

ASPEN Technical Training – Advanced



AGENDA - DAY 1

Day 1: MORNING

Welcome and Introductions
Greetings from CMS

ASPEN Overview

- Changes & New Features from 10.3 Release

Customize ASPEN

- Email Configuration
- ePOC Configuration
- ASE-Q Account Setup

User Security Overview

Certification Lifecycle

- Create combined Recertification/Complaint certification kit in AST
- Track certification kit in AST
- Attachments
- Enforcement
- Plan of correction (ePOC)
- Informal Dispute Resolution (IDR)
- Upload monitoring

Day 1: AFTERNOON

Ask the Techies

What's Coming

- Highlight future upcoming release changes and features

Certification Special Case Exercises

- Change of ownership
- Change of status
- Terminate provider
- Deeming scenarios

Independent Study

- Certification Process

Longmont, Colorado

August 2016

Class Hours:
8:00 am - 5:00 pm

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AGENDA - DAY 2

Day 2: MORNING

Uploads/Transaction Tracking/Best Practices

Facilitating Communications

- Within State Agencies
- Between State Agencies and Regional Offices
- Between Regional Offices and CMS Central Office
- Letters

Reports Presentation

- How to access
- Report customization

Database Review

Day 2: AFTERNOON

Ask the Techies

Training Trivia

Complaint Process

- Full Survey After Complaint

Complaint Special Case Exercises

- EMTALA
- Death/Restraint/Seclusion
- Refer a Complaint/Incident

Independent Study

- Complaint Process

Course Wrap-up

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