



Nova Scotia Long Term Care Provider Guide PathWays v11.9.2

Strata Health Support Line: 1-866-556-5005
Available Monday to Friday, 9:00 am to 8:00 pm

Strata Health Support Email: support@stratahealth.com

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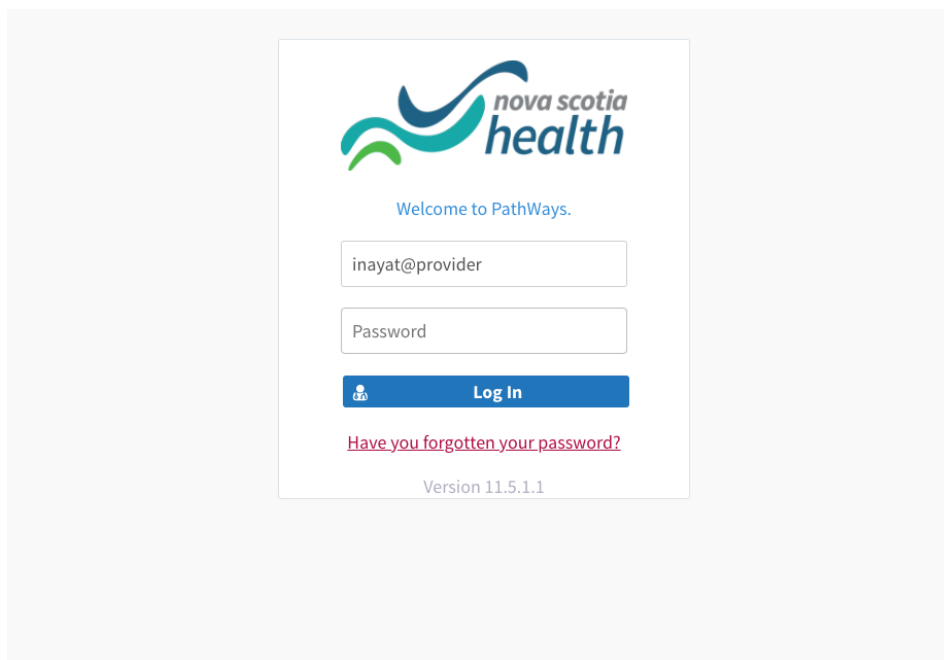
Section 1 - Login and Home Page

Login for Non @nshealth.ca email addresses

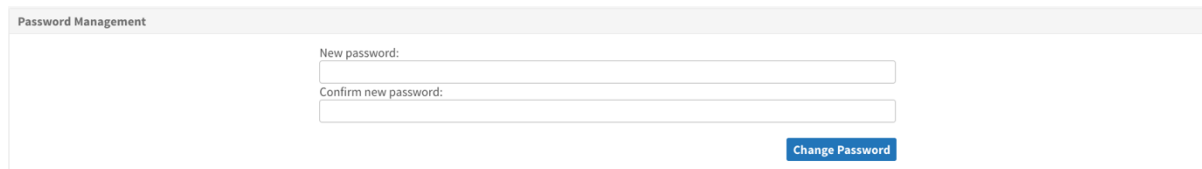
1. Open **Strata Health Pathways** via **Internet Explorer** or **Google Chrome** by typing in the following web address: <https://nsplacement.ca>

You can bookmark the webpage or create a shortcut on your desktop for easy access in the future.

2. Login into PathWays with your PathWays **Username (email address)** and **Password**.

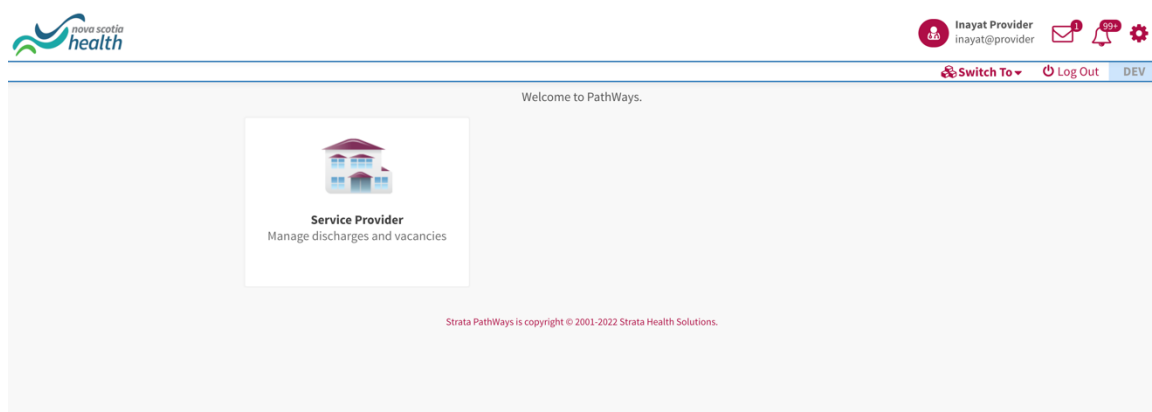


3. If this is the first log in attempt, you will be prompted to update and confirm your password.



The screenshot shows a 'Password Management' form with two input fields: 'New password:' and 'Confirm new password:'. A blue 'Change Password' button is located at the bottom right of the form.

4. You will now be brought into the Pathways software. Continue using your username and your new password for subsequent sessions.



The screenshot shows the Pathways software dashboard. At the top left is the 'nova scotia health' logo. At the top right, there is a user profile for 'Inayat Provider' with email 'inayat@provider', along with notification and settings icons. Below the header, the text 'Welcome to PathWays.' is displayed. The main content area features a 'Service Provider' card with a house icon and the text 'Manage discharges and vacancies'. At the bottom, there is a copyright notice: 'Strata PathWays is copyright © 2001-2022 Strata Health Solutions.' The top right of the dashboard includes 'Switch To', 'Log Out', and 'DEV' options.

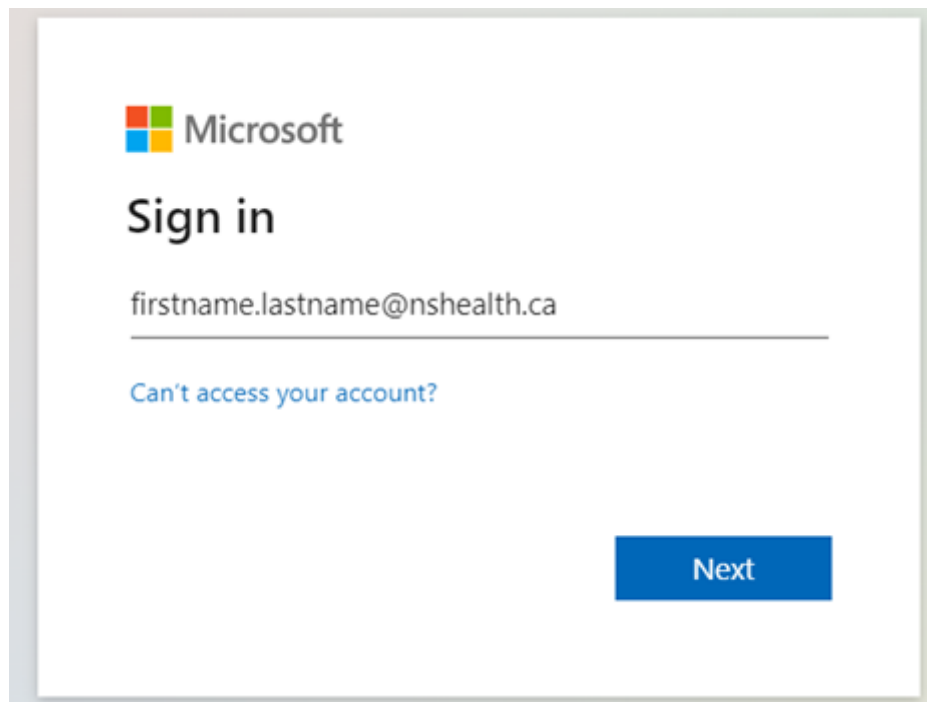
Login for @nshealth.ca email addresses

1. Open **Strata Health Pathways via Internet Explorer or Google Chrome** by typing in the following web address: <https://nsheplacement.ca/ad>

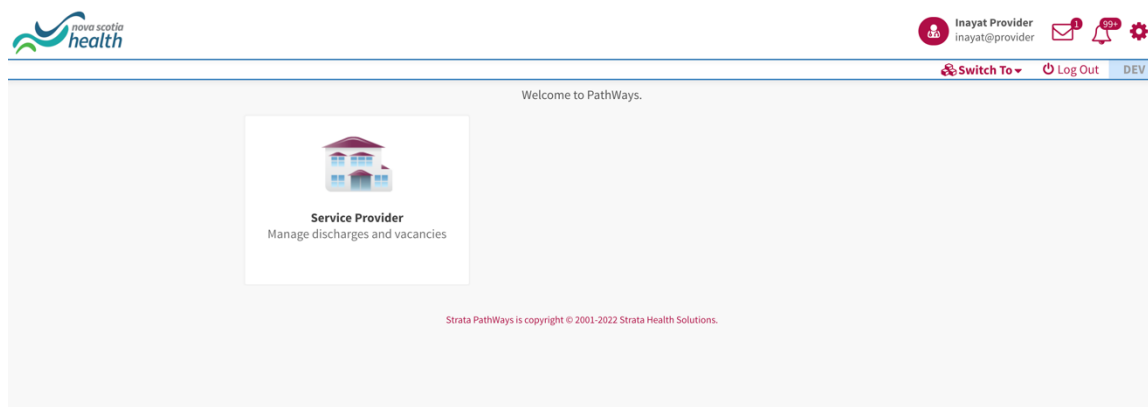
You can bookmark the webpage or create a shortcut on your desktop for easy access in the future. To do this, please see specific instructions available at [PathWays Resource Materials](#)

2. Enter existing username in email format i.e. [firstname.lastname@nshealth.ca](#)

3. Enter your existing Active Directory Password.



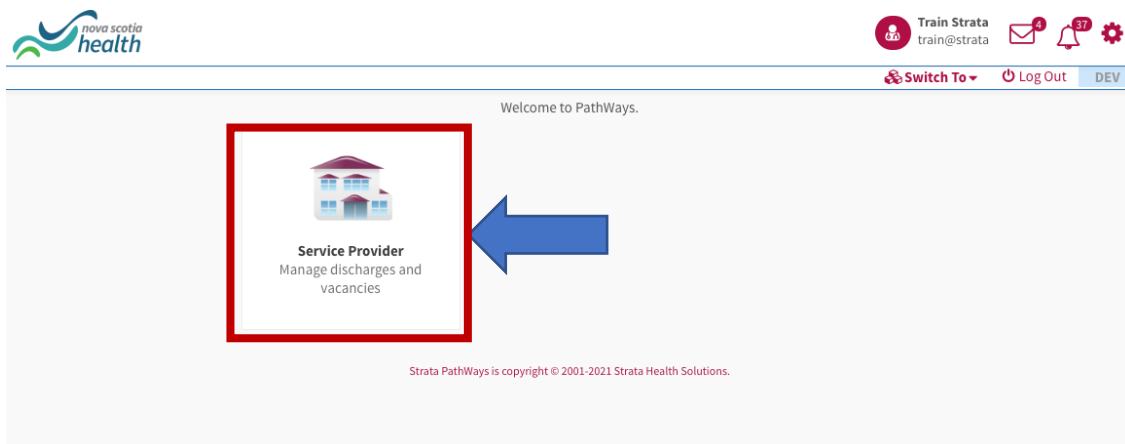
4. You will now be brought into the Pathways software. Continue using your username and your password for subsequent sessions.




→ You may not have access to all icons depending on your role & access.

