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QUICK REFERENCE TO FINAL VALIDATION REPORTS

FINAL VALIDATION REPORTS	2
SYSTEM-GENERATED HOSPICE FINAL VALIDATION REPORT	2
HOSPICE SUBMITTER FINAL VALIDATION REPORT	7

FINAL VALIDATION REPORTS

Two types of Final Validation Reports are available to Hospices in the CASPER Reporting application:

- **Hospice Final Validation Reports**

Unless certain severe errors occur during the processing of a submitted file, the QIES Assessment Submission and Processing (ASAP) system automatically generates a *Hospice Final Validation Report*. The system-generated Hospice Final Validation Report is created in two formats: Text and XML. Both report formats are delivered automatically to your facility's CASPER validation report folder.

NOTE: The XML-formatted report is intended for software vendors. Hospices may ignore the XML-formatted report and access the user-friendly plain text version of the Hospice Final Validation Report.

- **Submitter Final Validation Reports**

For submission files that contain severe errors, the QIES ASAP system is unable to generate a Hospice Final Validation Report. You may identify these errors by requesting the *Hospice Submitter Final Validation Report*. The QIES ASAP system does not automatically generate this report.

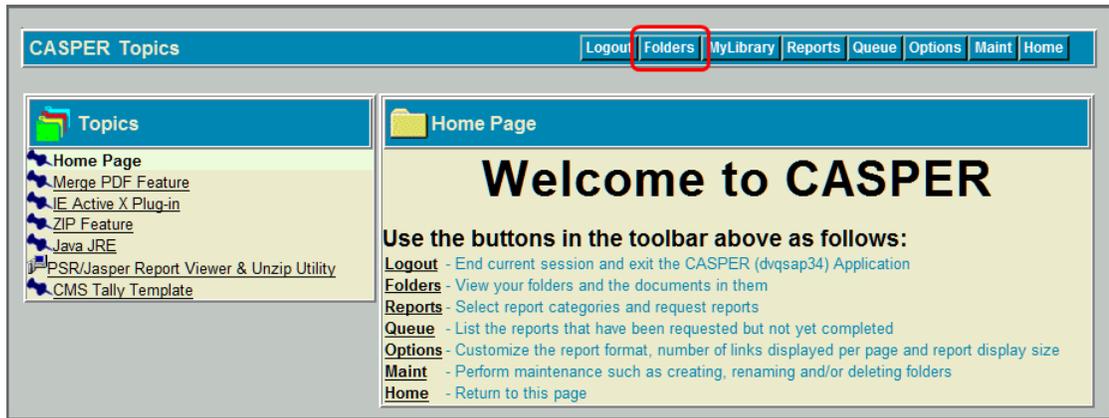
System-Generated Hospice Final Validation Report

The following steps detail how to access and view the system-generated Hospice Final Validation report in the CASPER Reporting application so that you may verify that all records of your submission file processed without error.

NOTE: A system-generated Hospice Final Validation Report is available only if the *Submission Status* is "Completed" and the *Total Record Count* is greater than zero (0). This information is available to you on the **List of My Submissions** (Submission Status) page of the Hospice File Submission system.

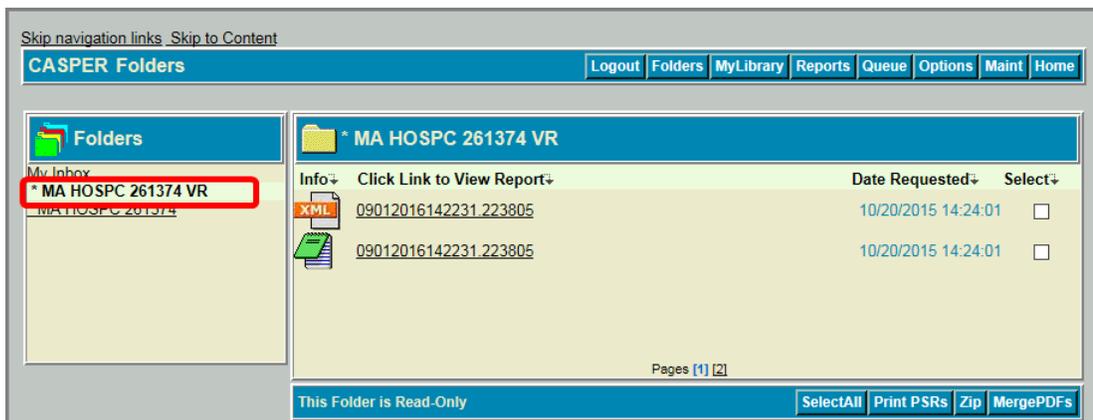
1. From the **Welcome to the CMS QIES Systems for Providers** page, select the CASPER Reporting link and log in to the CASPER Reporting application with your individual QIES user ID and password. This is the same user ID/password with which you access the Hospice File Submission system. The **CASPER Topics/Home** page (Figure A-1) is presented.

