



OBHIS Provider Administrator Training

Ohio Department of Mental
Health & Addiction Services

August 2020

mha.ohio.gov • Connect with us:





What to expect out of this presentation:

1. Understand the **Role of the Provider Administrator**, so you can properly identify this individual (or team of individuals) for your agency.
2. Understand the **Responsibilities of the Provider Administrator**, so you can better be prepared for your role once OBHIS goes live (October 1, 2020)



Who is your OBHIS Provider Administrator?

Provider administrators are responsible for the following:

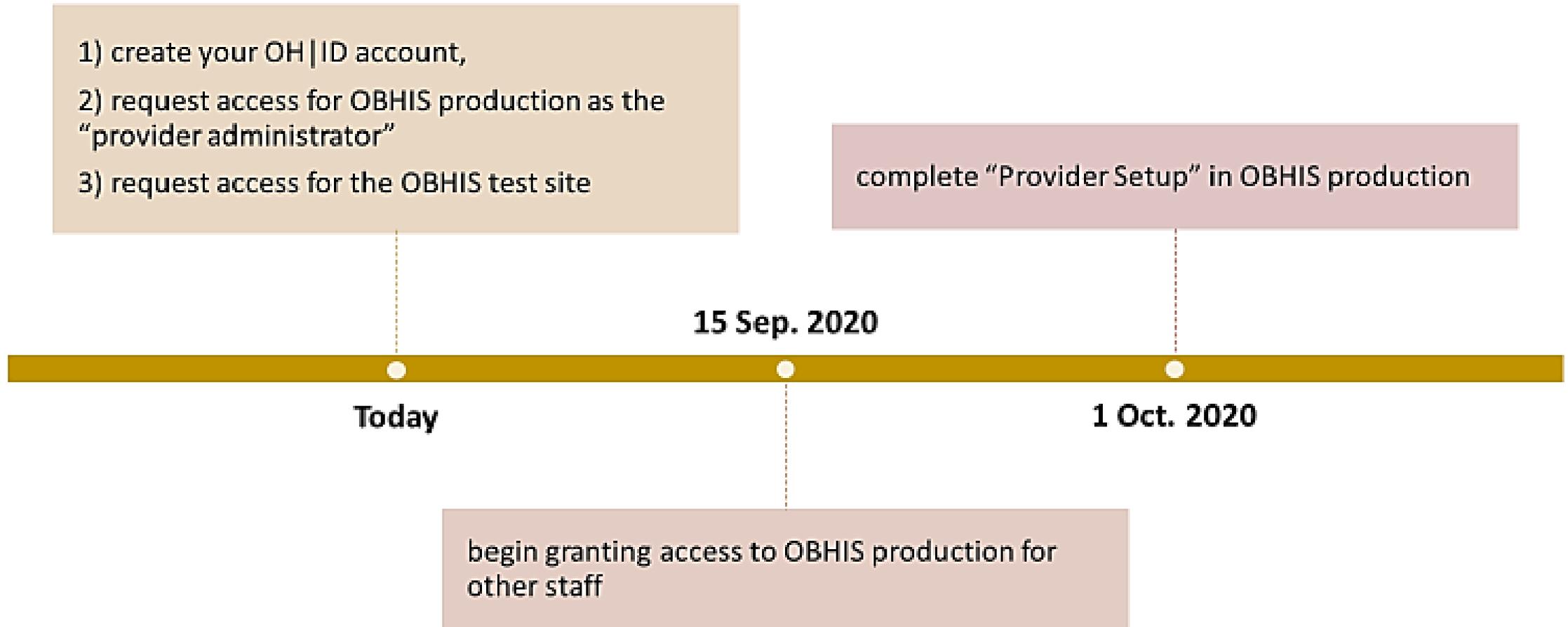
- Authorizing and maintaining staff access to the system (adding staff when they are hired and removing staff if they leave the organization)
- Assisting with initial questions when staff create an account and use it for the first time
- Provider Setup
- Running performance reports

Every Provider/ Board needs a Provider Administrator

- The current OHBH Portal Administrator is NOT automatically the OBHIS Provider Administrator – you must register as such

NOTE: you will NOT be able to access OBHIS Production site until the application goes live (October 1, 2020). You will only see “coming soon.”

Timeline through go-live for Provider administrators:



1) How do I create an OH|ID account?

Link to OH|ID registration: <https://ohid.ohio.gov/wps/portal/gov/ohid/>

The screenshot displays the OH|ID website interface. At the top left is the OH|ID logo. The top navigation bar includes links for SECURITY, DEVELOPERS, HELP, and MANAGE OH|ID ACCOUNT. On the top right, there are icons for a user profile and a search function. The main content area is split into two sections. The left section, with a dark blue background, features the heading "Secure access to State of Ohio services" and a paragraph explaining that OH|ID provides a more secure and private experience. A button labeled "Create OH|ID Account" is highlighted with a green oval. The right section is a white login form with fields for "User ID" and "Password", each with a "FORGOT YOUR USER ID?" or "FORGOT PASSWORD?" link below it. A "Log In" button is at the bottom of the form, with a "Get login help" link underneath.

Email Verification

We need to verify your email address. You will be emailed a one-time PIN code at the address you provide below.

Email Please re-type your email

Email Validation
We will email you a temporary PIN.

Create OH|ID Account Already have an OH|ID? [Log in](#)

Personal Information

All fields are required unless labeled (optional).

First Name Middle Initial (optional) Last Name

Suffix (optional)

Work Phone Number (optional) Mobile Number (optional)

Date of Birth Last 4 digits of SSN (optional)

Terms and Conditions

In order to proceed with this request, you must agree to the following terms and conditions.

By clicking "I Agree" and creating an OH|ID Citizen, Business, or Workforce profile you consent to use electronic signatures with the State of Ohio and receive communications in electronic form.

If you use this site, you are responsible for maintaining the confidentiality of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right to refuse service, terminate accounts, remove or edit content, or cancel transactions.

I agree to the terms and conditions

Verification Question

What is the 2nd color in the list pink, house and purple?

Profile Information

Username Guidelines:

- Must have at least 6 and no more than 64 characters in length
- Username cannot start or end in a special character
- Username cannot contain only numbers
- The following are valid characters that can be used in an OH|ID username:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Select special characters (. _ - @) Note: No other special characters are permitted

Pick a User ID

Password Guidelines:

- Must have at least 8 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (SP, %, @, -, &, _ , +, =, |, !, [,], %, ^, ~, / ?)
- Cannot include your first name, last name, username, or OH|ID
- Example: If your name or username is John Smith, your password cannot contain "John" or "Smith"

Password **Confirm Password**

1. Create OH|ID Account

Profile Information

Username Guidelines:

- Must have at least 6 and no more than 64 characters in length
- Username cannot start or end in a special character
- Username cannot contain only numbers
- The following are valid characters that can be used in an OH|ID username:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Select special characters (. _ - @) Note: No other special characters are permitted

Pick a User ID

Password Guidelines:

- Must have at least 8 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$#.,%~-^&* _-+=><(){}[]%“”‘;:~\/?')
- Cannot include your first name, last name, username, or OH|ID
 - Example: If your name or username is John Smith, your password cannot contain “John” or “Smith”

Password

Confirm Password

Terms and Conditions

In order to proceed with this request, you must agree to the following terms and conditions.

