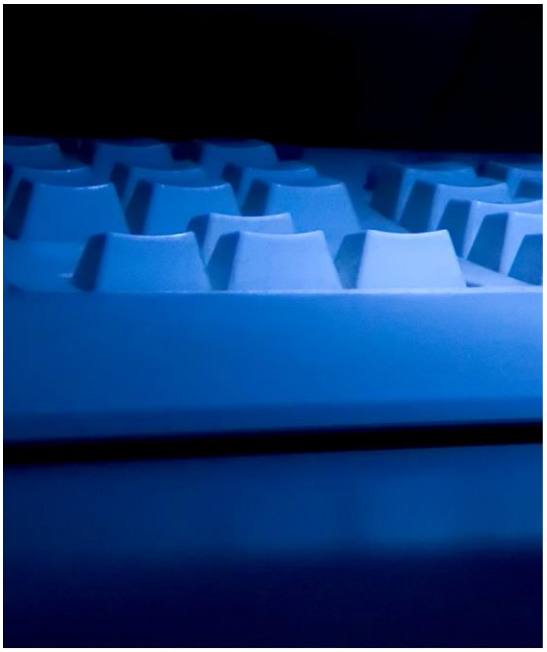

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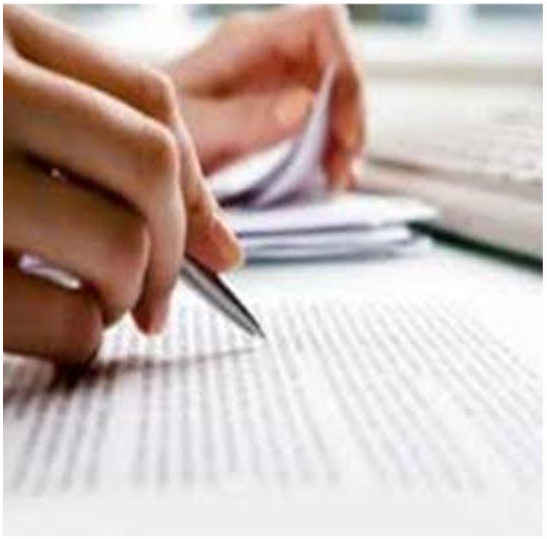

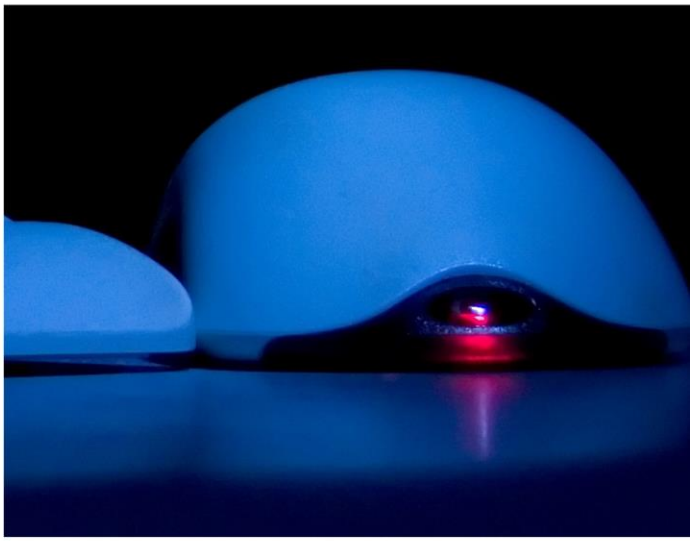

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About Letter Macros

You can insert macros from a predefined list into letter templates. The macros function like mail merge codes in word processors. Each macro (merge code) references information stored in ASPEN databases. When letters are generated from templates, the macros are replaced with the referenced information. If the information doesn't exist in an ASPEN database, the macro name or NO DATA (Enforcement macros only) is displayed in generated letters.

About this Document

This document has two main sections:

ASPEN Macro Descriptions - An alphabetical list of all macros in ASPEN, with descriptions and examples.

Macro Groups - Lists of macros organized into relevant groups.

Macro Type Icons

In both sections, macro type is indicated by icons:

Icon	Description of Icon
	Indicates survey macros.
	Means the macro is available only when the Letter Type is Enforcement.
	Means the macro is available only when the Letter Type is Complaint.
	No graphic means the macro can be inserted into any letter.

Survey Macros

Survey macros can be inserted into any letter, but return data only if the letter is associated with a specific survey. In ACO, you can do this by generating the letter from the survey (right-click the survey in the tree). In AEM, letters generated from templates with Requires Specific Visit Information checked in the Letter Desc window allow you to choose the appropriate survey when you create the letter. In ACTS, letters generated from an intake will use the survey that is linked to the intake.

AEM Macro Format Standards

AEM macros follow these conventions:

- Enforcement macros that print dates use the long date format (Month Date, Year): January 1, 2002.
- Enforcement macros that list deficiencies show the tag number, scope/severity, CFR number/regulatory reference, and tag title:

  F0160 -- S/S: A -- 483.10(c)(6) -- Protection Of Resident Funds

  F0221 -- S/S: D -- 483.13(a) -- Physical Restraints

- Enforcement macros that print dollar amounts include the decimal and cents: $100.00.

ASPEN Macro Descriptions

This section comprises an alphabetical list of all macros in ASPEN, with full descriptions and examples. It is your primary source for information and instructions about macro behavior.

> The bracketed text to the right of the macro name shows how each macro appears when inserted into a form letter template.

3rd Visit Date [3rd Visit Date()]

Prints the date of the 3rd visit (Event ID xxxxx3) in the series for the selected survey in long date format (Month Date, Year).

For instance, if the survey you specify in the Select Letters and Distribution List window has an Event ID of 3EYV11, AEM will print the exit date of survey 3EYV13 in long date format.

If there is no third visit for survey events matching the first 5 characters of the selected Event ID, AEM will return NO DATA.

> Requires selection of a survey when you create the letter, so the letter must be generated from a template with Requires Specific Visit Information selected. Otherwise, NO DATA is returned even if there is a third visit.

Example: January 27, 2003

Acknowledged [Acknowleged ()]

Date the intake was acknowledged to complainant as recorded in Notices History in short date format (MM/DD/YYYY).

Example: 01/27/2008

Activity Assignees [Activity Assignees()]

Staff members who have been assigned an activity in the current intake.

Example: Williams, Robert

Admin. 1st Name (Frank) [Admin. 1st Name (Frank)()]

The primary facility administrator's first name. Administrator information is entered on the Administration tab of Facility Properties, or through the Administration Directory on the Directory tab of ACO.

Example: Frank

Admin. Last name (Smith) [Admin. Last name (Smith)()]

The primary facility administrator's last name. Administrator information is entered on the Administration tab of Facility Properties, or through the Administration Directory on the Directory tab of ACO.

Example: Smith

Admin. Title (Director) [Admin. Title (Director)()]

The primary facility administrator's title. Administrator information is entered on the Administration tab of Facility Properties, or through the Administration Directory on the Directory tab of ACO.

Example: Director

ALL - Allegation Findings [with redact]

`[ALL - Allegation Findings [with redact]()]`

Inserts text entered in the Findings section of each allegation's text area, with redacted text replaced by (###).

Example: This text has the name, (###), redacted.

ALL - Allegation Findings [without redact]

`[ALL - Allegation Findings [without redact]()]`

Inserts text entered in the Findings section of each allegation's text area, including redacted text. Redaction brackets are removed.

Example: This text has the name, John Doe, not redacted.

ALL - Allegation Text [with redact]

`[ALL - Allegation Text [with redact]()]`

Inserts text entered in the Details section of each allegation's text area, with redacted text replaced by (###).

Example: This text has the name, (###), redacted.

ALL - Allegation Text [without redact]

`[ALL - Allegation Text [without redact]()]`

Inserts text entered in the Details section of each allegation's text area, including redacted text. Redaction brackets are removed.

Example: This text has the name, John Doe, not redacted.

All CMPs

`[All CMPs()]`

Displays all CMPs entered on the CMP tab of the enforcement case on separate lines, indicating Federal or State, type, amount, dates, tag(s) and scope/severity, if entered. (No tag is shown for a Federal per-day CMP.)

Example:

State Licensure CMP of $500.00 per instance for the instance on November 15, 2007 described at deficiency/ies S0014 (S/S: D)

State Licensure CMP of $100.00 per day for the five (5) days beginning November 16, 2007 and continuing through November 20, 2007 for a total of $500.00 for the deficiency/ies described at S0013 (S/S: E)

Federal Civil Money Penalty of $5,000.00 per instance for the instance on July 27, 2006 described at deficiency K0017 (S/S: G)

Federal Civil Money Penalty of $2,000.00 per instance for the instance on August 30, 2007 described at deficiency K0018 (S/S: C)

Federal Civil Money Penalty of $100.00 per day for the five (5) days beginning November 16, 2007 and continuing through November 20, 2007 for a total of $500.00

Allegation Category [Allegation Category()]

Lists the allegation categories selected for the intake in a comma separated list.

Example: Misappropriation of Property, Death – General, Accidents

Alleged Event Date [Alleged Event Date()]

Prints the date the alleged event occurred, as recorded in the Date field in the Alleged Event Information section on the Residents/Patients/Clients tab, which is on the Intake tab of the complaint/incident intake.

Example: December 27, 2006

Assigned Effect Remedy Date [Assigned Effect Remedy Date()]

Prints the Effective Date for a specific remedy. You specify the remedy when you insert this macro into a letter template (System>Letter Management). Enter the code of the remedy between the parentheses at the end of the macro. The letter will print the effective date for that remedy in long date format (Month Date, Year).

Note: Always use capital letters when entering remedy codes.

Code	Remedy Description
01	State Monitoring
02	Directed Plan of Correction
03	Temporary Management
04A	Discretionary Denial of Payment for New Admissions
04B	Mandatory Three Month Denial of Payment for New Admissions
05	Denial of Payment for All Residents
06	Directed In-service Training
07	Civil Money Penalty
08	CMS-Approved Additional or Alternative Remedy
09	Transfer of Residents and Closure of Facility
10	Transfer of Residents
11A	Discretionary Termination
11B	Mandatory Six Month Termination

Example: January 1, 2008

Assigned Remedy Description [Assigned Remedy Description()]

Prints the Description for a specific remedy. You specify the remedy when you insert this macro into a letter template (System>Letter Management). Enter the code of the remedy between the parentheses at the end of the macro. The letter will then print the Description of the remedy whose code you entered. For instance, if you enter 02 in the macro, the letter will print Directed Plan of Correction.

Note: Always use capital letters when entering remedy codes.

Code	Remedy Description
01	State Monitoring
02	Directed Plan of Correction
03	Temporary Management
04A	Discretionary Denial of Payment for New Admissions
04B	Mandatory Three Month Denial of Payment for New Admissions
05	Denial of Payment for All Residents
06	Directed In-service Training
07	Civil Money Penalty
08	CMS-Approved Additional or Alternative Remedy
09	Transfer of Residents and Closure of Facility
10	Transfer of Residents
11A	Discretionary Termination
11B	Mandatory Six Month Termination

Building ID [Building ID()]

Lists IDs of all buildings in the facility record, with each ID on a new line. Building information is entered on the Buildings/Wings tab in Facility Properties.

