



Online Portal Training: Health Home Providers

Health Home
March 27, 2018

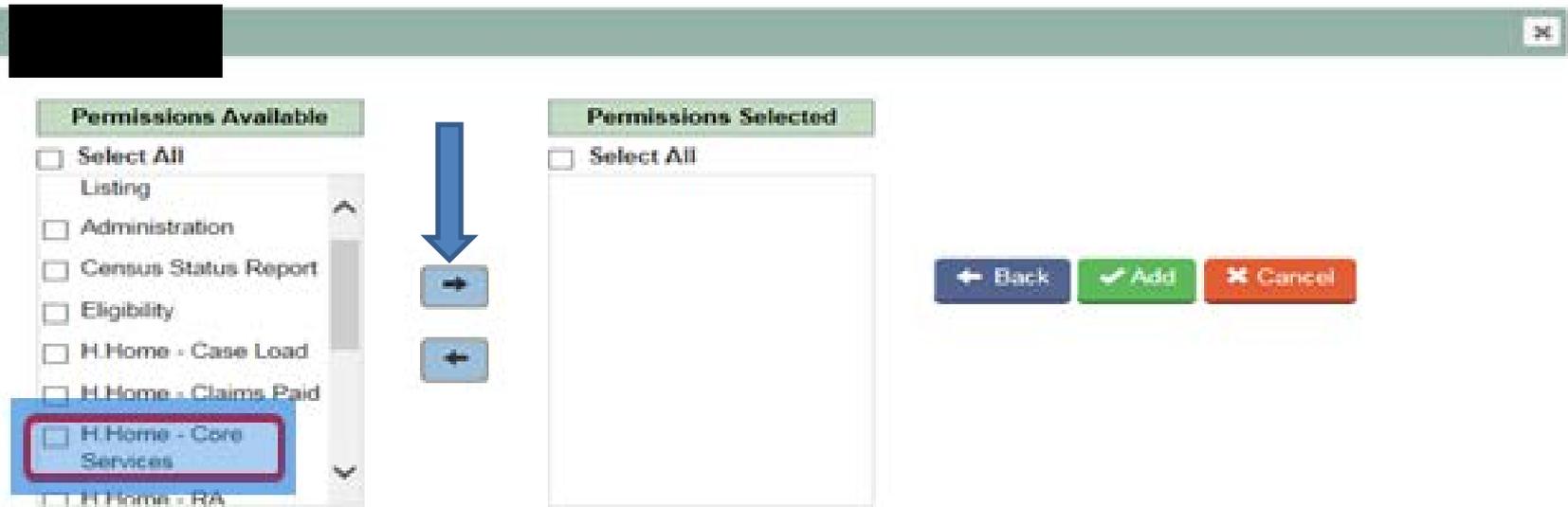
Agenda

- 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

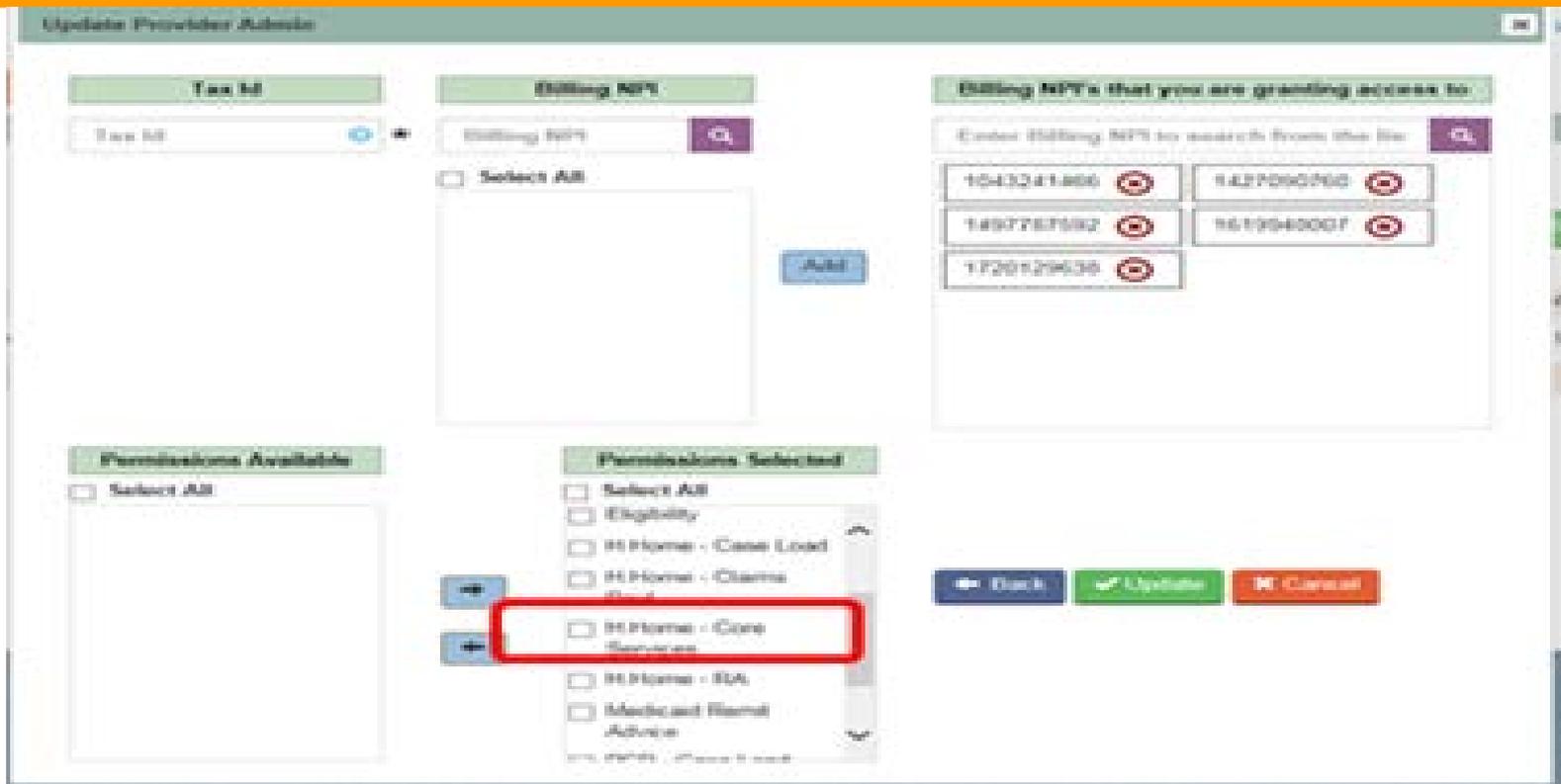
- The clinic number is no longer used in the Portal to group recipients together. Grouped by BNPI/NPI
- Recipients will automatically show up for every Provider User who has access to that provider and the permissions to the Health Home Core Services functionality. If another Provider User has it access 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.

