



# Community Locator Tool

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## Overview

The purpose of this document is to guide you through adding your communities to the American Senior Housing Association (ASHA) Community Locator Tool located at [whereyoulivematters.org/find-a-community/](http://whereyoulivematters.org/find-a-community/). GlynnDevins hosts and maintains the tool and will assist you in getting your communities added to the tool.

The steps below will instruct you on creating and maintaining your community data file, as well as explain how to upload it to the SFTP Server, adding you to the tool.

**Please note the importance of reading this document thoroughly and following the instructions in their entirety. If you need assistance or have questions, please reach out to [WYLMLocatorTool@glynndevins.com](mailto:WYLMLocatorTool@glynndevins.com).**

The following basic information is required for the Community Locator Tool:

1. Full Community Name
2. Country
3. Address, City, State, ZIP code
4. Phone Number
5. Levels of Care
  - a. Options include: Assisted Living (AL), Memory Care (MC), Health Center (HC), Independent Living (IL), CCRC (Continuing Care Retirement Community), Skilled Nursing Facility (SNF), Rehabilitation (REHAB), Hospice (HSPC), Home Health (HH), ADPC (Adult Day Programs/Care), Respite Care (RSPC), Active Adult (AA)
6. Community Website URL

## Acquiring Access

If you're a new sponsor/community and want to display your communities on the ASHA community locator, **the first step is to engage GlynnDevins by completing the form at this URL: <https://goo.gl/forms/wFZrIAbN3ojXooLM2>.**

Once complete, GlynnDevins will have the information needed to create unique user and SFTP login credentials for your sponsor/community and provide a CSV template for your community data. The unique user login credentials will be sent to the email address provided on the Google form. These logins are manually processed in a bundled release **every 2 weeks**.

## Secure File Transfer Protocol (SFTP) Server

GlynnDevins has a Secure File Transfer Protocol (SFTP) Server to enable you to add, process and archive data load files. GlynnDevins will provide access and credentials to the key individuals who'll be responsible for adding files containing community data. Depending on your network settings, your community IT person may need to facilitate this upload.

### Recommended Software

**FileZilla** – This FTP platform will allow you to upload your community CSV to the SFTP Server. FileZilla is compliant with both Windows and MacOS.

URL: <https://filezilla-project.org/>

Once at the FileZilla website, click on “Download FileZilla Client.” This screen will allow you to download the version of FileZilla appropriate for your operating system. Once you've downloaded FileZilla, extract the zipped file and install. The installation wizard on both Windows and MacOS will walk you through each step.

Once you finish downloading and installing FileZilla, you'll be able to upload your community CSV.

## Creating Your File - Formatting Requirements

GlynnDevins has created a community data file template in a CSV format for the ASHA Community Locator Tool, which must be updated according to the requirements and naming conventions provided below. Any deviation has the potential to cause an error with the Community Locator Tool. **The header line (row 1) of the file must not be altered in any way.**

### File Name Format

Each community must create, organize and maintain their community data as a comma separated values file (CSV). Each addition/update/removal must be saved in this format along with the naming convention provided below. Any other document format won't comply with the functionality of the Community Locator Tool. It's also imperative that a consistent, standard naming convention be used for your community data file. The format is provided below:

YYYYMMDDhhmmss\_COMMUNITYNAME.csv

### Example:

20180319033100\_glynndevins.csv - This CSV was created on March 19, 2018, at 3:31a.m. and 0 seconds for the GlynnDevins community.

## Community Data Requirements

The following table outlines the fields and formatting necessary for each community. The locator tool uses Google maps to place communities. The addresses in your file must align with an address recognizable by Google.

### **IMPORTANT NOTE**

**The levels of care fields (in gray below) are expressed in TRUE (1) or FALSE (0) statements.** If these match or align with a community, please input a one (1). If any of them do NOT align with a community, please input a zero (0). If these fields don't have a 1 or 0, the data completion will be rejected and not added to the tool until the community corrects it.

Field/Column	Input Type	Example(s)	Notes	Required Input?
COMMUNITY_ID	Numeric Unique Community ID	1 2 123 12345	Each community/row must have a unique number associated with it.	Yes
DISPLAY_NAME	Alphanumeric	American Seniors Housing Association	Community Name	Yes
ADDRESS_LINE_1	Alphanumeric	123 Main Street	Community Street Address	Yes
ADDRESS_LINE_2	Alphanumeric	P.O. Box 123 Suite 100	Additional Address Information. Leave blank if N/A.	No
COUNTRY	Alphanumeric	US or CA	Country Code for United States or Canada	Yes
CITY	Alphanumeric	Kansas City		Yes
STATE/PROVINCE	Alphanumeric, Two Letter Restriction	MO	Must not exceed two characters.	Yes
POSTAL_CODE	Numeric	64116	Cannot be a full postal code with extension.	Yes
MKTG_OFFICE_PHONE	Numeric, Phone Format	(123) 456-7890	Marketing Phone Number	Yes
TOLL_FREE_PHONE	Numeric, Phone Format	(800) 123-4567	Toll-Free Community Phone Number	No
FAX	Numeric, Phone Format	(123) 456-7890	Fax Number	No

