



**Minimum Data Set (MDS) 3.0
Instructor Guide**

Section X Correction Request

Objectives

- State the intent of Section X Correction Request.
- List three tasks initiated by completing Section X.
- Describe four reasons for modifying a record.
- Code Section X correctly and accurately.

Methodology

This lesson uses lecture.

Training Resources

- Instructor Guide
- Slides 1 to 42

Instructor Preparation

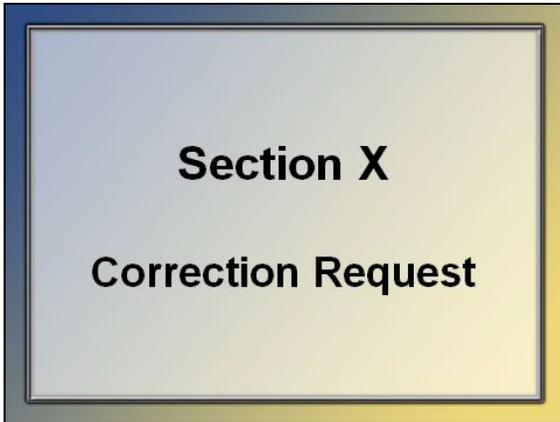
- Review the Instructor Guide.
- Review learning objectives for the lesson.
- Rehearse with slide presentation.

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Notes

Notes

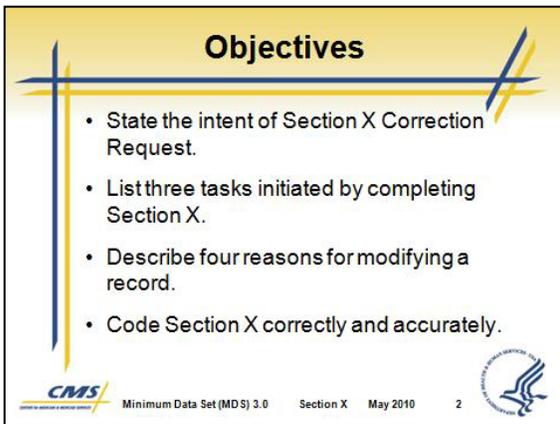
Direct participants to turn to Section X in the MDS 3.0 instrument.



Slide 1

I. Introduction/ Objectives

- A. Section X initiates a task to be completed within the QIES Assessment Submission and Processing (ASAP) system.
- B. Section X identifies the MDS assessment as a new record or modification of an existing record or requests that a record previously submitted and accepted into the QIES ASAP system be inactivated.



Slide 2

- C. Objectives
 - State the intent of Section X Correction Request.
 - List three tasks initiated by completing Section X.
 - Describe four reasons for modifying a record.
 - Code Section X correctly and accurately.

SLIDES

INSTRUCTIONAL GUIDANCE

Intent of Section X

- Indicate type of action being requested:
 - **Add a new record** that has not been previously submitted and accepted into ASAP.
 - **Modify an existing record** that has already been submitted and accepted into ASAP.
 - **Request the inactivation** of a record that has already been submitted and accepted into ASAP.

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Slide 3

II. Intent of Section X

- A. Section X indicates the type of record request being submitted.
- B. Section X allows three types of actions to be initiated:
 1. **Add a new record** that has not been previously submitted and accepted into the QIES ASAP system.
 2. **Modify an existing record** that has already been submitted and accepted into the QIES ASAP system.

An existing record would be modified because errors in the information or coding have been identified.
 3. **Request the inactivation** of a record that has already been submitted and accepted into the QIES ASAP system.

Definition of Record

- The coded MDS 3.0 instrument documents the completed assessment or tracking form for a resident.
- This document is submitted to the ASAP system as the record of the assessment or tracking form.
- If an error is identified after submission, the record must be corrected.
- Section X provides documentation of the purpose of this record and the type of update to the ASAP database.

