3

UTILITY REPORTS

GENERAL INFORMATION

Utility reports are requested on the **CASPER Reports** page (Figure 3-1).

Figure 3-1.   CASPER Reports Page – Utility Reports Category

1. Select the Utility Reports link from the *Report Categories* frame on the left. A list of the individual utility reports you may request displays in the right-hand frame.

NOTE: Only those report categories to which you have access are listed in the *Report Categories* frame.

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2. Select the desired underlined report name link from the right-hand frame. One or more **CASPER Reports Submit** pages are presented providing criteria options with which you specify the information to include in your report. These options may differ for each report.

3. Choose the desired criteria and select the **Submit** or **Next** button.

4. Refer to Section 2, Functionality, of the CASPER Reporting User's Guide for assistance in viewing, printing, saving and exporting the reports you request.

1201D DEFICIENCY TAG REPORT

The Deficiency Tag Report lists the Deficiency Tags currently associated with select Deficiency Prefixes and Deficiency Types.

The first **CASPER Reports Submit** criteria page (Figure 3-2) for report 1201D presents *Deficiency Prefix* options.

Figure 3-2.   Report 1201D CASPER Reports Submit Page 1

You must select at least one Deficiency Prefix. You may select multiple prefixes by holding down the Ctrl key as you make your selections.

NOTE: The *Deficiency Prefix* options list contains only those Deficiency Prefixes with which active Deficiency Tags are associated.

The second criteria selection page (Figure 3-3) presents *Deficiency Type* and *Sort By* options.

NOTE: The second criteria selection page includes an indication of the *Deficiency Prefix* option(s) you selected on the first criteria selection page.

Figure 3-3.   Report 1201D CASPER Reports Submit Page 2

You must select at least one *Deficiency Type.* Options include *--All Deficiencies--* (the default), *1 – Conditions*, *2 – Standards, 3 – Elements*, and *4 - Requirements*. You may select multiple Deficiency Types (if available) by holding down the Ctrl key as you make your selections. You may not, however, select *All Deficiencies* and any other Deficiency Type option.

NOTE: All Deficiency Types may not exist for each Deficiency Prefix.

The report is automatically sorted by Deficiency Prefix. Additional *Sort By* options include *Tag #* and *Level of Requirement.* The default is *Tag #* in *Ascending* order. Clear the *Ascending* checkbox to sort the report in descending order.

The Deficiency Tag Report (Figure 3-4) details the following for the selected Deficiency Tags:

- Deficiency Tag Number (Tag #)
- Deficiency Tag Description
- Requirement Code
    - Conditions of Participation (CoP)
    - Standards (Std)
    - Elements (Ele)
    - Requirements (Req)
- Waiver Switch
- Level of Requirement (Deficiency Type)
- Categories

- Specialties Related Switch (only if Deficiency Prefix = D CLIA Laboratories)
- Specialties (only if Specialty Related = Y for CLIA laboratories)

Figure 3-4.   Report 1201D – Deficiency Tag Report

Run Date: 05/21/2012   CASPER Report 1201D   Last Update: 02/08/2012
Job # 18360104   Deficiency Tag Report   Page 18 of 18
                                            Deficiency Prefix G - HOME HEALTH AGENCY

Tag #	CoP	Std	Ele	Req	Waiver	Level of Requirement	Categories
0336	55	55b3			N	Std	05
COMPLETION OF COMPREHENSIVE ASSESSMENT							
0337	55	55c			N	Std	05
ASSESSMENT INCLUDES REVIEW OF ALL MEDICATIONS							
0338	55	55d			N	Std	05
ASSESSMENT UPDATED/REVISED WHEN CONDITION WARRANTS							
0339	55	55d1			N	Std	05
ASSESSMENT UPDATED EVERY 2ND CALENDAR MONTH							
0340	55	55d2			N	Std	05
ASSESSMENT UPDATED W/IN 48 HRS OF HOSP DISCHARGE							
0341	55	55d3			N	Std	05
ASSESSMENT UPDATED AT DISCHARGE							
0342	55	55e			N	Std	05
INCORPORATION OF OASIS DATA ITEMS							

Total Deficiencies = 177

CoP=Conditions   Std=Standards   Ele=Elements   Req=Requirements

Deficiencies are totaled for each selected Deficiency Prefix.

> **NOTE**: Deficiencies that are no longer used (a Valid Through date exists) are not included in the report.

REPORT LOCATOR LISTING

The Report Locator Listing allows you to locate a report in the CASPER Reporting application by searching for select text in the Report Category, Report Name and Report Description fields associated with each report.

The **CASPER Reports Submit** criteria page (Figure 3-5) for the Report Locator Listing presents *Search* and two *Sort By* options.

Figure 3-5.   Report Locator Listing CASPER Reports Submit Page

Search is a text field in which you specify the characters to query. Complete words/names are not required, but if you use them they must be spelled correctly including any spaces, numbers or special characters. Use fragments if you are not sure. Searches are not case sensitive.

Sort By options include *Category Name*, *Report Name* and *Report Description*.

The Report Locator Listing (Figure 3-6) presents a list of the CASPER reports in which the specified search criteria was found in the Report Category, Report Name or Report Description.

Figure 3-6. **Report Locator Listing**

Category	Report Name	Report Description
MDS Provider	MDS Vendor List	Vendor List
MDS Provider	MDS Vendor List - Current Fac	Vendor List of Current Facilities
OMR Reports	0303D Terminated Providers	Terminated Providers (Enforcement, Monitoring, OMR-03, Chicago Enforcement)
OMR Reports	0315S Revisit Timeframes	Providers Out of Compliance With at Least One Revisit (Survey, Monitoring, OMR-15)
Performance Standard Reports	0803D Nursing Home Providers Past Due for Surveys	Nursing Home Providers Past Due for Surveys
Performance Standard Reports	0812D HHA Providers Past Due for Surveys	HHA Providers Past Due for Surveys
Performance Standard Reports	0822D ICF/MR Providers Past Due for Surveys	ICF/MR Providers Past Due for Surveys
Performance Standard Reports	0830S Hospital Providers and Validation Survey Counts	Hospital Providers and Validation Survey Counts
Standard	0002D Providers Scheduled for Survey	Providers Schedule for Survey
Standard	0003D Provider History Profile	0003D Provider History Profile
Standard	0004D Provider Full Profile	0004D Provider Full Profile
Standard	0010B Provider Counts	Provider Counts
Standard	0011B Provider Activity	Provider Activity
Standard	0015S Survey Activity by Provider Type	Survey Activity by Provider Type
Standard	0017D Providers with Selected Requirements Out of Compliance	0017D Providers with Selected Requirements Out of Compliance

The Report Name, Report Category and Report Description are included for each report matching the criteria you specified.

TEMPLATE LISTING REPORT

The Template Listing report allows you to create a listing of the Saved Criteria report templates stored in your template library (MyLibrary). Refer to Section 2, Functionality, of the CASPER Reporting User's Guide for more information about saving and maintaining report criteria templates.

The **CASPER Reports Submit** page (Figure 3-7) for the Report Locator Listing presents no options for you to select. No filtering is available; all of your saved templates are included in the report.

Figure 3-7.   Template Listing Report CASPER Reports Submit Page

The Template Listing Report (Figure 3-8) presents a list of the Saved Criteria report templates stored in each of the folders in your Saved Criteria library.

Figure 3-8.   Template Listing Report

The report lists the following for each template:

- Template Name
- Template Criteria
- Template Created Date
- Date Last Ran