



**ASAIS Training Manual
for Reporting of Prevention Services
(Revised September 17, 2013)**

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ASAIS Basics

Welcome to the Alabama Department of Mental Health claims and participant management system!

DMH staff, along with Harmony Information Systems, have specially configured the system to map your business processes in application.

The ASAIS software only works using Internet Explorer. Your PC has been configured by your IT department to allow ASAIS and all its functionality to work properly.

The ASAIS application knows who you are based upon your assigned User ID. What you can see and do in ASAIS is determined by a pre-determined security level: your view of ASAIS screens may differ from those shown in this manual.

Any issues that you encounter during your use of ASAIS should be reported to your group's system administrator or IT department.



Alabama
A D M H
Department of Mental Health
lifting life's possibilities

Alabama Live Version: 7.4.0.1.14224
User ID
Password

[Change your password](#)

The AS AIS Sign In Page

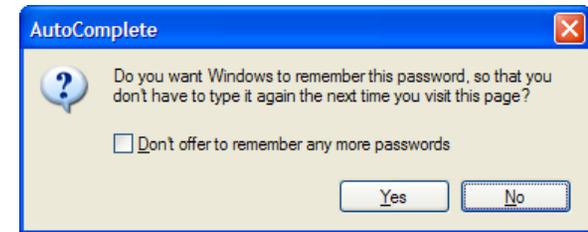
Signing In To AS AIS



CAUTION

The first time you log in to *AS AIS*, you may receive the following message:

It is important that you respond “No” to this message. Otherwise, it is possible that an unauthorized person could access *AS AIS* and view confidential participant information by simply guessing your User ID.



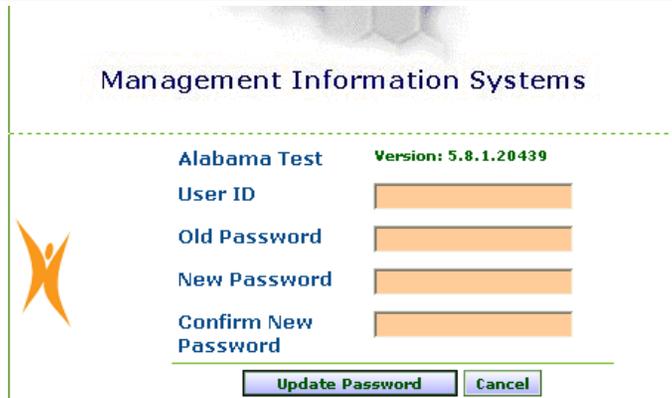
1. Open your Internet Explorer
2. Type the address to the right to navigate to AS AIS.
3. Sign on with Username and Password (password is same as username). (Passwords are case sensitive, User ID's are not.)
4. Click on the Login button (or press Enter).
5. Press F11 on keyboard to clear Explorer menus

