

Long Term Care Portal Instructions

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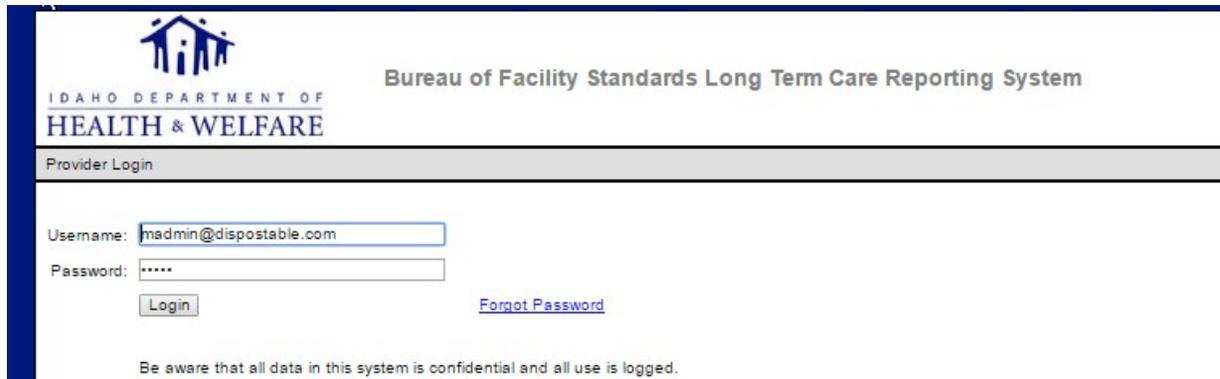
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Getting Started

<https://www.ltc-portal.com/Portal/ProviderLogin.aspx>

Login at

Enter your **email address** as your username and enter the **password** that was sent to you.



The screenshot shows the login interface for the Bureau of Facility Standards Long Term Care Reporting System. At the top left is the logo for the Idaho Department of Health & Welfare, featuring a stylized house with three figures inside. To the right of the logo is the text "IDAHO DEPARTMENT OF HEALTH & WELFARE". Further right is the title "Bureau of Facility Standards Long Term Care Reporting System". Below this is a grey bar with the text "Provider Login". The main login area contains two input fields: "Username:" with the value "madmin@dispostable.com" and "Password:" with five asterisks. Below the password field is a "Login" button and a blue link for "Forgot Password". At the bottom, a small disclaimer reads: "Be aware that all data in this system is confidential and all use is logged."

Submitting a Reportable Incident

The screenshot displays the user interface for the Bureau of Facility Standards Long Term Care Reporting System. At the top left is the Idaho Department of Health & Welfare logo. The main title is 'Bureau of Facility Standards Long Term Care Reporting System'. Below the title, there is a search bar for 'Facility Name' with a 'Load' button. On the right, there is a 'Logout' button and a user profile icon labeled 'Facility Administrator'. The main content area is titled 'Reportable Incidents List' and features a 'New' button circled in red. Below this, there are tabs for 'Reportable Incident', 'File Upload', and 'Users'. There are also 'Show Active' and 'Show All' buttons. A table with the following columns is visible: Incident ID, Person Reporting, Situation, Incident Date, Due Date, Status, Open, and Delete. At the bottom, the footer contains 'Version 1.0.0.1396', 'UVAULT', and the date/time '6/12/2016 2:13:43 PM'.

When you log in, you'll see the Reportable Incident tab. Clicking the **New** button starts a new reportable incident. This is the way to add a "new" Reportable Incident.

Reportable Incident

Reportable Incident | File Upload | Users

NEW REPORTABLE INCIDENT

INCIDENT TYPE

Accident involving facility-sponsored transportation resulting in resident injury
 Family, visitor abuse, or misappropriation of property
 Mistreatment
 Power outage of more than one hour
 Resident Elopement of any duration
 Resident suicide or attempted suicide
 Staff abuse or misappropriation of property

Accidental death of a resident
 Misappropriation of resident property by staff (includes contractors)
 Neglect
 Resident death from any cause that occurred while the resident was physically restrained
 Resident injury of Unknown Origin
 Resident to Resident incidents (verbal, physical, mental or sexual)

INCIDENT DETAIL

Date/Time of Incident: 06/12/2016 02:20 PM

Incident Description:
Details of the incident go here...

Resident(s) Involved [Click to add residents](#)

This is the screen for entering a reportable incident. Select the checkboxes and describe the details in the Incident Description box.

Incident Type – Select the appropriate **incident type**

Incident Detail – Enter the **date and time** of the incident as well as the **description** of the incident

Click to add residents

A new panel will open for entering the resident information. This is where staff names would also be entered.

If additional information is needed before posting to the portal select the **Save** button, this puts the incident in Draft status. Once the additional information is added, or at any time the incident is ready for posting to the portal the **Send** button must be chosen.

