



Job Aid: View MDS 3.0 Reports for Nursing Facilities

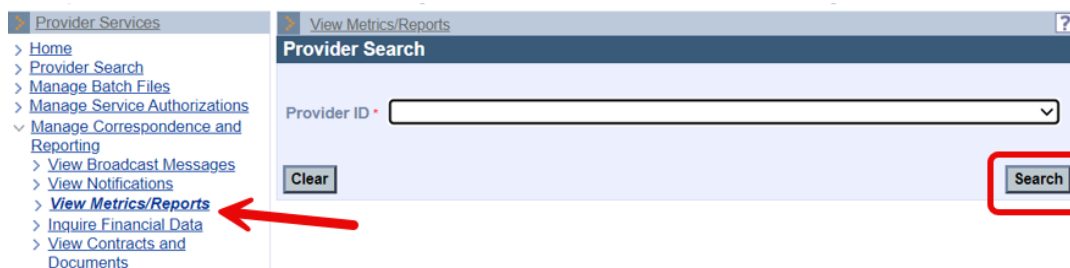
Nursing facilities can access their weekly Minimum Data Set (MDS) 3.0 reports in the Provider Online Service Center (POSC). This job aid describes how to do the following.

- 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:

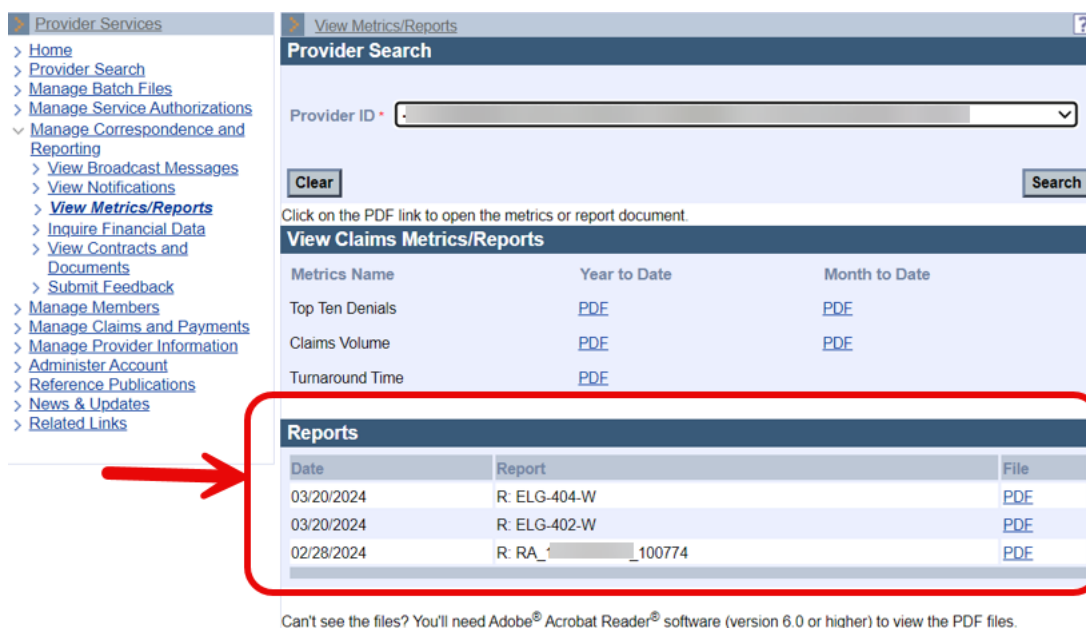
1. Click **Manage Correspondence and Reporting**.
2. Click **View Metrics/Reports**. The View/Metrics Reports panel will display.
3. Select the **Provider ID** from the dropdown list.
4. Click **Search**.



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.



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	COMMONWEALTH OF MASSACHUSETTS	Run Date: 03/20/2024
Process : [REDACTED]	MEDICAID MANAGEMENT INFORMATION SYSTEM	Run Time: 15:50:54
Location: [REDACTED]	MDS SUBMISSION REPORT - PROVIDER	Page: 1
Date Range 01/15/2024 - 01/21/2024		
ID/Svc Loc: [REDACTED]		
NPI: [REDACTED]		
Provider Name: [REDACTED]		ELG-402-W
Address1: [REDACTED]		
Address2: [REDACTED]		
City, State Zip: [REDACTED]		

MEMBER ID	MEMBER NAME	HIPPS CODE ASSESSMENT ID ASSESSMENT REFERENCE DATE ASSESSMENT RECEIVED

Report : ELG-404-W	COMMONWEALTH OF MASSACHUSETTS	Run Date: 03/20/2024
Process : [REDACTED]	MEDICAID MANAGEMENT INFORMATION SYSTEM	Run Time: 15:55:34
Location: [REDACTED]	MDS ERROR REPORT	Page: 1
Date Range 01/15/2024 - 01/21/2024		
ID/Svc Loc: [REDACTED]		
NPI: [REDACTED]		
Provider Name: [REDACTED]		ELG-404-W
Address1: [REDACTED]		
Address2: [REDACTED]		
City, State Zip: [REDACTED]		

Save a Copy

From the **File** menu:

9. 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**.