End User Manual for the Residential Services and Psychiatric Health Facility Concurrent Review ProviderConnect NX RS and PHF End User Manual



Los Angeles County Department of Mental Health JAN 2025 v6.1

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# Introduction to Avatar NX for Residential Services and Psychiatric Health Facility Providers

The Avatar NX is the Electronic Health Record System (EHRS) implemented by the Los Angeles County Department of Mental Health (LACDMH). **ProviderConnect NX** is a web-based interface that communicates with Avatar. **ProviderConnect NX** is a standard browser-based application that can be launched from any web browsing application such as Edge, Chrome, or Firefox. **ProviderConnect NX** has real-time communication with Avatar, hence any information submitted into **ProviderConnect NX** is directly entered or updated into Avatar immediately.

This manual will cover how Providers will use the Concurrent Review process to request Authorizations for the Residential Services programs: Crisis Residential Treatment Program (**CRTP**), Adult Residential Treatment (**ART**), and Psychiatric Health Facility (**PHF**) program. Concurrent Review is required for CRTP, ART, and PHF per Department of Health Care Services (**DHCS**) requirements BHIN 22-016 and 22-017.

**Residential Services (CRTP & ART)** - Before service delivery, ICD will provide authorization and admission documentation, but providers will enter episode information.

**CRTP** - may accept clients directly, but will need to enter episode information, and send admission documentation within one business day to receive authorization.

**PHF** - must enter episode information and then provide admission documentation within one business day of starting services to receive authorization.

The processing time frames are as follows: **CRTP** - 2 week **ART** - 1 month **PHF** - 1 week

# **ProviderConnect NX: Documents to Upload**

Providers will use **ProviderConnect NX** for the following functions and upload the following documents:

**<u>Residential Services</u>** Crisis Residential Treatment Program (**CRTP**) and Adult Residential Treatment (**ART**) providers will use ProviderConnect for the following functions:

- 1. Search for clients
- 2. View Clients Demographics (Update Client Data)
- 3. Submit Authorizations Request for Avatar NX Services.

**NOTE:** Authorization Request for Residential Services should be completed before services are delivered.

4. Upload the Client documents as an Attachment to client cases.

#### **Documents to upload**

## CRTP

- First 14 days: RAF (regardless of Direct Admissions or Referred by DMH, please upload the RAF)
- Second 14 days (aka first continuing 14 days): Initial psych eval, Initial Adult assessment, Weekly Summary, Med list.
- Third and subsequent 14 days: Most recent MD/NP progress note, most recent weekly summary, 1-2 Most recent daily note(s), Med list

#### Items upon request

- Labs
- Medication Administration Record (MAR)s
- <u>Discharge</u>
  - After Care
  - Discharge Plan
  - Review the status of the authorization

#### ART - Admission (Initial authorization): Intake Packet

For the first continuing day review

- Initial Psychiatric evaluation & MD progress note
- Initial Adult Assessment
- Monthly Summary
- Medication List

#### For subsequent continuing day reviews

- Medical Doctor (MD)/Nurse Practitioner (NP) Progress Notes
- Monthly Summary
- Medication List

#### Items upon request

- Labs
- Medication Administration Record (MAR)s

#### <u>Discharge</u>

After Care

Discharge Plan

## **Psychiatric Health Facility** (**PHF**) Providers will use **ProviderConnect NX** for the following functions:

- 1. Search for clients
- 2. View Clients Demographics (Update Client Data)
- 3. Submit Authorizations Request for Avatar NX Services.
- **NOTE:** Authorization Request for PHF should be completed before services are delivered.
  - 4. Upload the Client documents as Attachments to Client cases.

#### **Documents to upload**

#### Admission:

- Medical Doctor (MD) Order
- Face Sheet
- Plan of Care

#### **Continuing Days:**

- Rounds Sheet
- Psych eval
- Medical Doctor (MD) notes
- Registered Nurse (RN) notes
- Revised plan of care
- History & Physical

#### Discharge:

- Discharge Plan
- Aftercare Plan
- Progress Notes
- 5. Review the status of the authorization.

# **Provider Authorizations vs. Member-Based Authorizations**

**Provider Authorizations** are at the funding source level for a given fiscal year for a provider. Each provider authorization (P-Auth) is assigned with a specific dollar amount allocated as per the contract/amendment. When claiming a service, the provider uses a P-Auth, and claims can continue until the dollar is exhausted. Based on the client's Medi-Cal eligibility and the type of service claimed, the provider uses a P-Auth that is linked to a Medi-Cal Funding Plan or a Non-Medi-Cal Funding Plan.

**Member-based Authorizations** are child records of P-AUTHs that are assigned to a specific member for a specific service. When requesting a member-based authorization for IHBS/TBS, the provider should use an appropriate funding source that covers the requested service. The authorization must be based on the client's Medi-Cal eligibility and use a Medi-Cal or a Non Medi-Cal Funding Source. Also, note that for each claim submitted with a member-based authorization, the dollar amount will be deducted from the parent P-Auth.

# **Access and Limitations**

• To access **ProviderConnect NX**, a web address (URL - Uniform Resource Locator) is used to launch the browser-based application.

• Once your request is approved, a user ID and system-generated password will be issued to designated users by LACDMH. This initial password must be changed upon the first login to the application.

• The client must have an open admission and Financial Eligibility in Avatar NX with the Legal Entity seeking an authorization request for the client that has been submitted through Web Services. This is before the provider creates an authorization in **ProviderConnect NX**.

• Once an authorization request is submitted via **ProviderConnect NX**, designated users will not be able to make any change to the submitted request.

• If required, Users will need to complete a HEAT ticket to have changes or updates completed in **ProviderConnect NX**.

# Links and Numbers

Help Desk – (213)351-1335

HEAT ticket System - https://lacdmhheat.saasit.com

User Manuals and Videos - https://dmh.lacounty.gov/pc/cp/provider-connect/

# Forms and Instructions for the process to apply for access to ProviderConnect

NX

#### **Request Forms for Provider Connect Access:**

- APPLICATION ACCESS FORM (AAF)
- CONFIDENTIALITY OATH
- COUNTY OF LOS ANGELES AGREEMENT FOR ACCEPTABLE USE AND CONFIDENTIALITY OF COUNTY INFORMATION ASSETS (AUA)
- ELECTRONIC SIGNATURE AGREEMENT
- SECURITY AGREEMENT NON-LACDMH USER

#### \*\*Below is an example of the email an Onboarding Provider will receive\*\*

This is a reminder for Legal Entity (LE) Providers that they are required to Onboard a designated Legal Entity Representative (liaison). The LE liaison will be the point of contact for any LE staff requesting access to Department of Mental Health (DMH) resources/applications. To facilitate staff requests, the DMH Provider Advocacy Office (PAO) has developed the online **Systems Access Request (SAR)** portal. The SAR portal will enable liaisons with a quick, reliable, and more accountable way to request access to existing and future DMH applications.

\*\*\***IMPORTANT**\*\*\* Mailed access request forms and/or emailed access request forms will **NO** longer be processed. Any requests for application access or New C-Number/C-Number business agreement renewals **MUST** be created in the SAR portal by the LE liaison.

