



Instructions



Virtual Consulting Services www.homecareoffice.com

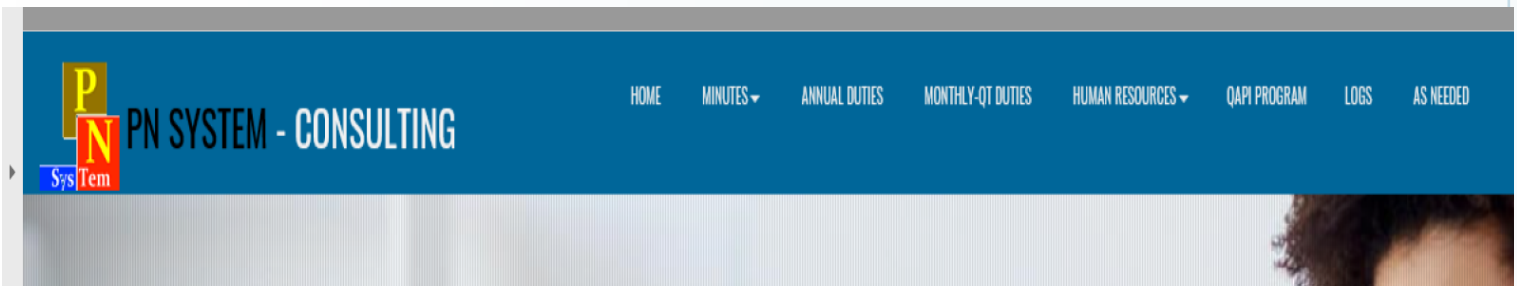
1) In the home page, print the Survey ready check list form (This is your guide to be ready for any survey)

PN System/Consulting Services

Administrator/DON: Renew Survey Ready Check List

[Survey Ready Check List](#) *(detail guide to be ready for survey)*

2) Then, follow each section in the guide (Minutes, QAPI, HR, etc.) to access the web site main Menu options (top of the Page), that match the Guide



3) Tasks in yellow match CoPs requirements, more important duties

4) Use the supplied passwords to open documents in the web and in the Human Resources Staff training.

5) Complete all templates, updated with your Agency reality and data, review, print and file in their specific folders. The Administrator and DON/Clinical Manager are responsible for the accurate data, reports completed in the web, with the help of qualified staff.

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Thank You

Google Chrome: Open PDF in Adobe Reader

Google Chrome will open PDF files in a Chrome browser window. If you would rather open a PDF in Adobe Reader, you can follow these steps.

Chrome Settings:

- Ensure that Adobe Reader is installed on the computer. Download at: <https://get.adobe.com/reader/>
- In Chrome, go to the “Menu” icon, then choose “Settings”.
- In the “Privacy and Security” section, select “Site Settings”.
- Scroll to the bottom and select “Additional Permissions”.
- Scroll down and select “PDF documents”.
- Switch the “Download PDF files instead of automatically opening them in Chrome” to “On”.

PDF files will download in Chrome just like any other file. You can select the downloaded file at the bottom of the window, then choose “Open”, then the file will open in a separate Reader window. Select the “Always open files of this type” option.

Adobe Reader Settings:

If files open in a different application, you may have to change a setting in Adobe Reader.

- Open Adobe Reader, then select “Edit” > “Preferences”.
- Select “General”
- Choose the “Select as Default PDF Handler” button.
- Select “Continue”, then follow the steps provided.
- Let Windows do its thing, then restart the computer.

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