



ASPEN 11.7

Release Notes

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ASPEN 11.7 Overview

ASPEN 11.7 is scheduled for deployment to states and CMS Regional/Central Offices starting Sunday, May 5, 2019. This ASPEN maintenance release includes enhancements to existing functionality in the following applications:

- ACO/ARO—only changes needed for LTCSP
- ACTS—only changes needed for LTCSP
- ASE-Q
- LTCSP

Updates are described in the *Changes* section for Across ASPEN or individual applications, as applicable. Requirements marked as ACO and ACTS affect ACO/ARO and ACTS/ACTS RO unless otherwise indicated.

These release notes provide a summary of new and updated features in ASPEN 11.7. For detailed information about ASPEN applications, please refer to the applicable procedures guides.

The *ASPEN Database Additions and Modifications* section is not included in these release notes as there are no new tables, grants, or objects.

Changes and New Features: ASE-Q

Remove Surveyor from LTCSP Team

Remove a surveyor from an LTCSP survey team even when assigned a task

If a surveyor has been assigned to one or more facility tasks, you can still remove that surveyor from the survey team in ASE-Q. To remove the surveyor, you must first remove the Facility Task assignment in LTCSP and the surveyor cannot have entered any IP or investigative data.

Changes and New Features: LTCSP

Update Documents

Update PDFs as needed

Update documents included in LTCSP between software releases

When pathways, reports, or any other documents accessible in LTCSP have been updated, you can update documents when available. Previously, you would need to wait for a software release to have updated documents.

Your ASPEN coordinator will be notified when documents have been updated. Then, you can open any LTCSP survey, and in the Navigation menu, expand the System section, and click Update Documents. Any document changes are updated in your LTCSP.



Figure 1: *Update Documents link*

Entrance Conference

Check Completed Items

Individual checkboxes for each item on the list

Each item on the Entrance Conference check list now has a checkbox that the team coordinator can select to help keep track of what has been completed. All team members can still view this screen as read-only after data share.

The Entrance Conference Worksheet report provided to the facility is unchanged.

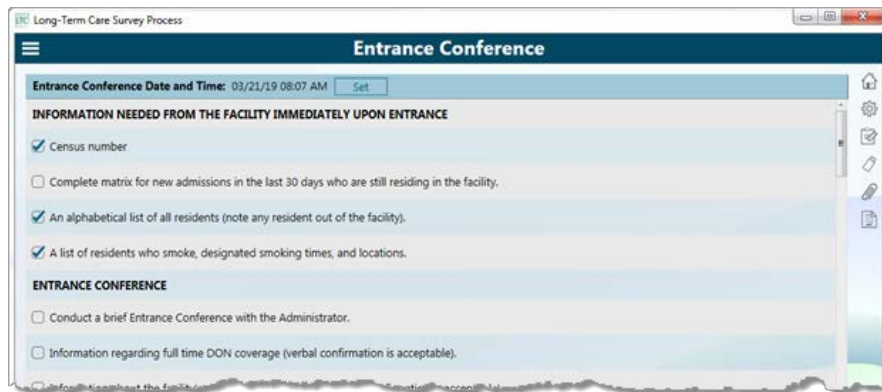


Figure 2: Entrance Conference screen with checkmarks

Resident Manager

Complaint Residents Include Offsite Selected

The total complaint residents listed include offsite selected residents

Offsite selected residents are now included in the Complaint/FRI count listed on the Resident Manager screen. Now, if the system selects more than five residents for the initial pool (offsite selected) that also have a Complaint/FRI to be investigated during the survey, this is an exception and is allowed, but only 5 offsite residents will display in the count. You will still receive an error if the total number of Complaint/FRI residents is over five.

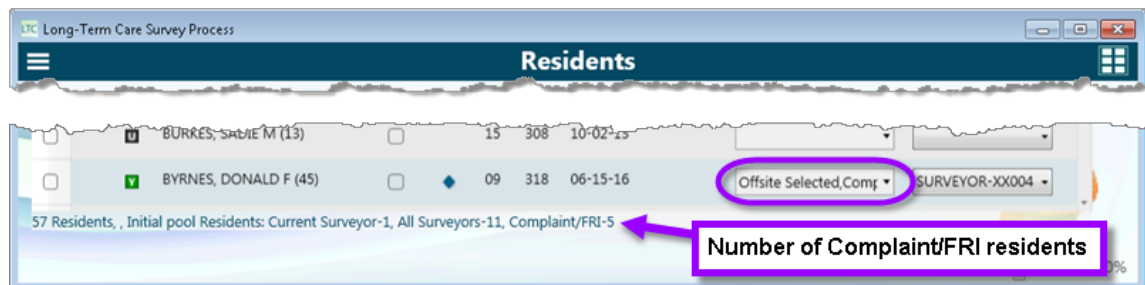


Figure 3: Complaint/FRI count on Resident Manager screen

Keep Your Place

Resident Manager location retention

When you click the back button on the Interview and Observations, Observations, or Record Review screens to return to the Resident Manager screen in either the list or card view, the resident you had selected will still be visible, rather than the screen returning to the top of the list.

Delete Duplicate Residents

Delete duplicate residents added by survey team

If you added a resident that was already listed and their name appears more than once in the list of residents, you can delete the resident from resident manager as long as no data has been added to that resident.

