

**Using the OMH
Security Management System
(SMS)
to Grant Access to the
PSYCKES-Medicaid Application**

Agenda

- Brief SMS Overview
- How to designate a security manager for your institution
- Creating a new user in SMS
- How the security manager grants PSYCKES access to users

What is SMS?

- OMH web-based application
- Facilities use SMS to authorize staff members to access certain OMH applications, including Mental Health Provider Directory (MHPD), Patient Characteristics Survey (PCS) and PSYCKES
- One or more local security managers (within the institution) are designated by Chief Executive Officer (CEO) / Executive Director (ED) as security managers
- Supported by OMH Help Desk: 800-HELP-NYS (800-435-7697)

Access to PSYCKES

- Access is managed via SMS
- Access is managed at the local level by one or more Security Managers designated by the hospital's CEO / Executive Director
- Hospitals will first need to enroll in SMS, sign a Confidentiality and Non-Disclosure Agreement (CNDA), and designate a Security Manager (SM)
- SM grants access to staff via SMS
 - Those who have OMH user ID in any program use same ID
 - Those who have OMH tokens use the same one for PSYCKES
 - If needed, tokens are automatically sent from Central Office
- **Every** user gets his/her own User ID and Token

Designating a Security Manager

- Contact OMH Help Desk, and request that they re-send to CEO/ED the e-mail with instructions for designating a security manager (goes to “Director” listed in MHPD)
- CEO/ED receives e-mail, which includes hospital-specific information and a link for self-registration
- CEO/ED simply forwards email to security manager
- Security Manager self-registers

Security Manager Self-Registration

- Log onto <http://smssr.omh.state.ny.us/>
- Accept confidentiality agreement
- Proceed to self-registration page, and enter
 - Name and title
 - Mailing address for token, e-mail address
 - Existing OMH User ID, if any
 - Date of birth and gender
- Token will be sent if needed

Security Manager Self-Registration

Agency Information:

Agency Name:

Address:

City State Zip:

Security Manager Information:

If you use any OMH application (e.g. WebSalute, CAIRS, MHPD, NIMRS, NYISER, PCS, etc.) please enter your existing OMH User ID in the box below. Otherwise, we will assign a new ID for SMS and you will need to keep track of your multiple User IDs.

If you DO NOT have an existing OMH User ID, please leave this box blank.

Existing OMH User ID:

First Name: M.I.: Last Name:

* Name:

* Date of Birth: * Gender:

* Title:

Mailing Address for SecurID® Tokens:

Use the Agency Address above as my Mailing Address for SecurID® Tokens

Use the following address as my Mailing Address for SecurID® Tokens:

Mailing Address:

P.O. Box:

City State Zip:

* Work Email:

* Re-enter Work Email:

* Work Phone #: Ext.:

* I have read and agree to the [Confidentiality & Non-Disclosure Agreement](#)

Token Activation

Security Manager Activates Tokens for Self and Users

RSA SecurID Web Express

Home | Tokens | Your Account | Help | Options | Logout

Activate Token

Complete this form after your request for a token has been approved.

* is a required field.

Token Request Approval Information

User ID:	PmUser
Activation Code:	12345678

Token Information

Token Serial Number: * See the illustration to the right to locate the serial number.

Your Serial Number

If you are activating a key fob, PINPad or standard card token, you may be asked to enter the token serial number. The serial number is on the back of your token.

Key Fob

This is the location of your serial number

Standard Card & PINPad

<https://sms.omh.state.ny.us/>

New York State Office of Mental Health

NEW YORK STATE
Office of Mental Health

Statement of Access and Confidentiality

WARNING: This computer system is solely for the use of authorized users for official purposes. Users of this system have no expectation of privacy in its use. To ensure that the system is functioning properly, individuals using this computer system are subject to having all of their activities monitored and recorded by system personnel. Use of this system evidences an express consent to such monitoring.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of, and consent to, these terms and conditions of use. If you do not agree to the conditions stated in this warning, LOG OFF IMMEDIATELY.