Figure A-1. CASPER Topics/Home Page



2. Select the **Folders** button located on the tool bar at the top of the page. The **CASPER Folders** page (Figure A-2) is presented. The folders available to you are along the left-hand side of the page.

Figure A-2. CASPER Folders Page – Validation Report Folder



3. Locate and select the facility folder with the naming structure of:

[State Code] HOSPC [Facility ID] VR

Where:

State Code = your 2-character state code

HOSPC = Hospice

Facility ID = Facility ID used for submitting Hospice records

VR = Validation Report

4. With the VR folder selected, the main body of the **CASPER Folders** page lists the Hospice Final Validation reports that were system-generated and are available for you to view. The report names are formatted as follows:

[Submission Date & Time].[Submission ID]

Each report name is a link with which you may open and view the contents of that report.

NOTE: Hospice reports are automatically purged after 60 days.

5. Select the report that corresponds to the submission file you wish to verify. Figure A-3 depicts a fictional system-generated Hospice Final Validation report in text format and Figure A-4 depicts a fictional system-generated Hospice Final Validation Report in XML format.

NOTE: When a submitted file cannot be unzipped or contains no records, the QIES ASAP system cannot generate a Hospice Final Validation Report and place it in your facility's shared VR folder. If a system-generated Hospice Final Validation Report was created but the number of records displayed is less than the number of records you submitted in the file, there were one or more records that could not be processed by the QIES ASAP system. In either case, the user who originally submitted the file must request the **Hospice Submitter Final Validation** report in order to identify the issues with the records that were not processed.

Facility-identifiable records from the submitted HIS file are presented on the system-generated Hospice Final Validation Report in the following order:

- State Code
- Facility ID
- Patient Last Name
- Patient First Name
- Record Processing Order
- HIS ID
- Error Type Code
- Item in Error Text
- Value in Error Text

Figure A-3. Hospice Final Validation Report – Text Format*

```

                                CMS Submission Report
                                Hospice Final Validation Report

Submission Date/Time:           09/01/2016 14:22:31
Submission ID:                  223805

Submitter User ID:             ██████████
Submission File Name:          20161020.zip
Submission File Status:        Completed
Processing Completion Date/Time: 09/01/2016 14:24:01

FAC_ID:                         261374
Provider Name:                 VISITING NURSE HOSPICE
Provider CCN:                  221541
State Code:                    MA

# Records Processed:           1
# Records Accepted:            1
# Records Rejected:            0
# Duplicate Records:           0
# Records Submitted Without
  Provider Authority:           0
Total # of Messages:           1

-----
Record: 1                        Accepted

Name (A0500C, A): ██████████ Birth Date (A0900): ██████████
SSN (A0600A): ██████████ Gender (A0800): M
Medicare Num (A0600B): ██████████ Patient ID: 17849425

Target Date: 04/05/2016          Type of Record (A0050): NEW RECORD
HIS_ID: 1380267                 Reason for Record (A0250): 01
XML File Name:                  20151020.xml

HIS Item(s):                    A0250, Submission Date, A0220
Data Submitted:                 01, 09/01/2016, 04/05/2016
Message Number:                 -3034a WARNING
Message:                        Record Submitted Late: If A0250 is
                                equal to 01 (Admission), then
                                Submission Date minus A0220 (Admission
                                Date) should be less than or equal to
                                30 days.

-----

This report may contain privacy protected data and should not be released to
the public.

-----
```

* Fictitious, sample data are depicted.

