

LTC Exchange Site Quick Guide

Home Page

<https://hfs.partner.illinois.gov/lcexchange/>

Click Provider view to access the CNA Initiative folders for your facility.

Shared Documents will have useful information and templates for Providers.

The screenshot shows the SharePoint interface for the LTC Exchange. At the top is a blue header with the text "SharePoint". Below it is a navigation bar with "BROWSE" and "PAGE" options. The main content area features the "iHFS LTC Exchange" logo and the heading "Welcome to the HFS Long Term Care Provider Exchange". On the left is a navigation menu with categories like "Home", "APR/ATR", "Provider View", "HFS Admin Only", "CNA Initiative", and "Other Help Resources". The "CNA Initiative" section is highlighted in yellow. The main content area includes an "Announcements" section with a table of recent updates. The table has columns for "Title" and "Modified". One announcement is visible: "Advance Payment Recoupment - Additional 3 Month Extension to July 15, 2020" dated "April 7, 2020". Below the announcements is a "Helpful" section with two buttons: "Provider View" and "Contact HFS Bureau of Long Term Care".

SharePoint

BROWSE PAGE

iHFS LTC Exchange
LTC Exchange

Home
APR/ATR
Provider View
HFS Admin Only
View Advance Payments
View Admission Tan Rejections
View By Document Type
View By Provider Filter
CNA Initiative
Provider View
HFS Admin Only
All CNA Providers
CNA Provider Filter
Login/Password Problems
Springfield: 217-524-DoIT (217-524-3648)
Chicago: 312-814-DoIT (312-814-3648)
Other Help Resources
Contact HFS LTC

Welcome to the HFS Long Term Care Provider Exchange

Announcements

[+ new announcement](#) or [edit this list](#)

✓	Title	Modified
	Advance Payment Recoupment - Additional 3 Month Extension to July 15, 2020	... April 7, 2020
	Adv:	
	Adv:	
	Adv:	
	Adm	
	LTC I	
	Adv:	
	Shar	
	Welk	

Helpful

Provider View

Contact HFS Bureau of Long Term Care

Clicking into the folders to upload/view documents. If you have access to multiple facilities or are a corporate user, you should see all folders here.

SharePoint

BROWSE FILES LIBRARY

iHFS LTC Exchange
LTC CNA Ini

Home (+) new docun
APR/ATR DocumentSetView

Provider View ✓ [icon] DocSetUF

HFS Admin Only

View Advance Payments [icon] 3639582

View Admission Tan Rejections [icon] 8113244

View By Document Type [icon] 8307762

View By Provider Filter [icon] 8524932

CNA Initiative

Provider View [icon] 8633030

[icon] 8633355

HFS Admin Only

All CNA Providers [icon] 8219682

CNA Provider Filter [icon] 8229644

Login/Password Problems [icon] 3511244

Springfield: 217-524-DolT (217-524-3648) [icon] 8541424

Chicago: 312-814-DolT (312-814-3648) [icon] 8541315

[icon] 4536595

[icon] 3643222

Saving/Uploading Documents

First follow LTC Naming Standards when saving files on your PC.

- CNA Naming Conventions should be as follows: Provider Number, underscore CNAlist, underscore <date>, underscore Final.
- Documents uploaded into the files have already been saved using this naming convention allowing providers to just add “final” to the end of the existing name of the document.
- Example: 123456789001_CNAlist_20220705_Final

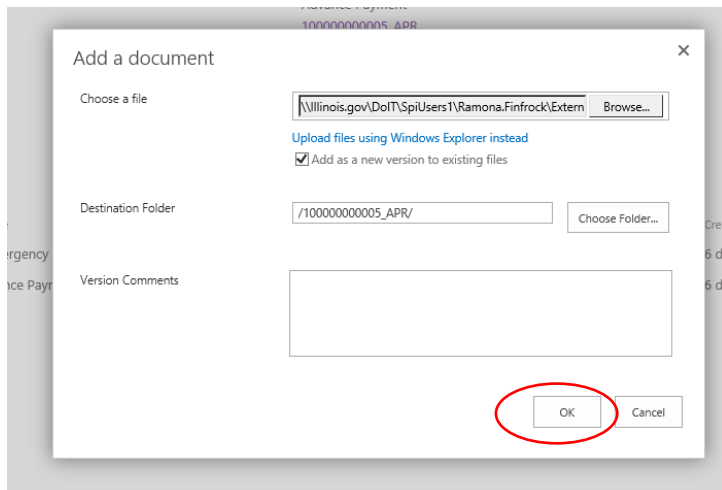
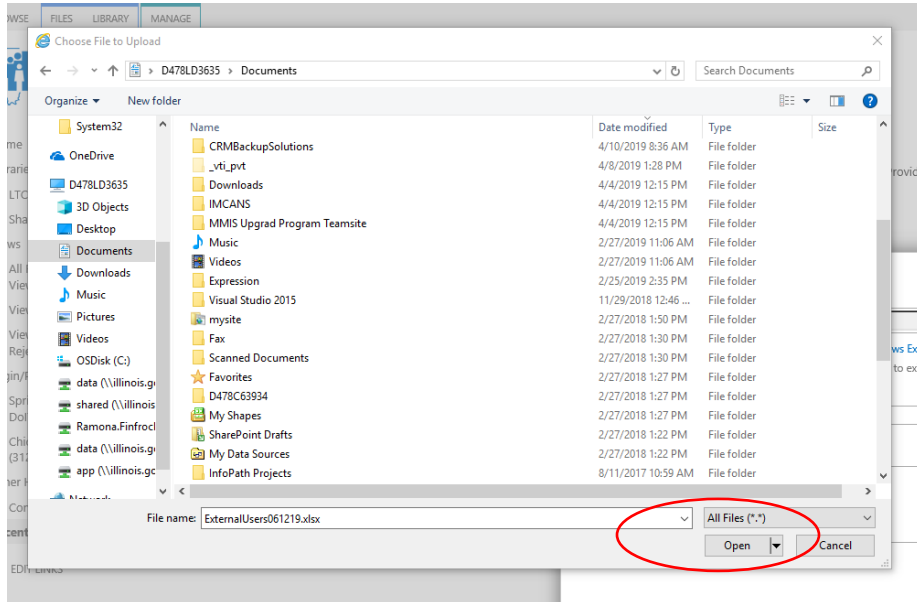
Once a file has been correctly named, it can be uploaded back to SharePoint by selecting the “Click New Document or drag files here” section. It is advised to use the plus sign for a new document so that all of the prompts for document selection can be filled in.

