



Nurture
Care ♥ Encourage



PRAF 2.0 Nurture Interface User's Manual

Revised: 08.08.2017

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Welcome New Users!

This document will help you get started using the NurtureOhio PRAF 2.0 website after receiving your initial training.

PRAF 2.0 NurtureOhio Features

Sharable Data Entry

Multiple users at a practice can enter data on a patient's form prior to final submission. The save feature lets one user begin a form and save it so that it can be completed later.

One Time Data Entry of Practice and Provider Information

Clinics can set up practice and provider information so that it is readily available for all future uses. This reduces the amount of data entry needed to complete forms over time.

Same-Day Pregnancy Notification

Pregnancy notification helps patients maintain eligibility. It also help managed care plans (MCPs) and counties address the needs of progesterone candidates more quickly.

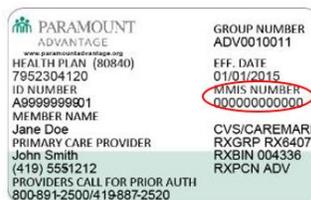
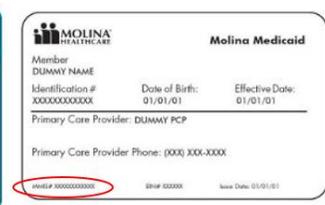
The NurtureOhio website can notify the county of the patient's pregnancy the same day it is entered into the system so that the Ohio Benefits Eligibility system can be updated and Medicaid eligibility will not be lost.

Entering the member's MMIS # (Medicaid ID) as displayed on the patient's Medicaid card is important. The county worker needs the MMIS # and the estimated pregnancy due date to update the Ohio Benefits system. This helps prevent the loss of coverage during pregnancy. In 2018, when Ohio Benefits will accept pregnancy information directly from the NurtureOhio website, the MMIS # will be used to identify the patient for whom pregnancy needs to be updated.

The **MMIS #** is:

- Used to verify a patient's eligibility and their MCP,
- Consistent across all MCPs and FFS, and
- **Required** for the PRAF 2.0 form to communicate with Ohio Benefits.

Examples of where to find a patient's **MMIS #**:



Prescriptions for Progesterone and Referrals for Home Health Injections

This website can send notifications of pregnancy, progesterone candidacy, and other patient needs – all in one easy-to-use location. Users will also have the option to create progesterone prescriptions and submit home health referrals.

If a practice chooses to use this website to create a home health referral, the referral will be processed automatically, but the prescription must be printed and faxed to the appropriate pharmacy by the clinic staff.

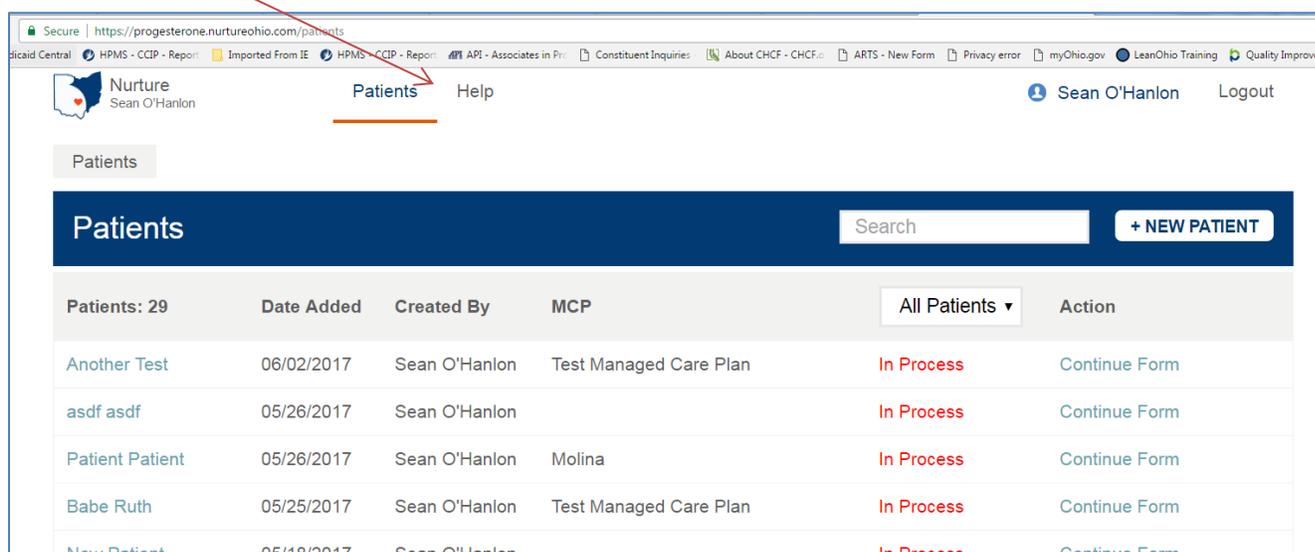
Ability to retrieve and save previously entered forms.

Forms entered and saved by a practice can be viewed and downloaded in two different formats (PDF and CSV).

General Information

Helpdesk and User Support

If you have any concerns or issues with the website, please use the “HELP” button shown in the screen shot below.



The screenshot shows the 'Patients' page of the Nurture website. The top navigation bar includes 'Patients' and 'Help'. A red arrow points to the 'Help' button. The main content area features a table of patients with columns for 'Patients: 29', 'Date Added', 'Created By', 'MCP', 'All Patients', and 'Action'. The table lists several patients, including 'Another Test', 'asdf asdf', 'Patient Patient', 'Babe Ruth', and 'New Patient', all with 'In Process' status and 'Continue Form' action.

Patients: 29	Date Added	Created By	MCP	All Patients	Action
Another Test	06/02/2017	Sean O'Hanlon	Test Managed Care Plan	In Process	Continue Form
asdf asdf	05/26/2017	Sean O'Hanlon		In Process	Continue Form
Patient Patient	05/26/2017	Sean O'Hanlon	Molina	In Process	Continue Form
Babe Ruth	05/25/2017	Sean O'Hanlon	Test Managed Care Plan	In Process	Continue Form
New Patient	05/18/2017	Sean O'Hanlon		In Process	Continue Form

If you have any general questions regarding the PRAF form content or process, please email Progesterone_PIP@medicaid.ohio.gov with the Subject “PRAF Form”.

