



# Advancing Excellence in America's Nursing Homes

## Excellent Ideas

### HOW TO ACCESS YOUR ADVANCING EXCELLENCE ACCOUNT

Logging into your facility's account on the [Advancing Excellence in America's Nursing Homes Campaign](http://www.nhqualitycampaign.org) website allows you to carry out administrative tasks such as selecting goals, updating contact information, or submitting data on your selected goals. Logging into your account is simple; just follow these easy steps:

1. Direct your web browser to [www.nhqualitycampaign.org](http://www.nhqualitycampaign.org).
2. Click on "Log In" in the upper right-hand corner of the screen.
3. Enter the appropriate user name and password.

If you are not able to locate your facility's name and/or password, several options are available from the log-in screen. If you know your user name, Medicare provider number, or the email address associated with the account, you can elect to have the password emailed to the email address on file. Click on the appropriate link from the log-in screen to retrieve your password.

### FREQUENTLY ASKED QUESTIONS

- 1. The person whose name is listed on our facility account is no longer employed by our organization, and I cannot log in. Help!**
  - To have your password reset, contact Liz Simpson at 216-503-5788 or [lsimpson@ohqio.sdps.org](mailto:lsimpson@ohqio.sdps.org).
- 2. I have other questions about the campaign, or I have questions about my facility's goals and data entry.**
  - Contact Leasa Novak at 330-651-3063 or [lnovak@ohqio.sdps.org](mailto:lnovak@ohqio.sdps.org).
- 3. How can I tell if my facility has an account?**
  - From the [Advancing Excellence home page](#), click on "Find Participants" from the menu on the right. When the page refreshes, select your state from the drop-down list. A list of all enrolled facilities will display.
- 4. My facility doesn't seem to have an account. Help!**
  - Follow these steps for creating an account:
    - From the home screen, click on "Enroll Now."
    - Click on "Register in the Advancing Excellence Campaign for the First Time."
    - Complete the requested information and click "Save and Continue."
    - Read the information on selecting goals, and select new goals for your facility.
- 5. How can I find out which goals were selected for my facility?**
  - Log in to your facility's account and click "Update My Goal Selection" from the menu on the left. Your selected goals will display when the page refreshes.
- 6. Can I change my facility's goals?**
  - You may add new goals at any time, but selected goals may not be removed.

For additional information on the new Campaign goals, refer to Issue #1 of *Excellent Ideas*.

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