

**Category:** Access Request and Procedure

**Process:** Gaining Access: Qualified Mental Health Providers in CC360

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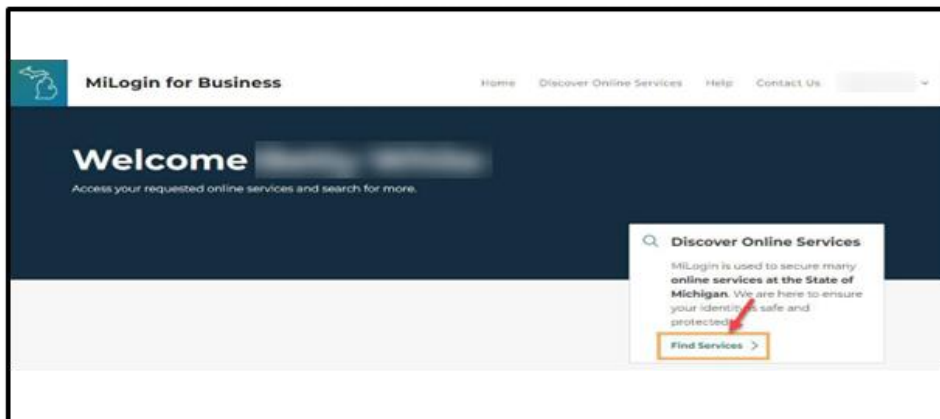
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### Before you begin

You may already have **DSA** on your MiLogin Home page because you have had to fill out an access request form for another application. If so, proceed to the **Accessing DSA** section.

### Request DSA Link for MiLogin

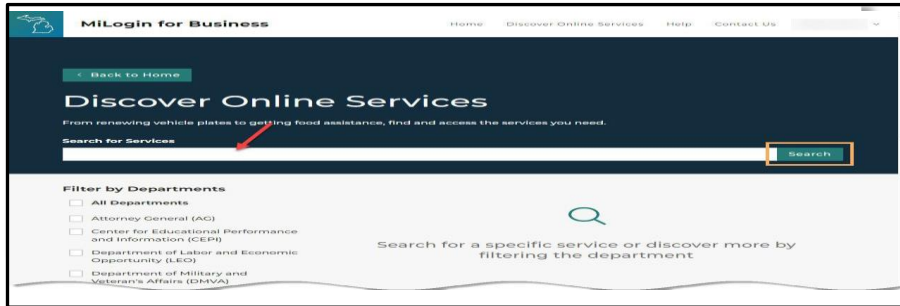
1. Access MiLogin: <https://milogintp.michigan.gov>. Click **Find Services**. The Discover Online Service screen displays.




2. Enter 'DSA' in the Search for Services field, select the Database Security Application (DSA) option that displays, and click Search.

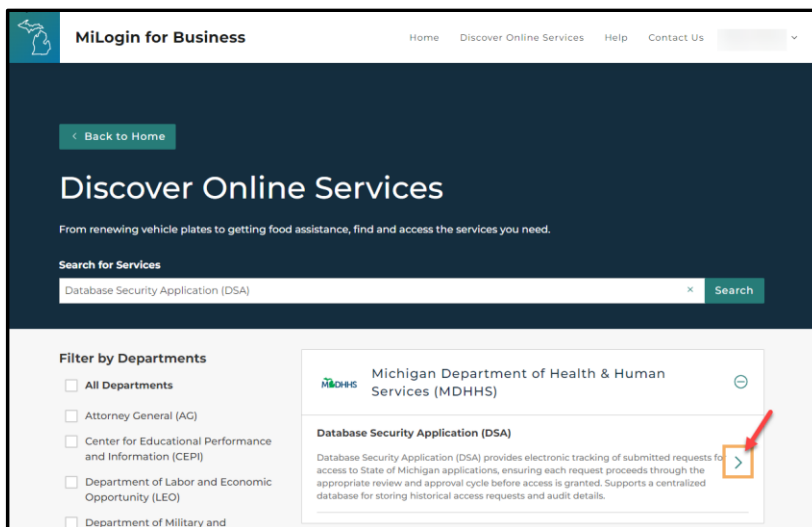
-OR-

Select 'Michigan Department of Health & Human Services (MDHHS)' in the Filter by Departments list scroll through the list of MDHHS applications that displays and locate the DSA option.