Maintenance and System Outages

If the PRAF 2.0 Nurture system is shut down for maintenance, you will receive an e-mail from the Nurture Helpdesk (no-reply@duethealth.com). The Ohio Department of Medicaid paper-based notification process can

be used during these system outages. The paper-based form, ODM 10207, and its accompanying instructions, ODM 10207i, can be found at the URL below.

<http://medicaid.ohio.gov/RESOURCES/PUBLICATIONS/MEDICAIDFORMS.ASPX>

If you use the paper-based form, the information will not be retrievable in the PRAF 2.0 system unless it is later entered by you or another member of your staff.

How to Obtain Access to the PRAF 2.0 Nurture Website

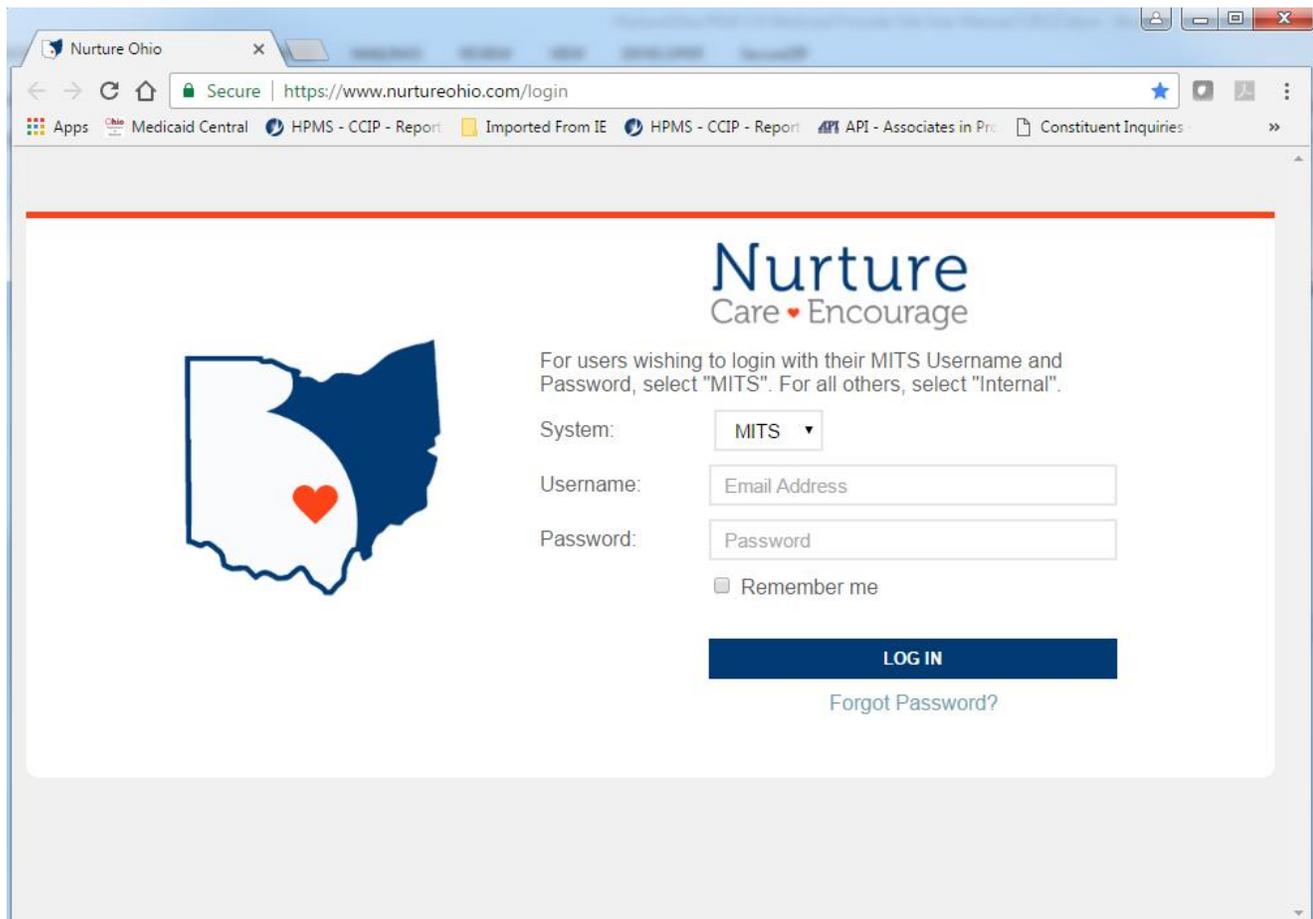
Users of the PRAF 2.0 NurtureOhio system must be registered in MITS as an agent with the Prenatal Visit Role. After registering in MITS, a new user must login in within 30 minutes to confirm registration. The new user will then contact their MITS administrator to let them know they will be entering in PRAFs and need the Prenatal Visit Role. Instructions for setting up MITS Prenatal Visit Agent Roles can be found in [Appendix A](#).

Logging into the PRAF 2.0 Nurture Interface

To access the PRAF 2.0 Nurture Website, visit:

