



SUBJECT: MHMIS LOGON MADE EASIER

Directed To: All Provider Directors

As part of our ongoing effort to improve logon procedures, MHMIS logon screens will be modified to require one logon ID and one password. This modification will change *User's ID, Logon ID, and Staff Code* to be the same number and eliminated entering a staff code and assigned password on the LAMH Staff screen for MIS users. Users will be required to enter a Reporting Unit only on the LAMH staff sign on screen. Staff code and MIS password resides in MHMIS database and is linked to Reporting Unit. At entering of reporting unit, the system will automatically search MHMIS database for a match. If the logon ID and staff code do not match, the system will send an error message of "record not found."

When this new procedure is implemented, county employees who access MHMIS (i.e. data entry staff, viewer, client searchers, etc.) will no longer enter a zero plus their six digit employee number as a staff code. Contract employees who access MHMIS will no longer be assigned a staff code. County Employees logon ID is E plus six digit employee number (E012345). Contract Provider logon ID is C plus six digit number (C009999) assigned by ISD Downey Data Center. This new procedure will not change County and Contract provider employees who do not access MHMIS but who provide services that are entered in the system. Contract Providers will continue to assign physicians, clinicians and other staff who provide services a staff code for billing purposes. County physicians, clinicians, and other staff who provide services will continue to use a 0 plus six digit employee number as their staff code on UOFS logs.

During this implementation process, logon ID's and staff codes that can not be matched and logon ID's that have not been used during the last six months will be deleted. This purging process enforces security policy of logon every 30 days to maintain an active logon ID and limits access to required users only.

Implementation

Employees who require MHMIS access but:

1. have not logged on in the last 30 days,
2. are uncertain of their MHMIS logon status, or
3. had a name change subsequent to completing forms for MHMIS access

should contact MIS /Client Field Support before the new procedure is implemented.

Logon ID request

Any employee dropped from the system for non-usage must submit a County of Los Angeles Downey Data Center Registration Form with the prior logon ID to reactivate MHMIS access.

Forms

New employees requiring MHMIS access will continue to submit both the County of Los Angeles Downey Data Center Registration and the Staff Appointment and Termination forms.

If all goes well during testing phase, the modified logon procedure will go into effect December 1, 1999. You will be notified via the Help Screen at least two (2) weeks prior to the beginning date of the new procedure.

Attached: MHMIS logon screen
LAMH staff screen and
Registration Form