



## **CREATING, IMPORTING, EXPORTING & TRANSFERRING SURVEY FILES**

**Getting started in LTCSP**

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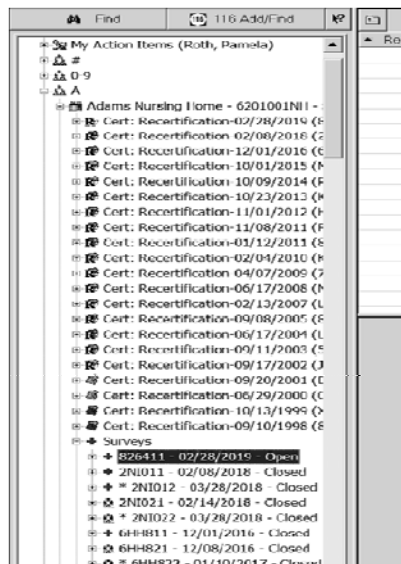
### **OBJECTIVES:**

- Select and export a certification survey from ACO
- Import a certification survey into ASE-Q
  - Review off site preparation
- Import new complaints to LTCSP survey from ACTS if survey has not begun (off site prep started/completed and notification of a new CO before survey entrance)

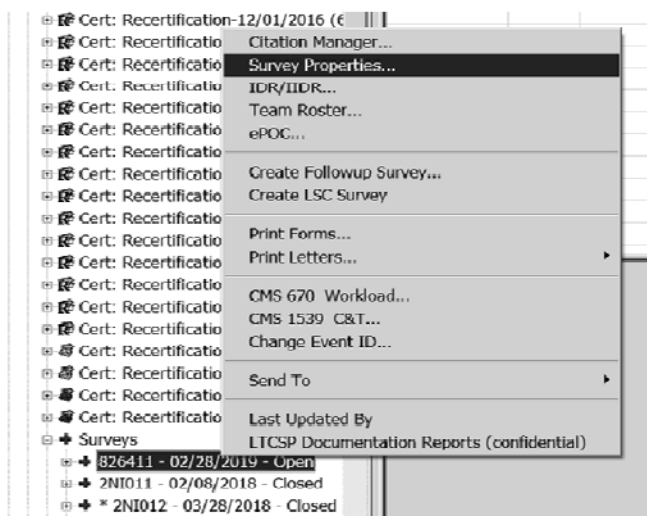
- Share data during survey
- Export a survey out of ASE-Q
- Import a completed survey back into ACO
- Attach complaints to survey in ACTS before start of survey and after start of survey

## STARTING POINT: ACO

## SELECT THE RECERTIFICATION SURVEY IN ACO



## USING SURVEY DROP DOWN, SELECT "SURVEY PROPERTIES"



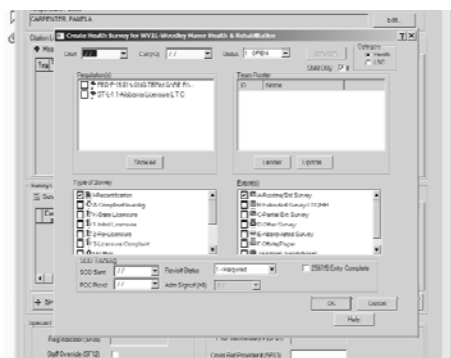
## COMPLETE AREAS AS NEEDED

## COMPLETE AREAS:

- Edit start and exit dates as needed
- Regulations should be preselected
- Type survey should be preselected
  - Check “Recertification”
  - Check “Complaint” if applicable

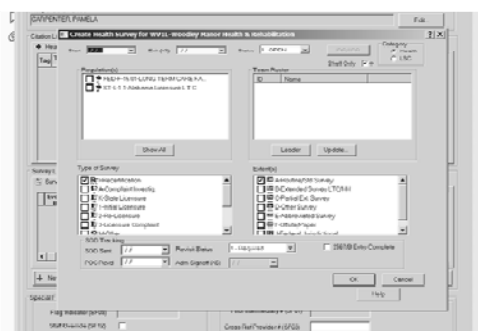
## COMPLETE AREAS:

- As team leader, select “Update” under Team Roster
  - Scroll and select all team members
  - Select “OK”
  - Select team leader’s name on the list, then click the “Leader” button
- Select “OK”



