

Surveyor Name:

Date:

Preceptor:

LTC Quality Indicator Survey (QIS) Computer Skills
Long-Term Care

Directions: Sign off each of the following items when they are completed. These skills assume familiarity with basic Windows operations, that you have attended QIS training offered by your agency, and have been assigned a tablet for use in the QIS survey process.

Skill	Task	Completed
Tablet and Related Equipment		
	1. Locate the Power button on your tablet.	
	2. Connect the power cable.	
	3. Locate the USB port(s).	
	4. Change screen orientation to use as a laptop or a writing tablet.	
	5. Complete orientation to use of the stylus provided with the tablet.	
	6. Complete orientation to handwriting recognition software.	
	7. Complete orientation to other state-provided equipment for use in a QIS survey (portable scanners, etc.).	
Internet/Web		
	1. Open an Internet browser window.	
	2. Open a new site from a link on the home page.	
	3. Open the following website: Centers for Medicare and Medicaid Services (CMS) .	
	4. Navigate back to your home page using the Home button on the toolbar.	
	5. Use the Back button to view a previous web site.	
	6. Toggle between the Internet browser and the desktop.	
Windows		
	1. Open a My Computer window.	
	2. Display the files on the C: drive (your hard drive).	
	3. Open the My Documents folder.	
	4. Create a folder named Survey Resources on the computer desktop.	
	5. Open the following website: Surveyor Desktop Folders .	
	6. Save the document to the folder you just created on the	

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	computer desktop.	
	7. Create a desktop folder for each of the documents listed in the Surveyor Desktop Folders document and save the documents into the folders you just created.	
E-Mail		
	1. Open the email program.	
	2. Create a new email message.	
	3. Attach a document or picture.	
	4. Send the e-mail.	
	5. Open the email in Sent Items and save the Attachment to your desktop.	
Flash Drive		
	1. Plug the flash drive into a USB port on your computer.	
	2. Open a My Computer window.	
	3. Open a window displaying the contents of the flash drive you just plugged in.	
	4. Copy one of the documents to the flash drive	
	5. Locate the document on the flash drive	
	6. Delete the file from the flash drive.	
	7. Eject the flash drive from your computer.	