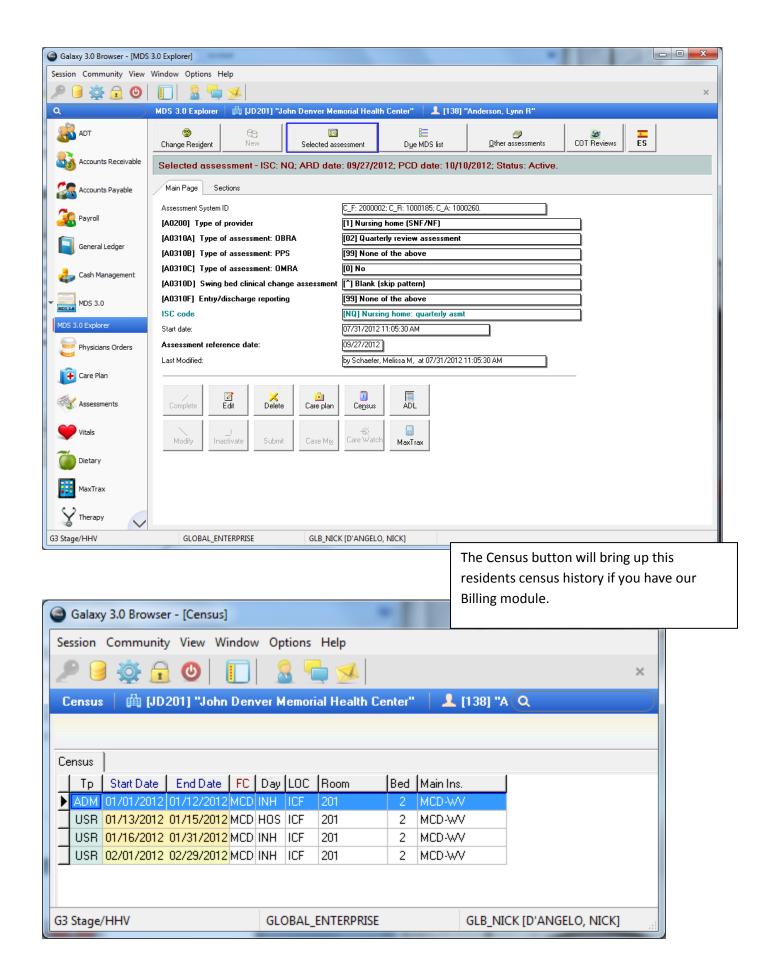


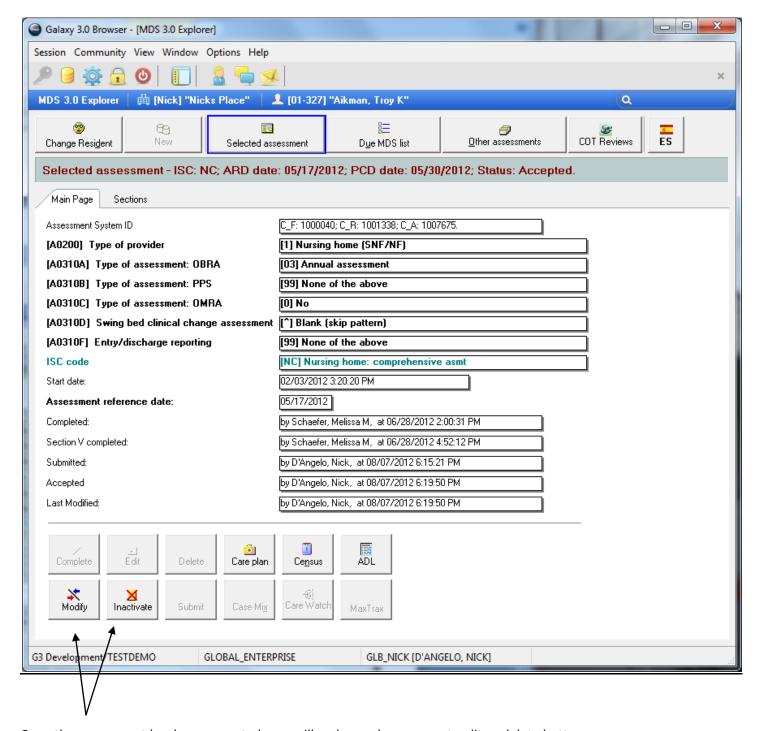


Now that I have entered my feedback, you will notice that I have a lot of additional information on this assessments main page.

We can see information for Start date, Completed, Section V completed Submitted, Accepted and Last Modified.

We also now have both the modify and the inactivate buttons available to us.





