

1

INTRODUCTION

ABOUT THIS MANUAL.....	2
HOW THIS MANUAL IS ORGANIZED.....	2
CONVENTIONS USED IN THIS MANUAL	3

ABOUT THIS MANUAL

This manual provides information and instructions pertaining to the Outcome and Assessment Information Set (OASIS) System for Home Health Agency (HHA) users who are required to submit OASIS data. This system enables you to connect electronically to the appropriate State agency, transmit OASIS records, and receive feedback via the system for that agency. This manual is intended to be used as a reference and learning tool for the OASIS System.

HOW THIS MANUAL IS ORGANIZED

This user's manual is organized into seven sections as follows:

- Section 1, **Introduction**, provides general information about this manual, its organization, and document conventions.
- Section 2, **Overview**, introduces the OASIS System and describes system requirements (software and hardware) in addition to applicable software training that should be obtained prior to using the system.
- Section 3, **System Functions**, describes the three basic system functions, which include establishing communications connectivity, submitting OASIS data, and retrieving and interpreting the validation reports. This section also provides instructions and procedures for each of the functions.

<p>NOTE: It is recommended that you use the tutorial as a guide when making your first OASIS data submission using the OASIS System.</p>

- Section 4, **Reports**, describes the reports available to agencies. *For descriptions of the OBQM, OBQI and HHA Provider reports available online, refer to the **CASPER Reporting HHA Provider User's Guide**.*
- Section 5, **Acronym & Glossary**, is a list of acronyms with correlating words and a glossary of terms used in the manual.
- Section 6, **Index**, is an index to facilitate the use of this manual.
- Appendix A, **CASPER Reporting Functionality**, previously provided instructions for accessing reports in the CASPER Reporting system. *Please refer to Section 2, **Functionality**, of the **CASPER Reporting User's Guide** located on your state **Welcome** page for this information.*

CONVENTIONS USED IN THIS MANUAL

This manual uses the following conventions:

Bold	Identifies words, characters, buttons or commands that a user types or selects and names of web pages.
<u>Underline</u>	Identifies a link to a web page.
<i>Italics</i>	Identifies directory, path, file or field names, menu options or book titles.
Point	Move the mouse until the tip of the mouse pointer rests on the item you want to select on the page or window.
Click	Press and release the left mouse button without moving the mouse to select an item or execute a desired activity.
Select	Point and click to highlight an option or “press” a button.
Double Click	Click the left mouse button twice in rapid succession to select a file or execute an activity.
Right Click	Press and release the right mouse button to easily access a menu of functions you may perform on the object to which you are pointing.
Icon	A small graphic used to represent or access a file, folder, application or device on a computer.

NOTE: Special notes or suggestions to the user display in a bordered box, such as this one, preceded by “NOTE.”