

## MPER Provider Job Aid

All organizations and individuals who contract with the Allegheny County Department of Human Services (DHS) are required to input and maintain up-to-date information in the Master Provider Enterprise Repository (MPER) application.

MPER is the repository of record for complete, real-time provider, services, and contracts information. MPER will also capture all information on services contracted for and rates on the contract. For MH (Mental Health) and CYF (Children, Youth and Families), this information will be used for payments and claiming purposes. For H&H (Hunger and Housing), this information will be used for accurate enrollments. For all offices, it will give better reporting capabilities on providers, facilities, services, and service offerings.

Detailed Provider information is maintained in MPER. As part of the provider process, the Provider will complete the standard information for general provider information such as the license, provider contacts and auditor information, as well as the services offered at each facility.

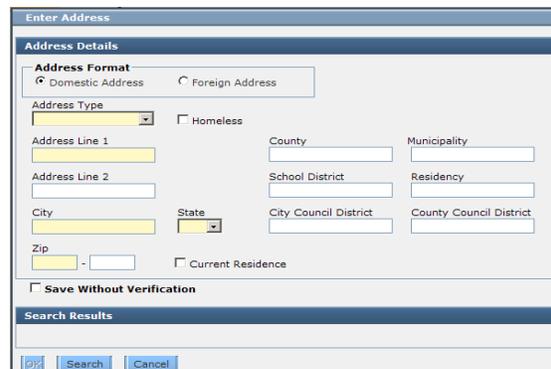
### Creating a New Facility

#### (Provider > New)

1. Complete the required fields on the *General Information* tab.
  - a. In the *Provider Information* section enter the name of the Agency/Facility when adding a Facility or the First and Last Name when adding an Individual i.e. Foster Care or Emergency Caregiver.
  - b. In the *Provider Detail* section complete all known information. The Facility or Individual check box will need to be selected.
2. Complete the *Addresses* tab and include the Local address of the Facility/Individual.

#### Complete the *Enter Address* popup screen

- a. Click the **[Edit]** button under the *Address* field.
- b. Select the appropriate Local Address from the *Address Type* dropdown list.
- c. Type the street number and name in the Address Line 1.
- d. Type the resident city in the City field.
- e. Select PA from the State drop down list
- f. Type the zip code for the Zip field.
- g. Click the **[Search]** button.



#### Review the search results for the address

- If the address is fully recognized, the system will acknowledge it was verified. Click the **[OK]** button.
  - If the address is located in the *Search Results* area, click anywhere on the line to highlight the address. Click the **[OK]** button.
  - If the address is not located and you are sure that you input it correctly, click the *Save Without Verification* check box. Click the **[OK]** button.
3. Once the *Addresses* tab is complete, click the **[Save]** button.



## License

### (Provider > License)

The *Provider License* screen is used to capture the licensing and/or certification information for Agency/Facility locations. Typically, this information is documented in MPER by a designated user at the provider office for their associated facilities. The licensing information can be for a Placement or Non-placement provider and their associated facilities, if applicable. A license and/or certification for all facilities with placement service offerings are required.

1. If entering license information for the Agency bring the agency into focus.
2. If entering license information for the Facility bring the facility into focus.
3. When CYF placement services are provided complete the necessary information on the *License* screen and click the **[Save]** button.

## Provider Contact

### (Provider > Provider Contact)

The *Provider Contacts* screen is used to record the names and titles of contact people and staff members for the provider.

1. Select the **Provider Contacts** option from the menu.
  - a. Required Contact Persons to be entered; CEO, CFO, CIO, Board/Pres Chairmen, Contract Processing Contact, MPER Contact and Fiscal. Click the **Save** button to save the screen. A grid will be created for each entry.

## Auditor Information

### (Provider > Auditor Information)

The *Auditor Information* screen is used for an Agency to indicate who their auditing organization is and is required to be completed for Contacted Agencies, but optional for the facilities of the associated agency. This screen is documented by a designated user at the Agency's office, but can be viewed by other users of MPER.

1. Select the **Auditor Information** option from the menu.
  - a. Enter the Auditor details and click the **Save** button.

## Creating Service Offering

### (Provider > Contracts > Service Offering > List of Service Offering)

Service offerings are used to identify which facilities at the agency will provide services on the contract.

When creating a service offering the provider has the ability to create multiple service offerings at one time for a single facility/individual. Multiple or All contracted services can be selected when creating a service offering.

1. Bring the agency into focus.
2. Once the agency is in focus navigate to the contracts screen and click the **[Show]** button to bring the contract into focus.
3. Navigate to the *List of Service Offering* screen.
4. To create a Service Offering click the **[New]** button at the bottom of the screen; this will bring you to the *List of Contracted Service* screen.

5. On the *List of Contracted Services* screen:
  - a. Click in the check box next to the contracted services you want to create service offerings for then click the **[Select]** button.

