

# How to prepare for the interRAI Upgrade

May 2019

## Aged residential care

This guide provides step by step instructions for residential care users of the National interRAI Software System to prepare for the May upgrade 2019.

The May 2019 upgrade is scheduled for:

- 24 May 2019 for the Taranaki host site (Central)
- 31 May 2019 for the Canterbury host side (Northern and Southern)

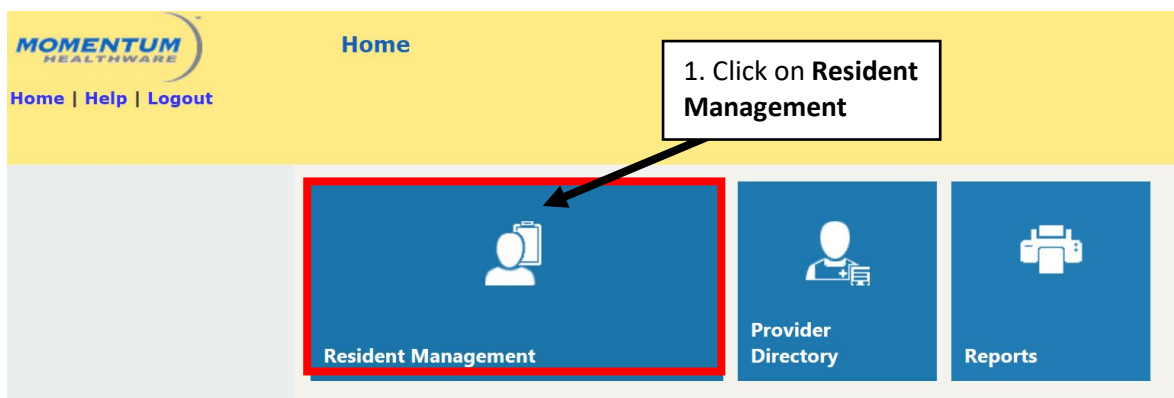
User need to ensure that all incomplete assessments are either marked complete or discontinued as appropriate before the May 2019 upgrade. To do this, users should generate the Incomplete MDS/Assessments screen log.

All MDS/Assessments left in draft prior to the upgrade will not be able to be completed.

## Generate a list of Incomplete MDS/Assessments

To generate a list of Incomplete MDS/Assessments, please complete the following steps.

Log into the interRAI software and go to the 'Home' page.



**MOMENTUM HEALTHWARE** Resident Search

Home | Help | Logout

Resident Search

**Common Tasks**

- Search for a Resident
- My Recent Residents
- To Do Dashboard
- Information Recap Dashboard
- Add a New Resident
- Bed Occupancy
- Bed Swap
- Change Working Facility
- Incomplete MDS/Assessment**
- Review Draft Items

2. Click on **Incomplete MDS/Assessments** under the **Common Tasks** menu

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

Facility: Residential Training 20 Identifier Description: NHI Identifier Value: [ ] Gender: All

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

Employing Organisation: All

Search Clear Search Criteria

Primary ID	Last Name	First Name	Gender	DOB	Status	Facility	Unit Room Bed
No							

No records

**MOMENTUM HEALTHWARE** Incomplete MDS/ Assessment

Home | Help | Logout

Resident Search Incomplete MDS/Assessment

**Common Tasks**

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3. Click on **View Assessments** to generate a list of Incomplete MDS/Assessments

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

Facility: Residential Training 20 Identifier Description: NHI Identifier Value: [ ] Gender: All

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

Employing Organisation: All

View Assessments

Primary ID	Last Name	First Name	Assessment	Reference Date	Last Modified Date	Incomplete Sections	Ready to be Marked
No							

**MOMENTUM HEALTHWARE** Incomplete MDS/ Assessment

Home | Help | Logout

Resident Search Incomplete MDS/Assessment

**Common Tasks**

- Search for a Resident
- My Recent Residents
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- Bed Swap
- Change Working Facility
- Incomplete MDS/Assessment**
- Review Draft Items
- Integrated Reports**
- User Preferences**

4. Click on each resident record to go into the draft MDS/Assessment and either mark complete or discontinue as appropriate

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

Facility: Residential Training 20 Identifier Description: NHI Identifier Value: [ ] Gender: All

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

Employing Organisation: All

View Assessments

Primary ID	Last Name	First Name	Assessment	Reference Date	Last Modified Date	Incomplete Sections	Ready to be Marked
DCF3456	Brown	Alice	LTCF Assessment version 9.3 New Zealand customisation 2016		29-08-2018		
XXX1234	Brown	John	LTCF Assessment version 9.3 New Zealand customisation 2016		08-08-2018		
GAB7214	Fairfax	Janes	LTCF Assessment version 9.3 New Zealand customisation 2015		03-05-2018		
GAB0070	Fairfax	Jane	LTCF Assessment version 9.3 New Zealand customisation 2015: Routine assessment		27-03-2018		
GAB0070	Fairfax	Jane	LTCF Assessment version 9.3 New Zealand customisation 2015: Routine assessment		15-05-2018		