A screenshot of a software window titled "Add/Update Resident #108". The window contains several input fields and controls. At the top, "Survey Resident Id:" is followed by a text box containing "108". To the right of this is a legend: "* = Required". Below this are fields for "*First Name:" (containing "MARY"), "Middle Initial:" (empty), and "*Last Name:" (containing "JOANS"). Further down are "Room #:" (containing "333") and "Admission Date:" (containing "03/05/2019" with a calendar icon). Below these are two dropdown menus: "Surveyor:" (showing "XX001-SURVEYOR1") and "Subgroup:" (empty). Then are "Identified Concern Rationale:" (empty text area) and "Completed:" with three radio buttons: "Int", "Obs", and "RR". Below that is "Resident in Initial Pool?" with a dropdown menu showing "Unknown". At the bottom of the form is a button labeled "Transfer RI/RR, RO, or RR Info to Another Resident". Below this button is a button labeled "Delete Resident", which is circled with a red oval. To the right of the "Delete Resident" button are "Save" and "Cancel" buttons.

Figure 4: Delete Resident option

Transfer Resident Data by Area

Transfer data from one resident specifically by area

If you entered data for the wrong resident on the Interview, Observations, or Record Review screens, you can now transfer one or more areas to the correct resident, rather than transferring all three screens.

For example, if you had completed all three areas for a resident, but then realized you entered the record review data for another resident, you can transfer only the record review data to the correct resident leaving the interview and observations where they are.

To transfer data successfully, the correct resident must have

- An IP status of yes
- No responses entered on the screen being transferred (in the above example, no responses on the Record Review screen)
- No MDS Discrepancies selected
- No care area notes in shared care area notes fields

For the screens that you are **not** transferring you can have care area notes for care areas specific to that screen and not a shared care area—you still must not have any care area notes in the other care areas on any screen for the transfer to work.

All care area notes transfer along with the No Issues/Further Investigations selections.

The screenshot shows the 'Add/Update Resident #42' window. The 'Completed' section has radio buttons for 'Int', 'Obs', and 'RR', with 'RR' selected. The 'Transfer RI/RR, RO, or RR Info To:' dropdown is set to 'FLACK, FRED E (13)'. The 'Types:' dropdown is set to 'All'. The 'Transfer' button is visible. Two callout boxes with arrows point to the 'Types:' dropdown and the 'Transfer' button, with text: 'Select correct resident' and 'Select one or more areas to transfer'.

Figure 5: Transfer resident data by area

Resident Interview, Resident Observations, and Record Review

Alphabetize Care Area Menu

Alphabetize the care area pullout menu—Interview, Observation, Record Review

On the Interview, Observations, and Record Review screens you can now alphabetize the Care Area pullout menu.

When the Care Area pullout menu is expanded, click the Alphabetize icon to reorder the list of care areas alphabetically. Click the icon again to return to the default list. The system remembers which order you last selected and keeps the pullout menu in that order until you change it again.



Figure 6: *Alphabetize button for CA pullout menu*

Weight Calculator

Determine weight difference and paste result into a care area

The weight calculator, available in the RI, RO, RR as well as the Nutrition investigation screens, now includes date entry fields and the ability to paste the results into a care area.

Once you have entered the weights and associated dates in the weight calculator, the Paste Weight Calculation icon appears in the Notes toolbar for every care area. Click the icon (or Alt + W) to add a statement with the weights, the date each weight was taken and the percent difference in weight measurements. Once you enter both dates, the system will determine the gain or loss based on the earliest date entered whether it is first or second.

The system keeps the data in the weight calculator only for that resident—once you switch to a different screen, the Resident Manager card or list view, for example, the data no longer appears in the weight calculator.

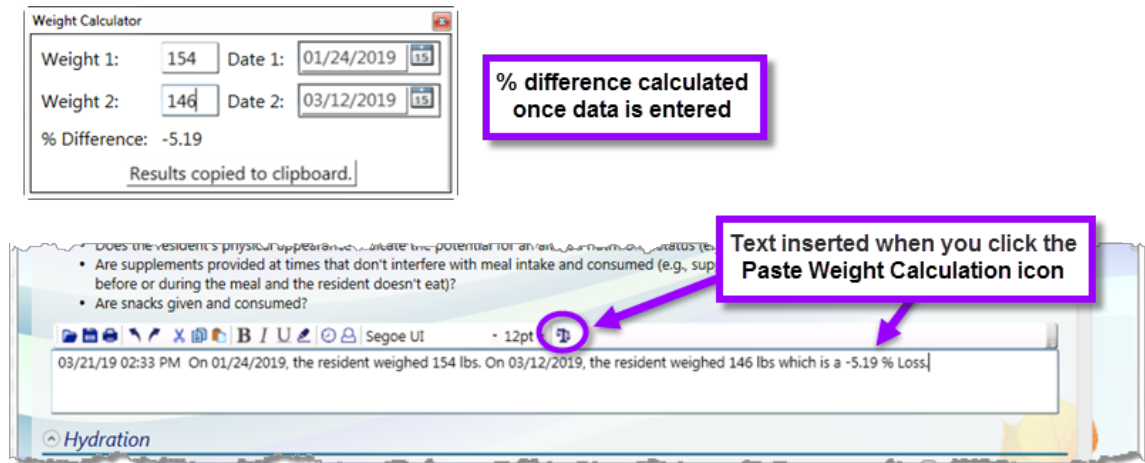


Figure 7: Weight calculator (top) and example of message inserted

Completion Checkmarks

Resident Interview and Observations completion checks consistent

When working on the combined Interview and Observations screen, if you select either No Issues (NI) or Further Investigation (FI) for the Resident Observation portion of a care area, no completion indicator displays (green checkmark or orange exclamation). Once you select an NI or FI for the Resident Interview portion, the appropriate completion indicator appears—the orange exclamation appears for the care area if FI is marked for interview, observation, or both. Once an NI or FI is marked for the Resident Observation section of a care area, the care area completion is immediately indicated on the Observations screen.

