

SLRP Practice Site Profile Instructions

(Revised 7/13/2017)



New User (Welcome to CalREACH)

To become an approved SLRP Practice Site, do the following:

- Access the CalREACH portal here:
<https://calreach.oshpd.ca.gov/Login2.aspx?APPTHEME=CAOSHPD>.
Note: You can click on the link above or go to <http://oshpd.ca.gov/HWDD/SLRP.html>, then click on the application link.
- To register for the first time, click “**New User**”. This takes you to the **Registration** page.

Registration

- Enter all required fields marked with a **red asterisk***.
- Select the **SLRP Practice Site Profile** in the Program drop down box.
- Complete, click “**SAVE**”.
- You will receive the **Green Light** confirmation that your registration was complete. You will now be able to login by using your **Username** and **Password**.
- Click the **System Login** to access the login page.

Login & View Available Opportunities

- Enter your **Username** and **Password** to log into the system.
- Click on “**View Available Opportunities**” to access and complete the profile forms.

(To find detailed instructions or additional information on how to use the **Home Page Features**, go the **brown and blue** ribbons at the top of the page and click on the **SHOW HELP** button. A **Page Help** informational screen will appear identifying these features such as how to navigate through the system, adding or editing members to your profile, how to change your profile information, how to log out of the system, and how to complete a task.)

My Opportunities

- On the “**My Opportunities**” page you will find a brief description about the Practice Site Profile. Click the “**Apply Now**” button.

View, Edit and Complete Forms

- Click the **blue** “**View Forms**” button under “**View, Edit and Complete Forms**”.
 - Here you can access all the forms that you must complete before submitting your profile.
 - Each form page contains helpful content that is relevant to that particular form.

SLRP Practice Site Profile Forms

- Please note that at the top of the “**SLRP Practice Site Profile Menu - Forms**” page is the

Documentation Information.

- The system will assign your profile an Identification Number. Please write down the **Document Information** (i.e., **SLRP-2017-ACMC Highland Hospital -00220**) so you can access this profile at a later date if you need to log out of the system.
- There are three (3) profile forms required in the Practice Site Profile. The entire profile form list may or may not appear all at once but will start with the **SLRP Practice Site Profile**.
- Each form (which you click to access) is required profile information. If any of the forms are not completed the profile will be deemed incomplete.
- Click on **“SLRP Practice Site Profile”**.

SLRP Practice Site Profile

- Here on the **“SLRP Practice Site Profile”** form, notice that the **Practice Site Information** and **Contact Information** has been auto-populated. **Check** each box if correct.
- If the **Practice Site Information** is incorrect, click **My Organizations** at the top of the page in the **brown** ribbon, enter the correct information, click **“SAVE”** and return to this page to complete the rest of the profile.
- If the **Contact Information** is incorrect, click **My Profile** at the top of the page in the **brown** ribbon, enter the correct information, click **“SAVE”** and return to this page to complete the rest of the profile.
- Complete all required fields marked with a **red asterisk***.
- Scan and upload a **Federal Tax Exempt Letter** by clicking on the **“BROWSE”** button.
- Scan and upload a mandatory **Sliding Fee Schedule** by clicking on the **“BROWSE”** button. When finished, click **“SAVE”**.

Sponsoring Entity Information

- The **“Sponsoring Entity Information”** identifies the site that will be financially responsible for signing the MOU, matching the SLRP award amount and for paying the provider. This is typically located at the administrative or executive offices.
- **Check** the box if the practice site applying for certification is also the Sponsoring Entity.
- If the practice site is not the Sponsoring Entity and you have a Sponsoring Entity, go to the drop down box and select your site from the list.
- If the Sponsoring Entity is not on the list, you will need to enter the information, manually.
- When finished, click **“SAVE”**.

Practice Site Assurances

- Read the **“Practice Site Assurances”** form carefully as these are the terms and conditions that the site is agreeing and complying with in order to participate in SLRP.
- Click all required fields marked with the **red asterisk***.
- When finished, click **“SAVE”**.

Final Step

- When you are ready to submit your completed profile, go to the end of this page and click **“Status Change”** (noted in blue).
- This will take you back to the **“SLRP Practice Site Profile Menu – Status Options”** page.
- It is important to note that once you submit your profile, it will enter into a read-only

status and cannot be changed, edited, or revised.

Accessing a Saved Profile

- To return to your incomplete Practice Site Profile, log into the system with your Username and Password.
- On the “**View Available Opportunities**” page, click “**My Tasks**”.
- Scroll down the table and locate your profile in the table (Document Type, Organization, Name, Current Status, and Year). Click on your **Organization’s Name and Identification Number**.
- This will take you back to the **SLRP Practice Site Profile Menu**. Click, on the **View Forms** button in the “**View, Edit and Complete Forms**”.

Checking Profile Status

- Click “**My Applications**” in the **blue** ribbon at the top of the page and filter through the **Application Types, Application Name and Search**.
- Locate the profile you submitted by its **Name** and **ID Number** and check **Current Status** which will indicate if your profile is in process or approved.
- The system will send a confirmation receipt via email to you as well as from the SLRP team.
- A completed and approved profile includes all three completed forms, the Federal Exempt Tax letter, and Sliding Fee Schedule.

Printing a Profile

- At any time you may print out a copy of your full profile. From the Application-Loans-Basic Menu page, click the blue “**VIEW MANAGEMENT TOOLS**” button.
- You can click to **Create Full Print Version** or you can also click to **Create a Full Blank Print Version**. A blank version of the profile may be helpful to work from outside the system.

What’s Next?

- SLRP staff will review the Practice Site Profile and will approve or deny the profile.
- SLRP staff will notify you of your approval. You may also receive a notice through the CalREACH system via email.
- If **approved**, we will place the site on the SLRP Practice Site list.
- **Reapply** every three-year unless your site is a FQHC.
- The site will need to sign a **Memorandum of Understanding (MOU)** with OSHPD, if the provider at your site receives an award.
- The site profile is open year round.
- **If you are a new site and have provider(s) that would like to participate in the current application cycle, you must have an approved Practice Site Profile before the SLRP application deadline date.**

Resource Links

➤ **AGATE Help Desk**

Contact the AGATE Help Desk for all system questions/issues and inability to access your Username or Password.

Hours: Monday thru Friday 8am to 8pm EST

Phone: 1-800-820-1890

Email: helpdesk@agatesoftware.com.

➤ **SLRP Team**

Contact the SLRP Team for all SLRP program questions:

- Submit all SLRP program questions/issues through the SLRP email address:
SLRP@oshpd.ca.gov
CalREACH website:
<https://calreach.oshpd.ca.gov/Login2.aspx?APPTHEME=CAOSHPD>.