Administration

Census

1. From the Administration Access menu, click the desired report button under the Census heading.

Administration	Census	Current Issues	RUG Data	Survey	Other
Main Menu	Daily Census Report	NHA Incidents/ Accidents	Med A/Adv A Census (Today)	Survey Entrance Checklist	View Chart
	Daily Census Days	24 Hour Report	Federal RUG Days	Surveyor Access Screen	View Reports
	Admission/ Discharges	QA Access	Federal RUG Report	View User Log	Write Internal Memo
	Re-admission Graph	Hospital Readmissions	State RUG Report		HR Access
	Average Length of Stay		Medicaid CMI Average		Financial Access

2. From the Name Selection screen, select name[s] and click OK.
3. Select more than one resident by holding the CTRL key on the computer keyboard.
4. Choose the appropriate date range if prompted to do so.
5. The report preview appears.
6. Click the printer icon in the upper left corner to print.
7. Click Close to return to the Administration Access menu.

Daily Census Report

Displays all census changes that have occurred within the last 24 hours. This includes any changes in the following status types: admissions, discharges, room/payer change, or bed hold. The bottom of this report has two graphs to display total patients by unit and total patients by payer source. The graphs are interactive, so the user may click onto a data point to drill down further and see the specific name(s) that make up that data point on the graph.

Daily Census Days

Displays a calendar with the current month of census days. This includes Billable vs. Non-Billable Days, Primary Payer Sources, and Rooms. The bottom of this report displays overall total days for each of the different statuses, payer sources, and room numbers. To change the date(s), click Control, select a different date range, and click OK to update the calendar. This can be printed or exported by clicking the buttons at the top left corner of the screen.

Admission/Discharges

Begins with prompting the user for a date range to select. The report displays all admissions, re-admissions, and discharges for the selected name(s) based on the defined date range. Click the Export button to send this to a csv file.

Re-admission Graph

Displays the 30-day re-admission rates based on the charting completed in the INTERACT module. If the INTERACT module is not being utilized, this graph will not populate.

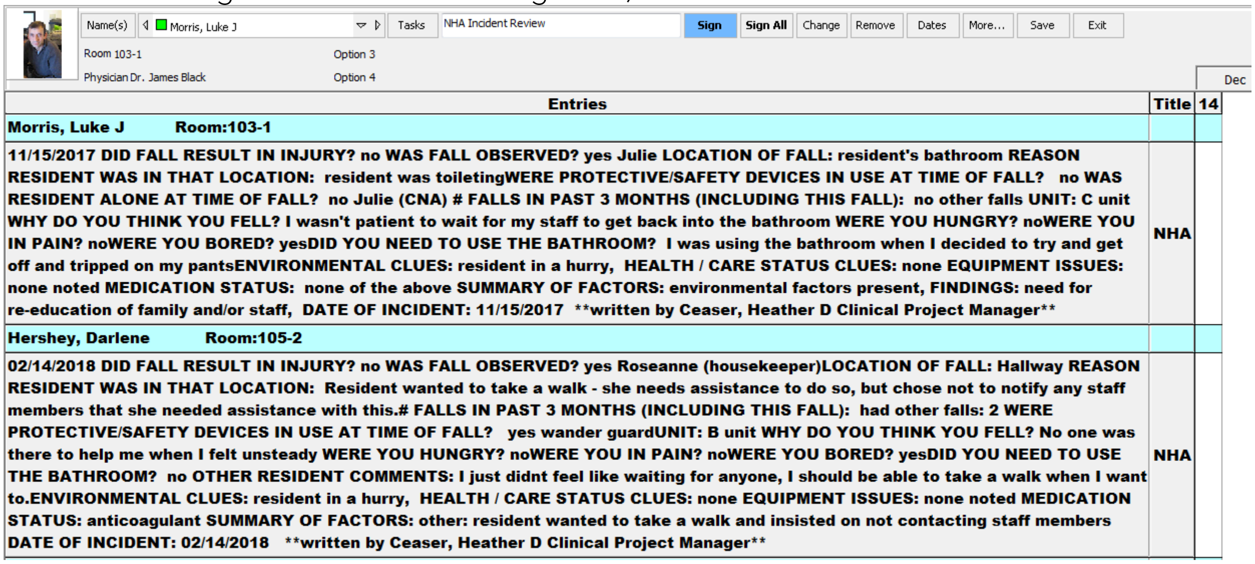
Average Length of Stay

Begins with prompting the user for a date range to select (typically a full year is recommended). Then, the system determines the total length of stay as well as the average length of stay, for each of the selected Sites/Services.

Current Issues

NHA Incidents/Accidents

Displays all incidents that have been documented on the selected name(s). These can be electronically cosigned on this screen by the Administrator. The name(s) will display with a heading and the entry displays underneath the name. To sign off on an incident, click the open cell for today's date. Or, you may click Sign All and then click a blank cell for today, which signs all the incidents on the screen. Once finished with signing incidents, click Save and Exit. The user will be presented with an Exception Report displaying any cells that were left blank. As this may be intentional, the user may still click Exit to leave the report (or Return to continue to sign out cells on the CoSign task).



