

Retrieving the PBJ Final File Validation Report in CASPER

Training Outline: Module 9

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CMS Website

The CMS website contains the PBJ technical data specifications required for PBJ XML submissions.

To access the CMS website, enter <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html> in your browser.

Bookmark this website for future use.

QTSO Website

The QTSO website contains the technical user guides and other important technical information that you will use for the CMSNet and QIES User ID Registration.

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

You must be connected via CMSNet before you can access the Providers Welcome Page or CASPER Reports.

To log into the CASPER Reporting system, select the CASPER Reporting link. The QIES National System Login page displays.

- Enter your QIES User ID in the User ID field
- Enter the password for your QIES User ID
- Select the Login button
- The U.S. Government-Authorized Use Only pop-up window is presented. Review the contents of the window.
- Select the OK button and the CASPER Home page is presented.

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 is the two-character state abbreviation for your provider.

PBJ is the provider type.

Facility ID is the CMS-assigned ID used to associate the submitted PBJ records to your provider.

VR is the abbreviation for Validation Report.

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.

Accessing the Final File Validation Reports (VR)

To view the PBJ Final File Validation Reports for your provider, select the VR folder link.

A list of links for the system-generated PBJ Final File Validation Reports is displayed.

The links for the system-generated Final File Validation Report (VR) are sorted in ascending order by submission Date & Time. Submission Date and Time is the date and time the PBJ file was accepted into the CASPER Reporting and PBJ systems

To view the Submission ID of the VR you can hover over the PDF symbol under the Info column. The Submission ID is the unique numeric identifier assigned to the PBJ file at the time of submission.

You can also select the PDF icon to see additional document information.

To locate the VR 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. The system-generated VR will display.

PBJ Final File Validation Report Tips

- Automatically generated by the CASPER Reporting and PBJ systems.
- Provides detailed information about each record contained in the submission file. Please note that only records where the Facility ID could be verified by the CASPER Reporting and PBJ systems display.
- 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
- Review carefully to determine the processing status of each record included in the submission file. Records with fatal errors and a status of Rejected are not saved into the CASPER Reporting and PBJ systems.
- If fatal errors are returned on the Validation Report, corrections should be made to the record and the record should be resubmitted to the CASPER Reporting and PBJ systems.
- 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.

PBJ User's Guide

The PBJ User's Guide is available in the PBJ application and the CMS QIES Systems for Providers Welcome page. The PBJ User's Guide provides a detailed explanation of the PBJ Final File VR.

Training Progression

Following completion of this recorded training module, please view Module 10 "Interpreting the PBJ Final File VR".

QTSO Help Desk Support

If you require assistance with the CASPER Reporting and PBJ systems, contact the QTSO Help Desk by:

Phone at (800) 339-9313

E-mail at help@qtso.com