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National Rehabilitation Reporting System (NRS) Submitter's Meditech Manual

Introduction

The National Rehabilitation Reporting System (NRS) was initiated by the Canadian Institute of Health Information (CIHI) to collect rehabilitation data from participating adult inpatient rehabilitation facilities and programs across Canada. CIHI promotes health information standards and initiated the NRS to develop and evaluate indicators, a minimum data set, and a related case-mix grouping methodology.

Meditech has developed an electronic version of this reporting system for recording the data collected by care providers and submitting to CIHI.

The purpose of the NRS is to:

- support CIHI's mandate

- collect, process and analyze data on adult inpatient rehabilitation services

- support management decision making at the facility, regional and provincial/territorial levels

- facilitate provincial/territorial and national comparative reporting

- ensure rehabilitation clients receive multi-dimensional (physical, cognitive, psychosocial) diagnostic, assessment, treatment and service planning interventions

Data Elements

The NRS collects clinical information based on these categories.

- Client identifiers

- Socio-demographic information

- Administrative data (e.g. referral, admission and discharge)

- Health characteristics

- Activities and Participation (e.g. ADL, communication, social interaction)

The elements within each category are used to calculate a variety of indicators, such as waiting times and client outcomes.

Submission Types

NRS data is collected in the form of an admission, discharge and follow-up assessment. The follow-up assessment is optional to record. Each assessment has a unique record format.

In addition to the 3 assessment types, CIHI also provides 2 types of records to correct or delete assessments that were successfully submitted and accepted into the NRS database. An update record

corrects specific fields on an admission, discharge or follow-up assessment, while a delete record deletes the entire assessment from the database.

Demographics and administrative data specific to the facility submitting the NRS data is collected in the form of a facility information record.

Meditech Access and Navigation

Logging into Meditech

There are two methods for accessing Meditech:

> 1. Citrix Access via web link

> 2. Three tier/Desktop icon access

If you are unsure of which way to access Meditech in your area, speak to your support representative.

- When training in the test environment, select the Meditech TEST icon either via Citrix or on the desktop.

- The Meditech login screen will display.
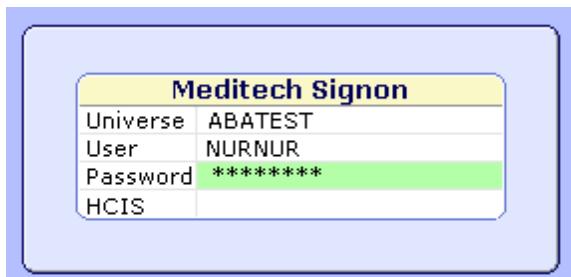
- To access TEST, you will have to log in with a <u>generic</u> login, which can be obtained from your trainer.

- To access LIVE, there is a separate icon to use

- Enter your Meditech **number** in 'User' prompt. Press **Enter**. Enter your **password**. Press **Enter**.

- In TEST, under HCIS, Press the **F9** (Look-Up) button and you will see a list of former health entities. Select the appropriate one for you.

ARH.TEST5.67	Aspen Regional TEST HCIS
CHR.TEST5.67	Chinook TEST HCIS
DTH.TEST5.67	David Thompson TEST HCIS
ECH.TEST5.67	East Central TEST HCIS
NLH.TEST5.67	Northern Lights TEST HCIS
PCH.TEST5.67	Peace Country TEST HCIS
PHR.TEST5.67	Palliser Health TEST HCIS

- In LIVE, depending on your access, you may not have to choose, as you will only have access to one former health entity and the system will automatically log you into that one.

Finding the NRS Menu

Use the following method to access the NRS Menu.

