

Magellan Healthcare of Idaho

Outcomes and Assessments System – Liberty Health access and use

Overview

To access Magellan’s outcomes and assessments system, providers must have an account created for them via Liberty Health. This step-by-step guide includes instructions for how Liberty Health will create the account, and how the provider can use the system to complete assessment tasks. Prior to checking the outcomes and assessments system, the provider should check Availity to see if the member is eligible.

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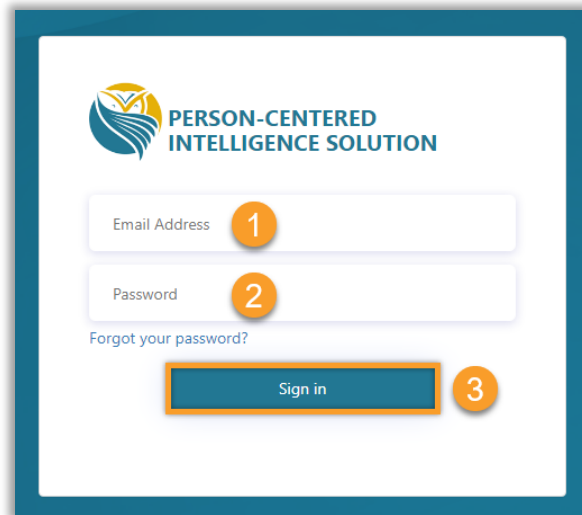
Create an account

For initial loading, Liberty completes and submits a roster (template supplied) of individuals by role for loading into the outcomes and assessments system under a Liberty Health account. The user role is pre-selected. Liberty selects whether each staff user receives an email or if they supply the information to their own staff.

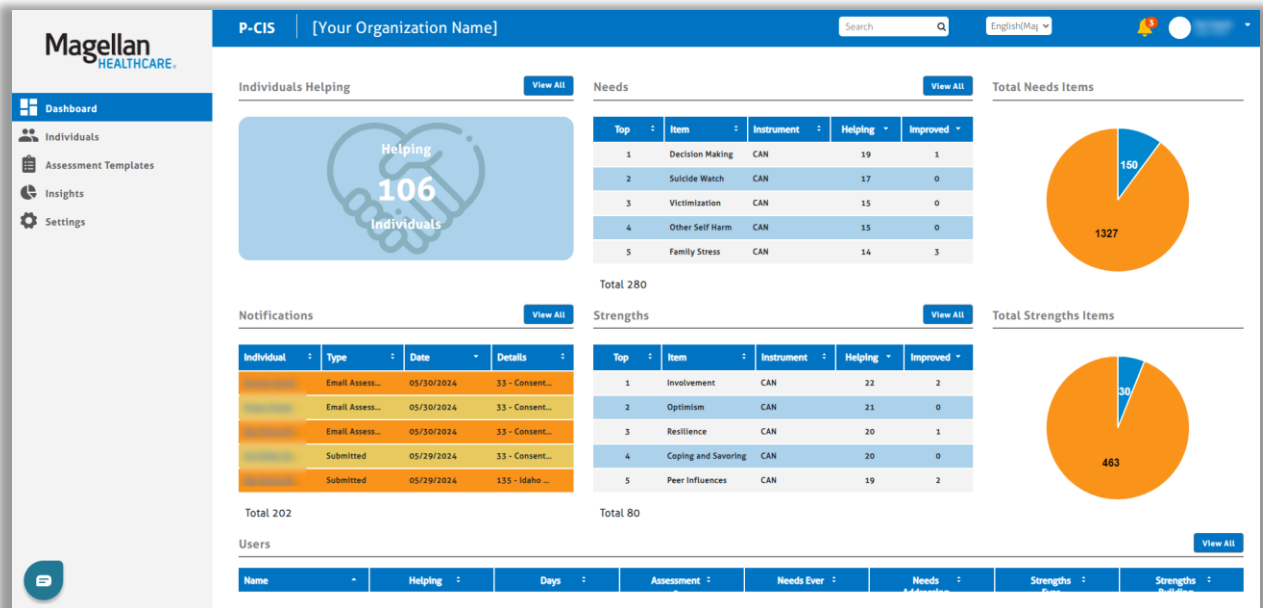
1. Liberty’s organization administrator (org. admin.) R/W (read/write) will add the user into Magellan’s outcomes and assessments system.
2. The user should follow the instructions using the direct URL and their email address to set up their account with a new password.
3. The organizational administrator user creates user accounts by role after initial setup. Reference the Editing User Roles for Providers Step-by-Step Guide on the [Outcomes and Assessments Training page](#) for additional guidance.

Access the Magellan outcomes and assessment system

1. Access Magellan's outcomes and assessments system via this link: <https://app2-login.p-cis.com/>.
2. Input the appropriate **Email Address** and **Password**.
3. Click **Sign in**.