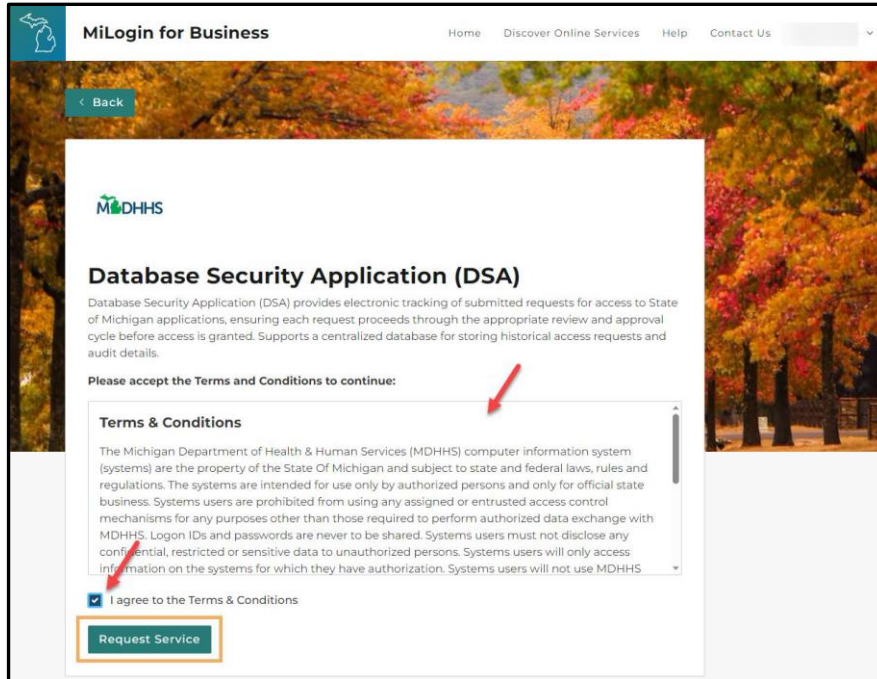


 **Note**  
If 'DSA' does not appear in the list, you already have the link on your MiLogin Home page.

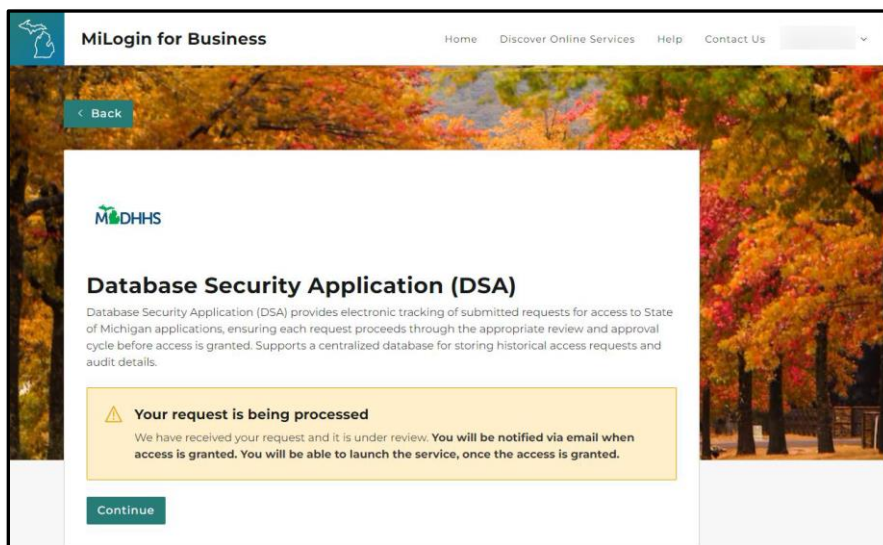
3. Click the arrow beside DSA. The DSA Terms & Conditions display



4. Review the DSA terms and conditions, select I agree to the terms & conditions, and click **Request Service**. The Request Service page displays.



