MISSOURI PUBLIC HEALTH INVOICING AND REPORTING SYSTEM

MOPHIRS

(FOR LOCAL PUBLIC HEALTH AGENCIES)
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STEP A. Creating A.S.A.P User profile

(This step is to be completed only once per user)

Please read...

- If you have an ASAP profile already and know your login credentials, please skip to Step B (submitting the request)
- If you are unsure you have an ASAP profile, here are a few steps to determine that
  - If you already have an LPHA email account, DHSS health applications and/or DSS prod/mainframe access you mostly likely have an ASAP profile.
    - If you try to create an ASAP profile and you receive a red message indicating that first name and last name is already in use, please contact the ITSD Call Center at 800.347.0887 for assistance. This most likely means you have an ASAP profile and the call center can assist with profile updates, password resets, logging into ASAP, and/or submitting requests.

Creating A.S.A.P User profile

- Open Internet Browser and enter address http://webapp02.dhss.mo.gov/asap_web/ASAPLogin.aspx
- Click “Yes” to any security messages

<table>
<thead>
<tr>
<th>Steps</th>
<th>Screen Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have not used ASAP before or do not have an ASAP profile, click the NEW USER button</td>
<td><img src="image" alt="Screen Print of ASAP User Profile Creation" /></td>
</tr>
<tr>
<td>You will only need to go through the profile creation steps once</td>
<td><img src="image" alt="Screen Print of ASAP User Profile Creation" /></td>
</tr>
<tr>
<td>1. Enter your first name, last name, and last four digits of S.S.N. Also enter a Preferred First Name if desired Click the CREATE USERID button.</td>
<td><img src="image" alt="Screen Print of ASAP User Profile Creation" /></td>
</tr>
<tr>
<td>2. Make note of the User ID that ASAP assigns to you.</td>
<td><img src="image" alt="Screen Print of ASAP User Profile Creation" /></td>
</tr>
<tr>
<td>3. Choose LPHA (Local Public Health Agency) for Agency</td>
<td><img src="image" alt="Screen Print of ASAP User Profile Creation" /></td>
</tr>
<tr>
<td>Your ASAP User ID has succes USERJ</td>
<td><img src="image" alt="Screen Print of ASAP User Profile Creation" /></td>
</tr>
</tbody>
</table>
4. Choose your county

5. Choose your Local Security Officer (LSO) - Someone in your office should be designated as the LSO for the county health department/center

6. Type your work street number, it will provide a drop down list. Click your address

7. Enter your work email address, phone number, and fax number

8. Enter a password
   - Retype your password
   - Enter a challenge question. This should be a question only you know the answer to
   - Type the response or answer to the challenge question
   - Retype the response or answer to the challenge question

   **If ASAP did not prompt you to create a password, your password was automatically set to first initial of first name, first initial of last name, and last four digits of your social security number.**

9. Click the CREATE PROFILE button

10. You should see a message about the profile being successfully created. Make note of your User ID

----------------------------------- Please continue to Step B -----------------------------------------------
**STEP B. Request MOPHIRS access**

- Open Internet Browser and enter address http://webapp02.dhss.mo.gov/asap_web/ASAPLogin.aspx
- Click “Yes” to any security messages

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Type the **User ID** and **Password** you created in Step A.  
      **If ASAP did not prompt you to create a password, your password was automatically set to first initial of first name, first initial of last name, and last four digits of your social security number.**  
      2. Click the **SIGN IN** button. |
| 3.   | Choose the ‘Completing for Self’ option.  
      *Hold down the Ctrl key to select multiple role(s). As roles are selected, they will become highlighted. (Use the scroll bars to scroll up and down to view the complete list). There are only two roles available for LPHA users. MOPHIRS Biller which allows a user to generate and submit an invoice, and MOPHIRS Entry which does not have access to generate and submit an invoice. That is the only difference between the two roles.  
      9. Choose ‘NONE’ from the Other Role/Report Type drop down list.  
      10. Optional: Type in any comments  
      11. Type in the Effective Date |
| 2.   | Click the **SIGN IN** button. |
| 4.   | Click the **NEXT** button.  
      **Who are you completing this ASAP request for?**  
      • Completing for Self  
      • Completing for Other Employee  
      • Approve Requests  
      • Vacations  
      **NEXT** |
| 5.   | Choose ‘HEALTH APPLICATIONS’ for Area Type. |
| 6.   | Choose ‘MOPHIRS’ for Health Area Type. |
| 7.   | Choose ‘ADD ACCESS’ for Request Type. |
| 8.   | Choose appropriate role(s) from the Role drop down list.  
      *Hold down the Ctrl key to select multiple role(s). As roles are selected, they will become highlighted. (Use the scroll bars to scroll up and down to view the complete list). There are only two roles available for LPHA users. MOPHIRS Biller which allows a user to generate and submit an invoice, and MOPHIRS Entry which does not have access to generate and submit an invoice. That is the only difference between the two roles.  
      9. Choose ‘NONE’ from the Other Role/Report Type drop down list.  
      10. Optional: Type in any comments  
      11. Type in the Effective Date |
12. If you do not enter data for additional agencies, leave defaulted to 'NO' and skip down to Step 14.
13. To select other agencies, select 'YES' and pick the county and the agency from the drop down list.
14. Click the 'I Agree' button.
15. Click the 'Submit Form' button.

