ALIRTS User Guide

Facility Registration and Submission

ALIRTS is the Automated Licensing Information and Report Tracking System

ALIRTS User Guide

Registration and Report Submission

Table of Contents

Page

Introduction to ALIRTS **1**
- What is ALIRTS
- Minimum Computer System Requirements
- Security and ALIRTS User Accounts
- Technical Support
- Navigation Rules

Chapter One Registration **5**
- Designate Facility Employee as the OAAA
- Multiple Facilities Under One OAAA
- Register Your Facility – You Need the OSHPD Info Letter
- Assigning Initial Login IDs, Passwords, Active Status
- Optional Step: Adding Additional Report Preparers (users)

Chapter Two Logging in to Start or Open a Report **9**
- Launching Internet Explorer (IE) and ALIRTS
- Locate Your Facility Through Search Feature
- Add a New Report or Open A Previously Added Report
- Report Status Types
- Accessing the Utilization Report Instructions
- Validating By Report Section and Full Report
- Submitting the Report
- Revising a Previously Submitted Report

Chapter Three Maintaining ALIRTS User Accounts **14**
- Updating Report Preparer Information and Passwords
- Resetting Passwords for Report Preparers and Yourself
- Adding Another Facility (Facilities) to Your ALIRTS Acccount
- Adding Additional Report Preparers

Chapter Four Other Functions – Printing, Viewing Report **19**
- Functions and Links
- Report Actions on the Utilization Report Search Screen
- Printing and Viewing Reports

ALIRTS USER GUIDE APPENDICES

Appendix A **Frequently Asked Questions (FAQ)**

Appendix B **ALIRTS User Guide Glossary**

Appendix C **Getting Started "Quick Reference Guide"**

Appendix D **Upgrade Guide Internet Explorer (IE) 128-bit Encryption**

INTRODUCTION TO ALIRTS

The Office of Statewide Health Planning and Development (OSHPD) developed its Automated Licensing Information and Report Tracking System (ALIRTS) with two principal objectives:

- Introduce a web-based system for storing, updating, and retrieving licensing information on California hospitals, long-term care facilities, primary care clinics, specialty clinics, home health agencies, and hospices; and

- Maintain a web-based system that allows facilities to prepare, validate, and revise their Annual Utilization Reports (Report) electronically over a secure website.

All California licensed facilities are required to use ALIRTS for reporting purposes. ALIRTS became operational for the following annual utilization reports:

- Primary Care Clinics: September 2002 for 2001 annual data.

- Hospitals, Long-term Care Facilities, Specialty Clinics, Home Health Agencies, and Hospices: August 2003 for 2002 annual data.

The ALIRTS User Guide contains step-by-step instructions to enable you to register your facility, complete the reporting year's annual utilization report, and successfully submit the report to OSHPD. While this Guide provides help on the new online reporting platform, each of the Reports continue to have their own comprehensive set of instructions.

The ALIRTS User Guide is geared for facility staff who have primary responsibility for completing and submitting the Report. It also covers various administrative functions related to the OSHPD ALIRTS Account Administrator (OAAA) and Facility Users like the Report Preparer who completes the Report. In most cases, both roles will be the responsibility of the same individual. Organizations whose operation is more complex or involves multiple sites may opt to assign more than one Report Preparer.

This Users Guide (Guide) will be most helpful if the OAAA and Facility Users discuss roles and duties and each has regular access to the Guide. You are encouraged to visit the ALIRTS Help web page (http://www.oshpd.state.ca.us/hid/ALIRTS/facsupport/index.htm) to view, print, or download a variety of Help documents (ALIRTS User Guide, reporting forms and instructions, frequently asked questions, and program updates). Report instructions may also be accessed while the user is completing any section of the Report.

Like any computer application, ALIRTS will become easier to use with hands-on experience. We encourage you to follow this Users Guide as you complete the Report. Also, we highly recommend that Facility Users become familiar with the functions and features available on ALIRTS. It may be helpful for report preparation purposes to print a paper copy of the blank Report form and use it as a worksheet prior to completing the Report online.

Important Reminder: Facilities are now required to submit their Report electronically using ALIRTS. Do not submit the hardcopy Report to OSHPD. Only facilities with prior formal written approval from OSHPD may use a different submission format.

Minimum Computer System Requirements

To use ALIRTS, you must have a personal computer system that meets the following minimum requirements:

- Processor: PC Pentium 133 Mhz CPU
- Memory: 64 MB RAM
- Modem: 28.8 KB
- Operating System: Windows 95 or higher

  Note: ALIRTS does not currently support the use of Macintosh computers
- Internet Browser: Internet Explorer (IE) 5.0 or higher

  Note: Netscape will not work with ALIRTS for reports preparation.
- AOL does work with ALIRTS. Read note under Technical Support further in this document.
- Browser Security: 128-bit Encryption*
- Minimum Screen Resolution: 800 x 600 minimum (1024 x 768 or higher recommended)
- Email: Required for OAAA, Alternate Contacts and report preparers
- Internet service through an Internet Service Provider (ISP)

There are significant differences in online processing speeds. Speed may depend on the ISP one uses, the type of modem used in a PC (dialup being the slowest, commercial "broadband" being much faster), PC computing power, and traffic on the Internet. This means that the time executing certain ALIRTS functions may vary -- depending on your online resources. Check with your organization's technical support staff or the ISP that serves your facility for maximizing existing online resources.

*The browser security level required for ALIRTS is 128-bit encryption. If you are not sure your browser has 128-bit encryption, refer to the IE Upgrade instructions in Appendix D.

Security and ALIRTS User Accounts

ALIRTS User Accounts are secure. That is, each facility user must have a valid ALIRTS User Account (e.g. login ID and password) in order to submit or modify utilization data. Public data users do not require a login ID or password, but are restricted to view only submitted data.

Each facility must designate one person to be the OAAA who will have the responsibility for administering all user accounts at their facility.

The password and login ID assigned by the OAAA are perpetual, i.e., the user/report preparer may keep the same ones for all future year utilization reports administered through ALIRTS. The user may, however, change his/her own password to maintain data security.

To further enhance security, ALIRTS has a "Session Time-Out" feature. While logged on to the ALIRTS web page, the application identifies your session as "active" (validating, calculating, saving etc). After 45 minutes of inactivity, you will be automatically logged-out of your report web page account. This prevents unauthorized individuals from observing or entering data on a PC that was not properly logged-off. Please note that data entered since the last save will be lost in case of "Session Time-Out". We advise careful planning of your online sessions to enable smooth uninterrupted entry, saving data regularly, and full completion of Report sections.

Technical Support

If you have questions connecting to the Internet or using your PC, consult with your facility's technical support or your Internet Service Provider (ISP).

AOL USERS NOTE: ALIRTS is compatible with AOL because the AOL program runs in conjunction with Internet Explorer (IE). As long as you have IE in your computer system, ALIRTS is accessible through an AOL connection. To use ALIRTS in AOL, follow these four steps:

1. Launch AOL and do all regular login procedures.
2. Minimize AOL (click the small minus sign in top right corner of your screen.)
3. Launch IE through normal method and observe routine ALIRTS processes.
4. When entry for the day is finished or you want to leave ALIRTS, log-out off ALIRTS first, then log-out off AOL.

