Utilizing My Members screen to Search for members in Special Populations
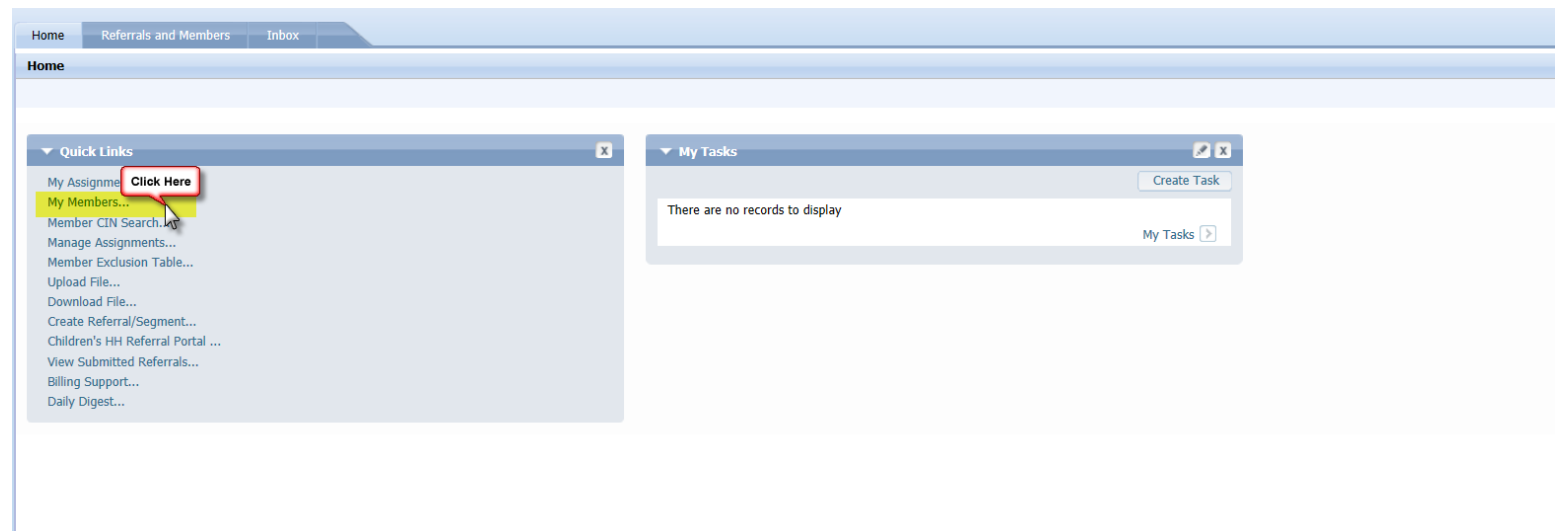
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The My Member's Screen

- The My Member's screen shows members that have or have had active assignments or segments with your organization. Members that have a *pending* assignment with your organization will not appear on the My Member's screen.

- MCP/HH/CMA workers and read only roles have access to the My Member's Screen.

Logging into MAPP HHTS

- Please refer to the below PowerPoint Link (slides 6-9) for more information on how to login to HCS and the MAPP HHTS: https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/mapp/docs/mapp_hhts_webseries_administrative_maintainance_operations.pdf

- When selecting a role to access the My members page one should select either a worker or a read-only role

Navigating to the My Member's Screen

- From the Main Page, click on **Health Homes**
- From the Home Page click on **My Members…** under the Quick Links

How to filter from My Members screen

My Members Screen filters

- The MCP/HH and CMA boxes act as filters. If specific CMAs are selected only members that have associations with those CMAs will be returned in the search results. If all CMAs are selected only members that have an association with a CMA will be returned in the search results.

- Member Status – can be used to filter out members that are currently associated with your organization or members that only had associations in the past (i.e. a segment that is closed/assignment that is ended)

- Program – can be used to filter to members within a specific special population

Example My Members Search – ACT members

- If I want all members currently associated with your HH that are ACT members you would filter on the following:
  - Member Status: Current
  - Program: ACT
  - CMAs: Deselect All

- You can then either click on search to get the results on screen or download search results to download a file