

# 4

## REPORTS

REPORTS OVERVIEW .....	2
FINAL VALIDATION REPORT.....	3
OTHER REPORTS.....	4


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## REPORTS OVERVIEW

The reports available to you for viewing, analyzing, and managing HIS-related information are accessed in the CASPER Reporting application.

To access the CASPER Reporting application, select the [CASPER Reporting](#) link on the **Welcome to the CMS QIES Systems for Providers** page (Figure 4-1).


**Figure 4-1. Welcome to the CMS QIES Systems for Providers Page**

  
CENTERS FOR MEDICARE & MEDICAID SERVICES

**Welcome to the CMS QIES Systems for Providers**

Reminder: The Hospice System may be down for maintenance the third Sunday of each month. If you experience any problems submitting or retrieving reports, please try again on Monday.

[Hospice User Registration](#)

 [Hospice Submissions](#)

Hospice Submission User's Guide:

**[CASPER Reporting](#)** - Select this link to access the Final Validation and Provider reports.

CASPER Reporting User's Manual:

[QIES User Maintenance Application](#)

[QIES User Maintenance Application User's Guide](#)

[Hospice Forms](#)

[Home](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Help](#)

**NOTE:** Refer to the CASPER Reporting Provider User's Guide for more information about requesting, viewing, printing, and saving reports in the CASPER Reporting application. To access the CASPER Reporting Provider User's Guide, select the section of interest from the *CASPER Reporting Users Manual* drop-down list of links.

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## FINAL VALIDATION REPORT

After your submitted HIS data file is successfully received at the National Submissions Database, the Hospice system validates the file structure and data content based upon the HIS data submission specifications. Within 24 hours of a successful submission, a system-generated Final Validation Report is available to you in the CASPER Reporting application. It is found in a final validation reports (VR) folder, which is named:

**[State Code] HOSPC [Facility ID] VR**

**NOTE:** A Final Validation Report is not created if the Hospice system did not successfully receive your file. Certain other fatal errors in the submitted file structure or data may also prevent the creation of a Final Validation Report.

The name of the system-generated Final Validation Report includes the Submission ID assigned to the submitted file and the date and time the file was submitted. Final Validation Report name is formatted as follows:

**[Submission Date & Time].[Submission ID]**

For example, the name of the system-generated Final Validation Report for a file that was submitted on 10/27/2014 at 2:54:32 p.m. (14:54:32 military time) and assigned a Submission ID of 12345 is:

**10272014145432.12345**

**NOTE:** The Submission ID and the Submission Date/Time are identified in the confirmation message you received when you successfully submitted the file. Please print the confirmation message or otherwise note this information so that you may identify the corresponding Final Validation Report in the CASPER Reporting application.

The Submission ID and the Submission Date/Time are also needed if you must report a problem with the submission to the QTSO Help Desk.

The Final Validation Report provides a detailed account of the errors found during the validation of the records in the submitted HIS file.

**NOTE:** Refer to Section 5 of the Hospice Submission User's Guide, *Error Messages*, for information about the various errors and warnings that may be noted in the Final Validation Report.

Final Validation Reports are available for 60 days in your facility's shared validation report (VR) folder, after which time they are purged.

Refer to the CASPER Reporting Provider User's Guide for more information about the Final Validation Reports that are available to hospices in the CASPER Reporting application. The Hospice Final Validation Report is covered in Section 3. To access the CASPER Reporting Provider User's Guide, select the section of interest from the *CASPER Reporting Users Manual* drop-down list of links found on the **Welcome to the CMS QIES Systems for Providers** page.

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## OTHER REPORTS

In addition to the Final Validation Report, all of the other reports that provide hospice-related information are accessed in the CASPER Reporting application in the Hospice Provider report category:

Refer to the CASPER Reporting Provider User's Guide for more information about the CASPER Reporting application and the reports that are available there. To access the CASPER Reporting Provider User's Guide, select the section of interest from the *CASPER Reporting Users Manual* drop-down list of links on the **Welcome to the CMS QIES Systems for Providers** page.