

Blueprint for Health Web Portal at VITL

User Guide

Last updated 3/22/2023

For questions on using the *Blueprint for Health Web Portal* or for help with account information, including password changes, please contact the Blueprint Portal Administrator listed here:

<https://blueprintforhealth.vermont.gov/contact-us>



Logging In and Navigating the Portal

- Logging In:
 - To log in to the new Blueprint Portal go to the following URL
 - <https://vitl.knack.com/blueprint-portal-at-vitl>
 - Once you have reached that page entered your username (this should be your email address) and the most recent password you created for yourself. To reset (or initially create) your password, click on the “forgot?” link on the login page and follow the on-screen instructions.
- Password Security
 - Users will be locked out after 10 unsuccessful login attempts. If a user is locked out, they will need to wait at least 15 minutes before they can try again.
 - Occasionally, the Blueprint Portal Administrator will require you to change your password. When that happens, you will need to choose a new password that you have not previously used. To change or reset your password, click on the “forgot?” link on the login page and follow the on-screen instructions.
- Session Timeout
 - After 55 minutes of inactivity, users will be asked if they want to keep the session alive. They can choose to continue or logout.
 - Users will automatically be logged out after 60 minutes of inactivity.

Blueprint Portal at VITL

Login

Enter your email address and password to login.

Email Address

Password (forgot?)

Sign In

- Navigating the Blueprint Portal:
 - The menu items at the top of the application window will take you to the main sections of the Portal where you can search for and edit information related to your role.
 - CHT Staff – go here to update CHT, MAT, and WHI staffing
 - Practices – go here to update practice information.
 - Individual Providers – go here to update provider information
 - **Important Notes on Data Submission:**
 - When inside a CHT, practice, or provider record **you need to click the Submit button at the bottom of the form (or hit the Enter key on your keyboard) to save any edits you have made.** You will receive a message “Form successfully submitted” when the information you have

entered has **been successfully saved.**

- For numeric fields if you enter any data other than a number (e.g. letters or symbols) and then click “Submit”, the value for that field will default to zero.
- Correct practice billing NPIs and correct individual provider NPIs are required to enable patient attribution and Blueprint payments from insurers.
- In each form you can select “Add filters” to pull specific data.

Blueprint Portal at VITL

Welcome Page CHT Staff ▾ Practices ▾ Individual Providers ▾ Linkage of Practices to Providers ▾

Logged in as **Jennifer Herwood** - [Account Settings](#) - [Log Out](#)

Welcome to the Blueprint Portal at VITL!

Some reminders:

- * Use the drop-down menus above to navigate through this Portal.
- * After entering or editing any data, you will need to click the "Submit" button for the new data to be saved.
- * For numeric fields, if you enter any data other than a number (e.g., letters or symbols) and then click "Submit", the value for that field will default to zero.
- * Correct practice billing NPIs and correct individual provider NPIs are required to enable patient attribution and Blueprint payments from insurers.
- * For assistance with this portal, please contact Jenn Herrwood at jennifer.herwood@vermont.gov, Laura Wreschnig at laura.wreschnig@vermont.gov, or Tim Tremblay at timothy.tremblay@vermont.gov.

[Open Blueprint Contacts Page](#)

Add Filters



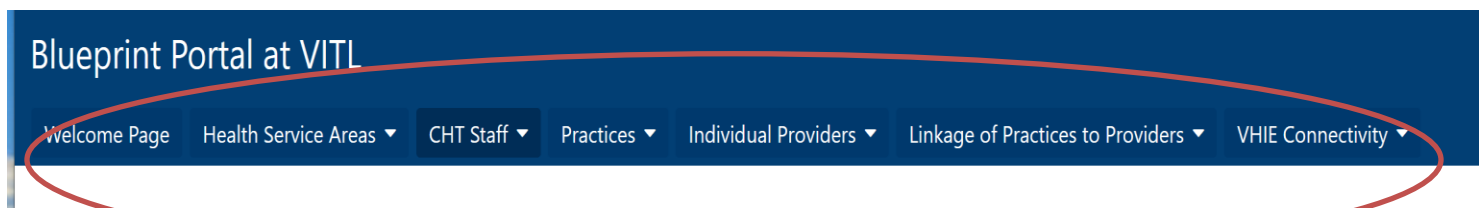
Where

Health Service Areas / CHTs and CHT Staffing

To access the Health Service Areas and Community Health Teams (CHT) and Staffing module, select the CHT Staff menu items from the panel on the top. You can either select view (to view or edit) or export (to download a report in csv format).