Figure A-4. Hospice Final Validation Report – XML Format Excerpt*

```
- <report name="CMS Submission Report" type="Hospice Final Validation Report">
- <header>
  - <submission>
    <property name="Submission Date/Time" value="09/01/2016 14:22:31" />
    <property name="Submission ID" value="223805" />
    <property name="Submitter User ID" value=" " />
    <property name="Submission File Name" value="20151020.zip" />
    <property name="Submission File Status" value="Completed" />
    <property name="Processing Completion Date/Time" value="09/01/2016 14:24:01" />
  </submission>
  - <provider>
    <property name="FAC_ID" value="261374" />
    <property name="Provider Name" value="VISITING NURSE HOSPICE" />
    <property name="Provider CCN" value="221541" />
    <property name="State Code" value="MA" />
  </provider>
  - <processing>
    <property name="# Records Processed" value="1" />
    <property name="# Records Accepted" value="1" />
    <property name="# Records Rejected" value="0" />
    <property name="# Duplicate Records" value="0" />
    <property name="# Records Submitted Without Provider Authority" value="0" />
    <property name="Total # of Messages" value="1" />
  </processing>
</header>
- <records>
  - <record number="1">
    <property name="Record Status" value="Accepted" />
    <property name="Name (A0500C, A)" value=" " />
    <property name="Birth Date (A0900)" value=" " />
    <property name="SSN (A0600A)" value=" " />
    <property name="Gender (A0800)" value="M" />
    <property name="Medicare Num (A0600B)" value=" " />
    <property name="Patient ID" value="17849425" />
    <property name="Target Date" value="04/05/2016" />
    <property name="Type of Record (A0050)" value="NEW RECORD" />
    <property name="HIS_ID" value="1380267" />
    <property name="Reason for Record (A0250)" value="01" />
    <property name="XML File Name" value="20151020.xml" />
  - <errors>
    - <error number="1">
      <property name="HIS Item(s)" value="A0250, Submission Date, A0220" />
      <property name="Data Submitted" value="01, 09/01/2016, 04/05/2016" />
      <property name="Message Number" value="-3034a WARNING" />
      <property name="Message" value="Record Submitted Late: If A0250 is equal to
        01 (Admission), then Submission Date minus A0220 (Admission Date)
        should be less than or equal to 30 days." />
    </error number="1">
  </errors>
</record number="1">
</records>
</report name="CMS Submission Report" type="Hospice Final Validation Report">
```

* Fictitious, sample data are depicted.

NOTE: For more information about the Hospice Final Validation reports, refer to the *Hospice Provider Reports* (Section 3) of the CASPER Reporting User's Manual for Hospice Providers. This manual is available on the **Welcome to the CMS QIES Systems for Providers** page.

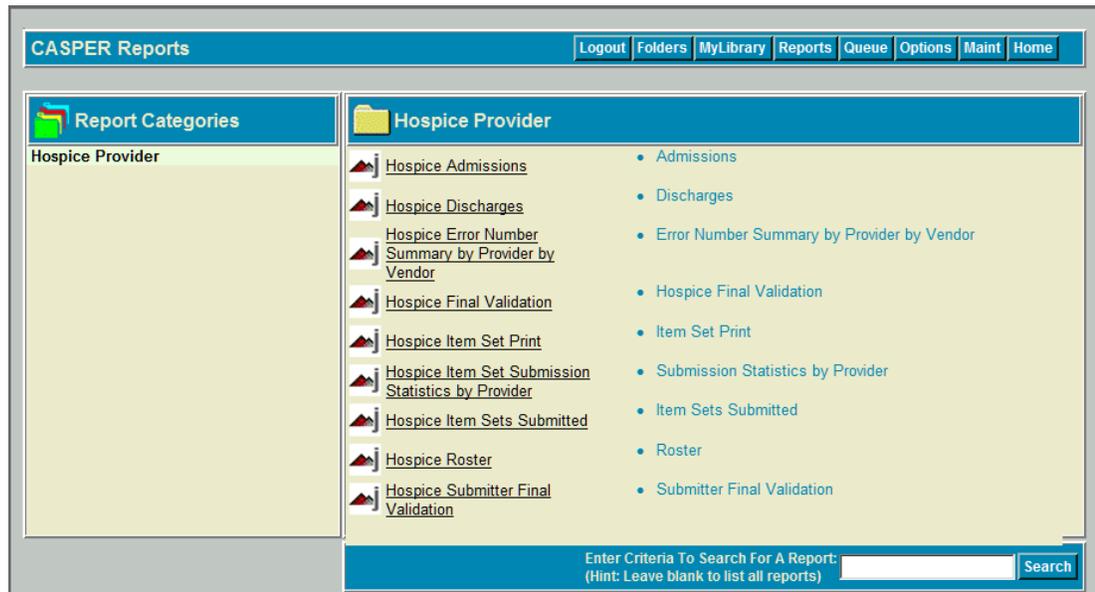
Hospice Submitter Final Validation Report

For the occasions when the QIES ASAP system cannot produce the system-generated Hospice Final Validation report or include all records on the system-generated Hospice Final Validation report, the user who originally submitted the file can request a Hospice Submitter Final Validation Report in order to determine why the QIES ASAP system could not process these records.

