



LTAC CARE TOOL eQSuite™ User Guide

Who Can Access eQSuite™ ?

» Existing Web Account

- ▶ Log into eQSuite™ using your existing username and password. Your username and password are unique to your hospital.

» New Users: Register for a Web Account

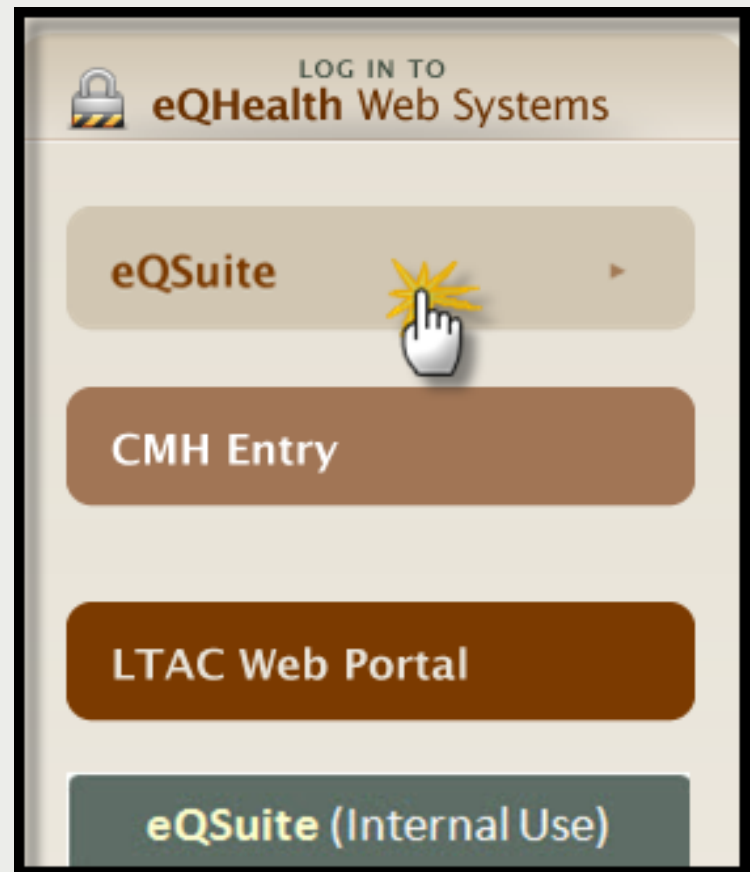
- ▶ The hospital assigned Web Administrator is responsible for creating user IDs and assigning access rights to eQSuite™.

Note: If you need to update your Web Administrator contact, a *Hospital Contact Form* will need to be completed.

Getting Started

Access to eQSuite™

- » eQSuite is accessed through our website: <http://il.eqhs.org>
- » From the homepage, scroll down to the bottom right side of screen.
- » Click on the first eQSuite link located under eQHealth Web Systems (as shown).



User Log In

Enter the assigned eQHealth username and password and click login.

Username

Password

Login

[forgot password?](#)

Message Board:

Keep Providers Alert

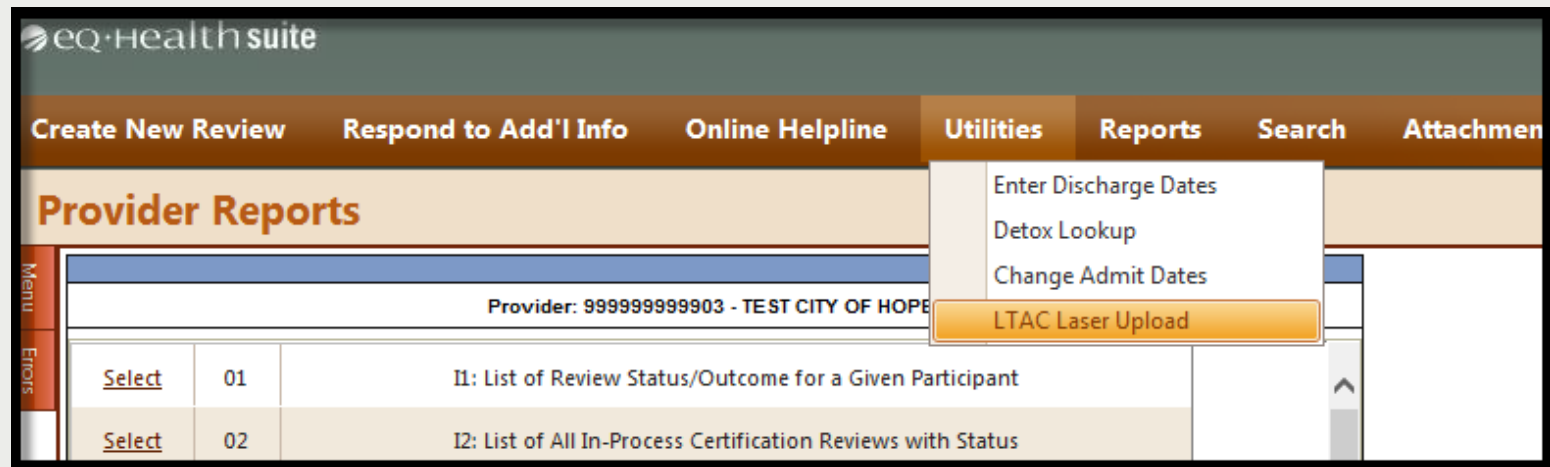
Forgot Password?

- Click on **forgot password**- you will be instructed to enter your username to receive a temporary password.
- Once logged in, copy new password and follow directions to reset.

Message Board- check on the logon screen for important messages regarding the Web.

eQSuite™ Homepage

- » Once the system has been accessed, the Provider Reports menu will appear first on your screen.
- » To upload a document, click on the **Utilities** tab and select LTAC Laser Upload from the dropdown menu (as shown below)



The screenshot shows the eQSuite homepage with a navigation bar containing links for 'Create New Review', 'Respond to Add'l Info', 'Online Helpline', 'Utilities', 'Reports', 'Search', and 'Attachments'. Below the navigation bar is a 'Provider Reports' section. A dropdown menu is open under the 'Utilities' tab, listing options: 'Enter Discharge Dates', 'Detox Lookup', 'Change Admit Dates', and 'LTAC Laser Upload'. The 'LTAC Laser Upload' option is highlighted in orange. Below the dropdown menu is a table with two rows of data.

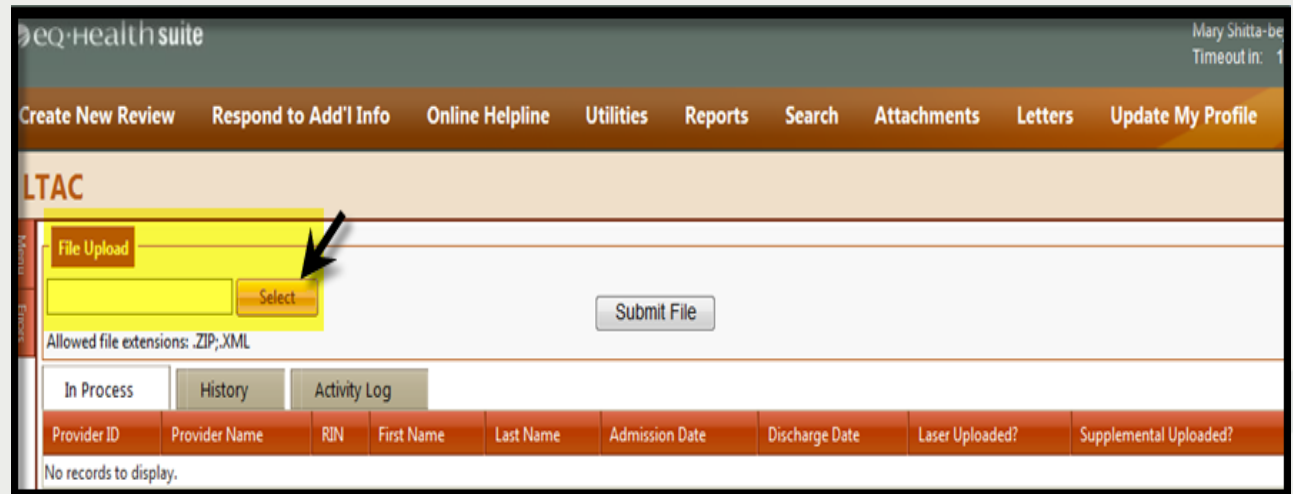
Provider: 999999999903 - TEST CITY OF HOPE		
Select	01	I1: List of Review Status/Outcome for a Given Participant
Select	02	I2: List of All In-Process Certification Reviews with Status