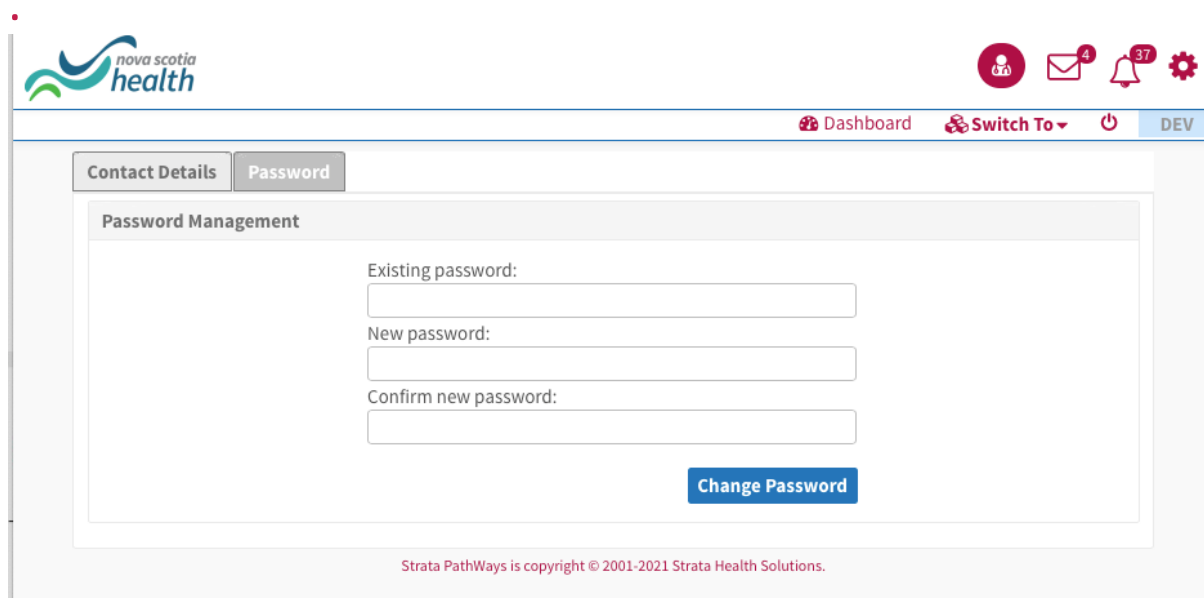
Home Page

1. Your home screen is displayed.
2. As Long-Term Care Providers you will have access to the **Service Provider** module represented by a house icon.



Password format and change

1. If you want to change your existing password, Click on the **Cog icon**  and **Password** tab to change your password:



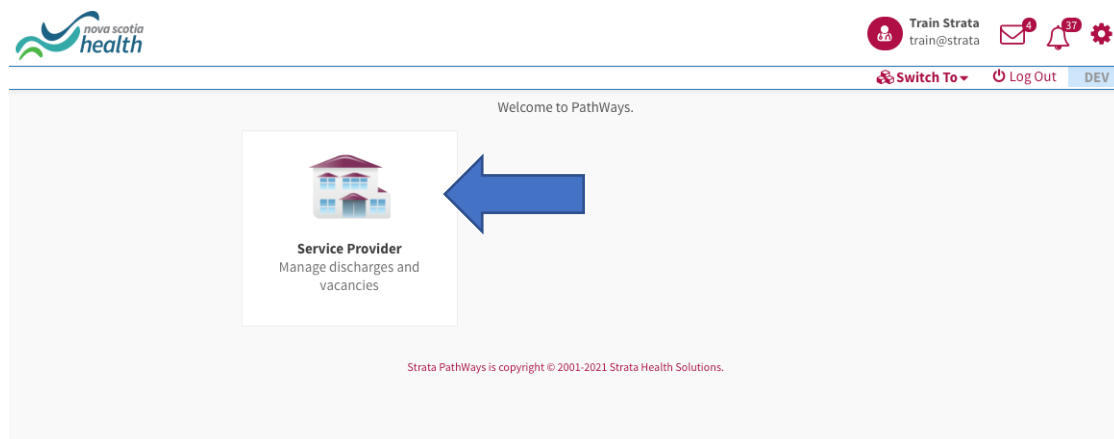
The screenshot shows the Nova Scotia Health Strata Pathways user interface. At the top left is the Nova Scotia Health logo. On the right side of the header, there are icons for a user profile, an email inbox with 4 messages, a notification bell with 37 notifications, and a settings cog icon. Below the header is a navigation bar with 'Dashboard', 'Switch To', a power icon, and 'DEV'. The main content area has two tabs: 'Contact Details' and 'Password'. The 'Password' tab is active, showing a 'Password Management' section with three input fields: 'Existing password:', 'New password:', and 'Confirm new password:'. A blue 'Change Password' button is located below the input fields. At the bottom of the page, there is a copyright notice: 'Strata PathWays is copyright © 2001-2021 Strata Health Solutions.'

*The password format is 8 characters long and must include at least one capital letter and one number.

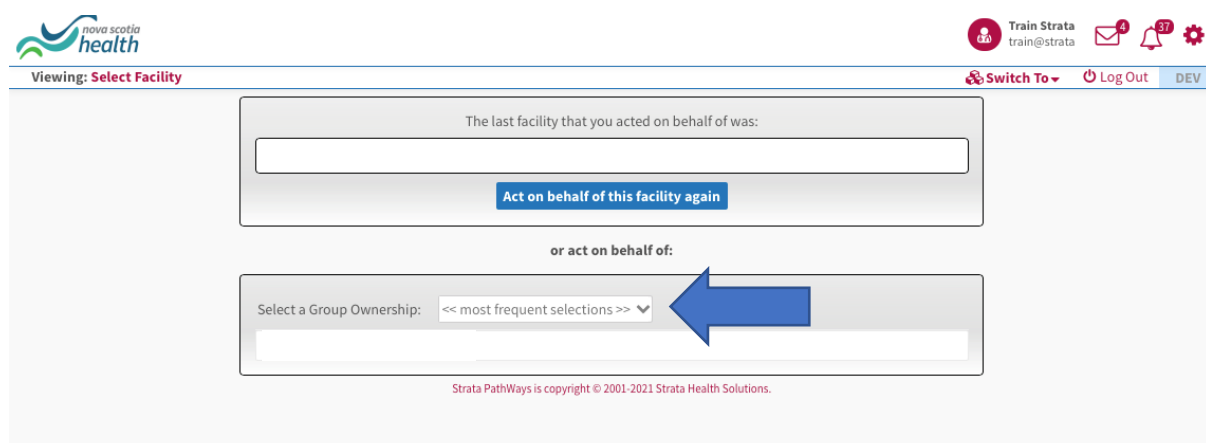
Section 2 – Accessing your Vacancy List

Facility Selection

1. As long-term care providers you must enter the **Service Provider module** from the Home Page. Click on the icon to enter the module.



2. If you only have one (1) provider set up in your account, you will land immediately in your vacancy dashboard and can disregard the rest of the steps for this section
3. If you have multiple providers as part of a group ownership, you will land on the following page, and you must first select the facility you wish to act on behalf of.



4. Click the dropdown arrow next to **Select a Group Ownership** and click on Show All.

- If you are part of a Group Ownership and would like to see all vacancies associated with the group ownership, click on **Act as Group Ownership XXX** and you will be directed to a combined dashboard showing all vacancies.

Act as Group Ownership GEM 

- Canso Seaside Manor
- Centennial Villa
- Gables Lodge
- Heart of the Valley Long Term Care Centre
- Melville Gardens Nursing Home
- Melville Lodge
- Milford Haven Corporation
- The Admiral Long Term Care Centre
- The Mira Nursing Home
- White Hills Long Term Care Centre

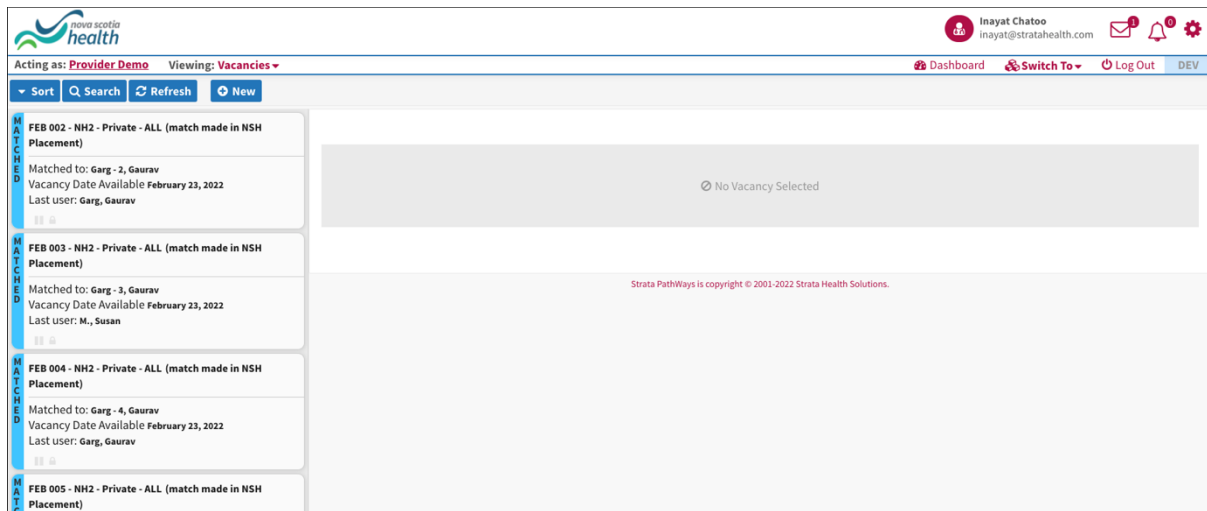
- If you do not want to see all vacancies associated with the group ownership, click on the specific provider's name and you will be directed to that provider's dashboard.

Act as Group Ownership GEM

- Canso Seaside Manor
- Centennial Villa
- Gables Lodge
- Heart of the Valley Long Term Care Centre
- Melville Gardens Nursing Home
- Melville Lodge
- Milford Haven Corporation 
- The Admiral Long Term Care Centre
- The Mira Nursing Home
- White Hills Long Term Care Centre







Vacancy Dashboard

- Your Vacancy Dashboard will display with your vacancies listed as tiles on the left-hand side of the screen.



The screenshot shows the Nova Scotia Health Strata Pathways interface. The top navigation bar includes the Nova Scotia Health logo, the user name 'Inayat Chatoo', and various utility icons. Below the navigation bar, there are tabs for 'Dashboard', 'Switch To', 'Log Out', and 'DEV'. The main content area is divided into two sections. On the left, there is a list of vacancies, each with a status indicator (e.g., 'MATCHED') and details such as 'FEB 002 - NH2 - Private - ALL (match made in NSH Placement)', 'Matched to: garg - 2, Gaurav', 'Vacancy Date Available February 23, 2022', and 'Last user: Garg, Gaurav'. On the right, there is a large grey area with the text 'No Vacancy Selected'.

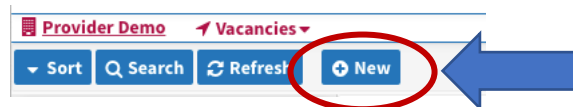
2. The tiles are colour coded depending on their status.
3. These are the vacancy tile colours that you will come across as your vacancy progresses through the placement process.

-  Available
-  Matched
-  Matched Accepted (by facility)
-  Bed Offer Accepted (by client)
-  Refused
-  Admitted

Section 4 - Discharging a Resident

How to Discharge a Resident Admitted via PathWays

1. To discharge a resident who was admitted via PathWays, click on the **New** button



2. Type in the resident's name and health card number you wish to discharge into the text boxes and click **Search residents**.

3. If the resident was admitted via PathWays their details will return.

Search for a resident to discharge x

Last Name:

First Name:

Health Card Number:

[Q Search residents](#)

Last Name ↕	First Name ↕	Date Of Birth ↕	Health Card Number ↕	Discharged ↕
999TEST999	DEMO	2000-01-01	0123456789	Yes (January 17, 2022)

1 Residents 1 of 1 ◀ 1 ▶

[Discharge resident not in list](#)
[Discharge selected resident](#)



4. In this case, select the resident by clicking on the row next to the resident's name. Then click on **Discharge Selected resident**.
5. A partially pre-populated discharge notice will display for you to complete.
6. The red Asterix designates mandatory fields. You must complete these fields to continue with the Discharge Notice.

