

The Magnet[®] Application Process — **SIMPLIFIED**

Introducing ADAMSM and ADAM*plus*SM



ADAM is a web-based Magnet document storage and application system designed to help you and your organization confidently navigate the Magnet Journey[®]. You no longer have to mail in flash drives or build custom websites for document submission.



ADAM is a secure online portal that supports the creation, management, and internal review of narrative and supporting evidence.

ADAM allows organization users to:

- Access the system from application through completion of the appraisal process.
- Compile content for each SOE example.
- Upload PDF documents to the Document Library or directly to an SOE example.
- Associate Document Library items with one or more SOE examples.
- Flag content for validation (CNO review) prior to document submission.



ADAM features

- User uploads narrative and supporting evidence in PDF format.
- The Document Library allows multiple organizational contributors to create, upload, organize, and store narrative and evidence over the timeline leading up to document submission.
- ADAM controls the number of evidence items that can be submitted.
 - Maximum of five (5) pieces of supporting evidence in PDF format may be uploaded per SOE.
 - For Nursing Satisfaction, Nursing Sensitive Indicators, and Patient Satisfaction, the system allows one file (a single PDF of all graphs) to be uploaded.
- The system includes validation checks to help verify a complete submission.
- If required, SOE examples can be flagged for PHI, additional documentation, and new content.

For Access to ADAM:

ADAM Initial Applicant

- Free
- Submit application for your designation
- Must request access via email:
ADAM_Help@ana.org

ADAM Redesignating Organizations

- Free
- You can gain access to ADAM at any time by submitting an application for your re-designation
- Must request access via email:
ADAM_Help@ana.org

Online application available:

<https://www.nursingworld.org/organizational-programs/magnet/apply/>

Organization User Types

- **Organization Administrator**

- Ability to manage the organization's user accounts.
- Can create, upload, and edit narrative and evidence in SOE examples.
- Ability to submit final documentation to the Magnet Program office.

- **Organization Contributor**

- Can create, upload, and edit narrative and evidence in SOE examples.

- **Organizational Pre-Submission Reviewer**

- Can view (read-only) all narrative and evidence.
- Typically utilized by leadership selecting the final draft versions for each SOE example for submission to the Magnet Program office.

- **Organizational Post-Submission Reviewer**

- Can view (read-only) documents submitted to the Magnet Program office.
- Typically used for all staff review at site visit

Organization Administrators

- Organizations can create more than one **Organization Administrator**. It is recommended that organizations restrict the number of users with this access for security reasons, to ensure access by authorized users only, and to avoid accidental data/content changes.
- Only **Organization Administrators** can manage user accounts
- **Organization Administrators** have the responsibility of managing (adding/editing/removing) accounts and access for their team members who may be writing, contributing, and reviewing the document submission.



How to Add Users:

Log into ADAM, select your new application, and go to **ADMIN > Account > Add User**.

NOTE: When you hover your mouse pointer on the **ADMIN** tab, look for and click the “**Account**” tab that will display as a drop-down option:

HOME **ADMIN** TRACKING SHEET

Home > **Account** > Organization Detail

Organization Detail

General Information
 ADAMplus Test Medical Center
 8515 Georgia Avenue
 Silver Spring, MD 20910

Organization Type: Acute Care
Personify ID: 04597527

Application Number: T8961017
Specialist: To be determined

Analyst: To be determined

Appraisers
Team Leader: To be determined
Team Member(s): To be determined
Team Appraiser To be determined
Candidate(s):

Site Visits
 No site visits have been scheduled

Contact Information

Chief Nursing Officer *** Damm Daniel, DNP, MSN, RN CNO 1234 Bubba Ave Silver Spring, MD 20910 Office: 555-444-3333 daniel.nguyen@ana.org	Magnet Project Director/Communicator Apple Tiger, MSN, RN 1234 Bubba Ave Silver Spring, MD 20910 Office: 5551112222 daniel.nguyen007@gmail.com
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[View Application](#) [Fees](#)
ADAM Status: Written Documentation
[Submit/Manage Written Documentation](#)
[Document Library](#)
[ADAM and ADAMplus User License Agreement](#)

Choose “Add New User”

HOME ADMIN TRACKING SHEET

[Home](#) > [Admin](#) > [Account](#)

User Summary

Filter

First Name: Login Name:

Last Name: User Role:

Search

User Name	Login Name	User Type	User Role
Daniel Nguyen	daniel.nguyen@ana.org	Internal	Organization Administrator
Monica Work	monica.work@ana.org	Internal	Organization Administrator

[Add New User](#)



Complete requested information and save

HOME ADMIN TRACKING SHEET

[Home](#) > [Admin](#) > [Account](#) > [Edit User](#)

Add User

First Name:

Middle Name:

Last Name:

Email Address:

User Type/Group: ☐ External

Select a group 20210101 - MAGNET ADAM Test Hospital, Silver Spring, MD

Organization Administrator
Organization Contributor
Organizational Pre-Submission Reviewer
Organizational Post-Submission Reviewer
Financial Reviewer

[Save](#) [Cancel](#)





Storing and Managing your Documents



Document Management



- Narrative and evidence can be uploaded directly into the Document Library.
- Narrative and evidence can be uploaded directly to each corresponding SOE example.
- All uploaded documents can be viewed in the Document Library.
- Uploaded files must be in PDF format.
- File size limit for a single PDF upload is 20 MB.
- File names must be less than 95 characters (including spaces) for the system to upload and save documents successfully.

Access for Uploading your Document:

- 1) Access directly into the Sources of Evidence (SOE) (Submit/Manage Written Documentation)

OR

- 2) Access directly into the Document Library

HOME	ADMIN	TRACKING SHEET		
Home > Organization Detail				
<h2>Organization Detail</h2>				
General Information ADAMplus Test Medical Center 8515 Georgia Avenue Silver Spring, MD 20910 Organization Type: Acute Care Personify ID: 04597527				
Application Number: T8961017 Specialist: To be determined Analyst: To be determined				
Appraisers Team Leader: To be determined Team Member(s): To be determined Team Appraiser Candidate(s): To be determined				
Site Visits No site visits have been scheduled				
Contact Information <table border="1"> <tbody> <tr> <td> Chief Nursing Officer *** Damm Daniel, DNP, MSN, RN CNO 1234 Bubba Ave Silver Spring, MD 20910 Office: 555-444-3333 daniel.nguyen@ana.org </td> <td> Magnet Project Director/Communicator Apple Tiger, MSN, RN 1234 Bubba Ave Silver Spring, MD 20910 Office: 5551112222 daniel.nguyen007@gmail.com </td> </tr> </tbody> </table>			Chief Nursing Officer *** Damm Daniel, DNP, MSN, RN CNO 1234 Bubba Ave Silver Spring, MD 20910 Office: 555-444-3333 daniel.nguyen@ana.org	Magnet Project Director/Communicator Apple Tiger, MSN, RN 1234 Bubba Ave Silver Spring, MD 20910 Office: 5551112222 daniel.nguyen007@gmail.com
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<div style="text-align: right;"> View Application Fees ADAM Status: Written Documentation Submit/Manage Written Documentation Document Library ADAM and ADAMplus User License Agreement </div>				

Document Library

Upload documents once to the central repository. If a document

Filter

Upload Document



The File to Upload field is required.
A document named "EVIDENCE1.pdf" has already been uploaded for this application.

WARNING: Do not upload any documentation that contains PHI.

File to Upload: [Browse...](#)

Explanation of Action:

Owner:

Save

Cancel

When uploading, All documents must have a unique file name. Once uploaded, the document can be assigned to multiple SOEs, as needed.

Uploading files Directly to a Specific SOE

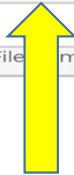
Submit/Manage Written Document

TL2EO (ver. 1)


Provide one example, with support plan. Patient outcome data must be included in the plan.

Upload New Document

File name



Upload New Document



The Document field is required.
The Explanation of Action field is required.
The Owner field is required.
The Document Type field is required.

WARNING: Do not upload any documentation that contains PHI.

