# RIte Resources: Nursing Home Panels

This job aid describes how to:

- Complete the Nursing Home Administration 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:
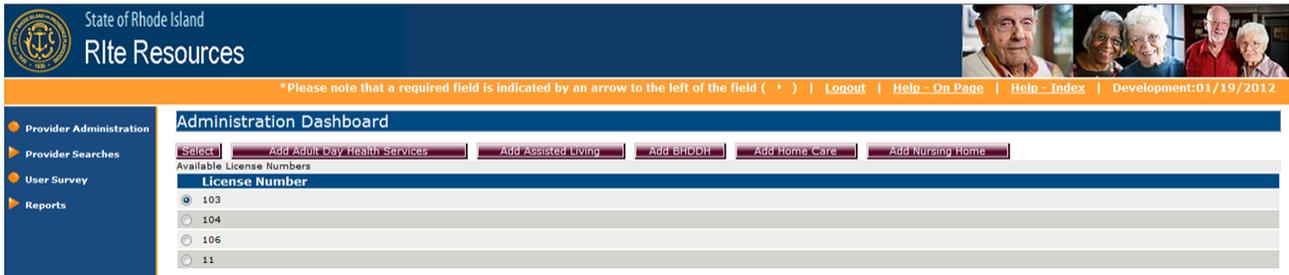
1. Enter the **User Name and Password** assigned



## Administration Dashboard

From the **Administration Dashboard**:

1. Select the **License Number**.
2. Click the **Add Nursing Home** button.



## Nursing Home 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.

6. Indicate **yes** or **no** for the **Evening/Weekend Services Available**.
7. Enter the **Website URL** for your organization.

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**Nursing Home Administration Information**

Save  Print  Back

**Facility Information**

| | | | |
|---|---|---|---|
| License Number: | 100 | | |
| Name: | | Commonly Known As Name: | |
| Street 1: | | Street 2: | |
| City: | | State: | RI |
| Zip: | | | |
| Contact Person: | | Contact Number: | |
| Contact Title: | | Contact Alternate Phone: | |
| Contact Email: | | | |
| Evening/Weekend Admissions available: | | | |
| Website URL: | http:// | | |

Under the **Types of Living Arrangements** section:

8.  Select each of the **Living Arrangements** that apply.

9.  Enter for each selected **Living Arrangement** the **Rooms Available, Effective Date, License Capacity and Waiting List Available**.

| | Types of Living Arrangements | Rooms Available | Effective Date | License Capacity | Waiting List Available? |
|---|---|---|---|---|---|
| ☐ | Medicaid | | | | |
| ☐ | Private Pay | | | | |
| ☐ | Short Term skilled/rehabilitation | | | | |
| ☐ | Long Term supportive (custodial) | | | | |
| ☐ | Alzheimer's/Dementia Unit | | | | |

Under the **Staff Language** section:

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

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

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

12. Select **yes** or **no** from the drop down list to indicate if you **Are a Medicaid Provider?**

13. Select the appropriate **Facility Type** from the drop down list.

| Staff Languages |
|---|
| ☐ Sign Language |
| ☐ English |
| ☐ Spanish |
| ☐ Portuguese |
| ☐ Russian |
| ☐ Polish |
| ☐ Other |

| | |
|---|---|
| Corporate Structure: | |
| Are you a Medicaid provider?: | |
| Facility Type: | |

Under the **Admission Criteria** section:

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

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Under the **Special Services Available** section:

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



Under the **General Amenities and Services** section:

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



Under the **Dietary Services** section:

17.  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.

18.  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**.