

# 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 submitted LTCH CARE data and related information are accessed in the CASPER Reporting application.

To access the CASPER Reporting application, select the [CASPER Reporting](#) link on the **CMS LTCH CARE System Welcome** page (Figure 4-1).

**Figure 4-1. CMS LTCH CARE System Welcome Page**


**CMS**  
CENTERS for MEDICARE & MEDICAID SERVICES

Welcome to the CMS LTCH CARE System!

Reminder: The LTCH CARE 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.

Reminder: When an existing LTCH receives a new Medicare provider number, the LTCH must discontinue submitting data under the old provider number.

[LTCH User Registration](#)

 [LTCH CARE Submissions](#)

LTCH CARE Submissions 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](#)

[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 LTCH CARE data file is successfully received at the National Submissions Database, the QIES ASAP system validates the file structure and data content based upon the LTCH CARE data specifications. Within 24 hours of a successful submission, a system-generated LTCH Provider 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] LTCH [Facility ID] VR**

**NOTE:** An LTCH Provider Final Validation report is not created if the QIES ASAP system did not successfully receive your file. Certain other fatal errors in the submitted file structure or data may also prevent the creation of an LTCH Provider Final Validation report.

In the VR folder, the link to a system-generated LTCH Provider Final Validation report includes the Submission ID assigned to the submitted file and the date and time the file was submitted. The LTCH Provider Final Validation report name is formatted as follows:

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

For example, the name of the system-generated LTCH Provider Final Validation report for a file that was submitted on 10/27/2012 at 2:54:32 p.m. and assigned a Submission ID of 12345 is:

**10272012145432.12345**

**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 LTCH Provider 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 LTCH Provider Final Validation report provides a detailed account of the errors found during the validation of the records in the submitted LTCH CARE data file.

**NOTE:** Refer to Section 5 of the LTCH CARE Data Set Submission User's Guide for the QIES ASAP System, *Error Messages*, for information about the various errors and warnings that may be noted in the LTCH Provider Final Validation Report.

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

Refer to the Section 3 of the CASPER Reporting Provider User's Guide for more information about the validation reports that are available to LTCH provider users 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 found on the **CMS LTCH CARE System Welcome** page.

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## OTHER REPORTS

In addition to the LTCH Provider Final Validation Report, the other reports that provide LTCH CARE data set-related information are accessed in the CASPER Reporting application. The LTCH CARE reports that you may generate are found in the LTCH Provider report category.

**NOTE:** Some report categories are restricted to specific user groups. Only those report categories to which your user ID is granted access are available to you in the CASPER Reporting application.

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 **CMS LTCH CARE System Welcome** page.