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

1. 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.
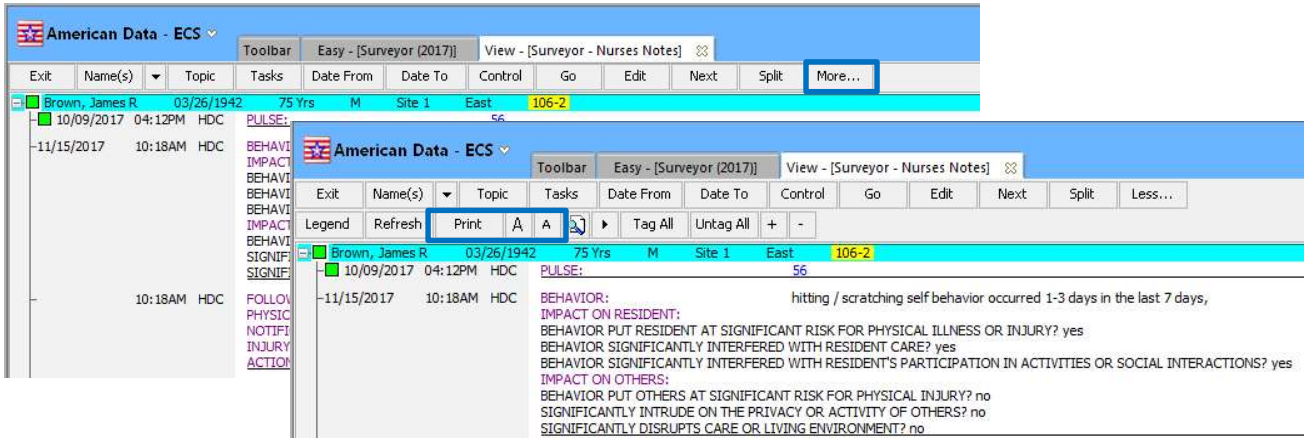
View MARs and TARs

1. From the access screen, click onto **MARs** or **TARs**.
2. Select resident name(s) and click **OK**. A **Sign Print** window will appear.
3. 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 whether you would like to print or save the document.
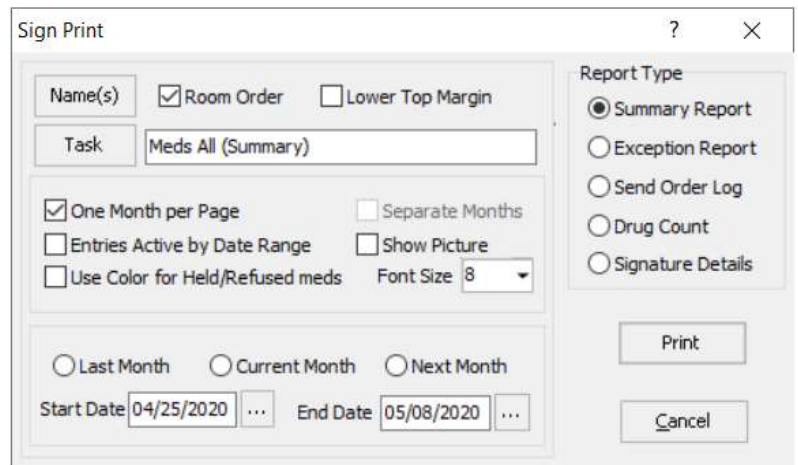
View MDS

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.