

## Editing and Finalizing Statements of Deficient Practice

### **Record Clear, Adequate, and Concise Onsite Documentation throughout the Survey:**

- Surveyors document their findings in the software throughout the entire survey. Clear, adequate, and concise documentation of observations, interviews and record reviews helps the surveyor make defensible compliance decisions.
- The documentation should clearly identify the deficient practice that led to the non-compliance. We recommend that surveyors document their findings throughout the survey with the Principles of Documentation (POD) in mind to help reduce the time needed to edit the final citations for the CMS-2567.
- When the investigation of an area (i.e., facility task, care area, or F tag) is complete, the surveyor makes a compliance decision for every Critical Element (CE). These decisions must have documentation that support the non-compliance (i.e., CE of No).

### **Edit Documentation Prior to the Team's Potential Citation Meeting:**

- When a surveyor answers a CE as 'No', the Resident and Investigation Notes pull forward to the Edit Potential Docs screen in the LTCSP software for editing their documentation. If a surveyor has time to begin editing their investigation documentation prior to sharing data with the TC and prior to the potential citations meeting, directions are in the LTCSP Procedure Guide at Step 18.
  - If you **edit your documentation**, only your edited notes are displayed on the Potential Citations screen.
  - If you **do not have time to edit your documentation** prior to the potential citations meeting, your Resident and Investigation notes will continue to display on the Potential Citations screen.
  - Once you begin to edit your citation documentation, a clipboard is displayed next to the investigation on the left side of the screen to identify which ones were edited.
  - If you receive **additional information after you begin editing** your document, add the new information to the applicable facility task or resident investigation screen. The changes are displayed in the notes field at the top of the right pane on the Edit Potential Docs screen. The changes will not automatically be included in the edited version of the documentation. To include the additional information in the edited version of the documentation you can copy and paste the new text added on the investigation screen into your edited text.

### **Team Decides on Potential Citations, then Team Coordinator (TC) Loads Documentation into ASE-Q:**

- After all investigations are complete, each team member shares their completed investigation data with the TC.
- The team reviews a consolidated list of potential citations. The team makes a final team decision whether to cite each tag listed. For any tag cited, the team decides on a preliminary severity and scope.
- For combined recertification and complaint surveys, on the Potential Citation screen the team can determine the survey category associated with the cited tag. If the cited tag was associated with a complaint on the Offsite Prep screen, the complaint category will automatically be checked. This information will carry forward into ASE-Q and ACO where it can also be updated if necessary.
- If additional information is received from the facility, e.g., an interview and/or a document relevant to the citation, enter the information in your investigation screen **and** add it to your

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edited document if you started editing your citation. The added text will pull forward to the potential citation screen.

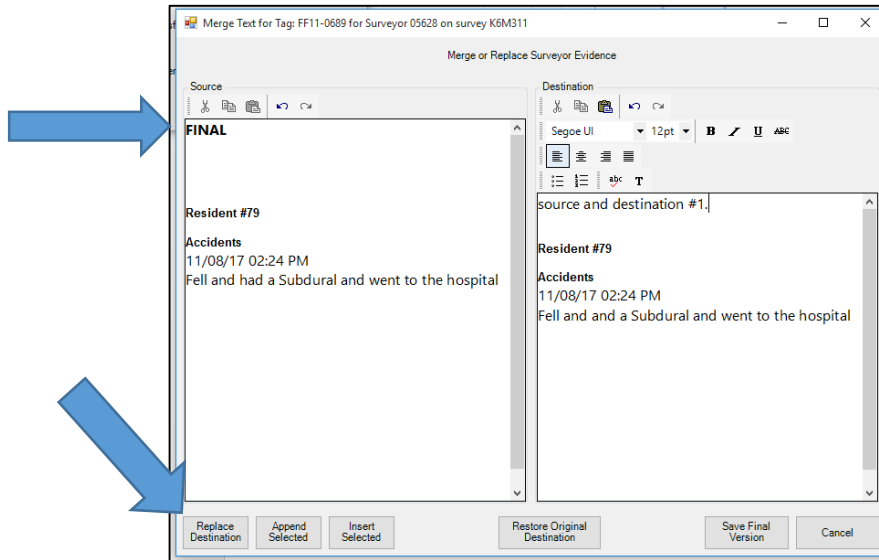
- Once all decisions are made, the TC exits the LTCSP tool and clicks on the Load Cites button on the Citation Manager screen, which will pull forward all tags cited by the team, all documentation related to the selected residents and the final severity and scope into ASEQ.

