



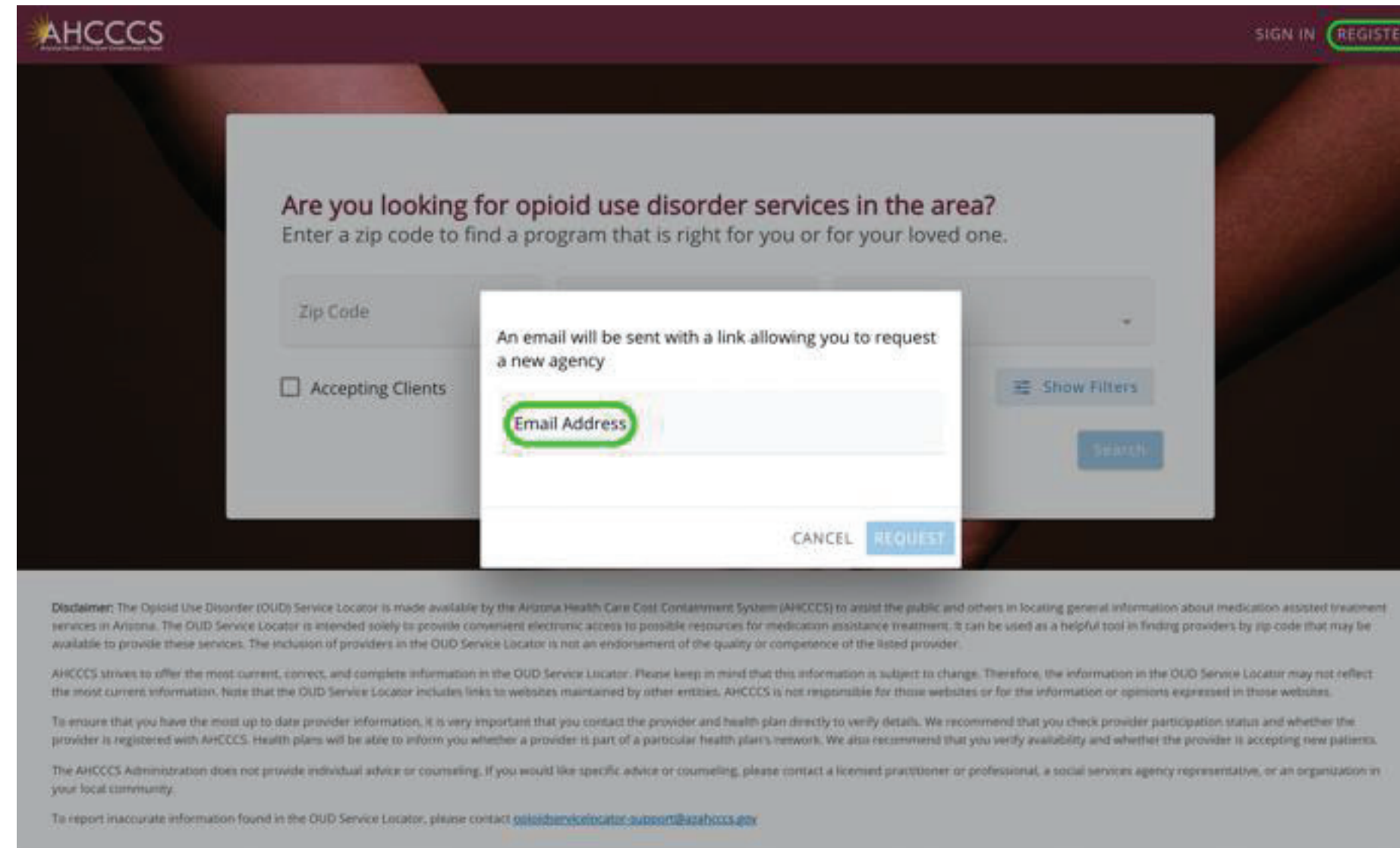
HOW-TO GUIDES



- Agencies
 - Request a new agency
 - Agency update
- Locations
 - Create a new location
 - Publish a location
 - Unpublish a location
 - Delete a location
 - Update availability
- User Management
 - Create a new user
 - Update user
 - Reset password

1. Click “Register” button
2. Enter email address
3. Verification email will be received
4. Click “Sign in to...” link within the email
5. Confirm email address
6. Complete agency info
7. Agency is now entered into AHCCCS approval process

If an issue occurs before step 6, e.g., link from verification email has expired, then restart the process from step 1.



