



Data Submissions Guide

Procedures and Help Manual

MED e-Care Technical Team

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Document Control

Date	Author	Version	Description of Change
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Introduction

The process of submitting data to CIHI can be, at times, difficult and confusing. The purpose of this quick guide is to help you navigate the MED e-Care software through the processes of:

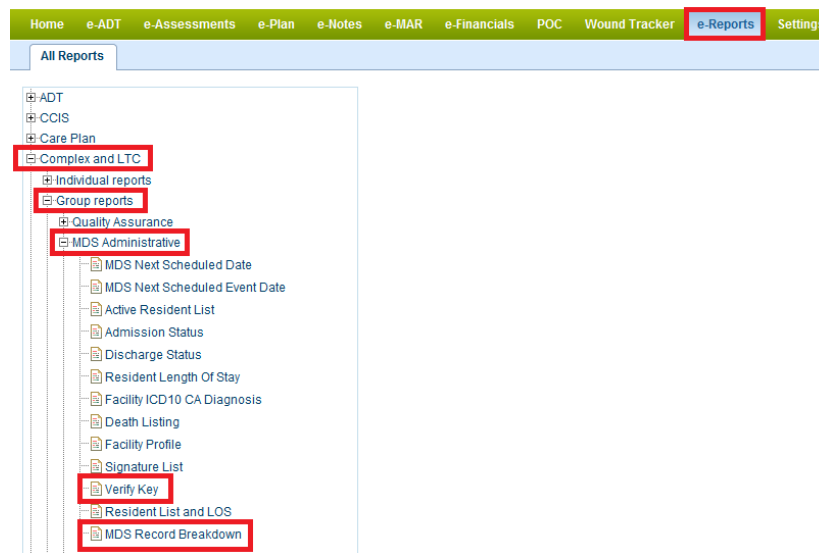
- submitting data to CIHI
- making data corrections for CIHI
- managing those submissions from the Detailed Submission Report

The MED e-Care e-Assessments module is designed in an easy to use fashion, which makes the quarterly process of submitting data to CIHI more streamlined for convenience, while also still allowing for total control of the clients health information. The MED e-Care system does this by using the CCRS/MDS Submissions to complete the quarterly assessment process. The software will help to manage the signed and submitted, rejected and accepted assessments. More importantly, the submissions have several layers of internal error checks and validations that will prevent erroneous data sent to CIHI.

Once the quarter is complete and all assessments have been signed, you are ready to complete your submissions. To help with this process, there are two reports that we suggest running.

- **Verify Key Report** – this report allows you to see all of the records during the selected period, including any admission information and all CCRS assessments. With this information at your fingertips you are able to make sure that the assessments have an ARD date where necessary, and that all assessments are signed. If the assessment shows no signature on this report, it will not be included in your submission to CIHI.
- **Submissions Records Breakdown Report** –this report allows you to sort, with no parameters, to see how many assessments will be submitted, as well as, the type of assessments that are being submitting.

Both of these reports are available by navigating to the **e-Reports -> Complex and LTC -> Group Reports -> MDS Administrative** -> select the desired report.



Note: Submissions can be done at any time within the quarter. Some facilities prefer to do submissions monthly. For further CIHI rules on submission please refer to www.cihi.ca.

Submission Management

How to complete a Data Submission File in MED e-care

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

Assessment Tools **Submission** Assessment Calculator

Submission Submission History IAR Submission IAR History

1 Select Submission Type: CCRS

Step 1: Navigate to e-Assessments and click on the Submission tab.

Operational Statistics

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

Search Client

Submission Period: All

Name:

- All
- 2011-Q3
- 2011-Q4
- 2012-Q1
- 2012-Q2
- 2012-Q3
- 2012-Q4
- 2013-Q1

Step 2: Select the quarter you are submitting for.

