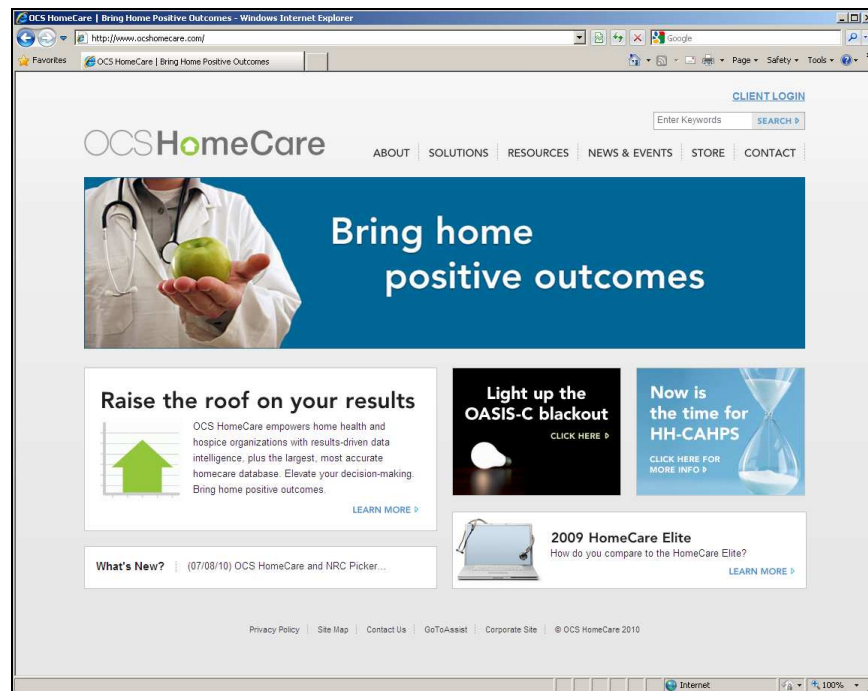


Introduction

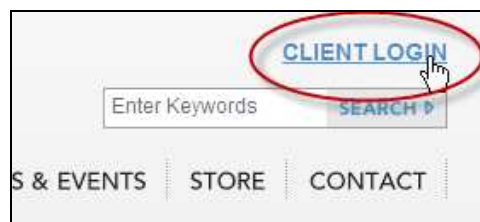
This guide explains how to login and access reports via the OCS Connection report delivery platform. During implementation OCS Client Services will setup OCS Connection Administrators for each organization. These Administrators create and manage all User accounts for their agency, including password resets. For HIPAA security purposes and to protect your agency's PHI data, only your agency's Connection Administrators are able to make changes to User accounts after your initial technical implementation. Therefore, if you are unable to login to Connection, please contact a designated OCS Connection Administrator at your agency for assistance.