Entries	Title	14
Morris, Luke J Room:103-1		
11/15/2017 DID FALL RESULT IN INJURY? no WAS FALL OBSERVED? yes Julie LOCATION OF FALL: resident's bathroom REASON RESIDENT WAS IN THAT LOCATION: resident was toiletingWERE PROTECTIVE/SAFETY DEVICES IN USE AT TIME OF FALL? no WAS RESIDENT ALONE AT TIME OF FALL? no Julie (CNA) # FALLS IN PAST 3 MONTHS (INCLUDING THIS FALL): no other falls UNIT: C unit WHY DO YOU THINK YOU FELL? I wasn't patient to wait for my staff to get back into the bathroom WERE YOU HUNGRY? noWERE YOU IN PAIN? noWERE YOU BORED? yesDID YOU NEED TO USE THE BATHROOM? I was using the bathroom when I decided to try and get off and tripped on my pantsENVIRONMENTAL CLUES: resident in a hurry, HEALTH / CARE STATUS CLUES: none EQUIPMENT ISSUES: none noted MEDICATION STATUS: none of the above SUMMARY OF FACTORS: environmental factors present, FINDINGS: need for re-education of family and/or staff, DATE OF INCIDENT: 11/15/2017 **written by Ceaser, Heather D Clinical Project Manager**	NHA	
Hershey, Darlene Room:105-2		
02/14/2018 DID FALL RESULT IN INJURY? no WAS FALL OBSERVED? yes Roseanne (housekeeper)LOCATION OF FALL: Hallway REASON RESIDENT WAS IN THAT LOCATION: Resident wanted to take a walk - she needs assistance to do so, but chose not to notify any staff members that she needed assistance with this.# FALLS IN PAST 3 MONTHS (INCLUDING THIS FALL): had other falls: 2 WERE PROTECTIVE/SAFETY DEVICES IN USE AT TIME OF FALL? yes wander guardUNIT: B unit WHY DO YOU THINK YOU FELL? No one was there to help me when I felt unsteady WERE YOU HUNGRY? noWERE YOU IN PAIN? noWERE YOU BORED? yesDID YOU NEED TO USE THE BATHROOM? no OTHER RESIDENT COMMENTS: I just didnt feel like waiting for anyone, I should be able to take a walk when I want to.ENVIRONMENTAL CLUES: resident in a hurry, HEALTH / CARE STATUS CLUES: none EQUIPMENT ISSUES: none noted MEDICATION STATUS: anticoagulant SUMMARY OF FACTORS: other: resident wanted to take a walk and insisted on not contacting staff members DATE OF INCIDENT: 02/14/2018 **written by Ceaser, Heather D Clinical Project Manager**	NHA	

24 Hour Report

Displays any census changes, falls, incidents, changes in physician orders, reported Stop and Watches, medication occurrences, PRN medications administered, as well as nurses notes for the past 24 hours.

QA Access
Brings the user to the QA Reports screen which has several different columns full of reports. Graphs/Reports are already pre-built on the following topics: Falls, Incidents, Pain, Behavior/Mood, Skin, Weights, and INTERACT.

Hospital Readmissions
Displays only the name(s) that have been discharged or transferred to the hospital with one of the following diagnoses: COPD, Pneumonia, MI, or CHF.

MDS Data

Med A/Adv A Census (Today)
Only displays residents who are on Medicare A or Medicare Advantage (A) as of today. To change the date(s), click Control, select a different date range, and click OK to update the calendar. This can be printed or exported by clicking the buttons at the top left corner of the screen.

PDPM Analyzer
The PDPM Analyzer is a tool designed to allow users to analyze the HIPPS Codes related to PDPM. It displays each day of the resident's Medicare (A) stay, the HIPPS codes associated with those days, the Modifier codes, and the rates for each component of the HIPPS Code. The PDPM Analyzer also displays the variable per diem adjustment factors for the individual components, the total rates for each component, the average for each day, and the total reimbursement rate for each day and for the entire stay. There is an average daily rate as well as a summary of all residents for the entire facility.

State RUG Report
Displays all the state RUG scores for the selected date range. It also displays the CMI value and the Reference Date.

Medicaid CMI Average
Displays the total CMI and total Patient Days for the current month. To determine the average, the user needs to take Total Days/Total CMI = Average CMI value. To change the date(s), click Control, select a different date range, and click OK to update the calendar. This can be printed or exported by clicking the buttons at the top left corner of the screen.

