

# What do I need to do to get MAPP access?

## 1. Before you begin

You need to have an active HCS account

### 1. Find your HCS ID

- If you don't have an HCS ID, there is a link on the DOH website that will help guide you through this process: [http://www.health.ny.gov/health\\_care/medicaid/redesign/docs/dsrip\\_paperless\\_hcs\\_account\\_request.pdf](http://www.health.ny.gov/health_care/medicaid/redesign/docs/dsrip_paperless_hcs_account_request.pdf)
- For troubleshooting and help setting up your HCS ID, contact the CAMU help desk at 1-866-529-1890 option 1

### 2. Make sure this HCS ID is associated with the correct entity

- This entity needs to have an affiliation with an organization that has a DEAA with DOH
- This affiliation is verified through a BAA or a subcontractor relationship that is referenced in the DEAA
- Contact your HPN coordinator to associate your HCS account with the correct entity

Identify the individual who will submit the request on your behalf

### *If you are from a PPS or state vendor:*

- The email needs to be submitted by your organization's Lead or Alternate Gatekeeper\* (named in the DEAA)

### *If you are from an O-agency or other state organization:*

- The email needs to be submitted by your Supervisor

## 2. Submitting your request

Your Gatekeeper or Supervisor (as identified in the "Before you begin" section) needs to submit the following information by email to the DSRIP BML ([dsrip@health.ny.gov](mailto:dsrip@health.ny.gov)):

- Your HCS ID
- Your full name
- Your phone number (a direct line)
- Your employee status (who you are employed by, and your relationship to the organization that has the DEAA with DOH)

*If you are from an O-agency or other state organization, this email also needs to include:*

- A brief description of the reason for the request
- Confirmation that you are a state employee (i.e., not a contractor)

## 3. Two weeks later

By at most 2 weeks after putting in your request, you should be able to install the application for MAPP within HCS. To do this, follow these steps:

- Go to "My Content" (on the top right)
- Select "All Applications"
- Look for "Medicaid Analytics Performance Portal"
- Click "add" in the "add or remove" column
- You should now see "MAPP" under "My Applications" after refreshing your HCS home screen

*The process may take less than two weeks. If two weeks have passed since your original request and you have been unable to install the application for MAPP within HCS (as instructed above) please contact [dsrip@health.ny.gov](mailto:dsrip@health.ny.gov).*

*In this email, please also indicate the date of your original request and the date on which you attempted to install the application for MAPP within HCS.*