A message should appear stating the request was successfully completed.
Print a copy of the form for your records.

**Available LPHA User Roles**

- **MOPHIRS Biller**
  - This role allows access to the CCHC Service Log which includes entry, modify and delete capabilities when applicable
  - View and print capabilities for all LPHA reports
  - Ability to generate, electronically sign and submit invoices for MCH, Core and CCHC

- **MOPHIRS Entry**
  - This role allows access to the CCHC Service Log which includes entry, modify and delete capabilities when applicable
  - View and print capabilities for all LPHA reports

**Please choose only one user role when requesting access.**
STEP C. Remove MOPHIRS access

- Open Internet Browser and enter address
  
  http://webapp02.dhss.mo.gov/asap_web/ASAPLogin.aspx

- Click “Yes” to any security messages

1. Type the **User ID** and **Password** you created in Step A.

   **If ASAP did not prompt you to create a password, your password was automatically set to first initial of first name, first initial of last name, and last four digits of your social security number.**

2. Click the **SIGN IN** button.

3. Choose the ‘Completing for Self’ option.

4. Click the **NEXT** button.

5. Choose ‘HEALTH APPLICATIONS’ for Area Type.

6. Choose ‘MOPHIRS’ for Health Area Type.

7. Choose ‘REMOVE ACCESS’ for Request Type.

8. Choose appropriate role(s) from the Role drop down list.

   *Hold down the Ctrl key to select multiple role(s). As roles are selected, they will become highlighted. (Use the scroll bars to scroll up and down to view the complete list).*

9. Choose ‘NONE’ from the Other Role/Report Type drop down list.

10. Optional: Type in any comments

11. Type in the Effective Date

12. If you do not enter data for additional agencies, leave defaulted to ‘NO’ and skip down to Step 14.

13. To select other agencies, select ‘YES’ and pick the county and the agency from the drop down list.
14. Click the ‘I Agree’ button.

15. Click the ‘Submit Form’ button.

A message should appear stating the request was successfully completed.

Print a copy of the form for your records.

If you experience any problems or have questions while using the ASAP system, please notify the DHSS ITSD Call Center using one of the following methods:

Phone: 573.751.6388 or 1.800.347.0887
E-mail: Support@health.mo.gov
LOGGING IN TO MOPHIRS

- Open Internet Browser and enter address https://healthapps.dhss.mo.gov/Login/Login.aspx?ReturnUrl=%2fmo phirs%2fhome.aspx

1. Type the **User ID** and **Password**.
   **If ASAP did not prompt you to create a password, your password was automatically set to first initial of first name, first initial of last name, and last four digits of your social security number.**

2. Click the **LOGIN** button.

3. Change **Password**
   **If your password is set to the default of your first initial of first name, and first initial of last name, and last four digits of your social security number, you can select the box for Change Password to create your own unique MOPHIRS password.**

**PLEASE NOTE:** AS WITH ALL DHSS APPLICATIONS YOU WILL BE REQUIRED TO CHANGE YOUR PASSWORD EVERY 30 DAYS.
### NAVIGATING MOPHIRS

1. If you have a neighboring area contract, you will select which agency you are going to log in for on this screen.

2. From the drop down, select the agency.

   *If you do not serve a neighboring area, you will not have this step.*

3. On the Home screen, place your cursor over the Invoice tab. A sub set of tabs will show what contracts are available. Click on the contract you would like to view
   
   a. Invoice tab allows you to pick a contract and invoice for that contract
   
   b. Reports tab allows you to run reports for each contract
   
   c. Service Log tab is specific to the CCHC contract and is used to log services provided to child care providers so that MOPHIRS can auto-calculate the invoice
   
   d. Final Report tab is specific to CCHC contract and is auto-generated by MOPHIRS with the exception of 5 survey questions and is completed annually
   
   e. FAQ tab contains this user manual as well as Frequently Asked Questions for MOPHIRS
If your agency has an MCH contract, you will need to invoice monthly using the following steps.

