

This document outlines the Manage Divisions Screen for LTC Trend Tracker Account Administrators.

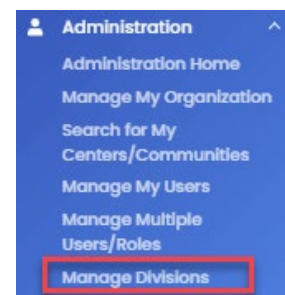
**What are divisions?** Divisions are put in place by LTC Trend Tracker Account Administrators to group Skilled Nursing Centers and/or Assisted Living Communities to run reports, modify your dashboard, and save & schedule reports in a dynamic way.

**Please note the following instructions apply ONLY to Account Administrators/Authorizers.**

### STEPS

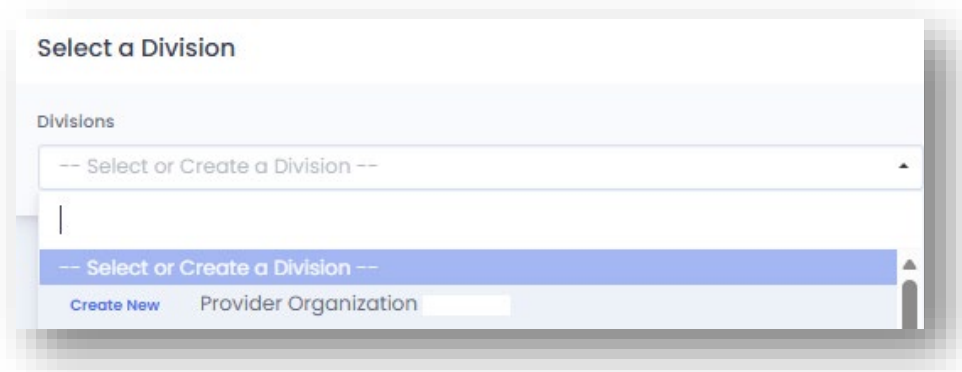
1. To get to the Administration screen click on **“Administration”** on the left-hand side (black bar)
  - a. A drop-down list will display the following five options: “Administration Home,” “Manage My Organization,” “Search for My Centers/Communities,” “Manage my Users,” “Manage Multiple Users/Roles,” and “Manage Divisions”
  - b. Click on **“Manage Divisions”**

**Note:** This can also be accessed from the “Manage Organization” page.



2. **“Manage Divisions”** will allow Account Administrators to create many divisions and sub-divisions, within their organization for example regions, divisions or states. This will allow for a building to be in more than one division. All users within your organization will be able to access the divisions and sub-divisions when running reports, saving and scheduling reports, and modifying their dashboards.
  - a. **To create your first division:**

1. Click on the drop-down list, and highlight, “Create New Division for: [ORG]”



2. Once that has been selected, you will type in the, **“DIVISION NAME”** box, the name of your new division.
  3. The box below titled, **“Parent Division”**, is where you will select the parent division. Please select your organization name.
    - i. **What is a Parent Division?** A parent division is your organization OR a division that has been created and you wish to create a sub-level for.

4. Click Create.

**Example Below:**



The screenshot shows a form titled "Select a Division". It has three main sections: "Divisions" with a dropdown menu showing "Provider Organization", "Division Name" with a text input field containing "TEST Division", and "Parent Division" with a dropdown menu showing "Provider Organization". A blue "Create" button is located to the right of the "Division Name" field.

**b. To Create a Subdivision:**

1. Create the new subdivision first by following the steps outlined in the previous section (section a).  
**Create New Division for: [ORG].**
2. In the **"DIVISION NAME"** box, type the name of the new subdivision
3. In the **"Parent Division"** box, choose the name of the division you are creating another level under.



The screenshot shows the same "Select a Division" form. The "Division Name" field now contains "QA Recipients TEST", which is highlighted with a red box. A red arrow points to the blue "Create" button.

4. Click **Create**.

i. A green **"Division saved successfully"** message will appear.

5. Now that the new subdivision has been created, select that new division name from the **"Divisions"** dropdown list.
6. In the **"Parent Division"** section, choose the name of the division you are creating another level under (i.e. **TEST Division**).

**Select a Division**

Divisions

QA Recipients TEST

Division Name

QA Recipients TEST

Parent Division

TEST Division

Division saved successfully

Choose Skilled Nursing C

☒ Center 00003

☒ Center 00013 (Non-Member)

☒ Center 00055

NE -

NE -

NE -

NE -

NE -

NE -

NJ

No Sub-Org Assigned for

PA

TEST Division

7. Click **Save**, and a green “**Division saved successfully**” message will appear.

**Select a Division**

Divisions

QA Recipients TEST

Division Name

QA Recipients TEST

Parent Division

TEST Division

Division saved successfully.

8. Make sure your new subdivision is correct by clicking on the dropdown menu in the “**Divisions**” section of the page.

## Select a Division

Divisions

QA Recipients TEST

NE -

NE -

NE -

NE -

NE -

NJ

No Sub-Org Assigned for

PA

TEST Division

QA Recipients TEST

### To Edit and Delete Divisions/Subdivisions:

1. In the first drop down, list choose the **Division** you wish to edit or delete.
    - a. To delete the division click **"Delete"**
  2. If editing, add or remove the necessary Skilled Nursing Centers and/or Assisted Living Communities from the division.
  3. Click **Save**.
- c. **To Run a Report & Save and Schedule Reports with a Division and/or Building Groups. NOTE:** You do not have to choose a division or a building group to run a report. A user can scroll down to the "Choose Skilled Nursing Centers/Choose Assisted Living Communities" section and choose individual building(s).
1. Click ☒ Limit my Buildings for which I want to see results
  2. Choose the Division you wish to run a report for.

☒ Limit my Buildings for which I want to see results

☐ Choose By States

☒ Choose Divisions

☐ NE -

☐ NE -

☐ NE -

☐ NE -

☐ NE -

☐ NE -

☐ NJ

☐ No Sub-Org Assigned for

☐ PA

☐

☒ TEST Division

☐ QA Recipients TEST

a. The sub-divisions will appear underneath their designated parent division.

- Verify that the divisions and/or building groups checked are what you wish to run a report for. In the sections below titled, **“Choose Skilled Nursing Centers/Choose Assisted Living Communities”** you will see which buildings are included in your divisions and/or building groups’ selection by highlighting and check marks. To remove a building from the report criteria, click on the check mark associated with that building.
- Proceed with running the report or Saving and Scheduling Reports.