<https://www.nurtureohio.com>

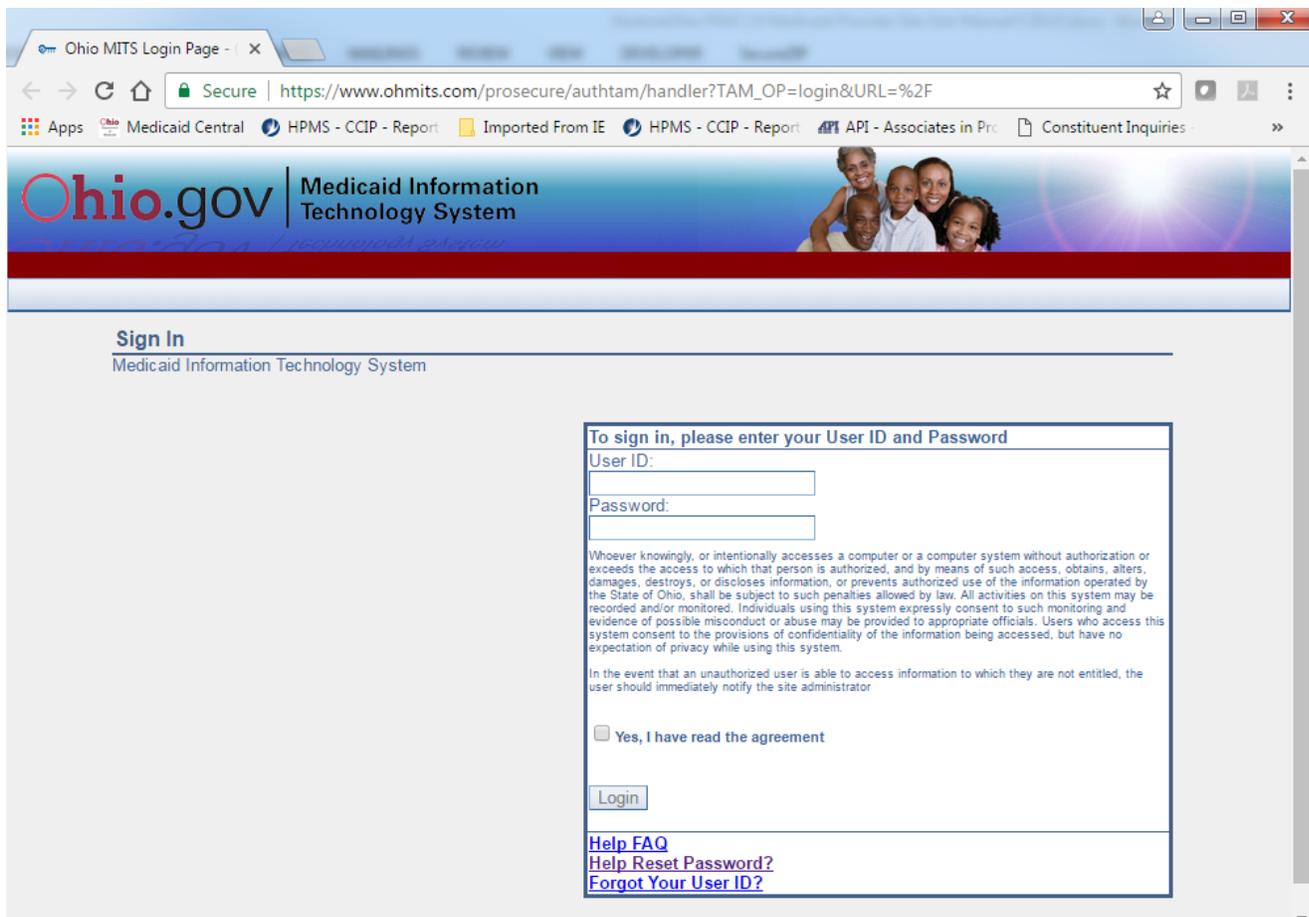
Leave *MITS* selected from the dropdown list when logging in. **Use your MITS username and password to login.** If you unselect MITS, or fail to keep MITS selected will prevent you from logging in. Using your MITS username and password will allow you to share information with other users within your organization and to access the information they have entered.



The screenshot shows a web browser window with the URL <https://www.nurtureohio.com/login>. The page has a white background with a blue header. On the left is a blue outline of the state of Ohio with a red heart in the center. On the right, the logo "Nurture Care Encourage" is displayed. Below the logo, there is a text instruction: "For users wishing to login with their MITS Username and Password, select 'MITS'. For all others, select 'Internal'." The login form includes a "System:" dropdown menu with "MITS" selected, a "Username:" text box containing "Email Address", a "Password:" text box containing "Password", and a "Remember me" checkbox. At the bottom of the form is a blue "LOG IN" button and a "Forgot Password?" link.

Forgotten Username or Password

If you have forgotten your username or password, contact your MITS administrator or go to <http://www.ohmits.com/> and follow the link “Help Reset Password?”. Please do not use the “Forgot Password” link within the NurtureOhio application. The “Forgot Password” link is for other users with more limited access (e.g., counties, MCPs, Home Health providers).



The screenshot shows a web browser window with the URL https://www.ohmits.com/prosecure/authtam/handler?TAM_OP=login&URL=%2F. The page header includes the Ohio.gov logo and the text "Medicaid Information Technology System". Below the header, there is a "Sign In" section with the subtext "Medicaid Information Technology System". The main content area contains a sign-in form with the following elements:

- A title: "To sign in, please enter your User ID and Password"
- Input fields for "User ID:" and "Password:"
- A paragraph of legal disclaimer text regarding unauthorized access and monitoring.
- A checkbox labeled "Yes, I have read the agreement".
- A "Login" button.
- Three hyperlinks: "Help FAQ", "Help Reset Password?", and "Forgot Your User ID?".

Communicating Pregnancy and Related Needs

This website and the form it creates is to be used for all pregnant Medicaid patients (managed care or fee for service) covered by Ohio Medicaid. The form serves three main purposes:

1. notification of pregnancy, so that Medicaid coverage is not lost during pregnancy due to annual redetermination;
2. notification of patient needs, so that the managed care plan can assist or remove barriers; and
3. prescription and home health referral for progesterone (optional).

Walkthrough with Screen Shots

After logging in, users will be taken to the Welcome Screen.

The Welcome Screen

The welcome screen allows users to perform or access multiple tasks, including:

1. updating practice, prescriber, and user information by clicking on the *User ID* (shown as “Practice User1” below in this test version);
2. entering new patient PRAF forms using the *New Patient* button;
3. reviewing a list of previously entered patients identified by name, date added, user ID of staff who entered the information, and MCP;
4. sorting the patient list by those which are completed or still in process;
5. Note: Forms that are “In Process” may be edited. Completed forms have already been submitted to the patient’s county of residence and MCP (and to Home Health if this option was chosen).
6. continuing or editing previous forms by clicking on *Continue Form* under “Action” when a form has the status of “In Process”; and
7. downloading completed forms in PDF format or patient information in CSV format.

The Welcome Screen

The screenshot shows the 'Patients' page in a web browser. The page title is 'Patients' and the user is logged in as 'Practice User1'. The page contains a table of patients and a '+ NEW PATIENT' button. The table has columns for 'Patients', 'Date Added', 'Created By', 'MCP', and 'Action'. The 'Action' column contains links for 'Continue Form', 'PDF', and 'CSV'. The table shows two patients: one 'In Process' and one 'Completed'. The 'Completed' patient has a 'Buckeye' MCP. The 'In Process' patient has a 'Continue Form' link. The 'Completed' patient has 'PDF' and 'CSV' download links. The page also has a search bar and a dropdown menu for 'All Patients'.

1: Edit user information, including adding practice sites and prescriber information.

2: Enter new patient information by clicking here.

3: Previously entered patients

4: Sort patients by completion status here.

5: Form status
Note: Forms that are “In Process” may be added to and/or edited. Completed forms have been submitted to county and MCP (and to Home Health if this option was chosen).

