+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:

- 1. Add/Edit Participating Organization: Each fiscal year <u>all</u> 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.*
- 2. 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

1. Select the Contracts module.

Home Clients Case Management Billing Contracts Credentials Report Help Logout

From the Contract Search page,

2. 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.

3. Select the [Search] button.



	Contract Search				
» Contract Search					
	Provider Organization:		v	endor Customer Code:	
	Master Contract Number:			Fiscal Year:	2019
	Status:	Select Below 🗸		Contract Type:	Select Below
	Activity:	0		MA Number:	
	Activity Code:			Unit Code:	
	Vendor Contract Number:	123%			
					Search
To select the des	ired contract, click	the [Contra	ct Number]	link.	
Search Results					
Contract Number	Provider Orga	anization	Contract Type	Status	Current Amount
234567890123DS0000M - 20	and the second	and the second se	UNIT	Active	\$374,707.08
23123123123 DDS3700H - 20	019 - CT Provider XYZ C	orp	UNIT	Initial	\$63,654.48
10000000000DDS3703H - 20	019 - CT Provider XYZ C	orp	UNIT	Active	\$78,469.16
	and the second state of th			1	\$70,405.10
Display 1 to 3 of 3					\$75,455.15
Display 1 to 3 of 3					
Note: Contracts mu added. Agency sta "Active" status, con	aff is responsible fo ntact your Agency (or activating Contract Mai	fore a Partici contracts in E	pating Organ	ization can be
Display 1 to 3 of 3 Note: Contracts mu added. Agency sta "Active" status, con	aff is responsible fo ntact your Agency (or activating Contract Mai	fore a Partici contracts in E	pating Organ	ization can be
Note : Contracts mu added. Agency sta	aff is responsible for htact your Agency of hting Organiza	or activating Contract Mai ation o of the page	fore a Partici contracts in E nager.	pating Organ EIM. If a contr	nization can be ract is not in an
Display 1 to 3 of 3 Note: Contracts mu added. Agency sta "Active" status, con I/Edit Participa Contract Number wi	aff is responsible for tact your Agency of ting Organiza Il display at the top cations to a contra-	or activating Contract Mai ation o of the page	fore a Partici contracts in E nager.	pating Organ EIM. If a contr	nization can be ract is not in an
Display 1 to 3 of 3 Note: Contracts mu added. Agency status, con "Active" status, con I/Edit Participa Contract Number witassign Provider Loc	aff is responsible for tact your Agency of tting Organiza Ill display at the top cations to a contra- page,	or activating of Contract Main Ation D of the page ct.	fore a Partici contracts in E nager.	pating Organ EIM. If a contr a Provider Or	nization can be ract is not in an

2. Click the [Add/Edit Organizations] button.



Contract	Contract#	‡ 12345 6	7890123DS000M	-2019 - CT	Provider	XYZ Corp	
» Contract Summary							
» Fund Allocations							
» Amendments	Master Co	Master Contract Number: 11234567890123DS000			Nata		
» Accommodation Rate		Fiscal Year:			Note:		
» Unit Allocations	MMARSV	ersion Number:	24	EIM Ve	This is a Read-only page		
» Affiliates	Activity Code			Activity Name			
» Request Amendment	3285			3285- Day Habilitatio	Supplement		
» Activities	0200			C200- Day Hoomaal	rouppionion		
» Participating Organizations	Add Bartiai	noting Ore	anization				
» Account Mapping Rules	Add Partici	pauling Org	Janization				
	Decentralized Billin	ng 🗌					
	Legal Name	City, State	Parent Organization	Billing	Enrolling	Activities	
	Provider XYZ Corp	Boston, MA	Provider XYZ Corp	4		3285	

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.

