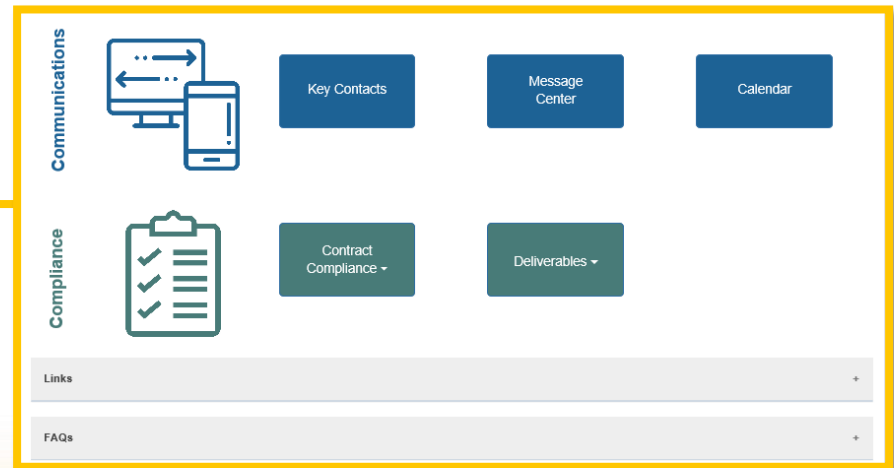




TEXAS
Health and Human
Services

MCO TexConnect Training

Phase I



Introduction



TEXAS
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Services

TexConnect, a new web-based system:

- Validation and tracking of MCO standards and ad-hoc deliverable status
- Auto-generated notifications
- Consolidated access and storage of data reports
- Centralized communications for MCO notices and emails
- Calendar with key due dates and events

Introduction



TexConnect training was developed to provide Managed Care Organizations (MCOs) and Medicaid and CHIP Services (MCS) staff with the knowledge necessary to use TexConnect as designed.

Course Objective



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Services

By the end of this training, participants will be able to:

- Launch and navigate the MCO Portal (TexConnect)
- Identify five sections of TexConnect and each purpose
- Access and review notices and emails
- Upload contract and adhoc deliverables




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Services



New User HHS Enterprise Portal



As with all HHSC applications, the HHS Enterprise Portal is the secure easy-to-use interface used to request access to TexConnect.

1. First-time Users Must Register

HHS Enterprise Portal 

 **TEXAS**
Health and Human Services 

System Use Notification

Warning: This is a Texas Health and Human Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.


Sign In

Username

Password

Sign In [Forgot Username?](#) [Forgot Password?](#)

<https://hhsportal.hhs.state.tx.us>

New to the portal? **REGISTER** 


[Click here to sign Acceptable Use Agreement \(AUA\)](#)






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Services

New User HHS Enterprise Portal

2. The *Self Registration* dialog box displays.
Select a **User Type**, then click **Next**.

HHS Enterprise Portal 

 TEXAS
Health and Human Services  (LAST)

Self Registration 

☐ I am an HHS Employee.

☐ I work at HHS as a Contractor, Temporary Worker, Volunteer, or Intern.

☒ I work for a Non-HHS Government Agency or Partner Organization.

☐ I represent a private organization that is bidding on a government contract specific to CAPPS Supplier Portal

☐ None of the above.

Enter your Organization's Employer Identification Number (EIN) without hyphens.

[Search for Organization](#)

Enter EIN *

Re-enter EIN *

Request Access: HHS Contract Employee

Personal Information

Prefix

First Name *

Middle Name

Last Name *

Suffix

Preferred Name

Personal Email

Enterprise Portal Information

Username *

User Type*

Agency Information

Work Email*

Confirm Work Email *

Work Phone *

Mobile #

Work Fax #

Work Location Information

Physical Address 1

Physical Address 2

Physical City

Physical State

Physical Zip Code

☐ Same as Physical Address

Mailing Address 1

HHS Enterprise Portal

TEXAS Health and Human Services

Self Registration

You're almost done! Please check your email for a message detailing further instructions to complete your registration. If you don't receive the email within several minutes, please check your spam folder as it may have been redirected there.

Done

The *Request Access* form displays.

3. Fill out the **Form**.

- When finished, click **Next**.

You're almost done!

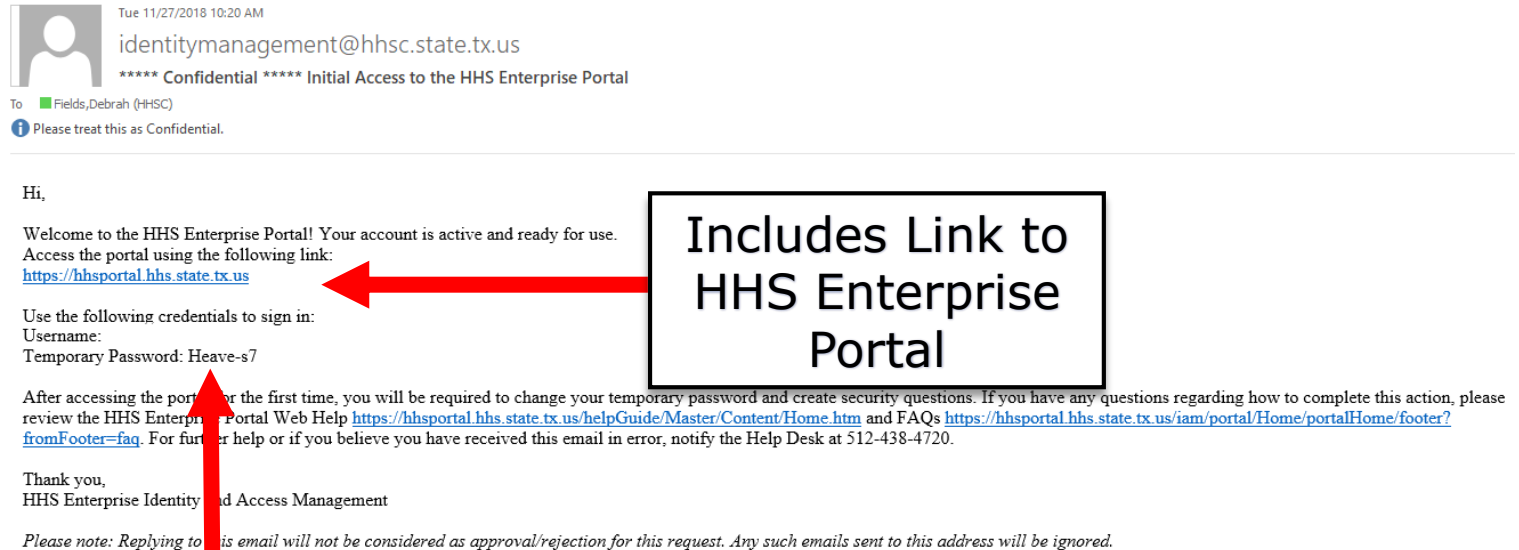
4. Check **Email** for further instructions to complete registration.



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New User HHS Enterprise Portal

5. Click the link in the email and sign in with your username and temporary password.





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Services

New User HHS Enterprise Portal



6. Read and sign Acceptable Use Agreement (AUA)

Acceptable Use Agreement

Please review and agree to the terms of the Acceptable Use Agreement. **You must scroll to the end of the agreement to enable the checkbox.**

Health and Human Services Acceptable Use Agreement (AUA)
(Formerly known as the Computer Use Agreement or CUA)

Please read the following:

Purpose
The purpose of this agreement is to ensure that all users of HHS Information Resources understand their responsibilities and the proper use of HHS Information Resources. This agreement is based on policy delineated in the HHS Information Resources Policy. Users are further informed of their responsibilities by the HHS Information Resources Policy.

I understand and hereby agree to the terms and conditions of this agreement.

Authorized Use

- Information Resources are intended to be used in support of official state-approved business.
- Limited personal use of Information Resources may be allowed and is described in other policies and procedures of the HHS Agency by which I am employed.
- Proper authorization is required for access to all information owned by HHS Agencies, except for information that is maintained for public access.
- I will not attempt to access or alter any information that I am not authorized to work with in the performance of my job duties.
- I will not enter any unauthorized information, make any unauthorized changes to information, or disclose any information without proper authorization. Unauthorized access to an HHS Information Resource, allowing another party unauthorized access to, or maliciously causing a computer malfunction are violations under Chapter 33 of the Texas Penal Code ("Computer Crime Law") and are punishable by fines, jail time, or both.

User Credentials

- I will receive and will be required to use credentials (User ID and Password) to gain access to and to use HHS Information Resources.

☐ By checking this box and typing my name below, I acknowledge that I read and understood the agreement, and I agree to comply with its terms.

Provide an electronic signature by entering your first and last name:

First Name

Last Name

Cancel

Read the AUA before signing; scroll to the end of the document to enable the **Confirmation** check box.

Scroll Bar

Delete any additional space in the Name fields. Click **Next** when finished.



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Services

Requesting Access to TexConnect

Submitting an Access Request:

1. Open browser and navigate to the HHS Enterprise portal. Enter you **Username** and **Password**.
2. Click the **Sign In** button.

HHS Enterprise Portal

TEXAS Health and Human Services

System Use Notification

Warning: This is a Texas Health and Human Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

Sign In

Username 00000111111

Password

Sign In

Forgot Username? Forgot Password?

New to the portal? REGISTER

Click here to sign Acceptable Use Agreement (AUA)

Broadcasts

<https://hhsportal.hhs.state.tx.us>

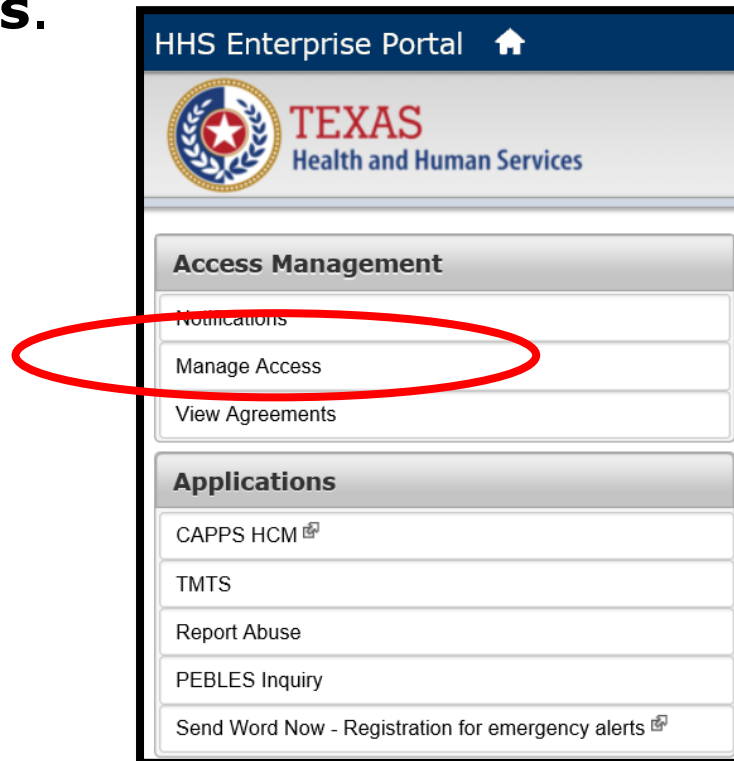
Requesting Access to TexConnect



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Services

The HHS Enterprise *Portal landing* page displays.

