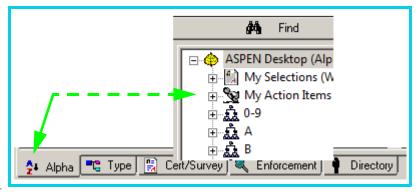


# Navigating ASPEN

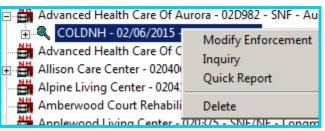
Click a tab to display a Tree view of that tab's information.



- Click Plus (+) to expand and Minus (-) to collapse tree nodes.
  - ASPEN Desktop (Alpha View) My Selections (Woodland My Action Items (Woodla Last 30 Days Copen Items 0-9
- Click any column heading in List or Detail view to sort by that column. Current sort is indicated by blue arrow beside column title.

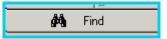
Survey Events for: Bear Creek Center - 020435 - SNF/NF					
	Event ID		Survey Date	Exit Date	Categ
+	ROBX11	👃 Open	09/26/2014	08/28/2024	CP.
+	UDKD11	👃 Open	01/22/2015	01/22/2015	C
+	6H6K11	🍸 Closed	07/16/2014	08/20/2014	C
÷	6H6K12	Tosed	10/16/2014	10/22/2014	C> F

• Right-click item to open a list of associated menu items.



## Find

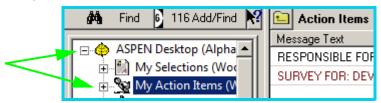
• Click Find to search for a particular item in the application.





## Action Items

To view action items, click ASPEN Desktop or My Action Items.



• Right-click action item to select related form or double-click action item to open related form.

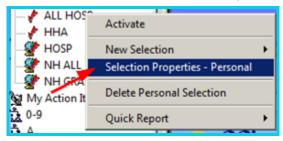
L Action Items			
Message Text	💌 Date		
RESPONSIBLE FOR: DEV SURVEY FOR: DEVONSH	Action Item Properties Close Multiple Action Items		
	Print Screen		

#### Filters

• Right-click My Selections to create a new personal or global selection.

🗄 😼 My Action Items (Woodlar	New Personal Selection
	New Global Selection

• Right-click existing My Selections filter and click Selection Properties to modify filter.



 Right-click My Action Items to create a new action item filter or to hide the display of action items on the desktop.

⊕ 🙀 My Action Items (Woodla ⊕ 🚊 0-9	New Action Filter
E B	Hide Action Items



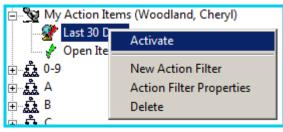
• Right-click existing action item filter and click Action Filter Properties to modify filter.



- Filters must be activated to be effective.
  - · Red checkmark indicates inactive filter
  - · Green checkmark indicates active filter



To activate a selection set or action item filter, right-click the filter and select Activate.



- You can activate a selection set from the ACO toolbar:
  - · Click the drop-down arrow in ACO Selection to select the filter.

ACO Selection:
HOSP OPEN 🗾

# Letters & Reports

• Right-click facilities and surveys to View Letter History, Generate New Letter, and print Forms.

🕀 🏭 Hu 🕀 🛗 Hu	New Facility	EY FOR: A TRAINING NURSIN EY FOR: A TRAINING NURSIN
]- <u>ਨ</u> ੈ I ]-ਨੈ J-K	Facility Properties Facility History	
}- <u>ஹ</u> ்L }-ஹ்M }-ஹ்MJ	Forms Print Letters	View Letter History
⊢£ N	Send To	Generate New Letter

• Right-click an entity to open the Quick Report menu.

Hoege	Facility Login	
🕀 🋗 Holida 🕀 🋗 Holida —	Quick Report	Full Facility Profile (FFP
Home:	Set Scheduling Target Dates	Facility Information (FI)



## Forms

• Right-click a survey to Print Forms e.g., CMS-2567 and CMS-670.

	Create Followup Survey Create LSC Survey
🖶 🕂 Y8W811 - 05/29/2014 -	Print Forms
⊕  ⊕  ₩F4V11 - 12/12/2013 - ⊕  ⊕  ₩F4V11 - 10/16/2013 -	Print Letters 🕨

## Resources

• Gray dot beside field indicates Hover Help is available in ACTS and AEM.

State Licensure	<b>∏</b> e	Substantial Compli
Double G		State Licensure
_		Mark the box if this case involves state licensure

- ASPEN resources located on QTSO website:
  - · Procedures Guides
  - · Release Notes
  - · eLearning modules
  - Webex sessions
- Access QTSO website from browser: <u>https://www.qtso.com/</u>
- Access QTSO website from ACTS toolbar.



• ASPEN Procedures Guides are located on QTSO under ASPEN | Manuals and Guides.

ASPEN	Tasisias
<u>CLIA</u>	<u>Training</u>
<u>015</u>	Manuals and Guides
<b><u>QIES Suggestions</u></b>	Departs
CMS Links	<u>Reports</u>

- QTSO Help Desk phone number.
  - · 1-800-477-7876