

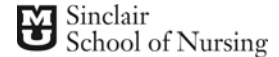


## ACCESSING AND UTILIZING: ONLINE AND SCHEDULED REPORTS

1. Connect to AT&T Global Services – 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 Submission
    2. CASPER Reporting (Online Reports) – CASPER Provider Reports; also includes QI/QM Reports
    3. Bulletins – provides links to information and resources
    4. Points of Contact – at a minimum will identify state agency system administrator to direct questions pertaining to the MDS system
    5. MDS/RAVEN Updates – information and downloadable files to update RAVEN software
3. To access Online Reports:
  - a. From the State Home Page select CASPER Reporting (Online Reports)
  - b. Enter facility login name/password – Both are case sensitive! This is the facility MO number and password.
  - c. Click on reports
  - d. On the left hand side of the screen click on MDS Provider
  - e. Select “List MDS Reports”
  - f. A list of 18 online reports will appear
    1. The following reports require no further information to access:
      - Confidential Memo – lists facility login ID for MDS submission and how facility info is entered into state system
      - 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
      - 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



## QUALITY IMPROVEMENT PROGRAM FOR MISSOURI'S NURSING HOMES



- 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 selected.
  - i. Then click on folders.
  - j. Then click on “my in box” 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.
  - 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.
4. To access MDS Scheduled Reports:
- a. From the State Home page, select “MDS Submission”, then select “Receive Validation Reports”
    1. Validation reports – All validation reports for the previous six months can be viewed. Validation reports must be printed off and saved to confirm the MDS's have been submitted and accepted, and for future trouble-shooting. The system automatically deletes reports over six months old. The report listed with “f” behind it is the final report and the one with an “I” is the initial report.
    2. The Scheduled or “text” reports are located within the list of validation reports. These reports are generated monthly based on MDS data and are available around the 5<sup>th</sup> of the month for the previous month. An example might be: AD022008txt. There are seven reports:
      - AD = New Admission Report – All new admissions during the previous month
      - AR = Activity Report (RUG category as well) – all assessments submitted in previous calendar month
      - CR = Change in Resident Identifier – changes by a new MDS record submitted in the report period (check carefully to be sure resident is not actually a new resident incorrectly matched with another resident)
      - DR = Discharged Residents without Return – includes all residents who were discharged the previous month and have not returned
      - MR = Missing Assessments – All residents whose most recent assessment is more than 138 days in the past and who did not have a discharge tracking report submitted. Based on effective date, R2b and A4a, being more than 138 days from report run date
      - QR = Questionable New Resident Report – when doubt exists in State database that a new resident is actually “new”
      - RR = Resident Roster or End of Month Roster report – current residents with most recent assessment processed prior to run time/date (does not include discharges)
5. Refer to the “Long Term Care Facility User’s Manual” for further description of each report. Go to: <https://www.qtso.com>; Click on the MDS link from the menu at the left of the page; then scroll to the bottom of the page for the link to the manual (it has a drop-down box for the different sections – Section 4 is about the reports).
6. If you have difficulty accessing the reports, contact Denise Mueller, MDS Automation Coordinator at [denise.mueller@dhss.mo.gov](mailto:denise.mueller@dhss.mo.gov) or by calling (573) 522-8421.

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