

MDS Tip Sheets: ASSESSMENT REFERENCE DATE (ARD)

How to determine the ARD

The Assessment Reference Date (ARD) is calculated based on the date a resident is admitted to the facility. The ARD marks the end of a 7 day period during which a resident is observed and assessed.

Example: Resident with an admission date of Feb 5th

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 ADMIT Date	6	7
8	9	10	11	12 ARD Date	13	14
15	16	17	18	19 Last day to sign-off the MDS	20	21
22	23	24	25	26	27	28

Using the example above the resident is admitted to the facility on February 5th. The next 7 days (Feb 6 thru 12) is the observation period. Day 8 (Feb 12) is the ARD. Over the next 7 days (Feb 13 thru 19) the assessment findings are input into the MDS computer system. The entry of information must be complete and the assessment electronically signed by Day 14 (Feb 19).

Note: To ensure the MDS assessment is not considered 'late' and for the system to correctly schedule the next assessment in 90 days time, it is important that the sign-off date be entered when completing the assessment. Section R, Question 2B is where the sign-off date is to be entered.

2. SIGNATURES OF THOSE COMPLETING THE ASSESSMENT

a. Signature of Assessment Coordinator: Doe, Jane

b. Date Assessment Coordinator signed as complete: Sign-off Date

Other Signatures	Title	Assessor ID	Sections	Date

This tip sheet provides information about the Resident Assessment Instrument (RAI) Minimum Data Set (MDS) 2.0, Care Planning, and the WRHA computer system in use by Winnipeg's Long Term Care (LTC) facilities.

What to do if the ARD is missed

If the ARD was missed (eg, Resident hospitalized, staff unable to complete, etc) The proper corrective action depends on whether anyone had started entering the MDS assessment into the system.

If the MDS was started and is incomplete, staff need to first 'suspend' the current open assessment.

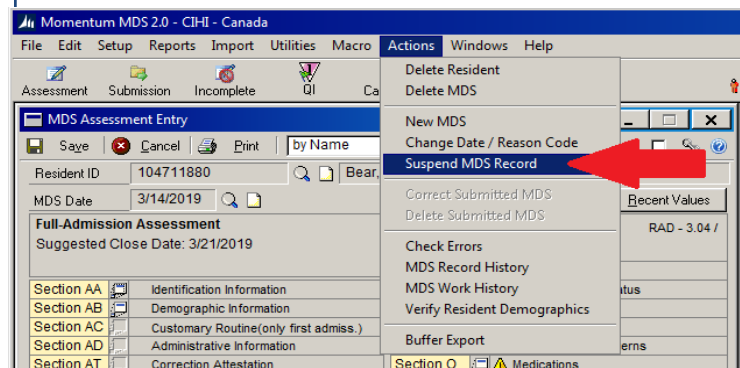
With no active assessment associated with the resident staff can initiate a new 7 day observation period and begin the process of entering a new MDS assessment in the system.

How to Suspend an Assessment

MDS assessments should be 'suspended' anytime they are entered in error (eg. wrong resident), or if the assessment was started and not completed by the ARD.

Suspending the assessment causes the MDS computer system to recognize the assessment will never be completed and allows for a new assessment to be entered.

Within most facilities only certain staff (eg, Resident Manager, MDS Coordinator, etc) have the ability to suspend an assessment. Staff without this ability will need to identify the person at their facility who can and request the assessment be suspended.



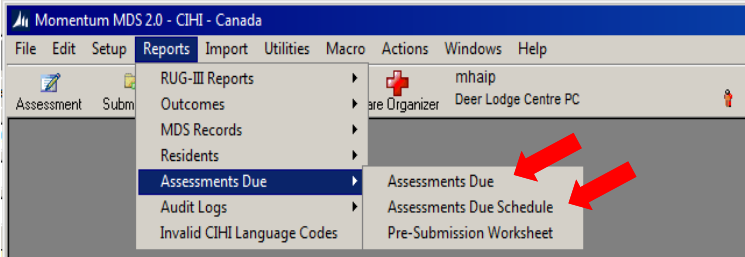
Questions, Comments, Topic ideas?

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How do I know when a MDS assessment is due?

Upon completion of the 'Full Admission' assessment, the system will automatically calculate and define the ARD for the next 'quarterly' assessment due in 90 days. Some facilities have chosen not to use the 'quarterly' assessment in the system and instead complete a 'full' assessment every 90 days.

