MFP and RR
Electronic Application Process

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Summary:

This document will step through the process of submitting an electronic application for Money Follows the Person and Rapid Re-integration through the use of ProviderConnect.

Created on 1/7/2010

Glossary of Terms

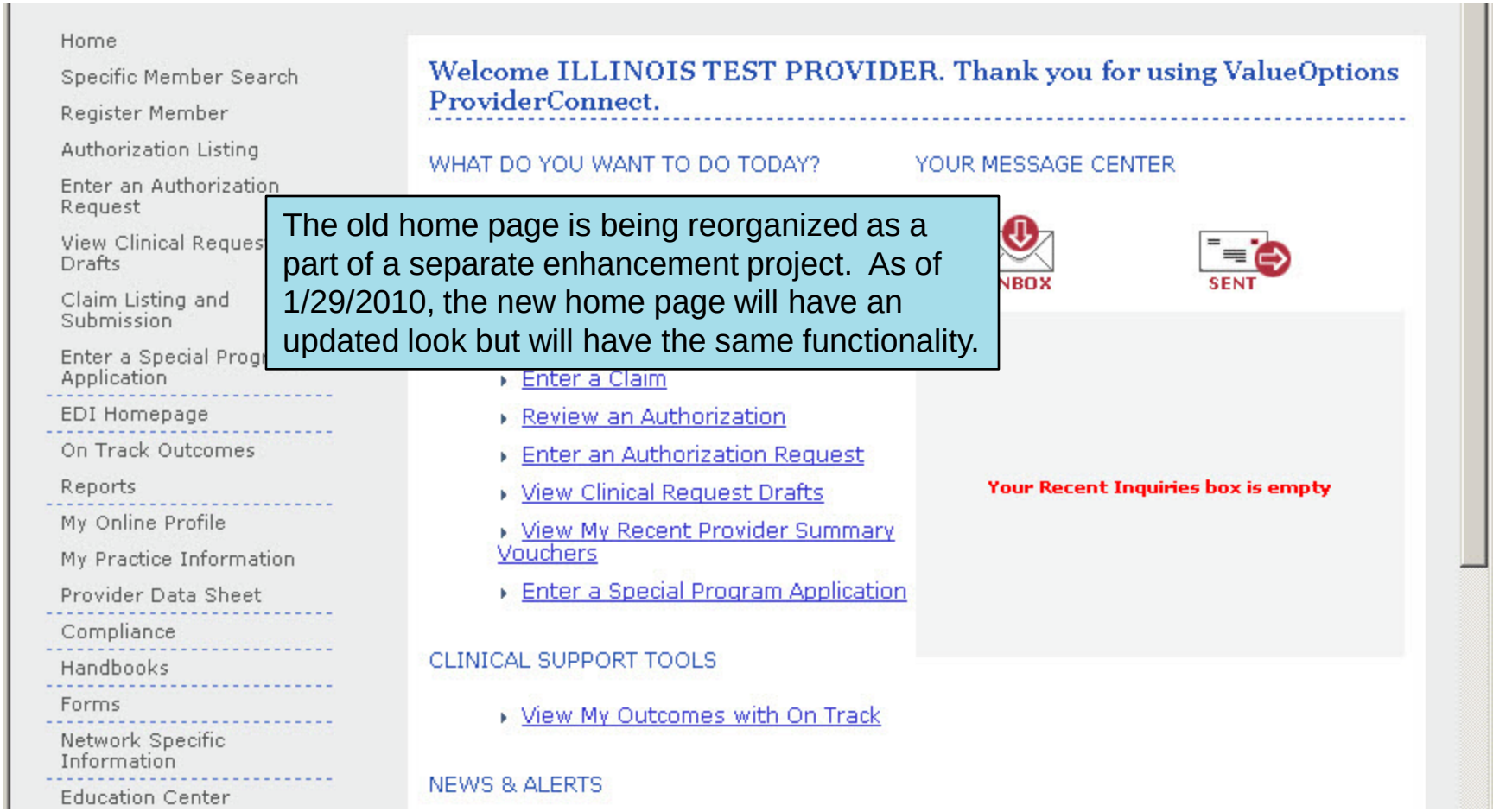
- MFP – Money Follows the Person
- RR – Rapid Re-integration

Preparing to Submit an MFP or RR Electronic Application

- Before submitting an MFP or RR electronic application
  - Consumers must be registered with the Collaborative.
  - The only applications considered for processing are those from specific DMH Designated Transition Coordinators and Rapid Re-Integration Program Coordinators.

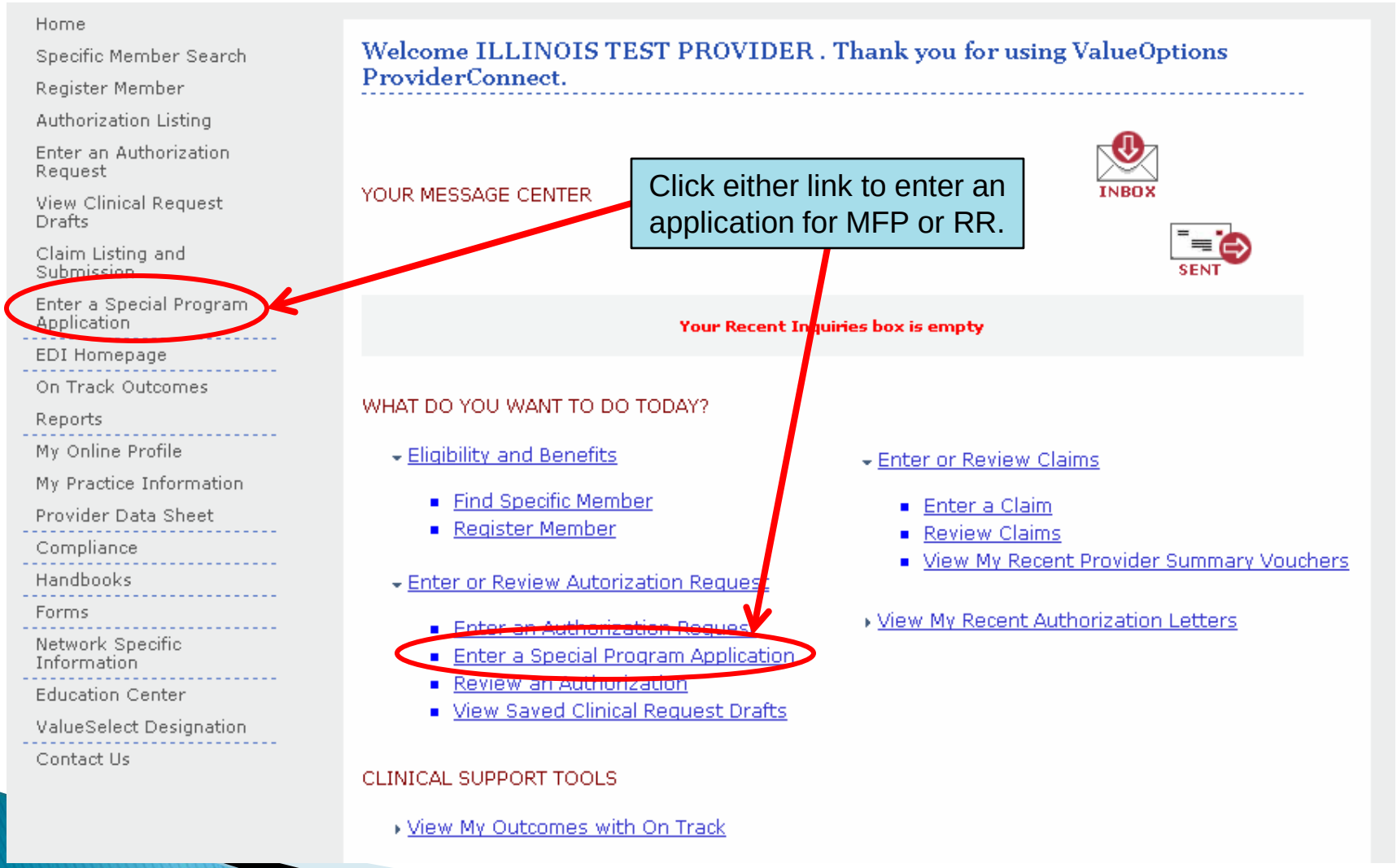
Getting Started

Old Home Page

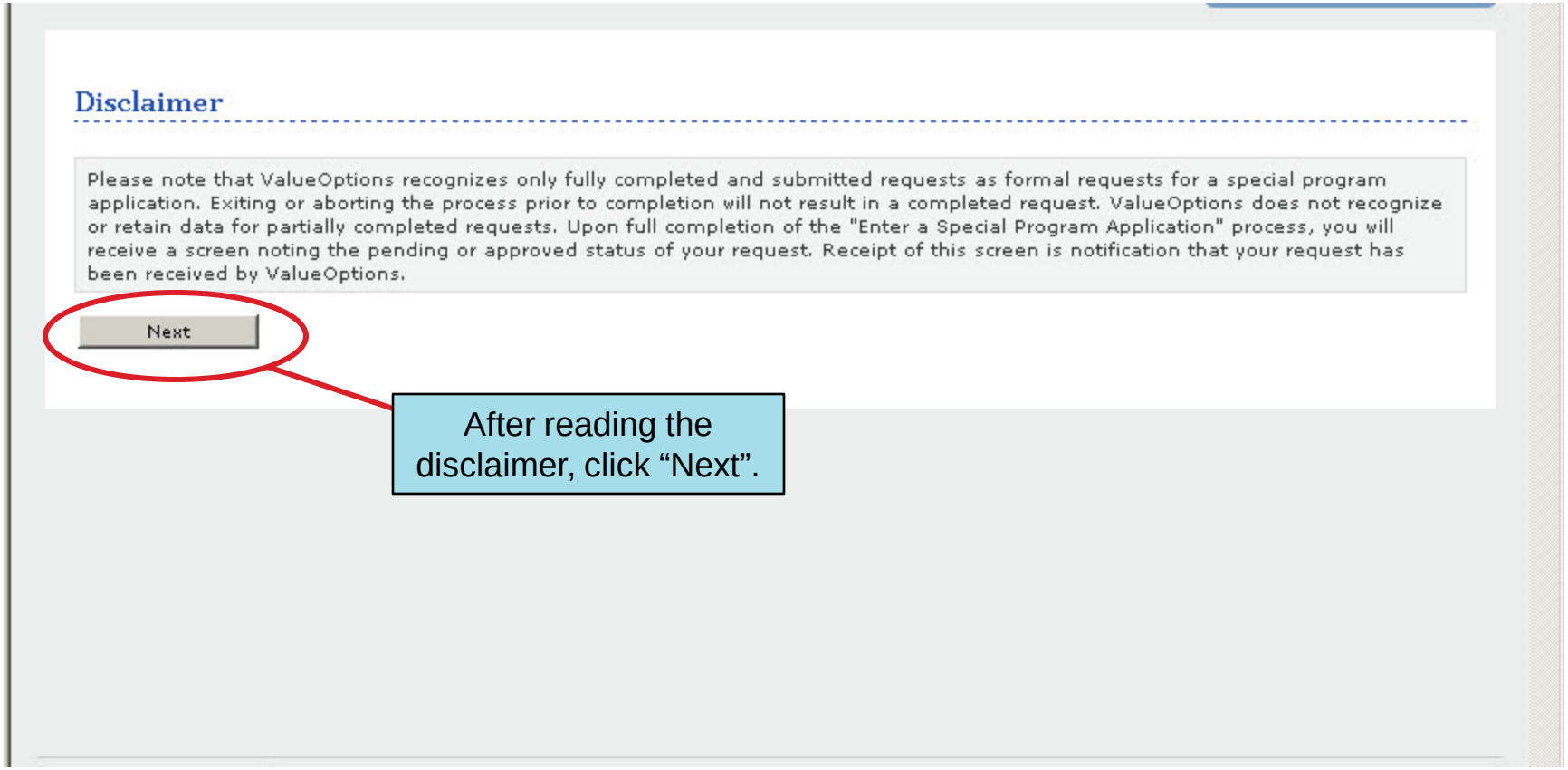


The old home page is being reorganized as a part of a separate enhancement project. As of 1/29/2010, the new home page will have an updated look but will have the same functionality.