Document: [Browse...](#)

Explanation of Action:

Owner:

Document Type: ☐ Evidence ☐ Narrative

with a goal in the nursing strategic
e a copy of the nursing strategic

Go to Document Library

Date

Flag

Uploading files Directly to the Document Library

Document Library

Upload documents once to the Document Library. Associate documents with a central repository. If a document needs to be changed, the document can be updated.

Filter

Component:
Source of Evidence: ☐
Example: ☐


Filter

Application Documents

Upload Document

File Name	Explanation of Action/Document

Upload New Document



The Document field is required.
The Explanation of Action field is required.
The Owner field is required.
The Document Type field is required.

WARNING: Do not upload any documentation that contains PHI.

Document:

Explanation of Action:

Owner:

Document Type: ☐ Evidence ☐ Narrative

View of the Document Library

Uploading directly into the SOE example will automatically add the document the Document Library

Component:
Text Search:

Source of Evidence:
File Name:

Example:


Filter Display All

Application Documents

Upload Document Go to Written Documentation

File Name	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
1 Problem Narrative.pdf	Narrative	TL2EO (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
2 Goal Narrative.pdf	Narrative	TL2EO (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
3 Participants Table.pdf	Participant Table	TL2EO (ver. 1, draft 1)	3/5/2021	Current	mw	Update Delete Archive
4 Interventions Narrative.pdf	Narrative	TL2EO (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
Evidence Replacement.pdf	Evidence Replacement	TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
EVIDENCE1.pdf	Evidence 1 Monica Work 2021-03-05 17:16:12 UTC	TL3a (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
EVIDENCE2.pdf	Evidence 2 Monica Work 2021-01-28 17:54:09 UTC	TL1 (ver. 1, draft 1), TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
EVIDENCE3.pdf	Evidence 3	TL1 (ver. 1, draft 1), TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
EVIDENCE4.pdf	Evidence 4	TL1 (ver. 1, draft 1), TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
EVIDENCE5.pdf	Evidence 5	TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
EVIDENCE6.pdf	Evidence 6	TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
Narrative Replacement.pdf	Narrative Replacement	TL3a (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
White Paper test document for ADAM.pdf	Narrative Monica Work 2021-01-28 16:24:17 UTC Monica Work 2021-03-05 17:15:14 UTC	TL3a (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
White Paper test document for ADAM_this document name is way too long to upload into ADAM properly	Narrative	TL1 (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive

Function Fields in the Document Library

Application Documents						
<div> <div>Upload Document</div> <div>Go to Written Documentation</div> </div>						
File Name ↕	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
 EVIDENCE1.pdf	Evidence 1	(n/a)	1/28/2021	Current	MW	<div>Update</div> <div>Delete</div> <div>Archive</div>


- 1. Update:** The function uploads a new/updated document to replace the existing document wherever it is in the document.
- 2. Delete:** This function will delete the file from the Document library and from the existing document wherever it is in the document.
- 3. Archive:** When an applicant determines that a document is not needed for the current use, but may be needed later in the process, they may archive the document.

UPDATE FUNCTION:

Document Library

Upload documents once to the Document Library. Associate an uploaded document with multiple SOE/examples from this

Update Document


The Update with field is required.

WARNING: Do not upload any documentation that contains PHI.

File to update: White Paper test document for ADAM_this document name is way too long to upload into ADAM properly

Update with: [Browse...](#)

Explanation of action:

Owner:

Update
Cancel

DELETE FUNCTION:

Document Library

Upload documents once to the Document Library. Associate an uploaded document with multiple SOE/examples from this central repository. If a document needs to be changed, the change only needs to be made on the copy in the Document Library.

Filter

Component: _____

Source of Evidence: _____

Example: _____

Application Documents

Delete Document

File to be deleted: White Paper test document for ADAM.pdf

Owner: MW

This will also delete the document from the following SOEs:

None

Delete
Cancel

File Name	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
White Paper test document for ADAM.pdf	Narrative	(n/a)	1/28/2021	Current	MW	Update Delete Archive

1 records match your filter criteria

ARCHIVE FUNCTION:

Document Library

Upload documents once to the Document Library. Associate an uploaded document with multiple SOE/examples from this central repository. If a document needs to be changed, the change only needs to be made on the copy in the Document Library.

Filter

Component:

Source of Evidence:

Example:

Application Documents

Archive Document

File to be archived: White Paper test document for ADAM.pdf
Explanation of action: Narrative
Monica Work
2021-01-28 16:24:17 UTC
Owner: MW

Archive Cancel

File Name	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
White Paper test document for ADAM.pdf	Narrative	(n/a)	1/28/2021	Current	MW	Update Delete Archive

1 records match your filter criteria

RETRIEVE FUNCTION after ARCHIVE:

Document Library

Upload documents once to the Document Library. Associate an uploaded document with multiple SOE/examples from this central repository. If a document needs to be changed, the change only needs to be made on the copy in the Document Library.

Filter

Component: Text Search:

Source of Evidence: File Name:

Example:

Filter

Display All

Application Documents

Upload Document

Go to Written Documentation

File Name ↕	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
Evidence Replacement.pdf	Evidence Replacement	(n/a)	1/28/2021	Current	MW	Update Delete Archive
EVIDENCE1.pdf	Evidence 1 Monica Work 2021-03-05 17:16:12 UTC	(n/a)	3/5/2021	Archived	MW	Update Delete <u>Retrieve</u>
EVIDENCE2.pdf	Evidence 2 Monica Work 2021-01-28 17:54:09 UTC	TL1 (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive






Preparing your Document: Written Documentation Phase



To Upload your Documents: Click on the SOE Example Cascade until you Reach “Version”

 Submit Final Documents to Magnet

Submit/Manage Written Documentation

TL2EO (ver. 1)

Provide one example, with supporting evidence, of an improved patient outcome associated with a goal in the nursing strategic plan. Patient outcome data must be submitted in the form of a graph with a data table. Provide a copy of the nursing strategic plan.

Upload New Document

Add Previously-Uploaded Document

Ready for CNO Review

Go to Document Library

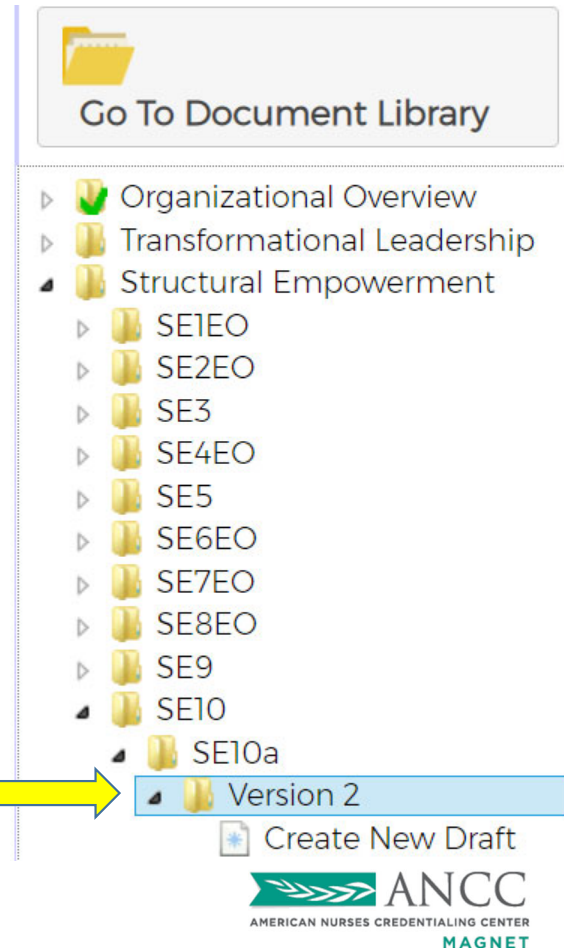
File Name	Description	Type	Date	Flag
-----------	-------------	------	------	------

Go To Document Library

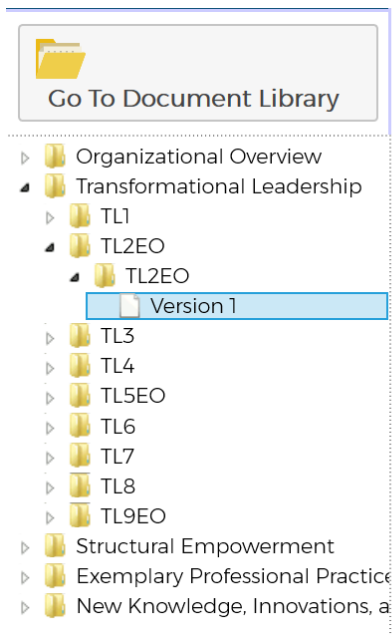
- Organizational Overview
- Transformational Leadership
 - TL1
 - TL2EO
 - Version 1
 - TL3
 - TL4
 - TL5EO
 - TL6
 - TL7
 - TL8
 - TL9EO
- Structural Empowerment
- Exemplary Professional Practice
- New Knowledge, Innovations, a

Different Versions

- There are times when modification to the wording of an SOE example in **ADAM/ADAMplus** is needed. In ADAM/ADAMplus, the original wording is Version 1, and any subsequent updated and new wording becomes Version 2, Version 3, etc.
- It is recommended that users write to the newest version (highest version number)
- It is only necessary to write to and submit ONE of the versions available.
- It is not necessary to move a previously written example from version 1 to a newer version.



