Access to the UAS-NY and the CANS-NY Assessments for Health Homes Serving Children
Agenda

• Single Point of Contact & HCS Coordinator
• Overview of Initiatives
• Health Commerce System
• UAS-NY
• CANS-NY
• User Accounts
• Training Environment
• Milestones
Single Point of Contact and HCS Coordinator Responsibilities

The Single Point of Contact

- Oversee organization’s transition to using the UAS-NY
- Serve as the primary information contact between your organization and State project staff

HCS Coordinator

- Create new HCS user accounts
- Provision CANS-NY roles
- Provision Trust Level 3
Overview of the Initiatives

- **Health Commerce System (HCS)**
  - Medicaid Analytics Performance Portal (MAPP)
  - Health Home Tracking System
    - Adult went live April 2016
    - Children anticipated go-live December 2016

- **Uniform Assessment System for New York (UAS-NY)**
  - Child and Adolescent Needs - New York (CANS-NY)
    - Early Access – October 2016
    - Rest of State Go-Live – December 2016

- **Uniform Assessment Community Mental Health PILOT**
  - Went live June 2015
  - Projected to be included in the UAS-NY 2017
Overview of the Initiatives

Health Commerce System

Medicaid Analytics Performance Portal (MAPP)
- Gatekeepers assign MAPP roles
- Training is offered through MAPP Customer Care
- Multi-Factor Authentication

Health Home Tracking System

Uniform Assessment System for New York (UAS-NY)
- HCS Coordinators assign CANS-NY roles
- Training is access through the UAS-NY
- Trust Level 3 Assurance

Child and Adolescent Needs - New York (CANS-NY)
- HCS Coordinators assign CANS-NY roles
- Training is access through the UAS-NY
- Trust Level 3 Assurance

Uniform Assessment Community Mental Health PILOT
- This is a temporary application.
Health Commerce System (HCS)

• Secure, Web Portal
  • Authenti cates users
  • Contains a wide range of restricted and non-restricted applications

• Organizations are grouped by Organizational Type:
  • Organizational type based on operating certificates

  ✓ Health Home Program
  ✓ Health Home CMA

Only these organization types in the HCS currently have access to the CANS-NY roles.

• Provides additional security by limiting the organization types that can access applications
UAS-NY

- Secure system accessed through HCS web portal
- Role-based system
- Training Environment
- Learner Nation
# CANS-NY Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Role Designed For</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANS-NY15</td>
<td><strong>Administrative Support Staff</strong> - supports the provider level assessors and supervisors</td>
</tr>
<tr>
<td>CANS-NY40</td>
<td><strong>CANS-NY Assessor</strong> - must have CANY-NY Certification to conduct assessments</td>
</tr>
<tr>
<td>CANS-NY50</td>
<td><strong>CANS-NY Assessor Supervisor</strong> – individuals that have the supervisory or managerial purview over the assessor teams</td>
</tr>
<tr>
<td>CANS-NY60</td>
<td><strong>CANS-NY Assessor READ (ONLY)</strong> - assessors who have lapsed CANS-NY Certification</td>
</tr>
</tbody>
</table>
HCS User Account

The same HCS User Account is used for all three applications.
HCS User Accounts

- All Users must have their own active HCS User Account
- Only one HCS account per user
- Staff without an active account must work with their HCS Coordinator and use the Paperless HCS User Account process
- Path to Quick Reference Guides: From HCS homepage My Content > Documents by Group > View All Document Groups > Coordinator > HCS Coordinator
Trust Level 3 Assurance for EXISTING HCS User Accounts

Coordinator's Update Tool

Trust Level for

How to Grant Trust Level 3 Access:

- The user must be in person with their NYS driver license or Non-driver Photo ID available.
- Enter the user's information from their NYS driver license or Non-driver Photo ID in the NYS DMV Identity Verification fields below.

The last and first name fields must match what is on the user's driver license or non-driver photo ID.

If it does not match, contact 1-866-329-1088 option 1 and request the name be updated to match the driver license name.

- All fields marked with an asterisk (*) are required.
- Check the box to attest the user's identity was verified, and click Submit.

Only successful verifications will acquire Trust Level 3.

NYS DMV Identity Verification

Last Name:
First Name:
NYS DMV ID or Non-driver Photo ID: *
Date of Birth (YYYY/MM/DD): *
Gender (M/F): *
Zip Code: *

I attest by checking the box that the user's identity was verified and approved for Trust Level 3 access.
## Assigning Roles

**Coordinator's Update Tool**

**Form Name:**
**Role Assignments**

Select a Role to Assign/Modify
for Z Test Health Home Care Management Agencies (CMA)