Contact ALIRTS Support Staff by E-mail

For questions regarding the submittal of your utilization report through ALIRTS, please e-mail us at the appropriate e-mail address below:

Facility Type	Email Addresses
Home Health/Hospices	HHA-Hospices-Alirts@oshpd.ca.gov
Hospitals	Hospital-Alirts@oshpd.ca.gov
Long Term Care	LongTermCare-Alirts@oshpd.ca.gov
Primary Care Clinics	PrimaryCareClinics-Alirts@oshpd.ca.gov
Specialty Clinics	SpecialtyClinics-Alirts@oshpd.ca.gov
General ALIRTS Inquiries	ALIRTS@oshpd.ca.gov

Navigation and Data Entry Rules for Completing ALIRTS Report

- Use the **Tab** key or a mouse click to move between input fields within a report section.
- Pressing the **Enter** key will execute the highlighted button on a web page or pop-up window. For most pop-up Message Boxes, pressing **Enter** will close the box.
- To move vertically within a page, click in the scroll bar, press the **Page Up** or **Page Down** keys, or press the Up (↑) or Down (↓) arrows keys.
- Data entered on a Report page may be lost if you use your browser **Back** and **Forward** buttons before saving or validating a section.
- Do not press the **Enter** key after entering an amount. This will execute the highlighted button on a web page. Use the **Tab** key or click into another field.
- Use care when re-typing the login ID and password. Do not mistake the letters "O" and "I" for the numbers "0" and "1" and vice versa.
- Report amounts as whole numbers, e.g., for dollar (currency) amounts, do not include cents. DO NOT enter commas in any of the Report numerical or currency data fields. The ALIRTS application will generate fatal errors if commas are inserted in numerical or currency amounts. To enter negative amounts, type a hyphen (-) to the left of number.
- Blanks and zeros (0) are treated the same. This means that you do not need to enter a "zero" when the data in the field does not apply. For the same reason, there is also no need to enter "n/a" .
- Drop-down boxes: Review carefully if the Report question pertains to your facility. Click the box and select one of the choices if required.
- You can use the **Backspace** or **Delete** keys to delete a field. Avoid using the **Spacebar** to blank a field.
- Save your work and entries before you log off or turn off your computer.
- ALIRTS will automatically log you out if no activity has occurred for 45 minutes. Activity is defined as saving, validating, or submitting data. Simply entering data will not prevent a "Session Time-out". With a session time-out, you will lose any data since you last saved the Report and you will need to login again.

Chapter One REGISTRATION

To use ALIRTS, your facility must first be registered. Registration involves a two-step process. Both steps are discussed in detail in the following paragraphs.

Step 1: The facility designates an employee who acts as the OSHPD ALIRTS ACCOUNT ADMINISTRATOR (OAAA) and the facility's Report Preparer.

Step 2: Register your facility. All facilities are sent, by postal service, a "Registration and Information Package". It is mailed to the attention of the facility's administrator. The cover letter accompanying the Package includes a unique login ID and a password to be used during the registration process. In the process, the OAAA creates a new login ID and a new password. Step 2, for those OAAAs responsible for multiple facilities, also explains how to register additional facilities or how to add additional users.

STEP 1: Designate the OSHPD ALIRTS Account Administrator (OAAA)

The OAAA is the person at the facility level who has the responsibility for administering and maintaining user accounts. This role may be filled by the facility administrator or his/her designee. The OAAA has the following responsibilities:

- Registering the facility.
- Registering any additional facilities the OAAA is responsible for.
- Assigning an Alternate Contact. This individual will be a secondary receiver of e-mail communications from ALIRTS but does not have data submission rights.
- Adding Report Preparers (i.e. User Accounts at the facility) who will have the ability to submit and revise data. Report Preparers cannot be added until the facility is registered. (Adding Preparers, however is optional – the OAAA does not have to establish any Report Preparers.)
- Updating user records or profiles. Periodically reviewing the list of Report Preparers and ensuring that they are all "active" users. If a Report Preparer is no longer at the facility, they should be marked as "inactive".

Multiple Facilities Under One OAAA

One person can be the OAAA for multiple facilities. For example, if the organization has a home office and multiple sites, one person could be the OAAA for the entire organization and designate someone at each facility to be a Report Preparer with the ability to submit, modify, or revise the utilization report. Directions for setting up a multi-facility account are listed later in this document.

STEP 2 – Registering Your Facility

Registering a facility begins with the designated OAAA accessing ALIRTS. As the facility representative, you will use the OSHPD-issued login ID and password that was mailed to your facility. As the designated OAAA, begin by logging in at the ALIRTS web page and completing your own information profile. You also enter information on your selection of an Alternate Contact. Lastly, you will need to identify additional facilities (if any) that you, as the new OAAA, will be responsible for. When you complete the online profile and submit it to OSHPD, the first step of registration is accomplished.

The registration process involves 15 steps. If you follow the numbered steps in this Chapter, you will encounter fewer problems.

> In this Guide, notes that appear next to the steps are additional comments to help explain the process. You may skip them or come back to them later after registration and your first login. Notes will be inside indented text blocks, like this comment.

Get started by:

1. Launch Internet Explorer (IE).
2. Type "https://alirts.oshpd.state.ca.us" in your browser Address Box and press **Enter**.

   > For future convenience, add this site to your Favorites folder by clicking on **Favorites** in the IE menu bar, and then clicking on **Add to Favorites**

3. Select **Login** from the left side of the screen to go to the ALIRTS Login page.

   Refer to Registration and Information package from OSHPD to complete the following steps.

4. Enter the login ID provided in the cover letter in the **Login** field. If you are the designated OAAA for more than one facility, use the login ID related to your primary work location.
5. Press the **Tab** key.
6. Enter the ALIRTS password, exactly as it appears in the cover letter, in the **Password** field. Use extra care to not mistake the letters "O" and "I" for the numbers "0" and "1" (and vice versa).
7. Click **Login.** If you click **Cancel** instead of Login, you will return to the previous screen. Any information entered on this page will be lost.

8. You are automatically redirected to the Facility Registration screen. This is an important step in the registration process and the information entered will become your OSHPD ALIRTS Account Administrator **PROFILE**. The profile is referred to in other parts of the ALIRTS User Guide. Enter the OAAA contact Information in all fields A through H:

   A. First and Last Name of the OAAA (required). The Middle Initial is optional.
   B. Title (required).
   C. Phone Number (required) and Extension (if applicable)
   D. FAX Number (optional, but encouraged).
   E. E-mail Address (required).

   The e-mail address will not be available to the public and will be used by OSHPD to send ALIRTS-related notices and updates.

   F. Enter the OAAA's Street Address, City, State and Zip Code (required). The Zip Code Extension is optional. This information will be used by OSHPD to mail ALIRTS-related material that cannot be distributed electronically.
   G. Login ID: Create your own now. You received a login ID in the registration letter that OSHPD mailed you. While you are not required to change it, we highly recommend that you change the login ID to one that is easily remembered by you. Type over the OSHPD-provided ID with your new one. Refer to the login rules below:

IMPORTANT! Login ID Requirements
❖ Login IDs **must be** unique within ALIRTS. No one using ALIRTS can have the same login ID.
❖ The login ID cannot be the same as the password.
❖ Must contain 6 – 20 characters.
❖ Can contain special characters (e.g. #, $, &)
❖ Login IDs are **not** case sensitive.
❖ Can be **any** combination of letters and numbers. (i.e. "msmith12 or "maryannsmith" is acceptable)

   H. Password: Create your own password now. You also received a password in the registration letter that OSHPD mailed you. You CANNOT continue using that OSHPD-provided password. ALIRTS requires you to change it now. Review the password requirements below before creating a new one. Type your new password and continue to the next registration step.

