

# The Quality Award Portal: Submitting an Uploaded PDF Application

This guide aims to help you upload a PDF application in the [Quality Award Portal](#). Silver and Gold applicants must upload a PDF file containing the responses to the criteria. If you have any questions, please contact the Quality Award team at [qualityaward@ahca.org](mailto:qualityaward@ahca.org).

1. Log into the [Quality Award Portal](#).
2. If you are not on your center/corporation's portal, click on your center's name from the **User Dashboard** dropdown.

The screenshot shows the top navigation bar with the AHCA and NCAL logos on the left, and the text 'User Dashboard' followed by a building icon, a lock icon, a bell icon, and a user profile icon 'J'. Below the navigation bar, the main content area is titled 'Welcome Jane Doe'. It contains three numbered instructions: 1. To get started, click **Access to a Center/Corporation** on the right. 2. Once your access to a center/corporation is approved, click on the building icon next to **User Dashboard** at the top of the page to go to your center/corporation's page. 3. 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. Below the instructions is a note: 'For assistance, click on your first initial in the upper right hand corner and click **Help**.' To the right of the instructions is a sidebar with two buttons: 'Access to a Center/Corporation' (with a key icon) and 'Apply To Be An Examiner' (with a person icon). Below the instructions, there are two tabs: 'MY CENTER/CORPORATION' (active) and 'MY EXAMINER APPLICATIONS (0)'. Under the active tab, there is a search bar and a table with one row of data. The table has columns: Requestor, Organization, Date Request Submitted, Status, Role, and Awaiting Approval From. The row contains: Jane Doe, Best Test Center, 11/24/2020, Approved, Primary Center Contact, and Corporate Account Administrator. There is an 'Open' button to the left of the first cell.

Requestor	Organization	Date Request Submitted	Status	Role	Awaiting Approval From
Jane Doe	Best Test Center	11/24/2020	Approved	Primary Center Contact	Corporate Account Administrator

This close-up shows the 'User Dashboard' dropdown menu. The menu is open, showing the title 'ORGANIZATIONS' and two items: '\*User Dashboard' (with a checkmark) and 'Best Test Center'. A red arrow points to the 'Best Test Center' option. To the left of the dropdown, the 'Access to a Center/Corporation' and 'Apply To Be An Examiner' buttons are visible.

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- 3. Once you are on your center/corporation's portal under the **Apply** tab you will see all the awards that your center is eligible to apply for each year. You can click **Apply Now** to apply.



## Best Test Center Portal

Melbourne FL 32901-3113

### DESCRIPTION OF TABS LISTED BELOW

**Apply:** All awards your center(s) are currently eligible to apply for. Not available for center associates.

**Current Applications:** All applications your center(s) are currently working on.

**Award History:** Past award history for your center(s).

**Access Requests for Approval:** A list of all requests for access that need your approval. Not available for center contacts and center associates.

**Center/Corporation Users:** A list of all users connected to this center/corporation.

For assistance, click on your first initial in the upper right hand corner and click **Help**.