Discharge Notice

Service provider: Arborstone Enhanced Care

Individual:

Last Name: * 999TEST999

First Name: * DEMO

Date Of Birth: 2000-01-01

Health Card Number: * 0123456789

Discharge:

Discharge date: *

Destination: - select one - ▼

Comment:

Reason: * - select one - ▼

Bed Vacancy "Month ### - Level of Care - Room Type - Gender": *

[Q Search Again](#)
[Send the Discharge Notice](#)

How to Discharge a Resident NOT Admitted via PathWays

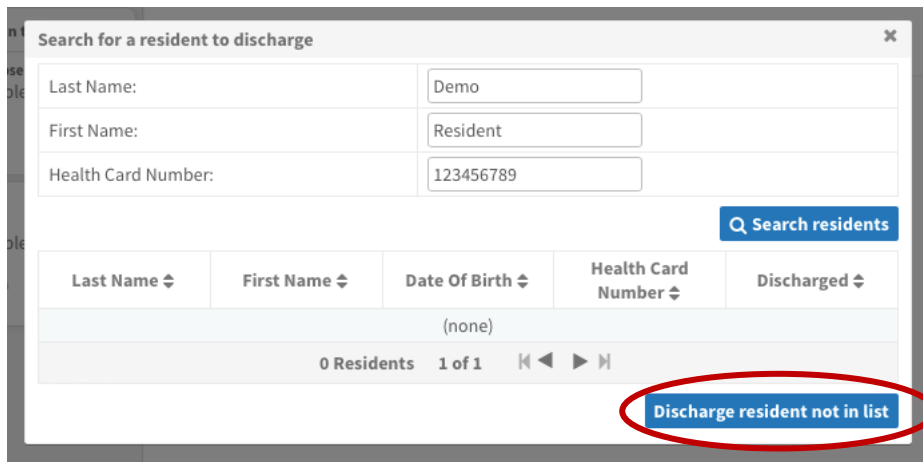
1. To discharge a resident not admitted via PathWays, click on the **New** button

Provider Demo ↑ Vacancies ▼

Sort
Q Search
Refresh
New



2. Type in the resident's name and health card number you wish to discharge into the text boxes and click **Search residents**.
3. As the resident was not admitted via PathWays their name will not return in the search. In this case, click on **Discharge resident not in list**.



Search for a resident to discharge

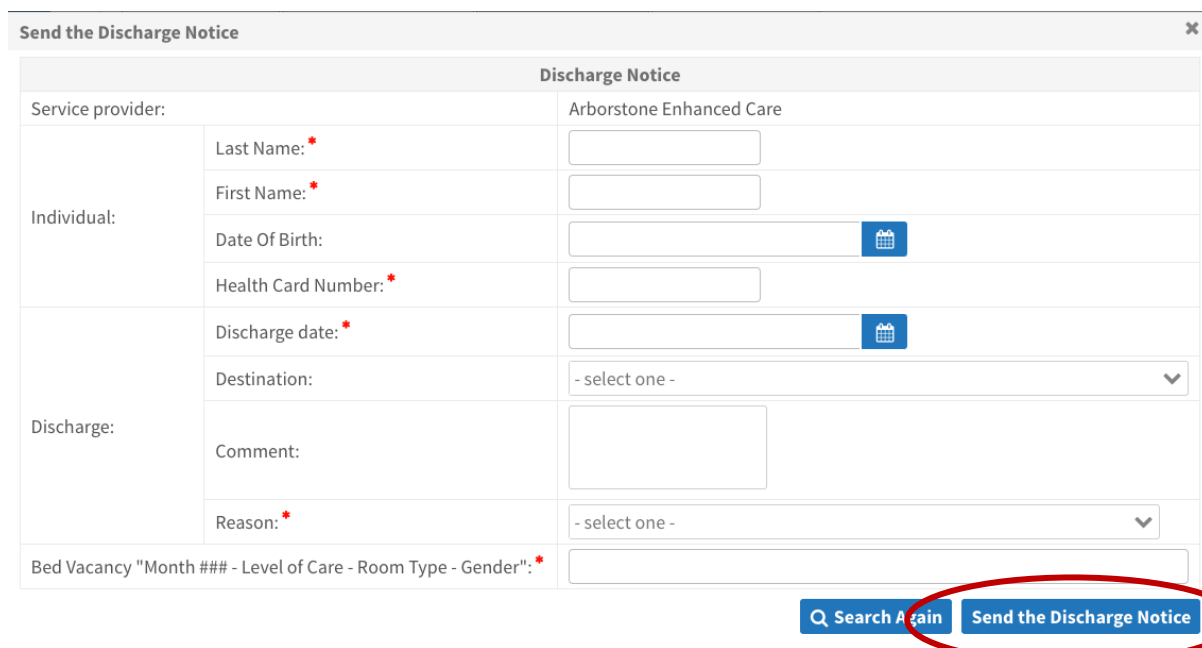
Last Name: Demo
 First Name: Resident
 Health Card Number: 123456789

Q Search residents

Last Name ↕	First Name ↕	Date Of Birth ↕	Health Card Number ↕	Discharged ↕
(none)				
0 Residents 1 of 1				

Discharge resident not in list

4. In this case you must add the resident's demographics as well as the other mandatory fields to the Discharge Notice.
 Please ensure to **NOT PUT SPACES** in the Health Card Number




Send the Discharge Notice


Discharge Notice

Service provider: Arborstone Enhanced Care

Individual:

Last Name: *
 First Name: *
 Date Of Birth: 
 Health Card Number: *

Discharge:

Discharge date: * 
 Destination: - select one -
 Comment:
 Reason: * - select one -

Bed Vacancy "Month ### - Level of Care - Room Type - Gender": *

Q Search Again Send the Discharge Notice

5. Once complete, click **Send the Discharge Notice**.

Section 5 - Creating a New Vacancy

Edit a New Vacancy

1. By discharging a resident, you have opened a vacant bed which needs to be configured in PathWAYS.

Edit New Vacancy
✕

Service provider:	Provider Demo
Bed Vacancy "Month ### - Level of Care - Room Type - Gender":*	<input type="text" value="Jan 001 - NH2 - Private - Male"/>
Vacancy status:	Internal
Date available:*	<input type="text"/>
Vacancy restriction:	- select one -
Closure Reason:	- select one -
Placement Coordinator:	<input type="text" value="Type at least 2 characters to search"/>

2. Add the mandatory information and click **Save Vacancy**.

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]
 - First 3 letters of the current month
2. Vacancy Number
 - 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
 - NH1 (Nursing Home 1)
 - NH2 (Nursing Home 2)
 - RCF (Residential Care Facility)
4. Room Type
 - Private
 - Semi Private (can be 1 or 2 words, however no dash between)
 - Pediatric
 - Bariatric

5. Gender

- Male
- Female
- Other
- All (If a room can accommodate any gender – please use ALL)

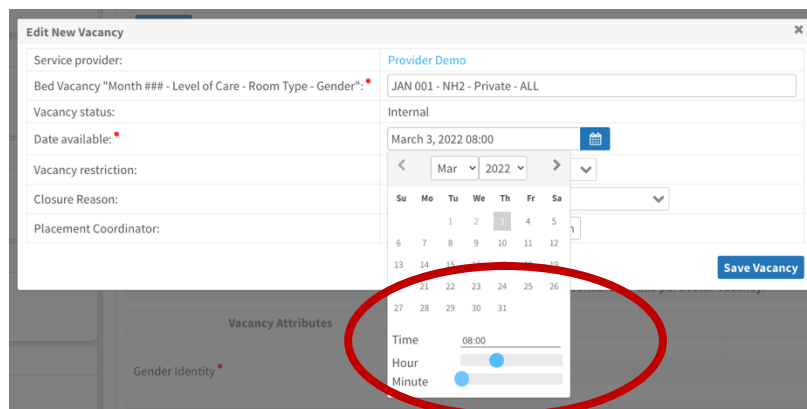
It is important to precede and follow each dash with [space] in Bed Vacancy Name.

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:

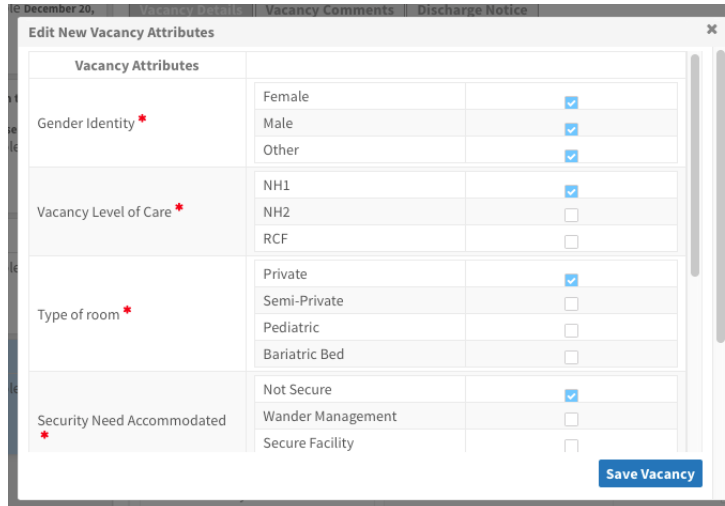
“MAR 001 – NH2 – Semi Private – Male”

IMPORTANT NOTE - The vacancy’s date available must be exact. Use the hour and minute slide ruler to add the date and time precisely.



Vacancy Attributes

1. Vacancy attributes are all the services that are available for a particular vacancy.
2. **Put a tick in the box** associated with **any services which can be accommodated** in this vacancy. Then click **Save Vacancy**

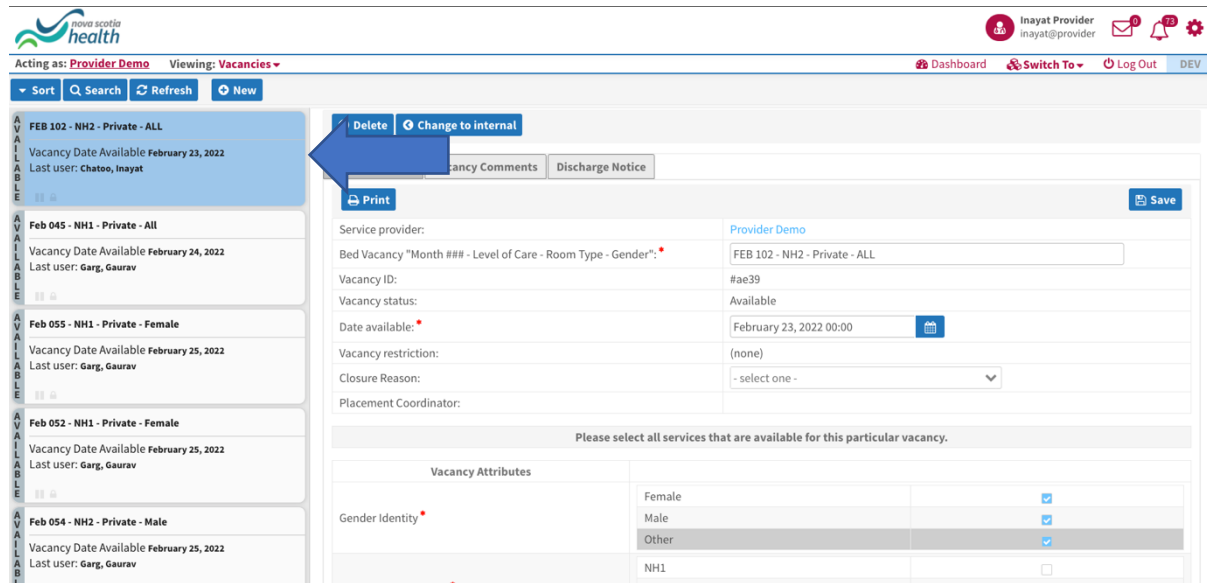


Vacancy Attributes		
Gender Identity *	Female	<input checked="" type="checkbox"/>
	Male	<input checked="" type="checkbox"/>
	Other	<input checked="" type="checkbox"/>
Vacancy Level of Care *	NH1	<input checked="" type="checkbox"/>
	NH2	<input type="checkbox"/>
	RCF	<input type="checkbox"/>
Type of room *	Private	<input checked="" type="checkbox"/>
	Semi-Private	<input type="checkbox"/>
	Pediatric	<input type="checkbox"/>
	Bariatric Bed	<input type="checkbox"/>
Security Need Accommodated *	Not Secure	<input checked="" type="checkbox"/>
	Wander Management	<input type="checkbox"/>
	Secure Facility	<input type="checkbox"/>

[Save Vacancy](#)

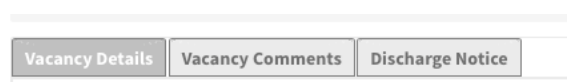
Section 6 - Available Vacancies

1. The newly created vacancy will display in your vacancy list with a grey Available label.



Vacancy Comments

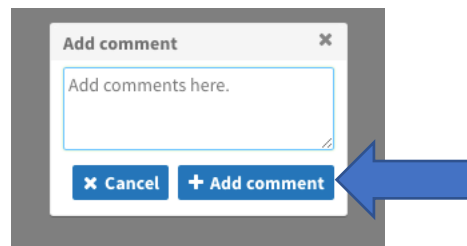
1. Comments can be added under the **Vacancy Comments** tab.



