

Division of
Aging Services


Nursing Facility Portal Registration and Secure Login

02/08/2023

Introduction

- The Division of Aging Services Nursing Facility Report Portal is used for three primary purposes:
 - 1) NF QIPP, 2) Rate Attestation, and 3) Patient Care Ratio (PCR).
- The PCR portal has been enabled with two-factor authentication and password protection for security and privacy of the data
- Facilities credentials have established in the portal using the generic email addresses required by the Department of Health
- Facilities will be required to complete registration, establish a password, and utilize a Verification Code for access to the PCR portal
- Information on completing the registration will be email to the generic email address
- Below is the URL for PCR portal in production:
 - <https://njdoas-ua.force.com/NF/s/>

Initial Registration Process



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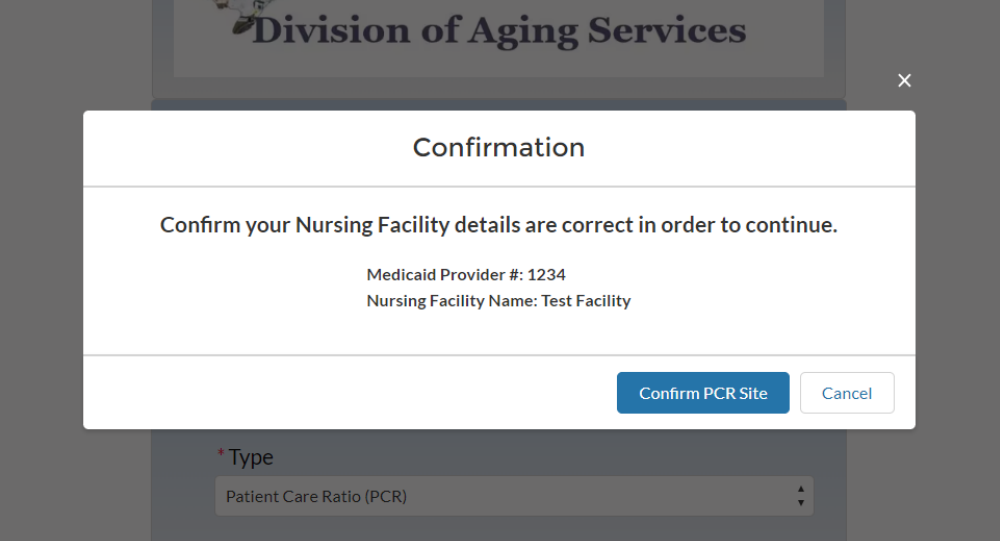
Division of Aging Services

Nursing Facility Reporting Portal

*Medicaid NF Provider #

*Nursing Facility Name

*Type



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Confirmation

Confirm your Nursing Facility details are correct in order to continue.

Medicaid Provider #: 1234
Nursing Facility Name: Test Facility

*Type

Portal Landing Page – PCR selection



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

You have not been registered yet. Please enter below information:

Email:

Password:

Confirm Password:

[Register](#)

Initial Facility Registration needed



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Nursing Facility Reporting Portal


Medicaid NF Provider #: 1234

You have not been registered yet. Please enter below information:

Email:

Password:

Confirm Password:



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Error:
Your password must be at least 10 characters long.

Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

You have not been registered yet. Please enter below information:

Email:

Password:

Confirm Password:



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

You have not been registered yet. Please enter below information:

Password and Confirm Password should be same.

Email:

Password:

Confirm Password:

Error messages to show if password doesn't meet standards or "Password" and "Confirm Password" do not match.



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Nursing Facility Reporting Portal
Medicaid NF Provider #: 1234

An email has been sent out to you at the mentioned email address :username@example.com with verification link. Please click on that link to complete your registration

Verification Link confirmation

[EXTERNAL] Sandbox: Verify Your Email - Nursing Facility



noreply@salesforce.com on behalf of Nursing Facility Portal

To: username@example.com



Fri 1/27/2023 1:57 I

*** CAUTION ***

This message came from an EXTERNAL address (hs.nj.gov__1i3yp0wa8zno3qpz.c32i06gec0rkkjni@i53qh2x8ox9ky1em.7yz4b.r-12z9eai.cs32.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.

