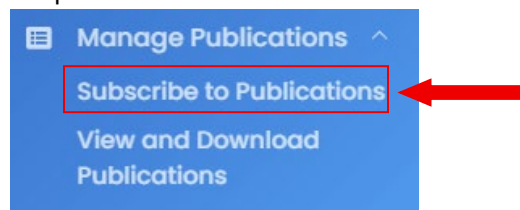


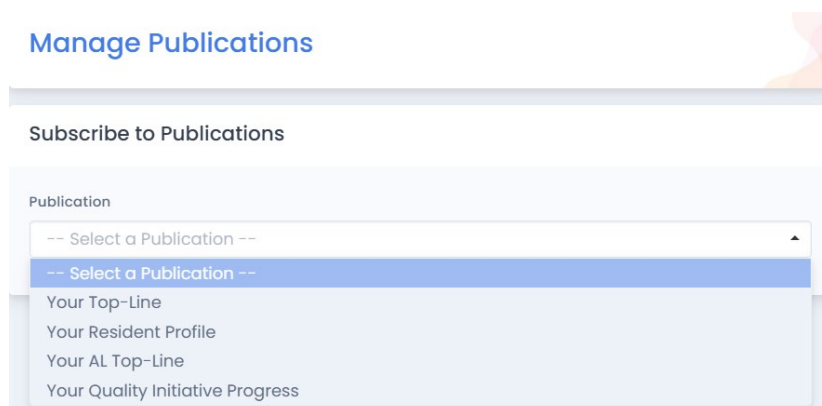
LTC Trend Tracker offers publications that provide insights into your facility's performance, including Five-Star Performance (*Your Top-Line*), residents' conditions (*Your Resident Profile*), quality improvement progress (*Your AL Top-Line*), and more. Publications can be viewed or downloaded by building, division, or reporting period, and users can subscribe to receive them through customizable email notifications.

To Add or Change Your Subscriptions:

Step 1: After logging into LTC Trend Tracker, click on "**Manage Publications**," then "**Subscribe to Publications**" from the drop-down menu.



Step 2: On the **Manage Publications** screen under "**Subscribe to Publications**," 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.



Step 3: The next three boxes are options specific to your organization. You can choose to select from the subscription options below according to Division, Building Group, or building(s).

- i. **Optional Step 1:** If available, select your desired division from the "**Choose Divisions**" section.
Note: Divisions are set up by your organization's Account Administrator and vary from organization to organization.
- ii. **Optional Step 2:** Under "**Choose Skilled Nursing Center**" and/or "**Choose Assisted Living Communities**" be sure that all the centers you would like to see publications for are selected. Unchecked centers/communities will not be included in the final selection.
 - a. **Note:** You will only be able to see the providers that you have access to in this section

Step 4 (Account Administrators ONLY): At the bottom of the page is a section called “Select method of report download links in e-mail notifications.” Select the option you want according to how you wish to receive the documents.

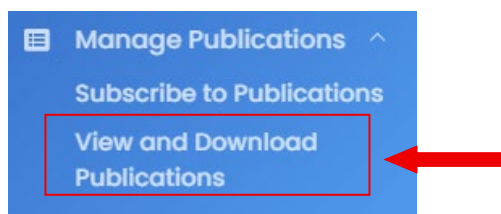
- i. **“Bundle All”** - E-Mail will contain one Link that will Download a Bundle with all your Publication Documents” **(Default Option)**
- ii. **“Bundle by Division”** - E-Mail will contain separate Publication Bundle Links, one for each Division”
- iii. **“Do not Bundle”** - E-Mail will contain Individual Links, one for each Building”

Step 5: Click 

To access your Top-Line publication after logging into LTC Trend Tracker:

Step 1: Login to LTC Trend Tracker at www.ltctrendtracker.com.

Step 2: Click on **“Manage Publications,”** then **“View and Download Publications”** from the drop-down menu



Step 3: Choose the publication you wish to view from the **“Publication Type”** drop down menu. The options vary on what publications have been loaded into the system.

