



STATE OF CONNECTICUT DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES SPECIAL PROVIDER ALERT

April 5, 2012

We have recently encountered some issues regarding the use of short cuts for DDaP. It is critical that you add to favorites or create your short cuts on the **Provider Suite of** Applications, <u>not the Log in screen</u>. *Please delete your favorites and short cuts for DDaP and then do as follows to replace them:* For Favorites:

- 1. Boot-up the pc to the Windows desktop screen.
- 2. Non-VPN users (Ex. State workers), go to step 4.
- 3. For VPN users, once VPN or Nortel has run, enter password and Token number. Launch Internet Explorer; an icon will display.
- 4. Launch Internet Explorer.
- 5. Enter the DDaP IP address.
- 6. The Log In screen will be displayed:

C.gov	DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES	dmhas						
STATE OF CONNECTIC	UT DMHAS Data Performance System							
	Please Log In User Name: Password: Log In							
7 Enter the following information in the Log In window:								
User Name:	Enter your user name.							
Password:	Enter your password.							



- 8. Select Favorites and then Add to Favorites
- 9. A box will display to add your favorite. Enter the name you desire or leave whatever displays.

	CI.g	ov	Mental He	Department of alth and Addiction Services		dmhas
STATE OF CO		Provider Suite of Applications				
Tools ▼ Log out Version Production 2.4		DDAP - DMHAS DATA PERFORMANCE The DMHAS Data Performance (DDaP) application is a web-based data entry and on-line file processing application. DDaP simplifies the collection of data needed for State and Federal Reporting by the Private Non Porfit (PNP) agencies. Data collected in DDaP includes Client Demograph information. Add a Favorite Add a Favorite Add this webpage as a favorite. To access your favorites, visit Favorites Center.		DMHA The D DMHA tools	DMHAS DATA WAREHOUSE The <u>DMHAS Data Warehouse</u> is a central repository of DMHAS data that includes various Business Intelligence trols and processes, enabling access to DMHAS client ithe MER SURVEY	
			Name: Create in:	DDaP	w Folder	HAS Consumer Survey is an annual satisfaction administered to clients by the majority of DMHA providers and programs.

- 10. Select the Add button.
- 11. Your favorite is now created.

If you choose to add your short cut in another manner, please be sure to do so while on the Provider Suite of Applications.

Please contact Jane Geason if you have questions regarding DDaP training at (860) 418-6627 or email: Jane.Geason@po.state.ct.us

Still have Questions? Please contact Mark McAndrew at Mark.McAndrew@po.state.ct.us or (860) 418-6843.