Medicaid Website PRISM Training Library Usage Guide



Overview

The Training Library is a collection of PRISM training videos grouped by Audience, then broken down by subsystem.

They are located at:

- <u>https://medicaid.utah.gov/c3-provider-</u> <u>training/</u>
- <u>https://medicaid.utah.gov/c3-state-user-training/</u>

Provider Trainings are those trainings specifically targeted for the Provider audience (our example for this document).

State User Trainings are trainings specifically targeted for the State User audience.

There will be some overlap since a few trainings are meant for multiple audiences.



C3 Training

Click to Reset

Search:

Group Search

Before opening any folder, in any Group, you can conduct a **Group Search** using any keyword, or combination of keywords. This will search in each folder for those keywords; this is useful if you already have an idea of what you are looking for but aren't sure exactly where it is.

 In the Search field type your keyword(s). Since this is an active search, it will begin once you stop typing. In a few moments your results will appear. The search is *not* case sensitive.

Notice how the results are from multiple **Categories**.

2. Click the **Reset** button next to the Search field to clear your results. This reset button *only* clears the results of your search, it does not reset the library, so be careful not to confuse it with the **Click to Reset** button.

				Click to Rese			
Provider Trainings	*	Document Tag +		Sear	ch: PRISM a	rcess ^o Reset	
Title	•	Summary	Categories	Tags	÷	Link	
Accessing FileNet		In this module, you will learn how to search for and export the list page data from PRISM to an Excel format.	General Services - GS	access, filenet,	provider	View/Download	
Accessing the Check Status Application/Referral Page		In this module you will be able to: Access the Check Status Appllication/Referral page from the Utah Medicaid website and External Links in PRISM.	Care Management - Care	application, ch status, provide referral, websi	er,	View/Download	

Folders and Search

Remember, Folders contain training modules based on their Subsystem, or **Category**. For example, the **Benefits Administration** – **BA** folder in the **Provider Trainings** Group contains all Provider trainings under the Benefits Administration – BA category.

The Benefits Administration – BA folder in the State User Trainings Group contains all State User trainings in that category. There will be some overlap since a few modules share audiences.

- 1. Clicking on a folder will display the corresponding trainings after a brief pause while the listing loads.
- 2. Search Fields allow you to search, by keywords, across each audience group.
- **3.** Click to Reset allows you to Globally reset the library display, clear all filters and search parameters. Simply click, and the page will refresh to its default settings.

Click to Reset is important, as you will see later, because each folder can be set to display individual results based on **Tags**. These tags are remembered until they are cleared. **Click to Reset** clears the set tags in all folders simultaneously, resetting them to their default state.

C3 Training

Provider Trainings







The C3 The PRISM Training Library Library

Columns

Once open, each folder displays **clickable columns**, allowing you to sort results alphabetically.

- **1.** Title The title of training module
- **2.** Summary A brief description of what is covered in each module
- **3.** Categories This is the Subsystem which groups corresponding trainings
- Tags Tags are keywords, based on title, description, and other metadata for each training module. Clicking on a specific tag will sort trainings that share that tag in that category. This can also be done by selecting a Tag from the Document Tag dropdown.
- **5.** Link This column displays the View/Download button for each module. Clicking this button will launch the module in a new tab. This is how you begin your training.

The **Click to Reset** button will globally reset the library display to its default values.

C3 Training

Benefits Admini					
Title 1		Categories ③	Tags 4	¢	Link
Rate Setting Overview	In this module, you will learn how the rate setting information is used by other subsystems to enforce State policy. You will also understand how the initial rates are loaded with a predefined interface file. The rates that are different based on factors we associate them with will also be discussed. This module will also disscuss how managed care rates are maintained and approved.	Benefits Administration - BA	overview, provider, rate, setting		View/Download
Reference Information Overview	In this module you will learn how the reference information is used by other subsystems to enforce State policy. You will also understand the source, mode of update, and update frequency for reference information. This module also explains the associations between the code sets and other attributes required for managing the reference information.	Benefits Administration - BA	information, overview, provider, reference		View/Download
Viewing Medicaid Code and Rate Information: Provider	In this module, you will learn how to view Medicaid code and rate information.	Benefits Administration - BA	charge, mode, provider, rate, view		View/Download
Viewing?	In this module, you will identify the standard set of viewable	Benefits	approval,		View/Download

Click to Reset

More About Tags

Tags are the most important function of this Library. They allow you to "zero in" on specific topics and keywords that may augment your Search.

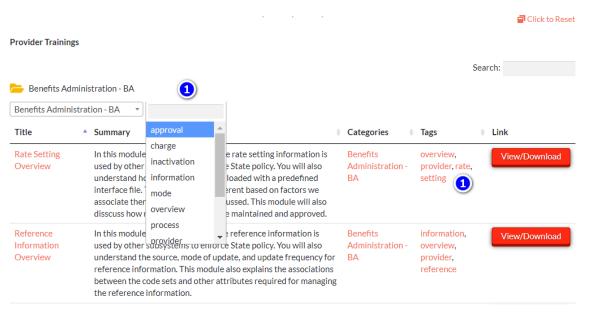
L. To use Tags, you can click the Document Tag dropdown to reveal *all available* tags for each Category (Subsystem). Alternatively, for a more *relational* approach, click a tag in the Tags column to see matching training modules that share that specific tag.

An example: Under **Benefits Administration – BA**, I want to find all **Overview** trainings.

To do this, click the **Overview** tag in the **Tags** column. This will sort and display all modules in this category that share the **Overview** tag.

The $\ensuremath{\textbf{Click}}$ to $\ensuremath{\textbf{Reset}}$ button will globally reset the library display to its default values.

C3 Training





Please don't hesitate to experiment with the PRISM Training Library, you won't break it!

If you have any questions about these training modules, please contact the PRISM Training Team:

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- David Brady <u>davidbrady@utah.gov</u>

For suggestions, technical questions, or to report issues, please contact:

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