MNTrac training

# Facility set up

Log into [www.mntrac.org](http://www.mntrac.org) and enter your username and password

To have your facility added to MNTrac – contact your Regional Health Care Preparedness Coordinator

 You will need to provide the following information:

1. Official name of facility
2. Address
3. Phone number
4. Type of Facility
5. List of services provided
6. Types of beds licensed for and total number of beds licensed for each type

Once your facility is set up in MNTrac – you can make some basic changes to your facility set-up. The changes include:

1. Address or contact information change
2. Bed licensure counts and types

To access your Facility Set Up – click on the drop down menu next to your agency/facility name:



Then click on Agency Set up……….

## update location

Click on the Locations tab….



Update the appropriate information and click SAVE at the bottom.

## update beds

The bed counts are the total number of licensed beds – not your daily census availability.

To update your licensed bed numbers click on Beds…….



* Enter the number of

Licensed beds next to the

appropriate bed type.

* Place a check mark in the

box in the Active column

* Click on Save at the

bottom

NOTE:

* It is not necessary to

define if the SNF beds

are for Male or Female.

You can simply do the

Total numbers.