4. Your Dashboard within the outcomes and assessments system will appear.



Locate a Magellan member

1. From the Dashboard, type the member's name into the **Search Bar** at the top of the page.

NOTE: The Search Bar will appear at the top of the page regardless of the module you are viewing. You can enter the member's entire name or just part of it. For example, if you are trying to locate "John Smith," you can type in "John Smith," "John," "Jo," "Smith," "Sm," "S," etc.

2. Click the **magnifying glass** icon or press **Enter** on your keyboard.

The screenshot shows the P-CIS dashboard. At the top, there is a search bar with the text "big yellow bird" and a magnifying glass icon. To the right of the search bar is a dropdown menu set to "English(Maj)". Below the search bar, there are three main sections: "Individuals Helping" with a "View All" button and a graphic showing "106 Individuals"; "Needs" with a table of items and a "View All" button; and "Total Needs Items" with a pie chart showing 150 and 1327. The table has columns for Top, Item, Instrument, Helping, and Improved.

Top	Item	Instrument	Helping	Improved
1	Decision Making	CAN	19	1
2	Suicide Watch	CAN	17	0
3	Victimization	CAN	15	0
4	Other Self Harm	CAN	15	0
5	Family Stress	CAN	14	3

3. Does the member's name display?

A. If yes, click the member's hyperlinked name to proceed to the member profile.

The screenshot shows the search results page for "big yellow bird". The search bar at the top contains "big yellow bird" and the dropdown menu is set to "English(Maj)". Below the search bar, there is a breadcrumb trail: "Dashboard > Search Results > Back". The main heading is "Users and Individuals". Below this, there is a table with columns for Name, Email, and Type. The first row shows "Big Yellow Bird" with a hyperlinked name and "Person" in the Type column. Below the table, it says "Total: 1" and "Advanced search".

B. If no, and the search results show **No data found**, this means the member is not already in the Liberty account. Proceed to *Step 4* to perform an advanced search to locate the member.

The screenshot shows the search results page for "Gladstone Gander". The search bar at the top contains "Gladstone Gander" and the dropdown menu is set to "English(Maj)". Below the search bar, there is a breadcrumb trail: "Dashboard > Search Results > Back". The main heading is "Users and Individuals". Below this, there is a table with columns for Name, Email, and Type. The table is empty, and a "No data found" message is displayed in a box. Below the table, it says "Advanced search".

4. Click the **Advanced search** link and complete the following:

- A. First Name (at least three letters).
- B. Last Name (at least three letters).
- C. Date of Birth using the MM/DD/YYYY format.

- D. Identifier Type.
 - E. Identifier ID.
5. Click **Search**.

The screenshot shows the P-CIS search interface. At the top, there is a search bar with 'John Doe' and a language dropdown set to 'English(Maj)'. Below the search bar, the breadcrumb trail reads 'Dashboard > Search Results > Back'. The main heading is 'Users and Individuals'. A table with columns 'Name', 'Email', and 'Type' is shown, but it contains 'No data found'. Below the table is an 'Advanced search' section with a '4' icon. The search form includes fields for First Name, Middle Name, Last Name, Date Of Birth, Suffix, Zip/Postal Code, Country C..., Phone, Email, Identifier Type (with a dropdown menu), and Identifier ID. At the bottom right, there is a '5' icon, a 'Search' button, and a 'Cancel' button.

6. Did the advanced search locate the member?
- A. If yes, the outcomes and assessments system will take you directly to the member profile.
 - B. If no, proceed to the [Contact Magellan](#) section.

Contact Magellan when no member is found

1. Contact Magellan at **1-855-202-0983**.
2. State that you are calling from Liberty about an independent assessment for a potential Medicaid member.
3. Members who are not on Medicaid will have a Magellan account created.
4. Liberty will be able to access members in the system by the next day at the latest.

Completing assessments for members

1. To enter a Child & Adolescent Needs & Strengths (CANS) assessment for the member, reference the Adding, Updating, and Reviewing CANS Assessments Step-by-Step Guide on the [Outcomes and Assessments Training page](#) for more guidance.
2. To enter the standard Combined BH assessment for the member, reference the Adding the Combined BH Assessment Step-by-Step Guide on the [Outcomes and Assessments Training page](#) for more guidance.

- A. If it is an initial assessment, select **(2) = Full Clinical Assessment – Admission (0)** from the Type field.
- B. If a youth comes back for an annual 1915(i) or respite redetermination, select **(5) = Full Clinical Assessment – Transfer/Update** from the Type field.
3. To enter other assessments for the member, reference the Adding, Updating, and Reviewing Assessments Step-by-Step Guide on the [Outcomes and Assessments Training page](#) for more guidance.

Other Liberty processes

1. Send results via message to the family, using the messages approved by the IDHW and Magellan.
2. Refer to the Liberty process for **Self-Reliance**.
3. When a referral is needed for services for a member, follow Liberty's process and contact Magellan in the same manner as do other providers.

Get assistance on the outcomes and assessments system

1. See Liberty's organizational administrator for Magellan's outcomes and assessments system.
2. The organizational administrator will contact the Magellan of Idaho clinical director for additional assistance.
3. Magellan's clinical director will open a RITA ticket for assistance with the outcomes and assessments system.