



Manage Enrollment Locations (MEL) Overview

The Manage Enrollment Locations (MEL) functionality allows providers the ability to enter monthly SDR data more efficiently. Providers identify sites or locations within their organization where services are delivered to clients. These locations are set up in EIM so that client can be enrolled into the contracts.

The Manage Enrollment Location (MEL) functionality is two-fold:

- Add/Edit Participating Organization:** Each fiscal year **all** providers must update the Participating Organization section of their contracts so that they can enroll and bill clients in EIM. If the 'Billing' and 'Enrolling' checkboxes are not checked for each location associated to the contract, providers cannot enroll clients and thus cannot bill for services. *This is a beginning of the fiscal year task that all providers are responsible for.*
- Assign Enrollment Locations:** All *interfaced* client enrollment records (new or modified; providers who have contracts with DDS and DMH) from an agency enrollment systems (e.g., Meditech) appear in EIM at the parent level of the organization. If a provider organization wants a client enrollment record to specify the location that a client is receiving services at, they **must** assign the location to the client enrollment record in EIM. Providers who have EIM contracts with DPH, MRC, and/or DTA manually enroll their clients into ESM and assign the client to the location at the time of enrollment.
 - Provider Organizations who bill in a Centralized method this step is *optional*. Centralized billing is managed and processed at the parent level of the organization. Billing staff will see all client enrollments on the monthly SDR if they bill in this manner. Organizations who utilize Centralized billing have the ability to assign client enrollment records to specific locations, if desired.
 - Provider Organizations who bill in a Decentralized method, this step is very important. If the client enrollment is not assigned to a location, billing staff at the specified locations will not see the client on their monthly SDR due to how their security roles have been setup. Provider Organizations who bill in a decentralized method are not allowed to see the client enrollments for any location other than their own. So when client enrollment records come into EIM at the parent level of the organization only billing staff at the parent level can see those records unless the record is assigned to a specific location.

Search for Contract

- Select the Contracts module.



From the **Contract Search** page,

- Type [**Vendor Contract Number**] in the Vendor Contract Number field.

Reminder: You can search for a contract using the wildcard (%) symbol.

Note: Contracts must be in a status of "Active" before a Participating Organization can be added. You can also search for a contract by Status. Select "Active" from the drop-down menu.

- Click the [**Search**] button.



Current Location: Contracts: Contract Search

Contract Search

Provider Organization: Vendor Customer Code:

Master Contract Number: Fiscal Year: 2010

Status: Select Below Contract Type: Select Below

Activity: MA Number:

Activity Code: Unit Code:

Vendor Contract Number: 123%

Search

4. To select the desired contract, click the [Contract Number] link.

Search Results

Contract Number	Provider Organization	Contract Type	Status	Current Amount
12345678909876543210 - 2010 - CT	Provider XYZ Corp	UNIT	Active	\$4,710,221.01
54321098761234567890 - 2010 - CT	Provider XYZ Corp	MIXED - UNIT	Initial	\$20,000.00
98765432101234567890 - 2010 - CT	Provider XYZ Corp	MIXED - COST	Active	\$20,000.00

| Display 1 to 3 of 3 |

Note: Contracts must be in a status of "Active" before a Participating Organization can be added. Agency staff is responsible for activating contracts in EIM. If a contract is not in an "Active" status, contact your Agency Contract Manager.

Add/Edit Participating Organization

The Contract Number will display at the top of the page and allows a Provider Organization to view/assign Provider Locations to a contract.

From Contract Summary page,

1. Click [Participating Organizations] from the Navigation menu.
2. Click the [Add/Edit Organizations] button.

Current Location: Contracts: Contract Search > Contract Summary > Participating Organizations

Contract # 12345678909876543210 - 2010 - CT - Provider XYZ Corp

Master Contract Number: [12345678909876543210 - 2010 - CT](#)

Fiscal Year: 2010 Contract Type: UNIT

MMARS Version Number: 1 EIM Version Number: 1

Activity Code: 3153 Activity Name: 24 Hour Residential Services

Add Participating Organization

Decentralized Billing

Legal Name	City, State	Parent Organization	Billing	Enrolling	Activities
Provider XYZ Corp	Cambridge, MA	Provider XYZ Corp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3153

| Display 1 to 1 of 1 | Next Set >> |

Add/Edit Organizations

Note:
This is a Read-only page.

The Participating Organization page becomes editable once the [Add/Edit Organizations] button is selected.



The Participating Organization page displays two sections that provide additional descriptions of the fields on this page:

Activity Code: A listing of Activity Codes and Activity Names associated with this contract.

Keys: This key provides definitions that will assist users in understanding how to implement the participating organization roles for this contract.

- **Decentralized Billing:** By checking this box, you are restricting users at specific locations to only see clients on the SDR for their location.
- **Billing:** By checking this box, users at this location will have the ability to bill for services on SDRs and /or Invoices.
- **Enrolling:** By checking this box, this allows organizations to enter and enroll clients in ESM. It also allows users to assign locations to enrollments to facilitate decentralized billing or to sort an SDR by location.