Uploading New Documents Directly into an SOE Example



Submit/Manage Written Documentation

TL2EO (ver. 1)

Provide one example, with supporting plan. Patient outcome data must be plan.

Upload New Document

File Name



Upload New Document

The Document field is required.
The Explanation of Action field is required.
The Owner field is required.
The Document Type field is required.

WARNING: Do not upload any documentation that contains PHI.

Document:

Explanation of Action:

Owner:

Document Type: ☐ Evidence ☐ Narrative


Submit Final Documents to Magnet

in the nursing strategic of the nursing strategic


Document Library

te Flag

Assigning Documents in the Document Library to a SOE Example


Go To Document Library

- Organizational Overview
- Transformational Leadership
 - TL1
 - TL2EO
 - TL2EO
 - Version 1
 - TL3
 - TL4
 - TL5EO
 - TL6
 - TL7
 - TL8
 - TL9EO
- Structural Empowerment
- Exemplary Professional Practice
- New Knowledge, Innovations, a


Submit Final Documents to Magnet

Submit/Manage Written Documentation

TL2EO (ver. 1)

Provide one example, with supporting evidence, of an improved patient outcome associated with a goal in the nursing strategic plan. Patient outcome data must be submitted in the form of a graph with a data table. Provide a copy of the nursing strategic plan.

Upload New Document

Add Previously-Uploaded Document

Ready for CNO Review

Go to Document Library

File Name	Description	Type	Date	Flag
-----------	-------------	------	------	------



Add Previously-Uploaded Document



Please select a document to associate with this SOE/Example.

	File Name	Explanation of Action/Document	Other SOE/Example(s)	Document Type	Owner
	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x
<input type="radio"/>	Evidence Replacement.pdf	Evidence Replacement	(n/a)	Evidence	MW
<input type="radio"/>	Narrative Replacement.pdf	Narrative Replacement	(n/a)	Narrative	MW
<input type="radio"/>	Test 5.pdf	xv Daniel Bennett 2020-01-22 21:27:23 UTC	(n/a)	Evidence	xvc
<input type="radio"/>	Test 4.pdf	xcv	(n/a)	Narrative	xc
<input type="radio"/>	Test 7.pdf	sd	(n/a)	Evidence	xvc

Select

Add

Cancel

Once Uploaded, User must Flag all PDFs Assigned to the SOE Example

TL1 (ver. 1)





Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the organization's mission statement as one of the supporting documents.

Upload New Document

Add Previously-Uploaded Document

Ready for CNO Review

Go to Document Library

File Name 	Description	Type	Date	Flag	
 EVIDENCE1.pdf	Evidence 1	Evidence	4/27/2021		
 EVIDENCE2.pdf	Evidence 2	Evidence	4/27/2021		
 EVIDENCE3.pdf	evidence 3	Evidence	4/27/2021		
 EVIDENCE4.pdf	evidence 4	Evidence	4/27/2021		
 NARRATIVE1.pdf	Narrative 1	Narrative	4/27/2021		
 White Paper test document for ADAM_ this document name is way too long to upload into ADAM properly	White paper test	Evidence	4/27/2021		



When Complete, Click “Ready for CNO Review” to Validate and Lock.

TL1 (ver. 1)










Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the organization's mission statement as one of the supporting documents.

Upload New Document

Add Previously-Uploaded Document

Ready for CNO Review

Go to Document Library

File Name ↕	Description	Type	Date	Flag	
 EVIDENCE1.pdf	Evidence 1	Evidence	4/27/2021		
 EVIDENCE2.pdf	Evidence 2	Evidence	4/27/2021		
 EVIDENCE3.pdf	evidence 3	Evidence	4/27/2021		
 EVIDENCE4.pdf	evidence 4	Evidence	4/27/2021		
 NARRATIVE1.pdf	Narrative 1	Narrative	4/27/2021		
 White Paper test document for ADAM_ this document name is way too long to upload into ADAM properly	White paper test	Evidence	4/27/2021		

Validation Ensures that One Narrative and Between One and Five Pieces of Evidence has been Uploaded and Flagged in the SOE

Magnet :: ADAM - Submit/Manage Written Docume...

Please flag between one and five Evidence documents.

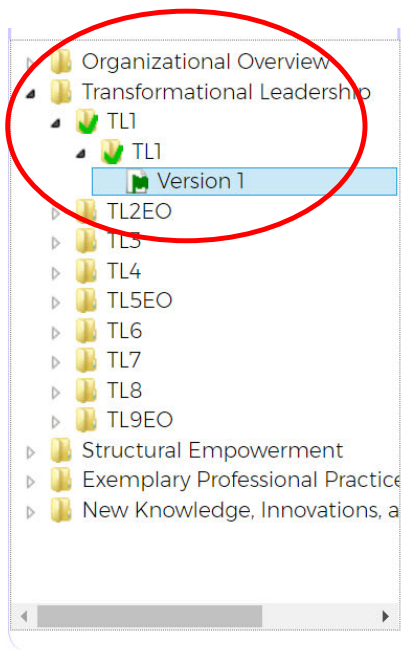
OK

Magnet :: ADAM - Submit/Manage Written Docume...

Please flag exactly one Narrative document.

OK

Once Validated, A Green Check Mark will Appear Next to the Completed SOE and the User will be Unable to Edit the Example (Locked)



Submit/Manage Written Documentation

TL1 (ver. 1)

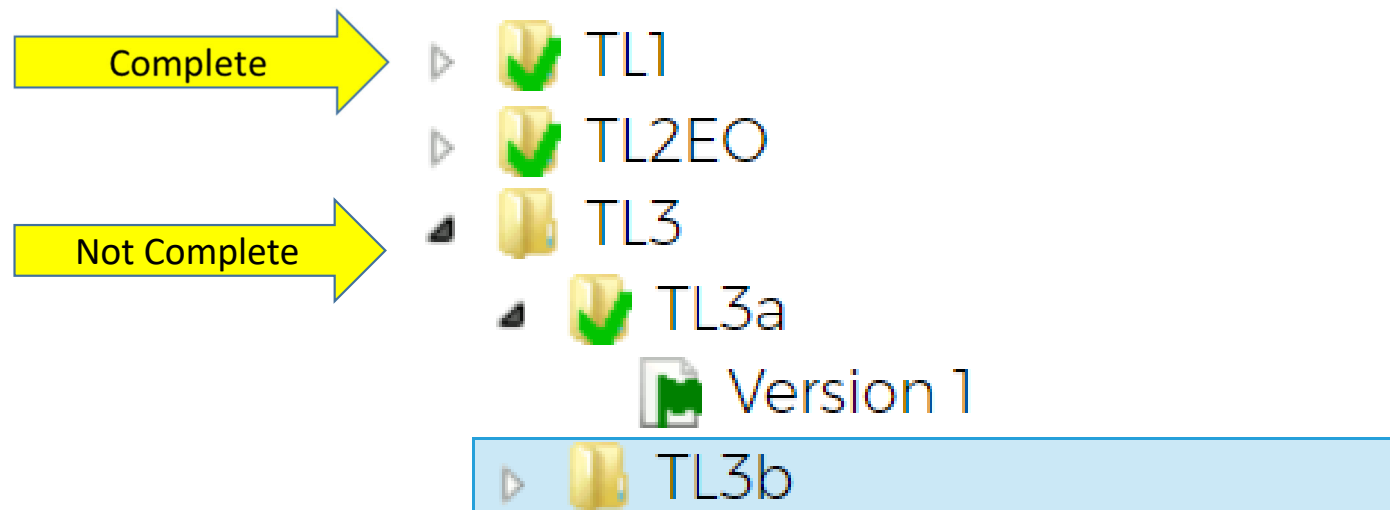
Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the organization's mission statement as one of the supporting documents.

