This guide aims to help you see all the centers under your corporation in the <u>Quality Award Portal</u>. Additionally, it provides information on how you can add and remove centers from your corporation. If you have any questions, please contact the Quality Award team at <u>qualityaward@ahca.org</u>.

Viewing Centers under your Corporation

As a Corporate Account Administrator, you can see all the centers that are under your corporation by taking the following steps:

1- If you aren't already under your corporation's portal use the **building icon** (1) to get there.

<u>A</u> .	NCAL						User Dashboard	▦	8
			Welcon	ne Christine Wils	on	2	*User Dashboard CW Test Corporation #1	~	
			1. To get started, click	Access to a Center/Corporation	_	CW Test Corporation #1 - Gener	al		
		2. Once your access to a ce	enter/corporation is approv go to y	ved, click on the building icon ne your center/corporation's page.					
	 If you are an Examiner, click on Examiner in the upper right hand corner. To access Examiner Documents, click on your first initial in the upper right hand corner and select Examiner Resources. 								
		For	assistance, click on your fi	rst initial in the upper right hand	corner and click Help .				
		MY CENTER/CORPORATION	MY EXAMINER APPLICAT	IONS (0)					
						×Q	1-1 of 1 < 🗲		
		Requestor	Organization	Date Request Submitted	Status	Awaiting	Approval From \$		

2- Once you are under your corporation's portal, click on **List of Centers** to see all the centers under your corporation.

	AHCA.	NCAL					Applications	Payment		8	۰	C
			CW Test Cor	st Corporation #1 Portal			Favorites					
			123 Main St. Alexandria VA 22305				List of Centers					
		Арріу: АІІ Ассеке Валіні	DESCRIPTION C awards your center(s) are currently Current Applications: All applicati Award History: Past a ste for Approval: A list of all request	DF TABS LISTED BELOW eligible to apply for. Not available for center ons your center(s) are currently working on. ward history for your center(s). For access that need your annoval Not av	associates: allable for center							
ICA	NCAL	use this button to export					Applicat	ions Pa	yment	⊞	•	4
int	2	your list into an Excel file.									1 of 1	1
t of	Centers under	r Corporation										
	Center Name	Favorite Name		Address	City	City				Zip C	ode	
	CW Test Center A	CW Test Corp	oration #1 - General	123 Main St.	Alexandria		VA		22305		5	
	CW Test Center B	CW Test Corp	oration #1 - General	123 Main St.	Alexandria		VA			2230	5	
3	CW Test Center C	CW Test Corp	oration #1 - General	123 Main St.	Alexandria		VA			22305		
4	CW Test Center D	CW Test Corp	oration #1 - General	123 Main St.	Alexandria		VA			2230	5	

Adding or Removing Centers from your List

Since corporate ownership information in the Quality Award Portal is sourced from <u>LTC Trend</u> <u>Tracker</u>, both actions need to be completed through <u>LTC Trend Tracker</u> by one of the corporation's LTC Trend Tracker Account Administrators.

A Trend Tracker Account Administrator will need to do the following:

1. After logging into LTC Trend Tracker, click on **Administration** located on the left-hand side of the screen.

		A	Notifications
		0	Dashboards
		.h	Run a Report
			Save or Schedule a Report
			Saved & Scheduled Reports
		☆	Five-Star QM Predictor Tool
		\$	Value-Based Purchasing Tool
		>	Manage Building Groups
		1	Administration
		^	Upload Data
			Download Data
			Manage Publications
2.	Next, click on "	Mai	nage My Organization".



- a. You will be taken to the Manage Organization page
- 3. Within the "Organization Centers/Communities" section on the Manage Organization page, click the **Manage** button.

Organization Centers/Communities



a. This will take you to the *Manage Organization Centers/Communities* page where you can review and edit the facilities that are attached to your organization. You can also

request that new facilities be added on this page.

- 4. Add or remove centers from your organization following the steps below:
 - a. The **Centers/Communities Attached To Your Organization** section of this page display all facilities that are currently attached to your organization. *Note:* Center names

displayed in LTC Trend Tracker are drawn from the CASPER database¹ and reflect the legal entity name that is registered with CMS. This cannot be changed by the user or Account Administrator. Any desired change needs to be made by modifying with CMS directly.

i. To remove a center - Click on Detach.

Note: This removes the center from your organization entirely – they will no longer appear on your list of centers unless re-attached.

b. The **Centers Not Attached to Your Organization** section of this page, allows you to search for and select centers that are available to be attached to your organization. You will be able to search for any center that is within the CMS CASPER database that is not currently "attached" to another organization.

Note: for a center to be attached to your organization, AHCA/NCAL must approve the attachment by verifying ownership and AHCA/NCAL membership status. AHCA/NCAL may request the CMS 855-A for any request to attach a center to an organization. Note, if you want to add a building that is attached to another organization you will need to send a copy of the CHOW or CMS 855-A to <u>help@ltctrendtracker.com</u>.

anization	
Enter Center/Community Name	
Enter NCAL ID or Medicare Provider Number	SEARCH
3	Enter Center/Community Name Enter NCAL ID or Medicare Provider Number,

i. To add a center -

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1. Type any part of the name of the center/community within the search box or enter in the NCAL ID or Medicare Provider Number (if known) and click **Search**. If your search does not return a

¹ Center names and addresses in the Quality Award Portal and from the AHCA/NCAL membership database and changes to those can be request by sending an email to <u>qualityaward@ahca.org</u>.

center/community you are expecting, try making your search less specific.

- 2. When you see the center/community you are looking for displayed in the list, click the **Attach** button that will appear on the same line as that center name.
- 3. The center name should now appear in the "Centers Pending Attachment to your Organization" section.
 - a. Once requested AHCA will automatically receive a notification to commence the verification of membership and ownership status within 1-2 business days. The center will move to the "Centers Attached to Your Organization" list once completed.

Once these changes are made in LTC Trend Tracker, please allow up to one business day for them to be reflected in the Quality Award Portal.

For more assistance on adding and removing centers attached to your corporation email <u>Help@LTCTRENDTRACKER.COM</u>.

For help with the Quality Award Portal email <u>qualityaward@ahca.org</u>.

Note, if you need to change the name or address of a center, please email <u>gualityaward@ahca.org</u>.