Example:

1A
2A
3B

Buildings List [Buildings List()]

Lists all buildings in the facility record, with each building on a new line. Building names are in the format Name-Location as entered on the Buildings/Wings tab of Facility Properties.

Example:

Main-1200 Broadway
Annex-North Of Main Building
West Wing-West Of Main Building
Dietary Building-(East Park) Dietary Building

Buildings List Open `[Buildings List Open()]`

Lists only those buildings that do not have a Closed Date entered in the building record. Does not include State Licensed-only buildings. All building names are in the format Name-Location.

Example:

Main Building-1200 Broadway

Dietary Building-(East Park) Dietary Building

CBER ID `[CBER ID()]`

Prints the CBER (Center for Biologics Evaluation and Research) ID number recorded in the CBER ID field in the Assignment section on the Intake tab of CLIA complaint intakes. Usually used in TRF (Transfusion-Related Fatality) letters.

Example: 09-002

Changes from IDR `[Changes from IDR()]`

Lists the tag number and current IDR status of all of the tags from all of the surveys connected to the case that have an IDR status other than None. Prints NO DATA if no tags meeting the criteria are found.

Example: F0151 -- S/S Change; F0463 – Requested

Changes from IDR (No status) `[Changes from IDR(No status)()]`

Lists the tag numbers for all of the tags from all of the surveys connected to the case that have an IDR status other than None. Prints NO DATA if no tags meeting the criteria are found.

Example: F0253

Changes from IIDR `[Changes from IIDR()]`

Lists the tag number and current IIDR status of all of the tags from all of the surveys connected to the case that have an IIDR status other than None. Prints NO DATA if no tags meeting the criteria are found.

Example: F0151 -- S/S Change; F0463 – Requested

Changes from IIDR (No Status) `[Changes from IIDR(No status)()]`

Lists the tag numbers for all of the tags from all of the surveys connected to the case that have an IIDR status other than None. Prints NO DATA if no tags meeting the criteria are found.

Example: F0253

CLIA 116 App Entered Date `[CLIA 116 App Entered Date()]`

Displays the date the 116 was entered and the CLIA # was assigned.

CLIA 116 SA App Received Date `[CLIA 116 SA App Received Date()]`

Displays the date the 116 form was physically received.

CLIA Accreditation Organizations `[CLIA Accreditation Organizations()]`

Displays the formal name of all the accrediting organizations listed as X matches for the CLIA lab.

Example: The Joint Commission

CLIA Certificate Effective Date [CLIA Certificate Eff Date()]

Displays the date when the CLIA lab's certificate became effective in long date format (Month Date, Year).

Example: August 31, 2006

CLIA Certificate Expiration Date [CLIA Certificate Exp Date()]

Displays when the CLIA lab's certificate expires in long date format (Month Date, Year).

Example: August 30, 2008

CLIA Current Application Type [CLIA Current Application Type()]

Displays the current application type held by the CLIA lab, in words.

Example: Waiver

CLIA Current Certificate [CLIA Current Certificate()]

Displays the type of certificate currently held by the CLIA lab.

Example: Certificate of Waiver

CLIA Lab Director [CLIA Lab Director()]

Displays the first and last name of the CLIA lab director.

Example: Joe Smith

CLIA Lab Director Salutation [CLIA Lab Director Salutation()]

Displays the CLIA lab director's salutation entered on the Demographics tab of the CLIA 116 application.

Example: Dr.

CLIA Lab Director Title [CLIA Lab Director Title()]

Displays the CLIA lab director's title entered on the Demographics tab of the CLIA 116 application.

Example: Director

CLIA Most Recent 116 App Type [CLIA Most Recent 116 App Type()]

Displays Pending if certificate is pending, otherwise, displays the current application type: Compliance, Waiver, Accreditation, or PPMP.

CLIA Pending Application Type [CLIA Pending Application Type()]

Displays the pending application type of the CLIA laboratory, in words.

Example: Waiver

CLIA QC Exclusion Tags [CLIA QC Exclusion Tags()]

Lists the QC Exclusion tags cited on the selected survey. Prints the tag number (prefixed with a D), CFR number/regulatory reference, and tag title.

Example:

D5445-493.1256(d)(1)(2)(g)-Control Procedures

D5447-493.1256(d)(3)(i)(g)-Control Procedures

D5449-493.1256(d)(3)(ii)(g)-Control Procedures

CMP Collection Number [CMP Collection Number()]

Displays the Federal CMPTS collection number for the cycle. If no collection number is entered, AEM prints NO DATA.

Example: 2004-08-LTC-003

CMP First RO Notice Date [CMP First RO Notice Date()]

Prints the date entered in the First CMP Imposition Notice Date field (CMP tab, Case CMP Detail section) in long date format (Month Date, Year).

Example: January 25, 2003

Complainant Address [Complainant Address()]

Primary complainant's address, as it is entered in the three lines available in the Complainant Directory.

Example:

123 McMurty Street

Apt 5

Denver, CO 80302

Note: To designate the complainant as primary, in the intake's Complainant grid, the Primary checkbox must be selected and the Anonymous checkbox must be blank. If Anonymous is selected, only the State code will display for the address field.

Complainant Names [Complainant Names()]

Names of complainant(s) listed in the current intake.

Example: Sara McMurty, Robert Williams

Complainant Relationship (Primary)

[Complainant Relationship (Primary)()]

Relationship of the primary complainant to the resident/patient as indicated on the Complainants tab.

Example: Second Cousin

Complainant Short Names [Complainant Short Names()]

Title + last name(s) of complainant(s) listed in the current intake. Title is entered in the Complainant Directory Input window.

Example: Ms. McMurty, Mr. Williams

Complaint Number [Complaint Number()]

Complaint/incident intake ID.

Example: CA00014102

Compliance Due Date [Compliance Due Date()]

Prints the date in the Correction Due Date for Opportunity to Correct field on the Case Basics tab, in long date format (Month Date, Year).

Example: March 6, 2003

CoP Tags List [CoP Tags List()]

Lists all condition level tags on the survey associated with the enforcement letter.

Example:

G0100 -- 484.10 -- Patient Rights

G0117 -- 484.12 -- Compliance W/ Fed, State, Local Laws

Count of IJ level tags on Survey [Count of IJ level tags on survey()]

Prints, in word format, the number of tags cited on the selected survey that are IJ level tags.

The letter must be generated from a template that must have Requires Specific Visit Information selected. Otherwise, NO DATA is returned even if there are IJ tags.

Example: three

Custom Date Prompt (Numbers) [Custom Date Prompt(Numbers)()]

Allows entry of a date at the time the letter is generated. When the letter is selected to print, ASPEN prompts for the required date, then inserts it at the macro location, printed in short date format (Month/Day/Year).

When the macro is inserted into the letter template, enter a description of the date between the parentheses at the end of the macro text. This description displays in the title bar of the prompt window, so the user who creates the letter knows what date to enter.

For example, if "Date of Next Hearing" is entered between the parentheses in the letter template, "Date of Next Hearing" will display in the title bar of the prompt window.

Example: 12/14/2012

Custom Date Prompt (Words) [Custom Date Prompt(Words)()]

Allows entry of a date at the time the letter is generated. When the letter is selected to print, ASPEN prompts for the required date, and then inserts it at the macro location printed in long date format (Month Date, Year).

When the macro is inserted into the letter template, enter a description of the date between the parentheses at the end of the macro text. This description displays in the title bar of the prompt window, so the user who creates the letter knows what date to enter.

For example, if "Date of Next Hearing" is entered between the parentheses in the letter template, "Date of Next Hearing" will display in the title bar of the prompt window.

Example: December 14, 2012

Custom Text Prompt [Custom Text Prompt()]

Permits entry of text that will vary for individual letters. Each time you generate a letter containing this merge code, a Custom Text window will open asking you to supply the text (250-character limit) that applies to this letter.

You can insert multiple custom text prompts into a letter template. In order to tell them apart, put instructions for each custom text macro in the parentheses at the end of the macro when you insert it. Those instructions will display in the title bar of the Custom Text prompt window.

For instance, if, when you insert the macro in a letter, you put "Enter the name of the Director of Nursing" between the parentheses, you will see those instructions in the custom text prompt window when you generate the letter.

Cycle Start + 3 Months [Cycle Start + 3 Months()]

Adds 3 months to the Cycle Start date and displays the result in long date format (Month Date, Year).

Example: Cycle start date of survey: 03/05/2009

In generated letter, macro inserts: June 5, 2009

Cycle Start + 6 Months [Cycle Start + 6 Months()]

Adds 6 months to the Cycle Start date and displays the result in long date format (Month Date, Year).

Example: Cycle start date of survey: 03/05/2009

In generated letter, macro inserts: September 5, 2009

DATE - Date Followup Investigation

[DATE - Date Followup Investigation()]

Start Date of the first followup visit to the investigation survey in short date format (mm/dd/yyy).

Example: 05/30/2004

DATE - Date Received [DATE - Date Received()]

Received End Date of the intake in long date format (Month Day, Year).

Example: April 24, 2017

DATE – Date Received: Start [DATE - Date Received: Start ()]

Received Start Date of the intake in long date format (Month Day, Year).

Example: April 23, 2017

Date # Days after Exit Date (Numbers)

[Date # Days after Exit Date (Numbers)()]

When you insert this macro into a letter template, supply a number between the parentheses at the end of the macro. The macro will add that number to the exit date of the survey specified for the letter, and print the resulting date in short date format (mm/dd/yyyy).

If you don't put a number between the parentheses, the macro prints the exit date. If no single survey is linked to the letter, nothing will print.

Example: Exit date of survey: 09/10/2003

In template, insert: [Date # Days after Exit Date (Numbers)(3)]

In generated letter, macro inserts: 09/13/2003

Date # Days after Exit Date (Words)

[Date # Days after Exit Date(Words)()]

When you insert this macro into a letter template, supply a number between the parentheses at the end of the macro. The macro will add that number to the exit date of the survey specified for the letter, and print the resulting date in long date format (Month Date, Year).

If you don't put a number between the parentheses, the macro prints the exit date. If no single survey is linked to the letter, nothing will print.

Example: Exit date of survey: 09/10/2003

In template, insert: [Date # Days after Exit Date (Words)(3)]

In generated letter, macro inserts: September 13, 2003

Date # Days after Sent Date (Numbers)

[Date # Days after Sent Date (Numbers)()]

When you insert this macro into a letter template, supply a number between the parentheses at the end of the macro. The macro will add that number to the sent date of the letter, and print the resulting date in short date format (mm/dd/yyyy).

Example: Sent date of letter: 04/01/2003

In template, insert: [Date # Days after Sent Date (Numbers) (3)]

In generated letter, macro inserts: 04/04/2003

Date # Days after Sent Date (Words)

[Date # Days after Sent Date (Words)()]

When you insert this macro into a letter template, supply a number between the parentheses at the end of the macro. The macro will add that number to the sent date of the letter, and print the resulting date in long date format (Month Date, Year).

