

Phase II: LTC-2 (NF) Portal Implementation Timeline

The following outlines the implementation timeline of the LTC-2 (NF) Portal, Phase II. All users should prepare accordingly to be ready for implementation on **Tuesday, September 2, 2025**.

ACTION	DATE	COMMENTS
Training: Navigation Considerations for LTC-2 (NF) Portal	7/29/2025	This is a recorded training, made available by this date (emailed to all NF users and NF providers). All navigation considerations will be covered to provide a preliminary understanding of the LTC-2 Portal, prior to the full training and upcoming implementation. This training will also be posted to the DoAS Provider Resources website.
Training: Phase II Implementation, LTC-2 (NF) Portal (All NF Users)	8/13/2025	All NF Portal users are required to attend this live, online training; or access the recording prior to Phase II implementation. The training will provide an in-depth portal overview, as well as processing considerations for the LTC-2A, Notice of Admission, LTC-2B, Request for Clinical Assessment; and the LTC-2E, Notice of Discharge. This training will also be posted to the DoAS Provider Resources website. REGISTRATION REQUIRED
LTC-2B submissions halted.	8/15/2025 (Close of business)	Salesforce will inactivate LTC-2B submission button in preparation for Phase II, including LTC-2E implementation. A policy guidance document will follow regarding our implementation considerations, including the halting of LTC-2B submissions.
NF Providers input LTC-2Fs Notice of D/C, for residents no longer in facility	8/18 - 22/2025	Run report: "Active NF Admissions" available in NF Portal, Quick Links areas of the portal.
Training: LTC-2E, Nursing Facility Clinical Screening Process (NF Users involved in this process)	8/20/2025	Only those NF users involved in the completion of the LTC-2E are required to attend this live, online training; or access the recording prior to Phase II implementation. The focus will be exclusive to LTC-2E, NF process considerations. This training will also be posted to the DoAS Provider Resources website. REGISTRATION REQUIRED
Current LTC2 Portal goes dark	8/22/2025 (Close of business)	All LTC-2 processing will cease; all portal records to be transitioned to new LTC2 portal.

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Final registration of New NF Portal users.	8/22/2025	Submission of the SF-2, Portal User access request form is required. The form must be electronically completed and include required signatures.
DoAS/Salesforce Testing of Production environment	8/25 – 29/2025	All existing records from Phase II imported to new application. Preliminary testing and final programming of the production environment prior to Go Live.
Training: Phase II Implementation, LTC-2 (NF) Portal (OCCO SS Users)	8/26/2025	This training focuses on OCCO SS portal processes covering all aspects of the LTC-2 Portal.
Go Live	9/2/2025	Phase II implementation active.
<ul style="list-style-type: none">New Portal users receive login detail	9/2/2025	Existing users will access application with current user ID and passwords.
Ongoing Post-implementation Support	9/2 - onward	Any issues related to any NF user or portal navigation shall be reported to the NF Portal Support team at DoAS_NFPortal.Registration@dhs.nj.gov .

All training recordings and related materials for DoAS, Phase II, LTC-2 (NF) Portal implementation will be posted at the following website: <https://www.nj.gov/humanservices/doas/provider/nursing-facilities/>.