By clicking "I Agree" and creating an OH|ID Citizen, Business, or Workforce profile you consent to use electronic signatures with the State of Ohio and receive communications in electronic form.

If you use this site, you are responsible for maintaining the confidentiality of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right to refuse service, terminate accounts, remove or edit content, or cancel transactions.

I agree to the terms and conditions

Verification Question

What is the 2nd color in the list pink, house and purple?

Cancel

Create Account

Profile Information

Username Guidelines:

- Must have at least 6 and no more than 64 characters in length
- Username cannot start or end in a special character
- Username cannot contain only numbers
- The following are valid characters that can be used in an OH|ID username:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Select special characters (. _ - @) Note: No other special characters are permitted

Pick a User ID

Password Guidelines:

- Must have at least 8 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$#.,%~-^&* _-+=><(){}[]%“”‘;:~\/?')
- Cannot include your first name, last name, username, or OH|ID
 - Example: If your name or username is John Smith, your password cannot contain

Password

Confirm Password

Terms and Conditions

In order to proceed with this request, you must agree to the following terms and conditions.

By clicking "I Agree" and creating an OH|ID Citizen, Business, or Workforce profile you consent to use electronic signatures with the State of Ohio and receive communications in electronic form.

If you use this site, you are responsible for maintaining the confidentiality of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right to refuse service, terminate accounts, remove or edit content, or cancel transactions.

I agree to the terms and conditions

Verification Question

What is the 2nd color in the list pink, house and purple?

Cancel

Create Account

Profile Information

Username Guidelines:

- Must have at least 6 and no more than 64 characters in length
- Username cannot start or end in a special character
- Username cannot contain only numbers
- The following are valid characters that can be used in an OH|ID username:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Select special characters (. _ - @) Note: No other special characters are permitted.

Pick a User ID

Password Guidelines:

- Must have at least 8 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (\$!%,*~&_+=-{}|[]\`~!/?)
- Cannot include your first name, last name, username, or OH|ID
- Example: If your name or username is John Smith, your password cannot contain johnsmith

Password

Confirm Password

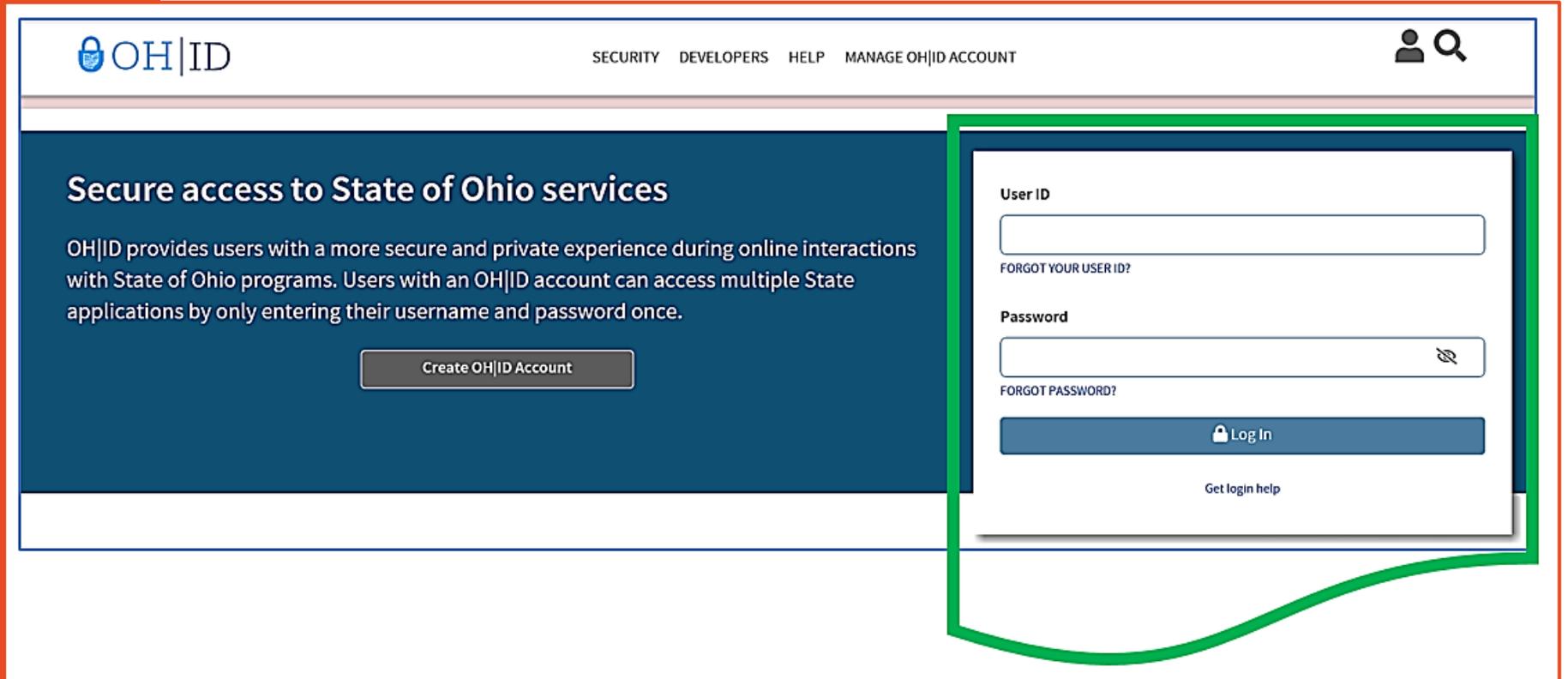
to the following terms and conditions.
Business, or Workforce profile you consent to use electronic signatures with the State of Ohio
g the confidentiality of your OH|ID account(s) and password(s) and for restricting access to
y for all activities that occur under your OH|ID account(s) or password(s). The Ohio
right to refuse service, terminate accounts, remove or edit content, or cancel transactions.

plet?

Create Account

2) How do I request access for OBHIS production?

Log into iPortal and request access to OBHIS by following a few steps...



The screenshot shows the OH|ID login interface. The header includes the OH|ID logo, navigation links for SECURITY, DEVELOPERS, HELP, and MANAGE OH|ID ACCOUNT, and a user profile icon with a search magnifying glass. The main content area features a dark blue banner with the text "Secure access to State of Ohio services" and a "Create OH|ID Account" button. A white login form is overlaid on the right side, highlighted with a green border. The form contains fields for "User ID" and "Password", each with a "FORGOT YOUR USER ID?" and "FORGOT PASSWORD?" link respectively. A "Log In" button with a lock icon is at the bottom of the form, and a "Get login help" link is positioned below it.

