QTSO MEMORANDUM

MEMO NUMBER: **2023-022**

TO: QIES State Coordinators

CC: CMS Central and Regional Office Contacts

FROM: April Bell, QIES Technical Support Office

DATE: **MAY 2, 2023**

SUBJECT: **ASPEN 12.4.0.1 Release Information**

The ASPEN 12.4.0.1 release will be deployed to production on Thursday, May 11, 2023. State and CMS staff can begin using ASPEN 12.4.0.1 by the start of business on Friday, May 12, 2023.

The main features of the release are:

- New LTC regulation set
- Updated LTCSP Procedure Guide
- Updated LTCSP Entrance Conference Worksheet and Pathway documents – Infection Control and Arbitration

Included in This Release

This release includes an ASE-Q/LTCSP thin install, updated LTCSP documents, and a new regulation set.

LTCSP

What this means for survey teams

It is not required, but is recommended that all survey team members use the same version of LTCSP. Without the 12.4.0.1 upgrade applied, the documents will be out of date. Surveyors can download the latest version by using the update documents option. See instructions below on how to update PDF documents in LTCSP.

The following survey documents have been revised and placed in the updated Survey Resource Folder on the CMS [Nursing Home webpage](#):

- Entrance Conference Worksheet

- Infection Control and Arbitration Pathways

- LTCSP Procedure Guide

- FIC Protocol

- FIC Entrance Conference Worksheet

Please remind all surveyors to download the updated Survey Resource Folder to their desktop on or after 5/12/23.

Download Information

ASPEN 12.4.0.1 will be provided to your state agency as a standard ASPEN thin install. The planned posting of the thin installs to the ASPEN website is by COB on Friday, April 28 2023 to allow for your agency's release planning.

ASE-Q:

http://star.alpinetg.com/upgrade/Thin/ASE12.4.0.1_PR1_Thin.zip

Auto-upgrade

For states using auto-upgrade, it will be posted by COB on Thursday, May 11 2023.

For CMS users, ASE-Q will be deployed automatically to your computers through the auto-upgrade process on Thursday, May 11, 2023.

Regulation Set Changes (v18.00)

Regulation	Title	Version	Tag	Type of Change
LTC	LONG TERM CARE FACILITIES	18.00	F-0886	Delete

Update PDF Documents in LTCSP

To update the PDF files to the latest version, surveyors must use the Update Documents option on the LTCSP Navigation menu.

To update PDF documents:

1. Verify you are connected to the internet.
2. Open a survey in LTCSP (all PDFs will be available for any survey).
3. The Navigation menu should be open, if not, click the menu icon to open.
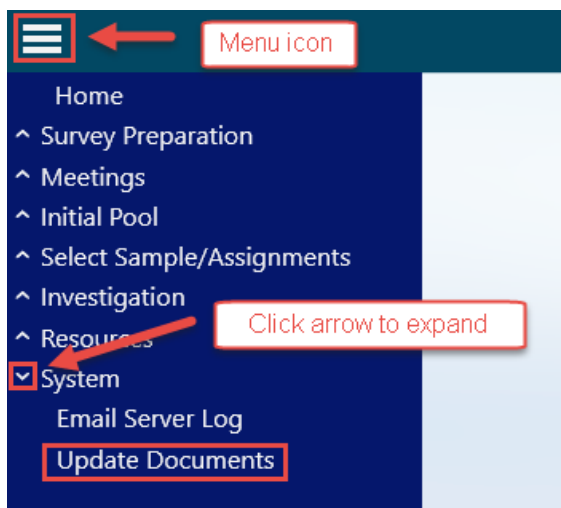4. Expand the **System** section, and select **Update Documents**.

Figure 1: System menu expanded to show Update Documents option

5. A popup reminds you to close all open PDF documents—if open, a document cannot be updated. Click **OK**.
6. Click **OK** when the updates are complete.

> **TIP:** If you get a message saying that a PDF was open and the update stops, close the PDF and rerun Update Documents.

If you have any questions concerning this information, please contact the ASPEN Help Desk at iqies@cms.hhs.gov or 1 (888) 477-7876.