

# Tracker Report Job Aid

Navigate to <http://tracker.amslat.com>

Note: The above website is compatible with web browsers on your PC/Mac as well as your mobile device.



There are several tips located on the top of the webpage that will help you correctly enter your data.

1. Ideally you should be filling out "today's" tracker form "today". If you were to use the tool this afternoon you should enter today's date in the "Reporting Date" field.
2. It is acceptable to resubmit data if there were changes that occurred after your original submission. It is never too late to resubmit with the admit tracker.
3. Enter data for all weekdays (M-F, five submissions a week). A zero in any of the fields is an acceptable entry.
4. Do not enter MTD data. Data should only be for the reporting date selected.
5. Do not attempt to make up for missed submissions by adding 'extra' to today's entry.

Fill out the form, following all instructions. If your facility is not listed, please contact [nick.talsma@kindred.com](mailto:nick.talsma@kindred.com)

COVID-19 Changes	
Current ARU Bed Count *	<input type="text"/> <i>Enter the number of beds at your facility that are in operation and available to accept ARU patients. Do not subtract for ARU patients currently occupying beds.</i> <i>For example, if your facility typically has 20 ARU beds in service, but had to close 5 because of a nursing cap, you would enter 15 in this field, regardless of your current census count.</i>
Bed Count Exception *	<input type="text" value="Please Select An Exception"/> <i>If applicable, enter the reason for a decrease in total bed count, otherwise select "No Exception". Your current total bed count may be viewed here: <a href="#">Database Link</a></i>
Host Hospital Total Census *	<input type="text"/> <i>Enter today's final total census count for the host hospital. Not to be confused with the Projected Midnight Census, which is just for your rehab unit.</i>

  

Tracker	
Your Name *	<input type="text"/> <i>Enter your full name here (Ex. John Smith)</i>
Facility ID *	<input type="text" value="Please Select Your Facility"/>
Reporting Date (Mon-Fri) *	<input type="text"/> <i>Enter the date that corresponds with your recorded data (usually today)</i>
Pending *	<input type="text"/> <i>Enter today's referrals in progress</i>

  

Planned Admits & Discharges	
Planned Admits *	<input type="text"/> <i>Enter tomorrow's planned admits</i>
Planned Discharges *	<input type="text"/> <i>Enter tomorrow's planned discharges</i>

Click 'Continue' after your information has been entered.

This is page 1 of 3. You must complete all steps in order for your submission to be processed. Please click continue.

[E-mail us with any questions.](#)

Submit your information by clicking 'Continue' one more time.

This is page 2 of 3. You must complete all steps in order for your submission to be processed. Please click continue.

[E-mail us with any questions.](#)

You are now finished! The last screen gives you a submission ID for your records as well as provides a link to check previous submissions. <http://database.amslat.com>

Kindred Admit, Discharge & Census Tracker	Review	Complete
Submission ID: 511895		
<b>Complete!</b>		
Your form has been processed. Thank you for submitting your information.		
<a href="#">Click here</a> to enter another submission.		
If there was a mistake made please <a href="#">go back</a> and resubmit your data. Only the most recent entry for a specific reporting date will be counted.		
Please <a href="#">e-mail</a> us with any questions.		
We are pleased to announce a new tool that will allow all users of the Kindred Admit Tracker access to view previous submissions. The quick view tool can be found at: <a href="http://database.amslat.com">database.amslat.com</a> - <b>NEW</b>		