



Using the Secure Submission Portal

Submitting files securely via Provide Enterprise



Overview

- 
- **Who has access?**
 - Organizations that serve a significant population of HIV positive individuals in SC.
 - Ryan White Parts A-D, including those using CAREWare
 - **What can SC DHEC see?**
 - Only what is contained in the files you submit to “SC DHEC – HIV AIDS Care Network”
 - **What can SC ADAP see?**
 - Only what is contained in the files you submit to “SC DHEC – ADAP Enrollment”
 - **Who can access it at my organization?**
 - Each organization has at least one person (typically the person responsible for running and submitting reports)

Exchange among providers

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- **Providers within the secure portal network can:**
 - **Exchange Protected Health Information amongst each other**
 - For example, Part C (CAREWare agency) can exchange with a Part B (Provide Enterprise agency)
 - **Exchange Protected Health Information within the same organization**
 - For example, office/site A change exchange with office/site B

What

- **What types of data may be exchanged?**
 - **Files with SC ADAP; e.g. lists of clients**
 - **Files with SC DHEC; e.g. reports (RW Part B, HOPWA)**
 - **Files with SC DHEC; e.g. South Carolina Quality Management (required for Statewide Coordinated Statement of Need)**



How?

- **The next few slides will show you how to login and upload files, similar to HRSA's electronic handbook.**
- **Users will need access to Provide Enterprise, including those with "Secure Portal Only" access**



Log in to Provide Enterprise

- Enter your username and password
- Enter the server and database names

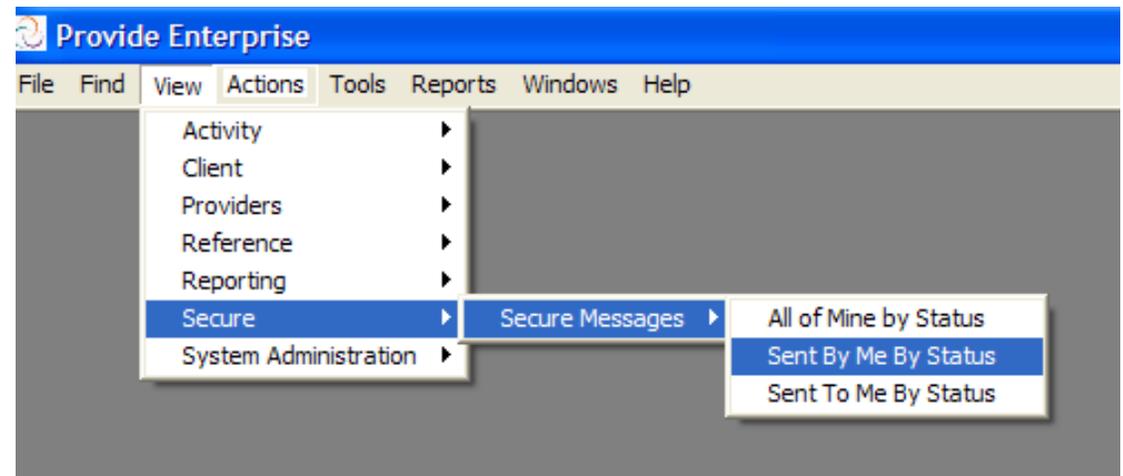


Login to Provide Enterprise

User Name:	<input type="text"/>	<input type="button" value="OK"/> <input type="button" value="Cancel"/>
Password:	<input type="password"/>	
Server:	<input type="text" value="sccare.sc.providecm.com"/>	
Database:	<input type="text" value="sccare"/>	
<input type="checkbox"/> Use Trusted Connection		

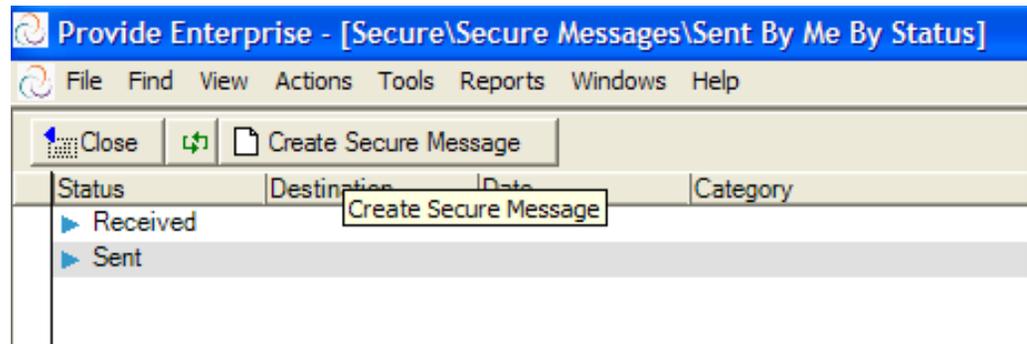
Access the Secure Messaging Center

- Click “View”
- Then “Secure”
- Go to “ Secure Messages”
- Click “Sent By Me By Status”



Start a Secure Message

- Click “Create Secure Message” (circled right)



Prepare to Submit

- Complete the fields “Secure Message”
- (Note: Many of the fields will default for you)

Provide Enterprise - [Secure Message]

