Assessing the State Affiliate Facility Information Page

This section will explain how to logon to the AHCA/NCAL Bed Count Portal to access the State Affiliate Facility Information page.

Proceed to the AHCA Web site at http://www.ahcancal.org. Click the State Affiliates link.

Click the image or the >>Read More link.

Click the Update your state’s facilities link.
Single signon should take you directly in. If not, logon using your username (email address) and password.

You will arrive at the State Affiliate Facility Information page. This is the home page for managing your State Affiliate Information.
Changing Council of States Representatives

This section will explain how to send a request to add or change the Primary or Alternate Council of State representatives.

From the Council Information section, your State Representatives are displayed.

To make changes to your Primary or Alternate Representatives, click the Click here link.
This will create an email set to go to the Updates@ahca.org address with the Subject set to Change on the Council of State Representative.

Fill in the body of the message with the changes you want AHCA/NCAL staff to make (adding a new rep if the position is vacant or replacing one with another). Please provide contact information for reps to be added, in case they are not in the database.

Send the message when you are finished.
Requesting Printout of State Facility Information

From the Council Information section, you have the option to request a spreadsheet of your facility information, but you can also obtain this information by following the steps in the Exporting reports section of this manual.

From the Council Information section, click the Request link.

This will create an email with the subject equal to Request a comma-delimited text file of facility information to be sent to the Updates@ahca.org address.

You can send the message without making any other changes.
View/Update State Dues Survey Information

In the Additional Information section of the State Affiliate Facility Information, you can make changes to your State Dues Survey Information.

Click the View/Update your State Dues Survey Information link.

After you have made the changes to the survey, click the Save Changes button.
Viewing State Survey Responses
In the Additional Information section of the State Affiliate Facility Information page, you can see all of the survey responses from other State Affiliates.

Click the View State Survey Responses link.

You will see the results of all the surveys for all participating State Affiliates.

If you scroll to the bottom of the screen, you can change the option to Excel, PDF, or other formats and click the Export button to export the survey.
Preliminary Billing

In the Additional Information section of the State Affiliate Facility Information page, you can view the Preliminary Billing for your state for the next cycle. **Be aware, that this may not include any facility changes (bed count changes, suspensions, etc) that have been made by the state within the last two business days.**

Click the Preliminary Billing link.

State Facility Type and Bed Count Totals

In the Facility Type Totals and Bed Count Totals sections of the State Affiliate Facility Information page, you can see the totals of the types of facilities for your state and the totals for the types of beds for your state.
Exporting Reports

At the bottom of the State Affiliate Facility Information page, you have the option to print out or export reports based upon the data for the facilities in your state.

Click the Report button at the bottom of the page.

The details for your facilities will be displayed on the screen.

If you scroll to the bottom of the screen, select the format you want to use to export the report and click the Export button.
Searching for your facility records

The remaining sections of this manual will explain how to review and update facility records in the AHCA/NCAL Bed Count Portal.

Click the **Search to Edit/Update/Add Facility Records** button at the bottom of the State Affiliate Information page.

Enter your search criteria or leave blank to list all of your facilities. For the 4 sections, the criteria can be used together to narrow the results, but if you enter too much information, you may not get the results you expect. The first section gives you the option to specify if the search will match all criteria or that any criteria are matched. The second section gives you the option to search on the first letter of facility name and/or the entire facility name. If you type the name in as ABC Nursing Home, but it was originally added to the database as ABC Nsg Home, it will not appear in the results. The third section gives you the option to search for Member or Non-Member facilities. The fourth
section searches on the State or AHCA ID. The final section searches on the City or Zip Code. When you are done entering your criteria, click the Search button. Note: To avoid adding duplicate records, please make sure your searches are as generic as possible. Search by City (as this field doesn’t change) making sure you have exhausted all ways to find the facility in the database.

To sort the results, click on the heading link you want to sort by. By default, the list is sorted by the first column.
To view/edit a facility record, click the name to access the facility’s record.

