



NEW MDS COORDINATOR GUIDE

This is a reference sheet for new MDS coordinators on how to get started

1. Go to <https://www.qtso.com/mdcn.html>. Under *Access*, you will see the MDCN Access Questionnaire and Instructions. This needs to be filled out and faxed as instructed at the bottom of the questionnaire.
2. Locate all your passwords in regards to computer access and transmission of the MDS data. You may want to use the Important Information form to keep all this information in one place
3. Open MDS software on the computer to see what type of software you have. If you are not familiar with the software then contact the software vendor to set up training after discussing with your administrator. Somewhere in the MDS office should be a manual for your software. If you cannot locate it check with the software company to obtain a manual.
4. Check in your office to locate a MDS Manual. You will need this to complete the MDS. If you cannot locate one that is dated December 2008 then you can order one from such companies as Briggs, or HC-Pro. It can also be downloaded from:
http://www.cms.hhs.gov/NursingHomeQualityInits/20_NHQIMDS20.asp#TopOfPage
** Note in the web address it is: 20_NH*
5. Other websites of interest or need:
 - a. www.nursinghomehelp.org: Click on educational materials. You will find a step by step how to code a MDS in the Item by item. Case Studies can also be found with Mrs. M. MDS Coordinator Support Group Meetings dates and locations can also be found on this site.
 - b. <http://www.mdstraining.org/upfront/u1.asp>: CMS has their own web based training on completing the MDS. Please note that for easy viewing you need to have fairly good internet speed and connection.
 - c. www.qtso.com: Click on MDS from the menu on the left hand side. In this section scroll down to the bottom of the page. There is a User's Manual which includes a step by step instruction on transmitting your MDS's. The Error Message Manual which aids in understanding the validation reports. The QI/QM Manual which helps to understand the QI/QM reports. In this manual it also describes how to get to these reports.
 - d. <http://web.mhanet.com/asp/Events.aspx?navid=20&pnavid=3>: State wide sponsored RAI/MDS training is offered. At this web site you can sign up for a class which is usually held 3 times a year.
6. Other resources:
 - a. State RAI Coordinator: Joan Brundick BSN, RN (573) 751-6308, joan.brundick@dhss.mo.gov
 - b. State Technical: Denise Mueller (573) 522-8421, denise.mueller@dhss.mo.gov
 - c. QIPMO Program: Jessica Mueller (573) 882-0241, muellerjes@missouri.edu
7. Review the Missing Resident Report (MR00/2006txt) found in the Validation Site of the CMS Transmission Page. This will tell you if your predecessor was up to date with her MDS's or if there are errors that need to be corrected.

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