Privacy

Resident Interview

- If the resident has a roommate, ask: Do you feel like you can have a private conversation with your family or a visitor if your roommate is here?
- Does staff provide you privacy when they are helping you to bathe?
- Do you have privacy when on the telephone?

Resident Observation

- Bedrooms are not equipped to assure full privacy (e.g., ceiling suspended curtains, moveable screens, private rooms, etc.)
- Is personal privacy assured for:
 - Electronic communications
 - Personal care
 - Medical treatments

Both answered; FI for Observation

☒ No Issues/NA
☐ Further Investigation

☐ No Issues/NA
☒ Further Investigation

Nutrition
Other C
Oxygen
Pain
Persona
Persona
Position
Pressure
! Privac
Psych M
Psych/O
Rehab
Respirat

Figure 8: Completion mark for a care area

Alert icon yes/no

Alert icons for Yes answers on Record Review screen

Now, on the Record Review screen the completion indicator (orange exclamation) will appear when you make certain selections other than just a Further Investigation. The orange exclamation will appear when you select Yes (e.g., for Anticoagulant or Insulin) or when you select an item from the High Risk Meds or Diagnoses care areas. If you select No or None of the Above the green completion check mark appears.

Record Review

BELICHECK, MARTIN B (11)

Room: 310
Admit Date: 09-27-16
Offsite: Not Selected
BIMS: [Weight Calculator](#)

Interview Status: Non-Interviewable
Include in sample due to: ☐ Harm ☐ U
Subgroup:
☐ Complete ☒ Representative Interview
RRI Contact Information:
Additional Care Areas: Anticoagulant

Ltd ROM w/o Svs
TF
1 Rehos
Depression

AC

Record Review

- Is the resident currently receiving an anticoagulant?

☐ MDS Discrepancy
☒ Yes
☐ No

Figure 9: Completion icon for Yes is orange exclamation

Add Care Areas to Record Review

Add care areas to Record Review screen

If you find issues during limited record reviews that are not covered by the system-selected care areas, you can now add any other care area to the Record Review screen. Rather than selecting the Other Concerns care area, you can select a more specific care area that will then trigger the more appropriate investigation.

On the Record Review screen, select the Additional Care Areas field to display a drop-down list of care areas. Then, select the care area(s) you want to add to your Record Review screen, and click outside the list. The care area is added to the list, along with its probe text and notes field.

If you add a care area you did not want, remove the selection from the list to remove from the screen. You must remove an FI from the care area before removing the care area or the FI will still carry forward since the CA has an identified concern.

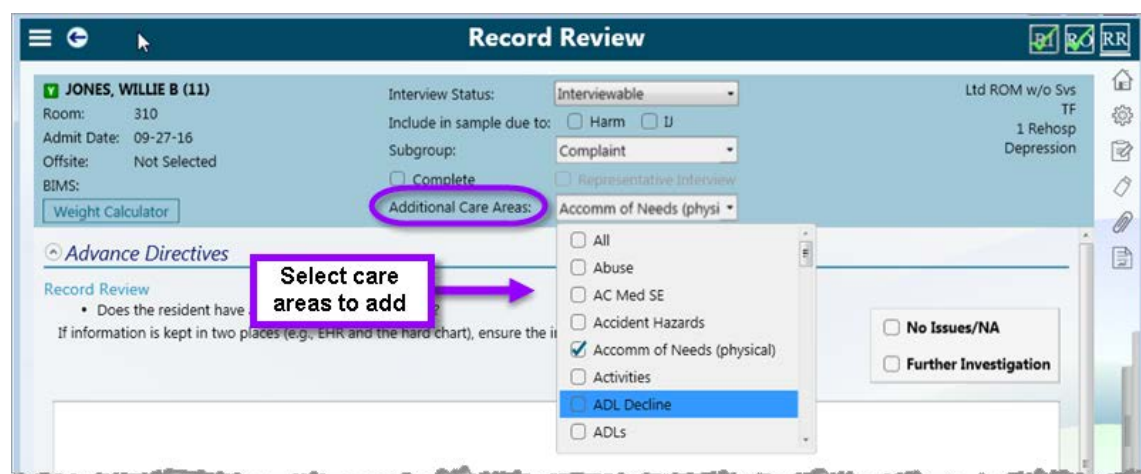


Figure 10: Add care areas to Record Review

Finalize Sample

No Warning on Finalize

NA answers for CAs won't trigger warning

The system expects survey teams to investigate Dialysis, Hospice, Smoking, and Ventilator/Tracheostomy residents. If no resident with these CAs is included in the final sample, a warning message appears when the TC finalizes the sample.

Now, if NA is selected by all surveyors for all residents for one of these care areas, the system assumes you cannot include a resident in the final sample and no warning is given. However, if any NIs or FIs are selected for any of these care areas and no resident is included in the final sample, you will still receive the warning message.

