



USER MANUAL

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Introduction

MAX•CASE•OPTIMIZER (MCO) is an application that helps the Nursing Homes to track ailments, medications, and therapies using a simple Daily Tracking Sheet and thereby calculates a projected RUGs score. MCO further compares this projected RUGs score with the RUGs score of the last submitted assessment and notifies the user whether the projected RUGs score is higher, lower or the same as the RUGs score from the last submitted assessment.

Getting Started

Multi-User

Users and User Management

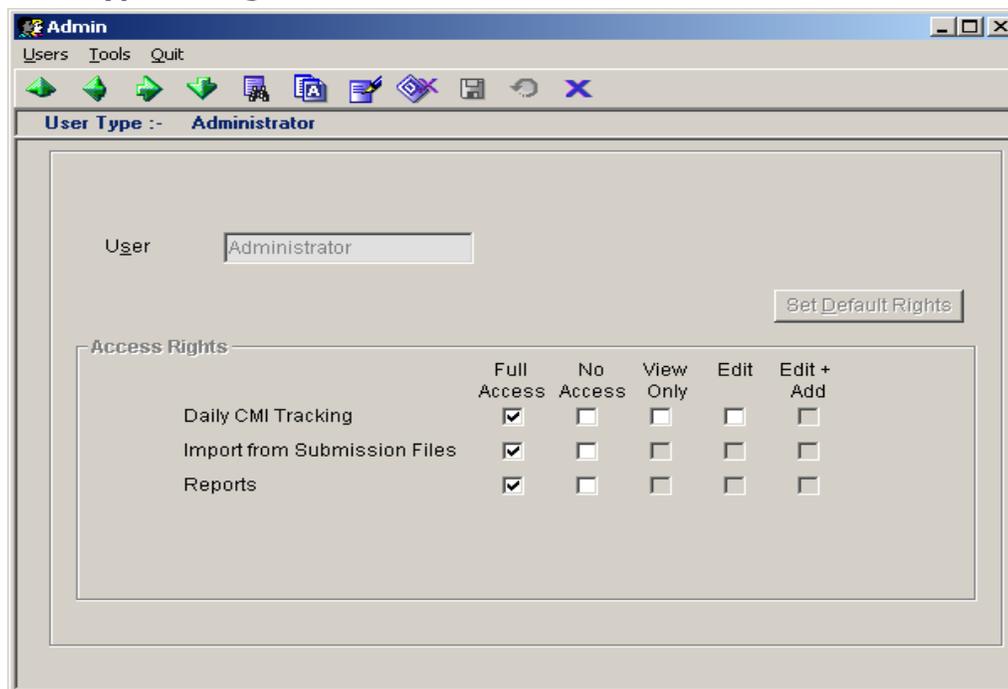
This feature is only required for multi-user installations, where multiple users will be using MCO.

Admin Utility



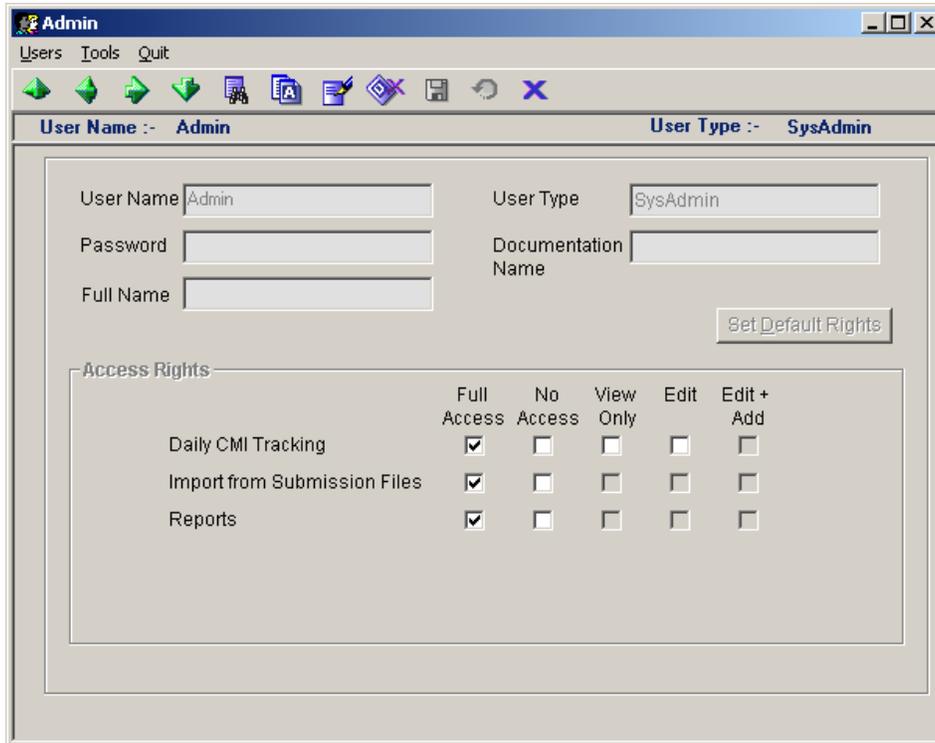
This module allows you to Add User Types, Users and the Rights to the application.

