

## MPATH Care Management Module Organizational Change Management Project, Email Communication for 12/13/2020

Subject Line for Email: Training Announcement, Registration is Open!

Dear Staff, Case Managers and Providers:

MedCompass training registration is open! In anticipation of our upcoming go-live date February 16, 2021, training dates and times are set. Please read the information below about how to register and prepare for MedCompass training.

### How do I register for training?

Visit the web link below to sign up for your specific training need. It will take you approximately three minutes to complete the survey. Be prepared to complete information about your email address and contact phone number as both will be used to set up your account in the MedCompass system. You will be asked to rank order your preference for training sessions based on available dates and times for training. Training will be offered beginning Monday, February 1, 2021 thru Friday, February 12, 2021. **The last day to register for training is January 22<sup>nd</sup>.**

0208 Training Registration Link:

[https://assurecare.az1.qualtrics.com/jfe/preview/SV\\_ah0RAte4P5rjpdP?Q\\_CHL=preview&Q\\_SurveyVersionID=current \[assurecare.az1.qualtrics.com\]](https://assurecare.az1.qualtrics.com/jfe/preview/SV_ah0RAte4P5rjpdP?Q_CHL=preview&Q_SurveyVersionID=current [assurecare.az1.qualtrics.com])

### Will I receive confirmation for which training to attend?

Yes. You will receive a confirmation email shortly after you complete the registration survey. The confirmation email will include the following information and next steps:

- The training date and time you are registered to attend
- Your login information for the MedCompass system
- Important next steps you must take before attending your training session including completing the self-paced, Online MedCompass Training Module. If you have not yet completed this training, please go to the College of Direct Supports (CDS) to access and complete the MPATH Care Management MedCompass Resources module:  
<https://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=MTDD>. If you or your staff need assistance accessing CDS, please contact your regional DDP administrative assistant.

It is important that you complete the next steps outlined in the confirmation email BEFORE you attend your training session.

### Provider Agency Security Configuration – ACTION REQUIRED

By Close of Business on Monday December 14th, an email regarding MPATH Care Management Release 1 Provider Security Configuration will be sent to all provider agencies. Your action is needed to identify your staff that will need access to the MPATH Care Management solution (ICAP & MedCompass). Next steps include:

1. Provide your initial edits to the user security configuration spreadsheet by December 31, 2020. Your initial edits to the user security configuration spreadsheet should be sent to Aaron Hahm at [AHahm@mt.gov](mailto:AHahm@mt.gov). The Provider security configuration spreadsheet and directions will be reviewed

on the December DDP Contractor call. Please forward the call-in information to agency staff that will be involved in reviewing security configuration information.

2. Identify your Provider Security Officer(s) by February 1, 2021. A Provider Security Officer(s) is one or more individuals from your organization that can submit on-going user access requests to the Department. Information about your Provider Security Officer(s) should be sent to Aaron Hahm at [AHahm@mt.gov](mailto:AHahm@mt.gov).

Our priority is to ensure that you and your staff have the necessary access to the new MedCompass system at go-live; however, if we do not have the requested information by the timelines, it will likely impact our ability to provide timely access. We are here to support you in this process. Please reach out with any questions regarding Provider Security Configuration Spreadsheets- questions can be emailed to [Ahalm@mt.gov](mailto:Ahalm@mt.gov).

## Overview of Upcoming Milestones and Dates

We adjusted our milestones to align with the new go-live target date:

Milestone	Dates
Complete User Acceptance Testing (Validation)	Mid-December 2020
Initial draft of the User Security Configuration Spreadsheet verified by providers	December 31, 2020
Focus on System Readiness, completion of critical issues	Now-January 2021
Last Day for Entering New DDP/Part C/FES Members into AWACS	January 29, 2021
Last Day for AWACS Changes and Additions (ICP, EI, etc.)	February 3, 2021
Second draft of the User Security Configuration Spreadsheet verified by providers	February 1, 2021
Conduct Training	February 1-February 12, 2021
Release 1 Implementation	February 16, 2021

Remember to check the MedCompass website for up to date information about the MedCompass project: <https://dphhs.mt.gov/dsd/developmentaldisabilities/medcompasscaremanagementsystem/organizationalhangemanagementmaterials>.

## Q&A Corner

If you have a question, please email [mtdphhscaregmt@pubknow.com](mailto:mtdphhscaregmt@pubknow.com) and I will answer it in an upcoming email.

Best,

Lindsey

# PublicKnowledge

Lindsey Carter  
Bureau Chief  
Developmental Disabilities Program  
111 Sanders Room 305  
P.O. Box 202955  
Helena, MT 59620-2955  
406-444-2799  
fax: 406-444-0826

*"This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us by reply e-mail and immediately and permanently delete this message and any attachments. Thank you."*