ASPEN Reports

Report Name	File Name	Summary	Access	New in Release
ACO / ARO Reports (41 Total)				
Administrator Facility History (AFH) report (Accessible from multiple paths)	AdminFacHistory.rpt	Lists the facilities where selected administrators have been employed. It includes identifying information for each facility and the administrator's active dates at the facilities	*Reports → Administrator reports → Administrator Facility History (AFH) *Directory View - Administration Directory → *(Right click an administrator)* Quick Report → Administrator Facility History (AFH)	-
Administrator Survey Performance (ASP) report (*Accessible from multiple paths)	SurveyPerformHistory.rpt	Provides information about the surveys that have been conducted at facilities where selected administrators are or have been associated.	*Reports → Administrator reports → Administrator Survey Performance (ASP) *Directory View - *(Right click an administrator)* Quick Report → Administrator Survey Performance (ASP)	-
FMS Transactions Report (All Failed FMS transactions without success)	FMSTracking.rpt	**RO Mode only.** Displays only those transactions for Federal Monitoring Survey (FMS) cases in a current failed state since the last successful upload.	Tracking → FMS Tracking… → FMS Reports Drop-down - All Failed FMS transactions without success	-
FMS Transactions Report (All FMS transactions)	FMSTracking.rpt	**RO Mode only.** Lists all cases in Federal Monitoring Survey (FMS) tracking, including FMS Type, Extent, Event IDs, and pending upload status.	Tracking → FMS Tracking… → FMS Reports Drop-down - All FMS transactions	-
FMS Tracking report (ARO FMS Tracking Report)	FMSTracking.rpt	**RO Mode only.** Displays the information in the Federal Monitoring Survey (FMS) Tracking window in report form, including Transaction details and upload status.	Tracking → FMS Tracking… → FMS Reports Drop-down - FMS Tracking Report	-
ASPEN Severity/Scope Grid report	OneSurvSS.rpt	Presents all of the Scope/Severity details for a selected survey, in grid format.	Cert/Survey View → Expand Other Surveys - Survey Type → *(Right Click)* Specific Survey → Print Forms... → S/S Grid	-
Certification Kit Report	CertKit.rpt	Displays list of facility Certification Kits, with an option of sorting the data in ascending or descending order alphabetically, or by survey date.	Tracking → Certifications → Print Tracking Report	-

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Facility Branch (FB) report	Branch.rpt	Lists the specific facility and details of any branches that are associated with that facility.	Expand Facility → *(Right-click)* Affiliations node → Quick Report → Facility Branch (FB)	-
Facility Report Selection Criteria (Facility Directory (FD))	oFacdir.rpt	Lists facilities with details about each. Including identifying information, emergency contact, and operating status.	Reports → Facility Reports → Facility Report Selection Criteria	-
Facility Information (FI) report	oFacInfo.rpt	Provides details from the facility record, including any buildings associated with the facility.	*(Right click)* Facility Node → Quick Report → Facility Information (FI)	-
Facility List (FL) report (Facility Quick List (FL)	FacilityList.rpt	Line summary of information for facilities in the highlighted selection set.	My Selections Node → *(Right click)* Selection Set → Quick Report → Facility List (FL)	-
Full Facility Profile (FFP) report	FacSurv.rpt	Includes information about selected facility, administrators, and branches, with survey performance details.	Facility Node → Quick Reports → Full Facility Profile (FFP)	-
HHA Branch Report (Home Health Agency Providers with Branches Defined)	HHABRANCH.rpt	Lists details for Home Health Agency (HHA) facilities that have Branches defined.	Reports → Facility Reports → Provider Affiliations → HHA Branch Report	-
Hospital/CAH Medicare (And Medicaid - *If Applicable*) Database Worksheet	FormWKST.rpt	In-house worksheet that shows general information about the facility, CLIA numbers, and accreditation status.	Certification Kit → Application Worksheet → Print	-
Hospital Offsite and Affiliation Report (Hospital Providers with Offsite and Affiliation Locations)	HospOffsiteAffiliation.rpt	Lists details for hospital providers with offsite and affiliation locations.	Reports → Facility Reports → Provider Affiliations → Hospital Offsite and Affiliations Report	-
NPI By Number report	NPINumber.rpt	Displays facility details and National Provider Identifier (NPI) numbers in ascending order by NPI number.	Reports → NPI Reports → NPI By Number	-
NPI By Provider report	NPIProvider.rpt	Displays facility details and National Provider Identifier (NPI) numbers in ascending order by CMS Certification Number.	Reports → NPI Reports → NPI By Provider	-
OPT Extensions Report (Outpatient Physical Therapy Providers with Extension Location)	OPD_Extension.rpt	Lists the Outpatient Physical Therapy (OPT) providers with extension locations information, including any approved/opened, terminated, and accepted data.	Reports → Facility Reports → Provider Affiliations → OPT Extensions Report	-

Report Name	File Name	Summary	Access	New in Release
Owner Facility History (OFH) report (*Accessible from multiple paths)	OwnerFacHistory.rpt	Lists the facilities owned by selected owner companies currently and in the past, including identifying information for each facility and the owner company's dates of ownership.	*Reports → Owner Reports → Owner Facility History (OFH) *Directory View - Ownership Directory → *(Right click an organization)* Quick Report → Owner Facility History (OFH)	-
Owner Survey Performance (OSP) report (*Accessible from multiple paths)	OwnerSurveyPerform.rpt	Provides information about the surveys that have been conducted at facilities owned by selected owner companies.	*Reports → Owner Reports → Owner Survey Performance (OSP) *Directory View - Ownership Directory → *(Right click an organization)* Quick Report → Owner Survey Performance (OFH)	-
Personnel Master List (PML) report	oPersons.rpt	List of staff members with contact information.	Directory View - *(Right click)* Staff Directory → Quick Report → Personnel Master List (PML)	-
Quick Report	oQuickRpt.rpt	Multiple options. Displays selected information for a specific survey.	Survey Node → *(Right click)* Survey → Print Forms → Quick Report	-
Regulation Set (RS) report	oRegSet.rpt	Displays properties, definitions, interpretive guidelines and, optionally, custom help, for each tag in the selected regulation set.	Regulation - Active Only Node → *(Right-click)* Quick Reports → Regulation Set (RS)	-
Report Usage Summary	ReportUsageSummary.rpt	Displays list of dates/times printed for all ACO/ACTS reports by ID number and name. The SA Report Usage Summary report displays the data for the current state. The RO Report Usage Summary report provides the option to display data for the current state or for all states.	Reports → Report Usage Summary	-
Severity/Scope Detail (SSD) report (Scope/Severity Detail SSD)	SSSummary.rpt	Shows the distribution of citations by severity/scope rating during the given time period, and indicates the facility(s), survey event ID, survey date, and surveyor for each citation.	Reports → Survey History Reports → Severity/Scope Detail	-
Severity/Scope Summary (SSS) report (Scope/Severity Summary SSS)	SSSummary.rpt	Summarizes the distribution of citations by severity/scope rating during the given period of time.	Reports → Survey History Reports → Severity/Scope Summary	-
Citation Detail (STF2) report (Staff Citation Detail (STF2) - Accessible from multiple paths)	CitationDetail.rpt	Includes all information in the Survey Summary report as well as a list of tags cited by each surveyor.	*Reports → Surveyor Reports → Citation Detail (STF2) *Directory View - (Right Click) Staff Directory → Quick Report → Citation Detail (STF2)	-

