



QTSO Memorandum

MEMO

NUMBER: 2024-027

TO: QIES State Coordinators

CC: CMS Central and Regional Office Contacts

FROM: ATG, QIES Technical Support Office

DATE: JUNE 26, 2024

**SUBJECT: ASPEN APPLICATION AND REGULATION SET CHANGES
(VERSION 12.4.4.6)**

The ASPEN 12.4.4.6 release will deploy to production on Saturday, July 27, 2024. State and CMS staff can begin using ASPEN 12.4.4.6 by the start of business on Monday, July 29.

LTCSP Facility Assessment and Staffing updates, including the new regulation set and pathway documents will be effective on August 8, 2024.

Included in this Release

This release includes executables for ACTS and ASE-Q, and an updated LTCSP regulation set.

For detailed information on the regulation set update, see this same memo # posted on the state secure area.

Auto-update Posting

For states using auto-upgrade, the ASE-Q upgrade will be posted by COB on Friday, July 26. For CMS Location users, all applications will be deployed automatically to your computers through the auto-upgrade process beginning with logons after close of business on Friday, July 26.

Thin Install Posting (for State Agencies only)

ASPEN 12.4.4.6 will be provided to your state agency as standard ASPEN thin installs. The planned posting of the thin installs to the ASPEN website is by close of business on Friday, July 26. The download links below will be active once the thin install files are posted on July 26.

Note: No action is necessary by CMS users – these upgrades are automatically applied to your CMS systems and should not be downloaded separately from these links.

ACTS:

http://star.alpinetg.com/upgrade/Thin/ACTS12.4.4.6_PR1_Thin.zip

ASE-Q

http://star.alpinetg.com/upgrade/Thin/ASE12.4.4.6_PR1_Thin.zip

ACTS Updates

A new function is added to ACTS allowing states with a backlog of intake information to import core intakes from an external data source with a defined format.

LTCSP Updates

PATHWAY DOCUMENT CHANGES

The Infection Control and Extended Survey pathway documents were updated to support Facility Assessment and Staffing changes. The latest versions of these documents will be available in the LTCSP software on August 8, 2024.

UPDATE PDF FILES

To update the PDF files to the latest versions on August 8, 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**.

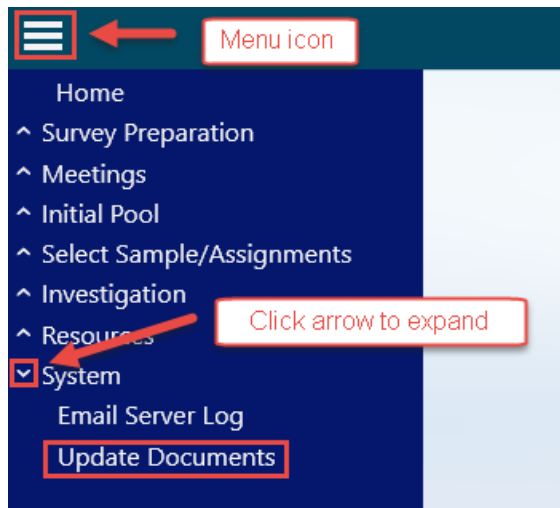


Figure 1: System menu expanded to show Update Documents option

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.

In addition, the latest versions of the forms will be available on August 8, 2024 for download in the Survey Resources folder at the Nursing Home webpage.

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

Regulation Set Changes (LTCSP Version 20.00) – Effective 8/8/2024

The following regulations/tags were revised to correct references to Facility Assessment regulations, which were changed in the Medicare and Medicaid Programs; Minimum Staffing Standards for Long Term Care (LTC) Facilities and Medicaid Institutional Payment Transparency Reporting final rule ([89 FR 40876](#)).