NOTE: *The LTAC Laser Upload link is visible only to LTAC facilities.*

LTAC LASER Tool Upload

In Process Tab

- » The In Process tab will display any partially uploaded cases that still require the LASER import or the supplemental quality measures.
- » Click **Select** to upload an export LASER file.
- » LASER Tools must be uploaded within 13 calendar days after the patient is discharged.



eq-health suite Mary Shitta-be
Timeout in: 1

Create New Review Respond to Add'l Info Online Helpline Utilities Reports Search Attachments Letters Update My Profile

LTAC

File Upload

Allowed file extensions: .ZIP;.XML

In Process History Activity Log

Provider ID	Provider Name	RIN	First Name	Last Name	Admission Date	Discharge Date	Laser Uploaded?	Supplemental Uploaded?
No records to display.								

LTAC LASER Tool Upload (cont.)

In Process Tab

Tip: On your keyboard, click *ctrl+shift* to highlight and upload multiple files

- » Browse and select the designated LASER Tool file(s).
- » Files may be uploaded:
 - Individually
 - Collectively (Zip file)
- » Click **Submit File** to store files into the grid.

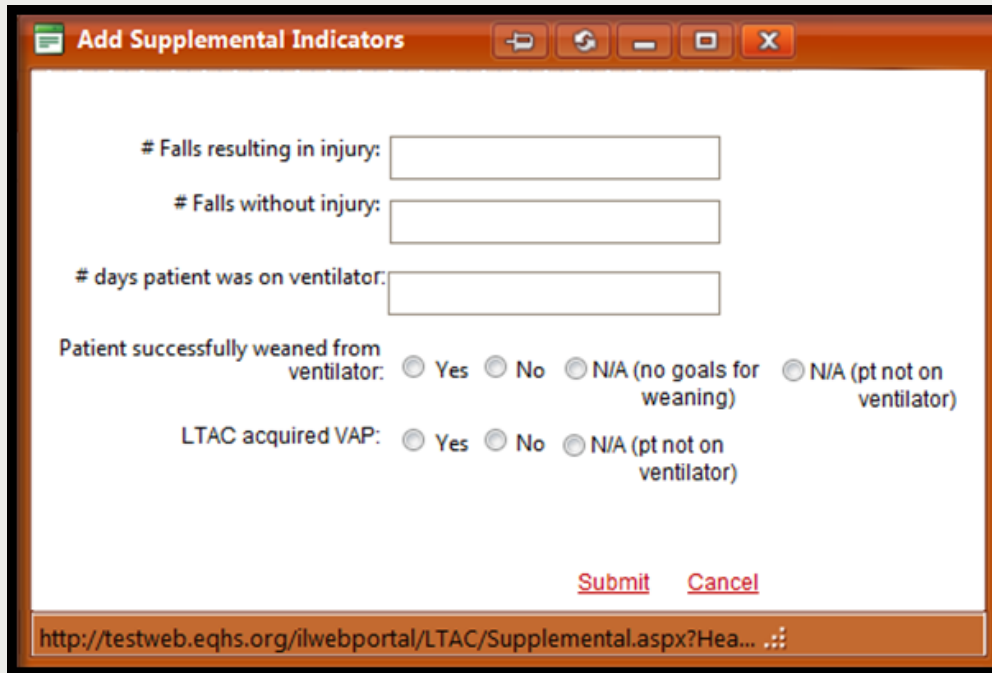
LTAC LASER Tool Upload (cont.)