The SAR portal is only accessible to LE liaisons. To request SAR portal access for an LE liaison, please complete and email the "Individuals Authorized to Sign Application Access Forms" in addition to the "Contractor Number Request Packet" to the DMH Systems Access Unit at <u>SystemsAccessUnit@dmh.lacounty.gov</u> with the subject line "ONBOARDING SAR PORTAL LIAISON ACCESS." For your convenience, we have provided the direct link to the above-mentioned forms below:

## **Contractor Number Request Packet:**

http://file.lacounty.gov/SDSInter/dmh/1076333\_CNumberRequestPacket.pdf

#### Individuals Authorized to Sign Application Access Forms:

http://file.lacounty.gov/SDSInter/dmh/1055863\_Individuals\_Authorized\_to\_Sign\_Access\_Forms.pdf

**\*NOTE\*** Please make sure that the forms are filled out or typed in the PDF form. All scanned documents should be legible, and all parties must either use a wet or digital signature. Requests with typed signatures, incomplete forms, or signature dates older than 60 days will **NOT** be processed.

Should you have any questions or if you require additional assistance, please contact the DMH Systems Access Unit and we will gladly assist you. We sincerely thank you for all your time and cooperation.

# **Provider Connect NX: Login with Enterprise Credentials**

Start the web browser (Edge, Chrome, or Firefox) on your computer. Type or cut and paste the following web address in the address line <u>https://lapcnx.netsmartcloud.com/#/home</u> to access the link for **ProviderConnect NX**. We also suggest that User save this link to their Favorites Bar for ease of access.

Select the "Login with Enterprise Credentials" button. This will navigate the User to the Microsoft MFA login screen.

<b>Netsmart</b> ProviderConnect NX	Attention
System	Terms of Security: These computer systems including all related equipment, networks, and network devices are the property of the County of Los Angeles. These computer systems are provided for
LA LIVE ~	authorized use only and may be monitored for all lawful purposes. All information placed on or sent over these computer systems may be
Login with Enterprise Credentials	examined, recorded, copied, and used for other authorized purposes during monitoring. Use of these computer systems, authorized or unauthorized, constitutes consent to monitoring. Evidence of unauthorized use may be used for administrative, criminal, or other adverse action. Unauthorized users may be subject to criminal prosecution.
Login with Local Credentials	

Users will either enter their "C" number with the @dmh.lacounty.gov email address and click the "Next" button or

Microsoft	
C123456@dmh.lacounty.gov	
Can't access your account?	
	Next
	Next
	Next

On this screen either select the User "**C**" number @dmh.lacounty.gov email address or if the User does not see their "**C**" number @dmh.lacounty.gov email select the "+" to navigate back to the sign-in screen. Selecting the "**C**" number @dmh.lacounty.gov email will navigate the User to the "**Enter Password**" popup screen.



The User will enter their password and click the "**Sign in**" button. This will navigate the User to the MFA "**Approve Sign-in Request**".



A number will display. This number must be entered into the "**Authenticator App**". The User will enter the number in the app and click the checkmark. This will navigate the User back to the Netsmart **ProviderConnect NX** login screen.

**NOTE:** If Users do not have the Authenticator App User **MUST** contact the Help Desk.

		×
https://login.microsoftonline.com/07597248-ea38-451b-8.	Q	A»
County of Los Angeles		Î
C123456 @dmh.lacounty.gov		- 1
Approve sign in request		- 1
Open your Authenticator app, and enter the number shown to sign in.		- 1
73		
No numbers in your app? Make sure to upgrade to the latest version.		
I can't use my Microsoft Authenticator app right now		- 1
More information		- 1
By logging on using this interface, I acknowledge that I have read, understood, and accepted the Los Angeles County's Agreement for Acceptable Use And Confidentiality of County IT Resources; I further understand that I must obtain prior authorization from my management to perform County business functions during off-hours.		

Using the "**System Code**" dropdown select the code for the User's agency. The User will only see the system codes they are authorized to see to access **ProviderConnect NX**.

<b>Netsma</b> ProviderConnect	NX	Attention
System		The information contained in this information system is private and confidential, it is fully bound by the provisions of all federal and state regulations governing confidentiality of alcohol and drug abuse
LA LIVE	~	patient records. This system is intended only for the professional use of authorized agents of a Substance Abuse or Mental Health Tractment program or related approx. If you have reached this if in in
Login with Enterprise Credentials		error, please contact Netsmart Technologies, Inc. at (877) 899-8800 immediately.
System Code		

Click the arrow to open the dropdown menu for "**System Code**". The User must select their Agency name from the dropdown.

NOTE: DO NOT SELECT THE "DO NOT SELECT THIS SYSTEM CODE"

~	ProviderConnect	rt NX	Attention The information contained in this information system is private and
Syste	em		confidential, it is fully bound by the provisions of all federal and state regulations governing confidentiality of alcohol and drug abuse
•	LA LIVE	~	patient records. This system is intended only for the professional use of authorized agents of a Substance Abuse or Mental Health
Syste	Login with Enterprise Credentials		Treatment program or related agency. If you have reached this site in error, please contact Netsmart Technologies, Inc. at (877) 899-8800 immediately.
Selec	st System Code	~	
OPT (DTX DO N pcnx	IMIST BOYS HOME AND RANCH, INC. (DTRX781) : pcnx100003 NOT SELECT THIS SYSTEM CODE (zPCNX) : «100003	ials	

When the User selects their Agency name this will navigate the User to the **ProviderConnect NX "Home Screen"**.

*** ProviderConne	ect NX myDay					🔒   Customize (	
LOGGED IN AS AUTH PCNX Recent Clients	•	Q What	can I beln you find?	Welcome Make Even	e, AUTH PCNX y Day Matter		
My Forms	•	Advanced	Client Search				
My Favorites Recent Forms	, c	CLIENT DEMOGRAPHICS		<b>♂≎</b>	CLIENT DIAGNOSES		C.S
Control Panel	Site	0 DOB/Age: / SSN: Race: Veteran Status:	Pronouns: Gender: Primary Language: Ethnicity: Smoking Status: Smoking Assessment Date:				
		CONTACTINED: Cell Phone: Home Phone: Work Phone: Email: Communication Preferen Primary Caro Provider:	ADDRESS: .ce: HMIS ID:				

# Provider Connect NX: How to Add a Widget

From the ProviderConnect NX "Home screen".

ProviderConne	ect NX	Day				🔒   Customize 🔵 🖙 🚍
	•		e	) Welcome Make Every	e, AUTH PCNX 9 Day Matter	
Recent Clients My Forms	•	Q What	t can I help you find? ed Client Search			
My Favorites	•			70		7
Recent Forms  Control Panel Carlot Clients Site	0 DOB/Age: / SSN: Race: Veteran Status:	Pronouns: Gender: Primary Language: Ethnicity: Smoking Status: Smoking Assessment Date:	ĺ			
		CONTACT.INFO: Cell Phone: Home Phone: Work Phone: Email: Communication Prefert Disease Core Presiden	ADDRESS:	—		

In the upper right corner of the screen, Users will see a "Customize" selector.



Turn the "Customize" selector from the "OFF" selection to the "ON" selection.



Select the icon  $\square$  to open the widget options.



In the widget options select, drag, and drop the "**Provider File Attach**" and "**Consoel Widget Viewer**" widget to the "**Home Screen**".