User Type Management



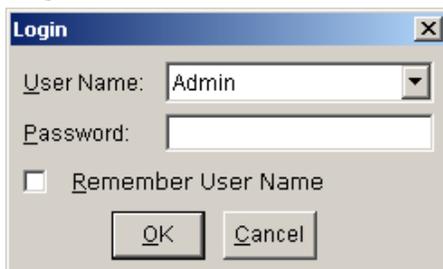
Users Types are logical groups of users. All users who would perform similar activities can be grouped together under a single group. The rights assigned to a group, gets automatically assigned to all users under that group.

User Management



This module allows you to add new users and assign rights for the modules in MCO. Each user needs to be assigned a user type, so that users performing similar tasks can be grouped under a single group.

Login Screen



On running MCO.exe, the above login screen will be displayed. Select a user name and enter a password (if applicable), to login into MCO. If another user has already logged-in with the same user name, you will not be allowed to log-in with that user name. The check box that reads 'Remember User Name', can be used if you want MCO to remember your user name, the next time when you run MCO, so that the log-in box will not be displayed each time when you run MCO. Please note that if the user name has a password, the 'Remember User Name' functionality will be ineffective.

Multi-user functionality

In multi-user mode, multiple users can work on MCO at the same time. 2 or more users can also work on the data for the same date. If 2 or more users edit the data for the same date and for the same resident(s), the changes of the user who saves last will be retained.

If one user is adding data for a date, no other user will be allowed to work on that date, till the 1st user has finished saving.

Import from Submission Strings



On running MCO.exe, the first task is to import data from the submission files.

If you wish to import the data from all your submission files, select the 'Import from Folder' option. If you wish to import the data from a single submission file, select the 'Import from File' option

