

Admin Tab - CHAMPS

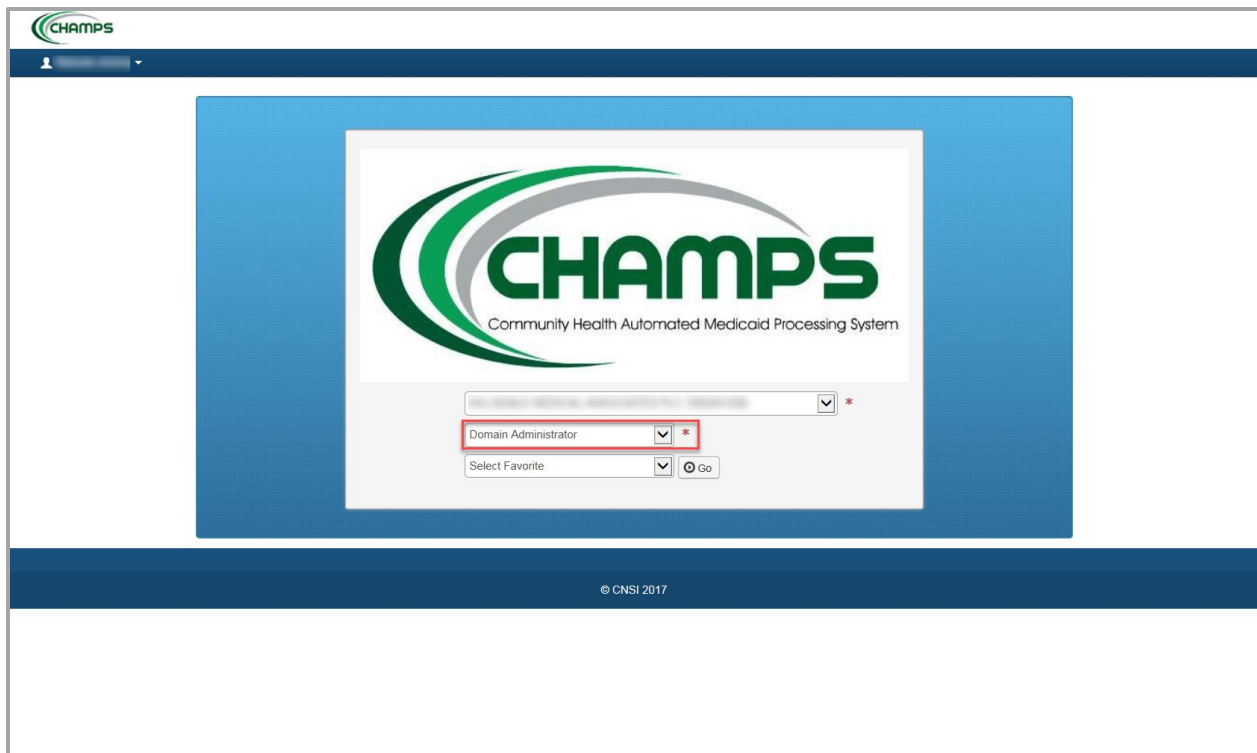
Domain Administrator

The domain administrator is the only one who will see the Admin Tab within CHAMPS. The domain administrator is also the only one who is able to assign or remove domain and profile accesses for CHAMPS users.

By default, the domain administrator is the first user who enrolls a provider (i.e., group, physician, facility, agency, and organization) within CHAMPS. In order for the domain administrator to assign or remove domain and profile accesses for CHAMPS users, the Domain Administrator profile must be selected under the appropriate Domain (Figure 1). Providers can jump to their desired section by clicking on one of the options below;