1. Log into Meditech.

2. Double-click **NRS** from the menu list.

3. Select the applicable site (for example, DRDH or DAHP).

4. Click the **NRS Menu** button on your computer desktop.
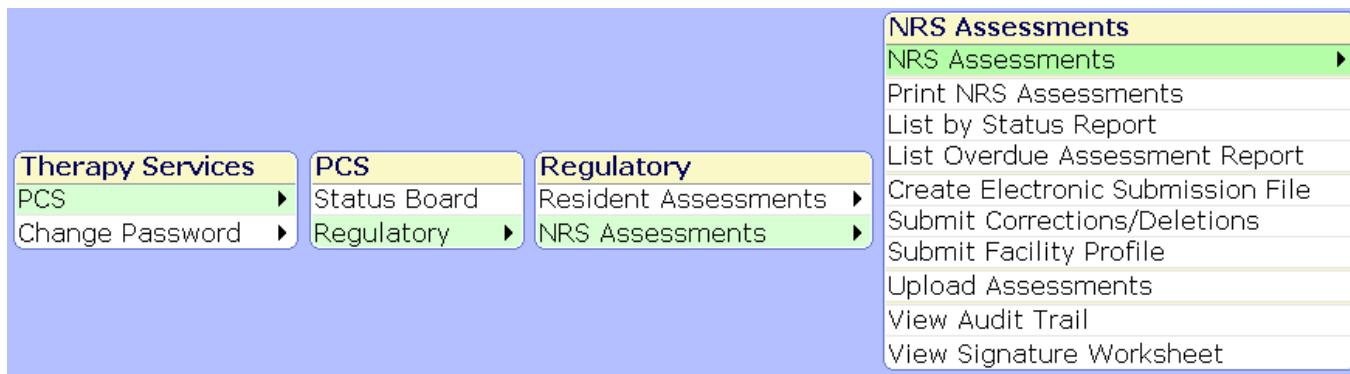
Special Function Keys and Keyboard Shortcuts

Tab	Move to the next field
Shift + Tab	Move to the previous field
Shift + F6	Move to the Status field
F5	Recall; display response from previous assessment

Performing Patient Searches

The NRS offers multiple search options to locate a person from the database. You can search by a patient's name or by any of the identifying numbers. The <u>most accurate</u> way to search is by the patient's <u>account number</u>.

Searching by Account Number   (Visit Number)

The account number is the **most accurate search method**. The account number is related to the patient's current visit in a specific facility (for example, the 118th person to be admitted this year). A new account number is assigned each time a person is re-admitted to the facility. The following diagram and table describes the components of an account number:
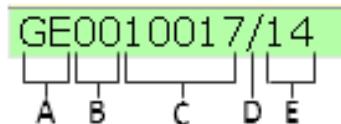
A	Two letters specific to the facility
B	Zeroes that precede the visit number must be left out during a search
C	Visit Number
D	Last two digits of the calendar year

In the "Patient" field, type the account number, excluding the leading zeroes (section B above) that precede the visit number   eg: GE10017/14
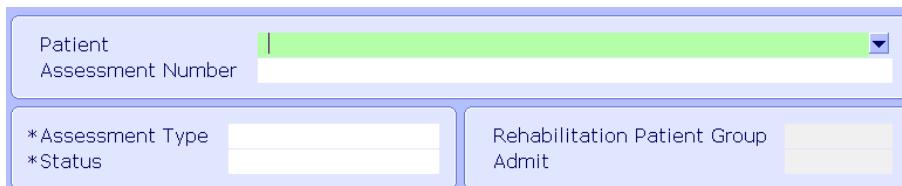
Press **ENTER**. A Confirmation message appears
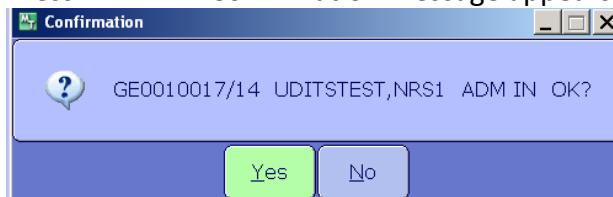
Click "**Yes**" or press **ENTER**.

