



ASAIS Training Manual For Reporting of Prevention Services

(Revised February 6, 2018)
(Screenshots updated June 2015 Release 8.1.2)

Table of Contents

ASAIS Basics	3
The ASAIS Sign In Page	4
Signing In To ASAIS	4
Changing Your Password.....	5
My ASAIS Page	6
Navigating the My ASAIS Page	6
Signing Out	7
Adding Prevention Strategy Information	8
<i>Prevention Strategy Description (Role: PR Staff)</i>	8
Adding Prevention Billing Documentation	11
<i>Prevention Billing Documentation (Role: PR Staff)</i>	11

ASAIS Basics

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

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

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

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

Any issues that you encounter during your use of AS AIS 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 Test Version: 8.1.1.0.20766

User ID

Password

[Change your password](#)

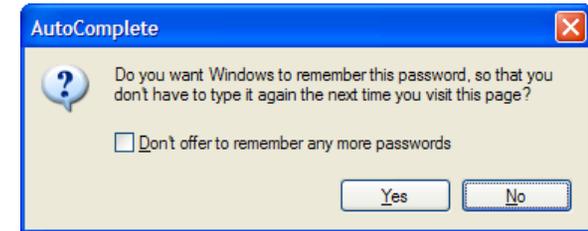
The AS AIS Sign In Page

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.

Alabama Test Version: 8.1.1.0.20766

User ID

Old Password

New Password

Confirm New Password

My AS AIS Page

The screenshot shows the 'My AS AIS' page with the following elements highlighted by numbered callouts:

- 1:** Role dropdown menu showing 'PR Staff'.
- 2:** 'MY AS AIS' menu item in the main navigation bar.
- 3:** Quick Search input field.
- 4:** 'File' menu button.
- 5:** 'SCHEDULER' menu item in the main navigation bar.
- 6:** 'TASKS' menu item in the main navigation bar.
- 7:** 'Sign Out' button.

The main content area is divided into three sections: CLIENTS, PROVIDERS, and TASKS. The CLIENTS section includes Alert Notes (0 unread), Ticklers (3), and Episode List (21 closed, 2318 open). The PROVIDERS section includes Ticklers (2). The TASKS section includes My Management with sub-items: Current Active Cases, Ticklers Due, My Services Rendered, Pending Provider Assessments Queue, My Attendance, Entry/Exit Tracking, and Pending Investigation Assessment Queue.

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

1. Role	Displays the role under which you are currently viewing AS AIS.
---------	---

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	<p>Use the Quick Search to find a Service Recipients, Providers or Claims.</p> <ul style="list-style-type: none"> • Students can be searched for by Last Name, SSN, SIN, DOB, Sec ID or Case Number. Providers can 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. • 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
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 ASAIS. Strategies can span multiple years.

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

The screenshot displays the ASAIS web application interface. At the top, there is a header with the logo, user information (DMH MR Data Management Bureau, Last Updated by yballentine at 1/7/2011 9:24:12 AM), and navigation links for 'Providers' and 'Sign Out'. A role dropdown menu is set to 'PR Staff' with a 'GO' button. Below the header is a 'File' menu and a 'Quick Search' field. The main navigation bar includes 'MY ASAIS', 'PROVIDERS', 'REPORTS', and 'SCHEDULER'. The 'PROVIDERS' section is active, showing a sub-menu with 'Providers', 'OpenClose', 'Workers', 'Services', and 'Contracts'. Underneath, there are tabs for 'Reports', 'Prevention Strategies', 'Notes', 'Linked Providers', 'Aliases', 'Directory Info', 'Hours', 'Conditions', 'Service Area', 'Credentials', and 'Experience'. The 'Prevention Strategies' tab is circled in red, with a red arrow pointing to it from the instructions. Below the tabs is a 'Basic Information' section with a table of provider details.

Basic Information	
Provider Name	DMH MR Data Management Bureau
Short Name (DBA)	Data Management
Center Number	126
IRS Status	
Active	Yes
NPI	
Year Incorporated	

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

DMH MR Data Management Bureau | **Prevention Strategies** | Sign Out | Role: PR Staff

File - **Add Strategy** - Print

Quick Search

MY ASAIS | **PROVIDERS** | REPORTS | SCHEDULER

DMH MR Data Management Bureau (126)

Providers | OpenClose | Workers | Services | Contracts

Reports | **Prevention Strategies** | Notes | Linked Providers | Aliases | Directory Info | Hours | Conditions | Service Area | Credentials | Experience

Filters: Active | Equal To | AND | Active

Search | Reset

3 Prevention Strategies record(s) returned - now viewing 1 through 3

Prevention Strategy	Location	Active
Test		True
Test		True
Test		True

<< First | < Previous | Retrieve | 15 | Records At A Time | Next > | Last >>

v8.1.1.0 | About

4. Complete the information indicated for the strategy.

DMH MR Data Management Bureau | **Strategy** | 6/24/2015 2:55 PM

File - Spell Check - Save Strategy - Save and Close Strategy - Print - Close Strategy

Strategy

Program/Group * | Test Group

Strategy Type * | Alternatives

Group Strategy * | Cross Systems Planning

Start Date * | 6/24/2015

End Date * | 6/24/2015

Session Capacity

Service Code | Clear

Description

Worker | Clear

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. Enter the **DATE of the Strategy**.
8. Complete the “Program/Group” field identically to what you did for the strategy screen previously.
9. Service Code field – select the down arrow a list of Services/Strategy Codes will display, select the code.
10. Fill in number of service recipients for each breakdown (age, gender, race and ethnicity).
11. Click compute as you finish each section.
12. When you are complete, all totals should be equal. If they are not, please review and adjust reporting accordingly and select the Compute to recalculate.
13. Click “Save and Close”.

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”.

DMH MR Data Management Bureau | Reports | Sign Out | Role: PR Staff | GO

Last Updated by yballentine at 1/7/2011 9:24:12 AM

File | Add Reports | Print

Quick Search

MY ASAIS | **PROVIDERS** | REPORTS | SCHEDULER

DMH MR Data Management Bureau (126)

Providers | OpenClose | Workers | Services | Contracts

Reports | Prevention Strategies | Notes | Linked Providers | Aliases | Directory Info | Hours | Conditions | Service Area | Credentials | Experience

Filters: Reports

Search | Reset

1 Reports record(s) returned - now viewing 1 through 1

Reports	Review	Review Date	Entered By	FundCode	Status
FY14 Strategy People Served Report	Open	09/18/2013	Ballentine, Yolanda	PR	Complete

<< First | < Previous | Retrieve | 15 | Records At A Time | Next > | Last >>

v8.1.1.0 | About

4. Select “Monthly Prevention Hours Report” as *Type*. Enter the last day of the reported month for review month.
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.

DMH MR Data Management Bureau | Reports | 6/24/2015 3:07 PM

File | Spell Check | Save Reports | Save and Close Reports | Print | Close Reports

Please Select Type: Monthly Prevention Hours Report

Reports

Review * | Open | Entered By * | Ballentine, Yolanda | Clear | Details

Review Date * | 6/24/2015 | Status * | Complete

Fund Code * | PR | Expiration Date

Month of Report * | March 2014

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 10	<input type="text"/>
Service Code 10	<input type="text" value="v"/>
# of Hours 10	<input type="text" value="0"/>
TOTAL (MUST MATCH TOTAL HOURS SUBMITTED FOR PAYMENT)	<input type="text"/> <input type="button" value="Compute"/>

For Prevention questions please call Ashley Robinson at (334) 353-7506 or email at Ashley.Robinson@mh.alabama.gov