



Section Q Reporter User Guide: ASAP User

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I. Notes for ASAP Users:

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

[future draft: instructions on creating QuickBase account.]

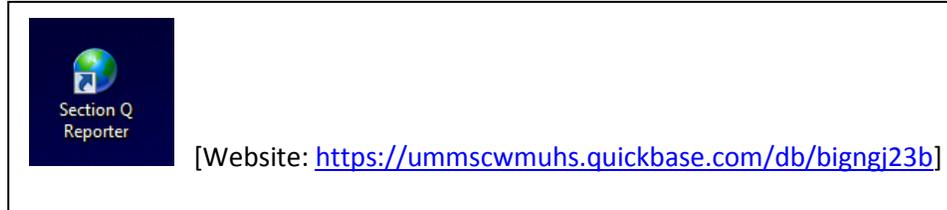
ASAP Users receive email notifications of new Section Q reports, and are able to view all referrals for their associated SNFs.



II. Getting Started:

A. Create a Bookmark

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



III. Using Section Q Reporter:

A. Navigating the ASAP User Dashboard



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

or user name

Password

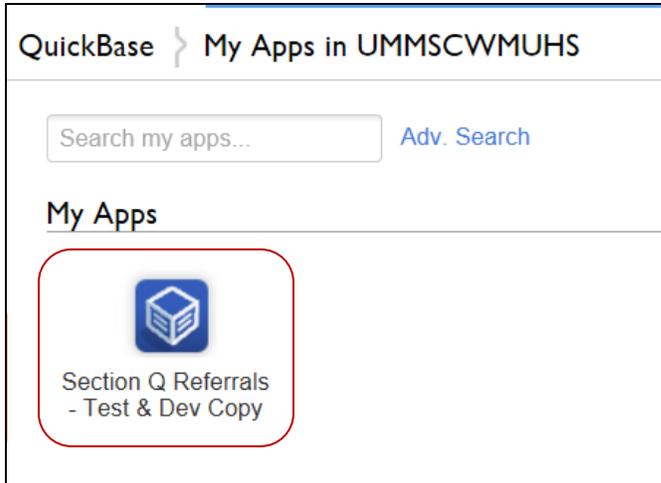
[I forgot my password](#)

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



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2. Click the icon for the Section Q Referrals application:



3. This will bring you to the ASAP User Dashboard:

SECTION Q REPORTER + New Search Help Alerts AG-qasap tester

My Apps Section Q Referrals - Test & Dev.. New App

Home

Section Q Referrals - Tes... ASAP User Dashboard Import/Export Print this page Add New SNF

Section Q Referral Tracking System

ASAP User Dashboard

If submitting a NEW Section Q Referral on behalf of a associated SNF, type in the SNF name below and click on the "Find" button.

SNF Name: Find

▼ New Referrals (Most Recent on top)

Full Report	Grid Edit	Email	More	1-10 of 108 Referrals					
	Referral ID Number	SNF Name	SNF ID Number	Referral Status	Date of SNF Submission	Date of ASAP Review	ASAP Acronym	Date Modified	Last Modified By
	1256-131	Hunt Neg & Rehab Center	<u>1256</u>	Active	01-28-2014		NSES	01-28-2014 03:15 PM	<u>Anonymous</u>
	1256-130	Hunt Neg & Rehab Center	<u>1256</u>	Active	01-28-2014		NSES	01-28-2014 01:57 PM	<u>Anonymous</u>
	1023-129	Countryside Nursing Home	<u>1023</u>	Active	01-28-2014		BPES	01-28-2014 01:30 PM	<u>Anonymous</u>
	1256-128	Hunt Neg & Rehab Center	<u>1256</u>	Active	01-28-2014		NSES	01-28-2014 01:24 PM	<u>Anonymous</u>
	1256-127	Hunt Neg & Rehab Center	<u>1256</u>	Active	01-28-2014		NSES	01-28-2014 01:22 PM	<u>Anonymous</u>
	1023-126	Countryside Nursing Home	<u>1023</u>	Viewed	01-27-2014	01-29-2014	BPES	01-27-2014 10:41 AM	<u>Deane, Byron</u>
	1023-125	Countryside Nursing Home	<u>1023</u>	Viewed	01-27-2014	01-29-2014	BPES	01-27-2014 08:18 AM	<u>tester, AG-qasap</u>



ASAP User Dashboard Components:

[Add New SNF](#)

Section Q Referral Tracking System

ASAP User Dashboard

If submitting a NEW Section Q Referral on behalf of a associated SNF, type in the SNF name below and click on the "Find" button.

