

Medicaid Promoting Interoperability Program Audit: Reviewing Previously Uploaded Documents in EHR MIPP

1. Log into Champs Third Party system at <https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/>

The screenshot shows the Michigan.gov MIlogin for Third Party page. It features a dark green background with the Michigan.gov logo in the top left. The main heading is "MIlogin for Third Party". Below this, there are input fields for "User ID" and "Password", followed by an orange "LOGIN" button. A blue "SIGN UP" button is located below the login button. There are also links for "Don't have an account?", "Forgot your User ID?", "Need Help?", and "Forgot your password?".

2. Select CHAMPS option and accept the Terms & Conditions

The screenshot shows the Michigan.gov MIlogin for Third Party Home Page of Michigan Department of Health & Human Services (MDHHS). The page has a green header with the Michigan.gov logo and navigation links: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. Below the header, it says "Home Page of" and "Your password will expire in 79 days". There is a section for "Access your applications by clicking on the application links below" with a "CHAMPS" button highlighted in a red box.

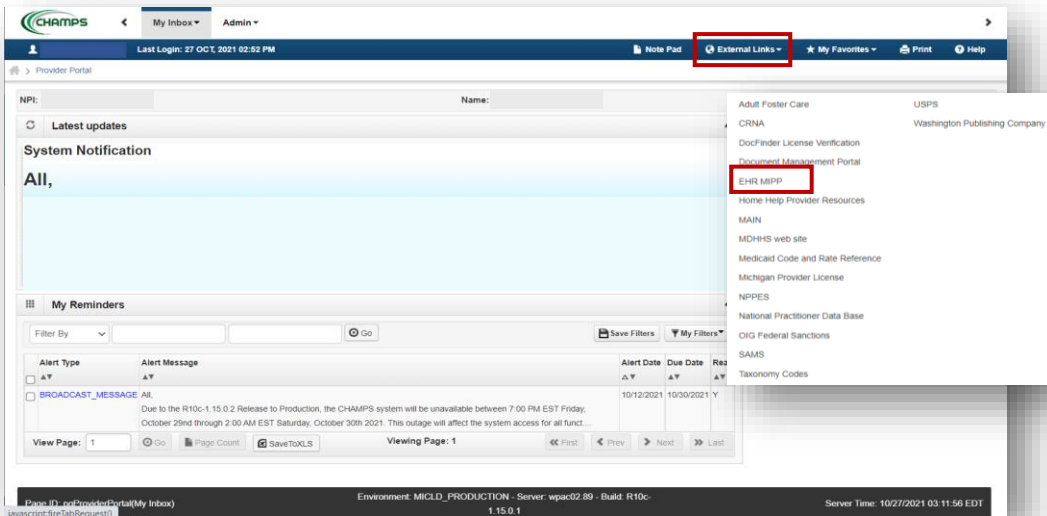
The screenshot shows the Terms & Conditions dialog box for CHAMPS. The dialog has a green header with the title "Terms & Conditions" and a close button. The main content area contains the text: "CHAMPS Terms & Conditions The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution. By accessing information provided by the Michigan Department of Health & Human Services computer information systems and clicking on the button". At the bottom, there are two buttons: "CANCEL" and "Acknowledge/Agree", with the latter highlighted in a red box.

