



LTCSP 11.0.0

Release Notes

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Long-Term Care Survey Process Release Overview

The ASPEN 11.0.0 release on November 18, 2017 includes the new Long-Term Care Survey Process (LTCSP) application. An earlier Sandbox version of the software available in ASPEN 10.7.2 contained all of the main functionality for conducting a survey using LTCSP. Since then some screens and functionality have been updated or added in the LTCSP application. This document outlines these changes.

The LTCSP-related changes to ASE-Q have also been included in this document.

ASE-Q Updates for LTCSP

Surveyors access LTCSP through ASE-Q. Some special functionality has been added to ASE-Q in order to better support the LTCSP application.

LTCSP Management

The Health Check was replaced by LTCSP Management. In addition to performing a system health check, you can also change the server port, as well as send server logs and review database entry logs.

To access all options:

- From the ASE-Q System menu, select **LTCSP Management**.

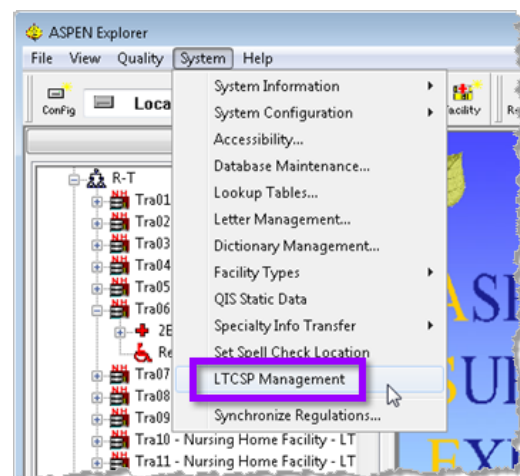


Figure 1. LTCSP Management menu option

Available in LTCSP Management:

- Server port.
 - Use only if directed by your IT department.
 - Designate a different port number if another application uses port 8443.
- System Status.
 - The stop light shows a green light when the software and server can communicate, but there may still be a problem that running the Health Check may solve.
 - The stop light shows a red light when the LTCSP software cannot communicate with the local LTCSP server.
- Perform System Health Check
 - Run the Health Check if you receive an error message that LTCSP cannot connect to the server.

- Diagnostic Tools, use when working with the ASPEN Help Desk:
 - Server Log Files—sends selected server logs to the ASPEN Help Desk (must have email capability).
 - Database Log Entries—displays errors that have occurred in the application, enter dates and click **Search** to find relevant entries.

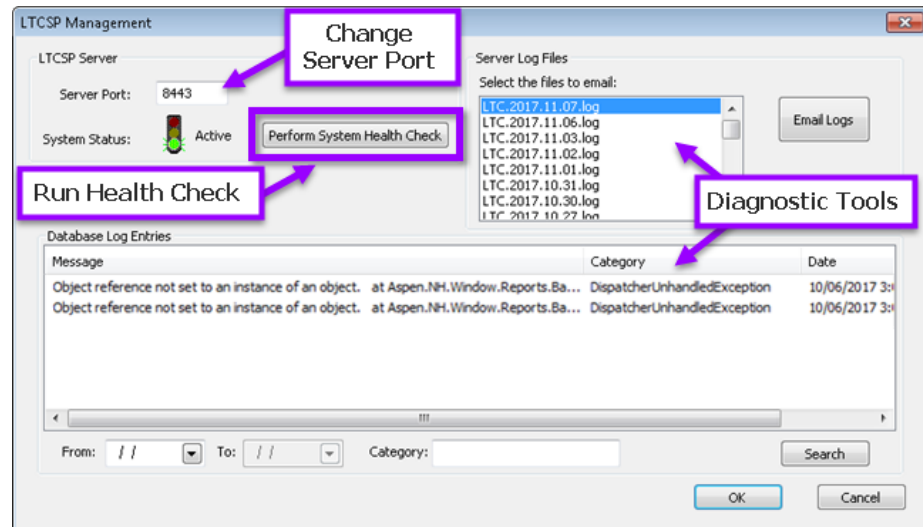


Figure 2. LTCSP Management dialog

Load Cites:

Once citations have been or investigations have been cited made in LTCSP, they must be loaded into Citation Manager.

To import citations from LTCSP:

- Open Citation Manager for the survey and click **Load Cites**.
- Checks are performed to ensure that potential citations are complete in LTCSP.
- Load Cites only adds tags to Citation Manager—no deleting or updating tags.

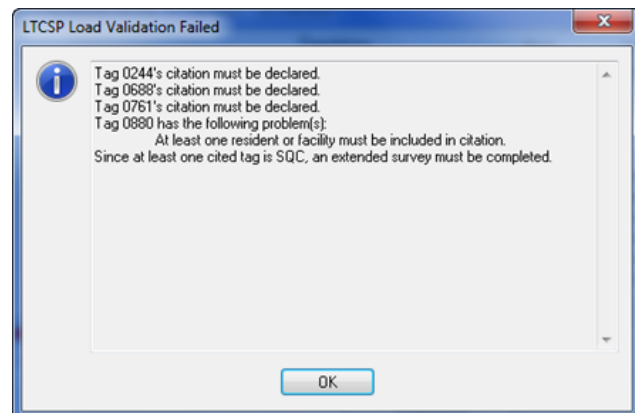


Figure 3. Example load cites warning message

- If you need to update tags that were changed in LTCSP:
 - First delete the tag in Citation Manager.
 - Update tag in LTCSP.
 - Click **Load Cites**—only those tags that are not listed in Citation Manager are imported.