IMPORTANT! Password Requirements
❖ Passwords are **not** unique. The same password can be used for multiple ALIRTS accounts, but cannot be the same as the login ID.
❖ Must contain 8 – 20 characters.
❖ Can contain special characters (e.g. #, $, &)
❖ Passwords are case sensitive (i.e., "A" is different from "a".)
❖ Must contain **at least** one letter and one number (i.e. "msmith12 but not "maryannsmith")

9. Alternate Contact. Complete the requested information in the fields. This person will serve as a secondary contact.

> Alternate Contacts DO NOT have data submission rights to ALIRTS. They are only used as a secondary contact for the OAAA. If you want your Alternate Contact to have an ALIRTS login ID and password, add that person as a report preparer. See Chapter Two for instructions on adding users.

10. **OPTIONAL**: **Registering Multiple Facilities**: If you are responsible for multiple facilities, ALIRTS enables you to use one login ID and password to access all the facilities under your responsibility:

    - To register multiple facilities, enter the OSHPD login ID and ALIRTS password for each additional facility at the bottom of the OAAA profile. These were initially mailed to each facility in the form of a Registration package.
    - If registering more than one additional facility, click **Add Facility**.

11. Click **Register** AFTER you have entered all required fields, have registered additional facilities as necessary, and have verified the data entered.

12. If the data you submitted contained errors or omissions, ALIRTS will show an error message at the bottom of the screen. Review the data fields indicated in the error message and make the needed corrections. Then click **Register** again. If the errors persist, contact the ALIRTS Technical Support Line at (916) 323-7685.

13. If registration is successful, ALIRTS will redirect you to the ALIRTS Registration Confirmation page. Review carefully the certification of agreement statement. If you would like a copy of the agreement, click **Print** before selecting **I Certify**. To acknowledge agreement of the terms, click **I Certify**. Your facility and your OAAA certification will automatically be submitted to OSHPD.

14. This completes the Registration Process! Click **Home** to return to ALIRTS Home Page.

Chapter Two LOGGING IN TO START OR OPEN REPORT

Important! Make sure you know the status of your ALIRTS account. Read the following explanation concerning initial registration/login and routine logins thereafter:

- On initial registration/login, the representative assigned by the facility to be its OAAA logs in using the unique and confidential login ID and password that OSHPD mailed to the facility. This is a one-time procedure. Thereafter, you simply log in with the new login ID and new password that you will have created during the registration process.

- If you HAVE NOT completed the initial registration/login, we suggest that you fully review Chapter One Registration before beginning the steps below. While you may be able to do the initial register and login using the steps below, Chapter One has other information that is helpful for using ALIRTS effectively.

OAAAs: Continue the 32-Step Report Registration & Submission Process

All Report Preparers: Begin the Report Submission Process

15. Launch Internet Explorer (IE).

16. Type https://alirts.oshpd.ca.gov in your browser Address Box. Press **Enter**. This step will direct you to the ALIRTS Home Page.

17. At the **ALIRTS Home Page**, click on **Login.** This will take you to the ALIRTS login page.

> On some PCs, a Security Alert box will appear stating that you are about to view pages over a secure connection. Click on **OK**. You can disable this warning by clicking in the provided box.

18. Enter your login ID and press the **Tab** key.

19. Enter your password. Refer to Chapter One rules on creating passwords and login IDs if asked to create them. Read the Critical Note below:

    OAAAs: If this is a first-time login, ALIRTS will redirect you to a screen where you must register the account by filling out an OSHPD ALIRTS Account Administrator (OAAA) profile. As part of this process you will have to create a new password. If desired, a new login ID can be created as well. DO NOT use the same OSHPD-

provided password and login name that was mailed to your facility. Create your own new password and confirm by re-typing the same password when asked by ALIRTS.

Report Preparers (OAAAs also, if Sole Preparer): If this is a first-time login, ALIRTS will redirect you to a screen where you will have to create a new password. If desired, a new login ID can be created as well. DO NOT use the same password that was provided to you by your OAAA. Create your own new password and confirm by re-typing the same password when asked by ALIRTS.

20. Click **OK**. You are now logged in. If the new password was accepted, the message, "Update Successful" will appear on the screen.

21. Click on the message **"Update Successful"** to be redirected to the ALIRTS Home Page. To confirm that you have successfully logged in, your login ID will appear (in red) at the top of the left navigation bar.

> The password and login ID are perpetual, that is, the user/report preparer may keep the same ones for all future year utilization reports administered through ALIRTS.

22. Locate your facility. Use the Facility Search field at the top of the ALIRTS Home Page (or use the Advanced Search function). You can search for a facility using any of the following parameters:

    - OSHPD Facility ID Number
    - Name of Your Facility (partial name may work to start)
    - Facility License Number

23. At the ALIRTS Licensed Facility Search Results screen, locate the facility for which you wish to start a report (there could be one or more facilities listed based on the search parameters). Go to the Action box and click **View Reports**.

24. You are now in the Utilization Reports Search screen. Click on the drop-down box in the middle of the page and choose the appropriate year.

> The name of the facility and the OSHPD facility ID number will be displayed at the top of the screen.

25. Click **New Report**. ALIRTS automatically redirects you to Section 1 of the report where you begin entering data.

> **Note:** If a report for the year indicated already exists, ALIRTS will give the following warning: ERROR! A New Report is not allowed if a full year report already exists for selected Facility and Year!

Please Review These Important Notes On Completing the Report

- The Report may be fully completed and submitted to OSHPD in one session. You also have the option of partially filling out the Report, saving it, and logging back in to continue.
- You may validate each section of the report but it is not required. However, you must validate the entire report before it can be submitted.
- The validate button automatically saves data. If you wish to leave ALIRTS you may either validate or save the Section.
- For instructions on filling out the Report, please refer to the report Instructions. You can access the Instructions and a Glossary of Terms by clicking the appropriate links on the top right area of each Report Section.

The Process of Validating the Report (Errors and Warnings)

After all of the data are entered, you must validate the Annual Utilization Report before you can submit it to OSHPD. Please be aware of the following validation points:

- The validation process applies ALIRTS edits (internal application checks and tests) to data entered. ALIRTS will display any edit failures in the Errors & Warnings section.
- ALIRTS allows you to validate each section individually OR the entire report as a whole. If you choose to validate one section, any edit failures that display at the bottom of the screen are just for that one section only.
- Whether validating one section at a time or all the sections together at one time, the entire report must be validated before it can be submitted.
- If there were no errors or warnings for the section you last validated, the bottom of the page will be blank.

26. Click **Validate & Save** at the bottom of the screen (just below the Errors & Warnings section). Correct all of the fatal errors and provide an explanation for all of the warnings.

