

# 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](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...”

The screenshot displays a web application interface with a navigation bar at the top containing 'Home', 'Referrals and Members', and 'Inbox'. Below the navigation bar, there are two main panels. The left panel, titled 'Quick Links', contains a list of links: 'My Assignments...', 'My Members...', 'Member CIN Search...' (highlighted in yellow), 'My Transfers...', 'Manage Assignments...', 'Member Exclusion Table...', 'Upload File...', 'Download File...', 'Create Referral/Segment...', 'Children's HH Referral Portal ...', 'View Submitted Referrals...', 'Billing Support...', and 'Daily Digest...'. The right panel, titled 'My Tasks', contains a 'Create Task' button and a message stating 'There are no records to display'. Below the message is a 'My Tasks' link with a right-pointing arrow.

# 3. Search for the Member

- Enter the Member's CIN in the 'CIN#' Search Criteria and click on 'Search'

Member CIN Search

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

**Search Criteria**

CIN#

Delimiter Comma Delimited

**Download File Format**

File Format Comma Separated Values (.csv)

Zip Download File

[Click Here](#)

**Search Results**

Member	Program Participation	DOB	Medicaid End Date	Coverage Code	Managed Care Plan	Health Home	Care Management Agency	HARP	Segment	Status	Start Date	End Date	Pending Transfer
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# 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

Member CIN Search | My Members

**Member CIN Search**

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

**Search Criteria**

CIN#

Delimiter   
 Comma Delimited   
 Excel Column   
 Excel Row   
 Space Delimited

**Download File Format**

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

Zip Download File

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

Member	Program Participation	DOB	Medicaid End Date	Coverage Code	Managed Care Plan	Health Home	Care Management Agency	HARP	Segment	Status	Start Date	End Date	Pending Transfer
Suzie Smith - XX11111X		11/28/1959		30	CAPITAL DISTRICT PHYS HLTH PL - 01183013	ADIRONDACK HEALTH INSTITUTE INC - 03449974	BERKSHIRE FARM CENTER - 01530143	No	Enrollment	Active	7/1/2019		

Displays the Segment type - this must say **ENROLLMENT**  
 An outreach segment will not pull information into UAS.  
 If the member only has assignments the word assignment will display here and the information will not be pulled into UAS

Displays the HH. This must match the selection in UAS

Displays segment status. The status should be **ACTIVE**

## 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)