

PIMS Portal User Guide

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## PIMS Portal

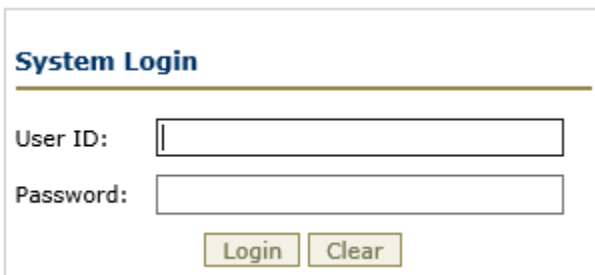
The Portal is a place where Providers and Nursing Homes are able to login to view reports for their entity and to submit some information.

PIMS is accessed by clicking or copying this link into your browser address bar:  
<https://pims.gmcf.org>

### 1 Portal Login

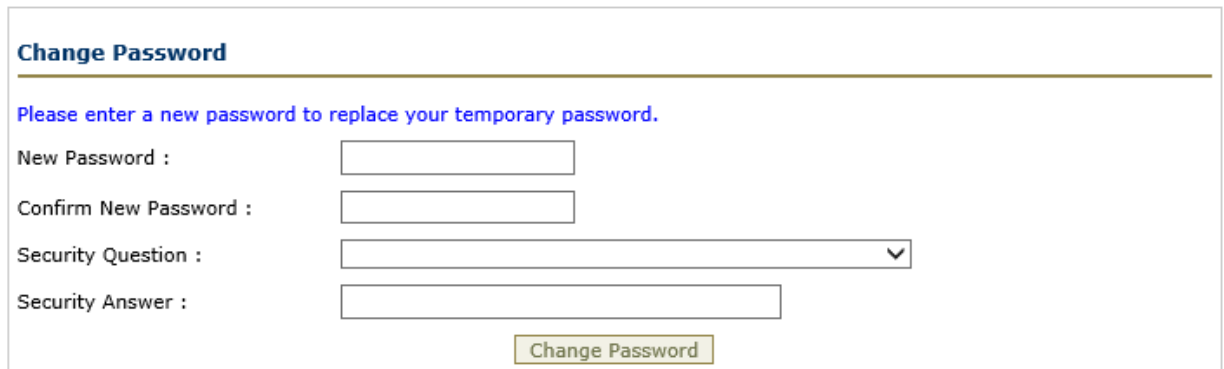
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A Login Screen has been provided for the users. When you have been signed up as a Portal User, you will receive an email with your login and temporary password.



The image shows a 'System Login' form. It has a title 'System Login' at the top. Below the title, there are two input fields: 'User ID:' and 'Password:'. At the bottom of the form, there are two buttons: 'Login' and 'Clear'.

1. Enter your Login and temporary password and click Login.
2. Click Login.
3. Enter a New Password.



The image shows a 'Change Password' form. It has a title 'Change Password' at the top. Below the title, there is a blue instruction: 'Please enter a new password to replace your temporary password.' Below this, there are four input fields: 'New Password:', 'Confirm New Password:', 'Security Question:' (a dropdown menu), and 'Security Answer:'. At the bottom of the form, there is a 'Change Password' button.

4. Enter your password again to confirm.
5. Select a Security Question from the dropdown and enter the Security Answer.
6. Click Change Password.

### 2 Provider Summary

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After you sign in, the **Select Entity to Work with** dropdown box will default to your location. If you are associated with multiple locations you can select a location from the dropdown to view the summary.

### Provider Summary

Select Entity to Work with :   
View Report :

### 2.1 VIEWING REPORTS

The View Report dropdown contains a list of reports available on the Portal for the Entity.

Select Entity to Work with :   
View Report :

Select a report from the list. The report will render below the Provider Summary section.

### Provider Summary

Select Entity to Work with :   
View Report :

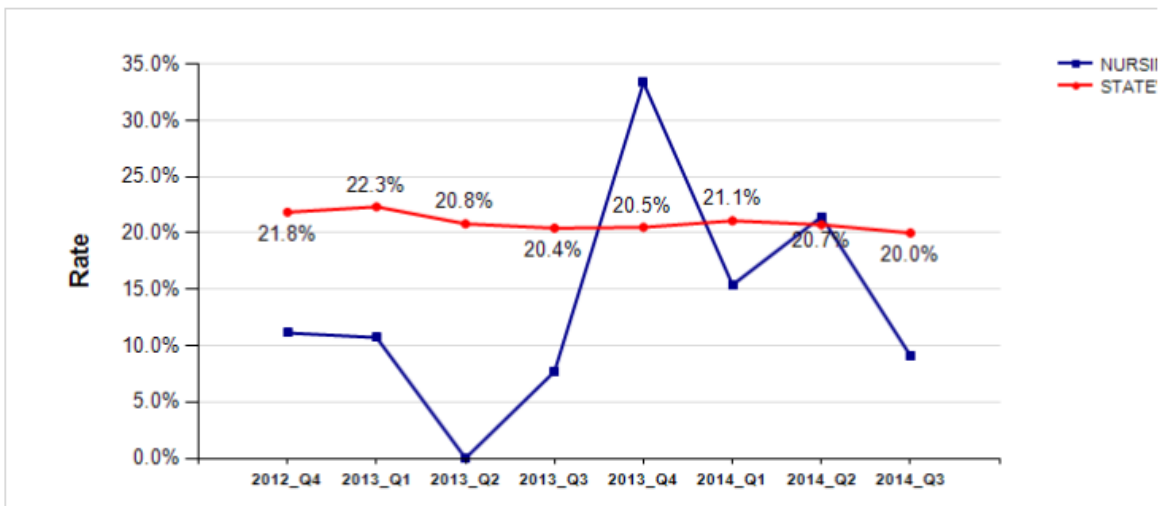
Navigation bar: 1 of 8, 100%, Find | Next, Print, Refresh