Once the assessment has been accepted, you will no longer have correct, edit or delete buttons.

You will now have two new buttons – Modify and Inactivate.

Correct or Edit – these are for an existing assessment that has been completed but NOT accepted by CMS

- NOT submitted yet, or
- Submitted but REJECTED

Delete - this is for an existing assessment regardless if completed that has NOT been accepted by CMS (cannot be undone)

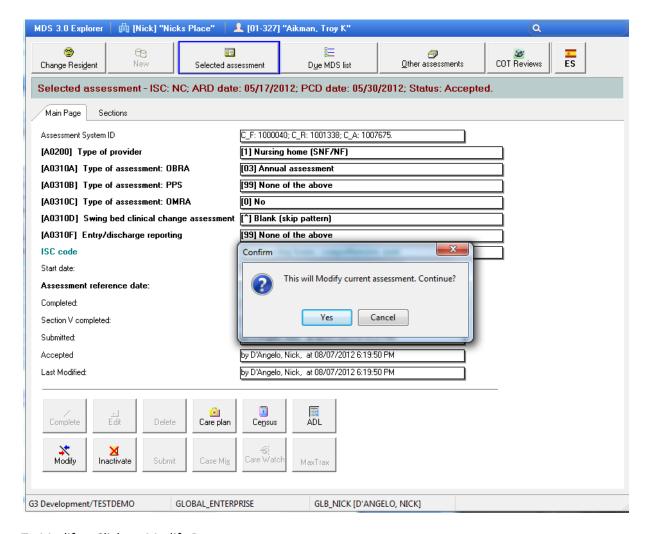
- Not submitted yet, or
- Submitted but rejected

Inactivate - to cancel an assessment that has already been completed AND has been accepted by CMS (This marks the assessment as Inactivated and sends an inactivation file to CMS)

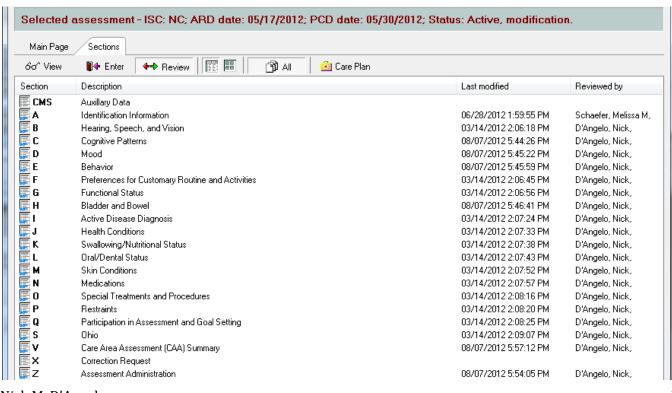
- Submitted AND Accepted, or
- Submitted AND Accepted with Warnings

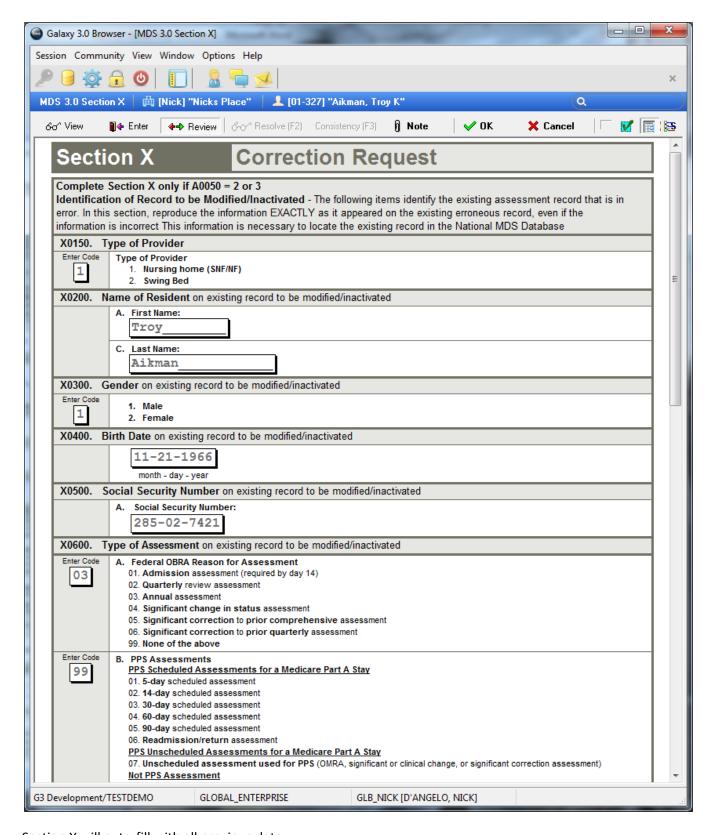
Modify – to make changes to an assessment that has already been completed AND has been accepted by CMS (This marks the assessment as Modified and sends new file to CMS)

