



MDS 3.0 Journey Readiness Checklist

Operationalize MDS 3.0

- Aware 3.0 MDS will be implemented October 1, 2010
- Aware RUG IV will be implemented October 1, 2010
- Established an alert system to incorporate CMS updates
- Identified a person who is responsible for alerting IDT of CMS updates
- Plan in place for accessible current and updated RAI manuals
- System established to keep the manuals current with frequent CMS updates
- Written policies, procedures and or guidelines for the MDS assessment process, data collection, reporting and editing
- Responsibilities have been clarified for data collection – including forms and timelines and the format may be paper, electronic, or combination.
- Documentation reflects and incorporates the MDS 3.0 parameters

Review the role of the RAI Coordinator

- Accountable to whom
- Understands which IDT members are responsible for various portions of MDS 3.0 and how accountability is assured. (See Meetings with the IDT, below.)
- Coordinator qualifications match the scope and depth of responsibilities
- Training budgeted for the coordinator to acquire MDS 3.0 knowledge
- Ongoing and periodic training budgeted
- Knowledgeable of RAI and Care Planning process
- Knowledgeable of the MDS 3.0 impact on numerous systems (care planning, discharge planning, Medicare PPS, Minnesota Case Mix)
- Skills of a facilitator and collaborator

Review management of database with operational team

- Does the data base handle the clinical and financial records
- Can the system handle the increased data due to increased assessments
- Is new hardware required – the data files are larger than the 2.0
- Who is involved in the data process
- When and will the 3.0 software be available
- How much training does the 3.0 software require (available by early June?)
- Who needs to be trained and who will do the training
- Identified any functions or barriers to meeting deadlines
- System is in place in case the computer shuts down
- Plan is in place if key player or the person who carries the day-to-day workings is absent or leaves
- Software incorporates the skip patterns of the MDS 3.0
- The shorter time frame for electronic transmission can be accommodated
- Electronic transmission will not be interrupted
- Does a person need to be assigned to monitor news and information about the conversion process for the management team (monitoring CMS and industry web sites)
- Regular scheduled meetings are mandated for key personnel to manage the process

Meeting(s) with the Interdisciplinary Team

Clarified who has the authority for holding team accountable
Assessed the current data collection process and identified problems with current 2.0 systems
Reviewed major changes from 2.0 to 3.0
Discussions have been held on how to gather resident information 24/7
Identified which MDS sections and items will be done by whom
Therapists are informed of changes and definitions
Therapy contracts (if applicable) have been reviewed

Interview Skills

Staff is aware of the MDS 3.0 interviews
Staff have practiced conducting interviews
Staff are taught the importance of listening, facilitating, and establishing an environment for conducting the interviews
Knows the importance of being able to unfold, probe, echo and untangle a conversation during the interview

Increasing Awareness

Management team has been introduced to the 3.0 MDS document
IDT has reviewed the MDS 3.0 form and read the 3.0 manual
Residents and families are alerted to the new interview activities and frequency and the details of the questions

Utilization of Data Reports

Which reports are utilized
Who reviews RUG distribution (is there a relationship to assessor)
QI/QM reports
Facility Characteristics Reports
How are the outcomes reported and tracked
New measures for the Nursing Home Compare because of 3.0
Determine how to use reports to improve quality of life and care outcomes

Equipment

Software and storage capabilities are adequate
IDT member's computers are efficient when entering MDS information
Considered purchase of sound amplifiers (approx \$50) for resident interviews