View and Download Publications

Select a Publication Type and Period

Publication Type

-- Select a Publication Type --

-- Select a Publication Type --

Your Top-Line

Your Resident Profile

Your AL Top-Line

Your Quality Initiative Progress

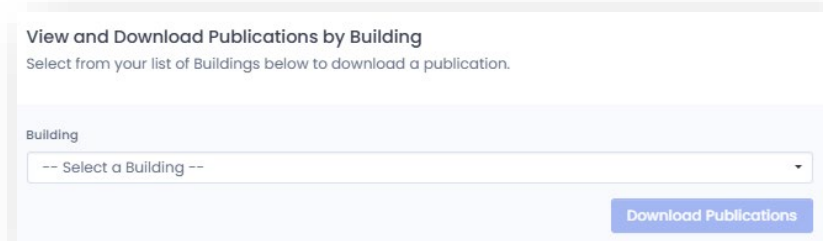
Step 4: In the “Download by Organization/Division” section, if applicable, choose the division set up by your Account Administrator that you choose to see. If applicable, choose an option from the “Period” drop down to filter your publications.

- i. **Note for Account Admins Only:** Choose one of the three options “All buildings in division,”

or “Members Only.” Do not select “Non-Members.”

NOTE: If a period is not chosen, all available periods will be downloaded for your selection.

Step 5: You also have the option to select the building you are looking for under the “*Select a Building*” pull-tab.

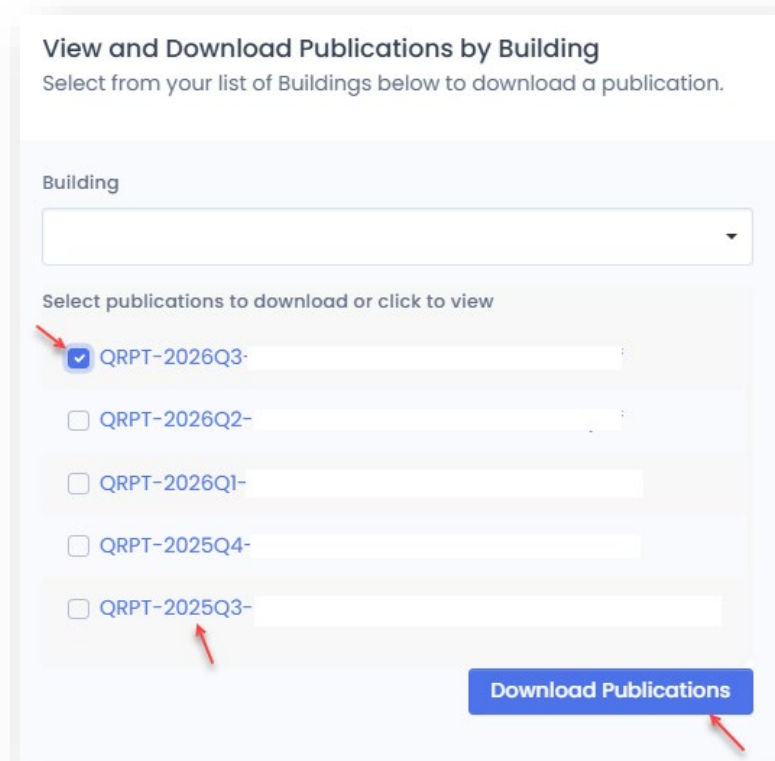


View and Download Publications by Building
Select from your list of Buildings below to download a publication.

Building
-- Select a Building --

Download Publications

Step 6: Check off which publications you would like to download then click the “**Download Publications**” button. Your Winzip program should open with the files listed. Click each document to open the PDF. You can also view the publication directly in the system by clicking on the blue hyperlinked publication.



View and Download Publications by Building
Select from your list of Buildings below to download a publication.

Building
-- Select a Building --

Select publications to download or click to view

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