

Export MDS Census for HPN

This option is located under **MDS 3.0 Module – Utilities**. It will produce a comma separated value file (CSV) that can be imported into DOH-MDS software for processing and uploading to NYS.

CMI for Picture Date, your first step

MDS – Reports – Calc CMI for Picture

Enter the picture date of the census you need and indicate whether you want to see only Medicaid/Medicaid Pending only or all residents. This report will show you all residents in house on the picture date that you have selected. You will see the assessment score of the MDS that is within the window and closest to the Picture date, the value of S8055 – Primary Payor, and the possible add-on categories. *Carefully check this report!*

You may also find it helpful to review Modules – Census – Reports – Insurance Days.

- The beginning and ending date for the report should be the census date for the picture date you are evaluating.
- Answer NO to separate by unit.

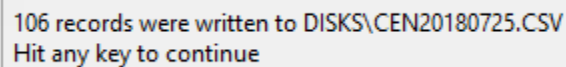
The report will show how many census records, exclusive of bed holds, will be reported to DOH.

Please note that only census information will be included in the file - no MDS information. DOH will get that information from your submitted MDS assessments. The purpose of this report is to give you something to compare with the online data sources. Have all assessments been submitted and accepted? Are you missing anything? Do you need to complete any modifications?

Create the FILE to be imported into the DOH-MDS software

MDS -Utilities – Export MDS Census for HPN

Enter the appropriate picture date and click OK. Once census data has been collected, a message that looks like the sample below will appear in the upper right corner of your screen.



106 records were written to DISKS\CEN20180725.CSV
Hit any key to continue

The message will tell you the number of records in the file that has been created and the location/name of the file. The file will be saved in the DISKS subfolder of your RMS system. The name will be CEN + YYYYMMDD for the picture date. In our example, we collected data for the picture date of 7/25/2018. It created a file named CEN + 20180725. You will need to know the network location of your RMS system to retrieve the file. You are now ready to upload the data following specific instructions given to you by DOH.

FAQs

What is included in the file that I will transmit?

Only demographic information is included in the file –

- Facility operating certificate
- Social security number
- Last name, First name
- Date of Birth
- Gender
- Medical record number

Where does DOH get the MDS information if it is not in my file?

DOH will pull the information directly from CMS. They will use the answers for the questions, including Section S for the primary payor. Using the demographic information from your census file, they will match records.

Residents are showing on the CMI report who were not here on the picture date or were here and are missing from the report. What do I do?

Census – Edit History

Verify that all admission/discharge transactions are recorded in the census for the resident and they are dated correctly.

I asked for only Medicaid and pending residents on the CMI report but not all Medicaid people show up. Why?

Run the report again for all residents. Does the person that you think is missing from the Medicaid version show on the full report? If not, check the Census – Edit History and make sure that all admission/discharge transactions are recorded with correct dates. If the person is in the list, what insurance is listed for the assessment in the window. This will be the response you used in S8055. If the answer to that question is incorrect, you would need to do a modification to correct it.

When I upload the file, DOH tells me that I have a mismatch. What do I do?

Generally, their reports will give you information to be able to determine who is not matched. It is important to do the comparison well in advance of the date that they pull the info from CMS. You want time to be able to do any modifications prior to that cut-off date.

Is the social security number correct? Date of birth? If you updated the social security number or date of birth in our system but did not go back and modify prior assessments that had the old numbers, you will need to correct for that. You can modify the assessments to correct the data. If the cut-off date has passed, the modifications will not be in the data set DOH will be using. Call them and ask for the procedure to reconcile.

Do you have an assessment for the person within the look-back period for the picture date? If you are missing an assessment, you will need to contact DOH and ask about the procedure to have them add the person to their list.