Facility Tasks

Add New Resident

Add New Resident icon in facility tasks

The same Add New Resident icon that is available on the Resident Manager screen, is now available in all facility task screens, so you can now add a new resident on any facility task screen.

Previously, if you found a new admission not included in the complete list of residents that you wanted to reference, you would need to add that resident from the Resident Manager screen and then return to the facility task and select the resident. Now the Add New Resident button is in all facility tasks so you can add a new admission to LTCSP directly from a facility task screen and then add the new resident to the task.



Figure 11: Example of a facility task with the Add New Resident button

Medication Error Rate

Paste team Med Error Rate into Facility Task Notes

Now, in the Medication Administration facility task you can paste the team Medication Error Rate information into your notes field. You will need to share your data for the system to be able to paste the team error rate. Once shared, click the Share Med Admin Rate (or Alt + M) in the Notes toolbar to paste in the statement with the total number of opportunities for error, number of errors, and percentage of errors.

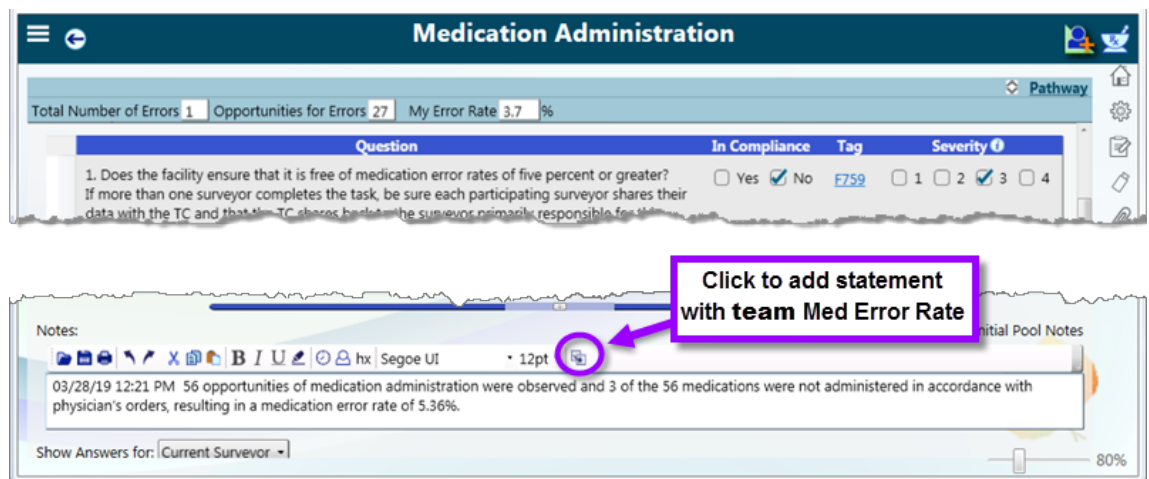


Figure 12: Med Error Rate statement in Medication Administration notes

Environment Select Options

Select only the areas you are going to investigate

When you first open the Environment facility task (whether initiated or triggered by sample finalization), the Select Investigation Areas dialog now opens and you can select the areas you will be investigating. When you open the Environment facility task, those areas you did not select will be marked NA, and the areas you did select will not be answered.

If you would like to make changes to the selected areas once you are in the Environment task, you can access the Select Investigation Areas dialog from the Environment screen. Click the Task Matrix icon in the upper right to open. Selecting an area will remove the NA from the CE. Deselecting an area will change the answers to NA provided nothing was selected for that area.

