How to prepare for the interRAI Upgrade

May 2019

Community

This guide provides step by step instructions for community 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)

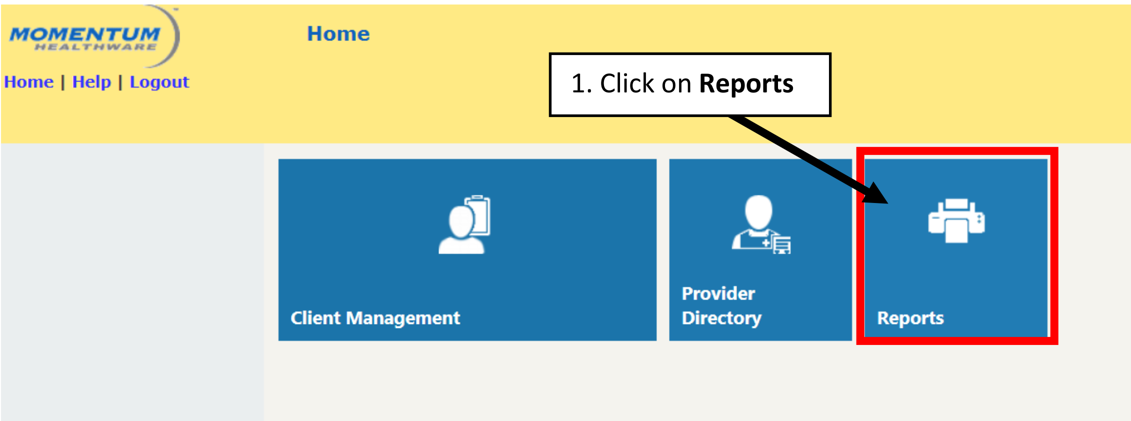
Community users need to ensure that all incomplete assessments are either marked complete or discontinued as appropriate and all records are checked in before your host site is upgraded. For this you should run the Incomplete MDS/Assessments Report and the Checked-Out Client Record report.

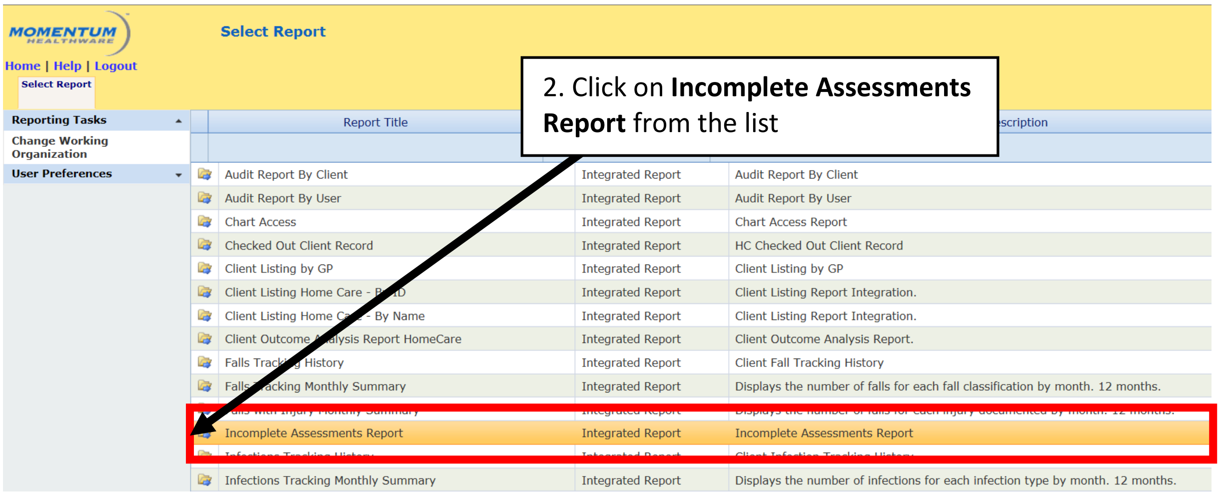
All MDS/Assessments left in draft prior to the upgrade may not be able to be completed. All MDS/Assessments checked-out will be forfeit.