Hello,

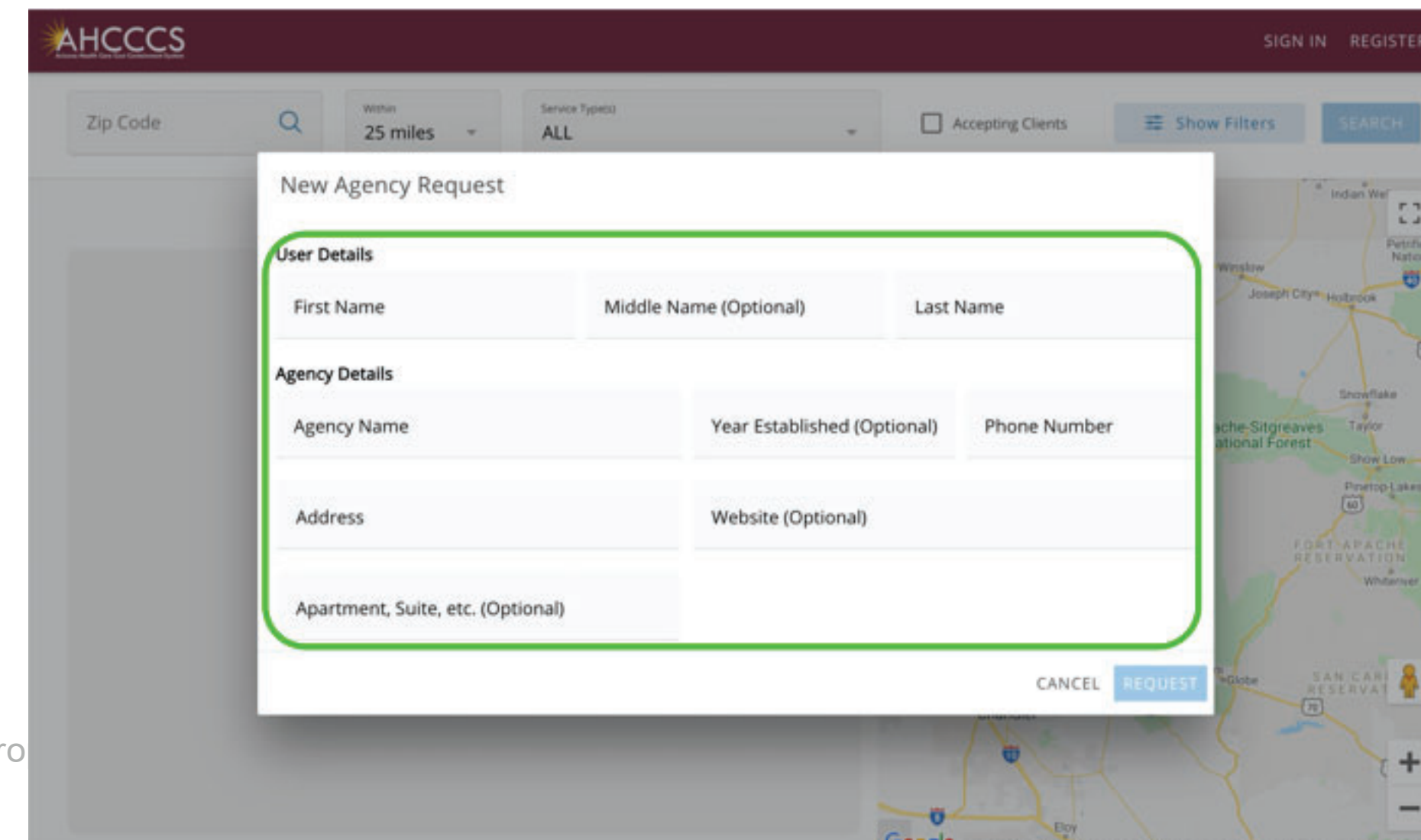
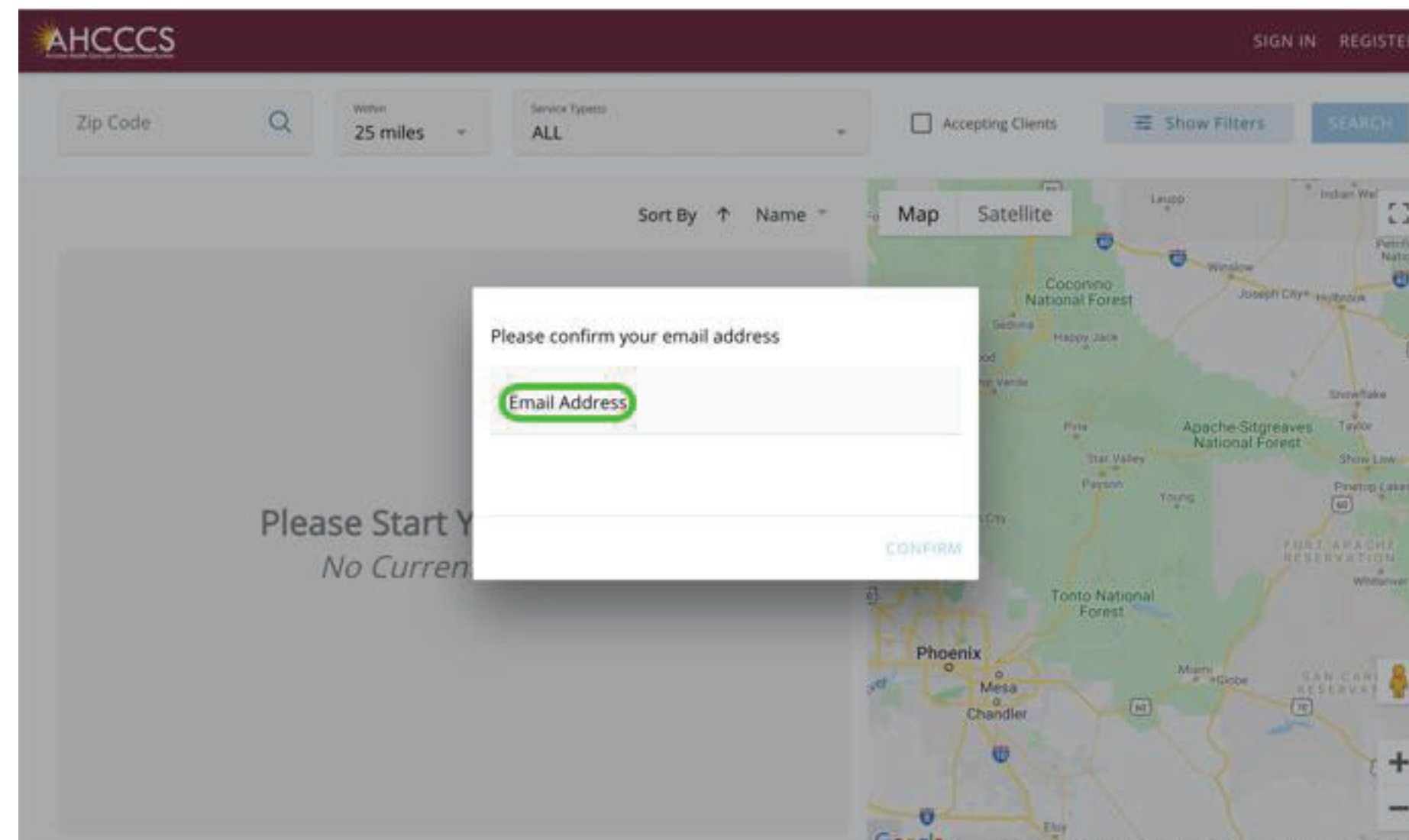
We received a request to sign in to Opioid Services Locator using this email address. If you want to sign in with your john.smith@email.com account, click this link:

