NJ Division of Aging Services
Office of Community Choice Options

LTC-2 (NF) Portal Navigation

Recorded on July 22, 2025 / Length of Training 1:04:50

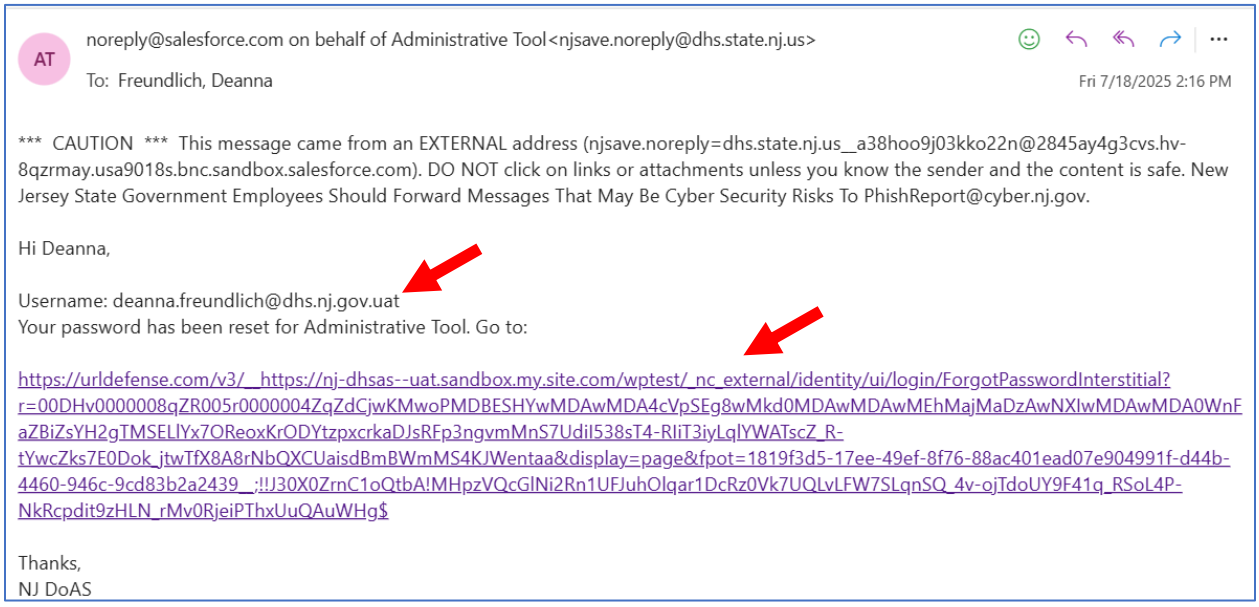
This document is being provided as a supplement to the recorded navigation training. It offers timestamps for topics discussed to reference various navigation and process considerations, as well as detail that was not visible on the screen, or other information not discussed, but pertinent to assist the viewer. Please review all red font text for those details.

Timestamps and Topics of Discussion

00:00 Introduction
- 00:40 Objectives

01:40 LTC-2 (NF) Portal Login; Generic Login Link: Login | Worker Portal; Remember Me

04:00 Password Reset Process;
- 5:14 Password Reset Request email (NOTE: Not visualized in training.)



AT

noreply@salesforce.com on behalf of Administrative Tool<njsave.noreply@dhs.state.nj.us>

To: Freundlich, Deanna

Fri 7/18/2025 2:16 PM

*** CAUTION *** This message came from an EXTERNAL address (njsave.noreply=dhs.state.nj.us__a38hoo9j03kko22n@2845ay4g3cvs.hv-8qzrmay.usa9018s.bnc.sandbox.salesforce.com). DO NOT click on links or attachments unless you know the sender and the content is safe. New Jersey State Government Employees Should Forward Messages That May Be Cyber Security Risks To PhishReport@cyber.nj.gov.