[Unlock for Editing](#)

[Go to Document Library](#)

File Name	Description	Type	Date	Flag
EVIDENCE1.pdf	evidence	Evidence	3/19/2021	
EVIDENCE2.pdf	evidence	Evidence	3/19/2021	
EVIDENCE3.pdf	evidence	Evidence	3/19/2021	
EVIDENCE4.pdf	evidence	Evidence	3/19/2021	
EVIDENCE5.pdf	evidence	Evidence	3/19/2021	
NARRATIVE1.pdf	narrative	Narrative	3/19/2021	

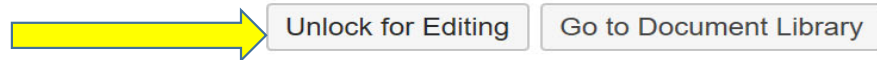
If a SOE Example Requires More than One Entry, the Green Check Mark Indicating Complete Will Not Appear on the SOE Until all Required Examples Have Been Uploaded.















To Edit a Validated SOE: Step 1: The User Must Click “Unlock for Editing”

TL1 (ver. 1)

Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization’s mission statement. Provide a copy of the organization’s mission statement as one of the supporting documents.



File Name	Description	Type	Date	Flag
 TL1 Magnet.pdf	TL1 narrative	Narrative	1/7/2020	
 TL1_SOE_a.pdf	TL1 SOE #1	Evidence	1/7/2020	
 TL1_SOE_b.pdf	TL1 SOE #2	Evidence	1/7/2020	
 TL1_SOE_c.pdf	TL1 SOE #3	Evidence	1/7/2020	
 TL1_SOE_d.pdf	TL1 SOE #4	Evidence	1/7/2020	
 TL1_SOE_e.pdf	TL1 SOE #5	Evidence	1/7/2020	

To Edit a Validated SOE: Step 2: The User must Navigate to Any Other SOE (Using the Section on the Left)


MAGNET ADAM Test Hospital
2019 Application Manual
Revise/Additional Written
Documentation

Go To Document Library

- Organizational Overview
- Transformational Leadership
 - TL1
 - Version 1
 - TL2EO
 - TL2EO
 - TL3
 - TL4
 - TL5EO
 - TL6
 - TL7
 - TL8
 - TL9EO
- Structural Empowerment

Welcome, ADAM Admin
8960973 - MAGNET ADAM Test Hospital, Silver Spring, MD

Wednesday, June 9, 2021

 Submit Final
Documents to Magnet

Submit/Manage Written Documentation

History: Written Documentation 1
Written Documentation 2
Additional Documentation
Documentation for All Statuses

TL1 (ver. 1)

Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the organization's mission statement as one of the supporting documents.

Upload New Document

Add Previously-Uploaded Document

Ready for CNO Review

Go to Document Library

To Edit a Validated SOE:

Step 3: Return to the Unlocked SOE and Unflag the Document(s) to be Edited.

TL1 (ver. 1)


















Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the organization's mission statement as one of the supporting documents.

Upload New Document

Add Previously-Uploaded Document

Ready for CNO Review

Go to Document Library












File Name	Description	Type	Date	Flag	
 EVIDENCE1.pdf	evidence	Evidence	3/19/2021		
 EVIDENCE2.pdf	evidence	Evidence	3/19/2021		
 EVIDENCE3.pdf	evidence	Evidence	3/19/2021		
 EVIDENCE4.pdf	evidence	Evidence	3/19/2021		
 EVIDENCE5.pdf	evidence	Evidence	3/19/2021		
 NARRATIVE1.pdf	narrative	Narrative	3/19/2021		

To Edit a Validated SOE: Step 4: Upload and Flag the New Document(s)

TL1 (ver. 1)

Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the organization's mission statement as one of the supporting documents.

[Upload New Document](#)
[Add Previously-Uploaded Document](#)
[Ready for CNO Review](#)
[Go to Document Library](#)

File Name 	Description	Type	Date	Flag	
 EVIDENCE2.pdf	evidence	Evidence	6/10/2021		
 EVIDENCE3.pdf	Evidence 3	Evidence	6/10/2021		
 EVIDENCE4.pdf	Evidence 4	Evidence	6/10/2021		
 EVIDENCE5.pdf	Evidence 5	Evidence	6/10/2021		
 NARRATIVE1.pdf	Narrative 1	Narrative	6/10/2021		
 Revised EVIDENCE1.pdf	Revised Evidence 1	Evidence	6/18/2021		

- To Edit a Validated SOE:

Step 5: Click “Ready for CNO Review” to Validate and Lock

TL1 (ver. 1)



















Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the organization's mission statement as one of the supporting documents.

Upload New Document

Add Previously-Uploaded Document

Ready for CNO Review

Go to Document Library

File Name	Description	Type	Date	Flag	
 EVIDENCE2.pdf	evidence	Evidence	6/10/2021		
 EVIDENCE3.pdf	Evidence 3	Evidence	6/10/2021		
 EVIDENCE4.pdf	Evidence 4	Evidence	6/10/2021		
 EVIDENCE5.pdf	Evidence 5	Evidence	6/10/2021		
 NARRATIVE1.pdf	Narrative 1	Narrative	6/10/2021		
 Revised EVIDENCE1.pdf	Revised Evidence 1	Evidence	6/18/2021		

To Edit a Validated SOE:

Optional Step: Once Unflagged the User MAY Click on the Red 'X' to Remove the Old Document(s) that have been Replaced







TL1 (ver. 1)

Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the supporting documents.

[Upload New Document](#)
[Add Pr](#)

[Delete Document](#)












[Go to Document Library](#)

File Name	
 EVIDENCE1.pdf	eviden
 EVIDENCE2.pdf	evidence
 EVIDENCE3.pdf	evidence
 EVIDENCE4.pdf	evidence
 EVIDENCE5.pdf	evidence
 NARRATIVE1.pdf	narrative

Delete Document

Are you sure you want to delete this document?

Yes
No

Date	Flag	
3/19/2021		
3/19/2021		
3/19/2021		
3/19/2021		
3/19/2021		
3/19/2021		

Do NOT EVER Delete a Validated and Locked Document Directly from the Document Library

Upload Document

Go to Written Documentation

File Name	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Owner	Function
 Evidence Replacement	Evidence Replacement	EP5 (ver. 1)			Update Delete Archive
 EVIDENCE1.pdf		EP18EOa EP18EO EP3		MW	Update Delete Archive
 EVIDENCE2.pdf				Current mw	Update Delete Archive
 EVIDENCE3.pdf	Evidence 3		6/10/2021	Current mw	Update Delete Archive
 EVIDENCE4.pdf	Evidence 4	(ver. 1)	6/10/2021	Current mw	Update Delete Archive
 EVIDENCE5.pdf	Evidence 5	(ver. 1)	6/10/2021	Current mw	Update Delete Archive
 Narrative Replacement.pdf	narrative	(ver. 1)	6/10/2021	Current mw	Update Delete Archive
 NARRATIVE1.pdf			6/10/2021	Current mw	Update Delete Archive
 NARRATIVE2.pdf		EP5		Current mw	Update Delete Archive
 Test 325.pdf		TL1 (ver. 1)		test	Update Delete Archive
 White Paper ADAM_this document is too long to upload into ADAM	Name too long	EP3 (ver. 1)	6/10/2021		Update Delete Archive

Records match your filter criteria

It Should ALWAYS be Done from the SOE Example after Unlocking and Unflagging

TL1 (ver. 1)




Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the organization's mission statement as one of the supporting documents.