1. From the tab menu, select Invoice and then MCH
2. Select Contract Year from drop down
3. Select Contract number from Contracts drop down
4. Click on Search
5. Clicking on Search will populate the Start/End Date, Contract Number and Contract Amount. Please verify they are correct
6. Billing period drop down will give you the next available billing period to invoice
7. Generate Invoice will turn blue after billing period has been selected
8. Click on Generate Invoice
9. Click “Agree” box. *Clicking agree will insert the electronic signature of the person logged in to MOPHIRS when the box is checked*

10. Then click “Submit” button

11. Your invoice has now been submitted for payment.
CORE Invoicing

If your agency has a Core contract, you will need to invoice monthly or quarterly according to your contract using the following steps:

1. From the tab menu, select Invoice and then Core

2. Select Contract Year from drop down

3. Select Contract number from Contracts drop down

4. Click on Search

5. Clicking on Search will populate the Start/End Date, Contract Number and Contract Amount. Please verify they are correct

6. Billing period drop down will give you the next available Billing period to invoice

7. Generate Invoice will turn blue after Billing period has been selected

8. Click on Generate Invoice
9. Click “Agree” box. **Clicking agree will insert the electronic signature of the person logged in to MOPHIRS when the box is checked.**

10. Then click “Submit” button.

11. Your invoice has now been submitted for payment.
If your agency has a CCHC contract, you will need to enter services you have provided into MOPHIRS

1. From the tab menu, select Service Log

2. Select Contract Year from drop down

3. Select Contract Number from Contracts drop down

4. Select Billing Period from drop down

5. **Click on Search**

6. You will then be asked “Do you want to add new service log details?”

7. **Click Yes**
8. On the Service Log Detail screen you will:
   a. Enter Date of Service
   b. Select a facility from the Available Facilities list on the left. Use arrow to move to Selected Facilities box on the right. You can also use the reverse arrow to remove facilities from the Selected Facilities box.
   c. Select Type of Service from drop down
   d. Enter number of hours/units
   e. Select Health Topic from drop down
   f. Select Subcategory from drop down
   g. The No. of Facilities field will autopopulate according to the number of facilities you have moved to the Selected Facilities box
   h. Enter number of providers
   i. Enter number of children (if applicable)
   j. Enter number of parents (if applicable)
   k. If the type of service provided is a Specialized or Technical Consultation you will need to enter your Goal and Outcome in the boxes provided.
   l. When done entering Click Save.

*The first time you enter a service log detail there will be no available facilities. You will need to add facilities to your list. Once you add a facility it becomes part of your permanent Available Facility list and will not need to be added again. See Adding Facilities to Service Log section.
9. The service log detail you just entered will now show in your Service Log Summary.

10. You have the option to modify or delete a service log detail at any time prior to submitting your invoice. *If you have already submitted your invoice please go to the section on Modifying your Service Log/Invoice*
## Adding Facilities to Service Log

To add a facility to your Available Facilities list:

1. Click on Add Facility

2. Facility Search options are by Facility Name or DVN.
   a. If you are searching by facility name you will need to use the partial search feature using %. An example would be %CARE% which would return all facilities with CARE in the name.
   b. If you are searching by DVN, please note that a DVN is not complete unless it contains 9 digits. An example would be 009271456. The zeros must be included in the search.
   c. You can also search MOPHIRS by checking the box next to Lookup Facility in MOPHIRS to search facilities you might have already entered.

3. Search results will appear in the Facility Information section.

4. You can select the appropriate facility using Facility Name, DVN, and Address.

Please note: The status does not reflect if a facility is open or closed for business. The facility information in MOPHIRS is being pulled from MOHSAIC and the status is connected with current or previous license renewals. Please select your facility based on Facility Name, DVN, address, and if returning multiple identical records then chose the active one if available. You can select a closed record if it matches your facility.
5. Once you have selected a facility by clicking on the appropriate box, you will need to select the appropriate Facility Type from the drop down. You may also need to enter the Capacity if it does not automatically populate.

6. Click Save

7. Click Add Regulated Facility to List or Add Non Regulated Facility to List

8. Click Previous Page to go back to Service Log Detail page
Modifying Service Log/Invoice

<table>
<thead>
<tr>
<th>When you are entering service log details into your service log, you may modify or delete them at any time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click on modify or delete in your Service Log Summary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If you have generated your invoice but have not submitted it you can still modify or delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Modify and delete by using your Service Log Summary.</td>
</tr>
<tr>
<td>3. Once corrections or deletions have been made you will need to go back to CCHC Invoice and click on Modify DH-38. This will update your DH-38 with the corrections or deletions you have made to the Service Log</td>
</tr>
<tr>
<td>4. You are now ready to submit your invoice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If you have submitted your invoice your Service Log is now locked and changes cannot be made</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can still modify your Service Log if your Invoice Status is Submit by calling the Center for Local Public Health Services and requesting that your invoice be rejected</td>
</tr>
</tbody>
</table>
Once your Invoice Status changes to Reject, your Service Log is now unlocked and can be modified.

