

# 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](http://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 #5.
15. Follow the onscreen prompts
16. Please be sure to read all documentation **BEFORE** you call technical support!

## MDSCare Update 11

This is the last scheduled MDSCare update until the "big" update for MDS 3.0 in September.

We have added a new feature related to multiple copies of MDSCare being opened with the same username and password. You will no longer be able to use the same username and password simultaneously on multiple machines. If several staff use the same username and password, they must be assigned their own unique username/password. This is accomplished through the Supervisor area of MDSCare. Please contact the Supervisor of MDSCare to add users as needed.

This update again contains the new CMI set THAT IS USED TO CALCULATE YOUR RUGS. **Please check your Final Validation Report after transmitting carefully** to be sure that the RUG calculated in the resident record matches the RUG calculated by the State!!!! If there is no message, the RUG is correct. If you have any warning messages related to RUG calculation, please contact Technical Support IMMEDIATELY! 618-654-4500 or 573-346-6076

**PLEASE BE SURE TO NOTIFY US OF ANY EMAIL CHANGES!** We must have your current email address to be able to email you these important notices. Send changes to: [pam@ltc-solutions.info](mailto:pam@ltc-solutions.info)

## **Update Download and Installation Instructions And Documentation:**

We have added the feature where you can "thin" your MDS Archive File. For those of you who have been with us for a long time, this feature can help reduce the size of your PAT-MDS2.FIL which can become prone to corruptions when it gets too big. If you are interested in more information about this new feature, please contact technical support at 618-654-4500 or 573-346-6076. All records that are thinned or purged can still be accessed in MDSCare. It does NOT delete them from the system.

You can now right click on any date field in the MDS, archive and discharge screens to display a calendar where you can click on the date to enter it in the field. There are a few places in the system where this feature is not yet activated. If you right click and nothing happens, simply enter the date as you normally would. If this feature doesn't work properly, you will need to register the ActiveX control on your computer. Please contact technical support for assistance.

We have also added a feature where only one person can archive at a time. We feel that having multiple people in the archive area can cause file corruption. If you attempt to archive and get a message that someone is already using the archive program, exit out and try again in a few moments. If you continue to get that message and are sure that no one is currently in the system, contact technical support.

The ICD-9 update is included in this update again.

A few minor fixes are included in this update, primarily print/report related and a new feature that will allow you to access our website from MDSCare and email us directly from MDSCare. You can access these new features from the Main Menu by clicking HELP and then ABOUT. You will see new buttons at the bottom of that screen that are links to our website and email.

We have also added a new .pdf driver to this update! This driver will allow you to create any form or report in electronic .pdf format! Once installed, simply select the new .pdf driver novaPDF Pro v5. You will be prompted to name the document and it will be placed by default in your MDSCare directory. Once the document is created, it will open and display in Adobe Reader. From Adobe Reader, you can click the "email" icon and email the electronic document to the recipient of your choice. Please be certain that your recipient address is correct and that you also include a HIPAA disclaimer in the body of your email. While this new feature is helpful, it also comes with added responsibility to safeguard the resident information!