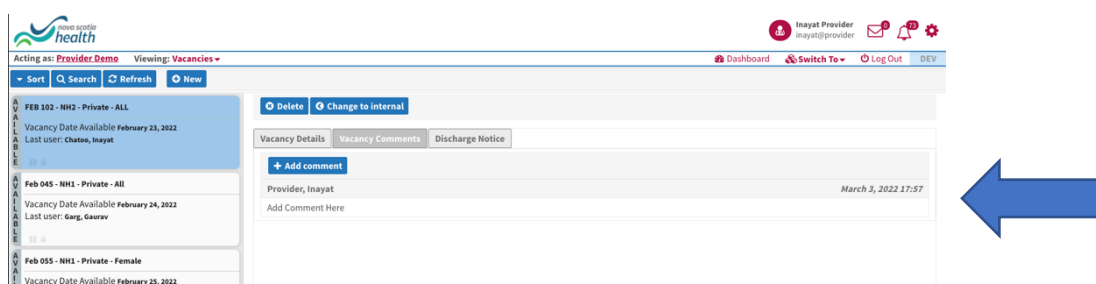
2. Click on the **+Add Comment** button.



3. Add any comments into the text box and then click **+Add Comment**.



4. The comments will display in date order.



Section 7 – Closing a Vacancy

Bed vacancies can be reported as open and available for admissions, if you are able to admit to that bed within the next 6 business days (Monday – Friday, 08:30-16:30).

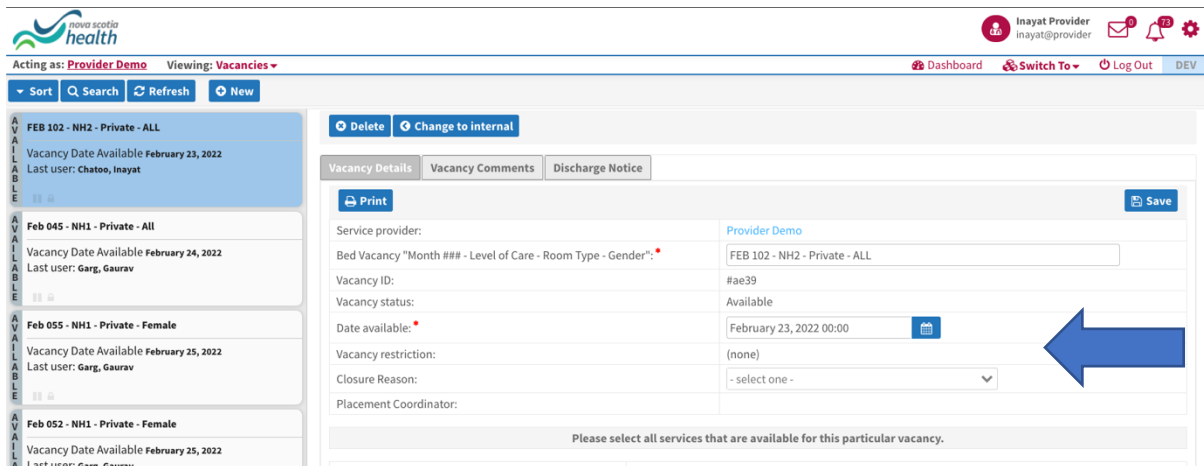
Bed vacancies can be reported as closed if they are not available for admissions within the next 6 days.

If you have several vacancies at once and will need to stagger admissions, please use the above definitions to determine which bed vacancies will be reported as available to fill within six business days and which ones will be reported as closed.

[How to add a Closure Reason](#)

1. Open the vacancy record by clicking on the tile

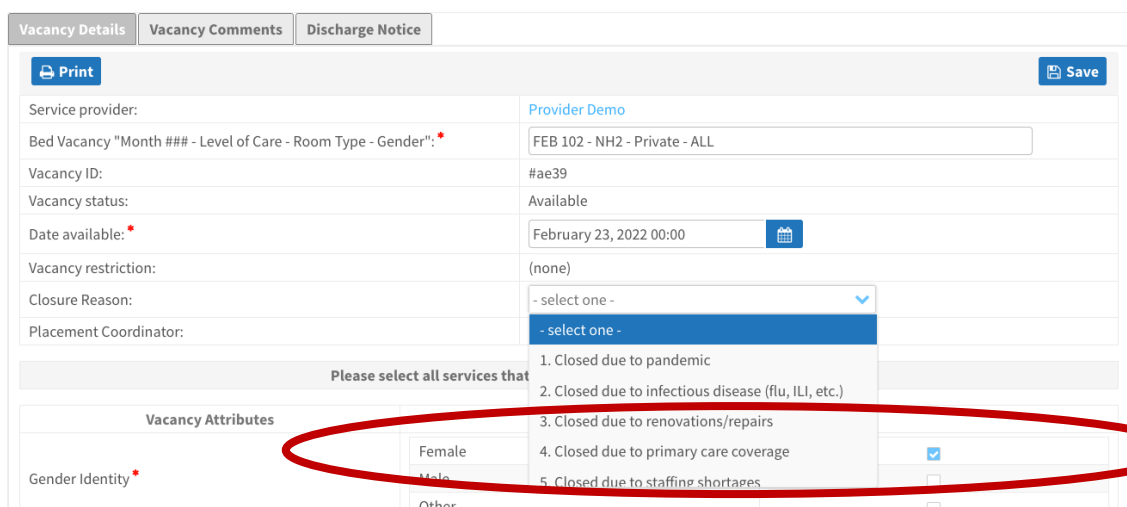
2. Under **Vacancy Details** tab click on the drop-down arrow across from **Closure Reason**.



The screenshot shows the 'Vacancy Details' tab in the Nova Scotia Health system. The 'Closure Reason' dropdown menu is open, and a blue arrow points to it. The form fields are as follows:

Service provider:	Provider Demo
Bed Vacancy "Month ### - Level of Care - Room Type - Gender": *	FEB 102 - NH2 - Private - ALL
Vacancy ID:	#ae39
Vacancy status:	Available
Date available: *	February 23, 2022 00:00
Vacancy restriction:	(none)
Closure Reason:	- select one -
Placement Coordinator:	

3. **Select a closure reason** from the list available.



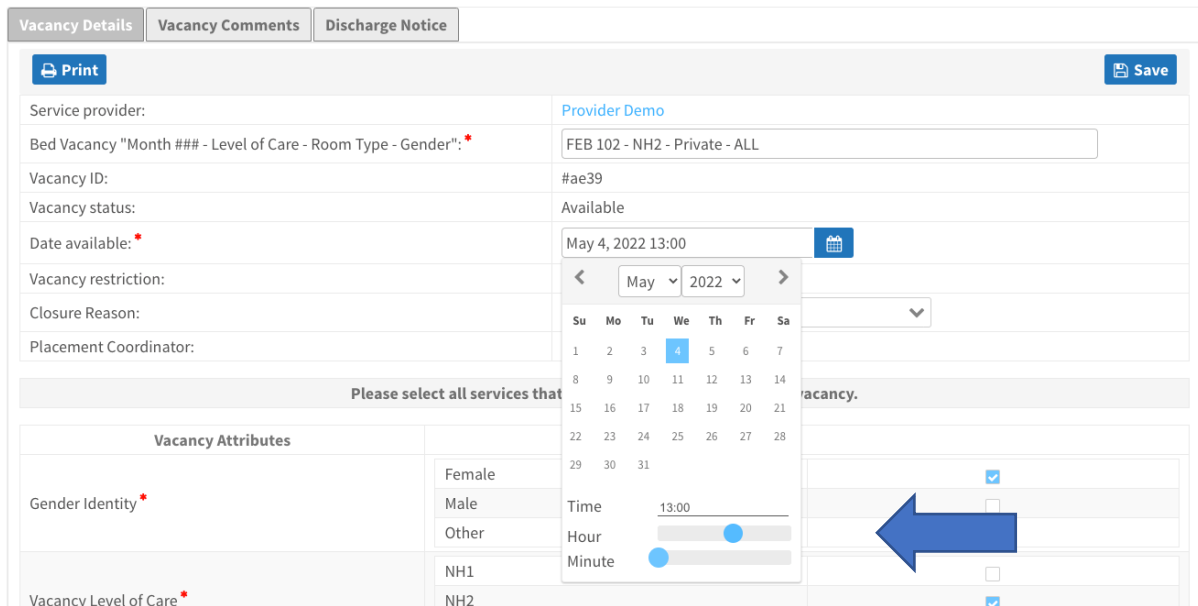
The screenshot shows the 'Vacancy Details' tab in the Nova Scotia Health system. The 'Closure Reason' dropdown menu is open, and a red circle highlights the list of closure reasons. A blue arrow points to the list. The form fields are as follows:

Service provider:	Provider Demo
Bed Vacancy "Month ### - Level of Care - Room Type - Gender": *	FEB 102 - NH2 - Private - ALL
Vacancy ID:	#ae39
Vacancy status:	Available
Date available: *	February 23, 2022 00:00
Vacancy restriction:	(none)
Closure Reason:	- select one -
Placement Coordinator:	

The list of closure reasons is:

1. Closed due to pandemic
2. Closed due to infectious disease (flu, ILI, etc.)
3. Closed due to renovations/repairs
4. Closed due to primary care coverage
5. Closed due to staffing shortages

4. **Amend the Date Available** to reflect the new date it will be available.



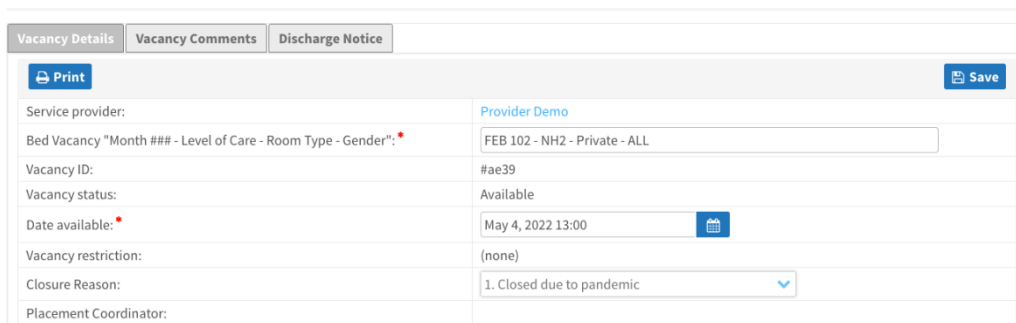
The screenshot shows the 'Vacancy Details' form with the following fields:

- Service provider: Provider Demo
- Bed Vacancy "Month ### - Level of Care - Room Type - Gender": FEB 102 - NH2 - Private - ALL
- Vacancy ID: #ae39
- Vacancy status: Available
- Date available: May 4, 2022 13:00
- Vacancy restriction: (none)
- Closure Reason: 1. Closed due to pandemic
- Placement Coordinator: (empty)

The 'Date available' field is highlighted with a calendar icon. A time picker is open, showing a calendar for May 2022 and a time slider set to 13:00. A blue arrow points to the time slider.

IMPORTANT NOTE - The vacancy's date available must be exact. Use the hour and minute slide ruler to add the date and time precisely.

5. Then click **Save**.

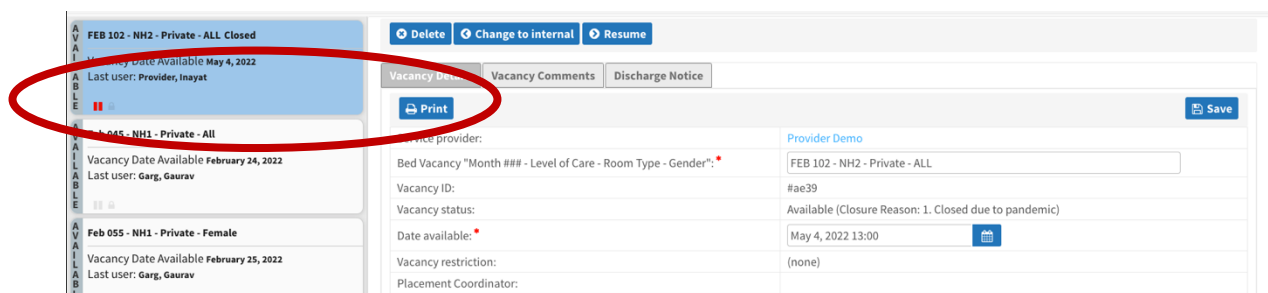


The screenshot shows the 'Vacancy Details' form with the following fields:

- Service provider: Provider Demo
- Bed Vacancy "Month ### - Level of Care - Room Type - Gender": FEB 102 - NH2 - Private - ALL
- Vacancy ID: #ae39
- Vacancy status: Available
- Date available: May 4, 2022 13:00
- Vacancy restriction: (none)
- Closure Reason: 1. Closed due to pandemic
- Placement Coordinator: (empty)

The 'Save' button is highlighted with a blue arrow.