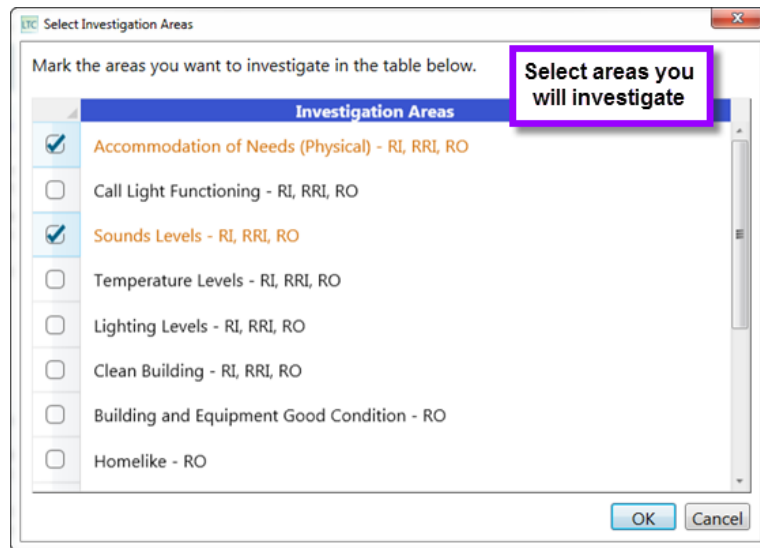


Figure 13: Select Investigation dialog with selections made

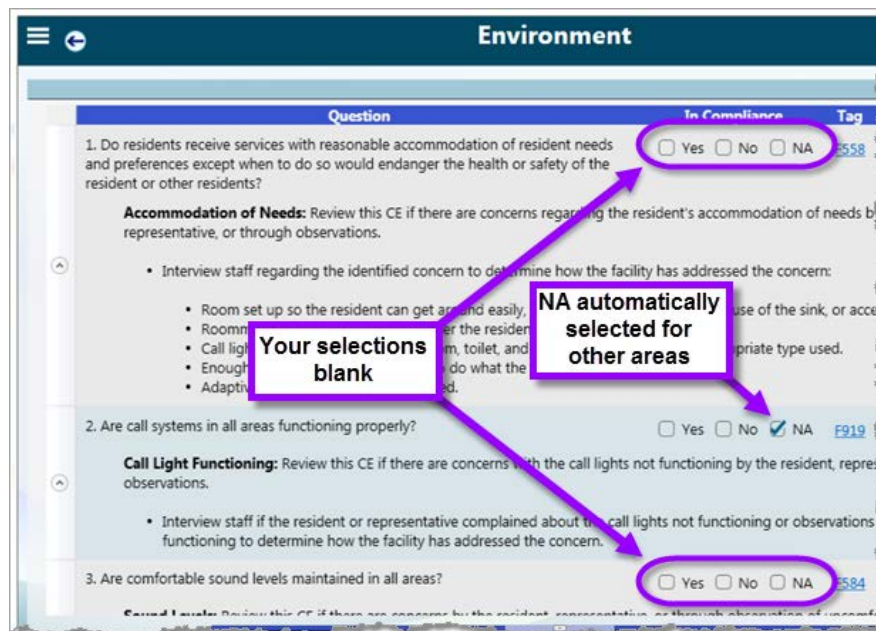


Figure 14: Environment screen with selection left blank

Handwrite Notes

Handwriting option available in Dining and Kitchen tasks

You now have the option to use the handwriting tool in the Dining Observations and Kitchen facility tasks. Click the Notes icon in the upper right to open the handwriting screen. These notes do not convert to text, so you will need to type information from the handwritten notes into your other survey documentation. All handwritten notes do appear in the Facility Task Report that is available from ACO.

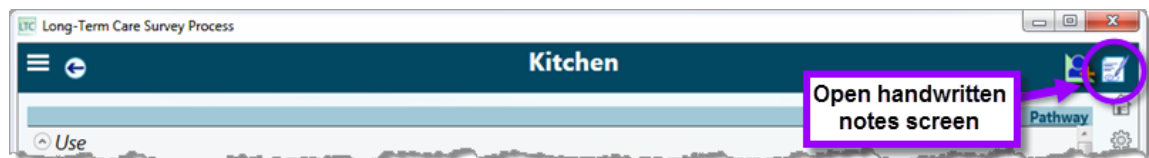


Figure 15: Handwritten notes button

View All Surveyor Resident Initial Pool Notes

View all surveyor notes associated with the facility task

In facility tasks, you can now select the Resident Initial Pool Notes option to view all the initial pool notes for the associated residents in a notes field rather than one by one in the resident list. In this Notes field the notes are read-only, but you can copy and paste them into other notes fields.

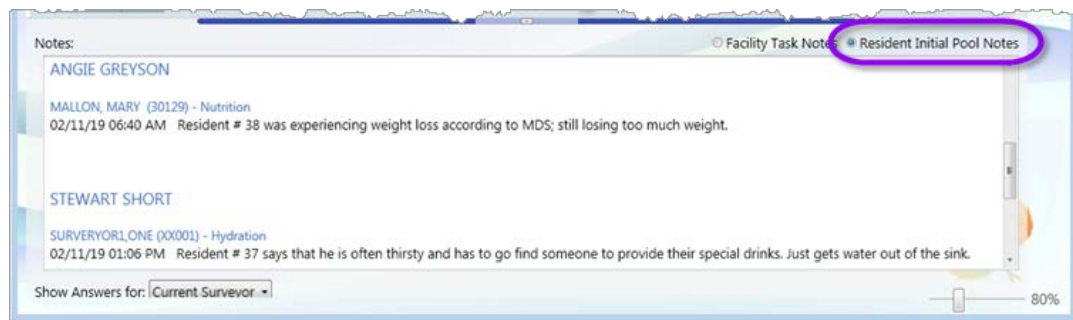


Figure 16: Resident Initial Pool Notes for all surveyors in a facility task

NA Option in Extended Survey

NA option available for CE 14

In the Extended Survey facility task, CE 14—"Is the facility in compliance with Qualified Social Worker > 120 beds?"—now has an NA option.

