



**Department  
of Health**

**Medicaid  
Redesign Team**

# **MAPP HHTS: Accessing the MAPP CIN Search Function**

August 2018

# MAPP HHTS Training

- Once a new MAPP role is added to the MAPP HHTS, the user assigned to the role will be contacted by MAPP CCC to complete the Web Based Training (WBT) and the WBT Assessment.
- Once the WBT and WBT Assessment are complete, the training status will be manually updated by MAPP CCC in the MAPP HHTS. This will allow the user to access the system under the new role. This update can take 24-48 hours.
- MAPP HHTS is accessed through a link in the HCS.
- The CIN Search function is available under the MAPP Screener, MAPP Read Only, MAPP Worker, and MAPP Referrer roles. You will not be able to access the CIN search, while signed in as a MAPP Gatekeeper.

# Member CIN Search

- The Member CIN search will allow the referrer to look up a member using the member's CIN. This will return basic Medicaid eligibility and Health Home status information about the member regardless of the member's connection to the user's organization.
- The CIN search function can search one CIN at a time or can search series of CINs. The user can then either open up a report page for each member or the user can download a file containing basic information regarding the submitted CINs.
- Member report/file contains:
  - Member's basic demographic and contact information
  - History of the member's connection to the HH program
  - Member's last 5 unique service providers (per claims/encounters)
  - Recent care management billing

# CIN Search Feature of the MAPP Referrer Role

The screenshot displays the user interface for the 'New York State Health Homes' system, specifically for the 'LGU/SPOA Referrer' role. At the top, a dark header bar contains the text 'New York State Health Homes' and 'LGU/SPOA Referrer'. Below this is a navigation bar with tabs for 'Home' and 'Inbox'. The main content area is currently on the 'Home' page. A 'Quick Links' panel is visible, containing three items: 'Children's HH Referral Portal ...', 'View Submitted Referrals...', and 'Member CIN Search...'. The 'Member CIN Search...' link is highlighted in yellow, indicating it is the feature being discussed. A small 'x' icon is present in the top right corner of the Quick Links panel.

# Member CIN Search

Home | **Inbox**

My Notifications | Member CIN Search x

### Member CIN Search

When entering more than one CIN, identify which format was used to delimit the CINs.

**Search Criteria**

CIN#

Delimiter  
Comma Delimited  
Excel Column  
Excel Row  
Space Delimited

**Download File Format**

File Format  
Comma Separated Values (.csv)  
Fixed Length (.txt)

**Search Results**

Member	DOB	Medicaid End Date	Coverage Code	Managed Care Plan	Health Home	Care Management Agency	HARP

Shortcuts

# CIN Search

## Member CIN Search

When entering more than one CIN, identify which format was used to delimit the CINs.

### Search Criteria

CIN#	<input type="text" value="ABCD1234"/>
Delimiter	<ul style="list-style-type: none"><li>Comma Delimited</li><li>Excel Column</li><li>Excel Row</li><li>Space Delimited</li></ul>

### Download File Format

File Format	<ul style="list-style-type: none"><li>Comma Separated Values (.csv)</li><li>Fixed Length (.txt)</li></ul>
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[Search](#) [Reset](#) [Download Search Results](#)

### Search Results (Number of Items: 1)

Member	DOB	Medicaid End Date	Coverage Code	Managed Care Plan	Health Home	Care Management Agency	HARP
Sally Healthhome - ABCD1234	3/1/2002	10/31/2018	01				No

# Member Search Report

**Member Search Report** ? x

Member	Sally Healthhome	Assigned Health Home
Generated On	3/12/2018	Enrolled Health Home
Latest Address		Managed Care Plan
Latest Phone	716	Coverage Code
Medicaid End Date		01
		Coverage Code Description
		01-ALL BENEFITS (A)

[Print](#)

**Last 5 Unique Providers** ▼

Service Date	Provider	Address 1	Address 2	City	State	Zip	Phone
12/29/2017	John Doe MD			BUFFALO	NY	14214	716
12/29/2017	Winter Hospital			BUFFALO	NY	14214	716
12/29/2017	Snow Hospital			BUFFALO	NY	14214	716
12/20/2017	Spring Comm Hlth Cntr			BUFFALO	NY	14209	716
12/28/2017	John Doe MD			BUFFALO	NY	14214	716

**Member's R/E Code Details** ▼

R/E Code	Begin Date	End Date

**Health Home History** ▼

Assigned Health Home	Care Management Agency	Type	Status	Direct Bill	Start Date	End Date
Health Home A	CMA A	Enrollment	Closed	No	12/1/2016	3/31/2017

**Recent Care Management Claim Activity Within Last 6 Months** ▼

Care Manager	Latest Service Date

# Member Search Report

## Member CIN Search

When entering more than one CIN, identify which format was used to delimit the CINs.

### Search Criteria


CIN#

Delimiter 

- Excel Column
- Excel Row
- Space Delimited
- Tab Delimited

File Format 

- Comma Separated Values (.csv)
- Fixed Length (.txt)

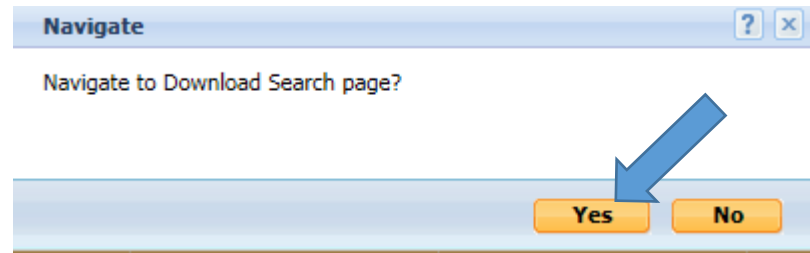


### Search Results (Number of Items: 16)

Member	DOB	Medicaid End Date	Coverage Code	Managed Care Plan	Health Home	Care Management Agency	HARI
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# Member Search Report



# Member Search Report

Home | Inbox

My Notifications | Member CIN Search | Search File Downloads

### Search File Downloads

Download... Refresh ? \* required field

**Search Criteria**

File ID:  Downloaded by:  File Status:

File Type:  Health Home Assignment File  
 MCP Assignment File  
 Acuity Download  
 Billing Support Information Download  
 CIN Search Results Download

From Date:  To Date:

Select All Deselect All

Select All Deselect All

Search Reset

**Search Results**

File ID	File Name	File Type	Requested By	Generated On	File Status
1188472	CSD_1188472__031218_1356.csv	CIN Search Results Download	LGUSPOA203047referrer	3/12/2018 01:56 PM	Processed

Download File Content

Do you want to open or save CSD\_1188472\_\_031218\_1356.csv (4.72 KB) from curamatvip2.miscny.nyenet?

Open Save Cancel

# Member Search Report

CSD\_1192503\_DOH\_031218\_1402.csv [Read-Only] - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Tell me what you want to do

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

	A	B	C	D	E	F	G	H
1	Member ID	DOB	Gender	Medicaid Effective Date	Medicaid End Date	Medicaid Coverage Code	Medicaid Coverage Description	Managed Care Plan MMIS Provider
2								

# Questions?

- Submit questions regarding MAPP HHTS to MAPP Customer Care Center [mapp-customercenter@cma.com](mailto:mapp-customercenter@cma.com) or call 518-649-4335.
- For assistance with password resets, HCS Commerce Accounts Management Unit (CAMU) can be reached at 866-529-1890.