Hello,

Thank you for registering in Nursing Facility Portal. To continue with the process, please verify your email by clicking the following link:

[Verify Email](#)

If you have any questions or run into any issues, please contact Administrator.

Thanks,

Email sample with verification link to be clicked



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

Email Verification is successful. Please click on the below button to go to login page.

[Go to Login Page](#)

Successful Registration message after accessing link & login

Registration Error Messages



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Nursing Facility Reporting Portal
Medicaid NF Provider #: 1234

The verification link is no longer valid. Please contact administrator if you have any questions.

Error message is displayed if link from email is clicked again after successful registration



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

You have not been registered yet. Please enter below information:

Email:

Password:

Confirm Password:


[Register](#)

If verification email is not accessed/lost, the worker can try registration again from login page



A new link is sent out to the worker again. If the old link from previous email is used, above error message is displayed

***Secure Login after one-time
registration with Two-factor
authentication***



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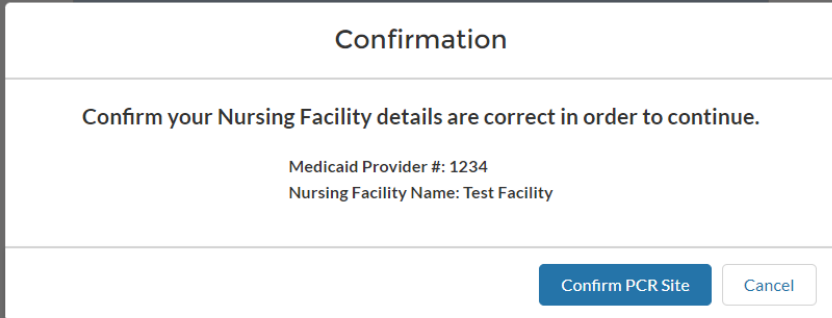
Division of Aging Services

Nursing Facility Reporting Portal

*Medicaid NF Provider #

*Nursing Facility Name

*Type



Confirmation

Confirm your Nursing Facility details are correct in order to continue.

Medicaid Provider #: 1234
Nursing Facility Name: Test Facility

*Type

Select PCR from portal Landing page



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

You are a registered user. Please enter your credentials below to continue to the portal.

Email:

Password:

[Log in](#)

[Forgot Password](#)

Enter registered email address/password to authenticate.



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Nursing Facility Reporting Portal
Medicaid NF Provider #: 1234

Your account has been locked due to security reasons.
Please contact system administrator

If password is incorrect 4 times, the above error will display



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

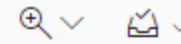
A verification code has been sent to you on your email address.
Please enter it below to continue

[Resend Code](#)

Verify

If password is correct, verification Code is sent out over email. System asks to enter verification code on this screen

[EXTERNAL] Sandbox: Verify your log in to Nursing Facility Portal



noreply@salesforce.com on behalf of Nursing Facility Portal



To: username@example.com

Fri 1/27/2023 2:21 PM

*** CAUTION *** This message came from an EXTERNAL address
(=dhs.nj.gov_0-
1le74bpyp4vl6j.61kkp5v59y0aqtuf@5cmwg24gxoj291re.m2y423u.r-
12z9eai.cs32.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.

Hello,

You recently attempted to log in to Nursing Facility Portal.

To confirm your identity, please enter the code given below on the screen where you are
prompted.