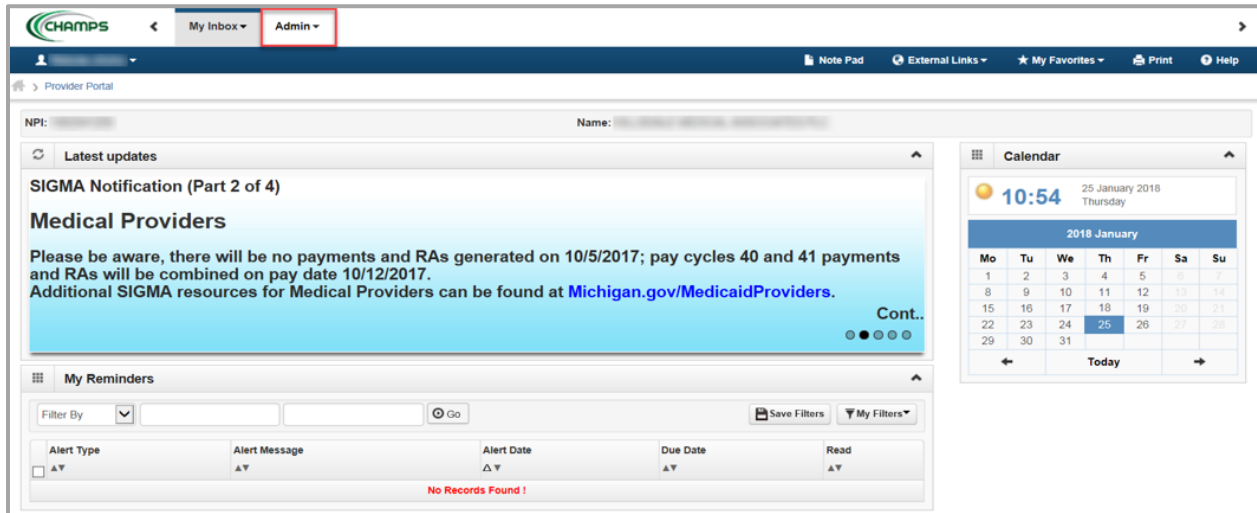
1. [Adding a new User to the NPI \(assigning domain rights\)](#)
2. [Updating a User Profile](#)

Figure 1: Domain Administrator Profile



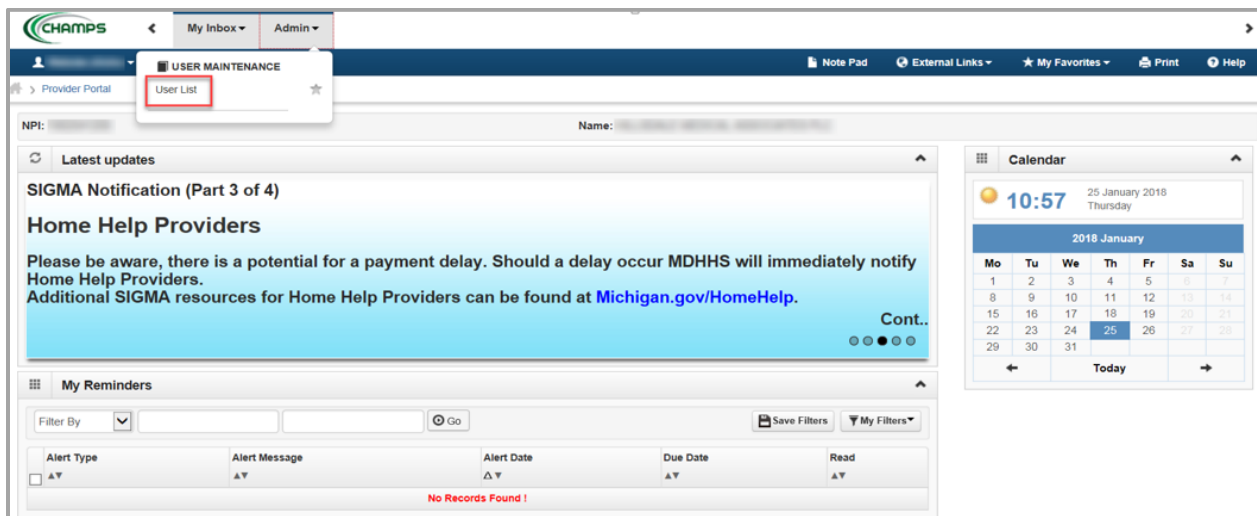
Adding a new User to the NPI (assigning domain rights):

1. Click on the Admin Tab



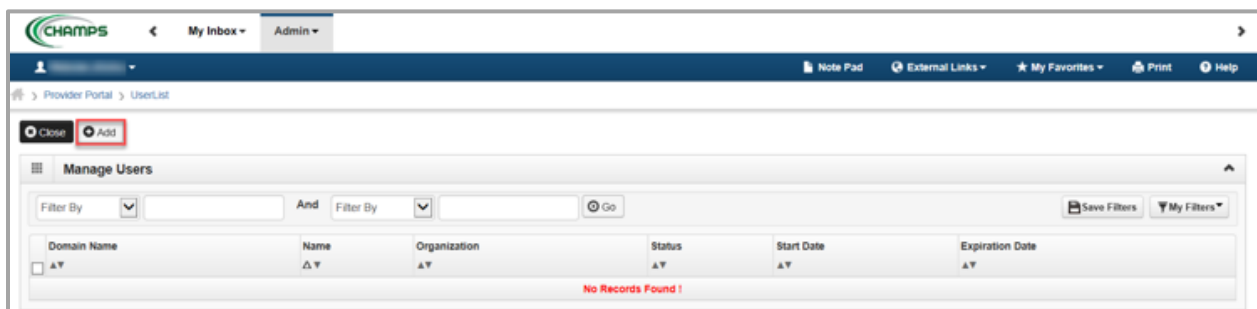
The screenshot shows the CHAMPS Admin Tab interface. The 'Admin' tab is selected and highlighted with a red box. The main content area displays a 'SIGMA Notification (Part 2 of 4) Medical Providers' with a message about payment cycles and a link to Michigan.gov/MedicaidProviders. A 'My Reminders' section below shows 'No Records Found!'. On the right, a calendar for January 2018 is visible, showing the current date as Thursday, January 25, 2018, at 10:54.

