

**Submission Checklist for CBAS Providers**

	Item in Question	What to check	Resource	Y/N
1	Are you using the correct PCR form (i.e., CDA CBAS 293, rev. 06/14)?	<ul style="list-style-type: none"> <li>✓ Report title and revision date</li> </ul>	Click <a href="#">here</a> to download form.	
2	Is the report complete?	Includes: <ul style="list-style-type: none"> <li>✓ Total participants enrolled in the header and footer</li> <li>✓ Languages spoken at center</li> <li>✓ Participant identifying information for each participant (e.g., CIN, first name, enrollment date, etc.)</li> </ul>		
3	Does the report contain only participants enrolled through the reporting period?	<ul style="list-style-type: none"> <li>✓ For example: If submitting report for June 1-30, the report should not contain participants enrolled after June 30.</li> </ul>		
4	Have you applied the most current definitions to all fields in the report?	Fields with most common errors: <ul style="list-style-type: none"> <li>✓ Fall Risk</li> <li>✓ Special Diet</li> <li>✓ Group/Individual Psych Services</li> <li>✓ Speech Services</li> <li>✓ Prescribed Medications Administered at Center</li> <li>✓ Self-Administers Medications at Center</li> <li>✓ Restorative PT/OT</li> <li>✓ Skilled Nursing Services</li> </ul>	<ul style="list-style-type: none"> <li>• Click <a href="#">here</a> to download instructions and definitions.</li> <li>• Click <a href="#">here</a> to download answers to frequently asked questions.</li> <li>• Click <a href="#">here</a> to go through the training provided by CDA.</li> </ul>	
5	Is there possible conflicting information in the report?	<ul style="list-style-type: none"> <li>✓ "Total Enrolled Participants" matches the actual number of participants listed on the report</li> <li>✓ Majority of participants are "fall risk" but only few "use a walker/cane/wheelchair"</li> <li>✓ Participant requires "ambulation assistance", but is not designated as "fall risk"</li> <li>✓ Majority of participants</li> </ul>		

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		<p>reported to be diagnosed with "dementia" and a similar percentage is "self-administering medication"</p> <ul style="list-style-type: none"> <li>✓ Participant requires "medication management assistance", but is "self-administering medications at center"</li> <li>✓ Participant has a "mental health diagnosis", is on "psychiatric medications", has "behavioral symptoms", but is not receiving "group/individual psych services"</li> </ul>		
6	<p>Have you validated data for fields reflecting that all/majority (50% and above) or zero/very few (2% or less) of enrolled participants are reported as receiving services?</p>	<ul style="list-style-type: none"> <li>✓ Special Diet</li> <li>✓ Group/Individual Psych Services</li> <li>✓ Speech Services</li> <li>✓ Prescribed Medications Administered at Center</li> <li>✓ Self-Administers Medications at Center</li> <li>✓ Restorative PT/OT</li> <li>✓ Skilled Nursing Services</li> </ul>		
7	<p>If you've generated your report through a software system such as CADCare, TurboTar, or Correlink (iLife), are all fields populated and populated correctly? If not, have you made corrections manually?</p>	<ul style="list-style-type: none"> <li>✓ Participants identified with fall risk are only participants at "high" fall risk of falls</li> <li>✓ You have manually entered data for fields for which your software does not automatically generate data (e.g. skilled nursing)</li> </ul>		
8	<p>Will your report be ready to be submitted by the reporting due date?</p> <ul style="list-style-type: none"> <li>• July 31<sup>st</sup> for June enrollments</li> <li>• January 31<sup>st</sup> for December enrollments</li> </ul>	<p>Report is maintained throughout the year so minimal updates are required for the reporting periods.</p>	<p>See CDA reporting guidelines <a href="#">here</a>.</p>	