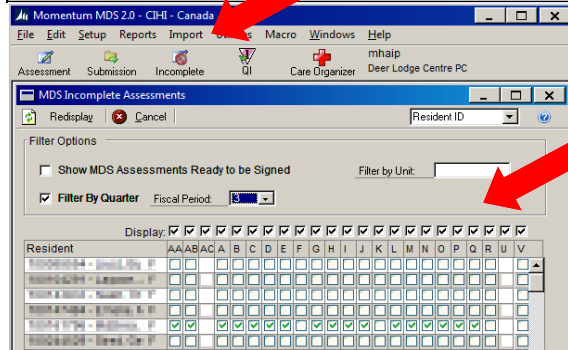
There are two different reports available in the system to list assessments that are due or overdue. Both reports can be found by logging into the MDS system and looking in the 'Reports' menu item:



The two reports are the 'Assessment Due' report and the 'Assessment Due Schedule' report. Both reports can be helpful in determining when a resident is due to be assessed, however the 'Assessment Due' report tends to be the most popular with PCH and LTC facilities.

MDS System Reports: Incomplete Assessments

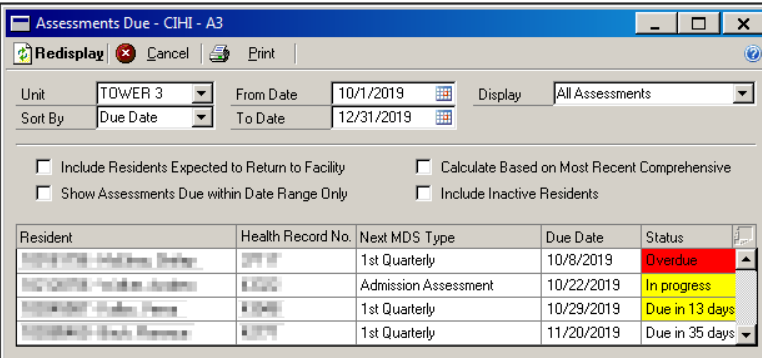
Once an assessment has been started the assessment is considered 'incomplete' until all sections and assessment have been electronically signed. It is good practice to periodically check to ensure there are no incomplete assessments outstanding from past fiscal quarters. Incomplete assessments from past quarters will adversely affect the residents listed on the 'Assessments Due' and 'Assessment Due Schedule' report. Incomplete assessments associated with prior quarters should be suspended.



Provides a list of residents with incomplete assessments and the sections not electronically signed

MDS System Reports: Assessments Due

This report shows when all assessments are due, whether they have been started or not. If an assessment has been started it will show as 'in progress'. If not started it will show the due (ARD) date. *Note: The report will not list residents if an incomplete assessment from a previous quarter remains outstanding.*



MDS Reports: Assessments Due Schedule

Name	Room	HSN	Assmnt Reference Date	Start 7 Day Assmnt Period	Data Entry Complete Date	Care Plan Complete Date	Full or Quart	Assessor Name
John Doe	101	101010101	11/4/2019	10/28/2019			Q	
Jane Smith	102	101010102	11/10/2019	11/3/2019			Q	
Bob Johnson	103	101010103	11/20/2019	11/13/2019			Q	
Alice Brown	104	101010104	11/21/2019	11/14/2019			Q	
Charlie White	105	101010105	12/5/2019	11/28/2019			Q	
Diana Green	106	101010106	12/8/2019	12/1/2019			Q	
Eve Black	107	101010107	12/8/2019	12/1/2019			Q	
Frank Grey	108	101010108	12/9/2019	12/2/2019			Q	

This report is best run at the start of each quarter and every month in between. The report lists all residents where an assessment has not yet been started.

The report may indicate a 'Q- Quarterly' assessment is due. Some facilities only complete 'Full' assessments. In such instances ignore the 'Q' and complete a 'F-Full' MDS Assessment.

Note: The ARD date on the report associated with a Full assessment is calculated 365 days from the last completed 'Full' or 'Full Admission' assessment (ie, not the last completed 'Quarterly' assessment).

RAI MDS and the Assessment Reference Date

The Assessment Reference Date (ARD) is defined as the specific end point of a look-back period in the MDS assessment process. The ARD is calculated based on when the resident is admitted to the facility and serves to determine the recurring 90 day MDS assessment cycle.

Once established the ARD should only be changed if a member of the interdisciplinary team identifies that a significant change in resident status.