



**Centers for Medicare & Medicaid Services**

# **Internet Quality Improvement Evaluation System (iQIES)**

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**Minimum Data Set (MDS)  
Upload an Assessment  
User Manual**

**Version 1.0  
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# 1. Introduction

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This document shows how to upload MDS assessments, and review Final Validation Reports (FVR) in iQIES.

## Notes:

- A HARP User ID is required to access iQIES. For more information on a HARP ID, go to <https://harp.cms.gov/login/help>.
- An **Assessment Submitter** role is required to upload assessments.
- Refer to the [iQIES User Roles Matrix](#) for more information on user roles.
- Security Officials can also submit assessments on behalf of the provider.
- There may be more than one user for a provider.
- The **Upload an Assessment for MDS Users** video can be found on the [iQIES Training YouTube Channel](#).

## 2. Upload an Assessment: Single CCN User

**Note:** This section is for Assessment Submitter roles with one provider.

2.1. Log in to iQIES. See *Figure 1, Upload an Assessment Landing Page Single CCN User*.

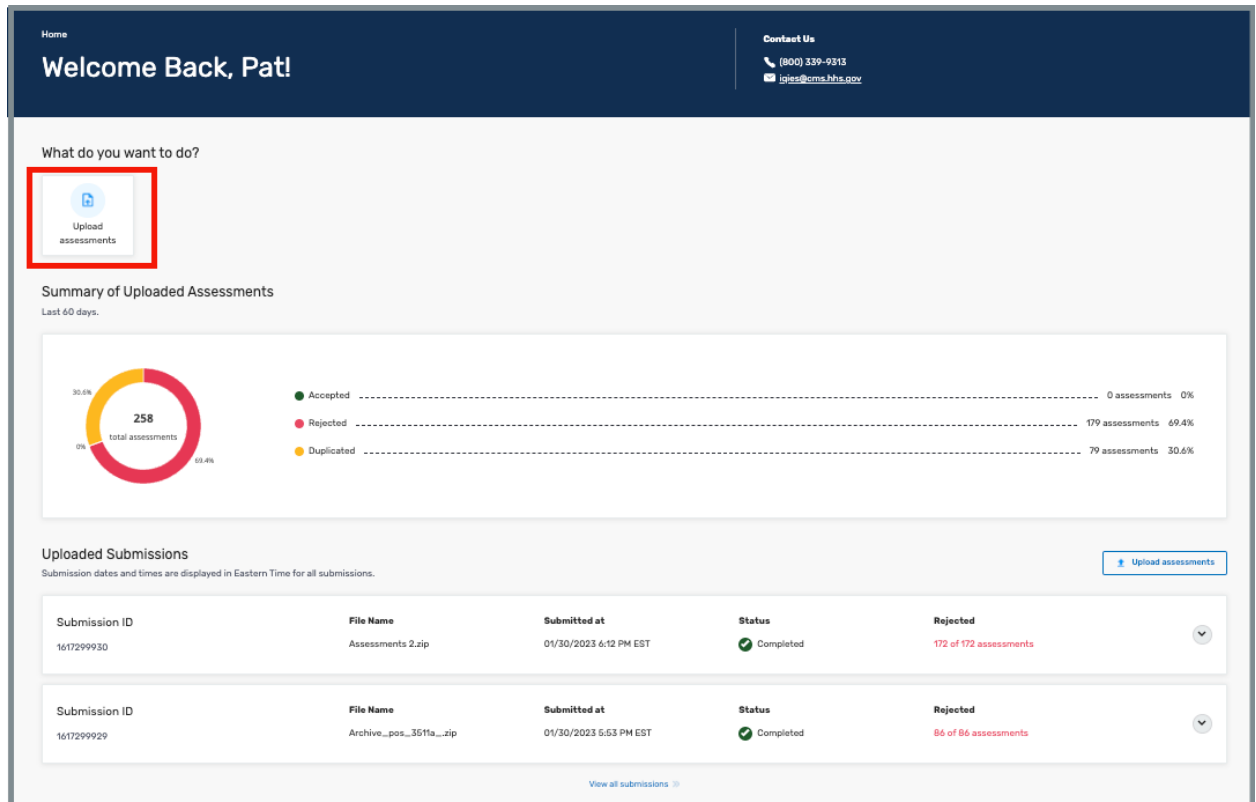


Figure 1: Upload an Assessment Landing Page Single CCN User