Logging Into Connection

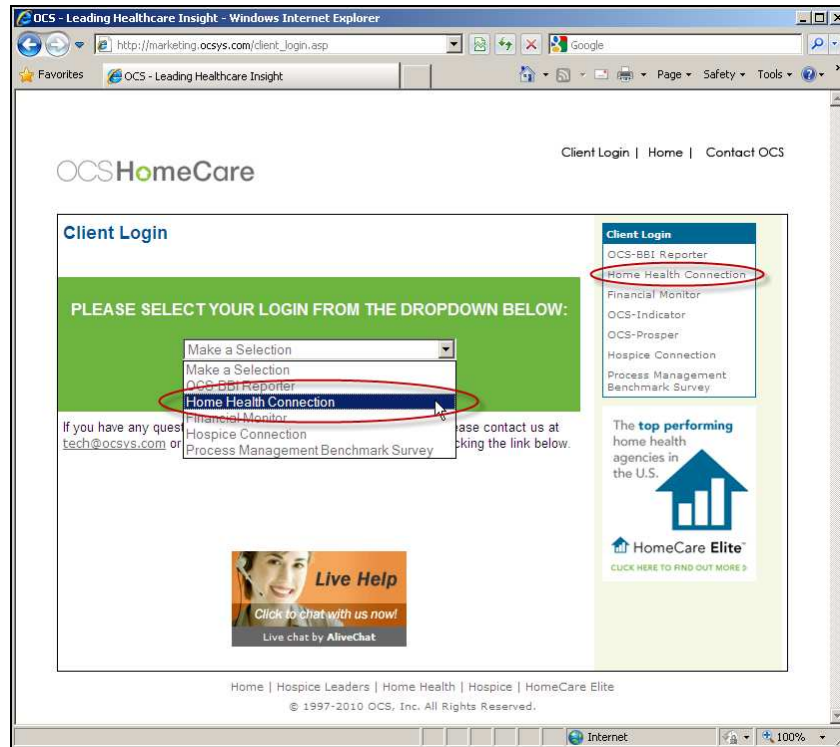
1. Go to <http://www.ocshomecare.com/>



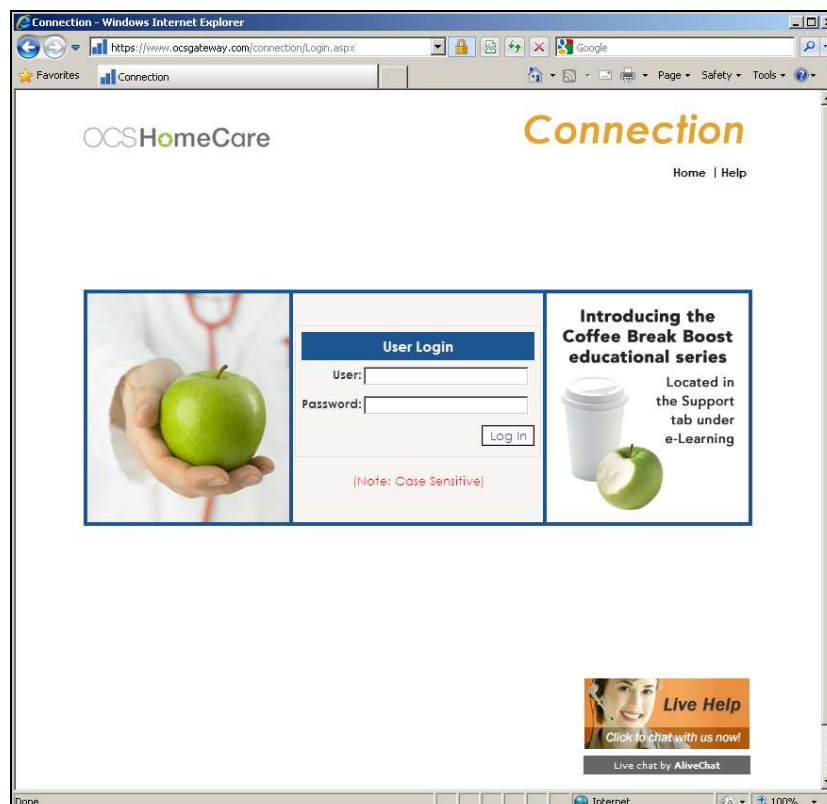
2. Click on **[Client Login]** in the upper right corner



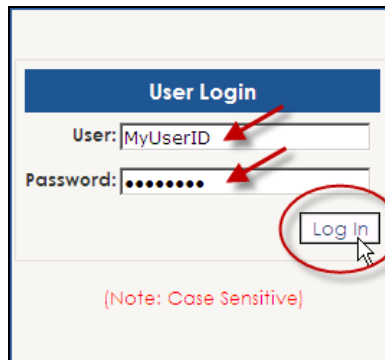
- On the Client Login screen, select [**Home Health Connection**] from the drop-down box OR the link to the right



- You are now on the Connection Login Screen. We recommend adding this page to your Favorites in Internet Explorer so that you can return easily in the future.