*Updating this CHT Staff information meets the CHT/MAT/WHI Staffing component of the Data Collection and Entry requirements of the project manager – “Each quarter, prior to the 15th day of the first month of each calendar quarter, the Project Manager or designee shall enter and update CHT/MAT/WHI staffing information.”

- CHT Staff View:
 - Opening this view will allow you to see a list of CHT staff members. You can adjust the number of records displayed per page
 - Editing a CHT Staff Member:
 - Edit a Staff Member: On the far right of each CHT staff record in the table, select edit. After you have made your edits, select the Submit button at the bottom of the form or press your enter key.
 - Add a Staff Member: Find and click the Add CHT Staff button above the CHT Staff View table. Enter the information into the form and then select the Submit button.
 - ***IMPORTANT STEP:** Enter in the credentials of the staff member. Options are CHT or MAT or WHI. If you have a staff member that supports two of the three categories, two separate staff member entries must be created, one for (example: MAT) and one for (example: WHI). You can label the staff members last name in one record as [Last Name] – CHT and in the other record as [Last Name]
 - Enter WHI/MAT/CHT Staff information including FTE and funding information in the form. *If you have any questions about the FTE and funding streams supporting this staff member, please contact the Blueprint Portal Administrator.
 - **MOST IMPORTANT STEP: To Save any updates: Press the Submit button after entering all required data fields.**
 - **Staff Credential – “Other” should rarely be used.**
 - **Under CHT Tab Click on “PM CHT Staff Incomplete” to see which of your CHT records are incomplete. This should be done at least quarterly.**



PM CHT Staff Add

Health Service Area *

Staff Last Name *

Staff First Name *

Staff Title

Staff Credential

Staff Credential "Other" Note

If credential = "Other", please specify.

Staff FTE Decimal

Staff Type

Staff Start Date

Staff End Date

Practices and Providers

To access the Practices and Provider rosters, select the Practices View menu item from the panel on the top.

- Adding and Editing Practices. After selecting the Practices View menu item on the top, you will see a list of practices you have permission to edit. As a project manager, these are generally all the practices in your HSA.
 - To edit a practice, select the *Edit* link.
 - To add a new practice, select the *Add Practice* button at the top and a blank practice form will open. The practice ID will be automatically assigned. *Please contact the Blueprint Portal administrator if you are adding a practice due to a change in billing NPI.*
- Some fields, such as payment start and end dates, will be editable only by a few Blueprint staff, and will be read-only for most users.

- Updating Practice Information
 - If there have been any changes to practice names or billing NPIs, please contact the Blueprint Portal Administrator prior to making any changes. *Project managers are responsible for keeping the Blueprint portal updated with all billing NPIs that the practice uses. Please monitor this on a quarterly basis.
 - Update the practice contact information if there has been a change in the primary Blueprint contact person for the practice. This is extremely important as all Blueprint communications on payments and evaluation are sent to this person. Please list an actual contact person at the practice itself, as we already know which Program Managers are associated with which practices, and Program Managers are generally cc'd on all Blueprint communications with practices.
 - Update the practice information on at least a quarterly basis, including the practices' self-reported total unique patient counts, as specified in the Data Collection and Entry requirements of the project manager in the Health Service Area contracts.

- Finding Providers
 - IMPORTANT: Always search for a provider prior to adding a new provider record.
 - **Accurate individual NPIs are required for each provider for the purposes of patient attribution and Blueprint payments. Each provider's NPI must be unique in the database.**
 - If a provider cannot be found, they can be added by selecting the button Add New Individual Provider to Portal.
 - Providers can be edited by selecting the "edit" link on each provider's record.

- Adding and Editing Providers
 - The first two sections are specific to the provider, including name, credentials, scope of practice, and provider NPI. NPIs are required and must be unique in the database.
 - Linkage of Practice to Provider information is specific to the provider at the practice, such as "percent FTE" and "effective date".
 - If a Provider is at more than one Practice, be sure to include the "percent FTE" at each practice.
 - After all required fields are completed, the Submit button will save your changes. Remember to Submit before navigating away from the page.

Add Practice

PM Practices View

search by keyword

search

Add filters

healthSvcAreaDsc is Barre ×

practiceNameAndIds 

healthSvcAreaDsc

Edit DataPractice

[PM Practices View](#) > [PM Practice Add](#)

PM Practice Add

Health Service Area *

Select



Practice Name *

Billing Name

Parent Organization

Select



Type of Practice

Select



Affiliation Type

Select



Practice Specialty (Multi-Pick)

Select...