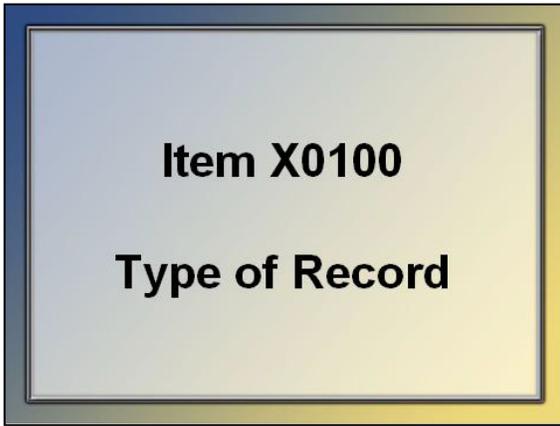
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- C. Definition of a Record
 1. The coded MDS 3.0 instrument documents the completed assessment or tracking form for a resident.
 2. This document is submitted to the QIES ASAP system as the record of the assessment or tracking form.
 3. If an error is identified in the record after it has been submitted to and accepted by the QIES ASAP system, the record must be corrected.

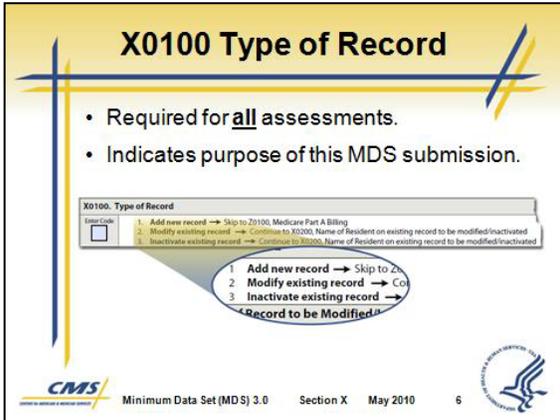
SLIDES	INSTRUCTIONAL GUIDANCE
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4. Section X provides documentation of the purpose of this record and the type of change to the database (submission of a new record, modification of a prior record with error(s), or inactivation of a prior record).



Slide 5

III. Item X0100 Type of Record



Slide 6

- A. X0100 Type of Record
 1. Item X0100 is required for **all** assessments.
 2. Item X0100 indicates the purpose of this MDS submission to the QIES ASAP system.

SLIDES

Request to Add a New Record

- Request to add a recently completed MDS assessment to the ASAP system.
- Items in all sections of the record will be edited.
 - Record will be rejected if fatal errors exist.
- Record will be rejected as a duplicate and report a fatal error if a record already exists with the same:
 - Resident
 - Facility
 - Reason for assessment/tracking
 - Date

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INSTRUCTIONAL GUIDANCE

B. Request to Add a New Record

1. X0100 option 1 is a request to add a recently completed MDS assessment to the QIES ASAP system.
 - a. This is a new record that has not been previously submitted and accepted in the QIES ASAP system.
2. This will be the task you request the majority of the time.
3. When the record is submitted, items in all sections of the record will be edited.
 - a. The record will be rejected if fatal errors exist.
4. The record will be rejected as a duplicate (not a new record) and report a fatal error if a record already exists in the QIES ASAP database with the same information:
 - a. Resident
 - b. Facility
 - c. Reason for assessment/tracking
 - d. Date

Emphasize that this has to be a new record for the QIES ASAP system to accept it as a new record.

SLIDES

Request to Modify Existing Record

- Request to modify an existing record if the prior record contains incorrect MDS item values for the following reason(s):
 - Transcription errors
 - Data entry errors
 - Software product errors
 - Item coding errors
 - Other error requiring modification

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INSTRUCTIONAL GUIDANCE

- C. Request to Modify an Existing Record
1. The next option is a request to modify an existing record that has already been submitted to and accepted by the QIES ASAP system.
 2. A request to modify an existing record is used if the prior record contains incorrect MDS item values.
 3. The record may contain incorrect values for the following reason(s):
 - Transcription errors
 - Data entry errors
 - Software product errors
 - Item coding errors
 - Other error requiring modification

This is not an all inclusive list of possible reasons for errors on an MDS, but these are the most common reasons for errors.