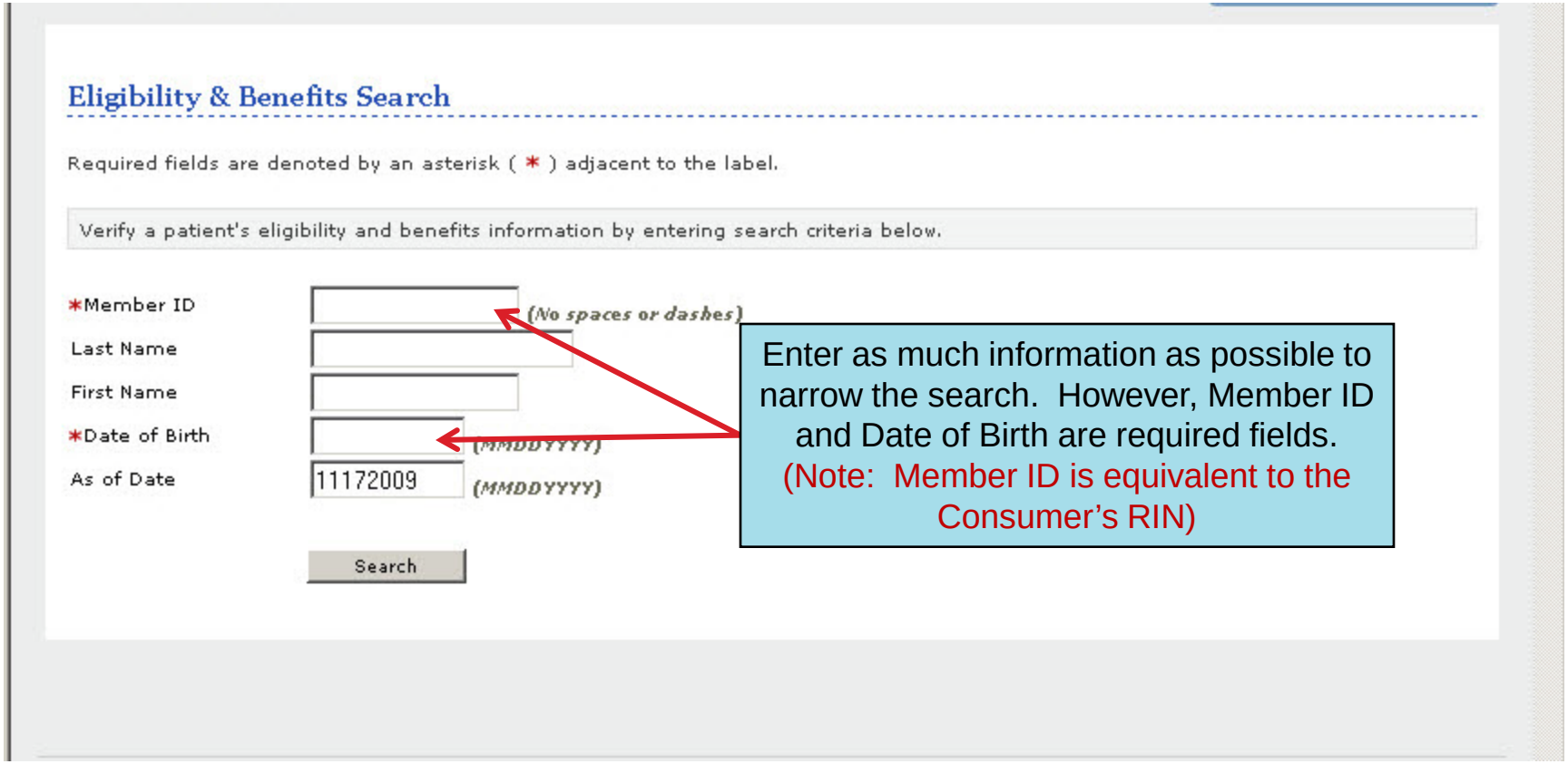
New Home Page



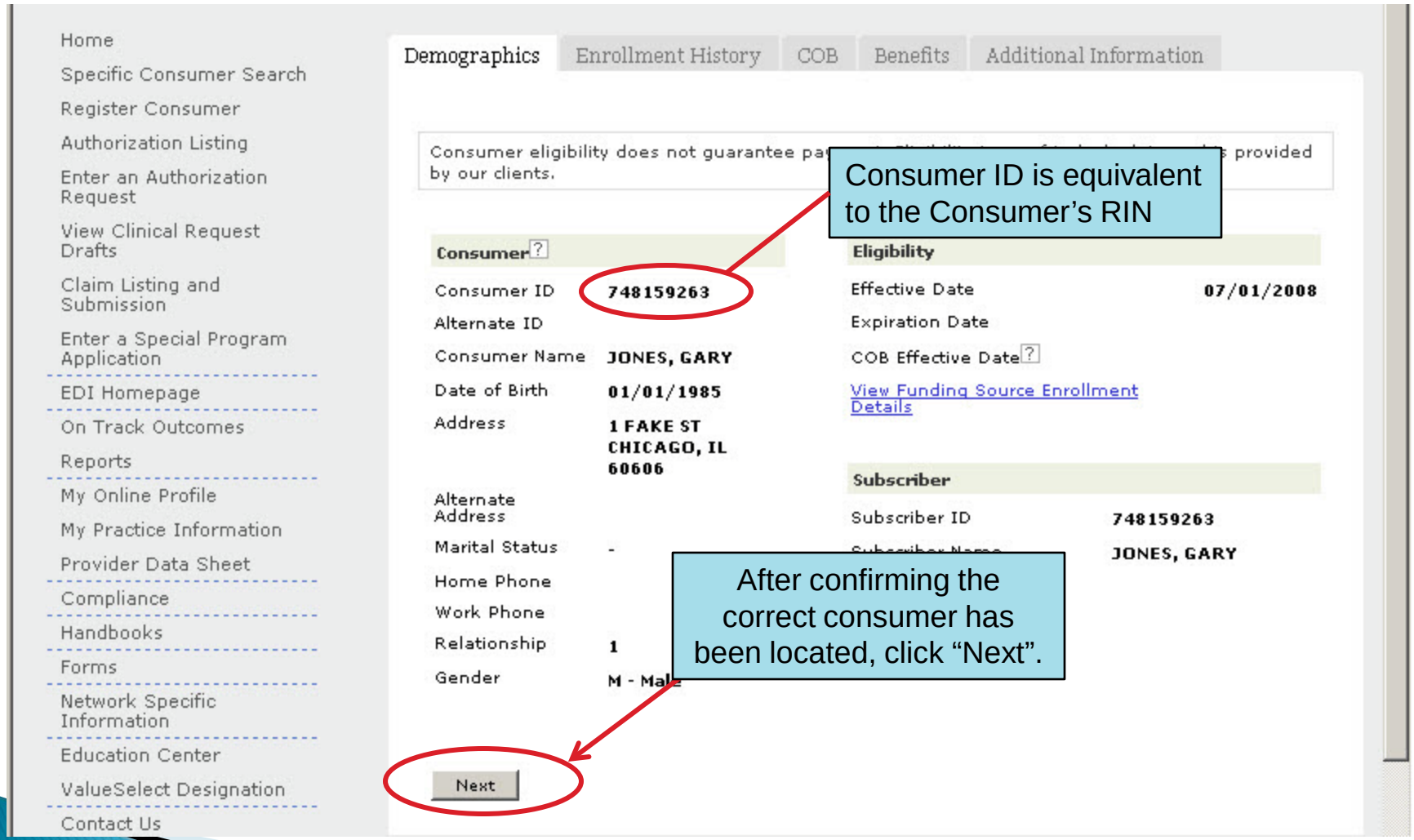
Disclaimer Page



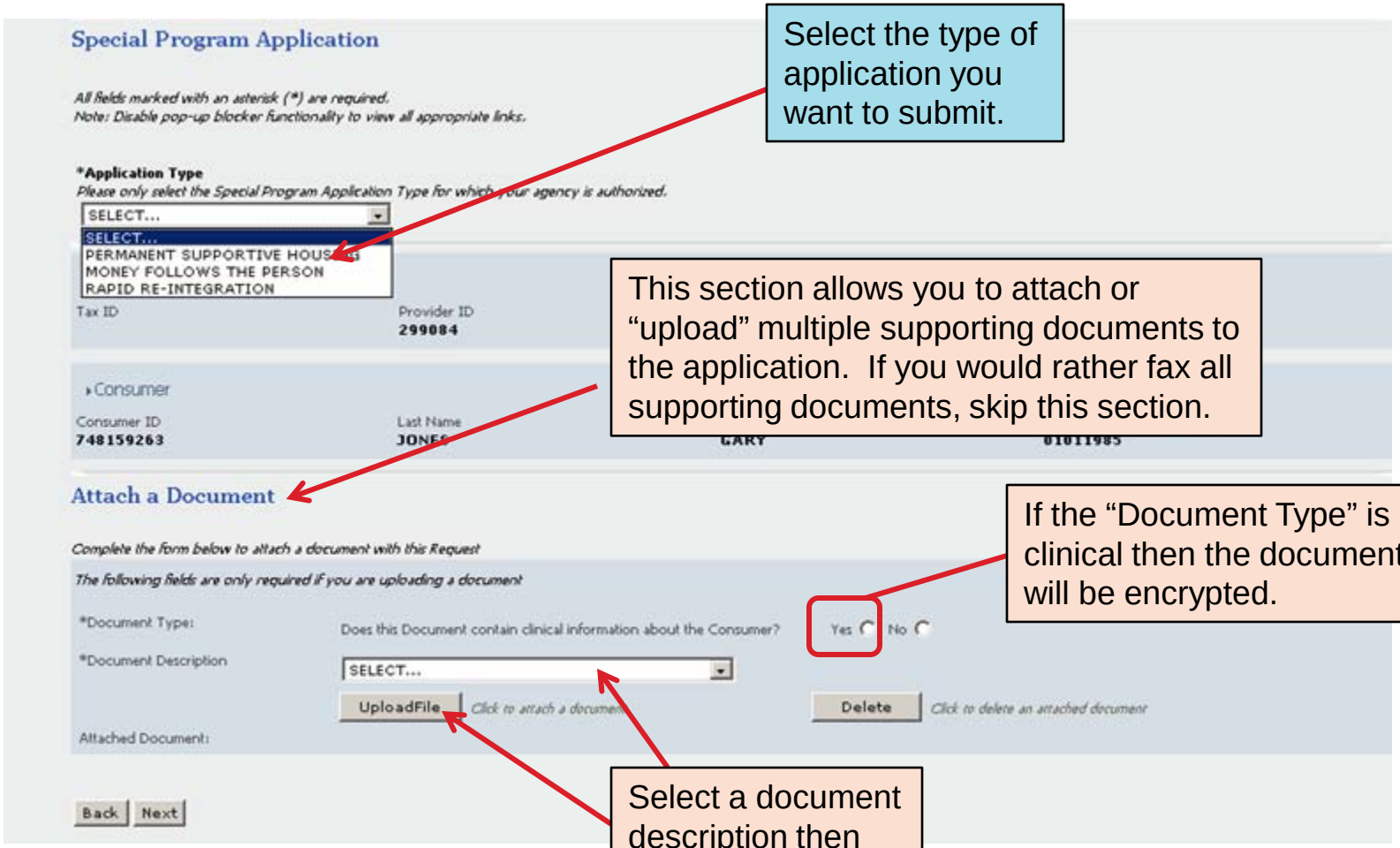
Search a Member



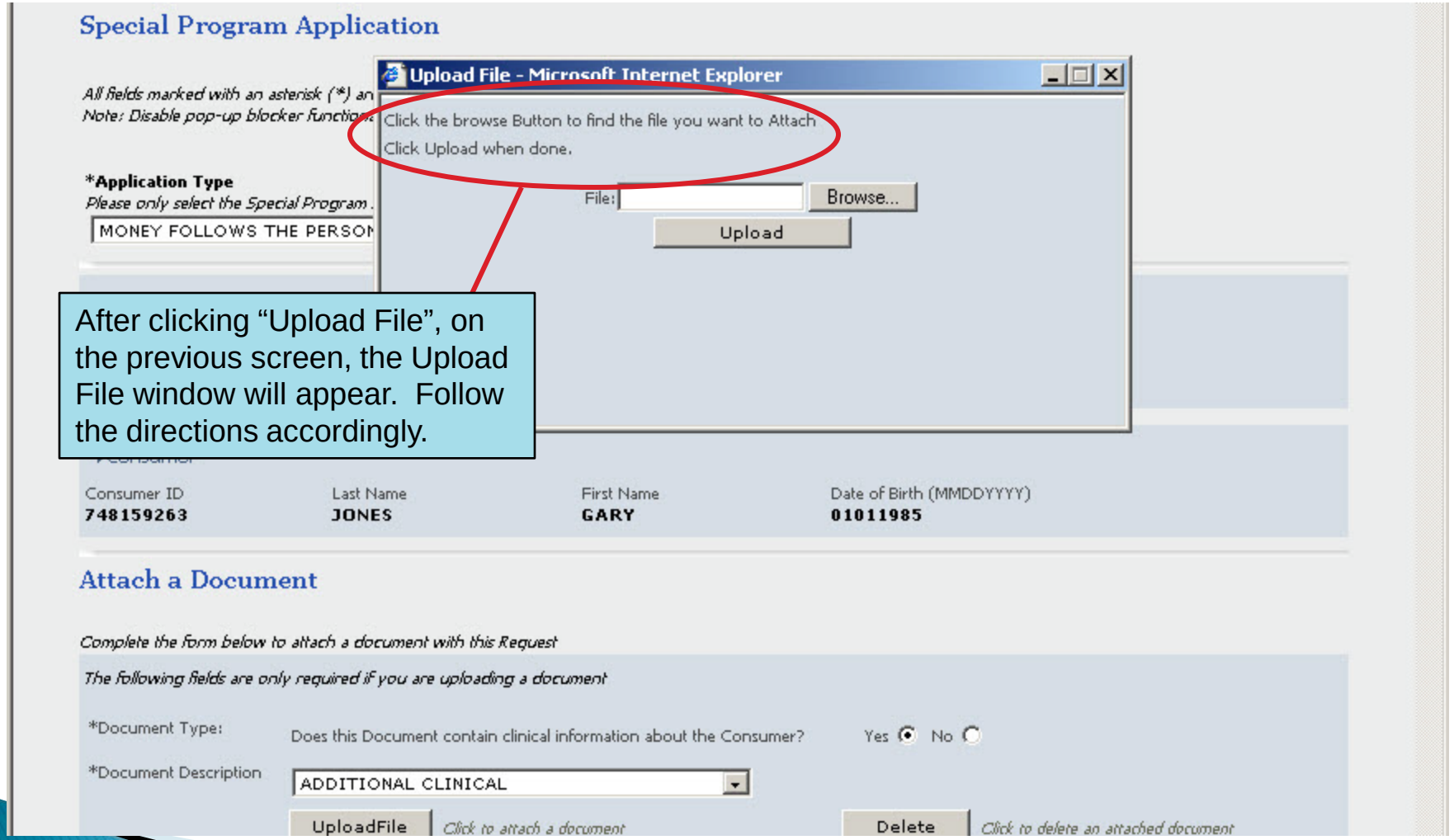
Demographics Verification



Application Landing Page

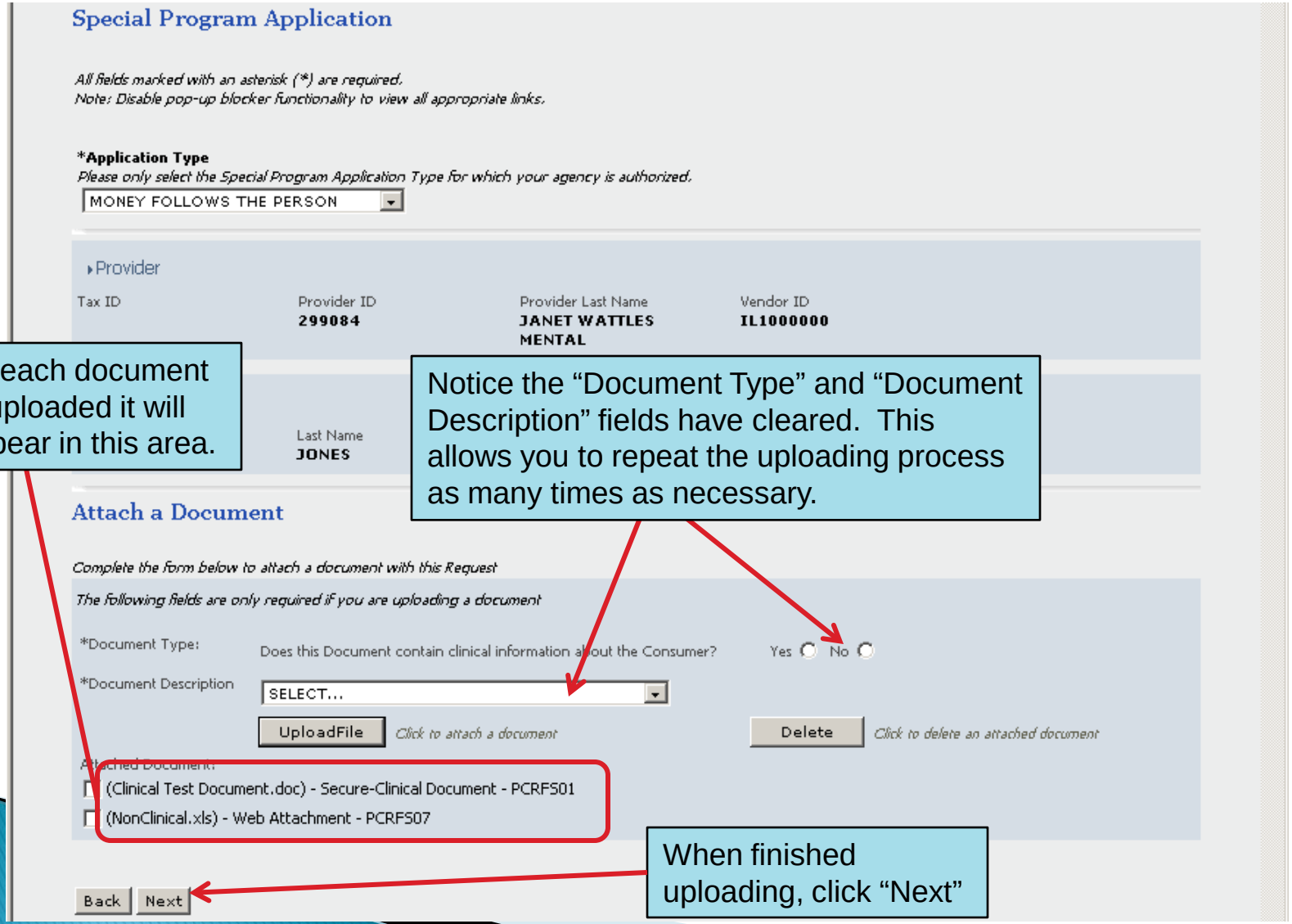