3. Under Access Management, click **Manage Access**.





TEXAS
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Services

Requesting Access

The Select Items window displays.

4. Use the **Scroll Bar** to find TexConnect.

Select Items

Select up to 15 items.

Search:

Access Name	Description	Username
<input type="checkbox"/> PPS	Premiums Payable System	00000178398
<input type="checkbox"/> TexConnect Portal STest	TexConnect Portal	00000178398
<input type="checkbox"/> TMTS	Texas Medical Transportation System	00000178398
<input type="checkbox"/> AARS - ITST	Adverse Action Record Sharing System	
<input type="checkbox"/> AARS - LaST	Adverse Action Record Sharing System	
<input type="checkbox"/> ARTSWeb	Accounts Receivable Tracking System Web	
<input type="checkbox"/> ASOIG	Automated System for the Office of Inspector General	
<input type="checkbox"/> ASPEN ACO ACTS	Automated Survey Processing Environment	
<input type="checkbox"/> CAPPs FIN	CAPPs Financials	
<input type="checkbox"/> CAPPs HCM	Centralized Accounting & Payroll/Personnel System	

Cancel **Next**



Requesting Access

Or use the **Search** field to find TexConnect.
Click the **Checkbox** next to TexConnect, then click
the **Next** button.

Select Items

Select up to 15 items.

Search:

Access Name	Description	Username
<input type="checkbox"/> TexConnect Portal STest	TexConnect Portal	00000178398
<input type="checkbox"/> TMTS	Texas Medical Transportation System	00000178398
<input type="checkbox"/> Respite Services	Texas Inventory of Respite Service (TIRS) / Take Time Texas (TTT)	
<input checked="" type="checkbox"/> TexConnect Portal	TexConnect Portal	
<input type="checkbox"/> THVP	Texas Home Visiting Program	
<input type="checkbox"/> TWC	Texas Workforce Commission	

Cancel Next



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Services


Requesting Access

The Review Order window displays. Click **Information Required** Link.

Select MCO.

Review Order

Empty Cart

Item Name	Request Type	Submitted For	Status
TexConnect Portal	New Access	(MCO) Super	 Information Required

[Return To List](#) [Submit Order](#)

Information: TexConnect Portal (TexConnect Portal STest)

Complete the following information before submitting your request:

MCO *
Aetna

Roles *

- ☐ MCO Adhoc Deliverable Inquiry
- ☒ MCO Adhoc Deliverable Upload
- ☒ MCO Contract Deliverable Upload
- ☐ MCO Contract Deliverable Inquiry
- ☐ MCO CAP Write & Upload
- ☐ MCO CAP Inquiry
- ☒ MCO Message Inquiry All
- ☐ MCO Message Inquiry
- ☒ MCO Contact Create-Edit
- ☒ MCO Contact Inquiry
- ☒ MCO Calendar Inquiry

Comments (Maximum character length is 250)
Giving this user all access

You have selected:

- MCO Adhoc Deliverable Upload
- MCO Contract Deliverable Upload
- MCO Message Inquiry All
- MCO Contact Create-Edit
- MCO Contact Inquiry
- MCO Calendar Inquiry
- MCO Review Deliverable Upload

[Back](#) [Next](#)

Use scroll bar, if needed, to click the **Checkbox** next to each User Role you want to request. A list of the roles you have selected displays.



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Services

User Roles

TexConnect	Role
Key Personnel/ Contacts	MCO Contact Create-Edit (<i>add, edit and delete</i>)
	MCO Contact Inquiry (<i>search and read only</i>)
Message Center	MCO Message Inquiry All (<i>search and read your MCOs' notices, compose emails and see all emails for your MCO</i>)
	MCO Message Inquiry (<i>search and read your MCOs' notices, compose and see only your emails</i>)
Calendar	MCO Calendar Inquiry (<i>search and read only</i>)
Contract Compliance	MCO CAP Write & Upload (<i>includes submit to HHSC</i>)
	MCO CAP Inquiry (<i>search and read only</i>)



User Roles

TexConnect	Role
Adhoc Deliverables	MCO Adhoc Deliverable Inquiry (<i>search and read only</i>)
	MCO Adhoc Deliverable Upload
Contract Deliverables	MCO Contract Deliverable Inquiry (<i>search and read only</i>)
	MCO Contract Deliverable Upload
Review Deliverables	MCO Review Deliverable Inquiry (<i>search and read only</i>)
	MCO Review Deliverable Upload



Requesting Access

Provide Information: TexConnect Portal (TexConnect Portal STest)

Complete the following information before submitting your request:

MCO *

(MCO Name)

Roles *

- ☐ MCO Adhoc Deliverable Inquiry
- ☒ MCO Adhoc Deliverable Upload
- ☒ MCO Contract Deliverable Upload
- ☐ MCO Contract Deliverable Inquiry
- ☐ MCO CAP Write & Upload
- ☐ MCO CAP Inquiry
- ☒ MCO Message Inquiry All
- ☐ MCO Message Inquiry
- ☒ MCO Contact Create-Edit
- ☒ MCO Contact Inquiry
- ☒ MCO Calendar Inquiry

Comments (Maximum character length 1000)

Giving this user all access

3

You have selected:

- MCO Adhoc Deliverable Upload
- MCO Contract Deliverable Upload
- MCO Message Inquiry All
- MCO Contact Create-Edit
- MCO Contact Inquiry
- MCO Calendar Inquiry
- MCO Review Deliverable Upload

To review:

1. Click drop-down arrow to select the **MCO**.
2. Click the **Checkbox** next to each Role you want to request.
3. A list of the roles you select displays.
4. When finished, click the **Next** button.

4

Back

Next



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Services

Requesting Access

Review Order

Empty Cart

Item Name	Request Type	Submitted For	Status	
TexConnect Portal	New Access	Debrah Denise Fields	✓	Edit

☒ I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

Return To List Submit Order

1 2 3

1. The *Review Order* window displays with a green check mark under status.
2. Click checkbox to agree that the information entered is true and necessary.
3. Click the **Submit Order** button.



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Services

Approval Process

1. If **New to Portal**, submit access request for an HHS Enterprise Portal account.
2. Submit **Access Request** for TexConnect via HHS Enterprise Portal.
3. Sign the AUA.
4. First Level Approval, **Approve/Deny**.
5. Second Level Approval, HHSC **Approve/Deny**.

IMPORTANT: The approval process can take up to 10 business days.

Summary



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Services

- First Time users must register for Enterprise Portal account before submitting an Access Request for TexConnect.
- User Roles must be approved by the MCO's designated person and then HHSC.
- Select a role for each function.

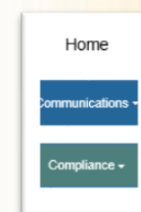


Questions?

Helpful Tips



- **Portal** times out after 30 minutes idle.
- **Global Left-hand Navigation Menu** is persistent throughout the site and used to navigate to different sections.
- **Titles** display on the top left or center of page.
- **Button placement** is consistent throughout the site.
- **Click** buttons or **Hover+Click** buttons to navigate.













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Services



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TexConnect Icons

Term	Definition	Icon
Close	Closes the window; located in top right-hand corner.	 
Delete	Removes information from TexConnect. No restore.	 
Download Arrow	Opens file to view	
Drop Down Arrow	Displays a list of values you can click to select.	 
Export to Excel	Converts the file format and opens in Microsoft Excel.	
PDF to Print	Converts the file to PDF format to print.	
Upload	Transfers information to TexConnect.	



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Accessing TexConnect

HHS Enterprise Portal 



TEXAS
Health and Human Services



System Use Notification

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<https://hhsportal.hhs.state.tx.us>

Sign In

Username

Password

Sign In


[Forgot Username?](#)
[Forgot Password?](#)

New to the portal?

REGISTER 

[Click here to sign Acceptable Use Agreement \(AUA\)](#)

Broadcasts

 Need assistance with portal features? Visit the [Portal Web Help](#) to access online instructions, video tutorials, and downloadable user guides. [View Details](#)



TEXAS
Health and Human
Services

Accessing TexConnect

HHS Enterprise Portal 



TEXAS
Health and Human Services



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Sign In

Username

Password

Sign In


[Forgot Username?](#)
[Forgot Password?](#)

New to the portal?

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Broadcasts



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TEXAS
Health and Human
Services

Accessing TexConnect


HHS Enterprise Portal  Welcome, hhscsuper! [Sign Out](#)

 **TEXAS**
Health and Human Services Home | [Delegate](#) | [My Profile](#) | [My Orders](#) 


Access Management

- [Notifications](#)
- [Manage Access](#)
- [View Agreements](#)


Broadcasts

 To view updates to the portal, please clear your browser's cache. As an alternative, please use the instructions from this [website](#). [View Details](#)

Applications

- TexConnect**
- [ISIM](#)
- [CAPPS HCM](#) 
- [TMTS](#)
- [Report Abuse](#)
- [PEBLES Inquiry](#)

Under the *Applications* area:
Click on **TexConnect** to
open the application.

[Help](#)  | [Supported Browsers](#) | [FAQs](#) | [Contact Us](#) | [Internet Policy](#)



TEXAS
Health and Human
Services

Home Page

Name of User
Logged in
TexConnect

Logout
Here



TEXAS
Health and Human
Services



TexConnect

SuperUser

Logout

WELCOME TO TEXCONNECT'S TEST ENVIRONMENT

(This is a test site and contains test data. This is not a representation of actual MCCO or MCO/Contractor Data)
(This is a test of the User role's ability to use this Home Page message. EM)

Highlights
Communication



Key Contacts

Message
Center

Calendar

Compliance



Contract
Compliance ▾

Deliverables ▾

Important Links
and Frequently
Asked Questions

Links

FAQs



TEXAS
Health and Human
Services

Home Page

The screenshot displays the TEXCONNECT Home Page interface. At the top, the Texas Health and Human Services logo and the TexConnect logo are visible. Below the logos, a welcome message reads: "WELCOME TO TEXCONNECT. This is a test of the User role's ability to access test data. This is not a representation of the actual system." The main content area features a grid of six blue buttons: "Key Contacts", "Message Center", "Calendar", "Contract Compliance", and "Deliverables". A vertical sidebar on the left contains the text "Communications" and "Compliance", accompanied by icons of a computer monitor, a smartphone, and a checklist. At the bottom of the page, there are two expandable sections labeled "Links" and "FAQs".

