

How to Create a Correction Record for CCRS Assessment

1. The assessment must be accepted by CIHI and it has to be marked as 'Accepted' in Mede-care system in order to create a correction record.

Go to **e-Assessments > Submission > CCRS Submission History**. Find the record that you want to correct from within the files you have already created.

Click on '**Manage**' to make sure the record is marked as Accepted. See example below

The screenshot shows the CCRS Submission History interface. The top navigation bar includes 'Home', 'e-ADT', 'e-Assessments', 'e-Plan', 'e-Notes', 'e-MAR', 'e-Financials', 'POC', 'Wound Tracker', 'e-Reports', 'Settings', 'My Account', and 'Admin'. Below this, there are sub-menus for 'Assessment Tools', 'Submission', and 'Assessment Calculator'. The 'Submission' menu is expanded to show 'Submission', 'Submission History', 'IAR Submission', and 'IAR History'. The 'Submission History' option is highlighted with a red box.

Below the navigation, there are two numbered instructions:

- 1 Select Submission Type: CCRS
- 2 You can review the submission history and view submission files that have been created in the past by clicking on the file name

The main interface features a 'Search Client' section with a 'Submission Period' dropdown set to '2013-Q1'. A red arrow points to the 'Manage' button in the table below, with the text: "Step 1: Find the file it was sent in and click on the 'Manage' button."

Period	Seq.	File Name	Submitted On	Rec.	Acc.	Rej.	Manage	Download File
2013-Q1	1	[Redacted]	2013-04-08	3	1	2	Manage	Download Text
2013-Q1	2	[Redacted]	2013-04-08	1	1	0	Manage	Download Text

Currently auditing file: CCR2013015M001001

Below this, there is another numbered instruction:

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

The interface shows a 'Filter' section with a dropdown set to 'All'. The 'Search Client' section includes 'Submission Status' (All), 'Chart Number', 'Client Name', and 'Submission Identifier' fields. 'Find' and 'Clear' buttons are present.

Chart Number	Client Name	Asmt Type	Reference Date	Operation Type	Identifier	Status
[Redacted]	[Redacted]	Full	2013-04-04	[Redacted]	[Redacted]	Rejected
[Redacted]	[Redacted]	Discharge - Return	2013-04-04	[Redacted]	[Redacted]	Rejected
[Redacted]	[Redacted]	Re-Entry	2013-04-04	[Redacted]	[Redacted]	Accepted

A red arrow points to the 'Accepted' status in the table, with the text: "Step 2: Ensure the assessment you want to correct is marked as 'Accepted'"

2. Now go to the assessment itself: **e-Assessments > CCRS:**

Open the assessment that requires correction and un-sign the **Signature** Section:

The screenshot shows the CCRS (Correction Record) interface. At the top, there is a navigation menu with options like Home, e-ADT, e-Assessments, e-Plan, e-Notes, e-MAR, e-Financials, POC, Wound Tracker, e-Reports, Settings, My Account, and Admin. Below this, there are tabs for Assessment Tools, Submission, and Assessment Calculator. The main content area is titled 'CCRS' and contains a search section with 'Find Existing Assessments' and a table of assessment records. The table has columns for Name, Chart No., Type, State, ARD, Due Date, Adm. Date, Dis. Date, HCN, Birth Date, and Identifier. The 'Quarterly Review 1' row is highlighted with a red border.

Name	Chart No.	Type	State	ARD	Due Date	Adm. Date	Dis. Date	HCN	Birth Date	Identifier
		Re-Entry	Completed	2009-01-02	2009-01-02	2007-01-12				
		Quarterly Review 2	Incomplete	2011-01-14	2011-01-14	2007-01-12				
		Initial	Completed	2007-08-15	2007-01-26	2007-01-12				
		Quarterly Review 1	Completed	2007-11-15	2007-11-15	2007-01-12				

When 'Un-sign Assessment' you will get the message below; click on 'OK'.

The screenshot shows the 'Quarterly Review 1 (2007-11-15)' assessment form. The form has a table with columns for Signature, Sig. Date, and Element List. The 'Signature' section is expanded, showing 'R2: [Date Signed as Complete]' and 'R2a: Signature of RN Assessment Coordinator'. A red box highlights the 'Unsign Assessment' button. Below the form, a message box is displayed with the text: 'This assessment has been submitted to CIHI. If you remove the signature now, the assessment will once again appear on the list of assessments that are ready for submission. Are you sure you want to do this?'. The 'OK' button in the message box is highlighted with a red box.

Go to the required section of the assessment and make necessary correction, and then re-sign the Signature.

3. Go to the Submission tab and re-submit the Correction Record.