Submitting Your MDS Records

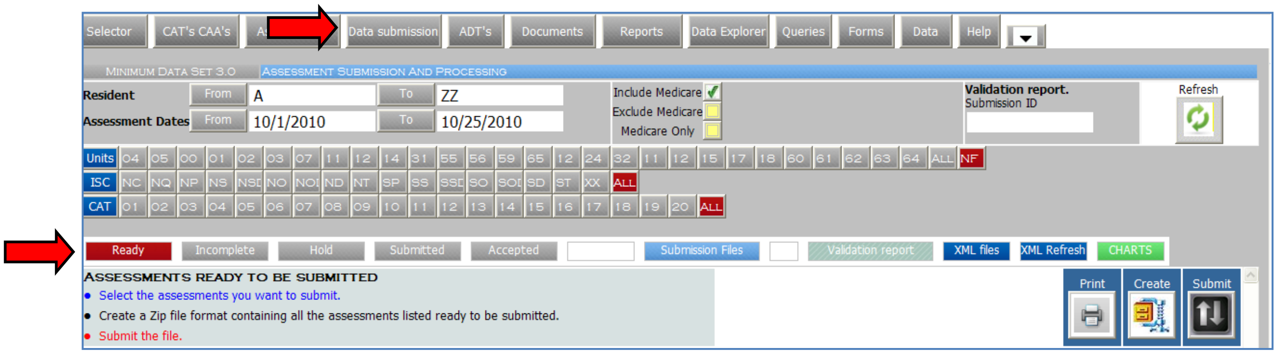
(The terms "Submission File" and "Zip File" are used interchangeably in this document.)

There are 6 steps to the submission process:

1. Specify the MDSs you wish to submit
2. Create a Zip file
3. Copy the Zip file to your local drive
4. Log on to CMS and send the Zip file
5. After you submit the Zip file to CMS mark the records as "Submitted"
6. After you receive the "Final Validation Report" from CMS mark the records appropriately

Step 1: Specify the MDSs you wish to submit:

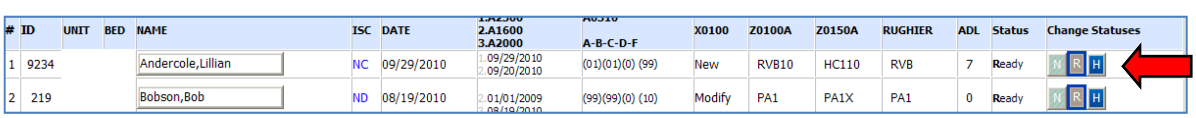
As shown below click on "Data Submission" and then on "Ready"



On the screen shown above specify which MDSs you wish to submit as follows:

1. Specify a resident alphabetical range.
2. Specify whether or not to include Medicare Assessments.
3. Specify the Assessment Reference Date Range.
4. Specify a single nursing unit or "all". (Click on "NF" to also view assessment without a unit.)
5. Specify a single Assessment Type or "all".
6. Specify a single CAT type or "all'

To hold a record and not submit it, click on the "H" alongside the record as shown below. As soon as you click "H" it will disappear from the "Ready" tab and now be in the "Hold" tab. Note that the tab that you are currently in shows in red. Note also that when you leave "Data Submissions" and then return it will bring you back to your last location.

