



**Care Plan & MDS Coordinator
Orientation Check List**

Employee Name: _____

A. General Orientation was completed on: _____

B. General Orientation for Nursing Services completed on: _____

C. Job Specific Orientation below.

| Criteria | Information Source | Employee Signature | Instructor Signature | Date Completed |
|---|---|---------------------------|-----------------------------|-----------------------|
| 1. Review of Nursing Services Policy Manual | DON/SDC Manual | | | |
| 2. Review of 3.0 MDS Manual | DON/SDC cms.gov | | | |
| 3. MDS Assessment Schedule: <ul style="list-style-type: none"> • AHT MDS Command Center • PPS Admission • PPS 5 Day • PPS Change in Condition • PPS Discharge • OBRA Admission • OBRA Quarterly • OBRA Annual • OBRA Change in Condition • OBRA Discharge • ARD Observation Period • MDS Section Assignments • Closing MDS • Submitting MDS | MDS Coordinator/DON/Nurse Quality Advisor 3.0 MDS Manual | | | |

| Criteria | Information Source | Employee Signature | Instructor Signature | Date Completed |
|--|--|---------------------------|-----------------------------|-----------------------|
| 4. PPS Billing: <ul style="list-style-type: none"> • How MDS Affects Payment • ICD-10 Coding • Tracking Skilled Days • MCR Meetings • Triple Check | DON/Nurse Quality Advisor/Business Office/Therapy Team Leader | | | |
| 5. Documentation: <ul style="list-style-type: none"> • Documentation to Support MDS Coding • Time Frames for Documentation | MDS Coordinator/DON/Nurse Quality Advisor | | | |
| 6. Admission/Quarterly/As Needed Assessments for MDS: <ul style="list-style-type: none"> • Fall Assessment • Safety Assessment • Elopement Assessment • Hydration Assessment • Psychoactive Quarterly Review • Antipsychotic Medication Quarterly Evaluation with AIMS • Smoking Assessment | MDS Coordinator/DON/ Nurse Quality Advisor Nursing Policy and Procedure Manual | | | |
| 7. CAAs <ul style="list-style-type: none"> • Time line for CAAs • Care Planning based on CAAs | MDS Coordinator/ Nurse Quality Advisor | | | |
| 8. Care Plans <ul style="list-style-type: none"> • Accessing AHT for Care Plans | MDS Coordinator/DON/ Nurse Quality Advisor | | | |

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|---|--|---------------------------|-----------------------------|-----------------------|
| <ul style="list-style-type: none"> • Time Frames for Care Plans • Initiating and Implementing Care Plans as Needed • Updating/Reviewing Care Plans Quarterly/Annually • Communicate Changes in Care Plans with Staff • ADL Care Plans Match ADLs • Monthly Care Plan Audits • Care Plan Meetings | | | | |
| 9. Care Watch: <ul style="list-style-type: none"> • Inputting Information • Verifying Alerts • Generating Reports | MDS Coordinator/Nurse Quality Advisor | | | |
| 10. Resident Census and Condition (672) and Resident Matrix (802) <ul style="list-style-type: none"> • Updating Reports • Accurate Reports • Matching Reports | MDS Coordinator/ Nurse Quality Advisor | | | |
| 11. MDS Certification: <ul style="list-style-type: none"> • Qualifications | Nurse Quality Advisor | | | |
| 12. Quality Measures: <ul style="list-style-type: none"> • Long term QMs • Short term QMs • QMs and 5 Star Report | Nurse Quality Advisor/DON | | | |

| Criteria | Information Source | Employee Signature | Instructor Signature | Date Completed |
|---|---|--------------------|----------------------|----------------|
| 13. QA/QAPI Process <ul style="list-style-type: none"> • Reports for QA • TQI Report • PIP Process | QA Coordinator/Director of Quality Assurance QA Policy and Procedure Manual | | | |
| 14. Review of State and Federal Regulations Related to MDS Assessments and Care Plans | Director of Quality Assurance | | | |
| 15. Survey Process: <ul style="list-style-type: none"> • Survey Assignments • Survey Reports • Survey Readiness Binder | Administrator/DON | | | |
| 16. Manager of the Day Duties | Administrator | | | |
| 17. Review Job Description and Sign | DON/SDC | | | |

D. Nursing Skills Check Completed on: _____

(Attach skills check to this orientation)