****

**ADS Provider Portal Town Hall Summary**

***Presented on February 22nd, 2023***

If you would like to revisit any topics covered during the session or need to review the material for the first time, please access the Town Hall materials on our [Modernization Resources Page](https://www.tn.gov/humanservices/adults/adult-day-services/modernization-resources.html) under “Provider Town Hall Replays.” You may also listen to each topic as they were presented by using the timestamp links included below.

**What to Know About Updates in the Provider Portal**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Key Takeaways** | **Watch here!** |
| **Annual Report** | * Updates to the Annual Report in the Provider Portal have been made to reduce your time spent completing the report each year. * Annual Reports will now auto-populate with the latest information available for your facility. * New tabs are available on the Annual Report to update and reuse contact information for various roles at your facility. * New features have been added to the Supporting Documentation screen to reuse documents from previous years. * Dropdown options have been updated throughout the Annual Report to be more inclusive of specific ADS reporting needs. | [**Annual Report Demo**](https://youtu.be/EzXazY16cgo?t=465) |
| **Change Report** | * New instructions within the Change Report inform you that you are not required to complete a Change Report in full. * Screen updates have been made throughout the Change Report to provide flexibility when entering information specific to your agency. * New tabs are available in the Change Report to update contact information for various roles at your facility. * Dropdown options have been updated throughout the Change Report to be more inclusive of specific ADS reporting needs. | [**Change Report Demo**](https://youtu.be/EzXazY16cgo?t=3909) |
| **Incident/Injury Report** | * Updates to the Incident/Injury Report in the Provider Portal have been made to capture more accurate information using simplified fields and updated dropdown options. * A new table allows you to add information for each participant directly involved in an Incident/Injury. | [**Incident / Injury Demo**](https://youtu.be/EzXazY16cgo?t=4608) |

**We Are Here for You!**

If you have any questions on the Provider Portal updates or the Modernization Project, please contact the TN Child and Adult Care Help Desk Team using the information listed below.

|  |  |
| --- | --- |
| Hours of Operation | Monday - Saturday  7:00am – 9:00pm CST |
| Toll-Free Number | 833-TDHS-CCP (833-834-7227) |
| Website | [http://tnchildcarehelpdesk.org](https://urldefense.com/v3/__https:/nam11.safelinks.protection.outlook.com/?url=http*3A*2F*2Fsecure-web.cisco.com*2F1YE2_MCpXc6YxnYm87j9mGVFpSdtWWWrwzhn19h7SY7g4T5Da8ktfV_JxLc9VKrE9hJusbnmtnC7I12Rw_EvfmRUWVbPRFN4g6pmpv7w5oZjqgXAHVgTnrW5PY8tDmPf5s_X_fE06ewaHlAID4p32bwL8MYsKn9iqpMINcyku-rxiAGqFo3Rks33qZGgCJSbGhGj3gKrKDMd4yNRt0N6pkqgkQ7im_cM7hugNBfjrX_cEB4BJaxx3RKk-c22nNn64g0MTHWMttZXU4kfbcZvpfLj641EFE8_E4xvzx-QUojIC-4GhMIgu0osd64pX2fdkeJsyj5kFs8DrxWuD8A9yiCZuBrr8IlT-lju8LfSeej4eLOSrkVRDRe6ZiusUwsZw8JJ_AUleTXJUgP8DBTNibCcmJe61MnqEQtP65XT2coCtsvyYw1tOeAqgwx4I2jVTKDtGPo0U8FC4alUjI-qNciAGScP_XQM92xgu0IKSS0JSB6a952rFWCCtfJsftXsv*2Fhttp*253A*252F*252Ftnchildcarehelpdesk.org&data=05*7C01*7Cdeidre*40utk.edu*7C84ffede422334a86c14308da6f48e6d8*7C515813d9717d45dd9eca9aa19c09d6f9*7C0*7C0*7C637944656154721998*7CUnknown*7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0*3D*7C3000*7C*7C*7C&sdata=xf8HCth9ftO9AEBJFDpJQdN7UjvRz7EMQ6bg*2Bu7*2B*2FAQ*3D&reserved=0__;JSUlJSUlJSUlJSUlJSUlJSUlJSUlJSUlJSUl!!PRtDf9A!ok6rkBqOCZGsqiecp5YIagpX-0f2YOKQ3_b7yY-nGf9IUdpzwLll11Nbyqynxiy_3LOh_Eb5jJ-0CEO1c8I$) |
| Email | [Tdhs\_ccp@utk.edu](mailto:Tdhs_ccp@utk.edu) |