

Magellan Healthcare of Idaho

Outcomes and Assessments System – Searching for a member

Overview

Magellan members are referred to as **Individuals** in Magellan’s outcomes and assessments system (accessed via Availity Essentials), whereas those providing care are referred to as **Users**. This step-by-step guide outlines the procedures for locating individuals within the outcomes and assessments system.

Locate the member

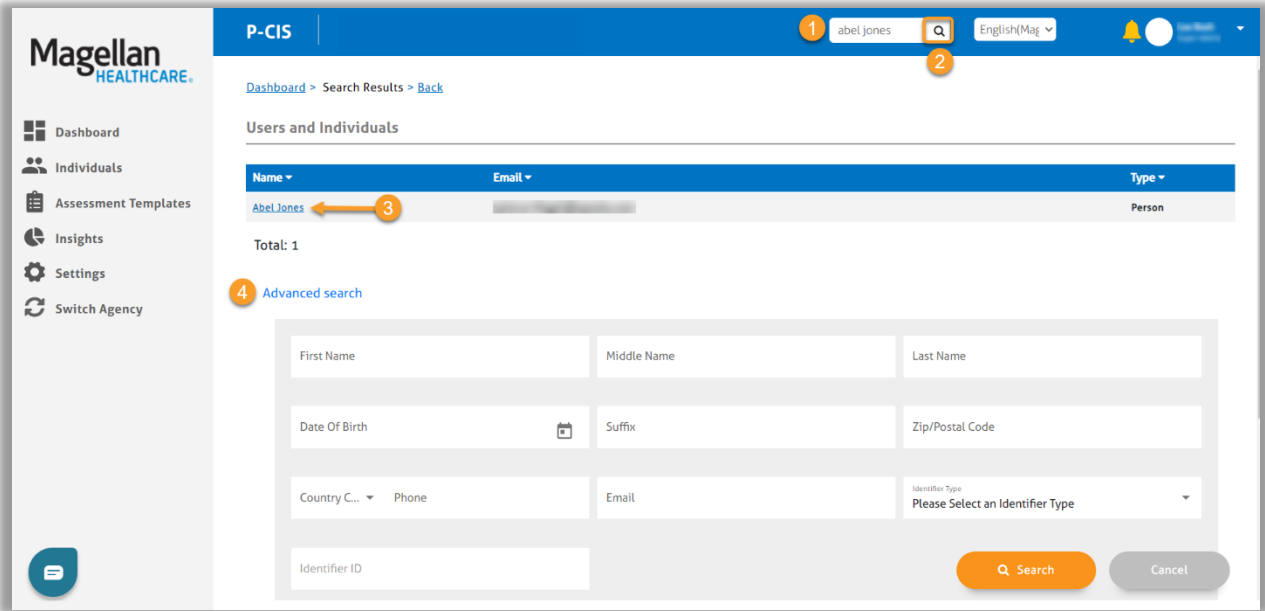
There are three ways to access a member in the outcomes and assessments system:

1. Using the Search Bar at the top of the page.
2. Using the Individuals module on the left navigation ribbon.
3. Using the Individuals table on the Dashboard.

Note: To safeguard members’ protected health information (PHI), the system will only allow you to view members who are assigned to you. If you cannot locate an individual, you can use Advanced Search to add a member to a caseload. Please see the Adding a Member to Your Caseload Step-by-Step Guide on the [Outcomes and Assessments Training page](#).

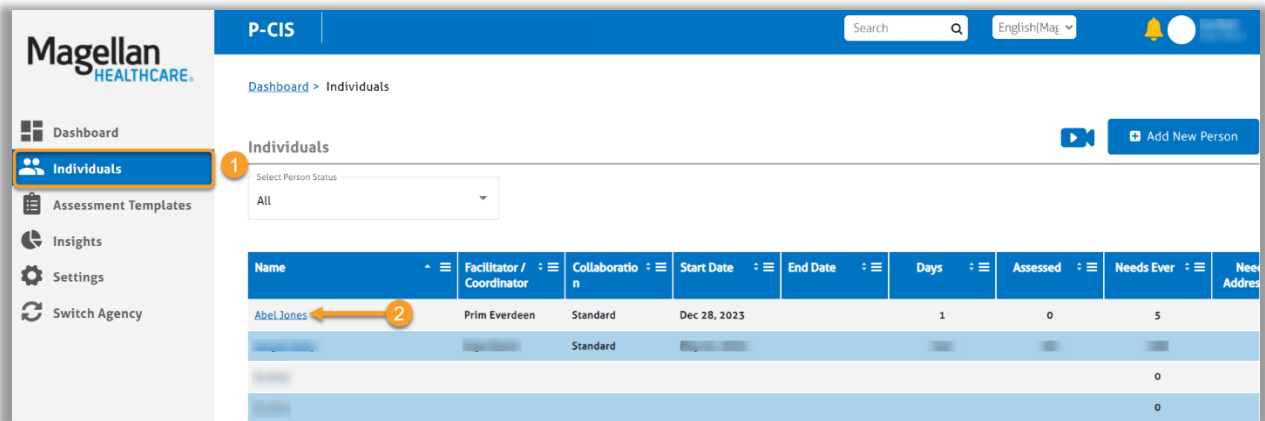
Option 1: Locate the member via the Search Bar

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.
3. Locate the appropriate member within the Search Results and click the hyperlinked name to navigate to their profile.



Option 2: Locate the member via the Individuals module

1. From the Dashboard, select the **Individuals** module on the left side navigation ribbon.



Locate the appropriate member within the Individuals list and click the hyperlinked name to navigate to their profile.

Option 3: Locate the member via the Individuals table on the Dashboard

1. From the Dashboard, scroll down to the **Individuals** section.
2. Locate the appropriate member within the Individuals list and click the hyperlinked name to navigate to their profile.

Magellan HEALTHCARE.

P-CIS Search EnglishMag

Users View All

Name	Helping	Days	Assessments	Needs Ever	Needs Addressing	Strengths Ever	Strengths Building
[Redacted]	6	80	8	31	31	13	13
[Redacted]	1	1	6	5	5	0	0
[Redacted]	5	240	35	168	81	46	42
[Redacted]	5	28	25	64	44	44	40
[Redacted]	2	76	0	0	0	0	0
[Redacted]	2	28	1	26	26	10	10
[Redacted]	0	0	0	0	0	0	0
[Redacted]	1	1	6	5	5	0	0
[Redacted]	2	25	7	31	17	24	20

Total 9

[Dashboard](#) > [Individuals](#)

Individuals View All

Name	Facilitator / Coordinator	Collaboration	Start Date	End Date	Days	Assessed	Needs Ever	Needs Addressing	Strengths Ever	Strengths Building
Abel Jones	Prim Everdeen	Standard	Dec 28, 2023		1	0	5	5	0	0
[Redacted]	[Redacted]	Standard	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Alphin							0	0	0	0