



Log-in to WATrac: <http://www.watrac.org>

Your homepage is the **Agency Summary** page

For accounts tracking status and bed availability, the **Agency Summary** page will have four features: (A) Current Status, (B) Status Overview, (C) Alerts in the Past 24 Hours, and (D) Current Bed Availability.

Current Status (A)
Support Services - Normal Operations
As of 01:03 PM on 05/02 for 2,635:56
[View Status Report](#)
[Change Diversion](#)

Status Overview (B)

Location	Open	Caution	Closed
Partners	4	1	1
Regional	2	0	1
Statewide	669	1	2

Alerts in the past 24 hours (C)
There were no alerts in the past 24 hours.

Current Bed Availability (D)

Bed Type	Available	Staffed	Contact	Last Updated	Update
LTC - Assisted Living	0			11/01/11 10:48 AM	Update
LTC - Nursing Home	26			11/01/11 10:48 AM	Update
LTC - Sr Indepen Living	1			11/01/11 10:48 AM	Update



You can update diversion without changing your status; this will display a current date in agency status and on the Regional Status screen.

Post information about your agency by updating diversion and selecting a reason from the drop-down or enter text in Comments box. This will be posted in current status and the Regional Status screen.

Updating Agency Status and Bed Availability for LTC-MAP Agencies

1 Current Status

Updating Agency Status

- 1 Click the [Change Diversion](#) button.
- 2 Select the agency status from the drop down box and click the *Save* button.
- 3 In the pop-up window, enter the password you used to log-in to WATrac. Select the Diversion Reason from the drop-down box. The reason will be displayed in the current status box and on the Regional Status screen.
- 4 The *Comments* box is used to enter information in addition to the selection made from the drop-down. Only diversion reasons from the drop-down are available for data analysis.
- 5 Click *Submit* to save your changes.

3 Status Overview

Alerts in the Last 24 hours

These two boxes are informational only. The first provides you a snapshot of what is happening system-wide. The second shows any alerts that were sent to your account in the last 24 hours.

4 Current Bed Availability

Updating Beds

- 1 Click on the *Update* button next to the bed type.
- 2 Update the number of *Available Staffed Beds*. The CONTACT field is optional.
- 3 Click *OK*.

NOTE: Only one line can be active at a time. You cannot click all the updates, make the changes, and then click all of the ok buttons.