### **Complete Final Editing of Tags for CMS-2567:**

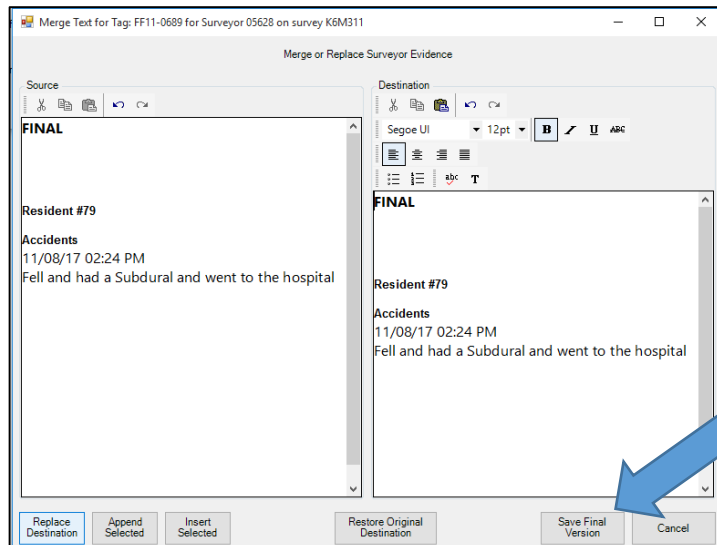
- In ASE-Q, the TC uses direct connect OR exports the completed survey to the flash drive.
- Depending on your State practice, each surveyor edits their information under each tag and finalizes the CMS-2567 either in ASE-Q or ACO (after importing the completed survey back into ACO).
- If finalizing the CMS-2567 in ASE-Q:
  - The survey team imports the completed survey exported to the TC's flash drive and says Yes to the two overwrite messages.
  - In ASE-Q, right click on the Event ID and select Citation Manager.
  - Complete the final editing of your tags according to the Principles of Documentation and we recommend documenting "FINAL" at the top so you will know which version should be kept so it is visually easy to tell whether the source or destination should be retained.
  - Each team member will export the final edited version of the Event ID from ASE-Q to their own flash drive. Note: If you are at different locations, each team member will email the export to the TC.
  - Follow your state's practices for merging the final tags. Here are a few options:
    - The TC will import each surveyor's final edited version of the Event ID in ASE-Q on the TC's tablet. The TC will have to decide whether to retain the source or destination (see source/destination screen shots starting on page 2).
    - Each team member imports the shell back into ACO.
    - Supervisor (and not the TC) completes the review in ASE-Q.
  - The TC or final reviewer (e.g., supervisor) should remove the word "FINAL" from each applicable tag.
- If finalizing the CMS-2567 in ACO:
  - Follow your state's practice to import the completed shell back to ACO (e.g., the TC imports the completed survey back into ACO or emails the import to administrative staff).
  - Each team member edits their tags in ACO.
- The State can complete any supervisory review based on their own State practice.

### **Scenario 1: The team member edits a tag alone (i.e., the TC did not edit the tag): F689**

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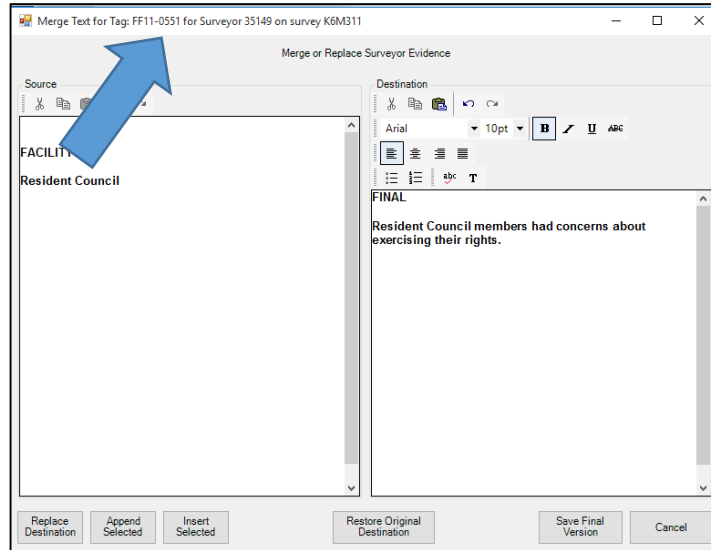


**Source = Final version**  
**Destination = Draft version**  
**Click Replace Destination**



As you can see, the Source documentation replaced the Destination documentation.  
Click Save Final Version

