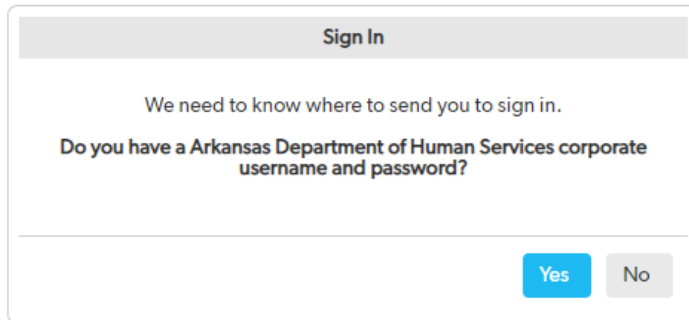


## Quick Base

### OLTC Minimum Staffing Report instructions for Nursing Facilities

1. Go to <https://ardhs.quickbase.com>
2. User will see the following screen. Click “No”.



Sign In

We need to know where to send you to sign in.

Do you have a Arkansas Department of Human Services corporate username and password?

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

My Apps OLTC Minimum Staffing New App

Home

OLTC Minimum Staffing > Nursing Home Dashboard Print this page

Monthly Reports - Previous and Current 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)						
Sympoo Test Facility	DEV_TEST	06-30-2020	June 2020	07-22-2020	✓	65
<b>TOT</b>						<b>65</b>
07-01-2020 (1 Monthly Report)						
Sympoo Test Facility	DEV_TEST	07-31-2020	July 2020	07-22-2020	✓	52
<b>TOT</b>						<b>52</b>
<b>TOT</b>						<b>117</b>

Monthly Reports - Submitted- Last 6 Months

Facility Name	STATEVENNO	Reporting Month (Last Day)	Report Month & Year	Date Report Received	Report Received Late	Problem Report?
No monthly reports found						

5. Click "Edit" in the right-hand corner

Home

Monthly Reporting > Monthly Report #107520 Edit Email More Return

Facility Name: Sympoo Test Facility STATEVENNO: DEV\_TEST

Facility Location: 1401 Labelle Drive, Little Rock, Arkansas 72204 County: Pulaski-East

Reporting Month (Last Day): 05-31-2020 Report Month & Year: May 2020 Last Day - Census:

**By checking below to submit this monthly report, I hereby verify all monthly data provided is accurate to the best of my knowledge**

Daily Reports Documents Notes

# of Missing Daily Reports: 0

Full Report	Email	More	31 Daily reports									
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	
1								0	0	0		

6. Begin entering the numbers day by day

Home

Monthly Reporting > Edit Monthly Report #107520 Save & close Cancel Prev Return

Facility Name STATEVENNO  
 Symco Test Facility DEV\_TEST  
 Facility Location County  
 1401 Labelle Drive, Little Rock, Arkansas 72204 Pulaski-East  
 Reporting Month (Last Day) Report Month & Year Last Day - Census  
 05-31-2020 May 2020

By checking below to submit this monthly report, I hereby verify all monthly data provided is accurate to the best of my knowledge

Daily Reports Documents Notes

# of Missing Daily Reports  
 0

New Daily report More 31 Daily reports

	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
	1								0	0	0	
	2								0	0	0	
	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.

Home

Monthly Reporting > Edit Monthly Report #107520 Save & close Cancel Prev Return

Facility Name STATEVENNO  
 Symco Test Facility DEV\_TEST  
 Facility Location County  
 1401 Labelle Drive, Little Rock, Arkansas 72204 Pulaski-East  
 Reporting Month (Last Day) Report Month & Year Last Day - Census  
 05-31-2020 May 2020

By checking below to submit this monthly report, I hereby verify all monthly data provided is accurate to the best of my knowledge

Daily Reports Documents Notes

# of Missing Daily Reports  
 0

New Daily report More 31 Daily reports

	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
	1								0	0	0	
	2								0	0	0	
	3								0	0	0	

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 Reporting > Edit Monthly Report #107520  
Reports & Charts

Facility Name: [Sympo Test Facility](#) STATEVENNO DEV\_TEST

Facility Location: [1401 Labelle Drive, Little Rock, Arkansas 72204](#) County: Pulaski-East

Reporting Month (Last Day): 05-31-2020 Report Month & Year: May 2020 Last Day - Census:

**By checking below to submit this monthly report, I hereby verify all monthly data provided is accurate to the best of my knowledge**

**Date Report Received** 07-22-2020 **Report Submitted By** Rashad Campbell  **Report Received Late**

Save & close

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

Facility Name: [Sympo Test Facility](#) STATEVENNO DEV\_TEST

Facility Location: [1401 Labelle Drive, Little Rock, Arkansas 72204](#) County: Pulaski-East

Reporting Month (Last Day): 05-31-2020 Report Month & Year: May 2020 Last Day - Census:

**By checking below to submit this monthly report, I hereby verify all monthly data provided is accurate to the best of my knowledge**

**Date Report Received** 07-22-2020 **Report Submitted By** Rashad Campbell  **Report Received Late**

Monthly report saved