

Data Submission Portal User Guide

How to: Enter utilization for each telehealth program, edit program and site details

Step 1: Upon login you will be directed to the Program List page. Click the Update button on the far right to be directed to the Program Home page where you can enter utilization for the first program. This page will open in a new tab and your search results will remain available on the original tab you searched from.

SOUTH CAROLINA
Telehealth
 ALLIANCE

[Program List](#)
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[Logout](#)

SEARCH PROGRAM LIST

Status
 Active Inactive Either

[Search](#)

REVIEW AND UPDATE PROGRAMS

[+ Add New Program](#)

[Download Data](#)

Status	Program Name	Location	Strategy Domain	Patient	Utilization Type	Program Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Active	WM Program 9	Site	Health Equity	Pediatric	Asynchronous	Test	196	125	455	596	23	236							Update
Active	WM Program A - Updated by Sara	Site	Health Equity	Adult	Remote Patient Monitoring	Test	200	200	120	233	300	600	900	855	270	958	522	500	Update
Active	WM Program B	Both	Convenient Care	Adult	Asynchronous	Test	24	45	88	78	99	100	122						Update
Active	WM Program C	Both	Primary Care Support	Pediatric	Asynchronous	Test	25	44		85	50								Update
Active	WM Program D	Both	Convenient Care	Pediatric	Synchronous	This is a new program	128	343	359	258									Update
Active	WM Program GG	Both	Hospital Support	Pediatric	Asynchronous	GG		4	4				4			55			Update
Active	WM Program KO	Site	Health Equity	Pediatric	Asynchronous	Test													Update
Active	WM Program Q	Patient Home	Hospital Support	Pediatric	Synchronous	Test					599								Update
Active	WM Program X	Both	Health Equity	Adult	Remote Patient Monitoring	Test	177												Update
Active	WM Program Z	Patient Home	Hospital Support	Pediatric	Asynchronous	Test							256	222	599	858	565	756	Update
Active	WM Program ZZ	Patient Home	Health Equity	Pediatric	Synchronous	Test													Update

Records 1-11 of 11

Step 2: Once on the Program Home page, enter utilization for the program using the fields below each month. Click the Update button when finished.

UPDATE PROGRAM DETAILS

Program Status* Active Inactive

Program Name* WMM Program 9

Strategy Domain* Health Equity Patient Classification* Pediatric Utilization Type* Asynchronous Site or Patient Home* Site

Program Description* Test

ENTER 2023 UTILIZATION

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
156	125	455	598	23	238						



REVIEW SITES ASSOCIATED TO THIS PROGRAM

	Site Name	Classification	Address	City	State	Zip	County	Association Status
<input type="button" value="Go to Site"/>	WM Site 99	Federally Qualified Health Center	112 Lindos Dr	Seneca	SC	29872	Oconee	Active <input type="button" value="Update Association"/>

Records 1-1 of 1

ASSOCIATE A SITE TO THIS PROGRAM

OR IF SITE IS NOT IN DROPDOWN

Step 3: Review site associations. If one of the sites listed no longer participates in the program, click Update Association and change the Association Status to Inactive. Click Update to save the change.

UPDATE PROGRAM DETAILS

Program Status* Active Inactive Program Name* WIM Program 9

Strategy Domain* Health Equity Patient Classification* Pediatric Utilization Type* Asynchronous Site or Patient Home* Site

Program Description* Test

ENTER 2023 UTILIZATION

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

158 125 455 598 23 236

[Update](#)

REVIEW SITES ASSOCIATED TO THIS PROGRAM

Site Name	Classification	Address	City	State	Zip	County	Association Status
WIM Site 99	Federally Qualified Health Center	112 Lindos Dr	Seneca	SC	29872	Oconee	Active

Records 1-1 of 1



ASSOCIATE A SITE TO THIS PROGRAM

-- Select from Existing Site List --

[Create Association](#)

OR IF SITE IS NOT IN DROPDOWN

[Add New Site and Associate to Program](#)

UPDATE PROGRAM DETAILS

Program Status* Active Inactive Program Name* WIM Program 9

Strategy Domain* Health Equity Patient Classification* Pediatric Utilization Type* Asynchronous Site or Patient Home* Site

Program Description* Test

ENTER 2023 UTILIZATION

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

158 125 455 598 23 236

[Update](#)