Import from Folder

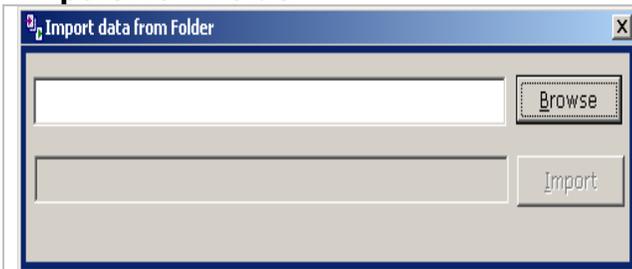


Image I

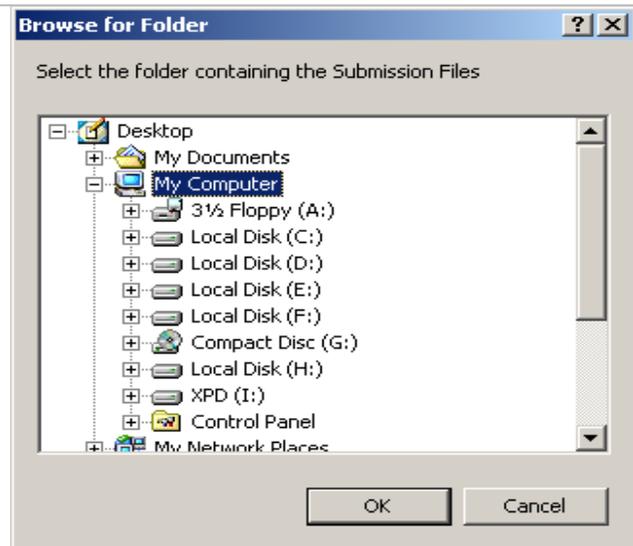


Image II

Having selected the 'Import from Folder' option, the screen as shown in Image I will be displayed. Click the Browse button. On doing so, the screen as shown in Image II will be displayed. Here, select the folder containing the submission files and click the OK button. You will be returned to the screen as displayed in Image I. Here, click the Import button. This will start the Import process and import all data from the submission files.

Import from File

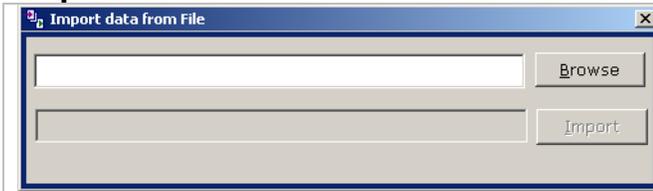


Image I

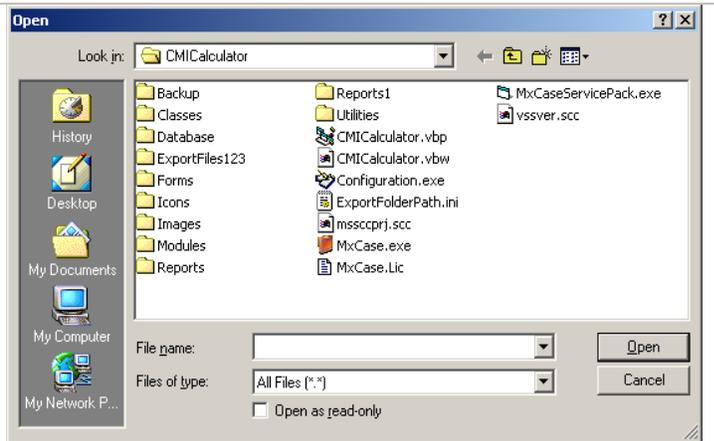


Image II

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Auto Import

MCO has an Auto Import feature, wherein each day on startup, the application runs a scan process for any new submission file(s) that were created. If it finds any new submission files, it automatically imports the data from these file(s). If the submission file(s) has any new residents, who were previously not in MCO, they will be added to MCO, so that you can start recording observations for these residents as well. If the submission file(s) contains new submission records for residents who are already in MCO, their latest record in MCO shall get overwritten with the record in the submission file.

Daily Tracking



After having imported data from the Submission files, click the 'Daily Tracking Sheet' menu item. This will display the following screen

Resident record for date :06/08/2005

Resident Name	New Therapy Orders	New Restorative Orders/TIAN	Physician Visit	Physician Order	Emergency Room Visit	IV Fluids	IV Meds	Transfusion	Suction	Tracheostomy Care	New Tube Feed	Surgical Wounds	Pressure Ulcers	Burns	Foot Lesions	Fever	Vomiting	Weight Loss	Dehydration	Pneumonia	Septicemia	Internal Bleeding	Daily Insulin Injections	Oxygen	Medication Nebulizer Treatments	Dialysis	Radiation	Chemotherapy	Change in Behavior/ADLs	Dx/Signs of Depression	RUG Score from last asmt	Today's RUG Score	ADL Score
ADA DORTCH																														CB2		13	
ALBERTA JOHNSON																															IB1		10
ALBERTA PARKER																															IA1		4
ALLEN P BORDER																															RMA		4
ALTHALIA BRAY																															IB2		6
ANITA MOSS																															SSC		18
ANNA EATON																															PD2		15
ANNA P TAYLOR																															SSC		18
AUDREY ROBINSON																															RMB		11
BARBARA MERRITT																															PD1		11
BEATRICE THOMPSON																															PD1		14
BENJAMIN JOHNSON																															IB1		10
BERT HERD																															IA1		5
BESSIE RICHARDSON																															SSC		18

Legend

- Improvement in RUGs (Green)
- No Change in RUGs (Blue-green)
- Decline in RUGs (Red)

Detail CMI observations for ADA DORTCH

Date RN Coordinator signed assessment as complete (R2B) : 02/01/2005
Rug Imported from last assessment : CB2

06/06/2005 [Grid of CMI fields] [RUG Score] [ADL Score]

Daily Tracking-Image I

- Residents
- CMI Fields
- RUGs score from last asmt.
- Projected RUGs
- ADL score

As displayed above, the left most column in the spreadsheet displays a list of residents, followed by the CMI fields, RUGs Score from last assessment, Today's (Projected) RUGs score and the ADL score.

