## **Unlocking an Exported OASIS Assessment**

## Note: These are step by step instructions for DeVero/HAS clients.

To unlock an exported OASIS assessment:

- Open the Patient record in HAS under Patient>Admit/Maintain
- Go to the 'Certify' tab
- Click on the specific certification period
- Click on the OASIS tab at the bottom of the screen
- Press the 
  Padlock Icon

Certification Pe	eriods:	Actual-End	First-Visit	Initial-Bill	Final-Bill	Held	PEP	•	
5/25/2012	7/23/2012								-
7/24/2012	9/21/2012								-
9/22/2012	11/20/2012								6
11/21/2012	1/19/2013		11/25/2012	1/15/2013	2/1/2013				
11/21/2012			1112012012						
1/20/2013	3/20/2013		1/22/2013	3/15/2013				-	Σ
1/20/2012 1/20/2013 Cert-From: 1/ Orders OAS	3/20/2013 20/2013 To: 3 SIS	3/20/2013 Da	1/22/2013 ays: 60	3/15/2013	cs Rovd I	Add'l	PPS-In	<b>.</b> ∎	Σ
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The screen below appears. Choose the reason for unlock based on the changes being made.



- Option 1: Use for non-key field changes (list of key fields listed below) if assessment has already been accepted by the State.
- Option 2: Use to correct internal mistakes prior to sending to State or if the assessment was rejected by the State.
- Option 3: Use to inactivate an assessment due to wrong RFA chosen or to remove/delete the record from the State database.

Key Fields: (M0010) Agency ID (M0030) Start of Care Date (This is a key field only where RFA=01.) (M0032) Resumption of Care Date (This is a key field only where RFA=03.) (M0040) Last Name (M0040) First Name (M0064) Social Security # (M0066) Birth Date (M0069) Gender (M0090) Date Assessment Completed (This is a key field only where RFA=04 or 05.) (M0906) Discharge/Transfer/Death Date (This is a key field only where RFA=06, 07, 08, and 09.) Once you have made your choice and clicked 'OK' the assessment will be in 'Awaiting Validation status.'

Click on 'Save'

From-Date	Thru-Date	Actual-End	First-Visit	Initial-Bill	Final-Bill	Held	PEP	•	+
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Make the necessary changes to the assessment in DeVero, re-validate, and re-export the assessment to HAS. The assessment record comes over in 'Locked Awaiting Export' status and is ready for re-submission to the State.

Patient	: 51405 -	Adkins, Ma	ry Aa	nit: 4/1/20	JII - 1   .	browse	0		Ĩ,	. 1	Lou .	Ĩ.v	1	
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