

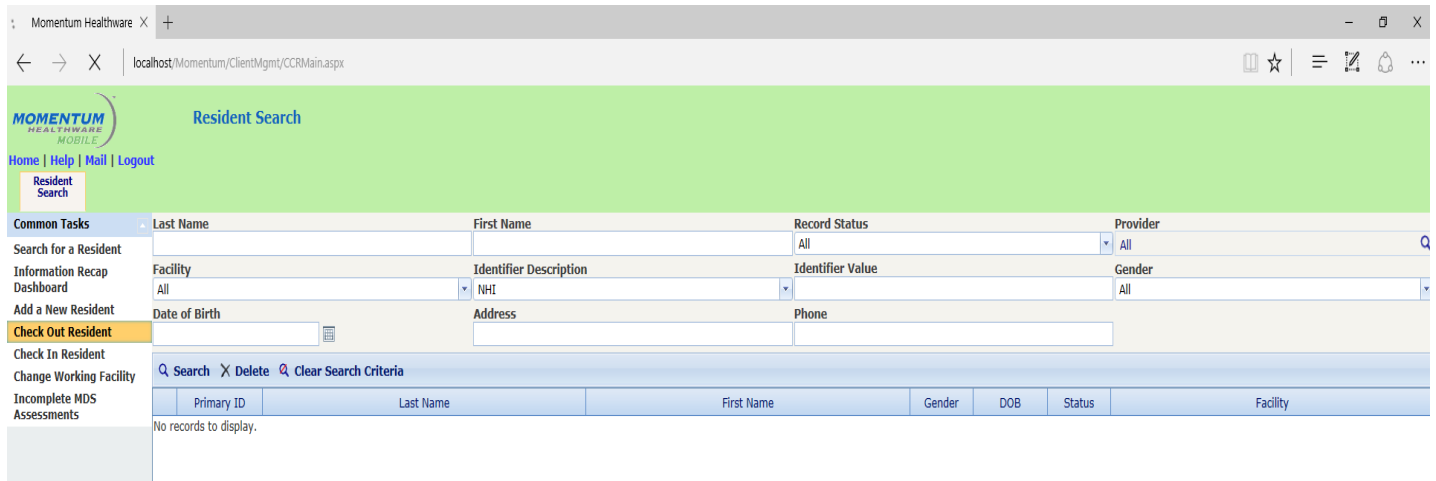
## How to use the 'Check Out' function for interRAI LTCF Assessments

The Check Out option can be used when the resident lives in a unit out of the facility Wi-Fi range, which requires a mobile device to be taken to the resident's home to complete the interRAI LTCF assessment for the resident you wish to check out.

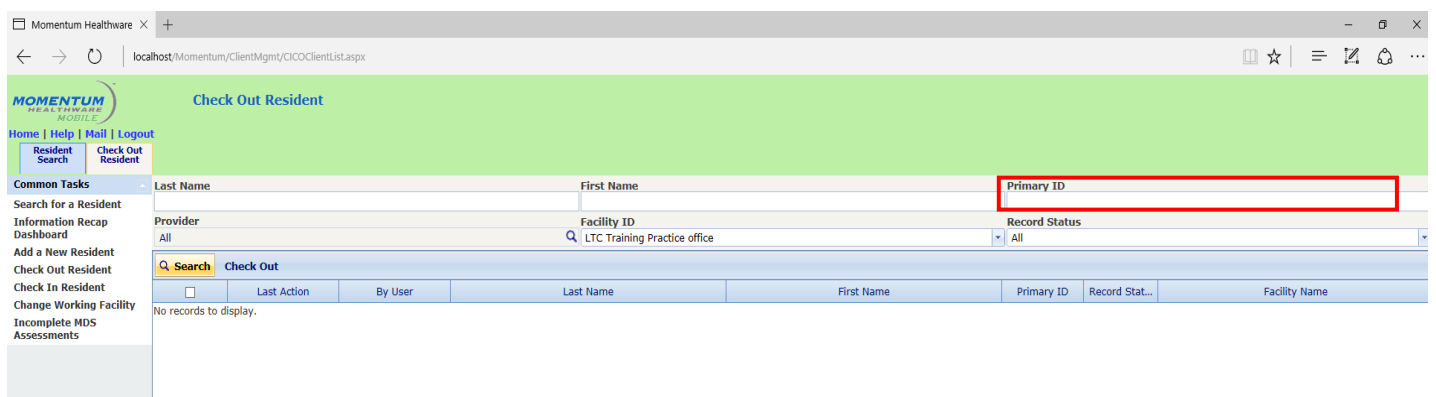
In your main production site (blue screen) ensure the resident's record is active and you have selected 'new MDS' ready to be completed.