In order to start entering data, click the Edit button  on the Toolbar. This will allow you to fill data for the CMI fields by simply selecting them. Selection of each CMI field will calculate a RUGs score, as applicable.

This calculated RUGs score will

- Display in **Red** color, if it is less than the RUGs score from the last assessment
- Display in **Green** color, if it is greater than the RUGs score from the last assessment
- Display in **Blue-green** color, it is the same as the RUGs score from the last assessment

*Please note that the projected RUGs score for the Rehabilitation group displays as 'Rehab' and in yellow color. This is because MCO does not determine the individual RUGs scores for the Rehabilitation group.

Legend

- Improvement in RUGs
- No Change in RUGs
- Decline in RUGs

*The legend displays the different color codes and their significance
 *The calculated RUGs score also depends upon the ADL score value.

After having filled data in the CMI fields, you can save the data by clicking the Save button  on the Toolbar.

Resident record for date :06/09/2005

Legend

- Improvement in RUGs
- No Change in RUGs
- Decline in RUGs

RUG Group Percentages:

- Rehabilitation (14%)
- Extensive Services (10%)
- Special Care (15%)
- Clinically Complex (21%)
- Cognitive Impairment (13%)
- Behavior Problems (0%)
- Physical Functions (26%)

Resident Name	New Therapy Orders	New Restorative Orders/TIAN	Physician Visit	Physician Order	Emergency Room Visit	IV Fluids	IV Meds	Transfusion	Suction	Tracheostomy Care	New Tube Feed	Surgical Wounds	Pressure Ulcers	Burns	Foot Lesions	Fever	Vomiting	Weight Loss	Dehydration	Pneumonia	Septicemia	Internal Bleeding	Daily Insulin Injections	Oxygen	Medication Nebulizer Treatments	Dialysis	Radiation	Chemotherapy	Change in Behavior/ADLs	Dx/Signs of Depression	RUG Score from last asmt	Today's RUG Score	ADL Score
ADA DORTCH																													CB2	SSA	13		
ALBERTA JOHNSON																														IB1	CA1	10	
ALBERTA PARKER																														IA1	IA1	4	
ALLEN P BORDER																														RMA	CA1	4	
ALTHALIA BRAY																														IB2	IB2	6	
ANITA MOSS																														SSC	CC1	18	
ANNA EATON																														PD2	PD2	15	
ANNA P TAYLOR																														SSC	SSC	18	
AUDREY ROBINSON																														RMB	RMB	11	
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BENJAMIN JOHNSON																														IB1	IB1	10	
BERT HERD																														IA1	IA1	5	
BESSIE RICHARDSON																														SSC	CC1	18	

Detail CMI observations for ADA DORTCH

Date RN Coordinator signed assessment as complete (R2B) : 02/07/2005
 Rug Imported from last assessment : CB2

Date	New Therapy Orders	New Restorative Orders/TIAN	Physician Visit	Physician Order	Emergency Room Visit	IV Fluids	IV Meds	Transfusion	Suction	Tracheostomy Care	New Tube Feed	Surgical Wounds	Pressure Ulcers	Burns	Foot Lesions	Fever	Vomiting	Weight Loss	Dehydration	Pneumonia	Septicemia	Internal Bleeding	Daily Insulin Injections	Oxygen	Medication Nebulizer Treatments	Dialysis	Radiation	Chemotherapy	Change in Behavior/ADLs	Dx/Signs of Depression	RUG Score	ADL Score	
06/09/2005																															SSA	13	
06/06/2005																																	13

Daily Tracking-Image II

Detailed CMI Observations

Graph displaying the % of residents in each RUG group

Today's (Projected) RUGs score

*After having saved the data once for a day, you can continue to edit the information in the same manner. On a new day, the Daily Tracking screen will again appear as displayed in 'Daily Tracking-Image I', with the CMI Fields and the 'Today's RUG Score' column, completely blank, so that you can again start recording the observations for the new day.