Searching by Unit Number ("Chart" Number)

You can search by the patient's Unit number or permanent Medical Record Number for a specific facility. The Unit Number is unique to the person and tracks all visits in one medical record.
For example, the number **DJ0000090**, will include the following:

- Two letters specific to the facility
- Zeroes
- Number

***The leading zeroes may be omitted for the search (eg: **DJ90**).

To search by Unit Number, use this format: **U#DJ90**

Searching by Name

Type the patient's full name (eg; MOUSE, MICKEY)....but remember if you make any spelling errors you may not find the patient or you may select the wrong patient

Note: You can type in a partial name (eg; **MOU,M** or **MOUSE**, or **M,MICK**)In the example below, the search was performed with the letters *UD*. The results include all persons in the database whose names begin with those letters. If the search had been done with the letters **UD,NRS1** the results would have been narrowed.

Name	Account Num	Status	Date	Location	Med Rec Num
❶ UDITSTEST,NRS1	GE0010017/14	ADM IN	01/10/14	DAHPB223-1	GE00010386
❶ UDITSTEST,NRS2	GE0010018/14	ADM IN	05/10/14	DAHPB225-1	GE00010387
❶ UDITSTEST,NRS6	GE0000001/13	DIS IN	12/01/14	DAHPB228-1	GE00010388
❶ UDITSTEST,NRS8	GE0000002/13	DIS IN	01/11/13	DAHPB225-2	GE00010389
❶ UDITSTEST,NRS9	GE0000003/13	DIS IN	01/11/14	DAHPB226-1	GE00010390
❶ UDITSTEST,NRS10	GE0000004/13	DIS IN	01/11/14	DAHPB226-2	GE00010391
❶ UDITSTEST,NRS11	GE0000005/13	DIS IN	11/12/14	DAHPB236-1	GE00010392

Submission of NRS Information to CIHI

Please use these 4 CIHI documents to supplement learning:

- [Verification Audit Report](#)
- [NRS Data Submission](#)
- [NRS Minimum Data Set- Module 1](#)
- [Electronic Data Submission Guidelines](#)

Submission of data to CIHI is done on a quarterly basis by specific users ("submitters") within a facility. In addition, 8 weeks after the end of a quarter, the following Report Types are available from CIHI: Summary Reports, Submission/Error Reports, RPG reports and Comparative (provincially, nationally) reports.

NRS submission timelines

Quarter	Reporting period	Submission deadline	Error correction deadline	NRS eReports data updated*
Quarter 1	April 1 to June 30	July 31	August 15	2–3 weeks after error correction deadline
Quarter 2	July 1 to September 30	October 31	November 15	
Quarter 3	October 1 to December 31	January 31	February 14	
Quarter 4	January 1 to March 31	April 30	May 15	

Note
* This date may vary slightly according to CIHI's internal production schedule.

Preparation for Each New Fiscal Year (April 1st)

a) **Code changes to software (Meditech)**

- In March, <u>if</u> there are CIHI code changes for the upcoming fiscal year, Meditech communicates those changes with AHS.
- A task is opened to track the changes
- Changes are tested in the Meditech test environment, where problems can be corrected before moving the changes into the LIVE environment
- Changes are moved LIVE in mid-April (exact date set by I.T. and Meditech)
- <u>All previous 4th quarter assessments must be completed and submitted before the mid-April date</u>.
- <u>New 1st quarter assessment cannot be started until the mid-April date.</u>
- Depending on the nature/impact of the code changes, communication of same will be sent to site contacts (submitters/rehab coordinators) for further distribution as needed.

b) **Sending a Facility Profile to CIHI**

- A Facility profile, including facility name, key contact, site coordinator, data entry contacts must be sent to CIHI prior to the 1st quarter submission each year. CIHI will send each site a message when this work has to be done. Some years it is not required. Example of message:

Facility Testing Update for 2016–2017

As in previous years, the NRS test database will be available beginning June 1 for submission of facility test data under 2016–2017 specifications. While completing facility testing is optional for 2016–2017, it is strongly recommended for NRS facilities that

- Have never participated in facility testing;

- Have recently changed NRS software vendors; or

- Have had staff turnover or changes to methods of completing NRS assessments such that a testing of processes might be valuable.

Deadline: Facilities intending to complete NRS facility testing should notify CIHI by May 15, 2016.