6: Complete Forms in process

7: Download completed forms here.

Updating, Adding, and Deleting Practice Information (the Edit User Screen)

After clicking on the *User ID* on the Welcome Screen, users are able to edit information about their user account. On this screen, users can:

1. edit user information;
2. review, add, update, or remove practice information;
3. review, add, update, or remove prescriber information; or
4. return to the Welcome Screen after saving by clicking on *Patients* at the top of the screen.

Adding new practices or prescribers allows information entered on this screen to be chosen from drop-down lists in other parts of the application. Once a practice is chosen from menus on these screens, the information will populate other portions of the form automatically.

Notes:

-Some information associated with your user ID will be inserted automatically by MITS. You will not be able to edit this information using this website.

- Be sure to click the *Save* button at the bottom on this screen to save any changes you make on this screen or they will be lost.

4: Return to the Welcome Screen after saving by clicking here.

Edit User Profile

Welcome to Nurture Ohio!

This portal provides you the ability to electronically submit the Pregnancy Risk Assessment Form (PRAF) 2.0, as well as have record of all previously submitted forms. Please take a moment to confirm the information within your personal user profile.

While the Prescriber and Practice information is not required to be populated at this time, it will reduce the amount of time it take to complete the PRAF 2.0 for each patient. Information entered here will automatically populate throughout the form.

USER INFORMATION (Provided by MITS)

First Name Practice	Last Name User1
User Type Practice	Group(s) None
Email / Username sean.ohanlon+21@duethealth.com	
New Password <input type="password"/>	

Your user information cannot be modified on the Nurture Ohio website. If any of your information appears incorrect, please contact your MITS Administrator.

PRACTICE INFORMATION

Add, Update, or Remove Practices

Practice locations are synced between users within your organization. Use the dropdown to add, remove, or update practice information.

PRESCRIBER INFORMATION

Add, Update, or Remove Prescribers

Prescribers are synced between users within your organization. Use the dropdown to add, remove, or update prescribers. If you are eligible to prescribe progesterone, please ensure that your information has been added correctly.

Please Note: Prescriber information is only necessary if the form is being used as a prescription and/or a home health referral.

1: Edit user information in these fields. You will not be able to edit any fields populated automatically from your MITS account.

2 & 3: Use these dropdowns to review, add, update, or remove practices/prescribers.

Note: Always remember to click the Save button to keep any changes you have made on this screen.

SAVE

Adding New Patient Information (the PRAF Form screens)

After clicking on the *New Patient* button on the Welcome Screen, users are able to enter information into the PRAF form. Users begin by confirming their user account and practice information. On the first screen that appears (Confirm Prescriber Details) users can:

- select or add practice information;
- select or add prescriber information (if you plan to use PRAF 2.0 for prescriptions or MCP-contracted home health referrals to Optum or OptionCare); and
- edit or delete existing practices or prescribers.

Notes:

- Be sure to click the *Save* button that appears when adding a new or editing an existing practice or provider on this screen, or these changes will be lost.

- If a practice chooses to use this website for home health referral, the referral will be processed automatically. However, **the prescription must be printed and faxed to the appropriate pharmacy by the clinical staff.**

https://progesterone.nurturohio.com/patient

Nurture Practice User1 Patients Practice User1 Logout

Patients Add Patient

Confirm Prescriber Details

PRACTICE INFORMATION

Add, Update, or Remove Practices

Practice locations are synced between users within your organization. Use the dropdown to...

PRESCRIBER INFORMATION

Add, Update, or Remove Prescribers

Prescribers are synced between users within your organization. Use the dropdown to add, remove, or update prescribers. If you are eligible to prescribe progesterone, please ensure that your information has been added correctly.

Please Note: Prescriber information is only necessary if the form is being used as a prescription and/or a home health referral.

NEXT

After clicking the *Next* button to get to the next screen, users will be able to:

1. select the patient's managed care plan;
2. indicate whether the practice is an OPQC site; and
3. enter the date of service.

Note:

From this screen on, you can click *Save for Later* to save any information you've entered so far without completing the form or sending the information to the county or the patient's MCP. Such patients will appear as "In Process" on the Welcome Screen.

The screenshot shows a web browser window with the URL https://progesterone.nurtureohio.com/form_e. The page title is "Pregnancy Risk Assessment Form (PRAF) 2.0". The form includes the following fields and buttons:

- Name of Medicaid Managed Care Plan:** A dropdown menu with "Choose One" selected. A red callout box labeled "1" points to this field with the text: "1: Select the patient's managed care plan here."
- Practice Name:** A text input field containing "Duet Health".
- Prescriber NPI / CTP Number (Optional**):** A text input field containing "1679761860". A red callout box points to this field with the text: "The practice name and prescriber number will automatically populate based on your selections in the previous screens."
- OPQC Site?:** A dropdown menu with "Choose One" selected. A red callout box labeled "2 & 3" points to this field with the text: "2 & 3: Indicate whether the practice is an OPQC site and add the date of service using these two boxes."
- Date of Service:** A text input field.
- Buttons:** "NEXT" and "SAVE FOR LATER" buttons are located at the bottom right. A red callout box labeled "Note" points to the "SAVE FOR LATER" button with the text: "Note: You can also save this patient's information for later at this point. If you do, this patient will appear as an 'in process' patient on the Welcome Screen."

After clicking *Next*, you will be taken to a screen to confirm the address of the practice. These fields will automatically populate based on the selections you made from the practice drop down earlier.

- Click *Next* if the information on this screen is correct.
- If it is not, click *Back* twice to return to the screen where you can edit practice information.

Note:

Remember to click *Save* to save any edits you make to practice information.

The screenshot shows a web browser window with the URL https://progesterone.nurtureohio.com/form_e. The page title is "Pregnancy Risk Assessment Form (PRAF) 2.0". The user is logged in as "Practice User1". The form contains the following fields:

- Practice Street: 1000 Main Street
- Practice City: Columbus
- Practice State: OH (dropdown menu)
- Practice Zip Code: 43123

At the bottom of the form, there are three buttons: "BACK", "NEXT", and "SAVE FOR LATER". A red box highlights the "NEXT" button with the text: "If this information is correct, click next. If it is not, go back two screens and correct it." Red arrows point from this box to the "BACK" and "NEXT" buttons.

After clicking *Next*, you will be taken to a screen to enter several patient details. This information will notify the county and MCP of the pregnancy. **The patient's MMIS # must be entered at this time. Refer to page 1 if you have difficulty locating the MMIS #.**

Patients | New Patient | Pregnancy Risk Assessment Form (PRAF) 2.0

Pregnancy Risk Assessment Form (PRAF) 2.0

Needed by county for pregnancy notification.

