



MHWIN guide for SUD Staff Maint

To get assistance in creating and maintaining staff records, please write to mhwin@dwhn.org

MHWIN ACCESS AND PASSWORD SETUP

All persons accessing the MH -WIN application must have their own unique login ID and password.

Sharing of login IDs and passwords is strictly prohibited and subject to HIPAA fines and penalties.

Mental Health Wellness INFORMATION NETWORK

Detroit Wayne Integrated Health Network
Mental Health Wellness Information Network

Help LOGIN

It is the *Detroit Wayne Integrated Health Network* policy that staff may access consumer Protected Health Information (PHI) only when access to that information is a necessary part of their job function. Accessing consumer PHI for purposes other than to perform functions of your position may result in an appropriate disciplinary action.

Welcome to
Detroit Wayne Integrated Health Network
Mental Health Wellness Information Network

Access to this site is limited to authorized staff of Detroit Wayne Integrated Health Network and authorized providers.

Please enter your Login ID and Password

Login ID:

Password:

Login

[I forgot my password](#)

Detroit Wayne Integrated Health Network monitors and logs the activities of this web site. By accessing this web site, you are expressly consenting to these monitoring activities. Unauthorized attempts to access, obtain, alter, damage, or destroy information, or otherwise to interfere with the system or its operation are prohibited and recorded by the *Detroit Wayne Integrated Health Network*.

This site is best viewed and operated with version 8.0 or higher of Microsoft Internet Explorer

If you have been given the ability to create staff records and give other staff in your network access to the website then YOU are responsible for ensuring they are thoroughly trained and fully understand the terms and agreements for use of the MH-WIN system.

FINDING A STAFF RECORD

To register one of your staff for New Hire Recipient Rights training, you must first find or create a staff record for them.

If the staff says, “ I have already been trained”, or “I worked for another company before”, ask them for their certificate.

If the staff doesn't have it, you must contact the training unit (orr.training@dwhn.org) to locate the previous record.

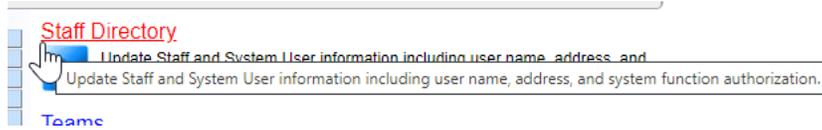
THE RULE IS: 1 STAFF = 1 STAFF RECORD and ID# IN THE MHWIN DATABASE.

1. Click on your System Setup menu button which is on the menu on left side of the page after you logged in.

System Setup

DO NOT CREATE A NEW STAFF RECORD UNTIL YOU ARE CERTAIN THERE IS NO OTHER RECORD / ID# FOR THAT STAFF.

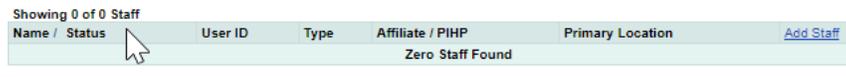
2. Click on Staff Directory link



3. Enter client details and then hit Search button.

A screenshot of a staff search form. It contains several input fields: 'Affiliate / PIHP' (dropdown), 'Staff Name' (text), 'Staff ID' (text), 'Staff Type' (dropdown), 'Assigned Location' (dropdown), 'User Group' (dropdown), 'Supervisor' (text), 'Credential Expires On/Before' (calendar), 'Credential Type' (dropdown), 'Show Active Staff Only' (checkbox), 'Exclude Contract Provider Staff' (checkbox), 'Staff DOB' (calendar), 'Staff Email' (text), 'Staff State ID / Driver's License #' (text), and 'User ID' (text). There are also 'lookup' and 'clear' buttons. A 'Search' button is on the right. At the bottom, there are 'Group By' options: 'Affiliate / PIHP', 'Primary Location', and 'Supervisor'.

4. If no match is found in your company's system you will see: "Showing 0 of 0 Staff" above the staff list field area.



WHEN A STAFF RECORD ALREADY EXISTS BUT IS NOT IN YOUR COMPANY'S JURISDICTION.

You will not be able to see the name or record.

Ask them if they have been trained before or have previously worked inside of the MHWIN system.

If they say YES, this is a clue that a record may already exist for that staff.

DO NOT CREATE A NEW STAFF RECORD UNTIL YOU ARE CERTAIN THERE IS NO OTHER RECORD / ID# FOR THAT STAFF.

You must call or email the training unit to search for the previously existing record.

Please email to orr.training@dwihn.org

When the record is located, your company will be attached to the existing record.

You will then be able to see the work history and training history for that staff.

If no record is found you will be instructed to create a new record.

You can change/view following in staff record

Name	User ID	Type	Affiliate / PIHP	Primary Location	Add Staff
Agboka, Japheth (45480)	JAGBOKA	Contract Provider Billing	Detroit Wayne Integrated Health Network SUD	DRMM-Christian Guidance Center (19454)	Change View Reset Password Training
3 Assigned Locations 0 Credentials 0 Enrollments 3 Groups					

5. Click on Add Staff link to add a Staff

It is your responsibility to keep your staff member list and each staff record up to date.

Some data never changes ... Name / DOB / SS# / Dr. Lc# •

Some data can change ... Employer / Job location / Job Title / Phone – Fax – Email / Hire Date / Job end date.

PLEASE KEEP YOUR STAFF RECORDS UP TO DATE.