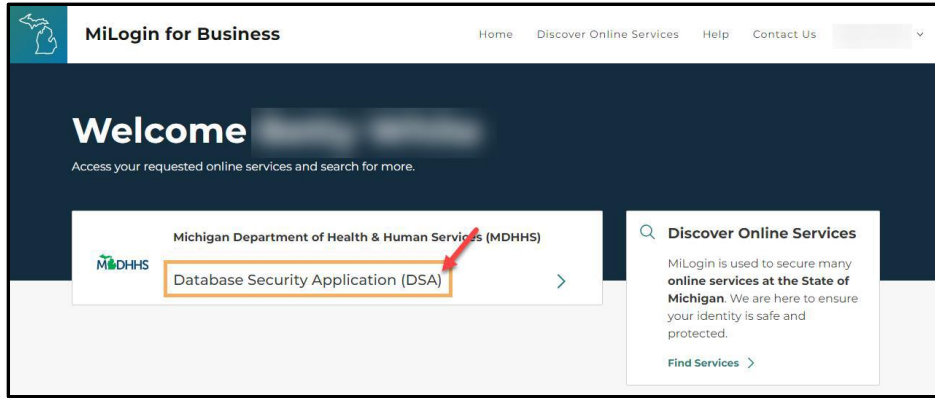
5. From the Request Service screen click Continue.



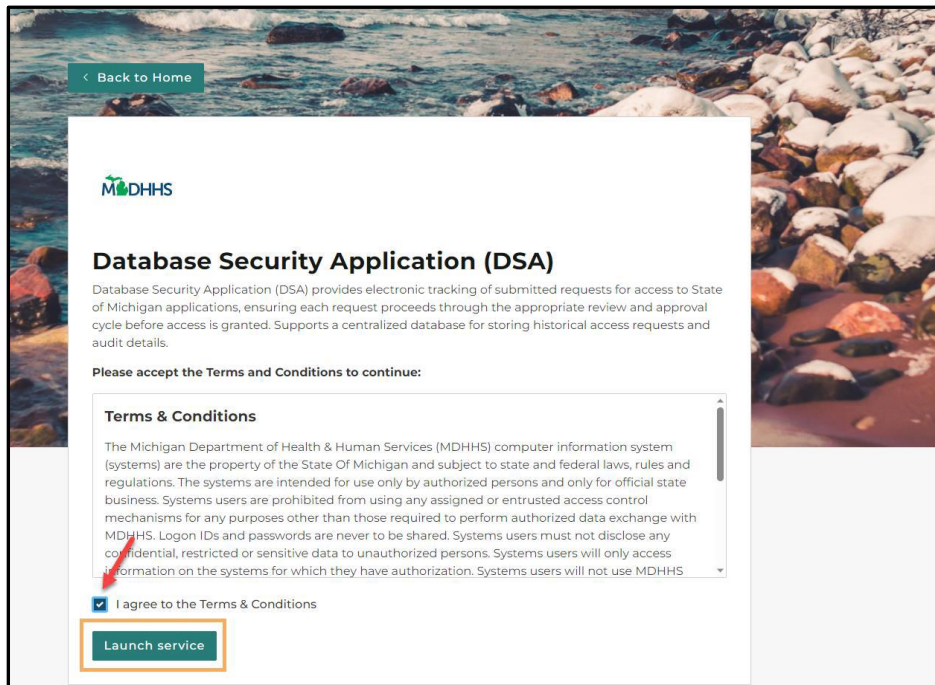
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## Accessing DSA

1. From the MiLogin Homepage. Click **DSA**.



2. Review the DSA Terms & Conditions. Select the **I agree to the Terms & Conditions** check box, Click **Launch service**. The DSA Demographics page displays.



- From the Demographics screen. Review prefilled information and update if necessary. Click Save. The “User details updated successfully” message displays.

Putting people first, with the goal of helping all Michiganders lead healthier and more productive lives, no matter their stage in life.