2.2. Click **Upload Assessments** to upload an assessment. The **Upload assessments** pop-up window opens. See *Figure 2, Upload Assessments Pop-up Window*.

### Notes:

- The assessment files must be compressed in a .zip file format.
- Assessment files must adhere to system and data specifications for the target date of each assessment. Data specifications can be found on the [CMS website](#).
- The zip file size must be under 5MB.

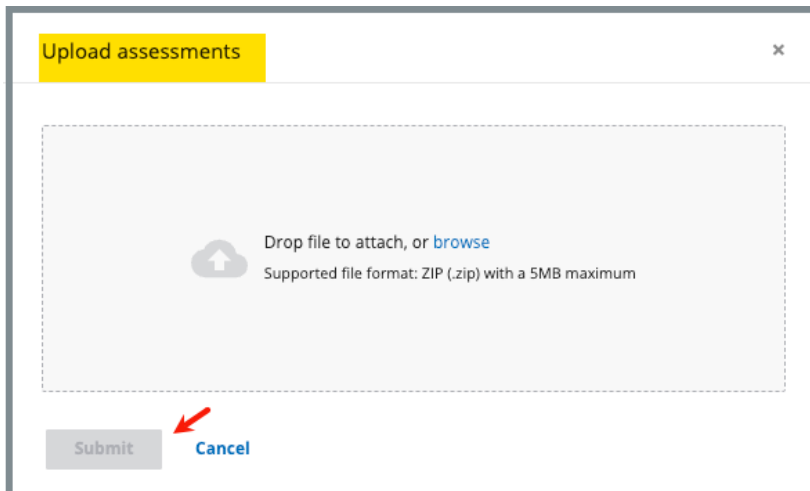


Figure 2: Upload Assessments Pop-up Window

- 2.3. Drag the file to the window or browse on the computer for the file.
- 2.4. Click **Submit**. The iQIES Home page opens with a summary and list of uploaded submissions. See *Figure 3, Assessment Landing Page – Single CCN* for a detailed description of each component of the Single CCN Landing page.

**Notes:**

- **Submit** is activated when a file is added.
- Submission dates and times are Eastern Time Zone for all submissions.
- The uploaded file submission status is **Pending** until the upload is complete, then it is in **Completed** status.
- It may take up to 24 hours to find out if the assessments were accepted, but it is usually much faster.
- **Completed** status means the files were correctly uploaded. It does not mean the assessment files were accepted. Verify under **Rejected** whether the assessment files were accepted. Details are below.

