Introduction

July 19, 2004

INTRODUCTION TO THE RESIDENT ASSESSMENT VALIDATION AND ENTRY (RAVEN) SYSTEM SOFTWARE

Enclosed is Version 7.2 of the MDS Resident Assessment Validation and Entry (RAVEN) System. The installation CD contains the full complement of MDS software files (uncompressed) used for installation. README.TXT explains how to install the MDS software from the CD. **Please note: Removal of previous versions is NOT recommended before installing Version 7.2 as this would result in the loss of all previously collected data.**

RAVEN SOFTWARE

#	CD
1	RAVEN Installation CD

Documentation is located in the DOCS subdirectory of the CD and is available in Adobe Acrobat PDF format. The following documentation is included: an electronic version of this introduction (MDSINTRO.PDF); answers to frequently asked questions received by the RAVEN Help Desk on RAVEN (FAQ.PDF) and MDS (MDSFAQ.PDF); the online help contained in the application (MDSHELP.PDF); and the release notes for this version of the application (RELNOTES.PDF). In addition, documentation for the RUG DLL used by RAVEN is included in TECHDOC.PDF. Tutorials for frequent RAVEN tasks (e.g., export) also are provided in HELPDESK.PDF and QUICKREF.PDF.

A copy of the Adobe Acrobat Reader software is provided to enable users to read and print the .PDF files. **Installation of Adobe Acrobat Reader is required for RAVEN to print MDS Forms containing assessment data.** The installation files are located in the ACROBAT subdirectory of the CD. For further information on Adobe Acrobat software and files, visit www.adobe.com. For additional details on printing the MDS Forms with RAVEN, please see the Release Notes (RELNOTES.PDF) and the RAVEN Readme file (README.TXT).

In addition, a copy of Netscape Navigator (128-bit encryption version) is included on the CD. This browser software is recommended for performing submission of MDS export files to the MDS State system. The installation file is located in the NETSCAPE subdirectory of the CD. For further information on Netscape software, visit www.netscape.com.

Furthermore, a copy of the MDCN software is included in the DIALER subdirectory of the CD. The manual for operation of this software, MDCN.PDF, is available in the DOCS subdirectory.

RAVEN Introduction

DISCLAIMER

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SYSTEM OVERVIEW

This release contains system setup, data entry, and import/export functionality. It also contains the RAP triggers, RUG calculations, and printing of MDS Forms. The current versions of State-specific Section S dictionaries are provided on the CD in the SECTIONS subdirectory. Each component is described below.

System Setup. This component enables the nursing home to identify facility, employee and resident information used throughout the MDS RAVEN System software.

The facility information is used to pre-populate certain assessment variables as well as to generate data fields required for the export process. In addition, rules of MDS operation for Quarterly assessments, RAPs, RUGs, and Section S are established for the facility. The employee information establishes system security. The resident data pre-populates certain assessment variables in order to reduce redundant data entry.

Data Entry. This component includes the MDS RAVEN Management screen as well as all of the data entry screens that comprise the various assessments completed by nursing homes. The MDS RAVEN Management screen enables the user to select or add the resident and assessment of interest. (Note that adding an assessment results in the Reasons For Assessment -- Add Assessment screen, which impacts rules of operation for the current assessment.)

Once an assessment has been selected, the user may perform data entry, print the assessment, or execute RAPs or RUGs for the selected assessment, as appropriate. The user may also execute RAPs and RUGs during data entry.

Execution of the RAPs generates the Section V (Resident Assessment Protocol Summary) screen. For assessments that include RAPs, the signature dates must be entered before an assessment can be ready for export.

Execution of the RUGs results in the View/Calculate RUGs screen, with the values for Medicare and State RUGs as appropriate. When RUG calculations are applicable for the current assessment type, they are automatically performed after data entry and RAPs review are completed. The RUG values are stored in the appropriate fields in Section T, Page 2.

Upon exiting data entry, error checking is performed and the results are displayed to the user. Afterward, an assessment status screen is presented that enables the user to specify the current state of the assessment, in accordance with the results of the error check process as well as the rules documented in the *Long Term Care Resident Assessment Instrument Users Manual.*

Import/Export*.* This component, available only to the system administrator, enables MDS data to be moved in and out of the database.

The export function creates a file of MDS data to be sent to the State in the format specified by the Data Record Layout (i.e., a 1,814-byte string). Conversely, the import function allows Data Record Layout files to be migrated into the MDS database.

Section S*.* This component contains the current Section S form as of July 19, 2004 for the States that currently require it. This form should be selected, according to State, and completed by the nursing homes in those States.

SOFTWARE UPDATES

The MDS RAVEN software may be adjusted over time to incorporate changes in system components, such as the CMIs and the RUGs, and to incorporate bug fixes. Adjustments will be posted to the CMS web site (www.cms.hhs.gov/medicaid/mds20) and on the MDS State Systems.

SUBMISSION OF ERROR REPORTS

If an error is encountered, it is recommended that an attempt be made to duplicate the error on another assessment (or employee or resident) prior to reporting the error. This duplication can be helpful in determining whether the error is recurring across assessments (or employees or residents).

Any errors should be reported to the RAVEN Help Desk as soon as possible after discovery. Please submit the following information for each error:

- Name and telephone number of the user;
- Error message (if applicable);
- Screen or title bar of window where the error occurred;
- The sequence of events prior to encountering the error; and
- Hardware configuration (e.g., Pentium-200, 32 megabytes of RAM, etc.).

CONTACT INFORMATION

For questions about this release or further assistance, please call the RAVEN Help Desk at 1-800-339-9313 or send a fax to 1-888-477-7871.

Information about the MDS RAVEN System also can be obtained at http://www.cms.hhs.gov/medicaid/mds20/raven.asp.