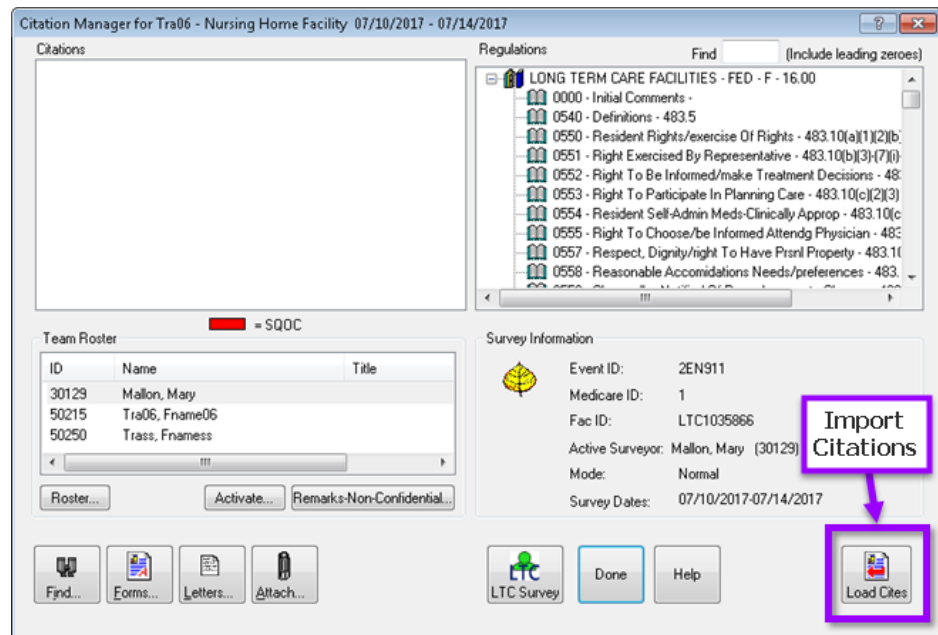


Figure 4. Load Cites button in Citation Manager

Access LTCSP:

You can now open an LTCSP survey from the ASE-Q Tree as well as through Citation Manager.

To open LTCSP from the tree:

- Locate your survey in the Tree.
- Right-click and select **LTCSP** (you must be a member of the survey team and have appropriate permissions to use this option).

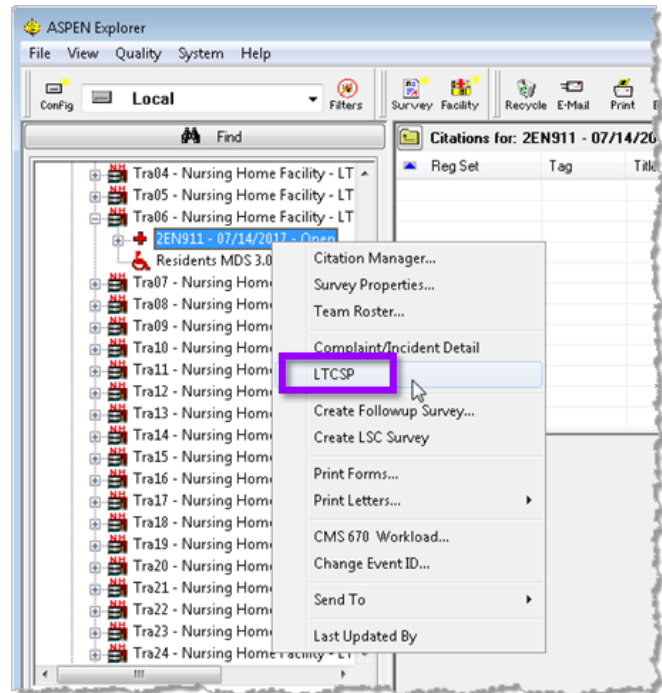


Figure 5. LTCSP right-click menu option

Sharing a Computer and Removing a Team Member from the Survey

Sometimes it may be necessary for surveyors to share a computer with another surveyor. ASE-Q has some added measures to make sure no surveyor data is lost when activating as another team member. See [Show / Hide Advanced button](#) for more information.

Standard practices should be that every surveyor has their own computer. If a machine fails in the field, then a computer can be shared by activating another team member.

- A warning message appears when you activate as another team member:

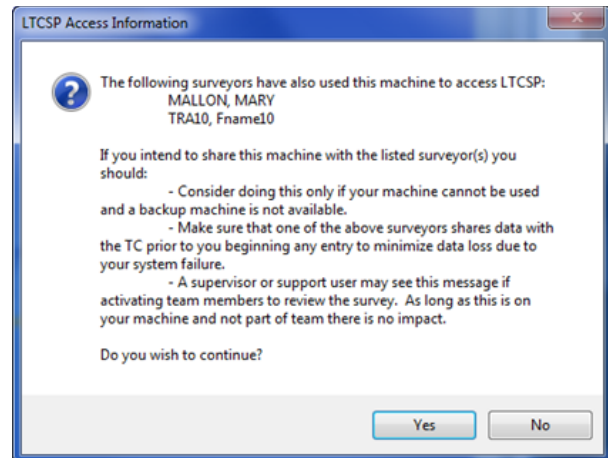


Figure 6. Warning message when using same machine

- To avoid losing any surveyor data, once a surveyor has entered data for an LTCSP survey they cannot be removed from the survey team in ASE-Q.