	6	~		☆	Q			
	Re <u>l</u> c	ad V	iew	Re <u>v</u> er	t Chang	es		
	Inc hea	lude ader	Client in viev	Informa v	ation			
			CLIE	ENT				
d	ç	C	laim Se	rvice Info	rmation			
d	ç	Pen	Pending Service Authorizations					
d	ç		Provid	der File At	ttach			
d	ç		Service Authorization					
			CON	SOLE				
d	ç		Console	Widget	Viewer			
			MI	SC				
d	ç		Finar	icial Eligit	oility			
d	ç	Sy	stemwi	de Annua	l Liabilit	y		

## Example for "Provider File Attach".

	PROVIDER FILE	ATTACH				ឋខ×
Provider File Attach	View	Provider	Document Name	Date	Authorization Number	Document Type

## Example for "Console Widget Viewer".

	CONSOLE WIDGET VIEWER
Console Widget Viewer	

Once completed turn the "Customize" selection from the "ON" selection to the "OFF" selection.

Customize ON Customize OFF

Select the icon 📃 to close the sidebar.

Users will now be able to view the Client file attachments from the "Home Screen".

ProviderConnect NX _r	nyDay				💧   Customize (	
AUTH PCNX			E	Welcome	, AUTH PCNX	
Recent Clients	0	en Hada en en Cardo		Make Every	/ Day Matter	
My Forms	Q What C	an Theip you find?				
My Favorites						
Recent Forms	CLIENT DEMOGRAPHICS			₫.5	CLIENT DIAGNOSES	C":
Control Panel	0 DOB/Age: / SSN: Race: Veteran Status: Contact Info: Cell Phone: Home Phone: Work Phone: Email: Communication Preference Primary Care Provider: PCP Phone:	Pronouns: Gender: Primary Language: Ethnicity: Smoking Status: Smoking Assessment	Date: ADDRESS: HMIS ID: Magellan ID: LAUNCH Client Chart			
	PROVIDER FILE ATTACH			C 3	CONSOLE WIDGET VIEWER	
	View Provider	Document Name Date	Authorization Number	Document Type		

# **ProviderConnect NX: How to Create an Authorization**

## From the "Home Screen".

ProviderConnect NX	Day			🔒   Custo	omize OFF =   🐣
AUTH PCNX		8	Welcome Make Every	, AUTH PCNX / Day Matter	
Recent Clients	Q What can I	help you find?			
My Forms >	Advanced Clien	nt Search			
My Favorites	_				<b>710</b>
Recent Forms	CLIENT DEMOGRAPHICS		5 C	CLIENT DIAGNOSES	6 <b>8</b>
Control Panel	0 DOB/Age: / CO SSN: F Race: E Smoking Status: S CONTACT INFO: Cell Phone: Home Phone: Home Phone: Email: Communication Preference:	Gender: Primary Language: Ethnicity: Smoking Assessment Date: ADDRESS:			
	Primary Care Provider:	Magellan ID:	-		
	PROVIDER FILE ATTACH		ď 3	CONSOLE WIDGET VIEWER	C
	View Provider Doc Nam	rument ne Date Authorization Number	Document Type		
				Open Record Close All	Print •

The User **MUST** go to their **"My Favorites"** in the **TASK Navigation** and select **"Service Authorization Request"** from the dropdown menu.



**Note:** To access clients in ProviderConnect NX, a User must verify that the client has an open Admission and completed Financial Eligibility under the User's Legal Entity through the Legal Entity's EHR. The client must have an open Admission through their Legal Entity EHR before the User can submit an Authorization Request for the client in ProviderConnect NX.

#### Enter the Client ID into the Search field.

**NOTE:** This is the suggested method to search for a client in **ProviderConnect NX**.

Opening: Service Authorization Request
Home > Select Client >
elect Client
Q
OK Cancel

**Note:** If a User search returns no results, the client inputted by the User has not been associated with the User's Legal Entity. This association must be done through the Legal Entities EHR. Only after the client has been associated with their Legal Entity via the Legal Entities EHR can the User create an Authorization Request in ProviderConnect NX.

What does this mean? Before a User can access their client in ProviderConnect NX and request authorization, the client must have an open Admission under the User's Legal Entity, created directly from the User's EHR system. The client must have an open admission for the Legal Entity requesting authorization using the User's EHR system.

Select the Client name and Client ID.

## Opening: Service Authorization Request

7336744		
Name	Date Of Birth	Client's Address - Street
PCNX ADMISSIONS (009358744)	01/12/2000	550 N Vermont Ave

# Below is an example of what the User will see when the User has a Client that does not have an active admission/episode created by the User Legal Entity

	Opening: Service Authorization Request						
Hom	Home > Select Client >						
Sele	Select Client						
	Q	PCNX ADMISSIONS					
		OK Cancel					

**NOTE:** The Client **MUST** have an open Admission through their Legal Entities EHR before the User to request an Authorization using **ProviderConnect NX**.

If the Client has a pre-existing Authorization the User will be able to view the submission here on the "**Service Authorization Request**" pre-display. The User must click the "**Add**" button to create a new authorization request. The User will be navigated to the "**Service Authorization Request**" form.

Opening: Service Authorization Request								
Home > Select Client >								
Selected Client : PCNX ADMISSIONS (009358744)								
elect Record								
Funding Source \$	Provider 🖨	Auth # 🗢	Begin Date 🖨	End Date 🖨	Code Authorized (1) 🖨	Authorization Status		
102-DMH Mental Health Services (CGF) MC	781-OPTIMIST BOYS HOME AND RANCH, INC.	360499	06/25/2023	06/30/2023	TBS (H2019)	Pending		
Add	Edit	Delete	Cancel					

20 End User Manual for the Residential Services and Psychiatric Health Facility Concurrent Review Process The User will be navigated to the "**Service Authorization Request**" form. If the Client has no past authorization request Users will be navigated directly to the "**Service Authorization Request**" form without seeing the predisplay.

rsonal Pron	puns: -			
rsonal Pron	buns: -			
rsonal Pron	ouns: -			
Appointment				Alle
Appointment	s (Next 20) 🖸 💦 Client Consents and Acknowledgem.	. C		
			Submit	Discard Add
	Member Authorization History			
	Authorization Number	_		
	360652			
× ~	Benefit Plan			
	Defension Draviden			v
× v	Select			~
	Performing Provider Type Select	~		
٩				
	Current Authorization Status Reason			
	Initial On Continuing Authorization			~ ·
× v	mittal Or Continuing Authonization			
	○ Initial ○ Co	ntinuing	🔾 Сору	
·				
	x v x v Q	Member Authorization History         Authorization Number         360652         *         Benefit Plan         Select         *         Select         Select         Current Authorization Status Reason         Select         Initial Or Continuing Authorization         *         Initial         Corrent Authorization Status Reason         Select         Current Authorization Status Reason         Select         Initial       Corrent Authorization	Member Authorization History         Authorization Number         360652         *         Benefit Plan         Select         *         Select         Select         Current Authorization Status Reason         Select         Initial Or Continuing Authorization         *         Initial	Member Authorization Hotory         Authorization Number         360652         *       Select         Select         Select         Current Authorization Status Reason         Select         Initial       Continuing         • Initial       Continuing

**NOTE:** All field names that are in **RED** with **RED Asterisk** are required fields and must be completed before claims can be submitted. There are other fields, that are not marked as "**Required**" but are needed to complete an "**Authorization Request**".

Using the dropdown under the **"Funding Source Authorization Is For"** field select the Funding Source to be used for this request.

Funding Source Authorization Is For *		
Select	×	~
Funding Source Authorization Is For *		
Select	×	~
	c	۲
(1) Invalid P-Auth		
(10) Juvenile Day Reporting Center Non-MC		
(1001) FFS2 Outpt Svcs - Psychtest (CGF) MC		
(1002) FFS2 Outpatient Services Non MD(CGF)		
(1003) FFS2 Outpatient Services MD(CGF)		
(1005) FFS2 TAR Prof Svc		
(1006) IMD Exclusion- FFS2 TAR Prof Svc		
(101) DMH Mental Health Services (CGF) Non-MC		
(1011) CGF IMD Step Down Non-MC		•
Funding Source Authorization Is For *		
(102) DMH Mental Health Services (CGF) MC	×	~

Using the dropdown under the "**Benefit Plan**" field select the corresponding benefit plan for the chosen Funding Source for this request.

