

STAR Survey

You create a certification kit in ACO and schedule a survey for an ESRD facility.

- Double-click the **ACO** icon on your desktop.

- Change the ACO Selection to **ESRD OPEN**.

1 Locate facility

- Expand the node for your training letter to locate **A STAR Facility**, where A is your training letter.

- Right-click the facility and select **Create Certification**.

2 Schedule initial Health survey

- On the Certification & Surveys tab, scroll to the Survey List.

- Click **New** to create a new survey.

- For Initial Survey Type, accept **Health Survey** and click **OK**.

- In the Create Health Survey window, enter:

Start: **Today's Date**

Exit (X3): **Today's Date**

Regulations: **Select the Federal regulation set**

Type of Survey: **Recertification** (pre-selected by ASPEN)

Extent: **A-Routine/Std Survey** (pre-selected by ASPEN)

3 Add survey team members

- In the Team Roster section, click **Update** to display the Staff Availability List.

- Assign yourself to the survey.

- Click **OK** to close the Staff Availability List.

- Click **OK** to close the Create Health Survey window.

- Click **No** to the question about proceeding to Citation Manager.

- Click **Done** to close the certification kit.

Next you transfer the survey to ASE-Q.

4 Export surveys to transfer file

- In the **ACO** tree, locate and expand the certification kit.
- Highlight the survey.
- On the toolbar, click **Export**.
- In the Export window select **Other Location** and click binoculars to **Find Location**.
- Browse to **C:\Aspen Tech Training**, select it and click **Open**.
- Click **OK** to complete the export.

The export file is encrypted, and includes facility and survey information. "Transfer Location" may be anywhere – you can export to a USB drive, or to a location on your network.

- Click Continue with Export.
- In the Finalize Transfer window, click **Apply**.

5 Close ACO

- Select **File** then **Exit** to close ACO.

Conduct Survey

Survey Team role:

On Today's Date, the survey team gets ready to perform the survey, beginning with importing the survey from the transfer location into ASE-Q.

6 Open ASE-Q

- Locate the **ASE-Q** shortcut on your desktop, and double-click.
- Enter password and click **OK** to open ASE-Q.

7 Import survey information

- On the ASE-Q toolbar, click **Import**.
- In the Import Type section, select **Surveys**.
- Select Other **Zip File Location** then click binoculars to find and select the file you just exported.
- Click **Open** to begin the import.
- Click **OK** in the Import window.
- In the Select Survey(s) to Import window, make sure your survey has a checkmark in the Select column and click **Continue with Import**.
- Click **Apply** in the Finalize Transfer windows.

You perform the survey in STAR. During the Water Treatment and Dialysis Review, you discover the following issues.

8 INSTRUCTOR DEMO STAR - INSTRUCTOR DEMO ONLY

- In ASE-Q, expand **A STAR Facility**.
- Right-click the survey and select **STAR** to launch the STAR application for this survey.
- On the Team Settings screen, click **Save** with I Am a leader of the review team selected.

9 View DSR Report

- Click Main Menu.
- Click Presurvey Preparation.
- Click Dialysis Facility Report Review.

Notice the facility data is automatically populated when the survey is created in ACO.

10 Conduct survey

- Click ESRD Survey and Certification Main Menu.
- Click Water Treatment and Dialysate Review.
- Click Carbon Tanks/Total Chlorine Testing.
- Click Show Extended Questions.
- To the question, What do the carbon tanks do? Did you identify a deficient practice?, answer **Yes**, then enter the following under Potential Findings:

PCT Pascal stated that the primary function of the carbon tank is to soften the water and it also removes chlorine.

PCT All Good did not know that there were carbon tank(s).

Both of the PCTs routinely conducted the total chlorine tests prior to each patient shift.

- To the question – If a digital meter is used..., answer **No**, and enter the following under Potential Findings:

PCTs did not know how to set it back to zero. Or did not know that it was a requirement.

11 Review

- To cite the deficiencies, click **Review** in the toolbar.
- Uncheck tags 192 and 196 for both questions, leaving only tag 260 checked for each question.
- Select Click here to view all VTAGS.
- Click VTAG **260**.
- Click **Yes** to cite the deficiency.

- For Deficiency Based on, select one of the checkboxes.
- Under Regulations not met as evidenced by: enter the following text:

Facility failed to ensure the training program was including the functions and purpose of the carbon tank.

Findings for 2 PCTs responsible for water treatment system check facility training program.

1.) During interview with PCT Pascal, stated that the carbon tank(s) softened the water and removed Chlorine.

2.) PCT All Good did not know that there were carbon tank(s).

3.) PCTs did not know how to set the digital meter back to zero. Or did not know that it was requirement.

- Click Return to the list of VTAGS.
- To export the survey, select Send the citations (listed above) to ASE-Q.
1 citations sent or updated in ASE-Q displays in the lower left corner of your screen.
- Click the **x** in the right corner to close STAR.

12 Review survey in ASE-Q

- In ASE-Q, expand **A STAR Facility**.
- Right-click the survey (Which now has STAR icon) and select **Citation Manager**.
- Double-click the citations to review the findings.
- Click **Done**.

To complete the certification kit. You would export the survey from ASE-Q, and then import it into ACO.