View & Update Key Personnel

View Emails, Events & Notices

Calendar View of Due Dates & Events


Submit CAP Responses


Upload Deliverables



TEXAS
Health and Human
Services

Home Page


**TEXAS**
Health and Human
Services

TexConnect

SuperUser Logout

WELCOME TO TEXCONNECT'S TEST ENVIRONMENT
(This is a test site and contains test data. This is not a representation of actual MCCO or MCO/Contractor Data)
(This is a test of the User role's ability to use this Home Page message. EM)

Communications




Key Contacts

Message Center

Calendar

Compliance



Contract Compliance ▾

Deliverables ▾

Links

FAQs

Help Desk
Email and
Phone Number

© 2018 Texas Health and Human Services Commission Contact HHSC Help Desk (Ph: 512-438-4720)



TEXAS
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Services

Home Page

WELCOME TO TEXCONNECT'S TEST ENVIRONMENT
(This is a test site and contains test data. This is not a representation of actual MCCO or MCO/Contractor Data)
(This is a test of the User role's ability to use this Home Page message. EM)

Communications

- Key Contacts
- Message Center
- Calendar

Compliance

- Contract Compliance
- Deliverables

Corrective Action Plans

Contract Deliverables
Adhoc Deliverables
Review Deliverables

Links

FAQs

After clicking the drop down arrow, **hover + left-click** the **mouse** over the sub-section you want to view.

Communications

**Key
Contacts**

**Message
Center**

Calendar



TEXAS
Health and Human
Services

Communications





TEXAS
Health and Human
Services



TEXAS
Health and Human
Services

Home Page


**TEXAS**
Health and Human
Services

TexConnect

SuperUser Logout

WELCOME TO TEXCONNECT'S TEST ENVIRONMENT
(This is a test site and contains test data. This is not a representation of actual MCCO or MCO/Contractor Data)
(This is a test of the User role's ability to use this Home Page message. EM)

Communications




Key Contacts

Message Center

Calendar

Compliance



Contract Compliance ▾

Deliverables ▾

Links +

FAQs +

Key Contacts Landing Page



TEXAS
Health and Human
Services



TEXAS
Health and Human
Services



TexConnect

SuperUser Logout

Home

Communications

Compliance

Contract Information

MCO Contract Information:
DBA: Aetna Health Inc. Texas
Contracts: 529-13-0071-00001, 529-12-0002-00022,
Product Lines: CHIP, STAR, STAR_KIDS,

The MCO
Contract
Information
display here.

Contact # 1

Pat Boone
Job Title: Team Lead
eMail: pat.boone@hhsc.state.tx.us
Work Phone: 1-512-123-4567

Contact # 2

Latoya King-Escalante
Job Title: Specialist
eMail: latoya.king-escalante@hhsc.state.tx.us
Work Phone: 1-512-123-4567

Contact # 3

Eladio Mora
Job Title: SA
eMail: em@hhsc.state.tx.us
Work Phone: 1-234-567-8900

Position	Position Details	Contact Details		+ Add
Member Services	1106 Clayton Austin, TX 78722 email: aeteditor@aetna.com	Contact # 1	Debrah Fields	Edit Delete
		email:	dfbm@aetna.com	
		Work Phone:	5123331212	
		Cell Phone:	5124445555	
		Contact # 2	Valerie Iannuccilli	
		email:	vibm@aetna.com	
		Work Phone:	5128485216	
		Cell Phone:		
MIS	123 Hope Lane Austin, TX 5127882222 email: aetreader@aetna.com	Contact # 1	Beena Madysstha	Edit Delete
		email:	bm@aetna.com	
		Work Phone:	1234567891	
		Cell Phone:		

The Global
Left-Hand
Navigation
Menu will
continue to
display, and
makes
navigating
from section to
section easier.



Contract Information

MCO contract information is **entered by HHSC** and includes:

- MCO Name
- DBA (Doing Business As)
- Contract Numbers
- Product Lines

NOTE: Only designated HHSC users can enter and edit contract information.



TEXAS
Health and Human
Services

HHSC Point of Contacts

Home

Communications

Compliance

TEXAS
Health and Human
Services

TexConnect

SuperUser Logout

Contract Information

MCO Contract Information:
DBA: Aetna Health Inc. Texas
Contracts: 529-13-0071-00001, 529-12-0002-00022,
Product Lines: CHIP, STAR, STAR_KIDS,

Contact # 1	Contact # 2	Contact # 3
Pat Boone Job Title: Team Lead eMail:pat.boone@hhsc.state.tx.us Work Phone: 1-512-123-4567	Latoya King-Escalante Job Title: Specialist eMail:latoya.king-escalante@hhsc.state.tx.us Work Phone: 1-512-123-4567	Eladio Mora Job Title: SA eMail:em@hhsc.state.tx.us Work Phone: 1-234-567-8900

Position	Position Details	Contact Details	
Member Services	1106 Clayton Austin, TX 78722 email:aeteditor@aetna.com	<div>Contact # 1 Debrah Fields email:dfbm@aetna.com Work Phone: 5123331212 Cell Phone: 5124445555</div> <div>Contact # 2 Valerie Iannuccilli email:vibm@aetna.com Work Phone: 5128485216 Cell Phone:</div>	<div>+ Add</div> <div>Edit Delete</div>
	MIS	123 Hope Lane Austin, TX 5127882222 email:aetreader@aetna.com	<div>Contact # 1 Beena Madysstha email:bm@aetna.com Work Phone: 1234567891 Cell Phone:</div> <div>Edit Delete</div>

The HHSC
Point of
Contacts for
the contract
display here.



TEXAS
Health and Human
Services

HHSC Point of Contacts

Contact # 1	Contact # 2	Contact # 3
Pat Boone Job Title: Team Lead eMail: pat.boone@hhsc.state.tx.us Work Phone: 1-512-123-4567	Latoya King-Escalante Job Title: Specialist eMail: latoya.king-escalante@hhsc.state.tx.us Work Phone: 1-512-123-4567	Eladio Mora Job Title: SA eMail: em@hhsc.state.tx.us Work Phone: 1-234-567-8900

The three HHSC Point of Contacts (POCs) listed for each MCO contract are the:

- Primary Health Specialist
- Secondary Health Specialist
- The Health Plan Manager


NOTE: Only designated HHSC users can edit HHSC POCs.




TEXAS
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Services

Receive system
auto-generated
communications

MCO Key Personnel

**TEXAS**
Health and Human
Services

TexConnect

SuperUser [Logout](#)

Home
Communications
Compliance

Contract Information

MCO Contract Information:
DBA: Aetna Health Inc. Texas
Contracts: 529-13-0071-00001, 529-12-0002-00022,
Product Lines: CHIP, STAR, STAR_KIDS,

Contact # 1	Contact # 2	Contact # 3
Pat Boone Job Title: Team Lead eMail:pat.boone@hhsc.state.tx.us Work Phone: 1-512-123-4567	Latoya King-Escalante Job Title: Specialist eMail:latoya.king-escalante@hhsc.state.tx.us Work Phone: 1-512-123-4567	Eladio Mora Job Title: SA eMail:em@hhsc.state.tx.us Work Phone: 1-234-567-8900

Position	Position Details	Contact Details	
Member Services	1106 Clayton Austin, TX 78722 email:aeteditor@aetna.com	Contact # 1	Debrah Fields
		email:	dfbm@aetna.com
		Work Phone:	5123331212
		Cell Phone:	5124445555
		Contact # 2	Valerie Iannuccilli
		email:	vibm@aetna.com
		Work Phone:	5128485216
		Cell Phone:	
MIS	123 Hope Lane Austin, TX 5127882222 email:aetreader@aetna.com	Contact # 1	Beena Madysstha
		email:	bm@aetna.com
		Work Phone:	1234567891
		Cell Phone:	



MCO Key Personnel

- Determined by the MCO
- Displays based on the user's organization
- Add up to **3** contacts per position (functional role) if you have the *MCO Contact Create-Edit* user role.
- Information is listed by position (functional role) and also includes:
 - Email (functional/mailbox)
 - Address

IMPORTANT: MCO's must keep Key Personnel/Contact information updated.



TEXAS
Health and Human
Services

Adding a Contact

TEXAS Health and Human Services | TexConnect

SuperUser Logout

Contract Information

Home
Communications
Compliance

MCO Contract Information:
DBA: Aetna Health Inc. Texas
Contracts: 529-13-0071-00001, 529-12-0002-00022,
Product Lines: CHIP, STAR, STAR_KIDS,

Contact # 1	Contact # 2	Contact # 3
		Eladio Mora Job Title: SA eMail: em@hhsc.state.tx.us Work Phone: 1-234-567-8900
		ah Fields @aetna.com 331212 445555 rie Iannuccilli
	email: vibm@aetna.com Work Phone: 5128485216	
	Work Phone: 1234567891 Cell Phone:	

To add up to **3** contacts to a position (function role), click the **Add** button.

NOTE: You need the **MCO Contact Create-Edit** user role to create contacts.

IMPORTANT: The HHSC POC's for the contract are notified anytime you add, edit or delete key personnel information.



TEXAS
Health and Human
Services

Adding a Contact

Add/Edit Contact Information Save Cancel

MCO:

Functional Role: ▼

Position Details:

Address Line 1:

Address Line 2:

City: TX

Contact # 1

First Name: Last Name:

email:

Work Phone:

Cell Phone:

Contact # 2

First Name: Last Name:

email:

Work Phone:

Cell Phone:

Contact # 3

First Name: Last Name:

email:

Work Phone:

Cell Phone:

Save Cancel

The *Add/Edit Contact Information* window displays.