In Process Tab

- » If a case is uploaded in error, click on the **Delete** button.

The screenshot shows the EQ Health Suite interface for the LTAC (Long Term Care) section. The top navigation bar includes links for 'Create New Review', 'Respond to Add'l Info', 'Online Helpline', 'Utilities', 'Reports', 'Search', 'Attachments', 'Letters', and 'Update My Profile'. Below this, the 'LTAC' section is active, and the 'File Upload' tab is selected. A file selection area contains a text input field, a 'Select' button, and a 'Submit File' button. Below the upload area, the allowed file extensions are listed as '.ZIP;.XML'. The main content area shows three tabs: 'In Process', 'History', and 'Activity Log'. The 'In Process' tab is active, displaying a table with the following columns: Provider ID, Provider Name, RIN, First Name, Last Name, Admission Date, Discharge Date, Laser Uploaded?, Supplemental Uploaded?, and Delete. The 'Delete' button in the table is circled in red. Below the table, it states 'No records to display.'

Supplementary Quality Indicators



The screenshot shows a web browser window titled "Add Supplemental Indicators". The form contains the following fields and options:

- # Falls resulting in injury:
- # Falls without injury:
- # days patient was on ventilator:
- Patient successfully weaned from ventilator: Yes No N/A (no goals for weaning) N/A (pt not on ventilator)
- LTAC acquired VAP: Yes No N/A (pt not on ventilator)

At the bottom of the form are two buttons: [Submit](#) and [Cancel](#). The browser's address bar shows the URL: <http://testweb.eqhs.org/ilwebportal/LTAC/Supplemental.aspx?Hea...>

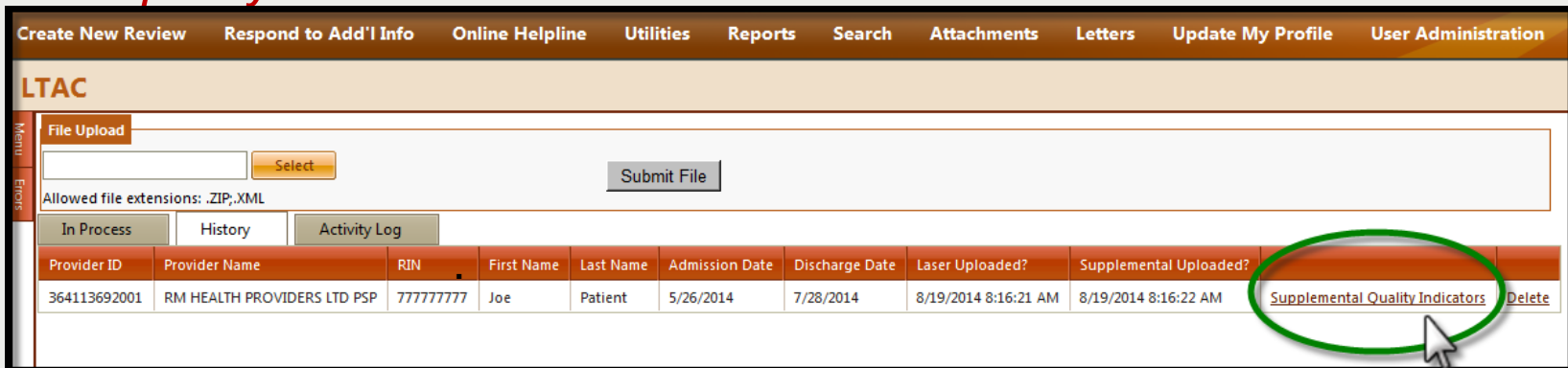
- » Click the Supplemental Quality Indicators link to add manually.
- » Enter quality indicators pertinent to the patient's condition.
- » Click **Submit** to upload.

LTAC LASER Tool Upload(cont.)