### Check Out

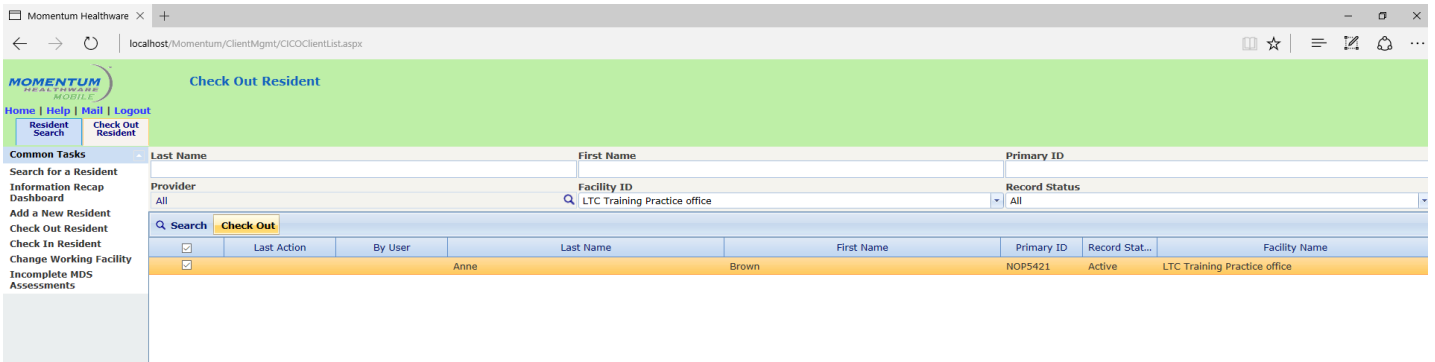
1. Go to the 'Check In Check Out' icon on your desktop and log in using your User ID and Password (this will be the user ID and password you use for the blue Production site – where you complete assessment for your residents).
2. Click on the 'Resident Management' icon to take you to the 'Resident Search' screen.
3. Click on 'Check Out Resident'.



4. Enter the NHI number for the resident you wish to 'check out' in the 'Primary ID' field then select 'Search'.



- When the resident you want to 'check out' is displayed, tick the small check box (this will highlight the resident in orange as shown) and click on 'Check Out'. This will take several minutes.