<table>
<thead>
<tr>
<th>Company</th>
<th>ANCA ID</th>
<th>State ID Status</th>
<th>Address/Line 1</th>
<th>Locality Type</th>
<th>Bed #</th>
<th>IC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &amp; C Camp House of Hilbre</td>
<td>21754</td>
<td>UNK</td>
<td>33 Mako Ave</td>
<td>Urban</td>
<td>140</td>
<td>0</td>
</tr>
<tr>
<td>A Child’s Paradise</td>
<td>54764</td>
<td>N/A</td>
<td>744 Worthington St</td>
<td>Independently Owned, For Profit</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>AB Country Manor</td>
<td>48068</td>
<td>Suspended Mission Viejo</td>
<td>25362 Diana Cr</td>
<td>Independently Owned, For Profit</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Ability Pathways Inn</td>
<td>1385358</td>
<td>Current</td>
<td>1042 N Mountain Ave # B-447</td>
<td>Urban</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>ABLE: A Broader Living Exp</td>
<td>46516</td>
<td>48721</td>
<td>25 De Anza Way</td>
<td>Independently Owned, Not for Profit</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>ADHSC Summit Campus O/P SRF</td>
<td>1325141</td>
<td>Oakland</td>
<td>3100 Summit St</td>
<td>Independently Owned, Not for Profit</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Angeles Care Center</td>
<td>1324731</td>
<td>Ojai</td>
<td>601 N Montgomery St</td>
<td>Independently Owned, Not for Profit</td>
<td>99</td>
<td></td>
</tr>
<tr>
<td>ACC Nursing Home</td>
<td>6739</td>
<td>Suspended Sacramento</td>
<td>7801 Rush River Dr</td>
<td>Independently Owned, Not for Profit</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Addie Freedom House Assisted Living &amp; Memory Care</td>
<td>1349761</td>
<td>Crescent City</td>
<td>1445 Parkway Dr</td>
<td>Not for Profit</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>AGNES STATE HOSPITAL O/P SRF</td>
<td>1437365</td>
<td>San Jose</td>
<td>3500 Zanker Rd</td>
<td>Urban</td>
<td>Not for Profit</td>
<td></td>
</tr>
</tbody>
</table>

If you are unable to locate the facility, click the **Add Facility** button.
Adding New Facility
In this section, we will discuss what items are required for adding a new facility.

After you click the **Add Facility** button on the Facility Directory/Search Results page, you will come to the Manage Facility Information Page.

You will come to the Manage Facility Information page.
On the Manage Facility Information page, fill in all required fields (represented by red asterisks): State ID, Facility Name, Address Name 1, City, State, Zip Code, and Facility Status. If your state doesn't have an ID, you can use “UNK” for the state ID.

If you leave any of these fields empty, you will receive the following error.
Updating the facility's primary contact relationship

Scroll down to the Primary Contact Relationship section on the Manage Facility Information screen.

Click the **Change** button. If you want to remove the contact, you would click the **Remove** button.
Enter the search criteria to locate a primary contact and click the **Search** button.

If the contact is found, click the radio button by the contact record and click the **Select Contact** button.

If the contact record is not found, click the **Add New Contact** button.
Enter the new contact information and click the **Save** button.
Updating the facility owner/operator

Scroll down to the Facility Owner/Operator section on the Manage Facility Information screen.

To update the account associated with this facility, click the magnifying glass.

Enter the name of the owner/operator you are searching for and click the **Search** button.

If the owner/operator is in the list, select it by clicking on the radio button next to it and click the **Select Account** button.
If you are unable to find the owner in the database, click the **New Owner Request Form**.