2. Select User List



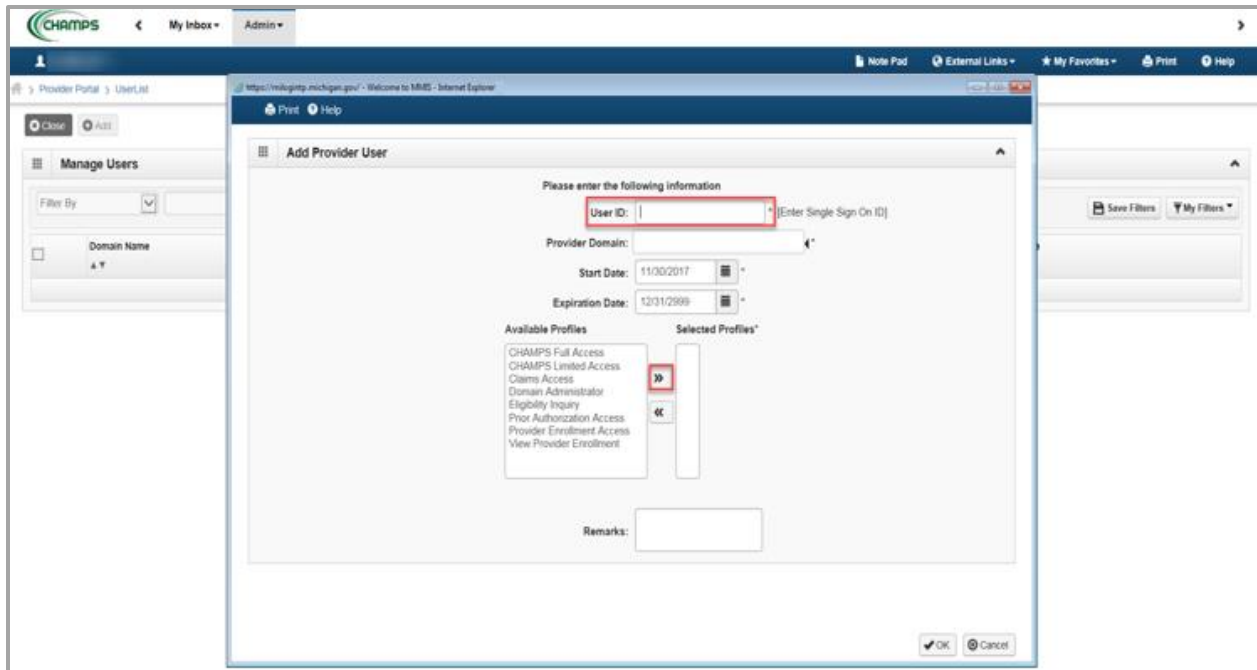
The screenshot shows the CHAMPS User Maintenance interface. The 'User List' option is selected and highlighted with a red box. The main content area displays a 'SIGMA Notification (Part 3 of 4) Home Help Providers' with a message about potential payment delays and a link to Michigan.gov/HomeHelp. A 'My Reminders' section below shows 'No Records Found!'. On the right, a calendar for January 2018 is visible, showing the current date as Thursday, January 25, 2018, at 10:57.

3. Click Add



The screenshot shows the CHAMPS Manage Users interface. The 'Add' button is highlighted with a red box. The main content area displays a 'Manage Users' section with a table for user management. The table has columns for Domain Name, Name, Organization, Status, Start Date, and Expiration Date. Below the table, it shows 'No Records Found!'. The interface includes filter options and a 'Go' button.