Patient MMIS Number (Patient Medicaid ID)

(Please Note: Patient's 12 digit numeric Medicaid ID needs to be completed in order to prevent redetermination during pregnancy so that Medicaid eligibility is maintained.)

Patient Managed Care Plan ID (Optional)

Patient First Name

Patient Last Name

Estimated date of confinement (date baby is due)

Gestational Weeks
Choose One

Gestational Days
Choose One

Date Recorded

Patient Social Security Number (Optional**)

**But helps county in maintaining eligibility.

Patient Date of Birth

Patient Address

Patient City

Patient State
Choose One

Enter the patient's MMIS #, found on their Medicaid card, here. A graphic illustrating where to locate these numbers on each type of MCP ID card can be found on page 1 of this guide.

(Full text of screen not included in image above.)

After clicking *Next*, you will be asked whether you would like to be contacted by the patient's MCP, home health provider, and/or pharmacy regarding any urgent needs the patient may have.

- By selecting *Yes* from the dropdown menu, you will be able to add the contact information for the person at the clinic you would like the managed care plan to follow-up with regarding the issues you've selected that the patient is experiencing. If the patient's need is not included in the drop down, please select *Other Needs* from the menu and specify the particular patient need in the text box provided.

The screenshot shows a web browser window with the URL https://progesterone.nurtureohio.com/form_e. The page title is "Pregnancy Risk Assessment Form (PRAF) 2.0". The user is logged in as "Practice User1". The form is titled "Pregnancy Risk Assessment Form (PRAF) 2.0" and has a "Provider Contact" section. The first question is "I would like my patient's managed care plan, home health, and/or pharmacy to communicate with my office regarding any urgent needs identified below." with a dropdown menu set to "Yes". A red box highlights the dropdown with the text "If you select Yes here...". Below this are text boxes for "Practice Phone Number:", "Practice Email Address:", and "Practice Fax Number:". The next question is "The name of the person at my site who should be contacted with updates/questions about this form is:" with a text box. A red box highlights this text box with the text "...you can then select the issue(s) the patient needs assistance with.". Below this is a section "Patient would benefit from Managed Care assistance with:" with a "Choose One or More" instruction and a list of checkboxes: "Opiate Use Disorder", "Tobacco Use", "Alcohol Use", "Other Substance Use", "Transportation Difficulty", "Anxiety", "Bipolar Disorder", "Depression", and "Other Needs". A red box highlights the "Other Needs" checkbox with the text "If you select *Other Needs* here, be sure to fill out the text box that will appear below.". On the right side of the form, there are two buttons: "NEXT" and "SAVE FOR LATER".

After clicking *Next*, you will be asked whether or not the patient is a candidate for receiving progesterone.

- By selecting *Yes* from the dropdown menu, you will be able to enter the reason and whether the patient was offered progesterone. These fields must be completed to provide OPQC and ODM with information needed to track success in increasing Progesterone use.

The screenshot shows the 'Progesterone Candidate' section of the PRAF 2.0 form. The title bar reads 'Pregnancy Risk Assessment Form (PRAF) 2.0'. Below the title, the text asks: 'Progesterone Candidate? Yes (gestational age is or will be between 16 & 24 weeks, this is a singleton gestation, the patient has had a previous singleton preterm birth prior to 37 completed gestational weeks that was related to spontaneous preterm labor, preterm ruptured membranes &/or cervical insufficiency)'. A dropdown menu is set to 'Yes'. A red box with an arrow points to this dropdown, containing the text 'If you select Yes here...'. Below this, there is a 'Due to:' dropdown menu set to 'Choose One or More'. Further down, a 'Was progesterone offered?' dropdown menu is set to 'Choose One'. A red box points to this dropdown with the text '...you can then select why the patient could receive progesterone and whether it was offered.'. At the bottom of the form, there are three buttons: 'BACK', 'NEXT', and 'SAVE FOR LATER'.

After clicking *Next*, you will be asked to select either the specialty pharmacy contracted with the patient's MCP or indicate that the patient is FFS.

The screenshot shows the 'Managed Care Plan and Specialty Pharmacy Confirmation' section of the PRAF 2.0 form. The title bar reads 'Pregnancy Risk Assessment Form (PRAF) 2.0'. Below the title, the text asks: 'Medicaid Managed Care Plan - Specialty Pharmacy (Optional)'. A dropdown menu is set to 'Choose One'. At the bottom of the form, there are three buttons: 'BACK', 'NEXT', and 'SAVE FOR LATER'.

After clicking *Next*, the following two screens ask for information regarding the patient's first and second doses of progesterone. These screens include the date the doses will be administered, the kind of progesterone that will be used, how it will be administered, and whether it will be administered at home or in the practice's offices.

https://progesterone.nurtureohio.com/form_e

Nurture Practice User1 Patients Practice User1 Logout

Patients New Patient Pregnancy Risk Assessment Form (PRAF) 2.0

Pregnancy Risk Assessment Form (PRAF) 2.0

Progesterone 1st Dose

Date progesterone 1st received/Anticipated Start Date

Form
Choose One

Route
Choose One

Location
(Please Note: Home Health injection of Progesterone is not a covered FFS (traditional) Medicaid benefit.)
Choose One

BACK NEXT SAVE FOR LATER

https://progesterone.nurtureohio.com/form_e

Nurture Practice User1 Patients Practice User1 Logout

Patients New Patient Pregnancy Risk Assessment Form (PRAF) 2.0

Pregnancy Risk Assessment Form (PRAF) 2.0

Progesterone 2nd Dose - OPTIONAL

Date next dose due (Optional)

Form (Optional)
Choose One

Route (Optional)
Choose One

Location (Optional)
(Please Note: Home Health injection of Progesterone is not a covered FFS (traditional) Medicaid benefit.)
Choose One

BACK NEXT SAVE FOR LATER

After clicking *Next* on the screen for the second progesterone dose, you can enter information regarding any referrals for home health.

https://progesterone.nurtureohio.com/form_e

Nurture Practice User1 Patients Practice User1 Logout

Patients New Patient Pregnancy Risk Assessment Form (PRAF) 2.0

Pregnancy Risk Assessment Form (PRAF) 2.0

Prescription/Home Health Referral

Order For

Choose One or More

- 17-hydroxyprogesterone caproate injection 250 mg/mL
- Vaginal Progesterone
- N/A - I am not completing as a home health referral or as a prescription.