    - The column labeled “Error Message” includes the section-line-column reference in the Annual Utilization Report and the reason why the data failed the edit. ALIRTS assigns a level of severity for each kind of error: “fatal” or “confirm & explain”. Fatal errors

require you to change the data in some way. Confirm & Explain errors require you to provide a brief and concise explanation.

Submitting the Report

27. Click **Submit** after the entire report has been validated. You will be redirected to the Certification screen.

28. Read the submission certification agreement on the screen. The Report must be certified by the logged-in report preparer before ALIRTS will transmit the data to OSHPD. Click **OK** if you agree.

29. You are redirected to the ALIRTS Certification of Submitted Report page. The message confirms the certification and provides a web page address where the Report may be viewed. Click **Print** and save the confirmation copy in a safe place for record-keeping purposes.

    The message also provides the ALIRTS Support e-mail address and telephone contact information if you have any questions.

30. Click **Close** to return to the Utilization Home Page. This completes the Annual Utilization Report submission process!

Revising a Previously Submitted Report

1. Locate the facility using either the search box at the top right of the ALIRTS Home Page or the Advanced Search screen.
2. At the ALIRTS Licensed Facility Search Results screen, choose the facility and click on **View Reports**.
3. At the Utilization Report Search screen, choose the report you wish to revise and click **Open** in the action box.

> If your facility already has a revision "in process" you cannot begin another revision. You must either **Open** or **Delete** the Report that is "In Process".

4. The displayed report will contain all previously submitted data. Change the data elements that you wish.
5. Validate the revised report as you would with the original.
6. Submit the revision as you would with the original.

Chapter Three MAINTAINING ALIRTS USER ACCOUNTS

This chapter of the User Guide describes features of ALIRTS that the OAAA will use to maintain and administer the ALIRTS user accounts under his/her responsibility. Specific instructions on the following functions are located in this chapter:

- Reset passwords and update report preparer profile information
- Change your own password
- Add new facilities under your responsibility
- Add report preparers

Updating Report Preparer Information Including Passwords

Once the OAAA has created a user profile for a Report Preparer, the OAAA can access that profile at any time and update the report preparer's user information. For example, you can change report preparers' login ID, change or reset their password, change the account to active or inactive, or remove/add access to other facilities that you, as the OAAA, are responsible for. Follow the same steps to change/update your **own** information.

To modify Report Preparer profiles, including login IDs and passwords, follow these steps:

1. Login at https://alirts.oshpd.state.ca.us

2. Select **Administration Home** from the left navigation bar.

3. Select **User Search/Edit** from the left navigation bar.

4. Locate the user whose data you would like to modify.

   For easier location of users especially facilities with many preparers: Sort each of the five columns in alphabetical order (ascending or descending). Click on the column name to alternate between ascending and descending order.

5. Click on the user name whose profile you want to update. ALIRTS opens the User Edit screen.

6. Modify or update data as necessary.

   - If changing passwords or login IDs, you must observe the password and login ID requirements. If the password entered was invalid, you will be provided with red error messages. Identify the error(s) and correct as necessary.
   - Check the boxes for the facilities he/she will be active for.

7. Click **Save** when changes are complete. An "Update Successful" message will display on your screen.

Re-setting Passwords for Report Preparers and For Yourself.

Passwords are important for security safeguards and as the OAAA, you control and authorize their assignment. The Section below provides the step-by-step process.

> Passwords are sometimes forgotten by current users and you will need to issue new ones in replacement. Additionally, passwords become disabled after THREE login failures. Entering an incorrect login ID or password is considered a failure. If this happens to a Report Preparer, he/she must contact you to reactivate a new password. If you, as the OAAA forget or your password becomes disabled, you will need to contact ALIRTS Technical Support at (916) 323-7685 for assistance.

Changing Passwords (and Your Own Also)

To change a reporter preparer's password, complete the following steps. You may follow the same steps for changing your own password.

1. From ALIRTS Home, click **Administration Home**
2. Click on **Change Password** in the left navigation bar.
3. Change the password by entering a new password in the "Password" field and then re-entering it in the "Confirm" field. Review the password creation rules below before you choose the new password.
4. Click on **OK** to submit your changed password. Cancel will redirect you back one page without your changes.

IMPORTANT! Password Requirements
❖ Passwords are **not** unique. The same password can be used for multiple ALIRTS accounts, but cannot be the same as the login ID.
❖ Must contain 8 – 20 characters.
❖ Can contain special characters (e.g. #, $, &)
❖ Passwords are case sensitive (i.e., "A" is different from "a".)
❖ Must contain **at least** one letter and one number (i.e. "msmith12 but not "maryannsmith")

- If the change was done correctly, the message "Update Successful" appears below the password fields.
- If NOT done correctly, you will receive an errors prompt. More than likely, the wrong password was entered in the "Confirm" field.

- Carefully re-enter all fields. If problems continue to occur, you will need to contact ALIRTS Technical Support at (916) 323-7685 for assistance.

> Using this menu to only change a login ID is not permitted – only password changes. In this menu, if you want to change your login ID, you must also change your password.

Adding Another Facility (Facilities) to Your ALIRTS Account

The OAAA can add another facility to the ALIRTS account during the initial registration process or later if necessary. If you are responsible for more than one site, you may also use the process below to register multiple facilities. To add another facility to your ALIRTS Account requires that you have the facility's unique login ID and the password that is provided by OSHPD. If you do not have these, contact ALIRTS Technical Support at (916) 323-7685 for assistance.

> Reminder: adding another facility(ies) also requires that you as the OAAA will assign the facility to a report preparer. You may also assign the facility to yourself if you are the sole report preparer.

You can only add a facility to an existing account if that facility is not registered. If there are two registered facilities and you wish to combine them into one account you will have to call OSHPD Technical Support – (916) 323-7685

1. Login to ALIRTS.
2. From the ALIRTS Home Page (Logged In), click **Administration Home**.
3. From the Administration Home Page, click **User Search/ Edit.**
4. At the ALIRTS User Search screen, click on the OAAA name.
5. At the ALIRTS User Edit page bottom of screen: Enter the OSHPD-provided login ID and password of the facility you wish to add to the account.
6. Click the button **Add Facility**.
7. Click **Save** (ALIRTS will display an Update Successful message). Any of the above items will generate a red "asterisk" error symbol, as well as the reason why the error occurred. Re-enter carefully the information requested before you click Save again.
8. After successful facility addition, click **Close** to return to the Administration Home Page.

Adding an Additional Report Preparer or Multiple Users

The OAAA may add users to assist in the completion of the Report. Adding Report Preparers/users is done through the ALIRTS User Search screen. Adding users can be done during the initial login and registration step or later, as you deem necessary. Remember, a Report Preparer cannot be added until the facility is registered.

> In addition to serving as the screen where additional users may be added by the OAAA, the ALIRTS User Search is a gateway for many other functions. After this current Section, a more detailed description and purpose of the various links is provided.

