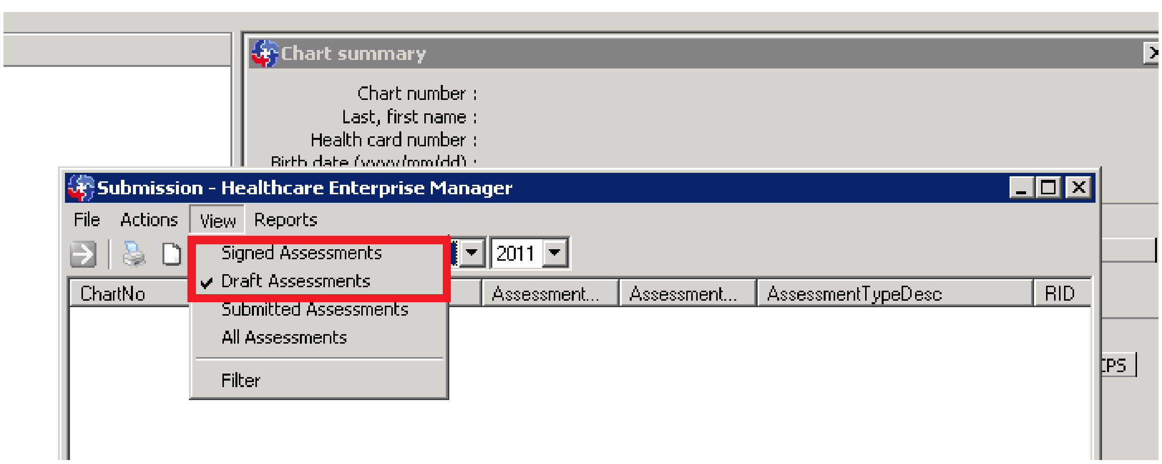
MED e-Care Tips for Auditing the
COMPLEX CONTINUING CARE (CCRS-CCC)
Data Submission Compliance Project (DSCP) Report

If your facility has received a notification from the Ministry of Health and Long-Term Care regarding the timelines and completeness of CIHI CCRS –CCC (RAI-MDS) please use this guide that may help find any discrepancies. The reason you were contacted about this is because what has been submitted to The Ministry of Health for your Daily Census Information does not fall within the 95% compliance threshold in comparison with your CCRS submissions volume. It will be up to you to audit these numbers and find where the inconsistencies are. If you have any more questions regarding this report you should forward your inquiries to DQ.Monitoring@Ontario.ca .

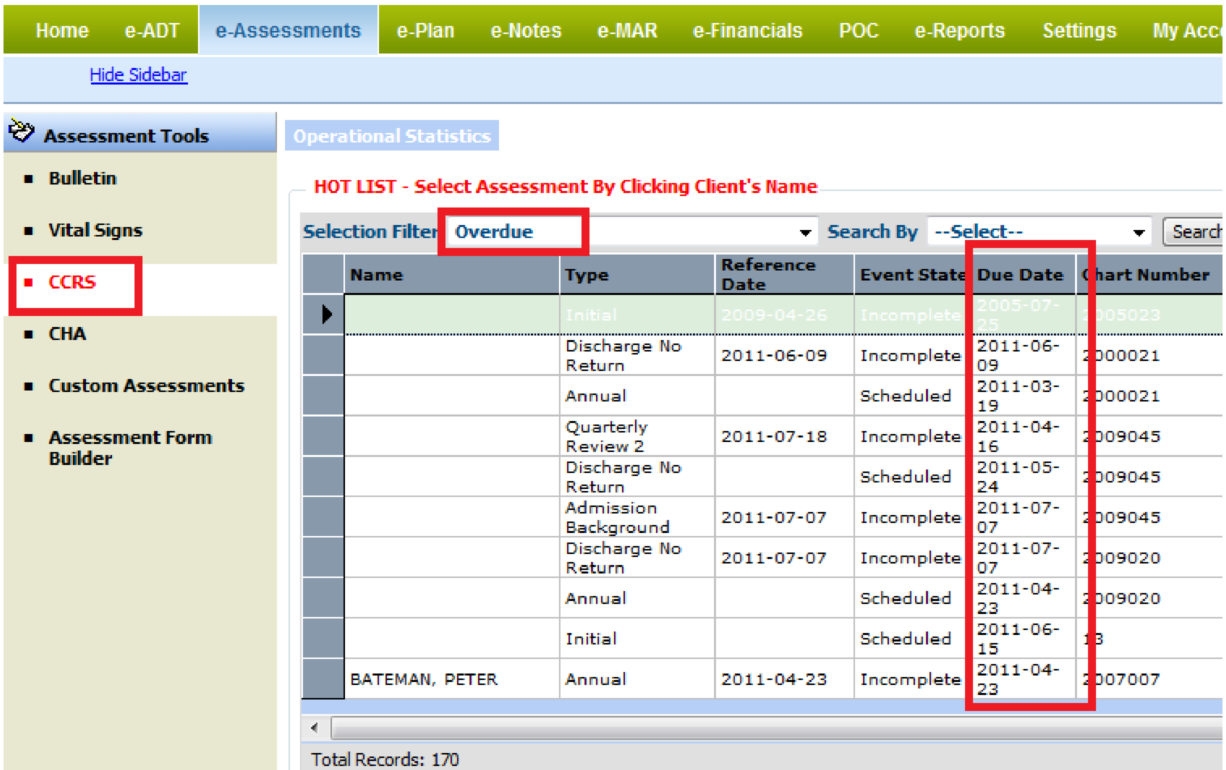
Step 1: Make sure the Daily Census information that has been sent is accurate. If you are not the person responsible for the Daily Census information you should contact that person and verify what they are sending. If the Census is inaccurate make the appropriate changes and let The Ministry of Health know. If the Census is accurate proceed to step 2.

Step 2: Make sure all assessments have been properly submitted to CIHI.

It may be the case that there are some assessments that were signed off after you submitted to CIHI or were not properly sent at all because they are still in a “draft” or “overdue” state. In **Version 3** go to the submission folder and select the appropriate quarter. Under view, check to see if there are any records left under “Signed Assessments” or “Draft Assessments”. If there are some left in “Draft Assessments” make sure you complete them, sign them off and then you will be able to submit them. If there are any in “Signed Assessments” then you know that these have yet to be sent to CIHI.



In **Version 4** go to e-Assessments, make sure you filter by “Overdue” and then sort by Due Date. If you see any overdue assessments that fall in the quarter in question, then you know these have yet to be completed or sent to CIHI.



You should also check your submission folder to make sure all signed assessments have been sent. Go to CCRS Submission and select the quarter in question. If there are any assessments not already sent then you will see them here.