[Sign in to Opioid Services Locator](#)

If you did not request this link, you can safely ignore this email.

Thanks,

Your Opioid Services Locator team

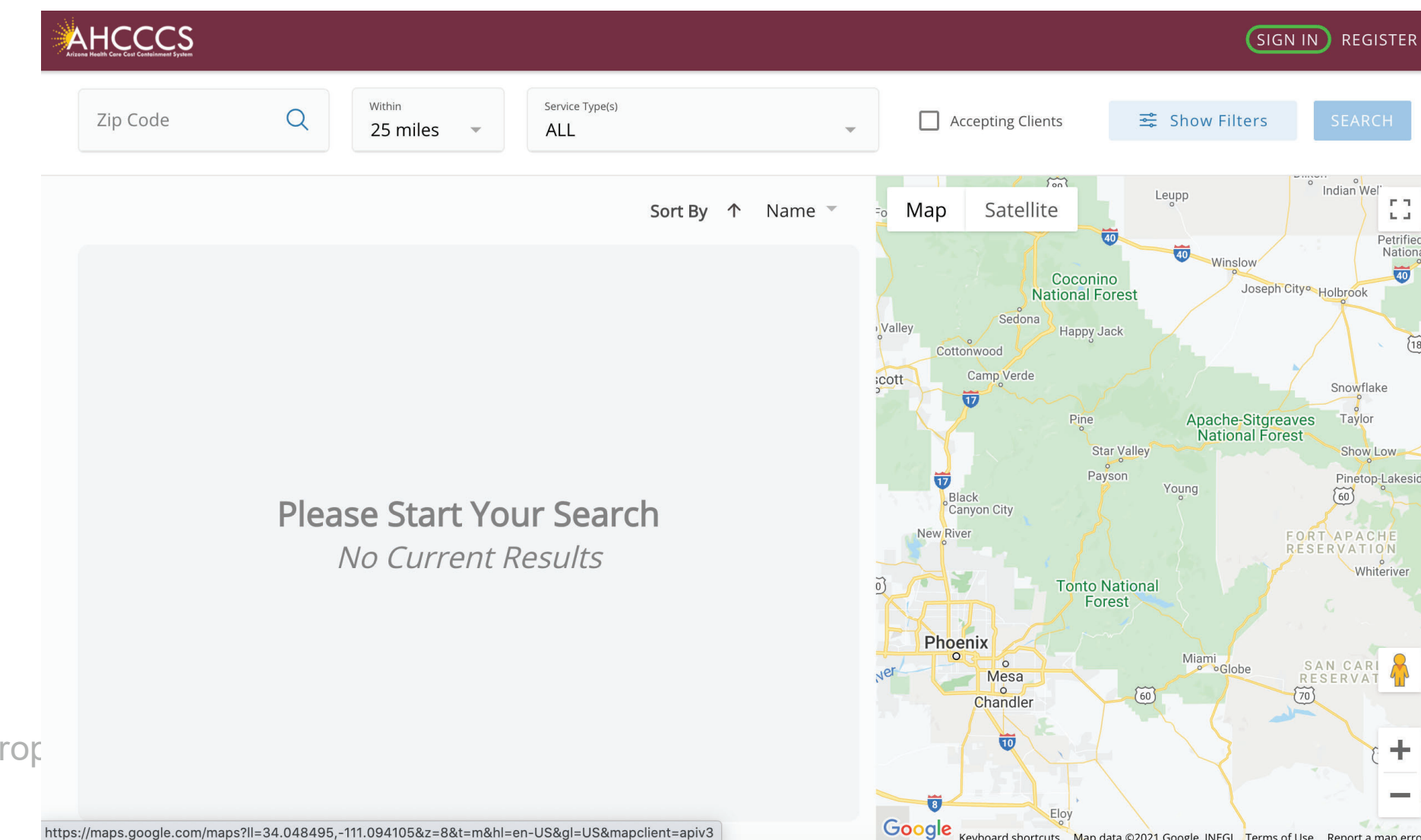