LIVE: <https://alabama.harmonyis.biz/AlabamaLive>



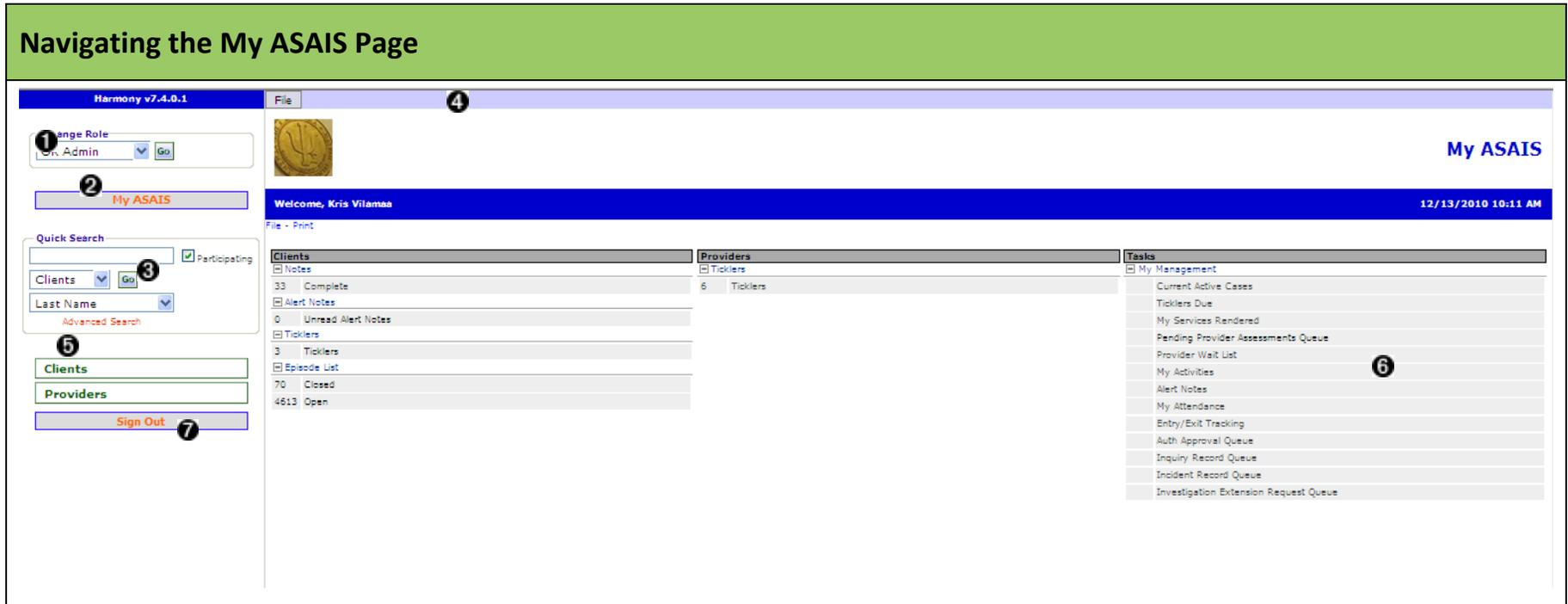
Changing Your Password

1. Click on the **Change Your Password** link.
2. Enter your User Name (User ID), Old Password, and New Password.
3. Click on the Update Password button. ASAIS will tell you that your password has been changed. Click OK.
4. Sign in with your new password.



The screenshot shows a web interface for "Management Information Systems". At the top, it says "Alabama Test" and "Version: 5.8.1.20439". Below this, there is a logo of a stylized orange figure. To the right of the logo, there are four input fields: "User ID", "Old Password", "New Password", and "Confirm New Password". Each field has an orange input box. At the bottom, there are two buttons: "Update Password" and "Cancel".

My ASAIS Page



The Main Menu screen in ASAIS is called **My ASAIS**. The My ASAIS screen presents the user with up-to-the-minute links to all-important elements of their personal ASAIS usage. The *My ASAIS* link located at the top of the left-hand menu is always available, allowing the user to quickly return to the My ASAIS screen. Your screen may look slightly different depending on your access level.

1. Role	Displays the role under which you are currently viewing ASAIS.
2. My ASAIS	Clicking on My ASAIS at any time will bring you back to this page. If you check the box, clicking on will also refresh the data listed on the page.
3. Search	Use the Quick Search to find a Service Recipients, Providers or Claims. <ul style="list-style-type: none"> Students can be searched for by Last Name, SSN, SIN, DOB, Sec ID or Case Number. Providers can

	<p>be searched for by Provider Name and Provider Number. Claims can be searched by Claim ID, Case Number, Consumer Last Name, Claim Submitted Date, or Provider Identifier.</p> <ul style="list-style-type: none"> • ASAIS will return a list of all possible matches. Open the desired record by clicking on it in the list. If there is only one match, ASAIS will take you directly to that record. • You may also enter just the first few letters of a Participant or Provider.
4. ASAIS Menu Bar	The ASAIS Menu Bar contains various tools that allow you to perform many tasks, such as adding new records, editing records, or printing a Report. The tools that are available depend upon which page the user is currently viewing.
5. Chapters	Chapters are links to different areas of ASAIS. The Chapters that a User may see and access are dependent upon their assigned security level.
6. Tasks	The Tasks section provides quick links to tasks and reports. The sections are described below:
<ul style="list-style-type: none"> • My Management 	<p>My Management provides supervisors with access to information regarding the cases of their direct reports:</p> <ul style="list-style-type: none"> • Ticklers Due – displays a list, by worker, of all incomplete ticklers
<ul style="list-style-type: none"> • My Claims¹ 	<p>You may have access to My Claims if your role requires it.</p> <ul style="list-style-type: none"> • Add a New Claim – opens an add new claims screen
Signing Out	
7. Sign Out	You may log out at any time by selecting Sign Out . It is important that you use the Sign Out link versus the Internet Explorer controls to ensure that information is probably saved before exiting.