NEXT

SAVE FOR LATER

After clicking *Next*, you will be asked to enter notes for the pharmacy on the following screen.

https://progesterone.nurtureohio.com/form_e

Progesterone

Nurture Practice User1 Patients Practice User1 Logout

Patients New Patient Pregnancy Risk Assessment Form (PRAF) 2.0

Pregnancy Risk Assessment Form (PRAF) 2.0

Note to pharmacy: 17-Hydroxyprogesterone Caproate is indicated for pregnant women between 16w, 0d and 36w, 6d gestation; discontinue therapy if patient is no longer pregnant. Please call patient or prescriber to confirm prior to shipping each month's supply.

Prescriber's Phone
(888) 999-0000

Prescriber's Email
Jen.Hostetler@Aultman.com

Date Electronically Signed

DAW
Choose One

Prescriber's First Name
Jennifer

Prescriber's Last Name
Hostetler

Credentials
CNP

NPI / CTP Number
1679761860

Are you the Prescriber's Agent (person who normally has permission to submit prescriptions on the prescriber's behalf)? PLEASE NOTE: To submit the prescription using the NurtureOhio website, a prescriber must answer challenge questions and submit the prescription to comply with Ohio Board of Pharmacy requirements.
Choose One

Is the Prescriber's Address different from Practice Address
Choose One

BACK NEXT SAVE FOR LATER

Details regarding the prescriber will automatically populate based on your previous entries if you selected a prescriber earlier in the form.

After clicking *Next*, you will be asked to submit the form. Once you click *Submit*, this form will be shared, and the patient will appear as “Completed” on the welcome screen. If you were unable to complete any part of the form, you can click *Save for Later* instead and come back to this patient at another time. This patient will appear as “In Process” on the Welcome Screen if you do. Notification of the county and MCP, as well as the home health referral, will be delayed until the form has been submitted and is shown as “Completed”.

Use these buttons to either submit the completed form or save what you've entered thus far to complete later.

Note:

If you click *Submit* without having completed required parts of the form, you will be directed to the section you did not finish with the required field(s) highlighted in red.

Needed by county for pregnancy notification.

Patient MMIS Number (Patient Medicaid ID)

(Please Note: Patient's 12 digit numeric Medicaid ID needs to be completed in order to prevent redetermination during pregnancy so that Medicaid eligibility is maintained.)

Patient Managed Care Plan ID (Optional)

Patient First Name

Patient Last Name

Estimated date of confinement (date baby is due)

Gestational Weeks

Choose One

If you click *Submit* without filling out required fields, they will appear in red for you to complete.

Appendix A: MITS Prenatal Visit Agent Roles

Getting Ready to use PRAF 2.0 within NurtureOhio—A step-by-step approach

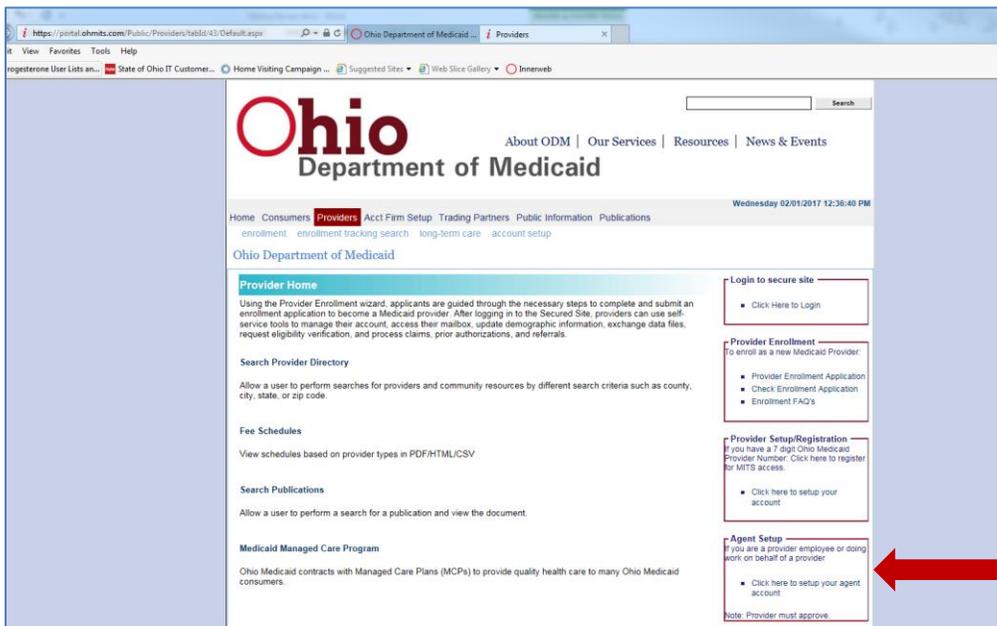
1. Identify who the administrator is for your office/site. This is generally someone who is involved in claims/billing.
2. Identify who will be entering pregnancy notifications in the NurtureOhio system.
3. Have them set up an account by Accessing the MITS Portal (<https://portal.ohmits.com/public/Providers/tabid/43/Default.aspx>)
4. On the RIGHT side of the page find AGENT SETUP and click “Click here to setup your agent acct”

Agent Setup

If you are a provider employee or doing work on behalf of a provider

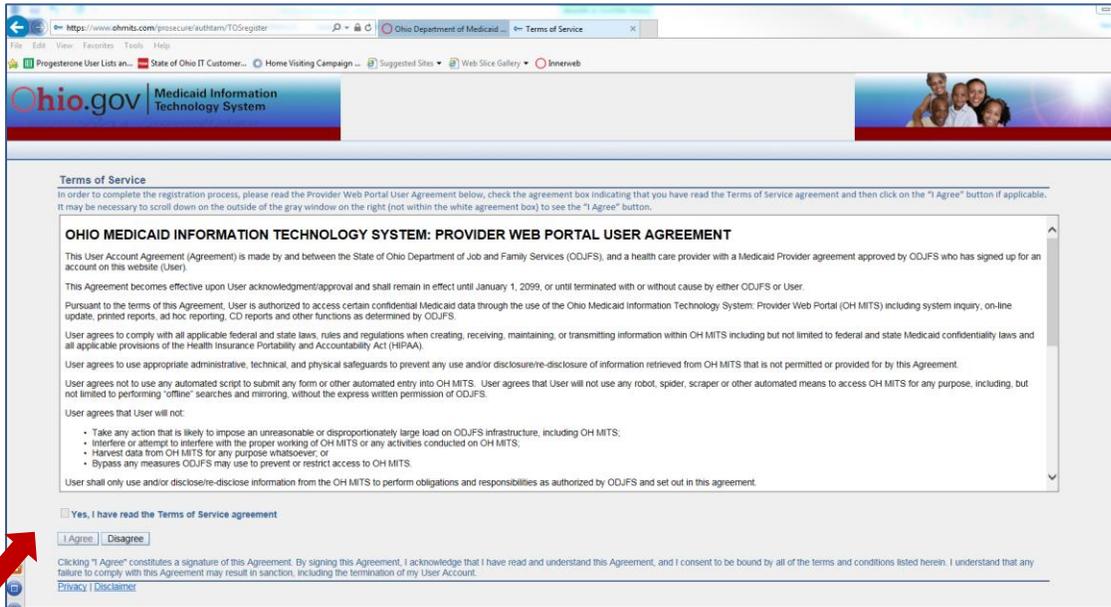
- Click here to setup your agent account

