

Entering the LOCUS Assessment

These instructions are related to the Mental Health Framework Initiative and are focused on providers outside of CMH systems (who do not utilize CMH EHR systems or enter the information into BHTEDS). These instructions include outlining the fields of information that are needed to complete/submit the assessment, as well as how to locate the information for each of those fields.

Training:

- To be qualified to perform and complete the LOCUS assessment, providers need to complete the required LOCUS training. Instructions on creating an account to complete the training can be found [here](#). Please be sure when asked to supply NPI, that you are using your individual provider NPI number.

When logging into the LOCUS Assessment Tool, [Welcome to MDHHS LOCUS](#), providers will be asked to fill in 3 fields of information. See below for instructions/information on each one.

1. Individual Provider NPI
 - a. Please use your individual provider NPI. This should be the same NPI that was used when creating an account to complete the training. The system will do a check automatically based on NPI, to ensure each provider who is logging in, has completed the training.
2. Medicaid ID
 - a. This is the Medicaid ID number of the beneficiary/Medicaid Health Plan enrollee that the assessment is being conducted for. This information can be found on the beneficiary's Medicaid ID card. This can also be found in CHAMPS in the eligibility inquiry. You will need to be an enrolled provider to be able to view this information. Please see [here](#) for further instructions and information if you are not currently an enrolled provider. Once enrolled and access obtained, utilize the eligibility inquiry, searching for the Medicaid ID using other member identifying information. [This link](#) also obtains further information and instructions on utilizing the member eligibility inquiry. The member ID is a 10-digit number that must be entered correctly to proceed. As a reminder, the assessment requirement is specific to Medicaid beneficiaries who are enrolled in a Medicaid Health Plan.

3. Medicaid Health Plan ID

- a. This is a 7-digit number indicating the health plan that the Medicaid beneficiary is enrolled with. As a reminder, this assessment requirement is only applicable for Medicaid beneficiaries enrolled in a Medicaid Health Plan. The name of the health plan can be gathered from the enrollee's ID card or found in CHAMPS when searching for the member in the eligibility inquiry. Once the Medicaid Health Plan name is located, utilize the below table to find the assigned health plan ID number. For example, 4318627 Health Plan ID is associated with Molina Healthcare of Michigan. This is the 7-digit health plan ID number that will be entered for the health plan ID field when logging in to complete the LOCUS Assessment.

<u>CHAMPS Provider ID/Health Plan ID</u>	<u>Medicaid Health Plan Name</u>
3094539	Blue Cross Complete
3293040	UnitedHealthcare Community Plan, Inc.
3397152	Priority Health Choice
4151587	Meridian Health Plan of MI, Inc.
4271790	Upper Peninsula Health Plan, Inc.
4304560	McLaren Health Plan
4318574	HAP Empowered Health Plan
4318627	Molina Healthcare of Michigan
4618768	Aetna Health Plan

Important Notes:

- The LOCUS webpage/tool is entry only; previously submitted assessments cannot be viewed or edited.
- Submitted assessments cannot be edited.
- If an error occurs, a new assessment must be submitted.
- Providers will have the opportunity to save results for their records before submission.
- Once the assessment is submitted, it is automatically sent to the MDHHS, nothing additional is needed from providers.