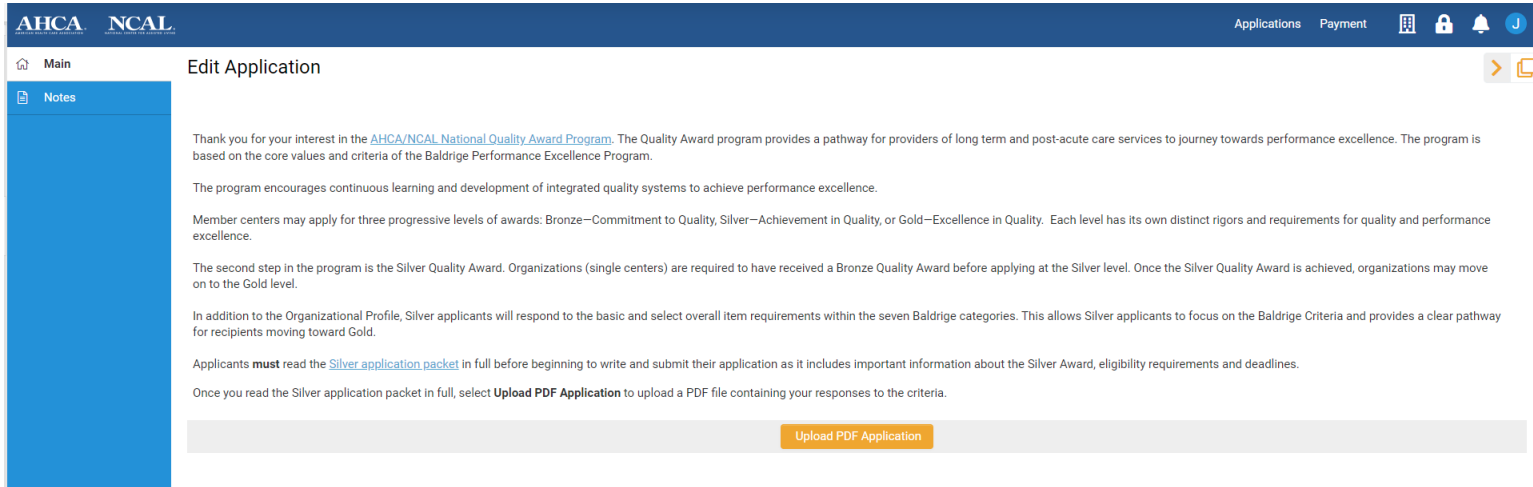
The 2022 application and application payment deadline is January 27, 2022.

Navigation tabs: APPLY (1) | CURRENT APPLICATIONS | AWARD HISTORY | ACCESS REQUESTS FOR APPROVAL (1) | CENTER/CORPORATION USERS (5) | REQUIRES ATTENTION (0)


Year	Type	Organization / Group	Level	ITA Deadline	Deadline	
2022	SNF	Best Test Center	Silver	11/11/2021	01/27/2022	<a href="#">Apply Now</a> <a href="#">Pay</a>

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4. When you click **Apply** you will be brought to a welcome page. Remember that you must read the application packet in full before beginning to write and apply.



5. Read the instructions in grey box.

 • Click **Save Draft** frequently to save your working. Work will not be autosaved.

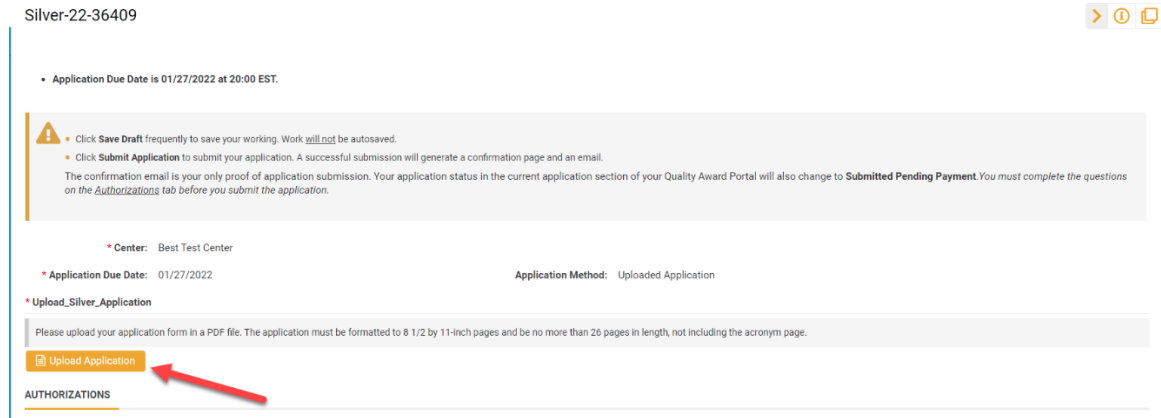
• Click **Submit Application** to submit your application. A successful submission will generate a confirmation page and an email.

