This document outlines the Manage Divisions Screen for LTC Trend Tracker Account Administrators. The divisions' functionality has taken the place of the original feature "sub-organizations".

What are divisions? Divisions are put in place by LTC Trend Tracker Account Administrators to group Skilled Nursing Centers and/or Assisted Living Communities in order 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. Step 1**: Click on the drop down list, and highlight, "Create New Division for: [ORG]"

    > **2. Step 2:** Once that has been selected, you will type in the, **"DIVISION NAME"** box, the name of your new division.

    > **3. Step 4:** 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. Step 3:** Click

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Example Below:

Choose Division

| CREATE NEW DIVISION FOR: AHCA Administrative Organization ▼ | 💾 Create Division |

Division Name: [LTC Trend Tracker Group]

Parent Division: [AHCA Administrative Organization ▼]

     b. ***To Create a Sub Division:***

         1.Step 1: Choose the name of the division you wish to create another level for.

Choose Division

CREATE NEW DIVISION FOR: ▬▬▬▬▬ ▲	💾 Create Division
-- Select a Division from the List --	
CREATE NEW DIVISION FOR: ▬▬▬▬▬	

         2.Step 2: In the **"DIVISION NAME"** box, type the name of the new division
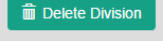
         3.Step 3: In the **"Parent Division"** box, choose the name of the division you are creating another

            level under.

         4.Step 4: Click [💾 Create Division]

Example Below:

Choose Division

| CREATE NEW DIVISION FOR: AHCA Administrative Organization ▼ | 💾 Create Division |

Division Name: [LTC Trend Tracker Group 2]

Parent Division: [LTC Trend Tracker Group ▼]

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    c. ***To Edit and Delete Divisions/Sub Divisions:***

        1.Step 1*:* In the first drop down, list choose the Division you wish to edit or delete.

            i. To delete the division click 🗑 Delete Division

        2.Step 2: If editing, add or remove the necessary Skilled Nursing Centers and/or Assisted Living Communities from the division.
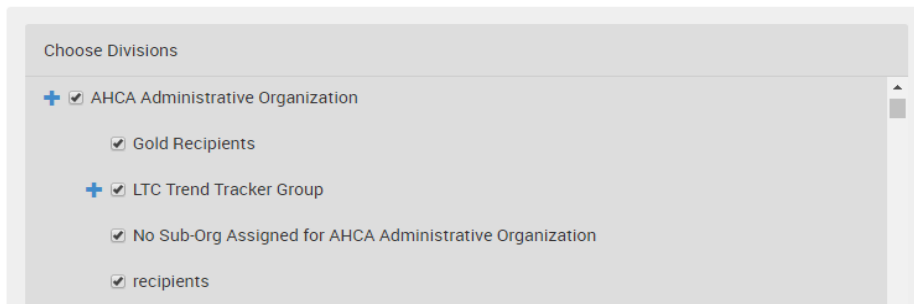
        3.Step 3: Click ✏ Save Division

    d. **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 a building(s).**

        1.Step 1: Click ☑ Limit my buildings for which I want to see results

        2.Step 2: Choose the Division you wish to run a report for.

            i. When clicking your organization name, all of the divisions, and sub divisions will be checked along with it.

☑ Limit my buildings for which I want to see results

Choose Divisions

➕ ☑ AHCA Administrative Organization

    ☑ Gold Recipients

➕ ☑ LTC Trend Tracker Group

    ☑ No Sub-Org Assigned for AHCA Administrative Organization

    ☑ recipients

            a. The ➕ sign indicates there are sub-divisions underneath these divisions.

        3.Step 3: Choose the Building Group you wish to run a report for

            i. <u>**You do not have to choose a division to run a report for a building group**</u>. A user can scroll down to the, **"Choose Building Groups"** section, and choose a group.

        4.Step 4: 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'

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selection by highlighting and check marks. To remove a building from the report criteria, click on the check mark associated with that building.

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