Quick Reference Guide: Accessing MCO Network Adequacy Reports

Steps: *These reports are accessible by users assigned with specific roles in PNM. If you should hold a role, which allows for retrieval of network adequacy reports, please contact the Ohio Department of Medicaid. Role information is contained on Page 3.*

1

Log in

All users must log in on the OH|ID portal using their single sign on ID.

Log in with OH|ID

Log In
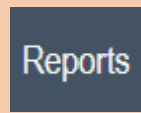
OH|ID

Password 👁️

Log in

- Go to https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx and click **Log in with OH|ID**.

- Enter your OH|ID and password and click **Log in**.

- Agree to the PNM terms and conditions of use.

☐ Yes, I have read the agreement

2

The available reports will appear as soon as you log into PNM. Click on the appropriate link (Report Name) to access the report.

NOTE: If the list of reports does not appear as soon as you log in, click the 'Menu' in the top-left corner of the page. From the Menu, click 'Reports' to access the list.

Menu **Reports**

A list of reports based on user role is available on Page 4 of this document.

Network Adequacy Reports

- Ohio Rise Hospital Report
- Waiver Report - MyCare
- BH Services Report - MyCare
- PCH Report - MyCare
- Practitioner MyCare Report
- BH Practitioner MyCare Report
- CANS MRSS OTP Report
- OhioRise By Catchment And ProviderType Report
- OhioRise Practitioner By County And ProviderType Report
- OhioRise BH Services By County And ProviderType Report
- OhioRise BH Service Report
- OhioRise Waiver By County And ProviderType Report

3

- Enter a date range or week of date in the appropriate fields.
    - <u>From Date</u>: List the date of the Sunday for the report week's start.
    - <u>To Date</u>: List the date of the Saturday for the report week's end.
    - <u>Week Date</u>: List the date of the Monday for the report week's start.

From Date 📅

To Date 📅

Week Date 📅

- Click **View Report**. **View Report**

- After Clicking View Report, the user will see both Summary and Detail report.
    - **Summary** – Report with general overview information. *(Historic reports are not available).*
    - **Detail** – Report with specific information such as tracking numbers. *(Historic reports are available.)*

Disclaimer: It is the Provider's responsibility to keep information up to date in PNM. This includes specialties, license information, addresses, etc.

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Steps:

4

If the link selected does not have multiple reports contained within it, you can proceed to Step 5.

Some reports have multiple reports listed within them. Click the appropriate link/name on the report itself to view the information. *Note: You will click Summary or Detail before clicking these links to access the appropriate report.*
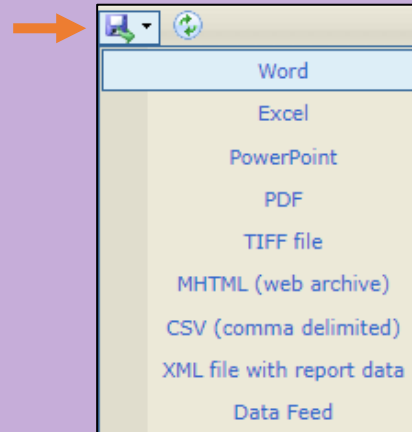
Dental Summary	Dental Detail	Vision Summary	Vision Detail

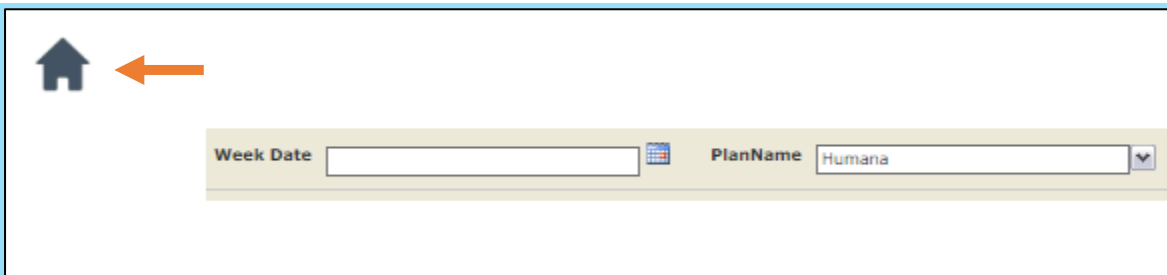The following report links contain multiple reports:
- BH Service Report – Mycare
- Practitioner Medicaid
- Practitioner Mycare
- OhioRISE Waiver by County and Provider Type Report

5

- View the report within PNM.

- To export the selected report, click on the 'disk' icon and choose the export format from the list provided (ex. Excel).

  - The document will download to the designated download folder for your browser. Locate that folder on your computer to open the downloaded document.

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- Within the same report, you can select the dates. Once the selection is made, click on View Report to see both Summary and Detail reports.
- For Ohio Rise reports only, the user will select a 'To' and 'From' Date Range.
- *Note: Both Summary and Detail reports are available for the current week. However, historic reports are only available to view and download for Detail reports.*
- To view a different report, click the home icon at the top of the page and repeat Steps 2-5.

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Requesting Report Roles in PNM

- Access to the reports and provider data:
    - Read Only
    - MCP Report Role

- Access to reports, provider data and eligibility look up:
    - Read Only
    - MCP Report Role
    - County Court

*These are internal user roles.

A single user account (OH|ID) can either be an internal user account or a provider user account, but not both. For example, users cannot hold the MCP Report Role (internal user) and a Provider Administrator role (provider user) under the same OH|ID account.

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A 'Y' in the column indicates that the report is available to the user/MCO role listed.

An 'N' in the column indicates that report is not accessible by a user with that role.

Report Name	Aetna	Aetna-OhioRise	AmeriHealth	Anthem	Buckeye	CareSource	Humana	Molina	United
BH Practitioner Medicaid	N	N	Y	Y	Y	Y	Y	Y	Y
BH Practitioner Mycare	Y	N	N	N	Y	Y	N	Y	Y
BH Service Medicaid	N	N	Y	Y	Y	Y	Y	Y	Y
BH Service Mycare-County Based	Y	N	N	N	Y	Y	N	Y	Y
BH Service Mycare-Region based	Y	N	N	N	Y	Y	N	Y	Y
BH Services - OhioRISE Report	N	Y	N	N	N	N	N	N	N
OhioRise - Network Adequacy CANS, MRSS, OTP Report	N	Y	N	N	N	N	N	N	N
OhioRise Care Management Entity Report By Catchment Area	N	Y	N	N	N	N	N	N	N
OhioRise Hospital Report	N	Y	N	N	N	N	N	N	N
OHIORISE Specialty Report (BH Services) by County & Provider Type	N	Y	N	N	N	N	N	N	N
OHIORISE Specialty Report (Practitioner) by County & Provider type	N	Y	N	N	N	N	N	N	N
PCH Medicaid	N	N	Y	Y	Y	Y	Y	Y	Y
PCH Mycare	Y	N	N	N	Y	Y	N	Y	Y
PCP Capacity	N	N	Y	Y	Y	Y	Y	Y	Y
Practitioner Medicaid-Dental	N	N	Y	Y	Y	Y	Y	Y	Y
Practitioner Medicaid-Vision	N	N	Y	Y	Y	Y	Y	Y	Y
Practitioner Mycare-Dental	Y	N	N	N	Y	Y	N	Y	Y
Practitioner Mycare-Vision	Y	N	N	N	Y	Y	N	Y	Y
Waiver Mycare	Y	N	N	N	Y	Y	N	Y	Y
Waiver Report - OhioRise	N	Y	N	N	N	N	N	N	N