

Update Download and Installation Instructions And Documentation:

Instruction for downloading the MDSCare Update

1. **BACKUP YOUR ENTIRE MDSCARE FOLDER TO ANOTHER MEDIA BEFORE PROCEEDING!!! i.e. USB drive, CD, External Drive**
2. Go to the desktop of your computer (Start button in lower left and icons screen)
3. Right Mouse click on your MDSCare icon
4. Left mouse click on **Properties**
5. Click on the **Shortcut** tab
6. Write down the path displayed in the **Start in:** box _____
7. Click on **Cancel**
8. **MAKE CERTAIN THAT EVERYONE IS OFF THE MDSCARE SYSTEM. If you fail to do this critical step, your update will not load properly. Please visually verify that MDSCare is not in the lower taskbar (minimized) on each workstation that has access to MDSCare!**
9. Go to www.ltc-solutions.info, click on the Download Link
10. Complete the online form with your facility information and click submit
11. Click on the **DOWNLOAD NOW** Button
12. When prompted, click on **RUN**. *This is a **large** file, so it may take several minutes to download depending on your Internet speed. Please be patient.*
13. Follow the onscreen prompts
14. Be sure that the default directory matches the path in #6.
15. Follow the onscreen prompts
16. Please be sure to read all documentation **BEFORE** you call technical support!

The following installations AFTER the update has finished installing will take several minutes. Please do not attempt to stop the installations after they have begun. At the completion of the installation, 2 additional programs will load.

NOTICE: The first is the Command Line Add-on for WinZip. NOTE: BECAUSE YOU MAY NOT HAVE WINZIP LOADED ON YOUR MDSCARE MACHINE YET OR YOUR WINZIP IS LOCATED ON A COMPUTER OTHER THAN THE MDSCARE HOST COMPUTER, WE HAVE PLACED THE WINZIP ADDON IN YOUR MDSCARE FOLDER FOR YOUR USE. Please notify you IT person of its location so they can install it in the proper computer. If you do not have WinZip, you need to install it on the computer where you will create your electronic transmission files before you can transmit. Simply follow the on screen prompts to install. There is nothing "special" about this and it will install in the correct location depending on where you WinZip is loaded. **The name of the WinZip add-on is wzcline32.exe and will be located in your MDSCare folder after installation of this update.**

First Installation: The hourglass will display as you wait for the second program to load. This is the Validation Utility Tool that will be used to check your data before archive and during the MDS data entry process. **It is CRITICAL that you change the installation directory to the directory you wrote down in Step #6 above!!!** The default will be C:\Program Files\Validation Utility Tool. **You must change this to <Your Directory from Step #6>\VUT. Example: C:\MDSCare\VUT**

Update Download and Installation Instructions And Documentation:

To facilitate technical support of download and installation issues, please adhere to the following schedule

▣Wendy▣ 618-654-4500

- Facilities beginning with A-C 8am to 10am
- Facilities beginning with G-I 10am to 12pm
- Facilities beginning with M-O 12pm to 2pm
- Facilities beginning with S-U 2pm to 4pm

▣Pam▣ 573-346-6076

- Facilities beginning with D-F 8am to 10am
- Facilities beginning with J-L 10am to 12pm
- Facilities beginning with P-R 12pm to 2pm
- Facilities beginning with V+ 2pm to 4pm

MDSCare Update for MDS 3.0

This update contains the programs to accommodate the MDS 3.0 RAI requirements. At the completion of this installation, a special **Validation Utility Tool** will be installed on your computer. This Validation Tool is provided by the QTSO and is the most reliable means to check the validity of your data. During installation please change the destination of the Validation Utility Tool to the folder where MDSCare is currently installed. This will create a new folder within your MDSCare folder called Validation Utility Tool.

When you click on the checklist function in the assessment area, the Validation Utility Tool will be opened. A popup will appear when you begin this process to tell you the name of the temp file that was created so your data can be validated using the tool. Make a note of the temp file name. Simply click on the Go! Button to begin the processing of your data. Once the process is complete, click the **RED X** in the upper right hand corner of the VUT window to complete the process. Your results folder will then be displayed and simply select the results that correspond with the record you just created. The results will be displayed in your internet browser, although you will not have to be online to view your results. You may print your results by clicking the printer icon in your browser window. Once this process is complete, you may then close all windows and you will be directed back to MDSCare to continue your data entry process.

Also included in this update is a clean ICD-9 Master file with the most recent ICD-9 changes, additions and deletions that will be effective 10/1/2010. We have also reformatted the entire file to be ALL CAPITAL LETTERS.

The Winzip Command Line Add-on has been included in this update and will attempt to load the add-on at the completion of the installation. Winzip must be present on your computer for this add-on to install. If you have already loaded this add on, it will not harm the original installation.

We have also included the MDS 3.0 RAI User's Manual in the Help Menu of MDSCare. Once the update has been loaded the facility will be responsible for keeping this

Update Download and Installation Instructions And Documentation:

document up to date with the latest revisions. Please use this manual as well as your State RAI Coordinator for RAI related questions.

You may submit questions via email to pam@lhc-solutions.info for general software related issues or call the regular technical support numbers at 618-654-4500 or 573-836-0052.