

QIS Resource Manual Overview

Tab 1: QIS Surveyor Training Manual

- Details the procedures of the QIS process.

Tab 2: QIS DCT Software User Manual

- Organizes instructions by screen rather than by step-by-step as in the QIS Checklist.
- Includes screen shots of the computer steps.
- Includes QIS DCT Troubleshooting Guide.

Tab 3: Offsite Preparation

- *CMS-20044 Offsite Preparation* worksheet, which can also be completed electronically.
- *QIS Checklist*, which outlines the survey tasks and provides instructions for completing all computer activities.
 - Used by all surveyors throughout the survey.
 - Team coordinator completes primary laptop instructions.
 - Survey team members complete secondary laptop instructions.
- *QIS Post-Survey Revisits Interim Procedures*, which outlines interim procedure for QIS revisit tasks and provides instructions for completing all computer activities.
- *QIS Electronic Documentation*, which describes use of electronic documents and provides recommendations on file-naming protocol.

Tab 4: Entrance Conference Forms

- *CMS-20045 Entrance Conference Worksheet (Facility Copy)*.
- *CMS-20046 Entrance Conference Worksheet (QIS Team Copy)*.

Tab 5: Stage I Review Forms

- *CMS-807 Surveyor Notes Worksheet*.
- Examples of Stage I worksheets. (Stage I reviews are completed only in the QIS DCT.)
- *Cognitive Performance Scale Calculator* to manually calculate CPS score if a resident's cognitive status is questionable.

Tab 6/7: Facility-Level Task Forms

- All facility level worksheets (Mandatory in Tab 6; Triggered in Tab 7), which are also available electronically.

Tab 8: Quality of Care Indicators, Mapping to F tags

- *Index of Quality of Care Indicators and Facility-level Tasks by Care Area* provides detailed information about QCIs including definitions, numerators, denominators, and thresholds.
- Mapping documents explain mapping of Care Areas to F tags and visa versa, and relationships between QCIs and Care Areas.

Tab 9: Stage II Review Forms

- All Critical Element Pathways, and *Unnecessary Drug Review*, which are also available electronically.
- *Stage II Care Area Investigation Key* (color-coded key indicates which tool to use for each regulatory area).

Tab 10: Data Sharing and Storage

- *Sharing Tablet PCs in QIS*. Provides instructions on sharing a tablet PC for a QIS.
- *Using Flash Drives to Store QIS Data* describes use of a flash drive to store QIS DCT data and how to create folders to store QIS data.
- *Printer Tips* provides troubleshooting tips for the printers used in QIS.