

**CHHA Task 1 - Pre-Survey (Offsite) Preparation CASPER REVIEW**  
**Guidance Issued March 2018**

Reference: QSO 18-13 – HHA Effective 1-13-18

The offsite preparation task has been refocused to optimize surveyor time in planning for the CHHA survey and to **shift the focus of the offsite review to potentially avoidable events**. The number of CASPER CHHA reports that are to be reviewed prior to the CHHA survey is reduced from six to three reports.

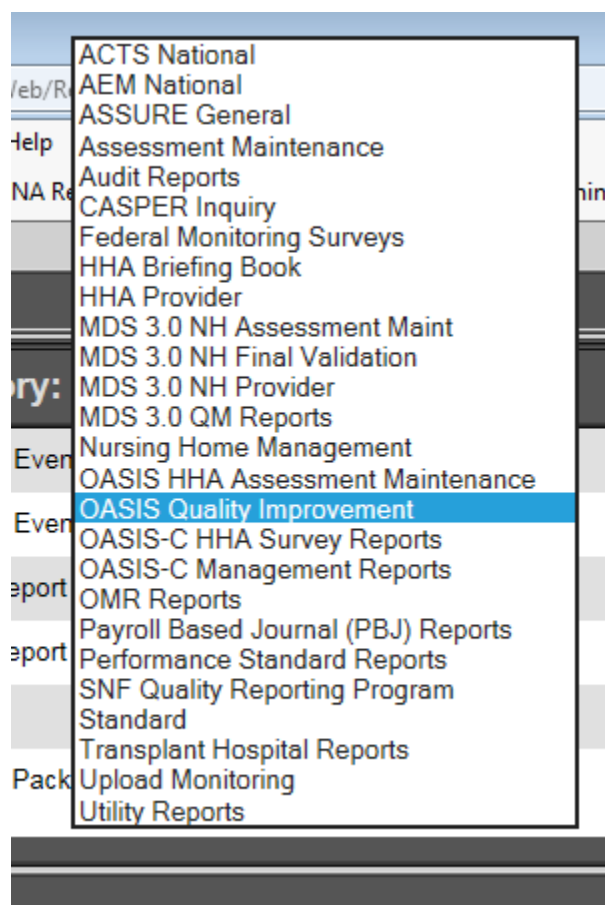
**The three CASPER reports that surveyors will continue to review during Task 1 are:**

- 1. Potentially Avoidable Event Risk Adjusted 3 Report (12 months);**
- 2. Potentially Avoidable Event Patient Listing Report (12 months);**
- 3. Agency Patient Related Characteristics 3 Report (12 months).**

**Accessing CASPER REPORT from QIES:**

**Step 1. Log in to CASPER Reports.**

**Step 2. Click on Reports. On Drop Down Box- Select OASIS Quality Improvement**



**Step 3. Select Quality Improvement Package (found on page 2 of available reports under this Report Category)**

Skip navigation links Skip to Content

**CASPER Reports**

Report Category: OASIS Quality Improvement

	Potentially Avoidable Event Risk Adjusted Report	• Potentially Avoidable Event Risk Adjuste
	Potentially Avoidable Event Risk Adjusted Report - Text	• Potentially Avoidable Event Risk Adjuste
	Process Measures Report	• Process Measures Report
	Process Measures Report - Text	• Process Measures Report - Text
	Process Tally Report	• Process Tally Report
	<u>Quality Improvement Package</u>	• Quality Improvement Package

**Step 4. Select the following reports (uncheck those reports not needed)**

- Agency Patient-Related Characteristics (Case Mix) Report
- Potentially Avoidable Event Risk Adjusted Report
- Potentially Avoidable Event Patient Listing Report

**Step 5. Add Agency ID or Find by Name**

**Step 6. Check that the dates populate for the past 12 months under Current Begin Date and Current End Date**

**Reports:**

- Process Measures Report
- Process Measures Report - Text
- Agency Patient-Related Characteristics (Case Mix) Report
- Risk Adjusted Outcome Report
- Risk Adjusted Outcome Report - Text
- Potentially Avoidable Event Risk Adjusted Report
- Potentially Avoidable Event Risk Adjusted Report - Text
- Potentially Avoidable Event Patient Listing Report

Agency ID:

Prior Begin Date: 11/2015

Prior End Date: 10/2016

Current Begin Date: 11/2016

Current End Date: 10/2017

Prior Claims Begin Date: 07/2015

Prior Claims End Date: 06/2016

Current Claims Begin Date: 07/2016

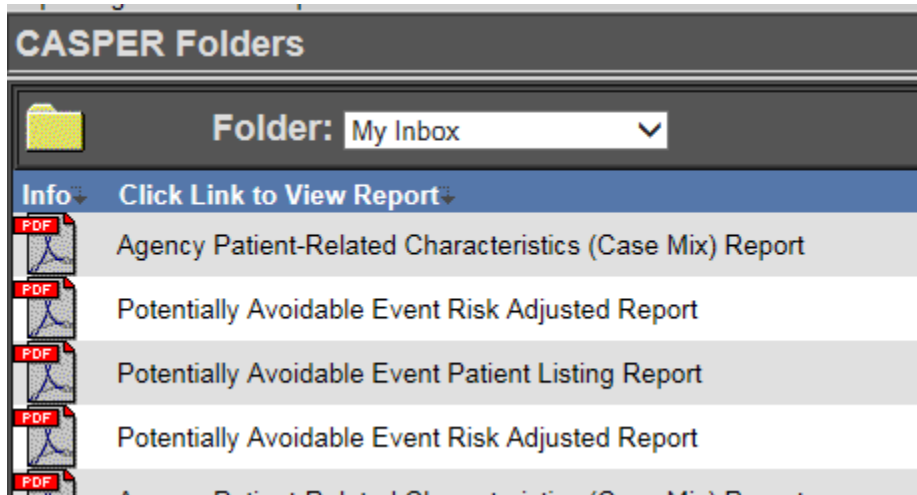
Current Claims End Date: 06/2017

Report By Branch:

Step 7. Hit Save & Submit at bottom of screen

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Step 8. Go to Folders to View/Print/Save the requested reports.



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Reviewing the reports:

### 1. Potentially Avoidable Event Risk Adjusted 3 Report

Surveyors will continue to utilize the Risk Adjusted Potentially Avoidable Event Report to identify potential areas of concern for the survey. Review the report to identify all potentially avoidable events. It is no longer required that the surveyor analyze this report for statistical significance or to determine if the provider exceeded twice the national reference value for a particular concern. **All incidents contained within the report time period (12 months) should be used as the universe, in conjunction with the *Potentially Avoidable Event: Patient Listing Report*, from which the closed (discharge) record sample for the survey is selected. The closed record sample is selected during the pre-survey preparation.** If the reports do not contain a sufficient number of events, the sample may be augmented onsite.

### 2. Potentially Avoidable Event Patient Listing Report

This report is a companion to the above *Potentially Avoidable Event Risk Adjusted Report* and provides the names of the patients who experienced the events noted in that report. **Patients listed under multiple areas in the above report should be selected as a priority.** If an insufficient number of patients are listed in the *Potentially Avoidable Event Report* to meet the number of closed records required for the survey sample, additional records may be added to the sample from the list of patients discharged from the agency for the 6 months prior to the survey.

### 3. Agency Patient Related Characteristics 3 Report

Surveyors will continue to review this report, which compiles several OASIS data elements into one report that provides a high-level overview of the CHHA patient demographics, home care diagnoses, and agency statistics. Surveyors should identify potential focus areas of concern where the agency's indicators exceed the national reference in the areas of **Acute Conditions, Patient Diagnostic Information, and Home Care Diagnoses. Select patients for review and home visits during the survey who be associated with these areas of concern.**

**Additional Guidance:**

4. Estimate the number of discharged/closed records that may be required based on the CMS chart below and the current # of cases on the Casper report.

**Table 1. HHA Survey Sample—Revised**

Number of unduplicated skilled care admissions for the 12 months prior to the survey	Active Patient Sample: Record Review Only (No Home Visit)	Active Patient Sample: Record Review with Home Visit	Discharged Patients: Closed Record Review	Total Survey Sample
Less than 300	2	3	2	7
301 - 500	3	4	3	10
501 - 700	4	5	4	13
701 or more	5	7	5	17

5. Select the closed record sample from the Potentially Avoidable Event Patient Listing as per instructions “Reviewing the reports” and enter the patient names on the Pre-Survey Preparation Worksheet.
6. Identify potential areas of focus as per instructions and review of the Agency Patient Related Characteristics Report and enter focus areas on Pre-Survey Preparation Worksheet.
7. CASPER reports may be brought onsite if needed – reports contain privacy protected data and confidentially/privacy must be maintained.