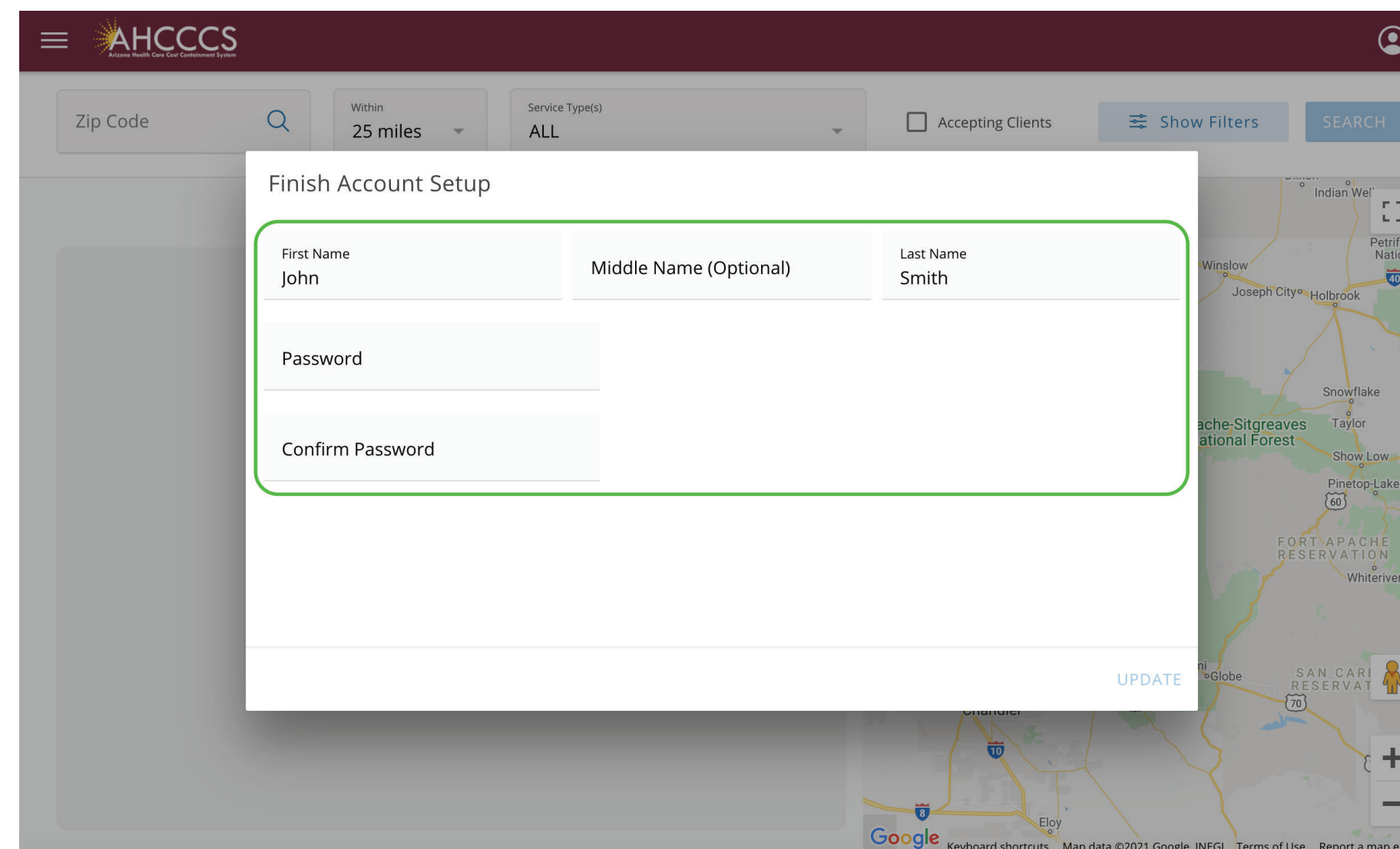
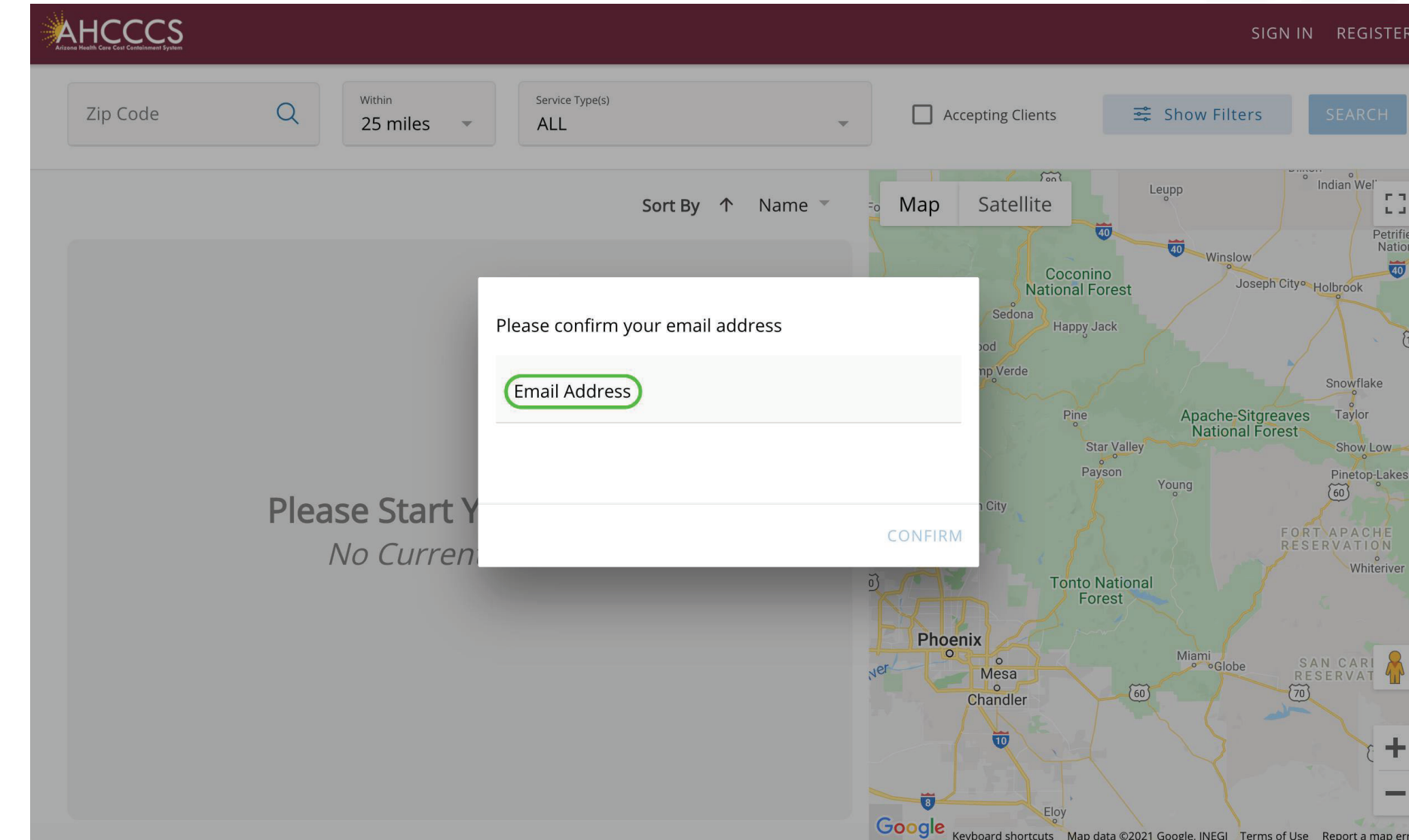
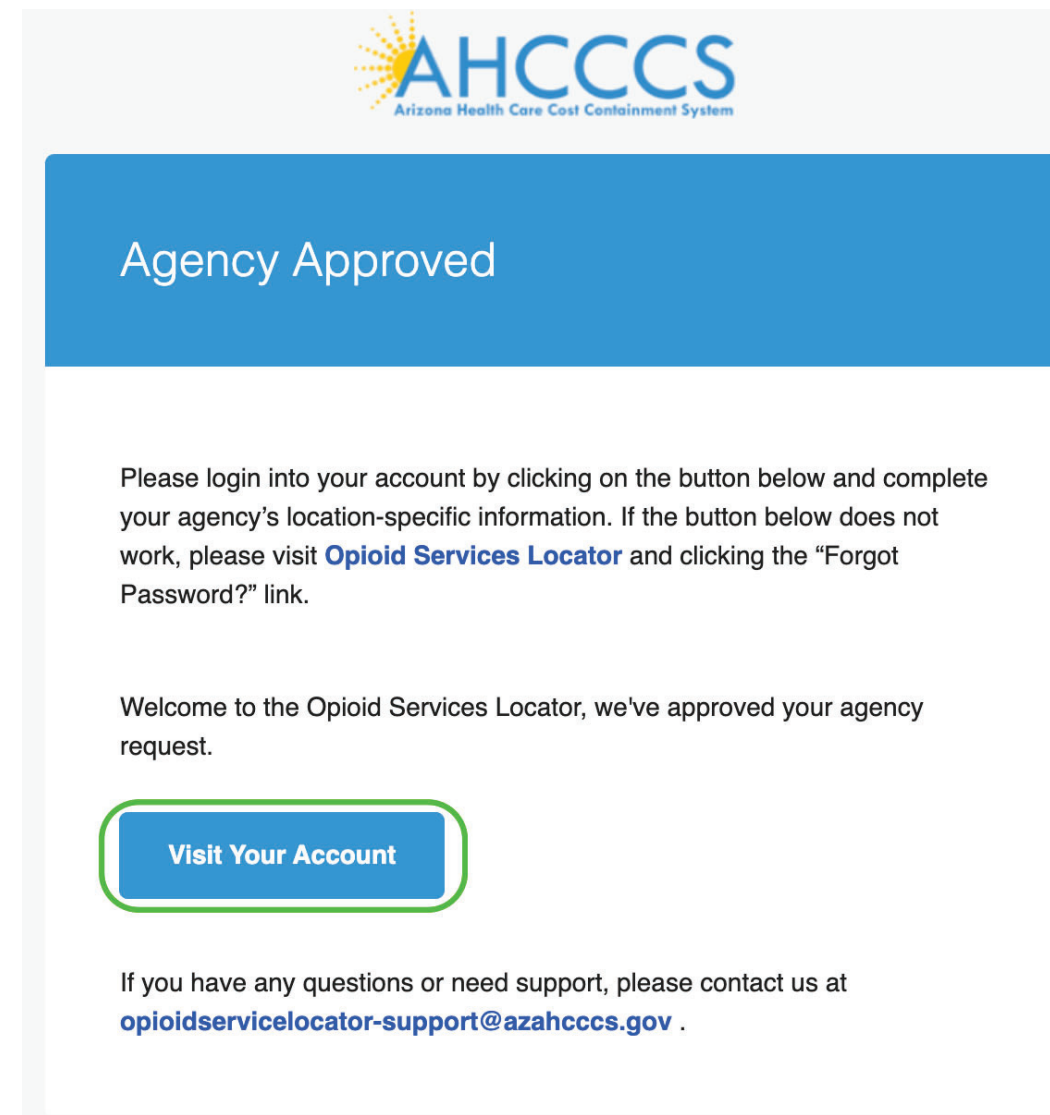