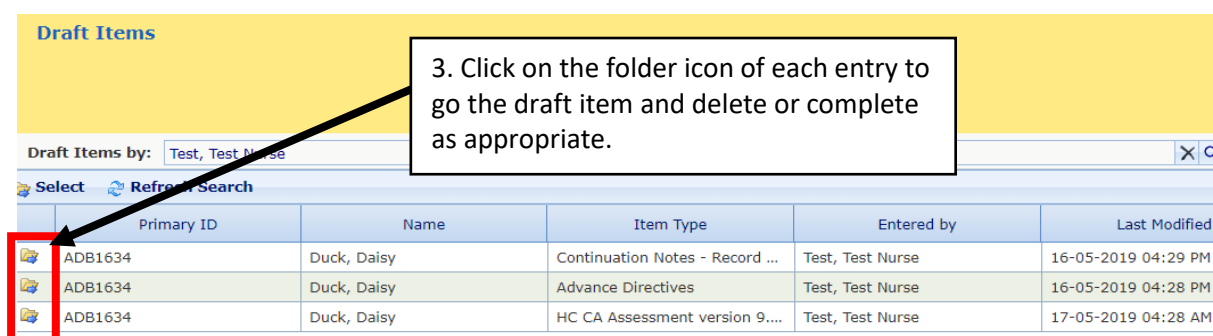
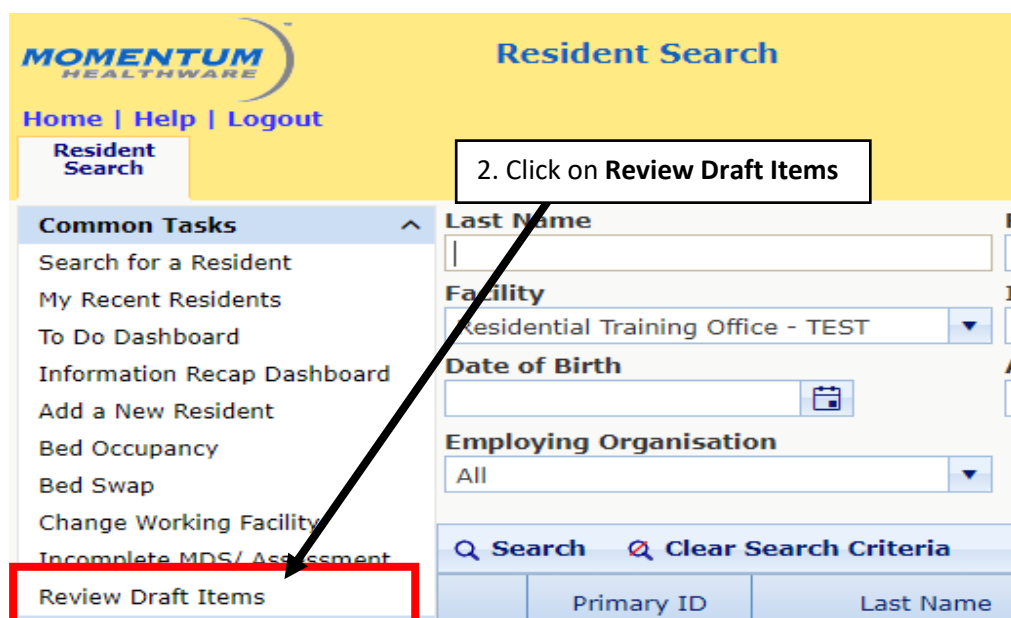
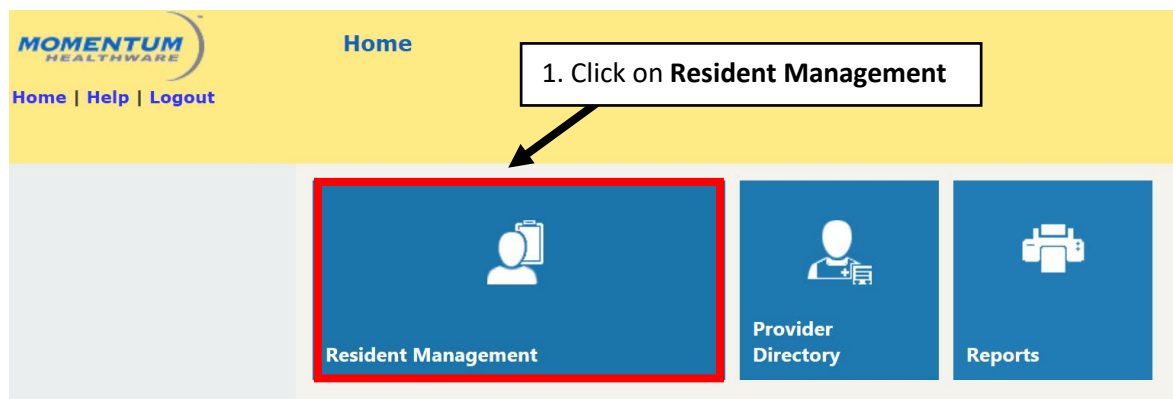
Generate this list to go to the client records and mark complete or discontinue all draft assessments as appropriate.



**Note:** You are unable to run the **Incomplete MDS/Assessments Report** by provider at the current time.

## Your 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.



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



**Note:** You can only run this review for your **own** draft items e.g. Draft items will display for the person logged in.