1. Login to ALIRTS.
2. From the ALIRTS Home Page (Logged In), click **Administration Home**.
3. From the Administration Home Page, click **User Search/ Edit**.
4. Click **Add User**. This will take you to the ALIRTS User Edit page.
5. Enter the additional user's information as requested:
   A. Enter First and Last Name of the additional Facility User (required). The Middle Initial is optional.
   B. Enter the Facility User's Title (optional).
   C. Enter the Facility User's Phone Number (required) and Extension (if applicable).
   D. Enter the Facility User's FAX Number (optional, but encouraged).
   E. Enter the Facility User's E-mail Address (required).
   F. Enter the Facility User's Street Address, City, State and Zip Code (optional).
   G. Assign the Report Preparer a unique login ID. (See login ID requirements in Chapter One).
   H. Enter password for Facility User and then re-enter it in the Confirm Password box. (See password requirements in Chapter One.)
   I. Indicate the Report Preparer's Status: Active or Inactive. The status checkbox is marked "Active" by default and works as an "On and Off" toggle switch. The OAAA may use this screen at any time to update the facility's designated report preparers' information.

J. The bottom of the ALIRTS User Edit page displays the name of your facility (facilities if responsible for multiple sites). Click **Assign** next to the specific facility you designate for the new user. The name of the facility will display just below the "Facility Name" bar. Click **Save**.

All new information entered will also be lost if you click on the **Close** button first. You must click **OK** for the transaction's completion.

More Information for Major Function: ALIRTS User Search/Edit

The User Search and Edit option is a gateway to a series of screens that will allow the OAAA to assign and maintain access rights to other users of the account.

ALIRTS categorizes users into Groups: Report Preparer, Alternate Contact, and OAAA. The **User Search/Edit** page lists all Groups associated with the Account (both active and inactive). The OAAA can use these screens to:

- Establish Report Preparers/Facility Users for each of the facilities associated with the ALIRTS Account (adding a user).
- View the list of facilities and Report Preparers/Facility Users in the Account.
- Sort the users by name, Login ID, Group, Status - active or inactive, and e-mail.
- Edit his/her own OAAA profile as well as other users' profiles (resetting passwords, login IDs, etc)

Chapter Four Other Functions – Printing, Viewing Report

Functions and Links

Instructions for Completing the Report: ALIRTS has on-line instructions for each section of the report. The link that will take you to the instructions is located in the upper-right corner of each report section. Once opened, you can scroll up or down through the complete set of instructions.

Links at the Bottom of Each Section and Their Purpose: At the end of each section of the report there are four (4) Basic Functions. They are save, calculate, validate section, and cancel. There is an additional submit function at the end of the report.

- **Save**: This function will save all data entered, but does not apply any of the edits. A Message Box will appear to confirm that information has been saved. Click on **OK** to close the window.
- **Calc**: Performs all arithmetic operations in the section (primarily table totals).
- **Validate** [Section __]: This function will execute all of the programmed edits for just that particular section and will also **Save** the report at that point. A message box will appear to confirm that validation was performed. Any edit failures will be listed at the bottom of the screen.
- **Cancel:** Discards any data entries after the last "save" and takes you out of the report to the Utilization Report Search screen.
- Submit [option occurs only at the very end of the report]: This function validates all sections of the report and transmits the data to OSHPD. ALIRTS will not allow a Report to be submitted until the report as a whole is validated and all errors have been corrected. It will display a warning if the attempted submittal is not successful.

Report Actions on the Utilization Report Search screen:

- **Open:** In-process reports – this function displays the report and allows you to continue to enter data on any section.
- **Submitted Original or Submitted Revised** – the **Open** function creates a working copy of the submitted report and allows the user to revise any data that needs to be corrected. If a "Submitted Revised" report exists you cannot open the Original Submitted report.
- **View**: This action displays a read only version of any report listed on the table. In this mode you cannot enter any data.

  If you want to print a copy of the View version, use your browser's Print command.

Printing and Viewing Reports

- **Printing a Section or Entire Report (while logged in):** You may only print the entire Annual Utilization Report, click on **File** and **Print** from the browser's menu bar.

  Depending on your PC's resolution settings and printer setup, you may need to print in landscape in order to capture the entire screen. Contact your facility's technical support for assistance in this area, or use the **View Report** function described below.

Viewing Another Facility's Report: ALIRTS allows the general public to view any submitted Annual Utilization Report. To view another facility's report:

- Use the search function (top of Home page) or the Advanced Search option in the navigation section (left side of page).
- Enter either the OSHPD ID or the Facility name (partial name will do).
- At the ALIRTS Licensed Facility Search Results screen, find the facility you want, go to the Action box and click **View Reports**.
- At the **Utilization Report Search** screen locate the report you want, go to the **Action** box and click **View**.

Appendix A

F A Q
Frequently Asked Questions

F A Q

Frequently Asked Questions

These Frequently Asked Questions (FAQ) are generally geared for the OSHPD ALIRTS Account Administrator (OAAA), however, other facility representatives like Report Preparers and the Secondary Contact should be familiar with the terms.

Q1. I am an OAAA. As soon as I register the first of two facilities I am responsible for, I will begin completing the Report. I plan to have a future employee help me on the second facility. My question: Is it better to first Add a User (Report Preparer) or to add a facility.

A1. You can register the two facilities from the very beginning as you first establish the ALIRTS account. You may register yourself, for instance, and assign Facility #A for your direct completion. You may register Facility #B but not assign it to an employee until you're ready.

Q2. On Section 1, ALIRTS has already pre-filled many of the information fields. How can I change the information if it is wrong or outdated?

A2. It depends on the error. Material changes (the number of licensed beds, the legal entity name, etc) cannot be done on the ALIRTS web site. The source of this data is the license issued by the Department of Health Services. You will have to contact DHS and have the license changed.

If the data on ALIRTS does not match your current license call the ALIRTS Technical Support line (916) 323-7685 and inform us of the problem. This is also true for minor errors such as typos.

Q3. Sometimes ALIRTS seems to take longer to respond than other times. What could be the problem?

A3. Like all web-based applications, the ALIRTS response time is affected by various factors: Internet connections (e.g., broadband, cable, DSL, and T-1 are much faster than a dial-up connection); your PC's processing power; your Internet Service Provider capabilities, or unusual heavy traffic on the Internet.

Q4. Should I print the registration certification?

A4. We recommend that you print a copy for your records.

Q5. How should I enter dates?

A5. Various areas in ALIRTS require you to enter dates (Section 1, menus that include the creation of profiles, etc). We recommend that you use the following formats. Using the date of June 25, 2002, as an example:

Acceptable:	6/25/02
Acceptable:	06/25/2002
Acceptable:	June 25, 2002
Not Acceptable:	6.25.02
Not Acceptable:	Jun 25 02

Q6. How should I enter telephone numbers?

A6. Using the parenthesis symbols is not accepted. Do not use spaces between groups of numbers. You may use the following formats. Using the sample telephone number (213) 555-5555:

Acceptable:	2135555555
Acceptable:	213-555-5555

Q7. I was entering data on Section 2 of the Report and had to attend to other duties. When I came back in about one hour and typed something in the form, a message came up that said I had to login again because of a Session Time-out. What is that? I lost Section 1 and Section 2 data I had typed.

A7. Session time-outs are a security feature. Once logged into ALIRTS, the system detects if there is no activity (validating, calculating, saving etc) for 45 minutes and logs the user off at that point. This is known as a session time-out.