Example: Sent date of letter: 04/01/2003

In template, insert: [Date # Days after Sent Date (Words) (3)]

In generated letter, macro inserts: April 4, 2003

Date # Days after Start Date (Numbers)

[Date # Days after Start Date (Numbers)()]

When you insert this macro into a letter template, supply a number between the parentheses at the end of the macro. The macro will add that number to the start date of the survey specified for the letter, and print the resulting date in short date format (mm/dd/yyyy). If no single survey is linked to the letter, nothing will print.

Example: Start date of survey: 04/01/2003

In template, insert: [Date # Days after Start Date (Numbers) (3)]

In generated letter, macro inserts: 04/04/2003

Date # Days after Start Date (Words)

[Date # Days after Start Date (Words)()]

When you insert this macro into a letter template, supply a number between the parentheses at the end of the macro. The macro will add that number to the Start date of the survey specified for the letter, and print the resulting date in long date format (Month Date, Year).

If no single survey is linked to the letter, nothing will print.

Example: Start date of survey: 04/01/2003

In template, insert: [Date # Days after Start Date (Words) (3)]

In generated letter, macro inserts: April 4, 2003

Date # Days in Future (Numbers) [Date # Days in Future (Numbers)()]

When you insert this macro into a letter template, supply a number between the parentheses at the end of the macro. The macro will add that number to today's date, and print the resulting date in short date format (mm/dd/yyyy).

Example: Today's date: 04/01/2003

In template, insert: [Date # Days in Future (Numbers) (3)]

In generated letter, macro inserts: 04/04/2003

Date # Days in Future (Words) [Date # Days in Future (Words)()]

When you insert this macro into a letter template, supply a number between the parentheses at the end of the macro. The macro will add that number to today's date, and print the resulting date in long date format (Month Date, Year).

Example: Today's date: 04/01/2003

In template, insert: [Date # Days in Future (Words) (3)]

In generated letter, macro inserts: April 4, 2003

Date # Working Days [Date # Working Days()]

The date, in long date format (Month Date, Year), a specified number of working days in the future as indicated by the number you enter between the parentheses when you insert this macro into a letter template. Standard Federal holidays (including Columbus Day) are compensated for; state holidays are not. Set-day holidays on weekends (Christmas, Independence Day, etc.) use the same working day calculation as CASPER.

Example: Today's date: 04/01/2003

In template, insert: [Date # Working Days(3)]

In generated letter, macro inserts: April 4, 2003 (assuming no Federal holidays or weekends)

Date CMS-2567 Issued [Date CMS-2567 Issued()]

Shows the date the CMS-2567 was issued for the selected survey, in long date format (Month Date, Year).

The letter must be generated from a template with Requires Specific Visit Information selected. Otherwise, nothing is returned even if there is a 2567 issue date.

Example: September 23, 2013

Date Facility out of Compliance [Date Facility out of Compliance()]

The Cycle Start date in long date form (Month Date, Year).

Example: January 28, 2003

Date IDR Request Received [Date IDR Request Received()]

Date the IDR was requested for the selected survey, in long date format (Month Date, Year).

The letter must be generated from a template with Requires Specific Visit Information selected. Otherwise, NO DATA is returned even if there is an IDR request date.

Example: January 6, 2003

Date IIDR Request Received [Date IIDR Request Received()]

Date the IIDR was requested for the selected survey, in long date format (Month Date, Year).

The letter must be generated from a template with 'Requires Specific Visit Information 'selected. Otherwise, NO DATA is returned even if there is an IIDR request date.

Example: January 6, 2012

Deficient Practice Descriptions [Deficient Practice Descriptions()]

Displays a custom text prompt asking the user to enter a description of the deficient practices. 250-character limit.

Example:

Based on observation, record review, and staff and family interviews, the facility failed to ensure one of 17 sample residents was provided an on-going program of activities that met his individual interests and needs (Resident #2).

Deny Pay for New Admits 04B - 3 mo. Effective Date

[Deny Pay for New Admits 04B – 3 mo. Effec Date()]

Shows the effective date entered for remedy 04B - Mand. Deny Pay for New Admits-3 Mo, in long date format (Month Date, Year).

Example: January 7, 2003

Deny Pay for New Admits 04B - 3 mo. Last Date

[Deny Pay for New Admits 04B – 3 mo. Last Date()]

Shows the last day in effect for remedy 04B - Mand. Deny Pay for New Admits-3 Mo, in long date format (Month Date, Year). Last Day in Effect is entered in the Remedy Input window.

Example: January 30, 2003

Discretionary Deny Pay for New Admits 04A Effective Date

[Deny Pay for New Admits 04B Effective Date()]

Shows the effective date entered for remedy 04A - Discretionary Deny Pay for New Admits, in long date format (Month Date, Year).

Example: January 7, 2003

Discretionary Deny Pay for New Admits 04A Last Date

[Deny Pay for New Admits 04B – 3 mo. Last Date ()]

Shows the last day in effect for remedy 04A - Discretionary Deny Pay for New Admits, in long date format (Month Date, Year). Last Day in Effect is entered in the Remedy Input window.

Example: January 30, 2003

DIST - Distribution Address [DIST – Distribution Address()]

The street address of the distribution recipient as entered in the Distribution window (System>Lookup Values>Distribution Lists).

Example: 123 Main Street

DIST - Distribution City [DIST – Distribution City()]

The city of the distribution recipient as entered in the Distribution window (System>Lookup Values>Distribution Lists).

Example: Denver

DIST - Distribution Department [DIST – Distribution Department()]

The department of the distribution recipient as entered in the Distribution window (System>Lookup Values>Distribution Lists).

Example: Division of Health and Safety

DIST - Distribution Full Address [DIST - Distribution Full Address()]

This macro will use the distribution recipient that is selected to receive the letter, and print the following fields in this order:

- Distribution Recipient
- Distribution Department
- Distribution Street Address
- Distribution City, State Zip

Example:

Kerry Sanchez
Colo. Dept. Of Law, Attorney Gen's Ofc
1560 Broadway, 5th Fl
Denver, CO 80202

DIST - Distribution Recipient [DIST - Distribution Recipient()]

The full name of the distribution recipient as entered in the Distribution window (System>Lookup Values>Distribution Lists).

Example: Jim Smith

DIST - Distribution Salutation [DIST - Distribution Salutation()]

The salutation as entered in the Distribution window (System>Lookup Values>Distribution Lists).

Example: Ms.

DIST - Distribution State [DIST - Distribution State()]

The state as entered in the Distribution window (System>Lookup Values>Distribution Lists).

Example: CO

DIST - Distribution Zip [DIST - Distribution Zip()]

The zip code as entered in the Distribution window (System>Lookup Values>Distribution Lists).

Example: 80302

Earliest Denial of Payment or Termination

[Earliest Denial of Payment or Termination()]

Prints the earliest effective date of all Federal Denial of Payment or Termination remedies, in long date format (Month Date, Year). This is the earliest effective date for remedies 04A, 04B, 05, 11A, and 11B.

If no effective date exists, NO DATA prints in the letter.

Example: January 3, 2003

Earliest Denial of Payment Remedy

`[Earliest Denial of Payment Remedy()]`

Prints the earliest effective date of all Federal Denial of Payment remedies in long date format (Month Date, Year).

This is the earliest effective date for remedies 04A, 04B, and 05.

If no effective date is entered, NO DATA will print in the letter.

Example: January 6, 2003

Earliest Termination Remedy

`[Earliest Termination Remedy()]`

Prints the earliest effective date for Federal termination remedies 11A and 11B, in long date format (Month Date, Year).

If no effective date is entered, NO DATA will print in the letter.

Example: January 3, 2003

ENF Initial Notice

`[ENF Initial Notice()]`

Prints the Date Sent of the first letter sent (regardless if sent by the State or RO) as listed on the Notices tab, in long date format (Month Date, Year).

Example: January 15, 2004

ENF Reg Office Initial Notice

`[ENF Reg Office Initial Notice]`

Prints the Date Sent of the first letter sent by the RO as listed on the Notices tab, in long date format. (Month Date, Year).

Example: November 28, 2004

ENF Second Notice

`[ENF Second Notice()]`

Prints the Date Sent of the second letter sent (regardless if sent by the State or RO) as listed on the Notices tab, in long date format. (Month Date, Year).

Example: February 13, 2004

Event ID

`[Event ID()]`

Prints the Event ID of the survey specified for this letter.

Example: HU6R11

Exit Date (Numbers)

`[Exit Date (Numbers)()]`

Prints the exit date of the survey specified for this letter, in short date format (mm/dd/yyyy).

Example: 1/15/2003

Exit Date (Words)

`[Exit Date (Words)()]`

Prints the exit date of the survey specified for this letter, in long date format (Month Date, Year).

Example: January 15, 2003

Exit Date + 6 Months (Numbers) [Exit Date + 6 Months (Numbers)()]

Prints the exit date plus 6 months of the survey specified for this letter, in short date format (mm/dd/yyyy).

Example: 04/23/2004

Exit Date + 6 Months (Words) [Exit Date + 6 Months (Words)()]

Prints the exit date plus 6 months of the survey specified for this letter, in long date format (Month Date, Year).

Example: April 23, 2004

Fac Address: Address 2 [Fac Address: Address 2()]

The Address 2 line of the facility's physical address, as entered in Facility Properties.

Example: Suite 12

Fac Address: City [Fac Address: City()]

The facility's city, from the physical address entered in Facility Properties.

Example: Longmont

Fac Address: State [Fac Address: State()]

The facility's state, from the physical address entered in Facility Properties.

Example: CO

Fac Address: Street [Fac Address: Street()]

The facility's street address, from the physical address entered in Facility Properties.

Example: 1900 Pike Rd

Fac Address: Zip [Fac Address: Zip()]

The facility's zip code, from the physical address entered in Facility Properties.

Example: 80501

Facility Fax Number [Facility Fax Number()]

The facility's Fax number, as entered on the Facility Definition tab in Facility Properties.

Example: (970)385-2355

Facility Legal Name [Facility Legal Name()]

The facility's legal name, as entered on the Facility Definition tab in Facility Properties. This macro prints the name as typed in the record, so it is a good macro to use when you do not want all capitals.

Example: Alpine Centre

Facility License Number [Facility License Number()]

The facility's license number, i.e., the License Number entered in Facility Properties. Same as Facility State ID. If none is entered, AEM will prompt you to enter one before printing the letter. 10-character limit.

Example: Co123666

Facility Login ID [Facility Login ID()]

The facility's Remote Login ID from Facility Properties. Used to access the state's MDS system for assessment file submission. ACO creates a Login ID for new facilities by combining the state's postal abbreviation with the Facility ID (FACID) entered in Facility Properties.

Example: CO020339

Facility Name [Facility Name()]

The facility's current name, as entered on the Facility Definition tab in Facility Properties.

Example: ALPINE CENTRE

Facility Owner Name [Facility Owner Name()]

The name of the facility's owner company as entered on the Ownership tab in Facility Properties.

Example: Ssc Boulder Operating Co Llc

Facility Password [Facility Password()]

Password that is used with the Facility (Remote) Login ID to access the state MDS system.

Example: w1pkm1do

Facility State ID [Facility State ID()]

The facility's license number, i.e., the License Number entered in Facility Properties.

Example: CO123666

Facility Telephone [Facility Telephone()]

Facility's phone number.