<table>
<thead>
<tr>
<th>Select</th>
<th>Name</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>AHCA ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Golden Age Living, LLC</td>
<td>3484 SE Hill Rd</td>
<td>Milwaukee</td>
<td>OR</td>
<td>1430284</td>
</tr>
<tr>
<td></td>
<td>Golden Age Properties</td>
<td>19 Merritt St</td>
<td>Hawkinsville</td>
<td>GA</td>
<td>120281</td>
</tr>
<tr>
<td></td>
<td>Golden Horizons</td>
<td>1250 H St NW Ste 595</td>
<td>Washington</td>
<td>DC</td>
<td>169009</td>
</tr>
<tr>
<td></td>
<td>Golden Key Corporation</td>
<td>330 N Wayne St</td>
<td>Kenton</td>
<td>OH</td>
<td>1432307</td>
</tr>
<tr>
<td></td>
<td>Golden Living</td>
<td>3800 Mountain Rd</td>
<td>Glen Allen</td>
<td>VA</td>
<td>1372218</td>
</tr>
<tr>
<td></td>
<td>Golden Living - Beverly Enterprises</td>
<td>1000 Panna Way</td>
<td>Fort Smith</td>
<td>AR</td>
<td>1362461</td>
</tr>
<tr>
<td></td>
<td>Golden Living Center</td>
<td>30 Perimeter Park Dr Ste 201</td>
<td>Atlanta</td>
<td>GA</td>
<td>1360019</td>
</tr>
<tr>
<td></td>
<td>Golden State Health Ctr</td>
<td>13347 Ventura Blvd</td>
<td>Sherman Oaks</td>
<td>CA</td>
<td>38161</td>
</tr>
<tr>
<td></td>
<td>Golden Ventures</td>
<td>1230 Spruce Ln</td>
<td>Chesapeake</td>
<td>VA</td>
<td>1362371</td>
</tr>
<tr>
<td></td>
<td>Inn at Golden Pond</td>
<td>5241 Sunnybrook Rd</td>
<td>Kent</td>
<td>OH</td>
<td>1433601</td>
</tr>
</tbody>
</table>
Updating the facility owner/operator role

Scroll down to the Primary Owner/Operator section on the Manage facility Information screen.

Select the drop down menu for the role of the facility owner/operator and highlight the correct choice. Click the *Save/Submit Changes* button.
**Updating bed counts**
Enter the correct bed counts for this facility and click the *Save/Submit Changes* button.

**Updating a facility’s status**
Select the drop down for the facility status option and highlight the correct status.

If the status has been changed to Suspended or Non-Member, please update the Termination reason. Click the Save/Submit Changes button. Current and reinstated both represent settings for member facilities. We recommend you use current for new facilities added to the system and Reinstated to designate a facility that was previously suspended as a member. For Non-Member facilities added, you can use Non-Member status option and choose Suspended for facilities that had member status before the update. Having the 2 options for both status is a benefit for State Affiliates to know what the previous status was if used in the manner described here.

If terminating the member status, please provide a termination reason.

Update to the facility status has been completed.
Appendix A: Definitions for Facilities

**State ID:** Internal ID for State Affiliate Associations (SAA). If SAA does not have a numbering system, put any other text, as this is a required field. Independent Owner: An individual or organization having financial interest and/or management control of less than 11 facilities.

**Hospital-based:** A facility under the administrative control of a hospital.

**State-owned:** A facility under the administrative control of the state government.

**Not for Profit:** A health care organization which does not entail the generation of profits for shareholders. These corporations can apply for tax-exempt status at both the federal and state level.

**Urban:** A facility that is located in a county that is part of a Metropolitan Statistical Area using the Office of Management and Budget Core-based Statistical Area definitions.

**Rural:** All facilities in other counties (those not considered Urban).

**Contact:** Represents the primary contact for the facility. You will have the opportunity to select from a list of names in the system or add a new name, if it is not present in the system.

**Account:** Click the change button to search the list of Owners in the AHCA database. Click the Remove button to remove the name listed for this facility.

**Role:** Account can be given a role as Owner, Operator, or Operating Owner.

**SNF Bed:** Skilled Nursing facility Beds.

**DD Waiver Beds:** These are Medicaid waiver funded group homes for individuals with developmental disabilities (DD). They operate under the Medicaid home and community based waiver program and are also charged NF rates for AHCA membership.

**DD Beds:** Intermediate Care Facilities for Individuals with Mental Retardation/Developmental Disabilities (ICFs/MR/ or ICFs/DD).

**Assisted Living Beds:** A licensed, certified or registered setting that combines shelter with various personal and health care services, such as meals, housekeeping, laundry, grooming, toileting, bathing and medication. Assisted living/residential care facilities are also sometimes known by other terms such as personal care homes.

**DD Home and Community Based Waiver Programs under 1915(c) (DD Waiver Beds):**
These are waiver alternatives for persons eligible for ICFs/MR under this waiver program.