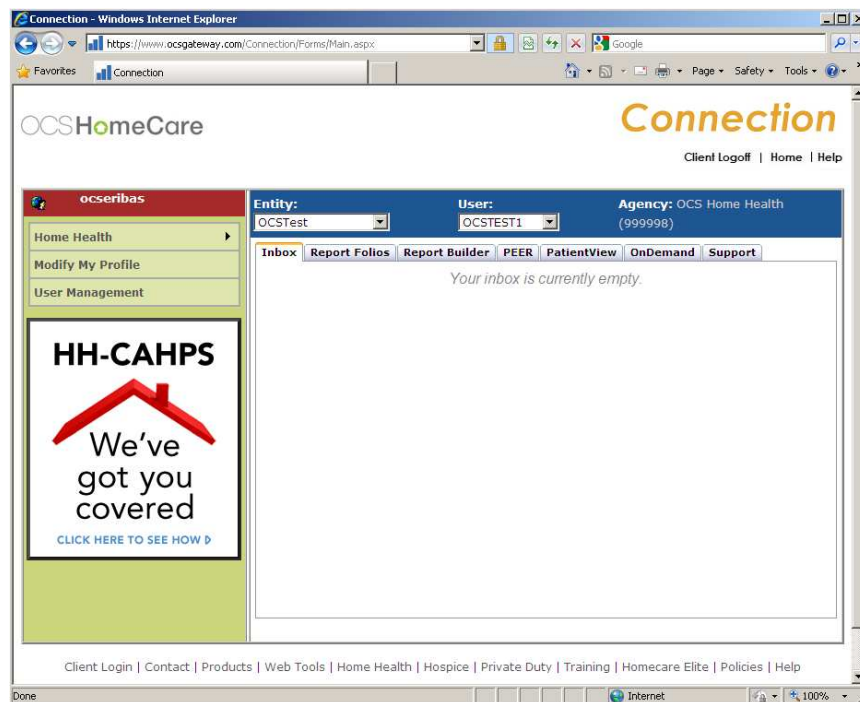
- On the Connection Login Screen, enter your User ID, enter your Password, and click [Log In]



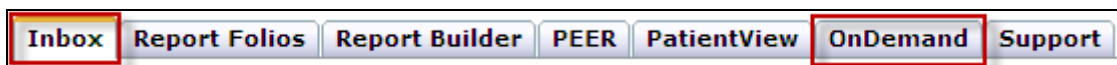
Note: If you are see the below login error and are unable to login to Connection, please contact one of your agency's designated Connection Administrators for assistance.

**Invalid User ID and Password combination.
Please try again!**

- Once you have logged in to Connection, your screen will look similar to this:



- All reports on OASIS-C data from 2010 going forward are found on the **Inbox** and **OnDemand** tabs. Click on these tabs to access your reports.



- Many helpful resources can be accessed via the **Support** tab. Additionally the **Help** links at the top and bottom of every screen in Connection will take you to OCS Client Services contact information.

- **Support Center** – Technical Support Resources including Frequently Asked Questions, Software Downloads, and manual data upload links.
- **e-Learning Network** – Educational Resources including Report Interpretation Guides, Product User Guides, Recorded Trainings, and more!

The screenshot shows the OCS Connection web application interface. The browser address bar displays <https://www.ocsgateway.com/Connection/Forms/Main.aspx>. The page header includes the OCS HomeCare logo and the word "Connection" in orange. A navigation bar contains links for "Client Logoff", "Home", and "Help" (circled in red). Below the header, there are dropdown menus for "Entity: OCSTest", "User: OCSTEST1", and "Agency:". A menu bar includes "Inbox", "Report Folios", "Report Builder", "PEER", "PatientView", "OnDemand", and "Support" (boxed in red). The main content area is titled "Home Health Support Center" and features a list of links: "Resources Home", "Support Center" (with a green arrow pointing to "Technical Support Resources"), "e-Learning Network" (with a green arrow pointing to "Educational Resources"), and "Contact Us" (boxed in red). A "Contact OCS" section provides contact information: "If you have any questions, please contact OCS Client Services, call 1.866.641.8324, email tech@ocsys.com, or chat with us live by clicking the button below." A "Live Help" button is circled in red, with a red arrow pointing to it from the "Contact OCS" text. Another red arrow points from the "Contact OCS" text to the "Help" link in the footer. The footer contains a navigation menu: "Client Login | Contact | Products | Web Tools | Home Health | Hospice | Private Duty | Training | Homecare Elite | Policies | Help" (with "Help" circled in red). The OCS HomeCare logo and copyright notice "© 2006-2010 OCS, Inc. All Rights Reserved." are also present.