For more details about facility testing requirements, please refer to the *Rehabilitation Minimum Data Set Manual— Module 1.*

- Review/confirm with AHS I.T. prior to submitting the profile, that facility profile information is up to date. AHS (I. T.) will send profile to each rehab coordinator in March of each year for review.

- In Meditech, select the Submit Facility Profile routine:

NRS Assessments	
NRS Assessments	▶
Print NRS Assessments	
List by Status Report	
List Overdue Assessment Report	
Create Electronic Submission File	
Submit Corrections/Deletions	
Submit Facility Profile	
Upload Assessments	
View Audit Trail	
View Signature Worksheet	
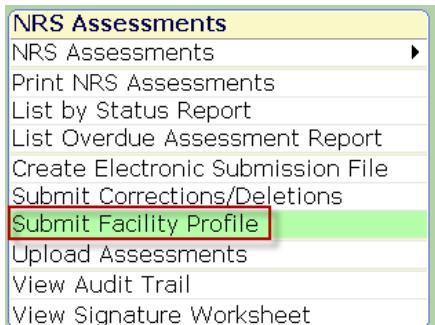
This routine is used to submit any changes in facility information (e.g. phone numbers, contact names, etc.). All changes or corrections should be submitted within 7 days following the date the change is implemented or the date the error is discovered.

*Date Profile Updated |
*Filename

C) Submission to CIHI of Test Patients:
- Testing within CIHI is optional each year unless CIHI specifically informs the facility that the submission of test patients is required.
- See Section 11 of attached **NRS Submitters Manual** for detail

Using Meditech to Create a Submission File for CIHI
- From the NRS desktop select the NRS Menu. Click on the **Create Electronic Submission File** routine.
- In the **Include All Finalized forms for Quarter** field use the F9 lookup to enter in the appropriate Quarter you are reporting for. The year is also modifiable. Press **ENTER**. A list of clients that have had finalized assessments completed in the chosen reporting quarter will populate the screen.

*Include All Finalized Forms for Quarter	3 - OCTOBER TO DECEMBER		2014
Patient		***NRS Urn**	**Assessment Type**
GE0010016/14 UDITSMH, MINNIE	▾	01	ADMISSION
GE0010016/14 UDITSMH, MINNIE		02	DISCHARGE
GE0010017/14 UDITSTEST, NRS1		01	ADMISSION

*Final Submission for This Fiscal Quarter
*Filename

- The first client name on the list will highlight for you.
  - Use the Tab button to move through this field.
  - The URN field relates to the Assessment number. Do an F9 lookup in this field to see the assessments on this client.
  - More patients can be added by clicking or tabbing to an empty line, entering the partial or whole name of your client then using the F9 lookup to choose from the list.
  - Patients can be removed from this list by highlighting their names and hitting delete.

- When the list is complete, hit the Tab button until you are in the "Final Submission for this Fiscal Quarter" field. Enter **Y** for Yes or **N** for No as appropriate

- The Filename field will default to a path that has been predetermined in consultation with I.T. and the file will be saved with a .TXT extension.

***This field is editable if the information in the field appears to be incorrect.

- Use F12 or the green check mark to File and "Create" your submission file. Answer Yes when prompted. You will now see a message telling you that the Report is being created.
- Now that the Submission file has been created, it must be uploaded to the CIHI website. Please see the attached manual **Electronic Data Submission Guidelines** for details
- Wait till you receive an **email from CIHI** saying that your report is ready (you can expect this usually within 24 hours of submitting to CIHI), then
- Go to CIHI page: https://secure.cihi.ca/cas/login?phase=1454435687119&service=https%3A%2F%2Fsecure.cihi.ca%2Fuserprofile%2Fj_spring_cas_security_check%3Bjsessionid%3D9xujH1qGAibCWF-J-X6ljasSHzRtaYwWz7ALf4dg4zSAI7U0s3b_%21-842136791