Search / Delete

Search for Record



Click the  button to search by Resident Name or by CMI Date

Search by Resident Name	Search by CMI Date
<p>Type the first few letters of the resident's name in the box provided to move to that resident's record in the spreadsheet</p>	<p>Select a date from the calendar provided, to move to the record for that CMI date. If no record exists for that date, the application will display a message box asking you whether you wish to add records for that date.</p>

Delete Resident



	<p>Click the delete button on the toolbar, if you wish to delete a resident. Selecting this button will display a screen with a list of all residents, as displayed in the image. Here select the resident whom you wish to delete and click the Delete button. This will delete all the records for that resident from the CMI database.</p>
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Detailed CMI Observations

MxCase

File Import Daily Tracking Sheet Reports

Resident record for date :06/12/2005

Legend

- Improvement in RUGs
- No Change in RUGs
- Decline in RUGs

Resident Name	New Therapy Orders	New Restorative Orders/TIAN	Physician Visit	Physician Order	Emergency Room Visit	IV Fluids	IV Meds	Transfusion	Suction	Tracheostomy Care	New Tube Feed	Surgical Wounds	Pressure Ulcers	Burns	Foot Lesions	Fever	Vomiting	Weight Loss	Dehydration	Pneumonia	Septicemia	Internal Bleeding	Daily Insulin Injections	Oxygen	Medication Nebulizer Treatments	Dialysis	Radiation	Chemotherapy	Change in Behavior/ADLs	Dx/Signs of Depression	RUG Score from last asmt	Today's RUG Score	ADL Score
ADA DORTCH													✓																	CB2	SSA	13	
ALBERTA JOHNSON																															IB1	SE2	10
ALBERTA PARKER												✓																			IA1	IA1	4
ALLEN P BORDER																															RMA	RMA	4
ALTHALIA BRAY													✓																		IB2	IB2	6
ANITA MOSS																															SSC	CC1	18
ANNA EATON										✓																					PD2	SE1	15
ANNA P TAYLOR													✓																		SSC	SSC	18
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BENJAMIN JOHNSON																															IB1	IB1	10
BERT HERD																															IA1	IA1	5
BESSIE RICHARDSON																															SSC	SSC	18

Detail CMI observations for ADA DORTCH

Date RN Coordinator signed assessment as complete (R2B) : 02/07/2005
Rug Imported from last assessment : CB2

Date	New Therapy Orders	New Restorative Orders/TIAN	Physician Visit	Physician Order	Emergency Room Visit	IV Fluids	IV Meds	Transfusion	Suction	Tracheostomy Care	New Tube Feed	Surgical Wounds	Pressure Ulcers	Burns	Foot Lesions	Fever	Vomiting	Weight Loss	Dehydration	Pneumonia	Septicemia	Internal Bleeding	Daily Insulin Injections	Oxygen	Medication Nebulizer Treatments	Dialysis	Radiation	Chemotherapy	Change in Behavior/ADLs	Dx/Signs of Depression	RUG Score	ADL Score	
06/12/2005													✓																		SSA	13	
06/11/2005													✓																			CB1	13
06/10/2005						✓																										CB2	13

This spreadsheet displays the records for all days for the selected resident. The green color indicates the record with the highest RUGs score.

