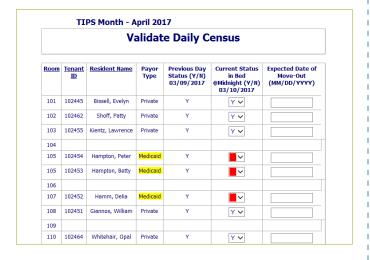
TIPS FOR TIPS: DAILY CENSUS VALIDATION

1. When completing your Daily Census in TIPS, all current Medicaid residents will be highlighted in yellow, and the "Current Status" box will no longer autofill to Y.



2. If you do not choose Y or N as their current status, a message will appear that let's you know one or more is missing, and thus must be fixed.



3. If the current status of any resident is N and the leave is temporary, you must enter an expected date of return. If you do not enter a date, a message will appear to remind you to fill in an expected date of return.



4. Upon completion of the Census Validation you must approve the daily census by clicking the "Approve" button. If you have any Medicaid residents a message will appear which explains the importance of correctly documenting whether that resident was in our out for that day. Please read this message, and if census is correct click "OK"; if not click "Cancel", which will return you to the validate screen to update census data.



5. To edit a previously validated census, select resident name is first drop down box, then select the month in the second drop down box. Once selected, click "GO." All census data can be edited for previous month, but only until the 2nd day of the following month. For example, you can edit data in March until April 2nd. After April 2nd, you will only be able to edit data for the current month (April).



TIPS FOR TIPS: DAILY CENSUS VALIDATION

6. **Edit Screen**- If you are changing a status to 'N,' you must select the Reason, the Leave Type, the Leave Status and the Expected date of return. If you are changing the status to 'Y,' all fields will be empty other and you will need to enter a reason in the "Reason for Change" box. You must always enter the reason you are changing the census data whether it's from Y to N or N to Y.



7. If you edit a Medicaid Resident, the same message will appear. Again, click "OK" to continue and "Cancel" to edit.