Reasons for Modification₁

- Transcription Error
 - Includes any error made recording MDS assessment or tracking form information from other sources.
 - For example, transposing the digits for the resident's weight (e.g., recording "191" rather than the correct weight of "119" that appears in the medical record).
- Data Entry Error
 - Includes any error made while encoding MDS assessment or tracking form information into the facility's computer system.
 - For example: Enter the wrong Social Security Number for a resident.

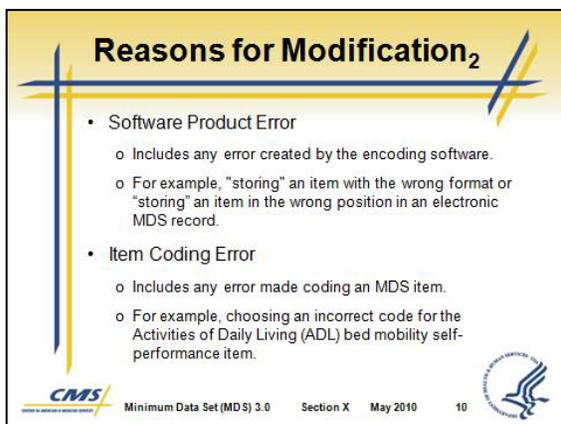
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- D. Reasons for Modification
1. Transcription Error
 - a. Includes any error made recording MDS assessment or tracking form information from other sources.
 - b. For example, transposing the digits for the resident's weight (e.g., recording "191" rather than the correct weight of "119" that appears in the medical record).

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2. Data Entry Error
 - a. Includes any error made while encoding MDS assessment or tracking form information into the facility's computer system.
 - b. For example: Enter the wrong Social Security Number for a resident.
 - c. For example: Inaccurately document the number of minutes of therapy a resident received in item O0400 (indicating 30 minutes of therapy instead of 300).

3. Software Product Error
 - a. Includes any error created by the encoding software.
 - b. For example, "storing" an item with the wrong format or "storing" an item in the wrong position in an electronic MDS record.

4. Item Coding Error
 - a. Includes any error made coding an MDS item.
 - b. For example: Choosing an incorrect code for the Activities of Daily Living (ADL) bed mobility self-performance item G0110A1 (e.g., choosing a code of "4" for a resident who requires limited assistance and should be coded as "2").
 - c. Item coding errors may result when an assessor makes an incorrect judgment or misunderstands the RAI coding instructions.

SLIDES

Requirements to Modify a Record

- Submit a complete, correct version of the prior, erroneous record.
- The modified MDS record **must** contain correct values for **all** MDS items.
 - Do not include just item(s) to be corrected.
- Complete Section X with locator information for the prior record.

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INSTRUCTIONAL GUIDANCE

- E. Requirements to Modify a Record
1. In order to modify an erroneous record already submitted and accepted into the QIES ASAP system, a complete, correct version of the prior, erroneous record must be submitted to replace the incorrect record.
 2. The modified MDS record **must** contain correct values for **all** MDS items.
 - a. Do not include just item(s) to be corrected when submitting a replacement record.
 - b. The entire record must be resubmitted with corrections made to the incorrect item(s).
 3. Complete Section X with locator information for the prior, erroneous record.
 - a. This allows the QIES ASAP system to find the incorrect record.
- F. Inactivation Request
1. An inactivation request moves a record to a history file in the QIES ASAP database.
 2. An inactivation request requires completion of Section X only.
 - a. All other sections are skipped.
 3. All items in Section X will be edited.
 - a. The request will be rejected if fatal errors exist.

Inactivation Request

- An inactivation request moves a record to a history file.
- An inactivation request requires completion of Section X only.
 - All other sections are skipped.
- All items in Section X will be edited.
 - Request will be rejected if fatal errors exist.