Report Name	File Name	Summary	Access	New in Release
Tag Frequency (STF3) report (Staff Citation Frequency (STF3) - Accessible from multiple paths)	TagFrequency.rpt	Lists tags cited by selected surveyors during the given time period and shows citation frequency along with severity and scope. You can choose to sort by tag ID or by frequency.	*Reports → Surveyor Reports → Tag Frequency (STF3) *Directory View - *(Right Click)* Staff Directory → Quick Report → Tag Frequency (STF3)	-
Survey Summary (STF1) report (Staff Survey Summary (STF1) - Accessible from multiple paths)	SurveySummary.rpt	Presents summary information for surveys conducted by selected surveyors during the specified period of time. Does not include surveys with only 0000, 9999, or 9999K tags OR tags that have been corrected in subsequent surveys, or surveys where no citations were cited by selected surveyor.	*Reports → Surveyor Reports → Survey Summary (STF1) *Directory View - *(Right Click)* Staff Directory → Quick Report → Survey Summary (STF1)	-
Tag Details (TAG2) report (Tag Detail Report (TAG2))	TagDetail.rpt	Includes all information in the Tag Summary report as well as the surveyor who issued each citation and percentage of total citations for the tag issued by that surveyor.	Reports → Regulation Reports → Tag Details (TAG2)	-
Tag Summary (TAG1) report	TagSummary.rpt	Lists the number of citations issued during the specified time period for selected regulations. Average severity and scope are also listed for each citation.	Reports → Regulation Reports → Tag Summary (TAG1)	-
Transactions Report	TransactionTracking.rpt	Lists upload transactions for a specified period. There are numerous selection options for transactions, including an RO quick list of initial and flagged kits.	Tracking → Transactions → OK → PRINT	-
Transactions Report - CLIA - All Failed Transactions without a Follow-up Success	TransactionTracking_CLIA.rpt	Lists upload transactions for which CLIA uploads failed and the follow-up action was unsuccessful during a specified period.	Tracking → Transactions → *(Drop-down menu)* CLIA - All Failed Transactions without a Follow-up Success option → PRINT	-
Work Unit Roster (TR) report	TeamRoster.rpt	Provides details about the selected Work Unit and a list of its members, with details from the employee file. You can generate the report for all Work Units as well.	Directory View → *(Right click)* Work Unit Node -or- *(Right click)* specific Work Unit → Quick Report → Work Unit Roster (TR)	-

Report Name	File Name	Summary	Access	New in Release
(Letter Title Specific) By Group	-	Allows you to view/generate a letter from the letter directory for a group of recipients; Based on select facility information.	Reports → Form Letters → By Group…	-
(Letter Title Specific) Custom	-	Allows you to view/generate a letter from the letter directory for selected facility recipients.	Reports → Form Letters → Custom Select…	-
Batched Letters for *<User Name>*	-	Displays a list of batched letters either for the current user, or from a custom user list defined by the user.	Reports → Print Batched Letters…	-
Change of Status report	ChangeofStatus.rpt	Lists facilities with at least one change of status, and lists the related change of status certification kits, dates, CCN, and ASPEN facility type in effect, both prior to and after the change of status.	Reports → Facility Reports → Change of Status	10.2
Regional Reports	-	**RO Mode Only.** Offers a list of enforcement reports that display data across all states in the selected region. The configuration options are the same as the corresponding state reports.	Reports → Regional Reports...	10.6
CDC Compliance Report	CDC_NursingHomeMonitoring.rpt	**RO Mode Only.** A report format of the CDC Reporting enforcement Manager window. Displays facility information, CDC reporting compliance status, and Civil Money Penalties for facilities across all regions.	Tracking → CDC Enforcement → View Reports... Alternate path - CDC ENF toolbar button → View Reports	11.9.2
Special Survey Report	SpecialSurvey.rpt	Provides details about special surveys such as facility information, survey event ID, type, extent, and survey team composition.	Reports → Special Survey Report	11.9.2

Report Name	File Name	Summary	Access	New in Release
LTCSP Documentation Reports (confidential) (7 Total)				
Surveyor Notes	LTCSPSurveyorNotes.pdf	Lists all surveyors by name (last name, first name) and ID. Lists any notes surveyors recorded.	ACO → NH → Surveys → right-click a survey → LTCSP Documentation Reports (confidential) → Surveyor Notes	11.2
Team Meeting Notes	LTCSPTeamMeetingNotes.pdf	Lists the full text of the LTCSP application, including indication of date option (day1, day2, or later), values entered by the TC, and any available notes.	ACO → NH → Surveys → right-click a survey → LTCSP Documentation Reports (confidential) → Team Meeting Notes	11.2
Initial Pool Data	LTCSPInitialPool.pdf	Lists Care Area descriptions, RI, RRI, RO and RR responses for each Care Area, including blank responses, documentation for each Care Area, and MDS Discrepancy, if checked.	ACO → NH → Surveys → right-click a survey → LTCSP Documentation Reports (confidential) → Initial Pool Data	11.2
Resident Investigation Data	LTCSPInvestByInvest.pdf	Lists residents investigations. If sorted by Investigative Area (default), report is sorted by investigative area with associated residents (last name, first name) under that area. If sorted by Resident, report is sorted by resident (last name, first name), with associated investigations listed.	ACO → NH → Surveys → right-click a survey → LTCSP Documentation Reports (confidential) → Resident Investigation Data	11.2
Facility Task Data	LTCSPFacilityTask.pdf	Lists Facility Tasks, the surveyors (name and ID) assigned to the Facility Task, and the residents (last name, first name).	ACO → NH → Surveys → right-click a survey → LTCSP Documentation Reports (confidential) → Facility Task Data	11.2

Report Name	File Name	Summary	Access	New in Release
Potential Citation Data	LTCSPPotentialCite.pdf	For Cited and Non-Cited Tags, displays - Tag , tag description and scope severity - Investigative areas and residents where CE response was No - Residents that were selected for inclusion (last name, first name, (ID) - Surveyor who performed the investigation (last name, first name (ID)) - Severity for the specific resident / CA with description Additionally, for Non-Cited tages, displays the reason/rationale for not citing.	ACO → NH → Surveys → right-click a survey → LTCSP Documentation Reports (confidential) → Potential Citation Data	11.2
Federal Monitoring Survey Documentation Report	LTCSPFMSurvey.rpt	**RO Mode only.** Lists deficiency information from SA/RO surveys. Including, initial pol, sample selection, investigation, and facility task results.	ARO → NH → Surveys → right-click survey → LTCSP Documentation Reports (confidential) → Federal Monitoring Survey	11.5

Report Name	File Name	Summary	Access	New in Release
STAR Reports (6 Total)				
Surveyor Page Notes Survey Documentation Report	STARSurveyorNotes.rpt	Displays details of any notes created by surveyors in the Page Notes section of the associated STAR survey.	Cert/Survey View → STAR Survey *(Right Click)* STAR Reports (confidential) → Surveyor Page Notes option	-
Staff List Survey Documentation Report	STARStaffList.rpt	Displays survey team members and names of those interviewed for the survey. Also includes the facility name, event ID, and survey exit date	Cert/Survey View → STAR Survey *(Right Click)* STAR Reports (confidential) → Staff List option	-
Patient List Survey Documentation Report	STARPatientList.rpt	Displays a list of patient names and labels interviewed for the survey. Also includes facility name, event ID, and survey exit date.	Cert/Survey View → STAR Survey *(Right Click)* STAR Reports (confidential) → Patient List option	-
Survey Data Survey Documentation Report	STARSurveyData.rpt	Displays full survey data grouped by surveyor, including question text, answers, findings, tags, and whether the answer indicates a concern.	Cert/Survey View → STAR Survey *(Right Click)* STAR Reports (confidential) → Survey Data option	-
Potential Citation Data Survey Documentation Report	STARPotentialCitations.rpt	Lists tag information, including tag ID, tag title, number of times triggered, and whether or not tag was cited. For cited tags, includes STAR citation write-up data.	Cert/Survey View → STAR Survey *(Right Click)* STAR Reports (confidential) → Potential Citation Data option	-
Report Summary Survey Documentation Report	STARReportSummary.rpt	This report prints every time one or more of the Survey Documentation sub-reports are generated, and displays the following information: CCN, facility name and address, survey exit date, STAR data, each sub-report with a Yes/No indicator of whether the report was generated, and the criteria used for generated sub-reports.	Cert/Survey View → STAR Survey *(Right Click)* STAR Reports (confidential) → Any STAR Data option	-