**List of Contracted Services**

**Provider Details**

Provider ID: 22  
 Provider Name: WESLEY SPECTRUM SERVICES  
 SSN:   
 FEIN: 251180602

Billing Address:  
 221 Penn Avenue  
 Pittsburgh  
 PA - 15221

**Contracted Services**

<input type="checkbox"/> Select All	Service ID	Contract #	Service	Service Start Date	Service End Date	DHS Office
<input checked="" type="checkbox"/>	11579		Treatment and Service Coordination  Family-based Mental Health Services  Non-Hospital Inpatient Admission  Non-FFP	07/01/10	06/30/11	Office of Behavioral Health (Mental Health)
<input type="checkbox"/>	11580		Treatment and Service Coordination  Family-based Mental Health Services  Non-Hospital Inpatient Admission  FFP	07/01/10	06/30/11	Office of Behavioral Health (Mental Health)
<input type="checkbox"/>	11612		Treatment and Service Coordination  Family-based Mental Health Services  Individual Interaction  Identified Patient  Regular	07/01/10	06/30/11	Office of Behavioral Health (Mental Health)
<input checked="" type="checkbox"/>	11613		Treatment and Service Coordination  Family-based Mental Health Services  Psychiatric Inpatient Admission  Regular	07/01/10	06/30/11	Office of Behavioral Health (Mental Health)
<input checked="" type="checkbox"/>	11614		Treatment and Service Coordination  Family-based Mental Health Services  Individual Interaction  Family of Identified Patient  Interpreter	07/01/10	06/30/11	Office of Behavioral Health (Mental Health)
<input type="checkbox"/>	11615		Treatment and Service Coordination  Family-based Mental Health Services  Team Interaction  Family of Identified Patient  Interpreter	07/01/10	06/30/11	Office of Behavioral Health (Mental Health)
<input type="checkbox"/>	11616		Treatment and Service Coordination  Family-based Mental Health Services  Non-Psychiatric Inpatient Admission  Interpreter	07/01/10	06/30/11	Office of Behavioral Health (Mental Health)

**Note:** All or Multiple contracted services may be selected for a single service offering.

- b. The *Service Offering Detail* screen will display a grid with the service description of each contracted service that was selected.

**Service Offering Detail**

Service Description	Start Date	End Date	Status	Result	Action
Treatment and Service Coordination  Family-based Mental Health Services  Non-Hospital Inpatient Admission  Non-FFP	07/01/10	06/30/11	Success	Service offering successfully created.	<input type="button" value="Add Details"/>
Treatment and Service Coordination  Family-based Mental Health Services  Psychiatric Inpatient Admission  Regular	07/01/10	06/30/11	Success	Service offering successfully created.	<input type="button" value="Add Details"/>
Treatment and Service Coordination  Family-based Mental Health Services  Individual Interaction  Family of Identified Patient  Interpreter	07/01/10	06/30/11	Success	Service offering successfully created.	<input type="button" value="Add Details"/>

Facility Address\*  
 Same as agency  
 243 Johnston Rd  
 PITTSBURGH, PA 15241-

Program Name:

Start Date \*  End Date \*

- c. Complete the *ServiceOffering* tab; attach a facility, start date, and end date, and then click the **[Create Service Offering]** button. The grid will update with

- status, results and an action.
- d. On the "Successful" status click on the **[Add Details]** button to expand the ServiceOffering tab.
- e. Complete the detail information of the service offering.
- f. Click the **[Save]** button.

## View Service Offering

### (Provider > Contracts > Service Offering > List of Service Offering)

The *List of Service Offering* screen displays which facilities at the agency will be providing the services on the contract.

The *Service Offering Filter* section is available to define specific criteria to narrow the viewable results.

- The *Service Description* provides a dropdown list and is populated from the contracted services for the existing service offerings records.
- *Facility Name* will search with an auto-complete list and is based on the facility/individuals listed on the service offerings screen. The auto-complete text box allows you to begin typing in a facility and will automatically complete the field based on facilities you have documented.
- The *DHS Office* provides a dropdown list and is populated by the contracted services for the existing service offerings records.
- *Show Current* radio button is now available to hide historical records prior to the system date. Historical information is still available if selecting the *Show All* radio button.
- *Reset Filter* clears all search criteria, and *Filter* searches for criteria based on fields completed in the Filter Search section.

**List of Service Offering**

**Service Offering Filter**

Service Description  
Select Service.

Facility Name  
A Second Chance, Inc.

Dhs Office Name  
Office of Children, Youth, and Families  SSN

Show Current  Show All

**Filter Criteria**  
Your search result is filtered by  
Facility Name "A Second Chance, Inc." and  
Dhs Office Name "Office of Children, Youth, and Families"

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**Service Offering List**

Service ID	Contract ID	Service	Facility Name	Service Start Date	Service End Date	DHS Office
20233	6168	Adoption	A Second Chance, Inc.	07/01/10	02/28/11	Office of Children, Youth, and Families
20235	6168	Foster Care  Relative/Kinship  Pre-Adoptive	A Second Chance, Inc.	07/01/10	02/28/11	Office of Children, Youth, and Families
20234	6168	Foster Care  Non-Relative/Non-Kinship  Regular	A Second Chance, Inc.	07/01/10	02/28/11	Office of Children, Youth, and Families

Results 1 - 3 of 3

The *Service Offering List* section displays the filtered results.

- A paging feature displays multiple pages of service offerings.



- Once a record in the grid is highlighted the page will not reset and scroll away from the selected grid.

1. Click the **[Show]** button to view the service offering details for the grid highlighted.

***For more information...***

For more information on this communication or for assistance, please be sure to contact the Help Desk at [servicedesk@alleghenycounty.us](mailto:servicedesk@alleghenycounty.us) or 412-350-4357 Option 2.