1. Click the **Functional Role** drop down arrow to select a role.



TEXAS
Health and Human
Services

Adding a Contact

Add/Edit Contact Information

SaveCancel

MCO:

Functional Role:

Position Details:

Address Line 1: Address

Address Line 2: Address

City: City

email: emailaddress@mydomain.com

Cell Phone: Cell Phone

Last Name

Select a Functional Role

Member Services

Claims Processing

Provider Network Development and Management

Benefit Admin and Utilization Care Management

Quality Improvement

BH Services

Financial Functions

Reporting

Executive Director

Medical Director

Management Position

First Name: First Name

Last Name: Last Name

email: emailaddress@mydomain.com

Work Phone: Work Phone

Cell Phone: Cell Phone

First Name: First Name

Last Name: Last Name

email: emailaddress@mydomain.com

Work Phone: Work Phone

Cell Phone: Cell Phone

Save

Cancel

The *Functional Roles* display.

1. Select a **Functional Role**.



TEXAS
Health and Human
Services

Adding a Contact

Add/Edit Contact Information

Save

Cancel

MCO:

Functional Role:

Reporting

Position Details:

Address Line 1:

Address line 1

Address Line 2:

Address Line 2

City:

City

TX

▼

Zip:

Zip Code

email:

emailaddress@mydomain.com

Contact # 1

First Name:

First Name

Last Name:

Last Name

email:

emailaddress@mydomain.com

Work Phone:

Work Phone:

Cell Phone:

Cell Phone:

Contact # 2

First Name:

First Name

Last Name:

Last Name

email:

emailaddress@mydomain.com

Work Phone:

Work Phone:

Cell Phone:

Cell Phone:

Contact # 3

First Name:

First Name

Last Name:

Last Name

email:

emailaddress@mydomain.com

Work Phone:

Work Phone:

Cell Phone:

Cell Phone:

In this example, the *Reporting Functional Role* was selected.

Next, enter the **Position Details**.

Save

Cancel



Adding a Contact

Add/Edit Contact Information

Save

Cancel

MCO:

Functional Role: Reporting

Position Details:

Contact # 1

Address Line 1: Address line 1

Address Line 2: Address Line 2

City: City TX Zip: Zip Code

email: emailaddress@mydomain.com

First Name: First Name Last Name: Last Name

email: emailaddress@mydomain.com

Work Phone: Work Phone:

Cell Phone: Cell Phone:

Contact # 2

First Name: First Name Last Name: Last Name

email: emailaddress@mydomain.com

Work Phone: Work Phone:

Cell Phone: Cell Phone:

Contact # 3

First Name: First Name Last Name: Last Name

email: emailaddress@mydomain.com

Work Phone: Work Phone:

Cell Phone: Cell Phone:

Save

Cancel

If applicable, enter a **Group Email** address here.

Then, enter up to **3** contacts for the functional role selected.



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Services

Adding a Contact

Add/Edit Contact Information

Save

Cancel

MCO:

Functional Role:

Position Details:

In this example, the domain is
@mydomain.com

Address Line 1:	<input type="text" value="Address line 1"/>	First Name:	<input type="text" value="First Name"/>	Last Name:	<input type="text" value="Last Name"/>
Address Line 2:	<input type="text" value="Address Line 2"/>	email:	<input type="text" value="emailaddress@mydomain.com"/>		
City:	<input type="text" value="City"/>	TX	Zip:	<input type="text" value="Zip Code"/>	
email:	<input type="text" value="emailaddress@mydomain.com"/>				

Contact # 2

First Name:	<input type="text" value="First Name"/>	Last Name:	<input type="text" value="Last Name"/>
email:	<input type="text" value="emailaddress@mydomain.com"/>		
Work Phone:	<input type="text" value="Work Phone:"/>		
Cell Phone:	<input type="text" value="Cell Phone:"/>		

Contact # 3

First Name:	<input type="text" value="First Name"/>	Last Name:	<input type="text" value="Last Name"/>
email:	<input type="text" value="emailaddress@mydomain.com"/>		
Work Phone:	<input type="text" value="Work Phone:"/>		
Cell Phone:	<input type="text" value="Cell Phone:"/>		

IMPORTANT: Each contact's email domain must be the same as the user's email domain. Contact your HHSC POC to request adding a different domain for TexConnect related business only.

Save

Cancel



TEXAS
Health and Human
Services

Adding a Contact

Add/Edit Contact Information

Save

Cancel

MCO:

Functional Role:

Reporting

Position Details:

Contact # 1

Address Line 1:

Address line 1

First Name:

First Name

Last Name:

Last Name

Address Line 2:

Address Line 2

email:

emailaddress@mydomain.com

City:

City

TX

▼

Zip:

Zip Code

Work Phone:

Work Phone:

email:

emailaddress@mydomain.com

Cell Phone:

Cell Phone:

Contact # 2

First Name:

First Name

Last Name:

Last Name

email:

emailaddress@mydomain.com

Work Phone:

Work Phone:

Cell Phone:

Cell Phone:

Contact # 3

First Name:

First Name

Last Name:

Last Name

email:

emailaddress@mydomain.com

Work Phone:

Work Phone:

Cell Phone:

Cell Phone:

When finished adding
contact information,
click the **Save** button.

Save

Cancel



Editing a Contact

TEXAS Health and Human Services | TexConnect

SuperUser Logout

Contract Information

Home
Communications
Compliance

MCO Contract Information:
DBA: Aetna Health Inc. Texas
Contracts: 529-13-0071-00001, 529-12-0002-00022,
Product Lines: CHIP, STAR, STAR_KIDS,

Contact # 1	Contact # 2	Contact # 3
		Eladio Mora Job Title: SA eMail:em@hhsc.state.tx.us Work Phone: 1-234-567-8900
		@aetna.com 331212 445555 rie Iannuccilli
	email: vibm@aetna.com	
	Work Phone: 5128485216	
	Work Phone: 1234567891	
	Cell Phone:	

+ Add
✎ Edit
✖ Delete

To make changes to contact information, click the **Edit** button.

NOTE: You need the *MCO Contact Create-Edit user role*, to change contact information.

IMPORTANT: The HHSC POC's for the contract are notified anytime you edit contact information.



TEXAS
Health and Human
Services

Editing a Contact

Add/Edit Contact Information

Save

Cancel

MCO: Aetna

Functional Role: Corrective Action Plans Contacts

Position Details:

Address Line 1: 1609 Centercreek Dr

Address Line 2: Address Line 2

City: Austin TX Zip: 78754

email: notvalid@aetna.com

Contact # 1

First Name: Test Last Name: User

email: notvalid@aetna.com

Work Phone: 098695864

Cell Phone: 45984-486546

Contact # 2

First Name: First Name Last Name: Last Name

email: emailaddress@mydomain.com

Work Phone: Work Phone:

Cell Phone: Cell Phone:

Contact # 3

First Name: First Name Last Name: Last Name

email: emailaddress@mydomain.com

Work Phone: Work Phone:

Cell Phone: Cell Phone:

The *Add/Edit Contact Information* window displays. Change the contact information as needed, then click the **Save** button when finished.

Save

Cancel



TEXAS
Health and Human
Services

Deleting a Contact

Home Contract Information

Communications

Compliance

MCO Contract Information:
DBA: Aetna Health Inc. Texas
Contract: 520.12.0074.00004, 520.12.0003.00023
Product: Aetna Health Inc. Texas

Message from webpage

Are you sure you want to delete this Contract Information ?

☐ Don't let this page create more messages **OK** Cancel

Contact # 1
Pat Boone
Job Title: Team Lead
eMail:ravi.nagraja@hhsc.state.tx.us

Contact # 3
Mora
e: SA
Work Phone: 1-234-567-8900

+ Add
Edit
Delete

Contact # 3 Wilma Flinstone

To delete contact information, click the **Delete** button. Click **OK** to confirm you want to delete the contact information.

NOTE: You need the *MCO Contact Create-Edit user role* to delete contact information.

IMPORTANT: The HHSC POC's for the contract are notified anytime you delete contact information.

Summary



TEXAS
Health and Human
Services

- Keep contact information updated always.
- HHSC POCs are notified when you add, edit or delete key personnel.
- Contact email domains must be the same as the MCO; contact your HHSC POC to request adding a different email domain for TexConnect business only.



Questions?

Communications





TEXAS
Health and Human
Services



TEXAS
Health and Human
Services


Home Page



Aetna SuperUser [Logout](#)

WELCOME TO TEXCONNECT'S TEST ENVIRONMENT
(This is a test site and contains test data. This is not a representation of actual MCO or MCO/Contractor Data)
(This is a test of the User role's ability to use this Home Page message, EM)

Communications




Key Contacts

Message Center

Calendar

Compliance



Contract Compliance ▾

Deliverables ▾

Links +

FAQs +

Message Center Landing Page



TEXAS
Health and Human
Services



Indicates the number of unread messages for **All Notices** and **All Emails**

Logout

Message Center 11

Home

Communications ▾

Compliance ▾

Action Required		
Subject	From	Due Date
Test 2 - Melanie	EVV	05/02/2019
Action Required Test Notice	Finance	05/02/2019
New Action Required for MCOs	EVV	05/31/2019
Action Required Test Post D ...	Encounters	06/07/2019
New AR Test	Policy	06/13/2019
Action Required for MCOs	VDP	06/20/2019

Informational	
Subject	Date
testing 3 - dates	04/11/2019
Test Draft capability	03/07/2019
Test for STAR	03/04/2019
Test notice new file directory one more time.	02/08/2019
Test notice new file directory again.	02/08/2019
New file upload directory test	02/08/2019
Create notice with draft status first.	02/07/2019
A new notice test for pdf generation.	02/07/2019
Test with attachment	02/06/2019
Test Notice	02/06/2019

Email Snapshot		
From	Subject	Date
SuperUser,HHSC	Test b	03/12/2019
SuperUser,HHSC	Test a	03/12/2019
SuperUser,HHSC	Test Action	03/11/2019
SuperUser,HHSC	Email with multiple parag ...	03/01/2019
SuperUser,HHSC	FW: Test email Come from ...	02/28/2019
Health Plan Specialist HHSC Lead	FW: Test Email to multipl	02/21/2019
SuperUser,HHSC		
SuperUser,HHSC		

Events	
Subject	Date of Event
Second Test Event Notice	05/03/2019
Test 3 Event Notice	05/08/2019
Event Test 2	05/13/2019
Event Test Notices	06/21/2019
Event Required for MCOs	06/27/2019

Click the **Quick Access** buttons to easily navigate to *All Notices* or *All Emails*.

All Notices

All Emails



Message Center Widgets

Snapshot of Information in List View!

