



## **WYOMING CME**

# **User Administration for Managing Youth Assignment**

# Introduction

This guide outlines the steps required by Administrators (*typically the Clinical Program Director*) to manage Youth Assignments and user's access when providers either join or leave the agency.

**My Practice**

- ▶ My Wyoming
  - Referral/Care Management Specialty Assignment
- ▶ My Contact List
  - Get My Messages
  - Lookup Contact Info
- ▶ My Authorizations
  - Check Member Eligibility
  - View Authorizations
  - Request Member Care
  - View / Edit Member Care
- ▶ My Claims
  - Submit a Claim Online
  - View Claims Submitted Online
  - Check Claims Status
- ▶ My EDI
  - Submit EDI Files
- ▶ My Outcomes
  - Manage Outcomes
- ▶ My Status
  - Check Contract Status
- ▶ My Practice
  - Administrator Setup
  - Display/Edit Practice Information

**Welcome Magellan Provider** [Edit My Profile](#)

**You are viewing information for:**  
123456789 PROVIDER, MAGELLAN (111111000)

Please be advised that maintenance is performed every Thursday from 5:00 - 5:30 a.m. Central Time. During this time, the site may be briefly unavailable. Data that has not been saved may be lost.

**My Messages ::**

Listed are your most recent messages.  
You have a total of **0 new messages** in your Inbox.

✉ From	Subject	Date
You have no messages.		

[Inbox](#) | [Compose New Message](#) | [Complaints](#) | [Compliments](#) | [Suggestions](#)

**My Claims ::**

Listed are the most recent claims received for this TIN (Taxpayer Identification Number).

Date Received	Status	Total Billed	Total Paid	Details
09/09/2015	Paid	\$1,133.00	\$837.00	<a href="#">Details</a>
09/09/2015	Paid	\$1,077.50	\$837.00	<a href="#">Details</a>
09/09/2015	Paid	\$1,207.00	\$837.00	<a href="#">Details</a>

**My Practice ::**

MyPractice information is currently not available

[Display/Edit All Practice Information](#)  
[Display/Edit Roster](#)

**My Status ::**

MyStatus information is currently not available

[Check Contract Status](#)

**News Headlines ::**

[Provider Focus](#)  
[Newsletter](#)  
[National Provider](#)

# New Providers

When a new provider joins the agency, the Administrator will first need to create a login for that provider to use to access the site. *Administrator Setup* is the application which is used to create/manage logins for other staff.

**My Practice**

- ▶ **My Wyoming**
  - Referral/Care Management
  - Specialty Assignment
- ▶ **My Contact List**
  - Get My Messages
  - Lookup Contact Info
- ▶ **My Authorizations**
  - Check Member Eligibility
  - View Authorizations
  - Request Member Care
  - View / Edit Member Care
- ▶ **My Claims**
  - Submit a Claim Online
  - View Claims Submitted Online
  - Check Claims Status
- ▶ **My EDI**
  - Submit EDI Files
- ▶ **My Outcomes**
  - Manage Outcomes
- ▶ **My Status**
  - Check Contract Status
- ▶ **My Practice**
  - Administrator Setup
  - Display/Edit Practice Information

## Welcome Magellan Provider

[Edit My Profile](#)

**You are viewing information for:**  
**123456789 PROVIDER, MAGELLAN (111111000)**

Please be advised that maintenance is performed every Thursday from 5:00 - 5:30 a.m. Central Time. During this time, the site may be briefly unavailable. Data that has not been saved may be lost.

**My Messages ::**

Listed are your most recent messages.  
 You have a total of **0 new messages** in your Inbox.

	From	Subject	Date
✉			

You have no messages.

[Inbox](#) | [Compose New Message](#) | [Complaints](#) | [Compliments](#) | [Suggestions](#)

**My Claims ::**

Listed are the most recent claims received for this TIN (Taxpayer Identification Number).

Date Received	Status	Total Billed	Total Paid	
09/09/2015	Paid	\$1,133.00	\$837.00	<a href="#">Details</a>
09/09/2015	Paid	\$1,077.50	\$837.00	<a href="#">Details</a>
09/09/2015	Paid	\$1,207.00	\$837.00	<a href="#">Details</a>

**My Practice ::**

MyPractice information is currently not available

[Display/Edit All Practice Information](#)  
[Display/Edit Roster](#)

**My Status ::**

MyStatus information is currently not available

[Check Contract Status](#)

**News Headlines ::**

[Provider Focus Newsletter](#)  
[National Provider](#)

Click *Continue* to begin.

