

Questions about Using the Web-based Facility to Report on SMD/SED Consumers.

I am trying to get our account set up for the MH pilot and have some additional questions about the BH site. We are ready to begin the pilot but I want to make sure that our site is set up correctly before I have people entering into the system. We currently have three organizations set up in the system for our 3 AOD programs. We only have 1 user managing this information. I had a few specific questions:

1. Is it possible to set up a separate organization within our account to capture MH clients?

You will need to use the same provider number you use to submit claims in MACSIS. The only provider I found with your name is UPID 10182, therefore you will need to submit BH data under that same provider number.

2. If not, [ODMH support staff] had indicated that I may want to enter all of our MH clients under one of our residential programs. Is this what you would recommend? This is where I have indicated SMD/SED but can change it if need be.

You will need to enter under UPID 10182. (see above)

3. I was not involved in setting our account up originally. Is there an identified administrator? Given that we have only had one account, I am unsure how to go about managing new users within the organization.

Each individual should have their own account. There are help documents on the website to assist you in managing user accounts at your location. Currently I do not see anyone from your agency with an ODADAS account. You need to go to the Login Screen and create an account for UPID 10182. Go to <https://prod.ada.ohio.gov/Turnstile/Login/FormsLogin.aspx> and select the "Click Here" to get started.

4. We will need to set up new users to add all of the MH data as the volume will be much higher than it is currently. Is there an administrative account where this has to be done? Can you help me with setting up these accounts? I have looked at the user manual and am still confused about how to do this with the existing accounts in place.

Go ahead and create your account first, I will set you up as the administrator. Each user will need to create their own account by following the same steps from the login page (see #3). As each user signs up you will get an e-mail, you will then be allowed to approve each user. I can assist you with this. Send me (Jim Hughes, via ODADAS Help Desk) an e-mail once you have your account created and you have requested to join an organization (UPID 10182).

5. Is there any additional guidance for agencies that provide AOD and MH services about how to manage dually diagnosed clients? I am still unclear about how these are distinguished.

There is a separate admission for AOD and MH, dually diagnosed clients will have two admissions in OHBH. Over the years [ODADAS] has put several mechanisms in place to ensure that we have accurate data in the [OH BH] system. We use this system for outcome monitoring and do not want to jeopardize our ability to report AOD data separate from MH data. Please keep this in mind when considering the questions above.