# Basic Integrated System (IS) Training

Things to Keep in Mind

- All Patient Health Information (PHI), in this manual, is fictitious.
- Remember to use the help (?) icon.
- It is recommended that you understand the billing processes before using the IS.
- To return to the previous screen, always click on the Return button, under Options.
- Italicized fields must be completed.
- Dates must be entered as: 00/00/0000
- You will be logged off every 15 minutes when not using the system; you will have to click on the Home page to log back in.
- It is strongly recommended that you attend the PATS training on medications.
- You only have access to the Home and Clinical pages of the System
- MIS, IS, and DMH number are all the same.

Visit the IS Website at
http://dmh.lacounty.info/hipaa/index.html
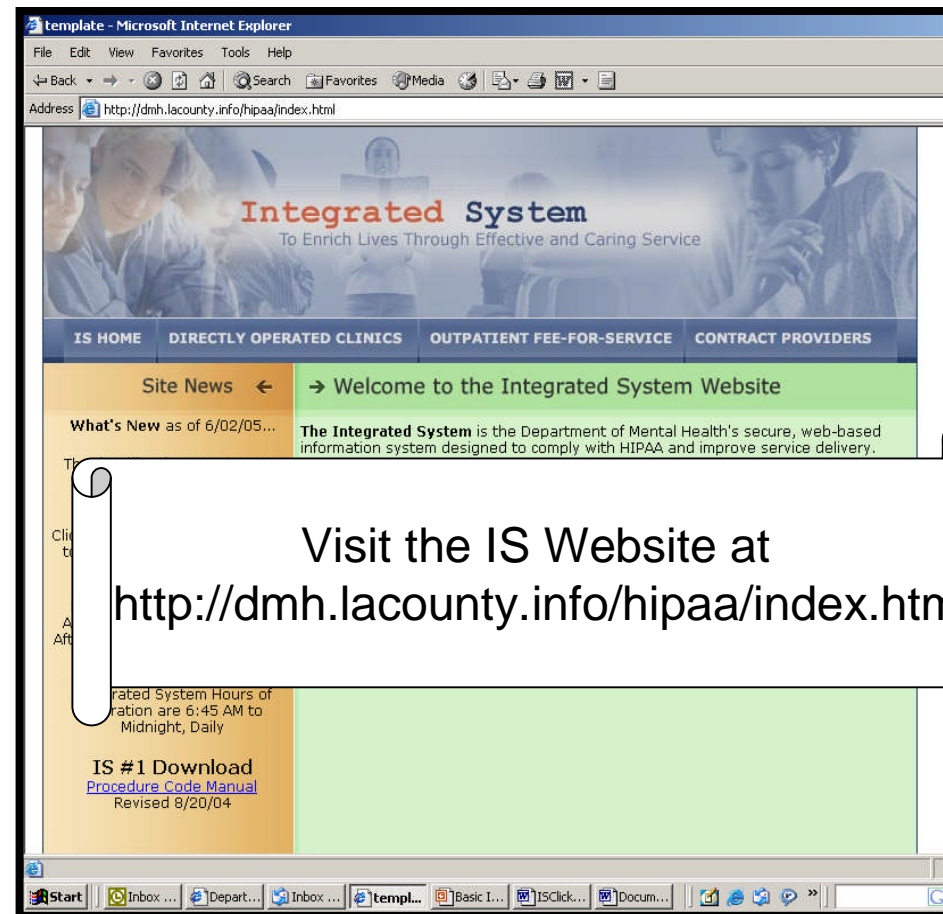
Basic IS Training

1. Log in

2. Find a Client

3. Add a Client: Identification Screen

4. Add a Client: Contacts Screen

5. Add a Client: Financial Screen

6. Add a Client: Other Screen

7. Open an Episode: Admission Screen

8. Open an Episode: Diagnosis Screen

9. Add Services

10. Add a Claim, a Plan and Payer (s)

11. Void and Replace a Claim

12. Close an Open Episode: Discharge and Diagnosis Screens

Use Keyboard Shortcuts!
Avoid using the Mouse.

- The Tab key will take you through every field on the screen.

- Shift-Tab will take you backwards through those fields.

- Down Arrows and characters to go through drop-down lists.

- The Space bar will check and uncheck boxes.