SY HOW-TO GUIDE: AGENCY UPDATE (1/2)



1. Click “Visit Your Account” button from agency approval email
2. Confirm email address
3. Confirm name and set password
4. Click “Sign In” button
5. Enter email address & password
6. Click “Edit” button
7. Agency info can be edited, including option to add logo

If an issue occurs, e.g., link from approval email has expired, then sign in directly or click “Forgot Password?”.



SY HOW-TO GUIDE: AGENCY UPDATE (2/2)



1. Click “Visit Your Account” button from agency approval email
2. Confirm email address
3. Confirm name and set password
4. Click “Sign In” button
5. Enter email address & password
6. Click “Edit” button
7. Agency info can be edited, including option to add logo

If an issue occurs, e.g., link from approval email has expired, then sign in directly or click “Forgot Password?”.

Welcome
Opioid Services Locator

Email Address

Password

Forgot Password?

LOGIN

Agency

John's Agency
123 Main St, Phoenix, AZ 85001
Year of Establishment: N/A

(123) 456-7890

Locations for this agency: 0

DEACTIVATE EDIT

Locations

No locations found for the agency.

ADD NEW

Edit Agency

Agency Name
John's Agency

Year Established (Optional)

Phone Number
(123) 456-7890

Address
123 Main St

Website (Optional)

Apartment, Suite, etc. (Optional)

City
Phoenix

State
AZ

Zip Code
85001

Please select an agency logo to be displayed (Optional)

Created: John Smith, 06/21/2021 3:57:55 PM
Updated: N/A, 06/21/2021 3:59:11 PM

CANCEL UPDATE

Edit Agency

Please select an agency logo to be displayed (Optional)

Drop an Image

OR

UPLOAD LOGO

Created: John Smith, 06/21/2021 3:57:55 PM
Updated: N/A, 06/21/2021 3:59:11 PM

CANCEL UPDATE

SY HOW-TO GUIDE: NEW LOCATION



1. Click “Add New” button from Agency Overview screen
2. Complete location information - all fields required except those noted as optional
3. Click “Add Service” button to add service
4. Complete service information - all fields, including capacity, are required except those noted as optional
5. Click “Save” button - will only be enabled when all required fields are complete

Agency **John's Agency**
123 Main St, Phoenix, AZ 85001
Year of Establishment: N/A
(123) 456-7890
Locations for this agency: 0

Locations
No locations found for the agency.

ADD NEW

Create Location

Location Details

Location Name

Address

Apartment, Suite, etc. (Optional)

City State Zip Code

Phone Number

Website (Optional)

Operating hours

Add Service

Please select the services of this location:

- ☐ **Naloxone Distributor**
Naloxone is a medication designed to reverse the harmful effects of opioid overdose.
- ☐ **Office-Based Opioid Treatment (OBOT)**
Buprenorphine practitioners; prescribes buprenorphine outside of an OTP setting.
- ☐ **Opioid Treatment Program (OTP)**
SAMHSA-certified Opioid Treatment Program (OTP)
- ☐ **Residential**
Live-in care, lasting for one month to one year.