If you are finished modifying your Service Log, you will generate and submit your invoice following the normal steps.

If your Invoice Status is Approved, corrections to Service Log and Invoice can only be made by submitting an Amended Invoice. See How to Submit an Amended Invoice
### CCHC Invoicing

**Please Note:** For CCHC invoicing, you must enter service log details into the Service Log before you can invoice.

If you do not have any services to enter, you will need to follow the instructions for entering a No Service detail in order to invoice. **An invoice is required for each quarter of the contract whether services were provided or not.**

If your agency has a CCHC contract you will need to invoice quarterly according to your contract using the following steps:

1. From the tab menu, select Invoice and then CCHC

2. Select Contract Year from drop down

3. Select Contract Number from Contracts drop down

4. **Click on Search**

5. Clicking on Search will populate the Start/End Date, Contract Number and Contract Amount. Please verify they are correct

6. Billing period drop down will give you the next available billing period to invoice
7. Generate Invoice will turn blue after billing period has been selected

8. Click on Generate Invoice

9. Click “Agree” box. *Clicking agree will insert the electronic signature of the person logged in to MOPHIRS when the box is checked.*

10. Then click “Submit” button.

11. Your invoice has now been submitted for payment.
Submit an Amended Invoice

If your invoice has been submitted and approved in MOPHIRS you will only be able to make corrections with an Amended Invoice. Your original invoice will remain in MOPHIRS and you will submit an additional invoice with the amendment process to correct any errors.

1. Go to the Service Log tab
2. If you need to correct an entry on your service log because the number of hours or units is incorrect you must do this by adding a new entry and adding or subtracting to make the correction.

For example:
If your original entry was 4 hours and it should have been 7 hours, you will add a new entry for 3 hours. Make sure that all of your facility, topic and provider information is the same.

If your original entry was 4 hours and it should have been 1 hour, you will add a new entry for -3 hours. Make sure that all of your facility, topic and provider information is the same.

**In order to submit an amended invoice it is important to remember that you are not modifying your service log at this point... you are adding or subtracting from your service log.

1. Go to the invoice tab and select CCHC.
2. Select Contract Year
3. Select Contract Number
4. Click Search
5. Select invoice in Approved Status that needs to be corrected by clicking on Amendment
6. Once you have clicked on Amendment you will generate your amended invoice.
7. Click Agree to sign and click submit.

IF YOU HAVE ANY QUESTIONS ON THIS PROCESS, PLEASE CALL THE CENTER AT 573-751-6170
**MOPHIRS Reports**

1. Click on Report tab.
2. Select report from drop down box.
3. Complete required filters
4. Click View Report

**Available Reports are listed below:**

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MCH Expenditure</strong></td>
<td>Provides monthly expenditures for participating LPHAs. Provides expenditures YTD and contract remaining. Can be exported to Microsoft Word and Excel.</td>
</tr>
<tr>
<td><strong>CORE Expenditure</strong></td>
<td>Provides monthly/quarterly expenditures for participating LPHAs. Provides expenditures YTD and contract remaining. Can be exported to Microsoft Word and Excel.</td>
</tr>
<tr>
<td><strong>CCHC Expenditure</strong></td>
<td>Provides monthly/quarterly expenditures for participating LPHAs. Provides expenditures YTD and contract remaining. Can be exported to Microsoft Word and Excel.</td>
</tr>
<tr>
<td><strong>CCHC Child Care Facility Report</strong></td>
<td>Report of child care facilities added to LPHA facility list in Service Log. DVN facilities from this list are reported on the 2nd page of the Final Report.</td>
</tr>
<tr>
<td>Service Log by Health Topic/Service Type</td>
<td>Report of data collection by Health Topic and Service Type from CCHC Service Log.</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Service Log by Service Type</td>
<td>Report of data collection by Service Type from CCHC Service Log.</td>
</tr>
<tr>
<td>CCHC In-Kind Tracking</td>
<td>Report to track In-Kind based on over billing of funding streams by LPHA, service type and health topic. Tracks what is invoiced but not paid, due to lack of remaining contract funding.</td>
</tr>
</tbody>
</table>