SNF Name:

ASAPs have the ability to enter a new referral on a SNF's behalf if the need arises.

New Referrals (Most Recent on top)

Full Report	Grid Edit	Email	More	1-10 of 108 Referrals								
				Referral ID Number	SNF Name	SNF ID Number	Referral Status	Date of SNF Submission	Date of ASAP Review	ASAP Acronym	Date Modified	Last Modified By
				1256-131	Hunt Nsg & Rehab Center	<u>1256</u>	Active	01-28-2014		NSES	01-28-2014 03:15 PM	Anonymous
				1256-130	Hunt Nsg & Rehab Center	<u>1256</u>	Active	01-28-2014		NSES	01-28-2014 01:57 PM	
				1023-129	Countryside Nursing Home	<u>1023</u>	Active	01-28-2014		BPES	01-28-2014 01:30 PM	
				1256-128	Hunt Nsg & Rehab Center	<u>1256</u>	Active	01-28-2014		NSES	01-28-2014 01:24 PM	
				1256-127	Hunt Nsg & Rehab Center	<u>1256</u>	Active	01-28-2014		NSES	01-28-2014 01:22 PM	
				1023-126	Countryside Nursing Home	<u>1023</u>	Viewed	01-27-2014	01-29-2014	BPES	01-27-2014 10:41 AM	
				1023-125	Countryside Nursing Home	<u>1023</u>	Viewed	01-27-2014	01-29-2014	BPES	01-27-2014 08:18 AM	
				1023-124	Countryside Nursing Home	<u>1023</u>	Viewed	01-26-2014	01-29-2014	BPES	01-26-2014 10:22 AM	tester_AG-gasap
				1023-123	Countryside Nursing Home	<u>1023</u>	Viewed	01-24-2014	01-29-2014	BPES	01-28-2014 12:10 PM	Test User 1, QuickBase
				1023-122	Countryside Nursing Home	<u>1023</u>	Viewed	01-23-2014	01-29-2014	BPES	01-27-2014 10:38 AM	Deane, Byron

1 | 2 ... 10 11 >

Not-yet viewed referrals display a "New" flag

10 referrals are visible at a time; use page advance to view previous referrals

List of referrals with most recent submission on top



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B. Processing an Incoming Referral

1. The first indication that a SNF has submitted a new Section Q Referral will be a notification arriving in your email inbox. The name of the SNF will be visible in the subject line, along with the referral ID number.

From	Subject	Received
Date: Today		
notify@quickbase.com	Section Q Referral 1256-132 (Hunt Nsg & Rehab Center)	Wed 1/29/14
Maggie Woodward	Default Agency	Wed 1/29/14

2. When you view the message you will see a link to the QuickBase application. Click the link.

From: notify@quickbase.com Sent: Wed 1/29/2014 1:11 PM
To: ag.qasap@gmail.com
Cc:
Subject: Section Q Referral 1256-132 (Hunt Nsg & Rehab Center)

Section Q Referral submitted, referral number 1256-132.

Click here to log in and view your referral: <https://ummscwmuhs.quickbase.com/db/main?a=SignIn&c=mnk2ie>

3. This brings you to the sign in page. Enter your QuickBase account information.

Email Address

or user name

Password

[I forgot my password](#)

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



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The ASAP User Dashboard appears, with the list of referrals.

*Check the Referral ID number and the date. The recently submitted referral should have a “new” flag displayed.

