



## Section Q Reporter User Guide: ADRC User

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#### **I. Notes for ADRC Users:**


Section Q Reporter was built in a program called QuickBase. ADRC Users must have a QuickBase account in order to access Section Q Reporter.

[future draft: instructions on creating QuickBase account.]

ADRC Users use Section Q Reporter to report on Section Q activity for the SNFs and ASAPs in their defined service area.

#### **II. Getting Started:**

First go the Section Q Reporter website, and bookmark that page. Save it as a favorite, and make a desktop shortcut for yourself.

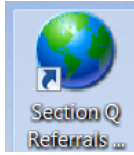


[Website: <https://ummscwmuhs.quickbase.com/db/bigngj23b>]



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### III. Accessing ADRC Reporting Features



1. Double-click the desktop shortcut to get to the login screen, and enter your username and password. [If you are brought to the Section Q Reporter welcome screen, click Sign In on the top right.] Click **Sign In**.

Email Address  
ag.qadrc@gmail.com

or user name

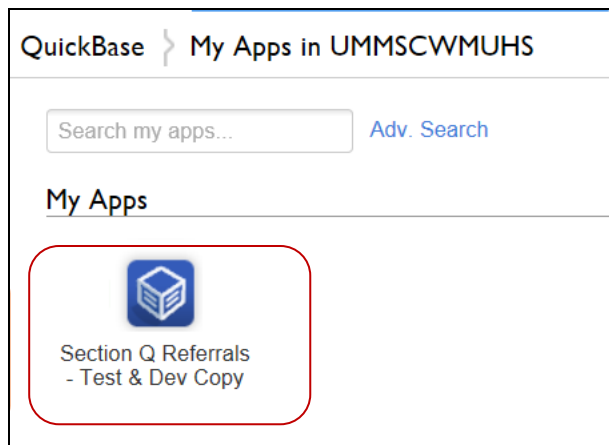
Password  
••••••••

[I forgot my password](#)

**Sign in**

Not a QuickBase user? [Create a log-in.](#)

2. Click on the Section Q Reporter icon:





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- This displays the ADRC User Dashboard page. There are two available reports: My Skilled Nursing Facilities, and ADRC Referrals Report

### SECTION Q REFERRAL TRACKING

#### Massachusetts ADRC Dashboard

Welcome to the Massachusetts Section Q Referral Tracking Database application. To view Q Referrals associated with your Skilled Nursing Facilities, click on the "My Skilled Nursing Facilities" button to the right, select your ADRC from the Drop down and click **Display Report**.

[My Skilled Nursing Facilities](#)

[ADRC Referrals Report](#)

### My Skilled Nursing Facilities Report

Selecting this report provides a list of the SNFs associated with your ADRC, and a summary total of referrals submitted by each.

From the drop down, select your ADRC and click the **Display Report** button:

Home

SNFs } ADRC Select Report

Show SNFS where

ADRCs is equal to

[Display Report](#)

This will display a list of SNFs as shown below. Note the *# of referrals* column, which shows the number of referrals submitted by each SNF to date. Clicking on that number will open a list of referrals from that SNF. On the left side of the page, there are list filtering options available.



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SNFs | ADRC Select Report

FILTERS

Search these SNFS 🔍

26 SNFS		ADRCs is 'ADRC of the Greater North Shore'		
	SNF Name	SNF Town	ASAP Name	# of Referrals
👁	Phillips Manor Nsg Home	Lynn	<a href="#">Greater Lynn Senior Services, Inc.</a>	0
👁	Jesmond Nsg Home	Nahant	<a href="#">Greater Lynn Senior Services, Inc.</a>	0
👁	Hammersmith House	Saugus	<a href="#">Greater Lynn Senior Services, Inc.</a>	0
👁	Saugus Care and Rehab Center	Saugus	<a href="#">Greater Lynn Senior Services, Inc.</a>	0
👁	Abbott House	Lynn	<a href="#">Greater Lynn Senior Services, Inc.</a>	1
👁	Life Care Center of the North Shore	Lynn	<a href="#">Greater Lynn Senior Services, Inc.</a>	0
👁	Aviv JRC of the North Shore	Peabody	<a href="#">North Shore Elder Services, Inc.</a>	1
👁	Hunt Nsg & Rehab Center	Danvers	<a href="#">North Shore Elder Services, Inc.</a>	12
👁	New England Home for the Deaf	Danvers	<a href="#">North Shore Elder Services, Inc.</a>	0

Click number to view that SNF's referrals

View referrals from the selected SNF, and use filters on left to further refine results.

FILTERS

Search 🔍

5 Referrals		Related SNF is '257'								
	Referral ID Number	Date of SNF Submission	SNF Name	Date of ASAP Review	Referral Status	Related SNF	SNF ID Number	SNF - Town	ASAP Acronym	ASAP Name
👁	1256-127	01-28-2014	Hunt Nsg & Rehab Center		Active	257	<a href="#">1256</a>	Danvers		
👁	1256-128	01-28-2014	Hunt Nsg & Rehab Center		Active	257	<a href="#">1256</a>	Danvers		
👁	1256-130	01-28-2014	Hunt Nsg & Rehab Center		Active	257	<a href="#">1256</a>	Danvers		
👁	1256-131	01-28-2014	Hunt Nsg & Rehab Center		Active	257	<a href="#">1256</a>	Danvers		
👁	1256-132	01-29-2014	Hunt Nsg & Rehab Center	01-29-2014	Viewed	257	<a href="#">1256</a>	Danvers		

### **ADRC Referrals Report**

This report lists all referrals received by the ASAPs in your ADRC jurisdiction. You have the same ability to refine your results by using the available filters on the left. This is a useful report to fulfil quarterly reporting requirements to the State.



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**Referrals** | **ADRC Referrals Report**

**FILTERS**

- Date of SNF Submission**  
02-03-2014 - 05-21-2014
- Referral Status**  
ASAP Referral  
Active  
No Further Action  
Non-ASAP Referral  
Viewed
- SNF Name**  
Abbott House

Search these referrals

**64 Referrals**

	Referral ID Number	Date of SNF Submission	Referral Status	SNF Name	ASAP
<b>05-21-2014 (2 Referrals)</b>					
	1180-0278	05-21-2014	Active	Hammersmith House	
	1180-0279	05-21-2014	Active	Hammersmith House	
<b>05-20-2014 (1 Referral)</b>					
	1256-0277	05-20-2014	Viewed	Hunt Nsg & Rehab Center	North Service