Upload New Document

Add Previously-Uploaded Document

Ready for CNO Review

Go to Document Library

File Name 	Description	Type	Date	Flag	
 EVIDENCE1.pdf	evidence	Evidence	3/19/2021		
 EVIDENCE2.pdf	evidence	Evidence	3/19/2021		
 EVIDENCE3.pdf	evidence	Evidence	3/19/2021		
 EVIDENCE4.pdf	evidence	Evidence	3/19/2021		
 EVIDENCE5.pdf	evidence	Evidence	3/19/2021		
 NARRATIVE1.pdf	narrative	Narrative	3/19/2021		

GENERAL VALIDATION ERROR MESSAGE

Submit/Manage Written Documentation - Validation



Cannot submit due to the validation problems listed below.

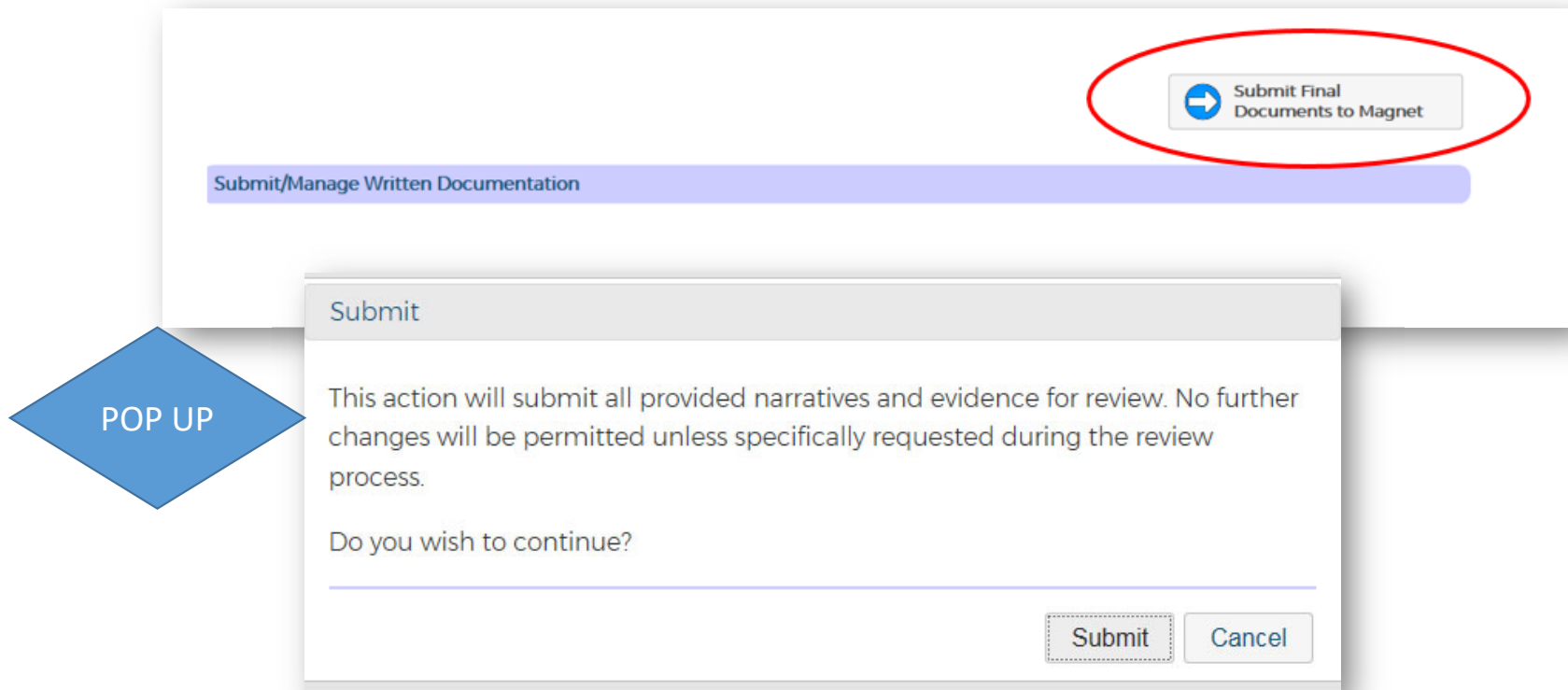
Submit

Reset

- 0 of 1 required example(s) for Standard "TL2EO" have been flagged for submission.
- 0 of 2 required example(s) for Standard "TL3" have been flagged for submission.
- 0 of 1 required example(s) for Standard "TL4" have been flagged for submission.
- 0 of 1 required example(s) for Standard "TL5EO" have been flagged for submission.
- 0 of 3 required example(s) for Standard "TL6" have been flagged for submission.
- 0 of 3 required example(s) for Standard "TL7" have been flagged for submission.
- 0 of 1 required example(s) for Standard "TL8" have been flagged for submission.
- 0 of 2 required example(s) for Standard "TL9EO" have been flagged for submission.

ERROR

Click “Submit Final Documents to Magnet” Button when Complete



The screenshot shows the ADAMplus interface. A button labeled "Submit Final Documents to Magnet" with a right-pointing arrow icon is circled in red. Below this button is a purple bar labeled "Submit/Manage Written Documentation". A blue diamond callout labeled "POP UP" points to a modal dialog box titled "Submit". The dialog box contains the text: "This action will submit all provided narratives and evidence for review. No further changes will be permitted unless specifically requested during the review process." followed by the question "Do you wish to continue?". At the bottom of the dialog are "Submit" and "Cancel" buttons.



Confirmation of Submission

Magnet :: ADAM - Submit/Manage x +

→ X Home

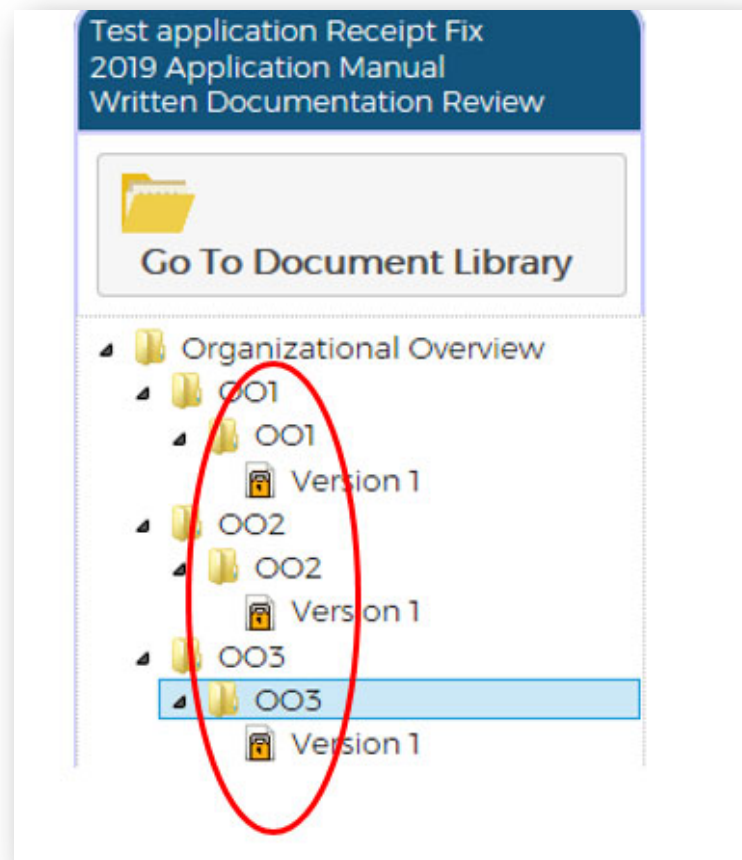
https://adamtst.anccmagnet.org/Application/Detail?applicationId=210

adamtst.anccmagnet.org says

Application has been submitted

OK

Successful Submission will Lock the SOEs





Reminders and Tips for Successful Submission!