Resident CMI Details

Resident record for date :06/13/2005

Legend
■ Improvement in RUGs
■ No Change in RUGs
■ Decline in RUGs

Resident Name	New Therapy Orders	New Restorative Orders/TIAN	Physician Visit	Physician Order	Emergency Room Visit	IV Fluids	IV Meds	Transfusion	Suction	Tracheostomy Care	New Tube Feed	Surgical Wounds	Pressure Ulcers	Burns	Foot Lesions	Fever	Vomiting	Weight Loss	Dehydration	Pneumonia	Septicemia	Internal Bleeding	Daily Insulin Injections	Oxygen	Medication Nebulizer Treatments	Dialysis	Radiation	Chemotherapy	Change in Behavior/ADLs	Dx:Signs of Depression	RUG Score from last asmt	Today's RUG Score	ADL Score
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Detail CMI observations for ADA DORTCH

Date RN Coordinator signed assessment as complete (R2B) : 02/07/2005
 Rug Imported from last assessment : CB2

Date	CMI Group	RUG Score
06/12/2005	SSA	13
06/11/2005	CB1	13
06/10/2005	CB2	13

Double-click on a resident to view Resident CMI Details

Resident Name ADA DORTCH
 Observations from 06/10/2005 To 06/12/2005

Legend
■ Improvement in RUGs
■ No Change in RUGs
■ Decline in RUGs

Date	New Therapy Orders	New Restorative Orders/TIAN	Physician Visit	Physician Order	Emergency Room Visit	IV Fluids	IV Meds	Transfusion	Suction	Tracheostomy Care	New Tube Feed	Surgical Wounds	Pressure Ulcers	Burns	Foot Lesions	Fever	Vomiting	Weight Loss	Dehydration	Pneumonia	Septicemia	Internal Bleeding	Daily Insulin Injections	Oxygen	Medication Nebulizer Treatments	Dialysis	Radiation	Chemotherapy	Change in Behavior/ADLs	Dx:Signs of Depression	RUG Score
06/10/2005																															CB2
06/11/2005																															CB1
06/12/2005																															SSA

Date	CMI Group
06/10/2005	CB2
06/11/2005	CB1
06/12/2005	SSA

3.7
1

06/10/2005 06/11/2005 06/12/2005

This screen displays the records for all dates for the selected resident. The graph indicates the rise or fall in the RUGs score value over the days of observation.

RUGs TABLE

CMI Field	RUG Group	Description
New Therapy Orders	Rehabilitation	
New Restorative Orders/TIAN		Nursing Rehabilitation
Physician Visit	Clinically Complex	Physician visit/order changes occurring within the 14 day observation period; 1 or more visits and 4 or more order changes, or 2 or more visits and 2 or more order changes
Physician Order	Clinically Complex	Physician visit/order changes occurring within the 14 day observation period; 1 or more visits and 4 or more order changes, or 2 or more visits and 2 or more order changes
Emergency Room Visit	Extensive Services	Emergency Room Visit
IV Fluids	Extensive Services	In the past 7 days required Intravenous feeding
IV Meds	Extensive Services	In the past 14 days received Intravenous medications
Transfusion	Clinically Complex	Transfusion
Suction	Extensive Services	In the past 14 days required Suctioning
Tracheostomy Care	Extensive Services	In the past 14 days received Tracheostomy care
New Tube Feed	Special Care	Tube Feed and Fever in last 7 days
Surgical Wounds	Special Care	Surgical Wounds in last 7 days
Pressure Ulcers	Special Care	Pressure Ulcers in last 7 days
Burns	Clinically Complex	Burns in last 7 days
Foot Lesions	Clinically Complex	Foot Lesions in last 7 days
Fever	Special Care	Fever and Vomiting, Weight Loss, Dehydration, Pneumonia or Tube Feedings in last 7 days
Vomiting	Special Care	Vomiting and Fever in last 7 days
Weight Loss	Special Care	Weight Loss and Fever in last 7 days
Dehydration	Clinically Complex	Dehydration and Fever in last 7 days
Pneumonia	Clinically Complex	Pneumonia and Fever in last 7 days
Septicemia	Clinically Complex	Septicemia in last 7 days
Internal Bleeding	Clinically Complex	Internal Bleeding in last 7 days
Daily Insulin Injections	Clinically Complex	
Oxygen	Clinically Complex	Oxygen therapy in the past 14 days
Medication Nebulizer Treatments	Special Care	Respiratory therapy in last 7 days
Dialysis	Clinically Complex	Dialysis in last 14 days
Radiation	Special Care	Radiation in last 14 days
Chemotherapy	Clinically Complex	Chemotherapy in last 14 days
Change in Behavior/ADL's	Behavior Problems	4 or more days a week exhibited behaviors including wandering, physical or verbal abuse, inappropriate behavior, resisting care, hallucinations or delusions
Dx/Signs of Depression		Signs of Depression