REVIEW SITES ASSOCIATED TO THIS PROGRAM

Site Name	Classification	Address	City	State	Zip	County	Association Status
WIM Site 99	Federally Qualified Health Center	112 Lindos Dr	Seneca	SC	29872	Oconee	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

Records 1-1 of 1



ASSOCIATE A SITE TO THIS PROGRAM

-- Select from Existing Site List --

[Create Association](#)

OR IF SITE IS NOT IN DROPDOWN

[Add New Site and Associate to Program](#)

Association Status (Y)

Active

Active

Inactive

If a site is missing from the list, use the site list dropdown on the far right to see if the site already exists in the portal. If it does, select the site and click the Create Association button down below. If it does not, add a new site using the Add New Site and Associate to Program button at the bottom.

UPDATE PROGRAM DETAILS

Program Status* Active Inactive Program Name*

Strategy Domain* Patient Classification* Utilization Type* Site or Patient Home*

Program Description*

ENTER 2023 UTILIZATION

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
156	125	455	568	23	236						

REVIEW SITES ASSOCIATED TO THIS PROGRAM

	Site Name	Classification	Address	City	State	Zip	County	Association Status	
<input type="button" value="Go to Site"/>	WIM Site 09	Federally Qualified Health Center	112 Lindos Dr	Seneca	SC	29672	Oconee	Active	<input type="button" value="Update Association"/>

Records 1-1 of 1



ASSOCIATE A SITE TO THIS PROGRAM

-- Select from Existing Site List --

OR IF SITE IS NOT IN DROPDOWN

Step 4: Return to the Program List (the original tab from where you first searched). Repeat steps 1-3 until all programs on the Program List have been reviewed. Inactivate any programs that no longer exist by changing the Program Status to Inactive. Click the Update button when finished.



UPDATE PROGRAM DETAILS

Program Status* Active Inactive Program Name*

Strategy Domain* Patient Classification* Utilization Type* Site or Patient Home*

Program Description*

ENTER 2023 UTILIZATION

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
155	125	455	598	23	238						

[Update](#)

REVIEW SITES ASSOCIATED TO THIS PROGRAM

	Site Name	Classification	Address	City	State	Zip	County	Association Status	
Go to Site	WIM Site 99	Federally Qualified Health Center	112 Lindos Dr	Seneca	SC	29672	Oconee	Active	Update Association

Records 1-1 of 1

ASSOCIATE A SITE TO THIS PROGRAM

[Create Association](#)

OR IF SITE IS NOT IN DROPDOWN

[Add New Site and Associate to Program](#)

Step 5: Add additional programs by clicking the Add New Program button on the Program List page and filling out all required fields. After creating the program, you will be prompted to associate an existing site or add a new site to the portal.

Program List

Site List

Logout

SEARCH PROGRAM LIST

Status
 Active Inactive Either

Program Name:

Strategy Domain:

Patient Classification:

Utilization Type:

Site or Patient Home:

REVIEW AND UPDATE PROGRAMS



Status	Program Name	Location	Strategy Domain	Patient	Utilization Type	Program Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Active	WIM Program 9	Site	Health Equity	Pediatric	Asynchronous	Test	158	128	455	598	23	238							<input type="button" value="Update"/>
Active	WIM Program A-- Updated by Sara	Site	Health Equity	Adult	Remote Patient Monitoring	Test	200	200	120	233	300	600	900	855	270	958	822	500	<input type="button" value="Update"/>
Active	WIM Program B	Both	Convenient Care	Adult	Asynchronous	Test	24	45	68	78	99	100	122						<input type="button" value="Update"/>
Active	WIM Program C	Both	Primary Care Support	Pediatric	Asynchronous	Test	25	44		85	50								<input type="button" value="Update"/>
Active	WIM Program D	Both	Convenient Care	Pediatric	Synchronous	This is a new program	128	343	386	258									<input type="button" value="Update"/>
Active	WIM Program GG	Both	Hospital Support	Pediatric	Asynchronous	GG		4	4				4			58			<input type="button" value="Update"/>
Active	WIM Program KO	Site	Health Equity	Pediatric	Asynchronous	Test													<input type="button" value="Update"/>
Active	WIM Program Q	Patient Home	Hospital Support	Pediatric	Synchronous	Test					598								<input type="button" value="Update"/>
Active	WIM Program X	Both	Health Equity	Adult	Remote Patient Monitoring	Test	177												<input type="button" value="Update"/>
Active	WIM Program Z	Patient Home	Hospital Support	Pediatric	Asynchronous	Test						258	222	569	858	565	758		<input type="button" value="Update"/>
Active	WIM Program ZZ	Patient Home	Health Equity	Pediatric	Synchronous	Test													<input type="button" value="Update"/>

How to: Review sites for address changes

Step 1: Click the Site List button located at the top of any page in the portal.

