

Frequently Asked Questions About the Blueprint Portal

As of 2/22/2021

1. *****Do I enter all of my Community Health Team staff?*****

Only enter a CHT staff member (PCMH CHT, WHI, MAT) whose salary is funded in whole or in part by Blueprint dollars. If the funding is shared between Blueprint dollars and another funding source, you can enter that information under 'secondary funding source'. The FTE entered should correspond to the FTE funded by the Blueprint.

2. **Should I delete CHT staff funded by other entities that I have already entered?**

No, you do not need to delete previously entered staff, however going forward do not enter those staff.

3. **Where do I enter WHI/MAT staff?**

All CHT staff of all types should be entered into the BP CHT Staff View. Make sure to choose the correct CHT Staff type:

If the CHT staff is, **WHI** the staff type should be **WHI**.

If the CHT staff is **spoke** staff, the staff type should be **MAT**.

4. **Do I enter any grant staff? Program Manager OR Regional Self Mgt Coordinator?**

In the portal only enter the CHT FTE's and any persons associated with that. You do not enter any grant staff. However, if you Regional Self Mgt Coordinator does any other BP funded position that would need to be entered.

5. **What if any individual entered into the portal leaves their position?**

If any individual entered into the portal leaves their position, enter a termination date in their edit view. Do not delete the individual.

6. **What if a practice closes?**

If a practice closes please notify Blueprint and we will close your practice in the Portal.

7. **Who is responsible for updating?**

The Program Manager or designee is responsible for updating the Portal. The Program Manager is responsible for ensuring that the information in the portal is up to date.

8. How do I enter a new practice?

First search to see if the practice already has an existing record in the Portal. If not, from the Practices View, click on the “Add Practice” button and enter all of the practice information available (and remember to click the “Submit” button). Then notify Jenn Herwood at the Blueprint with the name and Practice ID of the new practice, as well as the expected Blueprint payments start date (which Jenn will verify and enter, based on the NCQA or WHI participation information you have entered into the record).

9. (For WHI practices only) When entering a provider at a WHI participating practice, should I mark that provider as ‘WHI Specialist Provider Participating’?

If the provider is practicing at a WHI specialty practice, then this box should always read ‘Yes’. If the provider is practicing at a WHI PCMH, this box should only be checked if the provider is NOT also a primary care provider on the practice’s roster for PCMH payments.

10. Do I need to enter into the portal practices that are only Spoke practices and not PCMH or WHI practices? For example, practices that specialize in treatment for SUD such as Phoenix House in Burlington, Treatment Associates, Valley Vista, SaVida, etc.

Practices that are not WHI or PCMH practices do not need to have entries under the ‘Practices’ view. However, if there are any Spoke CHT staff at these practices make sure to add their practice location information to the ‘Staff Location Notes’ field in the CHT staff edit view.

11. Funding Source Definitions – BP CHT Staff

- a. **Administrative Entity (non-Blueprint Funding) - Funding other than Blueprint Funds.**
- b. **Blueprint HSA Grant Funding – Funding through the BP Grant (ex. BP Program Manager and Self-Management Regional Coordinator)**
- c. **Blueprint Payer CHT Funding for Primary-Care and WHI at PCMH - Blueprint program CHT funds this position for CHT program.**
- d. **Blueprint Payer PCMH Funding - Blueprint program PCMH funds this position for CHT program.**
- e. **Blueprint Payer CHT Funding for MAT/Spoke Support - Blueprint program CHT funds this position for MAT/Spoke support.**
- f. **Blueprint Payer CHT Funding for WHI Specialty-Practice Support (Non-PCMH) - Blueprint program CHT funds this position for WHI Specialty-Practice Support (Non-PCMH)**
- g. **Other**