Userid:

Password or Passcode:

Note: To log-on with a new token, enter just the six digits displayed on the token device.

Login

© Copyright. 2006 New York State Office of Mental Health. All Rights Reserved.

Your Hospital's User List

New York State Wednesday, August 05, 2009

om Security Management System [SMS]

Office of Mental Health A-Home Vinod R. Ravikumar

Go To Help About Logout

Users

User List: **User Count = 65**

Select a userID from the list below to grant the user access to an application. (Currently, PSYCKES Medicaid and PCS are the only applications available.) If an individual is not listed, you can create a userID for him/her by clicking on the "New User" button and completing the "New User" screen.

Note: The list below may not include all OMH userIDs at your agency. In rare circumstances, UserIDs will not be displayed. If you need to grant access to a user missing from the list and you know the individual already has an OMH userID, please click on the "New User" button and then enter the individual's OMH userID on the "New User" screen.

Edit User ID	Name	Token Assigned
HJA12410	Adshs, Herald J.	requested: 07/29/2009
GA12410	Ahome, Garfieldmoore	no
AAB12410	Bhaumik, Amith A.	sent: 11/12/2008
L8633EZB	Brew, Erin Z.	no
JLC12410	Cary, James L.	no
L8633ESD	Daslkjd, Erin S.	no
GD12410	Derbyshire, George	requested: 07/01/2009
D	Dfdafadfd, Sdaff	no
12410DD	Dobre, Djien	no
ZJD12410	Donald, Zobre J.	no

Search for Existing Users

The screenshot displays the 'SMS: Users' application interface. At the top, there is a browser window title 'SMS: Users' and navigation icons. Below this is a table listing users with columns for 'Edit User ID', 'Name', and 'Token Assigned'. A red arrow points to the 'Search Criteria' section below the table. This section includes a form with the following fields:

- Agency: OMH Central Office
- Application: PSYCKES MEDICAID
- User ID: (empty text box)
- Name: Last Name: (empty text box) First Name: (empty text box)
- Show Deactivated User:
- Show Security Manager:

At the bottom of the search criteria section, there are two buttons: 'Clear Search Criteria' and 'Search'.

Edit User ID	Name	Token Assigned
ISTCMJA	Abbatiello, Matthew	yes
ISTCKEA	Adalian, Kristen	no
SOMS_A1	Admin 1, Soms	no
SOMS_A2	Admin 2, Soms	no
MHPDADMIN	Administrator, Mhpd	no
ADMINIST...	Administrator, Salute	no
SYRAGENT	Agent, Syracuse	no
ISTCNAA	Ahmad, Naushad	yes
COCCNXA	Aldrich, Norm B.	no
CORAJBA	Allen, John	expired

“New User” Button

New York State Wednesday, August 05, 2009

om Security Management System [SMS]
Office of Mental Health A-Home Vinod R. Ravikumar

[Go To](#) [Help](#) [About](#) [Logout](#)

Users

User List: **User Count = 65**

Select a userID from the list below to grant the user access to an application. (Currently, PSYCKES Medicaid and PCS are the only applications available.) If an individual is not listed, you can create a userID for him/her by clicking on the "New User" button and completing the "New User" screen.

Note: The list below may not include all OMH userIDs at your agency. In rare circumstances, UserIDs will not be displayed. If you need to grant access to a user missing from the list and you know the individual already has an OMH userID, please click on the "New User" button and then enter the individual's OMH userID on the "New User" screen.

Edit User ID	Name	Token Assigned
HJA12410	Adshs, Herald J.	requested: 07/29/2009
GA12410	Ahome, Garfieldmoore	no
AAB12410	Bhaumik, Amith A.	sent: 11/12/2008
L8633EZB	Brew, Erin Z.	no
JLC12410	Cary, James L.	no
L8633ESD	Daskjkd, Erin S.	no
GD12410	Derbyshire, George	requested: 07/01/2009
D	Dfdafadfd, Sdaff	no
12410DD	Dobre, Djien	no
ZJD12410	Donald, Zobre J.	no



Creating a New User

User Information:

If the user has an existing OMH User ID, please enter it in the User ID box. If the user does not have an OMH User ID, please leave the User ID box blank. SMS will auto generate a new User ID.