Log into OH|ID and click on the 'sites & applications' tab or the link...

The screenshot displays the OH|ID user interface. At the top left is the OH|ID logo. The top navigation bar includes links for SECURITY, DEVELOPERS, HELP, and MANAGE OH|ID ACCOUNT (which has a red underline). A notification banner states: "Your browser appears to be out of date. For a better browsing experience, use the latest version of [Google Chrome](#), [Mozilla Firefox](#), [Microsoft Edge](#), or [Safari](#) for Apple devices." The main navigation bar features tabs for DASHBOARD, SITES & APPLICATIONS (highlighted with a green circle), SECURITY LEVEL, RECENT ACTIVITY, and DEVICES. Below the navigation, the user is greeted with "Hello!" and a profile picture placeholder. The "Security Level" section shows "Basic", "Intermediate", and "Advanced" (selected). The "Your favorite OH|ID sites and applications" section includes a "VIEW ALL APPS" link and a text block: "Once you add an OH|ID application to your Favorites, you will see it here. To browse all available sites and applications, select the Sites & Applications tab or [access the catalog here](#)." The link "access the catalog here" is circled in green. A profile card at the bottom left shows a name placeholder and an "EDIT NAME" link.

Search for OhioMHAS Tile

- Click on whichever link you locate first...



Ohio Department of Mental Health & Addiction Services

Access to OhioMHAS Web Applications

[Go To Site](#)

The tile features a grey background with a white star in the top right corner and a black silhouette of a head with a brain inside. Below the tile, the text "Ohio Department of Mental Health & Addiction Services" is displayed in blue, followed by "Access to OhioMHAS Web Applications" in grey. A blue button with the text "Go To Site" and a small icon is circled in green.



Ohio Department of Mental Health & Addiction Services

Department of Mental Health and Addiction Services

Access to OhioMHAS Web Applications

[LAUNCH](#)
Ohio Department of Mental Hea...

The header includes a black silhouette of a head with a brain icon on the left. To the right, the title "Ohio Department of Mental Health & Addiction Services" is in bold black text, followed by the subtitle "Department of Mental Health and Addiction Services" in a smaller font. A horizontal line separates the subtitle from the text "Access to OhioMHAS Web Applications". On the right side, a blue button with the text "LAUNCH" and a small icon is circled in green, with "Ohio Department of Mental Hea..." below it.

Submit request for the OBHIS application...

The screenshot shows the Ohio Mental Health & Addiction Services iPortal dashboard. At the top left is the logo for Ohio Mental Health & Addiction Services. Navigation links for 'Home' and 'Admin' are visible. The main header reads 'Dashboard > Mental Health and Addiction Services iPortal'. A green message bar states 'You have logged in using your OH|ID account!'. A 'Notifications' icon with a red circle containing the number '0' is present. Below this is a 'Notifications' section with a yellow background and the text 'There are no notifications at this time.' The central focus is a form titled 'Request Access to Application:' which includes a dropdown menu with the text 'Select an application to request access' and a 'Submit Request' button. This form is circled in green. Below the form is a light blue note box that reads: 'Note: If you already have access to the applications below, please do not submit a new request.' At the bottom of the page is a 'My Applications' section with a group icon.

You will have to complete some information through the One-Time User Registration:

MUST use the same email address as you did for the OH|ID

ONE-TIME USER REGISTRATION FOR OBHIS Organization Lookup

Note: Please enter your Email address (the OH|ID you used to register with the State of Ohio).

Email: *

You successfully requested access to OBHIS .

Here's what to expect next: For security reasons, an administrator must review and approve your request for business days. Upon approval, you will receive a confirmation e-mail.

Prior to approval, you may log into iPortal, but OBHIS may not yet appear on your "My Applications" menu. If reasonable amount of time, please contact the OhioMHAS help desk at (614) 466-1483 or MHAHelpdesk@mh

Please enter your Employer Identification Number (EIN), also known as the Federal Tax Identification Number (FTID), and click on 'Search' to confirm that your organization is registered with OhioMHAS.

EIN / FTID: *

Please select your organization below and then click on 'Submit'.

Organization Name:

Note: After the request is processed by your Provider Administrator, you will receive an email stating you have been granted access to OBHIS

OBHIS Tiles

- After receiving an email that you have been granted access to OBHIS, log into the iPortal.
- You will see the OBHIS Application tile.
 - (Board users will NOT see this tile)
- You will also see the OBHIS Reports tile.
 - (3rd party users will NOT see this tile)

Click on the OBHIS Application tile to get to the OBHIS dashboard

The screenshot shows a user interface with two main sections: 'My Applications' and 'My Reports'. Each section contains a tile for 'OBHIS' (Ohio Behavioral Health Information System) for a 'Provider User'. The 'OBHIS Application' tile is circled in green, and a green arrow points to it from the text below. Both tiles show a notification count of 61 and a 'Request Help' link.

My Applications

OBHIS
Provider User
Ohio Behavioral Health Information System
61 Request Help

My Reports

OBHIS Reports
Provider User
Ohio Behavioral Health Information System
61 Request Help

1. Create an OH|ID account
2. Email the OBHIS administrators:
OBHISadmin@mha.ohio.gov
 - Use the following subject line: UAT/Test access request
 - Include:
 1. Your name and OBHIS role (Provider Administrator)
 2. Organization name and address
 3. If no one from your organization has registered, you will also need to include your organization Tax ID number

3) How do I request access for the OBHIS Test Site?

The screenshot shows a web browser window with several tabs open: iPortal-production, iPortal-UAT-Test, MACSIS Datamart - IBM C..., The Network of Care for..., Ohio Department of Ment..., Google, LeanOhio Kaizen, Lean an..., Home, OhioLINK - The Ohio Lib..., and Suggested Sites. The main content area of the browser displays a dark blue header with the text "..... This is the UAT environment". Below the header is a navigation bar with a logo for "Ohio MENTAL HEALTH & ADDICTION SERVICES" and a menu with "Home" and "Admin" options. At the bottom, the text "Dashboard » Mental Health and Addiction Services iPortal" is visible.

How do I grant access to other staff?

1. Staff will need to create an OH|ID account and request access for OBHIS production the same way you did, only the email that is triggered will be sent to you and not OhioMHAS administrators
2. The Provider Administrator receives an email for each request and will click on the link to assign a role for the user.

Dear Administrator,

The following individual has requested access to OBHIS

Applicant Name: Provider User
Applicant e-mail address: obhisproviderU@gmail.com
Organization name/address: 2nd II None of Ohio, Inc, 241 Crandall
Organization phone:

User information here

The Administrator's User Guide contains instructions for verifying the identity of the applicant and assigning him/her the appropriate role within OBHIS.

