

The Quality Award Portal: Submitting an Uploaded PDF Application

This guide aims to help you upload a PDF application in the [Quality Award Portal](#). Silver and Gold applicants must upload a PDF file containing the responses to the criteria. If you have any questions, please contact the Quality Award team at qualityaward@ahca.org.

1. Log into the [Quality Award Portal](#).
2. If you are not on your center/corporation's portal, click on your center's name from the **User Dashboard** dropdown.

The screenshot shows the user dashboard for Jane Doe. At the top, there are logos for AHCA and NCAL, and a navigation bar with 'User Dashboard', a building icon (highlighted with a red box), a lock icon, a bell icon, and a user profile icon 'J'. Below the navigation bar, the text 'Welcome Jane Doe' is displayed. To the right, there are two main action buttons: 'Access to a Center/Corporation' (with a key icon) and 'Apply To Be An Examiner' (with a person icon). Below these, three numbered instructions are provided: 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. Below the instructions, there is a note: 'For assistance, click on your first initial in the upper right hand corner and click **Help**.' Below the instructions, there are two tabs: 'MY CENTER/CORPORATION' (selected) and 'MY EXAMINER APPLICATIONS (0)'. Below the tabs, there is a search bar and a table with one row of data. The table has columns: Requestor, Organization, Date Request Submitted, Status, Role, and Awaiting Approval From. The row contains: Jane Doe, Best Test Center, 11/24/2020, Approved, Primary Center Contact, and Corporate Account Administrator. There is an 'Open' button next to the first cell.

Requestor	Organization	Date Request Submitted	Status	Role	Awaiting Approval From
Jane Doe	Best Test Center	11/24/2020	Approved	Primary Center Contact	Corporate Account Administrator

This close-up shows the 'User Dashboard' dropdown menu. The menu is open, showing a list of organizations. The first item is '*User Dashboard' with a checkmark. The second item is 'Best Test Center', which is highlighted with a red arrow. The background shows the navigation bar with the building icon and the 'Apply To Be An Examiner' button.

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- Once you are on your center/corporation's portal under the **Apply** tab you will see all the awards that your center is eligible to apply for each year. You can click **Apply Now** to apply.

Best Test Center Portal

Melbourne FL 32901-3113

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 your approval. Not available for center contacts and center associates.

Center/Corporation Users: A list of all users connected to this center/corporation.

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

The 2024 application and application payment deadline is January 25, 2024.

APPLY (1) CURRENT APPLICATIONS AWARD HISTORY ACCESS REQUESTS FOR APPROVAL (1) CENTER/CORPORATION USERS (5) **REQUIRES ATTENTION (0)**

Year	Type	Organization / Group	Level	ITA Deadline	Deadline		
2022	SNF	Best Test Center	Silver	11/11/2021	01/27/2022	Apply Now	Pay

- When you click **Apply** you will be brought to a welcome page. Remember that you must read the application packet in full before beginning to write and apply.

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AHCA NCAL Applications Payment

Main Edit Application

Notes

Thank you for your interest in the [AHCA/NCAL National Quality Award Program](#). The Quality Award program provides a pathway for providers of long term and post-acute care services to journey towards performance excellence. The program is based on the core values and criteria of the Baldrige Performance Excellence Program.

The program encourages continuous learning and development of integrated quality systems to achieve performance excellence.

Member centers may apply for three progressive levels of awards: Bronze—Commitment to Quality, Silver—Achievement in Quality, or Gold—Excellence in Quality. Each level has its own distinct rigors and requirements for quality and performance excellence.

The second step in the program is the Silver Quality Award. Organizations (single centers) are required to have received a Bronze Quality Award before applying at the Silver level. Once the Silver Quality Award is achieved, organizations may move on to the Gold level.

In addition to the Organizational Profile, Silver applicants will respond to the basic and select overall item requirements within the seven Baldrige categories. This allows Silver applicants to focus on the Baldrige Criteria and provides a clear pathway for recipients moving toward Gold.


Applicants **must** read the [Silver application packet](#) in full before beginning to write and submit their application as it includes important information about the Silver Award, eligibility requirements and deadlines.

Once you read the Silver application packet in full, select **Upload PDF Application** to upload a PDF file containing your responses to the criteria.

Upload PDF Application

[javascript:mainlogout\(\)](#)

5. Read the instructions in grey box.

 • Click **Save Draft** frequently to save your working. Work will not be autosaved.

• Click **Submit Application** to submit your application. A successful submission will generate a confirmation page and an email.

The confirmation email is your only proof of application submission. Your application status in the current application section of your Quality Award Portal will also change to **Submitted Pending Payment**. You must complete the questions on the [Authorizations](#) tab before you submit the application.

6. Upload your PDF application using the **Upload Application** button.

1. Browse your files to locate your final PDF application submission
2. Select the file from your computer
3. Click Open to upload it.

