CAAs

Complete the CAAs

(The CAAs may be completed before or after submitting the MDS, depending on your Site Settings. CAAs must be accessed through the MDS assessment form.)

- From within the MDS Manager, highlight a resident's MDS and click the **Continue** button.
- Select Section V from the Status screen and scroll down to V0200 to view which CAAs triggered.
- Any CAAs that have triggered will display a checkmark ☑ in the box in Column A. If the CAA has already been completed, there will be a checkmark in the corresponding box in Column B. The location and date of any selected supporting documentation will be displayed by clicking the drop-down arrow in the corresponding box under the Location and Date of CAA Information column.
- To complete a CAA, click in the corresponding picklist box to the left of the CAA number.
- The CAA screen will load. This is a split screen with three main sections:

  - The top screen will contain a library of pertinent items to consider when assessing the care area. This area will be used as a guide for assessment and when writing the CAA note.
  - The middle (blank) portion of the screen is where the CAA note will be written.
  - The bottom screen is a view screen used for reviewing information which may pertain to this CAA.
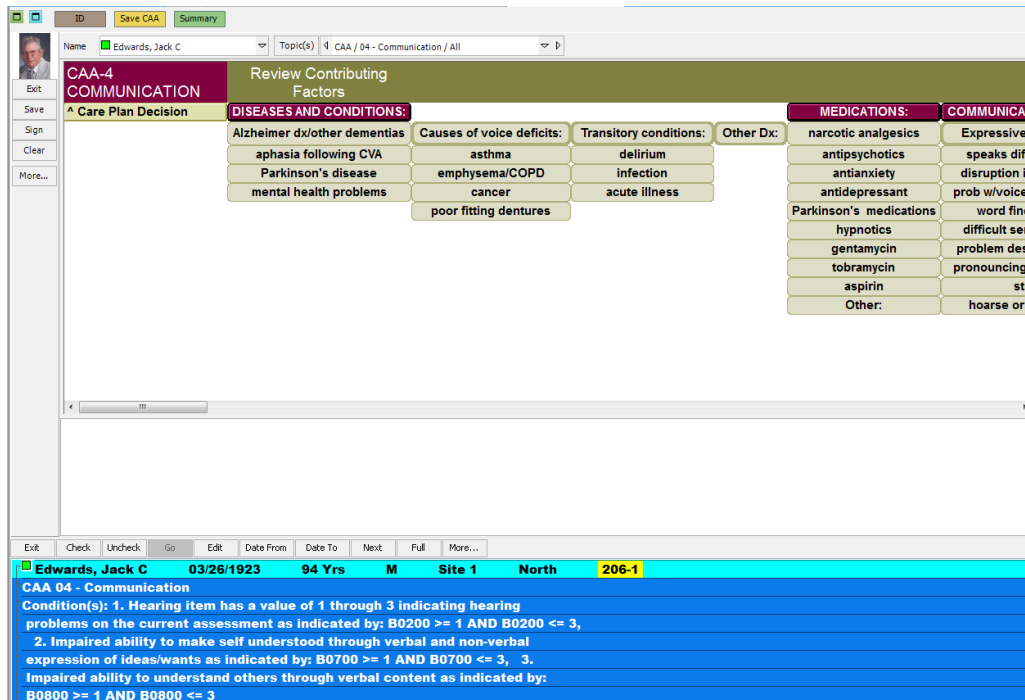
- Review the entries in the view screen by clicking the small green Maximize View icon in the upper left of the screen. The information in the blue header will display the corresponding MDS questions and answers that caused this CAA to trigger. The information below the blue header contains entries from the clinical record. Review the clinical information and tag pertinent entries by clicking on the small box to the left of the desired entry to turn it green. All entries tagged green will be included as supporting documentation for this CAA. The tagged entries will automatically print with the CAA, and their location and date will appear in the CAA Summary area in Section V. Click the green Maximize View icon again to reduce the view screen to its original size.

- Next, document the remainder of the CAA note. Complete the note by working from left to right in the Write screen. The last question words will be the Care Plan Decision and Referral. The Care Plan Decision words are *required* to complete the CAA Summary Form; the user **must** choose one of the following words: Will not develop care plan, Will develop Care Plan, Care Plan Decision is Unknown.

- When the CAA note is completed, click **Save**, then click the **Save CAA** icon at the top of the screen. To view a Summary of the CAA, click onto the **Summary** icon at the top of the screen. Click **Exit** when completed viewing the summary of your CAA.

- If you wish to document a Care Plan, click the topic forward arrow to the right of the Topic window, or the dropdown arrow in the Topic window, to select from the Care Plans listed:
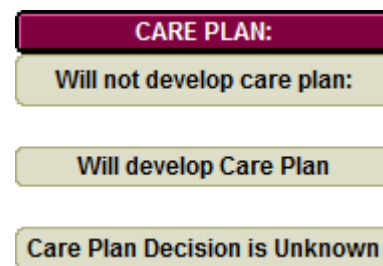
- When finished, click **Exit** on the left of the screen. A box may pop up warning that there are more Topics to go through. Click **Yes** to return to Section V.
- To document a different CAA, click the picklist box to the left of it and repeat the steps outlined above. To exit out of Section V, click **Sign Section** at the bottom to save the checkmarks in column B.
- Click **Close** to return to your *Access* screen.

Edit a CAA

1. In a CAA Write screen, click the green maximize view icon to enlarge the CAA review screen.
2. Scroll down to review all the tagged (green highlighted and checked) entries that constitute the CAA. Uncheck any entries that you do not wish to be included in the CAA.
3. The documented CAA note will appear at the bottom of the CAA review screen in green. Uncheck the box to the left of this note to remove it from the CAA. Right click the CAA note and select **Discontinue and Copy**. A box will pop up "Are you sure you want to DC selected entry?" Click **Yes**.
4. A copy of the CAA note will appear. Make the appropriate changes to the copied note.
5. Click **Save** and **Save CAA**, then click **Exit**.

Print the CAAs

1. From your *Access* screen, click **Print CAAs**, select the resident's name, and click **OK**.
2. A list of the resident's assessments will appear. Highlight the appropriate assessment and click **OK**.
3. The report preview will appear. Click the printer icon in the top left corner of the preview to send the report to your printer.