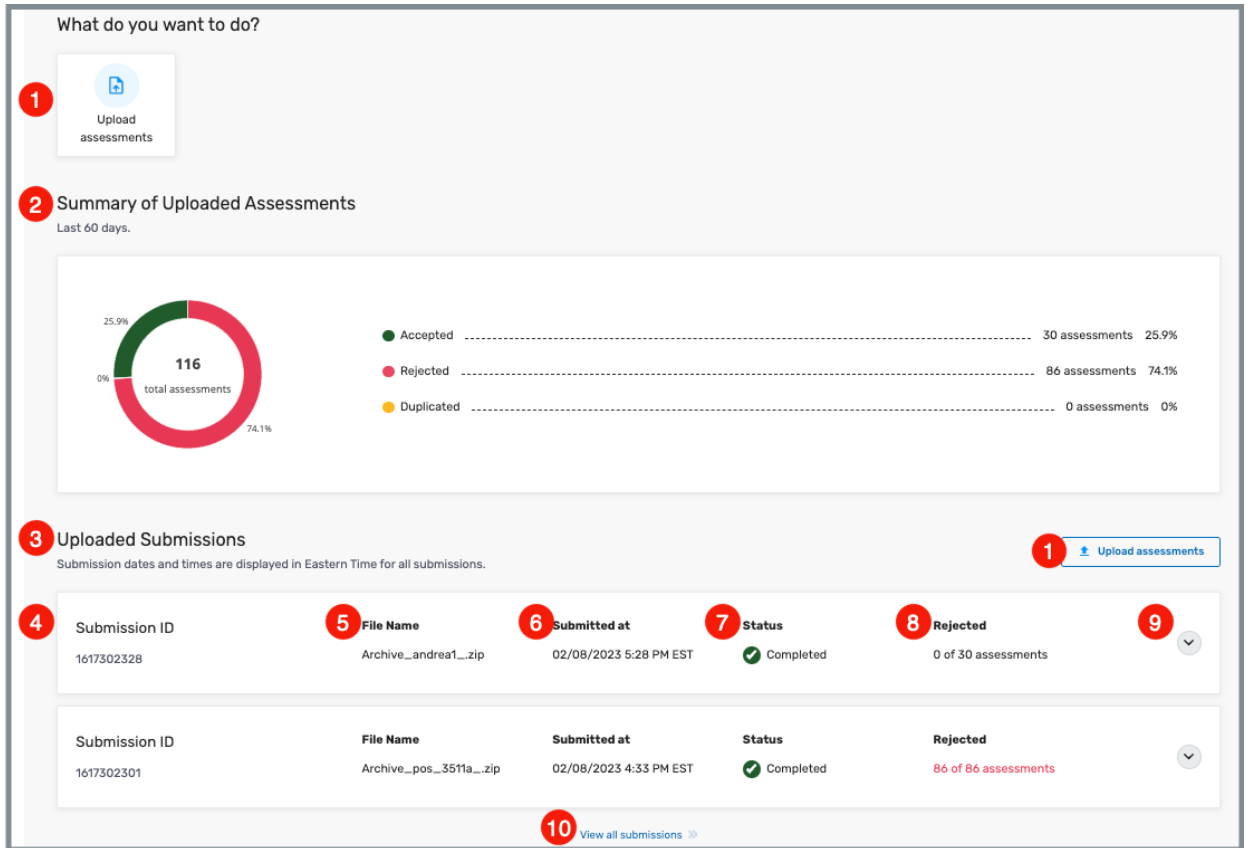


Figure 3: Assessment Landing Page – Single CCN

1. **Upload assessments:** Click this button to upload additional assessments. There are two **Upload assessments** buttons on this page.
2. **Summary of Uploaded Assessments:** Shows all uploaded assessments for the past 60 days and the percentage that were accepted, rejected, or duplicated.
3. **Uploaded Submissions:** This section shows the last five uploaded submissions.
4. **Submission ID:** Each submission has a unique ID.
5. **File Name:** Name of the .zip file that was uploaded
6. **Submitted at:** Date and time the file was submitted. The time is always Eastern time.
7. **Status:** Status of the upload. There are two statuses: **Pending** and **Completed**. It may take several minutes for the status to update.

8. **Rejected:** Shows whether any of the uploaded submission files contained rejected assessments. Submissions with rejected assessments show in red.
9. **Arrow:** Click caret to view detailed submission information, including assessment ID, assessment status (rejected or accepted), patient/resident name, any warning or fatal error numbers, and a link to view reports. See *Figure 4, Detailed Submission Information*.

**Note:** Refer to the [MDS Error Message User Guide](#) for further information about errors.

Uploaded Submissions

Submission dates and times are displayed in Eastern Time for all submissions.