SuperUser Logout

Message Center 11

Home

Communications ▾

Compliance ▾

1

Action Required		
Subject	From	Due Date
Test 2 - Melanie	EVV	05/02/2019
Action Required Test Notice	Finance	05/02/2019
New Action Required for MCOs	EVV	05/31/2019
Action Required Test Post D ...	Encounters	06/07/2019
New AR Test	Policy	06/13/2019
Action Required for MCOs	VDP	06/20/2019

2

Informational	
Subject	Date
testing 3 - dates	04/11/2019
Test Draft capability	03/07/2019
Test for STAR	03/04/2019
Test notice new file directory one m ...	02/08/2019
Test notice n	02/08/2019
New file upl	02/08/2019
Create notice	02/07/2019
A new notice	02/07/2019
Test with att	02/06/2019
Test Notice	02/06/2019

Bold = Not Open/Read

3

Events	
Subject	Date of Event
Second Test Event Notice	05/03/2019
Test 3 Event Notice	05/08/2019
Event Test 2	05/13/2019
Event Test Notices	06/21/2019
Event Required for MCOs	06/27/2019

4

Email Snapshot		
	Subject	Date
SuperUser, HHSC	Test b	03/12/2019
SuperUser, HHSC	Test a	03/12/2019
SuperUser, HHSC	Test Action	03/11/2019
SuperUser, HHSC	Email with multiple parag ...	03/01/2019
SuperUser, HHSC	FW: Test email Come from ...	02/28/2019
SuperUser, HHSC	FW: Test Email to multipl ...	02/21/2019
Lead	Feb 8th second email test	02/08/2019
	Test Email	02/07/2019

Click on any subject for more detail

All Notices All Emails

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Health and Human
Services

Action Required Widget



Action Required		
Subject	From	Due Date
Test 2 - Melanie	EVV	05/02/2019
Action Required Test Notice	Finance	05/02/2019
New Action Required for MCOs	EVV	05/31/2019
Action Required Test Post D ...	Encounters	06/07/2019
New AR Test	Policy	06/13/2019
Action Required for MCOs	VDP	06/20/2019

- Information comes from:
 - ✓ MCO notices published
 - ✓ HHSC emails sent from TexConnect requiring action
- List top 10 current and upcoming notices published or emails sent to the MCO and **requires action.**
- Displays in order **by action due date.**



TEXAS
Health and Human
Services

Information Widget

i	Informational	
	Subject	Date
	testing 3 - dates	04/11/2019
	Test Draft capability	03/07/2019
	Test for STAR	03/04/2019
	Test notice new file directory again.	02/08/2019
	Create notice with draft status first.	02/07/2019
	A new notice test for pdf generation.	02/07/2019
	Test with attachment	02/06/2019
	Test Notice	02/06/2019

- Information comes from MCO notices published by HHSC.
- List the 10 most recent notices published to the MCO and **does not require action.**
- Displays in order **by date published.**



TEXAS

Health and Human
Services

Events Widget



Events	
Subject	Date of Event
Second Test Event Notice	05/03/2019
Test 3 Event Notice	05/08/2019
Event Test 2	05/13/2019
Event Required for MCOs	06/27/2019

- Information comes from MCO Notices published by HHSC.
- Only the user's events will display
- List the **10** most recent notices for the MCO that are **related to an upcoming event.**
- Displays in order **by event date.**



TEXAS

Health and Human
Services

Email Snapshot Widget



Email Snapshot		
From	Subject	Date
SuperUser,HHSC	Test b	03/12/2019
SuperUser,HHSC	Test a	03/12/2019
SuperUser,HHSC	Test Action	03/11/2019
SuperUser,HHSC	Email with multiple paragr ...	03/01/2019
SuperUser,HHSC	FW: Test email Come from p ...	02/28/2019
Health Plan Specialist,HHSC Lead	FW: Test Email to multiple ...	02/21/2019
SuperUser,HHSC	Feb 8th second email test	02/08/2019
SuperUser,HHSC	Test Email	02/07/2019

- Information displayed based on user role
- List the **10** most recent emails sent to the MCO and **could require action** and **have a due date**.
- Displays in order **by date sent**.

Message Center Landing Page



TEXAS
Health and Human
Services



SuperUser Logout

Message Center 11

Home

Communications ▾

Compliance ▾

Action Required		
Subject	From	Due Date
Test 2 - Melanie	EVV	05/02/2019
Action Required Test Notice	Finance	05/02/2019
New Action Required for MCOs	EVV	05/31/2019
Action Required Test Post D ...	Encounters	06/07/2019
New AR Test	Policy	06/13/2019
Action Required for MCOs	VDP	06/20/2019

Informational	
Subject	Date
testing 3 - dates	04/11/2019
Test Draft capability	03/07/2019
Test for STAR	03/04/2019
Test notice new file directory one more time.	02/08/2019
Test notice new file directory again.	02/08/2019
New file upload directory test	02/08/2019
Create notice with draft status first.	02/07/2019
A new notice test for pdf generation.	02/07/2019
Test with attachment	02/06/2019
Test Notice	02/06/2019

Email Snapshot		
From	Subject	Date
SuperUser,HHSC	Test b	03/12/2019
SuperUser,HHSC	Test a	03/12/2019
SuperUser,HHSC	Test Action	03/11/2019
SuperUser,HHSC	Email with multiple parag ...	03/01/2019
SuperUser,HHSC	FW: Test email Come from ...	02/28/2019
Health Plan Specialist HHSC Lead	FW: Test Email to multipl	02/21/2019
SuperUser,HHSC		
SuperUser,HHSC		

Events	
Subject	Date of Event
Second Test Event Notice	05/03/2019
Test 3 Event Notice	05/08/2019
Event Test 2	05/13/2019
Event Test Notices	06/21/2019
Event Required for MCOs	06/27/2019

Click the **Quick Access** buttons to easily navigate to *All Notices* or *All Emails*.

All Notices

All Emails

All Notices Landing Page



Click the **Show entries** drop down arrow to change number of entries displayed.


Indicates the number of unread messages for **All Notices**, including Archived Notices.

Home

Communications ▾








Compliance ▾

TexConnect

All Notices 

From: MM/DD/YYYY To: MM/DD/YYYY

Show **10** entries

Category	Subject	From	Date
	testing 3 - dates	EVV	04/11/2019
	Test 2 - Melanie	EVV	04/11/2019
	Action Required Test Post Date	Encounters	04/11/2019
	Notice created on March 19th by David	MCCO	04/10/2019
	Test Edit - 1	Policy	03/21/2019
		QUALITY	03/19/2019
		QUALITY	 03/18/2019
		POLICY	03/15/2019
		MCCO	 03/15/2019
		QUALITY	03/14/2019




Showing 1 to 10 of 33 entries

Previous **1** 2 3 4 Next

Message Center All Emails

SuperUser Logout

Filter by

- ☒  Action Required
- ☒  Informational
- ☒  Events

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All Notices Landing Page



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Health and Human
Services



Aetna SuperUser Logout

Home

All Notices 8

Communications ▾

Compliance ▾

From: MM/DD/YYYY

To: MM/DD/YYYY

Search Subject



Filter by

- ☒ Action Required
- ☒ Informational
- ☒ Events

Category	Subject	From	Date
	test event date 2	EVV	04/16/2019
	Testing event date 1	EVV	04/16/2019
	testing 3 - dates	EVV	04/11/2019
	Test 2 - Melanie	EVV	04/11/2019
	Action Required Test Post Date	Encounters	04/11/2019
	Notice created		
	Test Edit - 1		
	Testing Edit		
	Submit LTSS M		
	Test - 99		
	Try to create a		
	Invitation to the		
	Test paperclip		
	Test bold		
	Test Draft caps		
	Test Comm		
	Test for STAR	POLICY	03/04/2019
	MT Test Notice With a Much Longer Ti ...	FINANCE	02/28/2019
	Even bigger notice	FINANCE	02/12/2019
	Bin notice	MEDICAL DIRECTOR	02/12/2019

To search by subject, type **one or more relevant words** in the *Search Subject* field, then press the keyboard **Enter** key.

Delete the word(s), then press **Enter** to return to the original list.

All Notices Landing Page



TEXAS
Health and Human
Services



Aetna SuperUser Logout

Home All Notices 8

Search Subject

From: MM/DD/YYYY To: MM/DD/YYYY

Category	Subject	From	Date
📅	test event date 2	EVV	04/16/2019
📅	Testing event date 1	EVV	04/16/2019
📅	testing 3 - dates	EVV	04/11/2019
📅	Test 2 - Melanie	EVV	04/11/2019
📅	Action Required Test Post Date	Encounters	04/11/2019

Filter by

- ☒ Action Required
- ☒ Informational
- ☒ Events

Search by *Date Range* to view past notices up to two years from current date. (Notices are archived for 2 years)

To search, click the **From** and **To** calendar icons to select a date range. Results display after selecting the **To** date. Delete both dates to return to the original list.


NOTE: The date listed is the date the notice was published.


📅	Test for STAR	FINANCE	02/28/2019
📅	MT Test Notice With a Much Longer Ti ...	FINANCE	02/28/2019
📅	Even bigger notice	FINANCE	02/12/2019
📅	Big notice	MEDICAL DIRECTOR	02/12/2019



TEXAS
Health and Human
Services

All Notices

**TEXAS**
Health and Human
Services

TexConnect

SuperUser Logout

Home All Notices

Communications ▾

Compliance ▾

Click the **Filter by** check boxes to change the category of notices listed.

From: MM/DD/YYYY To: MM/DD/YYYY

Category	Subject	From	Date
📅	test event date 2	EVV	04/16/2019
📅	Testing event date 1	EVV	04/16/2019
📅	testing 3 - dates	EVV	04/11/2019
📅	Test 2 - Melanie	EVV	04/11/2019
📅	Action Required Test Post Date	Encounters	04/11/2019
📅	Notice created on March 19th by David	MCCO	04/10/2019
📅	Test Edit - 1	Policy	03/21/2019
📅	Testing Edit	QUALITY	03/19/2019
📅	Submit LTSS MCO Provider Enrollment ...	QUALITY	03/18/2019
📅	Test - 99	POLICY	03/15/2019
📅	Try to create a draft notice initial ...	MCCO	03/15/2019
📅	Invitation to the HCBS Value Based P ...	QUALITY	03/14/2019
📅	Test paperlin	EVV	03/13/2019

Filter by

☒ 📅 Action Required

☒ 📅 Informational

☒ 📅 Events

IMPORTANT: MCO Notices will transition to TexConnect and will no longer be sent via email. Check TexConnect regularly for new notices published!

📅	MT Test Notice With a Much Longer Ti ...	FINANCE	02/26/2019
📅	Even bigger notice	FINANCE	02/12/2019
📅



TEXAS
Health and Human
Services

Detailed View

Home

Communications ▾

Compliance ▾

PDF and print

Subject: A notice test for pdf generation.

Content: **B** U Helvetica

Red Text: Bold Text. Underline Text. Link to google. Plain text.

text block.

paragraph.