Note: Provider must approve.



5. Scroll to the bottom of the TERMS of SERVICE agreement. Check the YES box, Click AGREE

Yes, I have read the Terms of Service agreement



6. Register as an agent by completely filling out the “Register as an Agent” section (entering your first and last name, email, user id and password).

- Follow the User ID and Password guidance on the right-hand portion of the screen.
- Click “Register”.

Ohio.gov Medicaid Information Technology System

Register as an Agent
Enter your personal information and press **Register** when finished.

*First Name: test
Middle Initial:
*Last Name: test
*Email Address: test@tester.com
Telephone Number:

*User ID: dtest1
*Password:
*Confirm Password:

Your User ID must meet the following criteria:

- Minimum of 6 characters in length
- Maximum of 8 characters in length
- Mandatory 1 number (no more than or no less than, just 1 number)

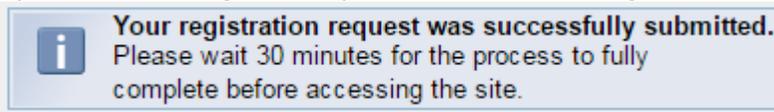
Your Password must meet the following criteria:

- Minimum of 8 characters in length
- Maximum of 15 characters in length
- Minimum of 1 alphabetic character
- Minimum of 1 numeric character
- Maximum number of sequential characters is 6
- Cannot be the same as your User ID
- Passwords are case sensitive

Register Cancel

* required

7. Upon successful registration you will receive a message to wait 30-minutes.



8. Close your browser
9. After the 30-minutes has elapsed go back to the site
<https://portal.ohmits.com/public/Providers/tabid/43/Default.aspx>

10. Click the LOGIN link





11. Enter the credentials you created in step 6 and check the YES box

12. Enter the verification code as requested to get to the next page



13. On the next page click on MY INFORMATION



14. On this page click CHALLENGE QUESTIONS



15. Fill out the forgotten password challenge questions and click OK.

16. Click SIGN OFF on the upper right hand side of the screen

17. Create an email to your system administrator telling them you need the Prenatal Visit Agent Role to be assigned so that you can create Pregnancy Risk Assessment Forms (PRAF 2.0s) on the Nurture Ohio website for Ohio Medicaid. In the email include the following information:

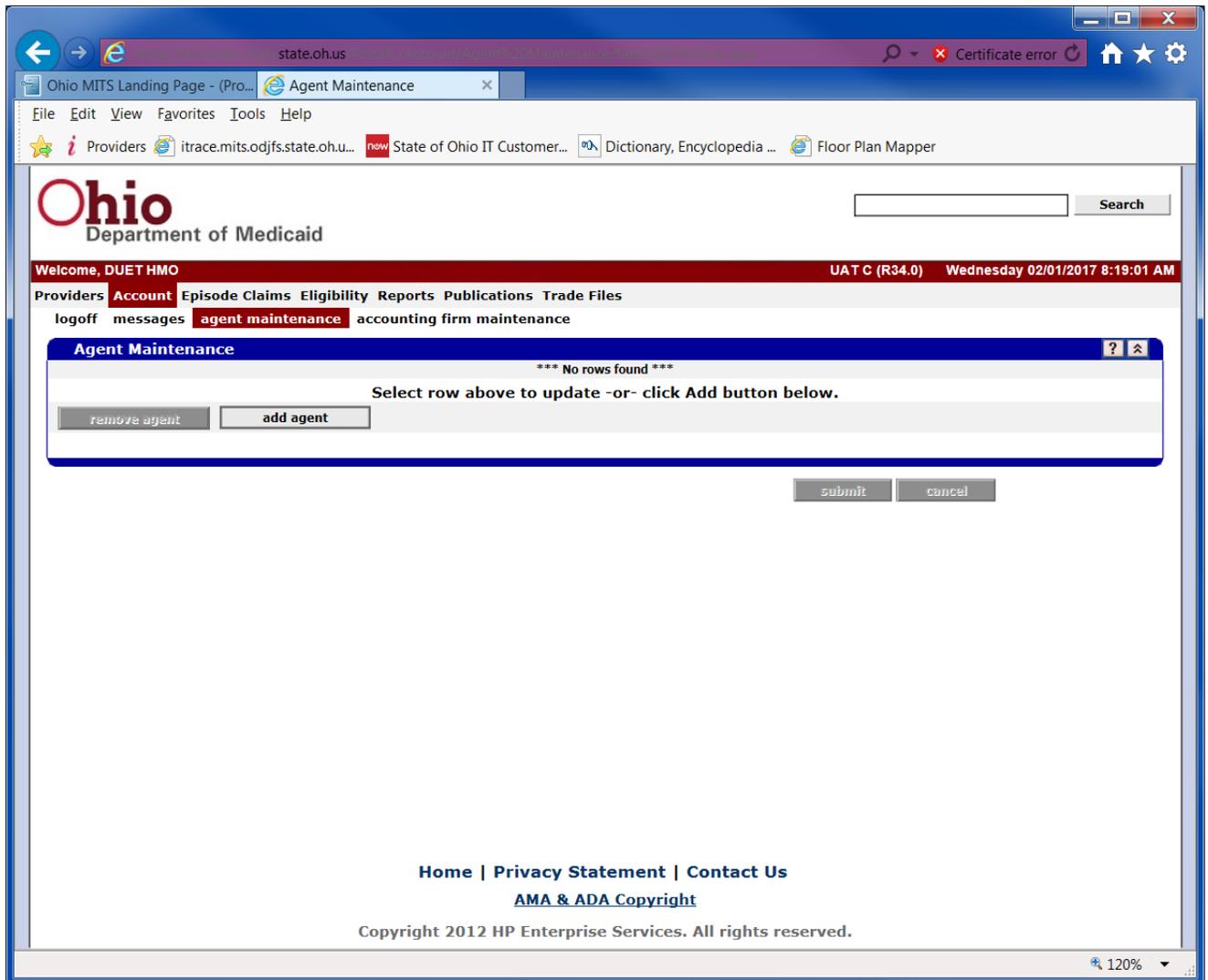
- MITS USER ID that you created in STEP 6
- Copy and Paste the TAX ID(s) that you need access to
- Send the email