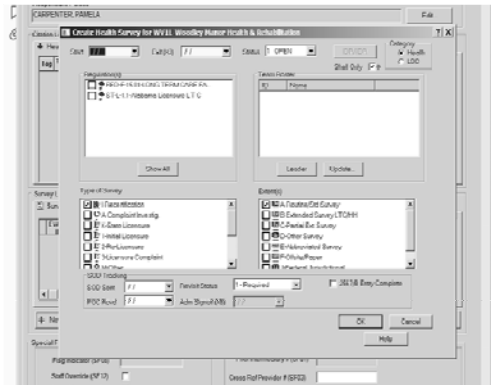
## COMPLETE DATES:

- Start and exit dates
- Yellow fields are mandatory
- Review and update entrance and exit dates after survey as needed



## COMPLETE REGULATIONS:

- Check the type regulations: FED only unless it is a licensure only
- We chose to have only the applicable citation sets available from which you chose.



## COMPLETE REGULATIONS:

- When we are “in-between times”, an old set for revisits and a new set for new visits, select the correct set.
- When the regulation sets are no longer applicable, we “hide” them.



## COMPLETE TYPE SURVEY:

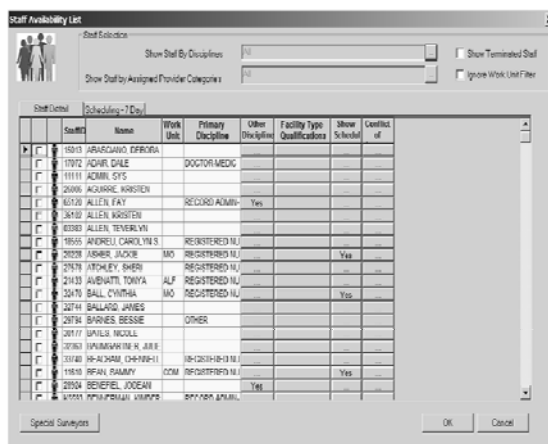
- Type survey
- Check “Recertification”
- Check complaint if applicable

## COMPLETE TEAM ROSTER:

- Select Update under Team Roster

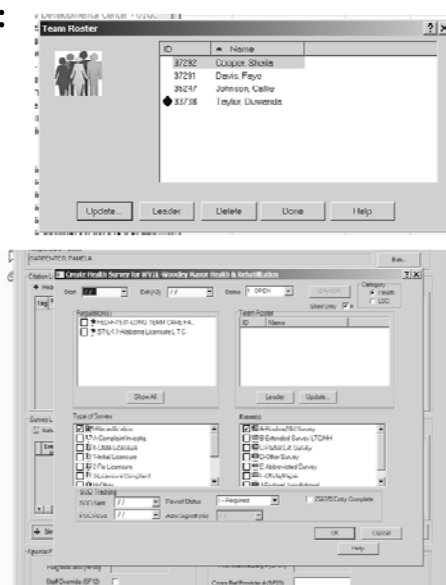
## COMPLETE TEAM ROSTER:

- Select team members by scrolling up or down on the Staff Availability List
- Select “OK” when complete



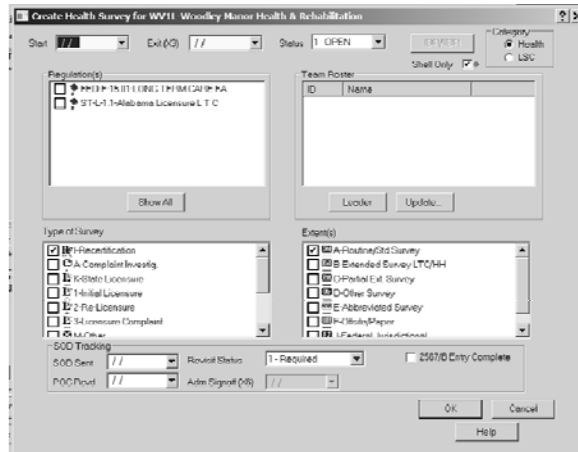
## SELECT TEAM LEADER:

- When viewing the Team Roster, click on the team leaders name
- Click on the Leader button
- The blue diamond should appear by the team leader's name.
- You may only select one team leader.



