

Launchpad Instructions for Completing the Health Homes Core Service Report

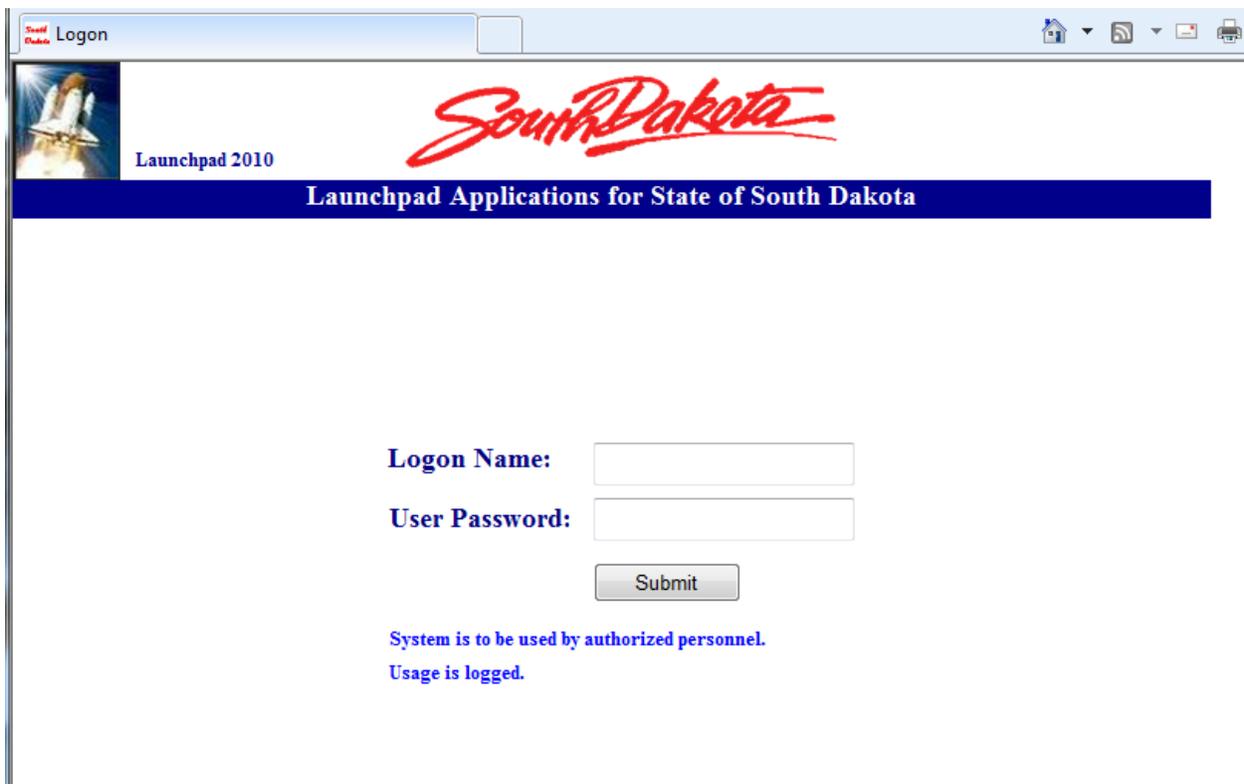
Note: You must use Internet Explorer 5.5, Netscape 7.0 or a higher version of these two applications

LOGGING INTO LAUNCHPAD

Step 1. Enter the web address:

<https://apps.sd.gov/applications/DP42Launchpad/Logon.aspx>

Step 2. Populate “Login Name” and “User Password” with information provided by SDMA.