Show / Hide Advanced button in LTCSP

The **Show/Hide Advanced** button was added for surveyors sharing a computer to show or hide the **Used This Machine** column.

- Any surveyor who has entered any survey data on a computer should have a checkmark in the Used This Machine column in order to share data with the team leader.
- Data will be shared back from the team leader only for those surveyors who are unchecked (do not own data on the machine).

Warning: Changing this flag may result in data loss.

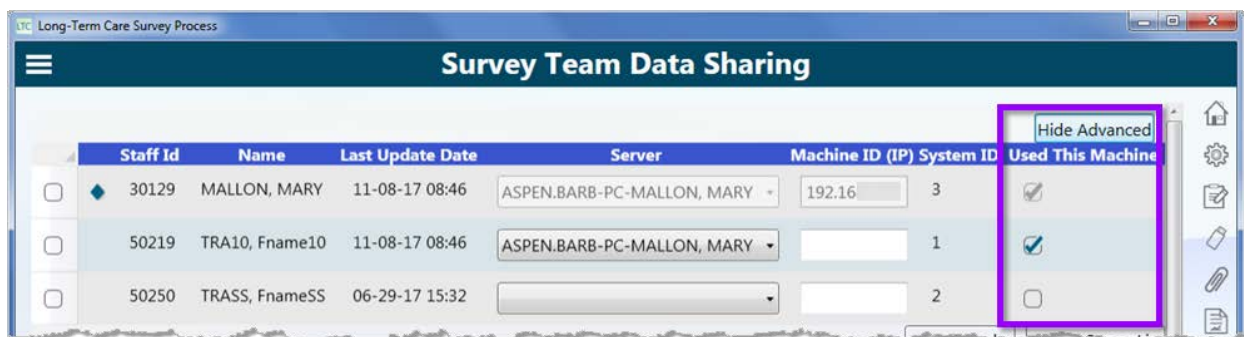


Figure 7. Used This Machine column Hide Advanced button visible

Long-Term Care Survey Process Updates and Additions

Entrance Conference:

When the team coordinator first opens the Entrance Conference screen, the system automatically sets the date and time. If the conference is delayed, you can reset the date and time.

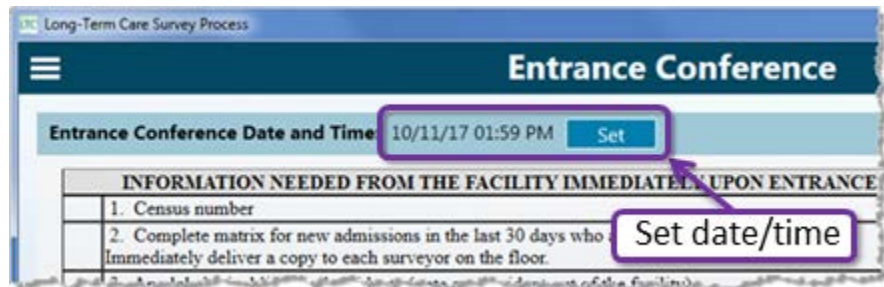


Figure 8. Set button on Entrance Conference screen

Resident Management Card View

You can reset the order of the cards to whatever sort was set on the Resident List View screen without returning to the List View screen.

Click the **Reset Sort** button to reorder the cards.



Figure 9. Reset Sort button on Card View screen

Team Meeting:

The Team Meeting screen is now only accessed by the team coordinator—team members' data populates the team coordinator's Team Meeting screen after sharing data.

Other updates to the Team Meeting screen:

- Automatic populating of most questions.
- Notes fields for remaining questions.

Team Meeting

Day 1 Day 2 or Later

Is each surveyor identifying vulnerable residents?

Surveyor - MALLON, MARY	Resident - TWEETY BIRD
Surveyor - MALLON, MARY	Resident - JIMINY CRICKET
Surveyor - Trass, Fnameess	Resident - ELROY JETSON
Surveyor - Trass, Fnameess	Resident - FRED JONES

Enter the total number of new admits.

5

Go over each newly admitted resident listed on the matrix and ensure each resident listed was screened by a team member.

Surveyor - MALLON, MARY Resident - KINSEY MILLHON

Did anyone include a resident in the identified concerns subarea?

Figure 10. Example of system and TC populated fields

Data Sharing

Share Data Now button removed for team members

Since data sharing via a wired or wireless network must originate with the team coordinator, the **Share Data Now** button was removed from team members' Data Sharing screens and only displays for team coordinators.

Survey Team Data Sharing

Staff Id	Name	Last Update Date	Server	Machine

Team Coordinator

Receive Data

Share Data Using a Network (Team Leader Only)

1. Select Team Members to share data with
2. Ensure selected Team Members have a server defined
3. If the server list does not show the server for the team member, their IP address can be entered instead
4. Select Share Data Now

Share Data Now

Team Member

Receive Data

Share Data Using a Network (Team Leader Only)

The Team Leader must initiate data sharing over a network (wireless or wired).

