



## QTSO MEMORANDUM

### MEMO

**NUMBER:** 2023-031

**TO:** QIES State Coordinators

**CC:** CMS Central and Regional Office Contacts

**FROM:** April Bell, QIES Technical Support Office

**DATE:** June 9, 2023

**SUBJECT: LTCSP TAG F888 REMOVAL/UPDATE PDF DOCUMENTS**

Effective with surveys exported after June 9, 2023, Tag F888 is removed from LTCSP, the Entrance Conference form and Infection Control pathway are updated. The LTCSP and Comparative Procedure Guides are also updated. In addition, changes are made on the Medication Storage pathway with this update.

Tag F888 will be removed from the regulation set in the July release with more details to come.

To update the PDF files to the latest version for the Entrance Conference report, the Infection Control and Medication Storage pathways, and the procedure guides, 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**.

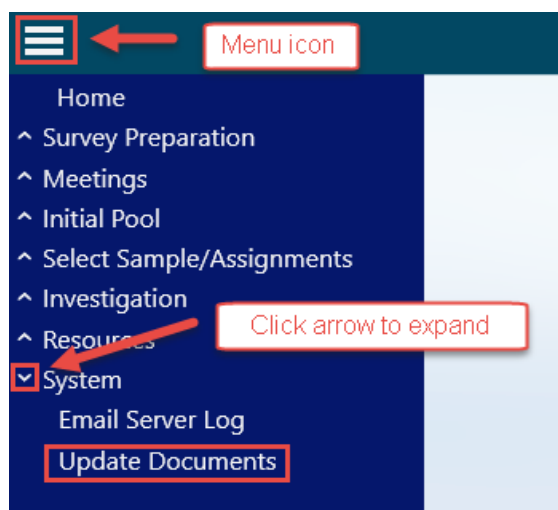


Figure 1: System menu expanded to show Update Documents option

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.

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

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If you have any questions concerning this information, please contact the QTSO Help Desk at [help@qtso.com](mailto:help@qtso.com) or 1 (888) 477-7876.