6. The tile will update with a **red pause** symbol.



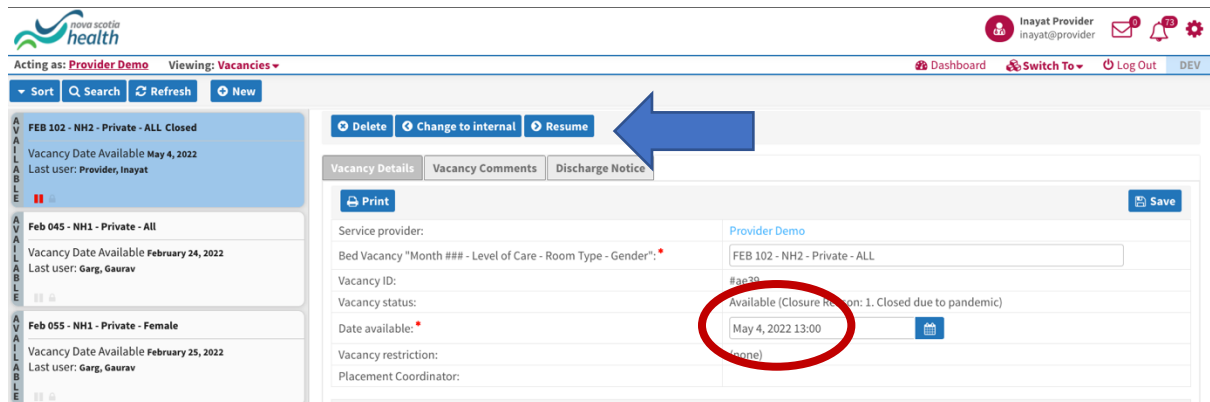
The screenshot shows the 'Vacancy Details' form with the following fields:

- Service provider: Provider Demo
- Bed Vacancy "Month ### - Level of Care - Room Type - Gender": FEB 102 - NH2 - Private - ALL
- Vacancy ID: #ae39
- Vacancy status: Available (Closure Reason: 1. Closed due to pandemic)
- Date available: May 4, 2022 13:00
- Vacancy restriction: (none)
- Placement Coordinator: (empty)

The 'Save' button is highlighted with a red circle.

How to Open a Closed Vacancy

1. Click on the tile to open the vacancy record.
2. Confirm that the **Date Available** is accurate
3. Click on **Resume**.

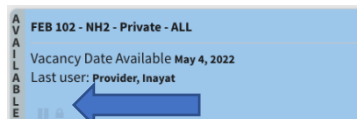


The screenshot shows the Nova Scotia Health Vacancies system. The user is acting as 'Provider Demo'. The interface includes a navigation bar with 'Sort', 'Search', 'Refresh', and 'New' buttons. A list of vacancies is shown on the left, with the first one selected. The detailed view on the right shows the following information:

- Service provider: Provider Demo
- Bed Vacancy *Month ### - Level of Care - Room Type - Gender*: FEB 102 - NH2 - Private - ALL
- Vacancy ID: #ap30
- Vacancy status: Available (Closure Reason: 1. Closed due to pandemic)
- Date available: May 4, 2022 13:00 (circled in red)
- Vacancy restriction: (none)
- Placement Coordinator: (none)

Buttons for 'Delete', 'Change to internal', and 'Resume' are visible at the top of the detailed view. A blue arrow points to the 'Resume' button.

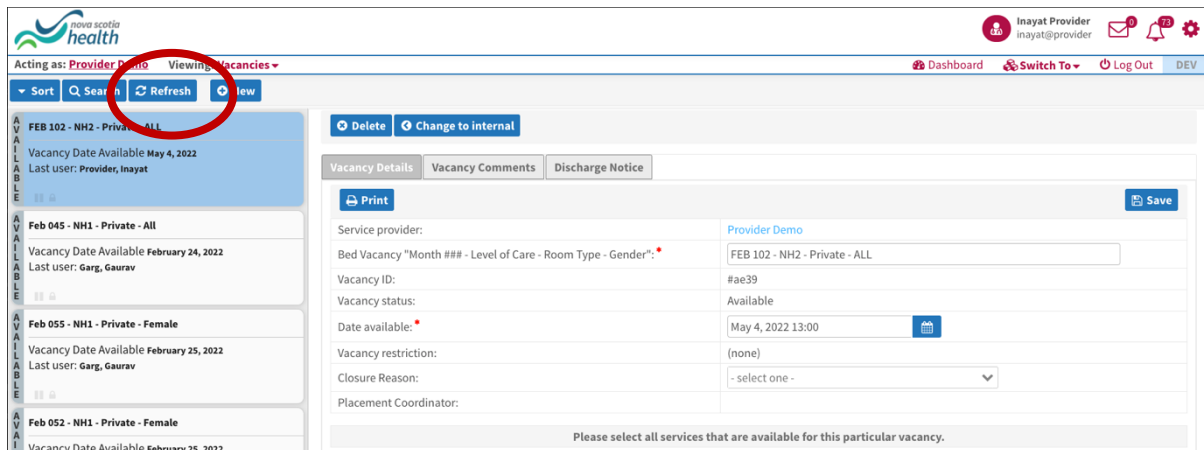
4. The **pause** symbol will disappear from the tile.



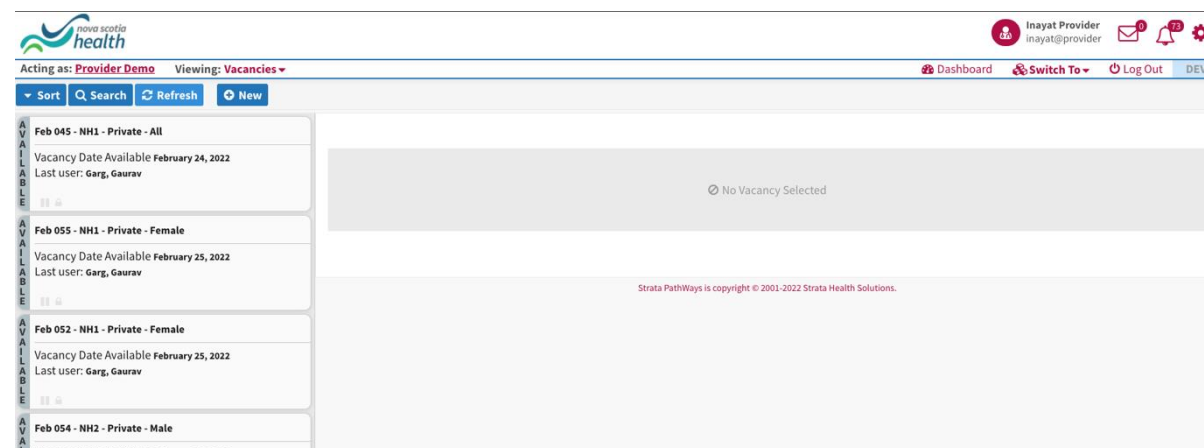
Section 8 – Refresh/ Sort/ Search

Refresh

****You must always refresh your screen when you are finished with a vacancy record. Since 2 users cannot be on the vacancy at the same time, the provider will no longer have the vacancy selected and this allows the Placement Coordinators to progress the placement. ****

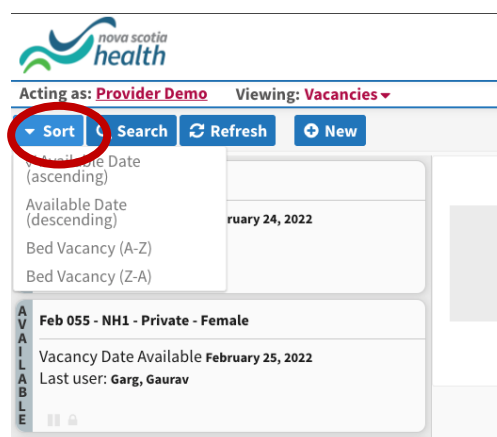


1. When you are finished working within a Vacancy, click on the **Refresh** button
2. The vacancy record will clear.



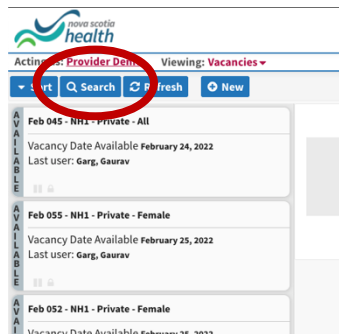
Sort

1. You can view your vacancies in date order or alphabetically by using the **Sort** button.



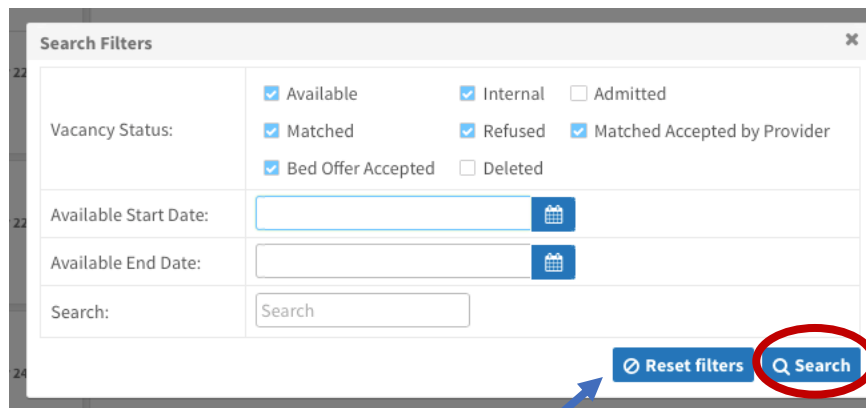
Search

1. Filter your vacancies by clicking on the **Search** button.



2. The window that opens provides search parameters to choose from:

- Add or remove ticks to filter by status.
- Use the date range to filter by selecting date.
- Use the Search text box to search for a specific vacancy.
- Click **Search** by default the Available, Internal, Matched, Refused, Matched Accepted by Provider and Bed Offer Accepted will display

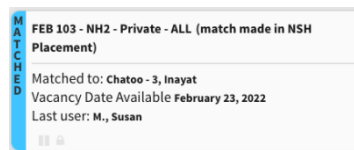


- To remove the filters, click on the **Search** button again.
- Then click on **Reset filters** which will reset the Statuses back to the default setting..

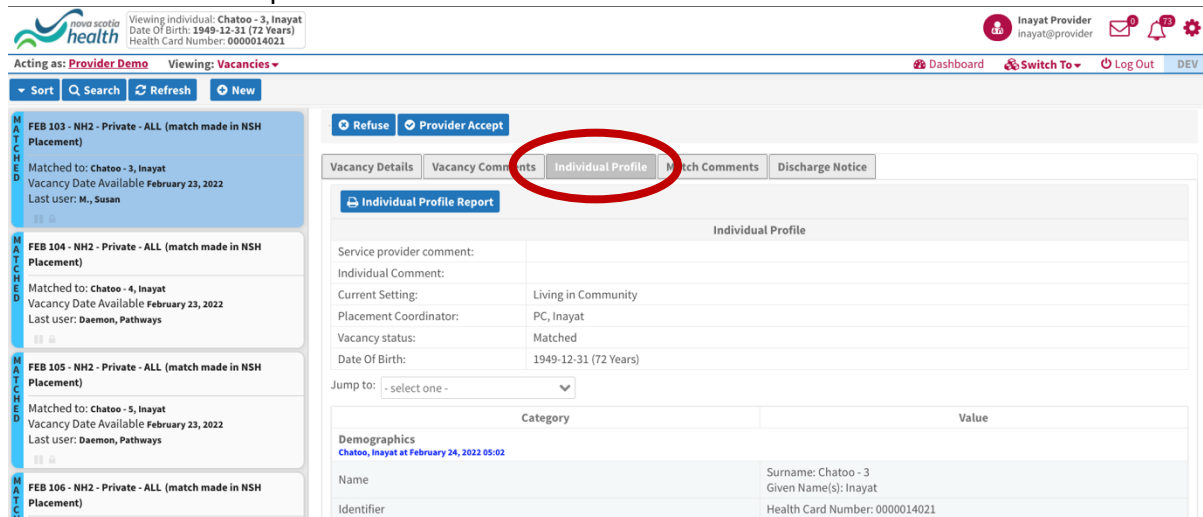
Section 9 – Managing your Placements

How to View a Match

1. A matched vacancy will display with a blue **Matched** label on the tile.

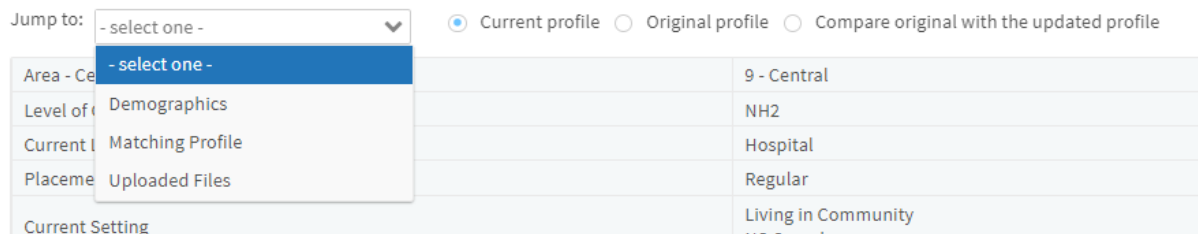


2. To view a matched vacancy, click on the tile to open the record.
3. The record details will open on the right-hand side of the page.
4. The record opens on the **Individual Profile** tab.




