

CATEGORY 7 –TRAINING

Q1. Has CMS published an OASIS User's Manual?

A1. The OASIS User's Manual is available and consists of three parts as indicated below. Each part of the manual is updated periodically and the most current version (in Adobe Acrobat portable document format) is available for download at <http://www.cms.hhs.gov/oasis/usermanu.asp>.

1. **Implementing OASIS Data Collection** -This manual covers all topics related to implementation of the comprehensive assessment requirements, including integration of OASIS into an agency's comprehensive assessment, timing of assessments, detailed item-by-item instructions, and monitoring data quality.
2. **HHA System User's Guide** -This manual covers the submission of OASIS data by the HHA to the OASIS State system, which has been established in each State.
3. **HAVEN System Reference Manual** -This manual covers the use of the HAVEN software provided to agencies for the purpose of encoding and editing OASIS data. This document also is included with the HAVEN software in CD-ROM or downloads form.

Q2. How does CMS train HHAs across the nation on OASIS collection and reporting?

A2. The OASIS website contains detailed, up-to-date information relative to OASIS collection and reporting at <http://www.cms.hhs.gov/oasis/default>. The website includes an e-mail link to ask questions and receive answers in a timely fashion. Categorized Frequently Asked Questions are posted at <http://www.qtso.com/hhafaq.html>.

Many State OASIS Education Coordinators (OECs) hold OASIS training sessions on an as needed basis. Contact your State OASIS Education Coordinator (OEC) for information about any local training sessions. In addition to State agency training, your State OEC may be able to recommend other training resources, such as your State home health industry association. A list of OECs and their contact information can be downloaded from <http://www.cms.hhs.gov/OASIS/Downloads/OASISeducationalcoordinators.pdf>.

Each agency should have (and administrators and supervisors should study) the *OASIS User's Manual* cited in A1 above. We recommend that, when training clinicians who will be collecting OASIS data, the agency strongly consider providing each clinician with a copy of Attachment B to Chapter 8 of the manual.

In October 2003 CMS released an OASIS Web Based Training Program, which can be accessed online at <http://www.oasistraining.org/>. Remtech Services, Inc. (RSI), the contractor that developed the WBT, has distributed a CD-ROM to all Medicare certified agencies. If your agency cannot locate its copy, contact RSI at OASIShelp@rsihq.com to obtain a copy.