Example: (303)494-0535

Facility Type Abbrev [Facility Type Abbrev()]

The abbreviation for this facility type.

Example: SNF/NF

Facility Type Full Description [Facility Type Full Description()]

The facility primary category (Factype.Type) – facility sub-type (Factype.Subtype).

Example: Nursing Home (NH) – SNF/NF DUAL CERT

Facility's State ID (FACID) [Facility's State ID (FACID)()]

The facility's unique ASPEN facility identifier, the Facility ID (FACID) entered in Facility Properties.

Example: 020339

Federal CMP Amount Due [Federal CMP Amount Due()]

Shows the total amount due for all Federal CMPs as shown toward the top right of the main CMP tab.

Example: $7500.00

Federal CMP(s) [Federal CMP(s)()]

Lists all Federal CMP(s), indicating per instance or per day, amount, dates, and tags. Each CMP is on its own line. Per Instance CMPs are listed first.

Example:

Federal Civil Money Penalty of $5,000.00 per instance for the instance on July 27, 2006 described at deficiency K0018 (S/S: G)

Federal Civil Money Penalty of $100.00 per day for the five (5) days beginning November 16, 2007 and continuing through November 20, 2007 for a total of $500.00

FI Address [FI Address()]

The fiscal intermediary's, i.e., MAC's, street address.

See FI Name for more about fiscal intermediaries, i.e., MACs.

Example: 901 S. Central Expressway

FI City [FI City()]

The fiscal intermediary's, i.e., MAC's, city.

See FI Name for more about fiscal intermediaries, i.e., MACs.

Example: Richardson

FI Extended Address [FI Extended Address()]

The fiscal intermediary's, i.e., MAC's, extended address.

See FI Name for more about fiscal intermediaries, i.e., MACs.

Example: Suite 4

FI Extended Zip [FI Extended Zip()]

The fiscal intermediary's, i.e., MAC's, 4-digit extended zip code.

See FI Name for more about fiscal intermediaries, i.e., MACs.

Example: 1341

FI Full Address [FI Full Address()]

The fiscal intermediary's (i.e., MAC's) full address, displaying the following information (when present) in one line: FI Name FI Street Address FI Extended Address FI City, State Zip.

See FI Name for more about fiscal intermediaries, i.e., MACs.

Example:

Blue Cross (texas)
901 S. Central Expressway
Suite 4
Richardson, Tx 75080

FI Name [FI Name()]

The fiscal intermediary's (i.e., MAC's) name.

Information about the fiscal intermediary, i.e., Medicare Administrative Contractor (MAC), is maintained in the national database. To update this information on your state server: ACO > System > Lookup Values > Fiscal Intermediary.

Example: Blue Cross (texas)

FI State [FI State()]

The fiscal intermediary's, i.e., MAC's, state.

See FI Name for more about fiscal intermediaries, i.e., MACs.

Example: Tx

FI Zip [FI Zip()]

The fiscal intermediary's, i.e., MAC's, zip code.

See FI Name for more about fiscal intermediaries, i.e., MACs.

Example: 75080

First Revisit High Citations [First Revisit High Citations()]

For the first revisit in the series for the selected survey (either certification or complaint), lists all Federal tags with the highest scope and severity level that continued to be out of compliance at the first revisit. Prints the tag number, scope/severity, CFR number/regulatory reference, and tag title.

Example: F0323 -- S/S: H -- 483.25(h)(1) -- Accidents

First Revisit High Cite S/S [First Revisit High Cite S/S()]

For the first revisit in the series for the selected survey (either certification or complaint), displays the highest scope and severity rating for the Federal tags that continued to be out of compliance at the first revisit.

Example: K

First RO Notice Date [First RO Notice Date()]

Finds the Notice originating from the RO with the earliest Sent Date and prints that date in long date format (Month Date, Year). If no notice is found, ASPEN prints NO DATA.

Example: May 21, 2003

First State Notice Date [First State Notice Date()]

Finds the Notice originating from the State with the earliest Sent Date and prints that date in long date format (Month Date, Year). If no notice is found, ASPEN prints NO DATA.

Example: May 21, 2003

Force Lower Case [Force Lower Case()]

Transforms text entered between the parentheses in the macro, when creating the letter template, from all upper case to upper case with initial capitals.

Force Upper Case [Force Upper Case()]

When you insert this macro into a letter template, transforms text entered between the parentheses from all lower case to lower case with initial capitals.

Full Admin Name (Ms. Jo Adam, Director)

[Full Admin Name (Ms. Jo Adam, Director)()]

The title, full name, and administrative position of the facility's primary administrator. Primary administrators are entered on the Administration tab in Facility Properties.

Example: Mr. Scott Nyler, Administrator

Full Facility Address

[Full Facility Address(Name, Address, City, St, Zip)]

The facility's Working Name and physical address, as entered in Facility Properties.

Example:

Mountain Meadows Long Term Care
123 Main Street
Columbus, OH 43231-4037

Full Facility Mailing Address [Full Facility Mailing Address()]

The facility's Working Name and mailing address, as entered in Facility Properties. The Primary mailing address on the Addresses tab is used, if available. If not, the last mailing address entered on the Addresses tab is used. If there isn't a primary mailing address that differs from the physical address, the physical address (which is the default Primary mailing address) is used.

Example:

Mountain Meadows Long Term Care
P.O. Box 2453
Columbus, OH 43231-2453

Future Working Date [Future Working Date()]

When you insert this macro into a letter template, enter a number between the parentheses. ACTS adds the number to today's date (using working days) and prints the result in long date format (Month Day, Year). Holidays are not included in the calculation.

Example: September 21, 2004

Highest Grid Text [Highest Grid Text()]

Prints text describing the citation(s) with the highest-level S/S cited on the selected survey, such as:

> This survey found the most serious deficiencies to be <*scope*> that constitute <*harm*>, as documented on the enclosed CMS-2567, whereby significant corrections are required.

Where <*scope*> is one of the following according to the highest cited S/S for the survey:

S/S = A, D, G, J Text = 'an isolated deficiency'

S/S = F, E, H, K Text = 'one that comprises a pattern'

S/S = C, F, I, L Text = 'a widespread deficiency'

Where <*harm*> is one of the following, according to the highest cited S/S for the survey:

S/S = A, B, C	Text = 'no actual harm with potential for no more than minimal harm.'
S/S = D, E, F	Text = 'no actual harm with potential for more than minimal harm that is not immediate jeopardy'
S/S = G, H, I	Text = 'actual harm that is not immediate jeopardy'
S/S = J, K, L	Text = 'immediate jeopardy to resident health or safety'

Example:

This survey found the most serious deficiencies to be an isolated deficiency that constitutes no actual harm with potential for more than minimal harm that is not immediate jeopardy, as documented on the enclosed CMS-2567, whereby significant corrections are required.

Note: You may need to adjust noun/verb number (plural to singular) in the letter.

Highest Scope/Severity `[Highest Scope/Severity()]`

Prints the highest scope/severity level of all tags cited on the selected survey as an alpha character.

Example: E

IDR Conducted By `[IDR Conducted By()]`

Prints the IDR Conducted By value, as entered in the survey's Informal Dispute Resolution detail screen. If IDR Conducted By is not entered, NO DATA will print in the letter.

Example: State Review Panel

IDR Conducted Date `[IDR Conducted Date()]`

Prints the IDR Conducted Date value in long date format (Month Date, Year), as entered in the survey's Informal Dispute Resolution detail screen. If IDR Conducted Date is not entered, NO DATA will print in the letter.

Example: January 5, 2004

IIDR Conducted By `[IIDR Conducted By()]`

Prints the IIDR Conducted By value, as entered in the survey's Informal Dispute Resolution detail screen. If IIDR Conducted By is not entered, NO DATA will print in the letter.

Example: State Review Panel

IIDR Conducted Date `[IIDR Conducted Date()]`

Prints the IIDR Conducted Date value in long date format (Month Date, Year), as entered in the survey's Informal Dispute Resolution detail screen. If IIDR Conducted Date is not entered, NO DATA will print in the letter.

Example: January 5, 2012

IJ Citations [IJ Citations()]

Lists tags for the selected survey which have an S/S level of J, K or L, even if the level dropped below that level at any time. Prints the tag number, scope/severity, CFR number/regulatory reference, and tag title.

Example:

F0317 -- S/S: J -- 483.25(e)(1) -- Quality Of Care

F0365 -- S/S: L -- 483.35(d)(3) -- Dietary Services

IJ Situations [IJ Situations()]

Prints text describing the starting and removal dates for every immediate jeopardy situation in the cycle, including the number of days in each IJ situation. The last day of IJ is included when calculating the number of days of IJ. IJ situations that begin and end on the same day are calculated as 1 day.

Each situation is separated from the others by a blank line. Note that IJ removal may or may not be the same as deficiency correction.

Example:

Surveyors found a situation of immediate jeopardy to patient health and safety that lasted one (1) day, beginning March 1, 2003 with a last day of March 1, 2003.

Surveyors found a situation of immediate jeopardy to patient health and safety that lasted two (2) days, beginning March 10, 2003 with a last day of March 11, 2003.

Surveyors found a situation of immediate jeopardy to patient health and safety that lasted eight (8) days, beginning February 19, 2003 with a last day of February 26, 2003.

Intake ID [Intake ID()]

Complaint/incident intake ID.

Example: CA00014102

Intake Recipient [Intake Recipient()]

Name of staff member entered in the Intake Staff section of the Intake tab.

Example: Jim SmithInvestigation Due

[Investigation Due()]

Date entered in the Investigation Due By field on the Intake tab, in short date format (mm/dd/yyyy).

Example: 09/20/2004

Investigation Due in Words [Investigation Due in Words()]

Date entered in the Investigation Due By field on the Intake tab, in long date format (Month Date, Year).

Example: September 20, 2004

Investigators `[Investigators()]`

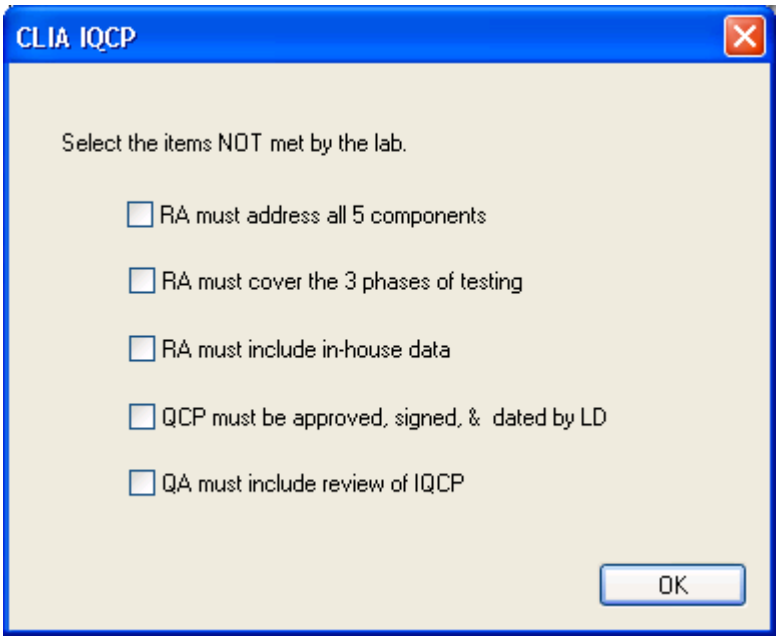
Team members assigned to investigation survey. Prints last name first, with each name on a new line.