History Tab

- » A list of completed cases will display under the History tab.
- » To update any supplemental information previously submitted, click on **Supplemental Quality Indicators**.
 - *The updated supplemental quality indicators data will replace previously submitted data.*
- » If a case is uploaded in error, click on the **Delete** button.

NOTE: *Users cannot retrieve previously submitted supplemental quality indicators data.*



The screenshot shows the LTAC LASER Tool interface. At the top, there is a navigation bar with links: Create New Review, Respond to Add'l Info, Online Helpline, Utilities, Reports, Search, Attachments, Letters, Update My Profile, and User Administration. Below this is the 'LTAC' header. On the left, there is a 'Menu' sidebar with 'File Upload' and 'Errors' options. The main content area has a 'File Upload' section with a text input field, a 'Select' button, and a 'Submit File' button. Below this, there are tabs for 'In Process', 'History', and 'Activity Log'. The 'History' tab is active, displaying a table of cases. The table has columns: Provider ID, Provider Name, RIN, First Name, Last Name, Admission Date, Discharge Date, Laser Uploaded?, Supplemental Uploaded?, Supplemental Quality Indicators, and Delete. A green circle highlights the 'Supplemental Quality Indicators' link in the table, and a mouse cursor is pointing at it.

Provider ID	Provider Name	RIN	First Name	Last Name	Admission Date	Discharge Date	Laser Uploaded?	Supplemental Uploaded?	Supplemental Quality Indicators	Delete
364113692001	RM HEALTH PROVIDERS LTD PSP	777777777	Joe	Patient	5/26/2014	7/28/2014	8/19/2014 8:16:21 AM	8/19/2014 8:16:22 AM	Supplemental Quality Indicators	Delete

LTAC LASER Tool Upload

Activity Log

- » The Activity Log will provide an electronic record of “actions” that have been performed by an account holder.
- » Each activity is date/time stamped.

The screenshot displays the eQ-Healthsuite interface for the LTAC (Long Term Acute Care) tool. At the top, the user is identified as Mary Shitta-bey with a timeout of 15 minutes. The navigation menu includes options like 'Create New Review', 'Respond to Add'l Info', 'Online Helpline', 'Utilities', 'Reports', 'Search', 'Attachments', 'Letters', 'Update My Profile', and 'User A...'. The main content area is titled 'LTAC' and features a 'File Upload' section with a file selection button and a 'Submit File' button. Below this, the 'Allowed file extensions: .ZIP;.XML' are listed. A tabbed interface shows 'In Process', 'History', and 'Activity Log' tabs, with 'Activity Log' currently selected. The Activity Log table contains the following data:

Activity	Type	Date/Time
Supplemental Indicators were added manually to Patient, Test for an assessment with Admit Date of 2/1/2014 and a Discharge Date of 5/30/2014	DataLoaded	7/18/2014 11:19:15 AM
Assessment data was uploaded for Patient, Test with Admit Date of 2/1/2014 and a Discharge Date of 5/30/2014	DataLoaded	7/18/2014 11:11:51 AM
LTCHLaserSample.xml was processed successfully.	FileProcessed	7/18/2014 11:11:51 AM
LTCHLaserSample.xml was uploaded successfully. Starting to process...	FileUploaded	7/18/2014 11:11:48 AM
LTCHSupplementalSample2.xml was uploaded successfully. Starting to process...	FileUploaded	7/15/2014 10:29:37 AM
Supplemental Indicators data was uploaded for DUSHAM, MICHAEL with Admit Date of 6/30/2014 and a Discharge Date of 6/30/2014	DataLoaded	7/15/2014 10:29:37 AM

Provider Resources

eQHealth Provider Helpline

- Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Submit online inquiries via the eQSuite™ helpline module.

Website <http://il.eqhs.org>

- The LTAC CARE Tool eQSuite™ User Guide (PowerPoint slides) can be found under the LTACResources tab on our Website.

Web system – eQSuite™

- Our secure, HIPPA compliant, Web-system offers Providers 24/7 accessibility.