File Find View Actions Tools Reports Windows Help

Close ABC Send

Secure Message

Secure Message

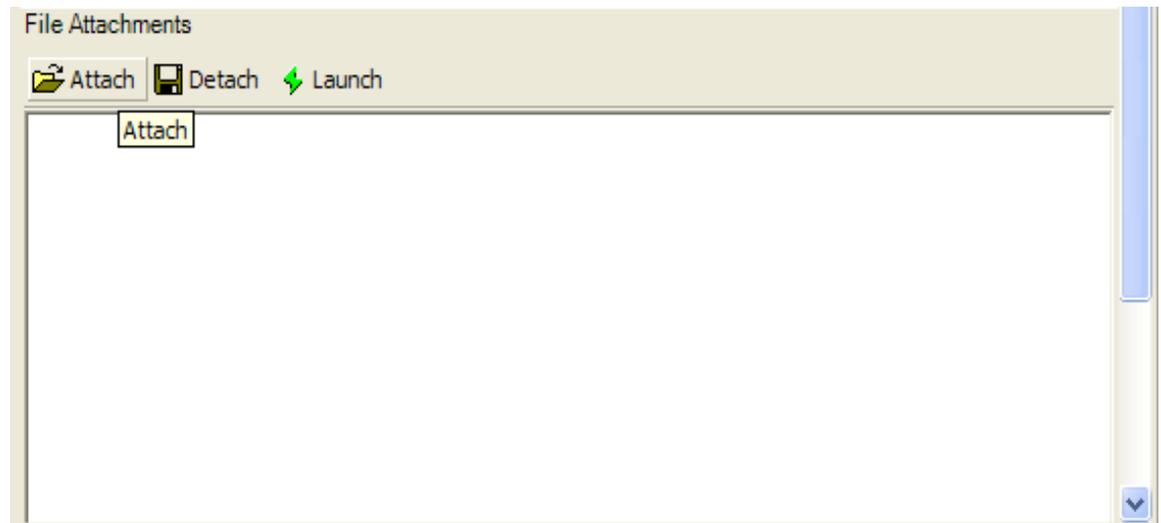
Sender Agency	* Sumter Family Health Center
Sender Program	* Case Management
Agency To	* South Carolina DHEC
Program To	* HIV AIDS Care Network
Created By	Christal Davis/STDHIV/DHEC/SCGOV
Created Date	Monday October 10, 2011
Status	* Pending
Message Category	* PHI Data
Subject	* SC QM Submission CY 2010

Message Text

File Attachments

Prepare to attach the files

- Click the “Attached” button (circled right)



Attach the files to submit

(Note: CAREWare users may have filenames different than displayed.)

Provide Enterprise - [Secure Message]

File Find View Actions Tools Reports Windows Help

Close ABC Send

Secure Message

Secure Message

Sender Agency * Sumter Family Health Center

Sender Program * Case Management

Agency To * South Carolina DHEC

Program To * HIV AIDS Care Network

Created By Crystal Davis/STDHIV/DHEC/SCGOV

Created Date Monday October 10, 2011

Status * Pending

Message Category * PHI Data

Subject * SC QM Submission CY 2010

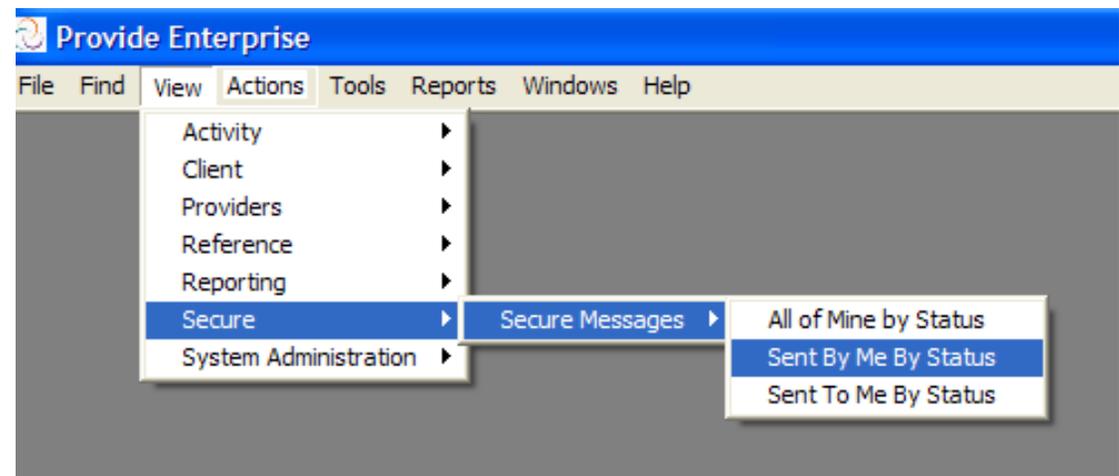
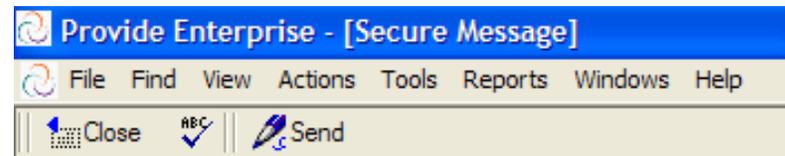
Message Text

Attach Detach Launch

SCQMClie... SCQMSer... SCQMTes...

Submit the Files

- Check back later for DHEC to update the status as “Received”
- You may review submission history through any one of the available views.
- (Note: You will only be able to see files submitting to and from your



FAQ

- I do not see “Secure” under “View,” who has access at my agency?
- I do not have the Provide Enterprise icon to click, how do I install it?
- The organization I want to send to is not listed.
- For any one of the FAQ’s above contact:
 - Groupware Technologies Inc. HelpDesk (providehelp@grouptech.com)
 - Katrina Gary, RW Quality Management Coordinator (803.898.0291)