- Submitted AND Accepted, or
- Submitted AND Accepted with Warnings

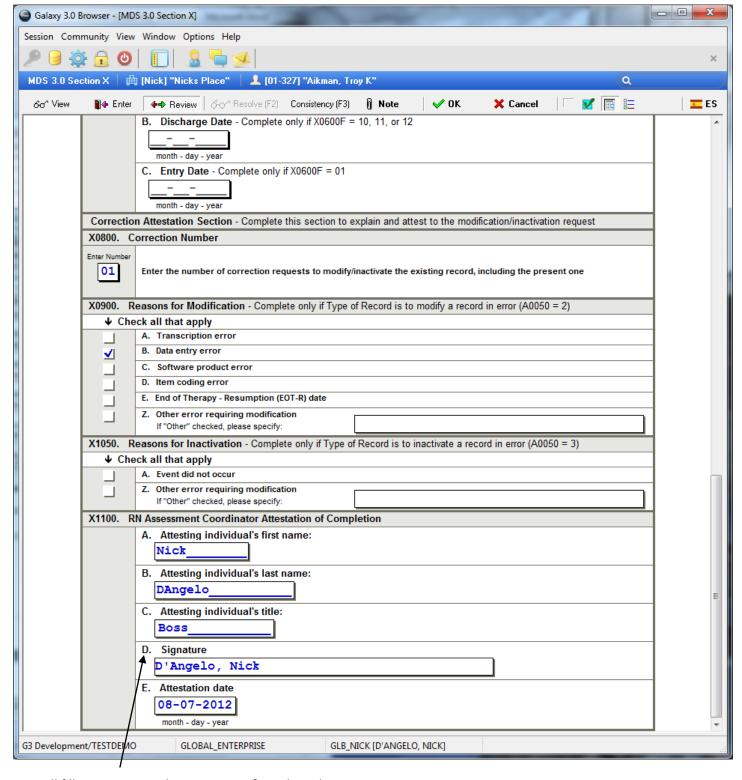


To Modify – Click on Modify Button Section X is no longer OK'd



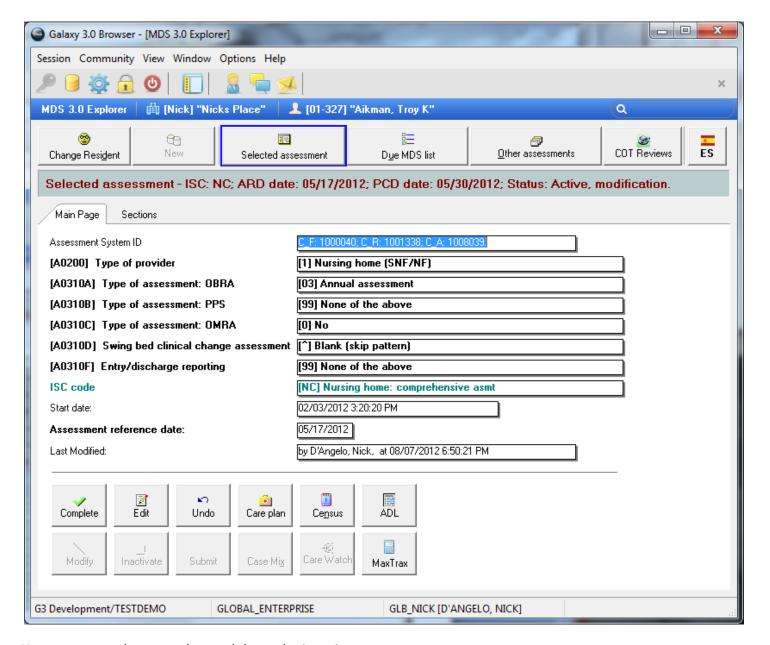


Section X will auto-fill with all previous data.