The screenshot shows a web interface titled "Administrator Setup ::" with a "Welcome" message and a "Help?" link. The main heading is "Add New User". Below it, a text block says "Create new users for your Entity. An entity can be an individual practice, a group, or a facility." A red "Continue" button is visible. The next section is "Edit Existing Users", with a text block: "Below are existing users for your Entity. Click the **Edit** link to change the user's information." A table with a light green header "TEST AGENCY" contains one row. The row has two columns labeled "User Name". The first cell contains "User, Test" and the second cell contains a blue "Edit" link.

Select the applicable Entity from the drop-down menu.

The screenshot shows a web interface titled "Administrator Setup ::" with "Get Entity Information" and a "Help?" link. The main heading is "Step 1: Select an Entity". A text block says "In order to add a new User, select an Entity to which the new user will belong. Then click the **Go** button." A link "Return to Administrator Setup" is in the top right. Below the text, a section "Choose an Owner Entity:" contains a drop-down menu with the text "----- Select an Entity -----" and a question mark icon. A red "Go" button is below the menu. A link "Return to Administrator Setup" is at the bottom.

On the next screen, complete all required fields and click *Add User*. Ensure users are, at a minimum, given access to *Check Member Eligibility* and *Referral/Care Management* in order to access member records.

Administrator Setup :: [Get Entity Information](#) [Help?](#)

**Step 1: Select an Entity** [Return to Administrator Setup](#)

In order to add a new User, select an Entity to which the new user will belong. Then click the **Go** button.

Choose an Owner Entity:  
TEST AGENCY

**Step 2: Fill in the Required Information**

In order to add a new User, you must enter information into required fields, marked with an asterisk (\*).

TEST AGENCY

Create a User Name: \*

First Name: \*  Last Name: \*

Key Number: \*  Date of Birth: \* (mm/dd/yyyy)

Phone Number:  Extension:

E-Mail Address: \*

Applications User has access to: \*

- Select One or More--
- Display Edit Practice Information
- View Authorizations
- Check Claim Status
- Check Contracting Status
- Check Member Eligibility
- Display Roster
- Submit a Claim Online
- Manage Mail Options
- Manage Outcomes

User Type: \*  
--- Select a User Type ---

Entity TIN Numbers: 123456789

Entity MIS Number: 111111000

**Add User**

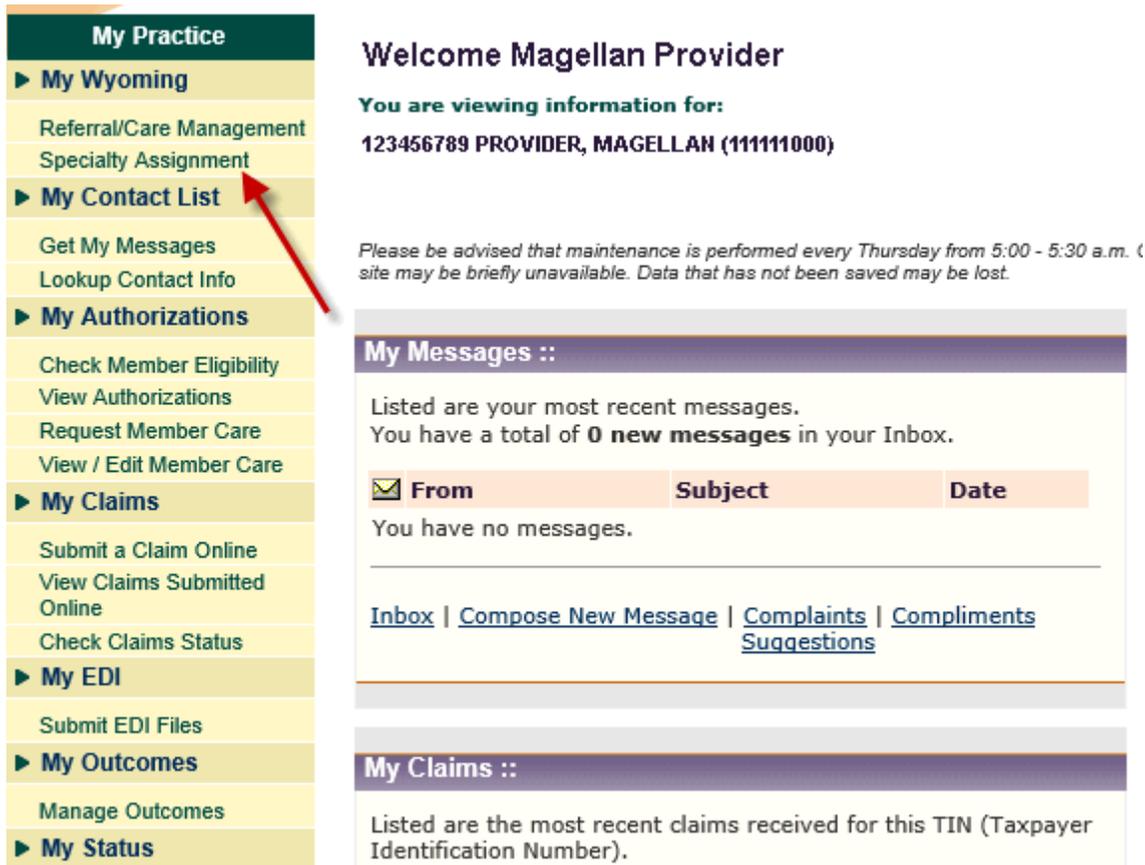
[Return to Administrator Setup](#)