Example:

Davies, Linda
Lee, Marion
Smith, Jim

IQCP Conditions `[IQCP Conditions()]`

Opens a dialog where users can select any of the five IQCP requirements defined by CLIA:



Based on the selections made, the corresponding bullets are added to the letter:

- The Risk Assessment (RA) must address all 5 required components: specimen, environment, reagent, test system, and testing personnel
- The RA must cover the 3 phases of testing; preanalytic, analytic and postanalytic
- The RA must include in-house data, established by the laboratory and by its own personnel
- The quality control plan (QCP) must be approved, signed, and dated by the laboratory director
- The quality assessment (QA) program must include a review system for the ongoing monitoring of IQCP effectiveness

Latest Denial of Payment Remedy `[Latest Denial of Payment Remedy()]`

Prints the most recent Last Day in Effect for Denial of Payment remedies entered on the Remedies tab of the enforcement case in AEM, in long date format (Month Date, Year). Denial of Payment remedies include 04A - Discretionary Deny Pay for New Admits, 04B - Mand. Deny Pay for New Admits-3 Mo., and 05 - Denial of Payment for All Residents.

Example: April 10, 2006

Letter Sent Date [Letter Sent Date()]

The Date Sent entered for the current letter in the Select Letters and Distribution Lists window.

This macro inserts the Date Sent into the letter when the letter is created in long date format (Month Date, Year). It will not update the letter if the Date Sent is changed later in the Select Letter window.

Example: January 29, 2003

List Complaints For This Survey [List Complaints For This Survey()]

Lists the intake numbers for all complaint/incidents entered in ACTS that are linked to the selected survey.

Example: OH00002140, OH00002141, OH00002142

List Level A Cites [List Level A Cites()]

Lists the tag number, CFR number/regulatory reference, and tag title for all tags on the selected survey that have a scope/severity of A.

Example: 0153-483.10(b)(2)-Notice Of Rights And Services

List Survey Team [List Survey Team()]

Requires selection of a survey when you create the letter. Lists all team members and their titles on separate lines.

Example:

Jean Myers, Registered Nurse

William Wright, Life Safety Code Inspector

List Tag/Surveyor Text [List Tag/Surveyor Text()]

Lists the tag number, scope/severity (when applicable), CFR number/regulatory reference, tag title, and surveyor text for all citations on the selected survey.

Note: For best results, keep your text formatting simple in Citation Manager. Heavily formatted text may behave unpredictably when inserted into a letter.

Example:

F0170 -- S/S: D -- 483.10(i)(1) -- Mail

Based on the group interview and staff interviews, the facility failed to promptly deliver Saturday mail to the residents.

List Tag Numbers Only [List Tag Numbers Only()]

Lists all tags for the selected survey (State citations first, then Federal citations), separated by commas. Includes tags under IDR/IIDR.

Example: S1234, F0287, F0324, F0401

List Tags Cited [List Tags Cited()]

Lists all tags cited on the selected survey, State citations first, then Federal citations. Prints the tag number, scope/severity (when applicable), CFR number/regulatory reference, and tag title. Includes tags under IDR/IIDR.

Example:

St - P - 0324 - 7.3.2 - Admissions S-S= A

St - P - 0638 - 12.14.1 - Admin Of Meds (storage Of Oxygen Tanks) S-S= E

F0170 -- S/S: D -- 483.10(i)(1) -- Mail

F0309 -- S/S: D -- 483.25 -- Quality Of Care

F0314 -- S/S: D -- 483.25(c) -- Pressure Sores

LSC/DSI Unit [LSC/DSI Unit()]

Displays the name of the Life Safety Code or Division of Safety Inspection unit that is assigned to the facility. LSC/DSI units are Work Units created from the Directory tab in Tree view, and assigned to individual facilities on the Associations tab of Facility Properties.

Example: Life Safety Code

LSC/DSI Unit Address [LSC/DSI Unit Address()]

Displays the address of the Life Safety Code or Division of Safety Inspection unit that is assigned to the facility. LSC/DSI units are Work Units created on the Directory tab, and assigned to individual facilities on the Associations tab of Facility Properties.

Example: 123 Main Street

Medicaid ID Number [Medicaid ID Number()]

The facility's Medicaid ID.

Example: 05653043

Medicare/Medicaid [Medicare/Medicaid()]

Shows if the facility is Medicare only, Medicaid only, or Medicare and Medicaid. This is only valid for nursing homes.

Example: Medicare, Medicaid, Medicare and Medicaid

NATCEP Loss Date [NATCEP Loss Date()]

Prints the NATCEP loss Effective Date From Primary Trigger, in long date format (Month Date, Year).

Example: June 1, 2003

NATCEP Loss Last Day [NATCEP Loss Last Day()]

Prints the NATCEP loss Last Day, in long date format (Month Date, Year).

Example: May 31, 2005

Next Licensure Letter Remedies [Next Licensure Letter Remedies()]

Lists all remedies, Federal and State, in effect or not, that have "Next State Letter" checked on the Remedy Input screen. AEM lists Federal, then State remedies, each on a new line, and if an effective date has been entered, that date is included in long date format (Month Date, Year).

Example:

State Monitoring effective August 7, 2003

Directed Plan of Correction

Required Administrator Education effective October 31, 2004

Next T18 and/or T19 Letter Remedies

[Next T18 and/or T19 Letter Remedies()]

Lists all remedies, Federal and State, in effect or not, that have " Next T18 and/or T19 Letter" checked on the Remedy Input screen. AEM lists Federal, then State remedies, each on a new line, and if an effective date has been entered, that date is included in long date format (Month Date, Year).

Example:

State Monitoring effective August 7, 2003

Directed Plan of Correction

Observation Text (9999) [Observation Text (9999)()]

Prints surveyor text entered, if any, on tag 9999 for the survey that is related to the letter.

Example:

The facility has requested a Fire Safety Evaluation System (FSES) Assessment to obviate K-56. The FSES will obviate K-56 upon correction of the other cited deficiencies.

Overall Finding [Overall Finding()]

Overall Finding as indicated in the Closure Information section of the Actions/Close tab.

Example: Substantiated

Penalty Fund Medicaid Percent [Penalty Fund Medicaid Percent()]

Displays the percentage of Medicaid patients of the total of Medicare and Medicaid patients at the facility.

Example: 40%

Penalty Fund Medicaid Portion [Penalty Fund Medicaid Portion()]

Displays the result of multiplying the Medicaid CMP percentage (as defined in Penalty Fund Medicaid Percent, above) by the Federal CMP Amt. Due (found on the Total Across All CMPs section on the CMP tab).

Note: The Federal Amt. Due figure excludes recommended and appealed CMP amounts.

Example: $40,550.00

Penalty Fund Medicare Percent [Penalty Fund Medicare Percent()]

Displays the percentage of Medicare patients of the total of Medicare and Medicaid patients at the facility.

Example: 40%

Penalty Fund Medicare Portion [Penalty Fund Medicare Portion()]

Displays the result of multiplying the Medicare CMP percentage (as defined in Penalty Fund Medicare Percent, above) by the Federal CMP Amt. Due (found on the Total Across All CMPs section on the CMP tab). Note that the Federal Amt. Due figure excludes recommended and appealed CMP amounts; see field definitions in AEM Field Descriptions for details.

Example: $40,550.00

Per Day CMP(s) [Per Day CMP(s)()]

Lists all State and Federal per-day CMPs, including the amount per day, the date range in long date format (Month Date, Year), the number of days and the total, with State CMPs listed first.

Example:

State Civil Money Penalty of $100.00 per day for the three (3) days beginning April 6, 2003 and continuing through April 8, 2003 for a total of $300.00 for the deficiency/ies described at S0139 (S/S: E)

Federal Civil Money Penalty of $100.00 per day for the five (5) days beginning February 1, 2003 and continuing through February 5, 2003 for a total of $500.00

Federal Civil Money Penalty of $50.00 per day for the six (6) days beginning February 10, 2003 and continuing through February 15, 2003 for a total of $300.00

Federal Civil Money Penalty of $1,000.00 per day for the four (4) days beginning August 6, 2003 and continuing through August 9, 2003 for a total of $4,000.00

Per Instance CMP(s) [Per Instance CMP(s)()]

Lists all State and Federal Per Instance CMPs, including the amount per instance, the instance date in long date format (Month Date, Year), and the applicable tag, with State CMPs listed first.

Example:

State Civil Money Penalty of $500.00 per instance for the instance on February 18, 2003 described at deficiency/ies S0132 (S/S: E)

Federal Civil Money Penalty of $1,000.00 per instance for the instance on March 1, 2003 described at deficiency F0164 (S/S: D)

POC Due Date [POC Due Date()]

Due date for the Plan of Correction in short date format (mm/dd/yyyy). For ePOC surveys, the POC Due Date uses the date from the survey table. This date is set when the survey is posted to ePOC.

Example: 02/21/2004

POC Due Date in Words [POC Due Date in Words()]

Due date for the POC for the original investigation linked to this complaint in long date format (Month Date, Year). For ePOC surveys, the POC Due Date uses the date from the survey table. This date is set when the survey is posted to ePOC.

Example: February 21, 2004

Primary Case Worker – Fed. [Primary Case Worker - Fed.()]

Name and telephone number of the primary Federal case worker assigned to the case on the Case Basics tab. Format is: Firstname Lastname (333) 333-3333. Name and phone number come from the case worker's employee record.

Example: George Majors (303) 892-5748

Primary Case Worker – State [Primary Case Worker - State()]

Name and telephone number of the primary State case worker assigned to the case on the Case Basics tab. Format is: Firstname Lastname (333) 333-3333. Name and phone number come from the case worker's employee record.

Example: George Majors (303) 892-5748

Primary Complainant [Primary Complainant()]

Name of the primary complainant designated on the Intake tab. Prints Title and Last Name, First Name.

Example: Ms. McMurty, Sara

Primary NATCEP Trigger [Primary NATCEP Trigger()]

Displays the primary NATCEP loss trigger, as indicated on the NATCEP tab. Below is the list of all text items that can be printed by this code. Each would typically be preceded by the word "because" in a form letter:

- the facility was subject to an extended or partial extended survey
- a denial of payment remedy went into effect
- a civil money penalty of $5000.00 or more was assessed
- the facility was terminated from Medicare and/or Medicaid
- a resident transfer remedy went into effect
- the facility was closed by the State or Federal government
- a temporary manager remedy went into effect
- an RN waiver was approved for the facility
- NO DATA [for an entry of None or the absence of any entry]

Example: … because the facility was subject to an extended or partial extended survey

Provider ID (Medicare/OSCAR) [Provider ID (Medicare/OSCAR)()]

The facility's provider number.

Example: 06D0701728

Received by [Received by()]

Received End Date of the intake in short date format (mm/dd/yyyy).

Example: 04/19/2004

Received by in Words

[Received by in Words()]

Received End Date of the intake in long date format (Month Date, Year).