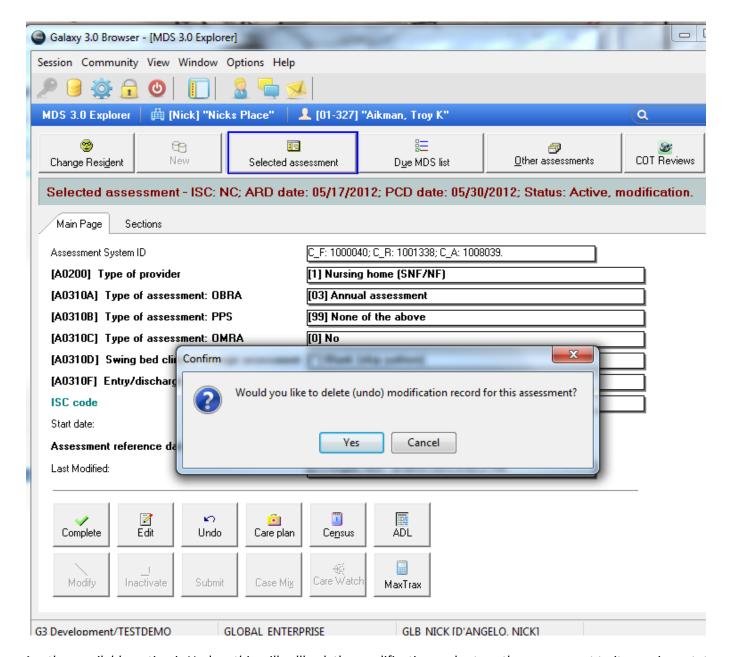


You will fill out reason and attestation info and OK the section.

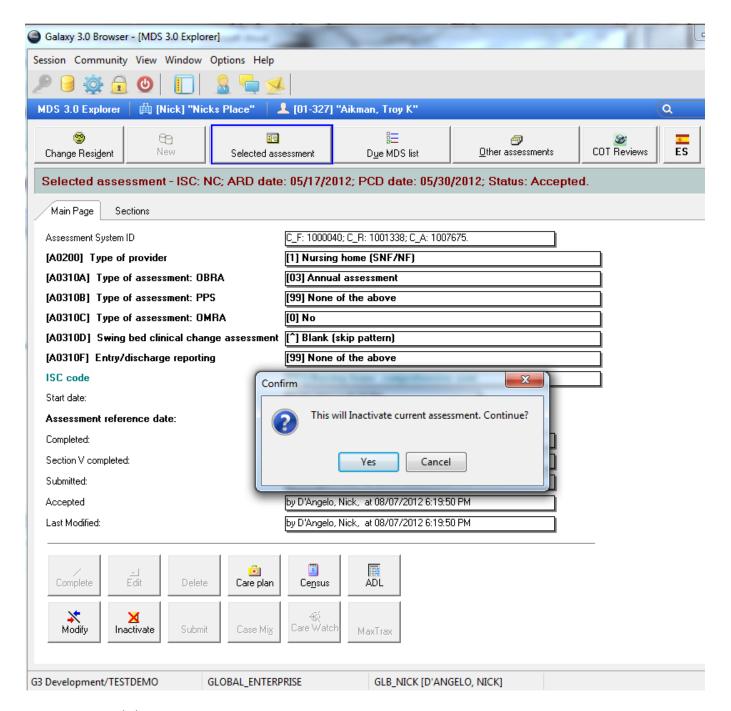
Then make your changes to the section that made the modification necessary.



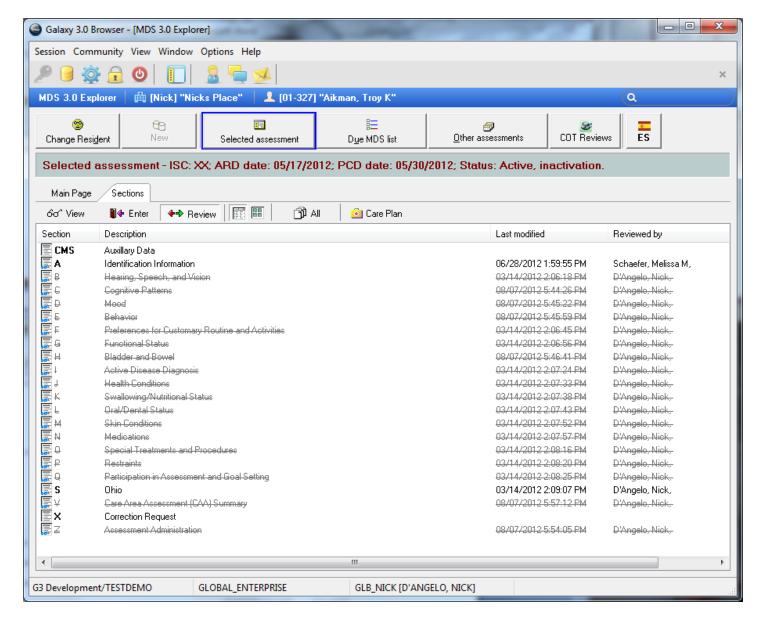
You are now ready to complete and then submit again



