



Connecticut Medical Assistance Program Workshop

Enrollment/Re-Enrollment on the Web

For School Based Child Health Providers

Presented by the Department of Social Services (DSS) and Hewlett Packard Enterprise (HPE)

As communicated in Provider Bulletin PB 2015-98, The Department of Social Services (DSS) has implemented an online Web based enrollment and re-enrollment process for School Based Child Health (SBCH) providers. Providers enrolling for the first time or due to re-enroll, must do so using the Hewlett Packard Enterprise Provider Enrollment Wizard located on the Connecticut Medical Assistance Program (CMAP) Web site at www.ctdssmap.com. The following workshop is being offered to assist **SBCH providers with the on-line enrollment/re-enrollment process.**

This SBCH Enrollment/Re-enrollment on the Web workshop will introduce providers to the SBCH on-line re-enrollment application tool, the “Enrollment Wizard.” The presentation will navigate through each of the enrollment panels and provide instruction in the completion of all required fields. Additional topics will include following the process after application submission, re-enrollment tracking, notification of re-enrollment decision and future re-enrollment notification.

Please follow the registration instructions below to register for the workshop. If you have any questions concerning this information, please contact the Provider Assistance Center at 1-800-842-8440. We look forward to your attendance to ensure your success in enrolling/re-enrolling as a SBCH provider.

WORKSHOP LOCATION, DATE, AND TIME

The workshop location, date, and time is listed below. The registration link is listed beneath the date of the workshop. To register for this workshop, select the link and register online. Please refer to the “[How to Register for a Workshop](#)” instructions below if you require further assistance with the registration process.

SBCH Provider Enrollment/Re-enrollment on the Web Workshop

Workshop Location, Date and Time:

HP MyRoom Virtual Classroom Training
Wednesday, October 5, 2016 1:00 p.m. – 3:00 p.m.

Registration Due Date:

Friday, September 30, 2016

<https://www.surveymonkey.com/r/SBCHWEBENRLMNT100516>

HOW TO REGISTER FOR A WORKSHOP

To register for this workshop, visit the www.ctdssmap.com Web site and go to Information, then Publications and scroll down to Provider Workshop Invitation Forms. Select the SBCH Web Enrollment/Re-enrollment Workshop and click on the Registration Link.

Once you click “Register Now” at the bottom of your registration page, you will be provided a workshop confirmation number. Please retain this number for your records should you need to discuss your registration with Hewlett Packard Enterprises. If you do not receive a confirmation number, you have not successfully registered for this workshop.

Please be sure to include all of the registration information indicated below to ensure timely and accurate attendance registration.

HP MyRoom Virtual Classroom Training

Hewlett Packard Enterprise utilizes internet virtual classrooms that allow class participants to attend a workshop without leaving their office. Participants will be provided a key to an internet classroom to attend the **SBCH Workshop**. We have replaced HP Virtual Room with HP MyRoom. As a result, providers who previously attended Virtual Room Workshops for other Connecticut Medical Assistance programs will need to download HP MyRoom and set up an account in order to attend the virtual classroom training. In addition, participants will also dial into a conference call and have an opportunity to ask questions. Providers who register for this training will receive an email with directions on how to attend this training. **For this reason, it is critical that providers enter a valid email address at the time of registration.** If this email is not received 3 days prior to the training, please contact the Provider Assistance Center toll free at 1-800-842-8440.

Please supply the following information when registering for a workshop:

- Provider Name
- NPI Number or AVRS ID
- Contact Name
- Telephone Number (including Area Code)
- Email Address
- Name of Attendee

Once you click “Register Now” at the bottom of your registration page, you will be provided a workshop confirmation number. Please retain this number for your records should you need to discuss your registration with Hewlett Packard Enterprise. If you do not receive a confirmation number, you have not successfully registered for this workshop.

IMPORTANT NOTICES:

Copy of Workshop Presentation

The workshop presentation will be available on the www.ctdssmap.com Web site. To access a presentation, from the www.ctdssmap.com Web site Home page, select Provider Services. Under Provider Training, click the “here” link. Under “Materials”, click the “SBCH Web Enrollment Workshop” link to select the workshop you wish to view and/or download.

Inclement Weather

Should inclement weather occur on the date of a workshop, resulting in a late opening or closure, Hewlett Packard Enterprise will post a notice of workshop delay or cancellation at **1-844-225-1164, extension 2154000.**