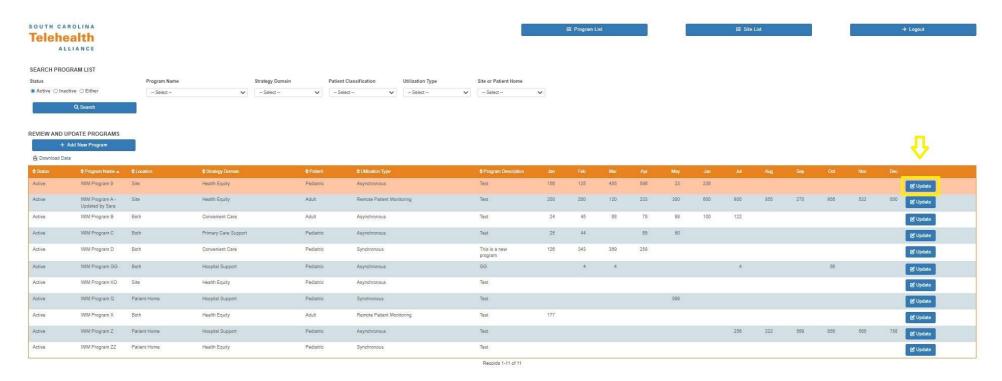SOUTH CAROLINA
Telehealth
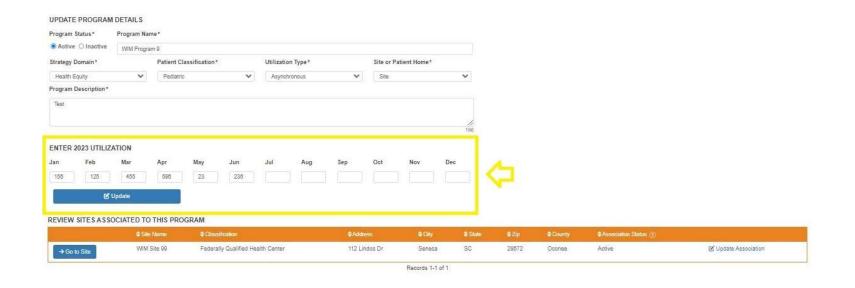ALLIANCE

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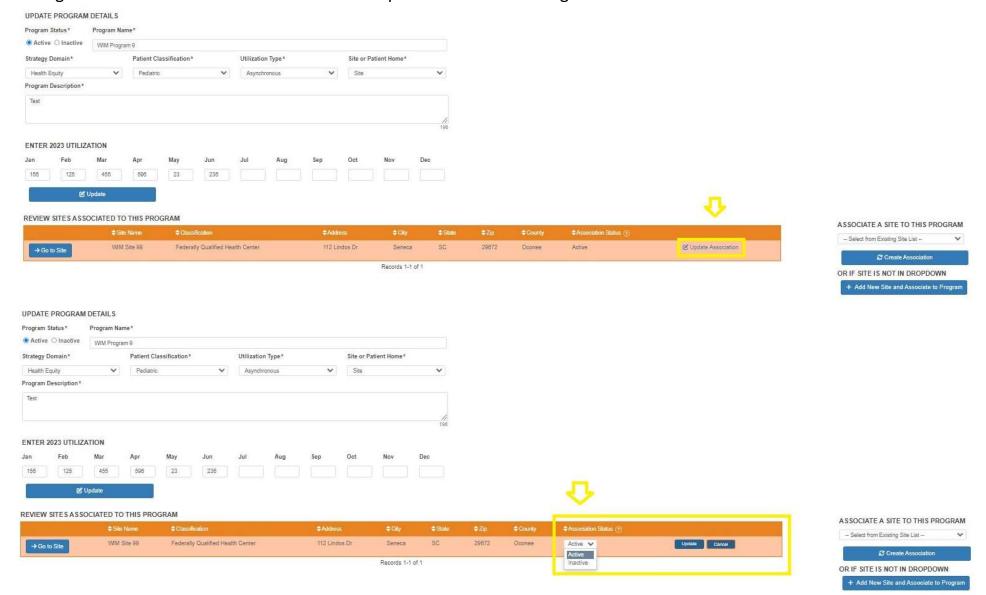
Step 2: Once on the Program Home page, enter utilization for the program using the fields below each month. Click the Update button when finished.

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.

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.

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.

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.