Reports

Report Name/Description	Image																																																						
<p>Resident-wise RUGs <i>This report displays Resident-wise change in RUGs status (Improvement, No Change, Decline), over a period of dates on which the observations were recorded. The record with the best RUGs score over the days of observation, for a resident, is highlighted.</i></p>	<p style="text-align: center;">CMI Resident wise RUG Score Demo Nursing Home Current as of 6/10/2005</p> <table border="1"> <thead> <tr> <th>Date</th> <th>RUG Score</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="3">ADA DORTCH <i>RUG Score imported from submission string CB2</i></td> </tr> <tr> <td>06/10/2005</td> <td>CB2</td> <td>No Change in RUGs</td> </tr> <tr> <td>06/11/2005</td> <td>CB1</td> <td>Decline in RUGs</td> </tr> <tr> <td colspan="3">ALBERTA JOHNSON <i>RUG Score imported from submission string IB1</i></td> </tr> <tr> <td>06/10/2005</td> <td>SE1</td> <td>Improvement in RUGs</td> </tr> <tr> <td>06/11/2005</td> <td>SE2</td> <td>Improvement in RUGs</td> </tr> <tr> <td colspan="3">ALBERTA PARKER <i>RUG Score imported from submission string IA1</i></td> </tr> <tr> <td>06/10/2005</td> <td>IA1</td> <td>No Change in RUGs</td> </tr> <tr> <td>06/11/2005</td> <td>IA1</td> <td>No Change in RUGs</td> </tr> <tr> <td colspan="3">ALLEN P BORDER <i>RUG Score imported from submission string RMA</i></td> </tr> <tr> <td>06/10/2005</td> <td>RMA</td> <td>No Change in RUGs</td> </tr> <tr> <td>06/11/2005</td> <td>RMA</td> <td>No Change in RUGs</td> </tr> </tbody> </table>	Date	RUG Score	Status	ADA DORTCH <i>RUG Score imported from submission string CB2</i>			06/10/2005	CB2	No Change in RUGs	06/11/2005	CB1	Decline in RUGs	ALBERTA JOHNSON <i>RUG Score imported from submission string IB1</i>			06/10/2005	SE1	Improvement in RUGs	06/11/2005	SE2	Improvement in RUGs	ALBERTA PARKER <i>RUG Score imported from submission string IA1</i>			06/10/2005	IA1	No Change in RUGs	06/11/2005	IA1	No Change in RUGs	ALLEN P BORDER <i>RUG Score imported from submission string RMA</i>			06/10/2005	RMA	No Change in RUGs	06/11/2005	RMA	No Change in RUGs															
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<p>Status-wise Resident RUGs <i>This report displays Status-wise (Improvement, No Change, Decline) list of residents and their RUGs scores</i></p>	<p style="text-align: center;">CMI Status wise Resident Details Demo Nursing Home Current as of 6/10/2005</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Name</th> <th>RUG Score</th> </tr> </thead> <tbody> <tr> <td colspan="3">Improvement in RUGs</td> </tr> <tr> <td></td> <td>ALBERTA JOHNSON</td> <td>SE1</td> </tr> <tr> <td></td> <td>ANNA EATON</td> <td>SE1</td> </tr> <tr> <td colspan="3">No Change in RUGs</td> </tr> <tr> <td></td> <td>ADA DORTCH</td> <td>CB2</td> </tr> <tr> <td></td> <td>ALBERTA PARKER</td> <td>IA1</td> </tr> <tr> <td></td> <td>ALLEN P BORDER</td> <td>RMA</td> </tr> <tr> <td></td> <td>ALTHALIA BRAY</td> <td>IB2</td> </tr> <tr> <td></td> <td>AUDREY ROBINSON</td> <td>RMB</td> </tr> <tr> <td></td> <td>BARBARA MERRITT</td> <td>PD1</td> </tr> <tr> <td></td> <td>BEATRICE THOMPSON</td> <td>PD1</td> </tr> <tr> <td></td> <td>BENJAMIN JOHNSON</td> <td>IB1</td> </tr> <tr> <td></td> <td>BERT HERD</td> <td>IA1</td> </tr> <tr> <td></td> <td>BESSIE RICHARDSON</td> <td>SSC</td> </tr> <tr> <td></td> <td>BETTY A OLDWINE</td> <td>SE2</td> </tr> <tr> <td></td> <td>BETTY J TIPTON</td> <td>PE1</td> </tr> <tr> <td></td> <td>BRENDA BROWN</td> <td>CB2</td> </tr> </tbody> </table>	Date	Name	RUG Score	Improvement in RUGs				ALBERTA JOHNSON	SE1		ANNA EATON	SE1	No Change in RUGs				ADA DORTCH	CB2		ALBERTA PARKER	IA1		ALLEN P BORDER	RMA		ALTHALIA BRAY	IB2		AUDREY ROBINSON	RMB		BARBARA MERRITT	PD1		BEATRICE THOMPSON	PD1		BENJAMIN JOHNSON	IB1		BERT HERD	IA1		BESSIE RICHARDSON	SSC		BETTY A OLDWINE	SE2		BETTY J TIPTON	PE1		BRENDA BROWN	CB2
