Security Management System

MHPD Module

Security Management System:

- Why do we need to use SMS?
- Security Management System
  - Accessing SMS
  - MHPD Module
    - Security Groups

- Mental Health Provider Data Exchange
  - Changes to MHPD

Why SMS?

- The Security Management System puts user access under the control of the Security Manager at your facility, making things more secure.
- The Security Manager can keep OMH updated on user info easily, so we can contact users when needed.
- The Security Manager can reset users passwords.
- OMH is looking to migrate more of its applications into SMS, and allow facilities to more easily and safely assign user access themselves.

How to get access to the Security Management System

Your Facility Director must first sign the CNDA, or Confidentiality and Non-Disclosure Agreement on line .

Email is sent to the Facility Director from the OMH Security Group with the information a Security Manager needs to register for SMS. Contact the Help Desk at 1-800-HELP NYS for further assistance.
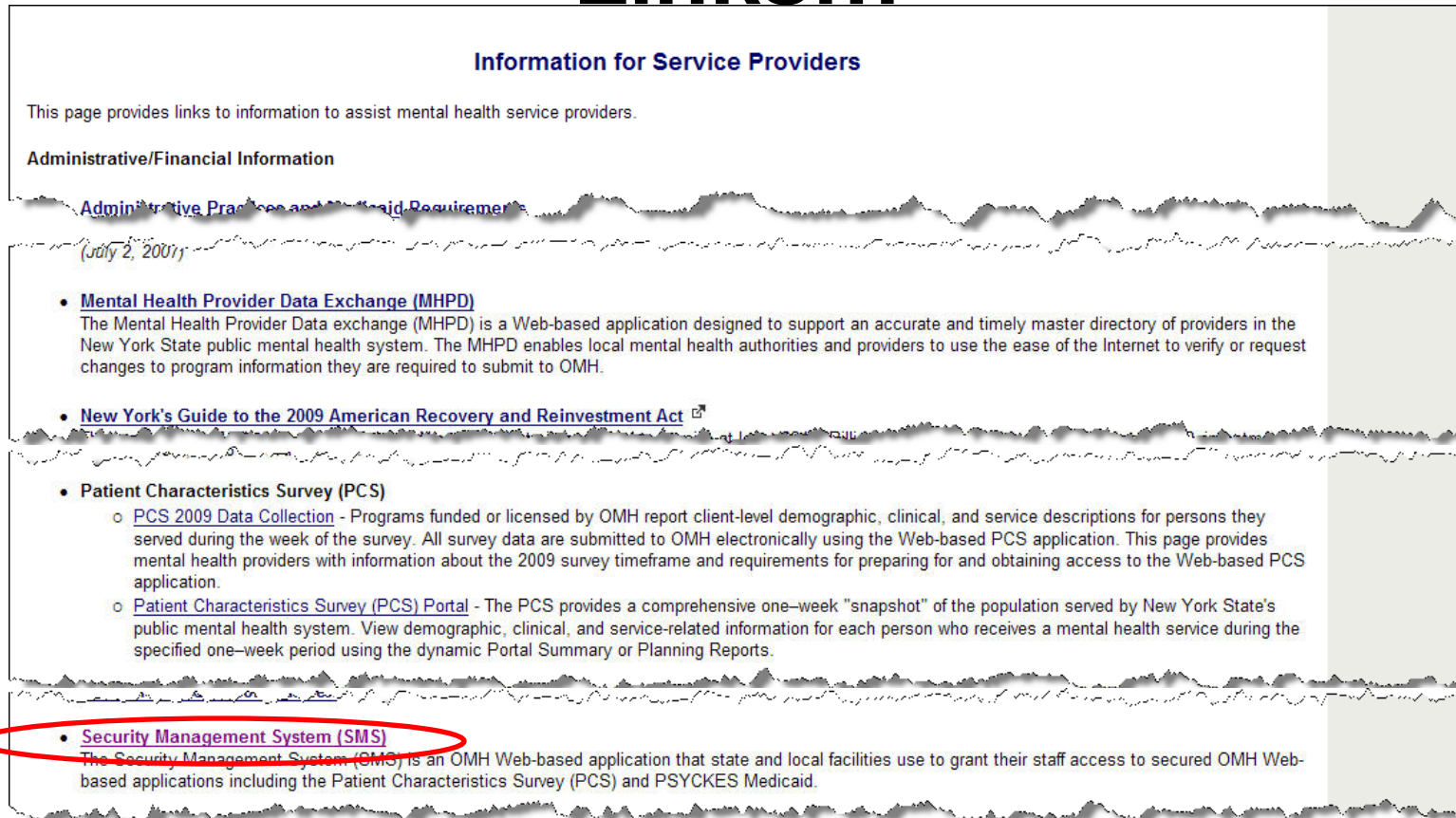
OMH Website
http://www.omh.ny.gov