Attaching Documents (continued)



After clicking “Upload File”, on the previous screen, the Upload File window will appear. Follow the directions accordingly.

Application Landing Page (after uploading a document)

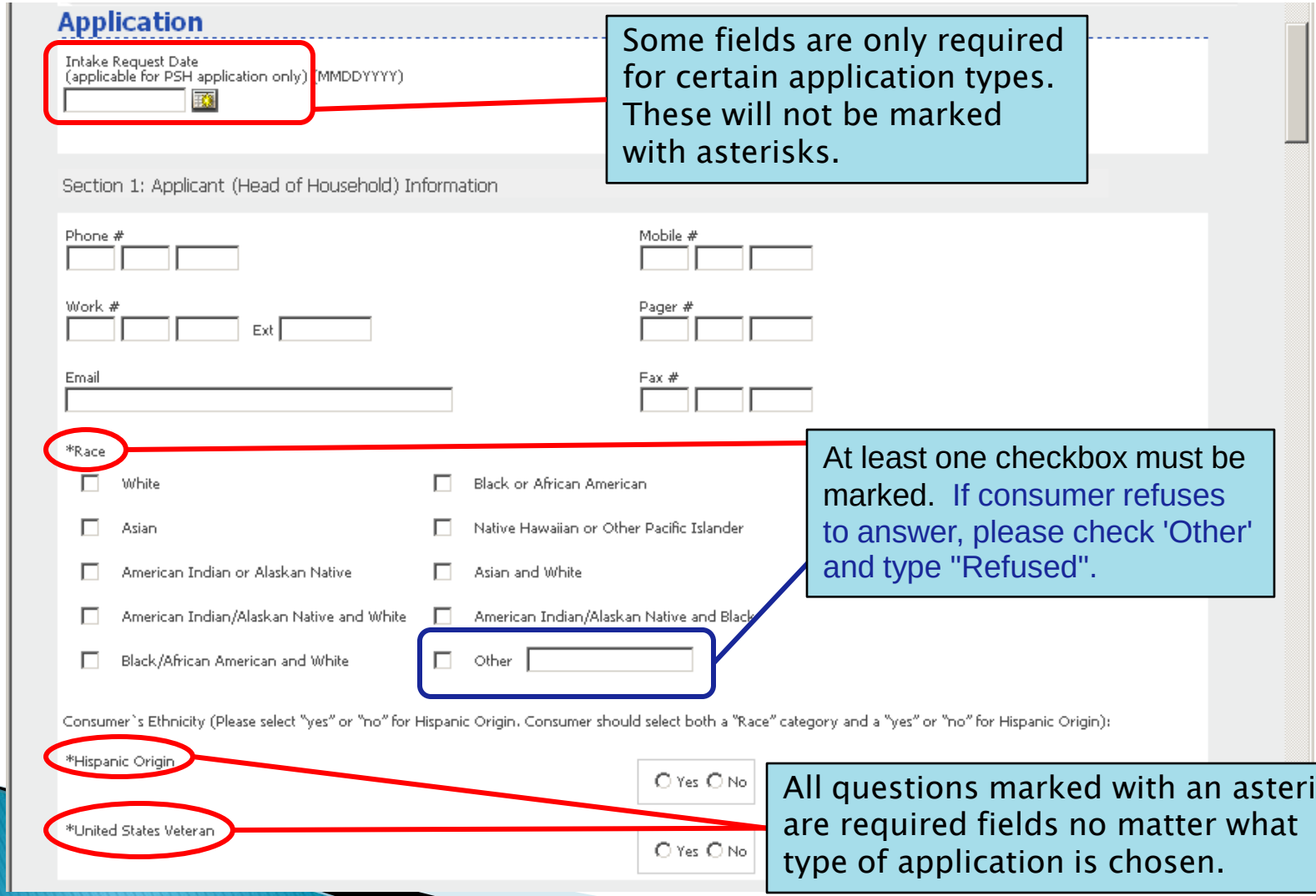


As each document is uploaded it will appear in this area.