User ID:

* First Name:

M.I.:

* Last Name:

Name:

* Date of Birth:

* Gender:

* Title:

* Email:

* Agency:

A-Home

SecurID® Token:

Not assigned

Create User

Users

Edit Existing User(s)

SMS: Users

User ID	Name	Token Assigned
ISTCMJA	Abbatiello, Matthew	yes
ISTCKEA	Adalian, Kristen	no
SOMS_A1	Admin 1, Soms	no
SOMS_A2	Admin 2, Soms	no
MHPDADMIN	Administrator, Mhpd	no
ADMINIST...	Administrator, Salute	no
SYRAGENT	Agent, Syracuse	no
ISTCNAA	Ahmad, Naushad	yes
COCCNXA	Aldrich, Norm B.	no
CORAJBA	Allen, John	expired

Search Criteria:

Agency: OMH Central Office

Application: PSYCKES MEDICAID

User ID:

Last Name: First Name:

Name:

Show Deactivated User

Show Security Manager



Edit User Screen

Edit User Information / Access Type(s)

New York State
omh Security Management System [SMS]
Office of Mental Health OMH Central Office Kate M. Sherman
Go To Help About Logout

Tuesday, December 21, 2010

Edit User

User Information:

User ID: ISTCKQS

Name: * First Name: Kate M.I.: M * Last Name: Sherman

Date of Birth: _____ Gender: _____

Title: Program Manager

Email: kate.sherman@omh.state.ny.us

Work Phone #: (212) 543-6180 Ext.: _____

Agency: OMH Central Office

SecurID® Token: Not assigned

Last Updated By: Kate M. Sherman on 12/20/2010 05:21:32 PM

[New User](#) [Update](#) [Deactivate](#) [Reset Password](#) [Users](#)

Mental Health Provider Directory [MHPD]

Authentication: Password or Token

Groups:

Group Name	Description
<input type="checkbox"/> Administrator	
<input type="checkbox"/> County - Admin	Has all the County User functionality and can edit the county DMH's Facility maintenance page and update the facility record
<input type="checkbox"/> County - User	Has the same functionality as a Provider User for each facility in the county
<input type="checkbox"/> Field Office - Admin	
<input type="checkbox"/> Field Office - User	
<input type="checkbox"/> Provider - Admin	Has all the Provider User functionality and can edit the facility maintenance page and update the facility record

Scroll down to PSYCKES-Medicaid

The screenshot shows a web application window titled "SMS: Edit User". The interface is divided into several sections. At the top, there are two checkboxes: "Statewide - Viewer" and "System Auditor". Below this is the "Patient Characteristics Survey [PCS]" section, which includes an "Authentication" field set to "Password or Token", a "Groups" list with "PCS Submitter OA" and "PCS Supervisor OA", and a "PCS Access" table with a header "Facility/Unit/Site Name". A checkbox "Show units and sites not assigned to the PCS Submitter group:" is located below the table. The "Psychkes Medicaid [PSYCKES MEDICAID]" section is highlighted with a red arrow and includes an "Authentication" field set to "Token", a "Groups" list with "PsychkesMedicaid (" and "PsychkesMedicaid Registra...", and a "Provider ID's" field with "Provider ID".

Statewide - Viewer
System Auditor

Patient Characteristics Survey [PCS]

Authentication: Password or Token

Groups:

Group Name	Description
<input type="checkbox"/> PCS Submitter OA	A Person assigned by the Security Manager to enter/edit data and view/print reports in the PCS application for the units or sites with which he is associated.
<input type="checkbox"/> PCS Supervisor OA	Allows user to see and enter data for ALL unit/sites, and further allows user to upload and download facility data and reports.

