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ABOUT THIS MANUAL

This manual provides information and instructions pertaining to the Minimum Data Set (MDS) for Swing Bed-MDS Hospital users who are required to submit SB-MDS data. This system enables you to connect electronically to the National Assessment Collection Database, transmit SB-MDS records, and receive feedback via the system for your hospital. This manual is intended to be used as a reference and learning tool for the Swing Bed MDS System.

HOW THIS MANUAL IS ORGANIZED

This user's manual is organized into five sections and one appendix:

- Section 1, **Introduction**, provides general information about this manual, its organization, and document conventions.
- Section 2, **Overview**, introduces the Swing Bed-MDS System environment to include activities that take place during the submission cycle.
- Section 3, **System Functions** provides overview of the Swing Bed-MDS submission process.
- Section 4, **Troubleshooting**, addresses what to do if you need assistance with the system and suggestions for troubleshooting.
- Section 5, **Glossary**, is a list of acronyms with correlating words which defines the acronyms.
- Section 6, **Index**, is an index to facilitate the use of this manual.
- **Appendix A**, Quick Reference Guide for connection and submission to the National Assessment Collection Database (NACD).
- **Appendix B**, Swing Bed Assessment Submission Authority (SB_SUB_REQ) and Correction Procedures.

CONVENTIONS USED IN THIS MANUAL

This manual uses the following conventions:

Point and Click

Point - move the mouse until the tip of the mouse pointer rests on what you want to choose on the window (such as in a field or on specified text)

Click - press and release the left mouse button without moving the mouse to select an item or execute a desired activity (such as going to another window).

Double Click

Click the left mouse button twice in rapid succession to select a file or execute an activity.

Bold

Identifies words, characters, or commands that a user types on a window or key strokes.

Italics

Identifies directory, path, file, or field names or book titles.

Underlined

Identifies the "title" of a link to another window.

⇒ *Precedes a note or suggestion to the user.*

Right Click

Press and release the right mouse button.

Icons

Icons for specific software functions are used where applicable and available.