Q8. What do I do if the particular data element doesn't apply to my facility?

A8. It is not necessary to type in a Zero "0" or Not Applicable "N/A" when the requested information in specific fields does not apply to your facility or there is no utilization or financial data to report.

Q9. Do I have to make a selection in the various "Drop Down" boxes in the Report?

A9. In most cases, the answer is “yes” unless the default selection applies to your facility. If the topic covered by the drop-down box pertains to your facility or license, you are required to select the best choice. Read the Report Instructions for more specific assistance.

Q10. Some fields in the Report show a checkbox. Do I need to check all of them?

A10. Usually the report question comments will advise you to follow-through and do a checkmark. It also depends how you answered a prior part of the same question. Try the question again and if you’re still not sure, check the Report Instructions. You can access them by clicking the link in the top right section of your screen when you’re logged in and in a specific Report Section.

Q11. Will OSHPD still produce the downloadable data files that contain submitted utilization and financial data? For example, the State Utilization Data File.

A11. Yes! Look for the downloadable CSV or text-based data file in the OSHPD web page about three months after the Reports are due.

Q12. What kind of copies can I get through ALIRTS? I want to get a copy of the annual utilization report for three facilities.

A12. If you are referring to three facilities not related (associated) with your own, then you must Log-out completely from ALIRTS as a facility user (OAAA, Report Preparer). Access ALIRTS as a General Public user. Such users do not need login IDs or passwords. You’ll be able to search for the facilities desired and print appropriate copies of their available submitted reports through your browser.

Appendix B

ALIRTS User Guide Glossary

ALIRTS User Guide Glossary

Alternate Contact: A facility employee who is designated by the OAAA as his/her alternate to receive ALIRTS-related e-mail and regular mail from OSHPD. Also known as a *Secondary Contact*. The Alternate does not automatically have rights to access or submit the utilization report. The OAAA must also register the Alternate as a Facility User/Report Preparer.

Browser: Software application that allows PC users to access the Internet and web pages of the World Wide Web e.g. Internet Explorer, Netscape, Opera).

Encryption: Information transmitted in ALIRTS is protected from unauthorized viewing by confidential coding through the browser -- Internet Explorer (IE). The browser security level required for ALIRTS is 128-bit encryption. Users with IE versions without 128-bit encryption may need to upgrade. [Refer to the IE Upgrade instructions in this User Guide].

Errors and Warnings: Messages generated by ALIRTS that advise the report preparer of errors related to the data entered before submission. They are a part of the validation process that a report preparer uses for a Report Section or for the full Report.

After any Section or full-report validation, ALIRTS generates a list of categorized Error Warnings. The list is located at the end of the Report, after the last Section. The column in the list entitled "Severity" categorizes the error as fatal or requests "confirmation and explanation" of the data affected by an entry.

Errors and warnings may involve arithmetic discrepancies or the type of data entered relative to facility licensing. ALIRTS assesses the "severity" level of data errors. Below are the general types of errors that may result after a validation command and the corrective actions necessary to clear the error or warning:

- <u>Error, Fatal</u>: An ALIRTS validation message that advises the report preparer that data entered contain a discrepancy that unless corrected, will cause ALIRTS to reject the facility's submission of the Report to OSHPD. Instructions to correct the data and remove the cause of the fatal error are included in the ALIRTS message

- Error, Confirm and Explain: ALIRTS advises that specific information entered should be reviewed and confirmed by the preparer. If the review confirms that the data are correct, the preparer clicks the checkbox and places a "check-mark" within the box. The preparer must provide a brief but concise explanation in the text box next to the error message.

Facility User: A general term for any facility employee who is registered by the OAAA and authorized to complete, submit, and/or revise the ALIRTS reports on behalf of the facility. Also known as a *Report Preparer*.

ISP: Internet Service Provider. A telecommunications organization, typically commercial, that provides an Internet connection (e.g., Earthlink, AOL, SBC DSL-Yahoo). The usual connection are dial-up modem, DSL, broadband, or satellite.

LFIS Licensed Facility Information system (LFIS). The LFIS is maintained by the Office of Statewide Health Planning and Development (OSHPD) to collect and display licensing and other basic information about California's hospitals, long-term care facilities, primary care and specialty clinics, home health agencies and hospices. ALIRTS uses LFIS data to populate several fields of the Report prior to the OSHPD filing period. Some LFIS-populated fields may be blank for some facilities because the LFIS data may be in process.

License Facility Search Results (ALIRTS) page The results from a facility search conducted from any of the three common menus: the search box located in the upper right-hand corner of ALIRTS Home Page; or the Advanced Search link located in the left-hand navigational bar; or in Utilization home page – in the search box located at the bottom of the page. The Results Page contains the five following column headings

- Report Year: Calendar year of the report searched.
- Operations Year Start: The first day in the calendar year that the facility was open, licensed, and operational.
- Operations Year End: The last day in the calendar year that the facility was open, licensed, and operational.
- Status: The stage the report is in. (See the term Report Status Types in the User Guide Glossary)

- Action: The possible actions the user may take relative to the report's filing status.

Login ID: Within ALIRTS, the name that a user creates for himself/herself to access the web-based application. Initially, the OAAA may create a login ID for a newly-registered Facility User/report preparer. The report preparer however, can change the ID and create a new one. When creating a Login ID, the following rules apply:

- Login IDs must be unique within ALIRTS. No one using ALIRTS can have the same login ID.
- Login ID cannot be the same as the password.
- Must contain 6– 20 characters.
- Can contain special characters (for example, #, $, &)
- Login IDs are not case sensitive
- Can be **any** combination of letters and numbers. (i.e. "msmith12 or "maryannsmith" is acceptable)

OAAA: OSHPD ALIRTS Account Administrator. The OAAA is the person at the facility level who has the responsibility of administering and maintaining user accounts as well as submitting the annual utilization report. Other functions include: account security, designating a contact backup (Alternate Contact), assigning password to facility report preparers, and adding new users.

Password: Within ALIRTS, passwords are confidential and secret words created by the ALIRTS user to access the report application. A report preparer receives the initial password from the OAAA. When creating a password, the following rules apply:

- Passwords are **not** unique; same password can be used for multiple ALIRTS accounts.
- Password cannot be the same as the login ID.
- Must contain 8 – 20 characters.
- Can contain special characters (e.g. #, $, &)
- Passwords are case sensitive (i.e., "A" is different from "a".)
- Must contain **at least** one <u>letter</u> and one <u>number</u> (i.e. "msmith12 but not "maryannsmith")

Report Actions: Active links to functions available mainly to Report Preparers. The general public may only view a report. This item is located in the table in the

lower half of the Utilization Report page. The table lists the Report(s) that the user is responsible for. The following "actions" can be accessed:

- **Open:** This action is available only to a facility user (Report Preparer, OAAA). This action is only available for Reports that are In Process. Click on **Open** when making changes to a Report that has already been opened.
- **Delete**: This action is available only to a facility user (Report Preparer, OAAA). This action is available only for Reports that are In Process. After you click on **Delete**, a Message Box will appear to confirm that you wish to delete the Report. Once a Report is deleted, all data are lost. Click **OK** to confirm.
- **Revise**: This action is available only to a facility user (Report Preparer, OAAA). This action is available only for Reports that have been submitted to OSHPD. When you click **Revise**, a new Report In Process is created that can be used to submit your revision. If a Report In Process already exists for a report period, you will not be able to create another one. For more information on submitting revisions, see Chapter Two of the Guide.
- View: This action is available to the general public. This action is available at all times. Clicking View will open another IE window that displays the entire Report. You can click on any of the Report Sections at the top of the page or scroll down to the desired section. If you want to print a copy of the View version, go to your browser's Print command.

