

NOTIFICATION OF NURSING FACILITY ADMISSION WEBSITE

Resetting Your Password

Forget Your Password?

Password Expired?

- If you forget your password or the password has expired, you may use the following procedure to reset the password and access the website.

- NOTE: If your facility does not have an email address on file with the Division of Provider Certification and Quality Assurance, you cannot use this process to reset your password.
- Please contact:

Evelyn Thrower, 870-534-4200 Ext. 553

Evelyn.Thrower@dhs.arkansas.gov

or

Ramie Allen, 501-242-6173

Ramie.Allen@dhs.arkansas.gov

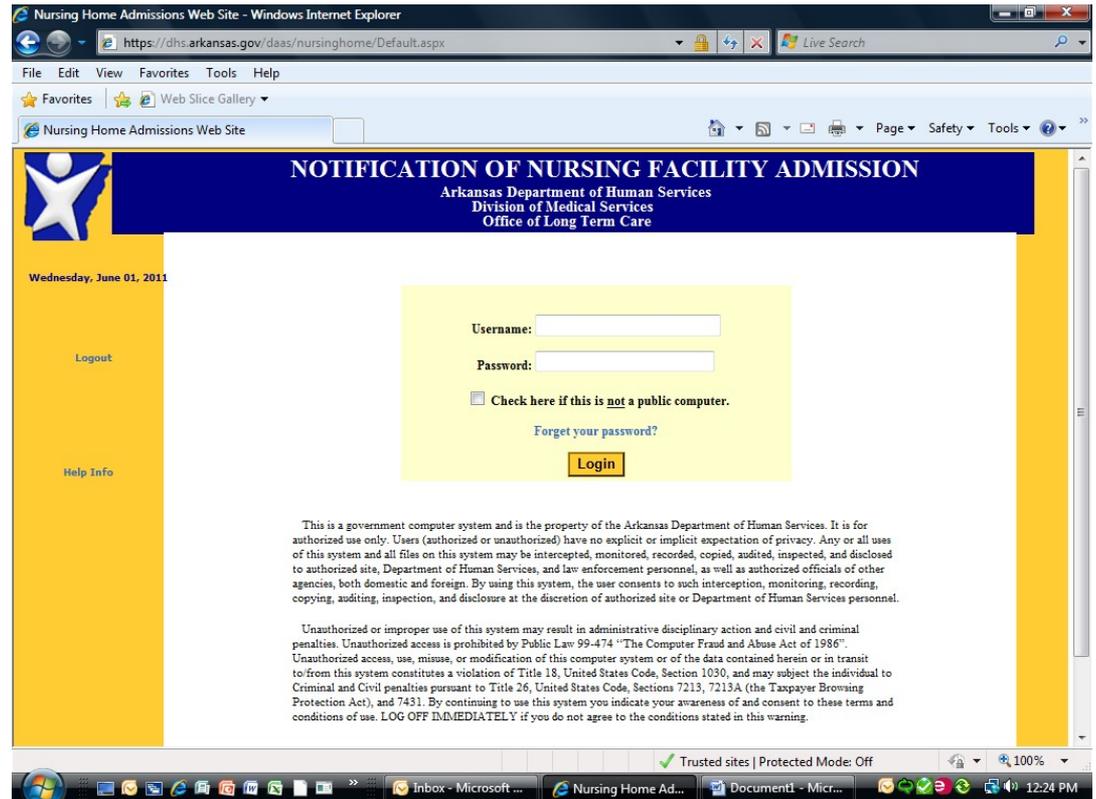
to register your email address. When there is a change in e-mail contact information, please provide the updated information as soon as possible so that you will have access to the password reset function.

GETTING STARTED

Go to the Notification of Nursing Facility Admission website:

[https://dhs.arkansas.gov/daas/Nursing Home/](https://dhs.arkansas.gov/daas/NursingHome/)

Click on Forget your password?



The screenshot shows a Windows Internet Explorer browser window displaying the "NOTIFICATION OF NURSING FACILITY ADMISSION" website. The browser's address bar shows the URL <https://dhs.arkansas.gov/daas/nursinghome/Default.aspx>. The page features a blue header with the site title and the Arkansas Department of Human Services logo. A yellow sidebar on the left contains the date "Wednesday, June 01, 2011" and links for "Logout" and "Help Info". The main content area is a yellow box with a login form containing fields for "Username:" and "Password:", a checkbox for "Check here if this is not a public computer.", a "Forget your password?" link, and a "Login" button. Below the form is a disclaimer paragraph regarding government computer system security and a warning to log off immediately if the user does not agree to the conditions of use.

