QTSO MEMORANDUM

MEMO NUMBER: 2009-125-REVISED

TO: QIES State Coordinators

CC: CMS Central and Regional Office Contacts

FROM: Erin Harris, QIES Technical Support Office

DATE: August 26, 2009

SUBJECT: **CASPER Folder Technical Tips for MDS Users – Clarification**

This memo briefly clarifies some points of information in QTSO Memo #2009-125 (dated August 24, 2009). Changes are indicated by vertical lines in the right-hand margin.

The CASPER Reports folder layout has changed with the rollout of MDS Individual User Login IDS.

Users logging in with their new MDS individual user IDs will now see four (4) folders:

FOLDER NAME	CONTENT INFORMATION
My InBox	CASPER Reports requested with the new MDS Login ID.
Facility ST #### Inbox	Historical CASPER Reports requested with the previous facility-assigned log in ID.
ST LTC ####	Public Reports: • 5 Star • Preview Reports • Reports deposited by CMS
ST LTC #### VR	Placeholder for MDS 3.0 Validation Reports beginning in 2010.

Note: In the above table, replace ST with your state abbreviation, and #### with your facility's unique identifier.

The CASPER Report page defaults to the last Folder you accessed. Be sure you are clicking on the appropriate Folder to access your reports.

Newly requested reports are written to Page [1]. The Page designation appears at the bottom of the report listing in brackets. Be sure you are viewing Page [1].

Trouble Shooting

Finding Reports

If you submit a CASPER report and cannot find it:

STEP	ACTION
1	Check to be sure your report is not in the Queue. If it is, wait for it to finish. The Queue button is located to the right of the Reports button.
2	If the report is not in the Queue, be sure you are on Page [1] of your My InBox folder.
3	If your report is not in the Queue and you cannot find it in My InBox, do not resubmit. Call the Help Desk for assistance.

Looking for Preview Reports

If you cannot find a preview report, make sure you have clicked on the ST LTC ### folder link.

Maintenance

To delete reports:

STEP	ACTION
1	Click the box in the Select column on the right that corresponds to the reports you want to delete.
2	When all of the reports are checked, click the Delete button at the bottom of the page. The selected reports will be deleted.

Tip: Printing Multiple Reports

To print all of the reports you requested in one batch:

- Click the box in the Select column on the right that corresponds to the reports you want to print.
- Click the MergePDF button at the bottom of the page to batch the selected reports. Once the first report displays, click the print button to print all of the reports as one print file.

Note: If you are connected via AT&T (MDCN), you will not have access to a networked printer. To print, keep the reports on your screen and close the AT&T client.

If you have any questions concerning this information, please contact the QTSO Help Desk at help@qtso.com or 1 (888) 477-7876.