# 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.
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](image)

**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](image)

**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.

![Figure 4: Delete Resident option](image-url)
**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.

![Image of Transfer Resident Data by Area](image)

*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.

![Weight calculator (top) and example of message inserted](image)

**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.

![Completion mark for a care area](image)

**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.

![Completion icon for Yes is orange exclamation](image)
**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.

![Add care areas to Record Review](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.

![Example of a facility task with the Add New Resident button](image)

**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.

![Medication Administration](image)

**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.

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.
**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.

![Extended Survey](image1)

**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.

![Resident Council](image2)

**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.

![Figure 19: Potential citations listed on Investigations screen](image-url)

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<th>Name</th>
<th>Investigative Area</th>
<th>Admit Date</th>
<th>Room</th>
<th>IMS</th>
<th>Assigned To</th>
<th>Inv. Reason</th>
<th>Removable</th>
<th>Potential Citations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BONK, JOHN 1</td>
<td>Pressure Uter / In</td>
<td>12-29-15</td>
<td>316</td>
<td>14</td>
<td>XX001-SURVEYOR1</td>
<td>Initiated for Complaint</td>
<td></td>
<td>F660, F710, F880</td>
</tr>
<tr>
<td>✔</td>
<td></td>
<td>Urinary Catheter</td>
<td>12-29-15</td>
<td>316</td>
<td>14</td>
<td>XX003-SURVEYOR2</td>
<td>Catheter</td>
<td></td>
<td>F641, F655</td>
</tr>
<tr>
<td>✔</td>
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<td>Activities</td>
<td>10-02-17</td>
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<td>15</td>
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<td>10-02-17</td>
<td>309</td>
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<td>XX003-SURVEYOR5</td>
<td>Nutrition</td>
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<td></td>
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</tbody>
</table>
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.

![Highlighter example in notes field](image)

**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.

![Surveyor notes minimize button](image)

**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.

![Team Meeting Day 2 screen](image)
**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.

![Potential Cite Opening Statement Only report option](image)

**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.

![Potential Citations](Figure 25: RO Comparative Potential Citation screen with COMP labels)