Figure 11. Team coordinator view of Data Sharing vs the team member view

Sample Finalization

Unnecessary Meds Candidates

Added the ability to discharge an unnecessary meds candidate—if the system selects a resident that has been discharged from the facility for the unnecessary meds review, you can remove that resident from the list on the Sample Finalization screen. The system then replaces the resident with another similar candidate.

Click the red “x” next to the name of the unnecessary meds candidate that has been discharged to remove from the final sample.

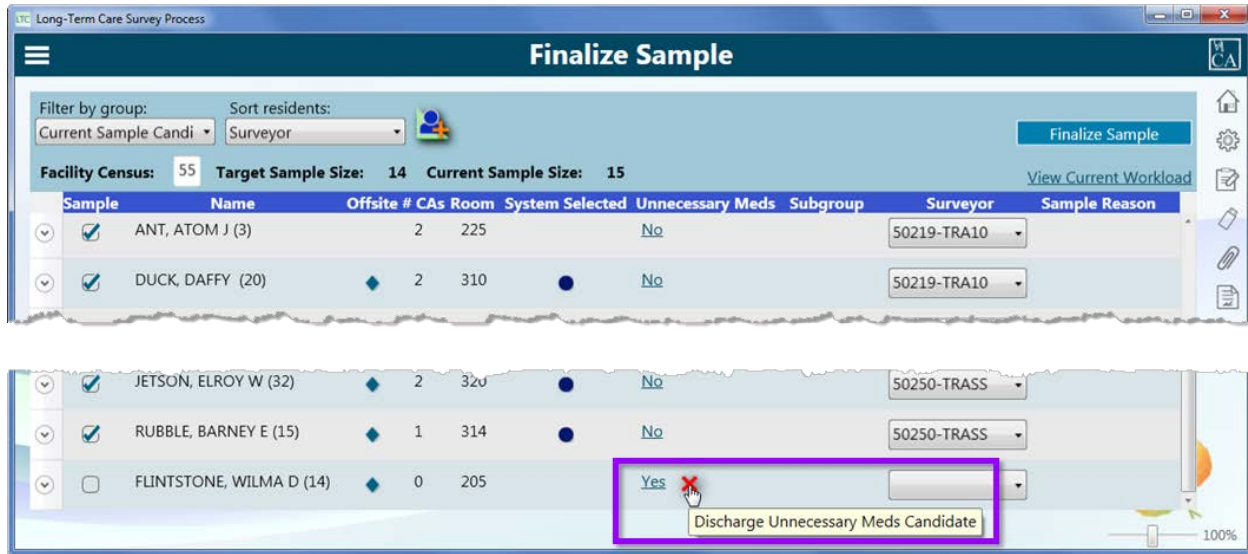


Figure 12. Discharge an unnecessary meds candidate in Finalize Sample

If you need to add a discharged unnecessary meds candidate back into the sample you can do that on the Finalize Sample screen:

- Set the **Filter by Group** to **All Residents**.
- Locate the resident you removed, click the yellow plus sign to readmit the resident.

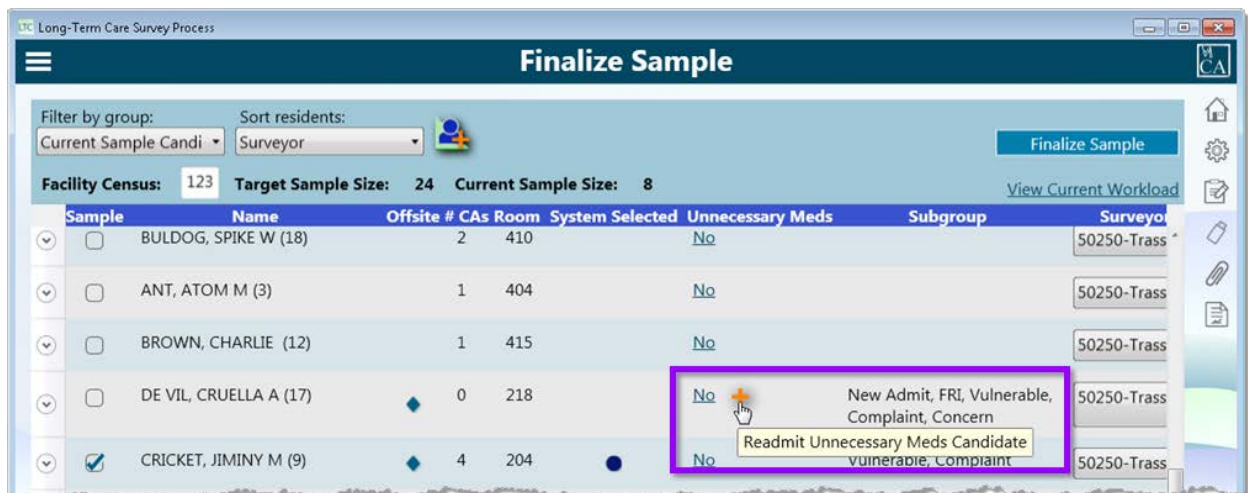


Figure 13. Readmit an unnecessary meds candidate before sample is finalized

You can also readmit an unnecessary meds candidate that you removed on the Investigations screen:

- Return to the Finalize Sample screen.
- Click the yellow plus sign next to the name of the resident you want to readmit.