NEW REPORTABLE INCIDENT

INCIDENT TYPE

- Accident involving facility-sponsored transportation resulting in resident injury
- Family, visitor abuse, or misappropriation of property
- Mistreatment
- Power outage of more than one hour.
- Resident Elopement of any duration
- Resident suicide or attempted suicide
- Staff abuse or misappropriation of property
- Accidental death of a resident
- Misappropriation of resident property by staff (includes contractors)
- Neglect
- Resident death from any cause that occurred while the resident was physically restrained.
- Resident injury of Unknown Origin
- Resident to Resident incidents (verbal, physical, mental or sexual)

INCIDENT DETAIL

Date/Time of Incident 06/12/2016 02 20 PM

Incident Description
Details of the incident go here...

Resident(s) Involved

Residents First Name	Residents Last Name	SSN (last 4)	Victim	Aggressor	Save	Delete
			<input type="checkbox"/>	<input type="checkbox"/>		

Facility Plan for Prevention/Corrective Action
Plan for corrective action here...

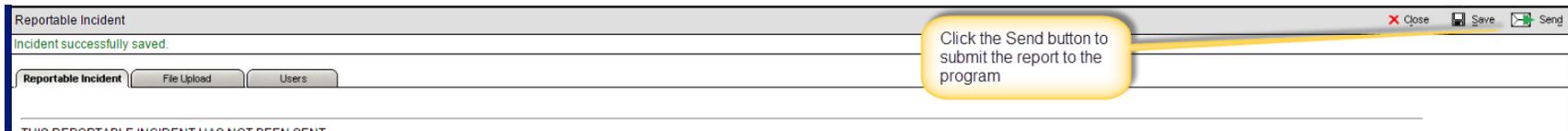
When you click save (or the residents link) this panel appears

Resident(s) Involved

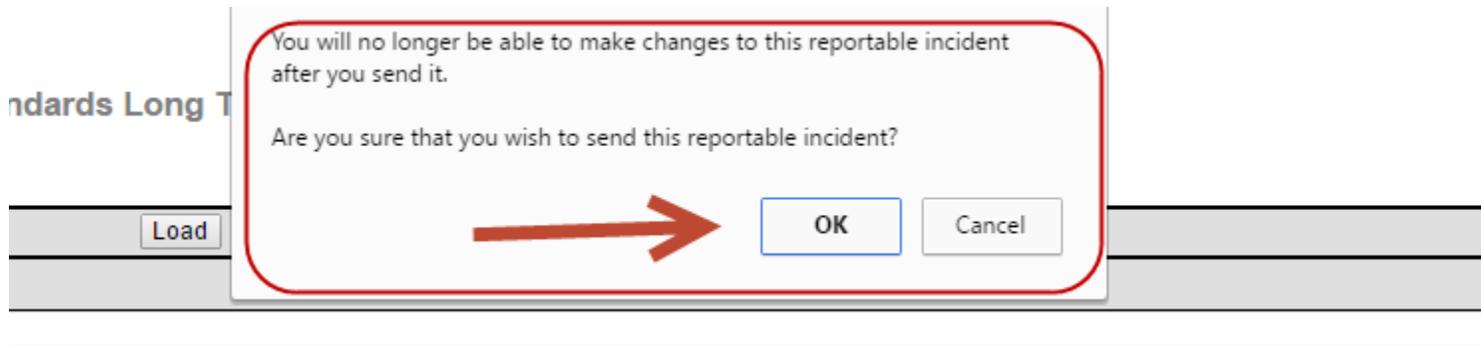
Residents First Name	Residents Last Name	SSN (last 4)	Victim	Aggressor	Save	Delete
Jane	Smith	444-88-9999	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

Facility Plan for Prevention/Corrective Action
Plan for corrective action here...

You can add multiple residents



When you are finished updating the report, you must click Send in order to submit the report to the program.



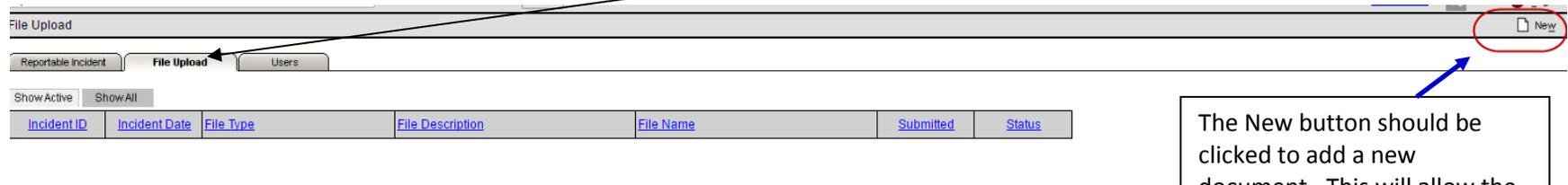
Click **OK** to confirm that you wish to submit the report. **Once you submit the report, you will not be able to change it.**

Incident ID	Person Reporting	Situation	Incident Date	Due Date	Status	Open	Delete
5761	Rudd, Joe	Details of the incident go here...	06/12/2016	06/17/2016	Submitted		