Example: April 19, 2004

Recommended Federal CMP(s)

[Recommended Federal CMP(s)()]

Lists all Federal CMPs with the status of "Recommended," including per-day or per-instance and, if entered, the amount, beginning date in long date format (Month Date, Year), and related tag with its S/S.

Example:

Federal Civil Money Penalty of $1,000.00 per instance for the instance on March 3, 2003 described at deficiency F0281 (S/S: D)

Federal Civil Money Penalty of $50.00 per day for the eighteen (18) days beginning February 3, 2003 and continuing through February 20, 2003 for a total of $900.00

Reference

[Reference()]

Inserts a reference that includes the Intake ID and facility name and address.

Example:

RE: OH00000074
Baldridge Manor Nursing Home, Inc
2437 Baldridge Rd
Cleveland, OH 44104

Remedies with State Recommended Effective Date

[Remedies with State Recommended Effective Date()]

Lists all State and Federal remedies that have a State Recommended Effective Date filled in. Format is: <*Remedy Name*> recommended to be effective <*Effectiv*e Date> in long date format (Month Date, Year).

Example:

State Remedy 1 recommended to be effective June 3, 2003

Civil Money Penalty recommended to be effective June 4, 2003

Discretionary Denial of Payment for New Admissions recommended to be effective July 10, 2003

Remedy List

[Remedy List()]

Lists all Federal and State remedies entered for the cycle (with any "In Effect" status), one per line. All State licensure remedies are listed first, then all Federal remedies. Format is: <*Remedy Name*> recommended to be effective <*Effective Date*> in long date format (Month Date, Year).

Example:

State Remedy 1 recommended to be effective June 3, 2003

State Remedy 2 recommended to be effective June 4, 2003

Mandatory Three Month Denial of Payment for New Admissions effective June 20, 2003

Mandatory Six Month Termination effective September 20, 2003

Civil Money Penalty

Remedy List - All Federal [Remedy List – All Federal()]

Lists all Federal remedies on a single line.

Example: Civil Money Penalty, Mand. Deny Pay For New Admits-3 Mo.

Remedy List - In Effect [Remedy List - In Effect()]

Lists all Federal and State remedies and their effective dates that are marked "In Effect – Yes" on the Remedies tab, one per line. All State licensure remedies are listed first, then all Federal remedies. Format is: <*Remedy Name*> effective <*Effective Date*> in long date format (Month Date, Year).

Example:

State Remedy 2 effective June 4, 2003

Directed In-service Training effective June 10, 2003

Remedy List - Not In Effect [Remedy List - Not In Effect()]

Lists all Federal and State remedies that are marked In Effect – No, on the Remedies tab, one per line. All State licensure remedies are listed first, then all Federal remedies. Format is: <*Remedy Name*>.

Example:

State Remedy 2

Discretionary Denial of Payment for New Admissions

Remedy List - Pending [Remedy List - Pending()]

Lists all State and Federal remedies that are marked In Effect – Pending on the Remedies tab, and their Effective Dates, one per line. All State licensure remedies are listed first, then all Federal remedies. Format is: <*Remedy Name*> effective <*Effective Date*> in long date format (Month Date, Year).

Example:

State Remedy 1 effective June 3, 2003

Mandatory Three Month Denial of Payment for New Admissions effective May 6, 2003

Civil Money Penalty effective June 4, 2003

Remedy List – Recommended [Remedy List – Recommended]

Lists all State and Federal remedies that are marked In Effect – Recommended on the Remedies tab, and their Effective Dates, one per line. All State licensure remedies are listed first, then all Federal remedies. If no Effective Date is given, just the name prints. Format is: <*Remedy Name*> effective <*Effective Date*> in long date format (Month Date, Year).

Example:

State Remedy 1 effective June 3, 2003

State Remedy 2 effective June 3, 2003

Civil Money Penalty effective June 4, 2003

Discretionary Denial of Payment for New Admissions

Revisit Tags above S/S C [Revisit Tags above S/S C()]

For the first revisit in the series of the selected survey (either certification or complaint), lists all tags with a scope/severity level that is above C. Prints the tag number, scope/severity, CFR number/regulatory reference, and tag title.

Example:

F0371 -- S/S: G -- 483.35(h)(2) -- Dietary Services

F0387 – S/S: D -- 483.40(c)(1)&(2) -- Physician Services

Revisit-Corrected Tags [Revisit-Corrected Tags()]

Lists Federal tags that have been corrected on the selected revisit survey. Prints the tag number, scope/severity (when applicable), CFR number/regulatory reference, and tag title

Example:

F0151 -- S/S: E -- 483.10(a)(1)&(2) -- Exercise Of Rights

F0323 -- S/S: H -- 483.25(h)(1) -- Accidents

Revisit-List New Tags [Revisit-List New Tags()]

Lists the new deficiencies that have been added to the selected revisit survey, State licensure tags first, then Federal tags. Prints tag number and description, and CFR number/regulatory reference.

Example:

St - P - 0324 - 7.3.2 - Admissions S-S= A

St - P - 0638 - 12.14.1 - Admin Of Meds (storage Of Oxygen Tanks) S-S= E

0153-Notice Of Rights And Services-483.10(b)(2)

Revisit-List Repeat Tags [Revisit-List Repeat Tags()]

Lists the tags on the selected revisit that are repeated from the initial survey and have no correction date. Prints tag number, scope/severity, CFR number/regulatory reference, and tag title.

Example:

F0155 -- S/S: C -- 483.10(b)(4) -- Notice Of Rights And Services

F0157 -- S/S: C -- 483.10(b)(11) -- Notification Of Changes

F0166 -- S/S: C -- 483.10(f)(2) – Grievances

Salutation (Ms.) [Salutation (Ms.)()]

Displays the administrator's salutation.

Example: Mr.

Short Admin Salutation (Mr. Jones)

[Short Admin Salutation (Mr. Jones)()]

Displays the administrator's salutation and last name.

Example: Ms. Smith

SQC Highest Grid Text [SQC Highest Grid Text()]

Prints text describing the highest-level S/S for any SQC tags:

"This survey found the most serious deficiencies to be <*scope*> that constitute <*harm*>, as evidenced by the attached CMS-2567 whereby significant corrections are required."

Where <*scope*> is one of the following according to the highest cited S/S for the survey:

S/S = A, D, G, J	Text = 'an isolated deficiency'
S/S = F, E, H, K	Text = 'one that comprises a pattern'
S/S = C, F, I, L	Text = 'a widespread deficiency'

Where <*harm*> is one of the following, according to the highest cited S/S for the survey:

S/S = A, B, C	Text = 'no actual harm with potential for no more than minimal harm.'
S/S = D, E, F	Text = 'no actual harm with potential for more than minimal harm that is not immediate jeopardy'
S/S = G, H, I	Text = 'actual harm that is not immediate jeopardy'
S/S = J, K, L	Text = 'immediate jeopardy to resident health or safety'

Example:

This survey found the most serious deficiencies to be an isolated deficiency that constitute no actual harm with potential for more than minimal harm that is not immediate jeopardy, as evidenced by the attached CMS-2567 whereby significant corrections are required.

Note: You may need to adjust noun/verb number (plural to singular) in the letter.

SQC Notification [SQC Notification()]

Displays preset language indicating substandard quality of care was found on the survey selected for the letter; the requirement that the survey agency notify attending physicians and the nursing home administrator licensing board; and requesting a list of physician names.

Example:

Your facility's deficiencies described at (SQC tags for the selected survey will be shown here [in the format: F0234]) constitute substandard quality of care as defined at 42 CFR 488.301. Sections 1819(g)(5)(C) and 1919(g)(5)(C) of the Social Security Act and 42 CFR 488.325(h) require notification to the attending physician of each resident who was found to have received substandard quality of care and notification to the State board responsible for licensing the facility's administrator.

Start Date (Numbers) [Start Date (Numbers)()]

Shows the start date of the survey related to the letter, in short date format (mm/dd/yyyy).

Example: 8/5/2002

Start Date (Words) [Start Date (Words)()]

Shows the start date of the survey related to the letter, in long date format (Month Date, Year).

Example: August 5, 2002

State Abbrev [State Abbrev()]

Shows the State Abbreviation selected under System>System Configuration>State Customization.

Example: CO

State Agency [State Agency()]

In ACO or ARO, shows the Assigned State Agency selected for the current user in Enter/Update Surveyor Information. If no SA is assigned to an ACO user, it shows the SA Default agency entered under System> System Configuration>State Customization. If no SA is assigned to an ARO user, it shows the RO/CO Default agency entered in the State Customization window.

Example: Colorado Department of Public Health

State Agency Acronym [State Agency Acronoym()]

In ACO or ARO, shows the acronym for the Assigned State Agency selected for the current user in Enter/Update Surveyor Information. If no SA is assigned to an ACO user, it shows the acronym for the SA Default agency entered under System>System Configuration>State Customization. If no SA is assigned to an ARO user, it shows the acronym for the RO/CO Default agency entered in the State Customization window.

Example: CDPH

State Complaint ID [State Complaint ID()]

Shows the State Complaint ID entered on the intake.

Example: CA2004-893

State CMP Amount Due [State CMP Amount Due()]

Shows the total amount due for all State licensure CMPs as shown toward the top right of the main CMP tab.

Example: $7500.00

State CMP Statutory Basis [State CMP Statutory Basis()]

Presents the State statutory basis for the State's per-day and per-instance CMPs.

Example: The statutory basis for Civil Money Penalty is A.C. 3701-17-07 (A), A.C. 3701-17-07 (A)

State CMP(s) [State CMP(s)()]

Displays all State licensure CMPs on separate lines, indicating type, amount, dates in long date format (Month Date, Year), tag(s) and Scope/Severity, if available. The macro prints the associated letter for the regulation set in front of the state licensure tags for State CMPs (for example, 'S1234').

Example:

Licensure CMP of $500.00 per instance for the instance on November 15, 2007 described at deficiency/ies S0012 (S/S: E)

Licensure CMP of $100.00 per day for the five (5) days beginning November 16, 2007 and continuing through November 20, 2007 for a total of $500.00 for the deficiency/ies described at S0013 (S/S: D)

State Penalty Name(s) [State Penalty Name(s)()]

Lists all state remedies entered on the Remedies tab in this enforcement case.

Example: $500 Fine, Suspend State License

Substantial Compliance Date [Substantial Compliance Date()]

The Substantial Compliance date, in long date format (Month Date, Year) found on the Case Basics tab. This field is auto-calculated.

Example: March 6, 2003

Supervisory/Work Unit [Supervisory/Work Unit()]

Displays the supervisory work unit, as set on the Associations tab of Facility Properties.

Example: Main Office

Supervisory/Work Unit Address [Supervisory/Work Unit Address()]

Displays the supervisory work unit address as entered in the Office Location field of the Update Team Information window (on the Directory tab, right-click the work unit and select Update Work Unit).

Example: Main Office

Survey All Tags IDR Status [Survey All Tags IDR Status()]

Lists the tag number and IDR status for all Federal tags on the survey selected for the letter. Prints "IDR not requested" for the IDR status of None.