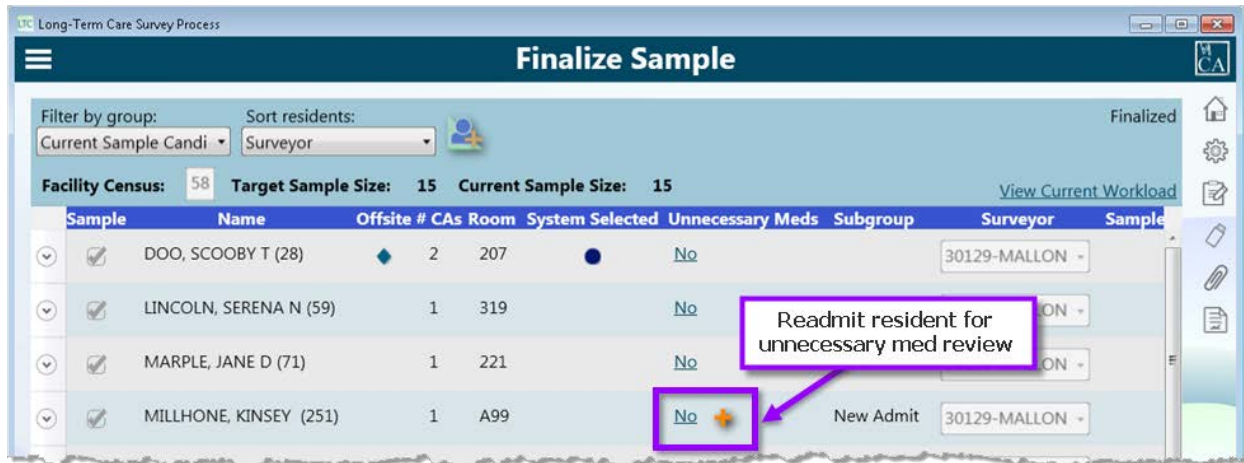


Figure 14. Readmit an unnecessary meds candidate after the sample is finalized

Care Area View

Care Area, number of Further Investigates/Residents and number in sample appear in separate columns for easier reading.

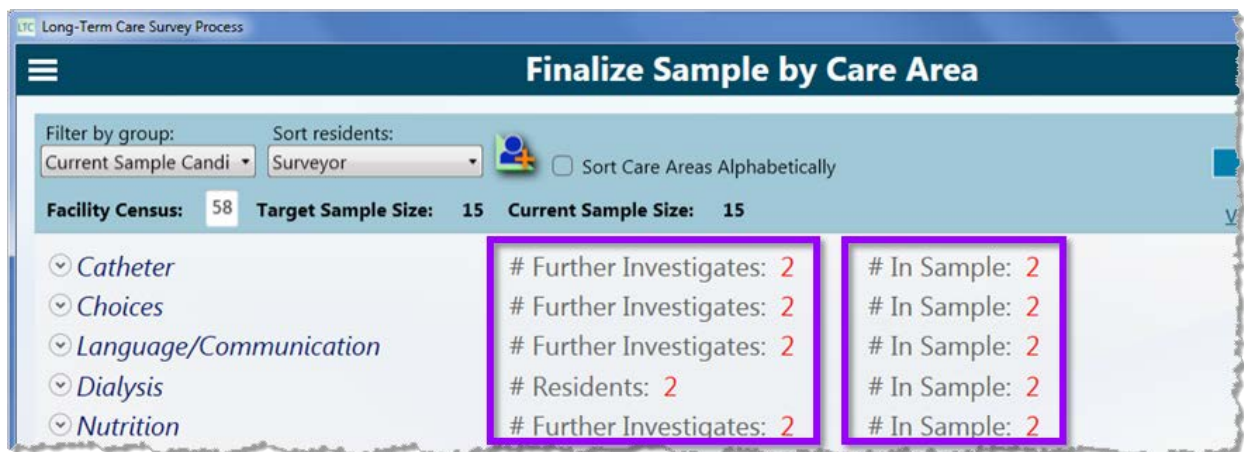


Figure 15. Finalize Sample by Care Area display

Facility Tasks

Dining

List of residents:

- Residents added based on interview responses marked further investigate cannot be removed.
- Any resident added by the survey team on the facility task screen can be removed.

Resident Council

Various updates were made to the pathway including CEs.

Sufficient and Competent Nurse Staffing

- Now includes the ability to add residents.
- Automatically adds residents based on further investigations marked.
- Residents added based on their interview responses cannot be removed. Any resident added by the survey team on the facility task screen can be removed.

Investigations

Initiate an Investigation

When you initiate an investigation, the system now automatically assigns you as the surveyor.

Hide Completed Investigations

Select the **Hide Completed Investigations** checkbox to remove completed investigations from the list; uncheck to show the entire list of investigations.



Figure 16. Hide Completed Investigations checkbox

Warning: If you complete an investigation for an F-tag direct cite and want to initiate another tag the same resident you will need to uncheck.

