

## **Section 2**

# **ACCESSING THE REPORTS**

## **Accessing the New Reports**

The procedures to access, request and view the reports are contained in the Report Accessing training slides in Appendix C. Reports may be requested individually or as a package containing multiple reports. The CASPER Reporting application will retain the reports you have requested for a period of 60 days for all states. After that time the report file is removed from the system. If you wish to retain the reports for a longer period of time, you must save them to your workstation.

## **Accessing the Previously Requested QI Reports**

With the availability of the new QI/QM reports, users will no longer be able to request reports from the old QI system. However, users will be allowed to access, view, print and save previously requested reports from the old QI system. Each state has selected the period for retaining the old system reports. Almost all states have chosen a 90 day retention period. The exceptions are as follows:

- 60 days: FL
- 92 days: TN
- 120 days: NY
- 180 days: DC, GA, MI, MO
- 182 days: IL

The procedure to access previously requested QI reports from the old system is contained in the Report Accessing training slides in Appendix C.