Click here to access the Administrator's User Guide: [Administrator's User Guide](#)

Click here to assign role: <https://apps.mha.ohio.gov/Portal/RoleHierarchy/AssignRole/8012>

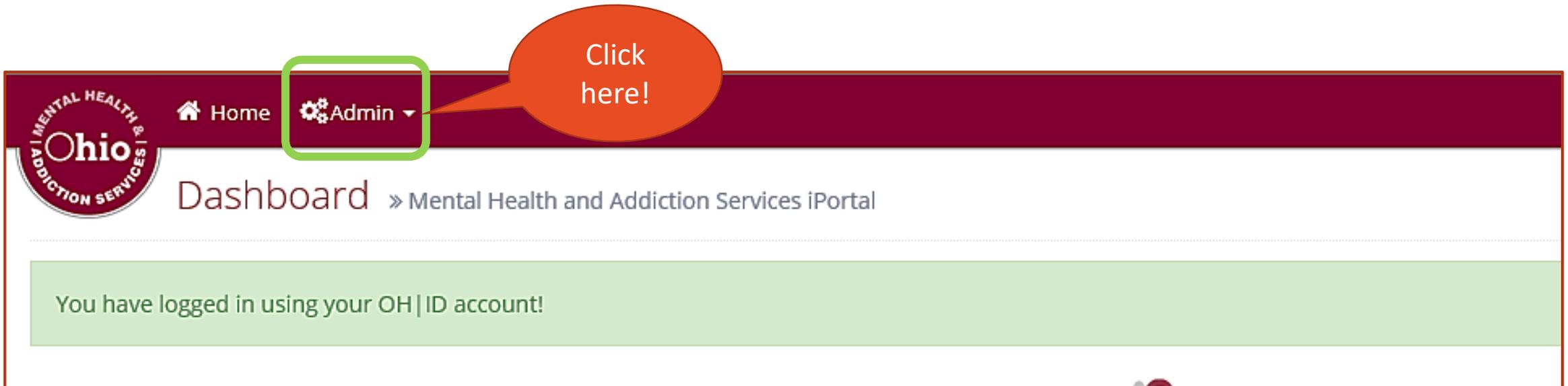
Link to assign role (it takes you to the iPortal login page)

Should you need assistance, please contact the OhioMHAS help desk at (614) 466-1483 or MHAHelpdesk@mha.ohio.gov.

Thank you,

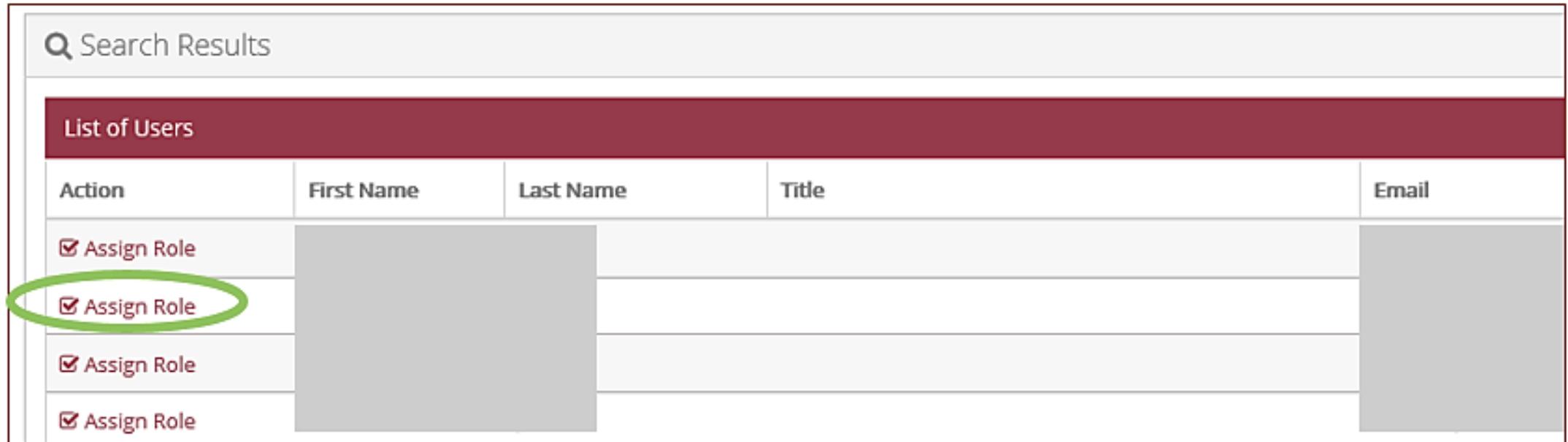
Granting Access Step 1: The “Admin” tab

- The email link will take you to log into iPortal
- Once you log in, **DO NOT click on the OBHIS tile**, rather **click on the “Admin” tab** on the navigation bar, then Click on “Users”



Granting Access Step 2: Search for User

- Using the information on the email, enter at least one search criteria (name, email, organization name, etc.) to find the individual who requested access.
- Click on “Assign Role” next to their name



The screenshot shows a search results interface. At the top, there is a search bar with a magnifying glass icon and the text "Search Results". Below this is a section titled "List of Users" with a dark red header. The table below has five columns: "Action", "First Name", "Last Name", "Title", and "Email". The "Action" column contains a checkbox followed by the text "Assign Role". The "First Name", "Last Name", and "Title" columns are mostly greyed out, indicating they are not visible or are redacted. The "Email" column is also greyed out. The second row's "Assign Role" button is circled in green.

Action	First Name	Last Name	Title	Email
<input checked="" type="checkbox"/> Assign Role				
<input checked="" type="checkbox"/> Assign Role				
<input checked="" type="checkbox"/> Assign Role				
<input checked="" type="checkbox"/> Assign Role				

Granting Access Step 3: Assign a Role

Assign Role » Mental Health and Addiction Services iPortal

Application: *

OBHIS

Organization: *

Ohio Department of Mental Health and Addiction Services

Roles:

Board User

OhioMHAS Business Administrator

Provider Administrator

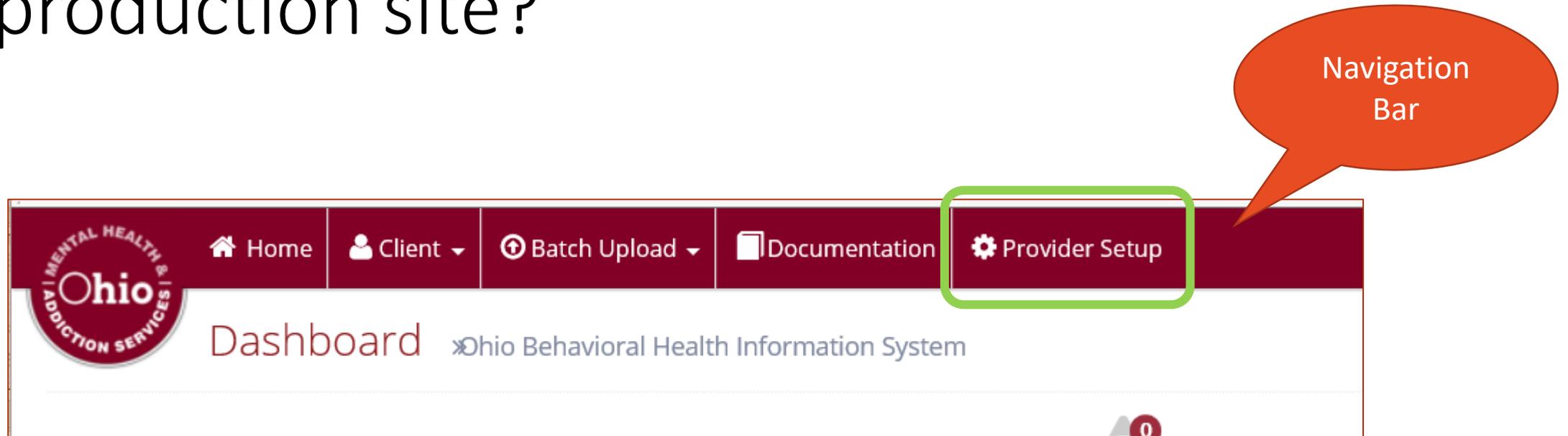
Provider User

System Administrator

Third Party

- Choose “OBHIS” for the Application
- Choose the organization
- Choose the role to assign the individual – Only the roles you can assign will be available for selection (*for an explanation of all the roles, please refer to user guides*).
- Don’t forget to click on “Submit” to complete the assignment (this triggers an email to the user that they have been assigned a role and can access OBHIS)

How do I complete “Provider Setup” in OBHIS production site?



NOTE: When you receive access to the OBHIS Production environment, you will only see a “Coming Soon” message until it goes live October 1st.

Is this Agency a Medicaid-Only Provider? * Yes No

Paying Entity / Board *

Ohio Department of Mental Health and Addiction Services, ASHLAND COUNTY ADAMHS BOARD

Mental Health America Of Northern Kentucky & Southwest Ohio
1001 W. Main Street

Is this Agency a Medicaid-Only Provider? * Yes No

Paying Entity / Board *

Ohio Department of Mental Health and Addiction Services

South Community Inc.
3095 Kettering Blvd.

Is this Agency a Medicaid-Only Provider? * Yes No

Paying Entity / Board *

5 selected

Southeastern Ohio Counseling Center
239A Old National Road

Is this Agency a Medicaid-Only Provider? * Yes No

Paying Entity / Board *

None selected

Southwest General Health Center
18697 East Bagley Road

Is this Agency a Medicaid-Only Provider? * Yes No

Is this Agency a Medicaid-Only Provider? * Yes No

Paying Entity / Board *

Ohio Department of Mental Health and Addiction Services

Is this Agency a Medicaid-Only Provider? * Yes No

Paying Entity / Board *

5 selected

Provider Setup – beginning October 1, 2020

If you have more than one provider location, they will each be shown on the screen and each need to be set up

This is an example ONLY...

<p>Mental Health America Of Northern Kentucky & Southwest Ohio 1001 W. Main Street</p> <p>Is this Agency a Medicaid-Only Provider? * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Paying Entity / Board *</p> <p>Ohio Department of Mental Health and Addiction Services</p>
<p>South Community Inc. 3095 Kettering Blvd.</p> <p>Is this Agency a Medicaid-Only Provider? * <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Paying Entity / Board *</p> <p>5 selected</p>
<p>Southeastern Ohio Counseling Center 239A Old National Road</p> <p>Is this Agency a Medicaid-Only Provider? * <input type="radio"/> Yes <input type="radio"/> No</p> <p>Paying Entity / Board *</p> <p>None selected</p>
<p>Southwest General Health Center 18697 East Bagley Road</p> <p>Is this Agency a Medicaid-Only Provider? * <input type="radio"/> Yes <input type="radio"/> No</p>

All default to OhioMHAS, but you must set up Board associations.

Is this Agency a Medicaid-Only Provider? * Yes No

Paying Entity / Board *

Ohio Department of Mental Health and Addiction Services

Example:
Medicaid ONLY
Provider

Is this Agency a Medicaid-Only Provider? * Yes No

Paying Entity / Board *

Ohio Department of Mental Health and Addiction Services, ASHLAND COUNTY ADAMHS BOARD

Example: One
Board associated
with the provider

If you need to select more than one board for a provider, you can!

– Here's what it looks like:

This is an example ONLY...

South Community Inc.
3095 Kettering Blvd.

Is this Agency a Medicaid-Only Provider? * Yes No

Paying Entity / Board *

5 selected ▾

- Ohio Department of Mental Health and Addiction Services
- ALLEN AUGLAIZE HARDIN ADAMHS BOARD
- ASHLAND COUNTY ADAMHS BOARD
- ASHTABULA COUNTY ADAMHS BOARD
- ATHENS-HOCKING-VINTON ADAMHS BOARD
- BELMONT-HARRISON-MONROE ADAMHS BOARD
- BROWN COUNTY ADAMHS BOARD
- BUTLER COUNTY ADAMHS BOARD
- CLARK GREENE MADISON ADAMHS BOARD
- CLERMONT COUNTY ADAMHS BOARD
- COLUMBIANA COUNTY ADAMHS BOARD
- CUYAHOGA COUNTY ADAMHS BOARD
- DEFIANCE (FOUR COUNTY) ADAMHS BOARD
- DELAWARE-MORROW ADAMHS BOARD
- ERIE-OTTAWA ADAMHS BOARD
- FAIRFIELD COUNTY ADAMHS BOARD
- FRANKLIN COUNTY ADAMHS BOARD
- GALLIA-JACKSON-MEIGS ADAMHS BOARD
- GEauga COUNTY ADAMHS BOARD
- HAMILTON COUNTY ADAMHS BOARD
- HANCOCK COUNTY ADAMHS BOARD
- HURON ADAMHS BOARD
- JEFFERSON COUNTY ADAMHS BOARD
- LAKE COUNTY ADAMHS BOARD
- LICKING KNOX COUNTIES ADAMHS BOARD
- LOGAN/CHAMPAIGN ADAMHS BOARD

Is this Agency a Medicaid-Only Provider? * Yes No

Paying Entity / Board *

5 selected ▾

NOTE: Don't forget to SAVE your changes to complete the setup...

How will I be able to help answer questions?

- An FAQ document is updated frequently on the OBHIS website under the “Related Topics” section.