NOTIFICATION OF NURSING FACILITY ADMISSION
Arkansas Department of Human Services
Division of Medical Services
Office of Long Term Care

Wednesday, June 01, 2011

Logout

Help Info

Username:

Password:

Check here if this is **not** a public computer.

[Forget your password?](#)

This is a government computer system and is the property of the Arkansas Department of Human Services. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Human Services, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Human Services personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

Trusted sites | Protected Mode: Off | 100%

Inbox - Microsoft... Nursing Home Ad... Document1 - Mic...

12:24 PM

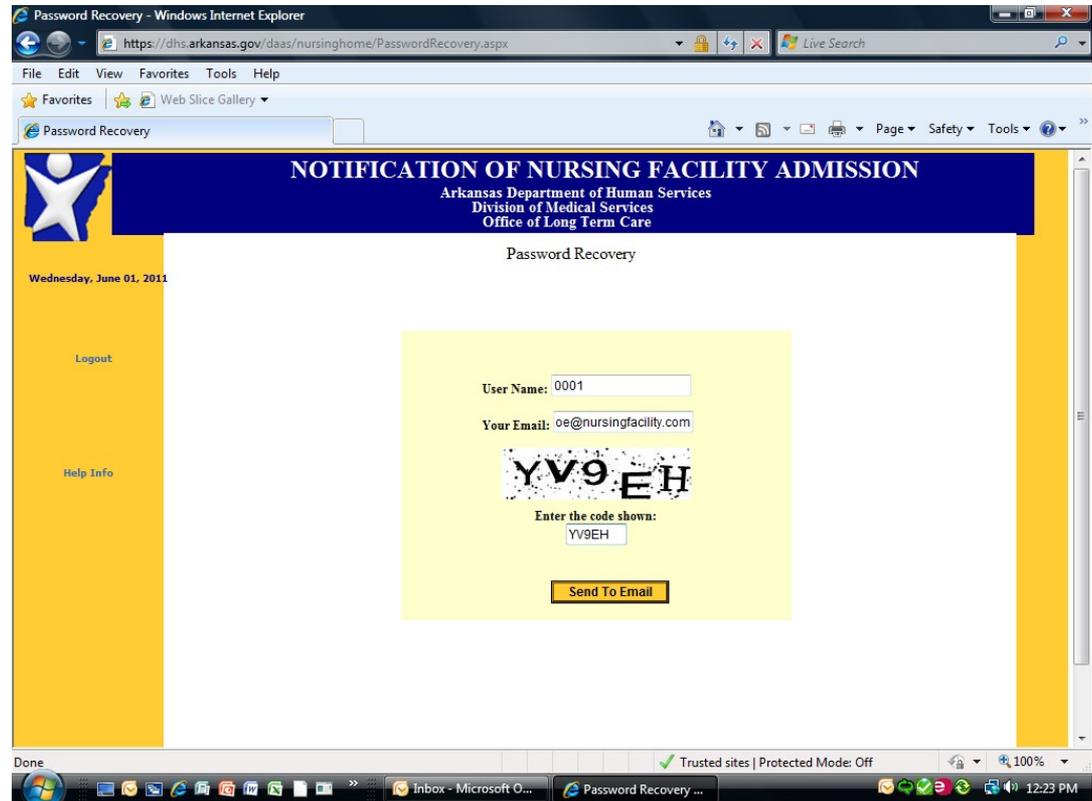
Resetting your password

You will be taken to a second screen to enter the information needed to reset your password.

Enter your user name. This is the four-digit state vendor code assigned to your facility.

Enter the email address which is on file with the Department of Human Services, Division of Aging and Adult Services.

