ICANS USER GROUP

October 18th 2019

Please dial into the call to hear the audio.

We will start at 2:05PM MST to give everyone time to log in.
TODAY’S AGENDA:

• Welcome
• Training Videos Now Available
• AIA Training Updates
• New Agency Setup Instructions
• Updated Agency Agreements
• Wraparound Functionality Added to ICANS
• Security Violations
• Questions and Answers
• Adjourn
• Online ICANS training videos are available and can be attended in place of the scheduled Partner & Provider training.

• Links to the training videos are on the [ICANS Resources and User Guide webpage](http://www.icansresources.com).

• If you watch the training videos, let your Agency ICANS Administrator (AIA) know. Your AIA is responsible for notifying the Automation Help Desk of your training completion via the Online Portal.

• AIA's should submit an Online Portal Service Request. Select the “AIA – Agency ICANS Administrators” service type. On the Additional Details tab select the “Training Attestation” request type and fill in the staff member’s name that completed training.
The Agency ICANS Administrator (AIA) training has been slimmed down and now only covers AIA responsibilities. ICANS functionality is covered by watching the training videos available online.
NEW AGENCY SETUP INSTRUCTIONS

- Starting 11/1/2019 new agencies will need to submit a service request through the online portal to have their ICANS agency setup.
- The Agency and User Spreadsheets will no longer be accepted.
Updated Agency Agreements are available on icans.dhw.Idaho.gov

The ICANS Agency Agreement has been updated to remove the language in Section 11.2 stating "Agreement shall expire after one (1) year from the latest date signed in the signature space below, thereafter unless terminated by either party as provided in this Agreement."

The updated ICANS Agency Agreement has been updated to the following language in Section 11.2: "Agreement End Date. This Agreement shall automatically continue year to year thereafter unless terminated by either party under any of the provisions in section 4.5 as provided in this Agreement."

The ICANS Agency Agreements signed prior to 06/06/2019 using the previous versions of the ICANS Agency Agreement (20181205 and older) will expire one year after the latest date signed.

At the time of expiration, your agency will need to submit a new ICANS Agency Agreement. -OR- Your agency can now submit a new ICANS Agency Agreement using the new version 20190605 to bypass the expiration period.

If your Agency Agreement expires it may impact your ability to access ICANS.
Wraparound functionality will be added into ICANS by the end of the year.

There are three wraparound plans that are being released in phases:
- Wraparound Plan of Care
- Wraparound Crisis and Safety Plan
- Wraparound Transition Plan

A “Wraparound” tab will be added to the existing Client Dashboard.
SECURITY VIOLATIONS

- WITS is a secure, HIPAA and CFR42 compliant electronic health record system. As such, those accessing Idaho WITS must have a signed WITS User Agreement, in which the user accepts the terms of Idaho WITS access. Users also acknowledge the requirement to comply with these regulations prior to each WITS login; specific language on the Log-in screen states: “WARNING: Access to this system is restricted to authorized users only. Violators subject to imprisonment and/or fine. Continuing beyond this point certifies your understanding and compliance with all applicable restrictions and regulations.”

- It is critical that any staff with access to ICANS should never share their user login, password, and/or PIN with another person. This rule applies even if a staff is acting on behalf of an authorized WITS user. Each staff person for your agency accessing WITS must have their own unique user login, password, and pin.

- Please note that any violation of the WITS User Agreement may result in the revocation of your access to Idaho WITS. Furthermore, it is very important to understand that criminal prosecution may be undertaken if the information within WITS is knowingly and intentionally disclosed to anyone who is unauthorized, or if the information is used for fraudulent purposes.
Thank you for attending the ICANS User Group

For input, questions or potential topics:

Automation Help Desk

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