**MDHHS** Michigan Department of Health and Human Services

Welcome: testuser DSA v22.10.1024 (Staging)


Home Demographics Request Training Contact Email Exit

\* Indicates mandatory fields

Last Name *	User
First Name *	Test
Middle Initial	Middle Initial
Email Address *	testuser@michigan.gov
Area Code & Phone Number *	517-555-1234 Ext: <input type="text"/>
Fax Number	<input type="text"/>
Are you a State of Michigan Employee? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Organization Group *	State of Michigan
Employer Organization *	Dept. of Health and Human Services-Health Services
HRMN ID *	123456789 (If you don't have one please enter 999999999.)
Job Title *	Case Worker
Business Service Center (BSC)	5 (New field)
Supervisor Name (Last, First) *	Super, Sally
Supervisor Phone *	517-555-1111 Ext: <input type="text"/>
Supervisor Email *	supersally@michigan.gov
Office/Division/Section/Unit *	Joy Division
Primary Work Location - Name *	Downtown
Primary Work Location - Street Address *	111 Main Avenue
Primary Work Location - City *	Lansing
Primary Work Location - State *	MI
Primary Work Location - Zip Code *	48910
Security Training Completed Date	NO TRAINING COMPLETED
Privacy Training Complete Date	NO TRAINING COMPLETED

**Message** User details updated successfully.

**Action** [Save](#) [Cancel](#) [Help](#)



**Note**  
You may already have completed your DSA demographics because you have had to fill out an access request for another form or application and will be directed to the DSA home page.

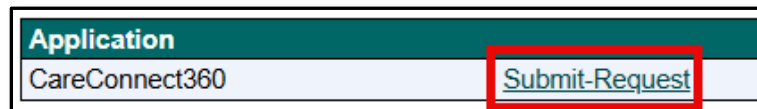
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## Complete CC360 Access Request Form for Qualified Mental Health Providers

1. Select Application Access from the Request sub-menu. The Security Form Selection page displays.



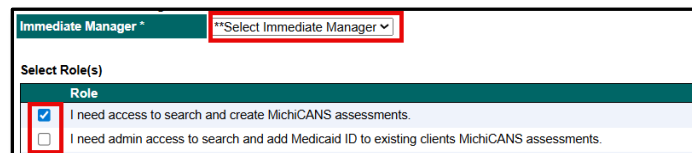
2. From the Security Form Selection screen locate *CareConnect360*. Click Submit-Request on the right. The Security Form Organization screen appears.



3. Check the box to agree to the rules and click the Agree box.

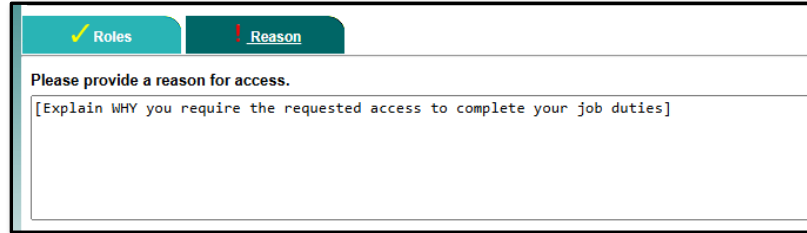



4. Select the MDHHS Sponsor from the Immediate Manager drop-down and select the Role(s) you need.



5. Click Save-And-Continue. The Reason tab appears.

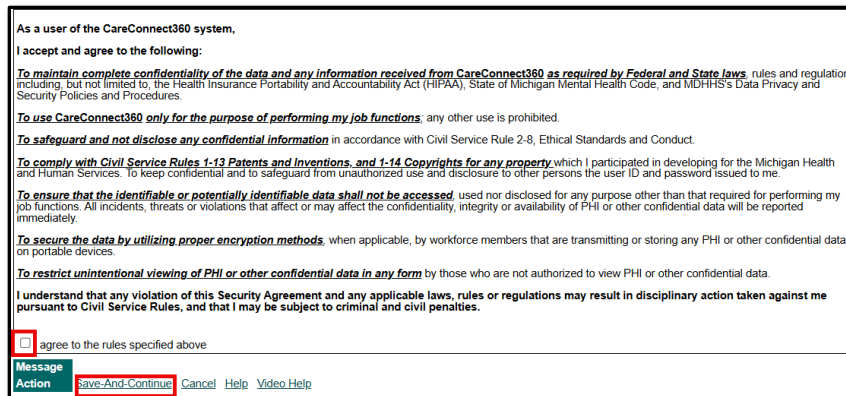
6. Enter a reason for access in the text box.