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AST Reports (30 Total)				
Pending/Initial Aging Report History	AST_PendingAging.rpt	Provides facility name, address, type, phone, email, and active date information for a selected administrator.	Reports → Scheduling & Tracking Reports → Tracking Report → Pending/ Initial Aging Report	-
Branch Office report	HHABranch1.rpt	Provides basic information on the branch offices associated with an HHA, as entered on CMS-1572A.	Reports → Scheduling and Tracking Reports → Profile Reports → Branch Office	-
Schedule Calendar Report	ASTCalendar.rpt	Lists scheduled certifications and recertifications in a standard calendar format.	AST → Calendar → Print → Schedule Calendar Report	-
Facility Milestone report	AST_Milestones.rpt	Details all of the certification milestones for the user-selected facilities, including provider, survey, IDR, 2567, and POC tracking information. Also includes information regarding any Transfer to OSCAR (Upload) transactions.	Reports → Scheduling & Tracking Reports → Tracking Report → Facility Milestone	-
Certifications to be Scheduled report	AST_CertToBeScheduled.rpt	Lists facilities/providers with certifications yet to be scheduled, including most recent and target certification survey dates.	Reports → Scheduling & Tracking Reports → Scheduling Reports → Certifications to be Scheduled	-
Change of Ownership Profile report (Change of Owner Tracking Profile)	AST_ChowProfile.rpt	Detailed process of selected facility/provider ownership changes.	Reports → Scheduling & Tracking Reports → Profile Reports → Change of Ownership Profile	-
CHOW Tracking report	AST_ChowChangeOwnerTracking.rpt	Provides the Change of Ownership (CHOW) processing steps for a facility/provider.	Reports → Scheduling & Tracking Reports → Tracking Report → CHOW Tracking	-
CHOW Processing Time report	AST_ChowProcessTimes.rpt	Defines the average number of days elapsed during the steps required for change of ownership (CHOW) processing.	Reports → Scheduling & Tracking Reports → Tracking Report → CHOW Processing Time	-
Complaint to be Scheduled report (Complaint Investigations to be Scheduled)	AST_CompToBeScheduled.rpt	Lists information about intakes requiring a complaint investigation that is not yet scheduled, including provider/facility and complainant information.	Reports → Scheduling & Tracking Reports → Scheduling Reports → Complaints to be Scheduled	-
Tracking - Comprehensive report (Comprehensive Survey Scheduling Report)	AST_ComprehensiveSS.rpt	Lists a scheduling report of all comprehensive surveys for selected time frame, including provider & facility information, most recent and target certification dates, and number of pending complaints.	Reports → Scheduling & Tracking Reports → Tracking Report → Tracking-Comprehensive	-

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CoPs Out of Compliance report	AST_CoP.rpt	Details out-of-compliance conditions of participation (COPs) for each selected facility.	Reports → Scheduling & Tracking Reports → Tracking Report → CoPs out of compliance	-
Full Facility Profile (FFP) report	oFacSurv.rpt	Profile report presents comprehensive information about each facility/provider selected for the report, including basic facility properties information and survey performance history.	Reports → Scheduling and Tracking Reports → Profile Reports → Full Facility Profile (FFP)	-
Survey Overdue (HHA) report	AST_HHASurveyOverdue.rpt	Details Home Health Agencies (HHAs) that are overdue for a survey.	Reports → Scheduling & Tracking Reports → Tracking Reports → Survey Overdue (HHA)	-
Initial Certification Processing Time report	AST_CertificationProcessTimes.rpt	Details the average number of days elapsed for specific actions during initial certification processing, including number of sampled providers.	Reports → Scheduling & Tracking Reports → Tracking Reports → Certification Processing Time → Initial Certification Processing Time	-
Initial Certification Profile report (Initial Provider Certification Tracking Profile)	AST_InitialCertProfileSA2.rpt	Provides information and status on the certification process for the providers selected for the report.	Reports → Scheduling & Tracking Reports → Profile Reports → Initial Certification Profile	-
Involuntary Termination 23 Day report	AST_InvolutaryTermination23.rpt	Lists providers involuntarily terminated within 23 days of being notified of non-compliance.	Reports → Scheduling & Tracking Reports → Tracking Reports → Involuntary Termination 23	-
Involuntary Termination 90 Day report	AST_InvolutaryTermination90.rpt	Lists providers involuntarily terminated within 90 days of being notified of non-compliance.	Reports → Scheduling & Tracking Reports → Tracking Reports → Involuntary Termination 90	-
Termination (90 Days) report Termination (23 Days) report (Involuntary Termination (90 Days)) / (Involuntary Termination (23 Days))	AST_Termination.rpt	Lists providers terminated within 90 or 23 days, respectively, of non-compliance notification.	Reports → Scheduling & Tracking Reports → Profile Reports → Involuntary Termination (90 Days) / (23 Days)	-
Months Since Last Certification report	AST_MonthsSinceLastCert Report.rpt	Lists facility/provider information and the date of their most recent certification, including time interval, and the date the current certification (If applicable) is scheduled or in progress.	Reports → Scheduling and Tracking Reports → Scheduling Reports → Months Since Last Certification	-
Overdue Revisit report	AST_RevisitOverdue.rpt	Details of facilities that have an overdue required revisit.	Reports → Scheduling & Tracking Reports → Tracking Reports → Overdue Revisits	-
Recertification Processing Times report	AST_ReCertificationProcessTimes.rpt	Details the average number of days elapsed for specific actions during recertification processing, including the number of sampled providers.	Reports → Scheduling & Tracking Reports → Tracking Reports → Certification Processing Time → Recertification Processing Time	-

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Recertification Profile report (Recertification Provider Certification Tracking Profile)	AST_RecerCertProfileSA.rpt	Provides recertification status and information for each provider selected for the report.	Reports → Scheduling & Tracking Reports → Profile Reports → Recertification Profile	-
Revisits to be Scheduled report	AST_RevToBeScheduled.rpt	Details of facilities that require revisit surveys that are not yet scheduled.	Reports → Scheduling & Tracking Reports → Scheduling Reports → Revisits to be Scheduled	-
Scheduled Surveys by Facility (*Schedule Detail Report - Accessible from multiple paths)	AST_ScheduleDetail.rpt	Provides details of scheduled surveys and survey team for a user-defined period.	*Reports → Scheduling & Tracking Reports → Scheduling Reports → Scheduled Survey Report by Period → Scheduled Surveys by Facility *AST → Calendar → Print → Schedule Detail Report	-
Scheduled Surveys by Surveyor/Team report	AST_ScheduleSurveyor.rpt	List of surveys currently scheduled by either surveyor or survey team.	Reports → Scheduling and Tracking Reports → Scheduling Reports → Scheduled Survey Report By Period → Scheduled Surveys by Surveyor/Team	-
Survey Average Report (Survey Average Interval Report)	AST_SurveyAverageIntervalReport.rpt	Details the number of months since the last certification for a user-defined set of providers and time parameters.	Reports → Scheduling & Tracking Reports → Scheduling Reports → Survey Average Report	-
Surveys Awaiting Acceptable Plan of Correction report	AST_POCTracking.rpt	Lists facilities that have received at least one survey indicating deficiencies, and have yet to supply an acceptable Plan of Correction (POC) indicating how they will correct those deficiencies.	Reports → Scheduling & Tracking Reports → Tracking Reports → POC Tracking	-
Surveys Awaiting Revisits report (Revisit Due Date)	AST_AwaitingRevisits.rpt	Details facilities/providers with scheduled survey revisits that have not yet occurred.	Reports → Scheduling & Tracking Reports → Tracking Report → Revisit Due Date	-
Scheduling - Target Month (Target Certification Month Report)	AST_TargetCertMonth.rpt	Details a user-selected set of providers, providing their last certification dates, their target scheduled dates, how much time has passed since their last certification, and whether they have been scheduled for their next certification.	Reports → Scheduling & Tracking Reports → Scheduling Reports → Scheduling Target Month	-
Termination Summary Report	TerminationSummary.rpt	Details the number of terminations for the selected facilities/providers, broken down by termination type and facility/provider category.	Reports → Schedule & Tracking Reports → Tracking reports → Termination Summary Report	-

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ACTS Reports (Quick Reports - 20 Total)				
Action Item Report	ActionItem.rpt	Lists all action items assigned to the user, including the current status and date of most recent activity.	Tree View → *(Right Click)* My Action Items → Quick Report	-
Allegation Detail Report	AllegationDetail.rpt	Four print options - Non-EMTALA/Non-Deemed Allegation Detail Report, EMTALA Allegation Detail Report, Deemed Allegation Detail Report and EMTALA/Deemed Allegation Detail Report. Displays basic intake information and allegation details including category, subcategory, and findings, for selected criteria.	Facility Tree View *(Right Click)* a Facility → Quick Report → Allegation Detail Report	-
CMS-1541A Form	FORM CMS-1541A	Displays the Federal CMS-1541A form for the selected intake.	*(Right Click)* an Intake → Quick Report → CMS 1541A Form	-
CMS-2802 Form	FORM CMS-2802	Displays the Federal CMS-2802 form for the selected intake.	*(Right Click)* an Intake → Quick Report → CMS 2802 Form	-
CMS-562 Form	FORM CMS-562	Only available for pre-ASPEN 10.1.7 investigation surveys. Displays the CMS-562 Medicare/Medicaid/CLIA Complaint Form.	*(Right Click)* an Intake → Quick Report → CMS 562 Form	-
Complaint/Incident Investigation Report	Invest.rpt	Displays detailed information about the provider, intake, complainants, residents, perpetrators, allegations, and investigation. It also indicates whether deficiencies are linked.	*(Right Click)* an Intake → Quick Report → Investigation Report	-
Complaint/Incident Survey Report	InvestSummary.rpt	Displays provider, survey, complaint/incident, allegation, citation, and activity information for all intakes linked to the same investigation as the selected intake.	*(Right Click)* an Intake → Quick Report → Investigation Survey Report	-
Complainant History report	Invest.rpt	Displays detailed information about all the intakes and associated investigations, including survey and provider information, that include the selected complainant.	Facility Tree View → Complainants → *(Right Click)* a Complainant → Quick Report → Complainant Intake History	-
Complainant Intake Summary report (Complainant Intake Listing)	ClainSum.rpt	Lists all the intakes that include the selected complainant, and provides basic intake, provider, and investigation information.	Facility Tree View → Complainants → *(Right Click)* a Complainant → Quick Report → Complainant Intake Summary	-