The screenshot shows a SharePoint document library page. At the top, there is a blue header with 'SharePoint' and navigation tabs for 'BROWSE', 'FILES', 'LIBRARY', and 'MANAGE'. Below the header, the page title is 'LTC Exchange' with an 'EDIT LINKS' icon. The breadcrumb path is 'LTC Documents > 100000000005_APR'. On the left, there is a sidebar with navigation links: Home, Provider View, HFS Admin Only (with sub-links for Advance Payments, Admission Tan Rejections, and Assigned Requests), Login/Password Problems, and Other Help Resources. The main content area shows a document icon and metadata for '100000000005_APR', including 'Corporate Company', 'Provider Name', 'Provider Id', 'Document Set Type', and 'DocSetURL'. A search bar with the text 'Find a file' is visible. Below the search bar, there is a red circle around the '+ new document' link. A table header is partially visible with columns: Edit, Name, Document Type, Fiscal Year, Advance Payment Status, Assigned To, Date Assigned, Modified, Modified By, Created, and Created By. The table content shows 'There are no files in the view "LTC_APRDocs_View"'. At the bottom left, there is a 'Recent' section with an 'EDIT LINKS' icon.

Click Browse to access the files on your PC.

The screenshot shows the 'Add a document' dialog box. It has a title bar with 'Add a document' and a close button (X). The main content area is divided into sections: 'Choose a file' with a text input field and a 'Browse...' button circled in red; 'Upload files using Windows Explorer instead' with a checked checkbox 'Add as a new version to existing files'; 'Destination Folder' with a text input field containing '/363958286001_CNA/' and a 'Choose Folder...' button; and 'Version Comments' with a large text area. At the bottom right, there are 'OK' and 'Cancel' buttons.

Select the Document you wish to upload and click open, then click ok. Do not change any of the defaults in this window. They ensure that your file gets to the proper location in the site.



Document Types

Select the **Quarter** that the **CNA information on the spreadsheet is applicable to** and click **Save**. Do not make any other changes to the form.

LTC CNA Initiative - 363958286001_cnalist_202301_FINAL.xlsm

EDIT

Save Cancel Paste Copy Delete Item

Commit Clipboard Actions

The document was uploaded successfully. Use this form to update the properties of the document.

Name * 01_cnalist_202301_FINAL .xlsm

Quarter * 2022_01 2022_02 2022_03 2022_04 2023_01 2023_02 2023_03 2023_04

CNA Initiative Status New

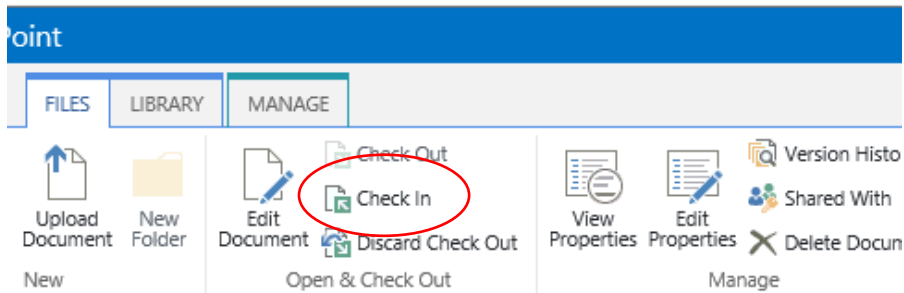
Version: 1.0
Created at 7/5/2022 1:56 PM by Glassel, Misha
Last modified at 7/5/2022 1:56 PM by Glassel, Misha

Save Cancel

You must click SAVE. If you hit cancel or use the “X” to close the window the document will upload but it will remain checked out and other users will not be able to view the uploaded document.

Your browser window will refresh and show the new document. You may load any additional documents at this time following the same procedure and selecting the appropriate Quarter from the drop down.

If you see a green arrow next to your document, you must select the item and up in the ribbon under the "Files" Tab click "Check in".



View

Print Only

Advance Payments

Admission Transactions

Unjoined Requests


Password Problems

Phone: 217-524-3648 (217-524-3648)

Phone: 312-814-DoIT (312-814-3648)

Help Resources

Contact HFS LTC




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Corporate C
Provider Na
Provider Id
Document S
DocSetURL

[View All Pro](#)
[Edit Propert](#)

+ new document or drag files here

Find a file

✓	Edit	Name
✓		LTCExchangeQuickGuide ✱

Password Reset

Added for CNA Project 06/08/22 – DoIT Identity Management for External Accounts

<https://www2.illinois.gov/sites/doit/support/Pages/DoITIdentityManagement.aspx>