Report Preparer: A general term for any facility employee or contracted third person, who is registered through ALIRTS and authorized by the facility to complete, submit, or revise data for the annual utilization report. The facility's OAAA is responsible for assuring that the Report Preparer(s) meet all the security and report requirements for ALIRTS reporting.

Report Status Types: Column heading found in the table of the Utilization Report Search screen that depicts a selected facility's reporting status. Status types explain if the Report searched is currently under completion, has been completed and submitted, or if a revision has been submitted. There are four status types:

- In Process: Active and currently being completed by facility.
- Submitted: Report has been submitted to OSHPD
- Submitted Original: When more than one report in the same period has been submitted, the first report filed is the "original".
- Submitted Revised: When more than one report in the same period has been submitted, the second and consequent reports filed are categorized as "Revised".

Screen: A page or form within a website. Typically, a page that appears on the computer screen where a user types information within defined fields for reporting purposes or to start a function (e.g. registration of a facility). In ALIRTS, "screen" is a term that is used interchangeably with "web page".

Session Time-out: A security feature in ALIRTS that will automatically log-off a user after 15 minutes of inactivity (e.g. key entry, calculating, validating etc.). This prevents unauthorized individuals from observing or entering data on a PC that was not properly logged-off. A screen advises the user that log-off has occurred, work not saved has been lost, and the user must log-in again.

User Groups ALIRTS establishes three categories of users and are referred through-out the User Guide:

- **OAAA** is the acronym for OSHPD ALIRTS Account Administrator.
- **Facility User** is general term for any facility employee who is registered through the OAAA and authorized to complete, submit, and revise the ALIRTS reports on behalf of the facility. Also known as a *report preparer*.
- **Alternate Contact.** A facility employee who is designated by the OAAA as his/her alternate to receive ALIRTS-related e-mail and regular mail from OSHPD. Also known as a *Secondary Contact*. The Alternate does not automatically have rights to access or submit the utilization report. The OAAA must also register the Alternate as a Facility User/Report Preparer.

Utilization Report Search table: Results of a search conducted by the Report Preparer. The user is instructed to: "Select 'Open' or 'View' from the Facility Reports table to view or modify a specific report. To start a new report, select the appropriate reporting year from the Report Year drop-down-box, and click on the 'New Report' button."

The table in the lower half of the page lists the Report(s) that the user is responsible for. The following information is provided:

- Report Year: Calendar year of the report searched.
- Operations Year Start: The first day in the calendar year that the facility was open, licensed, and operational.
- Operations Year End: The last day in the calendar year that the facility was open, licensed, and operational.

- Status: The stage the report is in. (See the term Report Status Types in the User Guide Glossary)

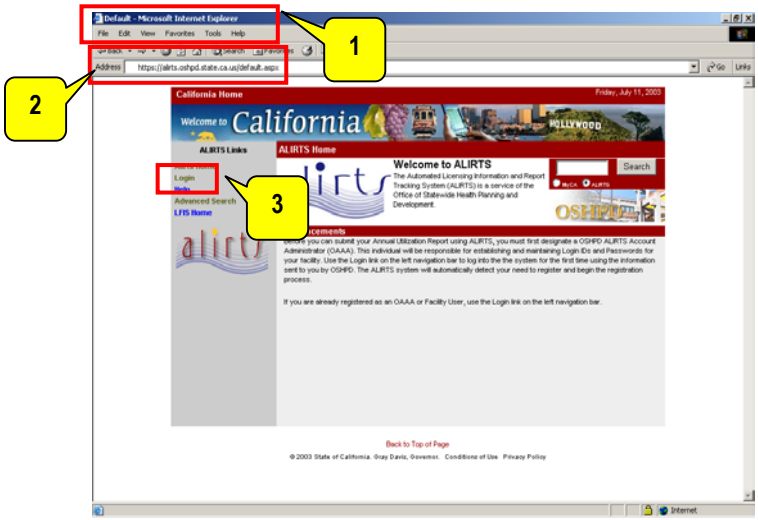
- Action: An active link that redirects the user to other pages depending on the possible actions the user may take relative to the report's filing status. (See the term Report Report Actions in the User Guide Glossary).

Appendix C

Getting Started
ALIRTS Quick Reference Guide

Getting Started -- Quick Reference Guide

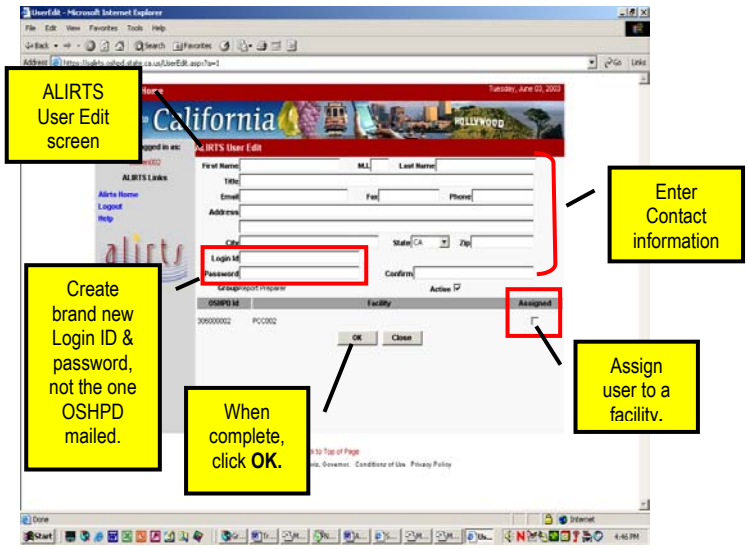
Facility Registration: To be completed by the facility OSHPD ALIRTS Account Administrator (OAAA)



1. Launch Internet Explorer (v.5.0 or higher).
2. Type http://alirts.oshpd.state.ca.us in address bar and press the Enter key.
3. Select **Login** from left navigation bar on the ALIRTS home page.
4. Enter your nine-digit OSHPD Facility ID.
5. Enter Password provided in your OSHPD ALIRTS Registration Letter.
   - Important: Passwords are case sensitive. That means "A" is different from "a". Please enter password *exactly* as it appears in the registration letter.
6. Click **Login.**
7. In the Facility Registration page, enter registration information for **OSHPD ALIRTS Account Administrator (OAAA)**.
   Important! Follow instructions carefully especially for entering e-mail address and creating your new password.
   - Verify accuracy of email address entered. All account related info will be sent to the OAAA at this email address.

