

MACOMB OFFICE OF SUBSTANCE ABUSE – FOCUS TRAINING FOR CLINICIANS

SEPTEMBER 16TH – 19TH, 2014

1 – Overview Access Management System Changes

2 – How to get to FOCUS

- Provide URL
- IT to add link on MCOSA website

3 – How to login to FOCUS

- Provide login instructions developed by IT & screen shots of system terms
- Contact ? if locked out of FOCUS
- L. Carrizales to send agencies user IDs & login instructions prior to 10/1

4 – System Messages (Authorization Status Notifications, Releases)

5 - New Consumers

- Process for obtaining Consumer ID

6 – Consumer Basic Demographics

- Viewing/Changing

7 – Authorizations

- Requesting (a la cart services vs. service packages, initial vs. reauthorization, link to SARF)
- Automated notifications of status changes via System Messages
- Viewing authorization/authorization status (pending, submitted for approval, approved, denied, returned to sender)
- Early Terminating (whole auth vs. detail)
- Voiding (whole auth vs. detail)

8 – Financial Information: Manually Entered Insurance Policies

- Viewing/adding insurance policies (SUD Self-Pay, Statewide, SDA, Women's Specialty Services, 16th Drug Court, Medicare Part A/B, 3rd Party)

9 – Financial Information: Medicaid

- Viewing Medicaid Information from MDCH
- Viewing Medicaid Information from MPHI
- MPHI 'real-time' Look Up (individual, batch)

10 – Access Center Screening

- Viewing
- ASAM

11 – SARF

- Viewing
- Adding Appointment Information (“Twin 14”)

12 – Initial Release of Information

- Process to send to Access Center (via FOCUS system messages OR fax)

13 – SUD Admission (TEDS)

- Adding Diagnosis (ICD 9/ICD 10)

14 – SUD Discharge (TEDS)

15 – Change in Level of Care

16 – Scanned/Uploaded Documents

- Attachment to Change in Level of Care: Multi-Party Release

DRAFT