18. Your system administrator will let you know when your access has been set up.
19. You can now use your MITS ID to log into the Nurture Ohio website (<https://www.nurtureohio.com/login>).

MITs Administrator Assignment of Prenatal Visit Role to non-Administrators

After the potential user of the NurtureOhio system has created a username and password and logged into the system, the site's MITs Administrator must assign the Prenatal Visit role to the Agent by doing the following:

1. The Administrator logs into the MITs portal (shown in step 8).
2. After an administrator logs into the MITs portal, select Account > agent maintenance. The below panel is displayed.



3. Click the " I understand that I..." check box and the add agent button becomes active.

The screenshot shows the Ohio Department of Medicaid's Agent Maintenance interface. At the top, there is a search bar and a navigation menu with options like 'Providers', 'Account', 'Episode Claims', 'Eligibility', 'Reports', 'Publications', and 'Trade Files'. The 'agent maintenance' link is highlighted. Below the navigation, there is a table with the message '*** No rows found ***' and a prompt to 'Select row above to update -or- click Add button below.' There are two buttons: 'remove agent' and 'add agent'. A red arrow points to a checkbox next to the text: 'I understand that I may designate one or more individuals (e.g., an employee, clerk, or billing entity) to access the Ohio Medicaid portal on my behalf.' Below this checkbox, there are three paragraphs of text explaining the user's obligations and the confidentiality of the information accessed. At the bottom, there is a section for 'Accordingly, by accessing the Ohio Medicaid portal, I agree to and acknowledge the following:' with a list item '(1) I am a Medicaid provider holding a valid Ohio Medicaid provider agreement.'

4. Click the add agent button and enter the User Name in the field

The screenshot displays the Ohio Department of Medicaid's Agent Maintenance interface. At the top, the navigation menu includes 'Providers', 'Account', 'Episode Claims', 'Eligibility Reports', 'Publications', and 'Trade Files'. The 'Agent Maintenance' section is active, showing a form to add a new agent. The form fields are: *User Name (DUETAGAS), Contact First Name (AGENT), and Contact Last Name (FIVE). A red arrow points to the User Name field. Below the form, there are sections for 'Assigned Roles' and 'Available Roles'. The 'Available Roles' list includes: Health Homes Search, Health Homes Maint, Psych Admiss Search, Hospital Contact, Hosp Cost Rpt Upload, and Hospice Enrll Search. The page footer contains links for 'Home | Privacy Statement | Contact Us', 'AMA & ADA Copyright', and 'Copyright 2012 HP Enterprise Services. All rights reserved.'

5. Scroll down on the Available Roles column, highlight the desired role "Prenatal Visit" and click the "<" button. The role show in the Assigned roles column.

The screenshot displays the Ohio Department of Medicaid's Agent Maintenance interface. At the top, the browser shows the URL 'state.oh.us' and a search bar. The page header includes the Ohio Department of Medicaid logo and a navigation menu with options like 'Providers', 'Account', 'Episode Claims', 'Eligibility Reports', 'Publications', and 'Trade Files'. The 'agent maintenance' link is highlighted in the navigation menu.

The main content area is titled 'Agent Maintenance' and contains a form for adding a new agent. The form fields are as follows:

User Name	Contact First Name	Contact Last Name
DUETAGAS	AGENT	FIVE

Below the form, there are two columns for role management:

- Assigned Roles:** Contains the role 'Prenatal Visit'.
- Available Roles:** Contains a list of roles: View RAs, Deemed Eligibility, Sign Approve LTC CR, Prepare Save LTC CR, View LTC Cost Report, and View Provider Rpts.

A red arrow points to the '<' button between the Assigned and Available Roles columns, indicating the action to move the selected role from Available to Assigned. At the bottom of the form, there are 'submit' and 'cancel' buttons.

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6. Click the submit button to save. The “Agent Maintenance - Save was Successful” message displays.

The screenshot shows the Ohio Department of Medicaid MITS portal. The page title is "Ohio Department of Medicaid". The user is logged in as "DUETAGAS" and is viewing the "Agent Maintenance" page. The page displays a success message: "Agent Maintenance - Save was Successful". The user information is: User Name: DUETAGAS, Contact First Name: AGENT, Contact Last Name: FIVE. The form includes fields for User Name, Contact First Name, and Contact Last Name. Below these are sections for Assigned Roles (Prenatal Visit) and Available Roles (Health Homes Search, Health Homes Maint, Psych Admiss Search, Hospital Contact, Hosp Cost Rpt Upload, Hospice Enrll Search). The form has "remove agent" and "add agent" buttons, and a "submit" button at the bottom.

You are now set up to enter Notifications of Pregnancy (PRAFs) into the NurtureOhio PRAF 2.0 system.

Test your login on the MITS portal <https://ssopro.mits.odjfs.state.oh.us/>. If the login is successful, you should not receive an error message. After logging in, please make sure that you click on the “secure provider portal link”. This may take you back to the log in screen. If it does, enter your user name password again. You should then see a blank screen.

Please note, set up as a prenatal visit only allows limited access to the MITS portal. **If you only have the Prenatal Visit Agent Role and no other Agent Roles in MITS, you should not be able to access anything in the MITS portal.** Your MITS user name and password are solely for entering in pregnancy notifications into the Nurture Ohio website.

Test your login on the NurtureOhio website (www.nurtureohio.com) by selecting MITS from the drop down menu and using your MITS user id and password. If this is not successful, please check with your Administrator that the Prenatal Visit Role has been assigned.

If the Prenatal Visit Role has been assigned and you are still unable to log in. Please request your health system's provider ID and tax ID from your MITS administrator and call the Provider Call Center at: (800) 686-1516.