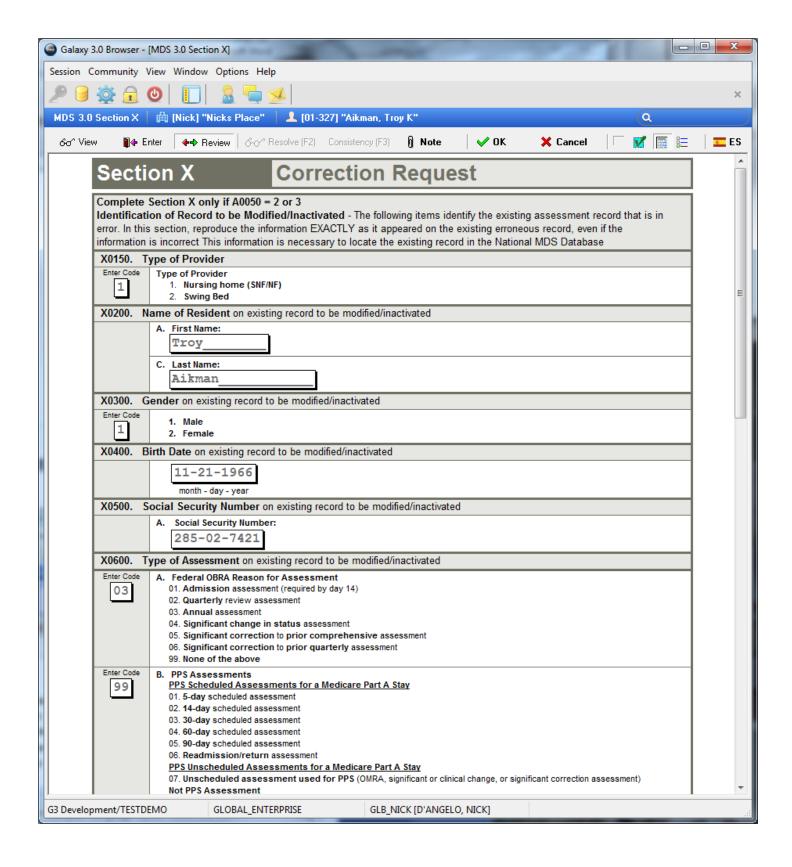
Another available option is Undo – this will rollback the modification and return the assessment to its previous state



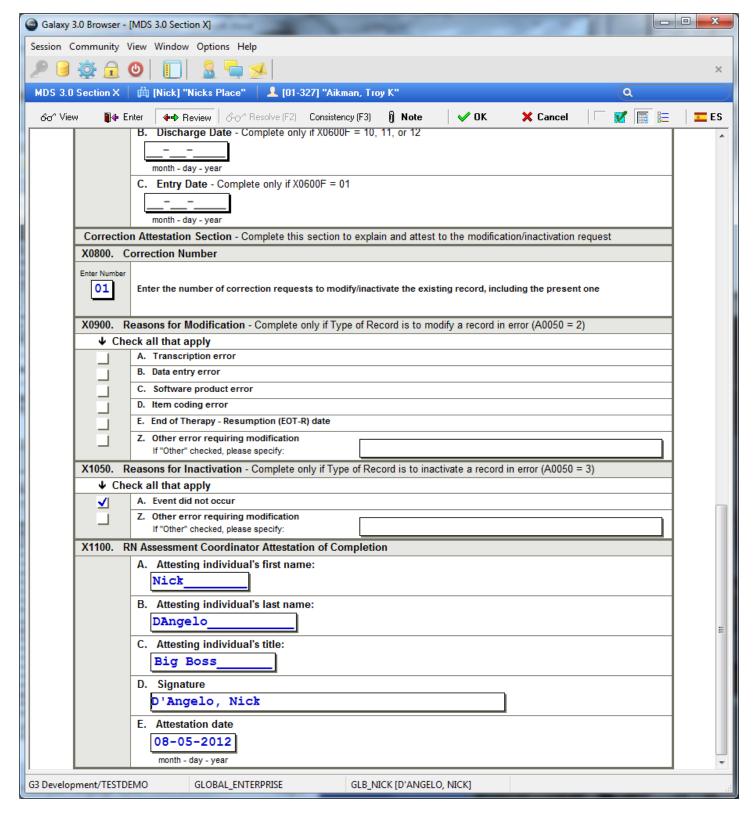
To Inactivate – Click on Inactivate Button Section X is no longer OK'd



