

# 1

## INTRODUCTION

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

## ABOUT THIS GUIDE

This user's guide provides information and instructions pertaining to the CASPER Reporting application. This system enables you to connect electronically to the National Reporting Database. This guide is intended for use as a reference and learning tool for accessing CASPER Reports.

## HOW THIS GUIDE IS ORGANIZED

This user's guide is organized into the following sections:

- Section 1, **Introduction**, provides general information about this manual, its organization and document conventions.
- Section 2, **Functionality**, introduces the CASPER Reporting System and its functionality.
- Section 3, **Utility Reports**, addresses surveyor, deficiency tag, report locator, and template-listing reports.
- Section 6, **MDS 3.0 Nursing Home Provider Reports**, addresses MDS 3.0 submission, vendor, error and resident roster reports for nursing home providers.
- Section 7, **MDS 3.0 Nursing Home Final Validation Report**, addresses the Final Validation Report for nursing home providers.
- Section 8, **MDS 3.0 Swing Bed Provider Reports**, addresses the MDS 3.0 SB Assessment Print report for swing bed providers.
- Section 9, **MDS 3.0 Swing Bed Final Validation Report**, addresses the Final Validation Report for swing bed providers.
- Section 10, **MDS 3.0 Submitter Validation Report**, addresses the Final Validation Report for provider, corporate and third-party submitters.
- Section 11, **MDS 3.0 Quality Measure (QM) Reports**, addresses MDS 3.0 facility, resident and monthly comparison QM reports.
- Section 12, **Payroll Based Journal (PBJ) Reports**, address the staffing and census reports available to providers.
- Appendix A, **Quick Reference Guide to Final Validation Reports**, provides instructions for accessing and viewing MDS 3.0 Final Validation reports.

## CONVENTIONS USED IN THIS GUIDE

This user's guide utilizes the following conventions:

<b>Feature</b>	<b>Description</b>
<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).

## SUPPORT

You may contact the MDS Helpdesk by phone at 1-800-339-9313 or e-mail at [Help@qtso.com](mailto:Help@qtso.com) if you have any questions about the application.