Regulation	Tag	Version	Type of Change	Tag Title
LTC	F540	20.00	RegTxt	Definitions
LTC	F583	20.00	RegTxt	Personal Privacy/Confidentiality of Records
LTC	F604	20.00	IG	Right to be Free from Physical Restraints
LTC	F605	20.00	IG	Right to be Free from Chemical Restraints
LTC	F622	20.00	IG	Transfer and Discharge Requirements
LTC	F623	20.00	RegTxt/IG	Notice Requirements Before Transfer/Discharge
LTC	F656	20.00	IG	Develop/Implement Comprehensive Care Plan
LTC	F684	20.00	IG	Quality of Care
LTC	F689	20.00	IG	Free of Accident Hazards/Supervision/Devices
LTC	F695	20.00	IG	Respiratory/Tracheostomy Care and Suctioning
LTC	F711	20.00	IG	Physician Visits - Review Care/Notes/Order
LTC	F715	20.00	IG	Physician Delegation to Dietitian/Therapist
LTC	F725	20.00	RegTxt/IG	Sufficient Nursing Staff
LTC	F726	20.00	RegTxt/IG	Competent Nursing Staff
LTC	F727	20.00	IG	RN 8 Hrs/7 days/Wk, Full Time DON
LTC	F740	20.00	IG	Behavioral Health Services
LTC	F741	20.00	RegTxt/IG	Sufficient/Competent Staff-Behav Health Needs
LTC	F745	20.00	IG	Provision of Medically Related Social Service
LTC	F755	20.00	RegTxt/IG	Pharmacy Srvcs/Procedures/Pharmacist/Records
LTC	F756	20.00	IG	Drug Regimen Review, Report Irregular, Act On
LTC	F758	20.00	IG	Free from Unnec Psychotropic Meds/PRN use
LTC	F770	20.00	IG	Laboratory Services
LTC	F771	20.00	IG	Blood Blank and Transfusion Services
LTC	F775	20.00	IG	Lab Reports in Record - Lab Name/Address
LTC	F776	20.00	IG	Radiology/Other Diagnostic Services
LTC	F779	20.00	IG	X-Ray Diagnostic Report in Record Sign/Dated
LTC	F790	20.00	RegTxt	Routine/Emergency Dental Srvcs in SNFs
LTC	F791	20.00	RegTxt/IG	Routine/Emergency Dental Srvcs in NFs
LTC	F801	20.00	RegTxt	Qualified Dietary Staff
LTC	F802	20.00	RegTxt/IG	Sufficient Dietary Support Personnel
LTC	F811	20.00	IG	Feeding Asst/Training/Supervision/Resident
LTC	F825	20.00	RegTxt/IG	Provide/Obtain Specialized Rehab Services
LTC	F826	20.00	IG	Rehab Services Physician Order/Qualified Pers
LTC	F837	20.00	IG	Governing Body
LTC	F838	20.00	RegTxt/IG	Facility Assessment
LTC	F839	20.00	RegTxt/IG	Staff Qualifications
LTC	F840	20.00	RegTxt/IG	Use of Outside Resources

LTC	F841	20.00	RegTxt/IG	Responsibilities of Medical Director
LTC	F842	20.00	RegTxt/IG	Resident Records - Identifiable Information
LTC	F843	20.00	RegTxt/IG	Transfer Agreement
LTC	F844	20.00	RegTxt/IG	Disclosure of Ownership Requirements
LTC	F845	20.00	RegTxt/IG	Facility Closure – Administrator
LTC	F846	20.00	RegTxt/IG	Facility Closure
LTC	F847	20.00	RegTxt/IG	Entering into Binding Arbitration Agreements
LTC	F848	20.00	RegTxt/IG	Binding Arbitration Agreements
LTC	F849	20.00	RegTxt/IG	Hospice Services
LTC	F850	20.00	RegTxt/IG	Qualifications of Social Worker >120 Beds
LTC	F851	20.00	RegTxt/IG	Payroll Based Journal
LTC	F867	20.00	RegTxt/IG	QAPI/QAA Improvement Activities
LTC	F868	20.00	IG	QAA Committee
LTC	F880	20.00	RegTxt/IG	Infection Prevention & Control
LTC	F882	20.00	IG	Infection Preventionist Qualifications/Role
LTC	F895	20.00	IG	Compliance and Ethics Program
LTC	F940	20.00	RegTxt/IG	Training Requirements
LTC	F943	20.00	IG	Abuse, Neglect, and Exploitation Training
LTC	F947	20.00	RegTxt/IG	Required In-Service Training for Nurse Aides
LTC	F949	20.00	RegTxt/IG	Behavioral Health Training

Transition Information

We recommend all survey team members use the same version of LTCSP; either all upgrading to ASE-Q/LTCSP version 12.4.4.6 or all continuing to use ASE-Q/LTCSP version 12.4.4.4.

If a survey is exported from ACO version 12.4.4.6, ensure the survey team has upgraded to ASE-Q/LTCSP version 12.4.4.6 prior to going out in the field. The new regulation set and pathways will not be fully implemented until the application is updated on August 8, 2024.

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