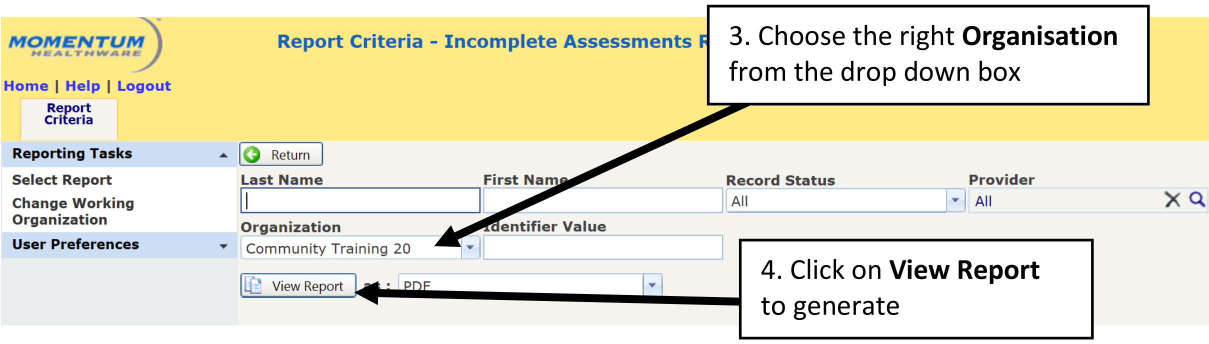
Run the Incomplete MDS/Assessments Report

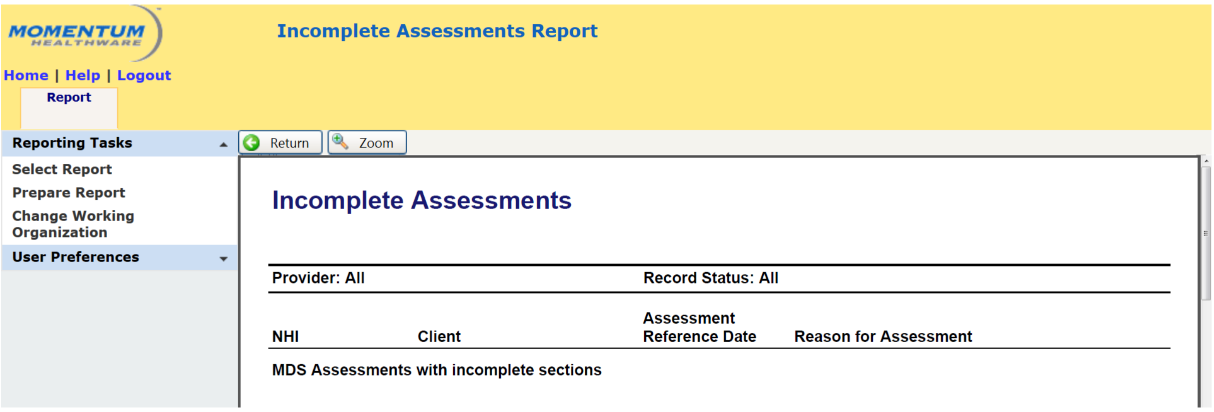
To run the Incomplete MDS/Assessments Report for your DHB office, complete the following steps:

