# 3

# **UTILITY REPORTS**

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#### GENERAL INFORMATION

Utility reports are requested on the CASPER Reports page (Figure 3-1).

CASPER Reports	Logout Folders MyLibrary Reports Queue Options Maint Home
MDS 3.0 NH Asmt Maint MDS 3.0 NH Final Validation MDS 3.0 NH Provider MDS 3.0 QM Reports MDS 3.0 Submitter Validation MDS Provider CO MDS QI/QM Reports OMR Reports Submitter Final Validation Rpt Utility Reports	Utility Reports  I201D Deficiency Tag Report Peficiency Tag Report Find the report you are looking for. Find the report you are looking for. List all report templates in your My Library
	Pages [1]
	Enter Criteria To Search For A Report: (Hint: Leave blank to list all reports)

Figure 3-1. CASPER Reports Page – Utility Reports Category

1. Select the <u>Utility Reports</u> link from the *Report Categories* frame on the left. A list of the individual utility reports you may request displays in the righthand frame.

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

- 2. Select the desired underlined report name link from the right-hand frame. One or more **CASPER Reports Submit** pages are presented providing criteria options with which you specify the information to include in your report. These options may differ for each report.
- 3. Choose the desired criteria and select the **Submit** or **Next** button.
- 4. Refer to Section 2, Functionality, of the CASPER Reporting User's Guide for assistance in viewing, printing, saving and exporting the reports you request.

## **1201D DEFICIENCY TAG REPORT**

The Deficiency Tag Report lists the Deficiency Tags currently associated with select Deficiency Prefixes and Deficiency Types.

The first **CASPER Reports Submit** criteria page (Figure 3-2) for report 1201D presents *Deficiency Prefix* options.

Figure 3-2. Report 1201D CASPER Reports Submit Page 1

CASPER Reports Submit	Logout Folders MyLibrary Reports Queue Options Maint Home
Report: 1201D Deficiency Tag Report	
*Deficiency Prefi	A - HOSPITAL B - PSYCHIATRIC HOSPITAL C - CRITICAL ACCESS HOSPITALS D - CLIA LABORATORIES F - SKILLED NURSING AND NURSING FACILITIES G - HOME HEALTH AGENCY H - X-RAY I - COMPREHENSIVE OUTPATIENT REHAB FACILITY (I14) I - OUTPATIENT PHYSICAL THERAPY/SPEECH PATHOLOGY (I08) X: J - RURAL HEALTH CLINIC K - LIFE SAFETY CODE L - HOSPICE N - PSYCHIATRIC RESIDENTIAL TREATMENT FACILITIES Q - AMBULATORY SURGICAL CENTER R - RELIGIOUS NONMEDICAL HEALTH INSTITUTIONS V - END STAGE RENAL DIALYSIS W - INTERMEDIATE CARE FACILITY/MENTALLY RETARDED X - TRANSPLANT HOSPITALS Z - ORGAN PROCUREMENT ORGANIZATION
* To select multiple items, hold o	Jown the Ctrl key and click the desired items
	Back Next

You must select at least one Deficiency Prefix. You may select multiple prefixes by holding down the Ctrl key as you make your selections.

**NOTE**: The *Deficiency Prefix* options list contains only those Deficiency Prefixes with which active Deficiency Tags are associated.

The second criteria selection page (Figure 3-3) presents *Deficiency Type* and *Sort By* options.

**NOTE**: The second criteria selection page includes an indication of the *Deficiency Prefix* option(s) you selected on the first criteria selection page.

#### Figure 3-3. Report 1201D CASPER Reports Submit Page 2

CASPER Report	rts Submit	Logout	Folders MyLibrary	Reports Queue Option	ns Maint Home
Report: 1201D D	eficiency Tag Report				
	Selec	ted Deficiency Pr	efix: A		
		* Deficiency T	ype: -All Deficiencie 1 - Conditions 2 - Standards	95	
	Tag#	Sort By As	scending অ অ		
	* To select multiple ite	ms, hold down the Ctrl key	and click the desired items	3	
Template Folder: Template Name:	My Favorite Reports 1201D Deficiency Tag Report		T T	Submit Save & Sul	Back bmit Save

You must select at least one *Deficiency Type*. Options include --*All Deficiencies--* (the default), 1 – *Conditions*, 2 – *Standards*, 3 – *Elements*, and 4 - *Requirements*. You may select multiple Deficiency Types (if available) by holding down the Ctrl key as you make your selections. You may not, however, select *All Deficiencies* and any other Deficiency Type option.

#### NOTE: All Deficiency Types may not exist for each Deficiency Prefix.

The report is automatically sorted by Deficiency Prefix. Additional Sort By options include Tag # and Level of Requirement. The default is Tag # in Ascending order. Clear the Ascending checkbox to sort the report in descending order.

The Deficiency Tag Report (Figure 3-4) details the following for the selected Deficiency Tags:

- Deficiency Tag Number (Tag #)
- Deficiency Tag Description
- Requirement Code
  - o Conditions of Participation (CoP)
  - o Standards (Std)
  - o Elements (Ele)
  - o Requirements (Req)
- Waiver Switch
- Level of Requirement (Deficiency Type)
- Categories

- Specialties Related Switch (only if Deficiency Prefix = D CLIA Laboratories)
- Specialties (only if Specialty Related = Y for CLIA laboratories)