**Note**  
Please include National Provider Index (NPI) in your reason for access.

7. Click Save-And-Continue. The User Agreement tab appears.
8. Review the User Agreement and select the ***I agree to the rules specified above*** check box.
9. Click Save-And-Continue. The Review & Submit tab appears.



10. On the Review & Submit screen. Verify your CC360 access request details. If any additions or changes are needed prior to submission, click the tab to return, update, and re-save.

11. If there are no changes, click Submit-Request.

✓ Roles	✓ Reason	✓ User Agreement	Review & Submit
<b>Immediate Manager</b>			
<b>Selected Role(s)</b>			
<b>Role</b>			
I need access to search and create MichiCANS assessments.			
<b>Reason for Request</b>			
test			
<b>Message</b>			
<b>Action</b>			
<a href="#">Submit-Request</a> <a href="#">Continue-Later</a> <a href="#">Cancel</a> <a href="#">Help</a> <a href="#">Video Help</a>			

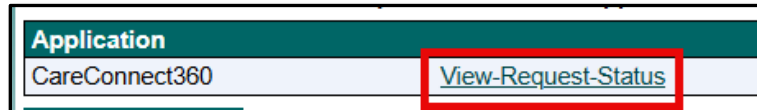
12. The Submission Confirmation Screen displays and the review and approval cycle begin.

<p>Your request for access to <b>CareConnect360</b> has been saved and submitted for processing.</p> <p>The submitted request will be automatically processed through the authorization process. You may return at any time to check the status of your request for access.</p> <p>Your request number is <b>335706</b>. You may print your Request for Access Receipt for this saved request by clicking <b>(Print-Receipt)</b> below.</p> <p><b>Action</b> <a href="#">Back-To-Home-Page</a> <a href="#">Print-Receipt</a> <a href="#">Help</a></p>
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### Track CC360 Request Status for Qualified Mental Health Providers

1. From the MiLogin Homepage. Click **DSA**.
2. Select **Application Access** from the **Request** sub-menu. The Security Form Selection page displays.
3. From the Security Form Selection screen locate *CareConnect360*. Click View-Request-Status.



4. On the Request Details screen, click  for all Review(s) to show details.

Role(s) Selected							
<b>Role(s) (Hide Details)</b>							
<b>Role</b>		Data Manager				<a href="#">More-Info</a>	
I need access to search and create MichiCANS assessments.							
<b>Request Reason</b>							
test							
<b>Review(s)</b>							
<b>Immediate Manager Review (Hide Details)</b>							
<b>Immediate Manager</b>		<b>Review Date</b>	<b>Reviewed By</b>	<b>Review Status</b>	<b>Review Comments</b>		
				Unreviewed			
<b>Data Manager Review (Hide Details)</b>							
<b>Role</b>	<b>Data Manager</b>	<b>Review Date</b>	<b>Reviewed By</b>	<b>Review Status</b>	<b>Review Comments</b>	<b>Director Comments</b>	
I need access to search and create MichiCANS assessments.				Unreviewed			
<b>Director Review (Hide Details)</b>							
<b>Director</b>		<b>Review Date</b>	<b>Reviewed By</b>	<b>Review Status</b>	<b>Review Comments</b>		
				Unreviewed			
<b>Training Manager Review (Hide Details)</b>							
<b>Training Manager</b>		<b>Review Date</b>	<b>Reviewed By</b>	<b>Review Status</b>	<b>Review Comments</b>		
Training Manager, MDHHS_Application_Security@michigan.gov				Unreviewed			
<b>Security Administrator Review (Hide Details)</b>							
<b>Security Administrator</b>		<b>Completed Date</b>	<b>Completed By</b>	<b>Review Comments</b>			
System Admin, mdhhs_application_security@michigan.gov							

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### Renew CC360 Access Annually

MDHHS applications require users to renew access, generally annually, to reaffirm the user's need for continued access.

The user receives email notification that a request has been initiated on their behalf. The user is then required to access the DSA, manually complete the application renewal request, and submit.

1. To start the Qualified Mental Health Providers CC360 Renewal process, return to the Complete CC360 Request form section above, click Continue-Request on step 2.

Application	
CareConnect360	<a href="#">Continue-Request</a>

2. Complete steps 3-12 in the Complete CC360 Request form section above.

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