LTC Vacancies - Quick Reference Guide

Launch Strata PathWays (users with @nshealth.ca addresses)

- Enter **https://nsheplacement.ca/ad** to access the Active Directory login screen
- Enter existing username in email format i.e. firstname.lastname@nshealth.ca
- Enter your existing Active Directory Password
- Click on Sign In
- Click on the Service Provider Module.
- Select your facility from the Group Ownership drop-down list

If you only have 1 provider in your account, clicking on the Service Provider module will bring you directly to your vacancy dashboard, skipping the facility selection screen.

Launch Strata PathWays (Users with other email addresses)

- Enter https://nsheplacement.ca to access the PathWays login screen

- Login with your PathWays issued username and password
- Click on the Service Provider Module.
- Select your facility from the Group Ownership drop-down list

If you only have 1 provider in your account, clicking on the Service Provider module will bring you directly to your vacancy dashboard, skipping the facility selection screen.

Discharge a Resident

- Click on the New button
- Search for the Resident you wish to discharge
- If Resident is found, click on Discharge Selected Resident
- If Resident is not found, click on Discharge resident not in list
- This will be the case post implementation as no admissions through PathWays would have occurred to find a resident.
- Complete the Discharge Notice including all mandatory fields marked by a red asterisk
- Ensure the Discharge date is accurate (use the hour and minute slide ruler)
- Click Send the Discharge Notice

Vacancy Naming Convention

IMPORTANT NOTE -   The Bed Vacancy name must follow this naming convention:
"MONTH ### - Level of Care – Room Type – Gender"

There are FIVE elements to naming a bed vacancy:

1. Month[space]
    o First 3 letters of the current month
2. Vacancy Number
    o This 3-digit number is the sequential number of available vacancies within your facility for the month. Each month this starts over, beginning with 001, 002, 003 and so forth.
3. Level of Care
    o NH1 (Nursing Home 1)
    o NH2 (Nursing Home 2)
    o RCF (Residential Care Facility)
4. Room Type
    o Private
    o Semi Private (can be 1 or 2 words, however no dash between)
    o Pediatric
    o Bariatric
5. Gender
    o Male
    o Female
    o Other
    o All (If a room can accommodate any gender – please use ALL)

It is important to precede and follow each dash with [space] in Room Name.

Month[space]###[space]dash[space]Level of care[space]dash[space]Room type[space] dash[space]Gender

For example, a Nursing Home Bed for a Male in a Semi Private room in March, would be:
"MAR 001 – NH2 – Semi Private – Male"

Add a New Vacancy

- Complete the Edit Vacancy window
- Ensure the Vacancy Available date is accurate (use the hour and minute slide ruler)
- Put a tick across from all appropriate Vacancy Attributes
- Add a Vacancy comment if appropriate
- Click Save Vacancy
- The new Vacancy tile will appear in the Vacancy list

Closing a Vacancy

- Click on the tile to open the vacancy record
- Use the drop arrow to add a Reason for Closure
- Amend the Date Available
- Click on the Save button
- Click on Refresh to close the record

Open a Vacancy

- Click on the tile to open the Vacancy record
- Confirm the Date Available is accurate
- Click on Resume
- Click on Refresh to leave the record

Reviewing a Match

- A Matched Vacancy will have a blue label
- Click on the tile to open the Vacancy record
- Review the information on the Individual Profile tab
- Review any documents attached by clicking on the download icon
- If the documents are PDF's or image files you will also see a preview icon
- Review any Match comments by clicking on the Match Comments tab

Accept a Match

- Click on a Matched vacancy with a blue label
- Click on the Accept button
- **DO NOT ADD A VACANCY OFFER DATE** – The Placement team will do so
- Click on Refresh to leave the record

Refuse a Match

- Click on a Matched vacancy with a blue label
- Click on the Refuse button to open the Refuse modal window
- Select a Refuse Reason and enter a Refuse comment
- Click on the Refuse button to close the window
- Click on Refresh to leave the record

Admit a Match

- Once the resident has arrived at your facility
- Click on an Offer Accepted vacancy with a green label
- Click on the Admit to Facility button
- Complete the Admission Notice, ensure the admission date is accurate.
- The tile will remain on your screen until you refresh your screen
- Refresh your screen to close the record

Update your Provider Profile

- Once logged in to your Dashboard
- Click on the Viewing drop down list
- Select Profile
- In the top section you will see some information around the provider details such as Phone Number and Fax Number.
- In the bottom section you will see the different attributes your provider can accept.
  - If the Attribute is selected, it will show up when creating a new vacancy
  - If the Attribute is NOT selected, it will not show up on a new vacancy
- You will also see a LOCK icon; all of the attributes should have the attributes UNLOCKED.
  - If ALL your vacancy has the same attribute (i.e. you accept all residents who are "Ambulatory / No Aid" you can click on the lock icon to switch it from an UNLOCKED icon to a LOCKED icon, this means that when creating new vacancies, Ambulatory / No Aid will be selected by default
  - Please note that you will not be able to unselect it.
- Once you have made changes to your Profile, click on Save

Alerts

- Click on the Bell icon to view your alerts
- Review any Response Time Alerts
- Click on an Alert and it will bring you in the specified vacancy
- Response Time Alerts require a delay reason

Vacancy Tile Status labels

▭	Available	▭	Bed Offer Accepted (by Client)
▭	Matched	▭	Admitted
▭	Match Accepted (by Facility)	▭	Refused

Logout of PathWays

- Click on the Log Out link at the top right of the screen and will bring you back to the login page