At Least One Narrative and Between One and Five Pieces of Evidence must be Uploaded and Flagged for all SOE Examples

Magnet :: ADAM - Submit/Manage Written Docume...

Please flag between one and five Evidence documents.

OK

Magnet :: ADAM - Submit/Manage Written Docume...

Please flag exactly one Narrative document.

OK

Upload New Document



The Document field is required.
A document named "EVIDENCE1.pdf" has already been uploaded for this application.

WARNING: Do not upload any documentation that contains PHI.

Document: [Browse...](#)

Reason of Action:

Owner:

Document Type: ☒ Evidence ☐ Narrative

Save

Cancel

REMINDER: All documents must have a unique file name. Once uploaded, the PDF file can be assigned to multiple SOEs, as needed.

May Not Submit More than 5 Pieces of Evidence per SOE Example

Additional Documentation 3
Documentation for All Statuses

TL1 (ver. 1)

Provide one mission statement that is consistent with the organization's practice that is consistent with the organization's mission statement and one of the supporting documents.

Uploading Documents for CNO Review

Go to Document Library

Magnet :: ADAM - Submit/Manage Written Document...

Please flag between one and five Evidence documents.

OK




File Name	Description	Type	Date	Flag	
1.1.19.pdf	test	Narrative	9/12/2019		
1.8.19.pdf	test	Evidence	9/12/2019		
2.19.19.pdf	test	Evidence	9/12/2019		
4.16.19.pdf	v	Evidence	9/15/2019		
4.30.19.pdf	t	Evidence	9/17/2019		
4.9.19.pdf	v	Evidence	9/15/2019		
Evidence Replacement.pdf	test	Evidence	9/17/2019		

EXCEPTION TO THE 5 PIECES OF EVIDENCE RULE

- *OOs Requiring Quality Plans, Safety Plans, Policies, Procedures, etc., May Contain More than 5 Pieces of Evidence.*
- The User May Combine/Merge Multiple, Individual PDF files in Order to Create Five or Less Evidence PDFs.
- This Allows the User to Submit all the Documents Required to Satisfy the OO and Meet the System Limits on the Number of Pieces of Evidence.

Narrative Replacement

Evidence Replacement

File Name 	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
 Evidence Replacement.pdf	Evidence Replacement	(n/a)	1/28/2021	Current	MW	Update Delete Archive
 Narrative Replacement.pdf	Narrative Replacement	(n/a)	1/28/2021	Current	MW	Update Delete Archive

Ensure that the SOE Example Document Loaded into ADAM is in Alignment with the Corresponding Lettered Option

EP18EO	
EP18EOa	EP18EOa – Falls with Injury
EP18EOb	EP18EOb – Hospital Acquired Pressure Injury (HAPI) stages 2 and above
EP18EOc	EP18EOc Central Line-Associated Bloodstream Infection (CLABSI)
EP18EOd	ETC
EP18EOe	
EP18EOf	
EP18EOg	
EP18EOh	
EP18EOi	
EP18EOj	

Corresponding Categories can be Found in Your Manual and in ADAM

EP18EO

EP18EOa

EP18EOb

EP18EOc

EP18EOd

EP18EOe

EP18EOf

EP18EOg

EP18EOh

EP18EOi

EP18EOj

EP18EOa (ver. 1)

Provide eight of the most recent consecutive quarters of unit- or clinic-level nurse-sensitive, clinical indicator data to demonstrate outperformance of the mean, median, or other measure of central tendency (benchmark provided by the vendor's national database). Data must be the most recent eight complete quarters available from the vendor(s). Select and report data for all applicable inpatient care units. The required patient indicators for all inpatient care organizations include falls with injury, hospital-acquired pressure injuries (HAPI) stage 2 and above, and two others from the list. FALLS WITH INJURY

Upload New Document

Add Previously-Uploaded Document

Ready for CNO Review

Go to Document Library

Files names must be less than 95 characters

TL1 (ver. 1)





Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the organization's mission statement as one of the supporting documents.

Upload New Document

Add Previously-Uploaded Document

Ready for CNO Review

Go to Document Library

File Name ↕	Description	Type	Date	Flag	
 EVIDENCE1.pdf	Evidence 1	Evidence	4/27/2021		
 EVIDENCE2.pdf	Evidence 2	Evidence	4/27/2021		
 EVIDENCE3.pdf	evidence 3	Evidence	4/27/2021		
 EVIDENCE4.pdf	evidence 4	Evidence	4/27/2021		
 NARRATIVE1.pdf	Narrative 1	Narrative	4/27/2021		
 White Paper test document for ADAM_ this document name is way too long to upload into ADAM properly	White paper test	Evidence	4/27/2021		



Search Your Document Library for “White Paper” Icon

File Name ↕	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
 1 Problem Narrative.pdf	Narrative	TL2EO (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
 2 Goal Narrative.pdf	Narrative	TL2EO (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
 3 Participants Table.pdf	Participant Table	TL2EO (ver. 1, draft 1)	3/5/2021	Current	mw	Update Delete Archive
 4 Interventions Narrative.pdf	Narrative	TL2EO (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
 Evidence Replacement.pdf	Evidence Replacement	TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
 EVIDENCE1.pdf	Evidence 1 Monica Work 2021-03-05 17:16:12 UTC	TL3a (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
 EVIDENCE2.pdf	Evidence 2 Monica Work 2021-01-28 17:54:09 UTC	TL1 (ver. 1, draft 1), TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
 EVIDENCE3.pdf	Evidence 3	TL1 (ver. 1, draft 1), TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
 EVIDENCE4.pdf	Evidence 4	TL1 (ver. 1, draft 1), TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
 EVIDENCE5.pdf	Evidence 5	TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
 EVIDENCE6.pdf	Evidence 6	TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
 Narrative Replacement.pdf	Narrative Replacement	TL3a (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
 White Paper test document for ADAM.pdf	Narrative Monica Work 2021-01-28 16:24:17 UTC Monica Work 2021-03-05 17:15:14 UTC	TL3a (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
 White Paper test document for ADAM_this document name is way too long to upload into ADAM properly	Narrative	TL1 (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive



NEVER Delete Validated and Locked Documents from the Document Library. You MUST Unlocked and Unflagged the Document in the Corresponding SOE Example.





File Name	Function/Document	Associated SOE/Example	Date	Status	Owner	Function
Evidence Replacement.pdf	Evidence	EP5 (ver. 1)	6/10/2021	Current	rmw	Update, Delete, Archive
EVIDENCE1.pdf	graph	EP5 (ver. 1)	6/10/2021	Current	rmw	Update, Delete, Archive
EVIDENCE2.pdf	evidence	EP5 (ver. 1)	6/10/2021	Current	rmw	Update, Delete, Archive
EVIDENCE3.pdf	Evidence 3	EP5 (ver. 1)	6/10/2021	Current	rmw	Update, Delete, Archive
EVIDENCE4.pdf	Evidence 4	EP5 (ver. 1)	6/10/2021	Current	rmw	Update, Delete, Archive
EVIDENCE5.pdf	Evidence 5	EP5 (ver. 1)	6/10/2021	Current	rmw	Update, Delete, Archive
Narrative Replacement.pdf	Narrative	EP5BEO (ver. 1)	6/10/2021	Current	rmw	Update, Delete, Archive
NARRATIVE1.pdf	Narrative	EP5BEO (ver. 1)	6/10/2021	Current	rmw	Update, Delete, Archive
NARRATIVE2.pdf	Narrative	EP5BEO (ver. 1)	6/10/2021	Current	rmw	Update, Delete, Archive
Test 525.pdf	Test	TL1 (ver. 1)	1/22/2020	Current	rmw	Update, Delete, Archive
White Paper test document for ADAM_this document name is way too long to upload into ADAM properly	Name too long	EP5 (ver. 1)	6/10/2021	Current	rmw	Update, Delete, Archive

11 records match your filter criteria

TL1 (ver. 1)

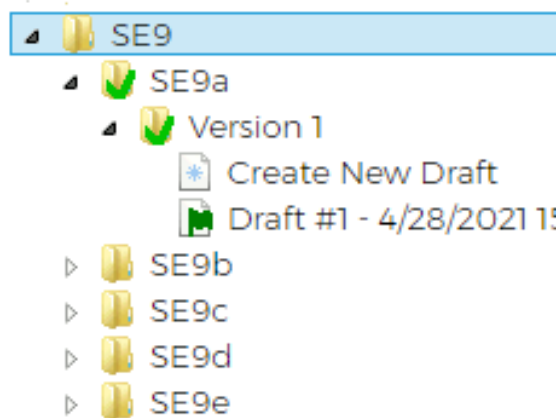
Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the organization's mission statement as one of the supporting documents.

