Quick Base

OLTC Minimum Staffing Report instructions for Nursing Facilities

- 1. Go to https://ardhs.guickbase.com
- 2. User will see the following screen. Click "No".

Sign In	
We need to know where to send	d you to sign in.
Do you have a Arkansas Department of H username and passw	
	Yes No

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3. User will enter their email address and password and click "Sign in". Please click "I forgot my password" to reset a password.

Email address or username

Password

Sign in

I forgot my password

Not a Quick Base user? Create a log-in.

4. Click on the Report for the current month

TC Minimum Staffing > Nursing Ho	ome Dashboard					🛱 Print this page
onthly Reports - Previous and Cur	rent Month					
Facility Name	STATEVENNO	Reporting Month (Last Day)	Report Month & Year	Date Report Received	Report Received Late	Last Day - Census
06-01-2020 (1 Monthly Report)						
 Sympo Test Facility 	DEV_TEST	06-30-2020	June 2020	07-22-2020	*	65
OT						65
O7-01-2020 (1 Monthly Report) O Sympo Test Facility	DEV_TEST	07-31-2020	July 2020	07-22-2020	~	52
от						52
от						117
Nonthly Reports - Submitted- Last 6	STATEVENNO	Reporting Month (Last Day)	Report Month & Year	Date Report	Report	Droblem
		(Last Day)		Date Report Received	Report Received Late	Problem Report?
No monthly reports found		(Last Day)		Received	Received Late	Probain Report?
		(Last Day)		Received	Received Late	nconar? Report?
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No monthly reports found ck "Edit" in the rig me conthly Reporting > Monthly R cility Name	ht-hand corner Report #107520	(Last Day)		Received	Nacatived Late	nconar?
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No monthly reports found ick "Edit" in the rig one onthly Reporting > Monthly R acility Name Sympo Test Facility acility Location 1401 Labelle Drive, Little Rock, Arkansas 72204	ht-hand corner Report #107520 STATEVENNO DEV_TEST County	(Last Day)		Received	kaceived Late	ricorar?
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No monthly reports found ick "Edit" in the rig one onthly Reporting > Monthly R aclity Name Sympo Test Facility aclity Location 1401 Labelle Drive, Little Rock, Arkenses 72204 eporting Month (Last Day)	ht-hand corner	(Last Day)		Received	Received Late	Rupor?



5.

<u>0</u>	g buily hepor											
Full R	eport Ema	iil More 🔻	31 Daily rep	oorts								
	✓ Day	Daily Census	Day Shift Licensed	Day Shift Other	Evening Shift Licensed	Evening Shift Other	Night Shift Licensed	Night Shift Other	Day Shift Total	Evening Shift Total	Night Shift Total	Notes
10	1								0	0	0	

6. Begin entering the numbers day by day

Home			
Monthly Reporting > Edit Mont	hly Report #107520		Save & close 👻 Cancel
Facility Name Sympo Test Facility	STATEVENNO DEV_TEST		< Prev 1 Retu
acility Location 401 Labelle Drive, Little Rock, Arkansas 72204	County		
eporting Month (Last Day) 15-31-2020	Report Month & Year Last Day - Census May 2020		
y checking below to submit this monthly rep Il monthly data provided is accurate to the b	oort, I hereby verify est of my knowledge		
Daily Reports Documents Notes			
of Missing Daily Reports			
New Daily report More 🗸		31 Daily reports	
✓ Day Daily Day Shift Census Licensed	Day Shift Evening Evening Night Shift I Other Licensed Other Licensed	light Shift Day Shift Evening Night Shift Total Notes	
∥⊚ 1		0 0 0	
2 0 2		0 0 0	
2 💿 3		0 0 0	

7. Once all days have been entered, click the checkbox to certify the data and then click "Save & Close". Only click the checkbox to certify after ALL days have been entered and the monthly report is complete. Numbers can be entered daily and saved prior to certifying and submitting the final monthly report. Once the report is submitted, no changes can be made.



8. Once the box is checked, the user will see the "Date Report Received" and the "Report Submitted By" completed. If the report was submitted late, the "Report Received Late" will have a checkmark.

	:Monthly Report #107520 sorts & Charts	Save & close 🔹 Car
Facility Name Sympo Test Facility	STATEVENNO DEV_IEST	< Prev 1_
Facility Location 1401 Labelle Drive, Little Rock, Arkansas	County 15 72204 Pulaski-East	
Reporting Month (Last Day)	Report Month & Year Last Day-Census May 2020	
By checking below to submit this m all monthly data provided is accura	monthly report, I hereby verify rate to the best of my knowledge	
Date Report Received	Report Submitted By	

9. After clicking "Save & Close", the following message will appear.

Facility Name	STATEVENNO	
Sympo Test Facility	DEV_TEST	
Facility Location	County	
1401 Labelle Drive, Little Rock, Arkar	asas 72204 Pulaski-East	
eporting Month (Last Day)	Report Month & Year	Last Day - Census
05-31-2020	May 2020	
By checking below to submit th all monthly data provided is acc	is monthly report, I hereby verify urate to the best of my knowledg	e
		e ✓ Report Received Late