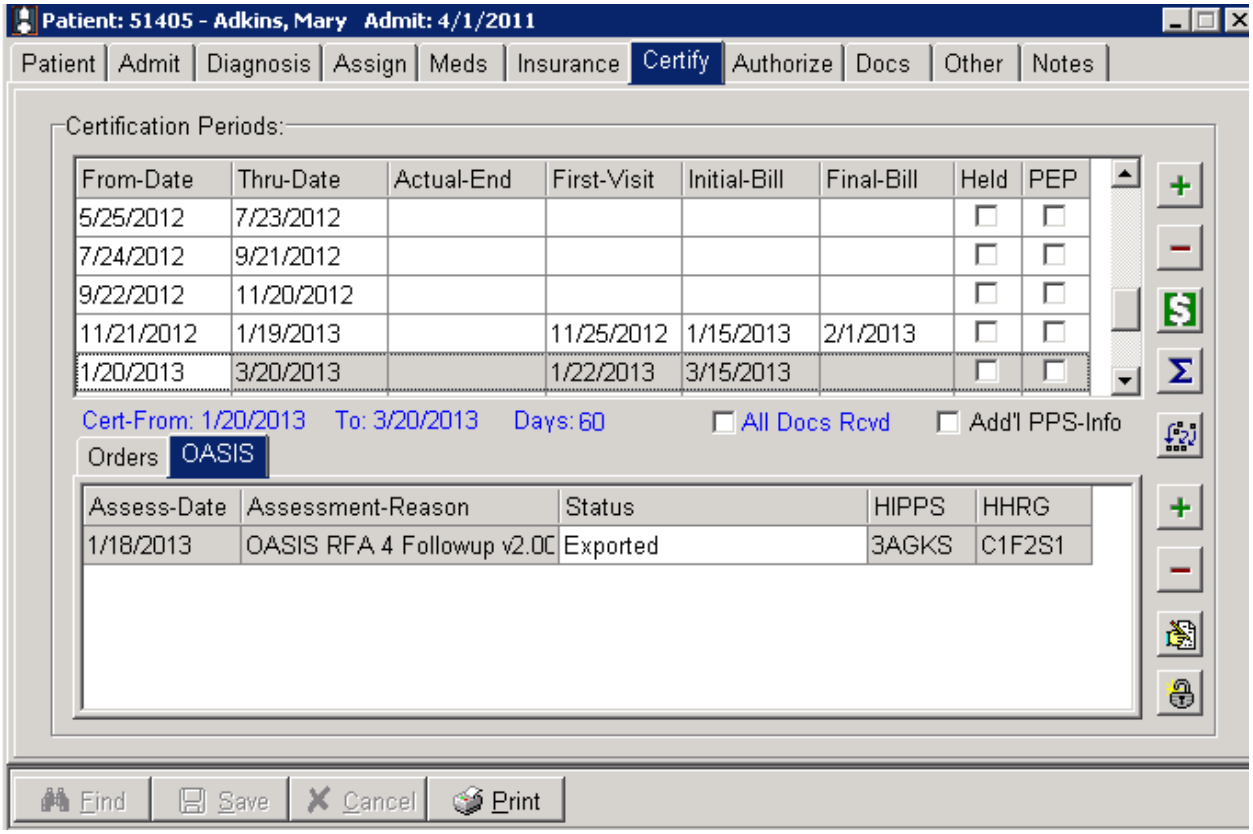
Unlocking an Exported OASIS Assessment

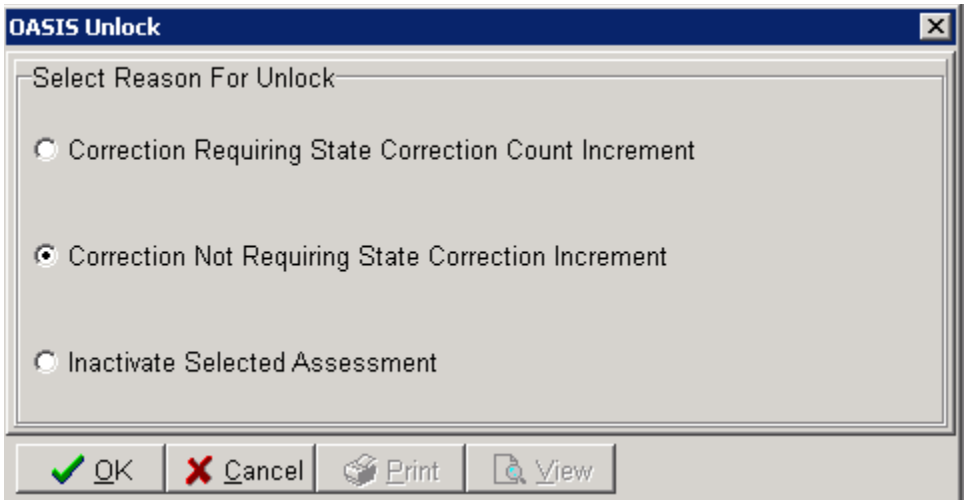
Note: These are step by step instructions for DeVero/HAS clients.