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







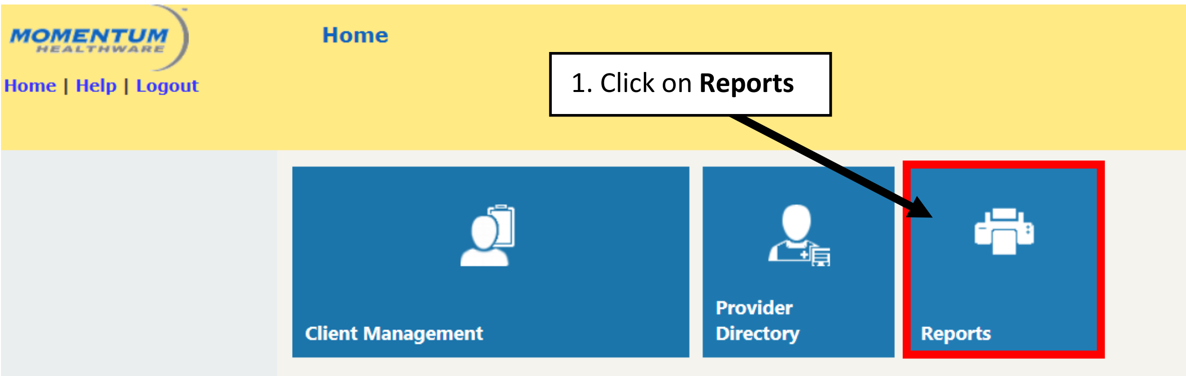


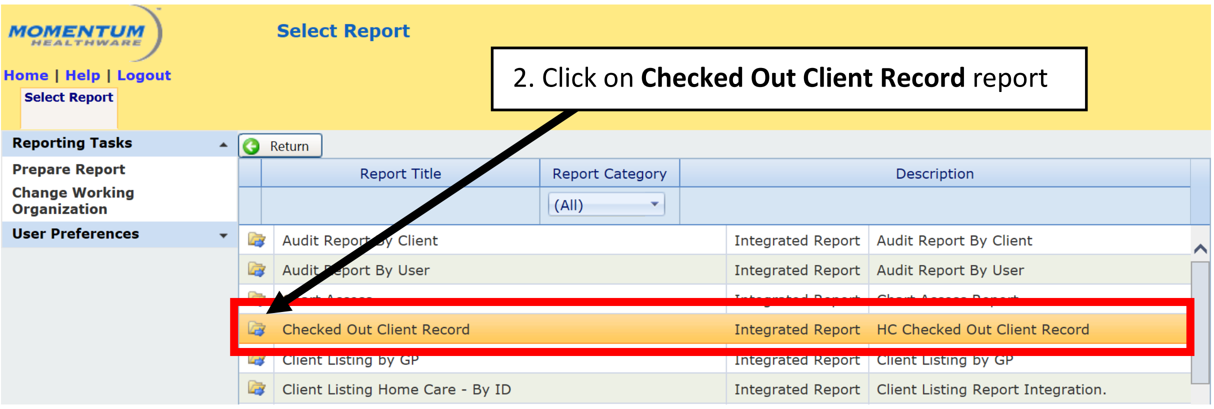
Use this report to go to the client records and mark complete or discontinue all draft assessments as appropriate.

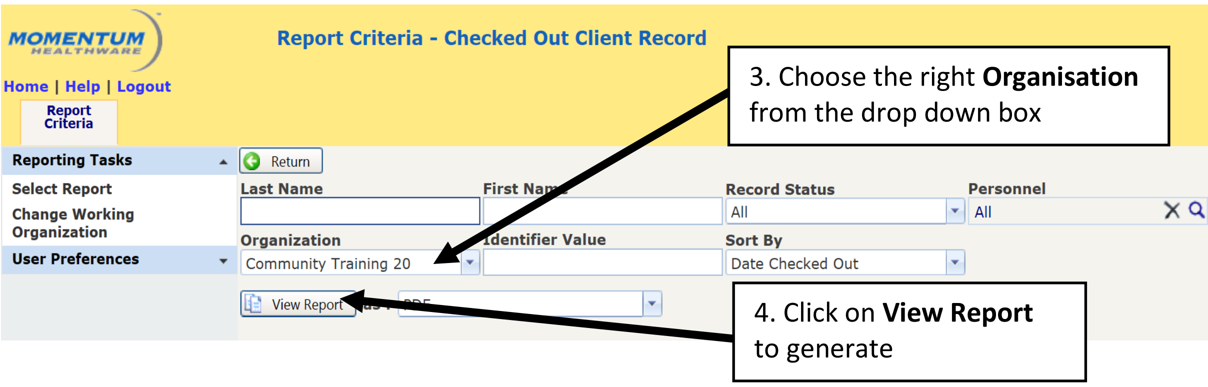
Note: You are unable to run the **Incomplete MDS/Assessments Report** by provider at this time.

Run the Checked-Out Client Record report

To run the Checked-Out Client Record report, please complete the following steps; log into the interRAI software and go to the 'Home' page.