## GA NH Reports

Report Generated Time: 6/4/2015

### 000000 - SOME NURSING HOME

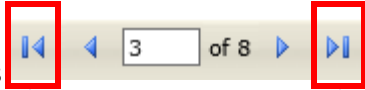
#### GA NH Readmission Report



Once the report is generated the following options are available from the ribbon:



Navigation bar: 3 of 8, 100%, Find | Next, Print, Refresh

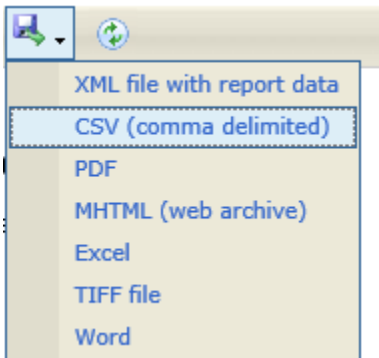
1. Use the single arrows  of 8  to page through the report, or enter the page number to go to that page.

2. Use the outside arrows  to go to the beginning or end of the report.

Beginning

End

3. Click the % dropdown  to view the report in a larger or smaller size.
4. Enter a word  and click find to search the report. Click Next to search for the next result.
5. Click the arrow beside the Save Icon to view the save options.



The report can be saved different formats. Here are the most common formats for these reports:

- PDF – generates the report as a PDF document.
- Excel – generates the report in an Excel spreadsheet.
- Word – generates the report as a Word document.

Click on the option and the file will generate automatically. You may see the prompt below.



You can Open and Save the report from here.

### 3 Data Collection

Data will be collected from the providers by downloading a Fillable PDSA worksheet or OAPI Self-Assessment, and uploading the completed form to the portal.

#### 3.1 DOWNLOADING DATA COLLECTION FORMS.

1. Click on the Underlined Name of the form to open the form.

PDSA Worksheets

OAPI Self-Assessment Tool

2. Save the Form to your computer or network drive.

#### 3.2 UPLOADING COMPLETED WORKSHEETS AND ASSESSMENTS

1. Select the form you will be uploading.

PDSA Worksheets

OAPI Self-Assessment Tool

2. Click the Browse button and find the file.
3. Click Open.
4. Click Attach File.

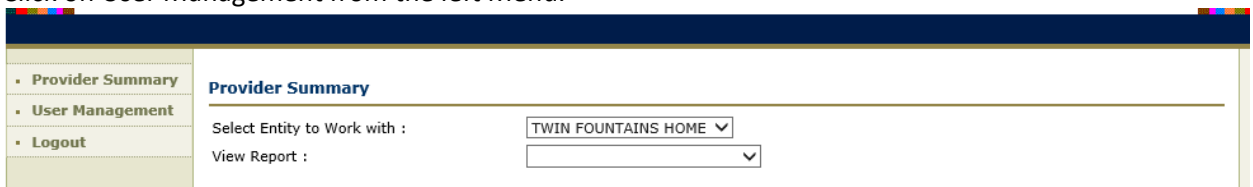
The attached files will display at the bottom of the screen.

The PIMS administrator will be notified via email when you have uploaded a data collection file.

### 4 User Management

Providers can view those with portal access for their location.

1. Click on User Management from the left Menu.



The screenshot shows a web application interface. On the left is a vertical menu with three items: 'Provider Summary', 'User Management', and 'Logout'. 'User Management' is highlighted. The main content area is titled 'Provider Summary'. It contains two dropdown menus: 'Select Entity to Work with' (set to 'TWIN FOUNTAINS HOME') and 'View Report'.

2. The list contains those with access to the Portal for your location.

User ID	Name	Admin	Status	Last Modified
JUSER	Jane User	Yes	Active	5/27/2015 2:50:20 PM
LUSER	Larry User	No	Active	5/27/2015 3:34:09 PM
MUSER	Mary User	No	Active	6/3/2015 3:23:54 PM
PUSER	Portal User	No	Active	5/27/2015 2:50:40 PM

3. To gain or change access, contact the Administrator if one is listed.  
If an administrator is not listed, email JoVonn Givens at [JoVonn.Givens@gmcf.org](mailto:JoVonn.Givens@gmcf.org) with the request in the body of the email.