Run Date Job # 183	:: 05/21/2012 360104		CASPER Report 1201D Deficiency Tag Report Deficiency Prefix G - HOME HEALTH AGENCY				Last Update: 02/08/201 Page 18 of 18		
Tag #	CoP	Std	Ele	Req	Waiver	Level of Requirement	Categories		
0336 COMPLE	55 TION OF COM	55b3 IPREHENSIVE	ASSESSMEN	Г	Ν	Std	05		
0337 ASSESSI	55 MENT INCLUD	55c DES REVIEW O	F ALL MEDICA	TIONS	Ν	Std	05		
0338 ASSESSI	55 MENT UPDAT	55d ED/REVISED V	VHEN CONDIT	ON WARRANT	N S	Std	05		
0339 ASSESSI	55 MENT UPDAT	55d1 ED EVERY 2NI	CALENDAR I	MONTH	Ν	Std	05		
0340 ASSESSI	55 MENT UPDATI	55d2 ED W/IN 48 HR	S OF HOSP D	SCHARGE	Ν	Std	05		
0341 ASSESSI	55 MENT UPDATI	55d3 ED AT DISCHA	RGE		Ν	Std	05		
0342 INCORPO	55 ORATION OF (	55e DASIS DATA IT	EMS		Ν	Std	05		
Total Def	ficiencies = 1	77							
CoP=Condi	tions Si	td=Standards	Ele=Elemer	nts Rec	q=Requirements				

## Figure 3-4. Report 1201D – Deficiency Tag Report

Deficiencies are totaled for each selected Deficiency Prefix.

**NOTE**: Deficiencies that are no longer used (a Valid Through date exists) are not included in the report.

## REPORT LOCATOR LISTING

The Report Locator Listing allows you to locate a report in the CASPER Reporting application by searching for select text in the Report Category, Report Name and Report Description fields associated with each report.

The **CASPER Reports Submit** criteria page (Figure 3-5) for the Report Locator Listing presents *Search* and two *Sort By* options.

Figure 3-5. Report Locator Listing CASPER Reports Submit Page

CASPER Reports Submit	Logout Folders MyLibrary Reports Queue Options Maint Home	-
Report: Report Locator Listing		
	Search:	
	Sort By: Category Name Report Name	
Template Folder: Index Benorts	Submit Back	
Template Name: Report Locator Listing	▼ Save & Submit Save	-

Search is a text field in which you specify the characters to query. Complete words/names are not required, but if you use them they must be spelled correctly including any spaces, numbers or special characters. Use fragments if you are not sure. Searches are not case sensitive.

Sort By options include Category Name, Report Name and Report Description.

The Report Locator Listing (Figure 3-6) presents a list of the CASPER reports in which the specified search criteria was found in the Report Category, Report Name or Report Description.

Run Date: 05/25/2007	Index Report 01: Report Locator Listing for DFARRELL Pr Search Criteria: Like %provider%		
Category	Report Name	Report Description	
MDS Provider	MDS Vendor List	Vendor List	
MDS Provider	MDS Vendor List - Current Fac	Vendor List of Current Facilities	
OMR Reports	0303D Terminated Providers	Terminated Providers (Enforcement, Monitoring, OMR-03, Chicago Enforcement)	
OMR Reports	0315S Revisit Timeframes	Providers Out of Compliance With at Least One Revisit (Survey, Monitoring, OMR-15)	
Performance Standard Reports	0803D Nursing Home Providers Past Due for Surveys	Nursing Home Providers Past Due for Surveys	
Performance Standard Reports	0812D HHA Providers Past Due for Surveys	HHA Providers Past Due for Surveys	
Performance Standard Reports	0822D ICF/MR Providers Past Due for Surveys	ICF/MR Providers Past Due for Surveys	
Performance Standard Reports	0830S Hospital Providers and Validation Survey Counts	Hospital Providers and Validation Survey Counts	
Standard	0002D Providers Scheduled for Survey	Providers Schedule for Survey	
Standard	0003D Provider History Profile	0003D Provider History Profile	
Standard	0004D Provider Full Profile	0004D Provider Full Profile	
Standard	0010B Provider Counts	Provider Counts	
Standard	0011B Provider Activity	Provider Activity	
Standard	0015S Survey Activity by Provider Type	Survey Activity by Provider Type	
Standard	0017D Providers with Selected Requirements Out of Compliance	0017D Providers with Selected Requirements Out of Compliance	

Figure 3-6. Report Locator Listing

The Report Name, Report Category and Report Description are included for each report matching the criteria you specified.

## TEMPLATE LISTING REPORT

The Template Listing report allows you to create a listing of the Saved Criteria report templates stored in your template library (MyLibrary). Refer to Section 2, Functionality, of the CASPER Reporting User's Guide for more information about saving and maintaining report criteria templates.

The **CASPER Reports Submit** page (Figure 3-7) for the Report Locator Listing presents no options for you to select. No filtering is available; all of your saved templates are included in the report.

#### Figure 3-7. Template Listing Report CASPER Reports Submit Page

CASPER Repo	rts Submit		Logout Folders	MyLibrary	Reports	Queue Options	Maint Home	1
Report: Report	Template Listing							
		This report has	s no argumer	ıts.				
Template Folder:	My Favorite Reports			<b>T</b>		Submit	Back	
Template Name:	Report Template Listing			Ŧ		Save & Submi	it Save	-

The Template Listing Report (Figure 3-8) presents a list of the Saved Criteria report templates stored in each of the folders in your Saved Criteria library.

#### Figure 3-8. Template Listing Report

Template Listing Report Templates for DFARRELL	Page 1 of 2
Template Criteria	Template Created/Last Ran
Region(s):01 Survey End from:10/01/2005 Survey End thru:09/30/2006	05/29/2007 05/29/2007 09:59:07
Certification thru:09/30/2006	05/29/2007 05/29/2007 10:01:17
	Template Listing Report Templates for DFARRELL Template Criteria Region(s):01 Survey End from: 10/01/2005 Survey End thru: 09/30/2006 Certification thru: 09/30/2006

The report lists the following for each template:

- Template Name
- Template Criteria
- Template Created Date
- Date Last Ran