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Deemed Provider Report	Deemed.rpt	Displays selected provider information, and lists any intakes and their associated data.	*(Right Click)* Facility → Quick Report → Deemed Provider Report	-
Facility History w/Names (F01) report	Invest.rpt	(F01) Lists intake details for the selected facility/provider for the specified time period, including activities, investigations, and identifies individuals associated with the intake.	*(Right Click)* Facility → Quick Report → Facility History w/Names (F01)	-
Facility History, No Names (F02) report	SummPv.rpt	(F02) Lists intake details for the selected facility/provider for the specified time period, including activities, investigations, without names of any individuals associated with the intake.	*(Right Click)* Facility → Quick Report → Facility History, No Names (F02)	-
Facility Status report	FacilityStatus.rpt	Provides facility/provider identification information and operating status, including, as available, administrator information, bed count, and building information.	*(Right Click)* Facility → Quick Report → Facility Status	-
Facility Summary (F03) report	ComplaintTrackingLog.rpt	Lists detailed information of intakes for the selected facility/provider, including intake numbers and status, allegations, findings, cited deficiencies (except memo tags 0000, 9999, and 999K), etc.	*(Right Click)* Facility → Quick Report → Facility Summary (F03)	-
Hotline Call Detail Report	Hotline.rpt	Displays details about the selected call and intake (if applicable), including any associated notes.	Facility Tree View → Hotline → *(Expand)* a Hotline Category → *(Right Click)* Selection → Quick Report	-
Hotline Log report	HotlineComplaintLog.rpt	Lists all calls received on the Hotline during the specified time period by all or selected Hotline staff members. Details such as caller name and call category are provided. Includes any notes.	*(Right Click)* Hotline → Quick Report	-

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Incident/Complaint Summary report	SummPV.rpt	Displays a summary of information for the public about the selected intake; titled Complaint Summary or Incident Summary as appropriate.	*(Right Click)* Intake → Quick Report → Summary - Non-confidential	-
Intake Information report	Intake.rpt	Displays detailed information about the selected intake, including provider, complainant, and activity data, as well as any associated intakes.	*(Right Click)* Intake → Quick Report → Intake Information	-
Intake Notes report	IntakeNotes.rpt	Identifies the intake and provider information, including any supplementary notes entered about the complaint/incident.	*(Right Click)* Intake → Quick Report → Intake Notes	-
Restraint/Seclusion Facility Death Report	FacResSecl.rpt	Displays provider information, and details of any intakes resulting in death associated with restraint/seclusion.	*(Right Click)* Facility → Quick Report → Restraint/Seclusion Death Report (F04)	-

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ACTS Reports (Menu Reports - 40 Total)				
Agency Referral Summary Report	AgencySumm.rpt	Lists provider name and contact information, as well as any intake details, sorted by agencies to which the intake was referred.	Reports → Agency Referral Summary Report	-
Allegation Detail Report	AllegationDetail.rpt	Four print options - Non-EMTALA/Non-Deemed Allegation Detail Report, EMTALA Allegation Detail Report, Deemed Allegation Detail Report and EMTALA/Deemed Allegation Detail Report. Displays basic intake information and allegation details including category, subcategory, and findings, for selected criteria.	Reports → Allegation Detail Reports	-
Complaint/Incident Allegation History report	ComplaintHistory.rpt	Displays allegation information in both graphical and text form. Allows you to combine or separate provider types, and provide details of, or summarize the report data.	Reports → Complaint/Incident Allegation History	-
Complaint/Incident Assignment Listing report	ComplaintLog.rpt	Lists assigned intakes and provides information including provider name and ID, intake number, assigned and received end dates, priority, survey exit date and ID, responsible SA and RO, and investigator or scheduler name(s).	Reports → Complaint/Incident Assignment Listing	-
Complaint/Incident Investigation Log report	LogFac.rpt	Provides detailed information about investigations, including intake number, priority, survey start and exit dates, findings, condition-level tags, IJ tags, etc.	Reports → Complaint/Incident Investigation Log	-
Non-Deemed Provider - Immediate Jeopardy Federal Incidents Investigation Timeframe Report	InvestTimeframeIJ.rpt	Provides investigation timeliness data for incident intakes with a Priority of A - IJ involving non-deemed providers.	Reports → Federal Only → Federal Investigation Timeframe Reports → IJ → Non-Deemed Provider Incidents	-
Death-Restraint/Seclusion report (Death Associated with the Use of Restraint/Seclusion Report)	RestraintSeclusion.rpt	Lists details of any deaths associated with restraint and/or seclusion, including intake number, whether death occurred while restrained, secluded, or both, relevant dates, etc.	Reports → Death -Restraint/Seclusion	-

Report Name	File Name	Summary	Access	New in Release
Deemed Provider Report	DeemedAll.rpt	Lists intakes for deemed providers with basic provider and intake information, including relevant dates, allegations, findings, tags cited, and other totals.	Reports → Deemed → Deemed Provider Report	Available as Regional Report in 11.0
Deemed Provider RO Response to Survey Start Interval report	DeemedInterval.rpt	There are three interval options for this report; Regardless of Interval, RO Response to Survey Start, or Exit dates, then select number of days to use for interval. Lists Deemed intakes that exceed the specified interval.	Reports → Deemed → Deemed Provider RO Response to Survey Start Interval	-
EMTALA Interval Report	EmtalaInterval.rpt	There are three interval options for this report; Regardless of Interval, RO Response to Survey Start, or End dates, then select number of days for interval. Report lists EMTALA intakes that exceed the specified interval.	Reports → EMTALA → EMTALA Interval Report	-
EMTALA Tracking Report	Emtala.rpt	Displays detailed information about EMTALA intakes; Including receipt date, provider information, alleged EMTALA violation, date investigation completed, RO confirmation and response, resolution, etc.	Reports → EMTALA → EMTALA Tracking Report	-
Federal Intakes report	FederalIntakes.rpt	Lists Federal intakes (those linked to a Federal survey) for the specified time period. Includes the following fields: Intake Number, Provider Name and Number, Facility ID, Intake Type, Priority, Event ID, Received Start Date, and Received End Date.	Reports → Federal Only → Federal Intakes	-
Deemed Provider - Immediate Jeopardy Federal Investigation Timeframe Report	InvestTimeframeIJDeemed.rpt	Displays investigation timeliness data for intakes with a Priority of A - IJ involving deemed providers.	Reports → Federal Only → Federal Investigation Timeframe Reports → IJ → Deemed Provider	-
Deemed Providers - Non-Immediate Jeopardy Federal Investigation Timeframe Reports	InvestTimeframeDeemed.rpt	Displays investigation timeliness data for non-IJ intakes involving deemed providers, for which an investigation was approved, including provider name and number, RO approval date, Investigation due date, Survey start and exit dates, and days between RO approval and survey start/exit dates.	Reports → Federal Only → Federal Investigation Timeframe Reports → Deemed Providers - Non-IJ	-

