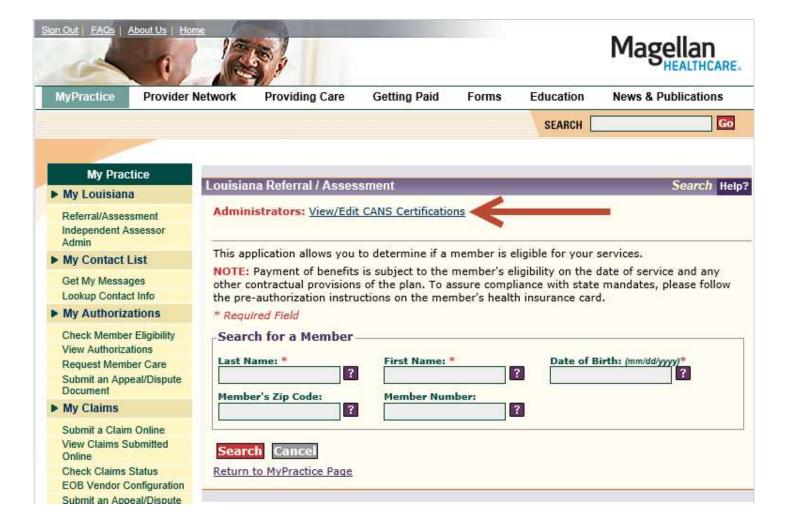
How to Access the CANS LA Certification Application

The purpose of this administrator function in mp.com is:

- 1. To enter CANS LA certification dates to open the CANS LA application for staff to enter CANS LA through magellanprovider.com ("mp.com").
- 2. To enter CANS LA re-certification dates for continued access to the CANS LA through mp.com.
- 3. To view CANS LA certifications for staff with mp.com accounts to verify status as active/inactive certification.

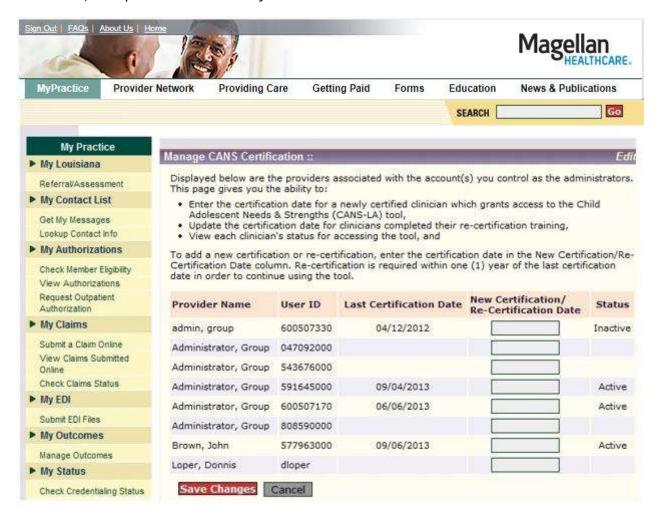
Note: To certify in the CANS LA or to obtain CANS LA certificates, please access www.canstraining.com.

1. The agency mp.com administrator opens the CANS LA Certification application using the link "View/Edit CANS Certifications" on the My Louisiana Referral/Assessment page:





2. The mp.com administrator will view a list of all staff with mp.com accounts. If a CANS LA certification has already been entered, the date of the certification will be shown as well as the status as "Active" meaning less than a year since certification or "Inactive" meaning the certification is over a year old. Only staff with active certifications will have access to the CANS LA. *Note: If the staff needing certification added is not on the list, an mp.com account must first be created.*



User Names and IDs are fictitious

3. The certification date should be entered as MM/DD/YYYY. A calendar is provided to select the date. Click Save Changes to submit the new date. Note: By entering the CANS LA certification date, the administrator is attesting to having seen the CANS LA certificate. A copy of any certifications obtained outside the Louisiana online training system should be kept for audit purposes.

