Creating a new facility for your case

1. Creating a new facility

Occasionaly the facility you are trying to search for does not exist in the system. If you can not find the facility there is a button on searching for a facility page that allows you to create a facility.

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Continu	ous Care Surveillance Tracking VIEW MY CA	ASES	collin@ipro.us +		
Search for a	facility		ССЅТ		
Facility Type Facility Name	Select Facility Type (optional) Cantfindafacility	-	rr you are experiencing any issues, please try the following: • Help Center • Contact support		
		SEARCH	Support hours are Monday - Friday 8 AM to 5 PM EST		
No results found!					
Carit find your facility		ADD A FACILITY			

2. Entering the information for a facility

You will be brought to a screen to enter all the information that is required to create a facility. All of the required fields are marked with a red asterisk. Once you are done entering the information click on the "Add Facility" Button

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	Continuous Care Surveillance Tracking	collin⊛ipro.us ◄		
	Add a Facility			
	Facility Name *	CCST If you are experiencing any issues, please try the following:		
	Facility Address •	Help Center Contact support		
	Facility Address 2nd Line	Support hours are Monday - Friday 8 AM to 5 PM EST		
	Facility City *			
	Facility State *			
	New York	-		
	Facility ZIP code *			
	Facility County			
	Facility Phone #			
	pF1*			
	Facility Type *			
	Adult Care O ICF/IID O Nursing Home O PRTF	· 🕊		
	* required fields			
	ADD FA	CILITY		

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3. Starting a case for the newly entered facility

After you have added a facility you are taken to the first step of starting a case, here you can enter the information required and click on "Create Case"

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Continuous Care Surveillance Tracking VEW MY CASES		coltin⊜ipro us ∽			
	Selected facility:	0007			
	Test Facility 123 Test Street Testington, NY 10001 PFI: 0777	If you are experiencing any issues, please try the following: Help Center Contact support			
	Event Code or Other Identifier	Support hours are Monday - Friday 8 AM to 5 PM EST			
	Review Start Date				
	Review End Date				
	Unit Activity Number A: 1 (Pre-Opening)				
	CREATE CASE				