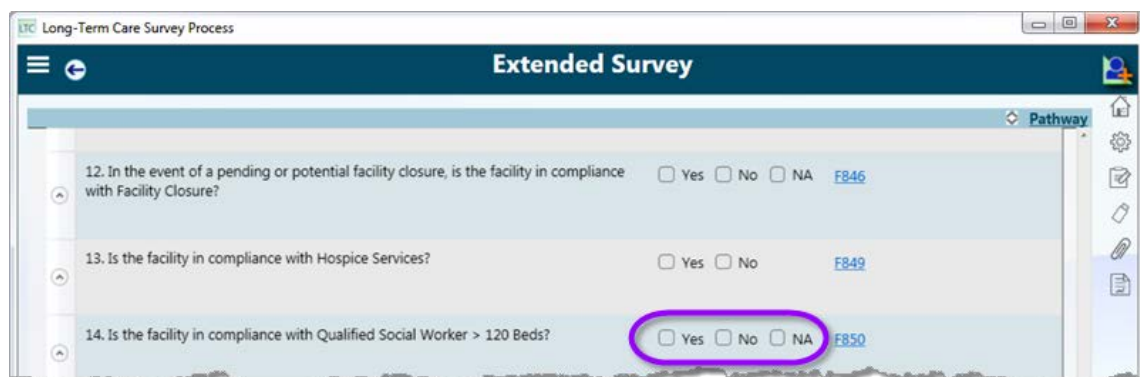
A screenshot of the "Long-Term Care Survey Process" application window, specifically the "Extended Survey" section. The interface shows a list of survey items. Item 14, "Is the facility in compliance with Qualified Social Worker > 120 Beds?", is highlighted. To the right of the question are three radio button options: "Yes", "No", and "NA". The "NA" option is selected, and it is circled in purple. To the right of the options is a blue link labeled "F850". Above it, item 12 is partially visible with options "Yes", "No", and "NA", and a link "F846". Item 13 is also visible with options "Yes" and "No", and a link "F849". The right sidebar contains icons for home, settings, and other functions.

Figure 17: CE 14 in the Extended Survey facility task with NA option

Resident Council In Compliance Behavior

CE 7 in resident council facility task behaves as expected

In the Resident Council facility task, CE 7 has an NA option. Previously, when NA was selected, the surveyor In Compliance column options appeared. Now when you select NA for CE 7, the In Compliance selections do not appear as with Yes and NA options.

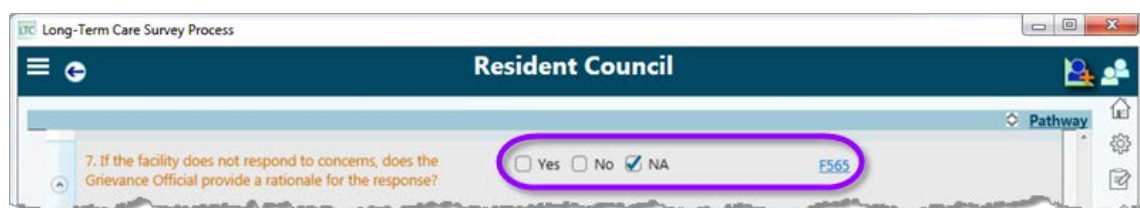
A screenshot of the "Long-Term Care Survey Process" application window, specifically the "Resident Council" section. The interface shows a list of survey items. Item 7, "If the facility does not respond to concerns, does the Grievance Official provide a rationale for the response?", is highlighted. To the right of the question are three radio button options: "Yes", "No", and "NA". The "NA" option is selected, and it is circled in purple. To the right of the options is a blue link labeled "E565". The right sidebar contains icons for home, settings, and other functions.

Figure 18: NA option selected for CE 7 in Resident Council facility task

Investigations

Investigation Main Screen Shows Tags Marked Out of Compliance

See tags marked not in compliance for all investigations on Investigations screen

When you mark a tag as not in compliance in any investigation, the tag will be listed for that investigation area on the main Investigations screen. After data sharing, all surveyors' tags appear for each investigation with your tags in bold.



The screenshot shows the 'Investigations' screen with a table of investigation records. A red box highlights the 'Potential Citations' column, which lists citations for tags marked out of compliance. The citations are: F686, F710, F880 for 'Pressure Ulcer/ Injury'; F641, F655 for 'Urinary Catheter or UTI'; F637, F657 for 'Activities'; and F641, F655 for 'Nutrition'. The 'Assigned To' column shows 'XX001-SURVEYOR1' for the first row and 'XX003-SURVEYOR3' for the others. The 'Inv. Reason' column shows 'Initiated for Complaint', 'Catheter', 'Activities', 'Advance Directives', and 'Nutrition'.

Done	Name	Investigative Area	Admit Date	Room	BIMS	Assigned To	Inv. Reason	Remove	Potential Citations
✓	BONK, JOHN (52)	Pressure Ulcer/ Injury	12-29-15	316	14	XX001-SURVEYOR1	Initiated for Complaint	✗	F686, F710, F880
✓		Urinary Catheter or UTI	12-29-15	316	14	XX003-SURVEYOR3	Catheter	✗	F641, F655
✓	CLEMENTS, ALICE R (17)	Activities	10-02-17	309	15	XX003-SURVEYOR3	Activities	✗	F637, F657
✓		Advance Directives	10-02-17	309	15	XX003-SURVEYOR3	Advance Directives	✗	
✓		Nutrition	10-02-17	309	15	XX003-SURVEYOR3	Nutrition	✗	F641, F655

Figure 19: Potential citations listed on Investigations screen

History Function in Investigation Notes and Facility Tasks

Investigation and Facility notes saved

A Show History icon is now available in investigation notes fields, so you can recover deleted, lost, or edited text from the investigation notes field. The History feature in Investigation notes allows you to view the notes you have previously taken in that investigation.

If you want to view or include any previously entered text, click the Show History icon to open the Document History window. This window displays the time stamps for saved note entries. Select a time stamp to see the notes before text was changed or removed. You can then Copy and paste any text you want to include.

The system automatically saves your notes every two minutes or when you exit the investigation or facility task screen assuring that you will never lose more than two minutes of work. If no change is made to the notes within two minutes, that time stamp will not appear in the list.