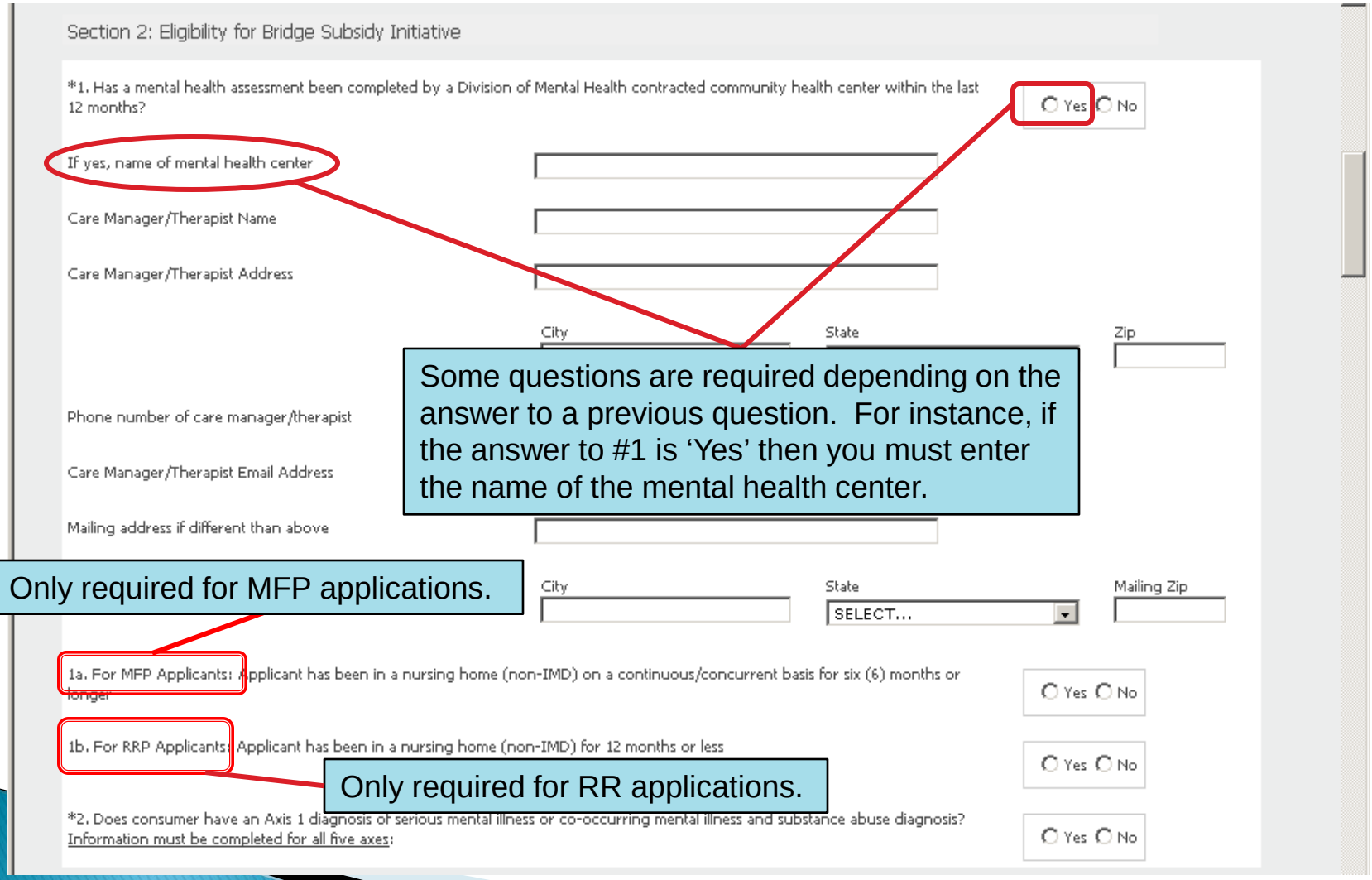
Notice the "Document Type" and "Document Description" fields have cleared. This allows you to repeat the uploading process as many times as necessary.

When finished uploading, click "Next"

Special Program Application Section 1



Special Program Application Section 2

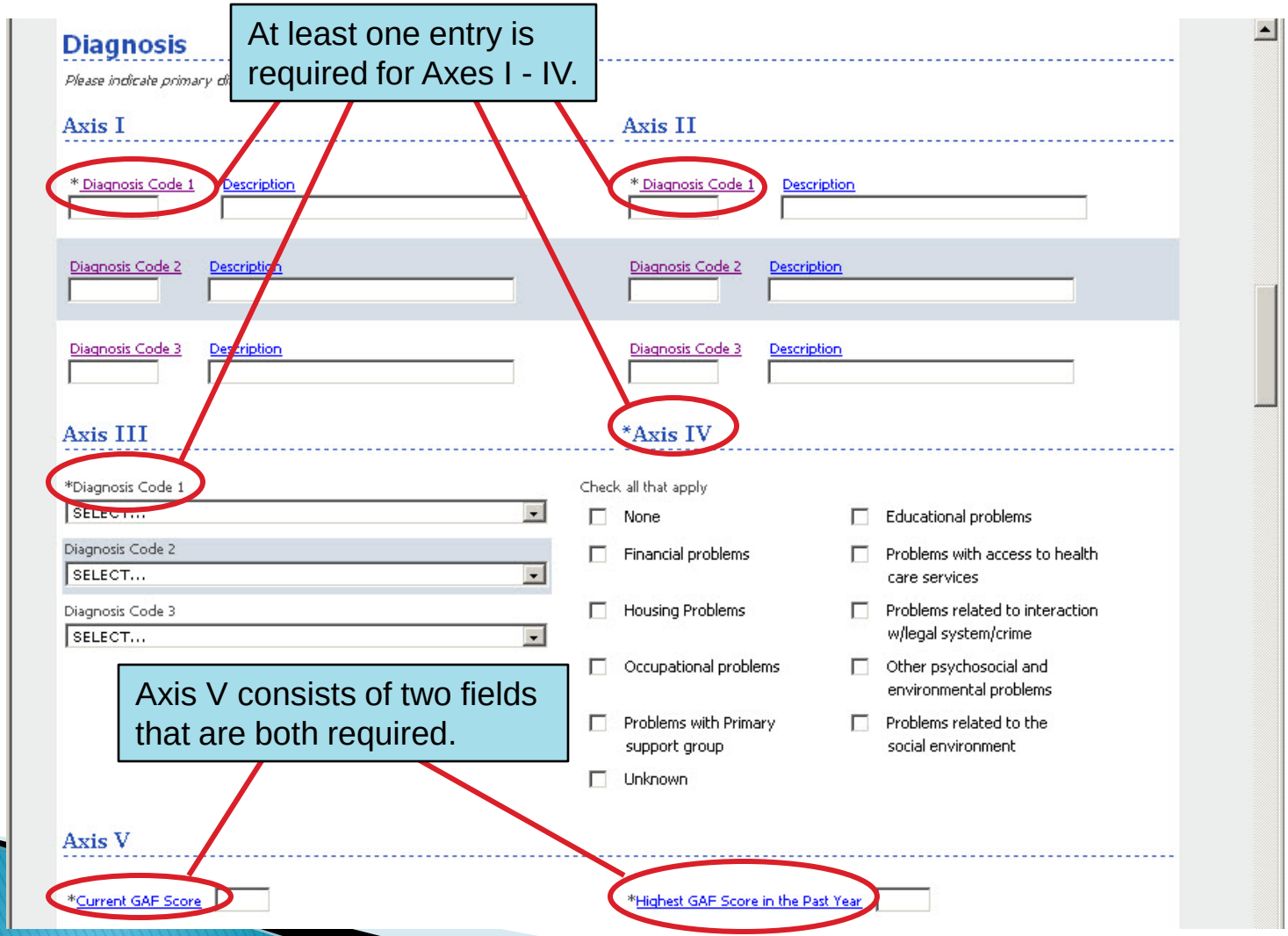


Some questions are required depending on the answer to a previous question. For instance, if the answer to #1 is 'Yes' then you must enter the name of the mental health center.

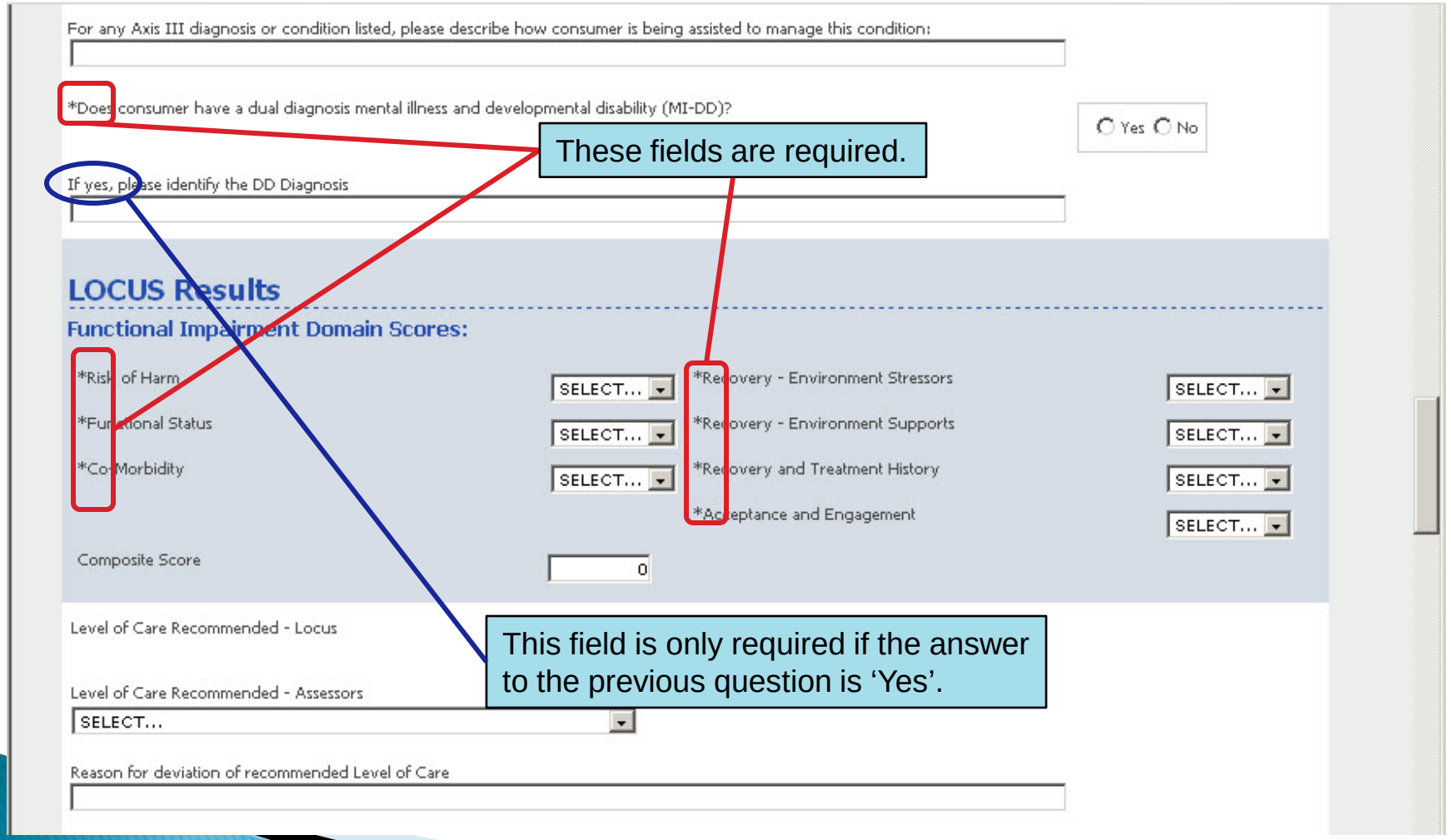
Only required for MFP applications.

Only required for RR applications.

