

ASPEN Technical Training – Basic



AGENDA - DAY 1

Day 1: MORNING

Welcome and Introductions
Greetings from CMS

What is ASPEN

- Basic ASPEN overview

ASPEN Overview

- ASPEN 10.3 Changes & New Features

System Configuration / Installation

Customizing ASPEN

- For your user
- For your state

Introductory Overviews

- Facility Properties
- Survey Properties
- Citation Manager

Independent Study Exercise

- Create Facility

Day 1: AFTERNOON

Ask the Techies

What's Coming

Certification process

- HHA certification through upload

Certification – Special Case Exercises

- Merge surveys
- Facilitating communication
- Special surveys

Independent Study Part 1

- Certification Process

Longmont, Colorado

August 2016

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

ASPEN Technical Training – Basic



AGENDA - DAY 2

Longmont, Colorado

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

Day 2: MORNING

Complaints Management / ePOC

- Intake
- Investigation
- Letters
- Attachments
- Intake-specific reports
- Plan of Correction
- Finalize Intake
- Upload

Complaint Special Case Exercises

- Hotline intake
- Complainant/Resident/Perpetrator directories
- Merge complainant

Independent Study

- Complaint Process

Day 2: AFTERNOON

Ask the Techies

Training Trivia

Enforcement

- Create enforcement case

Independent Study Part 2

- Enforcement Process

Reports

- How to access
- Report customization

Letter Management

- Create a template
- Insert Macros
- Generate Letter
- Print Options

Course Wrap-up