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.
Intent of Section X

• Indicate type of action being requested:
  
  o **Add a new record** that has not been previously submitted and accepted into ASAP.

  o **Modify an existing record** that has already been submitted and accepted into ASAP.

  o **Request the inactivation** of a record that has already been submitted and accepted into ASAP.
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.
Item X0100
Type of Record
X0100 Type of Record

- Required for **all** assessments.
- Indicates purpose of this MDS submission.
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
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
Reasons for Modification

- 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.
Reasons for Modification

• Software Product Error
  o Includes any error created by the encoding software.
  o For example, "storing" an item with the wrong format or “storing” an item in the wrong position in an electronic MDS record.

• Item Coding Error
  o Includes any error made coding an MDS item.
  o For example, choosing an incorrect code for the Activities of Daily Living (ADL) bed mobility self-performance item.
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.
  o Do not include just item(s) to be corrected.

• Complete Section X with locator information for the prior record.
Inactivation Request

• An inactivation request moves a record to a history file.

• Inactivation request requires completion of:
  o Section X
  o Z0400 Signature of Persons Completing the Assessment or Entry/Death Reporting

• All items in Section X will be edited.
  o Request will be rejected if fatal errors exist.
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.
Add a New Record

Coding Instructions
X0100 Coding Instructions

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

Coding Instructions
Section X Items to be Completed

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

• Code 2. Modify an existing record.
• Continue to items X0150 through X0700.
X0150 Type of Provider Coding Instructions

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

![X0150. Type of Provider](image)
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.
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.
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.
**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.
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.
X0700 Date on Existing Record Coding Instructions

- Enter event date (target date) for the prior, erroneous record.
- Complete one item only.
- Leave the other two items blank.
X0700A Assessment Reference

Date Coding Instructions

• Code X0700A if prior, erroneous assessment was an OBRA and/or PPS assessment.
  o 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.
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.
X0700A Example

- Leave the new ARD in A2300 blank.
- Code the entry date in item A1600 instead.
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.
X0700C Entry Date
Coding Instructions

• Code X0700C if prior, erroneous assessment is an entry tracking record.

• Indicated by X0600F coded as 01.

• Enter the entry date as submitted in A1600 on the prior, erroneous assessment.

• Do not correct or change the entry date in X0700C.
X08000 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.
X0900 Reason for Modification

- Check all applicable reasons for modifying the record in ASAP.
**X1100 RN Assessment Coordinator Attestation of Completion**

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

<table>
<thead>
<tr>
<th>X1100. RN Assessment Coordinator Attestation of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Attesting individual’s first name:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>B. Attesting individual’s last name:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>C. Attesting individual’s title:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>D. Signature</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>E. Attestation date</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Month - Day - Year</td>
</tr>
</tbody>
</table>
Inactivate a Record

Coding Instructions
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 Include all locator data from the record to be inactivated.
  o Complete item Z0400 Signature of Persons Completing the Assessment or Entry/Death Reporting.

• Complete all items in Section X except X0900 Reason for Modification.
X0100 Coding Instructions

• Code 3. Inactivate existing record.

• Complete items X0150 through X0700.

• Provide locator information for the record to be inactivated.
X0800 Correction Number Coding Instructions

- 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.
X1050 Reasons for Inactivation
Coding Instructions

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

Summary
Section X Summary

• Section X documents the type of record being sent to the QIES ASAP system.
  o Request to add a new record.
  o Request to modify a prior record.
  o Request to inactivate a prior record.

• For X0150 - X0700, enter record information exactly as coded on the prior record.

• This information is used to locate the prior record in the repository.
Section X Summary

- 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.