

# Incentive Manager (IM) Portal Update Change: 001

## Dashboard Alerts for Visit Entry Reminders

### Purpose

To support sites providing contingency management (CM) services through the Recovery Incentives Program, we have improved the IM portal by incorporating an alert/flag system within the portal to serve as reminders for entering visit outcomes. Please see below for an example:

CA DHCS State Incentive Manager												
Provider Site												Total Member Population: 12
Member	Results Entered	Week Number	Days Left	CM Coordinator	CM Start	CM End	Incentives Earned	Incentives Received	T	P+	N-	M
DHCS Member	1/2	1	6	DHCS Coordinator	12/6/22	5/23/23	\$89.00	\$79.00	10	1	8	1
DHCS Member	1/2	1	6	DHCS Coordinator	12/6/22	5/24/23	\$76.00	\$76.00	10	2	7	1
DHCS Member	0/2	5	5	DHCS Coordinator	12/11/22	5/28/23	\$40.00	\$40.00	9	3	4	3
DHCS Member	0/2	6	5	DHCS Coordinator	12/13/22	5/30/23	\$41.50	\$30.00	9	3	5	1
DHCS Member	0/2	6	4	DHCS Coordinator	12/18/22	6/4/23	\$60.00	\$60.00	8	2	6	0
DHCS Member	0/2	7	4	DHCS Coordinator	12/20/22	6/6/23	\$30.00	\$0.00	7	3	3	1
DHCS Member	1/2	2	3	DHCS Coordinator	12/28/22	6/14/23	\$41.50	\$20.00	5	1	4	0
DHCS Member	1/2	2	2	DHCS Coordinator	12/30/22	6/16/23	\$31.50	\$31.50	3	0	3	0
DHCS Member	1/2	3	1	DHCS Coordinator	1/2/23	6/19/23	\$10.00	\$0.00	1	0	1	0
DHCS Member	1/2	6	6	DHCS Coordinator	1/6/23	6/23/23	\$21.50	\$21.50	10	3	4	3
DHCS Member	1/2	5	5	DHCS Coordinator	1/7/23	6/24/23	\$0	\$0	9	1	0	8
DHCS Member	1/2	6	6	DHCS Coordinator	1/12/23	1/29/23	\$20.00	\$10.00	9	2	2	5

\*The information above does not reflect real member information.

Members with flags/alerts will filter to the top of the dashboard for quick view.

The addition of the flag appearing next to a member name will indicate:

- Member has 1 day in their treatment week remaining and has either 0 of 2 or 1 of 2 visit notes logged. During weeks 1-12, two visit notes *must* be logged each week.
- In weeks 13-24, this flag will appear if no visit note has been made by the last day of the treatment week.

The addition of the alert appearing next to a member name will indicate:

- Members do not yet have any visit entries logged for the treatment week.

You can hover over the icons for a brief description of each alert/flag.

If you have any questions or comments about these improvements, you may contact the Q2i Help Desk line at: **+1 (800) 454-1698**