ASPEN Reports

Report Name	File Name	Summary	Access	New in Release
EMTALA Intakes: Federal Investigation Timeframe Report	InvestTimeframeEmtala.rpt	Displays investigation timeliness data for EMTALA intakes, including Intake Number, Provider Name and Number, Received Start Date and End Date, RO Approval date, Investigation Due date, and Survey Start and Exit dates.	Reports → Federal Only → Federal Investigation Timeframe Reports → EMTALA Intakes	-
Long Term Care: Non IJ High/Medium Federal Investigation Timeframe Reports	InvestTimeframeNonIJ.rpt	Provides investigation timeliness information for non-IJ High/Medium intakes involving Nursing Homes.	Reports → Federal Only → Federal Investigation Timeframe Reports → Long Term Care → Non-IJ High/ Non-IJ Medium	-
Hotline Call Summary report	HotlineCalls.rpt	Lists hotline calls sorted by category for each month within the specified year, including monthly and category totals.	Reports → Hotline Call Summary	-
Incidents Resulting in Deficiencies Detail report	IncidentsResultingDetail.rpt	Lists providers with incidents resulting in deficiencies, including intake number, survey start and exit dates, notification date, deficiencies cited, and activity completion dates.	Reports → Deficiency Reports → Incidents Resulting in Deficiencies → Incidents Resulting in Deficiencies Detail	-
Incidents Resulting in Deficiencies Summary report	IncidentsResultingSummary.rpt	Lists provider details and totals of incidents resulting in deficiencies for each provider.	Reports → Deficiency Reports → Incidents Resulting in Deficiencies → Incidents Resulting in Deficiencies Summary	-
Intake Interval Report Intake Accredited Interval Report	Interval.rpt	Shows the number of days interval between the Received End Date and the Investigation Due Date, for each intake. It also provides Survey Start and End Dates, and indicates Priority.	Reports → Interval Report → Intake Interval Report / Intake Accredited Interval Report	-
Intakes without Scheduled Surveys	IntakesPendingInvest.rpt	Lists data for intakes that require an investigation survey, but do not have a linked survey (marked as Selected on the Investigation tab), including received end and investigation due dates, and calendar days remaining and overdue. You can group by None, Priority, Provider Type, or Responsible Team.	Reports → Intakes without Scheduled Surveys	-
Investigations Lacking Survey Upload report	Lack562Upload.rpt	Lists investigations with no record of a survey (CSP-SRV) upload being attempted, including the number of days between the survey start and exit dates, and the received start and end dates.	Reports → Federal Only → Investigations Lacking Survey Upload	-

Report Name	File Name	Summary	Access	New in Release
Non-Deemed Provider - Immediate Jeopardy Federal Complaints Investigation Timeframe Report	InvestTimeFrameIJ.rpt	Displays investigation timeliness data for complaint intakes with a Priority of A - IJ involving non-deemed providers.	Reports → Federal Only → Federal Investigation Timeframe Reports → IJ → Non-Deemed Provider Complaints	-
Outstanding Activities report	OutInvestAct.rpt	Lists activities, as defined on the Activities tab, assigned but not yet completed, with associated intake details, including activity type, assigned and due dates, and responsible staff.	Reports → Outstanding Activities	-
QE 562 Log report (Quick Entry 562 Log)	QE562Log.rpt	Lists Quick Entry (QE) 562 records for a specified time frame, including provider information, Survey Exit Date, Recipient of complaint/incident report, investigating agency, and upload status.	Reports → QE 562 Log	-
Substantiated Complaint by Provider report	Substantiated.rpt	Lists totals of substantiated complaints for a specified period of time sorted by facility ID and provider name, including total number of intakes and total number of intakes linked to Federal deficiencies.	Reports → Substantiated Reports → Substantiated Complaint by Provider	-
Substantiated Complaint Detail report	SubstantiatedDetail.rpt	Lists details of substantiated complaints for the specified period of time, including intake number, priority, cited deficiencies (except memo tags 0000, 9999, and 999K), activities, and other information.	Reports → Substantiated Reports → Substantiated Complaint Details	-
Timeliness Report	Resolution.rpt	Shows those intakes that exceed the user-specified number of days interval for one of eight resolution actions: Triage, Acknowledgement, Investigation, Post-Survey Contact, RO Action, SOD Issuance, Received to Closure, and Forward to Closure.	Reports → Timeliness Reports	-
Tracking Report - SOD/POC	TrackComplaint.rpt	Shows SOD/POC (Statement of Deficiency/Plan of Correction) -related dates for intakes received within a specified time period.	Reports → Tracking Report SOD-POC	-
Complaint/Incident Volume By Week report	NumCompCumm.rpt	Displays a bar graph of the total number of intakes received on each day of the week, totaled for each week.	Reports → Volume Reports → Complaint/Incident Volume by Week	-

Report Name	File Name	Summary	Access	New in Release
Volume by Location Received - Detail report / Volume by Responsible Team - Detail report	NoOfComplaints.rpt	Displays the number of intakes received by day of month, sorted respectively by each location and responsible team.	Reports → Volume Reports → Details → Volume By Location Received → Volume By Responsible Team	-
Volume by Location Received - Summary report / Volume by Responsible Team - Summary report	SummNumbBar.rpt	Displays the number of intakes received by day of month, sorted respectively by each location and responsible team, in bar graph and text formats, including ranks and percentages.	Reports → Volume Reports → Summary → Volume By Location Received → Volume By Responsible Team	-
Weekly Summary report	NumbCompWeek.rpt	Displays the number of intakes received each day throughout the specified week for each responsible team in table form.	Reports → Volume Reports → Weekly Summary	-
Print Batched Letters		Allows you to batch print letters, rather than printing each letter as it is created. You can list your batched letters only, or define a custom filter of work units/team, and ASPEN applications.	Report → Print Batched Letters	-
Transactions Report	TransactionTracking.rpt	Lists upload transactions for a specified period. There are numerous selection options for transactions, including an RO quick list of initial and flagged kits.	Tracking → Transactions → OK → PRINT	-
Intakes Requiring RO Authorization report	IntakesROAuth.rpt	Displays only intakes received within a specified period of time for which RO authorization is required, including Deemed, EMTALA and D/R/S intakes.	Reports → Federal Only → Intakes Requiring RO Authorization	10.2
Facilities with Few (##) or No Intakes report	FacWoIntk.rpt	Lists all facilities without any intakes, or with fewer intakes than the specified amount within the specified timeframe.	Reports → Volume Reports → Facilities with Few or No Intakes	10.2
Investigation Survey Categories report	InvestCateg.rpt	Displays a list of investigations grouped by survey categories for a specified timeframe.	Reports → Investigation Survey Categories	10.2
Investigation Deficiency Types report	InvestDefType.rpt	Lists the type of deficiencies (condition, standard, or none), cited tags, and totals for all specified investigation surveys for each provider.	Reports → Deficiency Reports → Investigation Deficiency Types	10.2
Federal Intake Volume by State (This report is only available for RO users.)	ACTSWorkloadEntries.rpt	RO Mode Only. Displays daily workload entries for a specified timeframe for each state in the RO. Only Federal intakes are included.	Reports → Volume Reports → Federal Intake Volume by State	10.2

Report Name	File Name	Summary	Access	New in Release
AEM Reports (33 Total)				
Action Items/Next Steps report	EnfCaseNext.rpt	Details action items, Federal and/or state next steps, and case statuses associated with selected facilities for selected date range.	Reports → Enforcement Reports → Action Items/Next Steps	-
Case Counts report	EnfCaseCounts.rpt	Basic report displaying case counts with various filter combinations, including date range, facility and case types, with a CDC case type option.	Reports → Enforcement Reports → Case Reports → Case Counts	Updated for CDC case type filtering in 11.9.3
Cases in Which No Letter Sent report (Cases For Which No Letter Has Been Sent)	EnfOpenCasesNoLetter.rpt	Lists cases in which no letter has been sent to date, with the default First Date based on facility type. Basic report that allows SA/RO to focus on a key early processing step. The Cycle Start to Today count applies to task not yet completed as of current date: SA first letter, initial transfer to RO, or RO first letter.	Reports → Enforcement Reports → Case Reports → Cases in Which No Letter Sent *Available in RO mode to generate by region from Regional Reports.	Available as Regional Report in 10.7
Cases Not Transferred to RO report	EnfCaseNotTxToRO.rpt	Lists Enforcement cases that should have been transferred to the RO, but the Initial Transfer to RO field is not filled in, with the default First Date based on facility type. All Past Noncompliance cases meeting this criteria will appear, however. Verify current policy. Reformat the report layout to give Provider and Case specifics.	Reports → Enforcement Reports → Case Reports → Cases Not Transferred to RO *Available in RO mode to generate by region from Regional Reports.	Available as Regional Report in 10.7
CLIA Enforcement Sanction Report (Only available when selection set includes CLIA facilities)	EnfCLIASanctions.rpt	Prints report titled CLIA (Clinical Laboratory Improvement Amendments) Enforcement Sanction Log. Prints facility, survey, sanction, and registry information based on the filter screen.	Reports → Enforcement Reports → CLIA Enforcement Sanction Report	-
CLIA Enforcement Registry Report (Only available when selection set includes CLIA facilities)	EnfCLIARegistry.rpt	Prints report titled CLIA (Clinical Laboratory Improvement Amendments) Enforcements Registry Log. Prints certificate status, sanction, and registry information based on the filter screen.	Reports → Enforcement Reports → CLIA Enforcement Registry Report	-

