

## **How to Run MDS Census Roster Report and Upload to HPN:**

Log in to the VISUAL application.

Switch to the MDS 3.0 module.

Click on Reports.

Click on the 3<sup>rd</sup> report, titled MDS Census Roster.

Fill in the picture date. Make sure there is a check in the box next to “Create File”. Click the View button.

The screenshot shows the VISUAL application interface. At the top, there is a navigation bar with various icons and a search bar. Below the navigation bar, there is a header section containing patient information: ID: 1125750, DOB: 9/23/1926, BED: C1-122P, Legacy ID: 10304, Last Admit: 3/22/2011, MRN: 10/263, Acct: Medicare Days Remaining: 25, SSN: 075201048, MA: MC: 063209423D, Dept: Current user not part of a department, Bed Hold Anniversary Date: 7/19/2010, Bed Hold Anniversary Date: 7/19/2010, Hospital. Below the header, there is a menu bar with buttons for Selector, CAT's CAA's, Assessments, Data submission, Results, ADT's, Validator, Documents, Reports, Data Explorer, Queries, Forms, and Help. The main content area is titled "MDS Census Roster" and contains a form with a "Picture Date" field set to "1/26/2011", a checked "Create File" checkbox, and an unchecked "Include Bedhold (If there are bedholds, no file is created)" checkbox. At the bottom of the form, there is a "View" button.

On the bottom on the report, there will be a link (underlined in blue). Right-click that link and select “save target as”. Select the location to save the report. (Note: the file will be named MDS Census Roster.txt.)

For any questions regarding the creation of the MDS Census Report in VISUAL, please contact our helpdesk at 718-338-2400.

Open the DOHMDS for HPN software.

Select the current Assessment Period.

Click Import. Browse to the location where you saved the report. Select MDS Census Roster.txt. Click Open.

Click DOH File. Enter the number of expected records. Click OK. If no errors, Close the box. Select location to save the .doh file which will be uploaded to HPN website.

Log in to HPN website and upload as usual.

For any questions regarding the HPN software or HPN upload , please contact their helpdesk at 1-800-638-3808.