Example:

F0151 -- S/S Change; F0157 -- IDR not requested; F0323 -- IDR not requested

Survey All Tags IIDR Status [Survey All Tags IIDR Status()]

Lists the tag number and IIDR status for all Federal tags on the survey selected for the letter. Prints "IIDR not requested" for the IIDR status of None.

Example: F0151 -- S/S Change; F0157 -- IIDR not requested; F0323 -- IIDR not requested

Survey Extent [Survey Extent()]

Lists the extent(s) of the survey as selected in Survey Properties. Multiple extents are separated by commas. May be used in Survey letters and in Enforcement letters that have Requires Specific Visit Information selected in the Letter Description window.

Example: Routine/STD Survey, Extended Survey LTC/HH, Other Survey

Survey High Citations [Survey High Citations()]

Lists all tags that have the highest scope and severity rating on the survey selected for the letter. Includes corrected tags.

Example:

F0151 -- S/S: D -- 483.10(a)(1)&(2) -- Exercise Of Rights

F0152 -- S/S: D -- 483.10(a)(3)&(4) -- Exercise Of Rights

Survey Purpose [Survey Purpose()]

Displays the survey categories and abbreviations for the survey selected for the letter.

Example:

Recertification (recert), Complaint Investig. (cmpivt), Follow-Up/revisit (revst), State Licensure (licen)

Survey Regulation Type [Survey Regulation Type()]

Prints the name of the regulation set(s) that were used for the survey selected for the letter. Does not print the version number.

Example: Long Term Care Facilities

Survey Revisits [Survey Revisits()]

Shows the event IDs and exit dates for all revisits to the survey selected for the letter.

Example: EH6512-October 23, 2002; EH6513-January 15, 2003

Survey Revisits - Dates Only [Survey Revisits - Dates Only()]

Shows the exit dates for all revisits to the survey selected for the letter in long date format (Month Date, Year).

Example: October 23, 2002; January 15, 2003

Survey Team Leader [Survey Team Leader()]

First name, last name for survey team leader.

Example: John Smith

Survey Type [Survey Type()]

Prints the Type of the survey selected for the letter (Health or LSC).

Example: Health Survey

Survey Types Applicable [Survey Types Applicable()]

Lists the assigned survey types.

Example: Complaint Investig., follow-Up/revisit, life Safety Code

Tags above S/S C [Tags above S/S C()]

Lists all Federal tags cited on the survey selected for the letter that have a scope/severity level above C. Prints tag number, scope/severity, CFR number/regulatory reference, and tag title. Includes tags that were later corrected.

Example:

F0151 -- S/S: E -- 483.10(a)(1)&(2) -- Exercise Of Rights

F0323 -- S/S: H -- 483.25(h)(1) -- Accidents

Tags with SQC [Tags with SQC()]

Lists all Federal citations from the survey selected for the letter which meet the definition of SQC. Prints tag number, scope/severity, CFR number/regulatory reference, and tag title.

Example: F0310 -- S/S: F -- 483.25(a)(1) -- Quality Of Care

TEAM – Location Received [TEAM – Location Received()]

Work unit assigned in the Location Received field on the Intake tab.

Example: Alameda – Support Staff

TEAM – Location Received Address

[TEAM – Location Received Address()]

Address of the work unit assigned in the Location Received field on the Intake tab. The Work Unit's address is entered in the Office Location field of the Update Work Unit Information window in ACO/ARO.

Example: 123 Main, Santa Clara

TEAM – Responsible Team [TEAM – Responsible Team()]

Work Unit selected in the Responsible Team field on the Intake tab.

Example: Alameda – Survey Staff

TEAM – Responsible Team Address [TEAM – Responsible Team Address()]

Address of the work unit selected in the Responsible Team field on the Intake tab. The work unit's address is entered in the Office Location field of the Update Work Unit Information window in ACO/ARO.

Example: 123 Main, Santa Clara

TEAM - Team Leader [TEAM - Team Leader()]

First name, last name for survey team leader. Complaint must be linked to investigation for this macro to work.

Example: Clara Fields

TEAM - Team Phone number [TEAM - Team Phone number()]

Telephone number, as recorded in the personnel record, of the first surveyor listed in Team Roster in the Survey Properties window. Surveyors are listed in order by Staff ID. Complaint must be linked to investigation for this macro to work.

Example: 3034437761

TERMINATION - 23 Days Termination

[TERMINATION - 23 Days Termination()]

Calculates a date 23 calendar days from the Investigation Completed date and prints using the short date format (mm/dd/yyyy).

Example: 11/18/2008

TERMINATION - 90 Days Termination

[TERMINATION - 90 Days Termination()]

Calculates a date 90 calendar days from the Investigation Completed date and prints using the short date format (mm/dd/yyyy).

Example: 11/18/2008

Today in Words [Today in Words()]

Displays today's date in long date format (Month Date, Year).

Example: November 18, 2008

Today's Date [Today's Date()]

Displays today's date in short date format (mm/dd/yyyy).

Example: 11/18/2008

Waived Tags of Survey [Waived Tags of Survey()]

Lists the regulation set ID, tag number, and tag title of all waived tags for the survey selected for the letter.

Example: K0015 -- S/S: D -- NFPA 101 -- Life Safety Code Standard

ASPEN Macro Groups

This section contains lists of macros organized into relevant groups. For example, to have IDR information automatically inserted into a letter, just check the IDR group to see the list of available macros.

ASPEN macros are grouped as follows:

- Basic
- CLIA
- Complaint
- Custom Prompt
- Date
- Deficiency
- Enforcement Only
- Federal Remedy – CMP
- Federal Remedy – non-CMP
- First Revisit
- IDR/IIDR
- Name, ID, Address
- NATCEP
- Selected Survey
- SQC
- State Remedy
- Survey Date

Basic

These macros are available to insert in templates for all letter types in ASPEN. Survey macros must be associated with a survey to return data in generated letters.

- Admin. 1st Name (Frank)
- Admin. Last name (Smith)
- Admin. Title (Director)
- Building ID
- Buildings List
- Buildings List Open
- Custom Date Prompt (Numbers)
- Custom Date Prompt (Words)
- Custom Text Prompt
- Date # Days after Exit Date (Numbers)
- Date # Days after Exit Date (Words)
- Date # Days after Start Date (Numbers)
- Date # Days after Start Date (Words)
- Date # Days in Future (Numbers)
- Date # Days in Future (Words)
- DIST - Distribution Address
- DIST - Distribution City
- DIST - Distribution Department
- DIST - Distribution Full Address
- DIST - Distribution Recipient
- DIST - Distribution Salutation
- DIST - Distribution State
- DIST - Distribution Zip
- Event ID
- Exit Date (Numbers)
- Exit Date (Words)
- Exit Date + 6 Months (Numbers)
- Exit Date + 6 Months (Words)
- Fac Address: Address 2
- Fac Address: City
- Fac Address: State
- Fac Address: Street
- Fac Address: Zip
- Facility Fax Number
- Facility Legal Name
- Facility License Number
- Facility Login ID
- Facility Name
- Facility Owner Name
- Facility Password

Facility State ID

Facility Telephone

Facility Type Abbrev

Facility Type Full Description

Facility's State ID (FACID)

Full Admin Name (Ms. Jo Adam, Director)

Full Facility Address (Name, Address, City, St, Zip)

Full Facility Mailing Address

Highest Scope/Severity

Letter Sent Date

List Complaints For This Survey

List Level A Cites

List Survey Team

List Tag/Surveyor Text

List Tag Numbers Only

List Tags Cited

LSC/DSI Unit

LSC/DSI Unit Address

Medicaid ID Number

Medicare/Medicaid

Observation Text (9999)

POC Due Date

Provider ID (Medicare/OSCAR)

Revisit-Corrected Tags

Revisit-List New Tags

Revisit-List Repeat Tags

Salutation (Ms.)

Short Admin Salutation (Mr. Jones)

Start Date (Numbers)

Start Date (Words)

State Abbrev

State Agency

State Agency Acronoym

Supervisory/Work Unit

Supervisory/Work Unit Address

Survey Extent

Survey Regulation Type

Survey Type

Survey Types Applicable

Today in Words

Today's Date

CLIA

These macros are available to insert in CLIA letter templates. CLIA macros return data only if the letter is associated with a CLIA lab.

CLIA 116 App Entered Date

CLIA 116 SA App Received Date

CLIA Accreditation Organizations

CLIA Certificate Effective Date

CLIA Certificate Expiration Date

CLIA Current Application Type

CLIA Current Certificate

CLIA Lab Director

CLIA Lab Director Salutation

CLIA Lab Director Title

CLIA Most Recent 116 App Type

CLIA Pending Application Type

CLIA QC Exclusion Tags

IQCP Conditions

Complaint

These macros are available to insert in templates when Complaint or Enforcement is the Letter Type. Complaint macros will return data only if the letter is associated with an intake.

Acknowleged

Activity Assignees

ALL - Allegation Findings [with redact]

ALL - Allegation Findings [without redact]

ALL - Allegation Text [with redact]

ALL - Allegation Text [without redact]

Allegation Category

Alleged Event Date

CBER ID

Complainant Address

Complainant Names

Complainant Relationship (Primary)

Complainant Short Names

Complaint Number

DATE - Date Followup Investigation

DATE - Date Received

1. DATE – Date Received: Start

Date # Working Days

Force Lower Case

Force Upper Case

Future Working Date

Intake ID

Intake Recipient

Investigation Due

Investigation Due in Words

Investigators

Overall Finding

POC Due Date in Words

Primary Complainant

Received by

Received by in Words

Reference

State Complaint ID

TEAM - Location Received

TEAM - Location Received Address

TEAM - Responsible Team

TEAM - Responsible Team Address

TEAM - Team Leader

TEAM - Team Phone number

TERMINATION - 23 Days Termination

TERMINATION - 90 Days Termination

Custom Prompt

These macros are available to insert in templates for all letter types in ASPEN. Custom date and text prompts insert user-defined information into each letter sent.

Custom Date Prompt (Numbers)

Custom Date Prompt (Words)

Custom Text Prompt

Date

Date macros return data in long or short date format.

Acknowledged

Assigned Effect Remedy Date

CMP First RO Notice Date

Compliance Due Date

Custom Date Prompt (Numbers)

Custom Date Prompt (Words)

Cycle Start + 3 Months

Cycle Start + 6 Months

Date # Days after Exit Date (Numbers)

Date # Days after Exit Date (Words)

Date # Days after Sent Date (Numbers)

Date # Days after Sent Date (Words)

Date # Days after Start Date (Numbers)

Date # Days after Start Date (Words)

Date # Days in Future (Numbers)

Date # Days in Future (Words)

Date # Working Days

Date CMS-2567 Issued

DATE – Date Followup Investigation

Date – Date Received

Date Facility out of Compliance

Date IDR Request Received

Date IIDR Request Received

Deny Pay for New Admits 04B - 3 mo. Effective Date

Deny Pay for New Admits 04B - 3 mo. Last Date

Discretionary Deny Pay for New Admits 04A Effective Date

Discretionary Deny Pay for New Admits 04A Last Date

Earliest Denial of Payment or Termination

Earliest Denial of Payment Remedy

Earliest Termination Remedy

ENF Initial Notice

ENF Reg Office Initial Notice

ENF Second Notice

First RO Notice Date

First State Notice Date

Future Working Date

IDR Conducted By

IDR Conducted Date

IIDR Conducted By

IIDR Conducted Date

Investigation Due

Investigation Due in Words

Letter Sent Date

NATCEP Loss Date

NATCEP Loss Last Day
POC Due Date
POC Due Date in Words
Received by
Received by in Words
Substantial Compliance Date
Survey Revisits - Dates Only
TERMINATION – 23 Days Termination
TERMINATION – 90 Days Termination
Today in Words
Today's Date

Deficiency

These macros are available to insert in templates if Letter Type is Survey or Enforcement.