**Please note:** If this individual should have access to Authorizations, also select 'View Authorizations' for this Provider

The Administrator will then be given the username and temporary password, which should be shared with the new provider.

# Specialty Assignment

The next step is to designate specialties to the new provider. The Administrator will do this using the *Specialty Assignment* application. Only the Administrator for each agency will have access to *Specialty Assignment*.



**My Practice**

- ▶ My Wyoming
  - Referral/Care Management
  - Specialty Assignment
  - ▶ My Contact List
  - Get My Messages
  - Lookup Contact Info
- ▶ My Authorizations
  - Check Member Eligibility
  - View Authorizations
  - Request Member Care
  - View / Edit Member Care
- ▶ My Claims
  - Submit a Claim Online
  - View Claims Submitted Online
  - Check Claims Status
- ▶ My EDI
  - Submit EDI Files
- ▶ My Outcomes
  - Manage Outcomes
- ▶ My Status

**Welcome Magellan Provider**

**You are viewing information for:**  
123456789 PROVIDER, MAGELLAN (111111000)

*Please be advised that maintenance is performed every Thursday from 5:00 - 5:30 a.m. ( site may be briefly unavailable. Data that has not been saved may be lost.*

**My Messages ::**

Listed are your most recent messages.  
You have a total of **0 new messages** in your Inbox.

From	Subject	Date
You have no messages.		

[Inbox](#) | [Compose New Message](#) | [Complaints](#) | [Compliments](#) | [Suggestions](#)

**My Claims ::**

Listed are the most recent claims received for this TIN (Taxpayer Identification Number).

The application will list all users tied to that agency. The new provider will be listed without any specialties assigned. Click the pencil icon to add specialties.

Wyoming Referral/Care Management Specialty Assignment

**TEST AGENCY (111111000)**

**Specialties:** FCC, FSP, RP, YFT, YSP

Username	User's Name	Specialties	
111111000	Provider, Test	FCC, RP	
anotherprov	Provider, Another		

[Return to MyPractice](#)

**Please note:** There are times when users have more than one login for the site. In this case, make sure specialties are assigned to the correct login in order to avoid duplicate entries for that provider when attempting to assign the provider to a Youth Assignment.

Also, only providers that are certified as a *Family Support Partner* or *Youth Support Partner* should have *Youth and Family Training* assigned as a specialty.

Mark the checkboxes for the appropriate specialties for the provider and click *Save*. When assigning this provider to a Youth Assignment, their name will display in the drop-down for each specialty checked.

Wyoming Referral/Care Management	Specialty Assignment
<b>Provider, Another (anotherprov)</b>	
<b>Specialties:</b>	
<input type="checkbox"/> Family Care Coordinator	
<input type="checkbox"/> Family Support Provider	
<input type="checkbox"/> Short Term Respite	
<input type="checkbox"/> Youth and Family Training	
<input type="checkbox"/> Youth Support Provider	
<b>Save</b> <b>Cancel</b>	
<a href="#">Return to MyPractice</a>	

**Please note:** Only select a specialty if the provider has met certification requirements. If you are unsure, reach out to [WYProvider@MagellanHealth.com](mailto:WYProvider@MagellanHealth.com).

