



IAR Submission to CCIM Guide

Integrated Assessment Record Community Care
Information Management Program

MED e-care Technical Team

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Introduction:

MED e-care offers three forms for submitting IAR records to CCIM:

1. **Manual Submission** – Similar to CIHI data submissions, this requires collecting all records into one file, downloading the file to a local computer and then uploading the file manually to the CCIM website.
2. **Direct Submission** – Requires collecting all records into one file and sending the file directly to CCIM through the MED e-care software.
3. **Automatic Submission** – Upon completion and signing off your CCRS Assessments, the MED e-care software automatically sends the records to CCIM.

Setup:

In order to process IAR Records correctly, user credentials and settings need to be saved into the software. The user credentials are obtained through CCIM.

Navigate to **Setting > e-Assessment > IAR Options**

Setting or User Credential	Manual Submission	Direct Submission	Automatic Submission
Username	✗	✓	✓
Password	✗	✓	✓
Organization ID	✗	✓	✓
Enable IAR Web Submission	✗	✓	✓
Send IAR Submission when Assessment is signed.	✗	✗	✓

*There is no need to change the Web Submission Default Time setting.

Home e-ADT e-Assessments e-Plan e-Notes e-MAR e-TAR e-Financials POC Wound Tracker e-Reports **Settings**

Facility e-ADT **e-Assessments** e-Plan e-Notes Relationship Builder e-MAR e-Financials Security Lookup Values

Choose an Option

- Assessment Tool Options
- IAR Options**
- IAR Submission Queue
- Template Management
- Compliance Asmt. Groups
- Compliance Asmt. Mapping
- Options

IAR Options

IAR Login For Submission

Username

Password

Submission Organization ID

Web Submission Default Time

Enable IAR Web Submission

Send IAR Submission when Assessment is signed

If Automatic Submission is chosen and all User Credentials and Settings have been saved properly, any un-signing of a completed assessment to correct data will result in a new file for that assessment being created and automatically submitted to CCIM again.

Consent:

e-ADT > IAR Consent Management

Sites must have consent obtained from their clients/residents in order to do the IAR submission and an accompanying Consent Record must be created. Regardless of the consent type (Grant or Deny), the Consent Record has to be submitted along with the IAR Record being sent to CCIM.

To add a consent record, select the resident and click on 'Add New Consent'

The screenshot shows the 'Profile and Consent History' page for resident Able, Cain. The profile section includes:

- Name: Able, Cain
- Chart Number: 100982
- Gender: Male
- Birth Date: 1980-08-08 { 32 Years }
- Admission Date: 2013-02-21
- Admission Status: Admitted
- Unit:
- Room:

The 'Consent history' table is currently empty, displaying 'No Records Available'. A red box highlights the 'Add New Consent' button in the top right corner of the consent history section.

- Select Assessment type: RAI CCRS or RAI CHA
- Select Consent type: Grant or Deny
- Select consent effective date:
- Save

You can create consent for each assessment type as needed.

The screenshot shows the 'IAR Consent Management' form. The 'Consent Information' section contains the following fields:

- IAR Assessment Type: RAI-CCRS
- IAR Consent Type: Grant
- Consent Effective Date: [Calendar icon]

A red box highlights the 'Save' button at the bottom right of the form.

Consents history can be built in the same location; however, the system picks the latest effective date of each assessment type for IAR submission.

Information Post Admission/Discharge Internal Transfer/Bed Swap History **IAR Consent Management**

Profile and Consent History -

Profile

Name: **Patel Sr., megha**
 Chart Number: **101366**
 Gender: **Female**
 Birth Date: **1970-03-18 { 43 Years }**
 Admission Date: **2013-03-18**
 Admission Status: **Admitted**
 Unit: **2B**
 Room: **1-10111-A**

Consent history [Add New Consent](#)

Consent Record Id	Assessment Type	Consent Type	Effective Date
120	RAI-CCRS	Deny	3/22/2013 12:00:00 AM
121	RAI-CHA	Grant	3/22/2013 12:00:00 AM
122	RAI-CCRS	Grant	3/23/2013 12:00:00 AM

IAR Submission (for Direct and Manual):

Navigate to **e-Assessment > Submission > IAR Submission**

- Select the Submission type CCRS or CHA
- Select the submission period/quarter and click on 'Select All' in order to select all assessment for the period.