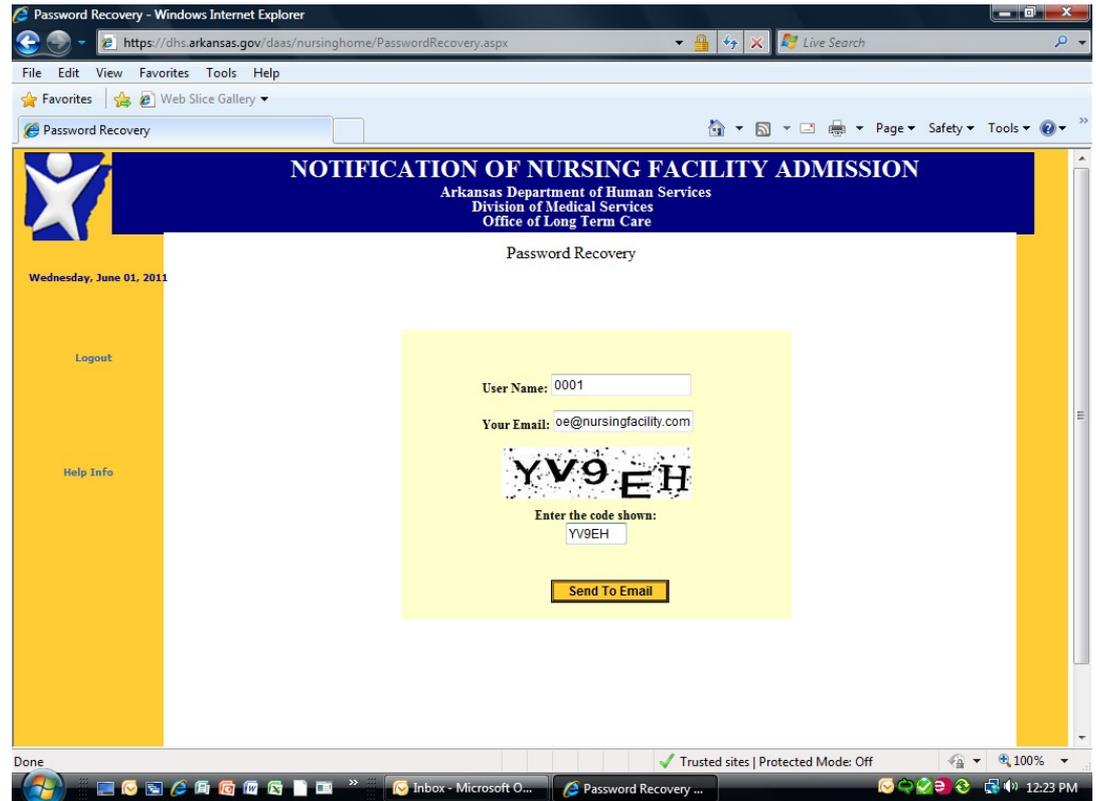
Enter the code as shown on the screen



Entering information

Once you have entered information in all three fields, click Send to Email.

Now what?



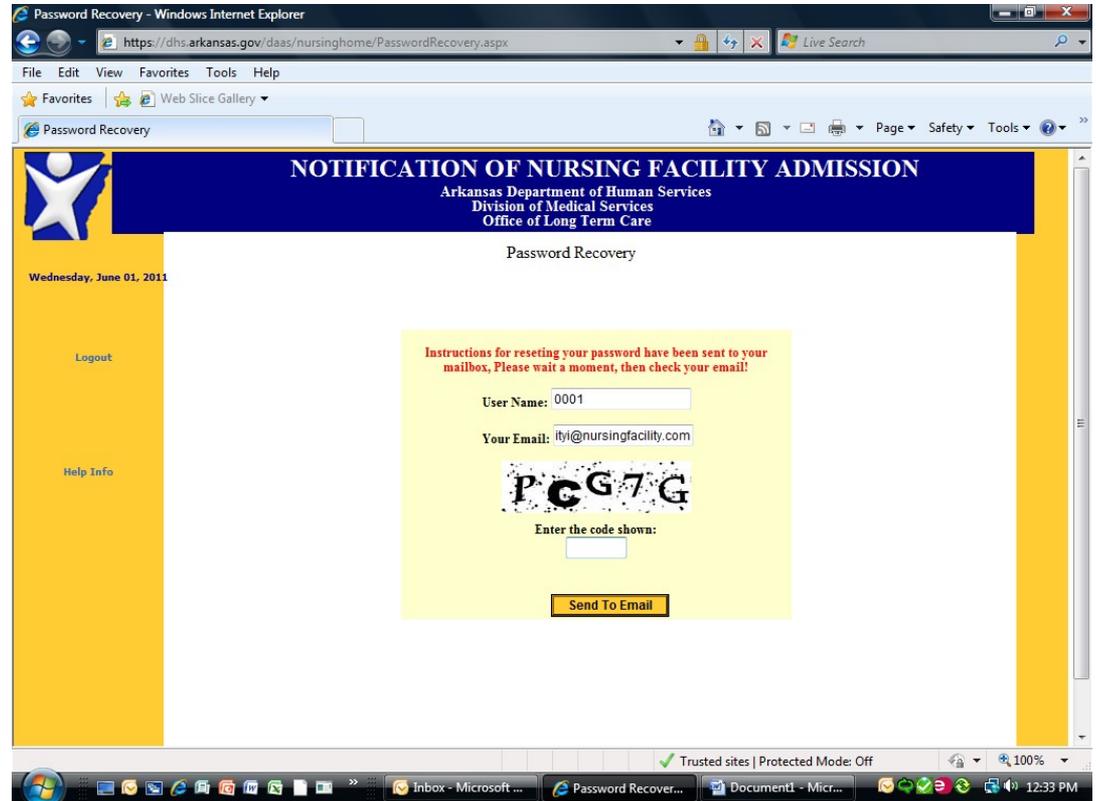
The screenshot shows a Windows Internet Explorer browser window displaying a web page titled "Password Recovery" from the Arkansas Department of Human Services. The page header includes the department's name and the "Office of Long Term Care". The main content area features a yellow box with a form for password recovery. The form contains the following fields and elements:

- User Name:** 0001
- Your Email:** oe@nursingfacility.com
- Security Code:** YV9EH (displayed in a large, stylized font)
- Enter the code shown:** YV9EH (input field)
- Send To Email:** A yellow button with a black border.

The browser's address bar shows the URL: <https://dhs.arkansas.gov/daas/nursinghome/PasswordRecovery.aspx>. The taskbar at the bottom shows the system clock at 12:23 PM and the active window titled "Password Recovery ...".

You will see the following message:

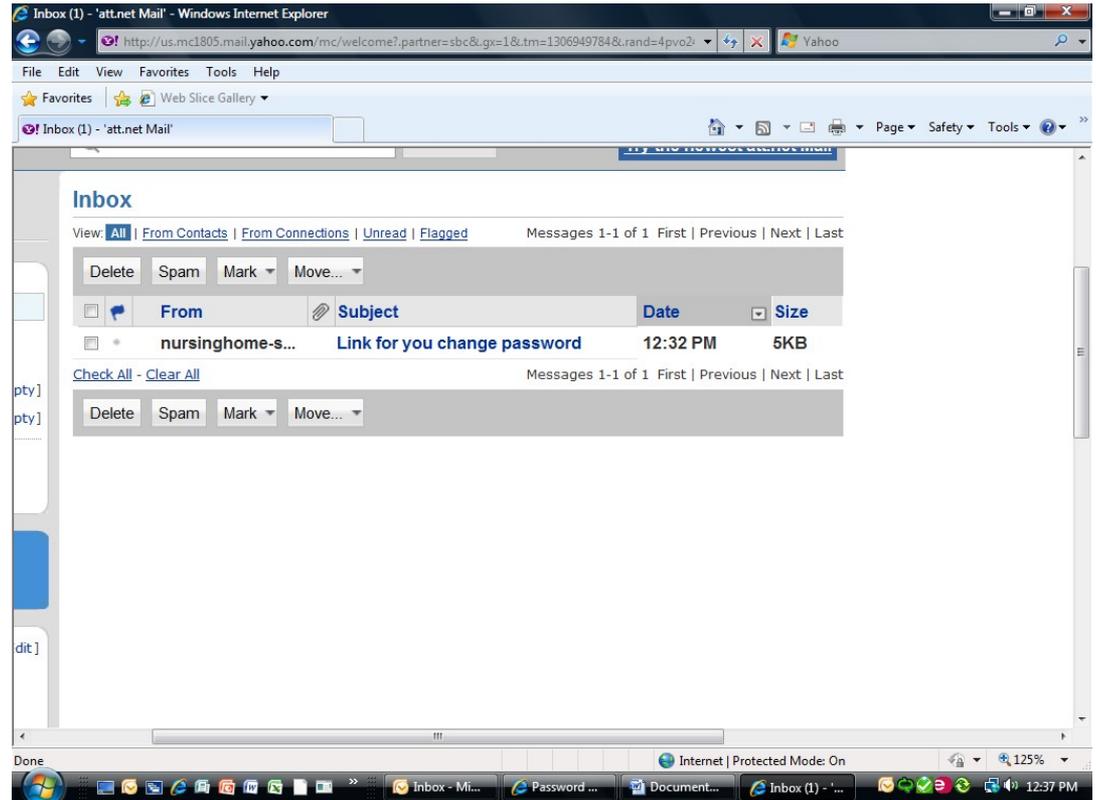
Instructions for resetting your password have been sent to your mailbox. Please wait a moment, then check your email!