The confirmation email is your only proof of application submission. Your application status in the current application section of your Quality Award Portal will also change to **Submitted Pending Payment**. *You must complete the questions on the [Authorizations](#) tab before you submit the application.*

6. Upload your PDF application using the **Upload Application** button.
1. Browse your files to locate your final PDF application submission
  2. Select the file from your computer
  3. Click Open to upload it.

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*Note:* you can only upload 1 file here, and it must be a PDF. Other file types are not accepted. If you upload the wrong document, you can upload the correct one in the same field, the system only saves the most recent upload.



Silver-22-36409

- Application Due Date is 01/27/2022 at 20:00 EST.

**Warning:**

- Click **Save Draft** frequently to save your working. Work will not be autosaved.
- Click **Submit Application** to submit your application. A successful submission will generate a confirmation page and an email.

The confirmation email is your only proof of application submission. Your application status in the current application section of your Quality Award Portal will also change to **Submitted Pending Payment**. You must complete the questions on the **Authorizations** tab before you submit the application.

Center: Best Test Center

Application Due Date: 01/27/2022      Application Method: Uploaded Application

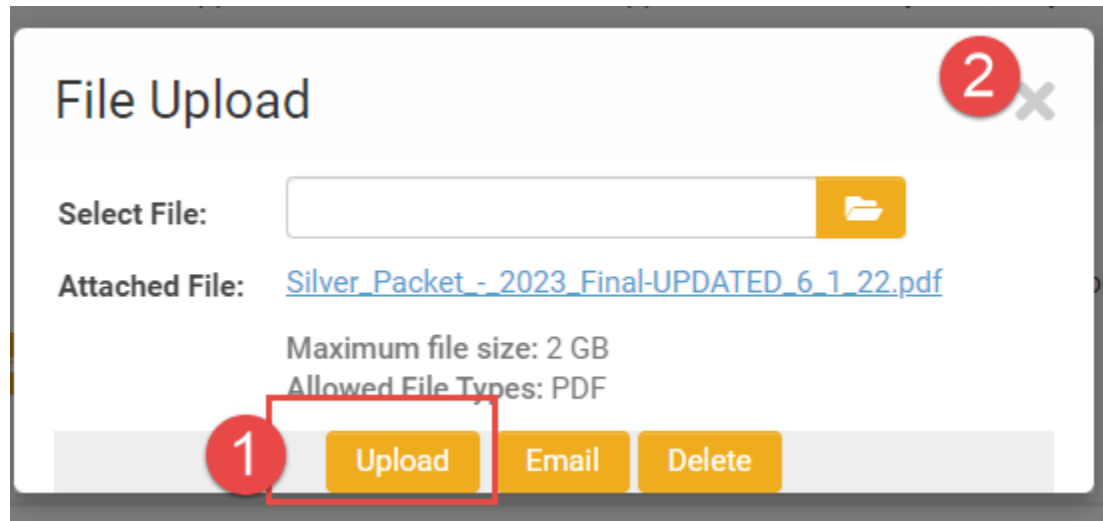
**Upload\_Silver\_Application**

Please upload your application form in a PDF file. The application must be formatted to 8 1/2 by 11-inch pages and be no more than 26 pages in length, not including the acronym page.

**Upload Application**

AUTHORIZATIONS

Click **Upload**. Once the file is uploaded it will appear under **Attached File** in a blue hyperlink and you can click **Close** to return to the application form.



**File Upload**

Select File:

Attached File: [Silver Packet - 2023 Final-UPDATED\\_6\\_1\\_22.pdf](#)

Maximum file size: 2 GB  
Allowed File Types: PDF

**1** **Upload** **Email** **Delete**

**2**

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4. You must respond to the questions under **Authorizations** before you submit the application. These are located right below the application upload field.

Home Main Silver-22-36409

Notes

**AUTHORIZATIONS**

\* **Federal Provider Number**

Six-Digit Federal Medicare/Medicaid Provider Number (if none, write N/A).

\* **Contact Phone Number**

Please provide a phone number at which program staff can contact you.

\* **Application Scope**

Please specify the scope of your application.

Skilled Nursing

Skilled Nursing and Assisted Living

Assisted Living

ICFs/IIF

HCB waiver group homes for individual with ID/DD

\* **Ownership**

Is your organization independently owned or part of a regional or national company?

