

MassHealth Job Aid: View MDS 3.0 Reports for Nursing Facilities

Nursing facilities can access their weekly Minimum Data Set (MDS) 3.0 reports in the Provider Online Service Center (POSC). This job aid describes how to do the following.

- Access MDS Submission and MDS Error reports
- Open and view metrics and reports
- Save a report

Access View Claims Metrics/Reports

From the **POSC** home page:

- 1. Click Manage Correspondence and Reporting.
- 2. Click View Metrics/Reports. The View/Metrics Reports panel will display.
- 3. Select the Provider ID from the dropdown list.
- 4. Click Search.

> Provider Services	View Metrics/Reports	?
> Home	Provider Search	
> Provider Search		
Manage Batch Files		
> Manage Service Authorizations	Provider ID *	\sim
 Manage Correspondence and 		
Reporting		
> <u>View Broadcast Messages</u>		
> <u>View Notifications</u>	Clear	Search
> <u>View Metrics/Reports</u>		
> Inquire Financial Data		
> View Contracts and		
Documents		

5. Check the **Reports** section to find the report by date.

Note: The MDS Submission report is ELG-402-W. The MDS Error Report is ELG-404-W.

6. Click the appropriate PDF link in the **File** column to open the file.

Provider Services	View Metrics/Reports			?	
> Home	Provider Search				
 Provider Search Manage Batch Files Manage Service Authorizations Manage Correspondence and Reporting 	Provider ID *			v	
View Broadcast Messages View Notifications	Clear			Search	
> <u>View Metrics/Reports</u>	letrics/Reports Click on the PDF link to open the metrics or report document.				
> Inquire Financial Data > View Contracts and	Induite Financial Data View Contracts and View Claims Metrics/Reports				
Documents > Submit Feedback	Metrics Name	Year to Date	Month to Date		
> Manage Members	Top Ten Denials	PDF	PDF		
Manage Claims and Payments Manage Provider Information	Claims Volume	PDF	PDF		
Administer Account Reference Publications	Turnaround Time	PDF			
> News & Updates > Related Links					
/ INCIDICULITING	Reports				
	Date	Report		File	
	03/20/2024	R: ELG-404-W		PDF	
	03/20/2024	R: ELG-402-W		PDE	
	02/28/2024	R: RA_1100774		PDE	
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Can't see the files? You'll need Adobe® Acrobat Reader® software (version 6.0 or higher) to view the PDF files.

View the Report PDF File

After you click the PDF link, a pop-up window opens.

- 7. Click **Open**. The report will open in a new window.
- 8. View the report.

Report : ELG-402-W Process : Location:	COMMONWEALTH OF MASSACHUSETTS MEDICAID MANAGEMENT INFORMATION SYSTEM MDS SUBMISSION REPORT - PROVIDER Date Range 01/15/2024 - 01/21/2024	Run Date: 03/20/2024 Run Time: 15:50:54 Page: 1
ID/Svc Loc: NFI: Provider Name: Address1: Address2: City, State Zip:		ELG-402-W
MEMBER ID MEMBER	NAME HIPPS CODE ASSESSMENT ID ASSE	ISSMENT REFERENCE DATE ASSESSMENT RECEIVED
Report : ELG-404-W Process : Location:	COMMONWEALTH OF MASSACHUSETTS MEDICAID MANAGEMENT INFORMATION SYSTEM MD5 ERROR REFORT Date Range 01/15/2024 - 01/21/2024	Run Date: 03/20/2024 Run Time: 15:55:34 Page: 1
ID/Svc Loc: NPI: Provider Name: Address1: Address2: City, State Zip:		ELG-404-W

Save a Copy

From the **File** menu:

- Select the appropriate menu option to save a copy (i.e., Save a copy or Save as).
 Note: If you receive an Adobe Reader message, click OK.
- 10. Navigate to the desired location, enter a title in the **File name** field, and click **Save**.