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ABOUT THIS GUIDE

This user's guide provides information and instructions pertaining to the CASPER Reporting application. This system enables you to connect electronically to the National Reporting Database. This guide is intended for use as a reference and learning tool for accessing CASPER Reports.

HOW THIS GUIDE IS ORGANIZED

This user's guide is organized into the following sections:

- Section 1, **Introduction**, provides general information about this manual, its organization and document conventions.
- Section 2, **Functionality**, introduces the CASPER Reporting System and its functionality.
- Section 3, **Utility Reports**, addresses surveyor, deficiency tag, report locator, and template-listing reports.
- Section 4, **Home Health Agency Provider Reports**, addresses HHA submission, error, and patient roster reports.
- Section 6, **OASIS Quality Improvement Reports**, addresses patient-related characteristics, outcome measures, process measures, potentially avoidable event measures, trend analysis, and review/correct reports.

CONVENTIONS USED IN THIS GUIDE

This user's guide utilizes the following conventions:

Bold	Identifies words, characters, buttons or commands that a user types or selects and names of web pages.
<u>Underline</u>	Identifies a link to a web page.
<i>Italics</i>	Identifies directory, path, file or field names, menu options or book titles.
Point	Move the mouse until the tip of the mouse pointer rests on what you want to choose on the page or window.
Click	Press and release the left mouse button without moving the mouse to select an item or execute a desired activity.
Select	Point and click to highlight an option or "press" a button.
Double Click	Click the left mouse button twice in rapid succession to select a file or execute an activity.

Right Click	Press and release the right mouse button.
Icons	Icons for specific software functions are used where applicable and available (e.g., the Microsoft Internet Explorer icon).

SUPPORT

You may contact the QTSO Helpdesk by phone at 1-888-477-7876 or e-mail at help@qtso.com if you have questions.