

# 1

## INTRODUCTION

ABOUT THIS GUIDE .....	2
HOW THIS GUIDE IS ORGANIZED .....	2
CONVENTIONS USED IN THIS GUIDE .....	3
SUPPORT .....	3

---

## ABOUT THIS GUIDE

This guide provides information and instructions pertaining to the Quality Improvement and Evaluation System (QIES) Assessment and Submission Processing (ASAP) system to Inpatient Rehabilitation Facility (IRF) users who are required to submit Patient Assessment Instrument (PAI) data. It is intended to be used as a reference and learning tool for the QIES ASAP system as it relates to the submission and management of IRF-PAI data.

---

## HOW THIS GUIDE IS ORGANIZED

This user's guide is organized into six sections:

- Section 1, **Introduction**, provides general information about this guide, its organization, and document conventions.
- Section 2, **Overview**, introduces the QIES ASAP System for IRF-PAI data processing and describes system requirements (software and hardware) in addition to applicable software training that should be obtained prior to using the system.
- Section 3, **Functionality**, describes how to establish communications connections and submit IRF-PAI data to the QIES ASAP system.
- Section 4, **Reports**, briefly describes the Final Validation and other reports that are available to IRF providers in the Certification And Survey Provider Enhanced Reporting (CASPER) application.
- Section 5, **Error Messages**, lists the error messages that may be encountered during the IRF-PAI submission and validation processes and provides troubleshooting assistance.
- Section 6, **Glossary**, is a list of acronyms and terms used in the guide.
- Appendix A, **Quick Reference To IRF-PAI Submissions, Submission Status, and Final Validation Reports** provides step-by-step instructions for submitting files, checking their processing status, and requesting and/or viewing Final Validation reports.
- Appendix B, **Resident Match** describes in detail the resident-matching process used to associate assessment records with existing or new patient (resident) records.

---

## CONVENTIONS USED IN THIS GUIDE

This guide uses the following conventions:

<b>Bold</b>	Identifies words, characters, buttons or commands that a user types or selects and names of web pages.
<u>Underline</u>	Identifies a link to a web page.
<i>Italics</i>	Identifies directory, path, file or field names, menu options or book titles.
Point	Move the mouse until the tip of the mouse pointer rests on what you want to choose on the page or window.
Click	Press and release the left mouse button without moving the mouse to select an item or execute a desired activity.
Select	Point and click to highlight an option or “press” a button.
Double Click	Click the left mouse button twice in rapid succession to select a file or execute an activity.
Right Click	Press and release the right mouse button.
Icons	Icons for specific software functions are used where applicable and available (e.g., the Microsoft Internet Explorer icon).

<b>NOTE:</b> Special notes or suggestions to the user display in a bordered box, similar to this one.
---

---

## SUPPORT

You may contact the QTSO Helpdesk via phone at 1-800-339-9313 or email at [help@qtso.com](mailto:help@qtso.com) if you have any questions about the application.