Unnecessary Medications

Once the sample has been finalized, you can remove an unnecessary meds candidate investigation. When you remove the candidate from Investigations, the system replaces with another candidate. You can add the removed resident back on the Finalize Sample screen (see [Unnecessary Meds Candidates](#) above).

The following error message reminds you to communicate these changes to your team:

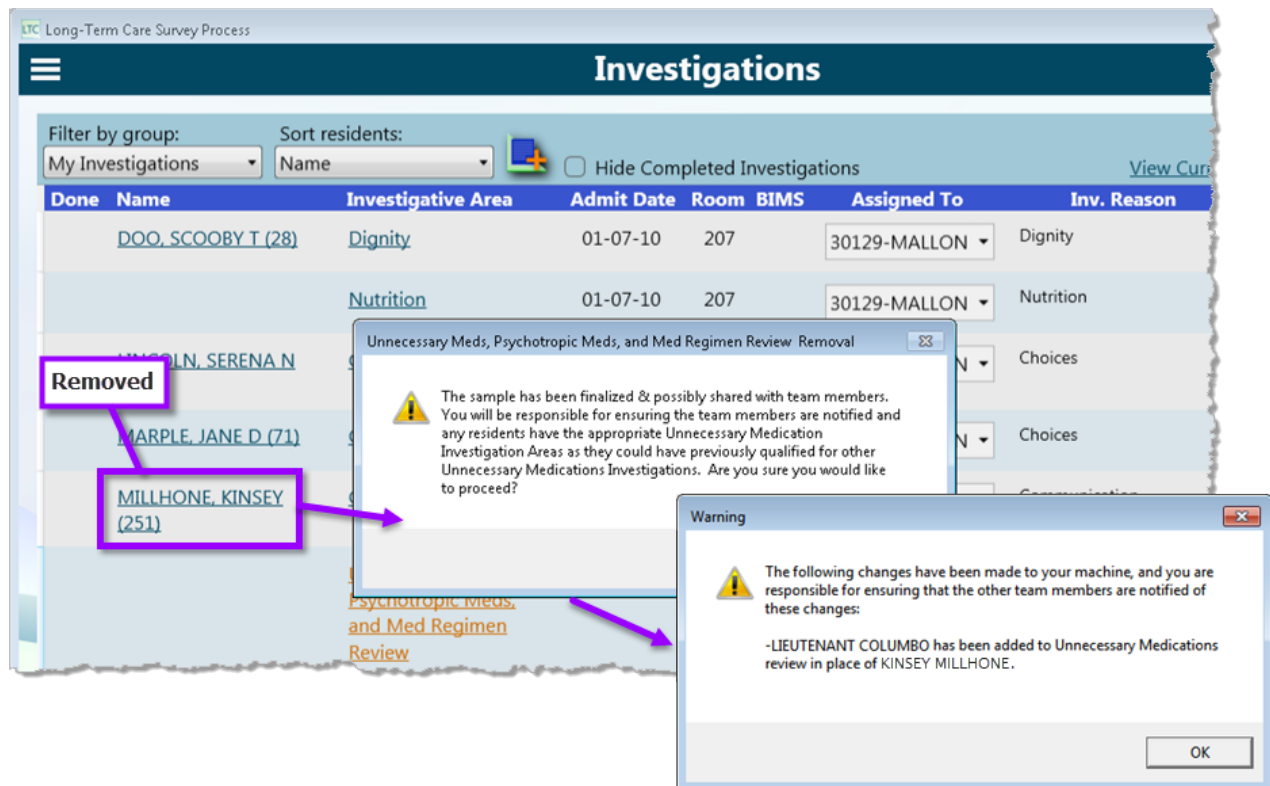


Figure 17. Warning when removing unnecessary meds candidate and replacement information

Pressure Ulcer/Abuse body map

The pen changed from a dot to a smaller writing tip making it easier to write notes on the body map.

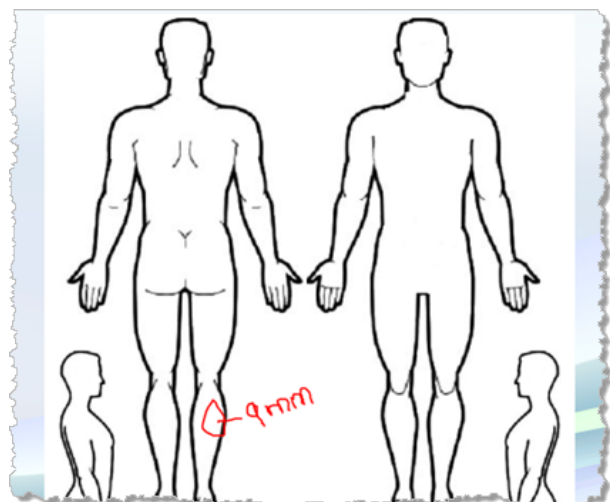


Figure 18. Writing on body map example

Potential Citations:

New filter and list options for the Tag tree:

- Filter list of citations by:
 - All**: Shows all tags marked for potential citation during the survey.
 - Cited**: Shows only tags marked as cited.
 - Not Cited**: Shows only tags marked as not cited.
 - Undeclared**: Shows only tags not marked as cited or not cited.
- Refresh the tag list.