Adding Prevention Strategy Information

Prevention Strategy Description (Role: PR Staff)

EVERY prevention strategy utilized by a particular provider needs to be documented within the provider record in AS AIS. Strategies can span multiple years.

1. Navigate to the Providers chapter
2. Click on the *Prevention Strategies* tab

The screenshot displays the Harmony v7.3.1.0 software interface. On the left, a navigation menu includes 'Clients', 'Providers' (highlighted in orange), 'Screenings', 'Claims', 'Incidents', 'Utilities', and 'Reports'. The main content area shows the provider record for 'DMH MR Substance Abuse Services Division' with Center Number 123. A table of tabs is visible, with 'Prevention Strategies' circled in red. Below the tabs, the 'Basic Information' section includes fields for Provider Name, Short Name (DBA), Center Number, EIN/SSN, Active status, NPI, and Funded By. The 'Contact Information' section lists contact details for Dr. Tammy Peacock, including address, phone, and fax. The 'Mailing Address' section provides mailing details for the parent company.

Providers	OpenClose	Workers	Services	Budgets	Reports	Provider ID Numbers	Facility	Enrollments	Facility Management	Prevention Strategies	Notes	Levels of Care
Provider ID	123	Provider Name	DMH MR Substance Abuse Services Division	Active	Yes							

3. Click on *Add Strategy* to add a new prevention strategy

DMH Mental Health and Substance Abuse Services Division

File - Add New Provider - Add Strategy - Print

Reports - Metadata Report

View Inquiries

Provider ID: 123 Provider Name: DMH Mental Health and Substance Abuse Services Division Active: Yes

Center Number: 123

Providers | OpenClose | Workers | Services | Budgets

Reports | Provider ID Numbers | Facility | Enrollments | Facility Management | **Prevention Strategies** | Notes | Levels of Care

Filter

Active Equal To AND

Active Add

Search Reset

1 Prevention Strategies record(s) returned - now viewing 1 through 1

Strategy	Location	Active
Test Group	Elementary School	True

<< First < Previous Retrieve 100 Records at a time Next > Last >>

4. Complete the information indicated for the strategy

Strategy

Program/Group * Test Group

Strategy Type Universal

Group Strategy Across Ages

Start Date * 8/21/2012

End Date * 8/21/2012

Session Capacity 15

Service Code H0027 Prevention Educ - Single Strategy Clear

Description

Worker Vilamaa, Kris Clear Details

Active

IOM Group Universal

Domain Community

Primary Risk Factor Availability of Drugs

Community Type Rural

Community Size 0-5,000

5. A Workflow Wizard (WFW) will open to instruct you to complete a demographic report for the Program/Group you just entered. Select Complete Demographic Information for Strategy (left corner)
6. Field will display: Please Select Type at the end of the empty box , select the down arrow.
7. Select FY14 Strategy People Served Report – Strategy Demographic form will display.
8. Complete the “Program/Group” field identically to what you did for the strategy screen previously
9. Fill in number of service recipients for each breakdown (age, gender, race and ethnicity)
10. Click compute as you finish each section
11. When you are complete, all totals should be equal. If they are not, please review and adjust reporting accordingly.
12. Click “Save and Close”

Workflow Wizard
 Prevention Strategy Reporting
 Complete Demographic Information for Strategy

DMH MR Data Management Bureau
 File - Spell Check - Save Reports - Print - Close Reports

Please Select Type: **FY14 Strategy People Served Report**

Reports
 Review + **Open** Entered By + Ballentine, Yolanda ... Clear Data
 Review Date + 9/18/2013 Status + **Complete**
 Fund Code + **PR** Expiration Date

Programs and Strategies Demographic Report

Program/Group*

Age - Number of Service Recipients

0-4*	<input type="text"/>
5-11*	<input type="text"/>
12-14*	<input type="text"/>
15-17*	<input type="text"/>
18-20*	<input type="text"/>
21-24*	<input type="text"/>
25-44*	<input type="text"/>
45-64*	<input type="text"/>
65 and Over*	<input type="text"/>
Age Not Known*	<input type="text"/>
TOTAL BY AGE*	<input type="text"/> <input type="button" value="Compute"/>

Gender - Number of Service Recipients

Male*	<input type="text"/>
Female*	<input type="text"/>
Gender Not Known*	<input type="text"/>
TOTAL BY GENDER*	<input type="text"/> <input type="button" value="Compute"/>

