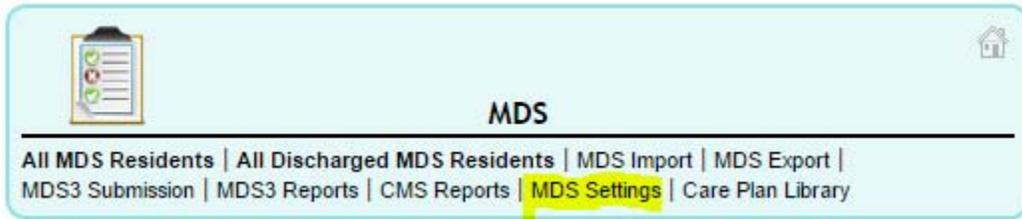


## MDS Due

### Setup:

From the HQ Home page, access the “MDS Settings” form, located under the MDS module...



Scroll to the bottom of this form, to the blue section header that reads “MDS Due Settings”. There are four color fields (ARD Days Color, Grace Days Color, Optimized Day Color, and LOA Days Color), two gray color fields (ARD Days Gray and Grace Days Gray). The system default is shown in the screen-shot below. If you would like different colors, then you can [Google](#) “HTML Color Picker” to lookup different colors. You should also select the number of Drop Off Days, this is how long the Due Assessment will show on the report before it falls off.

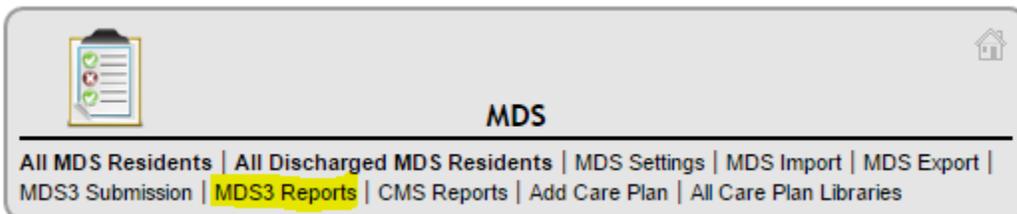
**MDS DUE SETTINGS**

ARD Days Color	#3159AD	
Grace Days Color	#E76118	
Optimized Day Color	#8C0839	
LOA Days Color	#5A285A	
ARD Days Gray	#CCCCCC ▼	
Grace Days Gray	#BBBBBB ▼	
Past Due Drop Off Days	15	
Discharge Drop Off Days	15	
Admission Drop Off Days	15	

**\* Required**

### Use:

From the HQ Home page, you will see “MDS3 Reports”, located under the MDS module



From the “MDS Reports”, you should see “MDS Due” listed, select this option, and the report should pull up.

First, you need to enter a start date, this date MUST be today or later. You cannot pull the report for past dates. If you do not wish to use colors, then you can select the Grayscale” checkbox. Once you have a start date, you can select the “Update” button.

Start:  

Grayscale:

Last Update: 05/02/2016 3:44:48PM (0.58 sec ago)

From the example I have been using, I see that my next due OBRA assessment is due on May 15, 2016.

OBRA ASSESSMENTS DUE (05/02/2016 - 06/01/2016)																					
				May																	
Name	Admit	Last ARD	Due Assess	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Test, MDS	08/05/2015	02/03/2016	Quarterly																		

The report bases the next PPS/OBRA due date off of the previous ACCEPTED PPS/OBRA assessment. If you have an assessment that you believe should be showing on the report, and it isn't, please email our client care department.