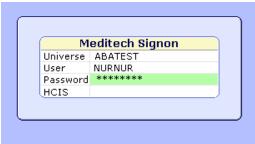# Meditech 5.67 Quick Start Guide for RAI-MDS 2.0

This Quick Start Guide provides an overview of RAI-MDS 2.0 functions in Meditech 5.67. All the previous RAI-MDS 2.0 functions in Meditech 5.57 are still available plus a few enhancements.

Note: F9 Key can be used instead of clicking on ▼ & F12 key instead of clicking on [Save ✓]
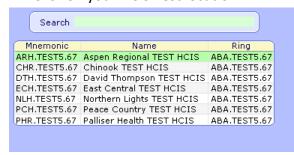
Logging into Meditech 5.67

1. Select the Meditech 5.67 icon 🕹 via Citrix or on the desktop. The login screen displays

> Some TEST instances, do not allow access using personalized username/number. To access TEST, you have to log in with a generic access name. For login assistance, contact Meditech5.67help@albertahealthservices.ca
>
> For learning questions, contact Meditech.Learning@albertahealthservices.ca

2. Enter your Meditech **name/number** in 'User' field. Press Enter key

3. Enter your **password**. Press Enter key

4. Press F9 key & **HCIS List Screen** displays. Depending on your access, you may have several choices. Click on your HCIS Test location
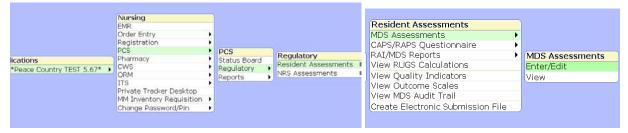

Accessing MDS Assessments/Records
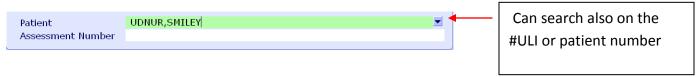
1. Click on your **Facility** from the list

2. Click on **PCS , Regulatory , Resident Assessments, MDS Assessments, & Enter/Edit**

Searching for Residents

1. In the **Patient** field, type in the resident's LASTNAME,FIRSTNAME (no spaces) & press ENTER key or click ▼
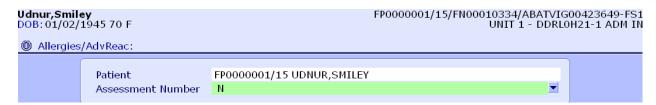

Can search also on the #ULI or patient number

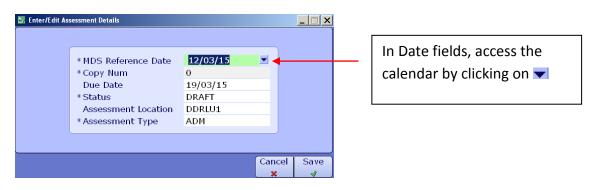2. On the **Account Lookup** screen, click on resident's name field to select.

Initiating a New MDS Assessment/Record

1. In the **Assessment Number** field, enter **N** for new, press ENTER key or click ▼

2. Enter information into the **Edit/Enter Assessment Details** screen.

In Date fields, access the calendar by clicking on ▼

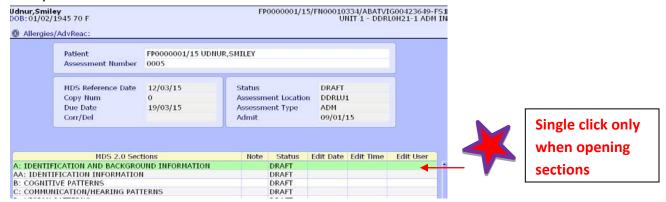3. Click on **Save**   & draft assessment displays

Assessment/Record Sections

1. To open a **MDS 2.0 Section**, *single click only* on the section name. Double clicking on a section name may enter **incorrect** section data

> **Single click only when opening sections**

2. The selected section opens. Enter resident information

> Many sections are more than 1 page. Complete all pages.