This opens section X

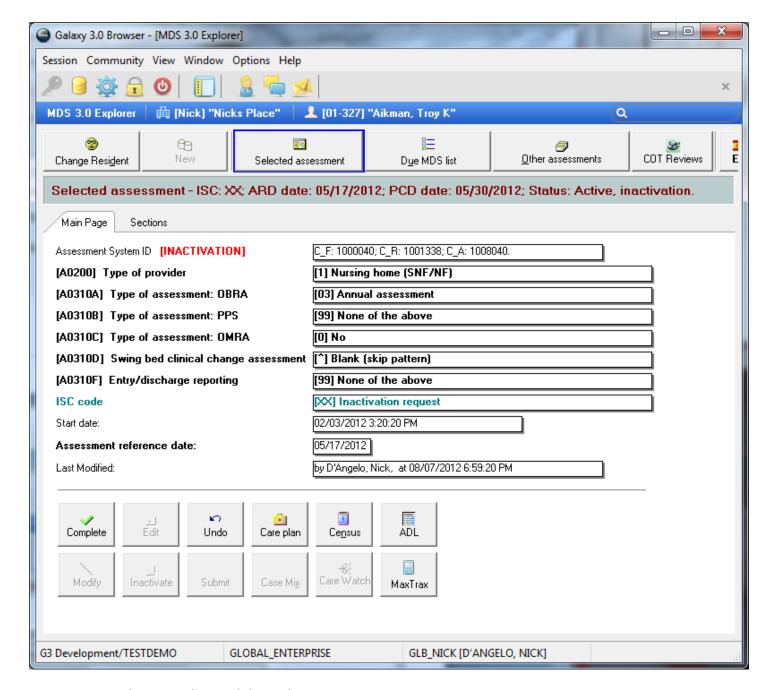


Section X will auto-fill with all previous data.

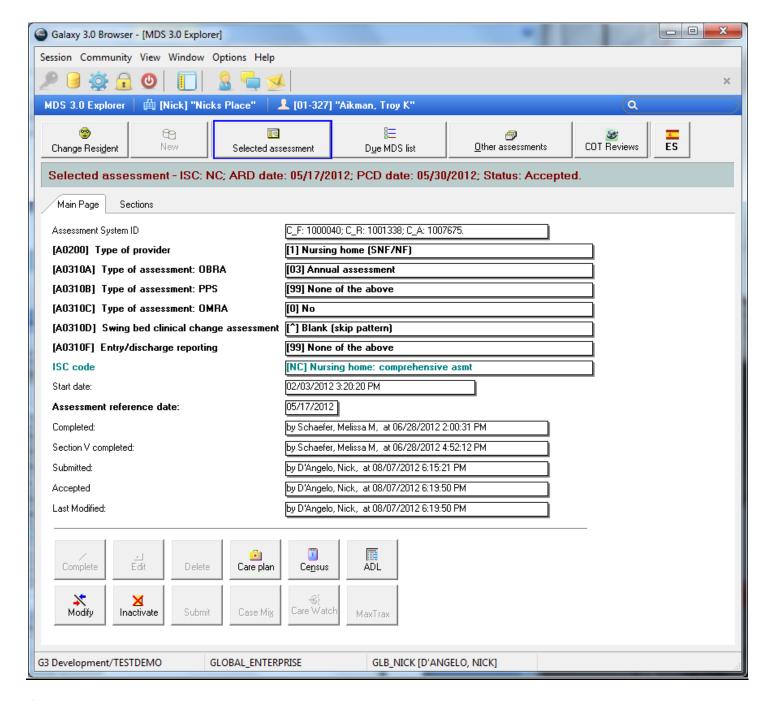


You will fill out reason and attestation info and OK the section.

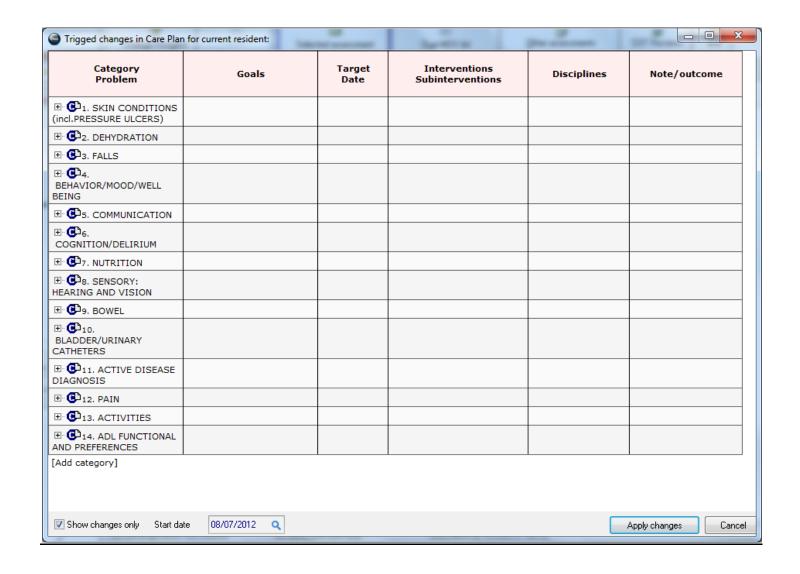
Then make your changes to the section that made the inactivation necessary.