Benefit Plan *	
Select	× ~
Benefit Plan *	
Select	× ~
	Q
Invalid plan, DO NOT USE'	•
PHF MC	
Residential MC	
TBS (MC)	
TBS Aftercare MC	
TBS STRTP MC	
Benefit Plan *	
TBS (MC)	× ~

**NOTE:** The "**Current Authorization Status Reason**" field is auto-populated when the "Code Authorized (1)" is completed. **DO NOT MAKE A SELECTION FOR THIS FIELD**.

Current Authorization Status Reason								
×	~							
	×							

Using the dropdown under the "**Contracting Provider Program**" field select the location where the services were provided.

Contracting Provider Program					
Select				×	~
Contracting Provider Program			Current	Muuit	n Iza
Select	×	~	Select		
					Q
All - 01/01/2003 - 1933A OPTIMIST EAGLE ROC	к				4
All - 01/01/2003 - 1934A OPTIMIST CARSON					
All - 01/01/2003 - 1936A OPTIMIST MISSION HI	LLS				
All - 01/01/2003 - 1937A PACIFIC LODGE YOUT	H SERVI	ICES			
All - 01/01/2003 - 1941A PACIFIC LODGE CAMP	US				
All - 01/01/2003 - 1946A OPTIMIST CAMPUS					
All 01/01/2002 10/04 ODTIMICT VAN ALL VC					
Contracting Provider Program					
All - 01/01/2003 - 1933A OPTIMIST E	AGLE	RO	CK	×	~

Review the section to verify that all reviewed fields have been completed.

	Member Authorization History			
	Authorization Number	_		
	360653			
× ~	Benefit Plan *			
	TBS (MC)		×	~
	Performing Provider			
× ~	Select		×	~
	Performing Provider Type			
	Select	~		
	Current Authorization Status Basson			
	Select		×	~
	Initial Or Continuing Authorization			
* ~				
	O Initial O Cont	inuing	🔾 Сору	
		Member Authorization History         Authorization Number         360653         Benefit Plan <sup>+</sup> TBS (MC)         Performing Provider         * *         Select         Current Authorization Status Reason         Belect         Initial Or Continuing Authorization         • Initial         Y •		

**NOTE:** For Authorizations that span over into the next Fiscal Year the "**Financial Authorization End Date**" <u>MUST</u> be the last day of the Fiscal Year. (example - 06/30/2XXX)

Begin Date Of Authorization *			
	曲	T	
			•
Financial Authorization End Date *			
	曲		
			•
Begin Date Of Authorization *			
03/01/2024	曲	T	
			•
Financial Authorization End Date *			
06/20/2024			
00/30/2024			<b></b>

**NOTE:** For Authorizations that span over into the next Fiscal Year the "**Financial Authorization End Date**" <u>MUST</u> be the last day of the Fiscal Year. (example - 06/30/2XXX). Users <u>MUST NOT</u> enter a date into the "**Clinical Authorization Date**" field. DMH Staff will enter the "**Clinical Authorization Date**" date.

If the "Financial Authorization End Date" spans into the next Fiscal Year the "Account" and the "Clinical Authorization End Date" fields will show grayed, and the User will not be allowed to continue.

[*		
Begin Date Of Authorization * 03/01/2024	Clinical Authorization End Date	
Financial Authorization End Date * 10/30/2024		
<b>~</b>		
Account	Contracting Provider Authorization 🖓	
Select	✓ Select	~

The User <u>MUST</u> enter the last day of the entered Fiscal Year into the "Financial Authorization End Date" before the "Account" and the "Contracting Provider Authorization" field will show ungrayed.

·		
Begin Date Of Authorization *	Clinical Authorization End Date	
03/01/2024		
Financial Authorization End Date *		
06/30/2024		
×		
Account	Contracting Provider Authorization * 🖓	
Select	× v Select	× ~

**NOTE:** Once the Authorization is **"Approved"** DMH staff will enter the actual end date in the **"Clinical Authorization End Date"** field.

Review the section to verify all fields that were reviewed have been completed.

Begin Date Of Authorization * 03/01/2024	Clinical Authorization End Date	
Financial Authorization End Date * 06/30/2024	:	

Using the dropdown select the "**Account**" to be used for the authorization and the "**Contracting Provider Authorization**".

Account	Contracting Provider Authorization * 🗘	
Select	× v Select	× ~

#### Using the "Account" dropdown select the account for this authorization request.

~	
Account	
Select	× ~
~	
Account	
OPTIMIST BOYS' HOME + RANCH INC. 1) 07/01/2023 - 06/30/2024 \$10447911.00 OPTIMIST BOY	'S' HOME + RANCki I 🗸

#### Using the "Contracting Provider Authorization" dropdown select the P-Auth for this authorization request.

Select		×
Sciect		• *
	Contracting Provider Authorization * 🔉	
	Select	×
		٥
Auth: P33070 FS: DMH Mental Health	Services (CGF) MC(102) Care LvI: No Entry Dates: 07/01/2023-06/30/2024 Amt Remain	ı: \$1948106.71 Amt Denied: \$0.0
Auth: P34019 FS: DMH Mental Health	Services (CGF) MC(102) Care Lvl: No Entry Dates: 07/01/2023-06/30/2024 Amt Remain	ı: \$193030.13 Amt Denied: \$0.00
Auth: P34020 FS: DMH Mental Health	Services (CGF) MC(102) Care Lvl: No Entry Dates: 07/01/2023-06/30/2024 Amt Remain	ı: \$698722.88 Amt Denied: \$0.00
Auth: P34021 FS: DMH Mental Health	Services (CGF) MC(102) Care LvI: No Entry Dates: 07/01/2023-06/30/2024 Amt Remain	ı: \$107358.08 Amt Denied: \$0.00
Contracting Provider Authoriz	ation • V	
Auth D24021 FC DMILMont	tal Health Services (CCE) MC(102) Care Lyl: No Entry Dates: 07/01/	2022 06/20/2024 Amet

Review the section to verify all fields that were completed with the correct information.

Account	Contracting Provider Authorization * Q
OPTIMIST BOYS' HOME + RANCH INC. 1) 07/01/2023 - 06/30/2024 \$10447911.00 OPTIMIST BOYS' HOME + RANCH I $\checkmark$	Auth: P34021 FS: DMH Mental Health Services (CGF) MC(102) Care LvI: No Entry Dates: 07/01/2023-06/30/2024 Amt 🗸

The fields in this section are dynamic. Once the correct information has been entered into the other field(s), the fields will be ungrayed.

Authorization Grouping Or Individ	ual Authorizations *			Authorization Grouping
	Grouping	🔘 Individual		Select
fotal Estimated Liability				Display Authorization Grouping Letter Type Select x
Procedure Code Type (1)				Procedure Code Type (2)
○ CPT® Codes		O Revenue Code		○ CPT® Codes ○ Revenue Code
Code Authorized (1)			٩	Code Authorized (2)
Requested Units (1)				Requested Units (2)
Units Authorized (1)				Units Authorized (2)
Estimated Liability Code (1)				Estimated Liability Code (2)

For "Authorization Grouping OR Individual Authorization" select the "Individual" radio button.