**MOMENTUM HEALTHCARE MOBILE**

Home | Help | Mail | Logout

Resident Search | Check Out Resident

Common Tasks

Search for a Resident

Information Recap Dashboard

Add a New Resident

Check Out Resident

Check In Resident

Change Working Facility

Incomplete MDS Assessments

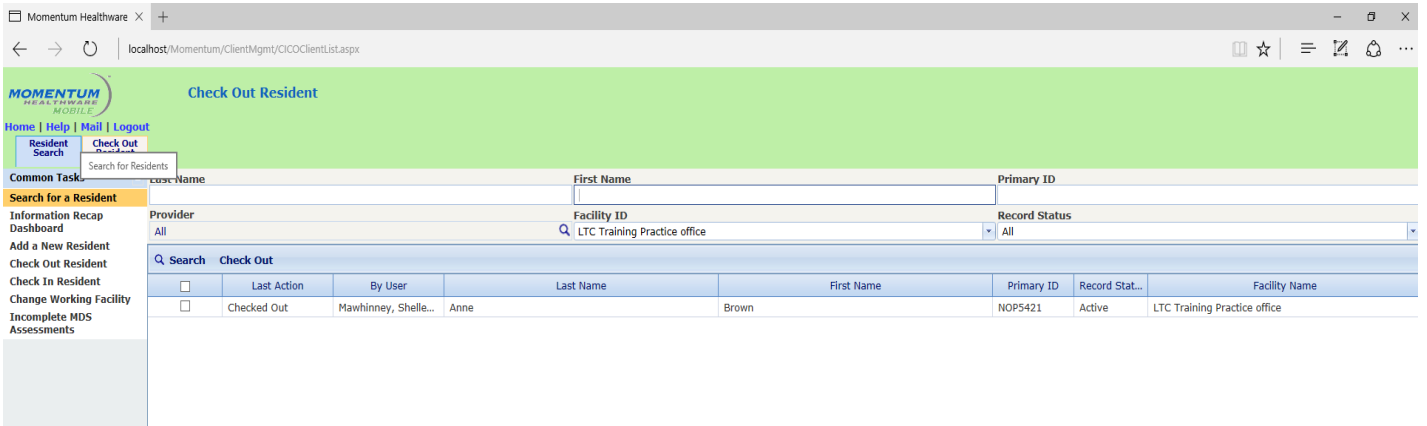
Last Name: Anne Brown | First Name: Anne | Primary ID: NOP5421 | Record Status: Active | Facility Name: LTC Training Practice office

Provider: All | Facility ID: LTC Training Practice office

Q Search **Check Out**

<input type="checkbox"/>	Last Action	By User	Last Name	First Name	Primary ID	Record Stat...	Facility Name
<input checked="" type="checkbox"/>			Anne	Brown	NOP5421	Active	LTC Training Practice office

- When the record has been 'checked out', the resident will appear as below with your name attached. Now click on 'Search for a Resident'.



**MOMENTUM HEALTHCARE MOBILE**

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Resident Search | Check Out Resident

Common Task Search for Residents

Search for a Resident

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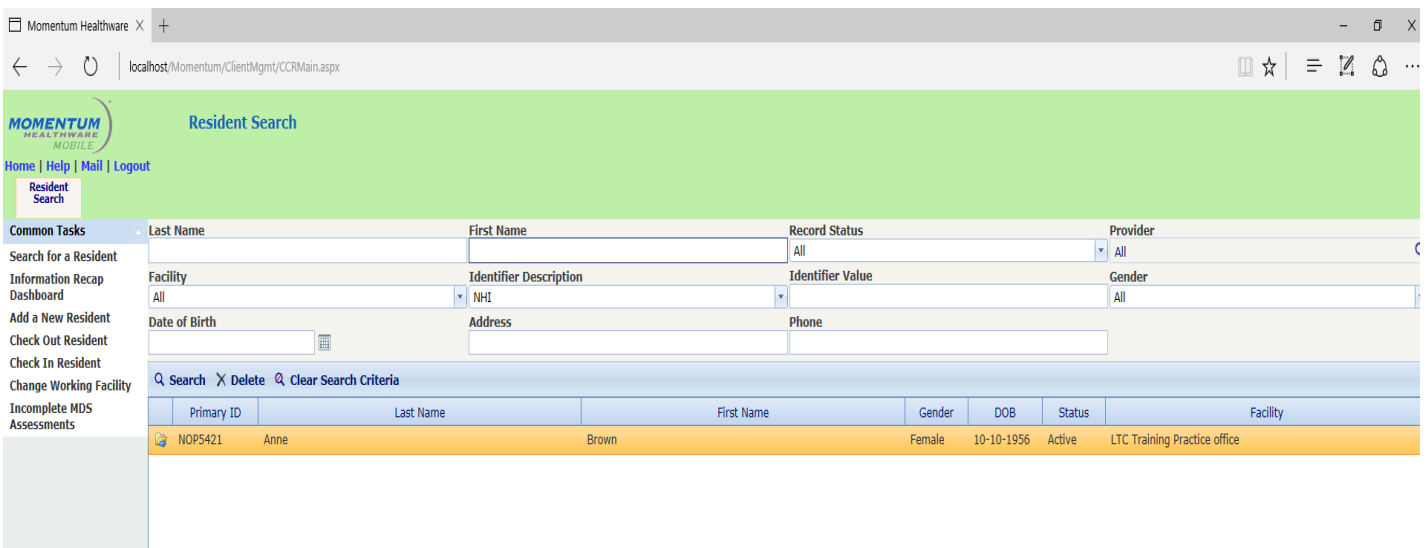
Last Name: Anne Brown | First Name: Anne | Primary ID: NOP5421 | Record Status: Active | Facility Name: LTC Training Practice office

