The Move to Long-Term Care Facility Assessment

There are several steps involved in moving from MDS 2.0 to the Long-Term Care Facility (LTCF) assessment. Many home processes are impacted and configuration options within PointClickCare need to be considered. This document will help guide your team in those deliberations and decision-making activities.

The first step to prepare for this is completing all the required training. It is vital to your success that these training steps are followed in the order listed below.

Having a thorough understanding of the new assessment including coding definitions, observation periods, outputs of the assessment, and submission requirements will lay the foundation and help your team progress through the material found in this document.

Training

Canadian Institute of Health Information (CIHI) provides access to LTCF coding training for Ontario long-term care homes. If you require assistance to access this training, email CIHI at specializedcare@cihi.ca

After the training for coding is complete, competency testing is required. This is conducted through Relias and can be accessed through the link provided by the Ministry of Long-Term Care. Competency testing is not completed in PointClickCare's SmartZone. If you need help accessing this training, reach out to ResAssess@ontario.ca.

When competency testing is complete, there are three eCourses provided by PointClickCare that should be completed. These are available in SmartZone:

- interRAI LTCF Assessment PCC-CDNSNF-0132
- interRAI LTCF Configuration PCC-CDNSNF-0131
- Migrating from MDS 2.0 to the interRAI LTCF Assessment PCC-CDNCSNF-045

After completing the PointClickCare eCourses, attend a PointClickCare live training session to learn the functionality of the assessment and configuration steps. The checklist and material provided in the sections that follow will guide you through the remaining configuration steps and assist you in discussing options for Point of Care (POC) and Care Plan configuration.

PointClickCare is here to help you through this transition. If you have any questions, please reach out to your Customer Success Manager.

Database Configuration Steps

This table outlines key steps for preparing your database for LTCF.

Item (Clinical Set Up)	Person Responsible	Completed
Assessment Configuration • Change default MDS assessment to InterRAI LTCF > Save Changes		
Facility Submission Parameters • Confirm what populates Case Record Number (no personal information is accepted by CIHI in this number, including resident initials, dates of birth, admission date, Health Card Number, etc.; review CIHI manual and confirm your configuration aligns with requirements) • Confirm correct LTCF Facility Identifier (should remain unchanged from your CIHI facility identifier)		
InterRAI LTCF Configuration • Case Mix Model – change to RUGS III Plus > Save		
LTCF Triggers • Determine which questions will trigger what items in the care plan library • Complete triggering for each type of assessment (First, Routine, Significant Change, etc.)		
POC (see page 2 for additional information) • Determine approach to converting to LTCF tasks • Remove MDS 2.0 POC tasks • Push out LTCF POC tasks to all residents • Consider printing the Task List Report to support personalization of LTCF tasks that are pushed out		

Item (Clinical Set Up)	Person Responsible	Completed
LTCF Scheduler • PointClickCare will run the MDS 2.0 schedule conversion on go live date • Please confirm schedules have been converted		
Security Permission (Admin Set Up) • Confirm who has security permission for submissions (the security permission required to submit LTCF assessment is the MDS2.0 Batch submission role, although batch submissions are not performed with LTCF assessments) • Review roles to confirm correct submission access		
Other Items		
Print MDS 2.0 Schedule prior to go-live date • This will help validate all schedules convert correctly		

POC Conversion for LTCF

Each organization must carefully consider how they will approach and complete the work required in POC to support documentation for the completion of LTCF.

The following sections list some key things to consider when designing your approach.

Which Library?

The standard MDS 2.0 ADL tasks cannot be edited or re-used to convert them to an LTCF task. PointClickCare provides a new task library and continues to support organizational specific customizations related to prompts and follow-up questions. Here are some thoughts to consider when deciding on your approach and deployment of LTCF tasks:

- Will you use the observation tasks for the entire care period, or will you condense the tasks outside of the observation period?
- Will you use two task libraries, or will you create the LTCF tasks in your home library?

A word about the LTCF POC Task Library:

- New tasks cannot be added
- If you have tasks linked to care planning, you can add the corresponding Focus statement to the task at the task library level

- The task description is not editable at the library level, it can be edited at the resident level
- The instructions can be added at the library level and updated to reflect resident specific care wishes
- Once set up, Kardex Categories can be added at the library level
- Positions can be updated to reflect the names of positions based on your organization's staff position picklist
- You can check off Auto Create Task for tasks that you want generated on a resident's admission, if that follows your organization's workflow
- You can view the follow-up questions assigned; you cannot remove the system follow-up questions however, you can add organization specific follow-up questions
- You can edit and change the Simplified (POC) Frequency
- In a multi-facility organization, you can assign the task library to homes based on when they are going live

Approach to Deployment?

Once you have decided on your approach to the LTCF tasks, consider how to deploy the tasks.

- Will you convert your whole home at once, or will you convert residents as they approach their LTCF First Assessment? Remember the lookback period is 3 days for most data elements in LTCF.
  - o If you have a lot of personalization and customizations, it may be considerable work to update all the information at one time. Consider printing the Task List Report for easy reference when adding personalization to the resident specific LTCF tasks
  - o Think about the impact on front line care staff; asking staff to document using MDS2.0 definitions in MDS 2.0 tasks and LTC definitions in LTCF tasks may lead to confusion and data accuracy issues.
  - o Consider the timing and sequence of when to push out LTCF tasks, when to remove MDS2.0 tasks while allowing sufficient time for customizations.
  - o Prepare your staff for the possibility of overlapping tasks for a period, and the expected actions they will need to take with respect to which tasks to response to.

Pushing out the LTCF Tasks

Pushing out or assigning the new LTCF tasks will follow the same process of assigning a new task in POC. Remember there are SmartZone courses on how to do this, should you need a refresher. Before the tasks can be assigned, you will need to complete the task configuration in the LTCF Task Library or complete the creation of your own tasks if you have opted not to use the PointClickCare created library.

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In the PointClickCare POC Task library you will need to add the following:

- Kardex category if you use the Kardex

- Assigned position(s)

- Check auto-create, if desired

- Add any additional organization specific follow up questions to tasks from your Follow Up Question library

- Confirm the schedule in the Simplified POC frequency area

Once these have been updated, you should, at the facility level, see the 'assign' link to the left of the task. Clicking this link will push out and assign the task to all residents.

Reminder – if you are unfamiliar with pushing out a task to all residents, there are SmartZone courses available for support.

Other Dependencies

Depending on the level of task integration within your database other actions may be required.

- Assessments

o If you have tasks embedded in your user defined assessments, you will need to update those assessments with the new LTCF tasks and remove the MDS 2.0 tasks

- Care Plan Library

o Review your care plan library. If you have MDS 2.0 tasks linked to different focus statements in your care plan library these tasks will need to be updated by removing the MDS2.0 tasks and adding in the LTCF tasks to the appropriate focus areas in your Care Plan library

Reminder: If you have tasks embedded in your user defined assessments from your Care Plan library, you need to update the Care Plan library first, then version and update your user-defined assessments.

Prepare and Communicate with Your Staff

Training for the new LTCF definitions for the documentation required in Point of Care is critical; staff will need time to understand some key differences between MDS 2.0 and LTCF responses. For example:

- Difference between extensive assist and maximal assist

- Dressing upper body vs dressing lower body

- Transfers are limited to transferring on and off the toilet

Communication of the approach for POC task deployment and the documentation expectations of staff will support a smooth transition.

Support and Resources

Support material is available in the following:

- PointClickCare Help Files
- SmartZone Courses
- Instructor Led Training
- Pulse
- Customer Success Manager