# RIte Resources: Adult Day Health Panels

This job aid describes how to:

- Complete the Adult Day Health Services Information screens for RIte Resources.
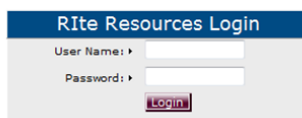
## Getting To The Web Site

To get to RIte Resources:

1. Go to https://www.ricsm.net/RIteResources/

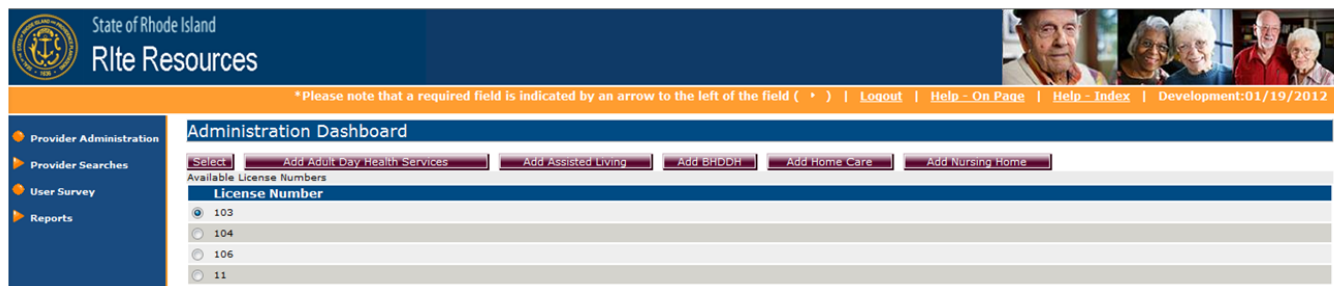To log in:

1. Enter the **User Name and Password** assigned



## Administration Dashboard

From the **Administration Dashboard**:

1. Select the **License Number**.
2. Click the **Add Adult Day Health Services** button.



## Adult Day Health Services Administration Information

Under the **Facility Information** section:

2. Enter the **Name** of the provider.
3. Enter the **Commonly Known As Name** of the provider.
4. Enter the **address** information for **Street 1, Street 2, City, Zip**.
5. Enter the c**ontact** information for **Contact Person, Contact Number, Contact Title, Contact Alternate Phone and Contact Email**.

   **Note:** This is the information that will be displayed during a search.

5. Indicate **yes** or **no** for the **Evening/Weekend Services Available**.
6. Enter the **Hours of Operation**.
7. Select **yes** or **no** to indicate **Are you accepting new participants?**
8. Enter the **Effective Date**.

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9. Enter the **License Capacity**.

10. Enter the **Website URL** for your organization.



Under the **Staff Language** section:

11. Select each of the **Languages** that apply.

**Note:** more than one may be selected.

12. Select the appropriate **Corporate Structure** from the drop down list.

13. Select **yes** or **no** to indicate **Do you participate in DEA Co-Pay programs**.



Under the **Admission Criteria** section:

14. Select **yes** or **no** for each of the questions listed.



Under the **Special Services Available** section:

15. Select **yes** or **no** for each of the questions listed.

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Under the **General Amenities Services** section:

16. Select **yes** or **no** for each of the questions listed.



Under the **Meals Provided** section:

17. Select each of the **Meals** that apply.

**Note:**  more than one may be selected.



Under the **Dietary Services** section:

18. Select each of the **Dietary Services** that apply. You may also list any additional **Dietary Services** in the other box.

**Note:**  more than one may be selected.

19. Select **Save**.



## Updating Information

To update your information:

19. Log into RIte Resources.

20. Select the entity you wish to update from the list on the **Administration Dashboard**.