Update Provider Admin User Screen 2



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

The screenshot shows the 'Online Portal' interface. At the top, there are navigation tabs for 'Administration', 'Eligibility', and 'Reports'. The 'Reports' tab is active, and a dropdown menu is open, showing options: 'Medicaid Remit Advice', 'Health Home', 'PCP', 'Census Status Report', 'Adjudicated Claims Listing', 'Remit Advice', 'Caseload', 'Claims Paid', and 'Core Services'. The 'Core Services' option is highlighted with a mouse cursor. Below the menu, there are dropdowns for 'Report Year' (2017) and 'Report Quarter' (Oct 1 - Dec 31), and a 'Generate Report' button. Below this, there is a section for 'Total ESTIMATED payment:' with a text input field and buttons for 'Download', 'Print', and 'Submit'. At the bottom, there is a table with columns: 'Recip ID', 'Recip Name', 'Response', 'Modified Name', 'Date', 'Billing NPI', 'Servicing NPI', 'Recipient ID', 'Recipient Name', 'Per Month Rate', 'Months of Eligibility', 'Total To Be Paid', 'Core Service Provided', 'Last Modified By', 'Modified Date', and 'Locked'. The table currently displays 'No data available!'. There are also 'Search' and 'Reset' buttons, and pagination controls for 'Go to page: 1' and 'Row count: 20'.

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Completing the Core Service Report – Step 2

- Select the Report Year and the Report quarter. 2018 Jan 1-March 31
- Click Generate Report

Online Portal

You are logged in as Provider User

User Guide | FAQ | Kathi

Eligibility Reports

Health Home Core Services

Health Homes Core Services Report:

This is an estimate of payment and may not reflect the actual payment if changes have been made outside of the Portal. This tool is to facilitate reporting.

Select dropdown to review previous quarters

Report Year: 2017

Report Quarter: Oct 1 - Dec 31

Generate Report

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.

Total ESTIMATED payment:

Recip ID	Recip Name	Response	Modified Name	Date
No data available!				

Go to page: 1 Row count: 20

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 response 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

Total ESTIMATED payment:

Download
 Print
 Submit

Recip ID	Recip Name	Response	Modified Name	Date
1720129638	1720129638	<input checked="" type="radio"/> Yes <input type="radio"/> No	Prathakota, Raj	03/01/2018
1720129638	1720129638	<input checked="" type="radio"/> Yes <input type="radio"/> No	Prathakota, Raj	03/01/2018
1720129638	1720129638	<input type="radio"/> Yes <input checked="" type="radio"/> No	Prathakota, Raj	03/01/2018
1720129638	1720129638	<input checked="" type="radio"/> Yes <input type="radio"/> No	Prathakota, Raj	03/01/2018
1720129638	1720129638	<input type="radio"/> Yes <input checked="" type="radio"/> No	Prathakota, Raj	03/01/2018
1720129638	1720129638	<input type="radio"/> Yes <input checked="" type="radio"/> No	Prathakota, Raj	03/01/2018
1720129638	1720129638	<input type="radio"/> Yes <input checked="" type="radio"/> No	Prathakota, Raj	03/01/2018
1720129638	1720129638	<input checked="" type="radio"/> Yes <input type="radio"/> No	Prathakota, Raj	02/26/2018

Navigation: << < 1 > >> Go to page: 1 Row count: 20 Showing 1-8 of 8

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>
- dsonlineportal@state.sd.us
- Kathi.mueller@state.sd.us