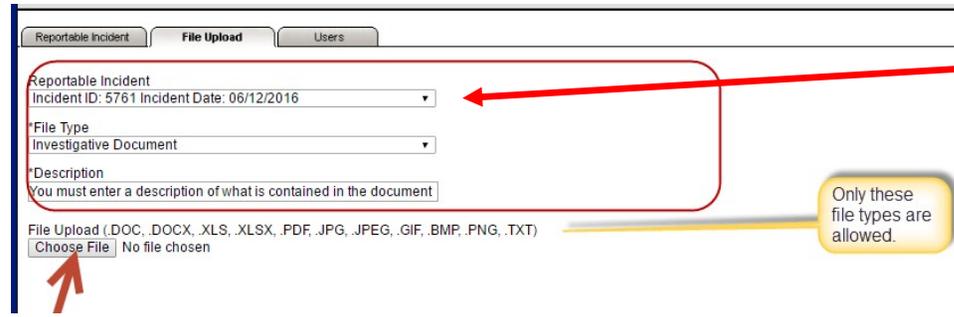
In the screen shot above, you can see that the report has been submitted. Your due date for the investigation documentation shows in the **Due Date** column. ***Due date is based on the date of the incident not on the date it is first reported.***

Upload Investigation Documents

To upload an investigation document to the facility, select the **File Upload** tab and click New.

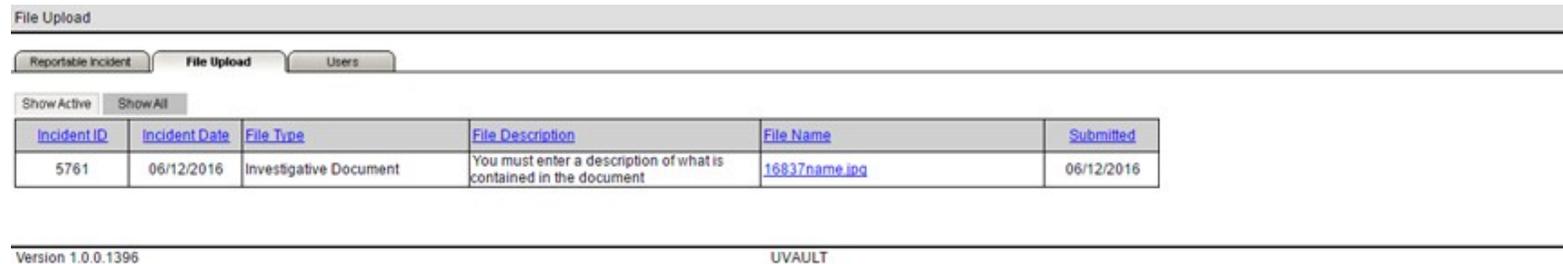


The New button should be clicked to add a new document. This will allow the drop down box to show all open incidents. Make certain the correct incident, matching the investigation is selected.



File names need to be kept short and special characters (such as @, #, #, etc) should not be used in the title. If the application has an issue with the name of a file to be uploaded it will cause a SQL error and close the portal.

Fill out the form and upload the file by clicking Choose File and browsing to the location on your computer. *Notice that you can only upload the types that are listed on the page.* Click the **send** button in the upper right hand corner.



Managing User Logins

Reportable Incident File Upload Users						
Last Name	First Name	Primary Phone	Email	Active	Administrator	Open
Administrator	The		Administrator@theemailaddress.com	✓	✓	🔍

Version 1.0.0.1396 UVAULT 6/12/2016 2:46:36 PM

If you are the administrator, you can click on the Users tab and make changes to the facility logins. You must be the administrator to manage the logins. If the facility administrator changes, you must contact the program to set up the new administrator account.

New User ✖ Close 💾 Save

Reportable Incident | File Upload | **Users**

Last Name **First Name**

Address **Address 2**

City **State** **Zip**

Email Address **Password**

Active

Fill out this form and click save to create a new user login.

To remove access rights to the portal, from the Users tab, click on the pencil icon at the far right of the person's name and then uncheck the Active box and the Save icon.

Password Reset

HEALTH & WELFARE

Provider Login

A new password has been sent to your email address.

Username:

Password:

[Forgot Password](#)

Be aware that all data in this system is confidential and all use is logged.
This system is to be accessed by authorized users for business purposes only.
If you do not agree with these requirements, please DO NOT login.

Version 1.0.0.1306 HVAHIT

Click the link to reset your password.

From	Subject	Date
 donotreply@flareslive.com	New Password	12 Jun 2016, 23:43

The system will generate a new password and send you an email.

Message "New Password"

From: donotreply@flareslive.com

 [Back to inbox](#) |  [Download EML](#) |  [Delete message](#)

Click [here](#) if you trust the sender and want to see original message.

Your Temporary Password is:

Wy7*&8Hd

[Contact](#) | Unread messages older than 3 days are automatically deleted.

Retrieve the new password and use that to login.

You can change your password and information by clicking on your name.

Change any of your account details including password and click "Save". Remember that email addresses must be unique. This means that two different people cannot use the same email address for their login.