Category	Value
Demographics Chato0, Inayat at February 24, 2022 05:02	
Name	Surname: Chato0 - 3 Given Name(s): Inayat
Identifier	Health Card Number: 0000014021






5. Scroll down the page to view the information or use the **Jump To** function to go directly to a section.



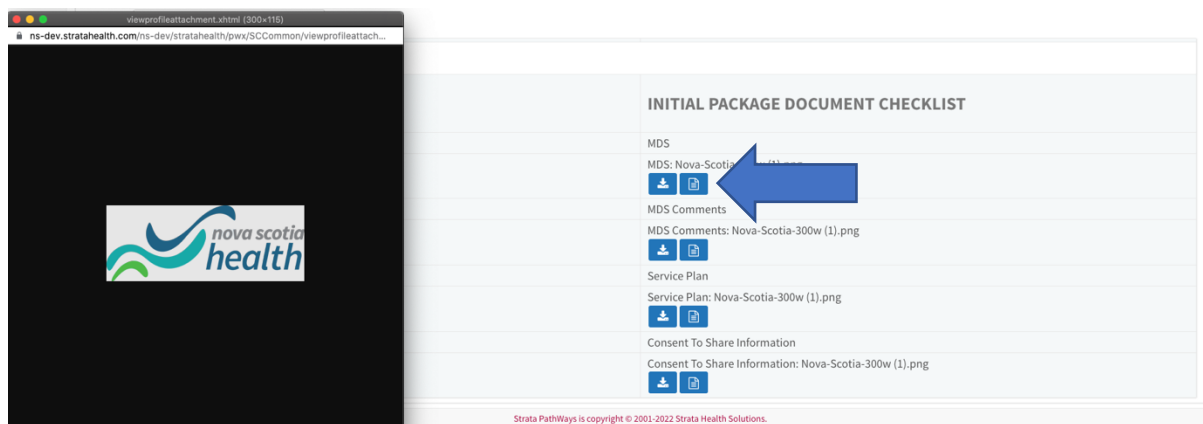
Area - Ce	- select one -	9 - Central
Level of	Demographics	NH2
Current	Matching Profile	Hospital
Placeme	Uploaded Files	Regular
Current Setting		Living in Community NS Canada

Attached Documents

1. Any uploaded and attached documents are located at the bottom of the form.
2. Click on the **download icon** 

Uploaded Files schick, mel at December 8, 2021 10:46	
Initial Package Document Checklist	INITIAL PACKAGE DOCUMENT CHECKLIST
MDS	MDS
MDS	MDS: MDS.docx  
MDS Comments	MDS Comments
MDS Comments	MDS Comments: MDS.docx 
Service Plan	Service Plan
Service Plan	Service Plan: Service Plan.docx 
Consent To Share Information	Consent To Share Information
Consent To Share Information	Consent To Share Information: Consent.docx 

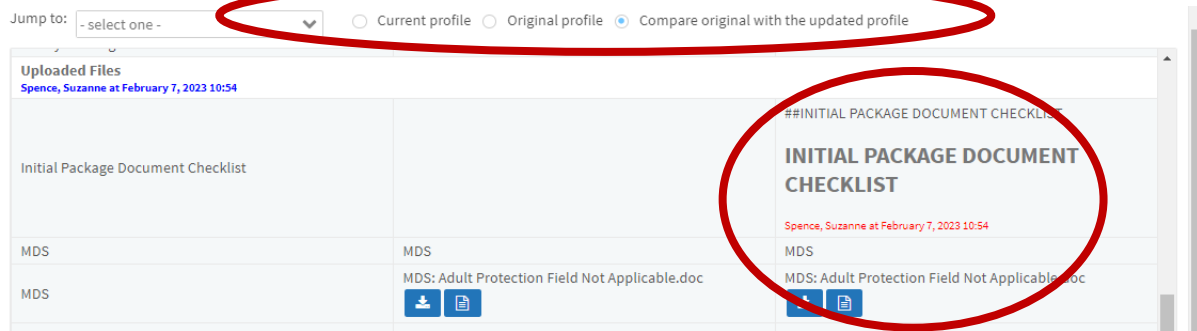
3. Then follow your computer's instructions on how to open the document.
4. If the attached documents are in a PDF or Image format, you will see a second button allowing you to preview the file and will open in a separate window on your browser.



The screenshot shows a browser window with the Nova Scotia Health logo on the left. On the right, a table titled "INITIAL PACKAGE DOCUMENT CHECKLIST" is visible. The table lists several documents, including "MDS: Nova-Scotia-300w (1).png". A blue arrow points to the download icon for this document, and a second icon (likely a preview icon) is visible next to it.

Viewing changes to the individual's profile

1. If any changes to the demographic profile or uploaded documents, click current profile, original profile and compare original with the updated profile will display. This applies to changes made after March 17, 2023 post upgrade.



2. Clicking the Compare original with the updated profile radio button will show in red font what has changed in the column to the right and the original displays in the column to the left; this feature will show demographic changes as well as file upload changes.

How to Accept a Match

1. Once you have reviewed all the necessary information click on the **Accept** button

The screenshot shows the Nova Scotia Health interface. At the top, it says 'Viewing individual: Chatoo - 4, Inayat' with birth and health card details. The user is logged in as 'Inayat Provider'. The main area shows a list of matches on the left and a detailed view of a match on the right. The match details include 'FEB 104 - NH2 - Private - ALL (match made in NSH Placement)', 'Matched to: Chatoo - 4, Inayat', 'Vacancy Date Available February 23, 2022', and 'Last user: Provider, Inayat'. The 'Provider Accept' button is circled in red.

2. The tile status will update with an orange **Matched Accepted** status label.

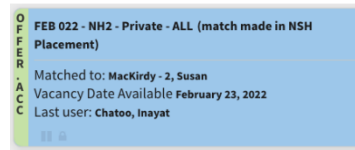
A close-up of a match tile. The tile is blue and contains the following text: 'FEB 104 - NH2 - Private - ALL (match made in NSH Placement)', 'Matched to: Chatoo - 4, Inayat', 'Vacancy Date Available February 23, 2022', and 'Last user: Provider, Inayat'. The status 'Matched Accepted' is indicated by an orange label on the left side of the tile.

3. For the next step, click on the **Refresh** button to close the record and wait for the Placement Coordinator to add the Vacancy Offer date.

****Do not add the Vacancy Offer Date yourself ****

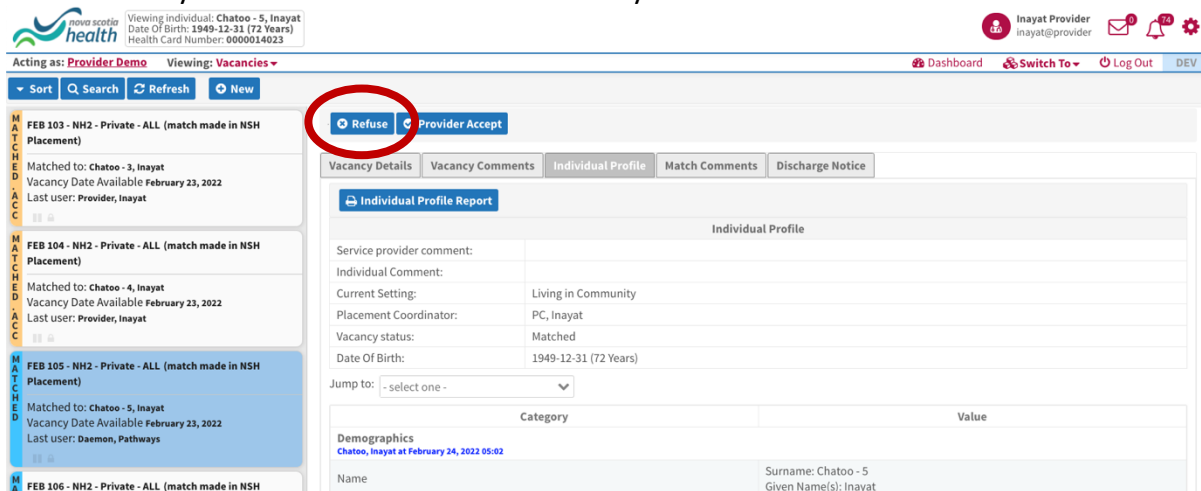
The screenshot shows the Nova Scotia Health interface. The match details for 'FEB 104 - NH2 - Private - ALL' are displayed. The 'Vacancy offer date' field is highlighted with a blue arrow. The match status is 'Matched Accepted by Provider'. The 'Refresh' button is visible in the top left corner of the interface.

- You will know when this has happened when the Vacancy tile updates with a green **Offer Accepted** label. You will also receive an Email Notification and an Alert at the top right bell icon advising that the Bed Offer was Accepted



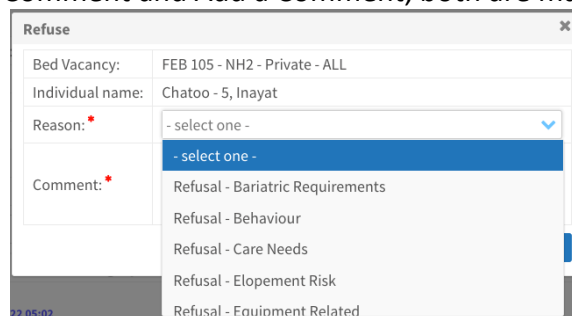
How to Refuse a Match

- Once you have reviewed all the necessary information click on the **Refuse** button.



The screenshot shows the Nova Scotia Health provider interface. On the left, there is a list of matched vacancies, including 'FEB 103 - NH2 - Private - ALL (match made in NSH Placement)', 'FEB 104 - NH2 - Private - ALL (match made in NSH Placement)', 'FEB 105 - NH2 - Private - ALL (match made in NSH Placement)', and 'FEB 106 - NH2 - Private - ALL (match made in NSH Placement)'. The 'FEB 105' tile is highlighted in blue. On the right, the detailed view for 'FEB 105' is shown. At the top of this view, there are two buttons: 'Refuse' (circled in red) and 'Provider Accept'. Below these buttons are tabs for 'Vacancy Details', 'Vacancy Comments', 'Individual Profile', 'Match Comments', and 'Discharge Notice'. The 'Individual Profile Report' tab is selected, showing fields for 'Service provider comment', 'Individual Comment', 'Current Setting' (Living in Community), 'Placement Coordinator' (PC, Inayat), 'Vacancy status' (Matched), and 'Date Of Birth' (1949-12-31 (72 Years)). There is also a 'Demographics' section with fields for 'Name' (Chatoo, Inayat) and 'Surname' (Chatoo - 5).