PCS Access:

Facility/Unit/Site Name

Show units and sites not assigned to the PCS Submitter group:

Psychkes Medicaid [PSYCKES MEDICAID]

Authentication: Token

Groups:

Group Name
<input checked="" type="checkbox"/> PsychkesMedicaid (
<input type="checkbox"/> PsychkesMedicaid Registra...

Provider ID's:

Provider ID

Select Access Type

SMS: Edit User

Show units and sites not assigned to the PCS Submitter group:

Psyches Medicaid [PSYCKES MEDICAID]

Authentication: Token

Groups:

Group Name
<input checked="" type="checkbox"/> PsychesMedicaid
<input type="checkbox"/> PsychesMedicaid Registrar

Provider ID's:

Provider ID

Access Types

- PSYCKES-Medicaid
 - Granted to **ALL** PSYCKES users at the hospital
 - Access to all PSYCKES data, at the hospital, clinic, prescriber and client levels
- PSYCKES-Medicaid Registrar
 - Access granted as needed, in addition to PSYCKES-Medicaid access
 - Uses PSYCKES Consent Module to attest that consumer has granted consent to access Protected Health Information (PHI), or that PHI may be disclosed due to an emergency
 - Request access in SMS; access approved for each clinic after one person from that clinic attends Consent Module Webinar

Update and Return to User List

SMS: Edit User

New York State **om** Security Management System [SMS] Office of Mental Health OMH Central Office Tuesday, December 21, 2010
Kate M. Sherman

[Go To](#) [Help](#) [About](#) [Logout](#)

Edit User

User Information:

User ID: ISTCKQS

Name: * First Name: Kate M.I.: M * Last Name: Sherman

Date of Birth: _____ Gender: _____

Title: Program Manager

Email: kate.sherman@omh.state.ny.us

Work Phone #: (212) 543-6180 Ext.: _____

Agency: OMH Central Office

SecurID [®] Token: Not assigned

Last Updated By: Kate M. Sherman on 12/20/2010 05:21:32 PM

Mental Health Provider Directory [MHPD]

Authentication: Password or Token

Groups:

Group Name	
<input type="checkbox"/> Administrator	
<input type="checkbox"/> County - Admin	Has all the County User functionality and can edit the county DMH's Facility maintenance page and update the facility record
<input type="checkbox"/> County - User	Has the same functionality as a Provider User for each facility in the county
<input type="checkbox"/> Field Office - Admin	
<input type="checkbox"/> Field Office - User	
<input type="checkbox"/> Provider - Admin	Has all the Provider User functionality and can edit the facility maintenance page and update the facility record

Token Activation

- Tokens are sent to Security Manager, who activates them for all users before passing them to users.
- Users then log onto PSYCKES and establish Personal Identification Numbers (PIN) to be used in conjunction with token number.

Suggested Phase-In

- As soon as possible:
 - PSYCKES-Medicaid access for all members of Quality Improvement (QI) Team, and selected additional staff
 - PSYCKES-Medicaid Registrar access for 1-2 members of QI team
- During CQI project, determine how PSYCKES will be integrated into clinic operations:
 - Extend PSYCKES-Medicaid access to prescribers and other staff
 - Extend Registrar access to those who will consent clients and/or attest that clients have consented

Next Steps

- Contact Kate Sherman to ascertain the name of your institution's Security Manager(s)
- If necessary, contact OMH Help Desk to initiate the process of assigning new/additional Security Manager(s)
- Provide Security Manager with PSYCKES users' data:
 - Name and title
 - E-mail address
 - Date of birth and gender
 - Existing OMH User ID, if known
 - Type of access: PSYCKES-Medicaid only? or also Registrar?
- Security Manager creates new users and grants access to existing users
- Optional: one person from each clinic attends consent module training and completes brief form

Resources and Contact Information

- PSYCKES website:
 - Go to: www.psyckes.org →
 - Select at left: “QI Teams” →
 - See “Using PSYCKES” drop-down menu →
 - Select “Access to PSYCKES”
- [OMH Help Desk](#)
800-HELP-NYS (800-435-7697)
- [PSYCKES-Help](#)