

# Step-By-Step MDS Transmission Guide

For PointClickCare Users

MDS files created in PointClickCare (PCC) can be transmitted through SimpleLTC following a three-step process:

**Step 1** - Export a batch of MDS assessments from PCC.

**Step 2** - Scrub and monitor transmission to CMS using SimpleLTC.

**Step 3** - Record final validation results (Accepted/Rejected) in PCC.

Please see the following screen captures, then review the detailed steps at the end of this document.

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### Edit Batch

Open Batch #1251

**Instructions:**

1. Use the "Add to Batch" button to add assessments to this batch.
2. Use the "remove" link to remove an assessment from this batch.
3. Click "Back" when all modifications to the batch have been made.

Assessments [Add To Batch](#) [Export](#) [Back](#) Sort By Date ▾

	Name	Description	Status	RUGS	Submit By
<a href="#">remove view</a> <a href="#">unlock</a> <a href="#">print</a>	5/24/2018	Admission - None PPS <span>3.0</span>	Export Ready	CA1	6/13/18

Click export to create a batch with "Export Ready" assessments.

The screenshot shows a web application interface with a central file save dialog box. The dialog box is titled "MDS30\_covc\_6...zip" and shows a file size of 3.64 KB. It asks "Do you want to open or save this file?" and has buttons for "Open", "Save", "Save as", and "Save and open". The "Save" button is selected, and a dropdown menu is open showing the options "Save", "Save as", and "Save and open".

The background interface includes a navigation menu with "Home", "Admin", "Clinical", and "Analytics". The main content area has a section titled "Edit Batch" with a red link "Exported Batch #1251". Below this is a table with columns "Date" and "Name". The table has one row with the date "5/24/2018" and the name "GA". There is a "view print" link and a "Back" button.

At the bottom of the dialog box, there is a message "SmartScreen Filter is turned off." with a "Turn on" link. There are also "Options", "Clear list", and "Close" buttons.

The right side of the interface shows a search bar and a table with columns "Status", "RUGS", and "Submit By". The table has one row with the status "Exported", RUGS "CA1", and Submit By "8/13/18". There is also a "Sort By" dropdown menu set to "Date".

Save to "MDS Upload" folder on your computer's C: drive.

## MDS Transmission Activity

+ Upload New MDS

✓ Online

Batches

Assessments

Start: 05/15/2018



End: 05/30/2018



Status: --Select--

Facility: All Facilities



Upload Time & Facility	Status	Progress Tracker	
5/28/2018 at 3:53 PM - Orange Nursing Download 20110222145414-1.zip	4  0  0  0	Uploaded  Analyzed  Transmitted  Finalized	View Analysis
5/28/2018 at 2:42 PM - Orange Nursing Download 20110221170005-1.zip	5  0  0  0	Uploaded  Analyzed  Transmitted  Finalized	
5/27/2018 at 1:56 PM - Keedler Health Download 03122011-1.zip	2  0  2  0	Uploaded  Analyzed  Transmitted  Finalized	
5/27/2018 at 10:39 AM - Sunshine Palace Nursing Download 20110218123549-1.zip	10  1  6  0	Uploaded  Analyzed  Transmitted  Finalized <sup>1</sup>	

Scrub, transmit to CMS, and view Final Validation results in SimpleLTC.

**MDS 3.0** Set as My Default View

3.0 Batches Scheduled In Progress Export Ready Exported Accepted Completed 2.0 Batches

**MDS 3.0 Summary**

- # of MDS In Progress: **41**
- # of MDS Ready to Verify: **0**
- # of MDS Ready to Export: **1**
- # of MDS Exported: **6**
- # of MDS Accepted: **10798**

**CMS Reports**

- [672 - CENSUS AND CONDITIONS RESIDENT MATRIX 0817](#)
- [802 - 0412 ROSTER / SAMPLE MATRIX](#)