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	ALTHALIA BRAY	IB2																																																					
	AUDREY ROBINSON	RMB																																																					
	BARBARA MERRITT	PD1																																																					
	BEATRICE THOMPSON	PD1																																																					
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	BESSIE RICHARDSON	SSC																																																					
	BETTY A OLDWINE	SE2																																																					
	BETTY J TIPTON	PE1																																																					
	BRENDA BROWN	CB2																																																					
<p>Date wise Status <i>This report displays a count of residents for the individual RUGs Status (Improvement, No Change, Decline) for each observation date</i></p>	<p style="text-align: center;">Datewise CMI Status Demo Nursing Home Current as of 6/10/2005</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Improvement in RUG Score</th> <th>NoChange in RUG Score</th> <th>Decline in RUG Score</th> </tr> </thead> <tbody> <tr> <td>06/11/2005</td> <td>3</td> <td>100</td> <td>3</td> </tr> <tr> <td>06/10/2005</td> <td>2</td> <td>102</td> <td>2</td> </tr> </tbody> </table>	Date	Improvement in RUG Score	NoChange in RUG Score	Decline in RUG Score	06/11/2005	3	100	3	06/10/2005	2	102	2																																										
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<p>Facility CMI <i>This report displays a date-wise count of residents in each of the RUG groups and highlights the day with the best combination of counts</i></p>	<p style="text-align: center;">Facility CMI Scores Demo Nursing Home Current as of 6/10/2005</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Physical Functions</th> <th>Behavior Problems</th> <th>Cognitive Impairmen</th> <th>Clinically Complex</th> <th>Special Care</th> <th>Extensive Services</th> <th>Rehabilitation</th> </tr> </thead> <tbody> <tr> <td>06/10/2005</td> <td>29</td> <td>0</td> <td>14</td> <td>21</td> <td>14</td> <td>12</td> <td>16</td> </tr> <tr> <td>06/11/2005</td> <td>28</td> <td>0</td> <td>14</td> <td>22</td> <td>15</td> <td>12</td> <td>15</td> </tr> <tr> <td>06/12/2005</td> <td>28</td> <td>0</td> <td>14</td> <td>21</td> <td>16</td> <td>12</td> <td>15</td> </tr> </tbody> </table>	Date	Physical Functions	Behavior Problems	Cognitive Impairmen	Clinically Complex	Special Care	Extensive Services	Rehabilitation	06/10/2005	29	0	14	21	14	12	16	06/11/2005	28	0	14	22	15	12	15	06/12/2005	28	0	14	21	16	12	15																						
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Backup

The MCO database shall be backed-up each day through an Automatic process. A zip file, namely 'MxCaseBackup.zip' is created and stored on both the Server and individual client machines in the following locations

Backup Folder location

On Server	In the application path, within the MxCase folder
On all Client Machines	In the Windows (Winnt)\System(32)\MxCase folder

*The same copy of the 'MxCaseBackup.zip' file is overwritten each day, so that on any given day, this zip file contains the latest copy of the database.