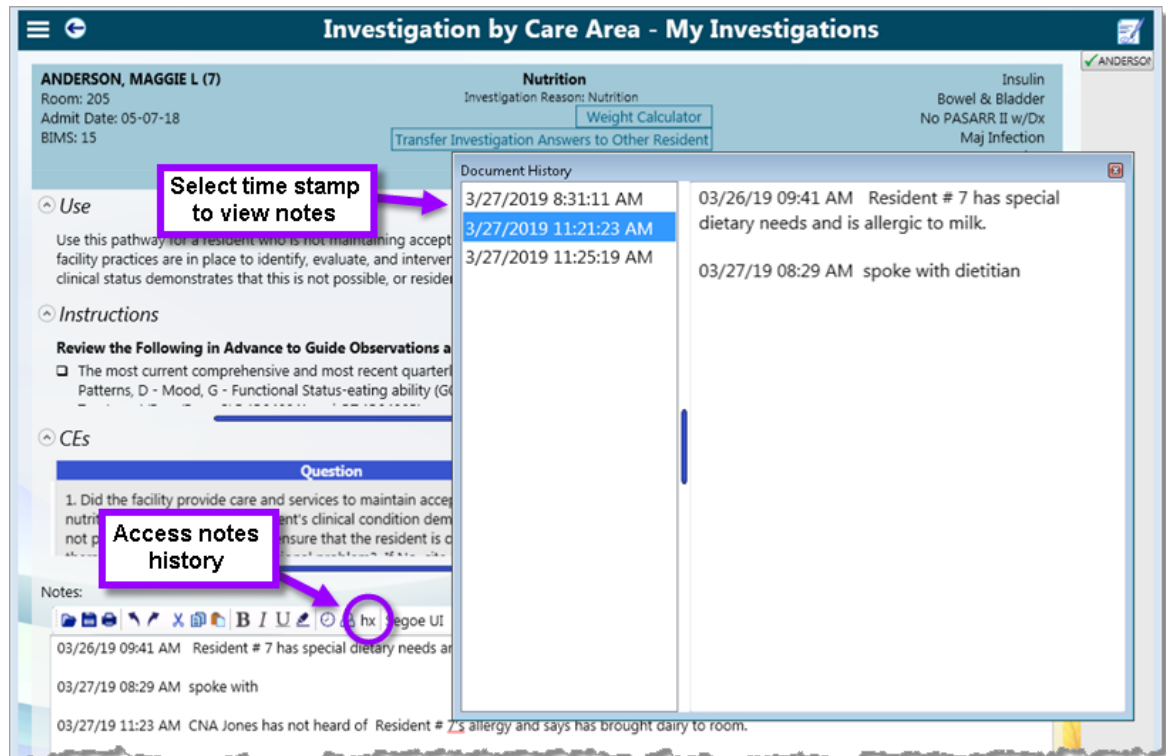


Figure 20: Investigation notes history

Notes

Highlighter

Highlight notes in notes field and surveyor notes

Notes fields and Surveyor notes now have highlighting functionality for additional formatting capabilities in your notes.

You can click the Highlighter icon (Alt + H) to start highlighting as you type or select the text you wish to highlight then click the icon.



Figure 21: Highlighter example in notes field

Minimize Surveyor Notes

Minimize Surveyor Notes window

Previously, you had to close the Surveyor Notes window to return to the LTCSP screen. Now, you can minimize the window so that the LTCSP screen is more accessible while working.

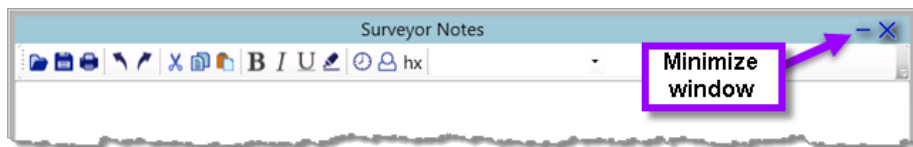


Figure 22: Surveyor notes minimize button

Team Meeting

What's Left on Day 2

Unfinished investigations and facility tasks show on day 2 of Team Meeting

Now, the system lists any incomplete investigations and facility tasks on Day 2 of Team Meeting to help you organize your workload. Incomplete investigations are listed in alphabetical order by resident and list the surveyor.

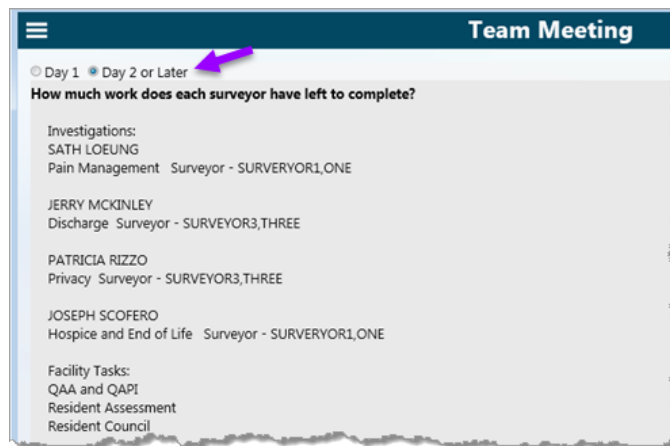


Figure 23: Team Meeting Day 2 screen

Reports

New Potential Citation Report

Potential Citations with Opening Statements Only report available

A new report titled, "Potential Citations - Opening Statement for Cited Tags," is available in the LTCSP Reports list. This report displays only the opening statements for cited tags, and is shorter than the Potential Citations report, which may be more useful to use during the exit conference.