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Documenting Change Request

- Correction request should be completed and signed within 14 days of detecting an error.
- Any change request must be kept with the modified or inactivated MDS record.
- The change request can be retained in either the medical record or an electronic medical record.
- The request must include the signature or electronic signature of the attesting facility staff.

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INSTRUCTIONAL GUIDANCE

G. Documenting a Change Request

1. The entire correction request should be completed and signed within 14 days of detecting an error in a QIES ASAP record.
2. Any change request must be kept with the modified or inactivated MDS record.
3. The change request can be retained in either the resident’s medical record or electronic medical record.
4. The request must include the signature or electronic signature of the attesting facility staff.

Instructor Notes

Notes

The rest of the lesson addresses how to complete Section X for each task initiated: Add a New Record, Modify a Record, and Inactivate a Record.

Notes

Instructor Notes

**Add a New Record
Coding Instructions**

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IV. Add a New Record Coding Instructions

- A. Now let’s review the items and coding required to add a record of the current assessment to the QIES ASAP system.

SLIDES

X0100 Coding Instructions

- Code 1. Add new record.
- Do not complete the rest of Section X.
- Skip to Z0100 Medicare Part A Billing.

Slide 15

**Modify a Record
Coding Instructions**

Slide 16

Section X Items to be Completed

- Complete the following items:
 - X0100 Type of Record
 - X0150 - X0700 Locator information for the prior, erroneous assessment
 - X0800 Correction Number
 - X0900 Reason for Modification
 - X1100 RN Assessment Coordinator Attestation of Completion

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INSTRUCTIONAL GUIDANCE

- B. X0100 Coding Instructions
1. Code item X0100 as **1**. Add new record.
 2. This is the only item in Section X that needs to be completed to add a new record is X0100.
 3. Do not complete the rest of Section X.
 4. Skip to Z0100 Medicare Part A Billing.

V. Modify a Record Coding Instructions

- A. Now let's review the items and coding required to modify a record already accepted to the QIES ASAP system.
- B. The coding for a request to modify a record includes providing the information needed to locate the record to be modified in the QIES ASAP database.

C. Section X Items to be Completed

1. Complete the following items in Section X:
 - a. X0100 Type of Record
 - b. X0150 - X0700 Locator information from the prior, erroneous assessment
 - c. X0800 Correction Number
 - d. X0900 Reason for Modification
 - e. X1100 RN Assessment Coordinator Attestation of Completion

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D. X0100 Coding Instructions

1. Code **2**. Modify an existing record.
2. Continue to items X0150 through X0700.
3. Items X0150 through X0700 provide the information necessary to locate the erroneous record in the QIES ASAP database.

Instructor Notes

Notes

The next several slides address items X0150 through X0700.

The slides follow a similar pattern so do not necessarily need to cover each item in detail after the first slide or two.

Focus on the data to be recorded from the prior assessment.

Notes

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E. X0150 Type of Provider Coding Instructions

1. Enter the type of provider exactly as coded in A0200 of the prior, erroneous record.

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X0200 Name of Resident Coding Instructions

- Enter the resident's name exactly as it appears in A0500 of the prior, erroneous record.
- Do not correct any errors to the resident's name in X0200.

X0200. Name of Resident on existing record to be modified/inactivated

X0200. Name of Resident on existing record to be modified/inactivated

A. First name:

C. Last name:

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- F. X0200 Name of Resident Coding Instructions
1. Enter the resident's name exactly as it appears in item A0500 of the prior, erroneous record.
 - a. Start with the leftmost box.
 - b. If the first or last name was left blank on the prior record, leave X0200A blank.
 - c. Enter the resident's name exactly as it appears in the prior record.
 2. Do not correct any errors to the resident's name in X0200.
 3. Remember that this information is used to locate the prior record in the database.
 4. Therefore, submit corrections to the resident name in A0500 of the modified record.

X0300 Gender Coding Instructions

- Enter the gender code exactly as it appears in A0800 on the prior, erroneous record.
- Do not correct any errors to the resident's gender in X0300.

