



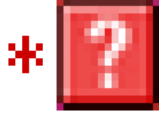




On-Line Instructions

Introduction Nursing homes and ALFs are mandated to submit to the Agency for Health Care Administration (AHCA) reports regarding adverse incidents and liability claims. Nursing homes are also required to report staffing information and their number of available beds. The step-by-step process of submitting this information on-line is detailed below.

Instructions for Completing Forms

Step	Action
1	<p>Enter the following web address into your Internet browser:</p> <p>http://www.fdhc.state.fl.us/reporting/index.shtml</p> <p>This directs you to an informational page where you will find on-line procedures, answers to frequently asked questions, and a link to the secured site accessible only to authorized users.</p>
2	<p>Prior to entering the secured area you will see a pop-up alert. This is part of the software being used to encrypt your transmission. Either view the certificate or simply click “yes” to proceed.</p>
3	<p>Logon to the site using the User ID and Password given to you by AHCA.</p>
4	<p>Create a new report by first selecting one of the report types available to you.</p>
5	<p>Enter all required data. Required fields are marked with an asterisk. </p> <p>Use appropriate formats listed on the form. For Example: Date fields are to be entered as YYYY-MM-DD. (2002-09-30). If no format is listed, such as for the Social Security number, <i>do not</i> enter dashes.</p>

Step	Action
6	<p>After entering the required information, click the  button at the bottom of the screen.</p>
7	<p>If you try to submit a form that is missing a required field, those fields will be marked with a red asterisk followed by a red question mark. Add missing data and SUBMIT again.</p> 
8	<p>Report submission is successful when you receive a report number.</p>  <p>Current Status: NEW Report Number:555555 Incident Number: 0000</p>
9	<p>After submitting the form, you may choose to:</p>  <p>If you made an error and need to change the information submitted, select UPDATE. If the report was submitted in error, choose WITHDRAW. Select PRINT to make copies for your files.</p>

Additional Instructions for 15-Day Reports

Step	Action
1	Click the <ADD NEW REPORTS> button at the top of the page.
2	Select the 15-day report
3	<p>A list of 1-day reports with no 15-day follow-up will appear. Double click on the appropriate 1-day report. <i>Note: If the report you wish to select is grayed out, this means that the corresponding 1-Day form is not in CLOSED status (This is done by AHCA after 3-5 business days, 1-Day reports must be in CLOSED status before entering the 15-Day follow-up).</i></p>


Step	Action
4	Enter all required data. Click the <Next Step> button at the bottom of the form to continue on the next page.
5	Click <Submit> when all pages are complete. Remember: You must receive a REPORT NUMBER – this is your receipt.
6	Print a hard copy of the 15-day report for your records using the PRINT button at the bottom of the report form.

Additional Instructions for Staffing Reports

Step	Action
1	Go to the “Add New Reports” screen and create a completely new report for each quarter being reported. If you are submitting information for a six-month period, you will need to add 2 reports. Do not submit 1 report and update the same report. This will only overwrite the original information and replace it with new information. When you submit the changes, you will have only 1 quarter reported.
2	Click <Submit> when all pages are complete. Remember: You must receive a REPORT NUMBER FOR EACH QUARTER REPORTED – this is your receipt.
3	Print a hard copy of each staffing report for your records using the PRINT button at the bottom of the report form.

Searching for Reports

Step	Action
1	Click the <Search Reports> button at the top of the page.

Step	Action
2	<p>Enter the report number and click <Search>.</p> 
3	<p>If you do not know the report number, click START FULL SEARCH</p>
4	<p>Select the report type(s). (NOTE: Holding the “Ctrl” key while clicking enables you to select more than one type of report.) Click the <Search> button.</p>

Where to Get Help

If you have problems and need immediate assistance, call (850) 922-6089. If you forget your user ID or password, or have general comments or suggestions for improvement, you may e-mail us at fdau_email@fdhc.state.fl.us.