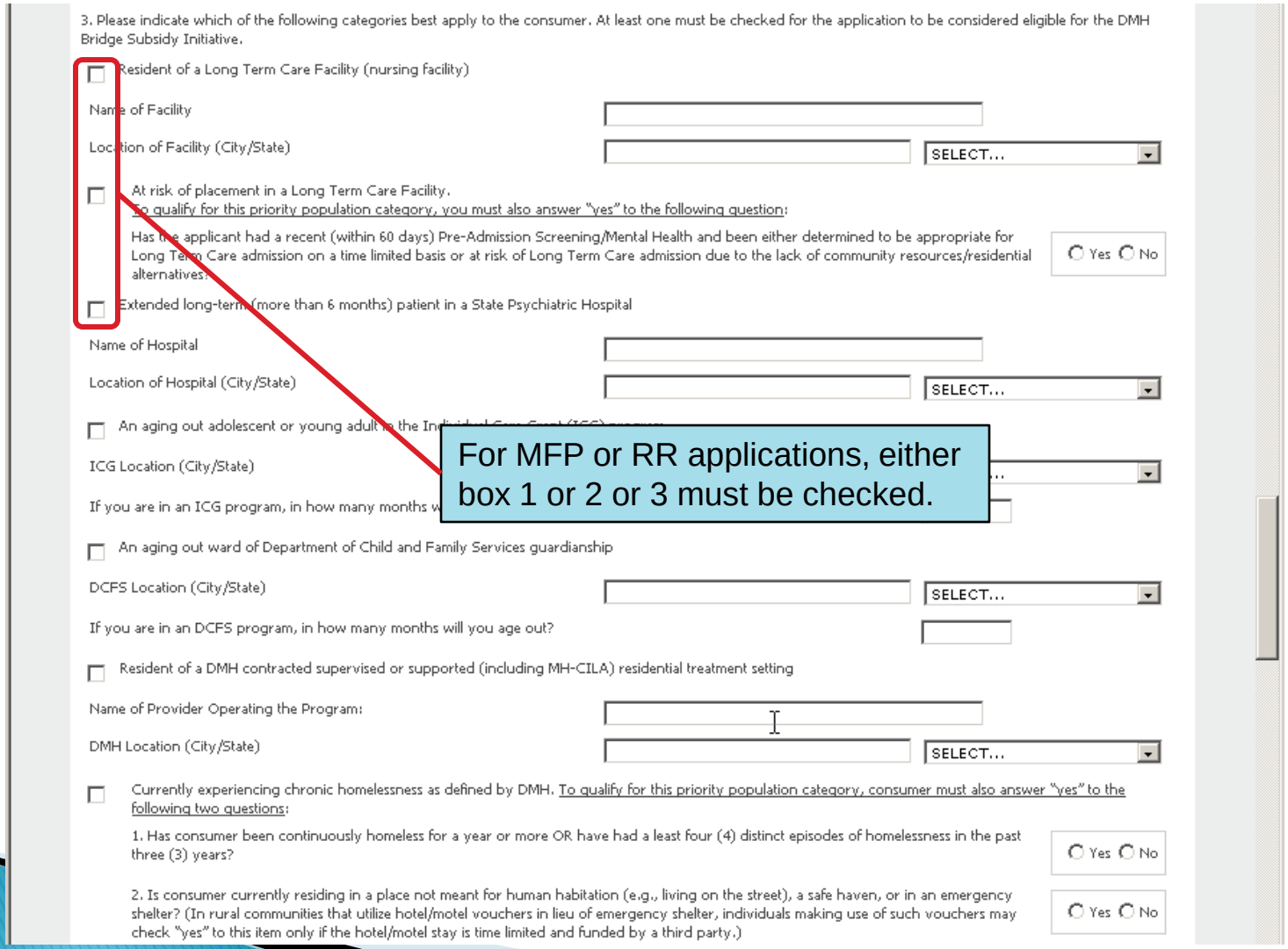
Special Program Application Section 2 (continued)



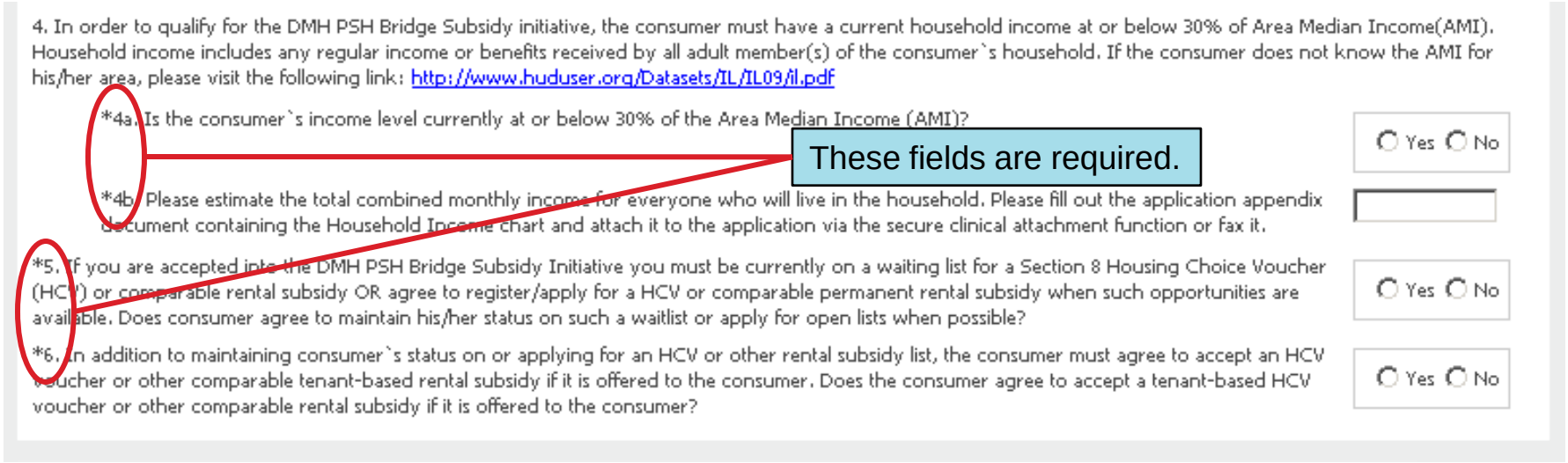
Special Program Application Section 2 (continued)



Special Program Application Section 2 (continued)



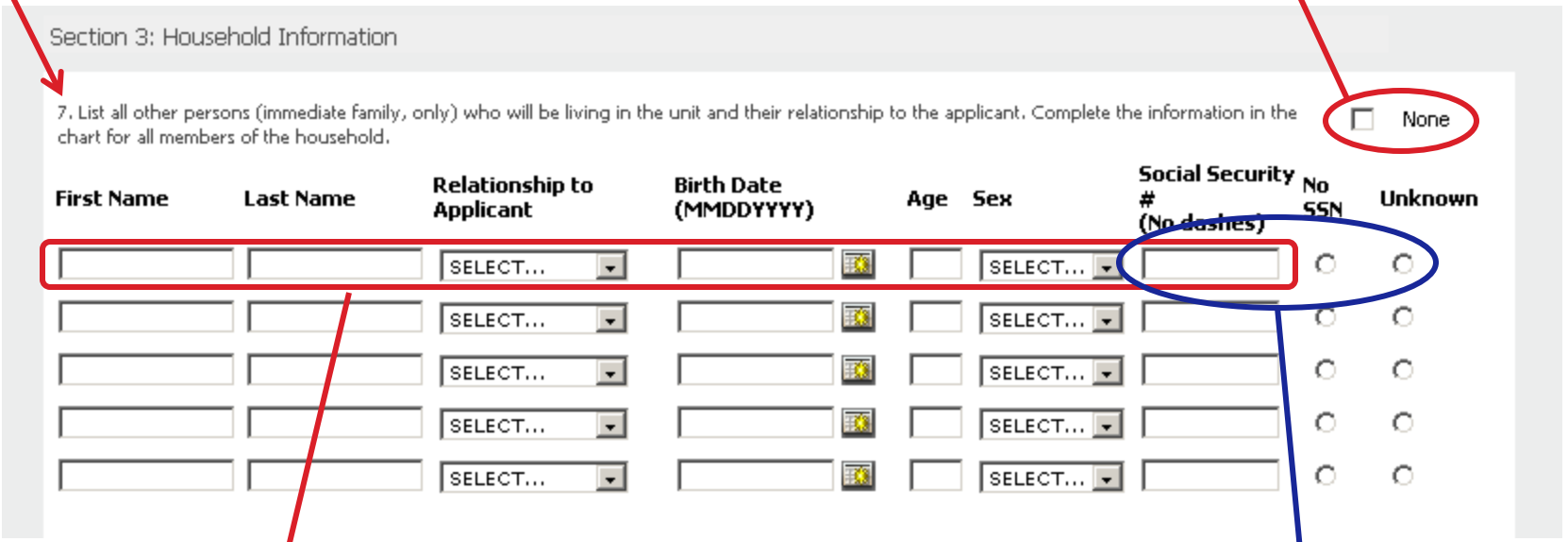
Special Program Application Section 2 (continued)



Special Program Application Section 3

This question is required.

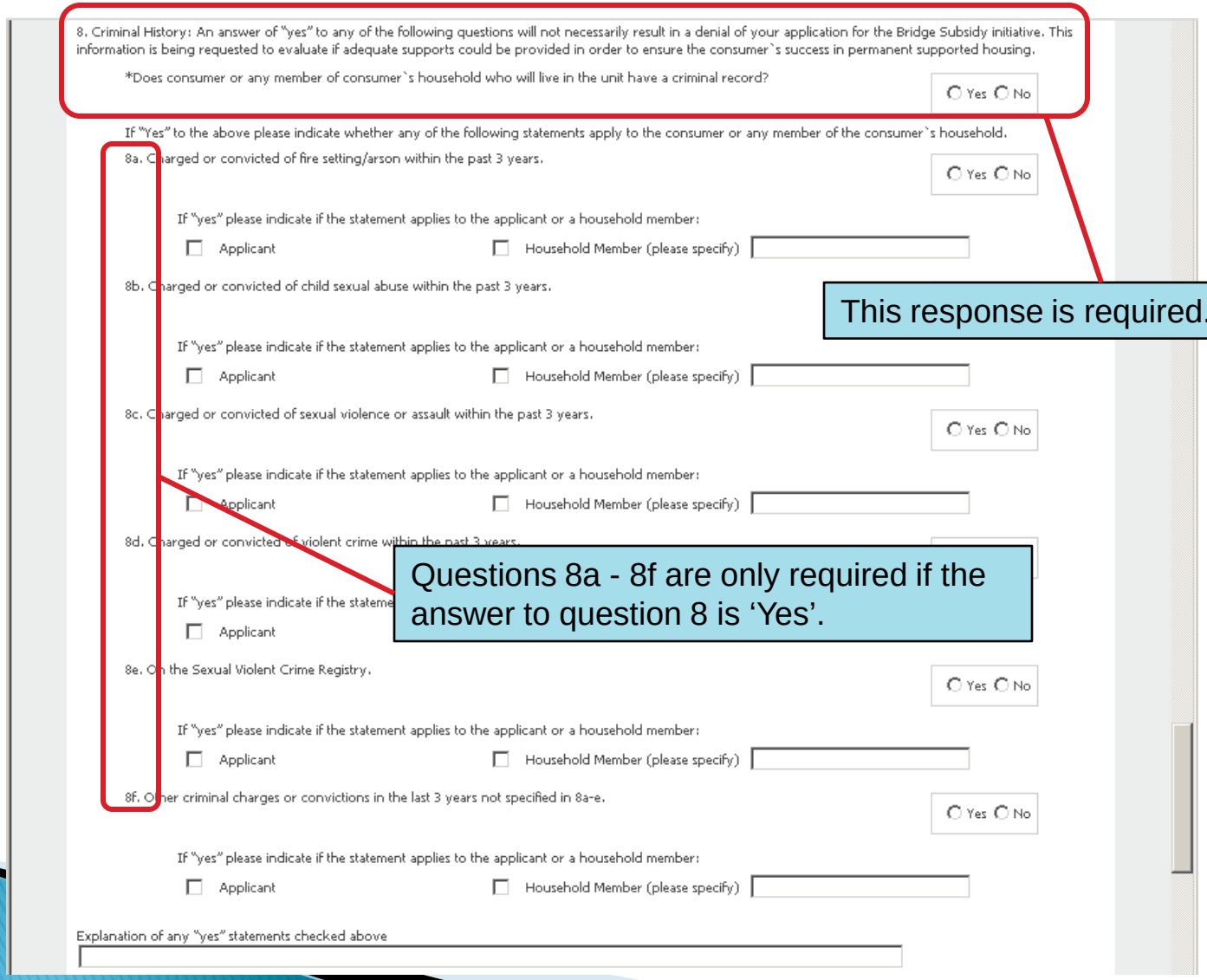
If there are no additional household members to list, please check “None”.