Independently Owned

Regional/National

Save Draft Submit Application

5. Click **Submit Application**. A successful submission will generate a confirmation page and a confirmation email. The confirmation email will include a copy of what you submitted. Save the email!

**Action Successful**  
Application (Bronze-19-30022) is now in Submitted Pending Payment status. To return to your application dashboard, click [Applications](#).

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\*Note the application will be in *Submitted Pending Payment* status until a payment is submitted. The confirmation email will also remind you to submit the payment before the deadline. If you have already submitted your payment, your application will be in *Submitted* status.

6. Under the **Current Applications** tab you can see a copy of this application. You can click **Open** to review your application.

The screenshot shows the AHCA NCAL Best Test Center Portal. The header includes the AHCA and NCAL logos on the left and navigation links for Applications, Payment, and user icons on the right. The main content area is titled "Best Test Center Portal" and includes the address "Melbourne FL 32901-3113". Below this is a "DESCRIPTION OF TABS LISTED BELOW" section with instructions for various tabs: Apply, Current Applications, Award History, Access Requests for Approval, and Center/Corporation Users. A red arrow points to a red text notification: "The 2022 application and application payment deadline is January 27, 2022." Below the notification is a tabbed interface with "CURRENT APPLICATIONS" selected. A table displays one application with the following details:

#	Center	Application ID	Application Type	Application Deadline	Status
1	Best Test Center	Silver-22-36409	Silver - SNF	01/27/2022	Submitted Pending Payment

At any time before the deadline, you can click **Revise Application** to revise your application. If you do this, remember the you **must** resubmit your application before the deadline for it to be reviewed.

# The Quality Award Portal: Submitting an Uploaded PDF Application

The screenshot displays the AHCA NCAL Quality Award Portal interface. At the top, the AHCA and NCAL logos are on the left, and navigation links for 'Applications' and 'Payment' are on the right. The main content area shows the application ID 'Silver-22-36409'. Key details include the center name 'Best Test Center', the application due date '01/27/2022', and the application method 'Uploaded Application'. A warning message states: 'Since the application was uploaded, please disregard the online form shown below.' Below this, the 'Application PDF' section shows a table with one file: 'Silver-22-36409.pdf' (255.5 KB, 09/03/2021 13:17). A navigation menu includes 'ORGANIZATION PROFILE' (selected), '1. LEADERSHIP', '2. STRATEGY', '3. CUSTOMERS', '4. MEASUREMENT', '5. WORKFORCE', '6. OPERATIONS', '7. RESULTS', 'AUTHORIZATIONS', and 'GLOSSARY'. A 'JUMP TO' dropdown menu is open, showing 'P1 ORGANIZATIONAL DESCRIPTION' and 'a. Organizational Environment'. A 'Revise Application' button is highlighted with a red box at the bottom center.

1 of 1

Main Silver-22-36409

Center: Best Test Center

Application Due Date: 01/27/2022

Application Method: Uploaded Application

Since the application was uploaded, please disregard the online form shown below.

Application PDF

File Name	Size	Date
Silver-22-36409.pdf	255.5 KB	09/03/2021 13:17

Total Files: 1

ORGANIZATION PROFILE 1. LEADERSHIP 2. STRATEGY 3. CUSTOMERS 4. MEASUREMENT 5. WORKFORCE 6. OPERATIONS 7. RESULTS AUTHORIZATIONS GLOSSARY

The **Organizational Profile** is a snapshot of your organization and its strategic environment. The Organizational Profile is the most appropriate starting point for writing an application. It is critically important as it sets the context for and allows you to address unique aspects of your organization in your responses to the Health Care Criteria requirements in Categories 1–7.

*While the criterion questions in the Organizational Profile are similar to those in the Bronze application, there are some differences. You must update the content from your Bronze application to meet the requirements laid out below.*

JUMP TO

- P1 ORGANIZATIONAL DESCRIPTION
- a. Organizational Environment

Revise Application

NEXT >