# Assigning Providers to Youth Assignments

The final step is to assign the provider to any applicable Youth Assignments.

**My Practice**

- ▶ **My Wyoming**
- Referral/Care Management Specialty Assignment
- ▶ **My Contact List**
- Get My Messages
- Lookup Contact Info
- ▶ **My Authorizations**
- Check Member Eligibility
- View Authorizations
- Request Member Care
- View / Edit Member Care
- ▶ **My Claims**
- Submit a Claim Online
- View Claims Submitted Online
- Check Claims Status
- ▶ **My EDI**
- Submit EDI Files
- ▶ **My Outcomes**
- Manage Outcomes
- ▶ **My Status**
- Check Contract Status
- ▶ **My Practice**
- Administrator Setup
- Display/Edit Practice Information

**Welcome Magellan Provider** [Edit My Profile](#)

**You are viewing information for:**  
123456789 PROVIDER, MAGELLAN (111111000)

Please be advised that maintenance is performed every Thursday from 5:00 - 5:30 a.m. Central Time. During this time, the site may be briefly unavailable. Data that has not been saved may be lost.

**My Messages ::**

Listed are your most recent messages.  
You have a total of **0 new messages** in your Inbox.

<input checked="" type="checkbox"/> From	Subject	Date
You have no messages.		

[Inbox](#) | [Compose New Message](#) | [Complaints](#) | [Compliments](#)  
[Suggestions](#)

**My Practice ::**

MyPractice information is currently not available

[Display/Edit All Practice Information](#)

[Display/Edit Roster](#)

---

**My Status ::**

MyStatus information is currently not available

[Check Contract Status](#)

---

**News Headlines ::**

[Provider Focus Newsletter](#)

[National Provider](#)

The Administrator will search for and locate the correct member and will then click *Youth Assignment*.

**Wyoming Referral/Care Management ::** [Member Details](#) [Help?](#)

Please be advised that the use of this tool for review of eligibility or benefits does not guarantee claim payment. Payment of benefits is subject to the member's eligibility on the date service is rendered and any other contractual provisions of the plan. To assure compliance with state mandates, please follow the pre-authorization instructions on the member's health insurance card.

**Member Information**

<b>Member:</b>	JOHN DOE	<b>Member DOB:</b>	01/01/2002
<b>Gender:</b>	M	<b>Relationship:</b>	Subscriber
<b>Address:</b>	1234 MAIN STREET	<b>Magellan Member No.:</b>	WYC0101
<b>City, State, ZIP:</b>	CHEYENNE, WY 82001	<b>Member Benefit Card No.:</b>	234212454

---

**Plan Benefits Information**

**Client Name:**

Type of Plan	Coverage Start	Coverage End	Status
WYCME PSEUDO ID-NO BENEFITS	05/01/2015	12/31/2069	Active

---

**Youth Assignment** 

**Youth Assignment**

---

**Assessment Information**

**Assessments**

---

**Clinical Information**

**Clinical Plans**

---

**Search Again**

---

[Return to MyPractice](#)

The Administrator can then add the proper designation for the new provider by clicking *Edit Youth Assignment*.

Wyoming Referral/Care Management		Youth Assignment	
<b>Member Information</b>			
<b>Member:</b>	DOE, JILL	<b>Date of Birth:</b>	04/01/2010
<b>Gender:</b>		<b>Member Number:</b>	WYC01-TERM01
<b>Youth Assignment</b>			
<b>Clinical Program Director:</b>	Director, Test		07/01/2015 -
<b>Family Care Coordinator:</b>			-
<b>Family Support Provider:</b>			-
<b>Youth Support Provider:</b>			-
<b>Short Term Respite:</b>			-
<b>Youth and Family Training:</b>			-
<b>Edit Youth Assignment</b>			
<a href="#">Return to Member Details</a>   <a href="#">Return to MyPractice</a>			

All staff linked to the agency will be available from the drop-down menus for each designation. The Administrator will click the drop-down for the Family Care Coordinator and select the new provider and then add the *Assignment Start Date*. When finished, click *Submit*. The new provider will then be added to that member's assignment and will be able to view it using their login.

The Clinical Program Director's *Assignment Start Date* is the date the member was enrolled. The Family Care Coordinator should select the other providers as they are assigned to the team.

