1. Log into MAPP HHTS

• For more information on how to log into the MAPP HHTS Please reference the Administrative Maintenance Operations PowerPoint: https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/mapp/docs/mapp_hhts_webseries_administrative_maintenance_operations.pdf
2. Navigate to the Member CIN Search

- From the Quick Links Select “Member CIN Search...”
3. Search for the Member

- Enter the Member’s CIN in the ‘CIN#’ Search Criteria and click on ‘Search’
4. Review Member information

• The Member’s Information will appear under ‘Search Results’

• The member must have an **ACTIVE ENROLLMENT** segment with the **HEALTH HOME** selected in UAS
4. Correct information

- If the information in MAPP HHTS does not match UAS review both systems and determine what information is incorrect.
  - If the Health Home you selected in UAS is incorrect go back and update it. You should then be able to sign and finalize your CANs.
  - If the information in MAPP HHTS is incorrect work with your lead HH to correct the information. The MAPP HHTS must have an **ACTIVE ENROLLMENT** segment with the **HEALTH HOME** you select when completing the CANS in order for the CANS to be signed and finalized.
  - Once the information is correct in MAPP HHTS it will take until the next morning for the feed received by UAS to be updated, allowing the signing and finalizing of the CANS Assessment (remember to work with your HH if you are updating information within their EHR system. They must update the information in MAPP HHTS).