Authorization Grouping Or Individual Authorizations *		
	⊖ Grouping	Individual
Authorization Grouping	Or Individual Authorizations *	
	⊖ Grouping	Individual

For **"Procedure Code Type (1)"** select the **"CPT Codes"** radio button.

Procedure Code Type (1)	
○ CPT® Codes	○ Revenue Code
Procedure Code Type (1)	
CPT® Codes	○ Revenue Code

Using the dropdown for "**Code Authorized (1)**" type in the code to activate the dropdown. Then select the full code to include the modifiers for the code to be authorized. In this example, we will be using "**H2015:HK**".

	Q
Code Authorized (1)	
H0018	Q
Results	
Crisis Residential (H0018)	
CRISIS RESIDENTIAL ADULT 18-64 (H0018:HB:HE)	
CRISIS RESIDENTIAL ADULT 18-64 NON-MC (H0018:HB:HE:HX)	
CRISIS RESIDENTIAL CHILDREN (CCRP) NON-MC (H0018:HA:HE:HX)	
CRISIS RESIDENTIAL CHILDREN CCRP (H0018:HA:HE)	
CRISIS RESIDENTIAL GERIATRIC 65 AND OVER (H0018:HC:HE)	
CRISIS RESIDENTIAL GERIATRIC 65 OVER NON-MC (H0018:HC:HE:HX)	
Crisis Residential Non Medi-Cal (H0018:HX)	
K ◀ 1 ▶ H	
Code Authorized (1)	
Crisis Residential (H0018)	Q

**NOTE:** The Procedure Code must be selected according to the type of services being provided and requiring authorization, see list below.

\*For CRISIS RESIDENTIAL SERVICES select the Procedure Code: H0018 \*For TRANS RES-TRANSITIONAL SERVICES select the Procedure Code: H0019 \*For TRANS RES LONG TERM SERVICES select the Procedure Code: H0019HE \*For TRANS RES-TRANS-NON MEDI-CAL SERVICES select the Procedure Code: H0019HC \*For RESIDENTIAL DAY PASS services select Procedure Code: 183HB \*For PSYCH HEALTH FAC services select the Procedure Code: H2013

Enter the unit requested.

**NOTE:** One unit is equal to 15 minutes, for example, 30 minutes will equal 2 Units.

Requested Units (1)	Requested Units (1)
	2

Review the section to verify that all reviewed fields have been completed.

nber Service Authorization	×					
hber Service Authorization 21-40						
nosis	Brief Member Review		Member Authorization His	tory		
ments der Search	**Add New Records Only! Please do not Edit or I	Delete existing records.	Authorization Number			
e Documentation	Type Of Authorization		360659			
e e commentation	Select		× v Benefit Plan *			
			Select			× ~
	Funding Source Authorization Is For *		Performing Provider			
	(102) DMH Mental Health Services (CGF) MC		× V Select			× ~
			Performing Provider Type			
	Provider To Be Authorized	11)	Select	~		
	OPTIMIST BOYS HOME AND RANCH, INC. (78	\$1)				
			CWD - New Submission	us Reason		* ~
			Civit - New Submission			<b>^</b>
	All - 01/01/2003 - 1933A OPTIMIST FAGI F RO	ск	Initial Or Continuing Auth	horization		
	Name of Admit Date		⊖ Initial	Continuing	🔘 Сору	
	Franneo Aumic Date					
	Authorized Level of Care					
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	Current Authorization Status *					
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Scroll to the top of the form and select the "Submit" button.

SERVICE AUTHORIZATION REQUEST

Submit Discard Add to Favorites

29

The User will receive a message. Selecting "**NO**" will navigate back to the "**Home**" screen. Selecting "**YES**" navigates the User to the Authorization pre-display screen where the User will see all past and current authorizations requested for this Client.



Note: For this example, we will select "YES" to navigate to the Authorization pre-display screen.

The User has successfully created an Authorization Request for this client. Users can select the "**Add**" button to add another Authorization Request or they can choose the "**Cancel**" button to return to the "**Home Screen**".

elect Record						
Funding Source 🖨	Provider \$	Auth # 💠	Begin Date 🗢	End Date 🖨	Code Authorized (1) 🗢	Authorization Status \$
102-DMH Mental Health Services (CGF) MC	781-OPTIMIST BOYS HOME AND RANCH, INC.	360499	06/25/2023	06/30/2023	TBS (H2019)	Pending
102-DMH Mental Health Services (CGF) MC	781-OPTIMIST BOYS HOME AND RANCH, INC.	360501	03/21/2024	06/30/2024	Crisis Residential (H0018)	Pending

Home Screen.



# ProviderConnect NX: How to Add an Attachment to a File

#### From the "Home" screen

+ ProviderConnec	ct NX	Day							🔺   Customize (	
LOGGED IN AS	•					E	Welcome Make Every	e, AUTH PCNX y Day Matter		
Recent Clients			Q What can I l	help you find?	,					
My Forms	•		Advanced Client	t Search						
My Favorites	•						120			12.0
Recent Forms		CLIENT DEMOGR	CAPHICS					CLIENT DIAGNOSES		
Control Panel	Site	0 DOB/Age: / SSN: Race: Veteran Status <u>contract INFO:</u> Cell Phone: Home Phone: Work Phone: Email: Communicatio: Primary Care P PCP Phone:	: n Preference: rovider:	Pronouns: Gender: Primary Lar Ethnicity: Smoking St Smoking As	nguage: atus: ssessment	ADDRESS: HMIS ID: Magellan ID: LAUNCH Client Chart				
		PROVIDER FILE A	TTACH				ď 2	CONSOLE WIDGET VIEWER		C
		View F	Provider Na	ocument ame	Date	Authorization Number	Document Type			
								Open Record	Close All Print •	

Using the "My Favorites" tab in the TASK Navigation select "Provider File Attach" to navigate to that form.

ProviderConnect NX myDa	У
LOGGED IN AS	🗎 Pr
AUTH PCNX	PRC
Q What can I help you find?	
Advanced Client Search	Prov
Recent Clients	Onli
My Forms	
My Favorites	
Edit Favorites	
Service Authorization Request	ß
Day Treatment / MHS Authorization Details	2
Plan Communication	ľ
Provider File Attach	C
Authorized Days/Dollars/Code by Provider	ď
Member Authorization Status Report	ľ

Once on the **"Provider File Attach**" form enter the **"Member ID**", **"Provider**", and **"File Type**" to upload an attachment (File). In this section the fields are dynamic. Fields will be ungrayed once other field(s) have been completed with the correct information.