Go to your email account

Open the email account to which the information was sent.

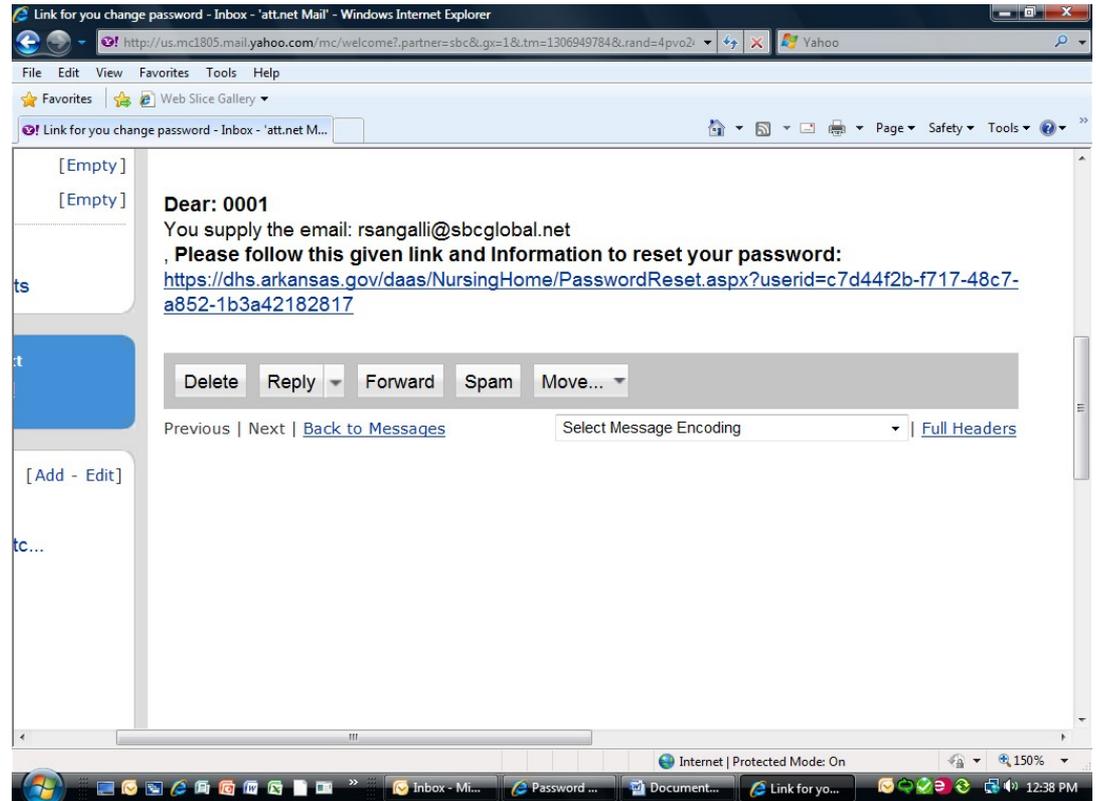
You will see the following: Link for you change password



Finding the link

Open the email to find the link for resetting your password.

Click on the link and you will be taken to the screen where you can change your password.

