

## **MDS 3.0 Manual Assessment Correction/Deletion Request**

### **What the facility should do:**

1. Contact KY's RAI Coordinator ([ChrystalR.Daugherty@ky.gov](mailto:ChrystalR.Daugherty@ky.gov)) to obtain the most recent copy of the MDS 3.0 Manual Individual Assessment Correction/Deletion Request form.
2. Complete the form with all appropriate information. Ensure that you use the resident and assessment information from the validation report for the specific assessment as you complete the form. The facility's administrator should sign and date the request and send the original form to the state agency for review and approval.
3. To ensure integrity and to maintain compliance with HIPPA guidelines, secure the form in a double-sealed envelope. Send the completed form via Certified Mail through the U.S. Postal Service to:

Attn: Chrystal Daugherty  
Cabinet for Health and Family Services  
Office of Inspector General  
Division of Health Care  
116 Commerce Ave  
London, KY 40744

### **What the state agency will do:**

1. Upon receipt of the MDS Manual Individual Assessment Correction/Deletion Request, the state agency will review the request. If approved, the state agency will sign and date the form and send it by way of Certified Mail through the U.S. Postal Service to the QTSO Help Desk for processing.
2. Once the request is complete and the specified records have been deleted, a QTSO team member will notify the state agency user who submitted the request of its completion.
3. The state agency will verify that the records have been deleted from the QIES ASAP system and any new required records have been submitted and accepted.
4. The state agency will contact the facility and notify them of the following:
  - a. The deletion request has been completed.
  - b. Information specific to the deleted records that may have displayed on any MDS 3.0 reports will no longer be valid.
  - c. The facility will no longer be able to request the MDS 3.0 Assessment Print reports for the deleted assessments.