Report Name	File Name	Summary	Access	New in Release
CMPTS Case Profile report (Civil Monetary Penalty Tracking System)	CMPTSProfile.rpt	**RO mode only** - From the CMPTS List window, select the specific facility for which you want to create a list, click MODIFY button, then click PRINT to view case details.	Tracking → CMPTS List	-
CMPTS List report (Civil Monetary Penalty Tracking System)	CMPTSList.rpt	**RO mode only** - From the CMPTS List window, select PRINT button to create report that displays all facilities shown on the CMPTS List window, including Provider and Case specifics.	Available from either path: Reports → Enforcement Reports → CMPs → CMPTS List Tracking → CMPTS List	Reformatted in 10.7
Denial of Payment report	EnfDenialPayment.rpt	Prints enforcement cases with Denial of Payment remedies/sanctions and the related information, according to user-defined selection criteria. Reformat the report layout to give Provider and Case specifics.	Reports → Enforcement Reports → Remedies → Denial of Payment *Available in RO mode to generate by region from Regional Reports	Available as Regional Report in 10.7
Case Log report (Enforcement Case Log)	EnfCaseLog.rpt	A list of enforcement cases filtered and ordered by report filter selections, including, date range, facility and case type, with a CDC case type option.	Reports → Enforcement Reports → Case Reports → Case Log *Available in RO mode to generate by region from Regional Reports	Updated for CDC case type filtering in 11.9.3
Case Profile report (Enforcement Case Profile)	EnfProfile.rpt	Displays the currently selected Enforcement Case with the following information: Facility, Case Summary, Visit, IJ Situations, Remedies, Civil Money Penalty, Notice, NATCEP, Hearing, Case Workers, and Case Notes.	Reports → Enforcement Reports → Case Profile	-
Facility Enforcement History report	EnfFacHist.rpt	Lists a summary of all enforcement cases for the selected facility within a specified date range, including case dates, type and status, surveys, remedies and hearing information	Reports → Enforcement Reports → Facility Enforcement History	-
Enforcement Transactions Report	TransactionTracking_Enf.rpt	Lists facility and enforcement case details for all transactions in the selected time frame.	Tracking → Transactions → All Transactions for Specified Period (Enforcements)	-

Report Name	File Name	Summary	Access	New in Release
Federal CMP Analysis report	EnfCMPAnalysis.rpt	Lists Federal Civil Monetary Penalties (CMPs) for the selected criteria, including Facility information, CMP Tracking System (CMPTS) #, Cycle Start Date and relevant CMP information. There is a comprehensive summary section that can be printed for analysis of CMP trends. Reformat the report layout to give Provider and Case specifics.	Reports → Enforcement Reports → CMPs → Federal CMP Analysis *Available in RO mode to generate by region from Regional Reports	Available as Regional Report in 10.7
Federal CMP Due report	EnfCMPDue.rpt	Details the total Federal Civil Monetary Penalty (CMP) amount due and the related CMP information for each enforcement case with Federal CMP(s) that have not been paid in full yet. Reformat the report layout to give Provider and Case specifics.	Reports → Enforcement Reports → CMPs → Federal CMP Due *Available in RO mode to generate by region from Regional Reports	Available as Regional Report in 10.7
Federal/State CMP Tracking report	EnfCMPTrack.rpt	Lists important civil Monetary Penalty (CMP) information for the selected criteria, which is useful for the every day tracking and processing of CMPs at the state level	Reports → Enforcement Reports → Federal/State CMP Tracking	-
G+ Enforcement Report - Phase 1 and Phase 2	AEM: EnfImmImpReqRem.rpt	Lists surveys at S/S G level or above, relating to regulations for Long Term Care Facilities - Fed-F-16.01.	Reports → Enforcement Reports → Remedies → G+ Enforcement Report - Phase 1 and Phase 2 *Available in RO mode to generate by region from Regional Reports Reports → Regional Reports → G+ Enforcement Report - Phase 1 and Phase 2 → Generate Report → Select Facility Type → OK → View	11.3
IDR Processing Times report	IDRProcessingtime.rpt	Prints dates related to the Informal Dispute Resolution (IDR) process for surveys that have IDR, and gives the total number of days.	Reports → Enforcement Reports → IDR Processing Times	-
IDR/IIDR Report	IDRDetail.rpt	Lists enforcement cases with Informal Dispute Resolution (IDR) and Independent Informal Dispute Resolution (IIDR) activity. Includes filters for date range, facility and	Reports → Enforcement Reports → Ancillary Reports → IDR/IIDR Report *Available in RO mode to generate by region from Regional Reports	Updated for CDC case type filtering in 11.9.3

Report Name	File Name	Summary	Access	New in Release
Immediate Jeopardy Timeline report	EnfJeopardyTimeline.rpt	Displays IJ case timeframes between IJ discovery and compliance.	Reports → Enforcement Reports → Immediate Jeopardy Timeline *Available in RO mode to generate by region from Regional Reports.	-
Mandatory DPNA Timeline report	EnfDCTimeline.rpt	Lists cases with Denial Payment for new Admissions (DPNA) remedies and the relevant data for denial of payment. Available filters include, time period, S/S range, case worker, and only cases within 14 days of 70th day.	Reports → Enforcement Reports → Mandatory DPNA Timeline *Available in RO mode to generate by region from Regional Reports..	-
Medicare Hearing Status report	EnfHearingStatus.rpt	Lists cases with Medicare hearings and their current status.	Reports → Enforcement Reports → Medicare Hearing Status	-
NATCEP Loss report	EnfNATCEPLoss.rpt	Lists cases with Nurse Aide Training and Competency Evaluation Program (NATCEP) loss data, primary loss reason, effective date, last day of loss state waiver effective date and CHOW restart date.	Reports → Enforcement Reports → NATCEP Loss	-
State CMP Due report	EnfStCMPDue.rpt	Prints the total State Civil Monetary Penalty (CMP) amount due and the related CMP information for each enforcement case with state CMP(s) that have not been paid in full yet.	Reports → Enforcement Reports → State CMP Due	-
Survey IDR/IIDR Detail report	IDRDetaiOneSurveyl.rpt	Prints IDR/IIDR information related to the associated survey.	Informal Dispute Resolution - IDR for Survey window → Print button	-
Surveys Not in an AEM Case report	EnfSurveyNotInCase.rpt	Lists surveys not currently attached to an enforcement case. Allows user to configure for date range, survey type, and scope/severity, with the default First Date based on facility type. Enlarge / correct the Report Selection screen to show all fields. (Currently, some fields are cut off.) Reformatted, for easier viewing.	Reports → Enforcement Reports → Case Reports → Surveys Not in an AEM Case *Available in RO mode to generate by region from Regional Reports.	Available as Regional Report in 10.7
Termination report	EnfTermination.rpt	This report prints enforcement cases with termination remedies/sanctions and the related information, according to the selected report filters.	Reports → Enforcement Reports → Remedies → Termination *Available in RO mode to generate by region from Regional Reports.	Available as Regional Report in 10.7

Report Name	File Name	Summary	Access	New in Release
Waiver Report	AEMWaivers.rpt	Lists enforcement cases with citations citing waivers defined by the selected criteria.	Reports → Enforcement Reports → Waiver Report	-
Cases Not Uploaded report (AEM Enforcement Cases Not Uploaded)	AEM:EnfCasesNotUploaded.rpt	Lists cases never successfully uploaded to National, have their first upload pending for tonight, and that have been previously uploaded but had a "Delete from National" with no subsequent successful uploads. Also includes the highest S/S for the first visit and the whole case cycle. The number of days uses the difference between cycle start and end dates.	Reports → Enforcement Reports → Cases Not Uploaded	10.3
CMP Analytic Tool Report	AEM:EnfCMPAnalyticTool.rpt	Lists current and potential CMP cases, with the information used by the CMP Calculation Tool to calculate CMP amounts. Allows users to configure by case status, SA/RO primary worker, facility type, case type, and date range, and helps ROs track how CMPs are calculated.	Reports → Enforcement Reports → CMP Analytic Tool Report	10.5
Repeat Deficiency Cases Report	AEM:EnfRepDefs.rpt	Lists cases with repeat deficiencies. Includes CCN, provider name, enforcement case ID, current and prior survey dates, the repeated deficiency with related S/S, and whether the repeated deficiency is worse, the same, or improved.	Reports → Enforcement Reports → Survey Citations → Repeat Deficiencies Cases Report *Available in RO mode to generate by region from Regional Reports	Available as Regional Report in 10.7
Special Focus Facilities report	SpecialFocusFacility.rpt	Lists facilities based on the Special Focus periods entered in the Facility Properties window Other tab. Includes the facility name, ID, CCN, and address, as well as the special focus period date range.	Reports → Enforcement Reports → Survey Citations → Special Focus Faclities *Available in RO mode to generate by region from Regional Reports	Available as Regional Report in 10.7
CMS 2567 Sent to Facilities report	CMS2567SentToFac.rpt	Lists surveys by facility with the survey event ID, exit date, and type, with the number of days since the exit date the CMS 2567 form was sent to the facility. Surveys with no 2567 sent to facilities can also be listed. Includes facility name, address, ID, CCN, state key, and license number.	Reports → Enforcement Reports → Survey Citations →CMS 2567 Sent to Faclities *Available in RO mode to generate by region from Regional Reports	Available as Regional Report in 10.7