Provider: All | Facility ID: LTC Training Practice office

Q Search **Check Out**

<input type="checkbox"/>	Last Action	By User	Last Name	First Name	Primary ID	Record Stat...	Facility Name
<input type="checkbox"/>	Checked Out	Mawhinney, Shelle...	Anne	Brown	NOP5421	Active	LTC Training Practice office

- In the 'Resident Search' screen search on the resident you have 'checked out'. Now you can detach this device from the internet and complete the interRAI LTCF assessment by the resident's bedside.



**MOMENTUM HEALTHCARE MOBILE**

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Resident Search

Common Tasks

Search for a Resident

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Incomplete MDS Assessments

Last Name: Anne Brown | First Name: Anne | Record Status: All | Provider: All

Facility: All | Identifier Description: NHI | Identifier Value: All | Gender: All

Date of Birth: | Address: | Phone: |

Q Search X Delete Q Clear Search Criteria

Primary ID	Last Name	First Name	Gender	DOB	Status	Facility
NOP5421	Anne	Brown	Female	10-10-1956	Active	LTC Training Practice office

**MOMENTUM HEALTHWARE MOBILE** Fill out a Form

Home | Help | Mail | Logout

NHI: NOPS421  
 Anne, Brown  
 Date of Birth: 10-10-1956  
 Gender / Age: Female / 61

Resident Search | Resident Overview | Care Plan | Schedule | MDS | Progress Notes | Physician Orders | QIs | CAPS | Outcomes | Resident Reports | Fill out a Form

Common Tasks

Care Plan: Return, Save as Draft, Clear Data, Check for Errors, Clear Errors, Mark Complete, Show Comments

Schedule

Demographics

History And Physical

Risk Management and Safety

MDS

View Most Recent MDS

Update From CDA3 MDS

Sync All Assessments

View MDS Sync Progress

View Current CAPS and Trends

View Current QIs

View Current Outcomes and Trends

View a Historical MDS

Complete a New MDS

Print CAPS

MDS 2.0 Trend 2011

MDS 2.0 Trend

Progress Notes

Physician Orders

Reports

**Form Summary**

Description: LTCF Assessment version 9.3  
 Form Status: Draft

Last Modified Date: 25-10-2017 11:40 AM  
 Reference Date:

Entered by: Mawhinney, Shelley interRAI Systems Clinician  
 Entered for: Mawhinney, Shelley interRAI Systems Clinician

interRAI™ Long-Term Care Facilities (LTCF) Assessment Form version 9.3 © interRAI 1990-2015 New Zealand customisation Momentum Healthcare 2015 [CODE FOR LAST 3 DAYS UNLESS OTHERWISE SPECIFIED]

