Health Home Weekly Webinar Community Mental Health Assessment Software Release notes

December 14, 2016

CMHA Reinstatement

- Anticipate Reinstatement on Friday December 16, 2016

- All assessments completed during the outage and hand scored must be entered into the CMHAS-NY as soon as possible

- CMHA download will be reviewed on Monday December 19, 2016 and distributed as soon as possible to expedite billing prior to the outage.

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Eligibility Determination Rules

- In the event that an Eligibility determination, once entered into the CMHAS-NY differs from the hand scored eligibility, the MCOs should honor the **highest scored Tier**.

  Example A: HHCM hand scores NYS Eligibility Assessment with a Tier 1 result

  After entering into the CMHAS-NY the application scores the individual eligible for Tier 2

  Example B: HHCM hand scores the NYS Eligibility Assessment with a Tier 2 result

  After entering into the CMHAS-NY the application scores the individual eligible for Tier 1

Software Release Notes

Changes to Login Process

The system will now check the roles assigned by organizations to each user to determine if any user has one of the following situations:

1. More than one role from a single organization (e.g., both ASSESSOR and MANAGER)
2. A role assigned by more than one organization (e.g., ASSESSOR for two organizations)
3. Both of these conditions (i.e., multiple roles AND multiple organizations)

If any of these conditions is met, the system will present a NEW Role Selector interface to the user and require the user to select ONE role and organization combination. This role/organization will be applied to all work conducted in the CURRENT SESSION ONLY. Users can log into the system at another time and select a different role/organization combination in order to perform work that is aligned with either a different role or a different organization. For such users, it will be important to pay attention to this role selector step in the login process and only perform activities in a single work session in the software that aligns with the selected role and organization combination. The system will attribute all user actions during each session to the specific organization selected on the Role Selector interface.

NOTE: Users who do not meet these conditions will NOT see the new Role Selector interface.

See separate Special Addendum to User Guide 1.7 for more details on this new process.

Changes to Existing Functionality

1. **Modify data collection for Managed Care Plans**
   a. The system will no longer allow assessors to select a MC Plan for either the Eligibility Assessment or the full CMH Assessment
   b. The system will no longer require that MC Plan be provided as part of the required fields for the Sign and Lock function to work
2. **Modify data collection for Health Homes**
   a. The system will provide assessors with an updated list of Health Home names from which to select the appropriate organization for the person being assessed as part of either the Eligibility Assessment or the full CMH Assessment
   b. The system will still require that Health Home be provided as part of the required fields for the Sign and Lock function to work
3. **Deactivate Aggregate Reports**
   a. No users from any organization will be allowed to generate Aggregate Reports

b. These reports will be reactivated during an upcoming Phase II of the remediation work on the CMAHS once additional provisions for data integrity are developed and implemented

4. **Limit ability to edit an unlocked Assessment**
    a. The system will limit the ability to edit the data in an unlocked assessment to any user from the same organization as the organization will first created the assessment
    b. The system will block any user from another organization from modifying the data in an unlocked assessment, but will permit the user to view the data

5. **Change wording in attestation prior to opening a case**
    a. The wording of the attestation presented to user prior to opening a case in the system has been modified to comply with requirements of the Office for Addiction and Substance Abuse Services

CMHAS-NY User Guide 1.7-Special Addendum

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Accessing the CMHAS Application

Users can access the on-line version of the CMHAS by FIRST logging into the Health Commerce System (HCS), which requires a valid Username and associated password. The system will also require that users provide a second step in the login process, called multi-factor authentication. Users who are uncertain about any aspect of their access information should contact their organization's HCS administrator.

Once a user is successfully authenticated, the system will next determine the respective data-related permissions for the respective user account. The system will check the roles assigned by organizations to the respective user account to determine if one of the following situations exists:

1. More than one role from a single organization (e.g., someone who can function as both ASSESSOR and/or MANAGER for a single organization)
2. A role assigned by more than one organization (e.g., someone who can function as an ASSESSOR for two different organizations)
3. Both of these conditions (i.e., someone with multiple roles assigned by multiple organizations)

If any of these conditions is met, the system will present a "Role/Organization Selector" interface to the user and require the user to select ONE role and organization combination. This role/organization will be applied to all work conducted in the CURRENT SESSION ONLY.

A user with two different roles assigned by the same organization will be presented with a Role Selector interface as in the following example:

In this example, the user can either login as an "Assessor" or as a "Manager" for the organization "Z Test Health Home CMA". Depending n the work to be completed in the current work session, the user must select the appropriate role by clicking on the corresponding row and then pressing the [Continue] button.

A user with the same role assigned by two different organizations will be presented with a Role/Organization Selector interface as in the following example:

Organization/Role Selector
Name: K Russell

List of Organization(s):

	Organization Name	Role Name
○	Z Test Health Home CMA	OMHCMH-01 Assessor
○	Z Test Health Home Program	OMHCMH-01 Assessor

Continue

In this example, the user can either login as an "Assessor" for the organization "Z Test Health Home CMA" or for the organization "Z Test Health Home Program". Depending on the work to be completed in the current work session, the user must select the appropriate role/organization combination. The critical issue here is that ALL work performed in the current session will be attributed to the selected organization. That means any assessments entered by under that organization will be included on reports generated by any user working for that organization. Attributing assessments to the correct organization is a critical element of maintaining data integrity and proper access to protected health information (PHI) in the CMHAS.

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It is important to note that users with these types of role/organization combinations can log into the system at another time and select a different role/organization combination in order to perform work that is aligned with either a different role or a different organization. For such users, it will be important to pay attention to this role selector step in the login process and only perform activities in a single work session in the software that aligns with the selected role and organization combination. The system will attribute all user actions during each session to the specific organization selected on the Role Selector interface.

NOTE: Users who do not meet these conditions will NOT see the new Role/Organization Selector interface and will immediately proceed to load the application in the browser with their single role and organization assignment.