3. Use the drop-down menu to complete the 'Select Domain' and "Select Profile" fields

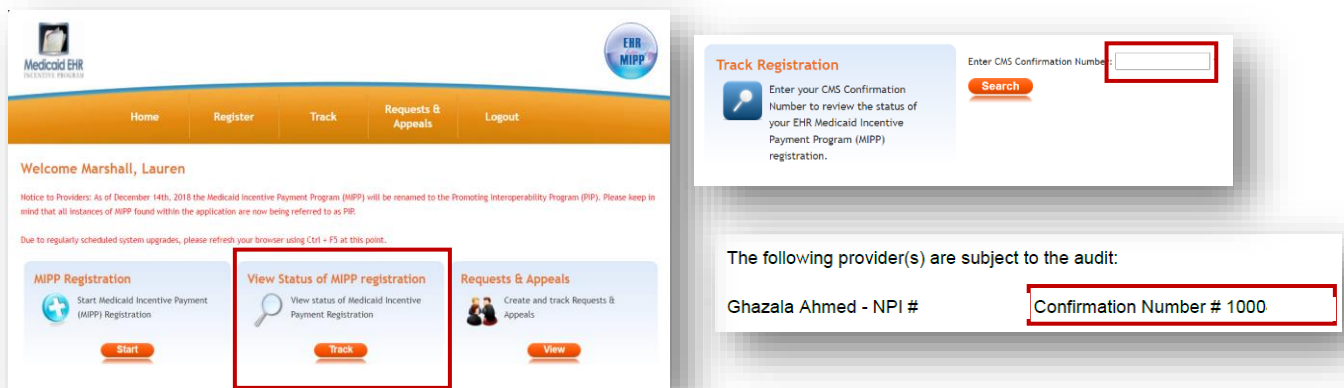
The screenshot shows the CHAMPS login page. The page has a blue header with the CHAMPS logo and the text "Community Health Automated Medicaid Processing System". Below the header, there is a large blue box containing the CHAMPS logo and the text "Community Health Automated Medicaid Processing System". Below this, there are three dropdown menus: "Select Domain", "Select Profile", and "Select Favorite". The "Select Domain" and "Select Profile" fields are highlighted in a red box. There is also a "Go" button next to the "Select Favorite" dropdown.

- Select Domain: Provider name and NPI IND
- Select Profile: Domain Administrator
- Select Favorite: Leave as is

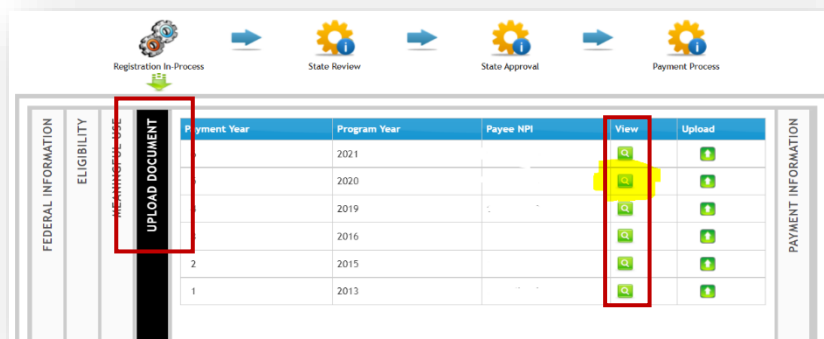
- Navigate to External Links menu and select EHR MIPP from drop-down



- Select the orange 'Track' option under **View Status of MIPP registration**. When prompted, enter the provider's CMS Confirmation Number. * CMS Confirmation Number is the 10-digit number found on Page 1 of the Department of Health and Human Services Audit Notification Letter, typically starting with 1000 *



- Select the 'Upload Documents' tab, then select the green magnifying glass icon in the row of the year being audited to open the 'EHR Document List' window.



7. All documents previously uploaded to the state at the time of attestations are available for download. Select the green arrow icon to download and open or save a document to your computer for review.

The screenshot shows a web application window titled "EHR Document List". At the top, there is a search section labeled "Identifying Information" with fields for "Confirmation Number", "NPI", "Program Year", and "Payment Year". Below this is a table titled "Document List" with the following columns: "Download", "Title", "Document Type", "Content Type", "Date", and "Comments". The "Download" column contains green arrow icons. A red box highlights the first four rows of the table, and a yellow box highlights the "Download" column header and the first row's icon. The table contains the following data:

Download	Title	Document Type	Content Type	Date	Comments
	Attestation_Report .pdf		.pdf		
	Final Elig Rpt 10-1 to 12-31-20	Encounter Information	.xls		
	MAPS Letter - 1_28_2020.pdf	Public Health - Public Health Registry Reporting	.pdf		
	Medicaid with DOB 4Q 2019.xls	Encounter Information	.xls		
	... MCIR Letter - 5_12_2020 (3).pdf	Other Supporting Documents	.pdf		

At the bottom of the window, there is a pagination bar showing "Page 1 of 5" and "View 1 - 5 of 25".