AUTH FORX   Winder all Neby vou dire?   Maxeed Cleards State:   My Forms   Recent Gleards   Control Pload   Image: Cleards   Image: Cleards <td< th=""><th>Import of the Attach   CAL   Calcade Sease   <t< th=""><th>ProviderConnect NX my</th><th>Day</th><th></th><th></th><th></th><th>Customize OFF 🛃</th></t<></th></td<>	Import of the Attach   CAL   Calcade Sease   Calcade Sease <t< th=""><th>ProviderConnect NX my</th><th>Day</th><th></th><th></th><th></th><th>Customize OFF 🛃</th></t<>	ProviderConnect NX my	Day				Customize OFF 🛃
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Advanced Clients Sate     More frie Attach     Online Documentation     Morbor Flow        Morbor Flow  <	ed clears stard     Contract S	What can I help you find?					
Recent Clients     My Forms     Noreof Panel     Image: Clients Site     Provider *     Pile Type *     Select     Select     Comment History     Comment History	Connection     retes	Advanced Client Search	Provider File Attach	~			
<pre>wy Forms</pre>	<pre>s</pre>	Recent Clients	Online Documentation	Member ID *		Comments	•
Wy Forontes   social Panel   On the local   Steener	<pre>rice</pre>	My Forms			٩		C
y rations * eccent Fines * file Type * Select * * Elect * Ele	<pre>Nuts</pre>	v Equaritae					
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site     File Type *     Select * *     Authorization     Select * *     Document Type     Select * *         Update Time        Comment History	Site     File Type *     Select *     Source File     Source File     Select *     Update Connects     Select File     Comment History						
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Select V Store File Document Type Select X V Upload File File Name Comment History	Select Stare File Document Type Select X V Uptast File File Name Comment History			Authorization			
Document Type     Select     Uptad File        Uptad File        Comment History	Document Type Existing Files   Select *			Select 🗸		Store File	
Select x v Select x v	Select x v Select x v V Vida Comments File Name Comment History			Document Type		Existing Files	
Uplate Comments     File Name   Comment History	Update Comments   File Name Comment History			Select 🗙 🗸		Select X V	
File Name Content History	File Name Content History			Upload File		Update Comments	
Comment History	Comment History			File Name		Delete File	
Comment History	Comment History						
				Comment History			

#### NOTE: The fields highlighted in RED with a RED Asterisk are required fields and must be completed.

## To Upload an Attachment (File)

#### Enter "Member ID"

Member ID *		
		٩
Member ID *		
9358744		<b>Q</b>
Name	Date Of Birth	Client's Address - Street
ADMISSIONS,PCN X (9358744)	01/12/2000	550 N Vermont Ave
Member ID *		
ADMISSIONS,PCN	<u>×</u> (9358744)	

## Enter the "Provider ID"

Provider *	
	٩
Provider *	
781	٩
Results	
INC. OPTIMIST BOYS HOME AND RANCH (781)	
Provider *	
INC. OPTIMIST BOYS HOME AND RANCH (781)	٩

From the "File Type" dropdown select "Authorizations"

File Type *	
Select	× ~
File Type *	
Select	× ~
	۹
Authorization	
Other	
Provider	
File Type *	
Authorization	× ~

## From the "Authorization" dropdown select the desired authorization number

**NOTE:** The Client **<u>MUST</u>** have an open and active Authorization to see the authorization number in the dropdown.

	Authoriza	ation	n *						
	Select			×	~				
Authorization *									
Select	×	~						Sto	re F
								C	٦
Authorization #24	7103 Star	t Dat	e: 07/05/	2022 En	d Da	te: 0	1/04/	2023	
Authorization #26	6445 Star	t Dat	e: 07/01/	2022 En	d Da	te: 0	7/04/	2022	
Authorization #26	6465 Star	t Dat	e: 07/01/	2022 En	d Da	te: 0	7/04/	2022	
Authorization #28	0134 Star	t Dat	e: 07/05/	2022 En	d Da	te: 0	1/04/	2023	
Authorization #29	9641 Star	t Dat	e: 01/05/	2023 En	d Da	te: 0	6/30/	2023	l
Authorization #30	6172 Star	t Dat	e: 01/05/	2023 En	d Da	te: 0	6/30/	2023	
	Authoriza	ation	n *						
	Authoriz	zatio	on #3061	72 S <b>te</b> r	~				

Select the "**Upload File**" button. Two windows will open. One for where the User must select the file to upload from their computer and the other is where the User can drag and drop the file to upload.

## File Attachments form. NOTE: Form to be attached:

Assessment

**NOTE:** Provider should follow file naming convention: "**Auth Number\_Form Name\_Date MonthDayYear**" (Example – "1318\_Assessment\_01182024"). Providers should use the date that they are submitting the Authorization Request.



	Upload File			
	File Name			
File Upload				
Choose File Ver in choose				
		Name	Status	Date modified
		This is a Test attachment 2	0	12/12/2023 1:50
		This is a Test attachment 3	⊘	3/7/2024 9:54 A
		This is a Test attachment 22222	⊘	3/7/2024 9:56 A
Cancel		This is a Test attachment	0	12/12/2023 1:50
Upl	oad File			
File Na	me			
This	is a Test attachr	nent 2.docx		

Click the "Store File" button to complete the file upload.



The User will receive a pop-up message to confirm the file was successfully uploaded. Select the "**OK**" button to close the pop-up message.

## NOTE: Users will <u>NEVER</u> use the "SUBMIT" button to upload files



# ProviderConnect NX: How to View, Print, or Save Uploaded Files

## To View Uploaded Attachments (Files)

Using the "Provider File Attach" form

ProviderConnect NX my	Day		Cu	stomize OFF ᆗ
	🖲 Provider File Attach			
What can I help you find? Advanced Client Search	PROVIDER FILE ATTAC		Submit Discard	Add to Favorite
Recent Clients My Forms → My Favorites →	Online Documentation	Member ID *	Comments	i C
Recent Forms  Control Panel Control Panel Recent Clients Site		Provider *	٩	
		File Type * Select × ✓ Authorization Select ×	Store File	
		Document Type Select × ✓ Upload File	Existing Files Select × ✓	
		File Name Comment History	Delete File	
				C

#### Enter "Member ID"

Member ID *		
		Q
Member ID *		
9358744		
Name	Date Of Birth	Client's Address - Street
ADMISSIONS,PCN X (9358744)	01/12/2000	550 N Vermont Ave
Member ID *		
ADMISSIONS,PCN	<u>× (9358744)</u>	<b>Q</b>

## Enter the "Provider ID"

Provider *	
	٩
Provider *	
781	٩
Results	
INC. OPTIMIST BOYS HOME AND RANCH (781)	
Provider *	
INC. OPTIMIST BOYS HOME AND RANCH (781)	<b>Q</b>

From the "File Type," dropdown select "Authorizations"

× ~
× ~
۹
× ~

## From the "Authorization" dropdown select the desired authorization number

**NOTE:** The Client **MUST** have an open and active Authorization to see the authorization number in the dropdown.

	Authoriza	tion	*					
	Select			×	~			
Authorization *								
Select	×	~					Sto	re Fi
							C	٦
Authorization #24	47103 Start	Date:	07/05/2022	End	Dat	e: 01/04	/2023	
Authorization #26	66445 Start	Date:	07/01/2022	End	Dat	e: 07/04	/2022	
Authorization #26	66465 Start	Date:	07/01/2022	End	Dat	e: 07/04	/2022	
Authorization #28	30134 Start	Date:	07/05/2022	End	Dat	e: 01/04	/2023	
Authorization #29	99641 Start	Date:	01/05/2023	End	Dat	e: 06/30	/2023	
Authorization #30	06172 Start	Date:	01/05/2023	End	Dat	e: 06/30	/2023	U
L	Authoriza	tion	*					
	Authoriz	ation	#306172 St	Mari	~			

Using the "Existing Files" dropdown Users will see the uploaded file for the selected Authorization.



The User must select the "Discard" button at the top of the form.

#### **PROVIDER FILE ATTACH**

The system will ask the User "**Are you sure you want to Close without saving?**". The User will select the "**Yes**" button.

Add to Favorites

Discard



This will navigate the User back to the "Home Screen".