A. Identification Information	x not complete	K. Oral and nutritional status	x not complete
B. Intake and initial history	x not complete	L. Skin condition	x not complete
C. Cognitive patterns	x not complete	M. Activity pursuit	x not complete
D. Communication and vision	x not complete	N. Medications	x not complete
E. Mood and behaviour	x not complete	O. Treatments and procedures	x not complete
F. Psychosocial well being	x not complete	P. Responsibility and directives	x not complete
G. Functional status	x not complete	Q. Discharge potential	x not complete
H. Continence	x not complete	R. Discharge - COMPLETE AT DISCHARGE ONLY	x not complete
I. Disease diagnoses	x not complete	Assessment Summary	x not complete
J. Health conditions	x not complete	S. Assessment information	x not complete

### Checking In

1. Click on 'Check In Resident' under the Common Tasks menu.

Momentum Healthcare X +

localhost/Momentum/ClientMgmt/CCRMain.aspx

**MOMENTUM HEALTHWARE MOBILE** Resident Search

Home | Help | Mail | Logout

Resident Search

Common Tasks

Search for a Resident

Information Recap Dashboard

Add a New Resident

Check Out Resident

**Check In Resident**

Change Working Facility

Incomplete MDS Assessments

Last Name: [ ] First Name: [ ] Record Status: All Provider: All

Facility: All Identifier Description: NHI Identifier Value: [ ] Gender: All

Date of Birth: [ ] Address: [ ] Phone: [ ]

Q Search X Delete Q Clear Search Criteria

Primary ID	Last Name	First Name	Gender	DOB	Status	Facility
NOPS421	Anne	Brown	Female	10-10-1956	Active	LTC Training Practice office

2. Search for the resident you wish to 'check in' using the person's NHI number.

Momentum Healthcare X +

localhost/Momentum/ClientMgmt/CICClientList.aspx

**MOMENTUM HEALTHWARE MOBILE** Check In Resident

Home | Help | Mail | Logout

Resident Search | Check In Resident

Common Tasks

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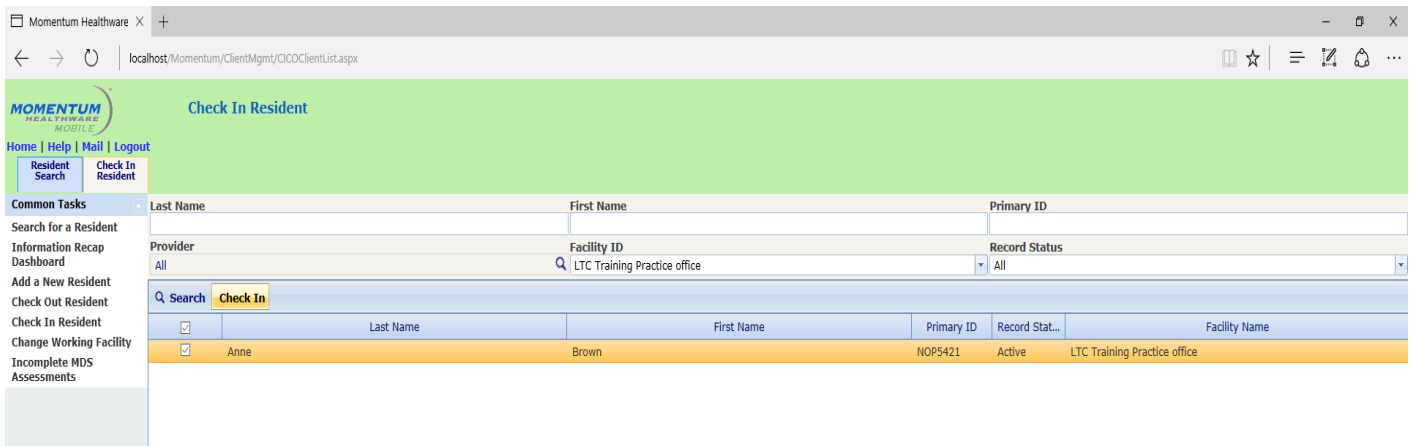
Last Name: [ ] First Name: [ ] Primary ID: [ ]