Home e-ADT e-Assessments e-Plan e-Notes e-IAR e-Financials POC Wound Tracker e-Reports Settings My Account Admin

Assessment Tools **Submission** Assessment Calculator

Submission Submission History **IAR Submission** IAR History

1 Select Submission Type:

2 Click the 'Submit' checkbox to include assessments in the submission file.

Search Client

Submission Period: Chart Number:

Name: Identifier:

Submit	Chart Number	Client Name	Description	Event Date	Completed On	Signature Date	Submission Period	Episode ID
<input checked="" type="checkbox"/>	9906002	VORSTADT, ANNELEISE	Initial	2013-01-11	2013-01-18	2013-01-18	2012-Q4	5101
<input checked="" type="checkbox"/>	100659	TestOne, CCRS	Full Assessment	2013-01-08	2013-01-22	2013-01-22	2012-Q4	5295
<input checked="" type="checkbox"/>	100942	MAX, Collington	Quarterly Assessment	2013-01-14	2013-01-14	2013-01-14	2012-Q4	5614

- Click on 'Review' to start the process



- Click 'Continue' to proceed with the process

Number of records marked for submission: 3

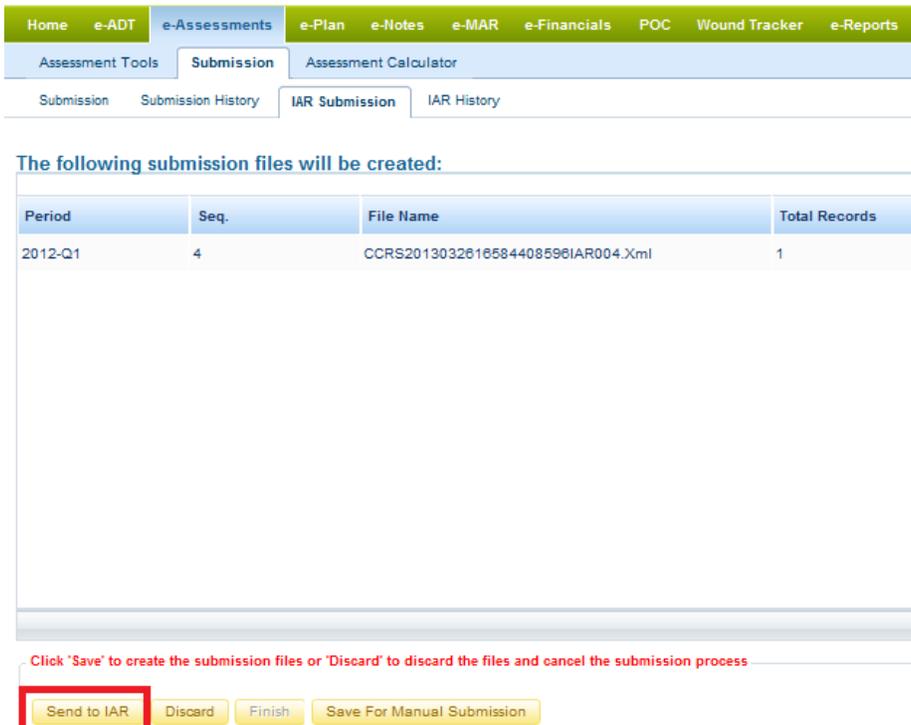
3 Click 'Continue' to submit the selected assessments, or click 'Edit' to edit your choices



At this stage, there are two ways of submitting the IAR records to CCIM:

Direct Submission

Click on '**Send to IAR**'; this action submits the file electronically from Mede-care to CCIM (as long as your User Credentials have been saved properly).



Manual Submission

Or Click on **'Save For Manual Submission'**. This action saves the file into the **IAR History** and the user has to **'Download'** the file and upload it to CCIM website manually (similar to CCRS data submission to CIHI).

- Click on **'Finish'** to finalize the process.

The screenshot displays the 'IAR Submission' interface. At the top, there is a navigation menu with tabs for Home, e-ADT, e-Assessments (selected), e-Plan, e-Notes, e-MAR, e-Financials, POC, Wound Tracker, and e-Reports. Below this, there are sub-tabs for Assessment Tools, Submission (selected), and Assessment Calculator. Further down, there are buttons for Submission, Submission History, IAR Submission (selected), and IAR History.