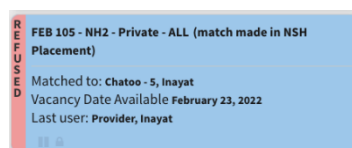
- Select a Refusal Comment and Add a Comment, both are mandatory



The 'Refuse' dialog box contains the following information:

- Bed Vacancy: FEB 105 - NH2 - Private - ALL
- Individual name: Chatoo - 5, Inayat
- Reason: - select one - (dropdown menu with options: Refusal - Bariatric Requirements, Refusal - Behaviour, Refusal - Care Needs, Refusal - Elopement Risk, Refusal - Equipment Related)
- Comment: *

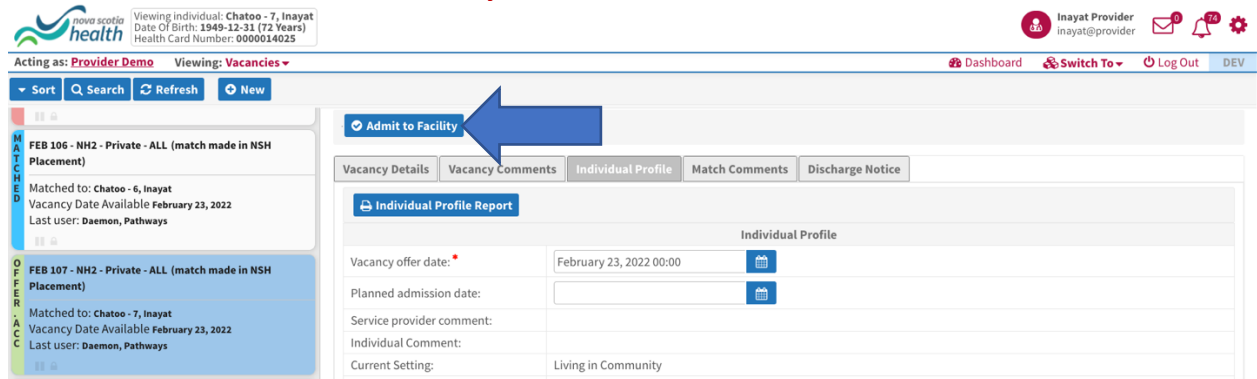
- The tile status will update with a red **Refused** status label.



4. The next step is to wait for the **Placement Coordinator** to review the Refusal and connect with you. Following those discussions, the Placement Team will either:
 - a. Complete the refusal process and un-match the vacant bed; or
 - b. Continue with the bed offer after you accept the client (i.e., you have chosen to rescind the initial refusal).

How to Admit a Resident

1. Once the resident arrives at your facility, you must mark this in Pathways.
2. Do so by clicking on the vacancy tile to open the record.
3. Then click on **Admit to Facility**



The screenshot shows the Nova Scotia Health Pathways interface. At the top, it indicates the user is acting as 'Provider Demo' and viewing 'Vacancies'. A search bar and navigation buttons are visible. On the left, there are two vacancy tiles. The second tile, 'FEB 107 - NH2 - Private - ALL', is highlighted in blue and has a blue arrow pointing to the 'Admit to Facility' button located above it. The main content area shows the 'Individual Profile Report' for the selected vacancy, with fields for 'Vacancy offer date', 'Planned admission date', 'Service provider comment', 'Individual Comment', and 'Current Setting'.

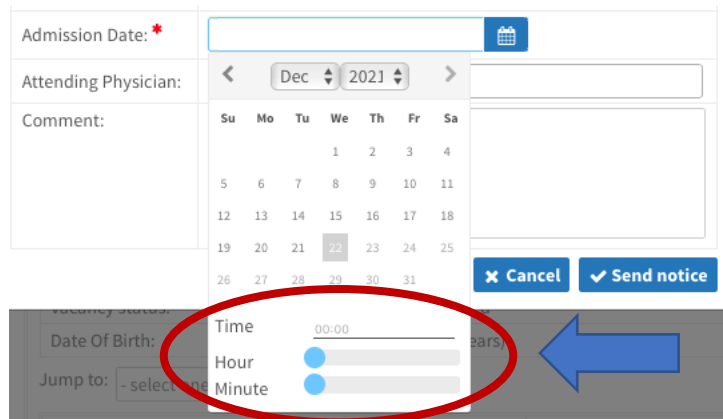
4. Complete the **Admission Notice** that displays.

Admit to Facility ✕

Admission Notice: FEB 107 - NH2 - Private - ALL

Service Provider:	Provider Demo
Bed Vacancy: *	<input type="text" value="FEB 107 - NH2 - Private - ALL"/>
Name:	Chatoo - 7, Inayat
Health Card Number:	0000014025
Bed Offer Date:	February 23, 2022 00:00
Admission Date: *	<input type="text" value=""/> 📅
Attending Physician:	<input type="text"/>
Comment:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

****Add the exact time of admission by using the hour and minute slide ruler****



Admission Date: *

Attending Physician:

Comment:

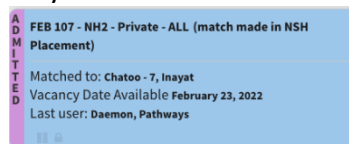
Time: 00:00

Hour: [Slide ruler]

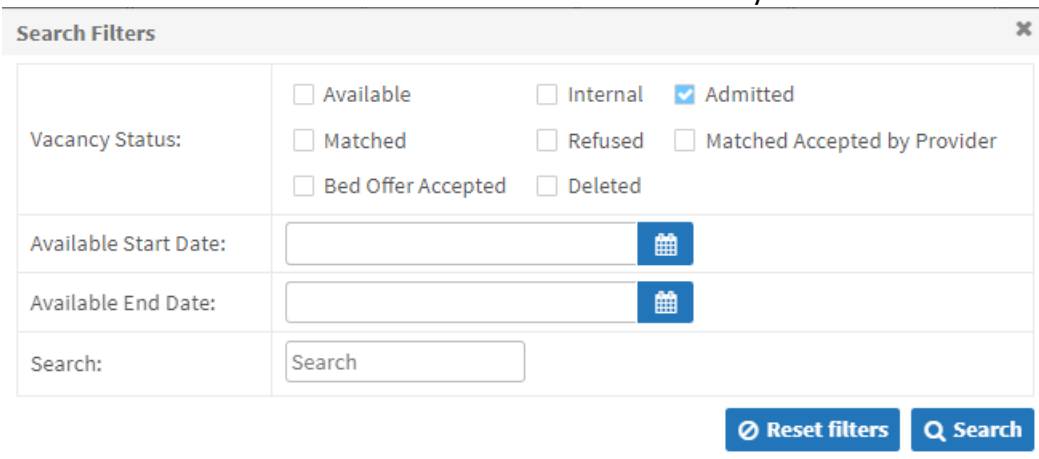
Minute: [Slide ruler]

Buttons: Cancel, Send notice

- The tile will update to a purple **Admitted** label. This tile will only remain on your dashboard until you refresh your screen.



- Match Comments, Uploaded Documents and Notifications can now be viewed on vacancies that have had an admission. To review this information, search for Admitted vacancies using the search filters to bring up the admitted vacancy tile. You can then view the Match Comments tab, Uploaded Documents on the Individual Profile tab and notifications that were sent on this vacancy on the Notifications tab



Search Filters

Vacancy Status: Available Internal Admitted Matched Refused Matched Accepted by Provider Bed Offer Accepted Deleted

Available Start Date: [Calendar icon]

Available End Date: [Calendar icon]

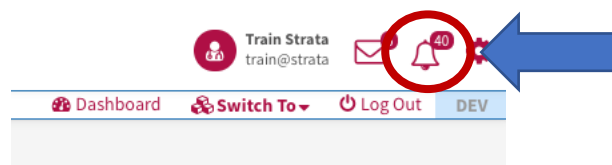
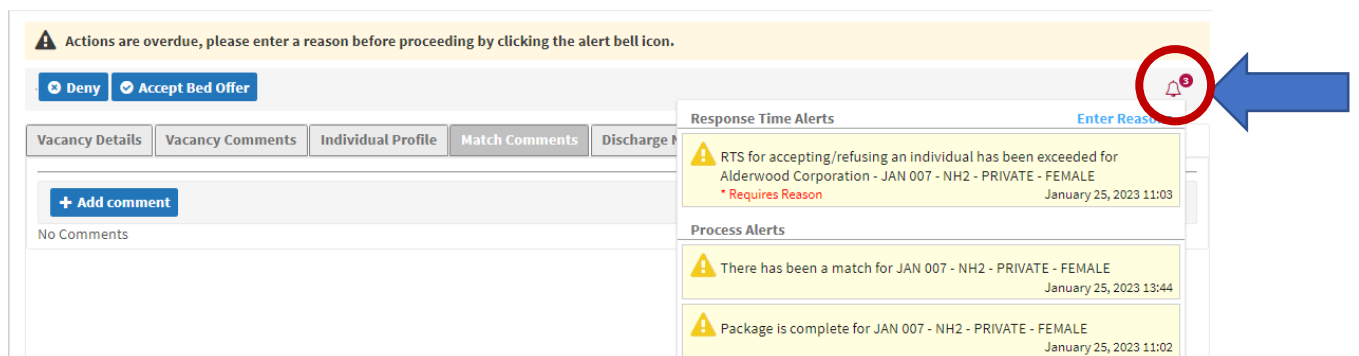
Search: [Search input]

Buttons: Reset filters, Search

Section 10 – Alerts and Notifications

Response Time Alerts

1. Alerts are found by clicking on the **bell icon** on the top right of the screen. Alerts can also now be found by clicking on the **bell icon** located on the right side of a vacancy where it displays only the alerts associated with that vacancy.

2. Response Time Alerts are generated when a Response Time Standard is exceeded and now require that a delay reason be entered prior to taking the action that will clear the alert. A banner will display that “Actions are overdue, please enter a reason before proceeding by clicking the alert bell icon.”

⚠ Actions are overdue, please enter a reason before proceeding by clicking the alert bell icon.

- Response Time Alerts** are listed in the window that opens when clicking either the alerts button at the top of the screen or the one associated with the vacancy.

- To add a delay reason, click on Enter Reasons and select a reason for the delay from the dropdown.

- Once the action that generated the alert has been completed, the alert will drop off the list.

Process Alerts

- Process Alerts are generated when an action is taken in Pathways. i.e. When a resident is discharged, when a match is made, when a resident is admitted etc.

The screenshot shows the Nova Scotia Health system interface. On the left, there is a list of vacancies with columns for 'MATCHED', 'AVAILABLE', and 'ACC'. The selected vacancy is 'JAN 002 - NH2 - Private - Male On Delay (match made in transition)'. The center panel shows details for this vacancy, including 'Vacancy Details', 'Vacancy Comments', 'Individual Profile', and 'Match Comments'. The 'Individual Profile' section shows 'Vacancy offer date', 'Planned admission date', and 'Service provider comment'. The right panel, titled 'Response Time Alerts', contains several yellow warning messages:

- RTS for completing the package has been exceeded for Arborstone Enhanced Care - COMB 2 - NH2 - Private - Female Male Other February 4, 2022 09:01
- RTS for matching an individual has been exceeded for Shiretown Nursing Home - SNOW 1 - NH2 - Private - Female Male Other February 4, 2022 08:41
- RTS for completing the package has been exceeded for Shiretown Nursing Home - NZ Test 1 - NH2 - Private - Female Male Other February 4, 2022 08:31
- The Placement Coordinator has been assigned to the vacancy Shiretown Nursing Home - SNOW 1 - NH2 - Private - Female Male Other February 4, 2022 09:03
- There has been a match for COMB 2 - NH2 - Private - Female Male Other February 4, 2022 09:00
- Alderwood Corporation - INOU 001 - NH2 - Private - Male has not yet been Assigned February 4, 2022 08:31

2. These alerts are for information purposes only, it will indicate actions the Placement team has taken on the vacancy / match. For example, if a match has been made to a Vacancy you have created, you will receive an alert to review the matched profile and Accept or Refuse the match. Once Accepted or Refused, that alert will disappear from the list.