SOUTH CAROLINA
Telehealth
ALLIANCE

| ☰ Program List | ☰ Site List | → Logout |

SEARCH PROGRAM LIST

Status
◉ Active ○ Inactive ○ Either

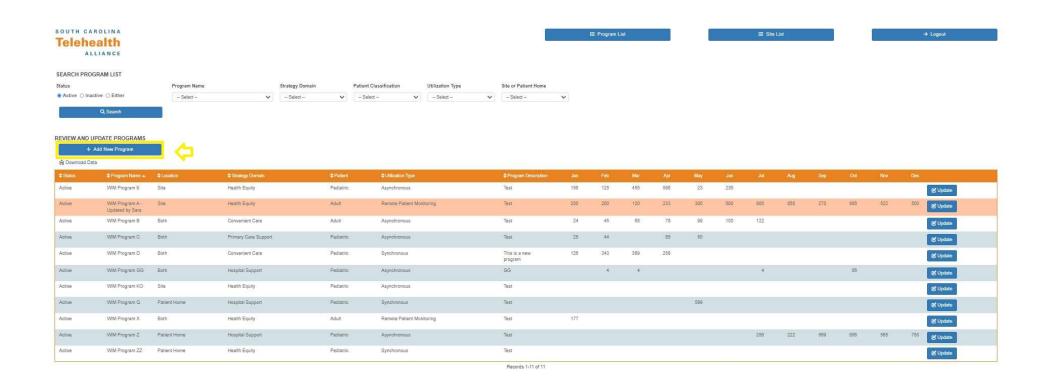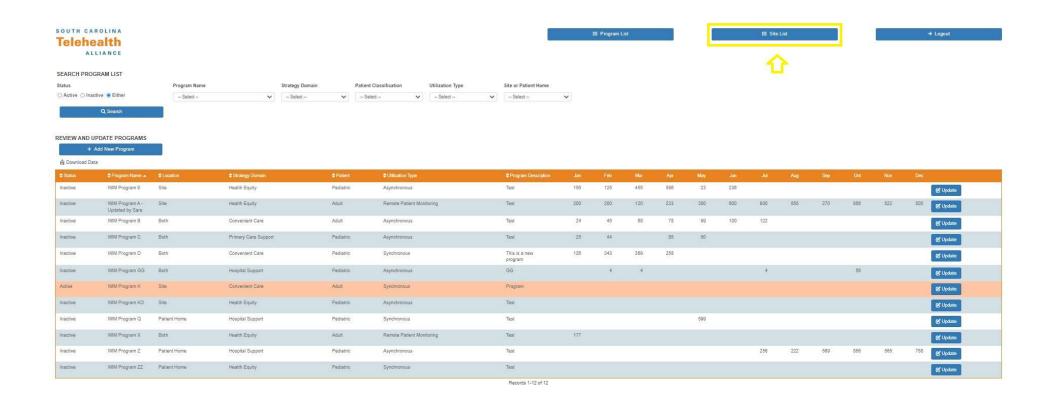| Program Name	Strategy Domain	Patient Classification	Utilization Type	Site or Patient Home
-- Select --	-- Select --	-- Select --	-- Select --	-- Select --

Q 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	WIM Program 9	Site	Health Equity	Pediatric	Asynchronous	Test	156	125	455	596	23	236							☑ Update
Active	WIM Program A - Updated by Sara	Site	Health Equity	Adult	Remote Patient Monitoring	Test	200	200	120	233	300	800	900	855	270	956	522	500	☑ Update
Active	WIM Program B	Both	Convenient Care	Adult	Asynchronous	Test	24	45	68	78	99	100	122						☑ Update
Active	WIM Program C	Both	Primary Care Support	Pediatric	Asynchronous	Test	25	44		85	50								☑ Update
Active	WIM Program D	Both	Convenient Care	Pediatric	Synchronous	This is a new program	126	343	369	258									☑ Update
Active	WIM Program GG	Both	Hospital Support	Pediatric	Asynchronous	GG		4	4				4			56			☑ Update
Active	WIM Program KO	Site	Health Equity	Pediatric	Asynchronous	Test													☑ Update
Active	WIM Program Q	Patient Home	Hospital Support	Pediatric	Synchronous	Test					599								☑ Update
Active	WIM Program X	Both	Health Equity	Adult	Remote Patient Monitoring	Test	177												☑ Update
Active	WIM Program Z	Patient Home	Hospital Support	Pediatric	Asynchronous	Test							256	222	569	856	665	758	☑ Update
Active	WIM Program ZZ	Patient Home	Health Equity	Pediatric	Synchronous	Test													☑ Update

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How to: Review sites for address changes

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

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

SEARCH SITE LIST

Status: Active ○ Inactive ○ Either ●
Program: -- Select --
Site Name: -- Select --
City:
County:

Site Name ▲	Classification	Address	City	State	Zip	County	
WM Site 99	Federally Qualified Health Center	112 Lindos Dr	Seneca	SC	29672	Oconee	Update
WM Site A - Updated by Sara	Hospital	112 Lindos Dr	Seneca	SC	29672	Oconee	Update
WM Site B	Hospital	112 Lindos Dr	Seneca	SC	29672	Oconee	Update
WM Site C	Rural Health Center	64 Manor Dr	Townsend	MT	59644	Broadwater	Update
WM Site D	Skilled Nursing facility	112 Lindos Drive	Seneca	SC	29672	Oconee	Update
WM Site E	Outpatient Practice	112 Lindos Dr	Seneca	SC	29672	Oconee	Update
WM Site F	Community Mental Health Agency	PO Box 64	East Helena	MT	59635	Lewis and Clark	Update
WM Site G	Federally Qualified Health Center	112 Lindos Dr	Seneca	SC	29672	Oconee	Update
WM Site HH	Outpatient Practice	112 Lindos Dr.	Seneca	SC	29672	Oconee	Update
WM Site II	School	112 Lindos Dr	Seneca	SC	29672	Oconee	Update
WM Site J	Other	112 Lindos Dr	Seneca	SC	29672	Oconee	Update
WM Site J	Community Mental Health Agency	375 E State Hwy 20	Aiken	SC	29801	Aiken	Update
WM Site ZAN	Federally Qualified Health Center	112 Lindos Dr.	Seneca	SC	29672	Oconee	Update

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