When entering data for a household member, every field for that member is required.

If there is not a Social Security Number to enter, please choose “No SSN” or “Unknown” whichever is applicable.

Special Program Application Section 3

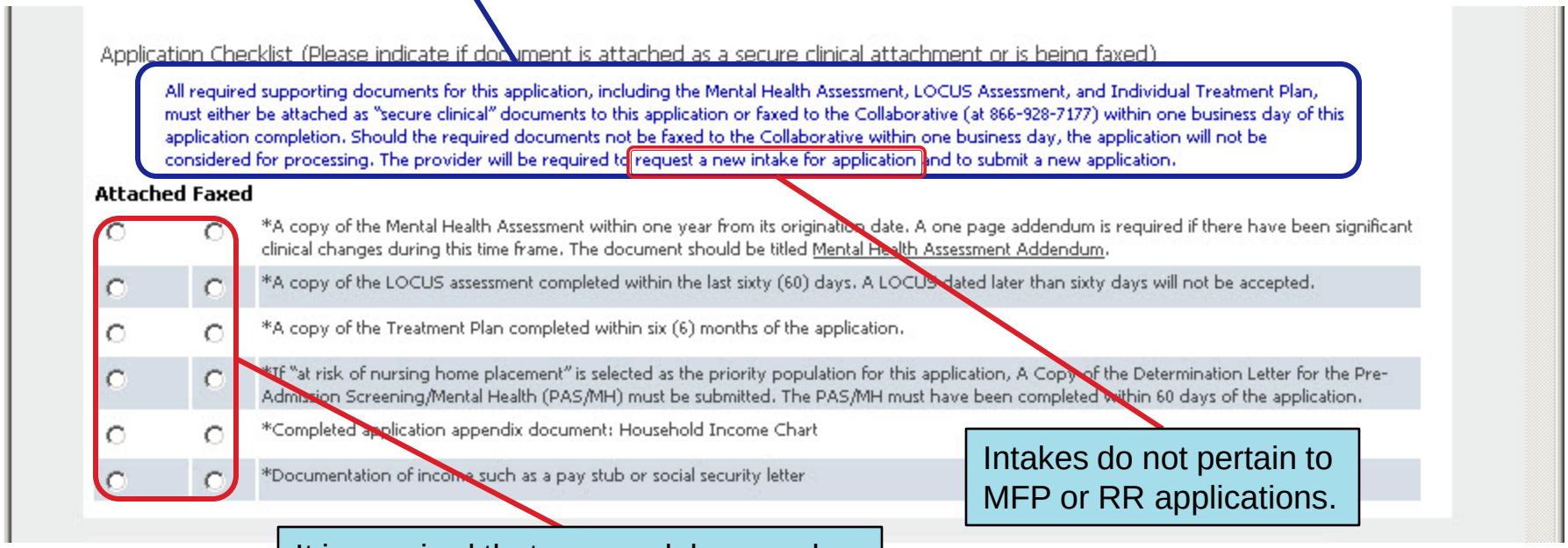


This response is required.

Questions 8a - 8f are only required if the answer to question 8 is 'Yes'.

Special Program Application Section 3 (continued)

If you choose to fax the supporting documents, they must be faxed within one business day of submitting the application. The application will not be complete until all documents are submitted.

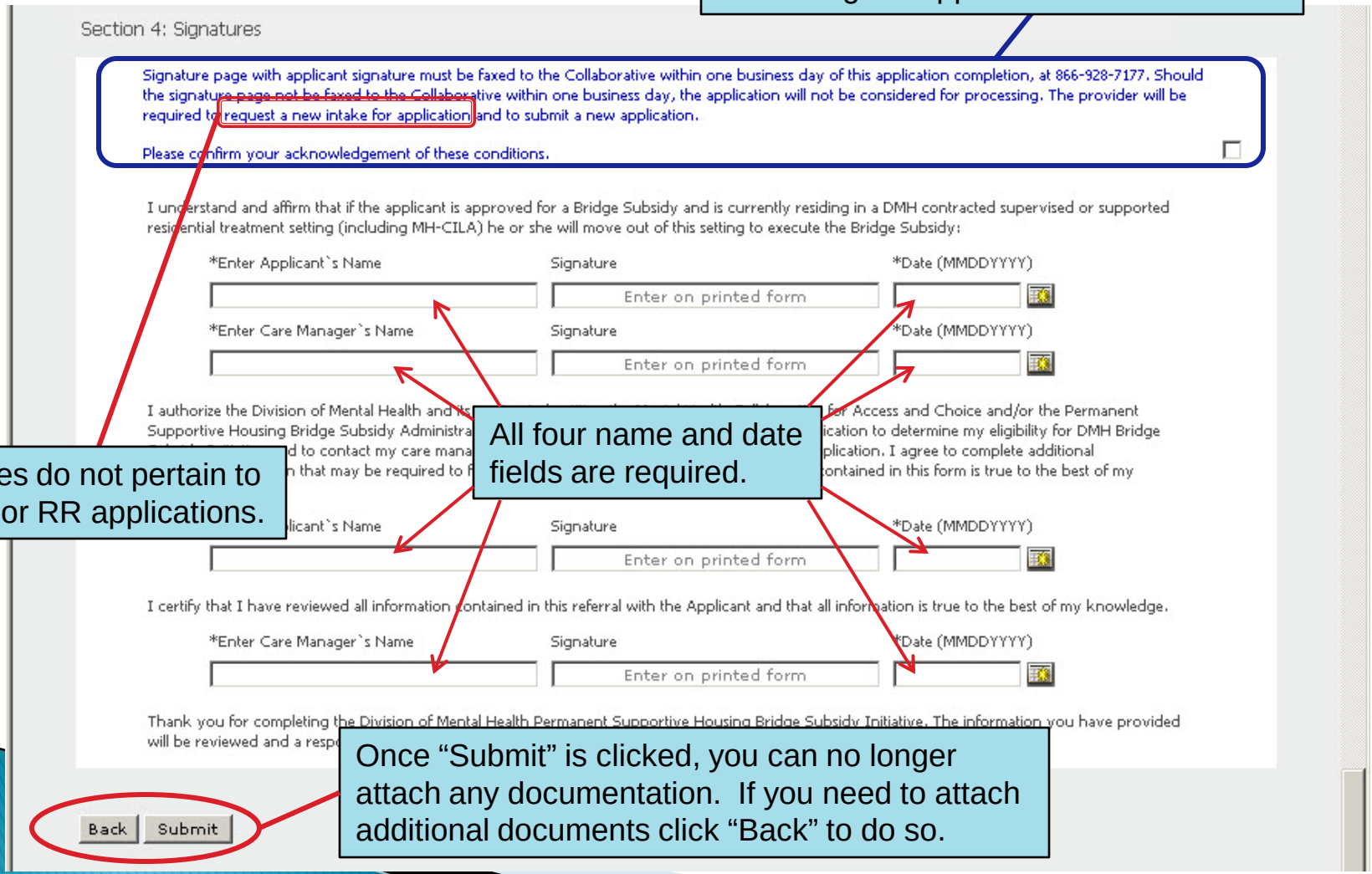


Intakes do not pertain to MFP or RR applications.

It is required that you mark how each supporting document will be submitted.

Special Program Application Section 4

Signature page, with applicant signature, must be faxed within one business day of submitting the application.

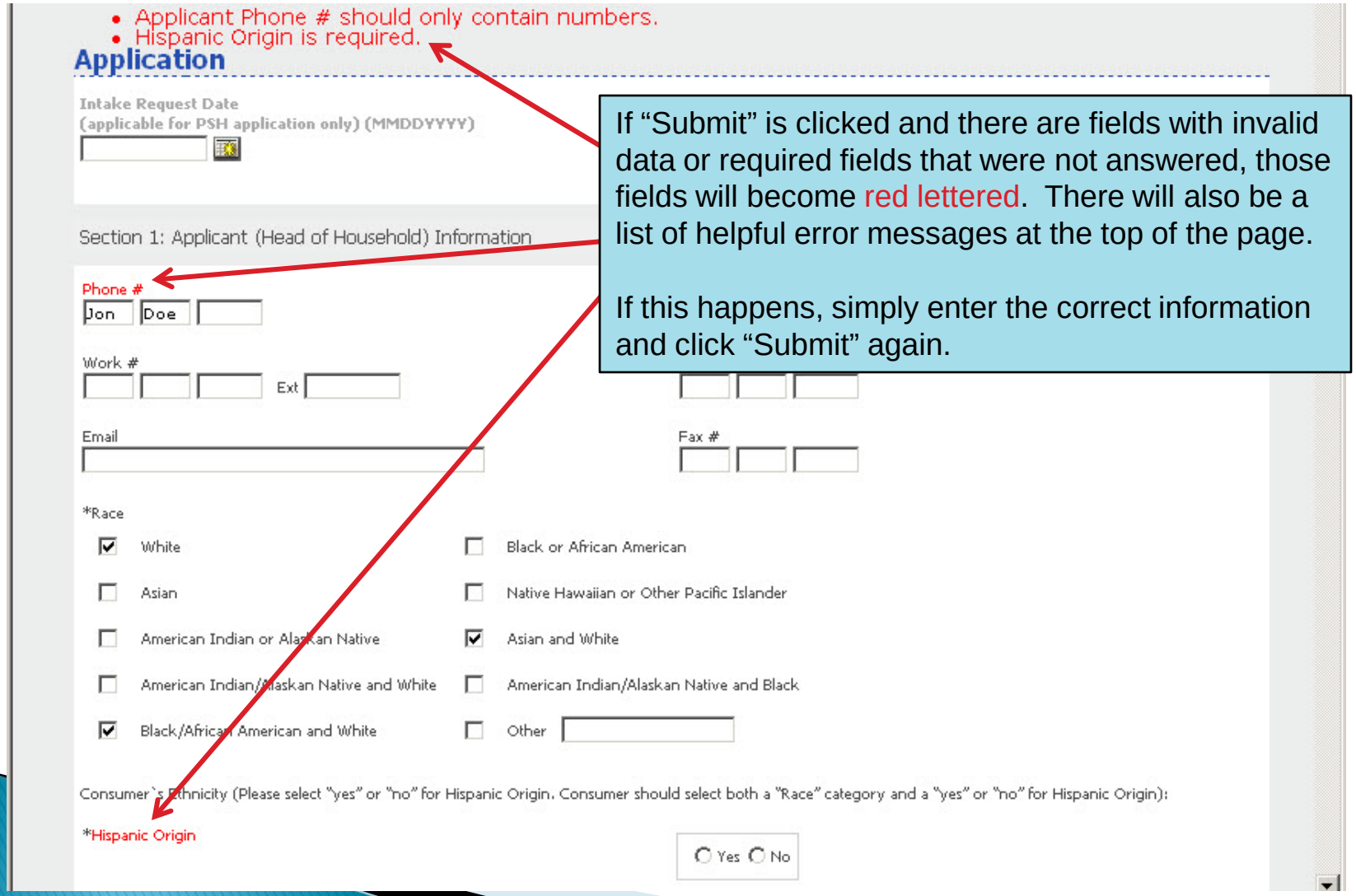


Intakes do not pertain to MFP or RR applications.

All four name and date fields are required.

Once “Submit” is clicked, you can no longer attach any documentation. If you need to attach additional documents click “Back” to do so.