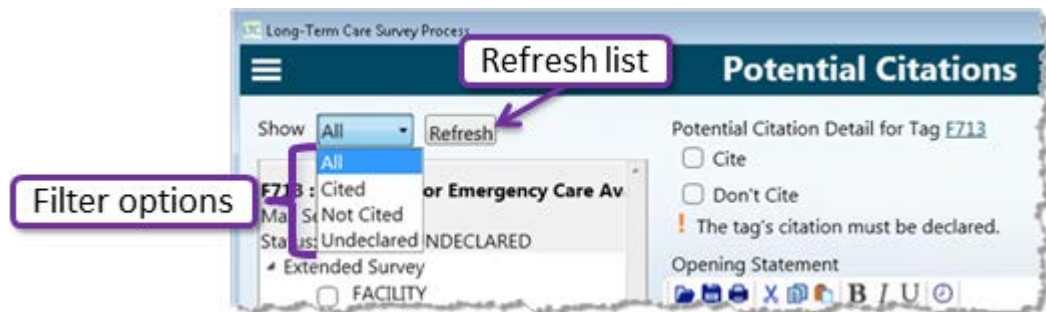


Figure 19. Filter options and Refresh button for Tag tree in Potential Citations

New option when citing a tag:

Add a Citation Category to a cited tag: Choose at least one category for each citation.

Citation instructions:

- Display beneath the Cite/Don't Cite options rather than on the right side of the pane.
- Instructions are now marked with an orange exclamation point rather than the red "x".

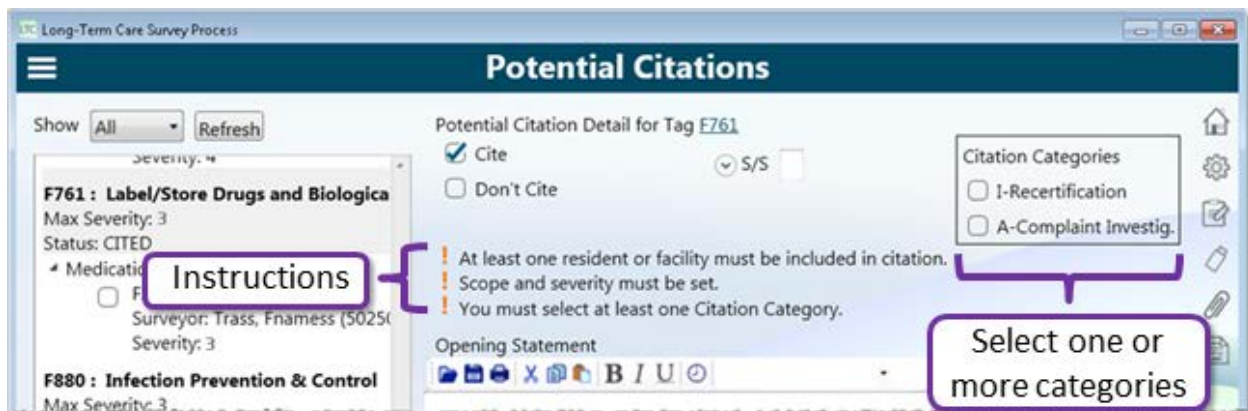


Figure 20. New category selection and instruction location when citing a tag

Don't Cite options:

The list of reasons for not citing has been changed. The following reasons have been removed:

- Facility is addressing the concern in QA&A
- Single incident—not severe enough

- Move to state tag

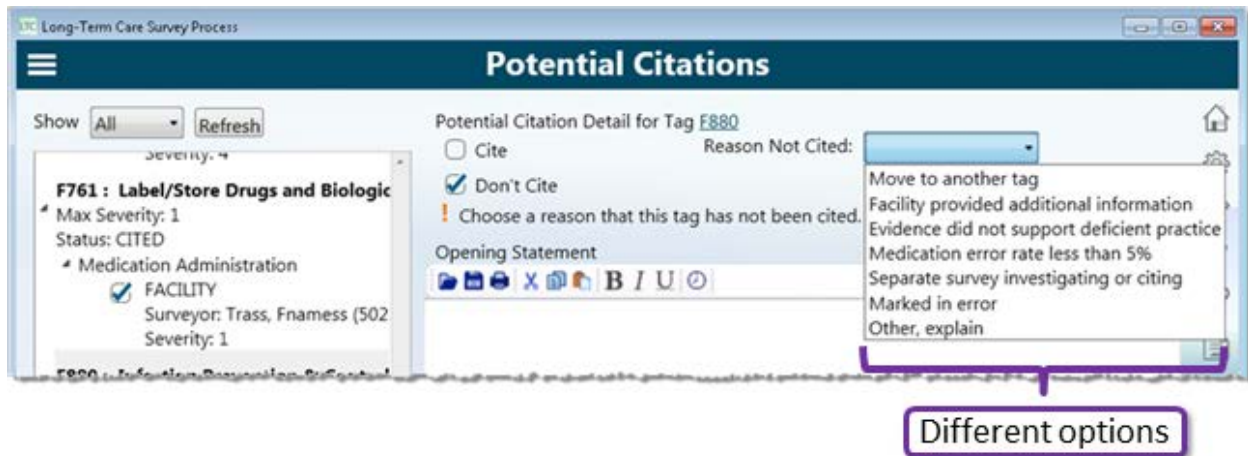


Figure 21. List of options when not citing a tag

Reports:

Changes to Reports:

- New **Reports** icon.
- Existing pathways and reports have been updated.
- New pathways added
- Additional reports available (see [List of updated and new reports](#) below).
- Additional documents added or updated (see [Updated and new documents](#) below).