X0300. Gender on existing record to be modified/inactivated

X0300. Gender on existing record to be modified/inactivated

Enter Code

1. Male

2. Female

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- G. X0300 Gender Coding Instructions
1. Enter the gender code exactly as it appears in A0800 on the prior, erroneous record.
 2. Do not correct any errors to the resident's gender coding in X0300.
 3. Remember that this information is used to locate the prior record in the database.
 4. Therefore, submit corrections to the resident gender in A0800 of the modified record.

SLIDES

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X0400 Birth Date Coding Instructions

- Enter resident birth date exactly as submitted for A0900 on the prior, erroneous record.
- Do not correct any errors to the resident's birth date in X0400.

X0400. Birth Date on existing record to be modified/inactivated

01	02	19	18
Month	Day	Year	

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- H. X0400 Birth Date Coding Instructions
1. Enter the resident birth date exactly as submitted for A0900 on the prior, erroneous record.
 2. Do not correct any errors to the resident's birth date in X0400.
 3. Remember that this information is used to locate the prior record in the database.
 4. Therefore, submit corrections to the resident birth date in A0900 of the modified record.

X0500 Social Security Number Coding Instructions

- Enter the resident SSN exactly as submitted for A0600 on the prior, erroneous record.
- Do not correct any errors to the resident's SSN in X0500.

X0500. Social Security Number on existing record to be modified/inactivated

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- I. X0500 Social Security Number Coding Instructions
1. Enter the resident SSN exactly as submitted for A0600 on the prior, erroneous record.
 2. Do not correct any errors to the resident's SSN in X0500.
 3. Remember that this information is used to locate the prior record in the database.
 4. Therefore, submit corrections to the resident SSN in A0600 of the modified record.

X0600 Type of Assessment/ Tracking Coding Instructions

- Enter the reasons for assessment/tracking as submitted for A0310 on the prior, erroneous record.
- Do not correct any errors to the reasons for assessment/tracking in X0600.

X0600. Type of Assessment on existing record to be modified/inactivated

Enter Code	<p>A. Federal OBRA Reason for Assessment</p> <p>01. Admission assessment (required by day 14)</p> <p>02. Quarterly review assessment</p> <p>03. Annual assessment</p>
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- J. X0600 Type of Assessment/ Tracking Coding Instructions
1. Enter the reasons for assessment/tracking as submitted for A0310 on the prior erroneous record.
 2. Do not correct any errors to the reasons for assessment/ tracking in X0600.
 3. Remember that this information is used to locate the prior record in the database.
 4. Therefore, submit corrections to the type of assessment in A0310 of the modified record.

SLIDES

INSTRUCTIONAL GUIDANCE

X0700 Date on Existing Record Coding Instructions

- Enter the event date (target date) for the prior, erroneous record.
- Complete one item only.
- Leave the other two items blank.

X0700. Date on existing record to be modified/inactivated - Complete one only

X0700. Date on existing record to be modified/inactivated - Complete one only

A. Assessment Reference Date - Complete only if X0600F = 99

Month Day Year

B. Discharge Date - Complete only if X0600F = 10, 11, or 12

Month Day Year

C. Entry Date - Complete only if X0600F = 01

Month Day Year

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- K. X0700 Date on Existing Record Coding Instructions
- Enter the event date for the prior, erroneous record.
 - The event date for the prior erroneous record is the date to be modified/ inactivated.
 - Assessment reference date for an assessment record
 - Discharge date for a discharge record
 - Entry date for an entry record
 - This date is often referred to as the “target date” in the QIES ASAP system.
 - Complete one item only in X0700.
 - Leave the other items blank.

Instructor Notes

Notes

The next three slides cover the three coding options for item X0700.

Notes

Instructor Notes

X0700A Assessment Reference Date Coding Instructions

- Code X0700A if the prior, erroneous assessment was an OBRA and/or PPS assessment.
 - Indicated by X0600F coded as 99.
- Prior OBRA or PPS assessment cannot be combined with a discharge assessment.
- Enter the ARD as submitted in A2300 on the prior record.
- Do not change or correct the ARD in X0700A.