NPI

Primary billing NPI. Must be 10 digits. Required for payments.

NPI Type

Select



Billing NPI In-List

[Open NPI Registry Lookup](#)

[Add Individual Provider to Portal](#)

PM Individual Providers View

search by keyword

Showing 1-10 of 1705

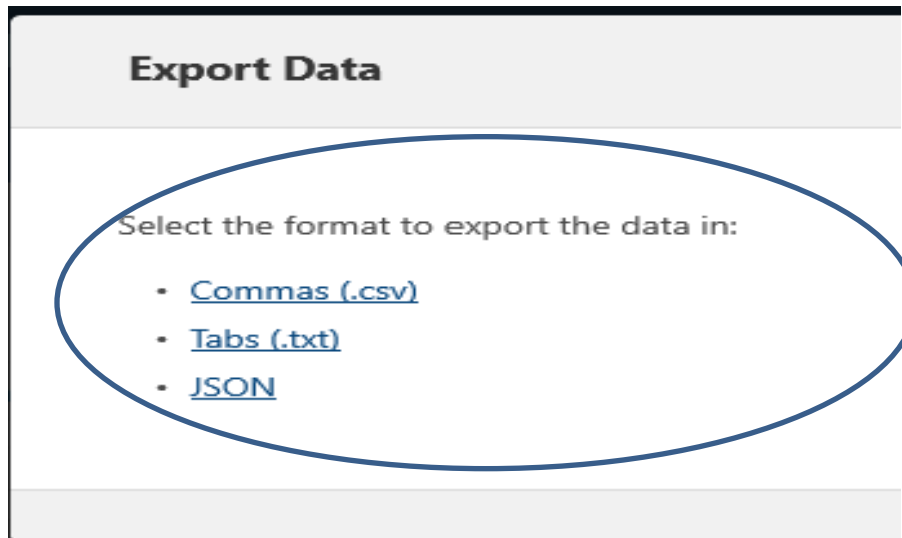
10 per page Page 1 of 171

providerFullName <input type="button" value="v"/>	providerCredentials	primaryScopeIndicator	Edit DataProvider
AA Test, AA Test (1099) [1025]	APRN	Both	edit
AAA test, AAA test (1098) [1024]	APRN	Both	edit

Reports

Project managers can access reports by selecting the button from the panel on the top.

1. Creating a Report – You have access to the following reports:
 - a. CHT Staff Export – A summary report generated by HSA
 - b. Practice Export - A Summary of all Practices
 - c. Individual Provider Export – A summary of all Individual Providers
 - d. Linkage of Practices to Providers Export - A summary of provider information specific to a particular practice location.
 - e. After you have selected the Report – Select Export button to download. You will be given the option of Commas (.csv) or Tabs (.txt) or JSON. (.Csv files can be opened in Microsoft Excel by default for most users.)



Spoke Providers in the Blueprint Portal

Updating the Blueprint Portal with the Spoke Providers and the latest location (practice) of the Spoke Providers in your Health Service Area.

1. Follow the instructions above to add a Provider or a Practice to the Portal. **Be sure to enter an MAT Start Date and an MAT End Date if they terminate (in yellow below).**

- After all required fields are completed, the Submit button will save your changes. Remember to Submit before navigating away from the page.

BP Linkage Practice to Provider Edit

Practice

UVMMC Family Medicine - Colchester (VT03) (3)

Provider

Belzai, Sarah O (1739)

Provider Effective Date At This Practice

04/22/2022

Provider Termination Date At This Practice

Per Diem

Yes

FTE Decimal At This Practice

Must be a decimal between 0 and 1.

MAT Start Date At This Practice

MAT End Date At This Practice

MAT Decimal At This Practice

Must be a decimal between 0 and 1.

WHI Specialist Provider Participating

Select

Select "Yes" only for participating individual WHI providers who are NOT also a primary care provider on a PCMH roster to receive a primary care PPPM.

WHI Start Date At This Practice

2. To Mark a Practice as a Spoke Practice

Definition – While we know that there are providers that may prescribe medications for OUD. We would like you to identify a spoke site as a site that meets the requirements of a physical location that prescribes meds for MOUD and receives funding or staffing RN/Mental health clinician that provides the home health services.

Mark all Spoke Practices as 1 in Spoke Practice Active (yellow)

- After all required fields are completed, the Submit button will save your changes. Remember to Submit before navigating away from the page.

