



How do I . . .

REQUEST A NEW SERVICE BE ADDED TO MPER

If the services available in MPER do not meet the needs of the contract you are proposing, you may request one or more new services be added to the MPER service table.

Email to: Contracts Unit Manager
MPER Team Lead

Service Name: To the lowest level starting with the DHS Common Service Category

EXAMPLE: Service Coordination | Social Work | Care Management | Regular

Service Definition: Include a definition that describes the services to be purchased. Remember the service description will be used to create the workstatement and will be reviewed by the Law Department during the contracting process.

EXAMPLE: Service Provider shall provide Care Management, which is the coordination of community-based services that support the consumer's highest level of functioning by using the most appropriate services available.

Other System Impact: If the service will need to be billable or recorded through another system (eCaps, HMIS, KIDS) include that information so the developers can appropriately address all system needs. In addition, KIDS billable services must have JDE coding identified before implementation.

The Contracts Manager will validate the request and instruct the MPER developers to create the service in the application. Validation may include proposing an existing service you may not be aware of or strengthening the definition to meet the Law Department's requirements.