The main content area is titled 'The following submission files will be created:' and contains a table with the following data:

Period	Seq.	File Name	Total Records
2012-Q1	4	CCRS2013032616584408596IAR004.Xml	1

Below the table, there is a red instruction: 'Click 'Save' to create the submission files or 'Discard' to discard the files and cancel the submission process'. At the bottom, there are four buttons: 'Send to IAR', 'Discard', 'Finish', and 'Save For Manual Submission'. The 'Save For Manual Submission' button is highlighted with a red border.

IAR Submission History:

Navigate to **e-Assessment > Submission > IAR History**

Once the IAR submission file is created either directly (using the Web Service) or manually, the files are saved into the **IAR History** tab.

Home	e-ADT	e-Assessments	e-Plan	e-Notes	e-MAR	e-Financials	POC	Wound Tracker	e-Reports	Settings
Assessment Tools		Submission	Assessment Calculator							
Submission		Submission History	IAR Submission	IAR History						

Period	Seq.	File Name	Submitted On	Rec.	Acc.	Rej.	Manage	Download Xml	Sub. Typ	Send	Recieve	Transcation ID
2012-Q1	1	CCRS2013020514062111658IAR001.Xml	2013-02-05	1	0	0	Manage	Download Xml	Manual	True	True	Tx-1234
2012-Q1	2	CCRS2013020623412111658IAR002.Xml	2013-02-06	1	0	0	Manage	Download Xml	Manual	True	True	tx-3434
2012-Q1	3	CCRS2013022116542111658IAR003.Xml	2013-02-21	3	3	0	Manage	Download Xml	Manual	False	False	tx-1232323
2012-Q1	4	CCRS2013030714322111658IAR004.Xml	2013-03-07	1	0	0	Manage	Download Xml	WS	True	True	TX-104162
2012-Q1	5	CCRS2013030714322111658IAR005.Xml	2013-03-07	1	0	0	Manage	Download Xml	Manual	False	False	tx-233232
2012-Q1	6	CCRS2013031110052111658IAR006.Xml	2013-03-11	1	1	0	Manage	Download Xml	WS	True	True	TX-104271
2012-Q1	7	CCRS201303111007100191658IAR007...	2013-03-11	1	0	0	Manage	Download Xml	WS	True	True	TX-104272
2012-Q3	1	CCRS2013013117032111668IAR001.Xml	2013-01-31	1	0	0	Manage	Download Xml	Manual	True	True	tx-12122

Note:

- If the IAR file is submitted directly using the web service it appears as **'WS'**; if it was created for manual submission it appears as **'Manual'** under the submission type column.
- If the Web service submission method was used, the file gets updated electronically when it has been Send and Received. It also displays the Transaction ID (reference#) generated by CCIM.

Managing IAR Submission:

Once CCIM replies about the status of the submission, the file has to be managed in order to update the system properly.

Managing Direct submissions:

- Click on **'Manage'** across the IAR file submitted (similar to CCRS submission history)
- Click on the **'Status'** column to change the status of each submitted assessment; or use the **'Accept All'** or **'Reject All'** to manage all assessments.
- Save.

Submission Submission History IAR Submission IAR History

1 Currently auditing file: CCRS2013031110052111658IAR006.Xml

Submission Details
Submission Type - WS
Transaction ID TX-104271
File Sent & Received

2 Mark submission records as either Accepted or Rejected by clicking on the 'Status' field

Filter: All

Search Client
Submission Status: All Chart Number:
Client Name: Submission Identifier:
Find Clear

Chart Number	Client Name	Asmt Type	Assessment ID	Reference Da	Operation Typ	Identifier	Status
111111	CCRS, test I	Discharge Tracking...	47132	2012-04-05			Accepted

Records Total: 1
Accepted: 1
Rejected: 0

Accept All Reject All

3 Click 'Save' to save the submission record state or click 'Back' to go back to the submission history screen

Save Back

Managing Manual Submission:

The same as above except the 'Transaction ID' has to be typed in manually and the option needs to be checked off when the file is 'Sent & Received'. The ID is generated when the IAR submission file is uploaded to the CCIM website (make sure to document the ID #).

Submission Submission History IAR Submission IAR History

1 Currently auditing file: CCRS2013020514062111658IAR001.Xml

Submission Details
Submission Type - **Manual**
Transaction ID Tx-1234
File Sent & Received

2 Mark submission records as either Accepted or Rejected by clicking on the 'Status' field

Reminder:

- All submission files need to contain the Assessments and the Consent Records.