How to Correct a Previously Accepted MDS

Access Previously Accepted MDS

When an assessment is completed, it switches from the Held Assessment Panel to the Transmit Manager. Once the assessment is accepted by QIES, users are instructed to switch the status of the MDS from Completed to Accepted. Once the assessment has been accepted, it falls off the Transmit Manager. Locating this MDS later can sometimes be tricky as it is no longer located within the active view of the MDS Manager. Below are steps for locating that MDS later if a correction to it is needed.

1. Load the **MDS Manager** via an easy button or **American Data – ECS > Write > MDS 3.0 Assessment > MDS Manager**.
2. Click **OK** on the **Name Selection Screen** (or narrow the list down by filtering for a specific unit that the resident is located on or removing a check mark in Inactive if the resident is currently in-house).
3. Once the MDS Manager loads, click onto the **Names** button. Highlight the resident name and click **OK.**
4. In the **Transmit Manager**, click onto the **Filter** button. Place a check mark in **Show Accepted**. Check any other additional boxes if needed (i.e., PPS, OBRA, IPA) or enter in dates if needed. Click **OK**.
5. All resident assessments will be displayed. Find the assessment which needs to be corrected, highlight it, and click onto **Correct.**
6. Complete the correction as you typically would. Detailed instructions for that are also included below.

Complete a Correction of an Assessment

(A Correction may need to be completed **if the state accepted an assessment** and the assessment needs to be modified or inactivated)

1. From within the MDS Manager, highlight a resident's MDS and click onto the **Correct** button.
2. A copy of this assessment will appear. Select the appropriate answer for A0050 (Modification or Inactivation) and sign Section A. Complete Section X and click **Sign Section** to save.
3. If you choose to modify (rather than inactivate) the assessment, select the section(s) where the correction is needed, make the appropriate change(s), and click **Sign Section** to save.
4. When all necessary changes to this assessment are complete, the Correction assessment must be submitted, and then transmitted to the state. (See Submitting an MDS in ECS)

Note: each correction assessment will have an "M" or "I" in parentheses to indicate whether the correction is an inactivation or modification.