



## How to get started in the Montana CANS System (MCS) January 9 2014

Following the Certification training please remember to go to the Praed Foundation site and take your certification test: [www.canstraining.com](http://www.canstraining.com)

When you have passed the certification test with a .70 or higher please check to see if your agency already has a Provider Administrator role within the MCS (Montana CANS System)

The MCS Provider Administrator function is a position designed to enable Provider Agencies to add their own employees into the Montana CANS System. A Provider Administrator must be initially entered into the MCS by Children's Mental Health Bureau staff. Thereafter, this Provider Administrator can add other employees from their agency to the MCS and assign them specific roles and responsibilities.

Your agency may already have a designated Provider Administrator being used either with MCS or with Magellan.

Every MCS user, regardless of role, needs to have an ePass login. A user's MCS Log In User Name must match their ePass login, or he/she won't be able to access the MCS  
<https://app.mt.gov/epass/epass>

The Montana CANS System will house CANS data as well as allow your agency to run reports and allow the state to run reports. These reports were discussed in the TCOM portion of the CANS training. The MCS also has data export functionality so that provider agencies can download their own raw CANS data.

There is lots of useful information that can be found on the Children's Mental Health Bureau website: <http://dphhs.mt.gov/dsd/CMB.aspx>

If your agency does not have a designated Provider Administrator or you have other questions please have your agency identify someone and fill out the form found on the CMHB website, <http://dphhs.mt.gov/dsd/CMB/MCS-Information> and return to the CMHB or contact:

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