Home e-ADT e-Assessments e-Plan e-Notes e-MAR 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: ccrs

Operational Statistics

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

Search Client

Submission Period: 2013-Q1

Name:

Chart Number:

Identifier:

Find Clear

Submit	Chart Number	Client Name	Description	Event Date	Completed On	Signature Date	Submission Period	Episode ID	Identifier
<input type="checkbox"/>	100133	Smith, John	Quarterly	2013-05-20	2013-03-06	2013-03-06	2013-Q1	4488	54408201303050004488
<input type="checkbox"/>	100133	Sputnik, Thad	Full	2013-04-04	2013-04-04	2013-04-04	2013-Q1	4809	54408201204150004809
<input type="checkbox"/>	100133	Sputnik, Thad	Discharge - Return	2013-04-04	2013-04-04	2013-04-04	2013-Q1	4809	54408201204150004809
<input type="checkbox"/>	100137	Massachusetts, Toby	Full	2013-04-01	2013-04-05	2013-04-05	2013-Q1	4813	54408201204170004813
<input type="checkbox"/>	100138	Ryan, Brian	Full	2013-04-01	2013-04-05	2013-04-05	2013-Q1	4814	54408201204170004814
<input type="checkbox"/>	100139	McBarbell, Shelley	Full	2013-04-01	2013-04-05	2013-04-05	2013-Q1	4815	54408201204180004815
<input type="checkbox"/>	100137	Massachusetts, Toby	Discharge - Return	2013-04-05	2013-04-05	2013-04-05	2013-Q1	4813	54408201204170004813
<input type="checkbox"/>	100137	Massachusetts, Toby	Re-Entry	2013-04-05	2013-04-05	2013-04-05	2013-Q1	4813	54408201204170004813
<input type="checkbox"/>	100138	Ryan, Brian	Re-Entry	2013-04-05	2013-04-05	2013-04-05	2013-Q1	4814	54408201204170004814
<input type="checkbox"/>	100138	Ryan, Brian	Discharge - Return	2013-04-05	2013-04-05	2013-04-05	2013-Q1	4814	54408201204170004814

Show 10 Page 1 of 5 (49 records)

Select All Deselect All Invert Selection

Step 3: Check the boxes you want to select which records to submit. Or click on "select all".

3 Click 'Review' to review your choices

Step 4: Click "Review" to move to the next screen.

Review

Chart Number	Client Name	Description	Event Date
100019	Smith, John	Quarterly	5/20/2013 12:00:00 AM
100133	Sputnik, Thad	Full	4/4/2013 12:00:00 AM
100133	Sputnik, Thad	Discharge - Return	4/4/2013 12:00:00 AM
100137	Massachusetts, Toby	Full	4/1/2013 12:00:00 AM
100138	Ryan, Brian	Full	4/1/2013 12:00:00 AM
100139	McBarbell, Shelley	Full	4/1/2013 12:00:00 AM
100137	Massachusetts, Toby	Discharge - Return	4/5/2013 12:00:00 AM
100137	Massachusetts, Toby	Re-Entry	4/5/2013 12:00:00 AM
100138	Ryan, Brian	Re-Entry	4/5/2013 12:00:00 AM
100138	Ryan, Brian	Discharge - Return	4/5/2013 12:00:00 AM

* A F M P R S T V

Number of records marked for submission: 49

Step 5: If you are happy with the list of records you are about to submit click "Continue"

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

This is a vendor test submission

If you feel you need to make changes click "Edit" and you will go to the previous screen.

The following submission files will be created:

Period	Seq.	File Name	Total Records	Submitted	Errors	Preview
2013-Q1	11	CCR20130151816011	49	48	1	Preview File...

Step 6: Review the "Errors" column to ensure there are none. If there aren't, proceed to Step 7. If there are follow the steps below to resolve:

Show 10 Page 1 of 1 (1 records)

Click 'Save' to create the submission files or 'Discard' to discard the files and cancel the submission process

The following records could not be submitted because they contained errors:

Submission Error Log	
Chart Number	100143
Assessment Reference Date	2013/04/10
Assessment Type	01
Record Type	10
Field Errors	*(blank)

If you have errors they will show in the log. From here you will have all necessary information to make the corrections needed.