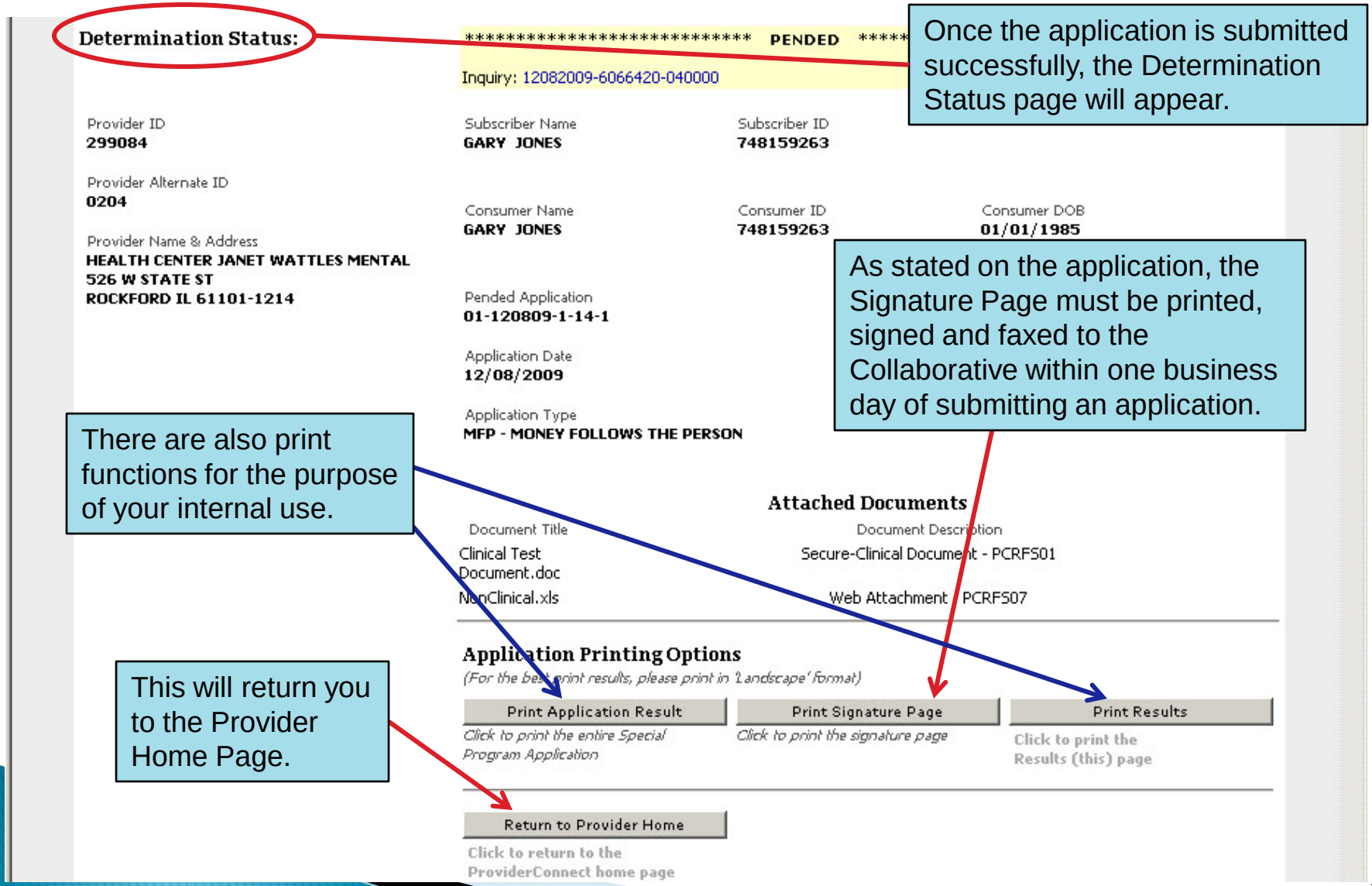
Special Program Application
Submission of Incomplete Information



If "Submit" is clicked and there are fields with invalid data or required fields that were not answered, those fields will become red lettered. There will also be a list of helpful error messages at the top of the page.

If this happens, simply enter the correct information and click "Submit" again.

Printing Options



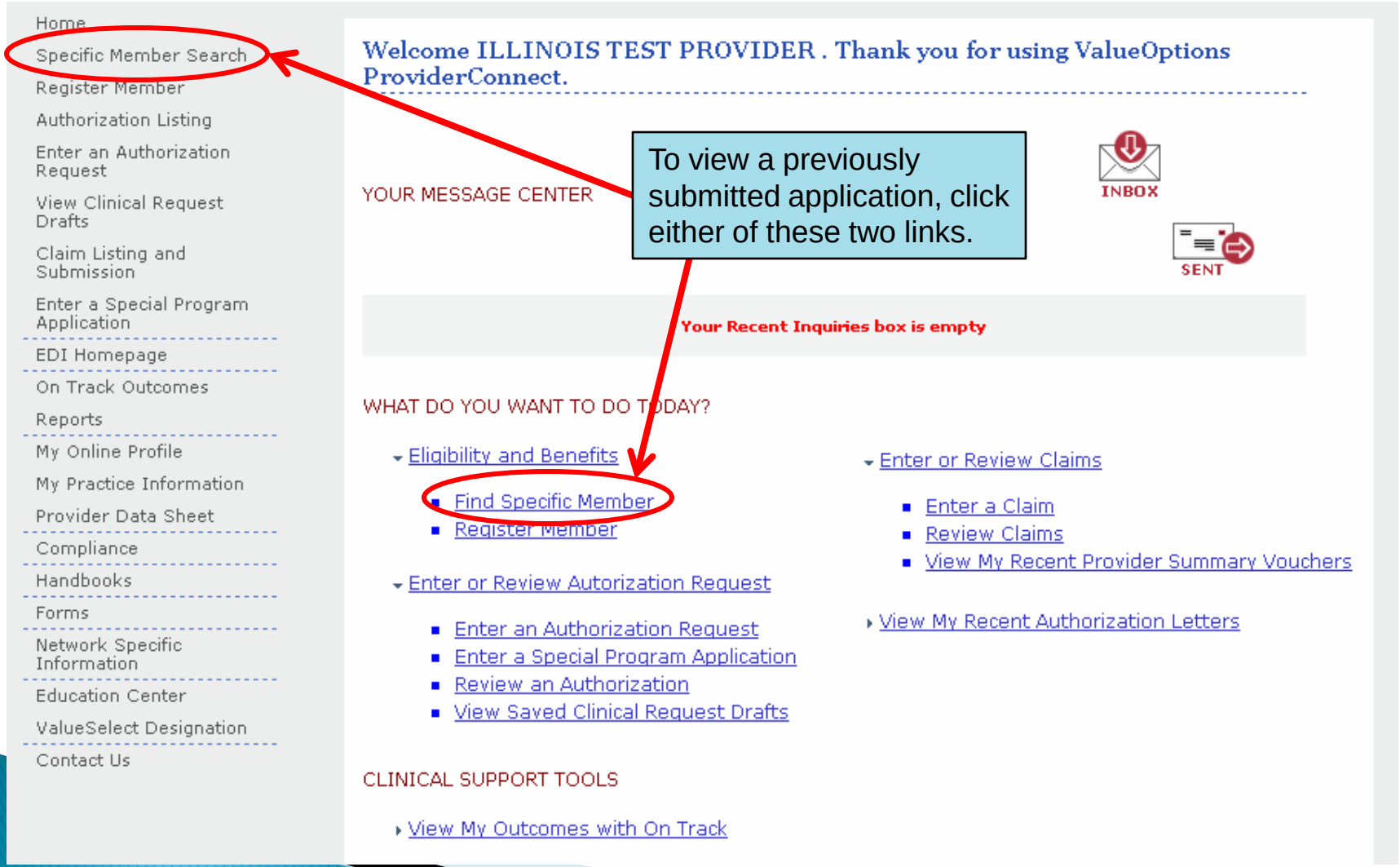
Once the application is submitted successfully, the Determination Status page will appear.

As stated on the application, the Signature Page must be printed, signed and faxed to the Collaborative within one business day of submitting an application.

There are also print functions for the purpose of your internal use.

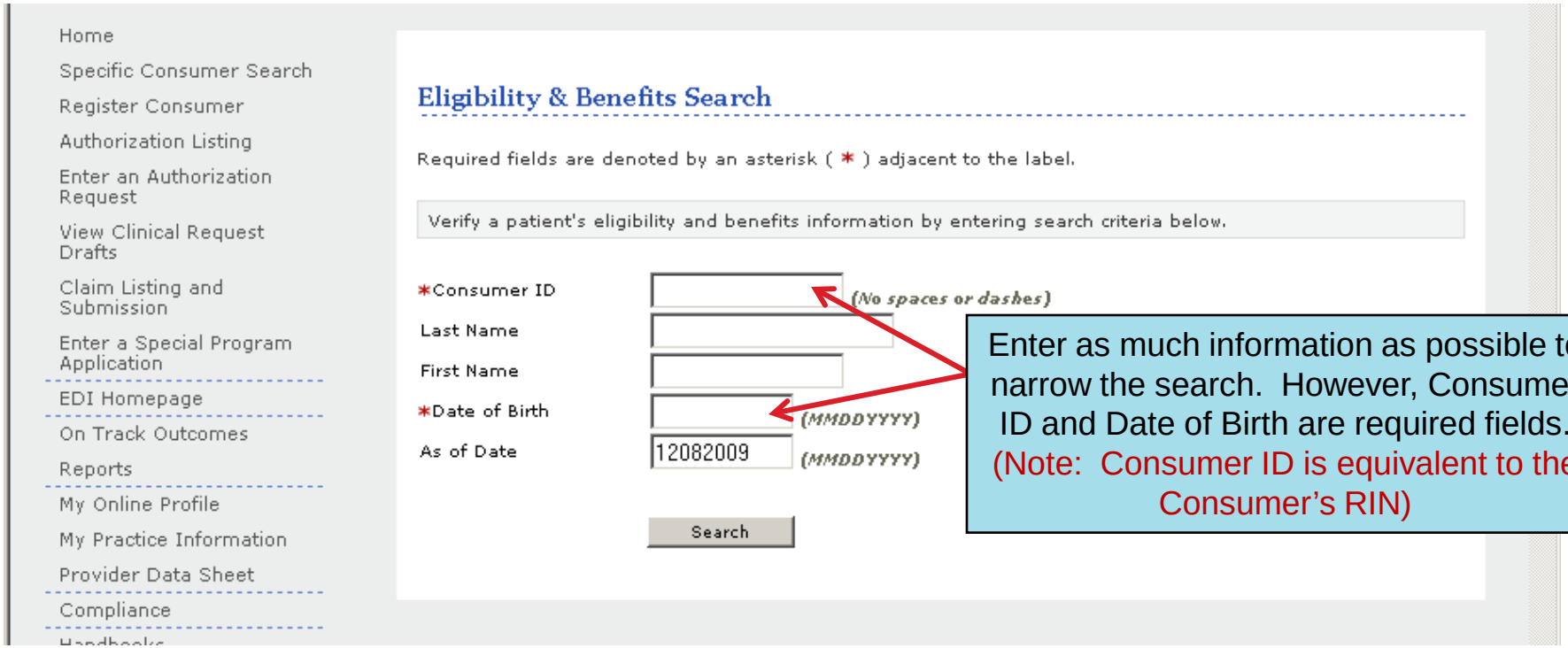
This will return you to the Provider Home Page.