Verification Code: 564584

Email sample which contains verification code



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

A verification code has been sent to you on your email address.
Please enter it below to continue

[Resend Code](#)

The user enters the verification code on this screen & clicks on verify. Resend code functionality to send verification code anytime/again is present on this screen as well



Success
The verification code is correct. Please continue

Logout


Nursing Facility Portal

Nursing Facility Name: Test Facility Medicaid NF Provider#: 1234 Type: Patient Care Ratio

Patient Care Ratio (PCR) Report		Facility
Revenue		
10:49A-2.2(a)	Total Revenue in accordance with GAAP	<input type="text"/>
10:49A-2.2(b)1	Total Bed Days	56
10:49A-2.2(b)2	Medicaid/NJ FamilyCare Bed Days	5
10:49A-2.2(b)3	Medicaid/NJ FamilyCare Revenue	\$4
Expenses		

Verification code is successfully authenticated

Verification Code Error Messages



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

Please enter the verification code.

[Resend Code](#)

[Verify](#)

Error message is displayed if the user doesn't enter the verification code on this screen & clicks on verify



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

The verification code is not correct. Please enter the correct verification code or click "Resend" to send it again to your email address

[Resend Code](#)

Error message is displayed if the code is incorrectly entered



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

The verification code is expired. Please click "Resend code" to send it again to your email address

[Resend code](#)

Error message is displayed if the code has expired



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

You have exceeded maximum verification attempts. Please click "Resend code" to generate new veification code and resend to your email address.

[Resend code](#)

Error message is displayed if the user enters incorrect verification code 3 times.

Forgot Password feature



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

You are a registered user. Please enter your credentials below to continue to the portal.

Email:

Password:

[Log in](#)

[Forgot Password](#)

Click on “Forgot password” on the login page



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

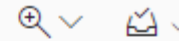
An Email has been sent to your registered email with a verification code. Please verify your identity by entering that code below to proceed with Password Reset.

Verification Code:

[Verify](#)

System will send verification code to Email address associated with the Provider

[EXTERNAL] Sandbox: Verify your identity : Reset Password
- Nursing Facility Portal



noreply@salesforce.com on behalf of Nursing Facility Portal



To: username@example.com

Fri 1/27/2023 3:09 PM

*** CAUTION *** This message came from an EXTERNAL address
(=dhs.nj.gov_0-
r-12z9eai.cs32.bnc.sandbox.salesforce.com). DO NOT click on links or attachments unless
cuv1r2rq5dh.abzqe.
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.

Hello,

You have recently attempted to reset the password of Nursing Facility portal.

To confirm your identity, please enter the code given below on the screen where you are
prompted

Verification Code: 981592

Email sample for verification code



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

Maximum number of attempts for entering verification code is exceeded. Please click on 'Resend Code' link below to generate to generate new code.

[Resend Code](#)

If verification code is incorrect 3 times, the above error will display



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Medicaid NF Provider #: 1234

Verification is Successful. Please enter your new credentials below for password reset.

Password:

Confirm Password:

[Reset Password](#)

Code verified successfully. Worker to enter a new password and reenter to confirm password



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Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234


Password reset is successful. Please click on the below button to go to login page.

[Go to Login Page](#)

New Credentials are saved. The user can go to the login page to enter his new Credentials.



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Error:
The Password provided by you has already been used earlier. Please try a new one.

Nursing Facility Reporting Portal

Medicaid NF Provider #: 1234

Password:

Confirm Password:

[Reset Password](#)

Error messages to show if password has been used earlier



Logout

Nursing Facility Portal

Nursing Facility Name: Test Facility Medicaid NF Provider#: 1234 Type: Patient Care Ratio

Patient Care Ratio (PCR) Report		Facility
Revenue		
10:49A-2.2(a)	Total Revenue in accordance with GAAP	<input type="text"/>
10:49A-2.2(b)1	Total Bed Days	56
10:49A-2.2(b)2	Medicaid/NJ FamilyCare Bed Days	5
10:49A-2.2(b)3	Medicaid/NJ FamilyCare Revenue	\$4

Logout functionality – users should always logout of the portal. Logout is successful when the user is redirected to the Portal Landing Page

Thank You

*For technical assistance, please email our dedicated help desk:
NFSubmissions@dhs.nj.gov*