You can print the Error Log for reference by clicking here:

[View printable version](#)

The following submission files will be created:

Period	Seq.	File Name	Total Records	Submitted	Errors	Preview
2013-Q1	11	CCR20130151816011	48	48	0	Preview File...

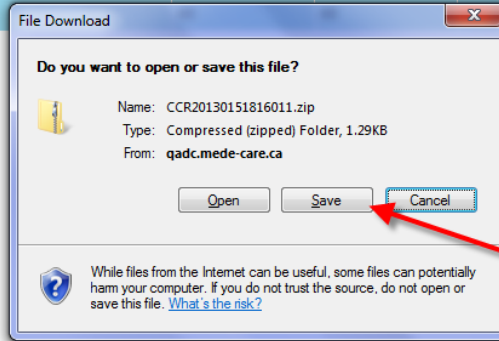
Step 7: Once you have verified there are no errors click on "Save" to create the submission file you will then send to CIHI.

Click 'Save' to create the submission files or 'Discard' to discard the files and cancel the submission process

If you would rather not create the file at this time click "Discard" to cancel the process.

The following submission files will be created:

Period	Seq.	File Name	Total Records	Submitted	Errors	Download File	Download ZIP
2013-Q1	11	CCR20130151816011				Download Text	Download ZIP



Step 8: To download the submission file click the "Download ZIP" link. This will be the file you submit to CIHI.

A new window will open. From here click on the "Save" button and ensure you know where on your computer you are saving the file for submission.

Click 'Finish' to return to the submission selection screen

If you would like to save the file later click on the "Finish" button. All completed files can be accessed through the Submission History tab whenever needed.

Understanding the Detailed Submission Report

Continuing Care Reporting System
Detailed Submission Report

Submission Organization:

Facility:

Master Number:

File Name:

How to understand the Detailed Submission Report

This report from CIHI will, in detail, show where errors had occurred in the coding or submission.

e-Spec Version: MDS_2_0-1.0

Processing Date: Nov 2012

REJECTED RECORDS

Record ID	Record Type	Sub Type*	Health Record Number	Unique Registration Identifier (URI)	Event Date	Element ID	Element Name	Submitted Value	Rule #	Rule	Rule Action (Reject/Flag)
<input type="text"/>	QA	N	<input type="text"/>	<input type="text"/>	201 <input type="text"/>	AA8	Reason For Assessment	02	A0021	Submitted element data must match one of the valid codes/values.	Reject Record
<input type="text"/>	AD	N	<input type="text"/>	<input type="text"/>	201 <input type="text"/>	A6a	Health Record Number	800	C1276	Resident from the same facility (AA6) with the same health card number (AA5a) already exists in the SNARE system with a different health record number (A6a). Please check all personal identifiers. Health card number of 0 or 1 is excluded from the	Reject Record

If you have a client, like this one, who has a "Reject Record" and also "Accept with Flag" in the report; the whole assessment must be marked as **Rejected**.

Both of these clients must have their submissions marked as **Rejected**.



Submission Organization:
 Facility:
 Master Number:
 File Name:

e-Spec Version: MDS_2_0-1.0

Processing Date:

ACCEPTED WITH FLAG RECORDS

Record ID	Record Type	Sub Type*	Health Record Number	Unique Registration Identifier (URI)	Event Date	Element ID	Element Name	Submitted Value	Rule #	Rule	Rule Action (Reject /Flag)
<input type="text"/>	QA	N	<input type="text"/>	<input type="text"/>	2012- <input type="text"/>	M5c	Turning or repositioning program	0	C1268	If the resident has any presence of ulcers (any of M1a, M1b, M1c, M1d not equal to 0), pressure relieving devices (M5a, M5b) or program (M5c) should be in place (at least one of M5a, M5b, or M5c should equal to 1). If the resident has any presence of stage 2, 3 or 4 ulcers (M1b, M1c or M1d not equal to 0), the resident should be monitored for a skin medical condition (P1ae = 1).	Accept with Flag
<input type="text"/>	QA	N	<input type="text"/>	<input type="text"/>	2012- <input type="text"/>	P1ae	Monitoring acute medical condition	0	C1169		Accept with Flag
<input type="text"/>	QA	N	<input type="text"/>	<input type="text"/>	2012- <input type="text"/>	M5b	Pressure relieving device(s) for bed	0	C1120	If the resident does not have control of bowel (H1a = 3 or 4), pressure relieving devices for bed should be in place (M5b = 1).	Accept with Flag
<input type="text"/>	QA	N	<input type="text"/>	<input type="text"/>	2012- <input type="text"/>	M5b	Pressure relieving device(s) for bed	0	C1120	If the resident does not have control of bowel (H1a = 3 or 4), pressure relieving devices for bed should be in place (M5b = 1).	Accept with Flag

However, if a client only has it marked as "Accept with Flag", mark the submission as **Accepted**

All of these clients submission should be marked as **Accepted**

*N = New; C = Correction; D = Deletion

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

Assessment Tools **Submission** Assessment Calculator

Submission **Submission History** IAR Submission IAR History

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

Search Client

Submission Period: 2013-Q1 File Name:

An important part of managing the Submission File is ensuring the Accepted and Rejected records total the number of Received.

Period	Seq.	File Name	Submitted On	Rec.	Acc.	Rej.	Manage	Download File	Download ZIP
2013-Q1	1			3	1	2	Manage	Download Text	Download ZIP
2013-Q1	2			1	1	0	Manage	Download Text	Download ZIP
2013-Q1	3			3	3	0	Manage	Download Text	Download ZIP
2013-Q1	4			30	0	30	Manage	Download Text	Download ZIP
2013-Q1	5			5	5	0	Manage	Download Text	Download ZIP
2013-Q1	6			0	0	0	Manage	Download Text	Download ZIP
2013-Q1	7			6	4	0	Manage	Download Text	Download ZIP
2013-Q1	8			1	1	0	Manage	Download Text	Download ZIP
2013-Q1	9			2	2	0	Manage	Download Text	Download ZIP
2013-Q1	10			1	1	0	Manage	Download Text	Download ZIP

This is an example of a well managed file. 3 records received, 1 accepted, 2 rejected.

This is an example of a file not well managed. 6 records received, 4 accepted, 2 unmarked (or unmanaged) yet.

To mark your individual records within a file as Accepted or Rejected click on the "Manage" button.

Record Corrections

How to create a Correction Record in MED e-care

To create a Correction Record make sure the record that needs the correction is marked as "Accepted" in the Submission History. Navigate to e-Assessments > Submission > Submission History and find the file the record was sent in. Make sure you are searching from within the correct quarter the file was sent.

Home e-ADT **e-Assessments** e-Plan e-Notes e-MAR 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: 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

Search Client

Submission Period 2013-Q1 File Name |

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

1 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	Reference Date	Operation Type	Identifier	Status
[REDACTED]	[REDACTED]	Full	2013-04-04		[REDACTED]	Rejected
[REDACTED]	[REDACTED]	Discharge - Return	2013-04-04		[REDACTED]	Rejected
[REDACTED]	[REDACTED]	Re-Entry	2013-04-04		[REDACTED]	Accepted

Step 2: Ensure the assessment you want to correct is marked as "Accepted"

CCRS

Open an existing assessment or start a scheduled one

Filter
 All for All Clients

Find Existing Assessments
 Name
 Advanced Search

Step 3: Find the assessment you want to correct by going to e-Assessments and selecting the sector (in this example it is in CCRS)

Refine search:

Name	Chart No.	Type	State	ARD	Due Date	Adm. Date	D
Assessment	12345	Admission Background	Completed	2012-04-15	2012-04-15	2012-04-15	
Assessment	12345	Initial	Completed	2012-04-29	2012-04-29	2012-04-15	
Assessment	12345	Annual	Completed	2013-04-04	2013-04-04	2012-04-15	
Assessment	12345	Quarterly Review 1	Incomplete	2012-04-29	2013-07-04	2012-04-15	
Assessment	12345	Quarterly Review 2	Completed	2012-10-29	2012-10-29	2012-04-15	
Assessment	12345	Quarterly Review 3	Scheduled		2013-01-29	2012-04-15	
Assessment	12345	Discharge Return	Completed	2013-04-04	2013-04-04	2012-04-15	
Assessment	12345	Re-Entry	Completed	2013-04-04	2013-04-04	2012-04-15	
Assessment	12345	Update Record	Completed	2013-04-08	2013-04-08	2012-04-15	

Re-Entry (2013-04-04)

Signature	Sig. Date	Element List
...	2013-04-04 00:00:00	Section: A, Items: AA5a, AA5a, A7a, A7b, A7c, A7d, A7e, A7f, A7g, A7h, A7i, A7j, A7k, Physician, section signed
...	2013-04-04	...
...	2013-04-04	...
...	2013-07-04	...

Message from webpage

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?

OK Cancel

Episode Info

Form Sections

- A: Identification Information
- AB: Demographic Information
- Signature
- CIHI Use Manual**

Step 4: Click the Signature section from within the assessment and then click on "Unsign Assessment". You will then be prompted to ensure you want to continue

***Completion Signature**

R2: [Date Signed as Complete]

R2b Date Signed as Complete 2013-04-04

R2a Signature of RN Assessment Coordinator

Unsign Assessment

Re-Entry (2013-04-04)

Save Save & Exit Delete

2013-04-04 00:00:00	Section: A, Items: AA5a, AA5a, A7a, A7b, A7c, A7d, A7e, A7f, A7g, A7h, A7i, A7j, A7k, Physician, section signed
2013-04-04 00:00:00	Section: AB, Items: AB2c, AB2d, AB3, AB4, AB5f, AB5a, AB5b, AB5c, AB5d, AB5e, AB7, AB8, section signed
2013-04-04 00:00:00	Assessment Signed
2013-07-23 17:55:00	A :Section Viewed
2013-07-23 18:02:00	Assessment Un-Signed

Episode Info

Form Sections

- A: Identification Information
- AB: Demographic Information
- Signature

CIHI Use Manual

Step 5: Make the necessary correction in the assessment and then re-sign it from within the Signature section.

***Completion Signature**

R2 : [Date Signed as Complete]

R2b Date Signed as Complete 2013-07-23

R2a Signature of RN Assessment Coordinator

Sign Assessment

Home e-ADT e-Assessments e-Plan e-Notes e-MAR 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: CCRS

Operational Statistics

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

Step 6: Navigate back to the Submission section of the software (e-Assessments > Submission) and find the corrected record. Make sure you are searching in the correct quarter. Submit this record in a new submission file.

Search Client

Submission Period 2013-Q1

Name

Chart Number

Identifier

Submit	Chart Number	Client Name	Description	Event Date	Completed On	Signature Date	Submission Period
<input checked="" type="checkbox"/>			Re-Entry	2013-04-04	2013-04-04	2013-07-23	2013-Q1

Record Deletions

How to create a Deletion Record in MED e-care

To create a Deletion Record make sure the record that needs to be deleted is marked as "Accepted" in the Submission History. Navigate to e-Assessments > Submission > Submission History and find the file the record was sent in. Make sure you are searching from within the correct quarter the file was sent.

Home e-ADT **e-Assessments** e-Plan e-Notes e-MAR 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: 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

Search Client

Submission Period 2013-Q1

Step 1: Find the file it was sent in and click on the "Manage" button.