## To View Uploaded Attachments (Files)

## From the "HOME" screen

ProviderConnect NX	Day						ADMISSIONS, PCP	NX (009358744) 主 ×   🗚 E	pisodes	Customize OFF	≡ ( <b>≜</b> )
						Welcome, Make Every	AUTH PCNX				
Recent Clients		Q What can I I	help you find?								
My Forms >		Advanced Client	tSearch								
My Favorites +											
Recent Forms +		CNX (009358744)									
Control Panel		ADMESSIONS, PONX (00 M. 24, 01/12/2000	9358744)		Ep: - Dreferred Nam	e -		Address: 550 N Vermont Ave, LOS	ANGELES, CA 9	Allergies (0)	
() 🔒 🗖		Ht: -, Wt: -, BMI: -			Personal Prone	nurs: -		DX P: -			
Recent Clients Site					Problem P: -						
ADMISSIONS, PCNX ID#: 9358744											
ADMISSIONS PONX	WELCOME TO AV	ATAR									æ
ID#: 9358744											
	CUENT DEMOCRA	DUICS.				80	CUENT DIACNOSES				12.0
	CELETT DEMOGRA	er mea				00	CERT DIVERTORS				
	ADMISSIONS, PCNX DOB/Age: 2000	(9358744) -01-12 / 24		Pronouns:							
	SSN: 111-22-33	33		Gender Identity: Primary Languag	Female Re: No Entry						
	Race:			Ethnicity: No En	try						
	Veteran Status:			Smoking Status: Smoking Assess	No Entry ment Date:						
	_										
	Cell Phone:			ADDRESS:	550 N Vermont Ave						
	Home Phone:			LOS ANGEI	LES CA 90005						
	Email:										
	Communication	Preference: No Entr	Ŷ	HMIS ID:							
	PCP Phone:	ovider:		Magellan IC	): It Chart						
	_										_
	PROVIDER FILE AT	ТАСН				៥១	CONSOLE WIDGET V	VIEWER			ម
	View	Provider	Document Name	Date	Authorization Number	Document Type					
	View	OPTIMIST BOYS H	This is a Test atta	03/06/2024	360482	No Entry					
	View	OPTIMIST BOYS H	This is a Test atta	03/07/2024	360484	No Entry					
								Open Record	Close All	Print *	
											_

Users can view the uploaded documents using the "Provider File Attach" widget.

PROVIDER FILE ATT	TACH				៥៩
View	Provider	Document Name	Date	Authorization Number	Document Type
View	OPTIMIST BOYS H	This is a Test atta	03/06/2024	360482	No Entry
View	OPTIMIST BOYS H	This is a Test atta	03/07/2024	360484	No Entry

In the "**Provider File Attach**" widget Users must click the "**View**" button next to the document to view.

View	OPTIMIST BOYS H	This is a Test atta	03/06/2024	360482	No Entry
View	OPTIMIST BOYS H	This is a Test atta	03/07/2024	360484	No Entry

Once selected the document will be viewed in the "Console Widget Viewer" widget.

CONSOLE WIDGET VIEWER	ß
This is a Test attachment 2.pdf ×	
	11
▲	
	11
This is a Test!	11
This is a Test!	
This is a Test!	•
Open Record Close All Print	

Select another file to view in the "Console Widget Viewer".

View	OPTIMIST BOYS H	This is a Test atta	03/06/2024	360482	No Entry
View	OPTIMIST BOYS H	This is a Test atta	03/07/2024	360484	No Entry

Users will see the file name across the top of the "Console Widget Viewer".

CONSOLE WIDGET VIEWER	C
This is a Test attachment 2.pdf × This is a Test attachment.pdf ×	
り C Q Q     ← 1     of 1 →	
A	
	- 84
This is a Teast	- 84
This is a result	- 84
Inis is a lest!	
This is a Test!	- 84
This is a Test!	
This is a Test!	- 84
This is a Test!	
This is a Test!	-
Open Record Close All Print •	

# **ProviderConnect NX: How to View Authorization Reports**

#### From the "Home" screen

ProviderConnect NX	( myD	ay							La   Customize	
LOGGED IN AS AUTH PCNX	•					E	Welcome Make Every	e, AUTH PCNX y Day Matter		
Recent Clients			Q What c	an I help you fir	nd?					
My Forms	•		Advanced	Client Search						
My Favorites	•									
Recent Forms	•	CLIENT DEMO	OGRAPHICS				₽.5	CLIENT DIAGNOSES		C.S.
Control Panel		0 DOB/Age: , SSN: Race: Veteran Sta <u>contract INFO</u> : Cell Phone: Home Phor Work Phon Email: Communica Primary Ca	/ tus: e: e: ation Preference re Provider: :	Pronoum Gender: Primary I Ethnicity Smoking Smoking	: anguage: : Status: Assessment	ADDRESS: HMIS ID: Magellan ID: LAUNCH Client Chart				
		PROVIDER FIL	E ATTACH				C 2	CONSOLE WIDGET VIEWER		C
		View	Provider	Document Name	Date	Authorization Number	Document Type			
								Open Record	Close All Print •	

Using the "**My Favorites**" tab in the **TASK Navigation**, select "**Member Authorization Status Report**" to open that form.



#### Complete all required fields in RED.

MEMBER AUTHORIZA	TION STATUS REPORT		Process Discard	Add to Favorites
lember Authorization tatus Report	Select PROVID *			٩
	Date Range Start Date *	Date Range End Date	•	
	Member ID:			٩

**NOTE:** All field names in **RED** with **RED Asterisk** are required fields and must be completed before a report can be processed.

Enter the User Provider number or enter the Provider name in the "Select PROVID" field.

Select PROVID *	
	٩
Select PROVID *	
781	٩
Results	
OPTIMIST YOUTH HOMES DBA BOYS HOME (781)	
Select PROVID *	
Optimist	٩
Results	
OPTIMIST YOUTH HOMES DBA BOYS HOME (781)	
Select PROVID *	

#### Enter the start and end date for the range of the report.

Date Range Start Date *	Date Range End Date *			
	Y 🔶			Y +
Date Range Start Date *		Date Range End Date *		
07/04/0000		06/20/2022	00	

Scroll to the top of the form and select the "Process" button.

MEMBER AUTHORIZATION STATUS REPORT

Process	Discord	Add to Envoritor
Process	Discard	Add to Pavorites

A pop-up window will open, and the report will appear.