Report Name	File Name	Summary	Access	New in Release
AEM Reports - Draft Reports (16 Total)				
Checks Received report	EnfChecksReceived.rpt	Lists facility, enforcement case, and cycle information, as well as check amount and date received.	Reports → Enforcement Reports → Draft Reports → Checks Received	-
Cases Closed report (Closed Cases Report)	EnfClosedCases.rpt	List of closed cases, with facility and date information.	Reports → Enforcement Reports → Draft Reports → Cases Closed	-
CMPs Paid report	EnfCMPPaid.rpt	Lists Civil Monetary Penalty (CMP) amounts and dates collected according to user-specified selection criteria.	Reports → Enforcement Reports → Draft Reports → CMPs Paid	-
Compliance Issues (Detail) report	EnfComplianceIssues.rpt	A list of cases showing the timeline of the state's 1st visit, sending to the RO, total number of visits and the interval between cycle start and compliance dates.	Reports → Enforcement Reports → Draft Reports → Compliance Issues	-
NATCEP Current report (Facility Quick List)	FacilityList.rpt	Prints Facility Quick List, including facility address and contact information.	Reports → Enforcement Reports → Draft Reports → NATCEP Current	-
All Pending Remedies report (Pending Remedy Counts - Detail)	EnfAllPendingRemedy.rpt	Lists counts of all remedies with a current Pending status.	Reports → Enforcement Reports → Draft Reports → All Pending Remedies	-
Remedy Counts Detail report (Pending Remedy Counts – Detail)	EnfPendingRemedy.rpt	Lists details of select remedies that have a current Pending status.	Reports → Enforcement Reports → Draft Reports → Remedy Counts Detail	-
(Pending) Remedy Counts Summary report	EnfPendingRemedySummary.rpt	Summary counts and details of pending remedies for the selected report criteria.	Reports → Enforcement Reports → Draft Reports → Remedy Counts Summary	-
OMR: Pend. Terminations report (Pending Terminations Report)	EnfPendingTermination.rpt	Lists cases that potentially are going to be terminated (Remedy 11B - Mandatory Termination), and dates for the terminations.	Reports → Enforcement Reports → Draft Reports → OMR: Pend. Terminations	-
OMR: RO Early Proc. Times report (RO Early Processing Times – Detail Report)	EnfEarlyProcess.rpt	Displays Office of Medical Review (OMR) facility and enforcement case information, and RO processing times by provider, according to user-defined selection criteria.	Reports → Enforcement Reports → Draft Reports → OMR: RO Early Proc. Times	-

Report Name	File Name	Summary	Access	New in Release
RO Multi Processing Times (Detail) report	EnfMultiProcess.rpt	Lists cases on which the RO is working, with timeframes from sending notices, and performing revisits to closure.	Reports → Enforcement Reports → Draft Reports → RO Multi Process Times	-
OMR: RO-SA Early Proc. Times report (RO State Early Processing Times - Detail Report)	EnfStateEarlyProcess.rpt	Lists Office of Medical Review (OMR) timeframes for SA and RO processing of enforcement cases	Reports → Enforcement Reports → Draft Reports → OMR: RO-SA Early Proc. Times	-
SA Perf. Eval: 6 Month Compliance report	EnfSAPerfEval.rpt	Lists facility and initial visit information for cases without compliance by the 90th and 160th day of the case, as well as the 6 month termination date, for SA Performance analysis of compliance processing.	Reports → Enforcement Reports → Draft Reports → SA Perf: 6 Month Compliance	-
SA Perf: IJ Process report (SA Perf Eval: IJ Term. Process)	EnfIJTermProcess.rpt	Lists cases with Immediate Jeopardy (IJ) situations, including initial and IJ visits, for State Agency Performance analysis of IJ processing	Reports → Enforcement Reports → Draft Reports → SA Perf: IJ Process	-
State Visit Processing Times (Detail) report	EnfStateVisit.rpt	Displays facility enforcement cases and the intervals between visits for the case, and the intervals between visits for the case and the RO Received date.	Reports → Enforcement Reports → Draft Reports → State Visit Processing Times	-
OMR: Term. Facilities report (Terminated Facilities Report)	EnfTerminatedFacilities.rpt	Lists information for all the terminated facilities based on the report selection criteria, including process beginning, end and visit dates.	Reports → Enforcement Reports → Draft Reports → OMR: Term. Facilities	-

Report Name	File Name	Summary	Access	New in Release
CLIA (7 Total)				
CLIA 116 Application List report	CLIA116AppList.rpt	Provides CLIA 116 application information, including CLIA number, lab information, SA received and 116 complete dates, added by name, paid in full and upload status, and type of application for selected date range.	Reports → CLIA Reports → CLIA 116 Application List	-
CLIA Laboratory Profile Report	CLIALabSrchList.rpt	Displays a list of all CLIA laboratories that match the specified report selection criteria, including facility, director, and certification information.	Reports → CLIA Reports → CLIA Laboratory Profile Report	-
CLIA Nightly Facility Update report	CLIANightlyFacilityUpdate.rpt	Shows facility changes made in CLIA applied to provider records in ASPEN by the nightly extract process.	Reports → CLIA Reports → CLIA Nightly Facility Update	-
No. of Sites Mismatch report (Number of Sites Mismatch Report)	CLIANoSitesMismatch.rpt	Displays a list of all CLIA laboratories where the number of sites entered does not match the value entered in the Number of Sites field.	Reports → CLIA Reports → No. of Sites Mismatch	-
QC Exclusion report	CLIAQCExclusion.rpt	Lists all Quality Control (QC) exclusion tags assigned during a specified date range.	Reports → CLIA Reports → QC Exclusion	-
Discrepancy report (Validation Survey Discrepancy Report)	CLIADiscrepancy.rpt	Lists CLIA labs with discrepancies in specialty data found during a validation survey.	Reports → CLIA Reports → Discrepancy	-
Workload Monitoring report (CLIA Workload Monitoring)	CLIAWorkloadMonitoring.rpt	Provides total counts and survey information for survey categories for a specified date range.	Reports → CLIA Reports → Workload Monitoring	-

Report Name	File Name	Summary	Access	New in Release
CMS Forms (31 Total)				
CMS-29	Form29.rpt	Provides facility name, address, type, phone, email, and active date information for a selected administrator.	Certification Sheet → App/CDE (CMS-29/30E) → PRINT	-
CMS-30E	Form30E.rpt	Rural Health Clinic Survey Report - Crucial Data Extract	Certification Sheet → App/CDE (CMS-29/30E) → PRINT	-
CMS-359	Corf359.rpt	Comprehensive Outpatient Rehabilitation Facility Report for Certification to Participate in the Medicare Program	Certification Sheet → Application (CMS-359) → PRINT	-
CMS-377	Form377.rpt	Ambulatory Surgical Center Request for Certification in the Medicare Program	Certification Sheet → App/CDE (CMS-377/378E) → PRINT	-
CMS-378E	Form378ee.rpt	Ambulatory Surgical Center Survey Report Crucial Data Extract	Certification Sheet → App/CDE (CMS-377/378E) → PRINT	-
CMS-417	Hospice_417.rpt	Hospice Request for Certification in the Medicare Program	Certification Sheet → Application (CMS-417) → PRINT	-
CMS-562 Form	cms562.rpt	Medicare/Medicaid/CLIA Complaint Form	Intake Sheet → Deemed tab → PRINT CMS 562 Form	-
CMS-643	Hospice643.rpt	Hospice Survey and Deficiencies Report	Certification Sheet → Application (CMS-643) → PRINT	-
CMS-670	FORM CMS-670	Survey Team Composition and Workload Report	Survey Node → Print Form → CMS 670	-
State Workload Report	oSt670.rpt	Presents all of the state workload information entered on the CMS-670 form for a selected survey, showing specifically the total hours for each surveyor on the survey team and the total office hours that were entered for that survey.	Survey Node → Print Form	-
670 Summary (670s)	o670SummaryWithoutGroupBySurvey.rpt	Lists surveys during the specified period of time in alphabetical order by facility for selected regulation sets. Survey team size, exit date, and personnel hours for each survey are included in the report.	Reports → Survey History Reports → 670 Summary (670S)	-
670 Summary (670S)	o670Summary.rpt	Lists surveys during the specified period of time by survey type for selected regulation sets. Survey team size, exit date, and personnel hours for each survey are included in the report.	Reports → Survey History Reports → 670 Summary (670S) – with *Group By Survey Type* option selected	-