SEARCH PROGRAM LIST

Status: Active Inactive Either

Program Name: -- Select -- Strategy Domain: -- Select -- Patient Classification: -- Select -- Utilization Type: -- Select -- Site or Patient Home: -- Select --

REVIEW AND UPDATE PROGRAMS


+ Add New Program

Download Data

Status	Program Name	Location	Strategy Domain	Patient	Utilization Type	Program Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Inactive	WIM Program 9	Site	Health Equity	Pediatric	Asynchronous	Test	156	125	455	596	23	236							Update
Inactive	WIM Program A - Updated by Sara	Site	Health Equity	Adult	Remote Patient Monitoring	Test	200	200	120	233	300	600	600	855	270	656	522	500	Update
Inactive	WIM Program B	Both	Convenient Care	Adult	Asynchronous	Test	24	45	68	78	99	100	122						Update
Inactive	WIM Program C	Both	Primary Care Support	Pediatric	Asynchronous	Test	25	44		85	50								Update
Inactive	WIM Program D	Both	Convenient Care	Pediatric	Synchronous	This is a new program	126	343	369	258									Update
Inactive	WIM Program GG	Both	Hospital Support	Pediatric	Asynchronous	GG		4	4				4			55			Update
Active	WIM Program K	Site	Convenient Care	Adult	Synchronous	Program													Update
Inactive	WIM Program KO	Site	Health Equity	Pediatric	Asynchronous	Test													Update
Inactive	WIM Program O	Patient Home	Hospital Support	Pediatric	Synchronous	Test					599								Update
Inactive	WIM Program X	Both	Health Equity	Adult	Remote Patient Monitoring	Test	177												Update
Inactive	WIM Program Z	Patient Home	Hospital Support	Pediatric	Asynchronous	Test							256	222	569	856	565	758	Update
Inactive	WIM Program ZZ	Patient Home	Health Equity	Pediatric	Synchronous	Test													Update

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Step 2: Review all addresses on the site list. Click the Update button next to a site if an address needs to be changed.


[Program List](#)
[Site List](#)
[Logout](#)

SEARCH SITE LIST

Status: Active Inactive Either
 Program:
 Site Name:
 City:
 County:

Site Name	Classification	Address	City	State	Zip	County	Actions
WM Site 09	Federally Qualified Health Center	112 Lindos Dr	Seneca	SC	29072	Oconee	<input type="button" value="Update"/>
WM Site A - Updated by Sara	Hospital	112 Lindos Dr	Seneca	SC	29072	Oconee	<input type="button" value="Update"/>
WM Site B	Hospital	112 Lindos Dr	Seneca	SC	29072	Oconee	<input type="button" value="Update"/>
WM Site C	Rural Health Center	84 Manor Dr	Townsend	MT	59644	Broadwater	<input type="button" value="Update"/>
WM Site D	Skilled Nursing facility	112 Lindos Drive	Seneca	SC	29072	Oconee	<input type="button" value="Update"/>
WM Site E	Outpatient Practice	112 Lindos Dr	Seneca	SC	29072	Oconee	<input type="button" value="Update"/>
WM Site F	Community Mental Health Agency	PO Box 64	East Helena	MT	59635	Lewis and Clark	<input type="button" value="Update"/>
WM Site G	Federally Qualified Health Center	112 Lindos Dr	Seneca	SC	29072	Oconee	<input type="button" value="Update"/>
WM Site HH	Outpatient Practice	112 Lindos Dr.	Seneca	SC	29072	Oconee	<input type="button" value="Update"/>
WM Site II	School	112 Lindos Dr	Seneca	SC	29072	Oconee	<input type="button" value="Update"/>
WM Site J	Other	112 Lindos Dr	Seneca	SC	29072	Oconee	<input type="button" value="Update"/>
WM Site J	Community Mental Health Agency	375 E State Hwy 20	Aiken	SC	29801	Aiken	<input type="button" value="Update"/>
WM Site ZAN	Federally Qualified Health Center	112 Lindos Dr.	Seneca	SC	29072	Oconee	<input type="button" value="Update"/>

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