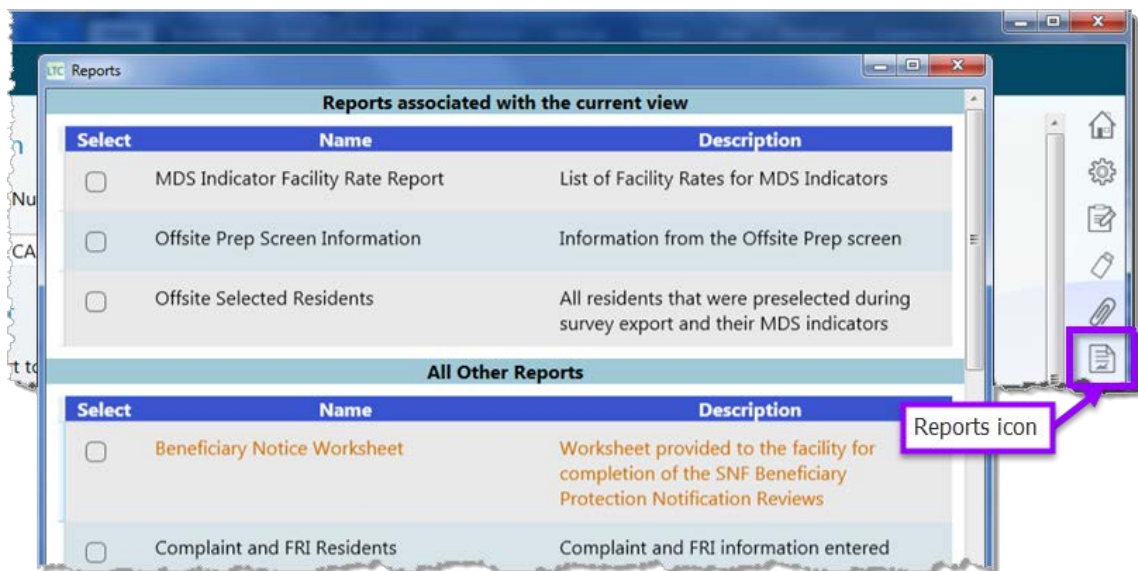


Figure 22. Reports window and new Reports icon

List of updated and new reports

Update/New	Title	Description
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Update/New	Title	Description
Updated	<i>Complaint and FRI Residents</i>	Complaint and FRI information entered during Offsite Prep.
New	<i>Entrance Conference</i>	Lists information gathered during the Entrance Conference meeting and may be used for IDR or appeal purposes.
New	<i>Facility Tasks</i>	Lists all Facility Tasks with associated tags, notes etc., as well as the team medication error rate
Updated	<i>Initial Pool by Resident</i>	Lists initial pool resident assignments
New	<i>Initial Pool by Subgroup</i>	Lists initial pool residents grouped by subgroup
New	<i>Initial Pool by Surveyor</i>	Lists initial pool residents grouped by surveyor
Updated	<i>Investigation Report</i>	Lists residents marked for FI included in the sample or not included in the sample
Updated	<i>MDS Indicator Facility Rate Report</i>	Lists Facility Rates for MDS Indicators
Updated	<i>Offsite Prep Screen Information</i>	Information from the Offsite Preparation screen
New	<i>Offsite Selected Residents</i>	All residents preselected during survey export and their MDS indicators
New	<i>Potential Citations - Cited</i>	List of citations and residents that have been cited by the team
New	<i>Potential Citations – Not Cited</i>	List of citations or residents that were not cited by the team.
Updated	<i>Residents Marked for FI by Care Area</i>	List of residents marked for Further Investigation grouped by Care Area
Updated	<i>Residents Marked for FI by Resident</i>	List of residents marked for Further Investigation
Updated	<i>Sample List Provided to the Facility</i>	List of residents with their Resident ID who are cited by the team
New	<i>Surveyor Notes</i>	Surveyor notes grouped by surveyor
Updated	<i>Team Meeting Notes</i>	Displays all current notes from Team Meetings
New	<i>Unnecessary Medication Selected Residents</i>	Unnecessary Med information for residents selected for the Unnecessary Medication review.

Table 1. List of updated and new reports with descriptions

Updated and new documents

Update/New	Title	Description
Updated	<i>Beneficiary Notice Worksheet</i>	Worksheet provided to the facility for completion of the SNF Beneficiary Protection Notification Reviews
Updated	<i>Entrance Conference Instructions</i>	Entrance conference document for the facility
New	<i>Facility Matrix</i>	Matrix with instructions
Updated	Facility Task Pathways	All associated pathways for facility tasks (no longer available on the Facility Task screens)
New	Investigation Pathways	All associated pathways for investigations (no longer available on the Investigation screens)

Table 2. Updated and new documents

Other documents available

The following documents can be opened from the Navigation menu:

- The *Long Term Care Survey Process (LTCSP) Procedure Guide*
- The *SOM Appendix PP*