											vatar NJ	к кероп у	lewer 2025.01.00	Close Repo
Print Re	port E	(port												
Image: Sap CRYSTAL REPORTS●														
2)	Main Report	]												
	-			_		_			_	_	_	_		
	Member Authorization Status Report													
	Run Date	e 2/11/	2025										Clinical	
- 11	<u>Member</u> ID	Prov ID	Provider Auth No	Fund Src ID	Funding Source	<u>Plan ID</u>	<u>Request</u> Status	Begin Date	End Date	<u>Est</u> Liabiblity	Used Amount	Rem Liability	Auth End Date	
- 11		781	OPTIMIST BOYS HOME AND247101	112	MHSA FSP MC	251	Approved	7/6/2022	1/5/2023	31,397	2,035	29,362		
- 11		781	OPTIMIST BOYS HOME AND247103 RANCH INC	112	MHSA FSP MC	251	Approved	7/5/2022	1/4/2023	31,397	892	30,505		
- 11		781	OPTIMIST BOYS HOME AND248135 RANCH, INC.	134	Specialized Foster Care	5001	Approved	7/3/2022	1/3/2023	31,397	0	31,397		
- 11		781	OPTIMIST BOYS HOME AND249195	112	Wraparound MC MHSA FSP MC	251	Approved	7/7/2022	1/7/2023	34,697	1,822	32,875		
- 11		781	RANCH, INC. OPTIMIST BOYS HOME AND249196	112	MHSA FSP MC	251	Approved	7/8/2022	1/8/2023	34,697	4,202	30,494		
- 11		781	OPTIMIST BOYS HOME AND251270	134	Specialized	251	Approved	7/8/2022	1/8/2023	34,697	19,789	14,907		
- 11		701	CONTINUET BOXS HOME AND 365202	40	Wraparound MC	252	Approved	7/1/2022	10/27/2022	27 607	0	27 607		
		/01	RANCH, INC.	40	Wraparound Non-MC	252	Approved	1112022	10/21/2022	21,091	U	21,091		
		781	OPTIMIST BOYS HOME AND266393 RANCH_INC	40	SFC	252	Approved	7/1/2022	7/2/2022	27,697	0	27,697		
		781	OPTIMIST BOYS HOME AND266394	40	Non-MC SFC	252	Approved	7/1/2022	10/6/2022	27,697	0	27,697		
			RANCH, INC.		Wraparound Non-MC		61					/		
		781	OPTIMIST BOYS HOME AND266395 RANCH, INC.	40	SFC Wraparound Non-MC	252	Approved	7/1/2022	9/10/2022	27,697	0	27,697		
		781	OPTIMIST BOYS HOME AND266396 RANCH, INC.	40	SFC Wraparound Non-MC	252	Approved	7/1/2022	10/8/2022	27,697	0	27,697		
		781	OPTIMIST BOYS HOME AND266397 RANCH, INC.	40	SFC Wraparound	252	Approved	7/1/2022	9/10/2022	27,697	0	27,697		

Users can either print the report using the "**Print Report**" button or export it to their computer to open in an Excel document.

The User can also run the report for just one client by entering the Client's first and last name or Client ID number.

Member ID:	
	Q

**NOTE:** Using the client's name may display multiple results. To avoid this, Users should use the **Client ID** to locate clients. Using the **Client ID** (Member ID) will only result in one result.

Member ID:		
9358744		
Name	Date Of Birth	Client's Address - Street
ADMISSIONS,PCNX (9358744)	01/12/2000	550 N Vermont Ave
	₩ ◀ 1 ▶	Μ
Member ID:		
ADMISSIONS,PCNX (9358744)		Q

Scroll to the top of the form and select the "Process" button.

End User Manual for the Residential Services and Psychiatric Health Facility Concurrent Review Process

Process Discard Add to Favorites

A pop-up window will open, and the report will appear.

## Print Report Export

1	F	ind	<i>i</i> ffa I	🕽 🛍 1 of 1 🔹 100% 💌										ŝ	SAP CRYSTAL REPOR	ns∘
(?) Main Report																
멶	ſ															
	Member Authorization Status Report															
		Run Date	1/28	/2025											Olisiaal	L
		<u>Member</u> ID	Prov ID	Provider	Auth No	<u>Fund</u> Src ID	Funding Source	<u>Plan ID</u>	<u>Request</u> <u>Status</u>	<u>Begin Date</u>	End Date	<u>Est</u> Liabiblity	<u>Used</u> Amount	<u>Rem</u> Liability	Auth End Date	
		9358744	781	OPTIMIST BOYS HOME AN RANCH, INC.	D360652	102	DMH Mental Health Services (CGF) MC	251	Pending	3/1/2024	4/1/2024	0	0	0		

When the User closes the report, the User will see a message asking to select "**Yes**" if the User wants to stay on the reports form or "**No**" to go back to the "**Home Screen**".

?	Form Return
	Member Authorization Status Report has completed. Do you wish to return to form?
	<u>Y</u> es <u>N</u> o

# **ProviderConnect: Provider Funding Source and Benefit Plan List**

PROVID	Legal Entity Name	Funding Source ID	Funding Source Name	Benefit Plan ID	Benefit Plan Name
108	TELECARE CORP.	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
108	TELECARE CORP.	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
108	TELECARE CORP.	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
108	TELECARE CORP.	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
108	TELECARE CORP.	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
108	TELECARE CORP.	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
183	DIDI HIRSCH PSYCHIATRIC SERVICE	101	DMH Mental Health Services (CGF) Non- MC	385	Residential Non-MC
183	DIDI HIRSCH PSYCHIATRIC SERVICE	102	DMH Mental Health Services (CGF) MC	384	Residential MC
190	GATEWAYS HOSPITAL & MHC	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
190	GATEWAYS HOSPITAL & MHC	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
214	Special Service for Groups	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
214	Special Service for Groups	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
527	EXODUS RECOVERY, INC.	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
527	EXODUS RECOVERY, INC.	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
2129	THE TEEN PROJECT INC	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
2129	THE TEEN PROJECT INC	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
2130	LA CTRS FOR ALCOHOL AND DRUG ABUSE	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
2130	LA CTRS FOR ALCOHOL AND DRUG ABUSE	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
1946	CNTRL STAR BEHAVIORAL HEALTH INC	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
1946	CNTRL STAR BEHAVIORAL HEALTH INC	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
1946	CNTRL STAR BEHAVIORAL HEALTH INC	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
1946	CNTRL STAR BEHAVIORAL HEALTH INC	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
1946	CNTRL STAR BEHAVIORAL HEALTH INC	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
1946	CNTRL STAR BEHAVIORAL HEALTH INC	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
1130	VALLEY STAR BEHAVIORAL HEALTH INC	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
1130	VALLEY STAR BEHAVIORAL HEALTH INC	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
1130	VALLEY STAR BEHAVIORAL HEALTH INC	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
1130	VALLEY STAR BEHAVIORAL HEALTH INC	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
1130	VALLEY STAR BEHAVIORAL HEALTH INC	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
1130	VALLEY STAR BEHAVIORAL HEALTH INC	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
1130	VALLEY STAR BEHAVIORAL HEALTH INC	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
1130	VALLEY STAR BEHAVIORAL HEALTH INC	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
543	STAR VIEW ADOLESCENT CNTR, INC.	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
543	STAR VIEW ADOLESCENT CNTR, INC.	29	MHSA Alternative Crisis Svs-MC	384	Residential MC
543	STAR VIEW ADOLESCENT CNTR, INC.	28	MHSA Alternative Crisis Svs-Non-MC	385	Residential Non-MC
543	STAR VIEW ADOLESCENT CNTR, INC.	29	MHSA Alternative Crisis Svs-MC	384	Residential MC

# Appendix 1 Residential Service Providers

# **PHF Providers**

PROVID	Legal Entity Name	Funding Source ID	Funding Source Name	Benefit Plan ID	Benefit Plan Name
108	7277Q LA CASA PSYCH HEALTH FACILITY	101	DMH Mental Health Services (CGF) Non- MC	258	DMH MH Services- (Non-MC)- Non IHBS
108	7277Q LA CASA PSYCH HEALTH FACILITY	102	DMH Mental Health Services (CGF) MC	259	DMH MH Services (MC) - Non IHBS TBS
527	7871Q EXODUS RECOVERY INC	101	DMH Mental Health Services (CGF) Non- MC	258	DMH MH Services- (Non-MC)- Non IHBS
527	7871Q EXODUS RECOVERY INC	102	DMH Mental Health Services (CGF) MC	259	DMH MH Services (MC) - Non IHBS TBS
543	1961R STAR VIEW ADOLESCENT CENTER PHF	171	DCFS PHF MC	61	DCFS PHF (MC)