WEBSITE	Alphanumeric	https://www.seniors housing.org/	Must be a complete URL, including http:// or https://.	Yes
NIC_PRIMARY_PAYMENT_TYPE	Alphanumeric	Rental	Community Payment Type, restricted to the following input(s) exactly:  <b>EF/EO Rental</b>  EF/EO stands for Entrance fee/option.	Yes
NIC_CAMPUS_TYPE	Alphanumeric	CCRC	Campus Type, restricted to the following input(s) exactly:  <b>CCRC Freestanding Combined</b>  CCRC stands for Continuing Care Retirement Community.	Yes
AL	Boolean values: 0 for FALSE 1 for TRUE	1	Assisting Living	Yes* – Either a 1 or 0
HC	Boolean values: 0 for FALSE 1 for TRUE	1	Health Center	Yes* – Either a 1 or 0
IL	Boolean values: 0 for FALSE 1 for TRUE	1	Independent Living	Yes* – Either a 1 or 0
MC	Boolean values: 0 for FALSE 1 for TRUE	1	Memory Care	Yes* – Either a 1 or 0
CCRC	Boolean values: 0 for FALSE 1 for TRUE	1	Continuing Care Retirement Community	Yes* – Either a 1 or 0
SNF	Boolean values: 0 for FALSE 1 for TRUE	1	Skilled Nursing	Yes* – Either a 1 or 0
REHAB	Boolean values: 0 for FALSE 1 for TRUE	1	Rehabilitation	Yes* – Either a 1 or 0
HSPC	Boolean values:	1	Hospice	Yes* – Either a

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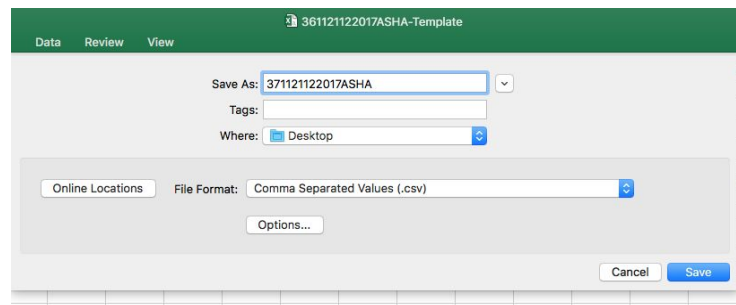
	0 for FALSE 1 for TRUE			1 or 0
HH	Boolean values: 0 for FALSE 1 for TRUE	1	Home Health	Yes* – Either a 1 or 0
ADPC	Boolean values: 0 for FALSE 1 for TRUE	1	Adult Day Programs/Care	Yes* – Either a 1 or 0
RSPC	Boolean values: 0 for FALSE 1 for TRUE	1	Respite Care	Yes* – Either a 1 or 0
AA	Boolean values: 0 for FALSE 1 for TRUE	1	Active Adult	Yes* – Either a 1 or 0

**\*These fields are expressed in TRUE (1) or FALSE (0) statements. If these match or align with a community, please input a one (1). If any of them do NOT align with a community, please input a zero (0).**

## Uploading to the Tool

### Initial Community Upload and Ongoing Additions

1. Make sure to rename the community data file according to the [naming conventions](#) provided above.
  - a. You'll need to "Save As" to rename the community data file.
  - b. Make sure the community data file remains in the CSV format, as this is required for a successful upload.

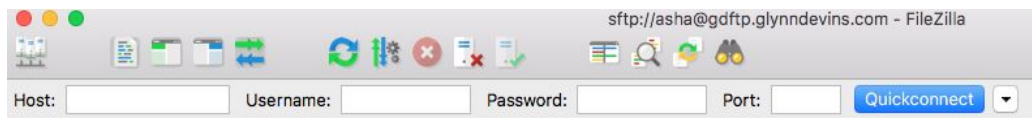


2. Input all the data for each community you want to add according to the Community Data File [Requirements](#) listed below.

COMMUNITY_DISPLAY_NAI	ADDRESS_L1	ADDRESS_L2	COUNTRY	CITY	STATE	POSTAL_CODE	MKTG_OFFICE	TOLL_FREE	FAX	WEBSITE	NIC_PRIMARY	NIC_CAMPUS
123 GlynnDevins	123 Main Street		United States	Kansas City	CA	64116	(123) 456-78	(800) 123-45	(800) 123-45	https://www.EF/EO	CCRC	
456 ASHA												

a. Delete row 2, the GlynnDevins example line.

3. Once complete, “Save” your community data file.
  - a. Make sure the naming convention is correct based on the [naming convention requirements](#) listed below.
4. Open FileZilla and locate the dashboard at the top.
  - a. You’ll need to find “Host,” “Username,” “Password” and “Quickconnect.”