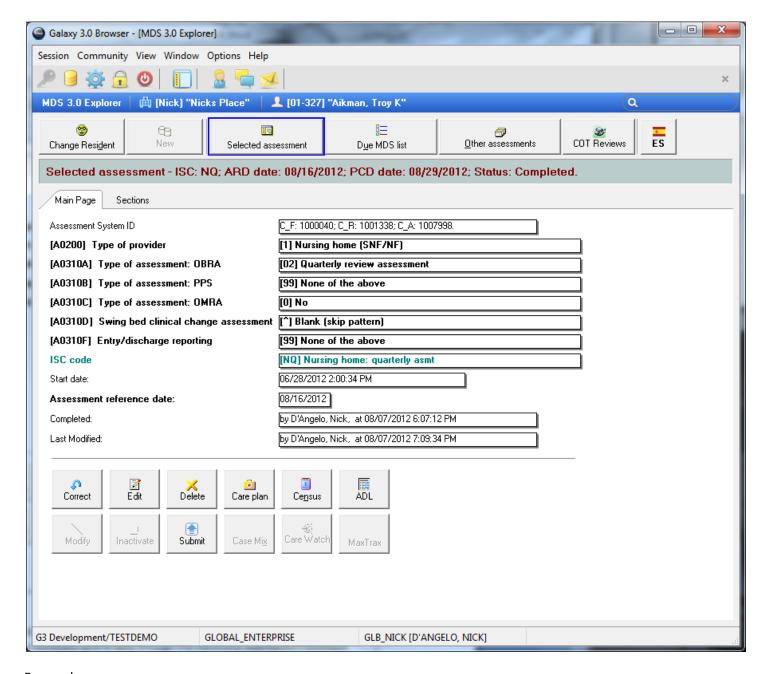


You are now ready to complete and then submit



If you have our Care Plan module you will be able to automatically create your individualized Care Plan with just the push of this button!