Contract	Contract # 1234	5678909876	543210 - 20	010 - CT	- Provider	XYZ Co	orp
» Contract Summary							
» Participating Organizations 🕨		umber: 12345670909076	543210 - 2010 - CT		Contract Ty		
	MMARS Version Nu				EIM Version Numb		
Later of Anti-day Contain							
Listing of Activity Codes and Activity Names	Activity Code				e		
associated with the	3153			24 Hour Resk	lential Services		
contract.	Key						
	Decentralized Billing				x if you would like to re the SDR for their local		specific locations to or
This key provides definitions that will assist users in							ty to bill for services on
understanding how to	Billing			SDRa and/or	hvoicea		
implement the roles.	Facalian			When checked, this allows organizations to enter and enroll clients in ESM also allows user to assign locations to enrollments to facilitate decentralize			
	Enroling						
	Enrolling Add Participating	Organization		also allows u			
	Add Participating	Organization	Acti	also allows u	ser to assign locations		to facilitate decentralize
	Add Participating	5	Acti	also allows u billing or to so	ser to assign locations	to enrollments	to facilitate decentralize
	Add Participating	n Information	3163 💻	also allows u billing or to so	ser to assign locations rt an SDR by location.	to enrollments	to facilitate decentralize
	Add Participating Decentralized Billing Organization Legal Name	n Information City, State	3163 🔳	also allows u billing or to so vities	ser to assign locations rt an SDR by location.	to enrollments	to facilitate decentraliza s prolling J
	Add Participating Decentralized Billing Organization Legal Name Provider XYZ Corp	n Information City, State .Cambridge, MA Rexbury, MA	3463 💻	billing or to so vities	billing	to enrollments	to facilitate decentraliza
	Add Participating Decentralized Billing Organization Legal Name Provider XYZ - Beach St	n Information City, State .Cambridge, MA Rexbury, MA	3163 🔳	also allows u billing or to so vities	trian SDR by locations than SDR by location.	to enrollments	s nrolling
	Add Participating Decentralized Nilling Organization Legal Name Provider XYZ Corp Provider XYZ - Basch St Provider XYZ - Columbus St Provider XYZ - Harvard Ave	City, State Cambridge, MA Roxbury, MA Weymouth, MA Jamaica Plain, MA	3163 🔳	vities	tilling	to enrollments Role	s
	Add Participating Decentraized Hilling Organization Legal Hane Provider XYZ - Countbus St Provider XYZ - Columbus St Provider XYZ - Harved Are Provider XYZ - Harved Are	City, State Cambridge, MA Roxbury, MA Weymouth, MA Jamaice Plain, MA Randolph, MA	3463 📕	vities	thing =	to enrollments Role	s
	Add Participating Decentralized Milling Organization Least Hame Provider XYZ - Bleach St Provider XYZ - Columbus St Provider XYZ - Columbus St Provider XYZ - Main St	City, State Cambridgo, MA Roxbury, MA Weymouth, MA Jamaica Plain, MA Randolph, MA Braintree, MA	3163	also allows u billing or to so vities	Callerg C	to enrollments Role	to facilitate decentralize
	Add Participating Decentraized Hilling Organization Legal Hane Provider XYZ - Countbus St Provider XYZ - Columbus St Provider XYZ - Harved Are Provider XYZ - Harved Are	City, State Cambridge, MA Roxbury, MA Weymouth, MA Jamaice Plain, MA Randolph, MA		vities	thing =	to enrollments Role	s

Add/Edit Participating Organization

1. Check the [Decentralized Billing] checkbox.

Virtual Gateway

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.

2			ns > Add/Edit Participating Organiz				
Contract	Contract# 12	34567890123DS0	000M-2019-CT F	Provider XYZ	Corp		
» Contract Summary		4 10 10 10 10 10 10 10 10 10 10 10 10 10	2000				
» Participating Organizations » Account Mapping Rules	Master Cont	ract Number: <u>11234567890123D</u> Fiscal Year: 2019	5000	Contract Type: UNIT			
» Account mapping rules	MMARS Version Number: 17			EIM Version Number: 1			
	A 17 14 10 14						
	Activity Code 3770		Activity Name 3770 - Family S	upport Centers			
	Key		Chask this hav	if you would like to restrict up	ers at specific locations to only see		
	Decentralized Billing			DR for their location	as specific locations to only see		
	Billing		When checked, and/or Invoices	When checked, users at this location have the ability to bill for services on SDRs			
	Constraint of			this allows organizations to e	nter and enroll clients in ESM. It also		
	Enrolling		allows user to a to sort an SDR		to facilitate decentralized billing or		
<i>lote:</i> ollow steps 2-4 or each Provider	Decentralized Billing	ng Organization	1	r.			
ocation that	And the second sec	ation Information	Activities	learness and	Roles		
eeds to be	Legal Name	City, State	3770	Billing	Enrolling		
	Provider XYZ Corp	Boston, MA	2 🗹	3 🗹	4		
ssigned to the	Provider XYZ Corp	Jamaica Plain, MA					
ontract.	Provider XYZ Corp	Stoughton, MA					
	15	10;	21 () ()		5 Save Changes		
Once the update the	provider location e Participating	on has been add Organization pa	lanagement form led by the Virtual ge.				
Contract » Contract Summary » Fund Allocations » Amendments	Contract# 123		» > Add/Edit Participating Organizat 00M - 2019 - CT PI	rovider XYZ (
 » Contract Summary » Fund Allocations » Amendments » Accommodation Rate » Unit Allocations » Affiliates » Request Amendment » Activities » Participating Organizations » Account Mapping Rules 	Facilities updated succes Master Contr MMARS Vers Activity Code 3285 Key	asfully. act Number: 1123455 900123DSI Fiscal Year: 2019 ion Number: 24	DOM-2019 - CT PI	age " Facilities ully " will appe Participating			
 Contract Summary Fund Allocations Amendments Accommodation Rate Unit Allocations Affiliates Request Amendment Activities Participating Organizations Account Mapping Rules 	Facilities updated succes Master Contr MMARS Vers Activity Code 3285 Key	sfully. act Number: <u>11234-cc 990123DS/</u> Fiscal Year: 2019 ion Number: 24 rtunities	The messa successi top of the Organizati	age " Facilities fully " will appe Participating ons page.	ar at the		
 > Contract Summary > Fund Allocations > Amendments > Accommodation Rate > Unit Allocations > Affiliates > Request Amendment > Activities > Participating Organizations > Account Mapping Rules 	Facilities updated succes Master Contr MMARS Vers Activity Code 3285 Key	sfully. act Number: <u>11234-cc 990123DS/</u> Fiscal Year: 2019 ion Number: 24 rtunities	The messa successi top of the Organizati	age " Facilities fully " will appe Participating ons page.	s updated ar at the		

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