South Dakota Logon

Launchpad 2010

South Dakota

Launchpad Applications for State of South Dakota

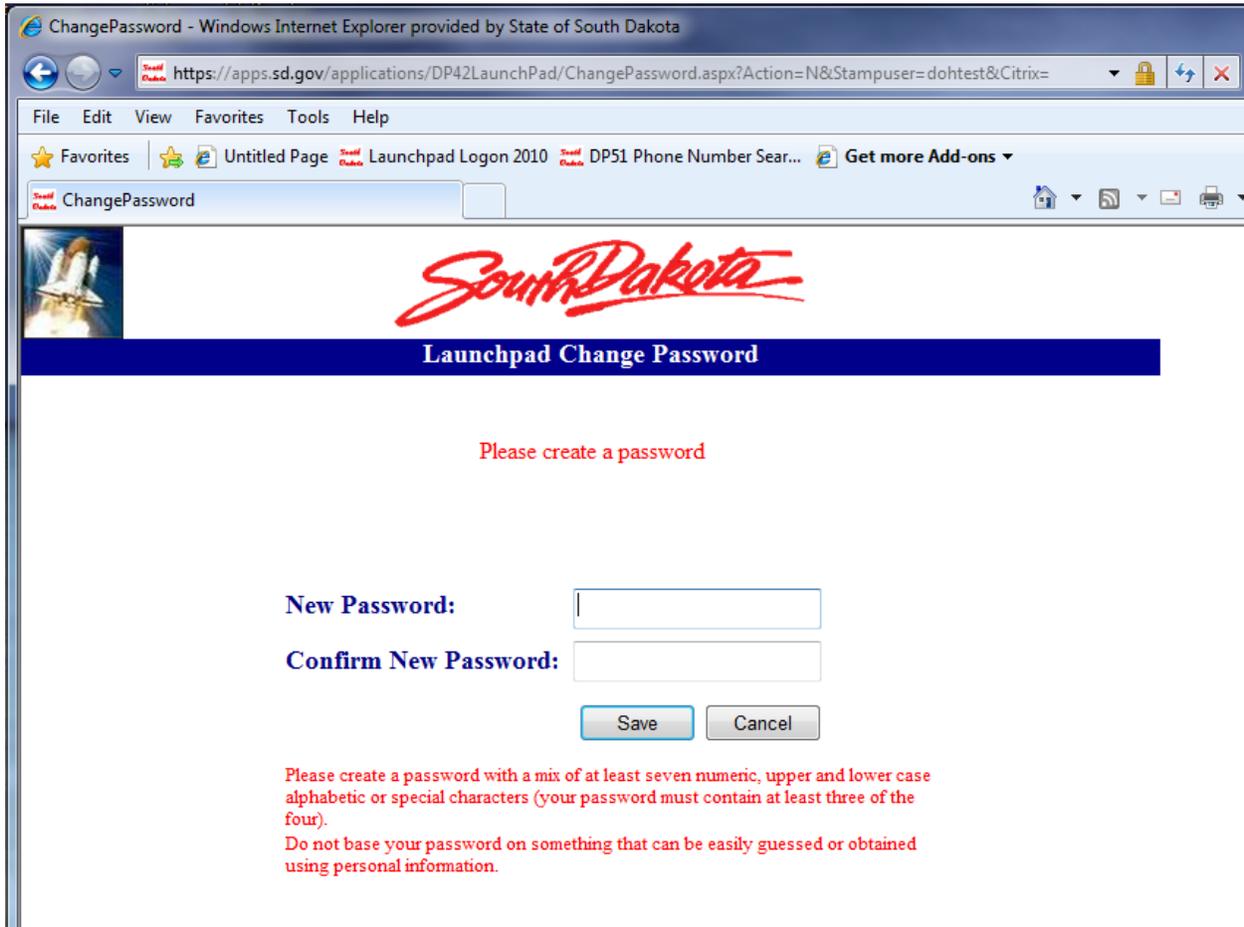
Logon Name:

User Password:

Submit

System is to be used by authorized personnel.
Usage is logged.

Step 3. Establish your own desired password by populating “New Password” and then re-entering it in “Confirm New Password” (this only happens once).



ChangePassword - Windows Internet Explorer provided by State of South Dakota

https://apps.sd.gov/applications/DP42LaunchPad/ChangePassword.aspx?Action=N&Stampuser=dohtest&Citrix=