3. **Click** on [Save] when section is completed & then **click** on the *Update Section to Complete* screen. Section displays as complete

MDS 2.0 Sections	Note	Status	Edit Date	Edit Time	Edit User
A: IDENTIFICATION AND BACKGROUND INFORMATION		COMPLETE	06/03/15	0921	135966

Help Button

For further information, clarification, or to review the intent of a specific question:

1. Click on the specific question field to highlight it & click on the **Help** button

2. Help information displays for the highlighted question

Legend Button

1. Click on the specific question field to highlight it. Click on the **Legend** button for the question descriptive information

Finalizing Assessment/ Record

1. Complete R1 (Participation in Assessment).
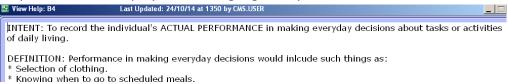

Provider Type Numbers
LPN - 11002
RPN/RN - 11001

2. In **R2**, **Users Completing the Assessment** – User & Name auto-populates. If Provider Type number does not auto-populate, click in this field & type in Provider Type number or click ▼ to search for Provider Type.

3. In Date Signed as Complete field, enter date & click on [Save]

4. Click on Yes on **Update Section R to Complete, Update MDS Assessment to Complete**, & **Finalize MDS Assessment**.

Accessing Prior MDS Assessments/Records

1. In the **Assessment Number** field, click ▼ & **Lookup** screen displays. Click on the assessment/record in the list

2. Selected assessment displays

Editing Assessment Details

1. To change information the **Edit/Enter Assessment Details** screen, click on the **Details**

2. Enter information into the **Edit/Enter Assessment Details** screen. Click on

To change status from Complete to Final or to cancel an assessment/record, click in **Status** field & make appropriate changes

Section Notes

1. To add a Section Note, click on the specific section to highlight it. Click on **Note &** click on [Edit]

2. Type Section Note & click on

No spell check in Notes

3. For entered notes, ⬚ displays in the Notes column

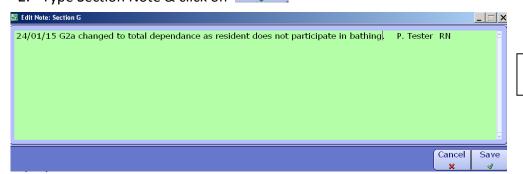| MDS 2.0 Sections	Note	Status	Edit Date	Edit Time	Edit User
A: IDENTIFICATION AND BACKGROUND INFORMATION		COMPLETE	06/03/15	0834	135966
AA: IDENTIFICATION INFORMATION		COMPLETE	06/03/15	0834	135966
B: COGNITIVE PATTERNS		COMPLETE	06/03/15	1337	135966
C: COMMUNICATION/HEARING PATTERNS		COMPLETE	06/03/15	1337	135966
D: VISION PATTERNS		COMPLETE	06/03/15	1337	135966
E: MOOD AND BEHAVIOR PATTERNS		COMPLETE	06/03/15	1337	135966
F: PSYCHOSOCIAL WELL-BEING		COMPLETE	06/03/15	1337	135966
G: PHYSICAL FUNCTIONING AND STRUCTURAL PROBLEMS	⬚	COMPLETE	06/03/15	1337	135966

To display previously entered notes, click on

Note

Viewing Quality Indicators & Outcomes on Finalized MDS Assessments

1. Click on Quality Indicators or Outcome Scales at the bottom of the page

| Details | Note | Process Plans | Recall Section | Quality Indicators | Outcome Scales | RAPS | Delete |

2. Based on selection, **Quality Indicators** or **Outcomes Scales** display.

	Quality Indicators
1	Late-loss ADL functioning worsened
2	Mid-loss ADL functioning worsened/remained dependent
3	Early-loss ADL functioning worsened/remained dependent
4	ADL self-performance worsened
5	Behavioural symptoms worsened
6	Bowel continence worsened
7	Bladder continence worsened
8	Cognitive ability worsened
9	Ability to communicate worsened
10	Falls in last 30 days
11	Ability to locomote worsened
12	Mood from symptoms of depression worsened
13	Unexplained weight loss
14	Pain
15	Pain worsened

View Triggers

	Scale	Result
1	Pain Scale	0 (No Pain)
2	Depression Scale	0
3	Cognitive Performance Scale	6 (Very Severe Impairment)
4	CHESS Scale	0
5	ADL Hierarchy	0 (Independent)
6	ADL Short Form	0
7	ADL Long Form	0
8	Index For Social Engagement	0