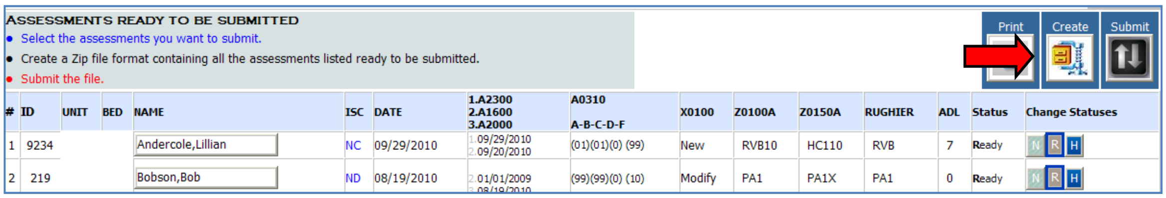


#	ID	UNIT	BED	NAME	ISC	DATE	1.A2300 2.A1600 3.A2000	A0310 A-B-C-D-F	X0100	Z0100A	Z0150A	RUGHIER	ADL	Status	Change Statuses
1	9234			Andercole,Lillian	NC	09/29/2010	1.09/29/2010 2.09/20/2010	(01)(01)(0) (99)	New	RVB10	HC110	RVB	7	Ready	N R H
2	219			Bobson,Bob	ND	08/19/2010	2.01/01/2009 3.08/19/2010	(99)(99)(0) (10)	Modify	PA1	PA1X	PA1	0	Ready	N R H

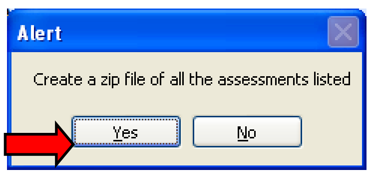
To submit records that were previously on "Hold" click on the "Hold" tab to get a list of all records on hold, and then click on the "R" alongside the record you wish to submit. It will disappear and immediately show in the "Ready" tab.

Step 2: Create a ZIP file:

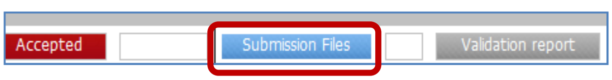
Click the "Create" icon as shown below to create a ZIP file. This will create a Zip file with all of the assessments that are "Ready to Submit" and that show under the "Ready" tab. Only the software can place an assessment in the "Ready" tab of the "Data Submission" menu. The software will automatically turn the assessment from "Not ready to Submit" to "Ready to Submit" when the assessment passes the validity checks and will be accepted by the CMS database. However, you can and should change the status of assessments in certain circumstances. That's part of what we'll cover in the following pages.



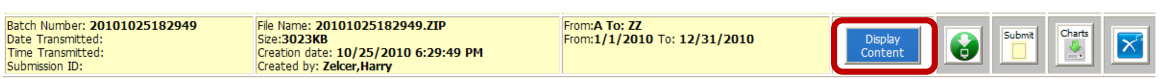
Confirm that you wish to create the Zip file by clicking "Yes" as shown below.



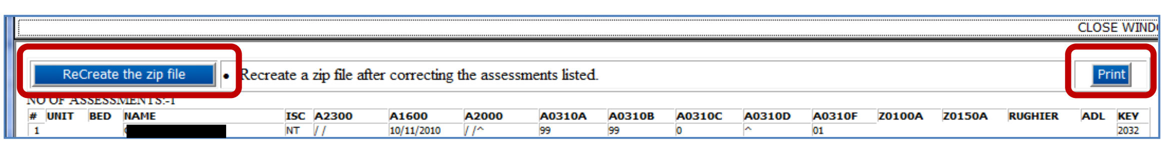
The Zip file is created and is now in the "Submission Files" tab. Click the "Submission Files" tab to view the zip files you've created.



The Zip file appears as shown below:

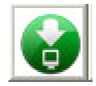


To display the records in the Zip file click on "Display Content" as shown above. The following screen appears. Click the "Print" button to print this report to your local printer. (You can choose to "Recreate the Zip" file. You should to do this if you changed some data in the assessments after you created the zip file.)

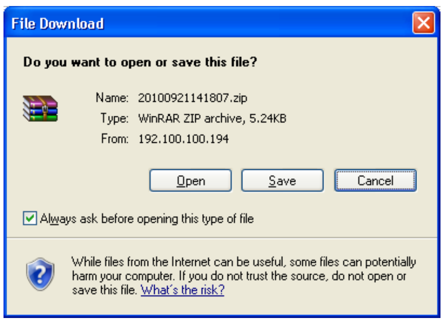


If you created a batch in error you can delete it by clicking on the white on blue "X". This deletes the batch but does not delete the MDS records.

