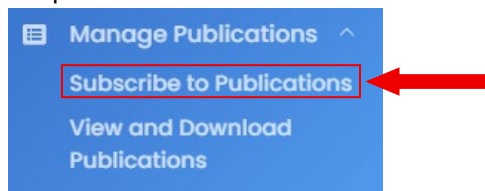


LTC Trend Tracker offers publications that provide insights into your facility's performance, including Five-Star Performance (*Your Top-Line*), residents' conditions (*Your Resident Profile*), quality improvement progress (*Your AL Top-Line*), and more. Publications can be viewed or downloaded by building, 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. Make sure "**Subscribe only for selected Buildings and Divisions**" is selected.

Subscribe to Publications

Publication

Your Top-Line

☐ Do not subscribe to this publication for any of my Buildings
☒ Subscribe only for selected Buildings and Divisions

Step 3: Under "Choose Division," select your desired division. The options in this list allow 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:** "AHCA Unattached Centers Organization" is all members and non-members who are not currently registered in LTC Trend Tracker. The non-members will only have publications in the "AHCA Unattached Centers Organization" section. You will be unable to access publications for non-members who are currently registered in LTC Trend Tracker.

Choose Divisions

☒ HEALTH CARE ASSOCIATION	☒ Members (414)	☒ Non-Members (94)
☒ AHCA Unattached Centers Organization	☒ Members (2)	☒ Non-Members (0)
	☒ Members (196)	☒ Non-Members (78)

Step 4: You can also choose specific buildings in the "Choose Skilled Nursing Centers" and "Choose Assisted Living Communities" section by using the search box or selecting individual buildings. After selecting the centers

you want to include, you can save your preferences by entering a title in the Name box, then click the “Save Selection 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

Showing All

508 of 508 Selected
 Select All

 Deselect All

☒	
☒	SNF
☒	Health & Rehabilitation Center
☒	Health Care & Rehabilitation Center
☒	Center (Non-Member)
☒	Healthcare Center
☒	
☒	
☒	
☒	
☒	
☒	SNF
☒	SNF

Save Selection as Building Group (Optional)

Group Name

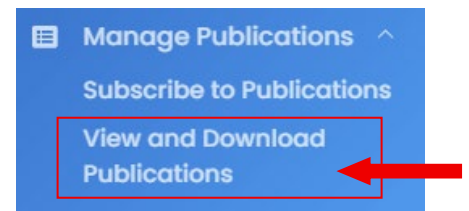
Save Building Group

Step 5: Click 

To View and Download Publications:

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 an option from the “Select a Publication” and “Select and Organization” drop down menus.

View and Download Publications

Select a Publication Type and Period

Publication Type

Your Top-Line

Organization

-- Select an Organization --

Step 4: 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 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 5 below*).

Step 5: In the “*Download by Organization/Division*” section, if applicable, choose the division set up by your Account Administrator of the organization that you choose to see. If applicable, choose an option from the “Period” drop down menu. **Note:** The “No sub-org assigned...” division is **not** a division.

Download By Organization/Division

Select your Organization/Division to download a bundle of publications.

Division

Communities

Period

-- Select a Period --

Step 6: To download the publications, choose one of the three options “All buildings in division,” or “Members Only” or “Non-Members.” **NOTE:** Non-Member publications will only be given if the *AHCA Unattached Centers Organization* was chosen.

☐ All Buildings in division
 ☐ Members
 ☐ Non-Members

Download Bundle

Download All Buildings in State Organization

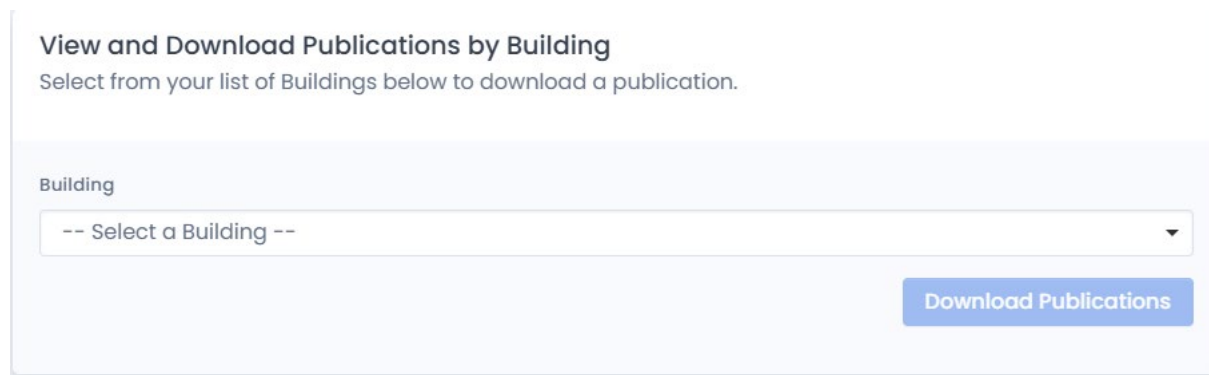
i. **Download Bundle** – this option will download a zip file containing all available publications for

the option you select (All buildings in division, Members, Non-Members).

- ii. **Download All Buildings in State Organization** - this option will download a zip file containing all available publications for your state.

Step 7: To view individual building publications, select the building you are looking for under the “Select a Building” pull-tab.

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



Step 8: 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.