4. Enter the User ID
5. Select the appropriate profile(s) from the Available Profiles and click the arrows to add the profiles to the Selected Profiles



Available Profiles

- **CHAMPS Full Access:** Full Fee for Service access to Provider Enrollment, Prior Authorization, Eligibility, and Claims Subsystems
- **CHAMPS Limited Access:** View only access to Provider Enrollment and full Fee for Service access to Prior Authorization, Eligibility, and Claims Subsystems
- **Claims Access:** Access to Claims
- **Domain Administrator:** The individual to assign or remove domain and profile access for other CHAMPS users
- **Eligibility Inquiry:** Access to Eligibility only
- **Prior Authorization Access:** Fee for Service access to Prior Authorization only
- **Provider Enrollment Access:** Fee for Service full access to Provider Enrollment only
- **View Provider Enrollment:** View only access to Provider Enrollment

Additional Profiles that are available based on a provider's NPI enrollment information in CHAMPS.

- **Hospital Admission:** General hospital providers to enter admission
- **NF Admission:** Nursing facility providers to enter admissions
- **Hospice Admission:** Used by hospice providers to enter admissions
- **MI Choice Enrollment:** Used by MI Choice providers to enter MI Choice admissions
- **PACE Enrollment:** Used by PACE providers to enter PACE enrollments
- **SPF Admin:** Used by state psych facilities to enter admissions

- Once the appropriate profile(s) has been added to the Selected Profiles column for the User ID entered, click **OK**

The screenshot shows the 'Add Provider User' form in the CHAMPS system. The form is titled 'Add Provider User' and contains the following fields and sections:

- User ID:** A text input field with a note: "[Enter Single Sign On ID]"
- Provider Domain:** A dropdown menu.
- Start Date:** A date picker set to 11/02/2017.
- Expiration Date:** A date picker set to 12/31/2099.
- Available Profiles:** A list of profiles with arrows pointing to the Selected Profiles column:
 - CHAMPS Limited Access
 - Claims Access
 - Domain Administrator
 - Eligibility Inquiry
 - Prior Authorization Access
 - View Provider Enrollment
- Selected Profiles:** A list of profiles currently selected:
 - CHAMPS Full Access
- Remarks:** A text input field.
- Buttons:** 'OK' (highlighted with a red box) and 'Cancel' buttons at the bottom right.

If **CHAMPS Full Access is selected you do not have to select all other available profiles. CHAMPS Full Access provides user access to all available tabs within CHAMPS; exception admin tab.

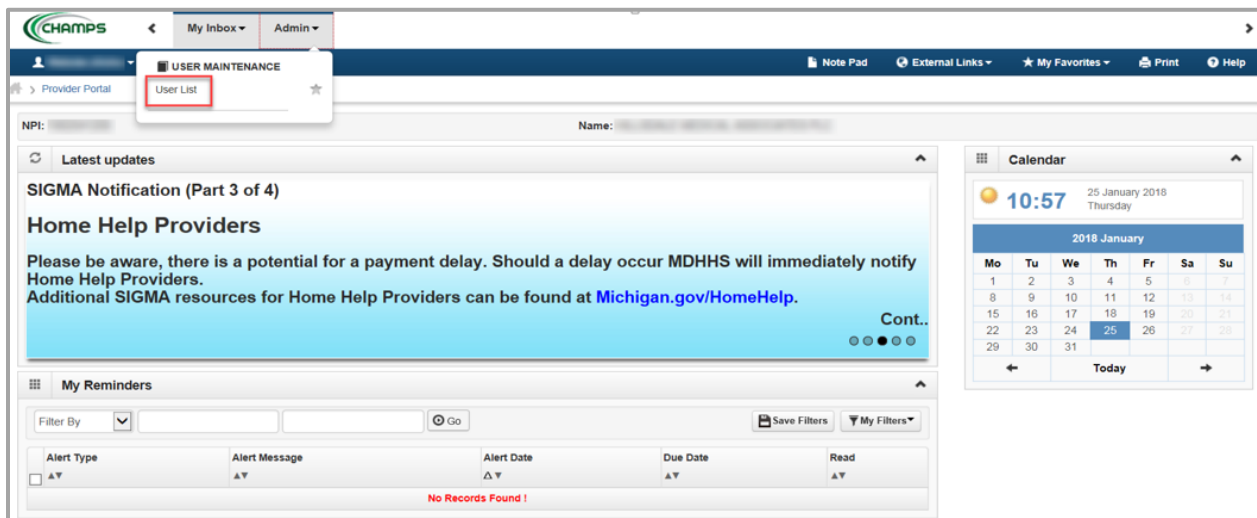
Updating a User Profile:

