



Downloading Your PS&R Report

Requesting Your Reports

- You must first be fully registered with EIDM and be a PS&R User for your agency. Register at: [EIDM Registration Page](#)
- Log into the PS&R System via the EIDM Page of the CMS Website: [PS&R Login Page](#)
<https://psr-ui.cms.hhs.gov/psr-ui/FrontController>
- Click on I Accept to enter the Enterprise Portal
- Enter your credentials and click Login
- From the menu along the top choose Request Report (if you have multiple providers, select which provider you want to work with then Continue)
- From the next menu along the top choose Request Summary
- On Step 1. Select Reports.... Choose the last item “By Report Type” which is the system default
- Scroll through the list of Available Report Types and choose (hold the control key and select all reports in your group, once all highlighted click the >> button to move them into the “Selected Report Types” window):
 - **Home Health Agencies** - choose anything that says HHA or Home Health, they will all be grouped together and come right after the SNF options
 - **Hospice** - choose anything that says Hospice, they will all be grouped together and come right after the FQHC options
 - **Nursing Facility** - choose anything that says SNF.
- Continue
- On Step 2. Enter Service Periods - Enter the Period 1 Start Date on the top section as: 01/01/2019 and click Apply
- ***This is important, please don't skip this step!***
Skip to the bottom section and Checkmark to Exclude each of the other periods not needed: Period 2 - 2020, Period 3 - 2021, Period 4 - 2022 as these will print even with zeros and they aren't needed. You will be left with only Period 1 NOT checked to Exclude. If your screen looks a bit different, just make sure that the period NOT excluded is the full year of 01.01.19 - 12.31.19. (This graphic is from last year and I can't login to get a new one)

Provider ID	Period 1 Periods	Period 2 Periods	Period 3 Periods	Period 4 Periods
31	From: 01/01/2011 To: 03/31/2011	From: 04/01/2011 To: 06/30/2011	From: 07/01/2011 To: 09/30/2011	From: 10/01/2011 To: 12/31/2011

- Step 3. Leave as defaulted, Include all Paid Dates available
- Continue
- Step 4. Select Report Format - choose both PDF & CSV
 - If you have multiple provider numbers under one Tax ID number, check to separate Files by Provider
- Continue
- Step 5. Confirm Report Request - you can change the name of the Request, I normally use the agency name here. But you can leave it as it is.
- Submit

Retrieving Your Reports - You will need to log back into the system later to see if the report is available. Sometimes this can take up to 2-3 days to be available. To do so follow these steps:

- Log back into the PS&R site as shown above
- Along the top menu choose Report Inbox
- You will see your request here, the Status column will show the status as Pending, Processing or Complete.
- Once the status is Complete you can click on the PDF link and save to your desktop and click on the CSV link and save to your desktop (you may have 2 CSV files, save both of them)
- Please email all files (PDF & CSV) to us for processing, we need these reports in electronic form if possible and not faxed or mailed.
- These reports only remain in your inbox for 21 days, please make sure they don't expire before you download them.

HELP DESK: EUSSUPPORT@CGI.COM 866-484-8049

<https://psr-ui.cms.hhs.gov/psr-ui/FrontController>