File Name |

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

Currently auditing file: CCR2013015M001001

1 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	Reference Date	Operation Type	Identifier	Status
		Full	2013-04-04			Rejected
		Discharge - Return	2013-04-04			Rejected
		Re-Entry	2013-04-04			Accepted

Step 2: Ensure the assessment you want to correct is marked as "Accepted"

CCRS

Open an existing assessment or start a scheduled one

Filter
All for All Clients

Find Existing Assessments
Name
Advanced Search

Step 3: Find the assessment you want to delete by going to e-Assessments and selecting the sector (in this example it is in CCRS)

Name	Chart No.	Type	State	ARD	Due Date	Adm. Date	D
Re-Entry	1000000000	Admission Background	Completed	2012-04-15	2012-04-15	2012-04-15	
Re-Entry	1000000000	Initial	Completed	2012-04-29	2012-04-29	2012-04-15	
Re-Entry	1000000000	Annual	Completed	2013-04-04	2013-04-04	2012-04-15	
Re-Entry	1000000000	Quarterly Review 1	Incomplete	2012-04-29	2013-07-04	2012-04-15	
Re-Entry	1000000000	Quarterly Review 2	Completed	2012-10-29	2012-10-29	2012-04-15	
Re-Entry	1000000000	Quarterly Review 3	Scheduled		2013-01-29	2012-04-15	
Re-Entry	1000000000	Discharge Return	Completed	2013-04-04	2013-04-04	2012-04-15	
Re-Entry	1000000000	Re-Entry	Completed	2013-04-04	2013-04-04	2012-04-15	
Re-Entry	1000000000	Update Record	Completed	2013-04-08	2013-04-08	2012-04-15	

Re-Entry (2013-04-04) Save Save & Exit Delete Episode Info

Signature	Sig. Date	Element List
...	2013-04-04 00:00:00	Section: A, Items: AA5a, AA5a, A7a, A7b, A7c, A7d, A7e, A7f, A7g, A7h, A7i, A7j, A7k, Physician, section signed
...	2013-04-04	...
...	2013-04-04	...
...	2013-07-04	...

Message from webpage

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?

OK Cancel

Form Sections

- A: Identification Information
- AB: Demographic Information
- Signature
- CIHI Use Manual**

Step 4: Click the Signature section from within the assessment and then click on "Unsign Assessment". You will then be prompted to ensure you want to continue

*Completion Signature

R2: [Date Signed as Complete]

R2b	Date Signed as Complete	2013-04-04
R2a	Signature of RN Assessment Coordinator	...

Unsign Assessment

Re-Entry (2013-04-04)

Save Save & Exit Delete

Episode Info

Form Sections

- A: Identification Information
- AB: Demographic Information
- Signature

CIHI User Manual

Section A: Identification Information

A2 : [Bed and Nursing Unit]

Bed Bed

Unit Nursing Unit

Programs Programs

Physician Physician

AA2 : [Sex]

AA2 Gender

AA3 : [Birth Date]

AA3a Birth Date 1929-02-22

AA3b Estimated Birth Date 0: No

Confirm deletion

Delete is irreversible. Are you sure you want to delete this document?

Yes No

Step 5: Once unsigned, click on the "Delete" button at the top. You will then be prompted to ensure you want to delete the record.

Home e-ADT e-Assessments e-Plan e-Notes e-MAR 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: CCRS

Operational Statistics

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

Step 6: Navigate back to the Submission section of the software (e-Assessments > Submission) and find the Delete Record. Ensure you are searching with the correct quarter. Submit this record in a new submission file.

Search Client

Submission Period 2013-Q1

Name

Chart Number

Identifier

Submit	Chart Number	Client Name	Description	Event Date	Completed On	Signature Date	Submission Period
<input checked="" type="checkbox"/>			Delete Record ReEntry	2013-04-04	2013-04-04		2013-Q1

Common Rejections and How to Resolve Them Reference