

**Long Term Care Hospital (LTCH)
Continuity Assessment Record & Evaluation
(CARE) Data Set**

SUBMISSION USER'S GUIDE

**For the
Quality Improvement and Evaluation System (QIES) Assessment
Submission And Processing (ASAP) System**



October, 2012

Prepared for

Department of Health and Human Services
Centers for Medicare & Medicaid Services
7500 Security Boulevard
Baltimore, Maryland 21244

TABLE OF CONTENTS

SECTION 1 INTRODUCTION

About This Guide	2
How This Guide Is Organized	2
Conventions Used In This Guide.....	3
Support.....	3

SECTION 2 OVERVIEW

Overview of the QIES ASAP SYSTEM for LTCH CARE Submissions.....	2
Hardware and Software Requirements	3
Recommended Training.....	4

SECTION 3 FUNCTIONALITY

Introduction	2
Establishing the Communication Connection.....	2
Accessing the QIES ASAP System for LTCH CARE Data Set Submissions	4
Menu Bar.....	7
Help	8
Accessibility Policy.....	9
Contact Us.....	10
Privacy Policy	11
Logout.....	12
Submitting LTCH CARE Data	12
Submission System Errors	17
LTCH CARE File Path Error	17
LTCH CARE File Size Error.....	18
LTCH CARE File Submission Error	18
Submission Status	19

SECTION 4	REPORTS	
	Reports Overview.....	2
	Final Validation Report.....	3
	Other Reports.....	4
SECTION 5	ERROR MESSAGES	
	Troubleshooting	2
	Submission Error Messages for LTCH CARE Data	3
	File Processing Error Messages for LTCH CARE Data.....	3
SECTION 6	GLOSSARY	
	Acronyms	2
	Terminology	3
APPENDIX A	QUICK REFERENCE TO LTCH CARE SUBMISSIONS, SUBMISSION STATUS, AND VALIDATION REPORTS	
	File Submission.....	2
	File Submission Status.....	4
	System-Generated LTCH Provider Final Validation Report	6
	LTCH Submitter Final Validation Report	11
APPENDIX B	RESIDENT MATCH	
	Glossary.....	2
	The Resident Matching Process	3
	Record Modification Considerations.....	7