Survey

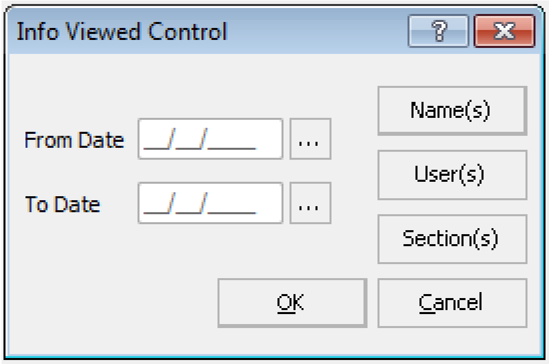
Survey Entrance Checklist
See Survey Entrance Checklist handout for specifics in using this screen.

Surveyor Access Screen
This will bring the Administrator to the same screen that survey users will see upon logging into ECS. Click a button, select name(s), and click OK to see what information the survey team will have access to. Keep in mind that by default, all the buttons on this screen that need date

ranges are set to look back at entries documented in the past 460 days. The number of days can be adjusted by someone at the facility or by contacting the American Data Clinical Department for assistance.

View User Log

This allows the Administration team to see who is viewing what type of information on which specific name(s) in ECS. This is a useful tool to see where surveyors are spending most of their time within ECS. It is optional to select something from all the choices on this screen before clicking **OK**. Typically, facilities will narrow down to the specific surveyor user name and the From/To Date, but leave Name(s) and Section(s) untouched before clicking **OK**.



After clicking **OK**, the user will be presented with a report which displays the Client Name, User Name, Section, Date Viewed, and how the information was viewed (MAR, Reports, View Screen, etc.). Click **Control** to make additional changes to the parameters or **Print** to send the data to a printer.

Other

View Chart

This allows the user to review selected information. Select the desired name(s) and click **OK**. Once inside the View Screen, click either **Topic** or **Task**, and select the desired Section/Topic or load the desired Task. Then, click **Go**. To narrow down the dates for review, click **Date From** and/or **Date To** and click **Go**. The View screen may be printed by clicking on the **Print** button located under the **More…** option. Click **Exit** to return to the Nurse Access screen.

- Adjust the font size by clicking **More…** and clicking the big or little "A."
- Search for words within the view screen by clicking **More…** and clicking the magnifying glass symbol. Type in the text to be searched and click **OK**. This feature will search both words that were clicked on within a topic as well as free text.
    - Click the arrow to the right of the search feature to have it bring you to the next word that was found.

Topic

Clicking Topic allows the user to navigate through the Sections and Topics that they have access to. Users may select a specific word within a topic to further narrow their search. For example, if a user wants to view any "Observed Falls," they would click Topic > Nursing > Double-click Fall Note > click the "observed fall" word and click OK and then Go.

Task

Clicking Task allows the user to load a pre-determined task item. Once a task is highlighted, click Load, and then Go. Examples of Tasks include: Blood Pressures, Diagnoses, Fall List Past 31 Days, Infections – Unresolved, Medication Review (Psychotropics), Pain Review, and Vital Signs.

Control Button

The Control button within the View screen gives the user more options as to how they would like to view the information. Some popular options are listed below:

- Filter Tab
  - *D/C'd Entries* – Displays all discontinued entries.
  - *Users* – Use this to narrow down the charting being viewed based on the user(s) who entered it. This is a great tool for auditing a specific user's charting.
  - *Free Text* – Allows the user to search within the charting on the view screen for a specific free-typed word. If wanting to search through all the fall notes for a specific caregiver's name, simply enter the name in the Free Text box, click OK and then Go.
- Look Tab
  - *Separator* – For ease of viewing, the user may choose to add lines/spaces between entries or topics.
  - *Order* – Allows the user to determine the order in which the entries display on the screen.
  - *Show Name of Initials* – Displays the full name and title of the person who entered/discontinued each entry.
  - *Free Text Highlighter* – Used frequently in troubleshooting as it will turn all free text on the view screen blue.
  - *Show Topic Name* – Displays the topic that the entry was documented in.

View Reports

Clicking the View Reports button will display a list of all the reports available to the user. First, select name(s) and then highlight the desired Report(s), select Start/End dates if desired, and click OK. The report may be printed using the printer icon at the top of the screen. Click the Exit button at the top of the screen to return to the Nurse Access screen.

Write Internal Memo

1. Click the Write Internal Memo button.
2. Once in the Internal Memo topic, the user will be presented with a pop-up that states, "This task has clients associated with it. Do you want to override your currently selected clients?" Always click Yes. (Messages written in this topic most likely will not have anything that belongs in their medical record, which is why a fake client is created to

attach to this Internal Memo task so that all the messages written are on the fake client's record.)

3. Document the message to be sent.
4. Make sure to select to whom the message will be sent. The user can choose a user group(s), or click **pick user on Save** for a user list to pop up once the entry is saved; the user can then select the individual(s) to whom the message will be sent.

HR Access

If a facility is utilizing the Human Resources module, this would take the Administration user directly to that screen.

Financial Access

If a facility is utilizing the Financial module, this would take the Administration user directly to that screen.