<https://mha.ohio.gov/Health-Professionals/Behavioral-Health-Data-Reporting/OBHIS>

RELATED TOPICS

 An Overview of OBHIS

 **OBHIS FAQ**

 Introduction to OBHIS

 Intro to OBHIS Batch Upload with User Interface

 Intro to OBHIS Manual Data Entry with User Interface

 OhioMHAS Help Desk



This FAQ
document is
organized by
topic:

- General
- Clients
- Ins and Outs of Reporting
- Reports

This document will be updated after trainings are completed.

Additional topics, questions and answers will be added as they come up during these trainings and in email correspondence.

Please do not hesitate to ask questions – they not only help you, but they may help another provider and they help us with communication.

Q&A from last session: (page 1)

- **As a Provider Administrator, can we assign roles prior to October 1st?**
 - Yes. Beginning September 15th, Provider Administrators will begin receiving ‘Provider User’ and ‘3rd Party User’ requests. You may begin assigning roles when you receive those emails.
- **Can an agency have more than one Provider Administrator?**
 - Yes. The minimum is one – there is no limit in the application. The only difference between a ‘Provider Administrator’ and a ‘Provider User’ is that the Administrator controls the access to OBHIS and is responsible for Provider Setup.
- **What type of employee should be the Provider Administrator?**
 - An individual who knows the employees, is approachable to answer questions, and is available to grant access in a timely manner.

Q&A from last session: (page 2)

- **How can I find out if the Provider Administrator changed?**
 - You may email the OhioMHAS OBHIS administrators and we can let you know who your provider is at your agency. OBHISadmin@mha.ohio.gov
- **Do you have a recommendation for number of Provider Administrators to clients or staff?**
 - No. Each provider controls that decision. There is no restriction in the application. Just know that Provider Administrators control access to the system.
- **When will the presentation(s) and video(s) be made available on the website?**
 - We will post the final slide presentation and video as soon after the second presentation as possible. A notification and link will be sent out to our list serve when they are posted.

What if I have questions?

If you cannot answer a question or need clarification on anything including your role, please email OhioMHAS OBHIS Administrators:

OBHISadmin@mha.ohio.gov

Include the following information:

- First Name, Last Name
- OBHIS role (e.g. Provider Administrator)
- Your Agency/ Board name
- The issue(s) and/or question(s) you have



Once we begin using OBHIS, what else do I need to do?

Run Performance Reports:

- Performance reports are designed to assist in quality and service performance.
- You can find the reports on the OBHIS Reports tile and download them into software like Excel and SPSS which will allow you to organize the data as needed to create charts and graphs
- If you need assistance in using the data, please do not hesitate to contact OhioMHAS OBHIS administrators:
OBHISadmin@mha.ohio.gov

*(*refer to the Reports Presentations for more information)*



What if we need to change Provider Administrators?

- Contact OhioMHAS OBHIS administrators: OBHISadmin@mha.ohio.gov
- **Please provide:**
 - Provider Name and Address
 - Provider Tax ID
 - Previous/Current Provider Administrator Name
 - New Provider Administrator Name and contact information
 - The name and contact information of the individual requesting the change



OBHIS OVERVIEW

- There is a summary and a presentation online: <https://mha.ohio.gov/Health-Professionals/Behavioral-Health-Data-Reporting/OBHIS>

What is OBHIS?

The **Ohio Behavioral Health Information System** (OBHIS) is the department level episode of care information and outcomes reporting system.

System Features

- User Interface through I-Portal
- Active OHBH Accounts transfer to OBHIS
- Client records verified against MITS, GOSH, SHARES, Heartland, Medicaid Claims in Community Services Data Warehouse
- Schema versioning on Batch Upload
- Standardized Administrative Reports through COGNOS Link

Who is Required to Report Client Information in OBHIS?

Providers certified or licensed by OhioMHAS to provide behavioral health services are required under ORC 5119.6

- all clients treated for a mental health or substance use disorder, when
- services are covered in whole or part by public funding through
 - Medicaid
 - ADAMH Board
 - OhioMHAS

Slide presentation

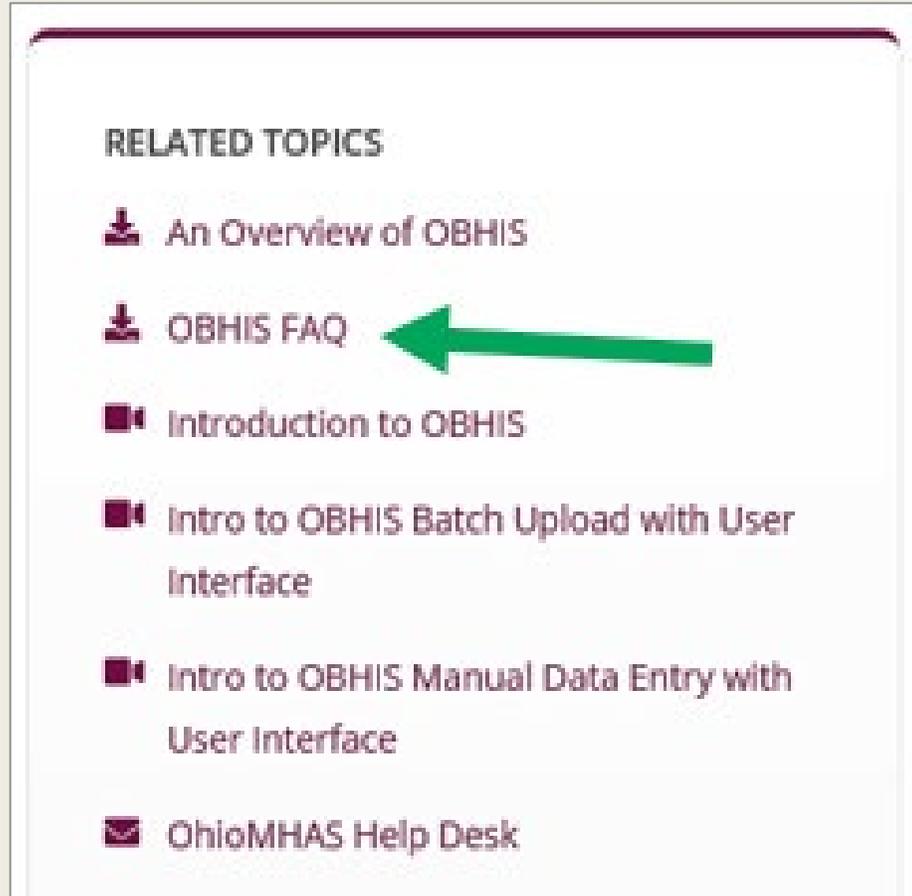
Video presentation

RELATED TOPICS

- 📄 An Overview of OBHIS ←
- 📄 OBHIS FAQ
- 📺 Introduction to OBHIS ←
- 📺 Intro to OBHIS Batch Upload with User Interface
- 📺 Intro to OBHIS Manual Data Entry with User Interface
- 📧 OhioMHAS Help Desk