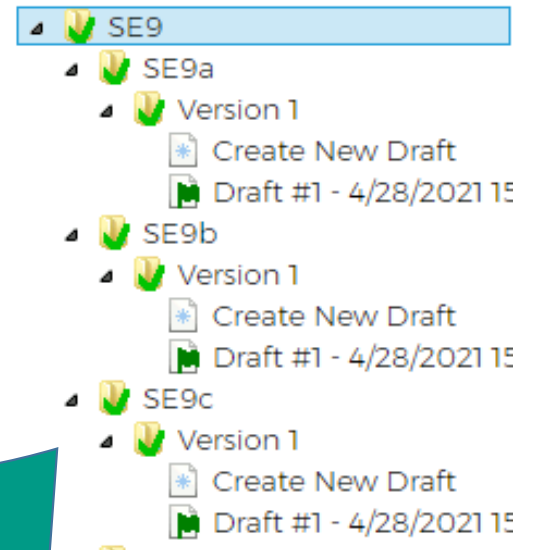
File Name	Description	Type	Date	Flag
TL1 Magnet.pdf	TL1 narrative	Narrative	1/7/2020	
TL1_SOE_a.pdf	TL1 SOE #1	Evidence	1/7/2020	
TL1_SOE_b.pdf	TL1 SOE #2	Evidence	1/7/2020	
TL1_SOE_c.pdf	TL1 SOE #3	Evidence	1/7/2020	
TL1_SOE_d.pdf	TL1 SOE #4	Evidence	1/7/2020	
TL1_SOE_e.pdf	TL1 SOE #5	Evidence	1/7/2020	

If an SOE Requires More than One Example, the Green Check Mark Indicating Complete will not Appear until all Required Examples have been Uploaded. **This Includes SE9**

Not Complete



Complete



SE9 will not Flag Complete Unless at Least 3 of the 6 SOEs Contain Uploaded Documents!



Protected Health Information (PHI)








**Your Analyst will
Alert You
Immediately if PHI
is Found; and will
Unlock SOEs
Requiring
Resolution.**



Test application Receipt Fix
2019 Application Manual
Revise/Additional Written
Documentation



Go To Document Library

- ▶  Organizational Overview
- ▶  Transformational Leadership
- ▶  Structural Empowerment
- ▶  Exemplary Professional Practice
- ▶  New Knowledge, Innovations, a



ADAM Provides PHI Alerts Several Ways

Organization Detail

General Information

Test application Receipt Fix
123 Main St
Anytown, IL 60606

Organization Type: Acute Care

Application Number: T8960721

Specialist: To be determined

Analyst: To be determined

Appraisers

Team Leader: Appraiser One

Team Member(s): Appraiser Two

Team Appraiser: To be determined

Candidate(s):

* - Represents members of the team that will mentored
M - Represents the team Mentor

Site Visits

No site visits have been scheduled

Contact Information

Chief Nursing Officer: Magnet Project Director/
Communicator

ADAM Status: **PHI**
[View Application](#)
[Submit/Manage Written Documentation](#)
[Document Library](#)












Go To Document Library

- Organizational Overview
- Transformational Leadership
 - TL1
 - TL2EO
 - TL2EO Version 1
 - TL3
 - TL4
 - TL5EO
 - TL6
 - TL7
 - TL8
 - TL9EO
- Structural Empowerment
- Exemplary Professional Practice
- New Knowledge, Innovations, a

Go To Document Library



Go To Document Library

- ▶  Organizational Overview
- ▶  Transformational Leadership
 - ▶  TL1
 - ▶  TL1
 - ▶  TL2EO
 - ▶  TL2EO
 - ▶  Version 1
 - ▶  TL3
 - ▶  TL3a
 - ▶  TL3b
 - ▶  TL4

Analyst will Unlock SOE Example Containing PHI – All Others will Remain Locked

Red stop sign: Location of PHI

Green checkmark: SOE example
is complete and locked

Closed Lock icon: SOE example
is locked

Steps to Resolve PHI:

1. Unflag the Document Containing PHI
2. Delete the Document Containing PHI










TL2EO (Delete Document

Provide
plan. Pa
plan.

Deleting this document will remove it from your Document Library and from any other SOE that it is associated to. This action cannot be undone. Do you wish to proceed?

Yes No

view Go to Document Library

File Name	Description	Type	Date	Flag	
 EVIDENCE3.pdf	evidence 3	Evidence	4/27/2021		
 NARRATIVE1.pdf	Narrative 1	Narrative	4/27/2021		
 PHI Test.pdf	phi	Evidence	5/17/2021		

Steps to Resolve PHI (continued):

3. Upload New Document
4. Flag for Submission
5. Click “Ready for CNO Review”
6. Click “Submit Final Document to Magnet”



Submit/Manage Written Documentation

TL2EO (ver. 1)










Provide one example, with supporting evidence, of an improved patient outcome associated with a goal in the nursing strategic plan. Patient outcome data must be submitted in the form of a graph with a data table. Provide a copy of the nursing strategic plan.

Upload New Document

Add Previously-Uploaded Document

Ready for CNO Review

Go to Document Library

File Name	Description	Type	Date	Flag	
 EVIDENCE3.pdf	evidence 3	Evidence	4/27/2021		
 NARRATIVE1.pdf	Narrative 1	Narrative	4/27/2021		
 PHI Removed.pdf	Removed PHI	Evidence	5/17/2021		

If Applicant Organization does not Delete PHI Before the Date Set by the Senior Magnet Program Analyst (5 business days):

- All content submitted for the example(s) identified as having PHI will automatically be deleted from the system
- The entire SOE example will appear blank

To learn useful tips for avoiding and redacting PHI, see best practices located in the MLC.

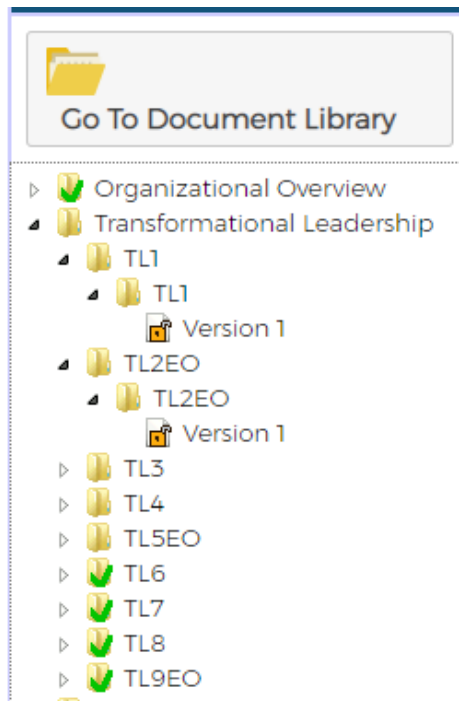
<https://www.magnetlearningcommunity.org/magnet/tips-and-best-practices>