[Upload assessments](#)

Submission ID	File Name	Submitted at	Status	Rejected
1617302328	Archive_andrea1...zip	02/08/2023 5:28 PM EST	Completed	0 of 30 assessments

Summary

30 total records 30 accepted [View Reports](#)

ASSESSMENT ID	STATUS	PATIENT/RESIDENT NAME	ERROR NUMBER
1617672548	Accepted	Fakete4428C6KpQ221, Fake5FH313TN	-1027
1617672549	Accepted	Fake81n1121d947T3F, Faker29153u2	-1027
1617672550	Accepted	Fake83RXc95EV7R728, Faket24289HV	-1027

Figure 4: Detailed Submission Information

10. **View all submissions:** Click to view **MDS Submission History**. Available reports are located under the **Actions** menu. See *Figure 5, MDS Submission History*.



Home / Upload Assessments

## Upload Assessments

Upload assessments and view Final Validation reports.

Submission dates and times are displayed in Eastern Time for all submission time zones. For example: if you are submitting in Pacific time, your submission will be displayed in Eastern Time.

**Upload Assessments**

Supported file format: ZIP (.zip) with a 5MB maximum size

**MDS Submission History**

2 Assessments

File Name	Submission ID	Date/Time Submitted	File Upload Status	Rejected Assessments	Actions
Archive_andrea2.zip	1617302334	02/08/2023 5:46 PM ET	Completed	0 of 30	<a href="#">View Reports</a>
Archive_andrea1.zip	1617302333	02/08/2023 5:46 PM ET	Completed	30 of 30	<a href="#">View Reports</a>

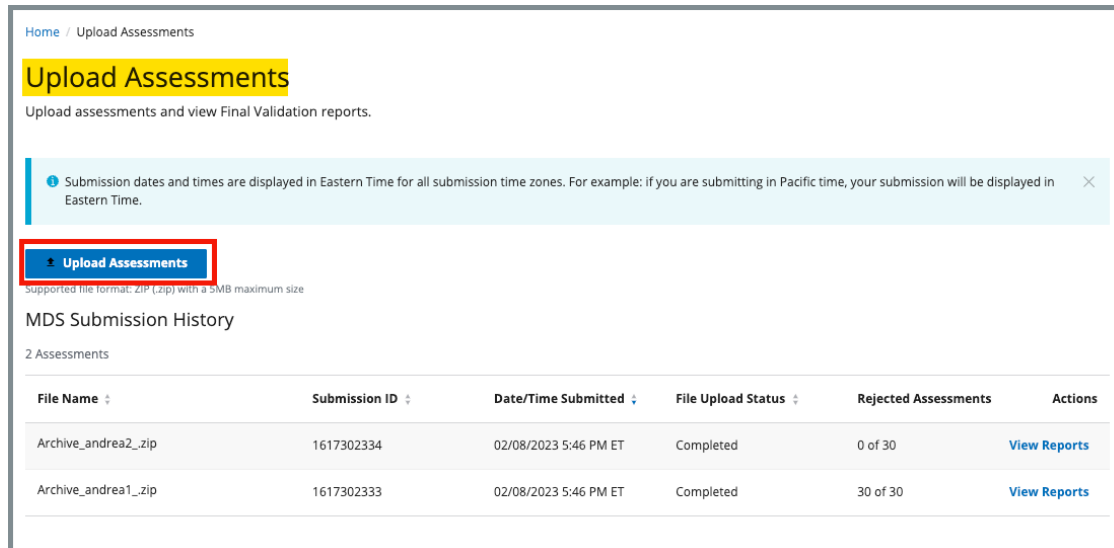
Figure 5: MDS Submission History

2.5. Go to [View the FVR](#) for instructions on viewing the FVR.

### 3. Upload an Assessment: Multiple CCN User

**Note:** This section is for Assessment Submitter roles with more than one provider.

#### 3.1 Log in to iQIES. See *Figure 6, Upload Assessments – Multiple CCN User Landing Page*.



*Figure 6: Upload Assessments – Multiple CCN User Landing Page*

#### 3.2 Click **Upload Assessments** to upload an assessment. The **Upload assessments** pop-up window opens. See *Figure 7, Upload Assessments Pop-up Window*.