Frequently Asked Questions (FAQ)

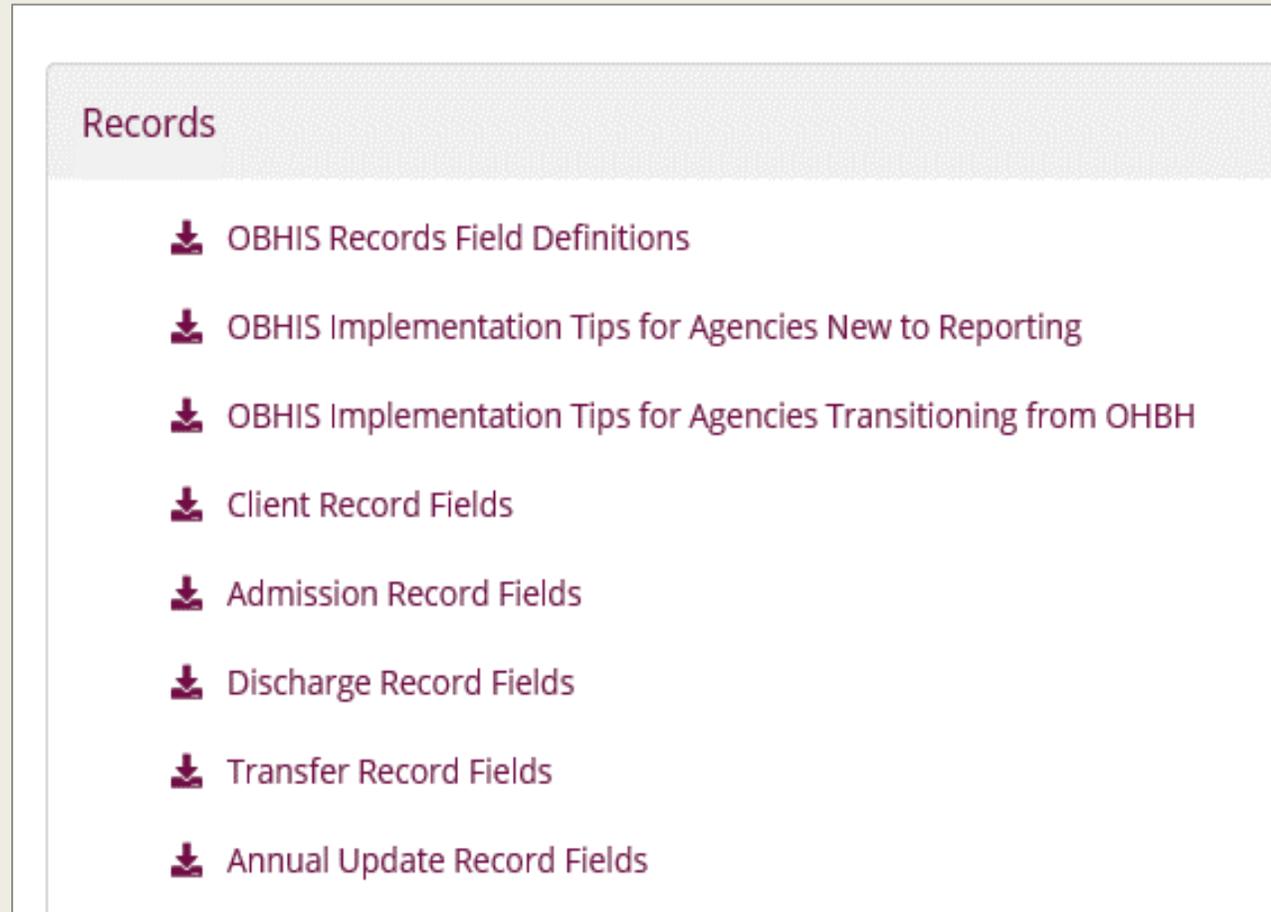
- There is an FAQ online under the section “Related Topics”



NOTE: This is also the same area where the video presentations and slides will be once we place them on the website.

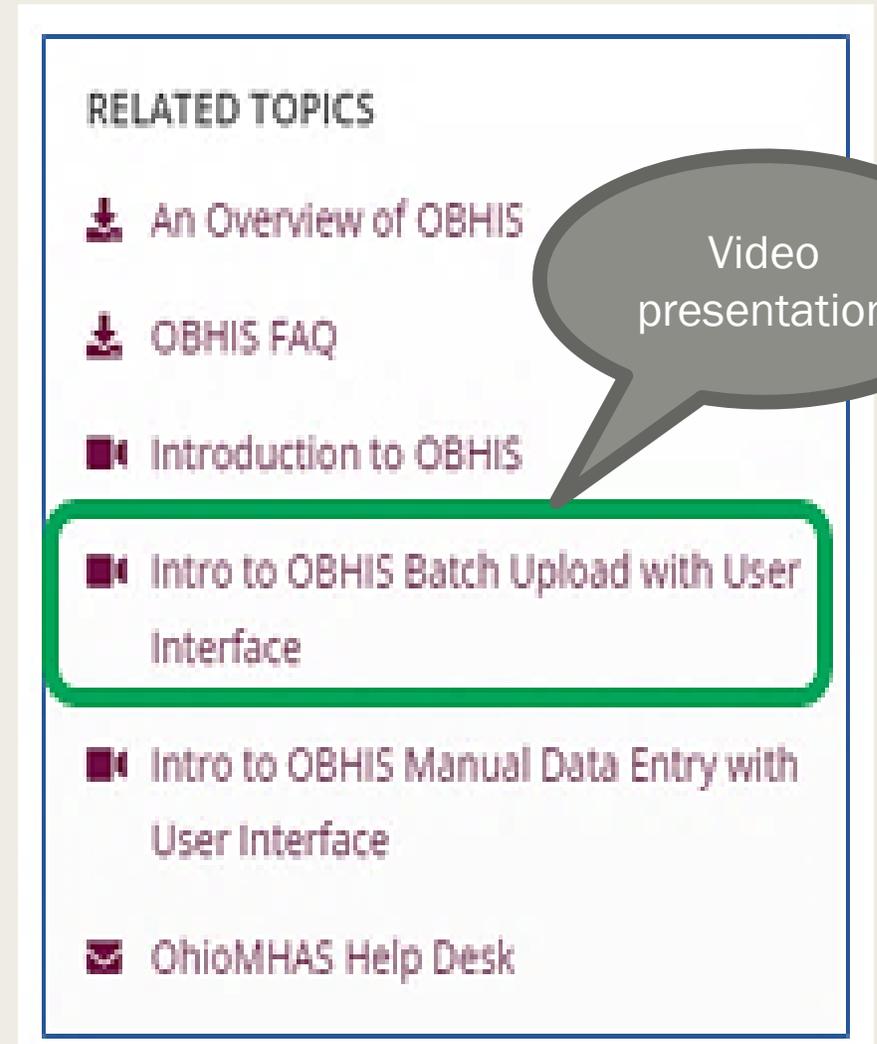
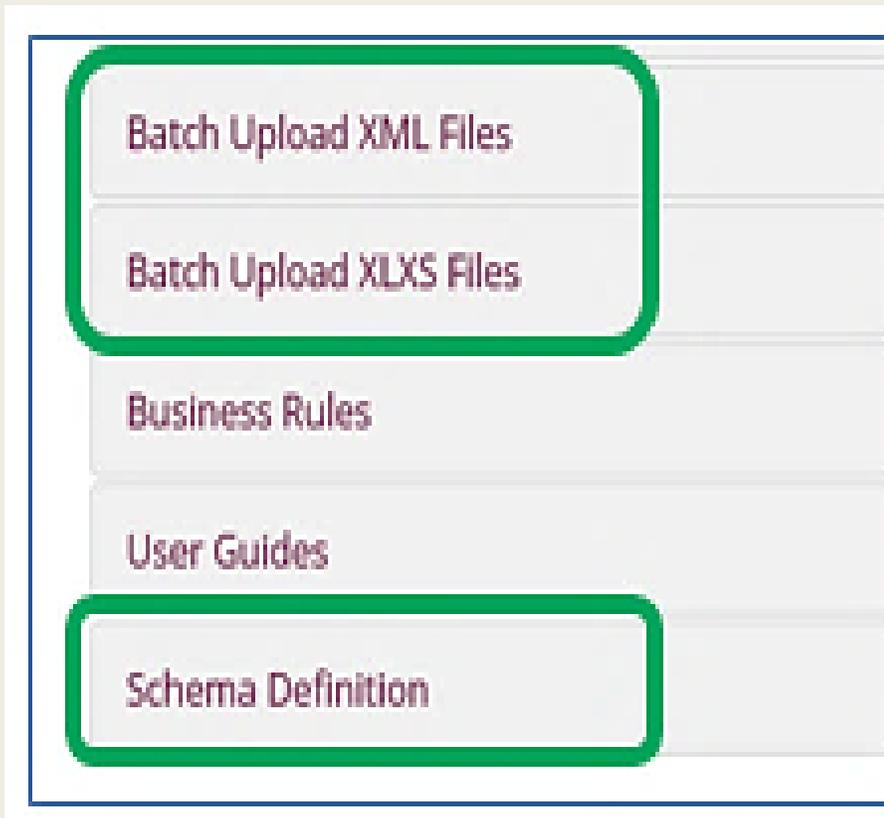
Field Definitions and Forms

