**Instructions for Accessing MDS Reports**

Effective 2/1/2023 access to the MDS Reports is no longer in the MITS system but are now available in the Ohio Medicaid Enterprise System Cost Report and Rate Setting System. To access the MDS Reports, the user will need to have the “MDS Report” user role, “Provider Adminsitrator” user role or the “Sign Approve LTC Cost Report” user role.



Once you access the OMES Cost Report and Rate Setting System choose the Nursing Facility project.

The **Files** feature on the main menu contains options for uploading, transferring, and storing of files on the OMES Cost Report and Rate Setting application, including Rate Packages, Long Term Care Cost Report Packages, and MDS Reports. This feature offers users the option to download Provider specific files. Only state users have the permission to upload files. This feature is only applicable to LTC providers.

**Files to Download**

1. Hover over **Files**

2. Click Files to Download



3. Files to Download page loads

4. Select a provider in the **Choose Provider** dropdown



5. The files made to download will appear in a table for the selected provider

6. Click the download icon to download individual files



7. Select multiple checkboxes, or click **Select All** to queue up multiple files to download

8. Click Download Files