Wyoming Referral/Care Management		Create Youth Assignment	
<b>Member Information</b>			
<b>Member:</b>	Member, Test	<b>Date of Birth:</b>	12/27/2000
<b>Gender:</b>	Female	<b>Member Number:</b>	WYC00110000000
<b>Youth Assignment</b>			
		<b>Assignment Start Date*</b>	<b>Assignment End Date</b>
<b>Clinical Program Director: *</b>	TEST AGENCY	07/01/2015	31
<b>Family Care Coordinator:</b>	-- Select Family Care Coordinator --		31
<b>Family Support Provider:</b>	-- Select Family Support Provider --		31
<b>Youth Support Provider:</b>	-- Select Youth Support Provider --		31
<b>Short Term Respite:</b>	-- Select Short Term Respite --		31
<b>Youth and Family Training:</b>	-- Select Youth and Family Training --		31
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			
<a href="#">Return to Member Details</a>   <a href="#">Return to MyPractice</a>			

# Removing Providers

When a provider leaves an agency, the first step will be for the Administrator to end that provider's affiliation with the Youth Assignments for all applicable members.

The Administrator will edit the assignment, enter an *Assignment End Date* and click *Submit*.

Wyoming Referral/Care Management		Create Youth Assignment	
<b>Member Information</b>			
<b>Member:</b>	Member, Test	<b>Date of Birth:</b>	09/07/1998
<b>Gender:</b>	Male	<b>Member Number:</b>	WYC00110000000
<b>Youth Assignment</b>			
		<b>Assignment Start Date*</b>	<b>Assignment End Date</b>
<b>Clinical Program Director: *</b>	TEST GROUP	02/01/2016 31	31
<b>Family Care Coordinator:</b>	TEST COORDINATOR	02/01/2016 31	31
<b>Family Support Provider:</b>	TEST PROVIDER	02/01/2016 31	31
<b>Youth Support Provider:</b>	TEST PROVIDER	02/01/2016 31	31
<b>Short Term Respite:</b>	TEST PROVIDER	02/01/2016 31	31
<b>Youth and Family Training:</b>	TEST PROVIDER	02/01/2016 31	31
<b>Submit</b> <b>Cancel</b>			

The end date will then display and that provider will no longer be able to view that member's assignment.

Wyoming Referral/Care Management Youth Assignment

---

**Member Information**

<b>Member:</b>	Member, Test	<b>Date of Birth:</b>	09/07/1998
<b>Gender:</b>	Male	<b>Member Number:</b>	WYC00110000000

---

**Youth Assignment**

<b>Clinical Program Director:</b> Test Director	02/01/2016 -
<b>Family Care Coordinator:</b> Test Coordinator	02/01/2016 - 03/02/2016
<b>Family Support Provider:</b> Test Provider	02/01/2016 -
<b>Youth Support Provider:</b> Test Provider	02/01/2016 -
<b>Short Term Respite:</b> Test Provider	02/01/2016 -
<b>Youth and Family Training:</b> Test Provider	02/01/2016 -

[Edit Youth Assignment](#)

[Return to Member Details](#) | [Return to MyPractice](#)



The next step will be to disable that provider's access to the site entirely. In Administrator Setup, click *Edit* next to the provider's name.

Administrator Setup :: Welcome [Help?](#)

---

**Add New User**

Create new users for your Entity. An entity can be an individual practice, a group, or a facility.

[Continue](#)

---

**Edit Existing Users**

Below are existing users for your Entity. Click the **Edit** link to change the user's information.

TEST AGENCY

User Name		User Name	
User, Test	<a href="#">Edit</a>		

From the list of applications, only *None* should be selected. Click *Save*. . This will disable the provider's access and they will no longer be able to access the provider site.

Administrator Setup :: Edit User Help?

### Edit User Information

On this page, you can change access to Magellan applications for existing users. You can also add additional MIS Numbers ? and TINs. **NOTE: You may NOT revoke permissions to TINs or MIS.**

**Owner Entity: TEST AGENCY**

<b>User Name:</b>	testuser	<b>User Type:</b>	Support Staff
<b>First Name:</b>	Test	<b>Last Name:</b>	User
<b>Date of Birth:</b>	10/27/1963	<b>E-Mail Address:</b>	ajee@magellanhealth.com
<b>Phone Number:</b>	None Saved	<b>Extension:</b>	None Saved

**Applications User has access to:**

- Submit EDI Claim
- Administrator Setup
- None** ?

**Entity TIN Numbers:**  
123456789 ?

**Entity MIS Numbers:**  
111111000 ?

**Save Changes** **Exit**

[Return to Administrator Setup](#)