4. Click the Edit  symbol next to the referral

Section Q Referral Tracking System

ASAP User Dashboard

If submitting a NEW Section Q Referral on behalf of a associated SNF, type in the SNF name below and click on the "Find" button.

SNF Name:

New Referrals (Most Recent on top)

Full Report	Grid Edit	Email	More	1-10 of 109 Referrals					
	Referral ID Number	SNF Name	SNF ID Number	Referral Status	Date of SNF Submission	Date of ASAP Review	ASAP Acronym	Date Modified	Last Modified By
	1256-132	Hunt Nsg & Rehab Center	<u>1256</u>	Active	01-29-2014		NSES	01-29-2014 11:57 AM	<u>Anonymous</u>
	1256-131	Hunt Nsg & Rehab Center	<u>1256</u>	Active	01-28-2014		NSES	01-28-2014 03:15 PM	<u>Anonymous</u>
	1256-130	Hunt Nsg & Rehab Center	<u>1256</u>	Active	01-28-2014		NSES	01-28-2014 01:57 PM	<u>Anonymous</u>
	1023-129	Countryside Nursing Home	<u>1023</u>	Active	01-28-2014		BPES	01-28-2014 01:30 PM	<u>Anonymous</u>
	1256-128	Hunt Nsg & Rehab Center	<u>1256</u>	Active	01-28-2014		NSES	01-28-2014 01:24 PM	<u>Anonymous</u>
	1256-127	Hunt Nsg & Rehab Center	<u>1256</u>	Active	01-28-2014		NSES	01-28-2014 01:22 PM	<u>Anonymous</u>
	1023-126	Countryside Nursing Home	<u>1023</u>	Viewed	01-27-2014	01-29-2014	BPES	01-27-2014 10:41 AM	<u>Deane, Byron</u>



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This will display the referral information page:

Referrals Edit Referral #132 Save Cancel

Return | Next

SNF Detail

Please make sure that the correct SNF is listed and that the SNF information is accurate.

SNF ID Number 1256 - Hunt Nsg & Rehab Center - tester, AG-qasap

SNF Name Hunt Nsg & Rehab Center

Town Danvers

Referral ID Number 1256-132

Submitter Email Address * ag.snf.reporter@gmail.com

View Section Q Referral (check here)

- To acknowledge that you have viewed the referral information, check the box "View Section Q Referral (check here)"

Once checked, the remaining referral information becomes visible on the lower half of the page:

yes View Section Q Referral (check here)

ASAP Review

Please select your ASAP Acronym from the drop down.

ASAP Acronym Make a Selection... ASAP Name

Patient DOB 01-01-1950

Payor Medicaid

Referral Status Viewed

Date of SNF Submission 01-29-2014



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6. Select your ASAP from the drop down menu next to ASAP Acronym and click **Save**

Referrals Edit Referral #132 Save

SNF Detail Return

Please make sure that the correct SNF is listed and that the SNF information is accurate.

SNF ID Number: 1256 - Hunt Nsg & Rehab Center - tester, AG-qasap

SNF Name: Hunt Nsg & Rehab Center

Town: Danvers

Referral ID Number: 1256-132

Submitter Email Address *: ag.snf.reporter@gmail.com

[yes View Section Q Referral \(check here\)](#)

ASAP Review

Please select your ASAP Acronym from the drop down.

ASAP Acronym: Make a Selection... ASAP Name

Patient DOB: 01-01-1950

Payor: Medicaid

Referral Status: Viewed

Date of SNF Submission: 01-29-2014

Note that the status of this referral has been changed to “viewed.”

Full Report Grid Edit Email More								
I-10 of 109 Referrals								
	Referral ID Number	SNF Name	SNF ID Number	Referral Status	Date of SNF Submission	Date of ASAP Review	ASAP Acronym	Date
	1256-132	Hunt Nsg & Rehab Center	<u>1256</u>	Viewed	01-29-2014	01-29-2014	NSES	01-29-2014

****The contact at the submitting SNF will now receive an email notification that the ASAP User has viewed the referral information.**

C. Running Reports