Contact: David

Type: ☒ Action Required ☒ Informational ☒ Upcoming Event

Event Date: 02/27/2019

Quick Access Buttons now includes the *Message Center*.

Message Center All Notices All Emails

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Click on any
Subject
for more details

PDF and Print
screen displays.

All Notices 8

Search Subject

From: MM/DD/YYYY To: MM/DD/YYYY

Show 100 entries

Category	Subject	From	Date
▲	testing 3 - dates	EVV	04/11/2019
▲	Test 2 - Melanie	EVV	04/11/2019
▲	Action Required Test Post Date	Encounters	04/11/2019
▲	Notice created on March 19th by David	MCCO	04/10/2019
▲	Test Edit - 1	Policy	03/21/2019
▲	Testing Edit	QUALITY	03/19/2019
▲	Submit LTSS MCO Provider Enrollment ...	QUALITY	03/18/2019
▲	Test - 90	POLICY	03/15/2019
▲	Try to create a draft notice initial ...	MCCO	03/15/2019
▲	Invitation to the HCBS Value Based P ...	QUALITY	03/14/2019
▲	Test paperclip	EVV	03/12/2019
▲	Test bold	VDP	03/12/2019
▲	Test Draft capability	FROM OTHER	03/07/2019
▲	Test Comm	QUALITY	03/05/2019
▲	Test for STAR	POLICY	03/04/2019
▲	MT Test Notice With a Much Longer Ti ...	FINANCE	02/28/2019
▲	Even bigger notice	FINANCE	02/12/2019
▲	Big notice	MEDICAL DIRECTOR	02/12/2019
▲	Test notice new file directory again.	POLICY	02/08/2019
▲	test notice	CONTRACT SERVICES	02/08/2019
▲	sfsdfs	MCCO	02/07/2019
▲	Create notice with draft status first.	FINANCE	02/07/2019
▲	A new notice test for pdf generation.	MEDICAL DIRECTOR	02/07/2019
▲	Test with attachment	ENCOUNTERS	02/06/2019
▲	Test Notice	FROM OTHER	02/06/2019
▲	Event	MCCO	02/06/2019
▲	Notice Test	MCCO	02/06/2019

Filter by


- ☒ Action Required
- ☒ Informational
- ☒ Events

List View




TEXAS
Health and Human
Services

Detailed View



TEXAS
Health and Human
Services



TexConnect

SuperUser Logout

Communications ▾

Compliance ▾

PDF and print

Subject: Create notice with draft status first.

Content: **Red Text.** **Bold Text.** Underline Text. [Link to google.](#) Plain text.
A new text block.
Another paragraph.

Contact: David

Type: ☒ Informational

To: ☒ CHIP ☒ MMP-MEDICARE ☒ STAR+PLUS

From:
[testFile3.txt](#)

Click the **X** to close the notice.

The content section is **Read Only!**
Unable to edit and save changes.

Click to view **Attachments**

Message Center All Notices All Emails

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All Emails Landing Page



TEXAS
Health and Human
Services

The screenshot shows the 'All Emails' landing page. Callouts highlight the following features:

- Change number of entries:** A dropdown menu set to '25' entries.
- Indicates the number of unread messages for All Emails; including archived emails:** A badge showing '8' unread messages.
- Click links to view Sent and Draft emails:** Links for 'Inbox', 'Sent', and 'Draft' in the left sidebar.
- Quick Access buttons:** 'Message Center' and 'All Notices' buttons at the bottom.

The page includes a header with the Texas Health and Human Services logo and 'TexConnect' branding. A sidebar on the left contains 'Home', 'Communications', and 'Compliance' sections. The main content area displays a table of email entries with columns for From, To, Subject, Date, Reply, and Delete. The table shows three entries from 'SuperUser,HHSC' to 'aeteditor@aetna.com' and 'aetreader@aetna.com' on 04/01/2019, and one entry on 03/15/2019. A footer at the bottom contains copyright information and contact details for the HHSC Help Desk.

From	To	Subject	Date	Reply	Delete
SuperUser,HHSC	aeteditor@aetna.com	Aetna editor view	04/01/2019		
SuperUser,HHSC	aetreader@aetna.com	Aetna email view	04/01/2019		
SuperUser,HHSC	aete		03/15/2019		

Showing 1 to 3 of 3 entries

Previous 1 Next

Message Center All Notices

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IMPORTANT: If email is received from TexConnect, you must respond from TexConnect. Do NOT respond from Outlook. Displays emails for current month.

All Emails Landing Page



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Health and
Services

Click the **Arrows** to sort by *From, To, Subject, Date* and *Reply* columns.

Emails are archived by month for two years. Click appropriate **month** to view archived emails.

Home

Communications ▾

Compliance ▾

Inbox

Sent

Draft

25 entries

From	To	Subject	Date	Reply	Delete
SuperUser,HHSC	aeteditor@aetna.com	Aetna editor view	04/01/2019	↩	x
SuperUser,HHSC	aetreader@aetna.com	Aetna email view	04/01/2019	↩	x
SuperUser,HHSC	aeteditor@aetna.com	Test	03/15/2019	↩	x

Showing 1 to 3 of 3 entries

Previous 1 Next

Message Center

All Notices

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IMPORTANT: If email is received from TexConnect, you must respond from TexConnect. Do NOT respond from Outlook.



All Emails Landing Page

To create an email, click the **Create Email** button.

NOTE: You need the [MCO Message Inquiry](#) or the [MCO Message Inquiry All](#) user role to create emails.

Aetna SuperUser [Logout](#)

[Create Email](#) [Archive](#)
Mar 2019(13)
Feb 2019(2)

	Subject	Date	Reply	Delete
com	Aetna editor view	04/01/2019		
SuperUser,HHSC	Aetna email view	04/01/2019		
SuperUser,HHSC	Test	03/15/2019		

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

[Message Center](#) [All Notices](#)

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IMPORTANT: If email is received from TexConnect, you must respond from TexConnect. Do NOT respond from Outlook. Use for TexConnect business only.



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Creating an Email



SuperUser [Logout](#)

Communications ▾

Compliance ▾

Close the email.



From: superuser@aetna.com

<input type="checkbox"/>	Position	Position Email	Contact Email
<input type="checkbox"/>	Corrective Action Plans Contacts	notvalid@aetna.com	notvalid@aetna.com
<input type="checkbox"/>	Deliverables Submission Team	notvalid@aetna.com	notvalid@aetna.com
<input type="checkbox"/>	MIS	aetreader@aetna.com	bm@aetna.com; ff@aetna.com

To:

Subject:

Content:
(Max 32000
characters)

B *I* U ~~A~~ Helvetica ▾ **A** ▾

1. Select from Key contacts or type an email address in the **To** field.
2. Enter **Subject**.
3. Type **Content** and format as needed.



Creating an Email

Contact:
(Max 500 characters)

☐ Action Required Due Date:

Upload an attachment:

[Upload additional attachment >>](#)

Use Quick
Access buttons
to navigate.

Message Center

All Notices

All Emails

k (Ph: 512-438-4720)

1. If applicable, enter **Contact** information.
2. If applicable, click the **Action Required** checkbox and enter a **Due Date**.
3. If applicable, click the **Browse** button to upload an attachment.
4. Click **Send** or **Save as Draft**.

Summary



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- Notices viewed in the Message Center are only associated with your MCO.
- Respond to TexConnect Emails from TexConnect only.
- Check TexConnect regularly for new notices published.



Questions?

Communications





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Services


Home Page



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WELCOME TO TEXCONNECT'S TEST ENVIRONMENT
(This is a test site and contains test data. This is not a representation of actual MCO or MCO/Contractor Data)
(This is a test of the User role's ability to use this Home Page message, EM)

Communications




Key Contacts

Message Center

Calendar

Compliance



Contract Compliance ▾

Deliverables ▾

Links +

FAQs +



Calendar Landing Page

Deliverables
Action Required
Events
All

Home

Communications ▾

Compliance ▾

Activity Type: Deliverables
Action Required
Events
All

From: To:

Export to Excel

1. Click the **Activity Type** drop down arrow.

You can select **ONE** or **ALL** Activity Types

>> today April 2019 month week day list

Mon	Tue	Wed	Thu	Fri	Sat
1 Deliverables Due Deliverables Due Deliverables Due +4 more	2	3 Action Required	4	5	6
8	9	10	11	12	13
14	15	16	17	18	20
21	22	23	24	25	26
28	29 Deliverables Due Deliverables Due Deliverables Due	30 Action Required	1	2	3
5	6	7	8	9	10
					11



TEXAS
Health and Human
Services

Home

Communications ▾

Compliance ▾

Contractor Calendar

Activity Type:

All

From:

To:

Export to Excel

<< < > >> today

April 2019

month week day list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<div>Deliverables Due</div> <div>Deliverables Due</div> <div>Deliverables Due</div> <div>+4 more</div>		<div>Action Required</div>	4	5	6
7	8	9	10	11	12	
14	15	16	17	18	19	
21	22	23	24	25	26	
	<div>Deliverables Due</div> <div>Deliverables Due</div> <div>Deliverables Due</div>		<div>Action Required</div>	2	3	
5	6	7	8	9	10	11

Deliverables Due

Action Required

Home

Contractor Calendar

Communications ▾

Compliance ▾

Activity Type:

All ▾

From:

To:

Export to Excel

« < > » today

March 2019

month week day list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
		Action Required Action Required	Action Required Action Required Events	Action Required Action Required Action Required +4 more	Action Required Action Required	
3	4	5	6	7	8	9
required	Action Required	Action Required Action Required			Action Required Action Required Action Required Action Required	
10	11	12	13	14	15	16
	Action Required	Action Required	Action Required Action Required Action Required	Action Required	Action Required Action Required Action Required	
17	18	19	20	21	22	23
	Action Required Action Required	Action Required	Events			Action Required
24	25	26	27	28	29	30
			Events	Action Required	Deliverables Due Deliverables Due Deliverables Due	
31	1	2	3	4	5	6
Deliverables Due Deliverables Due Deliverables Due +4 more		Action Required				

Use the **Navigation Arrows** to change the year or month

View Deliverables tied to Due Dates

View Notices tied to Action Required and Events

Home

Communications ▾

Compliance ▾

Contractor Calendar

Activity Type:

All

From:

To:

Action Required

Subject: A new notice test for pdf generation

Content: Red Text. Bold Text. Underline Text. [Link to google](#). Plain text.

A new text block.

Another paragraph.

Contact: David

To: CHIP,CMDS,DMO

From:

Published Date: 02/07/2019

[testFile3.txt](#)

View **Links** and **Attachments** included in the notice.