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- L. X0700A Assessment Reference Date Coding Instructions
- Code X0700A if the prior, erroneous assessment was an OBRA and/ or PPS assessment.
 - Indicated by X0600F coded as **99**.
 - The prior OBRA or PPS assessment cannot be combined with a discharge assessment.
 - Enter the ARD as submitted in A2300 on the prior, record.
 - Do not change or correct the ARD in X0700A.

SLIDES

INSTRUCTIONAL GUIDANCE

X0700A Example₁

- The incorrect repository record indicates an admission assessment, but the record should have been an entry.
- Enter the assessment reference date for the prior record in item X0700A.

X0700. Date on existing record to be modified/inactivated - Complete one only

A. Assessment Reference Date - Complete only if X0600F = 99

Month Day Year

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X0700A Example₂

- Leave the new ARD in A2300 blank.
- Code the entry date in item A1600 instead.

A2300. Assessment Reference Date

Observation end date:

Month Day Year

A1600. Entry Date (date of this admission/reentry into the facility)

Month Day Year

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X0700B Discharge Due Date Coding Instructions

- Code X0700B if the prior, erroneous assessment is:
 - Death in the facility tracking record
 - Discharge assessment that is either stand-alone or combined with an OBRA/ PPS assessment.
- X0600F is coded **10, 11, or 12**.
- Enter the discharge date as submitted in A2000 on the prior assessment.
- Do not correct or change the discharge date in X0700B.

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M. X0700A Example

- The incorrect repository record indicates an admission assessment, but the record should have been an entry.
- Enter the assessment reference date for the prior record in item X0700A.

- Leave the new assessment reference date in A2300 blank.
- The assessment reference date is always skipped on an entry record.
- Code the entry date in item A1600 instead.

N. X0700B Discharge Due Date Coding Instructions

- Code X0700B if the prior erroneous assessment is a death in the facility tracking record or a discharge record.
- X0600F is coded **10, 11, or 12**.
- Enter the discharge date as submitted in A2000 on the prior erroneous assessment.
- Do not correct or change the discharge date in X0700B.

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INSTRUCTIONAL GUIDANCE

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- O. X0700C Entry Date Coding Instructions
1. Code X0700C if the prior, erroneous assessment is an entry record.
 2. X0600F is coded as **01**.
 3. Enter the entry date as submitted in A1600 on the prior erroneous assessment.
 4. Do not change or correct the entry date in X0700C.

Instructor Notes

Notes

This completes the slides that review location information (X0150 through X0700). The rest of the slides in this section of the presentation review the additional items required to modify a record.

Notes

Instructor Notes

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- P. X0800 Correction Number
1. This item tracks successive correction requests to modify or inactivate the record specified in items X0150 through X0700.
 2. Enter the total number of correction requests to modify/inactivate this record.
 3. Include the present modification/inactivation request in this number.
 4. Enter this value as a two-digit number.
 - a. Use a leading zero (0) for values less than ten.

Point out the example on the slide.

This example indicates this is the first correction request for this record.

SLIDES

X0900 Reason for Modification

- Check all applicable reasons for modifying the record in ASAP.

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- Q. X0900 Reason for Modification
- Check all applicable reasons for submitting a modified, corrected record.
 - If option Z. Other error requiring modification is checked, describe the reason for the modification in the space provided.
 - An example would be when a record is prematurely submitted prior to final completion of editing and review.
 - Complete X0900 for a modification request only (not to add a new record or inactivate a record).

