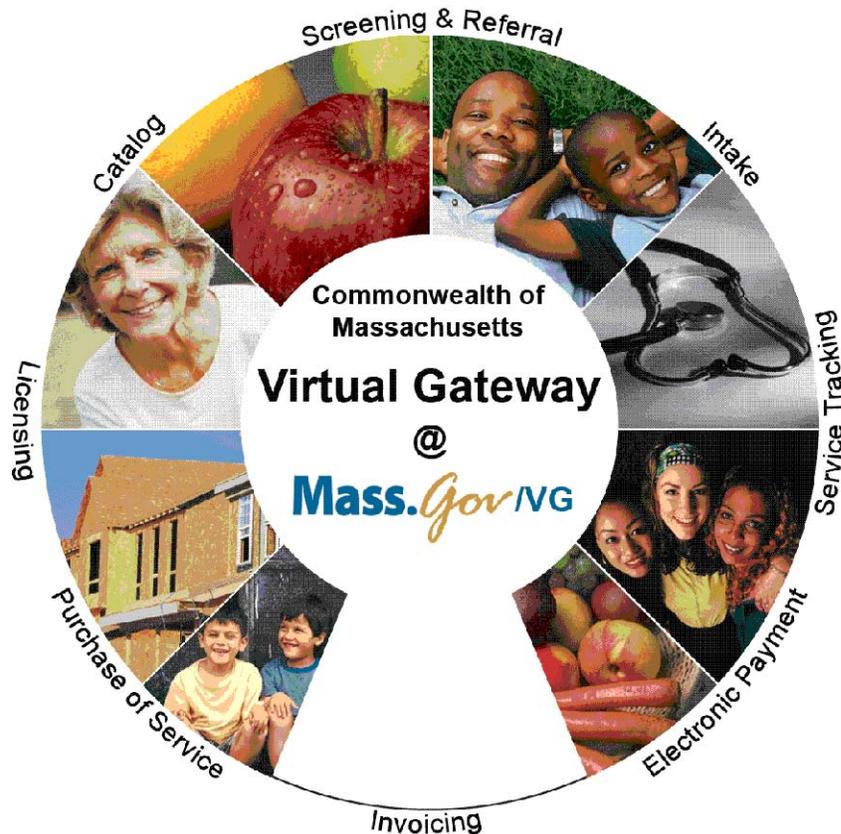


Commonwealth of Massachusetts Executive Office of Health and Human Services

Virtual Gateway



CBHI Member Progress Report Reference Guide

(Certified Assessor and Organization Roles)

May 2016



CBHI Member Progress Report Reference Guide

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Summary of Reference Guide

The Member Progress Report will help users assess and share a Member's progress over a period of time across organizations that have consent. This reference guide will walk a user through how to access, run and view the Member Progress Report.

Logon to Virtual Gateway

To log on to the **Virtual Gateway (VG)**, go to <https://sso.hhs.state.ma.us/>. Select the **Children's Behavioral Health Initiative (CBHI)** business service to enter CANS in the VG.

Note: Refer to the Login Assistance page at www.mass.gov/eohhs/provider/training-and-edu/vg/login-help-for-providers-and-state-agency-staff.html for more information on managing your Virtual Gateway (VG) account.

Generating Member Progress Report

A user with a designated organizational role or certified assessor role may generate and view the Member Progress Report.

The CANS data found in this report can be used for assessing a Member's progress over a period of time across organizations with consent.

From the **Main Assessment Menu**:

1. Select the **[Reports]** tab.
2. Select **[Member Progress Report]** from the pick list.
3. Select the **[OK]** button.

The screenshot shows the 'Main Assessment Menu' with tabs for 'View CANS', 'Print Blank Form', 'Reports', 'Manage Consent', and 'Export'. The 'Reports' tab is active. Below the tabs, there is a 'Reports' section with a dropdown menu labeled 'Select A Report: *' where 'Member Progress Report' is selected. An 'OK' button is located at the bottom right of the form.