Race - Number of Service Recipients

White*	<input type="text"/>
Black or African American*	<input type="text"/>
Native Hawaiian/Other Pacific Islander*	<input type="text"/>
Asian*	<input type="text"/>
American Indian/Alaska Native*	<input type="text"/>
More Than One Race*	<input type="text"/>
Race Not Known or Other*	<input type="text"/>
TOTAL BY RACE*	<input type="text"/> <input type="button" value="Compute"/>

Ethnicity - Number of Service Recipients

Hispanic or Latino*	<input type="text"/>
Not Hispanic or Latino*	<input type="text"/>
TOTAL BY ETHNICITY*	<input type="text"/> <input type="button" value="Compute"/>

Hearing Status

Hearing*	<input type="text"/>
Hard of Hearing*	<input type="text"/>
Deaf*	<input type="text"/>
TOTAL BY HEARING STATUS*	<input type="text"/> <input type="button" value="Compute"/>

Other - Number of Service Recipients

LGSTQ*	<input type="text"/>
Homeless*	<input type="text"/>
Students in College*	<input type="text"/>
Military Families*	<input type="text"/>
Underserved Racial & Ethnic Minorities*	<input type="text"/>
High Risk Youth*	<input type="text"/>
Youth in Tribal Communities*	<input type="text"/>

Targeted Substance(s)

Alcohol	<input type="checkbox"/>
Tobacco	<input type="checkbox"/>
Marijuana	<input type="checkbox"/>
Prescription Drug (s)	<input type="checkbox"/>
Cocaine	<input type="checkbox"/>
Heroin	<input type="checkbox"/>
Inhalants	<input type="checkbox"/>
Methamphetamine	<input type="checkbox"/>
Synthetic Drugs (i.e. bath salts, Spice, K2)	<input type="checkbox"/>

Priority (ies)

Underage Drinking	<input type="checkbox"/>
Suicide	<input type="checkbox"/>
Prevention Across the Lifespan	<input type="checkbox"/>
MHWP	<input type="checkbox"/>

PLEASE VALIDATE THAT ALL TOTALS ARE EQUAL

Adding Prevention Billing Documentation

Prevention Billing Documentation (Role: PR Staff)

Before payment can be released each month, a monthly summary of activities needs to be submitted that includes the breakdown of hours for each strategy in that month.

1. Navigate to the Providers Chapter
2. Click on "Reports" tab
3. Click on "Add Report"

The screenshot shows the Harmony v7.5.1.0 web application. The user is logged in as 'SA Admin'. The main content area is titled 'Alcohol and Drug Abuse Treatment' and shows a 'View Inquiries' section with a table of provider information. The 'Reports' tab is selected, and a table of report records is displayed below.

Report	Review	Review Date	Entered By	FundCode	Status
Environmental/CBPS People Served Report	Update	04/27/2012	Prevention, ADATC	PR	Complete
Environmental/Community-Based Process Strategy	Update	04/27/2012	Prevention, ADATC	PR	Complete
Evidence-Based Programs and Strategies Report	Update	04/27/2012	Prevention, ADATC	PR	Complete

4. Select “Monthly Prevention Hours Report” as *Type*
5. Select the “Month of Report”
6. Enter the name of each strategy provided this month, the service code and the number of hours
7. Total number of hours for each service code must match the total hours billed before payment can be released

Alcohol and Drug Abuse Treatment 9/7/2012

File - Spell Check - - Save Report - Save and Close Report - Copy From Previous - - Print - Close Report

Please Select Type: Monthly Prevention Hours Report

Provider Assessment

Review *	Assessment	Entered By *	Vilamaa, Kris	<input type="button" value="... Clear"/> Details
Review Date *	9/7/2012	Status *	Complete	
Fund Code *	SA	Site		
Approved By	Vilamaa, Kris	Approved Date	9/7/2012	

Month of Report*

Program/Group 1*

Service Code 1*

of Hours 1*

8. Click “Compute” at the bottom of the form, this will add all of the hours reported together. The total in that box must reflect the total hours billed for the month in order for payment to be released.
9. Click “Save and Close Report” at the time of the screen to finish the reporting process.

Program/Group 5

Service Code 5

of Hours 5

Do you have more groups to report?*

TOTAL (MUST MATCH TOTAL HOURS SUBMITTED FOR PAYMENT)