

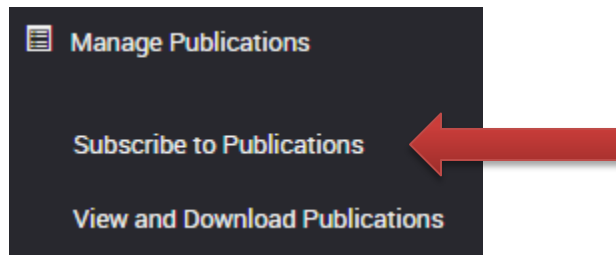
“Your Top Line” allows you to view and download publications for your organization with customizable settings from reports on a specific building, division, or quarter. Keep your staff updated with quarterly progress reports on your organization’s Five Star Performance, Quality Initiative, and Quality Award status through customizable email features.

To Access your Top-Line Publication:

Step 1: Go to www.ltctrendtracker.com and login to your account.

- i. **Note:** You can also access this screen from the “click here” link from the Your Top Line publication email.

Step 2: After logging-in, Click “Manage Publications,” then click “Subscribe to Publications.”



Step 3: On the **Manage Publications** screen under “Select Publication,” select the publication you want from the drop down menu or leave the option as is to pull all available information for your publication selection. **Make sure “Subscribe only for selected Buildings and Divisions” is selected.**

Step 4: Under “Choose Division,” select your desired division. The options in this list allows you to choose the entire state, individual organization(s), or buildings who are not registered with LTC Trend Tracker. Towards the right of the box, you have option to choose Members and Non-Members.

- i. **Note:** *The Non-Members will only have publications in the “AHCA Unattached Centers Organization.” This organization are all members and non-members who are not current users of LTC Trend Tracker. You will be unable to access non-member publications for non-members who are currently registered in LTC Trend Tracker.*

Choose Divisions		
<input checked="" type="checkbox"/> State Affiliate 104809	<input checked="" type="checkbox"/> Members (151)	<input checked="" type="checkbox"/> Non-Members (233)
<input checked="" type="checkbox"/> AHCA Unattached Centers Organization	<input checked="" type="checkbox"/> Members (21)	<input checked="" type="checkbox"/> Non-Members (197)
<input checked="" type="checkbox"/> + Provider Organization 103539	<input checked="" type="checkbox"/> Members (1)	<input checked="" type="checkbox"/> Non-Members (0)

Step 5: You can also choose specific buildings in the “Choose Skilled Nursing Centers” section. After selecting your centers, you can save your preferences by entering a titles in the Name box, then click the “Save Selected Centers/Communities As Building Group (Optional)” button.

- i. Note: Be sure that all the centers you would like to see are selected. Unchecked items will not be included on the View and Download Publications page.

Choose Skilled Nursing Centers

- Center 01825
- Center 01827 (Non-Member)
- Center 01829 (Non-Member)
- Center 01831 (Non-Member)
- Center 02101

Name:

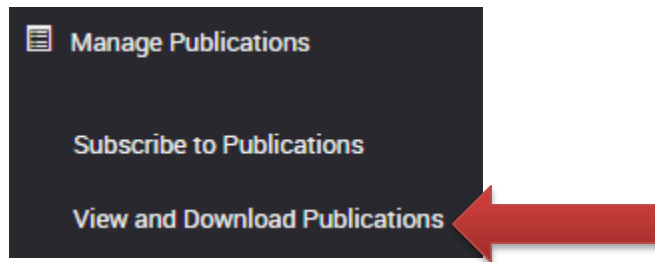
[SAVE SELECTED CENTERS/COMMUNITIES AS BUILDING GROUP \(OPTIONAL\)](#)

Step 6: Once your preferences have been established, click  at the bottom of the page.


View and Download Publications:

***The following page correlates with the subscription settings created in the previous section.*

Step 1: Click on “Manage Publications,” then “View and Download Publication” from the drop down menu.



Step 2: Choose an option from the “Select a Publication” and “Select and Organization” drop down menus.

 **View and Download Publications**

Select a Publication:

Select an Organization:

Step 3: Select the organization you would like to view and/or download publications for.

Note: Although on the previous page you may not have subscribed to all organizations, you are still able to download publications for any organization in your state that is a registered organization with LTC Trend Tracker. To view individual buildings in the Top Line publication Viewer, you must select the organization you have subscribed to from the dropdown list. See Step 6 below.

Step 4: In the “Download by Division” section, if applicable, choose the division set up by the Account Administrator of the organization that you choose to see. If you would like to specify the period of data shown in the publication, choose an option from the “Period” drop down menu.

- i. **Note:** The “No sub-org assigned...” division is **not** a division.

Download By Division

Select your Organization/Division to Download a Bundle of Publications

Select a Division:

Period:

Download Bundle of all Documents for your Selected Division

All buildings in division Members Only Non-Members Only

Step 5: To download the data, choose one of the three options “All buildings in division,” or “Members Only” or “Non-Members.” Non-Member data will only be given if the AHCA Unattached Centers Organization was chosen.

Step 6: To view individual building data, select the building you are looking for under the “Select a Building” pull-tab.

- i. **Note: This drop down lists correlates with the organizations you have subscribed to on the previous page.**

Step 7: Check off which publications you would like to download then click the “Download Publication” button. Your Winzip program should open with the files listed. Click each document to open the PDF. You may also use the Your Top-Line Publication Viewer to look at the documents by clicking “View”.

Publications:	
<input type="checkbox"/> QRPT-2016Q1-015009.pdf	VIEW...