

Rlte Resources: Assisted Living Panels

This job aid describes how to:

- Complete the Assisted Living Information screens for Rlte Resources.

Getting To The Web Site

To get to Rlte Resources:

1. Go to <https://www.ricsm.net/RlteResources/>

To log in:

1. Enter the **User Name and Password** assigned

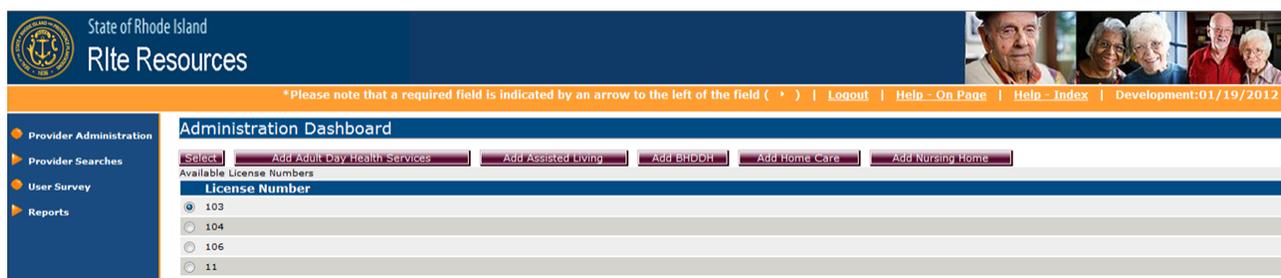
Login



Administration Dashboard

From the **Administration Dashboard**:

1. Select the **License Number**.
2. Click the **Add Assisted Living** button.



Assisted Living Administration Information

Under the **Facility Information** section:

2. Enter the **Name** of the provider.
3. Enter the **Commonly Known As Name** of the provider.
4. Enter the **address** information for **Street 1, Street 2, City, Zip**.
5. Enter the **contact** information for **Contact Person, Contact Number, Contact Title, Contact Alternate Phone and Contact Email**.



Note: This is the information that will be displayed during a search.

6. Indicate **yes** or **no** for the **Evening/Weekend Services Available**.
7. Enter the **Website URL** for your organization.

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Assisted Living Administration Information

Save Print Back

Facility Information

License Number: 100

Name: _____

Street 1: _____

City: _____

Zip: _____

Commonly Known As Name: _____

Street 2: _____

State: RI

Contact Person: _____

Contact Title: _____

Contact Email: _____

Contact Number: _____

Contact Alternate Phone: _____

Evening/Weekend Admissions available: _____

Website URL: http:// _____

Under the **Types of Living Arrangements** section:

8. Select each of the **Living Arrangements** that apply.
9. Enter for each selected **Living Arrangement** the **Rooms Available, Effective Date, License Capacity and Waiting List Available**.

Types of Living Arrangements	Rooms Available	Effective Date	License Capacity	Waiting List Available?
<input type="checkbox"/> Private Room				
<input type="checkbox"/> Shared Room				
<input type="checkbox"/> Efficiency apartment				
<input type="checkbox"/> One bedroom				
<input type="checkbox"/> Two bedroom				
<input type="checkbox"/> Alzheimer's/Dementia Unit				

Under the **Staff Language** section:

11. Select each of the **Languages** that apply.



Note: more than one may be selected.

12. Select the appropriate **Corporate Structure** from the drop down list.
13. Select **yes** or **no** for each of the questions listed.

Staff Languages

Sign Language

English

Spanish

Portuguese

Russian

Polish

Other

Corporate Structure: _____

Are you a Medicaid provider?: _____

Do you participate in DEA Assisted Living programs?: _____

What is your licensure regarding medication?: _____

What is your licensure regarding fire safety?: _____

Do you accept residents who receive the SSI benefit?: _____

Under the **Admission Criteria** section:

14. Select **yes** or **no** for each of the questions listed.

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Admission Criteria

Do you accept dialysis patients?:

Do you accept residents with mobility limitations/wheelchair bound?:

Do you provide bariatric care?:

Under the **Special Services Available** section:

15. Select **yes** or **no** for each of the questions listed.

Special Services Available

Do you have organized programs and activities available?:

Do you have an Alzheimer's/Dementia Unit?:

Under the **General Amenities and Services** section:

16. Select **yes** or **no** for each of the questions listed.

General Amenities and Services

Cable TV available?:

Transportation services available?:

Religious Services available?:

Valet or concierge services available? (i.e. shopping assist, sitters, social work or care coordination, house keeping):

Do you accommodate dietary restrictions?:

Do you accommodate low sodium dietary restrictions?:

Do you accommodate diabetic dietary restrictions?:

Do you allow residential pets?:

Do you have fees for residential pets?:

Under the **Dietary Services** section:

17. Select each of the **Dietary Services** that apply. You may also list any additional **Dietary Services** in the other box.



Note: more than one may be selected.

18. Select **Save**.

Dietary Services

Kosher

Vegetarian

Halal

Other

No Service Available

If Other:

Updating Information

To update your information:

19. Log into Rlte Resources.

20. Select the entity you wish to update from the list on the **Administration Dashboard**.

Existing License Records

License Number	Type	Name	Known As	Contact Name	Contact Phone
105	Nursing Home	asdfasdfasd asdf	asdf		(111) 111-1111 x1111

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