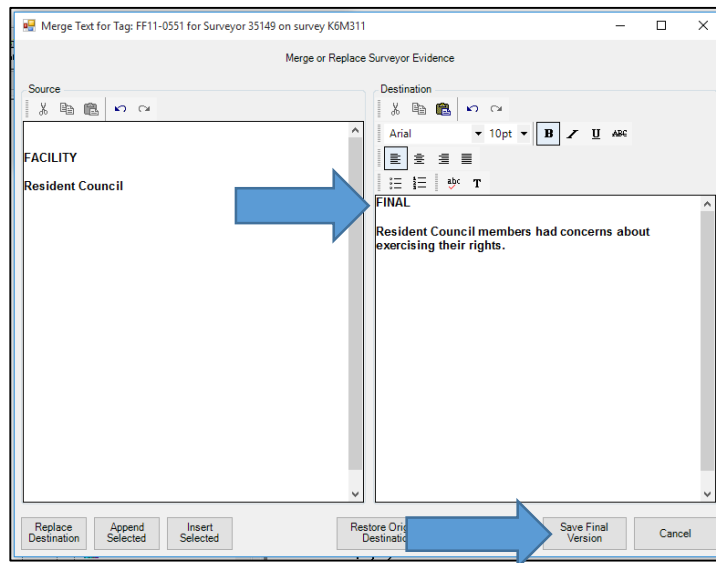
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Once you click Save Final Version, the next tag will appear.

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**Scenario 2: The TC cites a tag alone (i.e., the team member did not cite the tag): F551**



**Source** = Draft version

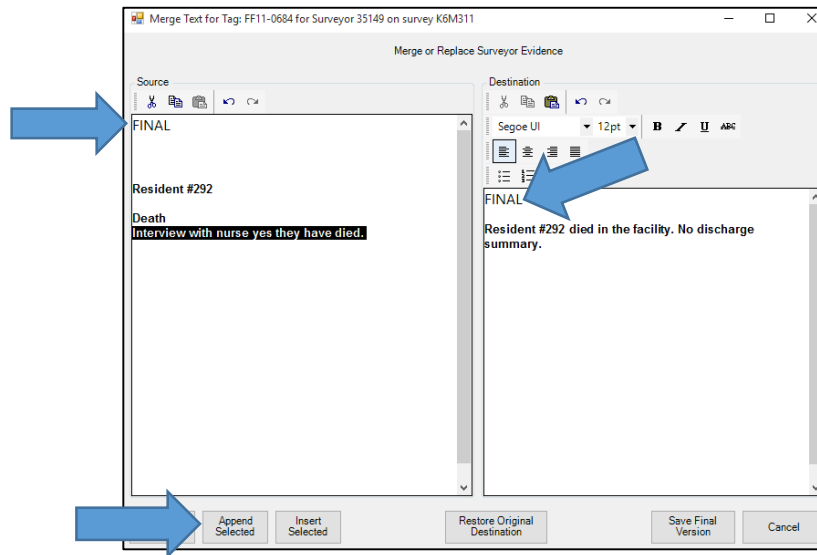
**Destination** = Final version

**Click on Save Final Version**

Once you click on Save Final Version, the next tag will appear.

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**Scenario 3: The TC and a team member edit the same tag, same resident (i.e., the team member is only adding a portion to the TC's tag): F684**

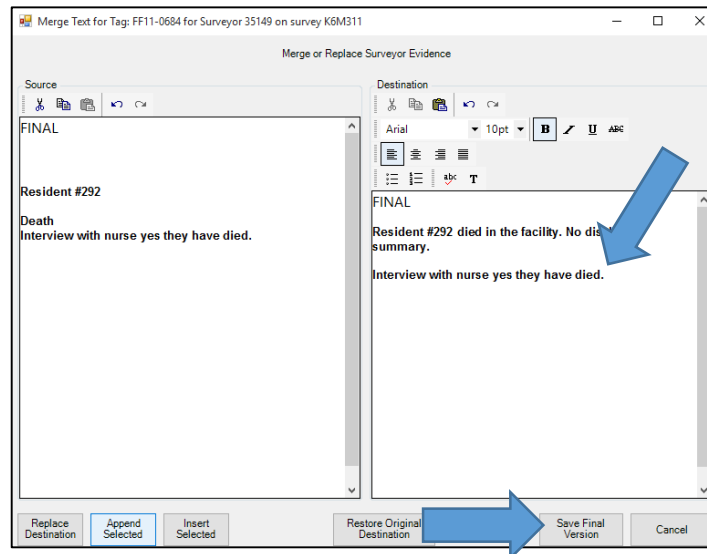


**Source** = Includes the secondary's info that should be added to the TC's tag (highlighted on the left)

**Destination** = TC's final edited version

Under Source, highlight the text that should be moved.