**MDS Submission Batches** New

View All

	Batch	Status	Created Date	Created By	Accepted Date
<a href="#">record results</a> <a href="#">print</a> <a href="#">export file</a>	1252	Exported	5/30/2018		Submit by: 6/12/2018
<a href="#">record results</a> <a href="#">print</a> <a href="#">export file</a>	1251	Exported	5/30/2018		Submit by: 6/13/2018
<a href="#">view</a> <a href="#">print</a> <a href="#">export file</a> <a href="#">report</a>	1250	Accepted	5/29/2018		5/29/2018
<a href="#">view</a> <a href="#">print</a> <a href="#">export file</a> <a href="#">report</a>	1249	Accepted	5/29/2018		5/29/2018
<a href="#">view</a> <a href="#">print</a> <a href="#">export file</a> <a href="#">report</a>	1248	Accepted	5/28/2018		5/28/2018
<a href="#">view</a> <a href="#">print</a> <a href="#">export file</a> <a href="#">report</a>	1247	Accepted	5/27/2018		5/27/2018
<a href="#">view</a> <a href="#">print</a> <a href="#">export file</a> <a href="#">report</a>	1246	Accepted	5/24/2018		5/24/2018
<a href="#">view</a> <a href="#">print</a> <a href="#">export file</a> <a href="#">report</a>	1245	Accepted	5/23/2018		5/23/2018
<a href="#">view</a> <a href="#">print</a> <a href="#">export file</a> <a href="#">report</a>	1244	Accepted	5/22/2018		5/22/2018
<a href="#">view</a> <a href="#">print</a> <a href="#">export file</a> <a href="#">report</a>	1243	Accepted	5/15/2018		5/15/2018

Choose “record results” on the MDS batch view in PCC.

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### Exported Batch Results

**Exported Batch # 1252**

**Instructions:**

- Specify whether each assessment was accepted or rejected.
- Click 'Save'.

A = Accepted (Press 'a' key)

R = Rejected (Press 'r' key)

Assessments     Sort By  ▾

		Date	Name	Description	Status	Submit By
<input type="checkbox"/> A	<input type="checkbox"/> R		<a href="#">view</a> <a href="#">print</a>	5/24/2018	Medicare - 14 Day <span style="color: blue;">3.0</span>	Exported 6/13/2018
<input type="checkbox"/> A	<input type="checkbox"/> R		<a href="#">view</a> <a href="#">print</a>	5/24/2018	Medicare - 5 Day /DRA /End of PPS Part A Stay <span style="color: blue;">3.0</span>	Exported 6/13/2018
<input type="checkbox"/> A	<input type="checkbox"/> R		<a href="#">view</a> <a href="#">print</a>	5/25/2018	Discharge Return Not Anticipated <span style="color: blue;">3.0</span>	Exported 6/12/2018
<input type="checkbox"/> A	<input type="checkbox"/> R		<a href="#">view</a> <a href="#">print</a>	5/25/2018	Medicare - 60 Day <span style="color: blue;">3.0</span>	Exported 6/12/2018
<input type="checkbox"/> A	<input type="checkbox"/> R		<a href="#">view</a> <a href="#">print</a>	5/29/2018	Entry <span style="color: blue;">3.0</span>	Exported 6/12/2018

Choose “Accept All” or mark rejected assessments then “Save”

MDS files created in PointClickCare (PCC) can be transmitted through SimpleLTC following a three-step process:

**Step 1** - Export a batch of MDS assessments from PCC.

- In PointClickCare, create a batch of “Export Ready” assessments.
- Click the new “Export” button and “Save” on the Edit Batch page.
- Save this batch to your computer or network drive.

**Step 2** - Scrub and monitor transmission to CMS using SimpleLTC.

- Login to SimpleLTC, and select “Upload” in the dark blue bar from the MDS tab.
- Select “Choose File” or “Browse”, find the exported batch, and click the green “Send to CMS” button.
- Monitor the batch progress on the MDS Transmission Activity page.

**Step 3** - Record final validation results (Accepted/Rejected) in PCC.

- Once the CMS final validation report is received in SimpleLTC, go back into PCC and select “record results” for that batch.
- Record results based on the final validation report. “A” for accepted assessments. “R” for rejected assessments.
- Save the results with the date Final Validation was received