Note: you can only upload 1 file here, and it must be a PDF. Other file types are not accepted. If you upload the wrong document, you can upload the correct one in the same field, the system only saves the most recent upload.

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Silver-24-37153 > 🗑️ ⓘ 📄

to Submitted Pending Payment. you must complete the questions on the [Authorizations](#) tab before you submit the application.

* Center: 🗑️

Modified Date: 07/27/2023 08:38 Modified By: .

* Owner: * Application Due Date: 01/25/2024 📅 🕒

Application Method: Uploaded Application

* Upload Silver Application

Please upload your application form in a PDF file. The application must be formatted to 8 1/2 by 11-inch pages and be no more than 28 pages in length, including the acronym page.

←

Click **Upload**. Once the file is uploaded it will appear under **Attached File** in a blue hyperlink and you can click **Close** to return to the application form.

File Upload 2 ✕

Select File: 🗑️

Attached File: [Silver Packet - 2023 Final-UPDATED_6_1_22.pdf](#)

Maximum file size: 2 GB
Allowed File Types: PDF

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4. You must respond to the questions under **Authorizations** tab before you submit the application. These are located right below the application upload field.

AUTHORIZATIONS

* **Federal Provider Number**
Six-Digit Federal Medicare/Medicaid Provider Number (if none, write N/A).

* **Contact Phone Number**
Please provide a phone number at which program staff can contact you.

* **Application Scope**
Please specify the scope of your application. Please note that the scope must match the payment's scope being submitted.

Skilled Nursing
 Skilled Nursing and Assisted Living
 Assisted Living
 ICFs/IIF
 HCB waiver group homes for individual with ID/DD

* **Ownership**
Is your organization independently owned (10 or fewer centers) or part of a regional or national company?

Independently Owned
 Regional/National

5. Click **Submit Application**. A successful submission will generate a confirmation page and a confirmation email. The confirmation email will include a copy of what you submitted. Save the email!

Action Successful
Application (Bronze-19-30022) is now in Submitted Pending Payment status. To return to your application dashboard, click [Applications](#).

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*Note the application will be in *Submitted Pending Payment* status until a payment is submitted. The confirmation email will also remind you to submit the payment before the deadline. If you have already submitted your payment, your application will be in *Submitted* status.

- Under the **Current Applications** tab you can see a copy of this application. You can click **Open** to review your application.

The screenshot shows the AHCA NCAL Quality Award Portal interface. At the top, there is a navigation bar with the AHCA and NCAL logos on the left and 'Applications', 'Payment', and utility icons on the right. The main heading is 'Best Test Center Portal' with the location 'Melbourne FL 32901-3113'. Below this, a section titled 'DESCRIPTION OF TABS LISTED BELOW' provides instructions for various tabs: 'Apply', 'Current Applications', 'Award History', 'Access Requests for Approval', and 'Center/Corporation Users'. A red arrow points to a red text notification: 'The 2022 application and application payment deadline is January 27, 2022.' Below the notification is a tabbed interface with 'CURRENT APPLICATIONS' selected. A table below the tabs shows one application with the following details:

#	Center	Application ID	Application Type	Application Deadline	Status
1	Best Test Center	Silver-22-36409	Silver - SNF	01/27/2022	Submitted Pending Payment

At any time before the deadline, you can click **Revise Application** to make updates your application. If you do this, remember the you **must** resubmit your application before the deadline for it to be reviewed.

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The screenshot displays the 'Main' page for application ID 'Silver-22-36409'. The interface includes a left sidebar with 'Main' and 'Notes' tabs. The main content area shows application details: 'Center: Best Test Center', 'Application Due Date: 01/27/2022', and 'Application Method: Uploaded Application'. Below this is the 'Application PDF' section, which contains a table of uploaded files. The table has columns for 'File Name', 'Size', and 'Date'. One file is listed: 'Silver-22-36409.pdf' with a size of 255.5 KB and a date of 09/03/2021 13:17. A 'Total Files: 1' indicator is present. On the right side, there is a 'JUMP TO' menu with options: 'P.1 ORGANIZATIONAL DESCRIPTION' and 'a. Organizational Environment'. A 'NEXT >' button is located next to the 'a. Organizational Environment' option. At the bottom center of the page, a 'Revise Application' button is highlighted with a red rectangular box.

1 of 1

Main Silver-22-36409

Notes

Center: Best Test Center

Application Due Date: 01/27/2022

Application Method: Uploaded Application

Application PDF

File Name	Size	Date
Silver-22-36409.pdf	255.5 KB	09/03/2021 13:17

Total Files: 1

JUMP TO

- P.1 ORGANIZATIONAL DESCRIPTION
- a. Organizational Environment

NEXT >

Revise Application