Practice Note
02/28/23: Updated TUP. 02/21/23: Added address to portal. 01/12/15/22: Updated TUP. 0

VHIE Sending Facility MSH4
FAHC

VCR Sending Facility ID
FAHC

VCR Trading Partner ID
33213471

Practice Open Date
02/01/1980

Practice Closure Date

PCMH Practice Active
1

WHI Practice Active
1

Hub Practice Active
0

1 = Yes; 0 = No.

Spoke Practice Active
1

1=Yes, 0=No

Created or Imported Date
06/29/2020 10:31am

Last Updated Date
02/28/2023 9:32am

Last Updated By
elizabeth.tyler@umwhealth.org

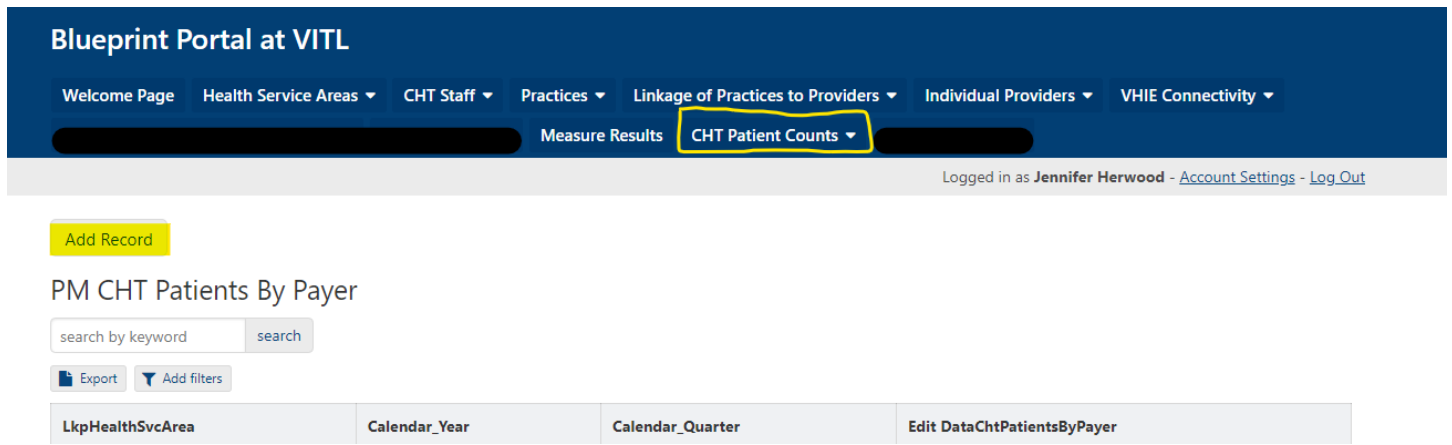
Submit

CHT Patient Counts

Quarterly we ask that all Program Managers enter their CHT Encounters by Payer.

A CHT Encounter is defined as 8103:

<https://humanservices.vermont.gov/sites/ahsnew/files/document%284%29.pdf>



The screenshot shows the 'Blueprint Portal at VITL' interface. The navigation menu includes: Welcome Page, Health Service Areas, CHT Staff, Practices, Linkage of Practices to Providers, Individual Providers, and VHIE Connectivity. The 'CHT Patient Counts' dropdown menu is highlighted with a yellow box. Below the navigation menu, there is a 'Logged in as Jennifer Herwood - Account Settings - Log Out' notification. A yellow 'Add Record' button is visible. The main content area is titled 'PM CHT Patients By Payer' and includes a search bar with the text 'search by keyword' and a 'search' button. There are also 'Export' and 'Add filters' buttons. Below the search bar, there is a table with the following columns: LkpHealthSvcArea, Calendar_Year, Calendar_Quarter, and Edit DataChtPatientsByPayer.

1. Click on CHT Patient Counts
2. Then Add Record
3. Enter your information
4. After all required fields are completed, the Submit button will save your changes. Remember to Submit before navigating away from the page.

Add Cht Patients By Payer

LkpHealthSvcArea *

Health_Service_Area_Subgroup

Reporter_Name

Calendar_Year

Calendar_Quarter

CHT_Patients_Served_By_PC_CHT_Staff_BCBSVT

CHT_Patients_Served_By_PC_CHT_Staff_MVP

CHT_Patients_Served_By_PC_CHT_Staff_Medicaid

CHT_Patients_Served_By_PC_CHT_Staff_CIGNA

CHT_Patients_Served_By_PC_CHT_Staff_Medicare