

The Quality Award Portal: Adding/Removing Centers – Corporate Account Administrator

Viewing Centers under your Corporation

As a Corporate Account Administrator, you can see all the centers that are under your corporation by taking the following steps:

- 1- If you aren't already under your corporation's portal use the **building icon (1)** to get there.

Welcome Christine Wilson

1. To get started, click **Access to a Center/Corporation** on the right.
2. Once your access to a center/corporation is approved, click on the building icon next to **User Dashboard** at the top of the page to go to your center/corporation's page.
3. If you are an Examiner, click on **Examiner** in the upper right hand corner. To access Examiner Documents, click on your first initial in the upper right hand corner and select Examiner Resources.

*For assistance, click on your first initial in the upper right hand corner and click **Help**.*

MY CENTER/CORPORATION MY EXAMINER APPLICATIONS (0)

Requestor	Organization	Date Request Submitted	Status	Role	Awaiting Approval From	
Open	Christine Wilson	CW Test Corporation #1	06/05/2019	Approved	Corporate Account Administrator	AHCA/NCAL Administrator

- 2- Once you are under your corporation's portal, click on **List of Centers** to see all the centers under your corporation.

CW Test Corporation #1 Portal

123 Main St.
Alexandria VA 22305

DESCRIPTION OF TABS LISTED BELOW

Apply: All awards your center(s) are currently eligible to apply for. Not available for center associates.
Current Applications: All applications your center(s) are currently working on.
Award History: Past award history for your center(s).
Access Requests for Approval: A list of all requests for access that need user approval. Not available for center

use this button to export your list into an Excel file.

List of Centers under Corporation

Center Name	Favorite Name	Address	City	State / Province	Zip Code
1 CW Test Center A	CW Test Corporation #1 - General	123 Main St.	Alexandria	VA	22305
2 CW Test Center B	CW Test Corporation #1 - General	123 Main St.	Alexandria	VA	22305
3 CW Test Center C	CW Test Corporation #1 - General	123 Main St.	Alexandria	VA	22305
4 CW Test Center D	CW Test Corporation #1 - General	123 Main St.	Alexandria	VA	22305

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Adding or Removing Centers from your List

Since corporate ownership information in the Quality Award Portal is sourced from [LTC Trend Tracker](#), both actions need to be completed through [LTC Trend Tracker](#) by one of the corporation's LTC Trend Tracker Account Administrators.

A Trend Tracker Account Administrator will need to do the following:

1. After logging into LTC Trend Tracker, click on **Administration** on the left-hand side.
2. **“Administration Home”** page displays the remaining four options the administrator can edit.

- a. Please click **Manage Organization** if this is your *initial* organization setup.

- b. If this is not your initial set up, you have the option to proceed to a particular administrator screen from the “Administration Home” page or directly from the dropdown list.

- a. **Centers Attached To Your Organization** will display the center name as a link.
Note: Center names displayed in LTC Trend Tracker are drawn from the CASPER database¹ and reflect the legal entity name that is registered with CMS. This cannot be changed by the user or Account Administrator. Any desired change needs to be made by modifying with CMS directly.

- i. **To remove a center - Click on Detach.**

Note: This removes the center from your organization entirely – they will no longer appear on your list of centers unless re-attached.

- b. **Centers Not Attached to Your Organization**, allows you to search for and select centers that are available to be attached to your organization. You will be able to search for any center that is within the CMS CASPER database that is not currently “attached” to another organization.

Note: for a center to be attached to your organization, AHCA/NCAL must approve the attachment by verifying ownership and AHCA/NCAL membership status. AHCA/NCAL may request the CMS 855-A for any request to attach a center to an organization. Note, if you want to add a building that is attached to another organization you will need to send a copy of the CHOW or CMS 855-A to help@lcttrendtracker.com.

⚙ Centers Not Attached To Your Organization

Search Center/Community Name:	<input type="text" value="Enter Center/Community Name"/>
Search NCAL ID or Medicare Provider Number:	<input type="text" value="Enter NCAL ID or Medicare Provider Number..."/>

SEARCH

- i. **To add a center -**

1. Type any part of the name of the center/community within the search box and click **Search**. If your search does not return a

¹ Center names and addresses in the Quality Award Portal and from the AHCA/NCAL membership database and changes to those can be request by sending an email to qualityaward@ahca.org.

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center/community you are expecting, try making your search less specific.

2. When you see the center/community you are looking for displayed in the list, click **Attach** in the same line as that center name.
3. The center name should now appear in the “Centers Pending Attachment to your Organization” section.
 - a. Once requested AHCA will automatically receive a notification to commence the verification of membership and ownership status within 1-2 business days. The center will move to the “Centers Attached to Your Organization” list once completed.

Once these changes are made in LTC Trend Tracker, please allow up to one business day for them to be reflected in the Quality Award Portal.

For more assistance on adding and removing centers attached to your corporation email Help@LTCTRENDTRACKER.COM.

For help with the Quality Award Portal email qualityaward@ahca.org.

Note, if you need to change the name or address of a center please email qualityaward@ahca.org.