OASIS-C1 and ASAP changes

Effective January 1st 2015, OASIS assessment data must be submitted to CMS via the national OASIS Assessment Submission and Processing (ASAP) system. Only files that follow version 2.10 (OASIS-C) and version 2.11 (OASIS-C1) will be accepted. To access the OASIS ASAP system you will need a QIES/HHA User ID. If you do not have a QIES/HHA User ID, refer to the OASIS Access Information page of QTSO for details regarding how to obtain access:
https://www.qtso.com/accesshha.html

Follow the steps below to create v2.10/v2.11 OASIS assessments and export files:

Set-up:

- **Go to Help>About to confirm HBS version 1.2.7.41 has been loaded prior to entering OASIS v2.11 assessments. If on a previous version, the latest version should be loaded via the Web Updates menu (HBS IT staff performs the updates for clients accessing HBS via the Billing Module link). When loading the Web Update, after the program update completes the user should exit the Web Update menu and then re-access that menu to perform the Data File Update.**

Process

Entering OASIS records in HBS (DeVero Users skip to Creating the OASIS Export Files)

- **Go to Patient>Admit/Maintain>Certify Tab.**
- **In the OASIS/HIS tab, click the + button to add a new record.**

- **In the Assessment Entry screen, enter the date and for "Select Version", choose either OASIS v2.10 (for assessments dated prior to 1/1/2015) or OASIS v2.11 (for assessments with dates on or after 1/1/2015)**
- **After choosing the version, choose from the list of RFA types for "Reason for Assessment".**
- **Complete the assessment and validate as usual (note Java 7 is required on the server if accessing via RDP or on user PC if running HBS independently for the CMS grouper to function properly).**

Creating the OASIS Export Files

- **Go to Clinical>OASIS/HIS Export**

- **Enter date range for the OASIS assessments you wish to submit. Only locked records created in this date range will be included.**
- **In the File Location field enter the path with the file name. *The extension must be ".zip".* The program will generate a zip file containing the records in XML format. Each zip file must have a unique name.**

   Note: For clients accessing HBS via the Billing Module link, the path should be \\tsclient\agencyname\filename.zip. After the export completes you should then be prompted to save the file to your desired local folder. If not prompted, click on the connection middle top arrow to access the File Transfer toolbar and then choose "Download" to save the file to your local folder.

- **Check the Log Trans option if wish to write log entries to the System Log when files are created.**
- **Select the CMS Agency and click "Preview"**
- **Click "Post" when ready to create the file.**
- **Submit file to QIES/ASAP per their instructions.**