

How to Correct a 'Marked Complete' Assessment.

This document explains what to do if an assessor realises they have made an error in the coding on a recently completed assessment.

Note: **“recent”** is defined as: within the last 5 working days after an assessment has been ‘marked complete’.

(a) The assessor can chose to add a progress note and addendum to the care plan if required **OR**

(b) Go through the following steps:

1. Open a new assessment - The data/notes from the previous assessment will copy through apart from the following items (note, the below *item numbers* refer to HC & LTCF MDS, there will be some variation on the *number*, for other MDS assessment tools.)

(i) The reason for assessment – **A8**

(ii) The assessment reference date – **A9**

(iii) The consent question – **A9**

(iv) Height & Weight – **K1**

(v) Whether a CAP is to be addressed in the care plan or not.

2. Edit the items that you need to edit/correct and update the items above accordingly. Save the sections as draft as you do this:

(i) Reason for assessment – code: **‘7= other’**, definition: **“....quality assurance...confirmation of appropriateness of the current plan....”**. This will allow easier search function when reviewing how many of this type of incident occurs, using assessment reference date and ‘other’ as fields

(ii) The assessment reference date. This must be the same as the **previous** date.

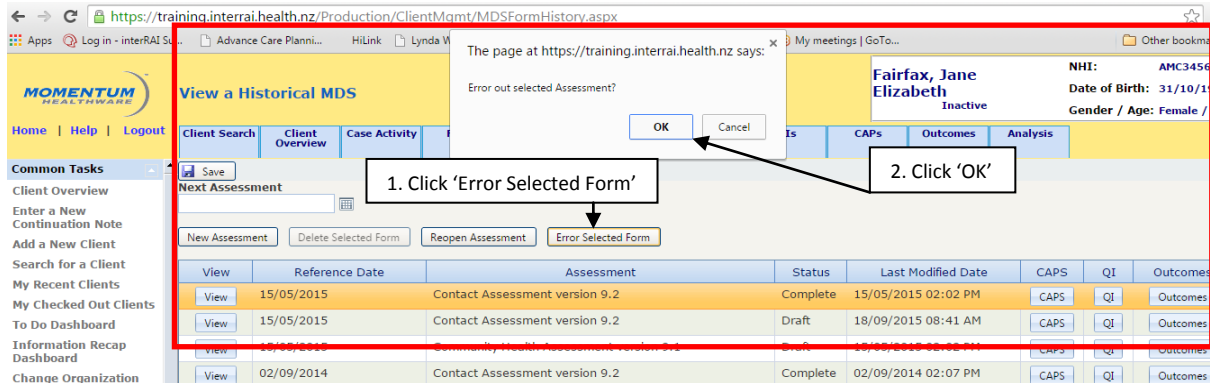
(iii) The consent question. Response recorded as per person’s wishes at the initial assessment.

(iv) Whether a CAP is to be addressed in the care plan or not.

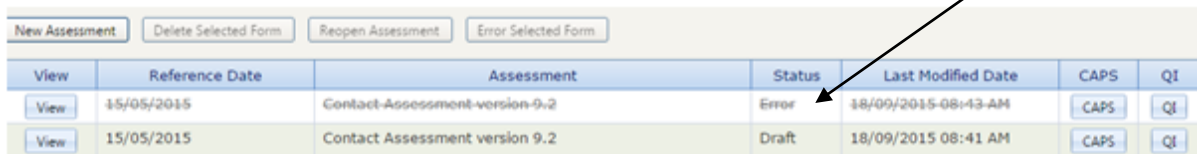
(v) Write a note in the ‘progress/ continuation note’ section to provide rationale for the errored out assessment.

3. Return to the MDS tab. Highlight the 'old' assessment (the one with the *same* assessment reference date.) It will appear in orange as in the screen shot below.

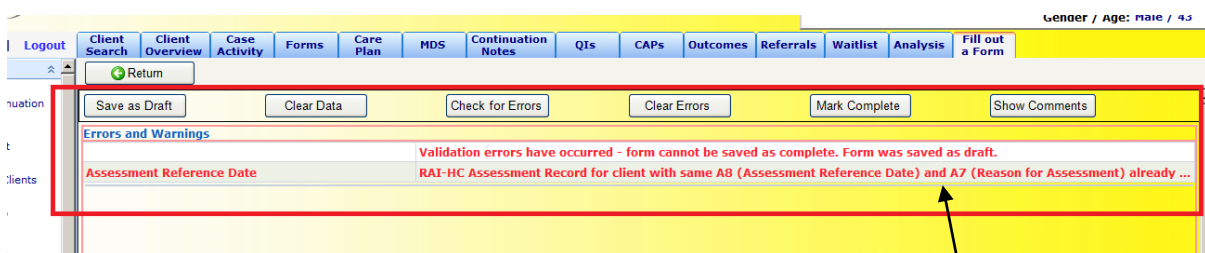
Next, click on the 'Error Selected Form', followed by clicking 'OK'.



The screen below will then appear. You will see the original assessment has been errored out.



4. The final step is to mark the new assessment (with corrected details) complete.



5. If you do not follow the steps above, the following error message will appear.

