

# Creating a case in the CCST system

## 1. Accessing the CCST system

To start, open your web browser and enter <https://ccst.ipro.org> into the address bar. You will be brought to the home page. Once on the home page click on log in in the upper right hand corner of the applicaiton.

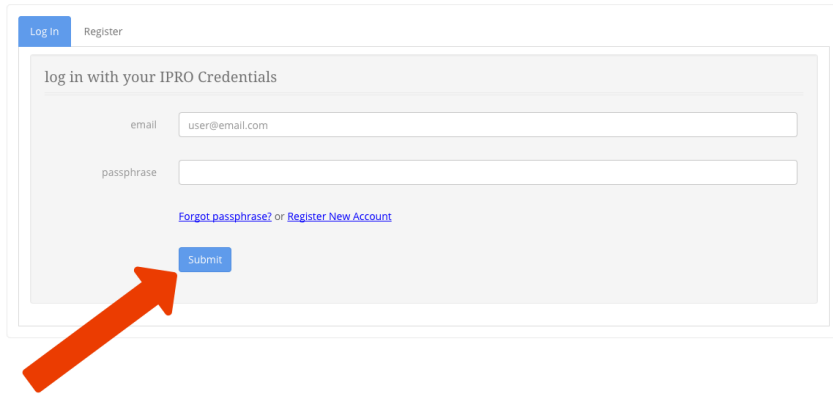


A screenshot of the CCST (Continuous Care Surveillance Tracking) home page. The page has a dark blue header with the text "Continuous Care Surveillance Tracking" and a "LOGIN" button in the top right corner. A red arrow points from the text "click on log in" in the previous paragraph to the "LOGIN" button. The main content area has a heading "Welcome to the Continuous Care Surveillance Tracking tool" followed by several paragraphs of placeholder text. On the right side, there is a "CCST" section with a sub-heading "If you are experiencing any issues, please try the following:" and two links: "Consult the documentation" and "Contact support". Below these links, it says "Support hours are Monday - Friday 8 AM to 5 PM EST".



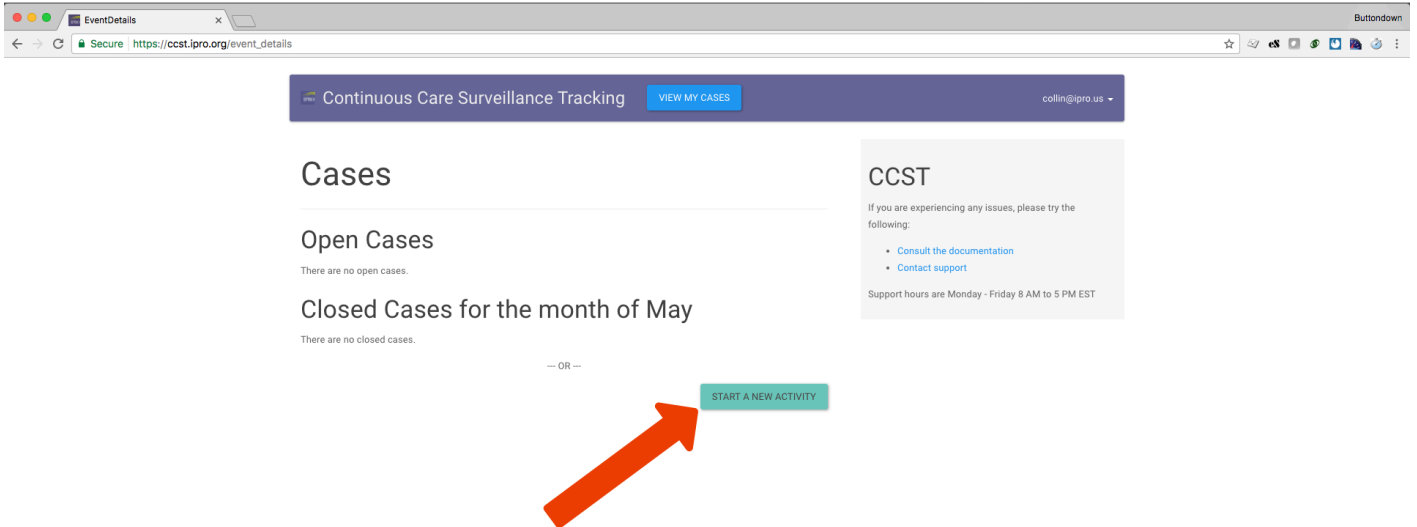
## 2. Logging In

After clicking log in you will be brought to our log in system. Here you will enter your email address along with your 16 character password that you should have already established.