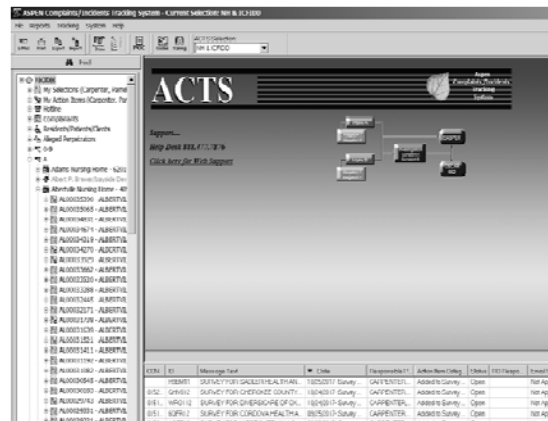
## COMPLETE AREAS:

- Select “OK” on the survey properties screen



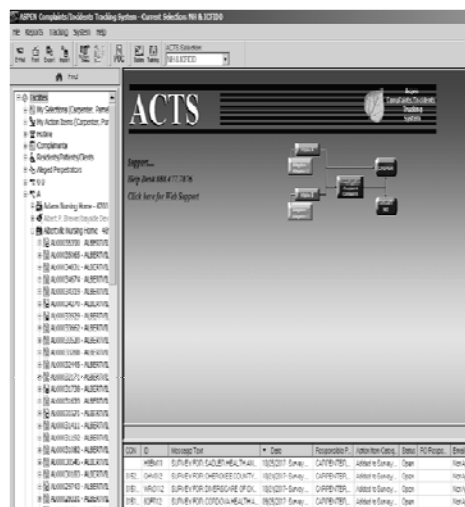
## COMPLAINT?

- No complaint?  
Proceed to  
export



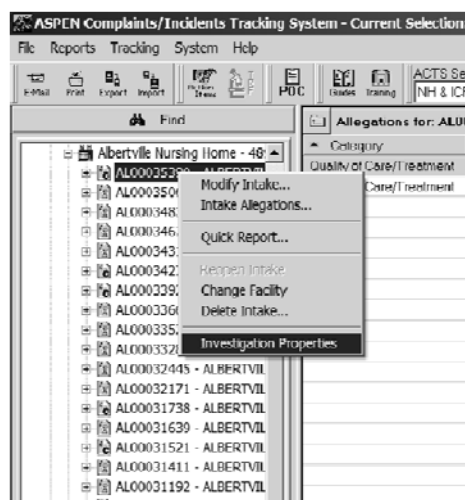
## COMPLAINT?

- Review to make sure complaint number is linked to survey PRIOR TO Export (BEST PRACTICE)
- What if exported and off site completed prior to link to complaint? (SECOND BEST PRACTICE)
- What about complaints added during survey?
  - Follow procedure in LTCSP



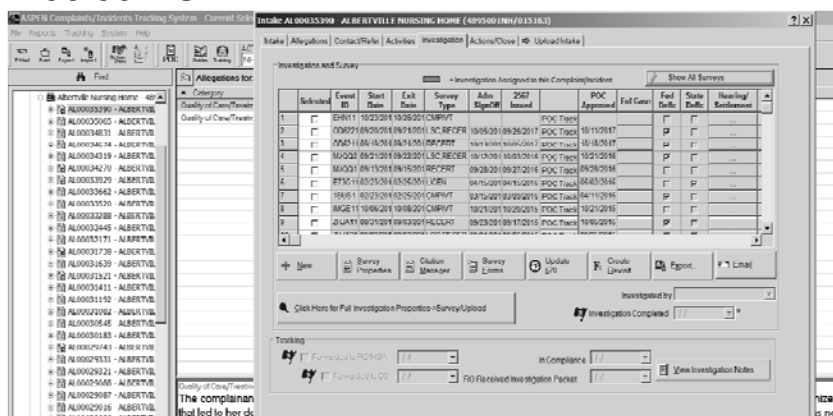
## COMPLAINT KNOWN AT TIME OF OFF SITE? BEST PRACTICE

- If complaint investigation or facility reported incident (FRI), open ACTS
- Select complaint/incident number
- Use drop down to "Modify Intake"



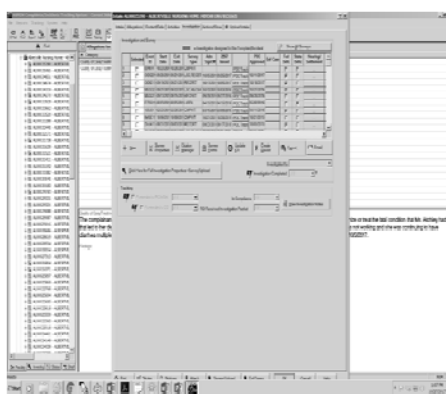
## COMPLAINT?