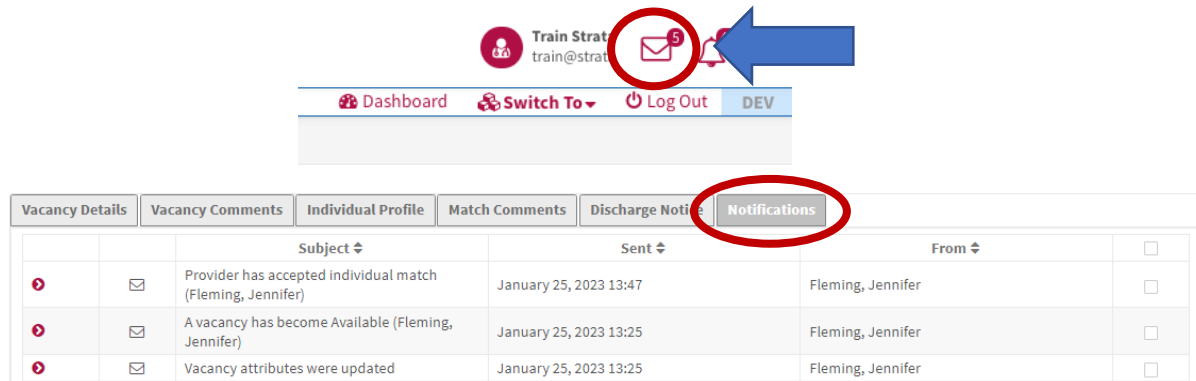
This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Process Alerts' section in the 'Response Time Alerts' panel. The alerts within this section are:

- The Placement Coordinator has been assigned to the vacancy Shiretown Nursing Home - SNOW 1 - NH2 - Private - Female Male Other February 4, 2022 09:03
- There has been a match for COMB 2 - NH2 - Private - Female Male Other February 4, 2022 09:00
- Alderwood Corporation - INOU 001 - NH2 - Private - Male has not yet been Assigned February 4, 2022 08:31

Email Notifications

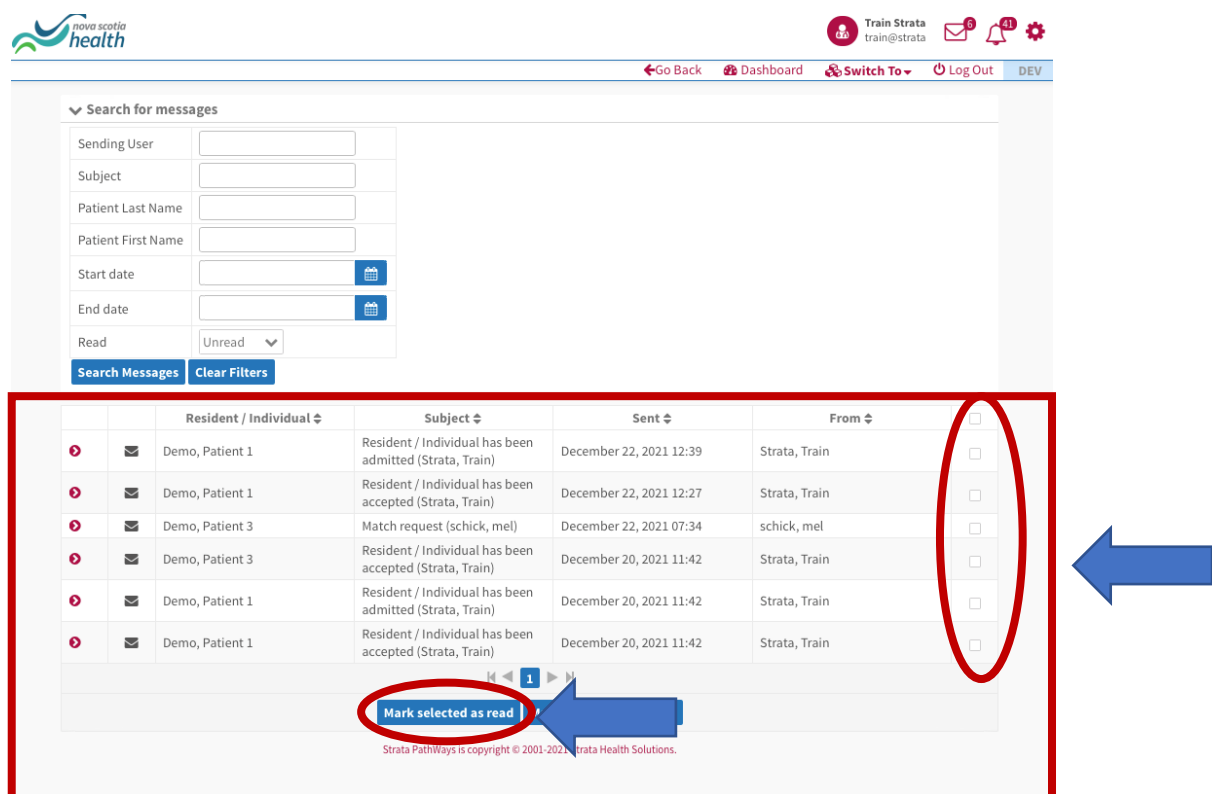
1. Email notifications are sent to account holders covering a wide array of messages depending on account permissions.

2. A list of all the email notifications that have been sent to you can be found by clicking on the **envelope icon** in the upper right corner. Notifications specific to a vacancy can also be found on the Notifications tab while on that specific vacancy tile.



		Subject ↕	Sent ↕	From ↕	
🔍	✉	Provider has accepted individual match (Fleming, Jennifer)	January 25, 2023 13:47	Fleming, Jennifer	<input type="checkbox"/>
🔍	✉	A vacancy has become Available (Fleming, Jennifer)	January 25, 2023 13:25	Fleming, Jennifer	<input type="checkbox"/>
🔍	✉	Vacancy attributes were updated	January 25, 2023 13:25	Fleming, Jennifer	<input type="checkbox"/>

3. When you have reviewed a notification, put a tick on the box associated with the notification and then click **Mark selected as read**.



		Resident / Individual ↕	Subject ↕	Sent ↕	From ↕	
🔍	✉	Demo, Patient 1	Resident / Individual has been admitted (Strata, Train)	December 22, 2021 12:39	Strata, Train	<input type="checkbox"/>
🔍	✉	Demo, Patient 1	Resident / Individual has been accepted (Strata, Train)	December 22, 2021 12:27	Strata, Train	<input type="checkbox"/>
🔍	✉	Demo, Patient 3	Match request (schick, mel)	December 22, 2021 07:34	schick, mel	<input type="checkbox"/>
🔍	✉	Demo, Patient 3	Resident / Individual has been accepted (Strata, Train)	December 20, 2021 11:42	Strata, Train	<input type="checkbox"/>
🔍	✉	Demo, Patient 1	Resident / Individual has been admitted (Strata, Train)	December 20, 2021 11:42	Strata, Train	<input type="checkbox"/>
🔍	✉	Demo, Patient 1	Resident / Individual has been accepted (Strata, Train)	December 20, 2021 11:42	Strata, Train	<input type="checkbox"/>

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Section 13 – Update Profile

1. Once you are in to your **Dashboard**
2. Click on the **Viewing** drop down list
3. Select **Profile**



Acting as: **Annapolis Royal Nursing Home** Viewing: **Vacancies** ▼

Sort Search Refresh New

MATCHED FEB 002 - NH2 - Private - ALL (match made in NSH Placement)

Matched to: **Doucette - 2, Karen**

Vacancy Date Available **February 23, 2022**

Vacancies
Discharges
Admissions
Profile

4. In the top section you will see some information around the provider details such as Phone Number and Fax Number.

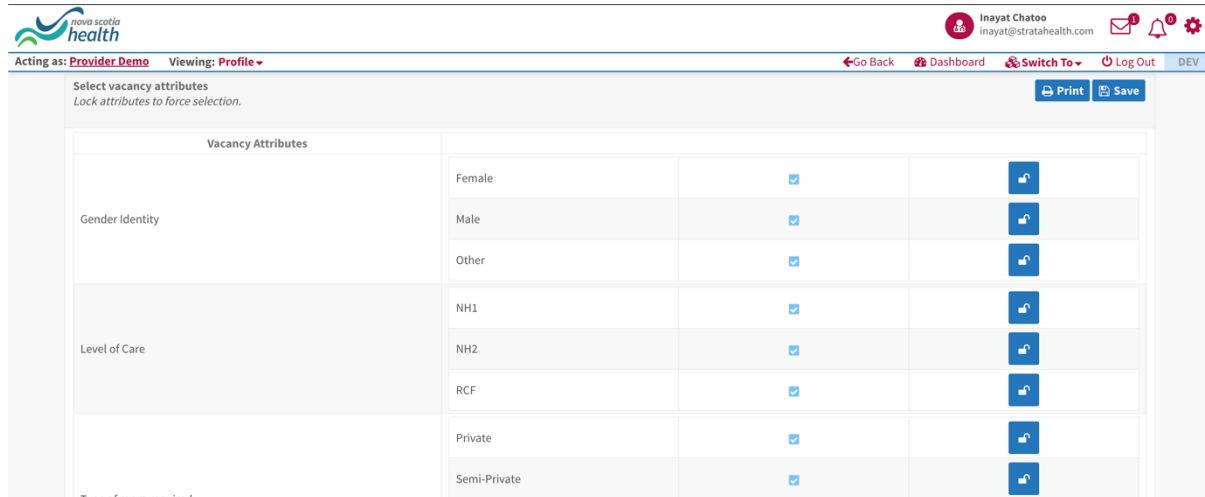
Acting as: **Provider Demo** Viewing: **Profile** ▼

Inayat Chatoo
inayat@stratahealth.com

Go Back Dashboard Switch To Log Out DEV

Service Provider Name:	Provider Demo
Service Provider Type:	Care Centre
Service Provider Status:	ACT
Contact Name:	
Phone Number:	902(902)295-3122
Fax Number:	N/A

5. In the bottom section you will see the different attributes your provider can accept.
 - a. If the Attribute is **selected**, it will show up when creating a new vacancy
 - b. If the Attribute is **NOT selected**, it will not show up on a new vacancy



Acting as: **Provider Demo** Viewing: **Profile** Go Back Dashboard Switch To Log Out DEV

Select vacancy attributes
Lock attributes to force selection. Print Save

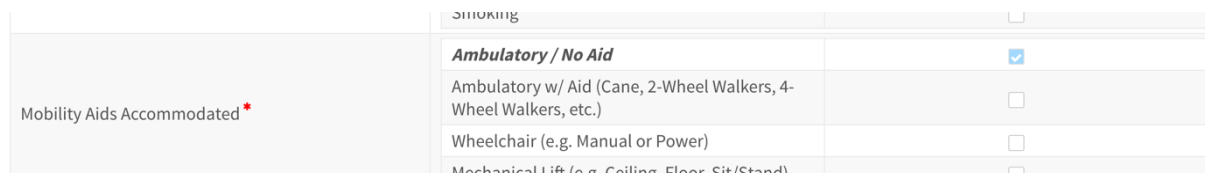
Vacancy Attributes	
Gender Identity	Female <input checked="" type="checkbox"/> 🔒
	Male <input checked="" type="checkbox"/> 🔒
	Other <input checked="" type="checkbox"/> 🔒
Level of Care	NH1 <input checked="" type="checkbox"/> 🔒
	NH2 <input checked="" type="checkbox"/> 🔒
	RCF <input checked="" type="checkbox"/> 🔒
Type of room required	Private <input checked="" type="checkbox"/> 🔒
	Semi-Private <input checked="" type="checkbox"/> 🔒

6. You will also see a LOCK icon; all of the attributes should have the attributes UNLOCKED.
 - a. 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



Ambulatory / No Aid	<input checked="" type="checkbox"/>	
---------------------	-------------------------------------	---

7. Once you have made changes to your Profile, click on Save and go back to Vacancies from the Viewing drop down list.
8. When creating new vacancies, Ambulatory / No Aid will be selected by default and appear in bold

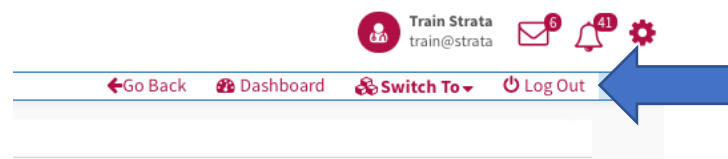


Mobility Aids Accommodated*	SMOKING	<input type="checkbox"/>
	Ambulatory / No Aid	<input checked="" type="checkbox"/>
	Ambulatory w/ Aid (Cane, 2-Wheel Walkers, 4-Wheel Walkers, etc.)	<input type="checkbox"/>
	Wheelchair (e.g. Manual or Power)	<input type="checkbox"/>
	Mechanical Lift (e.g. Ceiling. Floor. Sit/Stand)	<input type="checkbox"/>

- a. Please note that you will not be able to unselect it.

Section 13 – Log out

1. When you are finished managing your vacancies and placements **Log Out** of PathWays, do so by clicking on the power **Log Out** button at the top right-hand side of the screen. It is important to log out to prevent the record to be locked out for any other users.



If you have any further questions, please contact
our Support Desk.

Strata Health Support Team

1-866-556-5005
support@stratahealth.com