

Add New City, County, ZIP, State/Region Code

*RO User can request all items and roles will be reversed.

***Note:** The DQSAS staff for Cities, Counties, ZIP Codes, and changing the State/Region Codes are Justyna Sardin (Justyna.Sardin@cms.hhs.gov), Jessica Wentworth (Jessica.Wentworth1@cms.hhs.gov), Greg Goetzel (Greg.Goetzel@cms.hhs.gov), and Wilson Banga (Wilson.Banga@cms.hhs.gov).

Adding Cities to ASPEN*

1. The State Agency (SA) contacts QTSO Help Desk (QHD) indicating they want to add a city to ASPEN. An ASPEN Issue Ticket is created.
2. The ASPEN Help Desk (AHD) will create a ticket and communicate the ticket information to the requestor and cc the respective RO in an email.
3. The AHD verifies with the State Agency to ensure which ZIPs are associated with this new city.
4. ATG creates the Production Change Request (PCR).
5. Approvals are given by GDIT/DQSAS and the PCR is processed.
6. When the new city is created, CASPER will load it.
7. The AHD notifies the RO and SA indicating their request has been completed.

Adding Counties to ASPEN*

1. The State Agency (SA) contacts QTSO Help Desk (QHD) indicating they want to add a county to ASPEN. An ASPEN Issue Ticket is created.
2. The ASPEN Help Desk (AHD) will create a ticket and communicate the ticket information to the requestor and cc the respective RO in an email.
3. The AHD verifies with the SA to ensure which cities and ZIPs are associated with this new county.
4. ATG creates one PCR for both the ASPEN and CASPER portions, eliciting input from Telligen for the CASPER portion.
5. Approvals are given by GDIT/DQSAS and the PCR is processed.
6. When the new county is created, it will be loaded to CASPER via the PCR.
7. The AHD notifies the RO and SA indicating their request has been completed.

Adding ZIP Codes to ASPEN*

Note: For ASPEN to work properly with ZIP codes, the respective city and county must first exist in the tables. If the city or county is not in the tables, refer to *Adding Cities to ASPEN* and *Adding Counties to ASPEN* in this document.

1. The State Agency adds the ZIP code to ASPEN Central Office (ACO) using the Facility Properties option. The information to complete this task is located in the ASPEN Technical Training Guide.
2. When a new ZIP code is created CASPER will load it.

Adding and Changing State/Region Codes in ASPEN*

1. The State Agency (SA) contacts QTSO Help Desk (QHD) indicating they want to add a new State/Region Code to ASPEN. An ASPEN Issue Ticket is created.
2. The ASPEN Help Desk (AHD) will communicate the ticket information to the requestor and cc the respective RO in an email.
3. ATG creates the PCR from the ASPEN Issue Ticket.
4. Approvals are given by GDIT/DQSAS and the PCR is processed.
5. When the new State/Region Code is created, CASPER will load it.
6. The AHD notifies the RO and SA indicating their request has been completed.

Adding a Fiscal Intermediary in ASPEN

1. The RO notifies the DQSAS of the new Fiscal Intermediary's (FI) name and number.
2. DQSAS, Jessica Wentworth (Jessica.Wentworth1@cms.hhs.gov) contacts the ASPEN Help Desk (AHD) (via email) with a copy to John Bledsoe (John.Bledsoe@cms.hhs.gov) and Justyna Sardin (Justyna.Sardin@cms.hhs.gov) to create a PCR to update the ASPEN Fiscal Intermediary table (State and National).
3. ATG creates the PCR.
4. The PCR is processed.
5. When the FI has been created, CASPER will load it.
6. The AHD notifies the RO indicating their request has been completed.

Handling Issues Relative to Regulation Set Contents*

1. The SA contacts the RO (via email) with a copy to John Bledsoe (John.Bledsoe@cms.hhs.gov) and Jessica Wentworth (Jessica.Wentworth1@cms.hhs.gov)
2. John and Jessica will investigate the issue for validity and accuracy.
3. Any necessary changes are made to the regulations set(s).
4. SAs and ROs are notified during the ASPEN Tech Calls and via memo outlining the regulation set changes.
5. ASPEN Help Desk will notify DQSAS when the task is completed.

Record of Changes

Version Number	Date	Author/Owner	Description of Change
1.00	12/9/2014	Bev Brown	Original
1.01	1/12/2015	Bev Brown	Removed Pam Bosley and Barb Keller.
1.02	9/11/2015	Bev Brown	Added Wilson Banga.
1.03	6/17/2016	Bev Brown	Replaced Sheila Wallace with Jessica Wentworth.
1.04	6/28/2016	Bev Brown	Changed from ATG & GDIT.
1.05	6/30/2016	Bev Brown	Updates from the QIES Help Desk.
1.06	07/06/2016	Bev Brown	Changes from DQSAS.
2.00	07/07/2016	Bev Brown	Document updated with changes and approved during the S & C Call.