**Click Append Selected.**

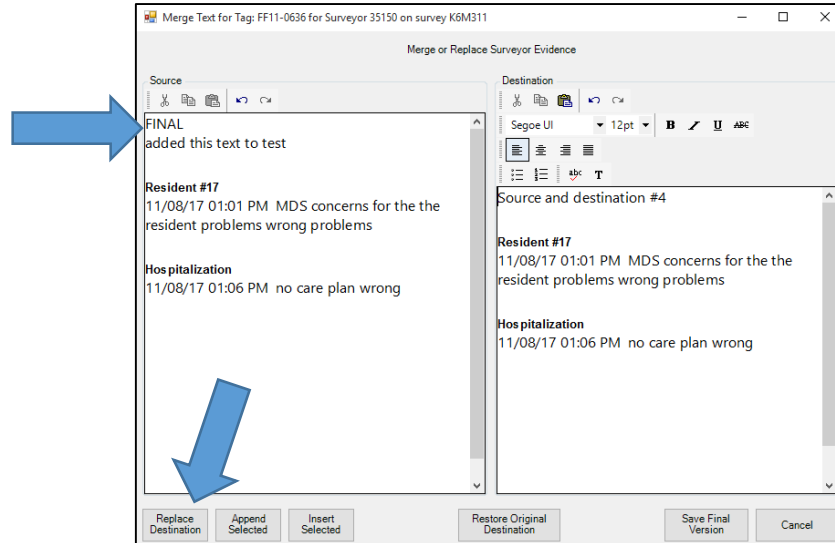


The highlighted text under Source will move over to the Destination.

**Click Save Final Version**

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**Scenario 4: The TC and team member edit the same tag, different residents (i.e., both the TC and team member edit their own resident): F636**

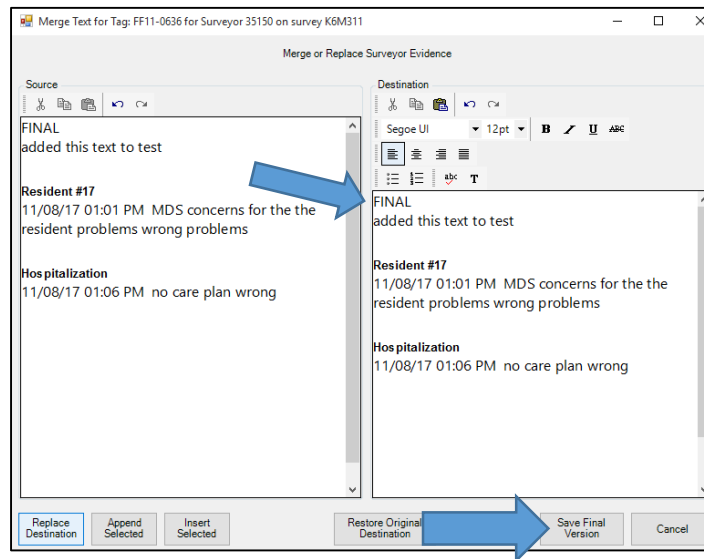


Team member's information.

**Source** = Final team member's version

**Destination** = Draft team member's version

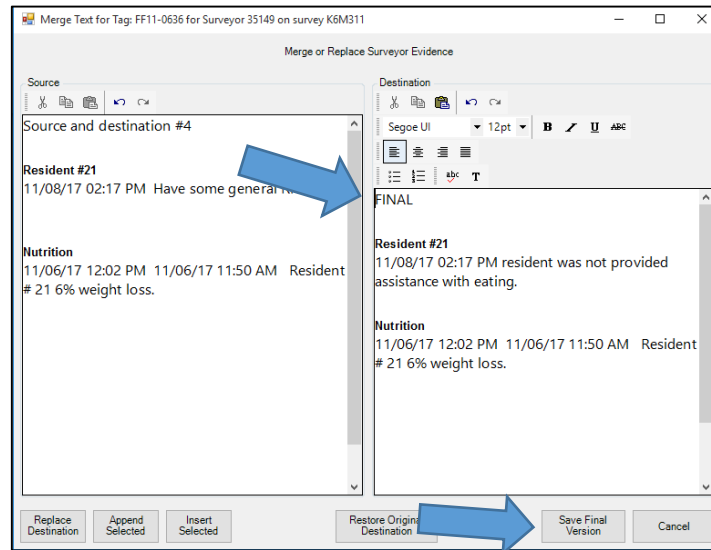
**Click Replace Destination**



The team member's source info will be copied to the Destination.

**Click Save Final Version**

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Once you click on Save, you will see the TC's information for the tag.

**Source** = Draft TC version

**Destination** = Final TC version

**Click Save Final Version**

Once you have merged all tags from that team member, answer Yes to the two overwrite messages.

Click Apply

**CAUTION** – If you Cancel the merge screens before making a decision for every tag, you will have to start over.