

Security Key Instructions

To verify your account as administrator for your facility, please provide your May 2009 hospitalization rate found on page two of the HHA Trend Analysis Report. This report can be found in the CASPER system. If your facility utilizes a vendor to access this report, please contact your vendor and request this information. A recorded training session for accessing CASPER reports can be found on

<https://www.qualitynet.org/dcs/ContentServer?cid=1212671050266&pagename=Medqic%2FMQPresentations%2FPresentationTemplate&c=MQPresentations>

The following lists the steps for accessing the report to complete your administrator registration process:

1. Login to CASPER
2. Select CASPER Reporting
3. Log in to the system
4. Select 'Reports' tab at the top of the screen
5. Select 'HHA OBQI Reports' on the left hand side of the screen
6. Select the report 'HHA Trend Analysis Report'
7. Put a \surd in the box labeled 'Acute Care Hospitalization'
8. Select the End Date of '05/2009'
9. Click on the Submit button
10. Once the report has completed running, select the 'Folders' tab at the top of the screen
11. Open the report
12. On page 2 of the report in the first section labeled 'Monthly Hospitalizations vs. Transfers/Discharges' you will see the Mar 2009 column. In the third row of that table, the Hospitalization % is listed. This is the number that you will use to verify your account. Please type the number in this format as is applies to your facilities results – ##.# or #.#