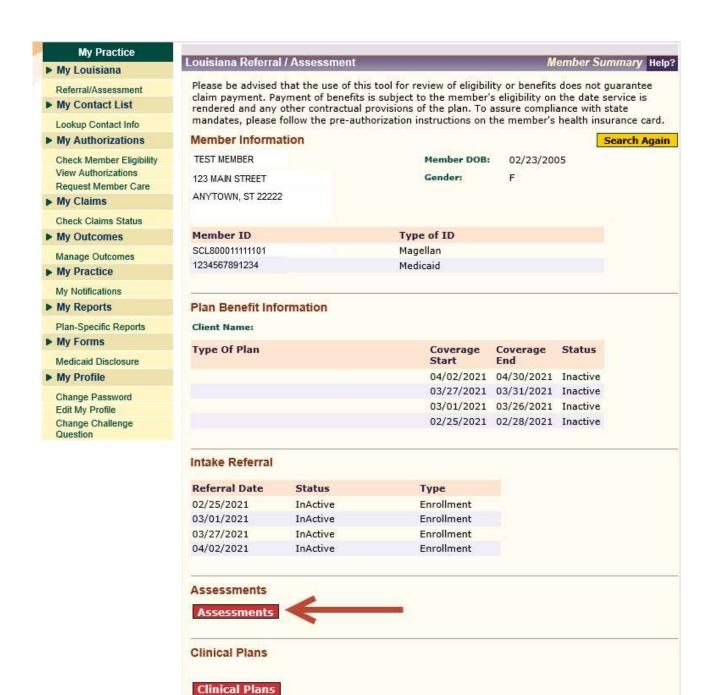




User Names and IDs are fictitious

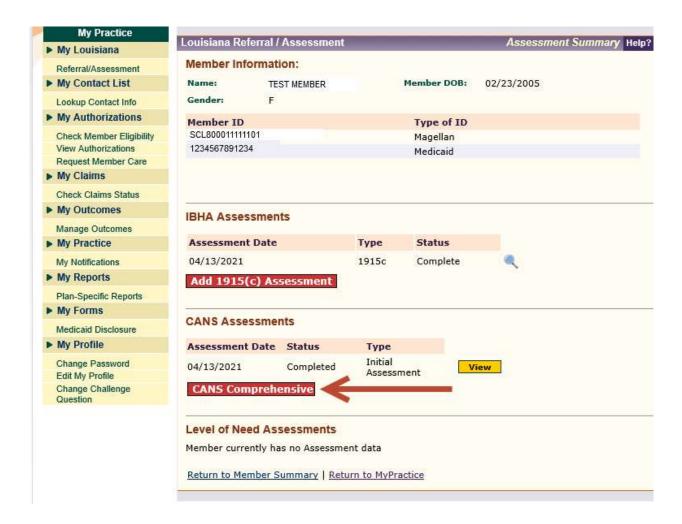
4. After the mp.com administrator enters a date which is within the past year, the staff will have immediate access to the CANS LA on mp.com from their secure access account. The staff will see a red button labeled "CANS Comprehensive."





New Search | Return to Search Results | Return to MyPractice





User Names and IDs are fictitious

Frequently asked questions:

1. **Question:** I have more than one MIS# for my agency. Which MIS# should I select for the staff mp.com account?

Answer: Only give your CANS LA certified staff access to the MIS# and mp.com functions needed. If you are unsure of which MIS# to use, discuss within your agency and contact your Magellan representative if further assistance is needed.

- 2. **Question:** What functions in mp.com do I need to give staff to access the CANS LA? **Answer:** Access to Referral/Assessment.
- 3. **Question:** I have a clinician who used to have access to submit a CANS LA, but now doesn't. Why? **Answer:** Check first to see if the certification is active. If it is, check to see if the clinician is using the correct user account.



4. **Question:** I have a staff member who works for another agency and already has an mp.com account. Do they use that account to submit their CANS LA?

Answer: Staff mp.com accounts are associated with provider agencies and CANS LA must be submitted using the correct provider agency association. If a staff submits a CANS LA under the wrong agency, this would be an unauthorized disclosure. Magellan should be contacted for deletion of the CANS LA from the agency without authority to view.

5. **Question:** I am the mp.com administrator for my agency and I also need to submit the CANS LA. I do not have a box to enter my CANS LA certification.

Answer: As an mp.com administrator, you will need to contact your Louisiana Magellan Network representative to have your CANS LA certification added to your mp.com account.