X1100 RN Assessment Coordinator Attestation of Completion

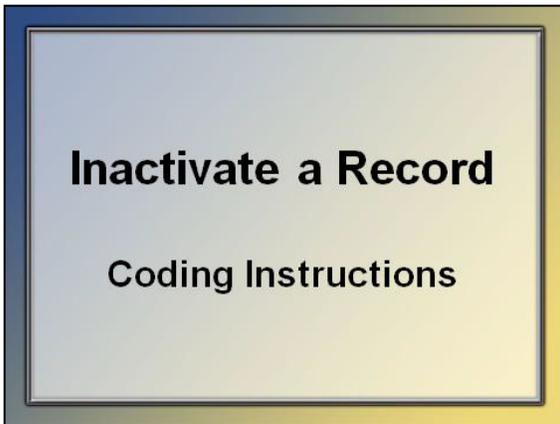
- Identifies the RN Coordinator attesting to the request and the date of the attestation.

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- R. X1100 RN Assessment Coordinator Attestation of Completion
- This item identifies the RN coordinator attesting to the correction request and the date of the attestation.
 - X1100A Attesting individual's first name
 - Enter the first name of the facility staff member attesting to the completion and accuracy of the corrected information.
 - Start the entry with the leftmost box (left-justify).
 - X1100B Attesting individual's last name
 - Enter the last name of the facility staff member attesting to the completion and accuracy of the corrected information.
 - Start the entry with the leftmost box (left-justify).

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- 4. X1100C Attesting individual's title
 - a. Enter the title of the facility staff member attesting to the completion and accuracy of the corrected information on the line provided.
- 5. X1100D Signature
 - a. The attesting individual must sign the correction request here, certifying completion and accuracy.
- 6. X1100E Attestation date
 - a. Enter the date the attesting facility staff member attested to the completion and accuracy of the corrected information.
 - b. Do not leave any spaces blank.
 - c. Use a leading zero for a one-digit month or day.



Slide 34

VI. Inactivate a Record

- A. Now let's review the items and coding required to inactivate a record already accepted to the QIES ASAP system.
- B. The coding for a request to modify a record includes providing the information needed to locate the record to be modified in the QIES ASAP database.

SLIDES

Inactivate a Record

- Request to move an existing record to a history file.
- To inactivate a record for a previous MDS:
 - o Complete Section X.
 - o Enter data from the record to be inactivated.
 - o Do not complete the other sections of the MDS.
- Complete all items in Section X except X0900 Reason for Modification.

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C. Inactivate a Record

1. Request to move an existing record to a history file.
2. To inactivate a record for a previous MDS:
 - a. Complete Section X.
 - b. Enter data from the record to be inactivated in Section X (similar to a modification request).
 - c. Do not complete the other sections of the MDS.
3. Complete all items in Section X except X0900 Reason for Modification.

D. X0100 Coding Instructions

1. Code **3**. Inactivate an existing record.
2. Complete items X0150 through X0700 the same way as for a request to modify a record.
3. Remember these items X0150 through X0700 provide the information necessary to locate the record to be inactivated in the QIES ASAP database.
4. The only other items to complete to inactivate a record are item X0800 Correction Number and X1050 Reasons for Inactivation.

X0100 Coding Instructions

- Code **3**. Inactivate existing record.
- Complete items X0150 through X0700.
- Provide locator information for the record to be inactivated.

X0100. Type of Record

Enter Code: 3

1. Add new record → Skip to 20100, Medicare Part A Billing
 2. Modify existing record → Continue to X0150, Type of Provider
 Inactivate existing record → Continue to X0150, Type of Provider

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X0800 Correction Number

- Tracks successive correction requests to the ASAP.
- Enter the total number of correction requests to modify/inactivate this record.
- Include the present modification/ inactivation request in this number.