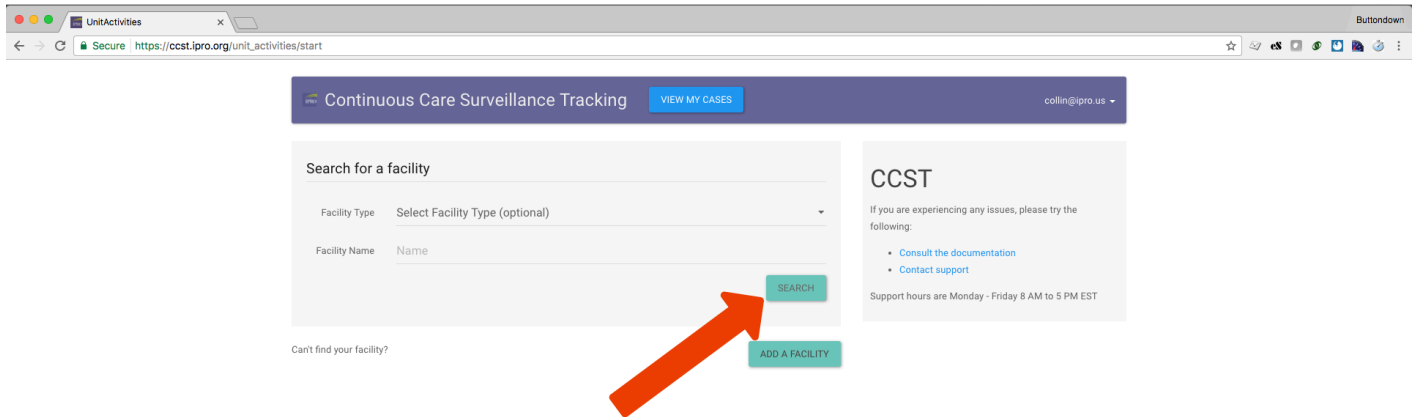
### 3. Starting a new case

Once you have logged in you will be brought to your case list page. On this screen you will see a list of cases you are currently working on as well as a list of cases that you have closed for the current month. To start a new case click on the "Start a New Case" button towards the bottom of the page



#### 4. Searching for a Facility

Every case needs to be associated with a case. On this page you search for a facility by its name. Once you type in the name of the facility and click "Search", and optionally select facility type to help refine your search, a list of facilities will shown.



### 5. Selecting a facility

From the list of returned facilities select which facility you are starting a case for in the right hand column select box and then click "Create Case"

The screenshot shows the 'Continuous Care Surveillance Tracking' (CCST) web application. The search bar contains 'good' and the 'SEARCH' button is visible. Below the search bar, a table titled 'Found matching facilities' lists several facilities with columns for Name, Address, PFI, and a 'Select' radio button. The second facility, 'Good Samaritan Nursing Home', has its radio button selected. A red arrow points to the 'CREATE CASE' button at the bottom of the table. Below the table, there is a link for 'ADD A FACILITY' and a message 'Can't find your facility?'.

Name	Address	PFI	Select
GOOD SAMARITAN LUTHERAN HCC	125 Rockefeller Road Delmar, NY 12054	0027	<input type="radio"/>
Good Samaritan Nursing Home	101 Elm St Sayville, NY 11782	3041	<input checked="" type="radio"/>
GOOD SHEPHERD FAIRVIEW HOME	80 Fairview Avenue Binghamton, NY 13904	0049	<input type="radio"/>
Good Shepherd Village at Endwell	14 Village Drive Endwell, NY 13760	9135	<input type="radio"/>
Good Shepherd Village at Endwell	14 Village Drive Endwell, NY 13760	AF0672A	<input type="radio"/>
Good Shepherd- Fairview Home, Inc.	80 Fairview Avenue Binghamton, NY 13904	AF0049A	<input type="radio"/>
Home of the Good Shepherd at Highpointe	26 Rock Rose Way Malta, NY 12020	AF0613A	<input type="radio"/>
Home of the Good Shepherd	390 Church Street Saratoga Springs, NY 12866	AF0603B	<input type="radio"/>
Home of the Good Shepherd Moreau	186-200 Bluebird Road Moreau, NY 12803	AF0708A	<input type="radio"/>
Home of the Good Shepherd Saratoga	394-402 Church Street Saratoga Springs, NY 12866	AF0738A	<input type="radio"/>
Home of the Good Shepherd Wilton	60 Waller Road Wilton, NY 12831	AF0659A	<input type="radio"/>



## 6. Starting a case

On the next screen you need to provide some basic details before the case is actually started. On this screen you are required to enter a review start date, but you should fill in as much information as possible to help identify the case later to add information to. Once you are done entering information click on "Create Case"

The screenshot shows a web browser window with the URL [https://ccst.lpro.org/unit\\_activities/new\\_activity](https://ccst.lpro.org/unit_activities/new_activity). The page header is "Continuous Care Surveillance Tracking" with a "VIEW MY CASES" button and the email "collin@lpro.us".

**Selected facility:**  
Good Samaritan Nursing Home  
101 Elm St  
Sayville, NY 11782  
PFI: 3041

**CCST**  
If you are experiencing any issues, please try the following:  
• [Consult the documentation](#)  
• [Contact support](#)  
Support hours are Monday - Friday 8 AM to 5 PM EST

Event Code or Other Identifier  
code

Review Start Date  
YYYY-MM-DD

Review End Date  
YYYY-MM-DD

Unit Activity Number  
C: 1 (Federal Standard Survey)

**CREATE ACTIVITY**

A red arrow points to the "CREATE ACTIVITY" button.



## 7. Adding additional details

At this point your case has been created and you can leave and come back to add information later. Optionally if you have additional information you add to the case now you can enter it on this page, and then click "Save" and you will be taken back to your case list page.

The screenshot shows a web browser window with the URL [https://ccst.libpro.org/event\\_details/edit/1](https://ccst.libpro.org/event_details/edit/1). The page contains the following form fields:

- Review End Date: 2017-05-25
- Event Code or Other Identifier: 123456
- Pre-Survey Hours: 8
- On-Site Hours: 8
- Off-Site Hours: 16
- DOH Submission Type:  SOD  No Deficiency  Closure Letter  Other  Observation
- DOH Submission Date: 2017-05-29

Below these fields is a section titled "People connected to this project" with the sub-heading "IPRO Employees". It lists "Collin York" and includes a text input field with the prompt "Add people to this project by entering their name:" followed by four empty text input lines.

A red arrow points to a green "SAVE" button located at the bottom right of the form area.