1. Click on the **Admin Tab**



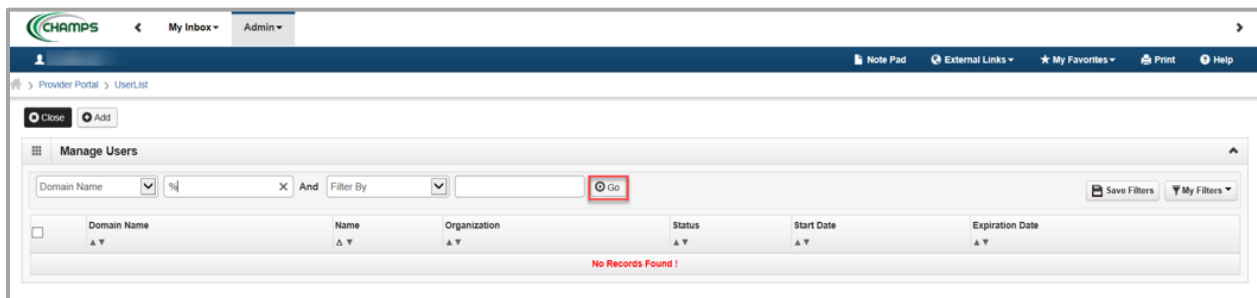
The screenshot shows the CHAMPS Admin tab selected. The main content area displays a 'SIGMA Notification (Part 2 of 4)' for 'Medical Providers'. The notification text states: 'Please be aware, there will be no payments and RAs generated on 10/5/2017; pay cycles 40 and 41 payments and RAs will be combined on pay date 10/12/2017. Additional SIGMA resources for Medical Providers can be found at Michigan.gov/MedicaidProviders.' Below the notification is a 'My Reminders' section with a table that shows 'No Records Found!'. A calendar widget on the right shows the date 25 January 2018.

2. Select **User List**



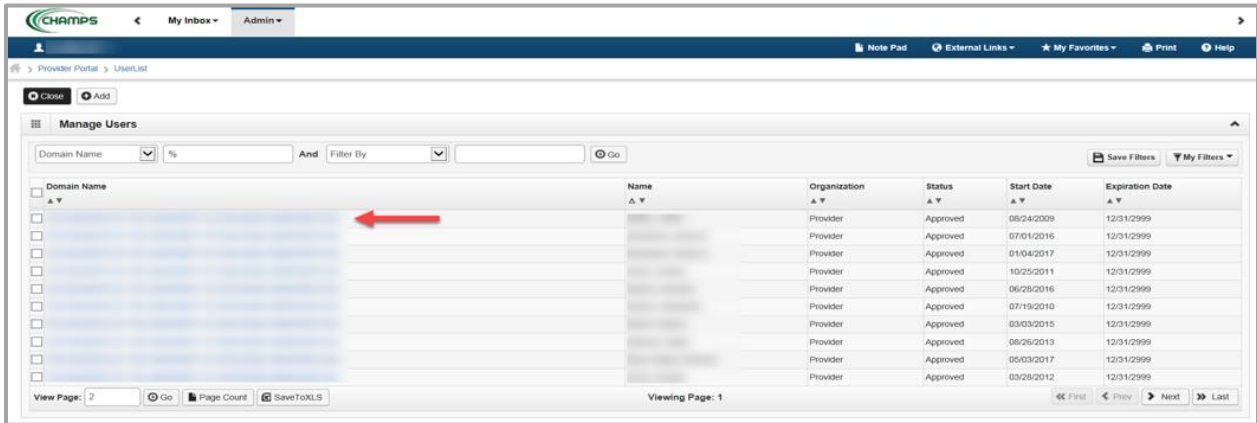
The screenshot shows the CHAMPS Admin tab with the 'User List' option selected in a dropdown menu. The main content area displays a 'SIGMA Notification (Part 3 of 4)' for 'Home Help Providers'. The notification text states: 'Please be aware, there is a potential for a payment delay. Should a delay occur MDHHS will immediately notify Home Help Providers. Additional SIGMA resources for Home Help Providers can be found at Michigan.gov/HomeHelp.' Below the notification is a 'My Reminders' section with a table that shows 'No Records Found!'. A calendar widget on the right shows the date 25 January 2018.

3. From the drop-down select **Domain Name** and enter % (this acts as a wildcard)
4. Click **Go**



The screenshot shows the CHAMPS User List search interface. The 'Domain Name' dropdown is set to '%'. The 'Go' button is highlighted with a red box. Below the search bar is a table with columns: Domain Name, Name, Organization, Status, Start Date, and Expiration Date. The table currently shows 'No Records Found!'.

5. Click on the **Domain Name** hyperlink for the User that needs to be updated



6. Optional updates for a user;
 - a. If the user no longer works at the office/facility an expiration date can be entered so they will no longer have access to the NPI
 - b. Profiles can be added/removed using the above direction
7. Once the user information is updated click **Save**, and then, **Close**

