

# Training Handout for Surveyors

### Login to ECS

Double click the ECS icon. Enter your login name and password on the Authorization screen and click Login.

Your login name is: \_\_\_\_\_

Your password is: \_\_\_\_\_

| Surveyor | 2                  |                      |                        |                                |            |                         |                       |
|----------|--------------------|----------------------|------------------------|--------------------------------|------------|-------------------------|-----------------------|
| Hide ECS | Pressure<br>Ulcers | Falls                | Elopement              | PASARR                         | MDS        | All Nurses<br>Notes     | Physician<br>Charting |
|          | Dialysis           | ADL Status           | Change of<br>Condition | Advanced<br>Directives         | CAAs       | CNA<br>Documentation    | MARs                  |
|          | Infections         | Bowel and<br>Bladder | Physician<br>Orders    | Hospice                        | Care Plans | Restorative<br>Charting | TARs                  |
|          | Nutrition          | Hospitalization      | Diagnoses              | Social<br>Services<br>Charting | Face Sheet | Activity<br>Charting    | View Chart            |

#### Secure ECS During Idle Time

- 1. From the Access screen, click the **Hide ECS** button.
- 2. The Hide/Timeout screen appears. Only the same user can log back in.
- 3. To log back in, enter your password and click **Login**.

# View Chart Entries

From the above access screen, click the button related to the information you wish to review. Select resident name(s). Click **OK** to load the



task. Once the View screen begins to load, you may see one of two options:

- You are presented with a date popup prompting you to select a date range. If so, select the Start Date and End Date and click OK. Once in the View screen, click Go to tell the system to search for the data. Or,
- 2. The View screen may load automatically as it does not require dates or already has a selected period attached to it (typically 460 days' worth).



To adjust the font size within the View screen or to print the data, click onto the **More...** button. This will then give a **Print** button as well as a big and little "A" which can be used to adjust font sizing.

| Am     | nerican                              | Data - El       | cs 🗸                       | Toolbar   | Easy - [S            | urveyor (20                               | 17]] View -                        | [Surveyor -  | - Nurses Note:   | 1 23  |  |   |   |                                     |         |      |                       |
|--------|--------------------------------------|-----------------|----------------------------|---|----------------------|---|------------------------------------|--|--|---|--|---|---|-------------------------------------|---------|------|-----------------------|
| Exit   | Name(s                               | ;) 🕶 👘          | Topic                      | Tasks   | Date Fro             | n Date                                    | To Control                         | Go   | Edit   | Next  | Split  | More  |   |                                     |         |      |                       |
|        | w <mark>n, James</mark><br>)/09/2017 | R 03<br>04:12PM | 8/26/194<br>HDC            | 2 75<br>PULSE:  | Yrs M                | Site 1                                    | East<br>56                         | 106-2  | - r - r  | 1   |  |   |   |                                     |         |      |                       |
| -11/15 | IMPAC                                |                 | BEHAVI<br>IMPACI<br>BEHAVI | Ame   | nerican Data - ECS 💙 |   | Toolbar Easy - [Surveyor (2017)]   |  |  | /)] Vi  | View - [Surveyor - Nurses Notes] 🛛 🕅               |   |   |                                     |         |      |                       |
|        |                                      |                 |                            | BEHAVI  | Exit                 | Name(s)                                   | ▼ Topic                            | Tasks  | Date From  | Date To   | Co   | ntrol Go  | Edit  | Next                                | Split   | Less |                       |
|        |                                      |                 |                            | BEHAVI<br>IMPACI<br>BEHAVI<br>SIGNIFI<br><u>SIGNIFI</u> |                      | Refresh<br><b>1, James R</b><br>09/2017 0 | Print A<br>03/26/19-<br>4:12PM HDC |  | ▶ Tag All<br>Yrs M   | Untag A   | East   | -<br>106-2<br>6   |   |                                     | - 1     |      |                       |
|        |                                      | 10:18AM         | HDC                        | FOLLO\<br>PHYSIC<br>NOTIFI<br>INJURY<br><u>ACTIO</u>    | -11/15/              | 2017 1                                    | D:18AM HDC                         | BEHAVIO<br>BEHAVIO<br>BEHAVIO<br>IMPACT<br>BEHAVIO<br>SIGNIFIO | ON RESIDENT<br>OR PUT RESIDI<br>OR SIGNIFICAI<br>ON SIGNIFICAI<br>ON OTHERS:<br>OR PUT OTHER<br>CANTLY INTRU | ENT AT SIGN<br>NTLY INTERINTLY INTERINTLY INTERINTLY INTERNING<br>S AT SIGNII | IFICAN<br>FERED W<br>FERED W<br>FICANT F<br>PRIVAC | itting / scratch<br>[ RISK FOR PH<br>/ITH RESIDENT<br>/ITH RESIDENT<br>RISK FOR PHYS<br>/ OR ACTIVITY<br>G ENVIRONMEI | (SICAL ILLNE<br>CARE? yes<br>S PARTICIPA<br>ICAL INJURY<br>OF OTHERS? | SS OR INJUR<br>NTION IN ACT<br>? no | RY? yes |      | ays,<br>ERACTIONS? ye |

## View MARs and TARs

- 1. From the access screen, click onto **MARs** or **TARs**.
- Select resident name(s) and click
   OK. A Sign Print window will appear.
- Select the date range you would like view, adjust font size (if needed).
- 4. Once everything has been selected, click **Print**. This will present you with a preview of the MAR/TAR prior to determining

| Name(s)    | Room Order Lower Top Margin   | Report Type<br>Summary Report   |  |  |
|------------|---|---|--|--|
| Task       | Meds All (Summary)  | Exception Report  |  |  |
| Entries    | onth per Page     Separate Months       Active by Date Range     Show Picture       lor for Held/Refused meds     Font Size | <ul> <li>Send Order Log</li> <li>Drug Count</li> <li>Signature Details</li> </ul> |  |  |
| ◯ Last M   | ionth O Current Month O Next Month  | Print   |  |  |
| Start Data | 04/25/2020 End Date 05/08/2020  | Cancel  |  |  |

whether you would like to print or save the document.

# View MDS

- 1. From the access screen, click onto the **MDS** button.
- 2. Select resident name(s) and click OK.
- 3. A list of the resident's MDS' will appear in the MDS Selection Screen.
- 4. Select the MDS you wish to review and click **OK**.
- 5. The MDS will preview.



### View CAAs

- 1. From the access screen, click onto the **CAAs** button.
- 2. Select resident name(s) and click **OK**.
- 3. A list of the resident's MDS' will appear in the MDS Selection Screen.
- 4. Select the MDS you wish to review CAAs for and click **OK**.
- 5. The CAAs report will appear in a print preview screen.