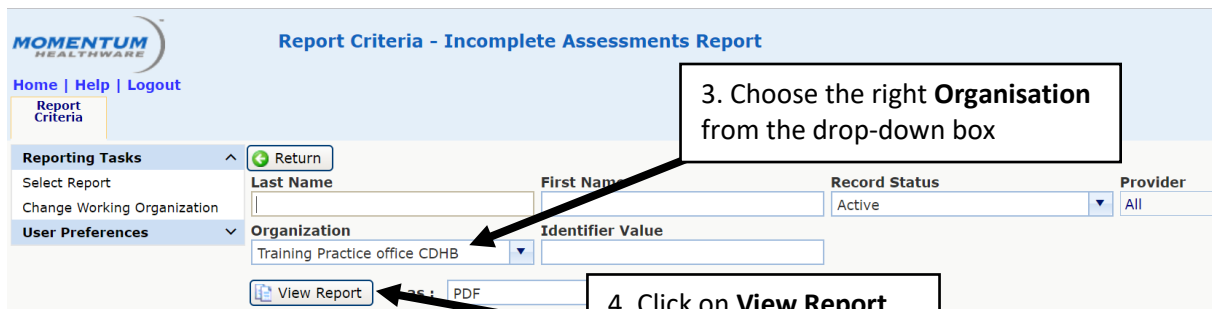
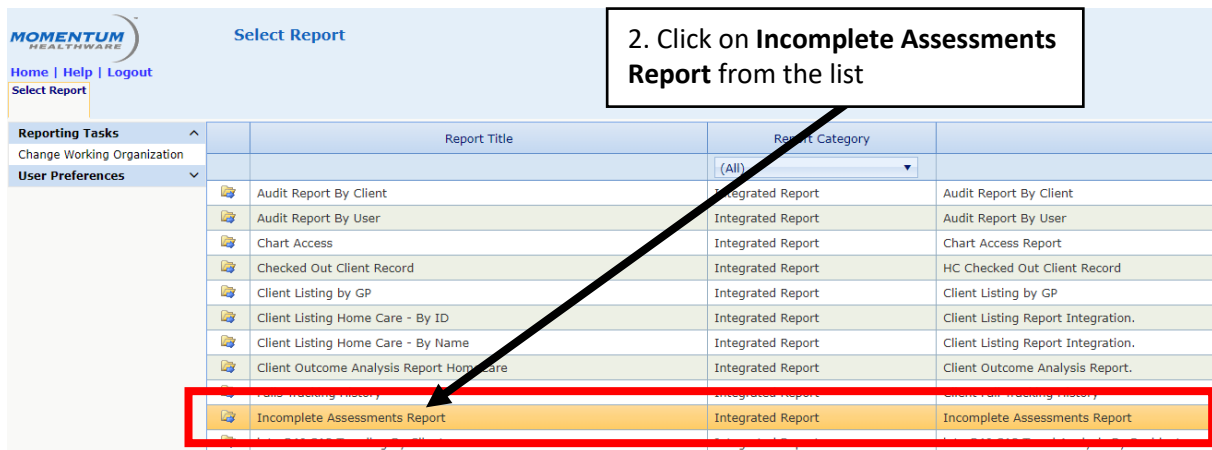
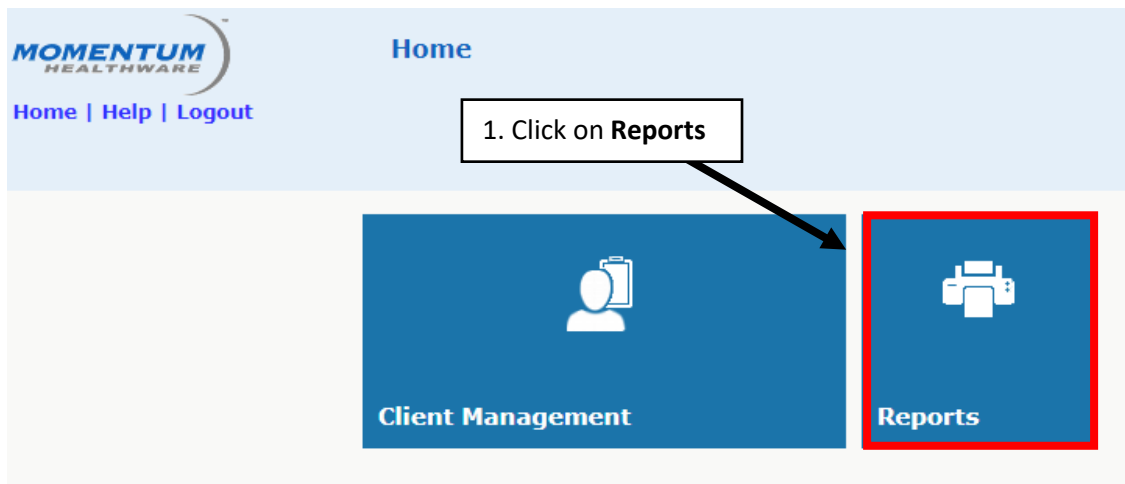


# Managing incomplete assessments/draft items

## Run the Incomplete MDS/Assessments Report

Running an Incomplete MDS/Assessments Report will help you manage any MDS left in draft. Please complete the following steps; log into the interRAI software and go to the 'Home' page.



**MOMENTUM HEALTHWARE** Incomplete Assessments Report

Home | Help | Logout

Report

Reporting Tasks ^ Return Zoom

Select Report  
Prepare Report  
Change Working Organization

User Preferences v

**Incomplete Assessments**  
**Training Practice office CDHB**

Provider: All Record Status: Active

NHI	Client	Assessment Reference Date	Reason for Assessment
MDS Assessments ready to be marked complete			

Use this report to go to the client records and mark complete or discontinue all draft assessments as appropriate.



**Note:** You can also run the **Incomplete MDS/Assessments Report** by provider which will display a list of clients under a specific provider.

## Review draft items

To ensure you have left nothing in DRAFT prior to the upgrade, please complete the following steps; log into the interRAI software and go to the 'Home' page.

**MOMENTUM HEALTHWARE** Home

Home | Help | Logout

1. Click on Client Management

Client Management Reports

**MOMENTUM HEALTHWARE**

Client Search

Home | Help | Logout

Client Search

**Common Tasks**

- Add a New Client
- Search for a Client
- My Recent Clients
- My Checked Out Clients
- To Do Dashboard
- Information Recap Dashboard
- Change Organization
- Incomplete MDS / Assessment
- Review Draft Items**

**User Preferences**

Last Name:

First Name:

Organization: Training Practice Office CDHB

Identifier Description: NHI

Date of Birth:

Address:

Employing Organisation: All

Search Clear Search Criteria

Primary ID	Last Name	First Name
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**Draft Items**

Draft Items by: Test, Sys Clinician

Select Refresh Search

Primary ID	Name	Item Type	Entered by	Last Modified
PIP5678	Test, Maths	Advance Directives	Test, Sys Clinician	01-08-2019 05:15 PM

Use this review feature to identify all items that you as a user have left in draft.



**Note:** This review will display all draft MDS, Overview Notes and Progress/Continuations notes but will not show draft Care Plans.