   For password, DO NOT use the password that OSHPD mailed you. Create a NEW one. **Caution!**
8. Designate Alternate (Backup) Contact. Enter registration information for this contact.
   - Note: Adding the Alternate Contact does NOT give the Alternate Contact a user account. If you would like the alternate contact to have access to ALIRTS, you must add the Alternate Contact as a report preparer. The Alternate Contact is used solely as a secondary contact to the OAAA.
9. Optional: Add additional facilities. If OAAA is responsible for multiple facilities, enter the Login ID and Password as it appears in the registration letter for that facility. Click **Add Facility**. Repeat this process for each additional facility.
10. When all information has been entered, Click **Register** to submit your registration information.
11. The ALIRTS Registration Confirmation page appears. (If you would like a copy of the agreement, click **Print** before selecting I Certify.) Please read the agreement and click **I Certify** if you agree to the terms.
12. You are now ready to start a utilization report or add additional users if applicable.

Optional – Adding Report Preparers: If there will be more than one person that will enter, submit, and/or modify utilization data at your facility, you must add the user as an ALIRTS report preparer.



1. From the ALIRTS home page, select **Administration Home** from the left navigation bar. Then select **User Search/Edit.**
2. Click the **Add User** button.
3. Enter the report preparer's contact information (e.g. address, phone number, and email address).
4. Create a Login ID and Password for user. DO NOT use the password mailed by OSHPD in the registration letter. You must create a NEW password and Login ID. Check password rules on next page.
5. Be sure to check the **Assigned** box next to facility or facilities in which user will be report preparer.
6. Click **Ok** when all information has been entered.
7. Repeat this process for each user to be added.

Questions? Contact the ALIRTS Support line at (916) 323-7685

Hours of support are 8:00am and 5:00pm, Monday – Friday (Qguide rev 10/15/03)

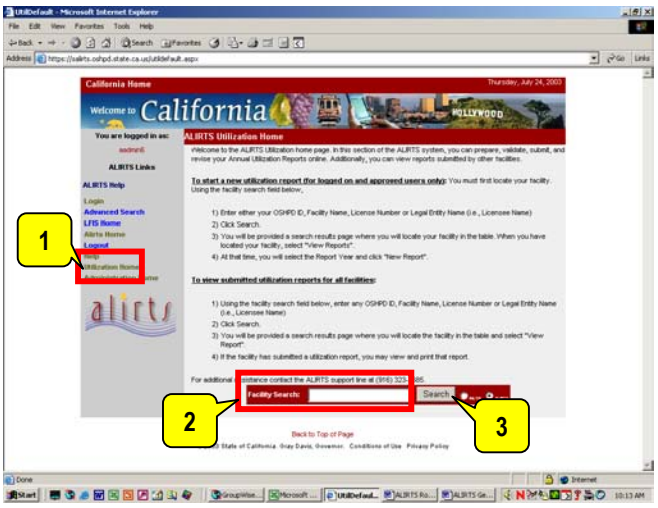
Getting Started -- Quick Reference Guide

8. When complete, forward login IDs and passwords to the appropriate report preparers.
   - Note: Report Preparers will be required to change their password upon their first login to ALIRTS.

Login ID Requirements	Password Requirements
Login IDs **must be** unique within ALIRTS. No one can have the same Login ID. The login ID cannot be the same as the password.	Passwords are **not** unique. The same password can be used for multiple ALIRTS accounts, but cannot be the same as the login ID.
Must contain 6 – 20 characters.	Must contain 8 – 20 characters.
Can contain special characters (e.g. #, $, &)	May contain special characters (e.g. #, $, &)
Login IDs are **not** case sensitive.	Passwords are case sensitive (i.e., "A" is different from "a".)
Can be **any** combination of letters and numbers. (i.e. "msmith12 or "maryannsmith" is acceptable)	Must contain **at least** one letter and one number (i.e. "msmith12 but not "maryannsmith")

Creating a Utilization Report: When registration is complete and if applicable, Report Preparers have been added, you are now ready to create or start a utilization report.

After you've registered, you are automatically taken to the **ALIRTS Home** page.



1. From the ALIRTS Home Page, Select Utilization Home from the left navigation bar.
2. At the bottom of the Utilization Home Page, enter your nine-digit OSHPD ID# and click **Search**. Make sure the ALIRTS radio button is selected. Note: *Alternatively, you may enter your facility name, licensee name, or license number in the search field.*
3. You are then given the **Facility Search Results** page. Your facility should appear in the table. If your facility did not appear, check the OSHPD ID# or facility name entered and verify that it is correct. If it is correct and you still cannot locate your facility, please contact ALIRTS Support for assistance.
4. Click the **View Reports** link in the last column.
5. Select the appropriate **Report Year** from the drop down listing – in this case, it should be 2002.
6. Click the **New Report** button.
7. Begin entering your utilization data.
8. **It is important to Click the Save button (at the bottom of each section) before you close the session or log-off ALIRTS for the day.**
9. Optional: You may also click **Calculate** at each section to total the data entered in that section.
10. When you have finished entering all your data, click **Validate & Save Report** (at the bottom of the report, below the General Comments box).
11. If you have errors, you must clear them before you will be allowed to submit the report. (For more information on errors, click **ALIRTS Help** to reference the ALIRTS User Guide and Reporting Instructions.)
12. When all errors are cleared, click the **Submit Report** button at the bottom of the report page.
13. You will be requested to certify the report. After you have read and agreed to the terms of the agreement, click**OK**.
14. A new page appears: "ALIRTS Confirmation of Submitted Report". Click **Print** and keep a copy of this confirmation.
15. Click **Close** to return to the ALIRTS Utilization Home Page.
16. Congratulations, you've submitted your Annual Utilization Report!

Questions? Contact the ALIRTS Support line at (916) 323-7685

Hours of support are 8:00am and 5:00pm, Monday – Friday (Qguide rev 10/15/03)

Appendix D

Upgrade Guide Internet Explorer (IE) 128-bit Encryption

Upgrade Guide Internet Explorer (IE) 128-bit Encryption

To accommodate ALIRTS, your Microsoft Internet Explorer (IE) browser requires 128-bit Security Encryption. Follow the instructions below to download and upgrade your IE version.

1 Launch Internet Explorer (IE).

2 ALIRTS is a "secure" site that requires 128-bit encryption. While online, check the browser version and encryption security level as follows:

2.1. Click **HELP** on the IE toolbar.

2.2. Click **About Internet Explorer**. A window will appear showing the browser's version. Note the browser version, as it may be needed later. The "Cipher Strength" (encryption) should read "128-bit".

3 If it does, close the window and skip to the registration process (Step 3).

4 If the "Cipher Strength" is less than 128-bit, click on **Update Information**. This will link with a Microsoft download page.

4.1. To update the encryption connection, locate the browser version and operating system on the right side, and click on **High Encryption Pack**. A window will open with two save options –

5 "Run this program from current location". If this option is selected the encryption program will install immediately, or,

6 "Save this program to disk". If this option is selected, the encryption program will save the file to the designated location on the computer. The upgrade program will need to be installed before accessing the ALIRTS Home page.

6.1. After the program is downloaded (or saved) the system will return to the Microsoft Internet Explorer High Encryption Pack page. Close the window.

6.2. Double-check your 128-bit encryption update: Click **Help - About Internet Explorer** - and check the Cipher Strength. It should now be 128-bit. If so, your system is now upgraded and you may continue with the registration process. If the update was not successful, you should contact your organization's IT technical support.