

By now you are discovering the many enhancements that you received with **Release 9.08** of the Hi-Tech Systems. You should read the *Update Memo* for each new Release to learn what is included in the update. The Memo is posted on the website, and the person who installs the new release can print and share it with all Hi-Tech users. See **Hi-One** below for another way to access the *Update Memo*.

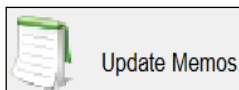


 **Hi-One**    **Read Update Memos from the Hi-Tech Menu**

After a new Release is installed, log into the Hi-Tech System and select an application. The **Update Memo Alert** will display.

- **View Memo Now** to display/print the memo.
- **Remind Me Later** to display the alert again in 24 hours for this User ID.
- **Don't Remind Me Again** to stop the display of this alert for this User ID.

The alert will be displayed for up to 30 days until the user clicks **View Memo Now** or **Don't Remind Me Again**.



You can also click the **Update Memos** button on the left side of the menu screen to display a list of Update Memos since Release 8.11. Select any of these memos to review the changes made in that Release.

**View Update Memos**

Select Update Memo

<input type="checkbox"/>	System Update	Release 9.08
<input type="checkbox"/>	System Update	Release 9.06
<input type="checkbox"/>	System Update	Release 9.01
<input type="checkbox"/>	System Update	Release 8.11
<input type="checkbox"/>	System Update	Instructions 9.06

 **Hi-Two**    **Checkmark MDS Sections as Complete**    **Release 9.08**

After you review and answer all the questions in an MDS section, on the last screen of the section, checkmark that section as complete. (Example:  Section AA Complete.) When you reopen the record, the **SELECT STARTING SECTION** will show all completed sections as Completed.

If resident is *comatose* (B.1 Comatose = 1 - Yes), select  Check Sections B, C, D, E, F complete if comatose at the bottom of the Section B screen. The **SELECT STARTING SECTION** screen will list all those sections as Completed. If you change B.1 Comatose to 0 - No, manually *uncheck* Completed for each of those sections and complete them.

If you use this feature to help you track completed sections, HTS recommends that you review and complete all questions in a section at the same time.

Select **Reporting > MDS > Incomplete Sections** to list MDS records that are not complete.

Clinical: Nursing Care > Reporting > MDS > Edit List >  Current MDS with RUG Weight & ADL.

RESIDENT	UNIT	ROOM	AA8a/b	Asmnt Date	T3b	Weight	ADL
1132      HANNAH ADAMS	0010	035-1	02	09/01/2009	36-PE1	1.4210	17

This new **Edit List** option lists the Case Mix RUG Weight and ADL score for the most current, completed MDS for each resident. The report also lists each resident's Unit, Room, Bed, Reason for Assessment, Assessment Date, Case Mix Category number and description code (i.e. 36-PE1).

The **Edit List** includes several reporting options that provide information about your residents' MDS records.

**End of Quarter > Edit SIT Deposits** is now called **Edit Tax Deposits**.

It includes **State Tax W/H**, **Fed Tax W/H** and **FICA Tax W/H**.

Include	State Tax W/H	P/R Date	State Deposit	Fed Tax W/H	FICA Tax W/H	Fed/FICA Deposit
<input checked="" type="checkbox"/>	743.53	07/23/2008	743.53	1,754.92	1,231.99	2,986.91

Verify the amounts for the most recent quarter and change them if necessary. Completing the payroll process will update these amounts.

**Print EOQ Report** will now include FIT and FICA amounts at the end of the report to aid reconciliation. See sample on the right.

**Print SIT Deposits** is renamed to **Print Tax Deposits** and will print a total by quarter.

**Create EOQ File** will now create a PR941 file for Vermont that can be submitted electronically.

Taxes Withheld by Pay Period			
DATE	FEDERAL	FICA	STATE
07/23/2008	1,754.92	1,231.99	743.53
08/06/2008	1,956.32	1,250.65	851.32
08/20/2008	2,090.04	1,264.18	896.34
09/03/2008	2,090.04	1,264.23	896.34
<b>*TOTALS*</b>	<b>7,891.32</b>	<b>5,011.05</b>	<b>3,387.53</b>

Hi-Tech will host a Webinar on Thursday, October 15 at 2 pm to review recent changes to the **Accounts Payable System**. If your email address is on our Accounts Payable users list, we will send you an email when we open this Webinar for registration. If you can't wait till then, check out **Hi-One** on how to learn about these changes in the Update Memo.

Check out the September and October Webinar schedule at:  
[www.hi-techsoftware.com](http://www.hi-techsoftware.com) > **Hi-Tech Clients** > **View Webinar Schedule**.

**IMPORTANT:** Hi-Tech continues to urge you to **back up your data** every day that you enter new information. If your hardware fails, you can restore a copy of your current data to new or repaired hardware. If you do *not* have a backup copy, you must re-enter all the lost information.