

FIRST STEPS – GENERATING/SUBMITTING MDS DATA

- Designate staff to oversee the MDS process.
- Purchase computer hardware including surge protection and data back-up capabilities.
- Submit QIES Questionnaire to the CMSNet (MDCN).
- Download Verizon broadband software from the www.qtso.com website.
- Download JRAVEN data entry software or purchase private vendor product.
- Receive training for using data entry software and submission process from vendor.
- CMS asks that two individuals have access to the submission process.
- Get familiar with the Final Validation reports.
 - Feedback reports will be provided to the nursing home indicating acknowledgement of the transmission of the data and specifying the status of the record validation.
 - The information is transmitted via broadband to the MDS Data Management System where the file is validated to ensure the basic elements comply with the MDS data specifications. The user remains online to ensure that the submission has been accepted.
 - After your submitted MDS data file is successfully received at the National Submission Database, the MDS 3.0 System validates the file structure and data content based upon the MDS 3.0 record specifications. Within 24 hours of a successful submission, a system-generated Final Validation Report is available to you in the CASPER Reporting application. It is found in a final validation reports (VR) folder, which is named:
[State Code] LTC [Facility ID] VR for nursing home providers
[State Code] SB [Provider Internal Number] VR for swing bed providers
 - **NOTE:** A Final Validation report is not created if the MDS 3.0 File Submission system did not successfully receive your file. Certain other fatal errors in the submitted file structure or data may also prevent the creation of a Final Validation report.
 - If the submission is accepted, then each record is checked for errors or exceptions to the data specifications and a final validation report is issued (data edits performed).
- The facility must use MDS software capable of encoding MDS records and exporting data files in accordance with the MDS data specifications.
- The facility must obtain the CMS mandated software updates from their software vendor.

Back-Up Data:

- It is the responsibility of all providers to have a regular back up plan for all local assessment data. Data is recommended to be backed up nightly.
- The state will NOT recreate lost data. If a facility experiences a data loss, the facility will be responsible for recreating the lost information.
- If you need assistance with the back up of your data or have questions with regard to this issue, contact the QTSO Help Desk for assistance (help@qtso.com).

Safe-Guarding Your MDS Data:

- CMS asks that two individuals have access to the submission process.
- Use and test a method to ensure your computer system is regularly backed-up in case of hardware failure.
- Use surge protection/uninterrupted power supplies for both your computer and telephone line.