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Dear All Kids' Application Agents and Medicaid Presumptive Eligibility (MPE) Providers:

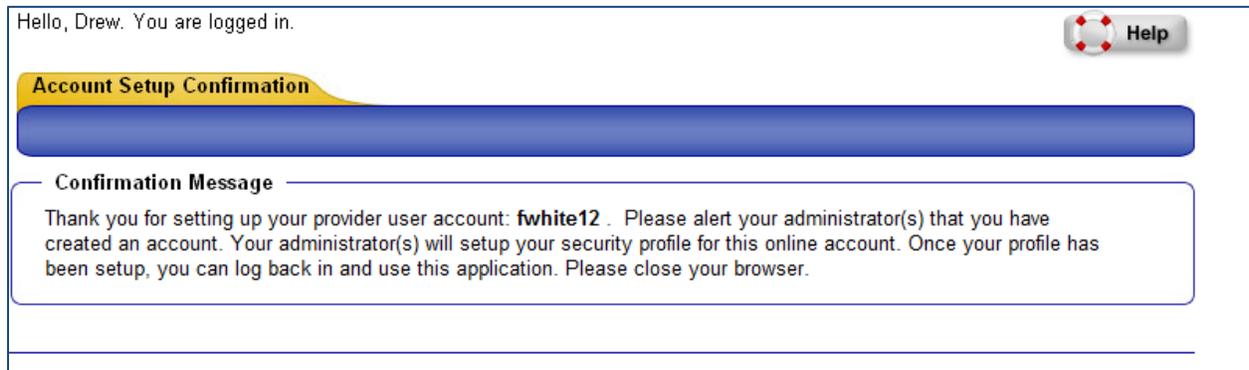
Thank you for your patience as we roll out ABE and get all of you registered in the appropriate user category. Below is information we hope you find helpful.

Basic Guidelines

- Please be sure you have read the [ABE - Introduction for MPE Providers and All Kids Application Agents \(pdf\)](#) and [ABE – Introduction for Community Partners, including Navigators, IPCs and CACs \(pdf\)](#). **The ABE registration process for these two types of groups is different.**
- If you are an MPE Provider and/or an AKAA, as well as a certified Assister (Navigator, IPC or CAC), you will need to register **twice**: 1) under the MPE provider & AKAA link; and 2) Under the community partner link. (See below for more information on when to act as an MPE provider, AKAA or Community Partner).
- If you are an MPE provider and/or AKAA as well as a Navigator, IPC or CAC and tried to register using the drop-down bar to include your Assister designation, **you will need to start over and create a new provider user ID and password.**
- Certified navigators, IPCs and CACs should use their 13-digit federal ID# for their Agency or Individual Name when completing their community partner registration. (see page 14, Registering as a Community Partner, of the [ABE guide for Community Partners \(pdf\)](#))
- MPE providers and AKAAAs must choose one Agency Security Administrator (ASA). It is that ASA who first registers their agency in the system. Once the ASA is approved by a State Global Security Administrator (GSA), the Agency Security Administrator should: 1) let agency staff know that they can now register; and 2) approve the individual agency users (the GSA does not approve individual users, just ASAs). If desired, the ASA may approve up to four (4) additional users as ASAs. (see below)
- The bulleted information below **must** be accurate in order for the ASA to successfully register in ABE. It may be helpful to collect and organize the information before registering:
 - The agency, including each location they are registering as an MPE provider and/ or AKAA, must have a current MPE Agreement and/ or AKAA No-Tap Agreement with The

Department of Healthcare & Family Services. **If there is not a No-Tap Agreement, the ASA registration for AKAA will not be approved until one is submitted; and**

- The provider number (s) for each location being registered must have the appropriate category of service on file with HFS for which you are registering (i.e., MPE and/or AKAA).
- When an ASA successfully submits the registration information, he or she will be brought to a screen that reads:



- Note, the above confirmation message is a standard confirmation message that appears for both ASAs and users.
 - After the ASA receives the confirmation message they should [e-mail the ASA Registration group](#) to inform the Agency they have completed the registration process. Please include in your email:
 - ASA's name
 - Provider name
 - Provider number(s)
 - An e-mail will be returned verifying certification in ABE.

Answers to Frequently Asked Questions for MPEs and AKAAs

Question: If I am an MPE provider and/or AKAA as well as a Navigator, IPC or CAC, how do I know which log-in to use?

- Any MPE provider who is completing an MPE application **must** login through their MPE account. This is the only way to access the MPE application.
- If it's a non-MPE application, you will need to complete the application as either the AKAA or a community partner. Which login to use will depend on an applicant's situation.
 - **If an applicant wants to maintain their own accounts** - which means they would rather maintain control of the application themselves, perhaps completing any information at home, uploading documents during the session when the application is submitted, or

checking the application status – the AKAA should act like a **community partner**. That means applicants should create their own user ID and password and the AKAA should put their community partner agency number where appropriate on the “Start page – using our self service site” (unless it’s already populated).

As a Community Partner, it is acceptable for you to type the application in this situation – **until you get to the fraud and the electronic signatures**. At those points, the **applicant must** be the one to click the box and type their name.

- **If an applicant does not want to maintain their own account** - and wants the AKAA to fill out all of their information (**except for fraud and electronic signatures**), upload documents, and check the application status, **than AKAA's should sign in through their AKAA account which means the application is part of the AKAA's account, not the individuals**.
- This will give the AKAA future access to see the application status: pending (not yet submitted), submitted, or in process. It will also allow the AKAA to view the information in the application in the future.

Q: If I am the designated ASA, can I share the ASA responsibilities with others in my agency?

A: Yes. Once you are approved as the ASA, you can approve up to four other individuals to assume ASA responsibilities in addition to yourself. This is done in the following steps:

- 1) Log-in to ABE using the MPE/AKAA link
- 2) Select “Search for Users from my organization” from the “Manage My Account” section of the ABE Provider Portal Landing Page
- 3) Search for the user to whom you would like to give administrative rights
- 4) Choose “Make this user an administrator for this location . . .” under the appropriate location name and Provider ID

[Home](#) | [User Search](#) | [Application Search](#) | [Logout](#)

Hello, global. You are logged in.
Currently Working At: **Global Security**



User Access Details

User Details

Name: **Admin, Agency**

Date of

Birth: **09/09/1981**

Address: **100 Main St**

Please select the type of access this user should have for each of the following locations.

[Make all View
Only](#)

[Make all
View/Enter/Submit](#)

[Make all No Access](#)

[Remove this user permanently](#)

FAMILY PLANNING INC(237344691001-0)

* All Kids Applications:

* MPE Applications for Pregnant Women:

Make this user an administrator for this location (Making this user an administrator gives this person 'Update' access regardless of the option selected above for FAMILY PLANNING INC).