Online Portal Training: Health Home Providers

Health Home
March 27, 2018
Agenda

- Organization of the Quarterly Core Service Report
- Administration – Updating access for Provider Users
- Completing your Quarterly Core Service Reports
Organization of the Quarterly Core Service Report

- The clinic number is no longer used in the Portal to group recipients together. Grouped by BNPI/NPI

- Recipients will automatically show up for every Provider User who has access to that provider and the permissions to the Health Home Core Services functionality. If another Provider User has access to the same provider combinations and has pulled up the core service report, the record will indicate locked.
Update Provider User Screen 2

Move the H.Home - Core Services Permission from Permissions Available to Permissions Selected by clicking on the arrow facing right.
Once the H.Home- Core Services Permission has been moved to Permissions selected. The Provider User will have access to complete the Core Service Report for any billing/servicing combination for which they have access.
Completing the Core Service Report – Step 1

- From the Report, Health Home Menu, select Core Services
Completing the Core Service Report – Step 2

- Select the Report Year and the Report quarter. 2018 Jan 1-March 31
- Click Generate Report
Completing the Core Service Report – Step 3

- Complete Yes or No for each recipient on the list.
- Hit submit. The submit button will not be open until all responses are complete.
- Options to print and download as well.
- System will track last modified and modified date by user.

For each recipient in the list, select yes or no to indicate whether a core service was provider for that person. Click the submit button to submit your responses.

Responses for the current quarter must be submitted by: 1/31/2018
Responses last saved on: 3/1/2018 10:45:18 AM
Responses last submitted on: 3/1/2018 9:30:36 AM

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Total ESTIMATED payment: $1,676.00
Email Reminders

- System will automatically send email reminders.
  - When data is uploaded and ready to complete
  - When the due date approaches
  - When the report is overdue.
Important Reminders

- New Providers
  - Every time a new provider is added to the Health Home Program the individual who is responsible for printing caseloads and completing the core service report access needs to be updated to include the new provider.

- Report Changes
  - The report can be changed up until the time of the due date. IE this quarter until April 30th. After that time, additions and subtractions need to be done through the central office.

- Core Service Claimed = Outcomes data due
  - If you claim a core service we will expect to see outcomes data for that recipient in the next outcomes file.
  - Best practice to download and save your file each time you submit.
Resources & Contact Information

- [http://dss.sd.gov/medicaid/portal.aspx](http://dss.sd.gov/medicaid/portal.aspx)
- [dssonlineportal@state.sd.us](mailto:dssonlineportal@state.sd.us)
- [Kathi.mueller@state.sd.us](mailto:Kathi.mueller@state.sd.us)