- On the Investigation page, select the survey you just created.
- Select “OK”



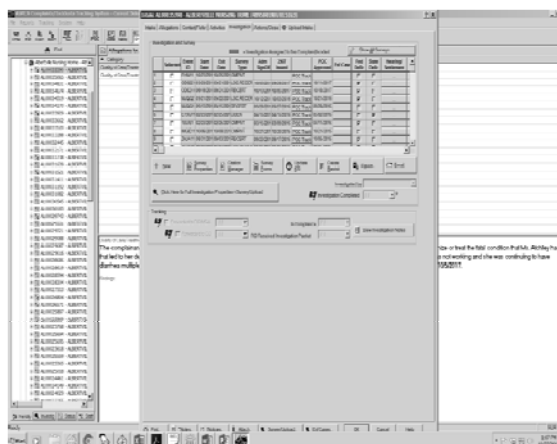
## COMPLAINT?

- If you had only a single intake number, select “OK”
- If other investigations or complaints are available to link to the survey, confirm with your supervisor if you are to investigate them. If not, select “Done”.
- Return to ACO to export

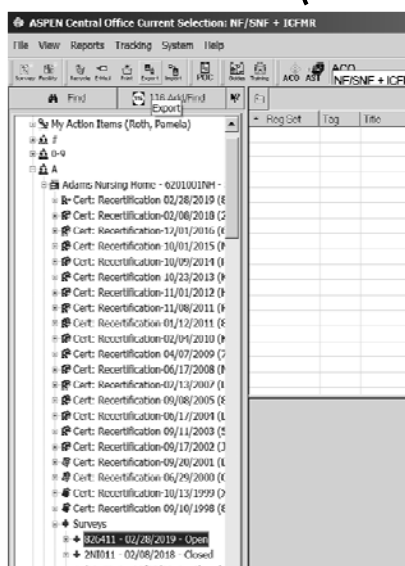


## COMPLAINT AFTER OFF SITE COMPLETE? SECOND BEST PRACTICE

- Repeat the above process
- Return to ACO for second export



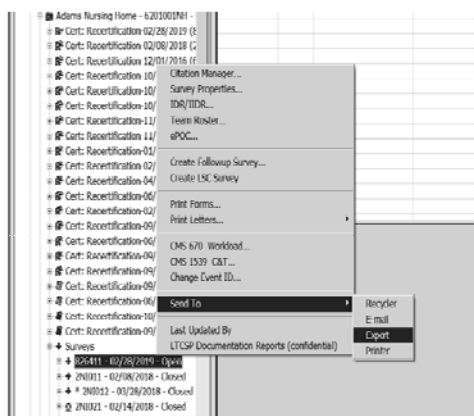
## RETURN TO ACO (BEST & SECOND BEST)



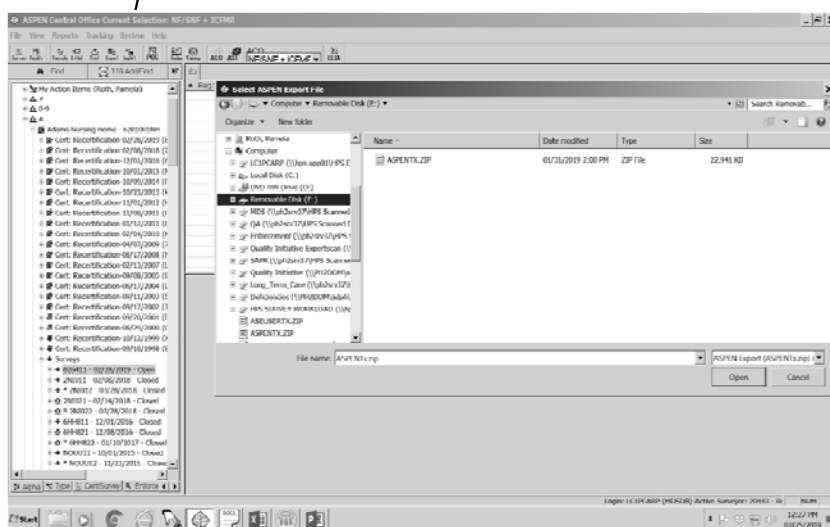
- Select the survey you just updated
- Go to the Task Bar and select “Export”
- Follow the prompts