View a Submitted Application in ProviderConnect

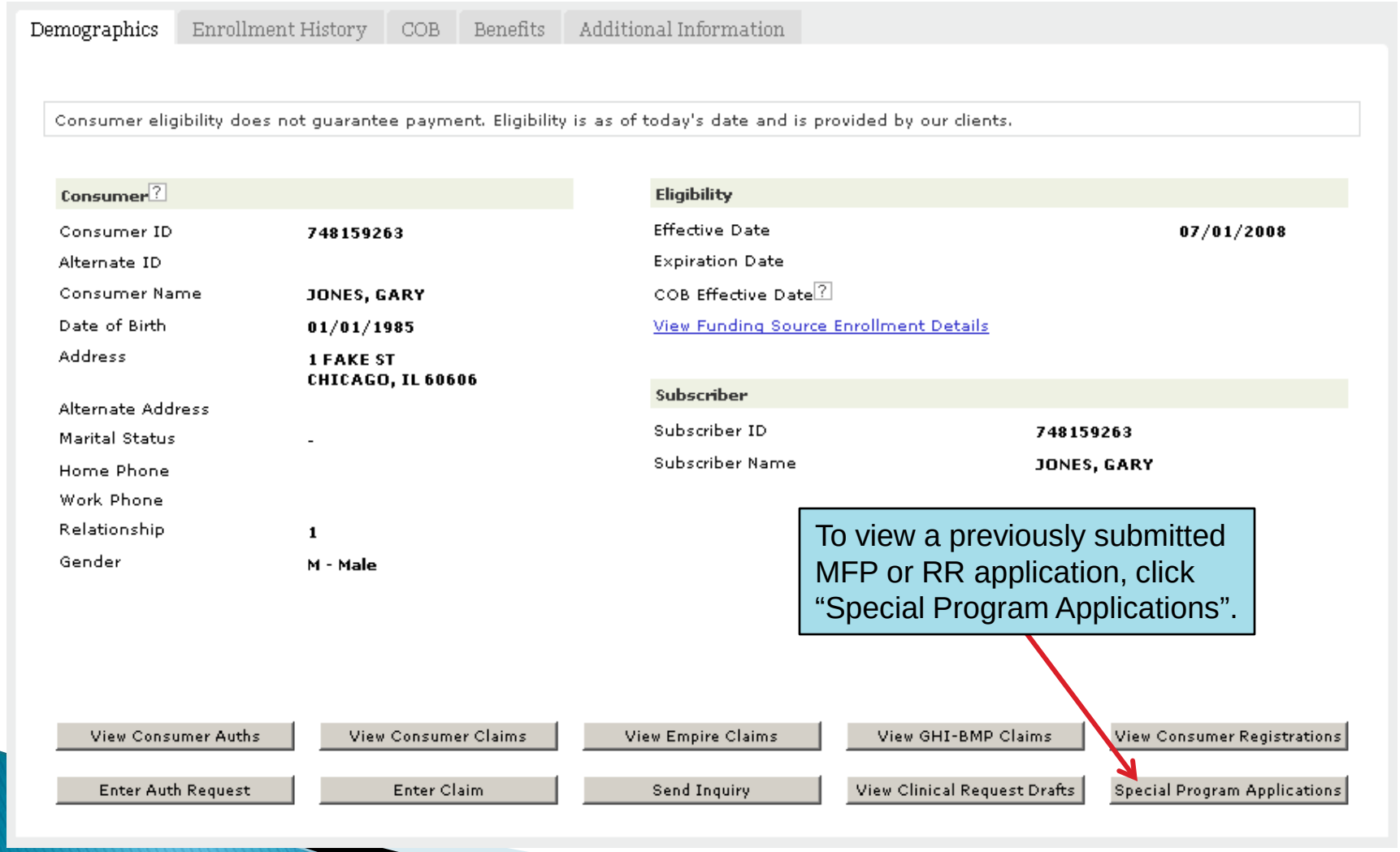


To view a previously submitted application, click either of these two links.

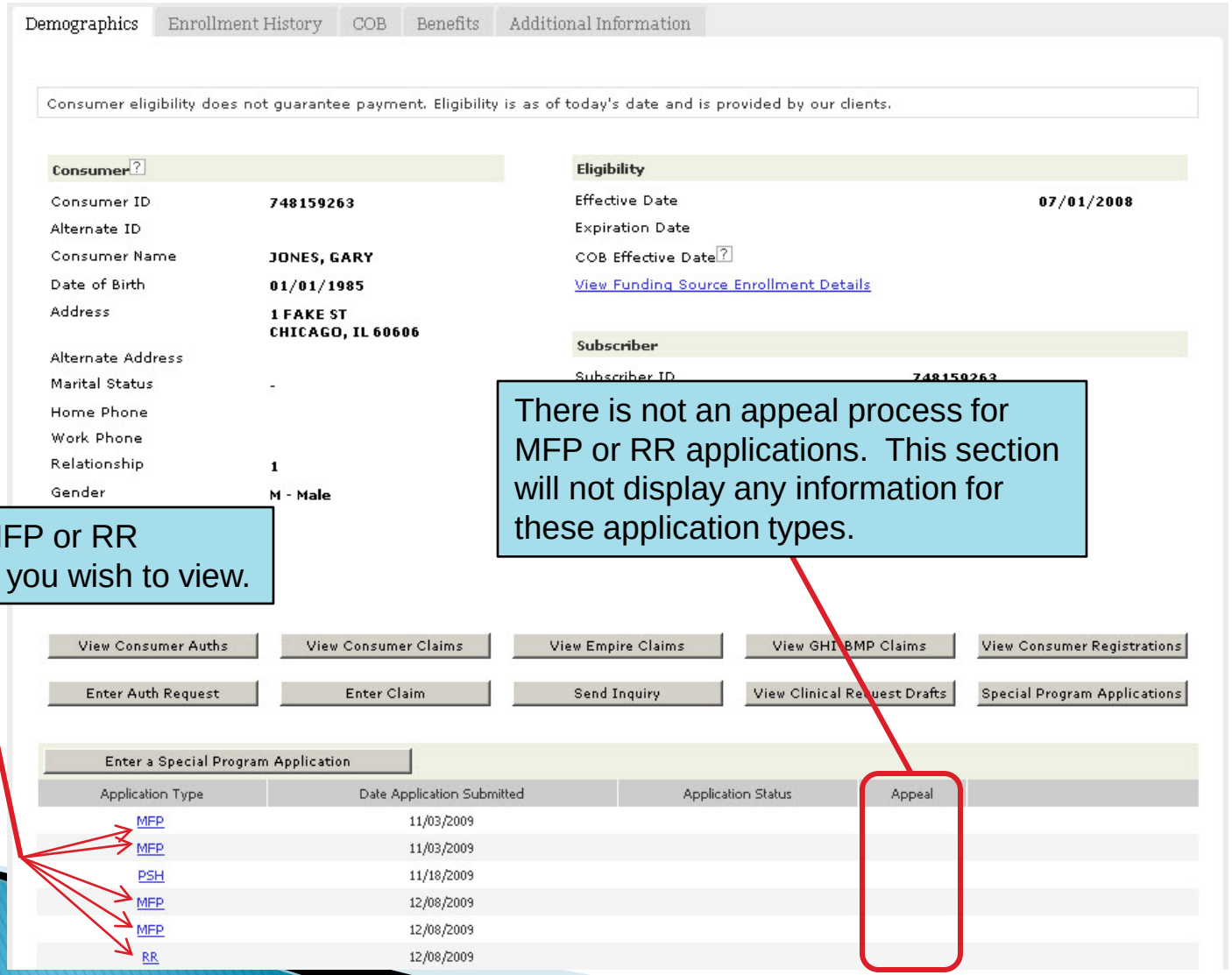
Search A Member



View a Submitted Application in ProviderConnect (continued)



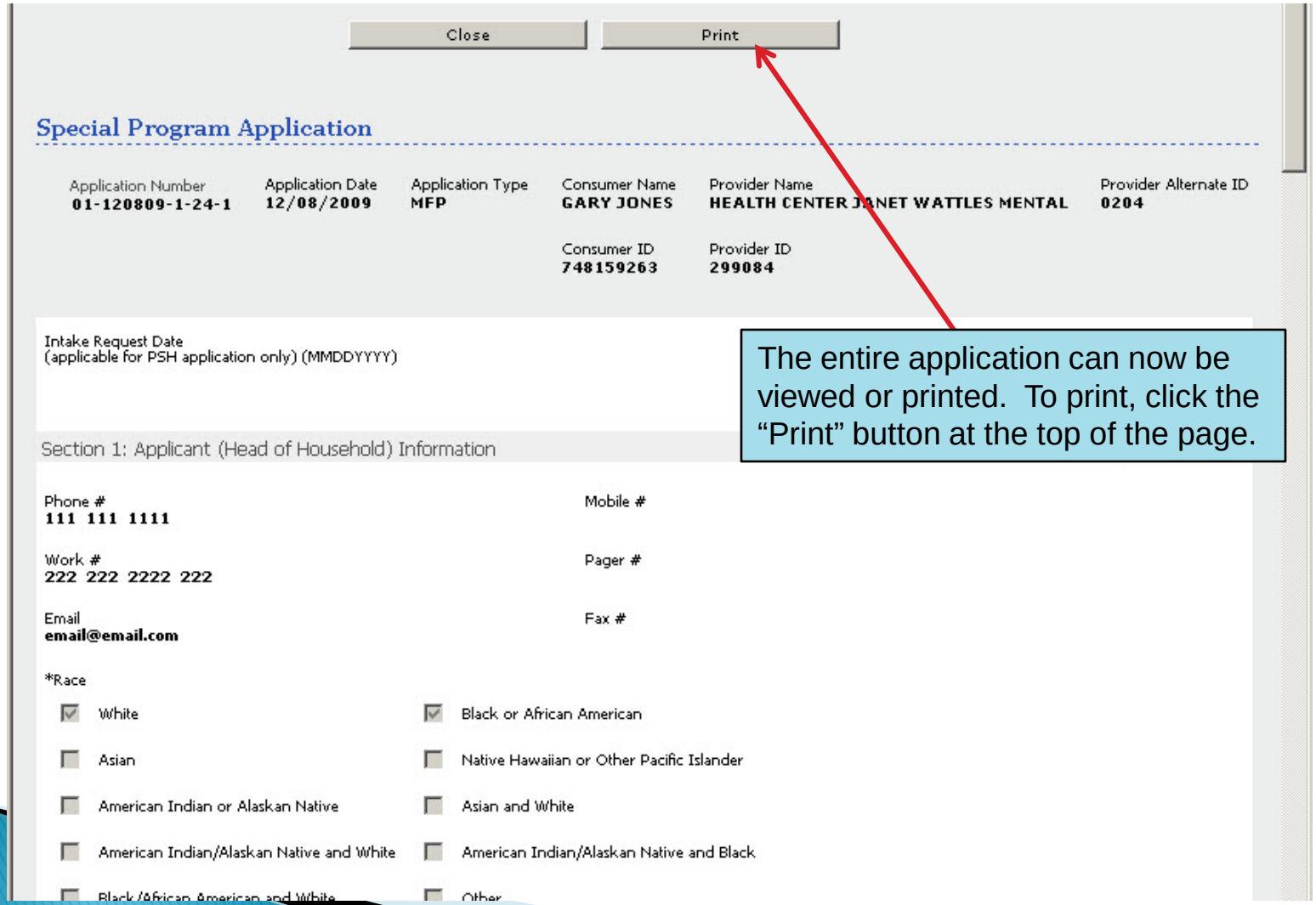
View a Submitted Application in ProviderConnect (continued)



Click the MFP or RR application you wish to view.

There is not an appeal process for MFP or RR applications. This section will not display any information for these application types.

View a Submitted Application in ProviderConnect (continued)



The entire application can now be viewed or printed. To print, click the "Print" button at the top of the page.

Technical Problems??

- EDI Help Desk (888) 247-9311
  7 AM To 5 PM CST (Mon – Fri)
  - Examples of Technical Problems:
    - Account disabled or forgot password
    - System “freezing” or crashing
    - System unavailable errors
- If questions regard the content of the application, you may contact Lindsay Huth at (312) 814-4822.

Where to Find this Document for Future Reference

- http://www.illinoismentalhealthcollaborative.com/provider/prv_information.htm
  - The link will be named Money Follows the Person and Rapid Re-integration Training (1/8/10) and will be found in the "Training" section of the page.