Change in Locking OASIS from POC

The process for locking OASIS in Barnestorm has changed to reflect the Medicare CMS OASIS validation tool. OASIS can no longer be locked within the **Edit** screen or from the **Build OASIS** screen in the assessment. Instead, the OASIS must be **Reviewed and Validated** successfully before you can lock the record. And, because of the CMS validation tool, you must be connected to the internet in order to validate the OASIS. Here are the steps for completing, validating, and locking an OASIS:

1. Enter the OASIS from within the visit assessment. These steps are exactly the same as what you're used to doing.

   a. Build the OASIS on the Finish screen as normal, using the **Build OASIS Document** button.

   b. The **Build OASIS** screen will pop up as usual. Click the **Review and Verify All Answers** button.

   c. Fix errors within the assessment and rebuild the OASIS, if needed.
   Tip: You can use **the Find M00** button and the **!** button next to it in the upper left corner under the **Preview** button to quickly find OASIS problems.

2. When you're at a location with an internet connection, select the patient you created an OASIS for and click the **OASIS** button on the main menu. Select the OASIS you want to lock and click the **Review + Validate** button. This process will use the validation utility tool to search for errors.

3. At this point one of three things will happen:

   a. A pop up will appear that states, "OASIS is validated with no errors". Click the **OK** button to close the box.

   b. A report will show warnings of possible issues that may need fixed. You can still lock the OASIS if only warnings appear.

   c. A report will show Fatal errors that will need to be corrected before you can lock and validate the record. When you go back to correct the OASIS data, you must click the **Review + Validate** button again when you finish.

4. Once the OASIS has successfully been validated, a date will appear in the **Validated** column of the OASIS screen.

5. Select the OASIS and click the **Lock** button to prepare the record for transmission.

IMPORTANT: If your clinicians do not lock OASIS documents, their process will not change. These changes only impact agencies whose clinicians lock the OASIS documents they create.