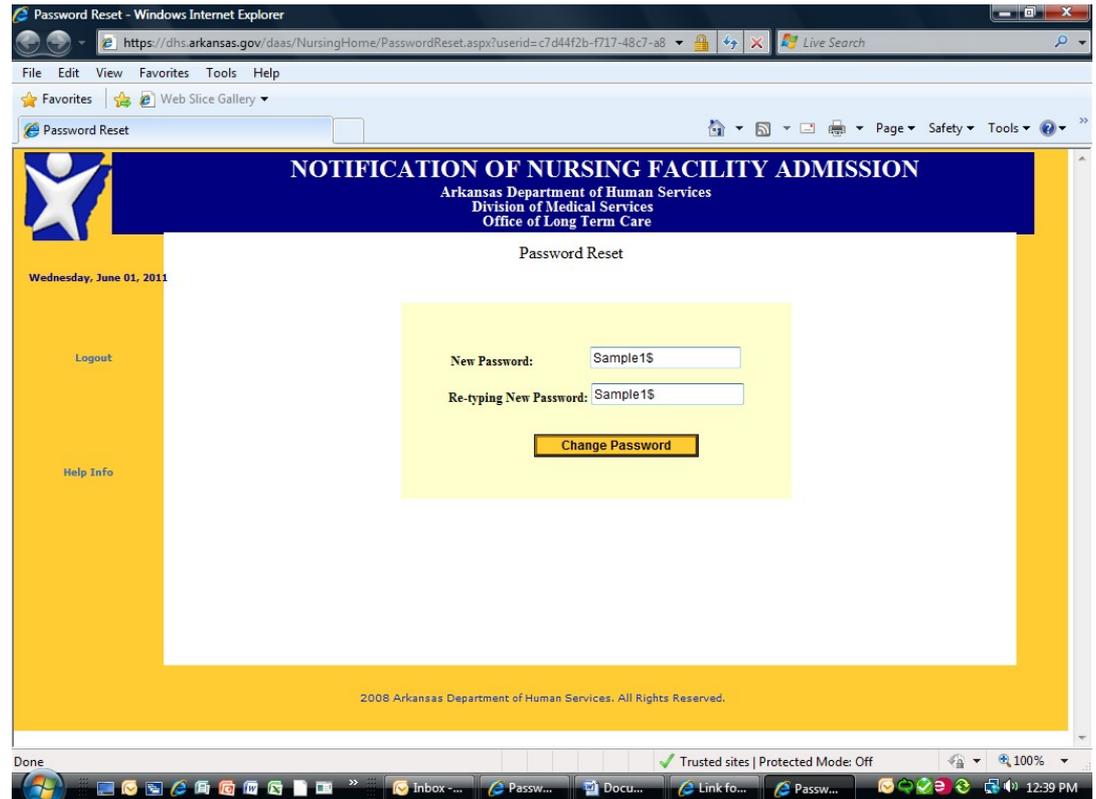


Create the new password

Enter your new password and confirm by entering it a second time.

Remember that your password must be at least eight characters in length. It must contain at least one upper case letter, one lower case letter, one number, and one symbol or punctuation sign.

Click Change Password.



The screenshot shows a Windows Internet Explorer browser window displaying a password reset page. The browser's address bar shows the URL: <https://dhs.arkansas.gov/daas/NursingHome/PasswordReset.aspx?userid=c7d44f2b-f717-48c7-a8>. The page title is "Password Reset". The header of the page features the Arkansas Department of Human Services logo and the text: "NOTIFICATION OF NURSING FACILITY ADMISSION", "Arkansas Department of Human Services", "Division of Medical Services", and "Office of Long Term Care". The main content area is titled "Password Reset" and contains a yellow box with the following form elements: "New Password:" with a text input field containing "Sample1\$"; "Re-typing New Password:" with a text input field containing "Sample1\$"; and a yellow "Change Password" button. The page footer includes the text "2008 Arkansas Department of Human Services. All Rights Reserved." The browser's taskbar at the bottom shows the system tray with the time "12:39 PM" and various application icons.

Ready to enter new admissions information

You will be taken back to the original website sign-in screen.

You will now be able to access the website by entering your user name and the newly created password.

If you need assistance, contact:

Evelyn Thrower, (870) 534-4200 Ext. 553
Evelyn.Thrower@dhs.arkansas.gov

Or

Ramie Allen, 501-242-6173

Ramie.Allen@dhs.arkansas.gov

The screenshot shows a web browser window titled "Nursing Home Admissions Web Site - Windows Internet Explorer". The address bar displays "https://dhs.arkansas.gov/daas/nursinghome/Default.aspx". The page features a blue header with the text "NOTIFICATION OF NURSING FACILITY ADMISSION" and "Arkansas Department of Human Services, Division of Medical Services, Office of Long Term Care". A yellow sidebar on the left contains a logo, the date "Wednesday, June 01, 2011", and links for "Logout" and "Help Info". The main content area is a yellow box with a sign-in form containing fields for "Username:" and "Password:", a checkbox for "Check here if this is not a public computer.", a "Forgot your password?" link, and a "Login" button. Below the form is a disclaimer: "This is a government computer system and is the property of the Arkansas Department of Human Services. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Human Services, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Human Services personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. Unauthorized access is prohibited by Public Law 99-474 'The Computer Fraud and Abuse Act of 1986'. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning." The browser's status bar at the bottom shows "Done", "Trusted sites | Protected Mode: Off", and "100%".