



Retrieving the Hospice Final Validation Report in CASPER



Training Outline: Module 5

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- Accessing the Validation Report (VR) Folder
- Accessing the Final Validation Reports (FVR)
- FVR Tips
- CASPER Reporting User's Manual
- QTSO Help Desk Information



QTSO Website

- The QTSO website contains the hospice technical user's guides and other important technical information that you will use for the QIES User ID Registration and HIS record submission process
- To access the QTSO website, enter <https://www.qtso.com> in your browser
- Bookmark this website for future use



Accessing the Validation Report (VR) Folder

- The CASPER Reporting system is accessed from a link on the CMS Hospice Welcome page.
 - You must log into the CASPER Reporting system using your QIES User ID and password.



Accessing the Validation Report (VR) Folder

- Once logged into the CASPER Reporting system, select the Folders button to access your provider's Validation Report (VR) folder.
 - The VR folder name is configured as follows:
[State Code] Hospice [Facility ID] VR
State Code is the two-character state abbreviation for your provider
Hospice is the provider type
Facility ID is the CMS-assigned ID used to associate the submitted HIS records to your provider
VR is the abbreviation for Validation Report



Accessing the Validation Report (VR) Folder

- The VR folder is only accessible to users associated with your provider.
 - Other users not associated to your provider cannot see your provider's VR folder.
- To view the Hospice Final Validation Reports for your provider, select the VR folder link.
 - A list of links for the ASAP system-generated Hospice Final Validation Reports are displayed.



Accessing the Final Validation Reports (FVR)

- The links for the system-generated Final Validation Report (FVR) are configured:
[Submission Date & Time].[Submission ID]
 - Submission Date and Time is the date and time the HIS file was accepted into the QIES ASAP system
 - Submission ID is the unique numeric identifier assigned to the HIS file at the time of submission
 - For example, the link for the FVR for an HIS file submitted on 07/02/2014 at 2:54:32 p.m. and assigned a Submission ID of 12345 is:

07022014145432.12345



Accessing the Final Validation Reports (FVR)

- To locate the FVR you wish to view, select the link containing the submission ID that matches the submission ID in the Initial Confirmation message that you printed earlier and the system-generated FVR will display



FVR Tips

- Final Validation Report
 - Automatically generated by the QIES ASAP system
 - Provides detailed information about each record contained in the submission file, but only displays the records where the Facility ID could be verified by the QIES ASAP system
 - Includes the following for each record that was successfully processed:
 - The status of record processing - Accepted or Rejected
 - Identification items to identify the record
 - Error messages associated to the record, if applicable



FVR Tips

- Final Validation Report
 - Should be reviewed carefully to determine the status of the processing of each record included in the submission file. Records with fatal errors with a status of Rejected are not saved into the QIES ASAP system.
 - If fatal errors are returned on the Validation Report, corrections should be made to the record and the record should be resubmitted to the QIES ASAP system.



FVR Tips

- Final Validation Report
 - The report is automatically deleted from the VR folder after 60 days.
 - CMS highly recommends that you print or save a copy of the report prior to the system deletion.



CASPER Reporting User's Manual

- CASPER Reporting User's Manual
 - Available on the Hospice User Guides and Training page on the QTSO website and on the CMS Hospice Welcome Page
 - Provides detailed information about the functionality contained in the CASPER Reporting system
 - Provides an explanation of the Hospice FVR



QTSO Help Desk Support

- If you have questions or encounter issues locating or accessing the Hospice Final Validation Report (FVR) in the CASPER Reporting system, contact the QTSO Help Desk by:
 - Phone at (877) 201-4721
 - E-mail at help@qtso.com