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



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

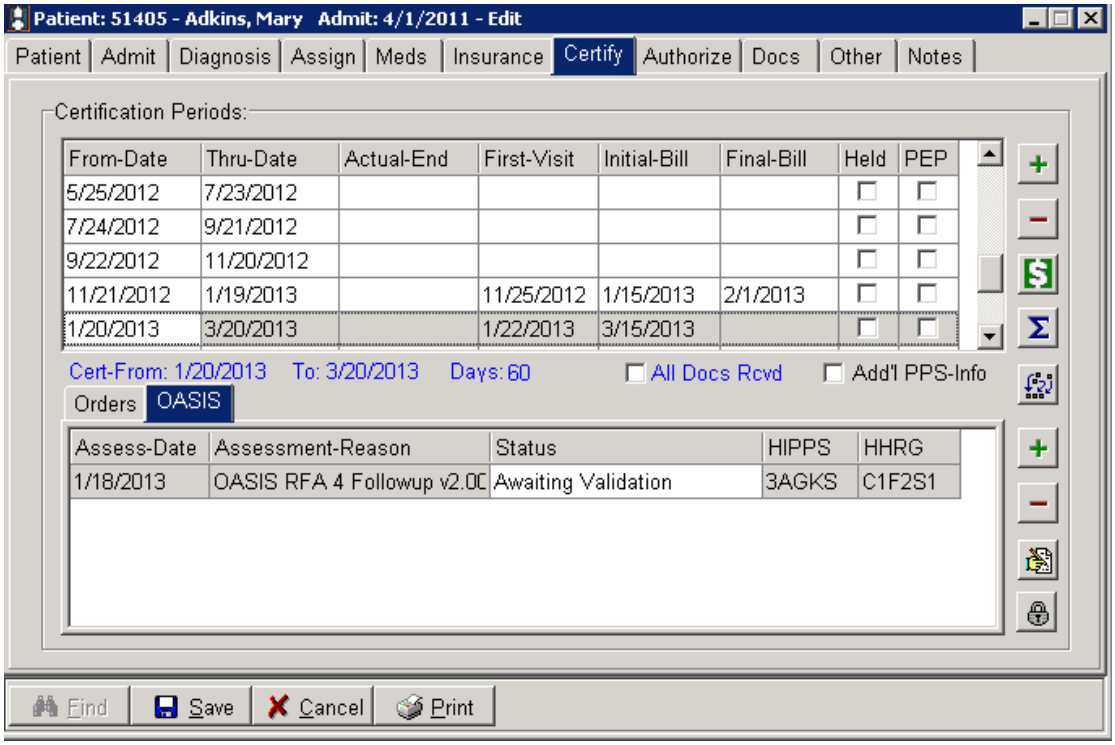
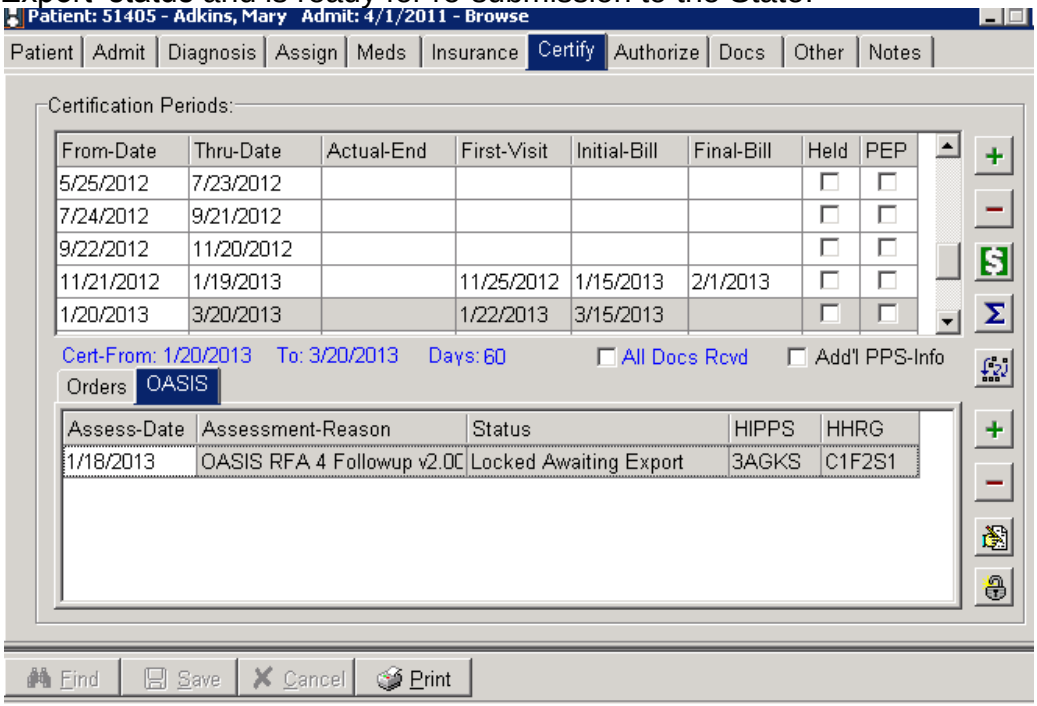
(M0069) Gender

(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’



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.