View Triggers

To view **Triggers** for Quality Indicators or Outcome Scales, click on the specific QI or Outcome to highlight it. Click on View Triggers

Viewing RAPs & Accessing RAPS Questionnaire on Finalized MDS Assessments

1. Click on RAPS at the bottom of the page

| Details | Note | Process Plans | Recall Section | Quality Indicators | Outcome Scales | RAPS | Delete |

2. Click on Edit & **RAPS** display

RAPS Triggered	Status	Level	CP	Edit Date	Edit Time	Edit User
1: DELIRIUM	DRAFT					
2: COGNITIVE LOSS/DEMENTIA	DRAFT					
4: COMMUNICATION	DRAFT					
5B: ADL-MAINTENANCE TRIGGER B	DRAFT					
6: URINARY INCONTINENCE AND INDWELLING CATHE...	DRAFT					
7: PSYCHOSOCIAL WELL-BEING	DRAFT					
8: MOOD STATE	DRAFT					
9: BEHAVIORAL SYMPTOMS	DRAFT					
10A: ACTIVITIES TRIGGER A (REVISE)	DRAFT					
11: FALLS	DRAFT					
12: NUTRITIONAL STATUS	DRAFT					
15: DENTAL CARE	DRAFT					
16: PRESSURE ULCERS	DRAFT					
17: PSYCHOTROPIC DRUG USE	DRAFT					
18: PHYSICAL RESTRAINTS	DRAFT					

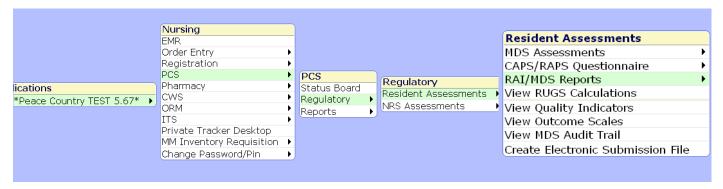To view **Triggers** or access **RAPs questionnaire**, click on the specific RAP.

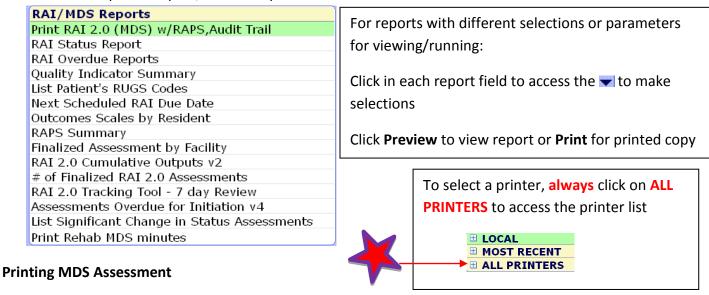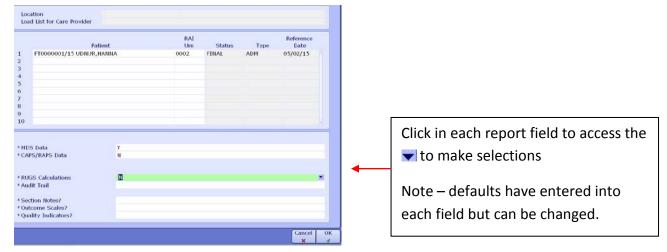No changes in completing RAPs questionnaire

Accessing Reports

1. Click on **PCS , Regulatory , Resident Assessments, & RAI/MDS Reports**

2. To access a specific report, click on report in the list

For reports with different selections or parameters for viewing/running:

Click in each report field to access the ▼ to make selections

Click **Preview** to view report or **Print** for printed copy

To select a printer, **always** click on **ALL PRINTERS** to access the printer list

⊞ LOCAL
⊞ MOST RECENT
⊞ ALL PRINTERS

Printing MDS Assessment

1. Click on **Print RAI 2.0 (MDS) w/RAPS, Audit Trail.** In the **Patient** field, enter the resident's LASTNAME,FIRSTNAME (no spaces) & press the ENTER key or click ▼ . Select resident.
2. In the **RAI URN** field, click ▼ & click on assessment

Click in each report field to access the ▼ to make selections

Note – defaults have entered into each field but can be changed.

3. Click on the **OK** ✔ to view or print report.