Step 3: Copy the submission file to your local disk drive:

Copy the Zip file to your local disk drive by clicking on 

The following prompt appears:



Notice that the file name is comprised of the date and time in "YYYYMMDDHHMMSS" format. Click on "Save" to save the file to a local disk Drive.

You should save the ZIP file to a folder that is accessible to the computer you will use to submit to CMS (i.e., the PC that has the ATT Dialer software installed). Save the Zip files in a folder called "MDS30 Submissions" and place all your MDS 3.0 submission files there. This is the directory you will access when you submit your Zip files to the state. You're actually saving a copy of the Zip file to your computer when you do this step. The Zip files will remain on the server as well.)

Step 4: Log on to CMS and submit your file.

As per QIES Technical Support Office (www.qtso.com) "Transport Layer Security (TLS) 1.0 must be active in your web browser in order to access the QIES National Systems, including the new MDS 3.0 Submission System. Follow the steps below to activate TLS 1.0.

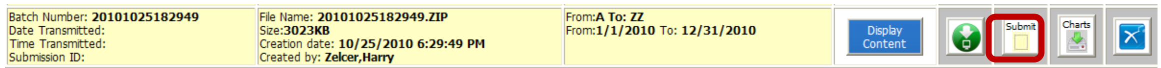
"**Note:** You must have administrative rights to your workstation in order to update this value. If you do not have administrative rights, contact your IT support.

1. Open the Internet Explorer browser.
2. Select "Tools" from the Menu bar.
3. Click on "Internet Options".
4. Select the "Advanced" tab.
5. Underneath "Security", ensure that the box next to "Use TLS 1.0" is checked (this should be located near the bottom of the list).
6. Click "Apply".
7. Click "Ok".

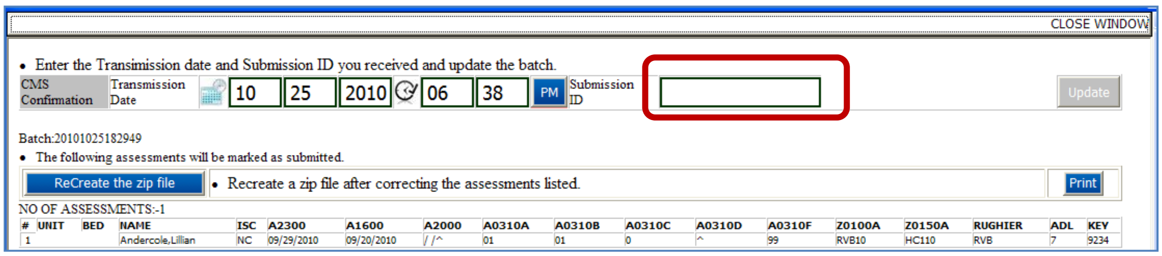
"If you have any questions concerning this information, please contact the QTSO Help Desk at help@qtso.com or 1 800-339-9313."

Step 5: Mark your file as "Submitted"

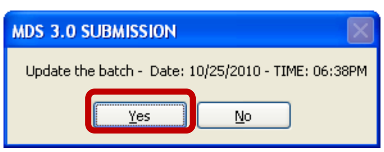
After you submit the file to CMS and receive a "Submission Id" click on "Submit" as shown below:



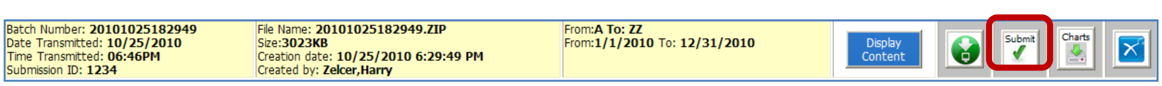
The following screen appears:



Type the "Submission Id" into the box shown above. The submission Id will be used later to track the submission files as we will see shortly. You can retroactively fill in the Submission Id by clicking on the Submit button next to the zip file and entering it. The "Submission Id" can be found on the first page of the Submission Report you receive from CMS. (The date is initialized to today's date. You may change it to accurately reflect when the file was sent.) Press "Update". Confirm that you wish to update the batch by clicking "Yes" as shown below:

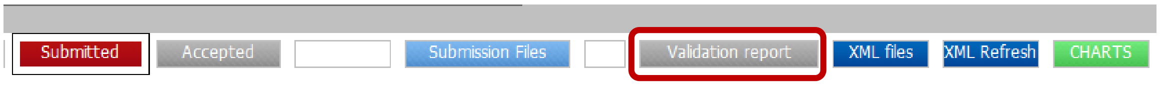


The Zip file is now marked as submitted as shown below. You may have to click another tab and then return to the "Submission Files" tab to see your checkmark.

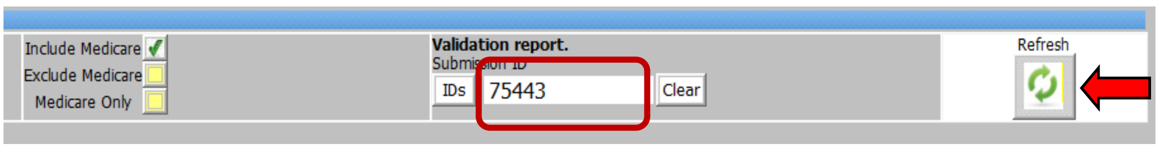


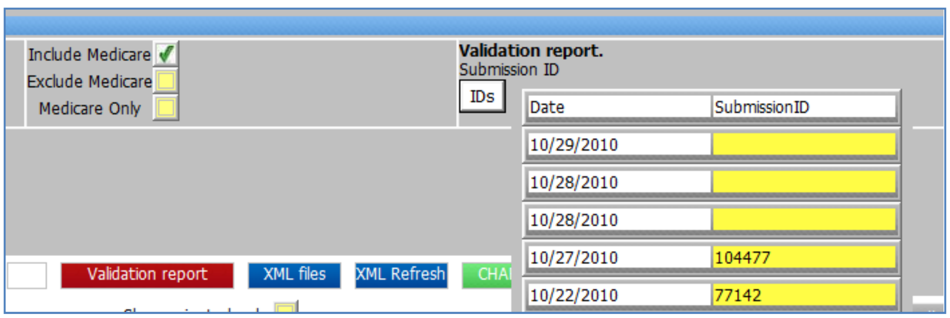
Step 6: Mark the Batch after receiving the CMS "Final Validation Report"

Click the "Validation Report" tab as show below.

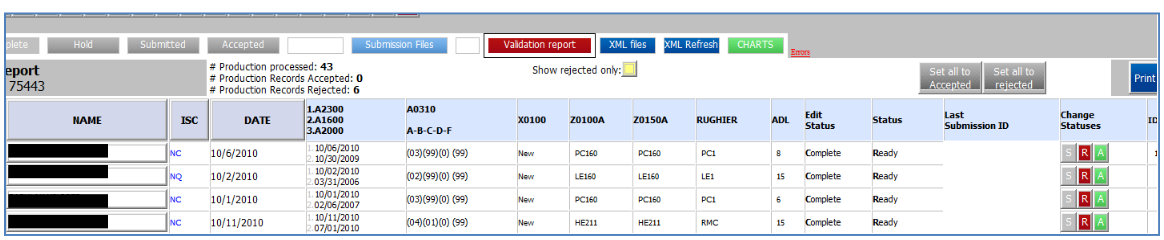


After you receive the "Final Validation Report" from CMS, type your "Submission Id" into the box as shown below. (This is the same Id you entered in Step 5 to mark your file as "Submitted".) Once you enter your Id here you will be able to click on the button to the left of the number to pick from your list of batches as shown on the second screen below. Click on "Refresh" after you enter the number the first time:

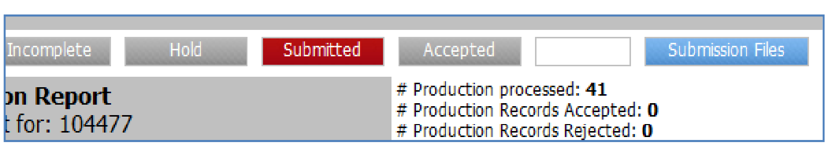




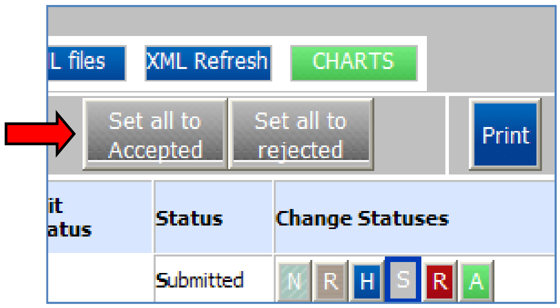
Enter your "Submission ID" or click from the list to see the assessments in that batch and their status. If you enter the number in the box manually click "Refresh". If you choose from the list you will automatically see the assessments in that batch. You will now see the following screen listing all the assessments in the batch you've chosen.



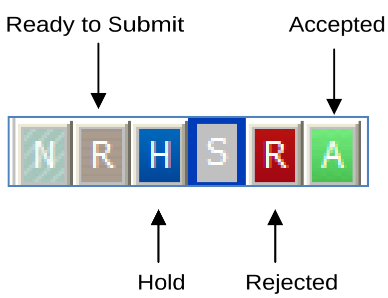
Here you can see and do a number of things. You can see status of the assessments in the batch as show below; how many assessments there are; and how many were rejected or accepted as marked by you.



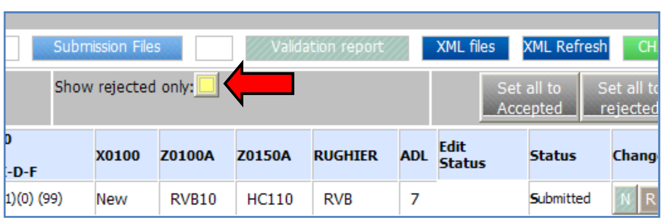
You can now mark the entire batch as either "Accepted" or "Rejected" as shown below. For example, if you have 50 assessments and 2 of them were rejected. You could "Set all to Accepted" and then manually change the 2 to rejected by clicking "R" as shown on a following screen.



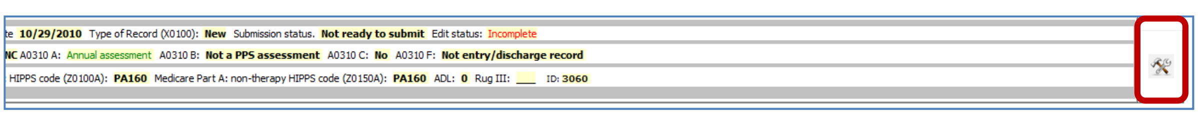
The blue outline indicates the current status of the assessment. You can also mark each record individually by clicking on the appropriate button as shown below:



Once you mark assessments as "Rejected" you can view just those assesments on the list by putting a check in the "Show rejected only" box as shown below.



Any changes in an assessment status made on the "Data Submission" menu will be reflected on the "Selector". You can also change the status of an individual assessment by clicking the tools icon as shown below, choosing "Change Status", then selecting a status.



Every assessment's "Submission status" goes through four stages:
Not ready to submit → ***Ready to Submit*** → ***Submitted*** → ***Accepted***
Assessments can also be put on Hold while either "Incomplete" or "Complete" and can also be changed to "***Rejected***".