Changes from IDR
Changes from IIDR
Changes from IDR (No status)
Changes from IIDR (No status)
Count of IJ level tags on Survey
Deficient Practice Descriptions
First Revisit High Citations
First Revisit High Cite S/S
Highest Grid Text
Highest Scope/Severity
IJ Citations
List Level A Cites
List Tag/Surveyor Text
List Tag Numbers Only
List Tags Cited
Revisit Tags above S/S C
Revisit-Corrected Tags
Revisit-List New Tags
Revisit-List Repeat Tags
SQC Highest Grid Text
Survey All Tags IDR Status
Survey All Tags IIDR Status
Survey High Citations
Tags above S/S C
Tags with SQC
Waived Tags of Survey

Enforcement Only

These macros are available to insert in templates when Enforcement is the Letter Type. Macros return enforcement-specific data.

3rd Visit Date
All CMPs
Assigned Effect Remedy Date
Assigned Remedy Description
Changes from IDR
Changes from IIDR
Changes from IDR (No status)
Changes from IIDR (No status)
CMP Collection Number
CMP First RO Notice Date
Compliance Due Date
CoP Tags List
Count of IJ level tags on Survey
Cycle Start + 3 Months

Cycle Start + 6 Months

Date CMS-2567 Issued

Date Facility out of Compliance

Date IDR Request Received

Date IIDR Request Received

Deficient Practice Descriptions

Deny Pay for New Admits 04B - 3 mo. Effective Date

Deny Pay for New Admits 04B - 3 mo. Last Date

Discretionary Deny Pay for New Admits 04A Effective Date

Discretionary Deny Pay for New Admits 04A Last Date

Earliest Denial of Payment or Termination

Earliest Denial of Payment Remedy

Earliest Termination Remedy

ENF Initial Notice

ENF Reg Office Initial Notice

ENF Second Notice

Federal CMP Amount Due

Federal CMP(s)

FI Address

FI City

FI Extended Address

FI Extended Zip

FI Full Address

FI Name

FI State

FI Zip

First Revisit High Citations

First Revisit High Cite S/S

First RO Notice Date

First State Notice Date

Highest Grid Text

IDR Conducted By

IDR Conducted Date

IIDR Conducted By

IIDR Conducted Date

IJ Citations

IJ Situations

Latest Denial of Payment Remedy

NATCEP Loss Date

NATCEP Loss Last Day

Next Licensure Letter Remedies

Next T18 and/or T19 Letter Remedies

Penalty Fund Medicaid Percent

Penalty Fund Medicaid Portion

Penalty Fund Medicare Percent

Penalty Fund Medicare Portion

Per Day CMP(s)

Per Instance CMP(s)

Primary Case Worker – Fed.

Primary Case Worker – State

Primary NATCEP Trigger

Recommended Federal CMP(s)

Remedies with State Recommended Effective Date

Remedy List

Remedy List – All Federal

Remedy List – In Effect

Remedy List – Not In Effect

Remedy List – Pending

Remedy List – Recommended

Revisit Tags above S/S C

SQC Highest Grid Text

SQC Notification

State CMP Amount Due

State CMP Statutory Basis

State CMP(s)

State Penalty Name(s)

Substantial Compliance Date

Survey All Tags IDR Status

Survey All Tags IIDR Status

Survey High Citations

Survey Purpose

Survey Revisits

Survey Revisits - Dates Only

Tags above S/S C

Tags with SQC

Waived Tags of Survey

Federal Remedy – CMP

These macros are available to insert in templates when Enforcement is the Letter Type. The case must have a Federal remedy with a civil money penalty attached to return data.

All CMPs

Assigned Effect Remedy Date

Assigned Remedy Description

CMP Collection Number

CMP First RO Notice Date

Deny Pay for New Admits 04B - 3 mo. Effective Date

Deny Pay for New Admits 04B - 3 mo. Last Date

Discretionary Deny Pay for New Admits 04A Effective Date

Discretionary Deny Pay for New Admits 04A Last Date

Earliest Denial of Payment or Termination

Earliest Denial of Payment Remedy

Earliest Termination Remedy

Federal CMP Amount Due

Federal CMP(s)

Next Licensure Letter Remedies

Next T18 and/or T19 Letter Remedies

Penalty Fund Medicaid Percent

Penalty Fund Medicare Portion

Per Day CMP(s)

Per Instance CMP(s)

Recommended Federal CMP(s)

Remedies with State Recommended Effective Date

Remedy List

Remedy List - All Federal

Remedy List - In Effect

Remedy List - Not In Effect

Remedy List - Pending

Remedy List – Recommended

Federal Remedy – non-CMP

These macros are available to insert in templates when Enforcement is the Letter Type. The case must have a Federal remedy attached to return data.

Assigned Effect Remedy Date

Assigned Remedy Description

Deny Pay for New Admits 04B - 3 mo. Effective Date

Deny Pay for New Admits 04B - 3 mo. Last Date

Discretionary Deny Pay for New Admits 04A Effective Date

Discretionary Deny Pay for New Admits 04A Last Date

Earliest Denial of Payment or Termination

Earliest Denial of Payment Remedy

Earliest Termination Remedy

Next Licensure Letter Remedies

Next T18 and/or T19 Letter Remedies

Remedies with State Recommended Effective Date

Remedy List

Remedy List - All Federal

Remedy List - In Effect

Remedy List - Not In Effect

Remedy List - Pending

Remedy List – Recommended

First Revisit

These macros are available to insert in templates if Letter Type is Complaint or Enforcement. Macros return data only if there is a revisit.

DATE – Date Followup Investigation

First Revisit High Cite S/S

First Revisit High Citations

Revisit Tags above S/S C

IDR/IIDR

These macros are available to insert in templates when Enforcement is the Letter Type. IDR/IIDR macros return data only when the letter is associated with an IDR/IIDR.

Changes from IDR

Changes from IIDR

Changes from IDR (No status)

Changes from IIDR (No status)

Date IDR Request Received

Date IIDR Request Received

IDR Conducted By

IDR Conducted Date

IIDR Conducted By

IIDR Conducted Date

Survey All Tags IDR Status

Survey All Tags IIDR Status

Name, ID, Address

Macros return name, ID, or address information as applicable if present.

Activity Assignees

Admin. 1st Name (Frank)

Admin. Last name (Smith)

Admin. Title (Director)

Building ID

Buildings List

Buildings List Open

Complainant Address

Complainant Names

DIST - Distribution Address

DIST - Distribution City

DIST - Distribution Department

DIST - Distribution Full Address

DIST - Distribution Recipient

DIST - Distribution Salutation

DIST - Distribution State

DIST - Distribution Zip

Fac Address: Address 2

Fac Address: City

Fac Address: State

Fac Address: Street

Fac Address: Zip

Facility Fax Number

Facility Legal Name

Facility License Number

Facility Login ID

Facility Name

Facility Owner Name

Facility Password

Facility State ID

Facility Telephone

Facility Type Abbrev

Facility Type Full Description

Facility's State ID (FACID)

FI Address

FI City

FI Extended Address

FI Extended Zip

FI Full Address

FI Name

FI State

FI Zip

Full Admin Name (Ms. Jo Adam, Director)

Full Facility Address (Name, Address, City, St, Zip)

Full Facility Mailing Address

Intake Recipient

Investigators

Medicaid ID Number

Primary Complainant

Provider ID (Medicare/OSCAR)

Salutation (Ms.)

Short Admin Salutation (Mr. Jones)

State Abbrev

State Agency

State Agency Acronoym

NATCEP

These macros are available to insert in templates when Enforcement is selected as the Letter Type. Macros return data if NATCEP information is present.

NATCEP Loss Date

NATCEP Loss Last Day

Primary NATCEP Trigger

Selected Survey

These macros are available to insert in templates if Letter Type is Survey or Enforcement. Letters must be generated from a survey to return data.

3rd Visit Date

Date # Days after Exit Date (Numbers)

Date # Days after Exit Date (Words)

Date # Days after Start Date (Numbers)

Date # Days after Start Date (Words)

Date # Days in Future (Numbers)

Date # Days in Future (Words)

Date CMS-2567 Issued

Date IDR Request Received

Date IIDR Request Received

Event ID

Exit Date (Numbers)

Exit Date (Words)

Exit Date + 6 Months (Numbers)

Exit Date + 6 Months (Words)

First Revisit High Citations

First Revisit High Cite S/S

Highest Scope/Severity

IDR Conducted By

IDR Conducted Date

IIDR Conducted By

IIDR Conducted Date

IJ Citations

List Complaints For This Survey

List Level A Cites

List Survey Team

List Tag/Surveyor Text

List Tag Numbers Only

List Tags Cited

Observation Text (9999)

Revisit-Corrected Tags

Revisit-List New Tags

Revisit-List Repeat Tags

Revisit Tags above S/S C

Start Date (Numbers)

Start Date (Words)

Survey All Tags IDR Status

Survey All Tags IIDR Status

Survey Extent

Survey High Citations

Survey Purpose

Survey Regulation Type

Survey Revisits

Survey Revisits - Dates Only

Survey Team Leader

Survey Type

Tags above S/S C

Tags with SQC

Waived Tags of Survey

SQC

These macros are available to insert in templates when Enforcement is selected as the Letter Type. Macros return data only if there is an SQC tag cited in a visit connected to the enforcement case.

SQC Highest Grid Text

SQC Notification

Tags with SQC

State Remedy

These macros are available to insert in templates when Enforcement is selected as the Letter Type. Macros return data only if a state remedy has been added to the remedy list.

All CMPs

Assigned Effect Remedy Date

Assigned Remedy Description

Next Licensure Letter Remedies

Next T18 and/or T19 Letter Remedies

Per Day CMP(s)

Per Instance CMP(s)

Remedies with State Recommended Effective Date

Remedy List

Remedy List - In Effect

Remedy List - Not In Effect

Remedy List - Pending

Remedy List – Recommended

State CMP Amount Due

State CMP Statutory Basis

State CMP(s)

State Penalty Name(s)

Survey Date

These macros are available to insert in templates if Letter Type is Survey, Complaint, or Enforcement. Macros return data only when associated with a survey.

3rd Visit Date

Date # Days after Exit Date (Numbers)

Date # Days after Exit Date (Words)

Date # Days after Start Date (Numbers)

Date # Days after Start Date (Words)

DATE – Date Followup Investigation

Exit Date (Numbers)

Exit Date (Words)

Exit Date + 6 Months (Numbers)

Exit Date + 6 Months (Words)

Start Date (Numbers)

Start Date (Words)

Survey Revisits

Survey Revisits - Dates Only