Additional Documentation and Deficiencies Going to Site Visit



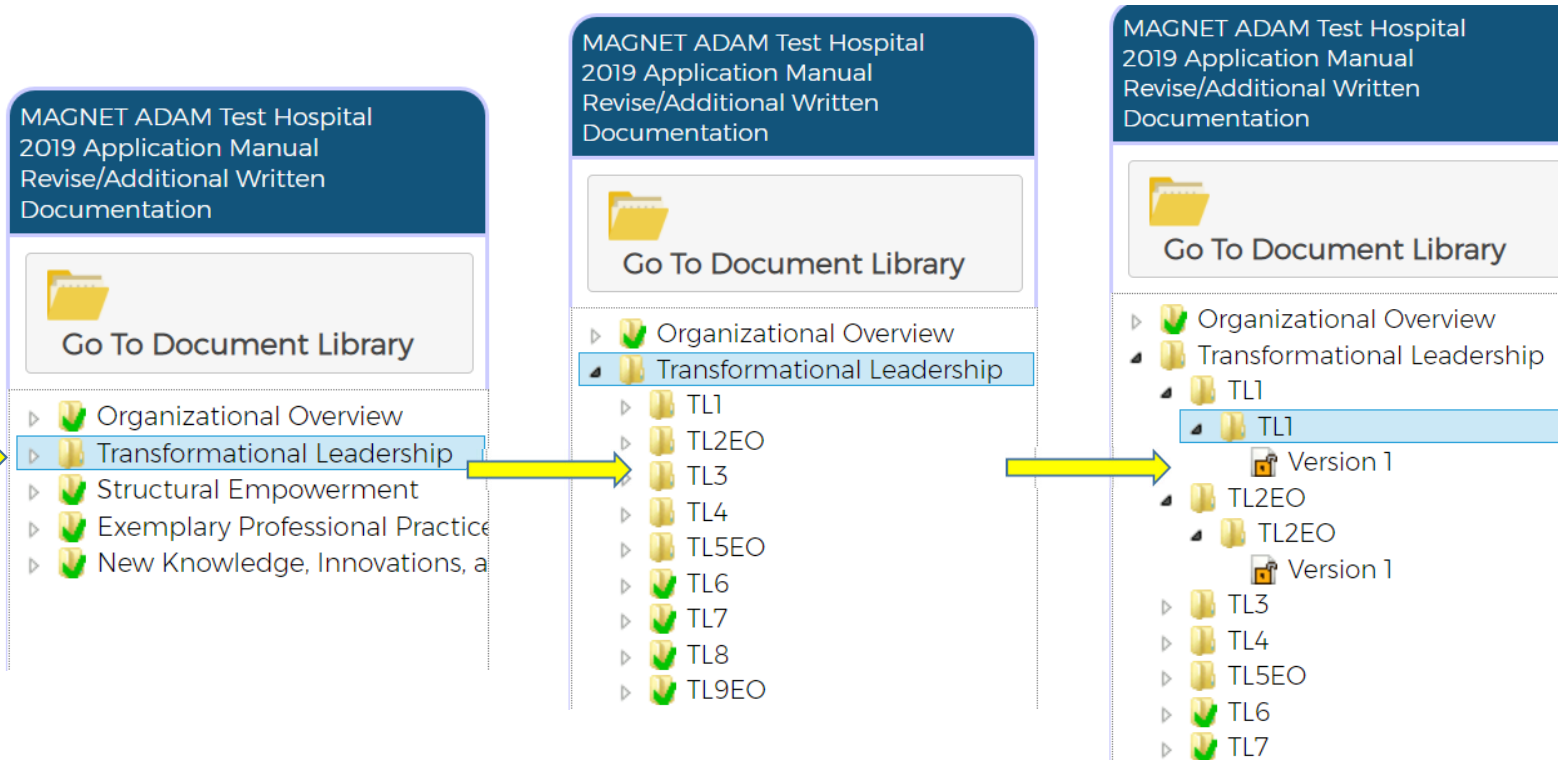
Analyst will Unlock SOE Examples Requiring Additional Information (all others will remain locked)



Green checkmark: SOE/example is complete and locked

Open lock icon: SOE/example has been unlocked; user may edit/provide additional information

Green Check Marks will Disappear from Areas that Require Additional Information and SOE will be Unlocked














Step #1: Unflag Previously Submitted Documents You Wish to Replace

TL1 (ver. 1)

Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the organization's mission statement as one of the supporting documents.

[Upload New Document](#)
[Add Previously-Uploaded Document](#)
[Ready for CNO Review](#)
[Go to Document Library](#)

File Name 	Description	Type	Date	Flag	
 EVIDENCE1.pdf	Evidence 1	Evidence	4/27/2021		
 EVIDENCE2.pdf	Evidence 2	Evidence	4/27/2021		
 EVIDENCE3.pdf	evidence 3	Evidence	4/27/2021		
 EVIDENCE4.pdf	evidence 4	Evidence	4/27/2021		
 EVIDENCE5.pdf	Evidence 5	Evidence	4/27/2021		
 NARRATIVE1.pdf	Narrative 1	Narrative	4/27/2021		



Additional Documentation/Deficiencies Going to Site Visit

Step #2: Upload and Flag New Replacement Documents

Step #3: Click “Ready for CNO Review” to Validate

TL1 (ver. 1)

Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the organization's mission statement as one of the supporting documents.

Upload New Document

Add Previously-Uploaded Document

Ready for CNO Review

Go to Document Library

File Name	Description	Type	Date	Flag	
AD DOC Evidence #1.pdf	1	Evidence	5/20/2021		
AD DOC Evidence #2.pdf	2	Evidence	5/20/2021		
AD DOC Evidence #3.pdf	3	Evidence	5/20/2021		
EVIDENCE1.pdf	Evidence 1	Evidence	4/27/2021		
EVIDENCE2.pdf	Evidence 2	Evidence	4/27/2021		
EVIDENCE3.pdf	evidence 3	Evidence	4/27/2021		
EVIDENCE4.pdf	evidence 4	Evidence	4/27/2021		
EVIDENCE5.pdf	Evidence 5	Evidence	4/27/2021		
NARRATIVE1.pdf	Narrative 1	Narrative	4/27/2021		

Final Step: Click “**Submit Final Documents to Magnet**” Button when all New Information has been Added and Validated



Submit/Manage Written Documentation

Submit

This action will submit all provided narratives and evidence for review. No further changes will be permitted unless specifically requested during the review process.

Do you wish to continue?

Submit

Cancel



Confirmation of Submission

Magnet :: ADAM - Submit/Manage x

+

→ X Home

https://adamtst.anccmagnet.org/Application/Detail?applicationId=210

adamtst.anccmagnet.org says

Application has been submitted

OK



Sharing your Document at Site Visit



Sharing your Document at Site Visit

Choose “Add New User”

HOME ADMIN TRACKING SHEET

[Home](#) > [Admin](#) > [Account](#)

User Summary

Filter

First Name: Login Name:

Last Name: User Role:

Search

User Name	Login Name	User Type	User Role
Daniel Nguyen	daniel.nguyen@ana.org	Internal	Organization Administrator
Monica Work	monica.work@ana.org	Internal	Organization Administrator

Add New User



Complete requested information and save

HOME ADMIN TRACKING SHEET

[Home](#) > [Admin](#) > [Account](#) > [Edit User](#)

Add User

First Name:

Middle Name:

Last Name:

Email Address:

User Type/Group: ☒ External

Select a group 20210101 - MAGNET ADAM Test Hospital, Silver Spring, MD

- Organization Administrator
- Organization Contributor
- Organizational Pre-Submission Reviewer
- Organizational Post-Submission Reviewer
- Financial Reviewer

Save Cancel



Sharing your Document at Site Visit

HOME

ADMIN

TRACKING SHEET

[Home](#) > [Admin](#) > [Account](#)

User Summary

Filter

First Name:

Login Name:


Last Name:

User Role:

Search

User Name	Login Name	User Type	User Role
Daniel Nguyen	daniel.nguyen@ana.org	Internal	Organization Administrator
Monica Work	monica.work@ana.org	Internal	Organization Administrator

Add New User



Sharing your Document at Site Visit

Once the Organizational Administrator has created the shared user account and assigns it to the “**Organizational Post-Submission Reviewer**” user type, the login email address and password can be shared within the organization.

- URL to access **ADAM**: <https://anccmagnet.org>
- Login (email address): << *shared email address* >>
- Password: << *password that org admin creates* >>

Please visit the MLC for more details and instructions:

www.magnetlearningcommunity.org/magnet/tips-and-best-practices



Please Feel Free to Reach Out to Your Analyst for Any Further Questions.

For a list of the Senior Magnet Program Analysts and their regions – please see our website:

www.nursingworld.org/organizational-programs/magnet/contact-magnet-staff