Provider: All Facility ID: LTC Training Practice office Record Status: All

Q Search Check In

Primary ID	Last Name	First Name	Record Stat...	Facility Name
<input type="checkbox"/>	Anne	Brown	Active	LTC Training Practice office

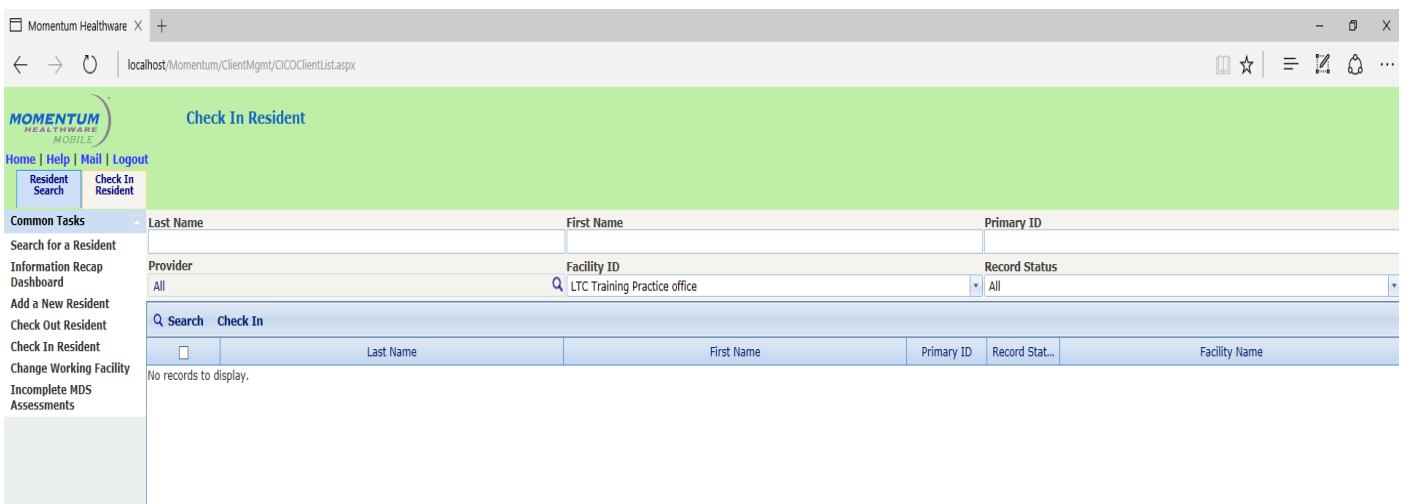
- When the resident you want to 'check in' is displayed, tick the small check box (this will highlight the resident orange as shown) and click on 'Check In'. This will take several minutes.



The screenshot shows the 'Check In Resident' interface. On the left is a navigation menu with options like 'Resident Search' and 'Check In Resident'. The main area contains search filters for 'Provider' (All) and 'Facility ID' (LTC Training Practice office). Below these is a table with columns: Last Name, First Name, Primary ID, Record Status, and Facility Name. One record for 'Anne Brown' is shown, with a checked checkbox in the first column and the text 'Check In' highlighted in yellow above the record.

	Last Name	First Name	Primary ID	Record Status	Facility Name
<input checked="" type="checkbox"/>	Anne	Brown	NOP5421	Active	LTC Training Practice office

- When the resident is successfully checked in, the 'Check In Resident' screen will no longer contain the resident's record as below.



This screenshot shows the same 'Check In Resident' interface, but the table is empty. The text 'No records to display.' is visible below the table header. The 'Check In' button is still present in the search bar area.

	Last Name	First Name	Primary ID	Record Status	Facility Name
No records to display.					