4. Enter the **[MassHealth ID]** of the Member.
5. Select the **[OK]** button.

The screenshot shows the 'Main Assessment Menu' with the 'Reports' tab selected. The 'Member Progress Report' section is active, showing a 'MassHealth ID *' input field with a placeholder 'xxxxxxxxxxxx' and a question mark icon. 'OK' and 'Cancel' buttons are at the bottom right.

Note: For the certified assessor role, if the Member has CANS for both Under 5 and 5 Over

Criteria, the CA can choose between the two.

The screenshot shows the 'Main Assessment Menu' with tabs for 'Add New', 'Edit', 'Copy', 'View CANS', 'Print Blank Form', 'Reports', 'Manage Consent', and 'Export'. The 'Reports' tab is active. Below the menu, the 'Member Progress Report' section has a label 'Select CANS Assessment Age: *' and a dropdown menu with options 'Choose One', 'Under5', and '5Over'. 'Under5' is selected. 'OK' and 'Back' buttons are at the bottom right.

6. Select the [CANS Assessments] to include in the report.

Note: If you would like the report to contain only one or up to five CANS assessments, then either click to choose a CANS assessment or use CTRL+ click to select multiple assessments. At least one must be selected.

7. Select the [OK] button.

The screenshot shows the 'Main Assessment Menu' with tabs for 'View CANS', 'Print Blank Form', 'Reports', 'Manage Consent', and 'Export'. The 'Reports' tab is active. Below the menu, the 'Member Progress Report' section has a label 'Select CANS Assessments: * (Choose up to five)'. A list of assessments is shown with columns for 'Assessment Date-- Level of Care-- Organization':
05/16/2016--Outpatient Treatment--Anchorage Inc
05/04/2016--Transitional Care Unit (TCU)--Anchorage Inc
A note at the bottom states: 'Note: If you would like the report to contain only one or up to five CANS assessments, then either click to choose a CANS assessment or use CTRL + click to select multiple assessments.' An 'OK' button is at the bottom right.

8. Select the [Domains/Modules] to include in the report.

Note: By default, all domains are selected. If you would like the report to contain only one or some domains, then either click to choose a domain or use CTRL+ click to select multiple domains. At least one must be selected.

The screenshot shows the 'Main Assessment Menu' with tabs for 'View CANS', 'Print Blank Form', 'Reports', 'Manage Consent', and 'Export'. The 'Reports' tab is active. Below the menu, the 'Member Progress Report' section has a label 'Select Domains/Modules: *'. A list of domains/modules is shown:
Select All (Default)
Life Domain Functioning
Child Behavioral / Emotional Needs
Child Risk Behaviors
Cultural Considerations
Transition to Adulthood
Child Strengths
Caregiver Resources And Needs
A note at the bottom states: 'Note: By default, all domains are selected. If you would like the report to contain only one or some domains, then either click to choose a domain or use CTRL + click to select multiple domains.' 'OK' and 'Back' buttons are at the bottom right.