Action Required	Action Required	Events			Action Required
Action Required					
24	25	26	27	28	29
		Events	Action Required	Deliverables Due	30
				Deliverables Due	
				Deliverables Due	
31	1	2	3	4	5
Deliverables Due		Action Required			6
Deliverables Due					
Deliverables Due					
+4 more					

Home

Contractor Calendar

Activity Type:

All

From:

To:

Export to Excel

<< < > >> today

March 2019

month week day list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
		Action Required Action Required	Action Required Action Required Events	Action Required Action Required Action Required +4 more	Action Required Action Required	
3	4	5	6			
Action Required	Action Required	Action Required Action Required				
10	11	12	13			
	Action Required	Action Required	Action Required Action Required Action Required	Action		
17	18	19	20	21	22	23
	Action Required Action Required	Action Required	Events			Action Required
24	25	26	27	28	29	30
			Events	Action Required	Deliverables Due Deliverables Due Deliverables Due	
31	1	2	3	4	5	6
Deliverables Due Deliverables Due Deliverables Due +4 more		Action Required				

The calendar defaults to Month view; use the **View navigation buttons** to switch between views.



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Week View



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TexConnect

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Contractor Calendar

Activity Type:

From: To:

[Export to Excel](#)

<< < > >> today

Feb 24 – Mar 2, 2019


month **week** day list


	Sun 2/24	Mon 2/25	Tue 2/26	Wed 2/27	Thu 2/28	Fri 3/1	Sat 3/2
all-day			Action Required Action Required	Action Required Action Required Events	Action Required Action Required Action Required +3 more	Action Required	
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

Day View



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Home

Contractor Calendar

Activity Type: All

From: To:

Export to Excel

<< < > >> today

March 1, 2019

month week **day** list


	Friday
all-day	Action Required
	Action Required
6am	
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	


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List View



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Home

Contractor Calendar

Activity Type:

From: To:

[Export to Excel](#)

<< < > >> today Feb 24 – Mar 2, 2019 month week day **list**

Tuesday February 26, 2019

all-day Action Required

all-day Action Required

Wednesday February 27, 2019

all-day Action Required

all-day Action Required

all-day Events

Thursday February 28, 2019

all-day Action Required

all-day Action Required

all-day Action Required

all-day Action Required

all-day Deliverables Due

all-day Deliverables Due

all-day Deliverables Due

Friday March 1, 2019

all-day Action Required


all-day Action Required

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Exporting to Excel



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TexConnect

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Home

Contractor Calendar

Activity Type: All

From: 02/24/2019 To: 03/02/2019

Export to Excel

Communications

Compliance

To export the calendar information to Excel from any view.

1. Enter a date range in the **From** and **To** date fields.

April 2019

month week day list

	Wed	Thu	Fri	Sat		
2	3	4	5	6		
	Action Required					
9	10	11	12	13		
14	15	16	17	18	19	20
				Events		
21	22	23	24	25	26	27
				Events		

Do you want to open or save ContractorCalendar.xlsx from hh0084007086?

Open Save Cancel

Exporting to Excel



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Services

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Communications ▾

Compliance ▾

TEXAS Health and Human Services

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TexConnect

SuperUser Logout

Contractor Calendar

Activity Type: All ▾

From: 02/24/2019 To: 03/02/2019

Export to Excel

April 2019

month week day list

	Wed	Thu	Fri	Sat
2	3	4	5	6
	Action Required			
9	10	11	12	13
	17	18	19	20
			Events	
23	24	25	26	27

Do you want to open or save ContractorCalendar.xlsx from hh0084007086?

Open Save ▾ Cancel ×

2. Click the **Export to Excel** button to export the information, in the selected date range, to Excel.

3. Click **Open** to view the information in Excel or click **Save** to save the information to a different location.

Exporting to Excel



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Contrator Calendar Activity Report for (MCO)

04/27/2019 18:14:25 PM

From Date: 02/24/20 To Date:

Activity Type: All

Example of the Calendar Activity Report exported to Excel.

February-19						
Due Date:	02/27/2019					
ActivityType	To	From	Subject	Contact	Publish Date	Sent Date
EVENT	CHIP,CMDSD,DMO		A new notice test for pdf generation.	David	02/07/2019	
ACTION REQUIRED	STAR_KIDS		test notice	test@abc.com	02/08/2019	
Due Date:	02/28/2019					
ActivityType	To	From	Subject	Contact	Publish Date	Sent Date
ACTION REQUIRED	CHIP,CMDSD,DMO		A new notice test for pdf generation.	David	02/07/2019	
ACTION REQUIRED	CHIP,STAR_KIDS	Finance	New notice with file attachment	Test	02/05/2019	
ACTION REQUIRED	CHIP,STAR_KIDS	MCCO	Feb 5th Notice test	asfdasdf	02/05/2019	
ACTION REQUIRED	CHIP	MCCO	sfsdfs	dfsfs	02/07/2019	
ActivityType	Name	Status	Status Date	Program	Frequency	Created Date
DELIVERABLES DUE	Claims Summary Report			CHIP	MONTHLY	03/12/2019
DELIVERABLES DUE	Claims Summary Report			STAR_KIDS	MONTHLY	03/12/2019
DELIVERABLES DUE	Claims Summary Report			STAR	MONTHLY	03/12/2019

Summary



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- Check calendar regularly for Events, Action Required and Deliverable due dates.



Questions?

Compliance



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Home Page



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(This is a test of the User role's ability to use this Home Page message. EM)

Communications



Key Contacts

Message
Center

Calendar

Compliance



Contract
Compliance ▾

Deliverables ▾

Links

+


FAQs


+



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WELCOME TO TEXCONNECT'S TEST ENVIRONMENT
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(This is a test of the User role's ability to use this Home Page message. EM)

Communications

Key Contacts

Message Center

Calendar

Compliance

Compliance

Deliverables ▾

Contract Deliverables
Adhoc Deliverables
Review Deliverables

Links +



FAQs +

Click the Deliverables drop-down arrow to select the **Contract Deliverables**.

Contract Deliverables Landing Page



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User [Logout](#)

[Home](#) Deliverables Library

Communications ▾


Compliance ▾

Search Deliverables:


Deliverable:

Select a Deliverable ▾

Due From:

03/25/2019 

Due Till:

07/25/2019 

Product Line:

Select a Product Line ▾

Contract:


Select a Contract ▾

Status:

Select a Status ▾

All Overdue Deliverables:

☐

 Search

Deliverables Due

Please select the deliverable to be uploaded from the below table.

Show

10 ▾

 entries

Search:

Deliverable Name	Frqcy	Due For	Program	Status	Status Date	Submission Date	Due Date	Over Due	Action
No data available in table									

Showing 0 to 0 of 0 entries

Previous

Next

The *Deliverables Library* page displays.

1. Click the drop-down arrow to select the **Type of Deliverable**





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Services

Contract Deliverables



SuperUser [Logout](#)

Home

Deliverables Library

Communications ▾

Search Deliverables:

Compliance ▾

Deliverable:

Due From:

Product Line:

Contract:

Status:

All Overdue

Deliverables:

Select a Deliverable
Claims Summary Report
Critical Incidents and Abuse, Neglect, and Exploitation Report (ANE)
Network and Capacity
Out of Network
Provider Termination

Select a Contract ▾

Select a Status ▾

Search

NOTE: The **Claims Summary Report** is the only deliverable that will be submitted in TexConnect until further notice.

Please select the deliverable to be uploaded from the below table.

Show entries

Search:


Deliverable Name	Frqcy	Due For	Program	Status	Status Date	Submission Date	Due Date	Over Due	Action
No data available in table									


Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)



Contract Deliverables

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TexConnect

SuperUser [Logout](#)

[Home](#) Deliverables Library

Communications ▾


Compliance ▾

Search Deliverables:


Deliverable:

Claims Summary Report ▾

Due From:

04/01/2019 

Due Till:

06/01/2019 

Product Line:

Select a Product Line ▾

Contract:







Select a Contract ▾





Status:

Select a Status ▾

All Overdue Deliverables:

☐

Over Due	Action
No	 Upload
No	 Upload
Yes	 Upload
No	 Upload
Yes	 Upload
No	 Upload

Claims Summary Report	Monthly	2019-03	STAR				2019-04-30	Yes	 Upload
Claims Summary Report	Monthly	2019-04	STAR				2019-05-31	No	 Upload
Claims Summary Report	Monthly	2019-03	STAR_KIDS				2019-04-30	Yes	 Upload
Claims Summary Report	Monthly	2019-04	STAR_KIDS				2019-05-31	No	 Upload

Showing 1 to 6 of 6 entries

[Previous](#) [1](#) [Next](#)

2. Select the **Due From** and **Due Till dates**. You can type the dates or click each calendar icon to select the dates.

3. Next, click the drop down arrows to select the **Product Line**, **Contract** and **Status**.

NOTE: You can only select one Product Line, Contract and Status at a time.



Contract Deliverables

4. (Optional) Click the **All Overdue Deliverables** checkbox to see only *Contract Deliverables* that are overdue.

NOTE: Overdue deliverables are those that have not been submitted at all by the due date or were submitted after the due date.

5. Next, click the **Search** button.

Home Deliverables

Communications

Compliance

Search Deliverables

Deliverable:

Due From:

Product Line:

Contract: Select a Contract

Status: Select a Status

All Overdue Deliverables: ☒

Search Export to Excel

Deliverables Due

Please select the deliverable to be uploaded from the below table.

Show 10 entries

Deliverable Name	Frqcy	Due For	Program	Status	Status Date	Submission Date	Due Date	Over Due	Action
Claims Summary Report	Monthly	2019-03	STAR				2019-04-30	Yes	Upload
Claims Summary Report	Monthly	2019-03	STAR_KIDS				2019-04-30	Yes	Upload

Showing 1 to 2 of 2 entries

Previous 1 Next



Contract Deliverables



Home

Deliverables Library

Communications ▾

Search Deliverables:

Compliance ▾

Deliverable:

Select a Deliverable ▾

Due From:

04/01/2019

Due Till:

08/01/2019

Product Line:

Select a Product Line ▾

Contract:

Status:

All Overdue
Deliverables:

NOTE: Only the deliverables for the MCO
logged in TexConnect will display.

The **Search Results** can be sorted by column
using the ascending and descending arrows.

Deliverables Due

Please select the deliverable to be uploaded from the below table.

