MDS Alert

Clip 'N Save: Follow These Directions To Access Online MDS Reports

To obtain online Casper reports that provide a wealth of information about your facility's MDSs, follow these steps:

1. Access the **Centers for Medicare & Medicaid Services'** MDS system in your state mail box;
2. Select Online Casper Web Reports;
3. If you're a first-time user, select Data Window Report Viewer Plug-In;
4. A "save as" box will display;
5. After saving the plug-in, return to the MDS Online Reports page;
6. Select MDS reports;
7. The online Reports Login page will display;
8. Enter facility login name and password (both are case sensitive);
9. Click on OK;
10. The report request and the response page will display.
11. In the report request section of the report request and response window, select the report title (for example, RFA Statistics by Facility) from the drop-down menu under Select Report. (Select the desired report criteria -- date criteria -- begin date and end date.)
12. The report you select will appear in the text box.

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