Report Name	File Name	Summary	Access	New in Release
CMS-671	LTC671Application.rpt	Long Term Care Facility Application for Medicare and Medicaid	Certification Sheet → Application (CMS 671) → PRINT	-
CMS-672	Census672.rpt	Resident Census and Conditions of Residents	Certification Sheet → Census (CMS-672) → PRINT	-
CMS-1539	o1539.rpt	Medicare/Medicaid Certification and Transmittal	Certification Sheet → Transmittal (CMS-1539) → PRINT	-
CMS-1541A	FORM CMS-1541A	Request for Survey of Section 489.20 and Section 489.24 Essentials of Provider Agreements	Intake Sheet → Deemed tab → PRINT CMS 1541A Form	-
CMS-1541B	FORM CMS-1541B	Responsibilities of Medicare Participating Hospitals in Emergency Cases Investigation Report	Intake Sheet → Deemed tab → PRINT CMS 1541B Form	-
CMS-1557	ohfca1557.rpt	Survey Report Form (CLIA)	Certification Sheet → Survey (CMS-1557) → PRINT	-
CMS-1572A	ohcfa1572.rpt	Home Health Agencies Survey and Deficiencies Report	Certification Sheet → Application (CMS-1572A) → PRINT	-
CMS-1856	Form1856.rpt	Request for Certification in the Medicare and/or Medicaid Program to Provide Outpatient Physical Therapy and/or Speech Pathology Services	Certification Sheet → Application (CMS-1856) → PRINT	-
CMS-1880	Surv1880xray.rpt	Request for Certification as Supplier of Portable X-Ray Services under the Medicare/Medicaid Program	Certification Sheet → Application (CMS-1880) → PRINT	-
CMS-1893E	Form1893E.rpt	Outpatient Physical Therapy Survey - Speech Pathology Report Crucial Data Extract	**Obsolete (v8.7 per DTR-1755)**	-

Report Name	File Name	Summary	Access	New in Release
CMS-2567	o2567.rpt	Statement of Deficiencies and Plan of Correction	Survey Node → Print Form → CMS 2567	-
CMS-2567B	o2567B.rpt	Post-Certification Revisit Report	Survey Node → Print Form → CMS 2567B	-
CMS-2567	o2567Large.rpt	Lists all of the tags cited for a particular survey as well as all of the citation text that was entered for each tag.	Survey Node → Print Form	-
CMS-2567	oSt2567.rpt	Lists all of the state tags cited for a particular survey as well as all of the citation text that was entered for each tag.	Survey Node → Print Form	-
CMS-2567	oSt2567Large.rpt	Lists all of the state tags cited for a particular survey as well as all of the citation text that was entered for each tag.	Survey Node → Print Form	-
CMS-2786 Form (Fire Safety Survey Report)	Form CMS-2786	Fire Safety Survey Report Crucial Data Extract	Certification Sheet → LSC 2786 tab → PRINT 2786	-
CMS-2802	hcfa2802.rpt	Request for Validation of Accreditation Survey for Hospital. Other versions of report are available for Hospice (B), HHA ©, ASC (D), CAH (E), and Psychiatric Hospital (F).	Intake Sheet → Deemed tab → PRINT select form	-
CMS-3070G	surv3070.rpt	Intermediate Care Facility (ICF) for Individuals with Intellectual Disabilities (IID) Survey Report	Certification Sheet → Application (CMS-3070G) → PRINT	-
CMS-3427	Form3427.rpt	End Stage Renal Disease Application/Notification and Certification Request	Certification Sheet → Application (CMS-3427) → PRINT	-

Report Name	File Name	Summary	Access	New in Release
ePOC Reports (15 Total)				
Deficiency Free Surveys report	epocSurveysDeficiencyFree.rpt	Provides a list of surveys with no cited deficiencies for selected date range, including survey and facility information.	Reports → ePOC Management Reports → Deficiency Free Surveys	-
Surveys Changed Since Posting report	ePOCSurvey.rpt	Lists surveys that have been edited since original posting.	Reports → ePOC Management Reports →Re-post Required Reports → Surveys Changed Since Posting	-
Deficiencies Not Posted report	UnpostedDeficiencies.rpt	Lists surveys with deficiencies, excluding tags removed/changed due to a settlement/hearing, that have not been posted to ePOC.	Reports → ePOC Management Reports → Re-post Required Reports → Deficiencies Not Posted	-
Stopped Surveys report	epocStoppedSurvey.rpt	Lists surveys that have been stopped. Includes facility in formation, event ID information, and survey and POC dates for selected date range.	Reports → ePOC Management Reports → Stopped Surveys	-
Unlocked Surveys report	ePOCSurvey.rpt	Lists surveys that are unlocked, including facility and survey ID information, with SOD sent and POC due dates for the selected date range.	Reports → ePOC Management Reports → Unlocked Surveys	-
Facilities Having ePOC Users report	FacPOCUsers.rpt	Lists ePOC enabled facilities with assigned web users.	Reports → ePOC Management Reports → ePOC Web Users Reports → Facilities Having ePOC Users	Filterable by CCN
Facilities Pending SA/RO POC Review report	FacilitiesPendingSAROActivity.rpt	Shows all facilities with newly submitted or re-submitted POCs, excluding tags removed/changed due to a settlement/hearing, which are awaiting SA review.	Reports → ePOC Management Reports → Facilities Pending SA/RO POC Review	-
Facilities Without ePOC Users report	FacPOCUsers.rpt	Lists ePOC enabled facilities without assigned web users.	Reports → ePOC Management Reports → ePOC Web Users Reports → Facilities Without ePOC Users	Filterable by CCN
Plan of Correction Audit Trail report	PlanOfCorrectionAuditTrail.rpt	Shows all POC activities (submissions, re-submissions, rejections, approvals, etc.) for a specific facility or group of facilities.	Reports → ePOC Management Reports → Plan of Correction Audit Trail	-

Report Name	File Name	Summary	Access	New in Release
Rejected Tags Requiring Facility Follow-up report	RejectedTagsRequiringFollowupPOC.rpt	Shows all rejected deficiencies,excluding tags removed/changed due to a settlement/hearing, for which facilities have not re-submitted a POC within specified time frames	Reports → ePOC Management Reports → Rejected Tags Requiring Facility Followup	-
SOD Acknowledgement Missing report	SODAcknowledgementMissing.rpt	Shows all deficiency-free surveys for which the facility has not acknowledged review of the SOD, where acknowledgement is required.	Reports → ePOC Management Reports → SOD Acknowledgement Missing	-
Survey POC Information report	SurveyPocInformation.rpt	Displays detailed POC data, excluding tags removed/changed due to a settlement or hearing, as well as the following survey information: Event ID, SOD Sent Date, POC Due Date, POC Received Date (date of the first POC submission for any tag on the survey), POC Last Rejected Date (date of the last POC rejection for any tag of the survey), POC Final Approval (last approval date for all non-0000 tags on the survey), and Last Submitted (date of the last POC submission for any tag on the survey).	Reports → ePOC Management Reports → Survey POC Information	-
Tardy POC Submission From Facility report	NoPOCEverReceived.rpt	Shows all deficiencies, excluding tags removed/changed due to a settlement/hearing, for which facilities have	Reports → ePOC Management Reports → Tardy POC Submission From Facility	-
Tardy SOD Issuance report	TardySODIssuance.rpt	Shows all surveys (Excluding stopped surveys) not signed off within 10 days of survey exit date.	Reports → ePOC Management Reports → Tardy SOD Issuance	-
ePOC Reports can exclude facilities without CCN	FacPOCUsers.rpt	Create list of reports that excludes facilities without a CCN	Reports → ePOC Management Reports → ePOC Web Users Reports → Failities Without ePOC Users	11.0.0