The following steps identify how to request and view the Hospice Submitter Final Validation report:

1. Log into the CASPER Reporting application with your individual QIES user ID and password. This is the same user ID/password you use for Hospice File Submission system.
2. Select the **Reports** button. The **CASPER Reports** page (Figure A-5) is presented.

Figure A-5. CASPER Reports Page



The Hospice Provider report category reports are displayed by default. Links to the Hospice Provider reports available to you are listed in the right-hand frame.

NOTE: Only those report categories to which you specifically have access are listed in the *Report Categories* frame.

3. Select the [Hospice Submitter Final Validation](#) link. The **CASPER Reports Submit** page (Figure A-6) is presented.

Figure A-6. CASPER Reports Submit Page – Hospice Submitter Final Validation Report

The screenshot shows a web interface for submitting reports. The top navigation bar includes 'Logout', 'Folders', 'MyLibrary', 'Reports', 'Queue', 'Options', 'Maint', and 'Home'. The main content area is titled 'Report: Hospice Submitter Final Validation' and features a 'Submission ID:' input field. Below this, there are two dropdown menus for 'Template Folder:' (selected as 'My Favorite Reports') and 'Template Name:' (selected as 'Hospice Submitter Final Validation'). To the right of these dropdowns are four buttons: 'Submit', 'Back', 'Save & Submit', and 'Save'.

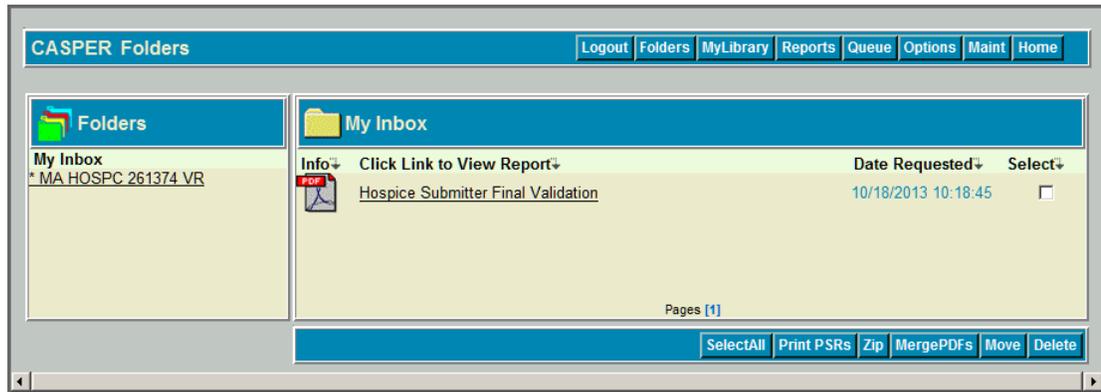
4. Enter the desired submission ID in the *Submission ID* field and select the **Submit** button.

NOTE: You may only request the Hospice Submitter Validation report for files submitted with your user ID. You cannot request the Hospice Submitter Final Validation report for a file you did not submit. If you request a report for a file you did not submit you get a “User must enter a valid Submission ID” message and the request is not processed.

5. When completed, the Hospice Submitter Validation report is placed in your *My Inbox* folder in the CASPER Reporting Application. To access this folder, select the **Folders** button at the top of the page. The **CASPER Folders** page (Figure A-6, above) is presented. The folders available to you, including the *My Inbox* folder, are listed along the left-hand side of the page.
6. Select the [My Inbox](#) link. The main body of the **CASPER Folders** page (Figure A-7) lists the reports that are available in your *My Inbox* folder.

Each report name listed is a link with which you may open and view the contents of that report. The *Date Requested* listed for each report is the date and time that you submitted the report request.

Figure A-7. CASPER Folders Page – My Inbox Folder



7. Find and select the Hospice Submitter Final Validation report you wish to view. Open the desired report by selecting the report name.

NOTE: When you hover your mouse pointer over the icon to the left of a report name, the submission ID for which that report was run displays briefly.

Listed below are several of the severe errors for which the QIES ASAP system **cannot** produce a system-generated Hospice Final Validation report. These errors are reported only on the Hospice Submitter Validation report:

- -901 Invalid Zip file format (no generated FVR)
- -902 Invalid XML file format (record not on generated FVR)
- -3020a Invalid Fac_ID (record not on generated FVR)

NOTE: While the severe errors listed above are common, it is not a comprehensive listing. To view a complete listing of errors, please refer to Section 5 of the Hospice Submission User's Guide available on the **Welcome to the CMS QIES Systems for Providers** page.