**Notes:**

- The assessment files must be compressed in a .zip file format.
- Assessment files must adhere to system and data specifications for the target date of each assessment. Data specifications can be found on the [CMS website](#).
- The zip file size must be under 5MB.

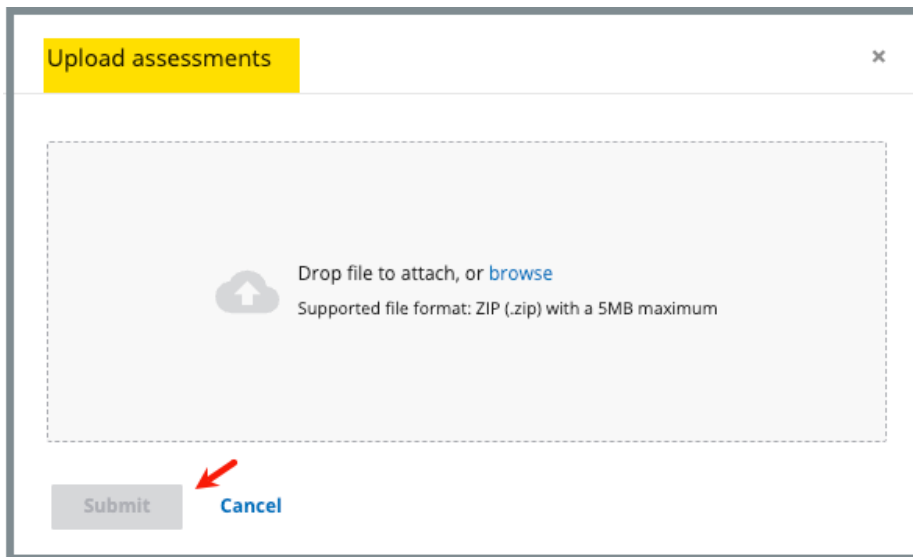


Figure 7: Upload Assessments Pop-up Window

- 3.3 Drag the file to the window or browse on the computer for the file.
- 3.4 Click **Submit**. The **Upload Assessments** page is updated. The green notification bar shows the upload was successful. See *Figure 8, Updated MDS Submission History*.

**Notes:**

- **Submit** is activated when a file is added.
- Submission dates and times are Eastern Time Zone for all submissions.
- **Completed** under **File Upload Status** means the files were correctly uploaded. It does not mean the assessment files were accepted. Verify under **Rejected Assessments** whether the assessment files were accepted. Details are below.
- It may take up to 24 hours to find out if the assessments were accepted, but it is usually much faster.

### Upload Assessments

Upload assessments and view Final Validation reports.

! Submission dates and times are displayed in Eastern Time for all submission time zones. For example: if you are submitting in Pacific time, your submission will be displayed in Eastern Time. ✕

✔ Your upload was successful. Please check back in 24 hours to view the report. ✕

↑ Upload Assessments

Supported file format: ZIP (.zip) with a 5MB maximum size

### MDS Submission History

3 Assessments

File Name ↓	Submission ID ↓	Date/Time Submitted ↓	File Upload Status ↓	Rejected Assessments	Actions
Assessments 2.zip	1617339134	04/11/2023 2:55 PM ET	Processing		
Test Info2 for Assessment Upload.zip	1617299891	01/30/2023 12:21 PM ET	Completed	6 of 6	
Test Info for Assessment Upload.zip	1617299890	01/30/2023 12:19 PM ET	Completed	6 of 6	

Figure 8: Updated MDS Submission History

3.5 Click **View Reports** under **Actions** to view the final validation reports. See *Figure 9, View Reports*. The **My Reports** page then opens with a list of reports. See *Figure 10, My Reports*.