9. The report can be viewed in PDF or Excel format.

Main Assessment Menu

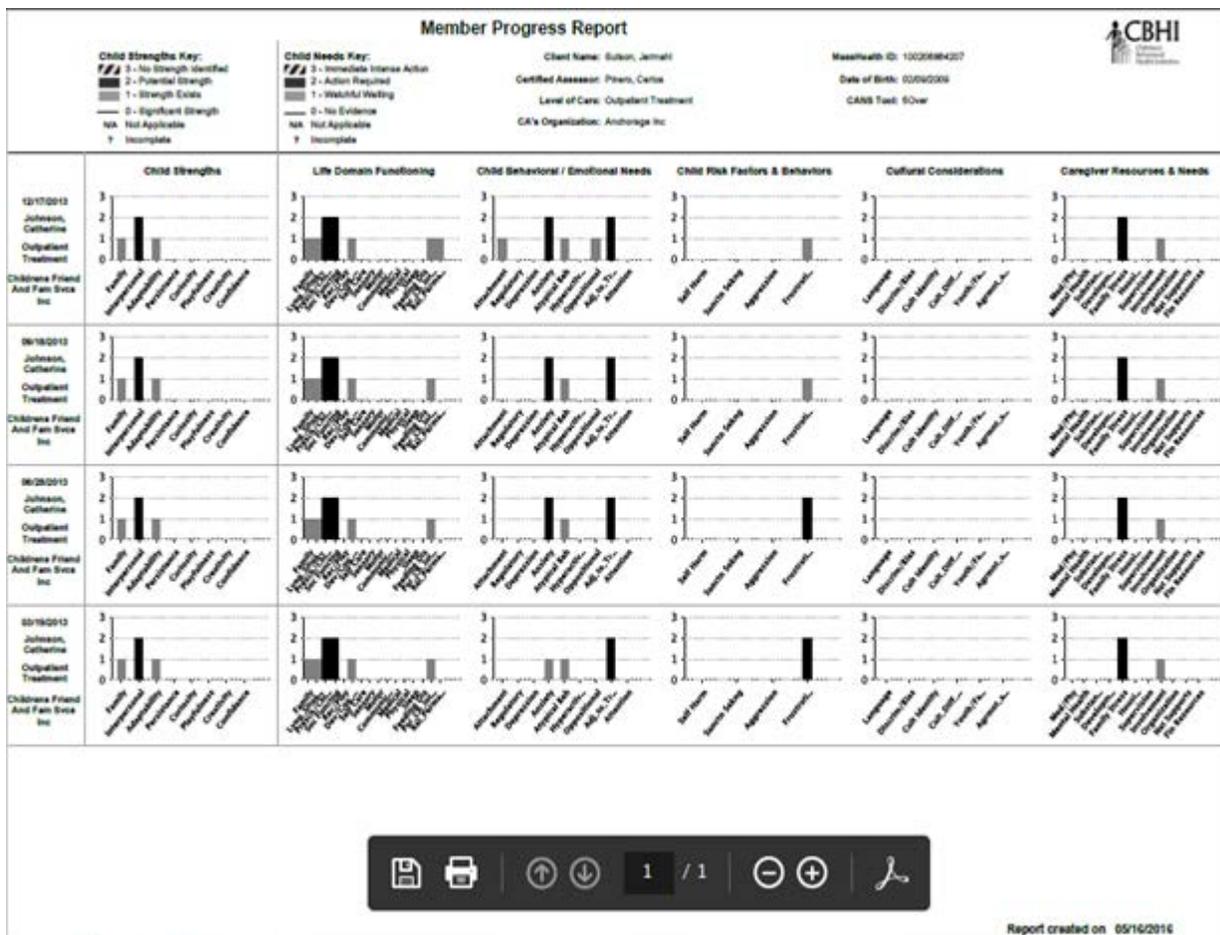
View CANS | Print Blank Form | Reports | Manage Consent | Export

Member Progress Report

Download: PDF Report Excel Report

Cancel Back

Sample of a Member Progress Report



Notes:

- You may review, print or save the record in Adobe Acrobat Reader or Microsoft Excel.
- If you do not have Adobe Acrobat Reader currently installed you can download it for free at <http://get.adobe.com/reader/>.

10. When completed, close the browser window and return to the CBHI application.

Important PHI Reminder:

You now have a file containing Protected Health Information on your computer. Remember to follow your organization's procedures regarding privacy and data security.

Questions or Need Assistance?

Call Virtual Gateway Customer Service

1-800-421-0938

(617-847-6578 - TTY for those with complete or partial loss of hearing)

8:30 am to 5:00 pm Monday through Friday

Bookmark the Children's Behavioral Health Initiative Website:

www.mass.gov/masshealth/cans