The OMH Website has a link to Resources for Providers…

that includes Many Very Useful Links…

Information for Service Providers

This page provides links to information to assist mental health service providers.

Administrative/Financial Information

Administrative Practices and Medicaid Requirements

(July 2, 2007)

- **Mental Health Provider Data Exchange (MHPD)**
  The Mental Health Provider Data exchange (MHPD) is a Web-based application designed to support an accurate and timely master directory of providers in the New York State public mental health system. The MHPD enables local mental health authorities and providers to use the ease of the Internet to verify or request changes to program information they are required to submit to OMH.

- **New York's Guide to the 2009 American Recovery and Reinvestment Act**

- **Patient Characteristics Survey (PCS)**
  - PCS 2009 Data Collection - Programs funded or licensed by OMH report client-level demographic, clinical, and service descriptions for persons they served during the week of the survey. All survey data are submitted to OMH electronically using the Web-based PCS application. This page provides mental health providers with information about the 2009 survey timeframe and requirements for preparing for and obtaining access to the Web-based PCS application.
  - Patient Characteristics Survey (PCS) Portal - The PCS provides a comprehensive one–week "snapshot" of the population served by New York State's public mental health system. View demographic, clinical, and service-related information for each person who receives a mental health service during the specified one–week period using the dynamic Portal Summary or Planning Reports.

- **Security Management System (SMS)**
  The Security Management System (SMS) is an OMH Web-based application that state and local facilities use to grant their staff access to secured OMH Web-based applications including the Patient Characteristics Survey (PCS) and PSYCKES Medicaid.

including one to the Security Management System Home Page, where you will find information about SMS, a user manual, and links to the application itself.

How to use the
Security Management System

Log on using your User ID and Token

A token is a thumb sized electronic device with a 6 digit number that changes once a minute that functions as a secure password. It will be mailed to you from OMH.

Once you log in, you will see the SMS User List

- Shows all the users at your facility who have OMH User IDs

- Search Criteria allows you to narrow down your user list, making it easier to locate a particular user

- The Help Manual which you can access through the "Help" menu above, has more information

Assigning MHPD User Access in SMS

Click the pencil icon to edit a User

Edit User Screen

- Check the box for the correct Group Name, then click "Update"
- Any field with an asterisk is required and must be filled before clicking "Update"

Selecting the Correct User Access

- **Provider User** – a User at an individual Facility who can access all the information currently available for that Facility in MHPD. A User with Provider access can add, update or close programs using Change Requests, Administrative Actions and EZ PARs.

- **Provider Admin** – a User at an individual Facility who has all the Provider User functionality and can edit the facility information as well. Additionally, a User with a Provider Admin role can edit the facility maintenance page, as well as designate Users to complete the Facility and Case Management Surveys. The Provider Admin can also assign persons to receive facility notifications sent out by OMH via email.

- **County User** – A County or New York City Mental Health Department User can search, view and request updates to Facilities in their county, and Programs, and Sites for any Facility (regardless of location) which operate in the county. They can view change requests and can request the opening or closing of existing unlicensed programs in their county. They can view but not submit Administrative Actions and EZ PARs.

- **County Admin** – a User at a county Facility who has the same access as a County User, and has all the functionality of the Provider Admin for the County DMH's facility.

When Finished with Editing

- Click "Logout" to logout of SMS then close the program

- Click "Close" to return to Edit User screen for this user

- Or

- Click "Users" to return to User List and choose another user

Changes in Features in MHPD

On logging in, the *Verify Contact Information Page* will require *all* users to confirm their information.

Security Managers will make necessary corrections to user information in **SMS** by selecting the user from the user list, editing their information, and clicking "Update".