## RETURN TO ACO

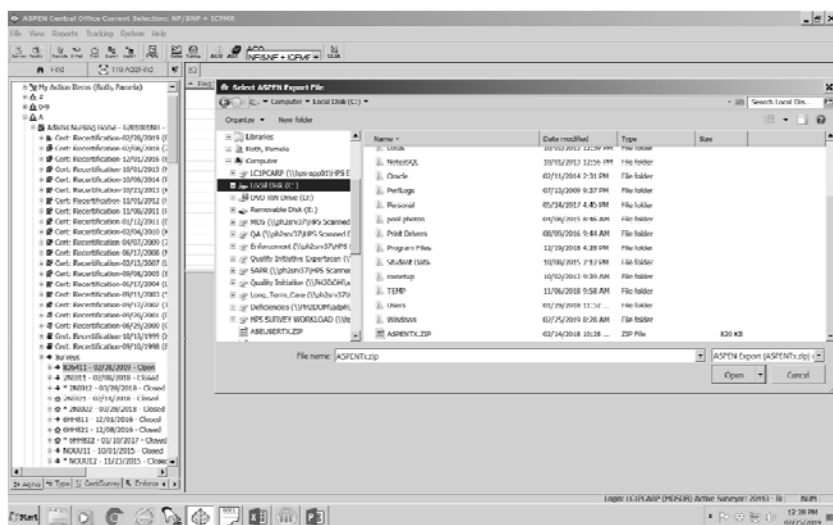
- Select the survey you just updated
- Using the “drop down”, select “Send To”, and select “Export”
- Follow the prompts



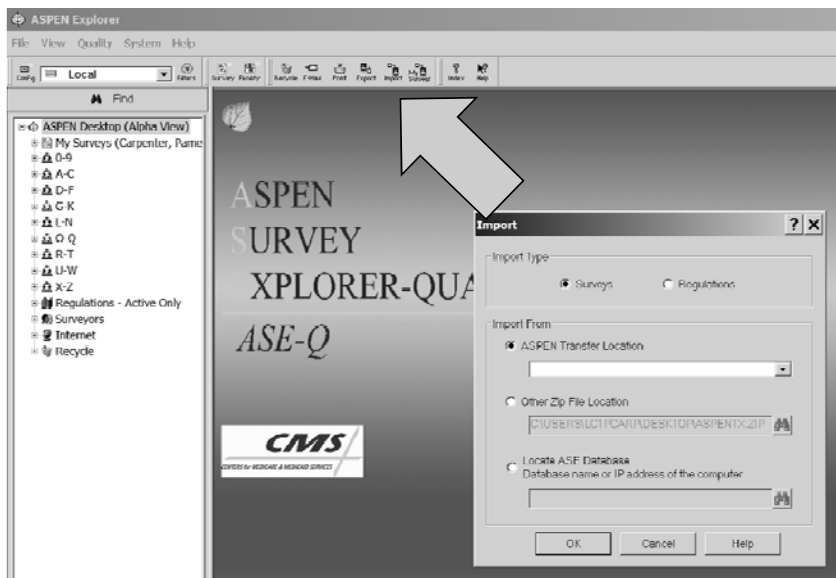
## EXPORT ASPENTX.ZIP TO LOCATION – FLASH/THUMB DRIVE



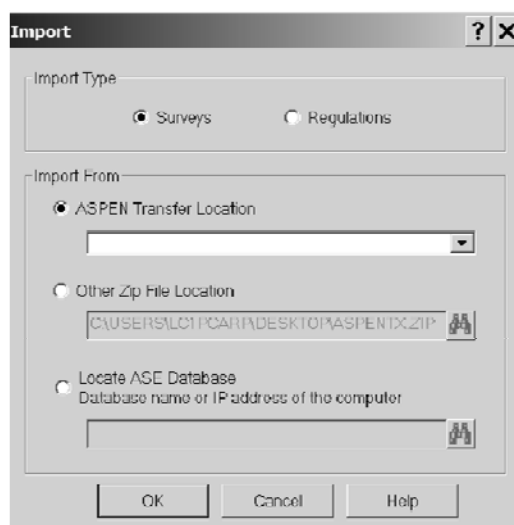
## EXPORT ASPENTX.ZIP TO LOCATION — LOCAL FILE