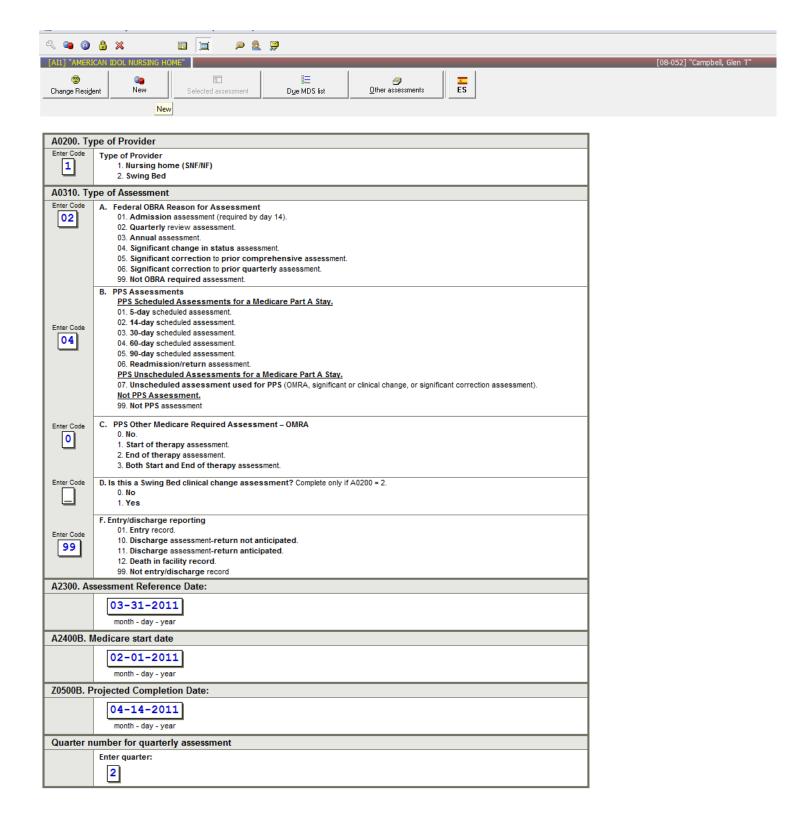




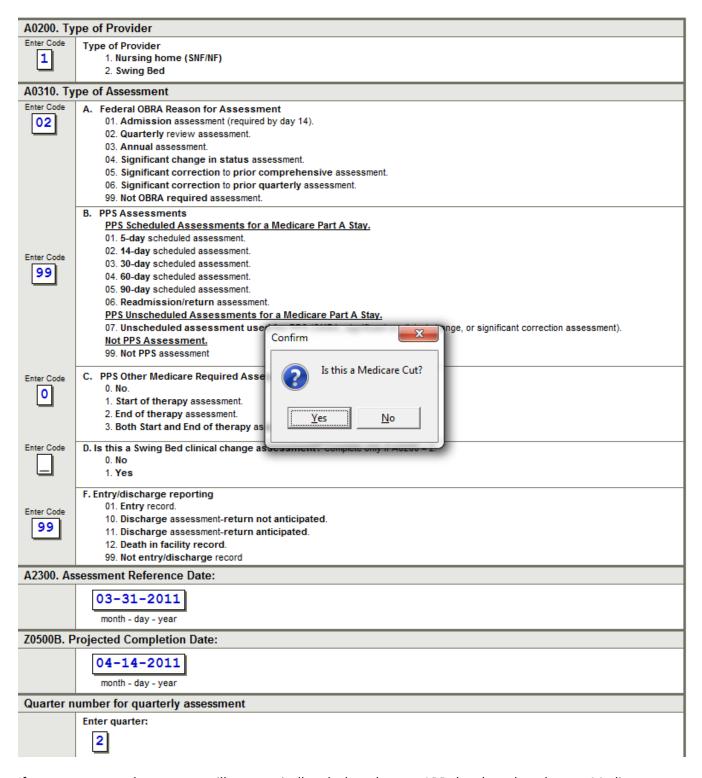
Remember.....

- Your available options will change based on where you are in the assessment process. You MUST apply feedback (preferably through the Electronic Submission Feedback process).
- You can only correct/edit an assessment that has NOT been accepted by CMS.
- You can only modify/inactivate an assessment that HAS been accepted by CMS.

Medicare Cut – When you create a new assessment for a Medicare resident you can now activate the Medicare cut automatically.



Change A0310B to 99 on any Medicare assessment and you will receive this pop-up asking if this is a Medicare Cut?



If you answer yes, the program will automatically calculate the new ARD date based on the non-Medicare assessment schedule.

A0200. Type of Provider	
Enter Code	Type of Provider 1. Nursing home (SNF/NF) 2. Swing Bed
A0310. Type of Assessment	
Enter Code 02	A. Federal OBRA Reason for Assessment 01. Admission assessment (required by day 14). 02. Quarterly review assessment. 03. Annual assessment. 04. Significant change in status assessment. 05. Significant correction to prior comprehensive assessment. 06. Significant correction to prior quarterly assessment. 99. Not OBRA required assessment.
Enter Code	B. PPS Assessments PPS Scheduled Assessments for a Medicare Part A Stay. 01. 5-day scheduled assessment. 02. 14-day scheduled assessment. 03. 30-day scheduled assessment. 04. 60-day scheduled assessment. 05. 90-day scheduled assessment. 06. Readmission/return assessment. PPS Unscheduled Assessments for a Medicare Part A Stay. 07. Unscheduled assessment used for PPS (OMRA, significant or clinical change, or significant correction assessment). Not PPS Assessment. 99. Not PPS assessment
Enter Code	C. PPS Other Medicare Required Assessment – OMRA 0. No. 1. Start of therapy assessment. 2. End of therapy assessment. 3. Both Start and End of therapy assessment.
Enter Code	D. Is this a Swing Bed clinical change assessment? Complete only if A0200 = 2. 0. No 1. Yes
Enter Code	F. Entry/discharge reporting 01. Entry record. 10. Discharge assessment-return not anticipated. 11. Discharge assessment-return anticipated. 12. Death in facility record. 99. Not entry/discharge record
A2300. Assessment Reference Date:	
	05-25-2011 month - day - year
Z0500B. Projected Completion Date:	
	04-14-2011 month - day - year
Quarter number for quarterly assessment	
	Enter quarter: 2

The RAI Manual is linked to our MDS 3.0 assessments via the F1 key.

From within any section of the assessment, if you hit your F1 key, the program will open an html rendered page of that specific section from the RAI manual. This is in addition to all our help guides available from Help/Galaxy Web Help. Now help is literally just a key stroke away!