When you log in to MHPD…

Verify Contact Information

Contact Information for Jane Doe

NOTE:

For security reasons, OMH asks that you verify your title, email address and phone number before accessing MHPD. Please check the information provided below and, if correct, click "YES" to continue using MHPD. If any information is not correct, please contact the Security Manager at your facility, who can correct this information for you in the Security Management System. If your email address is missing, you will not be allowed to continue, and MUST contact your Security Manager in order to proceed.

The following are Security Managers at your facility.

Security Manager's Name	Email Address	Phone #
Sms Security Manager	chjm@omh.state.ny....	(518)555-1000

Contact Information:

User Id:	L2222HXS
User Name:	Jane Doe
Title:	Title
Email Address:	chxs@omh.state.ny.us
Phone #:	(518)555-1000 x ____

Yes

No

- Check your information at the bottom of the screen
- If there are errors, contact your Security Manager, listed here

If everything is correct, click "Yes" to continue on into MHPD

If no email address is listed, you will not be allowed to proceed into MHPD, you MUST contact your Security Manager first to make corrections

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These two features will only be available to County Admins and Provider Admins.

The *Edit Agency/Facility Change Request* allows an Admin to update info for the Facility, CEO and Facility Director.

The *Maintenance Page* will allow an Admin to select an MHPD User as the Primary Facility Contact.

Updating Facility Information

- The Edit Agency/Facility Change Request can only be submitted by a user with County Admin or Provider Admin status

- This Change Request allows the Admin to update Facility information, address, email, Executive Director name and contact information and so on.

- The Admin should be someone who will keep this information up to date

Updating the Primary Facility Contact

The Primary Facility Contact is the person at your facility who the County Admin or Provider Admin designates to receive copies of all email notifications sent out by OMH.
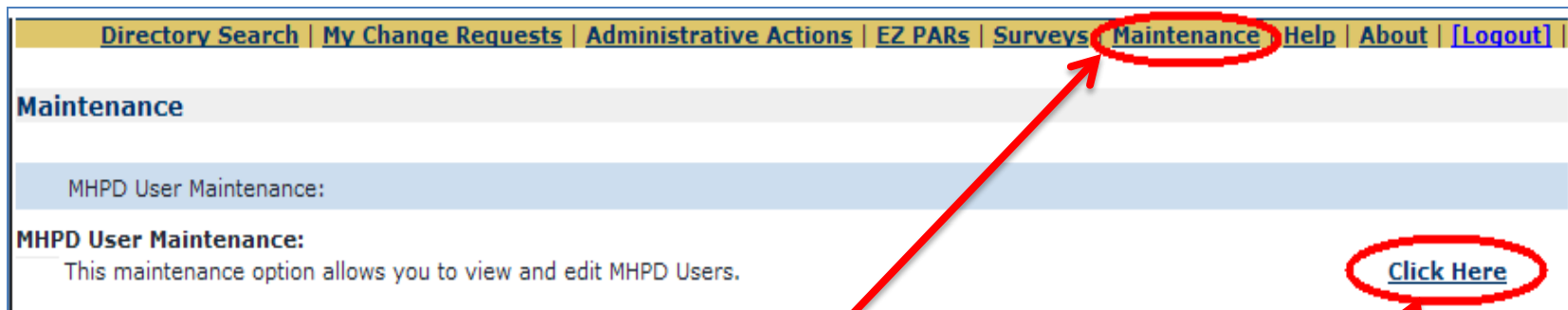
Click here to go to the Maintenance page… then click here to go to the MHPD User Maintenance List of Users.

- All Users with MHPD access are listed.

- Pick the User you wish to designate as Primary Facility Contact

- Select the Edit Icon to edit a user.

Edit MHPD User

MHPD User: [L2222LV] - Lulu Von User

User Information:

User Id: L2222LV
User Name: Lulu Von User
Title: Administrative Guru
Email Address: tchxs@omh.state.ny.us
Phone #:   (518) 555-1000   x ____
Group Name: Provider - Admin
Facility: [2222] - Test Facility (for user manual)

Change Requests:
Primary Facility Contact: ☐

Update

Return

Click the check box and this User will receive all MHPD notifications. You may only have one Primary Contact. To change your Primary Contact, select a different user and check the box. Selecting a new user will remove the old one from the position of Primary Facility Contact.

Click Update to save your selection.

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Security Management System

MHPD Module

If you have questions, e-mail us.