File Edit View Favorites Tools Help

ChangePassword

South Dakota

Launchpad Change Password

Please create a password

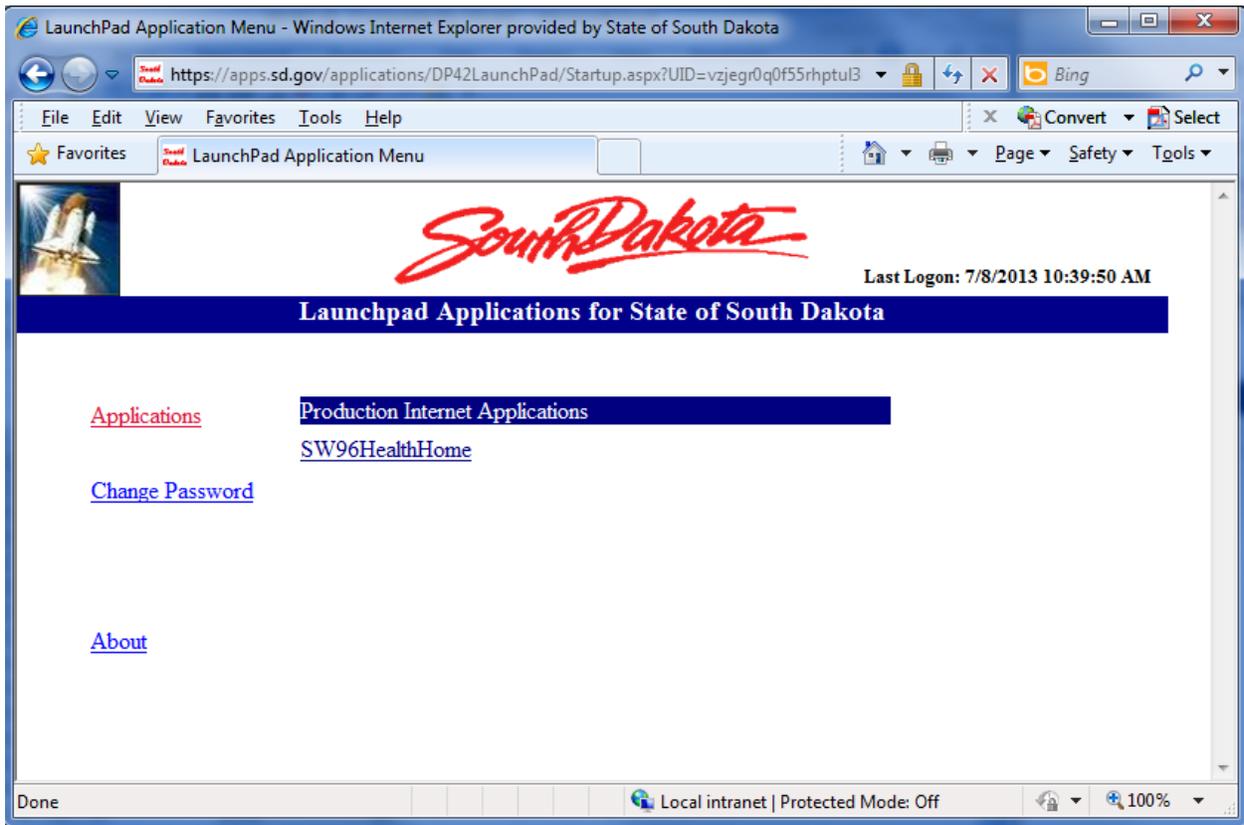
New Password:

Confirm New Password:

Save Cancel

Please create a password with a mix of at least seven numeric, upper and lower case alphabetic or special characters (your password must contain at least three of the four).
Do not base your password on something that can be easily guessed or obtained using personal information.

Step 4. Click on “SW96HealthHomeCoreSvc.”



Download File(s) from South Dakota Medical Assistance

Step 1. Click on the yes or no for each recipient on the list. You can stop in the middle of the report by clicking on the “save” button under the blue arrow. This will not submit the report, but allow it to be saved so that it can be completed at a different time. You will receive the response “Your responses have been saved”, by the purple arrow.

DSS
Strong Families - South Dakota's Foundation and Our Future

Adult Services & Aging Behavioral Health Child Care Child Protection Child Support Economic Assistance Medicaid Licensing Boards

Health Homes Core Services Report: 7/1/2014 - 9/30/2014 Logout

For each recipient in the list, select yes or no to indicate whether a core service was provided for that person. Click the save button to save your current responses for submission at a later time or click the submit button to submit your responses.

Responses for Q1 2015 may be submitted until 10/31/2014.

Responses last saved on: 3/6/2015 1:35:59 PM
Responses last submitted on: 3/6/2015 2:28:26 PM

Your responses have been submitted.

2014-10-01 4081 Save Submit

HH CLINIC ID	PROVIDER #	RECIPIENT ID	RECIPIENT NAME	SERVICE START DATE	SERVICE END DATE	PER MONTH RATE	MONTHS OF ELIGIBILITY	TOTAL TO BE PAID	CORE SERVICE PROVIDED?
4081	5261130			Jul 1, 2014	Sep 30, 2014	28.69	2	57.38	<input checked="" type="radio"/> Yes <input type="radio"/> No
4081	5261130			Jul 1, 2014	Sep 30, 2014	28.69	1	28.69	<input checked="" type="radio"/> Yes <input type="radio"/> No
4081	5261130			Jul 1, 2014	Sep 30, 2014	28.69	2	57.38	<input type="radio"/> Yes <input checked="" type="radio"/> No

Step 2: When a response has been entered for each recipient, the system will allow the report to be submitted by clicking on the “Submit” button under the orange arrow. You will know it has been submitted when receive the following response: “Your responses have been submitted” by the purple arrow. If you try to submit without providing a response for each recipient, you will receive the response “Not all responses have been answered. Please complete before submitting”, by the purple arrow.

Step 3: If an error is made, the completed report can be corrected and submitted again.

Step 4: Hit logout and make sure to close your browser.

Payment Information

Payment will be made during the first week after the due date of the reports. I.e. January-March 2015 will be due by April 30, 2015. Payment will be made during the first week in May. Health Homes who do not submit their report on time will be paid at a later date after report submission. DSS will monitor reports as they come in. Payment can also be made sooner if they are all in.