### MDS Submission History

4 Assessments

File Name ↓	Submission ID ↓	Date/Time Submitted ↓	File Upload Status ↓	Rejected Assessments	Actions
Archive_andrea2_.zip	1617339137	04/11/2023 3:18 PM ET	Completed	0 of 30	<span style="border: 2px solid #ff0000; padding: 2px 5px; color: #00aaff;">View Reports</span>
Archive_andrea1_.zip	1617339135	04/11/2023 3:05 PM ET	Completed	0 of 30	<span style="color: #00aaff;">View Reports</span>

Figure 9: View Reports

### My Reports

Access and manage your available reports.

Search My Reports

My Reports > MDS 3.0 Final Validation Reports

1 - 10 of 22211 Reports New Folder






Name	Created Date	Actions
 MDS 3.0 NH Final Validation Report - Submission ID 1617339138 CCN 101009 - 20230411 192902	04/11/2023 3:29 PM	<input type="button" value="More"/>
 MDS 3.0 NH Final Validation Report - Submission ID 1617339137 CCN 101009 - 20230411 191912	04/11/2023 3:19 PM	<input type="button" value="More"/>
 MDS 3.0 NH Final Validation Report - Submission ID 1617339136 CCN 101009 - 20230411 191540	04/11/2023 3:15 PM	<input type="button" value="More"/>
 MDS 3.0 NH Final Validation Report - Submission ID 1617339135 CCN 115482 - 20230411 190637	04/11/2023 3:06 PM	<input type="button" value="More"/>
 MDS 3.0 NH Final Validation Report - Submission ID 1617339134 CCN 115482 - 20230411 185754	04/11/2023 2:57 PM	<input type="button" value="More"/>

Figure 10: My Reports

## 4. View the FVR

4.1 Click **View Reports** under **Actions** on any screen to view the final validation reports. See *Figure 11, View Reports* for an example of the drop-down menu under **Actions**. The **My Reports** page opens with a list of final validation reports.

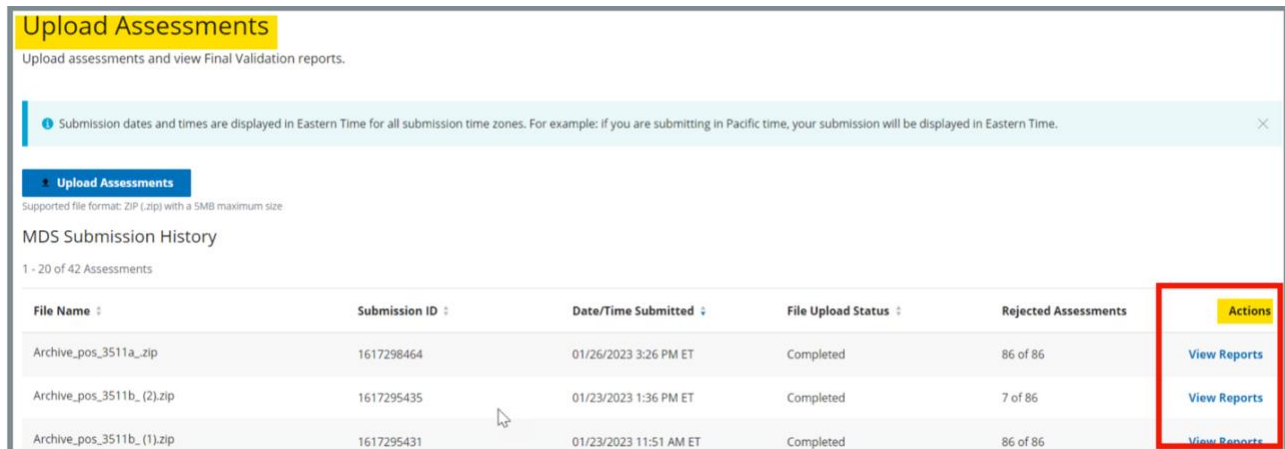


Figure 11: View Reports

**Note:** There are numerous places to select **View Reports**. It is on every home/landing page and next to each accepted file. It is also possible to view reports from the top menu.

Click **My Reports** under **Reports** on the top menu to go directly to the **My Reports** page. See *Figure 12, My Reports Drop-Down Menu*.