Current Location: Contracts > Contract Search > Contract Summary > Participating Organizations > Add/Edit Participating Organization

Contract # 12345678909876543210 - 2010 - CT - Provider XYZ Corp

Master Contract Number: 12345678909876543210 - 2010 - CT
 Fiscal Year: 2010
 MMARS Version Number: 1
 Contract Type: UNIT
 EIM Version Number: 1

Listing of Activity Codes and Activity Names associated with the contract.

Activity Code	Activity Name
3153	24 Hour Residential Services

This key provides definitions that will assist users in understanding how to implement the roles.

Key

Decentralized Billing Check this box if you would like to restrict users at specific locations to only see clients on the SDR for their location

Billing When checked, users at this location have the ability to bill for services on SDRs and/or invoices

Enrolling When checked, this allows organizations to enter and enroll clients in ESM. It also allows user to assign locations to enrollments to facilitate decentralized billing or to sort an SDR by location.

Add Participating Organization

Decentralized Billing

Organization Information	Activities	Billing	Roles
Legal Name	City, State	3153	Enrolling
Provider XYZ Corp	Cambridge, MA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provider XYZ - Beach St	Roxbury, MA	<input type="checkbox"/>	<input type="checkbox"/>
Provider XYZ - Columbus St	Weymouth, MA	<input type="checkbox"/>	<input type="checkbox"/>
Provider XYZ - Harvard Ave	Jamaica Plain, MA	<input type="checkbox"/>	<input type="checkbox"/>
Provider XYZ - Kettle Dr	Randolph, MA	<input type="checkbox"/>	<input type="checkbox"/>
Provider XYZ - Main St	Braintree, MA	<input type="checkbox"/>	<input type="checkbox"/>
Provider XYZ - North Rd	Randolph, MA	<input type="checkbox"/>	<input type="checkbox"/>
Provider XYZ - Oak St	Rockland, MA	<input type="checkbox"/>	<input type="checkbox"/>
Provider XYZ - Pleasant St	Weymouth, MA	<input type="checkbox"/>	<input type="checkbox"/>

Save Changes

Add/Edit Participating Organization

1. Check the **[Decentralized Billing]** checkbox.
Note: Centralized Organizations do not check this box.
2. Check the **[Activities]** checkbox for the row(s) that are to be associated with this contract.
3. Check the **[Billing]** checkbox for the row(s) that are to be associated with this contract.
4. Check the **[Enrolling]** checkbox for the row(s) that are to be associated with this contract.
5. Click the **[Save Changes]** button.



Current Location: Contracts: [Contract Search](#) > [Contract Summary](#) > [Participating Organizations](#) > Add/Edit Participating Organization

Contract # 12345678909876543210 - 2010 - CT - Provider XYZ Corp

Master Contract Number: [12345678909876543210 - 2010 - CT](#)
 Fiscal Year: 2010
 MMARS Version Number: 1

Contract Type: UNIT
 EIM Version Number: 1

Activity Code	Activity Name
3153	24 Hour Residential Services

Key

Decentralized Billing: Check this box if you would like to restrict users at specific locations to only see clients on the SDR for their location

Billing: When checked, users at this location have the ability to bill for services on SDRs and/or Invoices

Enrolling: When checked, this allows organizations to enter and enroll clients in ESM. It also allows user to assign locations to enrollments to facilitate decentralized billing or to sort an SDR by location.

Add Participating Organization

1 Decentralized Billing

Organization Information		Activities	Billing	Enrolling
Legal Name	City, State	3153 <input type="checkbox"/>	Billing <input type="checkbox"/>	Enrolling <input type="checkbox"/>
Provider XYZ Corp	Cambridge, MA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provider XYZ - Beach St	Roxbury, MA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provider XYZ - Columbus St	Weymouth, MA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provider XYZ - Harvard Ave	Jamaica Plain, MA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provider XYZ - Kettle Dr	Randolph, MA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provider XYZ - Main St	Braintree, MA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provider XYZ - North Rd	Randolph, MA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provider XYZ - Oak St	Rockland, MA	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4
Provider XYZ - Pleasant St	Weymouth, MA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 Save Changes

| Display 1 to 10 of 100 | Next Set >> |

Note:
 Follow steps 2-4 for each Provider Location that needs to be assigned to the contract.

Note: If a provider location is missing from the listing, your Access Administrator will need to send an updated Organization Management form to the Virtual Gateway. Once the provider location has been added by the Virtual Gateway, you can then update the Participating Organization page.

Current Location: Contracts: [Contract Search](#) > [Contract Summary](#) > [Participating Organizations](#) > Add/Edit Participating Organization

Contract # 12345678909876543210 - 2010 - CT - Provider XYZ Corp

Facilities updated successfully.

Master Contract Number: [12345678909876543210 - 2010 - CT](#)
 Fiscal Year: 2010
 MMARS Version Number: 1

The message "Facilities updated successfully" will appear at the top of the Participating Organizations page.

Additional Learning Opportunities

- 159 Manage Enrollment Locations CBT – To take online course, log into [PACE](#).
- See [Assign Enrollment Locations Job Aid](#) for instructions on assigning a client enrollment to a provider location. EIM/ESM Provider Job Aids are found under [EIM/ESM Provider User Manuals and Instructional Materials](#)

Questions or need assistance? Call Virtual Gateway Customer Service
1-800-421-0938 (617-847-6578 - TTY for the deaf and hard of hearing)
8:30 am to 5:00 pm Monday through Friday