## Policy

Licensed Practical Nurses (LPN) MDS nurses function under the direction of a Registered Nurse (RN) to collect clinical information necessary to remain in compliance with Long-Term Care Facility Resident Assessment Instrument (RAI) User’s Manual (current version) as the policy and procedure for completing the Minimum Data Set/CAA/Care Plans.

## Purpose

# To conduct and assist in coordinating the development and completion of the resident assessment under the direction of the RN and in accordance with the federal and state requirements. The LPN collects the data needed, but does not do a resident assessment or assess the data collected. The Registered Nurse MDS directs the MDS completion process.

# **Procedure**

The LPN MDS Nurse under the direction of the RN may:

* Assist with establishing ARD (assessment reference date) for OBRA, PPS and other required assessment by third party billing.
* Assist with ensuring that all members of the IDT (Intradisciplinary Team) are aware of MDS ARD and aware of the importance of completeness and accuracy.
* Completes the MDS, reentry, and discharge tracking data in to the computer.
* Completes accurate coding of the MDS with information obtained via medical record review as well as observation and interview with facility staff, resident and family members.
* Complete MDS sections, using the above data collected, including, but not limited to resident/family interviews, record review, staff interview and encode the MDS into the computer and sign off in section Z0400. Complete CATS/CAA and sign off in section V.
* Work with Interdisciplinary Care Plan Team in developing a resident care plan for each resident, based on the data collected.
* Establishes the assessment reference date (ARD) for all MDS for OBRA and other required assessments
* Review and revises the resident care plan ongoing and on as needed basis
* Ensure that admission, quarterly and annual resident assessments and care plan reviews are made on a timely basis
* Ensure that a complete resident assessment is conducted within fourteen days of a significant change in the resident’s condition
* Ensure MDS assessments are transmitted timely to the appropriate agencies Complete the computer data entry and electronic submission process for MDS transmission