Using Meditech to Create a Correction/Deletion File

- The routine pictured below can be used to create a File to submit any Corrections or Deletions for information previously submitted. Enter your clients name and Urn information that needs to be corrected and or deleted; then by using the green check mark or F12 you can create a File to submit to CIHI.
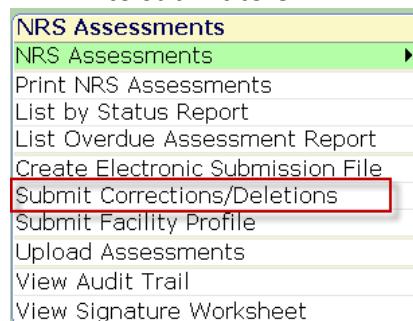
- The status of the assessment must be "SUBMITTED" in order for this routine to work

Warning and Error Messages

(see manual **NRS-Minimum Data Set Manual Module 1** – page 26)

1) **Warning Messages** - A record with only a warning will still be accepted into the NRS database (assuming that no error messages exist for the same record). Warnings are meant to highlight potential data

Quality issues that should be addressed by the facility.

Example of a Warning:

Warning number	Warning	Reason for warning	How to correct the warning/what next?
102000	Consider coding a more specific RCG subgroup if possible	This warning occurs when a general RCG is coded where a more specific option is available. For example, if an RCG is coded as 08.1 (Status Post Hip Fracture), your record will be flagged, as there are more specific sub-codes available (08.11 (Status Post Unilateral Hip Fracture) or 08.12 (Status Post Bilateral Hip Fracture).	We strongly recommend that you update the record with a more-specific RCG code. For example, if you know the client was admitted post unilateral hip fracture, you should submit an update record in order to change the RCG code to 08.11 instead of 08.1, since a more specific RCG code is known for this client. If you do not have any further specificity available for the client, then no further action is required.

2) **Error Messages:**

See **NRS Data Submission Manual** – page 24

a) File-level error – entire file rejected; no records accepted. CIHI NRS team will contact the submitter to explain. No submission report is created. Entire file needs to be re-submitted

b) Record-level error – entire record within a file is rejected. Eg: Submitting a Discharge for which there is no corresponding Admission.

c) Element-level error – the value recorded for a particular data element does not comply with the coding specifications for that particular element. Eg: recording a discharge date that is prior to the admission date.

CIHI ROLES

CIHI's guide to accessing services provides clients detailed instructions on how to create and edit a CIHI profile, and how to request access to CIHI's services.

Account Manager

An Account Manager has online access to:

- Browse the CIHI catalogue of products and Education offerings;
- Order manuals, standards and publications (called **eStore**)
- Register themselves for Education sessions (called **eRegistration**)
- Review historical purchases/registrations

Effective September 16th, 2016 – change to Account Manager role

- All registrations in the new Learning Centre will be self-registrations. This means that account managers will no longer be able to register their organization's staff in CIHI courses. Individual staff will self-register for courses.
- All learner accounts in the new Learning Centre will be created by individual staff. As an account manager, you will be able to view a person's CIHI profile and verify that the person is eligible to register for courses and obtain eStore products at no cost under your organization's Core Plan. Only individual staff members will be able to change the information in their CIHI profiles.
- The sub-account manager role will be retired. All sub-account managers will become account managers, with the same administrative rights.

Here is a summary of how the role of account managers and individual staff will change in CIHI's new Learning Center

Task	Now	New Learning Centre
Create a profile	Account managers	Individual staff
Grant access to the Learning Centre	Account managers	Not applicable
Grant access to eStore	Account managers	Not applicable
Authorize access to Core Plan products	Account managers	Account managers
Register for a course	Account managers or individual staff	Individual staff only
Assign a sub-account manager	Account managers	Not applicable
Assign an account manager	Not applicable	Account managers

Rehab coordinator and Primary & Secondary Submitters

- Receive auto-generated e-mails when RPG reports are ready for viewing

Rehabilitation Coordinator

- Receive eBulletins for any guideline changes; training changes; submission deadlines

Organizational Contact

- The NRS organizational contact is someone who can authorize individuals to have access to NRS, and it can be someone who oversees multiple facilities. They will receive the approval requests when clients request new access.