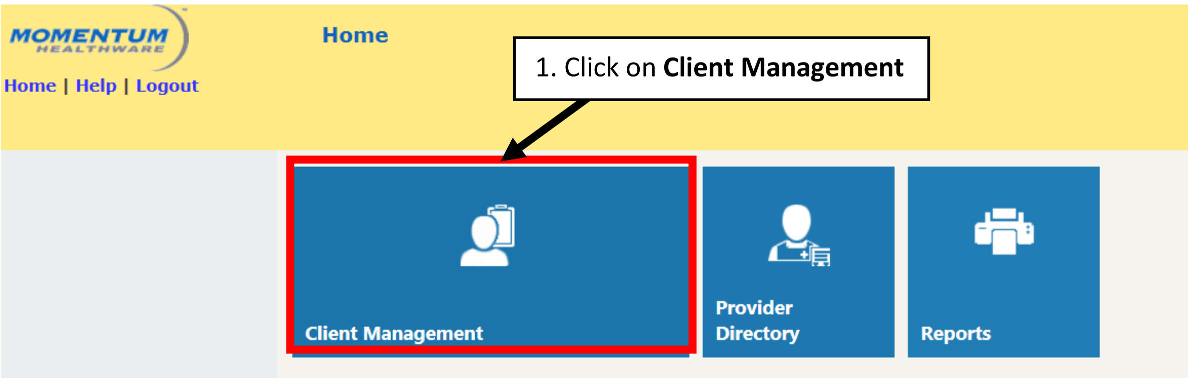


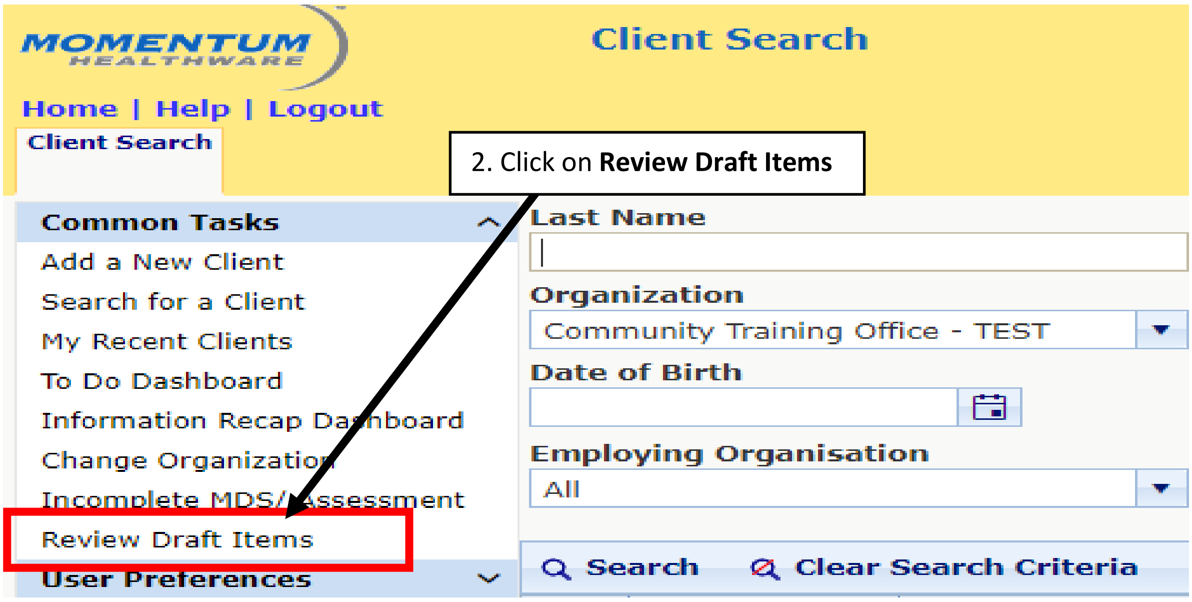
Use this report to identify the assessor/s whom have client records checked out and check them back in as appropriate.

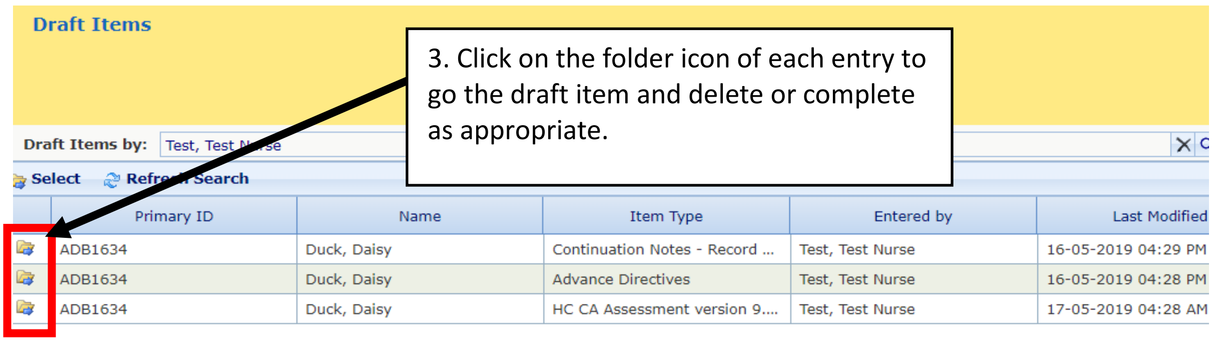
Note: You can unable to run the **Checked-Out Client Record** report by provider at this time.

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.