



## ACCESSING AND UTILIZING: ONLINE AND SCHEDULED REPORTS

1. Connect to Verizon – type password and click “connect”.
2. Open MDCN (Medicare Data Communication Network) browser. You should be at the CMS MDS/OASIS Welcome page (<http://32.77.214.150/>). Select “MDS”.
  - a. This connects you to the state Welcome Page.
  - b. The state page offers 2 links:
    1. Submission Page (select this one)
    2. State Bulletins
  - c. The Submissions link takes you to the State Home page (<http://32.77.214.150:81/home.html>). There are 5 links available in addition to various alerts and training information:
    1. **MDS 2.0 Submissions**
    2. **Unable to login? Click here to reset your MDS User ID/Password**
    3. **MDS 3.0 Submissions**
    4. **QIES User Maintenance Application User's Guide**
    5. **CASPER Reporting (and QI/QM Reports when they return)**

**There are various IMPORTANT alerts/notices and training information available below the 5 links. You will also find:**

  1. Bulletins – provides links to information and resources
  2. Points of Contact – Identifies the State RAI Coordinator and the state RAI Automation Coordinator to direct questions concerning technical and clinical issues related to the MDS/RAI process
  3. MDS 3.0/JRAVEN Updates – information and downloadable files to update JRAVEN software
3. To access Online Reports:
  - a. From the State Home Page select CASPER Reporting (Online Reports)
  - b. Enter your Individual User ID/Password – **Both are case sensitive!**
  - c. Click on reports
  - d. On the left hand side of the screen click on MDS Provider for 2.0 reports and MDS 3.0 NH Provider, MDS 3.0 Final Validation, MDS 3.0 SW Provider, or MDS 3.0 SB Final Validation for MDS 3.0 reports - MDS 3.0 QI/QM Reports are under construction
  - e. Select the report category from which you want to pick your report
  - f. A list of online reports will appear:
    1. The following reports require no further information to access:
      - Error Messages – list of fatal File, Fatal Record and Warning Error Messages by error message # with text
      - MDS Facility List – last Production Submission – displays by date and time the last successful production submission by the facility
      - Vendor List – All current vendors with ID and contact info
      - Vendor List of Current Facilities – current vendor for logged in facility, plus facility info
      - Duplicate Resident Report – lists all residents. Should be checked carefully for duplication
      - Facility List Report – Facility ID, Name, City, Vendor Name, Medicaid/Medicare ID, Point of Contact, phone #, and number of residents in facility
      - Roster Report – Info on all current residents as of date of last report run; includes only Admission, Annual, Quarterly, or Reentry tracking reports. Updated hourly; Accuracy depends on date of last report submitted
      - Errors by Facility by Vendor – Lists error message number(s) and error message text for each vendor the facility uses
    2. The following require date ranges – all reports are of occurrences within that date range:
      - MDS Online Admission/Reentries
      - MDS Online Discharges



## QUALITY IMPROVEMENT PROGRAM FOR MISSOURI'S NURSING HOMES



- Errors by Field By facility – lists # of assessments with errors in each field, total # of assessments successfully processed, and % of assessments with each error
  - Error Detail Report by facility – lists errors encountered in all successful production submissions within date range
  - Error Summary Report by Facility – lists errors by error number, the error message text, # of times each error occurred, and % of assessments with each error
  - Daily Submission Statistics – All production submissions on any given day within date range – day; # batches processed; # records processed, rejected, accepted; and rejection %
  - Monthly Submission Statistics – as above, but for entire month
  - Submission Statistics by Facility – displays by submission date/time submission batch ID; # records processed, rejected, accepted; % rejected and vendor name
  - RFA Statistics – lists all accepted assessments according to AA8a and AA8b values with totals for each group
- g. After selecting the reports you want to view, the next screen will ask for the date range, if needed.
  - h. The next screen will then say that the reports are being queued. Completed reports will be available in your inbox, final validation or submitter folder depending on what type of report you requested. Please note it can take up to 24 hours for a report to appear.
  - i. Then click on folders.
  - j. Then click on the folder that you your report is located in on the left hand side of the screen.
  - k. You should then see the reports that you have just requested. If you do not, click the back arrow at the top of the screen and then click on the forward arrow to refresh the screen; the reports should then be seen. If there is a delay in the viewing, exit CASPER and go back in later in the day. Response times may vary – up to 24 hours.
  - l. Click in the small box at the right of each report that you want to print.
  - m. Then click on merge PDF's and the screen will change and show all the reports that need to be printed - click on print.
    - **NOT AVAILABLE AT THIS TIME**
4. Refer to the “MDS 3.0 Provider User's Guide” or CASPER Reporting User’s Guide for MDS Providers for detailed information on reporting. Go to: <https://www.qtso.com>; Click on the MDS 3.0 link from the menu at the left of the page; then scroll to the bottom of the page for the link to the manuals (they have a drop-down box for the different sections).
  5. If you have difficulty accessing the reports, contact Denise Mueller, MDS Automation Coordinator at [denise.mueller@health.mo.gov](mailto:denise.mueller@health.mo.gov) or by calling (573) 522-8421.

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