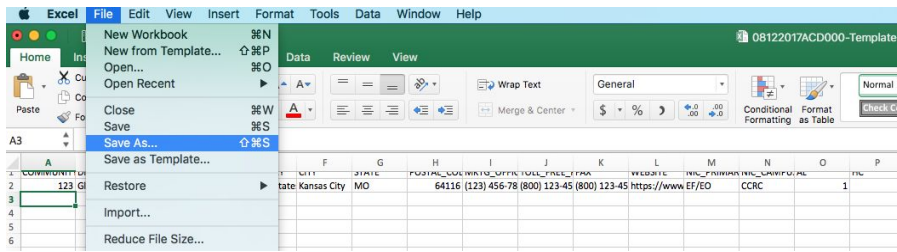


5. Input the Host URL, Username and Password.
  - a. Host URL: sftp://gdfp.glynndevins.com.
  - b. Username and Password will be provided by GlynnDevins.
  - c. You won’t need to specify a port.
6. Click “Quickconnect,” and you’ll connect to the server.
7. Once you’ve successfully connected, you’ll be in your community’s root folder.
8. Drag and drop your completed community data file into the server window on the bottom right. If you’ve never uploaded before, the space will say “Empty Directory Listing.”
9. The files process every 24-48 hours during the work week. **If you do not see your communities in the tool within 2 business days, GlynnDevins will be contacting you with a list of errors in approximately one week.**

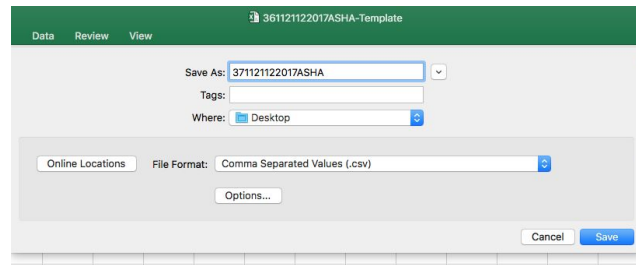
### Adding/Updating/Removing Communities

Any changes that need to be made to your community data can be made using your existing community data file. It’s imperative you save your community data file with the naming convention format to properly organize it by the date that changes were made.

1. Locate and open your community data file, and “Save As.”



- Rename and update the community data file according to the naming convention format below with the current year, month, date and time.
- Before you complete your “Save As,” make sure you’re saving as a CSV.
- **Do NOT create a new community data file from the template – make sure you’re using the latest maintained version of your community data file.**



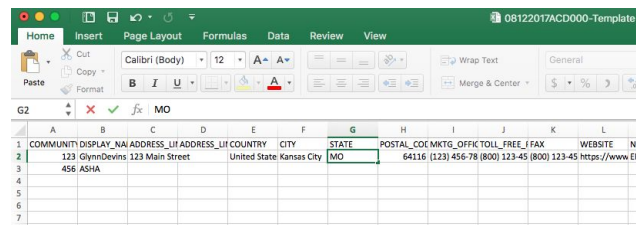
- i. The COMMUNITY\_ID fields must stay consistent once initially uploaded.

2. Adding Communities

- If you’re adding a new community/communities, input all the community data according to the [requirements](#) listed below.
- Each new community can be added as a new row after your existing community data.

3. Updating Communities

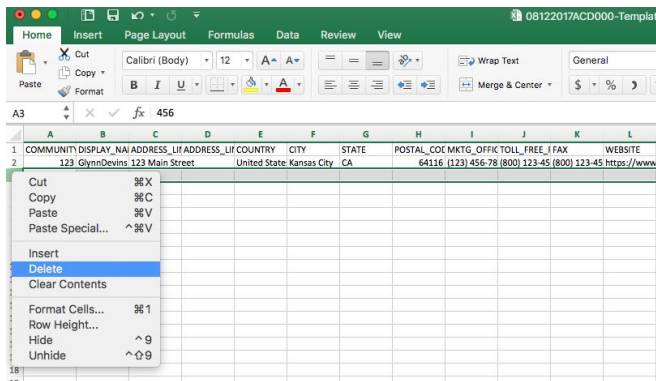
- If you’re updating a community, all you’ll need to do is locate the community row in your community data file and update the information according to the requirements list below.
- The COMMUNITY\_ID must not be changed.





4. Removing Communities

- If you wish to remove a community from the tool, delete the associated row in the CSV.



5. Once you’ve completed steps 2-4, you’ll be ready to upload the latest version of your community data file to the server. Follow steps 3-8 in the [upload instructions listed above](#).

- If the latest version of your community data file is unable to be processed due to a formatting issue in the community data file, no data will be uploaded.
- You’ll need to correct your community data file and re-upload to the server.

If you require assistance or have questions, please email [WYLMLocatorTool@glynndevins.com](mailto:WYLMLocatorTool@glynndevins.com).