Online under the 'Records' drop-down menu



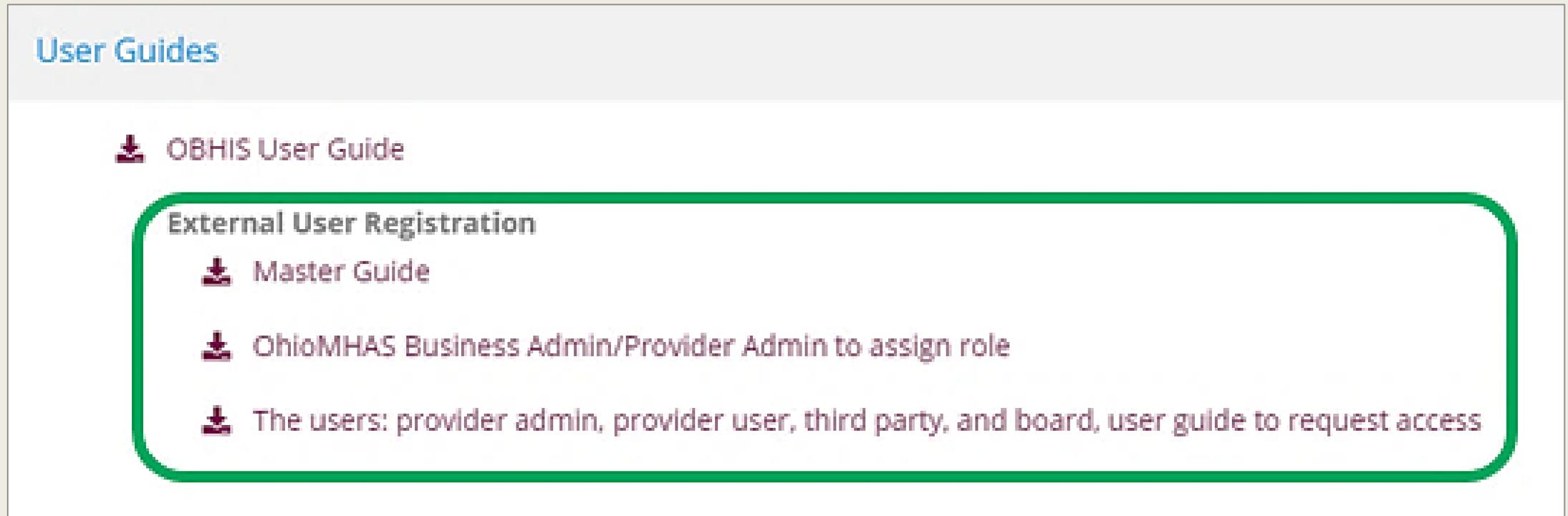
Batch Upload Requirements

- Online resources for batch upload files (XML, XLXS and schema definition) in the drop-down menus
- Online presentation under 'Related Topics'



Navigating the OBHIS system, Registration & Approvals for Access

- Online guides under the “User Guides” drop-down menu



The screenshot shows a web interface with a light blue header bar containing the text "User Guides". Below the header, there is a list of items. The first item is "OBHIS User Guide" with a download icon. Below it, a green rounded rectangle highlights a sub-section titled "External User Registration". This sub-section contains three items, each with a download icon: "Master Guide", "OhioMHAS Business Admin/Provider Admin to assign role", and "The users: provider admin, provider user, third party, and board, user guide to request access".

User Guides

- ↓ OBHIS User Guide
- External User Registration
 - ↓ Master Guide
 - ↓ OhioMHAS Business Admin/Provider Admin to assign role
 - ↓ The users: provider admin, provider user, third party, and board, user guide to request access

Questions



Contact OhioMHAS OBHIS Administrators

OBHISadmin@mha.ohio.gov

What to do now and timing of go-live:

- Familiarize yourself with the application by attending and/or reviewing trainings online
- Set up your OH|ID
- Request access to the OBHIS Production site as a “provider administrator”
- Request access to the OBHIS Test site
- September 15 – October 1: begin granting OBHIS application access to staff members
- October 1st: complete Provider Setup in OBHIS production; (OHBH will no longer be available)