<table>
<thead>
<tr>
<th>Role Description</th>
<th>Person in Role?</th>
<th>Modify Role Assignments</th>
<th>Role Description</th>
<th>Person in Role?</th>
<th>Modify Role Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANS-NY-15</td>
<td>No</td>
<td>Modify</td>
<td>CANS-NY-40</td>
<td>No</td>
<td>Modify</td>
</tr>
<tr>
<td>CANS-NY-50</td>
<td>No</td>
<td>Modify</td>
<td>CANS-NY-60</td>
<td>No</td>
<td>Modify</td>
</tr>
<tr>
<td>HPN Coordinator</td>
<td>DOH Assigned</td>
<td>Modify</td>
<td>LOCADTR</td>
<td>No</td>
<td>Modify</td>
</tr>
<tr>
<td>MAPP Gatekeeper</td>
<td>No</td>
<td>Modify</td>
<td>MAPP SPOC</td>
<td>No</td>
<td>Modify</td>
</tr>
<tr>
<td>MAPP User</td>
<td>No</td>
<td>Modify</td>
<td>OMHCMH-01 Assessor</td>
<td>No</td>
<td>Modify</td>
</tr>
</tbody>
</table>
Training Environment

- Online, Self-Paced Topic-Specific Courses
- Required and Recommended Courses
- Reference Manuals and User Guides
- Accessed Directly from the UAS-NY
- Available 24 x 7
- Use of VPN connection is not supported
Learner Nation

• Users provisioned a CANS-NY assessor role must successfully complete a course sequence in Learner Nation in order to be considered CANS-NY Certified for a period of one year.

• All CANS-NY assessors must add their HCS User ID into their Learner Nation account in order for the UAS-NY Training Environment to recognize their CANS-NY Certification.
# Milestones

<table>
<thead>
<tr>
<th>Description</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>All HCS User accounts must be created and provisioned with an appropriate CANS-NY role assignment and Trust Level 3.</td>
<td>September 19, 2016</td>
</tr>
<tr>
<td>Introduction to the UAS-NY Training Environment Webinar</td>
<td>September 21, 2016</td>
</tr>
<tr>
<td>All staff required training must be completed</td>
<td>October 21, 2016</td>
</tr>
<tr>
<td>Begin inputting assessment data</td>
<td>The week of October 24th</td>
</tr>
</tbody>
</table>
HCS Coordinator Resources

Select “Documents by Group” to access HCS Coordinator resources.

<table>
<thead>
<tr>
<th>Type</th>
<th>Label</th>
<th>Description</th>
<th>Date Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paperless HCS User Account Request</td>
<td>Paperless HCS User Accounts Quick Reference Guide for non-medical professionals who have a valid photo ID</td>
<td>08/10/2015</td>
<td></td>
</tr>
<tr>
<td>Multi-factor Authentication Quick Reference Guide</td>
<td>Guide to enroll a user’s MFA Information</td>
<td>08/13/2015</td>
<td></td>
</tr>
<tr>
<td>Paperless HCS User Account Request</td>
<td>Paperless HCS User Accounts Quick Reference Guide for non-medical professionals who have a valid photo ID</td>
<td>02/16/2015</td>
<td></td>
</tr>
<tr>
<td>How to remove a role</td>
<td>Using the Coordinator’s Update Tool</td>
<td>02/13/2015</td>
<td></td>
</tr>
<tr>
<td>Delete Account Quick Reference Guide</td>
<td>Remove HCS Account (Delete) using the Coordinator’s Update Tool</td>
<td>08/20/2014</td>
<td></td>
</tr>
<tr>
<td>Trust Level Quick Reference Guide</td>
<td>Feature in the Coordinator’s Update Tool to verify a user against DWI for Trust Level 3</td>
<td>08/20/2014</td>
<td></td>
</tr>
<tr>
<td>HCS Coordinator’s FAQs</td>
<td>Frequently Asked Questions regarding accounts</td>
<td>09/15/2013</td>
<td></td>
</tr>
<tr>
<td>Coordinator Responsibilities</td>
<td>HSC Responsibilities</td>
<td>01/10/2013</td>
<td></td>
</tr>
<tr>
<td>Account Topics</td>
<td>What types of HCS accounts are there?</td>
<td>10/07/2012</td>
<td></td>
</tr>
<tr>
<td>Acceptable Account Request Form Criteria</td>
<td>What is the criteria for an account request form to be processed?</td>
<td>09/12/2011</td>
<td></td>
</tr>
<tr>
<td>NYSQH HCS Coordinator Overview v1</td>
<td>This reference manual will provide a guide through commonly asked questions the error based on the HCS Coordinator site.</td>
<td>02/20/2011</td>
<td></td>
</tr>
<tr>
<td>FSN Lien and Activation Instructions</td>
<td>SAMPLE of the FSN lien and activation instructions that our FSC customers receive</td>
<td>02/20/2011</td>
<td></td>
</tr>
<tr>
<td>Information about Account Security Violations</td>
<td>STAY AWAY! DO NOT share account information (userids and passwords). Allowing someone to use your HCS account is a breach of security!</td>
<td>08/10/2010</td>
<td></td>
</tr>
</tbody>
</table>
Health Home CMA HCS Status

Insert table with agency status. We may need more than one slide.
Additional Information and Support

UAS-NY Support Desk
uasny@health.ny.gov
or
518-408-1021, option 1
Monday – Friday
8:30 AM – 12:00 PM
1:00 PM – 4:00 PM

CANS-NY Training
support@CANSTraining.com
Or
www.canstraining.com and click on contact us

CANS-NY Policy
hhsc@health.ny.gov

Commerce Accounts Management Unit (CAMU)
866-529-1890