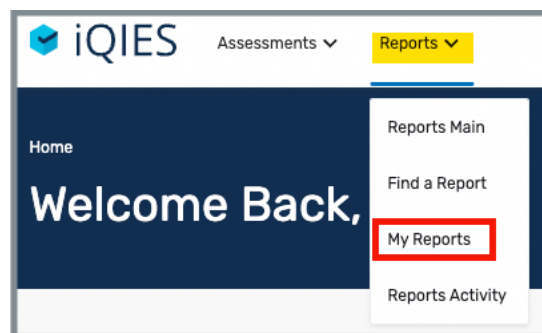


Figure 12: My Reports Drop-Down Menu

4.2 Click **More** to the right of any FVR to view additional actions. See *Figure 13, My Reports*. A drop-down list has the choices below.

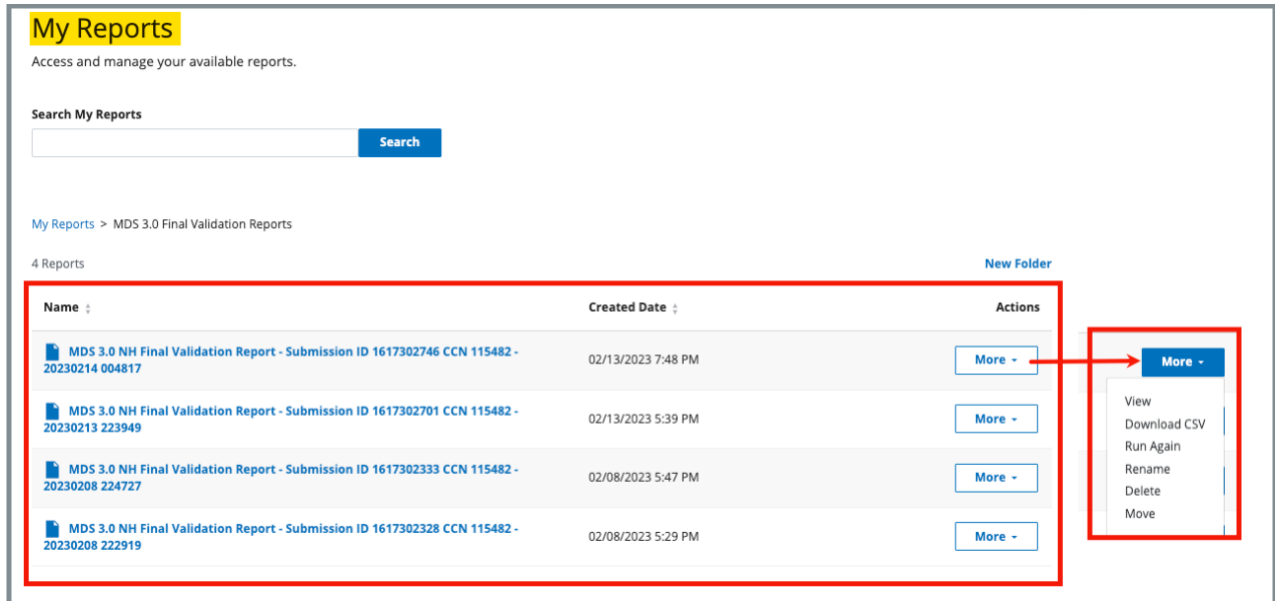


Figure 13: My Reports

**Note:** For more information on how to work in or set up the **My Reports** page, refer to the [iQIES Reports User Manual](#).

- View**                      The FVR opens and can be viewed.
- Download CSV**        Download the FVR.
- Run Again**             Run the FVR again. The **Run Report Criteria** page opens. Fill out the criteria and click **Run Report**.
- Rename**                 Rename the FVR. The FVR will be renamed in the **My Reports** folder.
- Delete**                 Delete the FVR. A pop-up window asks for confirmation.
- Move**                    Move the FVR to a different folder.