- The Enter key will activate buttons.

Log In with a SecurID Card

Address: http://dmh.lacounty.info/hipaa/index.html

1. If you are a DMH Contracted Provider, go to

Integrated System
To Enrich Lives Through Effective and Caring Service

IS HOME | DIRECTLY OPERATED CLINICS | OUTPATIENT FEE-FOR-SERVICE | CONTRACT PROVIDERS

Site News ←

What's New as of 6/02/05...

The **deadline** for entering May data has been **extended** to Wednesday, **June 8, 2005**

Click on your Provider Type above to get started with the new IS Website...

Help Desk: 213-351-1335
Available M-F, 7 AM to 5:30 PM
After-hours, call ISD Support Line at 562-940-0617

Integrated System Hours of Operation are 6:45 AM to Midnight, Daily

IS #1 Download
Procedure Code Manual
Revised 8/20/04

→ Welcome to the Integrated System Website

The Integrated System is the Department of Mental Health's secure, web-based information system designed to comply with HIPAA and improve service delivery.

This Week on the Integrated System
IS News Bulletins started this week...Bulletin #001 is about Request to Remove Discharge Date. Look for it in "**Special Bulletins**" under the "**Using the IS**" Menu...but first, **click on your provider type above**!

There's also a DMH **CalWORKs** Bulletin on "**Guidelines to Avoid DPSS Billing Exceptions**" on that same "**Special Bulletins**" page.

Click the banner at the top of this screen to access the IS with your SecurID Card.

2. Click to go to the RSA SecurID logon screen and follow procedures

Add a Client: Contact Information

Add a Client: Financial Information

Add a Client: Benefit Information

Open an Episode: Admission Screen

Add Services

Add Services

- What is Evidence-Based Practice/Service Strategies/PEI Services?

They are techniques that use research results, reasoning, and best practices to inform the improvement of Mental Health Care. DMH is now using the IS to track the use of these techniques. These are some examples: Multisystemic Therapy, Functional Family Therapy, Brief Strategic Family Therapy, Functional Family Therapy, Peer and/or Family Delivered Services, Family Support

Add Services

Evidence Based Practice:

```
00-No EBP/SS
01-EBP ACT
10-EBP MST
11-EBP FFT
2A-Brf Strat FamTher
2B-CPP Chld-Prnt Ther
```

The system may allow you to select up to 3 options

CP's must use 2K Impact

Evidence Based Practice:

```
2F-DTQI-Dep Treat QI
2J-Group CBT Maj Dep
2K-IMPACT
2L-Incredible Years
2M-IPT Depression
2P-Multidim Fam Ther
```

Add a Claim: Add a Plan

Add a Claim: Add a Plan

COUNTY | DEPARTMENT OF MENTAL HEALTH | Home | Clinical | Administrative | Plan | CIOB

1904-ANTELOPE V:1904A-ANTELOPE

Plan

Options
Return

Client Benefits: SD/Medi-cal:97671909C   Staff Code: LCA0934

ServiceDate	Procedure	Mod1	Mod2	UnitType	Units
02/04/2011	90801			MJ	27

Plans: PEI_Special_Programs [07/01/2010-12/31/2020]

Pay Order:
Alt_Crisis_svc-Urgent_Care_Ctr [07/01/2009-12/31/202
CalWORKs [07/01/2002-12/31/2020]
CGF [07/01/2002-12/31/2020]
FCCS-ADULT MHSA [04/01/2008-12/31/2020]
FCCS-OLDER ADULT MHSA [03/06/2007-12/31/2020]
GROW [07/01/2002-12/31/2020]
MHSA_Fam_Focused_Wellness Svc [01/01/2007-12/31/
PEI_Adult [07/01/2010-12/31/2020]
PEI_Children [05/11/2010-12/31/2020]
PEI_Older_Adult [07/01/2010-12/31/2020]
PEI_Special_Programs [07/01/2010-12/31/2020]
PEI_TAY [05/11/2010-12/31/2020]

> CP's must use PEI-Special Programs

Claim Plans:

Plan	Pay Order
CGF	1

> This means that your plan was added

> If you click to add a second plan per claim, the IS will generate this error message

Microsoft Internet Explorer

⚠ Maximum of 1 Plan is allowed

OK

13

Add a Claim