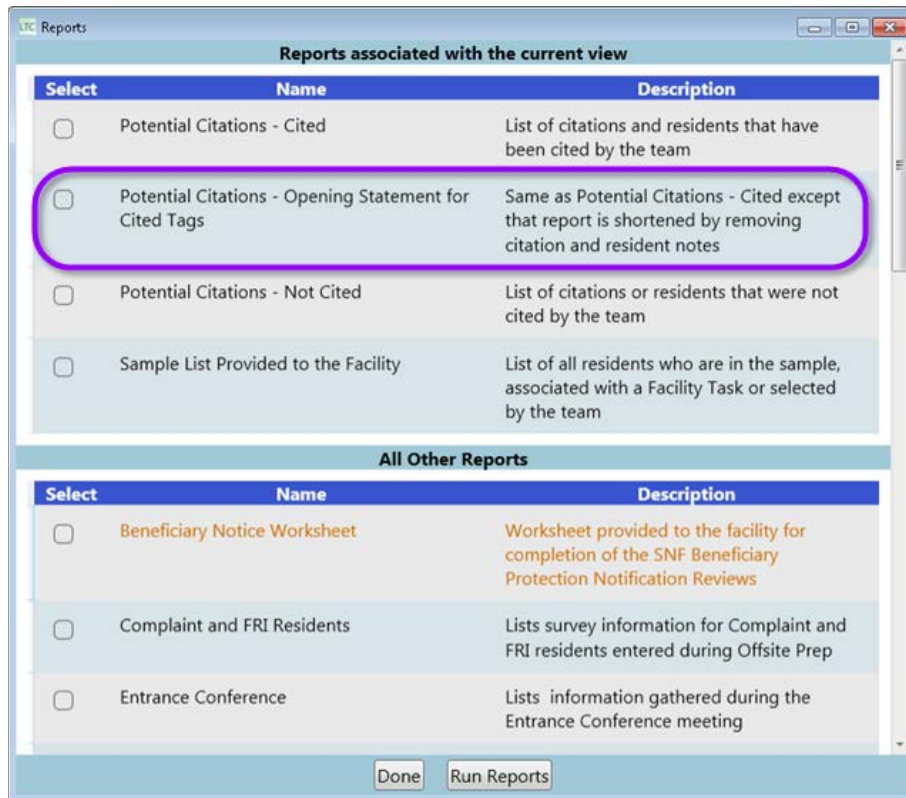


Figure 24: Potential Cite Opening Statement Only report option

Initial Pool by Resident Report

Subgroups and resident number labels correct

The number of residents listed at the bottom of the "Initial Pool by Resident" report, now correctly says Number of Initial Pool Residents rather than Number of Sample Residents.

Also in the "Initial Pool by Resident" report, the Identified Concern is correctly listed for subgroup rather than a Discharge reason.

RO Comparative

All the above changes have also been made in LTCSP for RO Comparatives. The following are all the changes specific to conducting an RO Comparative survey in LTCSP.

Resident Assessment Calculation

RO Comparative survey uses State survey dates for resident assessment

Now, when the RO exports the RO Comparative survey from ARO, the system will not recalculate the resident assessment but use the original state survey date of export to trigger the Resident Assessment facility task. When looking at the resident assessment over 120 days, the system will trigger the same residents that were triggered in the state survey so the RO's will be able to investigate the same residents as the state.

Closed Record Review Completion Checkmark

Completion checkmark for Closed Record Reviews acts as expected

Previously, the system may have assigned a completion checkmark for a Closed Record Review investigation even though the investigation was not completed. Now, the checkmarks will only display for a completed investigation.

Complaint Label in Potential Citations

Complaint labels will also show in Potential Citations

The Potential Citation screen showed the SA and Missed FI labels but not the Complaint. Now, on the Potential Citations screen the COMP label will show for residents, investigative areas, or facility tasks associated with a complaint.

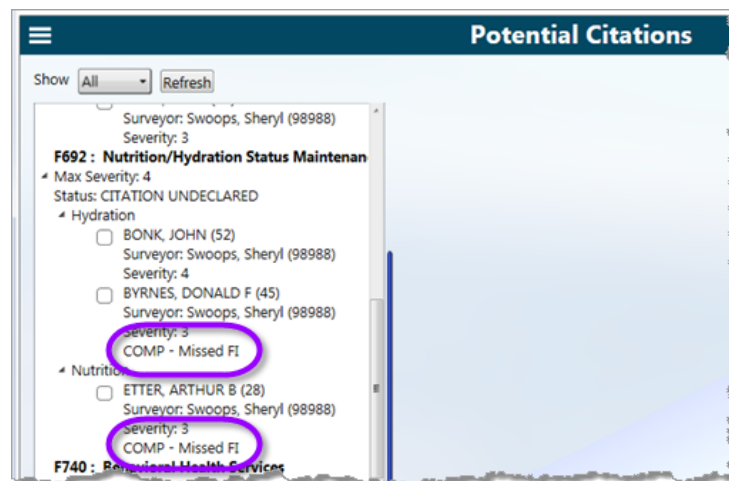


Figure 25: RO Comparative Potential Citation screen with COMP labels