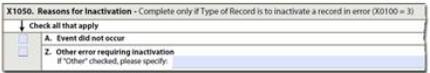


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X1050 Reasons for Inactivation Coding Instructions

- Check all reasons that apply.
- X1050A Event did not occur
 - Prior record does not represent an event that actually occurred.
- X1050B Other error requiring inactivation

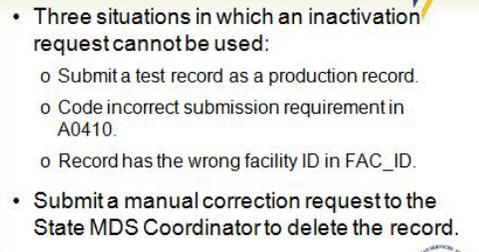


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Request for Manual Deletion

- Three situations in which an inactivation request cannot be used:
 - Submit a test record as a production record.
 - Code incorrect submission requirement in A0410.
 - Record has the wrong facility ID in FAC_ID.
- Submit a manual correction request to the State MDS Coordinator to delete the record.



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E. X0800 Correction Number Coding Instructions

- Remember this item tracks successive correction requests to modify or inactivate the record specified in items X0150 through X0700.
- Enter the total number of correction requests to modify/inactivate this record.
- Include the present modification/inactivation request in this number.

F. X1050 Reasons for Inactivation Coding Instructions

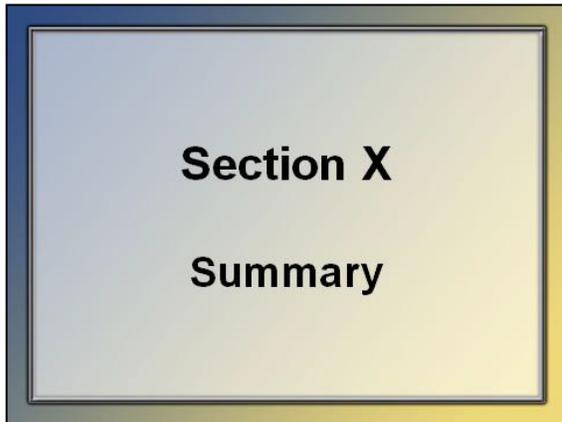
- Item X1050 documents the reason for inactivating a record.
- Check applicable reasons for inactivating a previously submitted record.
- If option **Z. Other error requiring inactivation** is checked, describe the reason for the inactivation in the space provided.
- Complete X1050 for an inactivation request only (not to add a new record or modify a record).

G. Request for Manual Deletion

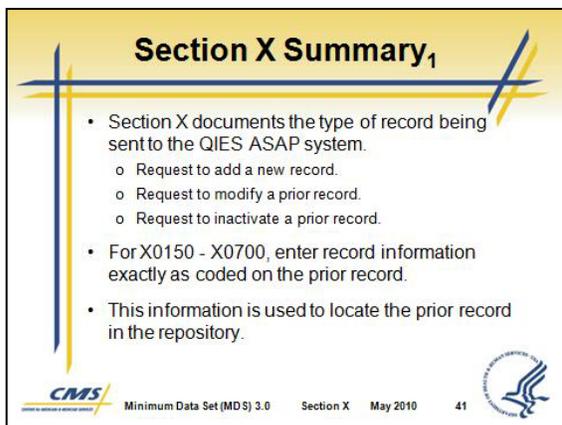
- There are three situations in which an inactivation request cannot be used:
 - Submit a test record as a production record.
 - Code incorrect submission requirement in A0410.
 - Record has the wrong facility ID in FAC_ID.

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2. In these situations, submit a manual correction request to the State MDS Coordinator to delete the record.

VII. Section X Summary

- A. Section X documents the type of record being sent to the QIES ASAP system.
 1. Request to add a new record.
 2. Request to modify a prior record.
 3. Request to inactivate a prior record.
- B. For items X0150 - X0700, enter record information exactly as coded on the prior record.
- C. This information is used to locate the prior record in the repository.

SLIDES

Section X Summary₂

- Do not enter any corrected information in Section X.
- Section X must be signed by the RN Coordinator attesting to the request and the date of the attestation.
- Any change request must be kept with the modified or inactivated MDS record.

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- D. Do not enter any corrected information in Section X.
- E. Section X must be signed by the RN Coordinator attesting to the request and the date of the attestation.
- F. Any change request must be kept with the modified or inactivated MDS record