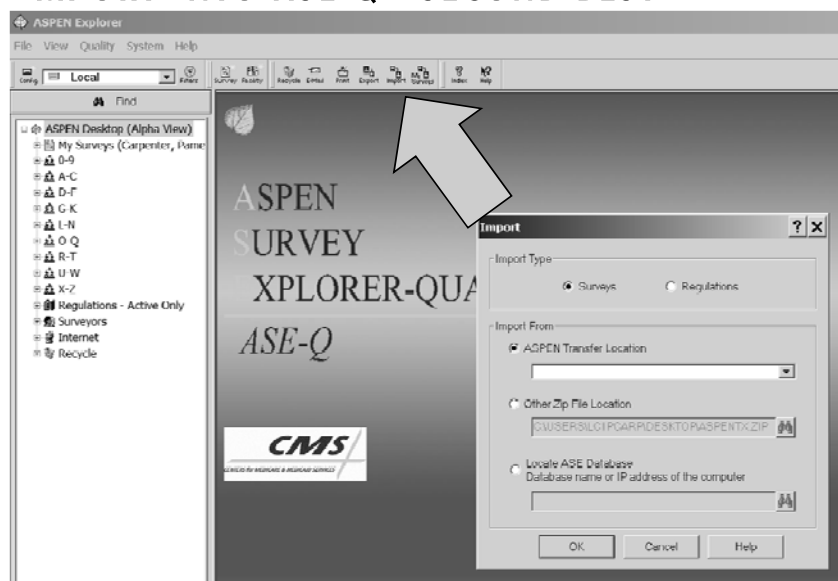
## IMPORT INTO ASE-Q BEST PRACTICE



## USE DROP DOWN OR "FIND" TO LOCATE THE ASPENTX.ZIP



## IMPORT INTO ASE-Q - SECOND BEST

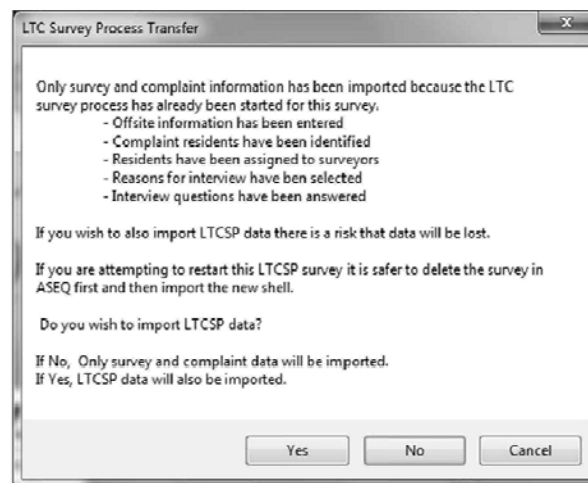


## USE DROP DOWN OR “FIND” TO LOCATE THE ASPENTX.ZIP – SECOND BEST



## IMPORT INTO ASE-Q - SECOND BEST

You may answer “No” here.



## IMPORT COMPLETE

You may begin off site review and then proceed to the survey.

## SOURCES FOR GUIDANCE/INSTRUCTION



### LTCSP User's Guide



11.5.0  
User's Guide



### Long Term Care Survey Process (LTCSP) Procedure Guide *Effective May 6, 2018*

I. OFFSITE PREP	1
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LTCSP Application HELP	1
Step 2: Export shell from ACO	1
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Step 7: TC makes facility unit assignments	5
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Step 9: TC prints documents	6
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Using Secured Wireless method or using Wired method with a switch	8
Using Secured Wired method using a cable to connect two machines	9
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## IMPORTING SURVEY AND SHARING DURING SURVEY

Team Leader initiates when to import the survey.

The Team Leader completes the import into his/her tablet and completes the Off Site survey prep in LTCSP.

The Team Leader exports the survey and sends it to other team members by e-mail or USB flash drive.

All team members should import the survey and review off site preparation for assignments and issues.

\*Team enters facility

## IMPORTING SURVEY AND SHARING DURING SURVEY

Once entering and beginning the survey process, team members will share data throughout the survey.

The Team Leader designates when the team members will share information.

- All will share with the Team Leader
- The Team Leader will make any adjustments to the work loads
- The Team Leader will share back with the survey team members

## **FINAL SHARING DURING SURVEY AND EXPORTING SURVEY FROM ASE-Q**

After all survey tasks have been completed and regulations have been reviewed and selected whether or not to be cited, the Team Leader will export the completed survey back into ACO.

Any reviews or changes must be made in ACO at this time or you run the risk of losing others changes if you re-import another time.