Hi Deanna,

Username: deanna.freundlich@dhs.nj.gov.uat
Your password has been reset for Administrative Tool. Go to:

https://urldefense.com/v3/__https://nj-dhsas--uat.sandbox.my.site.com/wptest/_nc_external/identity/ui/login/ForgotPasswordInterstitial?r=00DHv0000008qZR005r0000004ZqZdCjwKMwoPMDBESHYwMDAwMDA4cVpSEg8wMkd0MDAwMDAwMEhMajMaDzAwNXIwMDAwMDA0WnFaZBiZsYH2gTMSELlYx7OReoxKrODYtzpxcrkaDJsRFp3ngvmMnS7UdiI538sT4-RIiT3iyLqlYWATscZ_R-tYwcZks7E0Dok_jtwTfX8A8rNbQXCUaisdBmBWmMS4KJWentaa&display=page&fpot=1819f3d5-17ee-49ef-8f76-88ac401ead07e904991f-d44b-4460-946c-9cd83b2a2439__;!!J30X0ZrnC1oQtbA!MHpzVQcGlNi2Rn1UFJuhOlqar1DcRz0Vk7UQLvLFW7SLqnSQ_4v-ojTdoUY9F41q_RSoL4P-NkRcpdit9zHLN_rMv0RjeiPThxUuQAuWHg$

Thanks,
NJ DoAS

06:27 Main Landing Page (NOTE: Recording issue. Screenshots included in presentation during this segment.)
- 07:40 Resources Tab
- 08:40 Portal Searches
- 10:18 Export to Excel
- 12:25 Column Searches/Column Management

13:45 Creating a NEW LTC-2A
- 14:10 EARC Search
- 15:38 Provider Information
- 16:45 Provider Resources Website – Phase II Implementation Related Documents
- 17:23 Notice of Admission Detail/PASRR
- 19:10 Attachments
- 21:29 User Certification
- 21:50 Confirmation/Print LTC-2A

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- 22:45 Update Application with Browser Refresh
- 23:05 Search for newly created record

23:40 LTC-2 Record Review

25:53 LTC-2A Record Tab

28:35 LTC-2B Record Tab/Creating a NEW LTC-2B (Request for Clinical Assessment)

- 29:05 LTC-2B Request Types
- 30:45 LTC-2B Verification Detail (Resident Demographics; Representative Contact; PASRR)
- 33:52 Save & Submit LTC-2B
- 34:40 Accessing LTC-2B Detail
- 34:58 LTC-2B Status Update (Sub-tab)

36:20 LTC-2E Record Tab/Creating a NEW LTC-2E (NF Clinical Screen)

- 37:20 Getting started with NEW LTC-2E
- 38:18 Automated LTC-2E Request Types
- 38:30 MDS History
- 39:30 Verification of Resident Demographics ad Responsible Party
- 40:07 Financial Eligibility
- 40:38 Medical – PASRR
- 41:23 Communication/Cognitive Patterns
- 43:15 Automated Algorithm (NOTE: Not a final determination, full submission required.)
- 43:58 Resident's Goal and Discharge Planning
- 44:30 Review (prior to submission)
- 45:12 Attestation
- 45:30 Save & Submit
- 46:05 Incomplete Status
- 46:39 Record Reload

47:02 Searching for Resident Records

48:10 LTC-2F Record Tab/Creating a NEW LTC-2E (Notice of Discharge)

- 48:52 Creating the LTC-2E and Resolving Record Errors (NOTE: Always use actual discharge date.; Otherwise, use Admission Date when resolving record errors.)
- 50:48 Save & Submit (NOTE: Submission of the LTC-2E is the NF Responsibility. Delays can impact the ability of a receiving NF to input their LTC-2A.)
- 52:07 Discharge Closes NF Record

52:38 Checking for OCCO Outcomes

- 53:55 LTC-2E, RFI (Request for Information) Process (NOTE: RFI Process applies to both, the LTC-2B and the LTC-2E.; RFI Response required within 5 business days.)
- 56:25 LTC-2E, RFI Response
- 57:50 LTC-2B, OCCO Outcome
- 1:01:00 LTC-2E, OCCO Outcome

1:03:32 Encouraging Medicaid Application

1:03:44 Closing Statements