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.

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

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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 database[1] 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@ltctrendtracker.com.

⚙ Centers Not Attached To Your Organization

Search Center/Community Name:	Enter Center/Community Name
Search NCAL ID or Medicare Provider Number:	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

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[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.