Show 10 ▾ entries

Search:



Deliverable Name	Frequency	Due For	Program	Status	Status Date	Submission Date	Due Date	Over Due	Action
Claims Summary Report	Monthly	2019-03	STAR				2019-04-30	Yes	Upload
Claims Summary Report	Monthly	2019-03	STAR_KIDS				2019-04-30	Yes	Upload

Showing 1 to 2 of 2 entries

Previous 1 Next



Contract Deliverables

Aetna SuperUser [Logout](#)

[Home](#) **Deliverables Library**

Communications ▾
Compliance ▾

Search Deliverables:
Deliverable:
Due From:
Due Till:
Product Line:

Search Export to Excel

Search:

Deliverable Name	Frqcy	Due For	Program	Status	Status Date	Submission Date	Due Date	Over Due	Action
Claims Summary Report	Monthly	2019-03	STAR_KIDS				2019-04-30	Yes	Upload
Claims Summary Report	Monthly	2019-04	STAR_KIDS				2019-05-31	No	Upload
Claims Summary Report	Monthly	2019-05	STAR_KIDS				2019-06-28	No	Upload
Claims Summary Report	Monthly	2019-06	STAR_KIDS				2019-07-31	No	Upload
Out of Network	Quarterly	2019-Qtr 3	STAR_KIDS				2019-07-01	No	Upload
Provider Termination	Quarterly	2019-Qtr 3	STAR_KIDS				2019-07-01	No	Upload

Showing 1 to 6 of 6 entries (filtered from 19 total entries) Previous **1** Next

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TIP: You can use the **Search** field to narrow down the search results.

In this example, only the CSR deliverables for STAR_KIDS display because **STAR_K** was entered in the Search field.



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Contract Deliverables



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TexConnect

SuperUser Logout

Home

Deliverables Library

Communications

Search Deliverables:

Compliance

Deliverable:

Select a Deliverable

Due From:

04/01/2019

Due Till:

08/01/2019

Product Line:

Select a Product Line

Contract:

Select a Contract

6. Click the appropriate **Upload** button to transfer the requested deliverable to TexConnect.

NOTE: The Upload button will not display if the deliverable was submitted and System Accepted after the due date, during the 30 day review period or, if the deliverable has been HHSC Accepted 30 days after the due date.

Deliverable Name	Frequency	For	Program	Status	Date	Date	Date	Over Due	Action
Claims Summary Report	Monthly	2019-03	STAR				2019-04-30	Yes	Upload
Claims Summary Report	Monthly	2019-03	STAR_KIDS				2019-04-30	Yes	Upload

Showing 1 to 2 of 2 entries

Previous 1 Next



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Services

Submitting a Deliverable Prior to Due Date

Prior to the due date, the MCO can submit deliverables any number of times. Each previous deliverable will be overwritten and only the latest version submitted will be available.

Status	Description
System Accepted	Deliverable passed validation criteria. Next, the HHSC user will review and can Accept or Reject. If rejected, the reason will be specified and the deliverable must be resubmitted.
System Rejected	Deliverable did not pass validation criteria. The reason will be specified and the MCO must resubmit the deliverable.

NOTE: Anytime a deliverable is *System Accepted*, *System Rejected*, *HHSC Accepted* and *HHSC Rejected* a system auto-generated email is sent to the contacts entered in the Key Personnel section.



Submitting a Deliverable After the Due Date

After the due date, the MCO can submit a deliverable if it is over-due or has been rejected by HHSC.

Status	Description
System Accepted	Deliverable passed the validation criteria, Next, the HHSC user will review and can manually reject. If rejected, the reason will be specified and the MCO must resubmit the deliverable.
System Rejected	Deliverable did not pass validation criteria; a notification is sent to the MCO for resubmission and the LD clock starts ticking.

NOTE: Anytime a deliverable is *System Accepted*, *System Rejected*, *HHSC Accepted* and *HHSC Rejected* a system auto-generated email is sent to the contacts setup in the Key Personnel section.



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Compliance






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Home Page


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WELCOME TO TEXCONNECT'S TEST ENVIRONMENT
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(This is a test of the User role's ability to use this Home Page message. EM)

Communications




Key Contacts

Message Center

Calendar

Compliance



Deliverables

Contract Deliverables

Adhoc Deliverables

Review Deliverables

Click the Deliverables drop-down arrow to select the **Adhoc Deliverables**.

Links +

FAQs +

Adhoc Deliverables Landing Page



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Services



SuperUser

[Logout](#)

[Home](#)

Adhoc Deliverables

Communications ▾

Search Adhoc Deliverables:

Compliance ▾

Adhoc Deliverable Name:

Due From:

Due Till:

Search

The *Adhoc Deliverables* page displays.

1. Enter the **Adhoc Deliverable Name**.
2. Enter the appropriate **Due From** and **Due Till dates**.
3. Click the **Search** button.

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

Adhoc Deliverables Landing Page



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SuperUser Logout

Only the deliverables for the MCO logged in TexConnect will display.

The **Search Results** can be sorted by column using the ascending and descending **Arrows**.

You can also use the **Search** field to narrow down the search results and click the **Export to Excel** button to transfer the information to Excel.

Export to Excel

Search:

Show 10 entries

Adhoc Deliverable Name	Program	Status	Status Date	Submit Date	Due Date	Over Due	Action
Flood Recovery	STAR	Received	2019-03-29	2019-03-29	2019-05-02	No	Upload
Hurricane Relief	STAR	Received	2019-04-01	2019-04-01	2019-04-01	Yes	Upload
Hurricane Relief	STAR	Received	2019-04-01	2019-04-01	2019-04-10	No	Upload
New Adhoc Delv	CHIP	Received	2019-03-27	2019-03-27	2019-03-27	Yes	Upload
New Adhoc Delv	MMP-MEDICARE	Received	2019-03-22	2019-03-22	2019-03-22	Yes	Upload
New Adhoc Delv	CMDS	Received	2019-03-22	2019-03-22	2019-03-22	Yes	Upload
New Adhoc Delv	CHIP	Received	2019-03-22	2019-03-22	2019-03-22	Yes	Upload
Emergency Training	STAR				2019-04-29	Yes	Upload
Requesting info from CHIP	STAR				2019-04-30	No	Upload

Adhoc Deliverables Landing Page



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Adhoc Deliverables

Adhoc Deliverable: Select File to Upload

Browse...

Upload

Cancel

- Click the appropriate **Upload** button to transfer the requested deliverable to TexConnect.









The **Adhoc Deliverable: Select File to Upload** dialog box displays.

Click the appropriate **Green Arrow** to view an uploaded file.

Search:

Adhoc Deliverable: Select File to Upload

g box displays.

				Due	Over Due	Action	
Hurricane Relief	STAR	Received	2019-04-01	2019-04-01	2019-04-01	Yes	 Upload
Hurricane Relief	STAR	Received	2019-04-01	2019-04-01	2019-04-10	No	 Upload
New Adhoc Delv				3-27	2019-03-27	Yes	 Upload
New Adhoc Delv							 Upload
New Adhoc Delv				3-22	2019-03-22	Yes	 Upload
New Adhoc Delv	CHIP	Received	2019-03-22	2019-03-22	2019-03-22	Yes	 Upload
Emergency Training	STAR				2019-04-29	Yes	 Upload
Requesting info from CHIP	STAR				2019-04-30	No	 Upload



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Compliance






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Home Page


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TexConnect

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WELCOME TO TEXCONNECT'S TEST ENVIRONMENT
(This is a test site and contains test data. This is not a representation of actual MCCO or MCO/Contractor Data)
(This is a test of the User role's ability to use this Home Page message. EM)


Communications



Key Contacts

Message Center

Calendar

Deliverables 

Contract Deliverables

Adhoc Deliverables

Review Deliverables

Click the Deliverables drop-down arrow to select the **Review Deliverables**.

Links +

FAQs +



Types of Reviews

Type	Description
Operational	Generally performed every two years to review MCO functions.
Readiness	Performed upon implementation of new programs, contracts or system changes.
Targeted	Performed when HHSC identifies that a specific area of concern should be reviewed.



Review Deliverables

The MCO can search for requested Review Deliverables.

Home

Review Deliverables

Logout

Communications ▾

Compliance ▾

SFY: Select State Fiscal Year ▾

Type of Review: Operational
Readiness
Targeted


Search Cancel


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1. Click the drop-down arrow to select the **SFY**
2. Select the **Type of Review**.
3. Then, click the **Search** button.



Review Deliverables

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Home

Communications ▾

Compliance ▾

SFY:

Type of Review:

(Optional) Click **Export to Excel** to print the search results.

Show entries

Review Name	Review Date	Status	
2019-TAR-AET-145	03/20/2019	OPEN	<input type="button" value="View"/>
2018-TAR-AET-137	02/18/2019	OPEN	<input type="button" value="View"/>
			<input type="button" value="View"/>
			<input type="button" value="View"/>

Previous **1** Next

The search results will display fields for the review that match the search criteria entered.

Use the **Search** field to narrow down the results. Click the **View** button for more details.

ask (Ph: 512-438-4720)



Review Deliverables

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Review Deliverables

Home

Communications ▾

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SFY:

Type of Review:

Contract Oversight Review Name: 2018-TAR-AET-137

Show entries

Deliverable Review Name	Due Date	Deliverable File	Status
Aetna Test Review Deliverable	04/22/2019		

Showing 1 to 1 of 1 entries

Previous **1** Next

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Review Deliverables

Home

SFY:

Type of Review:

Contract Oversight Review Name: 2018-TAR-AET-137

Show entries

Deliverable Review Name	Due Date	Deliverable File	Status
Test Download on Dev 4/25/2019	04/26/2019	Doc21.docx	Received

Showing 1 to 1 of 1 entries

Search:

Previous **1** Next

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4. Click the Upload button to transfer the requested documents to TexConnect.

5. Once the document is received, a **Link** to the requested document is included and the status is marked **Received**.

Summary



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- Notifications of request, submission, acceptance or rejection are sent to the email addresses specified in the Key Personnel page.
- If a deliverable is rejected after the due date, it must be resubmitted and the LD clock starts ticking.



Questions?

More Information

- MCO Testing May 1st – Sept. 13th
- Email Questions to TexConnect
Mailbox: TexConnectHelp@hhsc.state.tx.us
- Portal Help Guide (How Do I):
<https://hhsportal.hhs.state.tx.us/helpGuide/Content/HowDoI.htm>



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More Information

- MCO Testing **May 1st – Sept. 13th**
 - TexConnect **LAST** (Testing Environment)
- TexConnect Production
 - Request access for TexConnect (*this is the production environment*)

IMPORTANT: Information entered in TexConnect Last will not carry over to TexConnect Production. All information must be entered again in the TexConnect Portal Production.



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Thank you

Debrah Fields

Managed Care Compliance & Operations Training

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