CANCEL ADD

Create Location

Location Details

Location Name

Address

Apartment, Suite, etc. (Optional)

City State Zip Code

Phone Number

Website (Optional)

Operating hours

Services

OBOT Service REMOVE

Buprenorphine Treatment Capacity

MAT Services

☒ Buprenorphine
Works similar to methadone and can be prescribed to take at home.

☐ Naltrexone
Blocks the effects of opioids and alcohol completely.

OUD Services

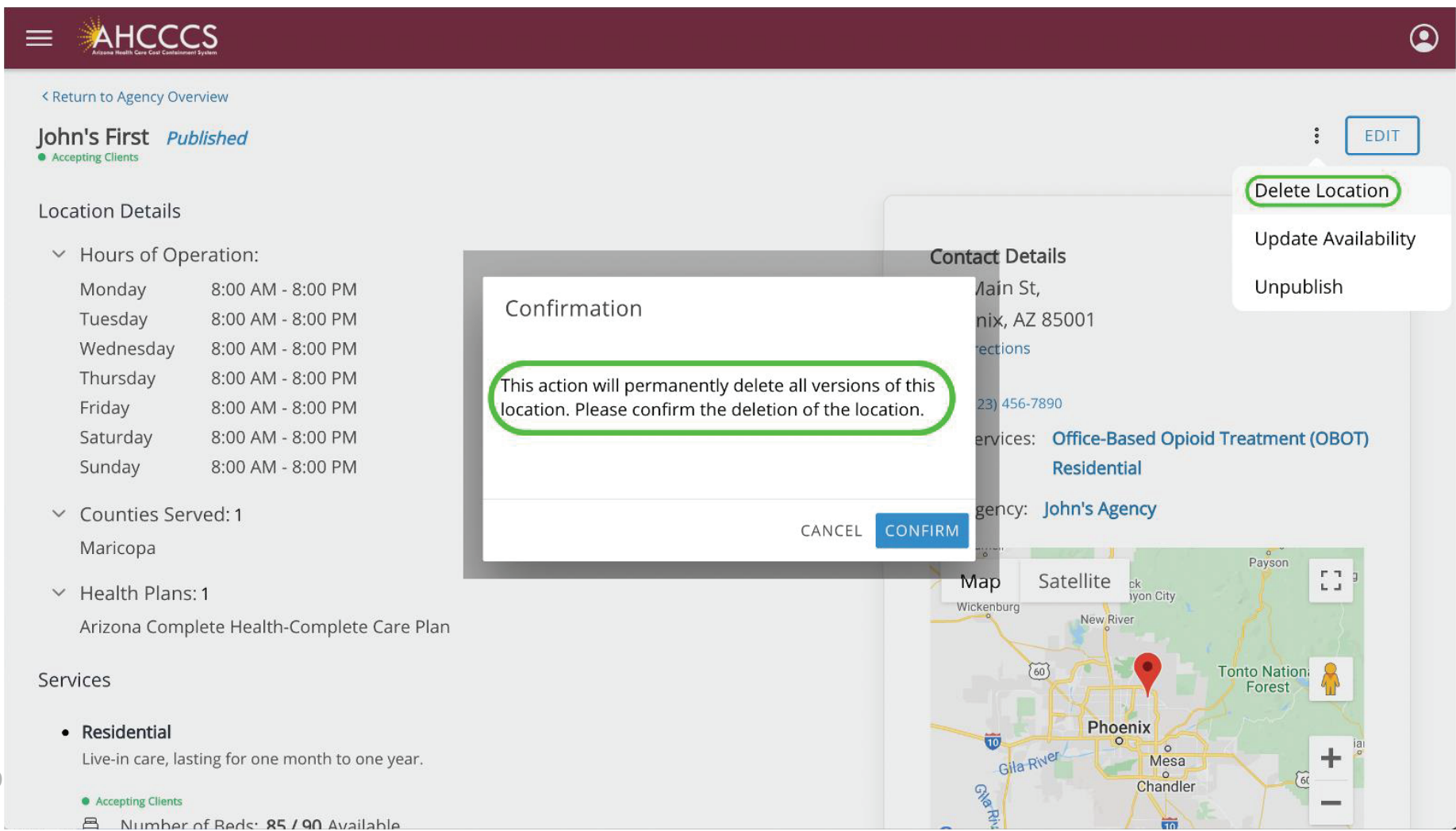
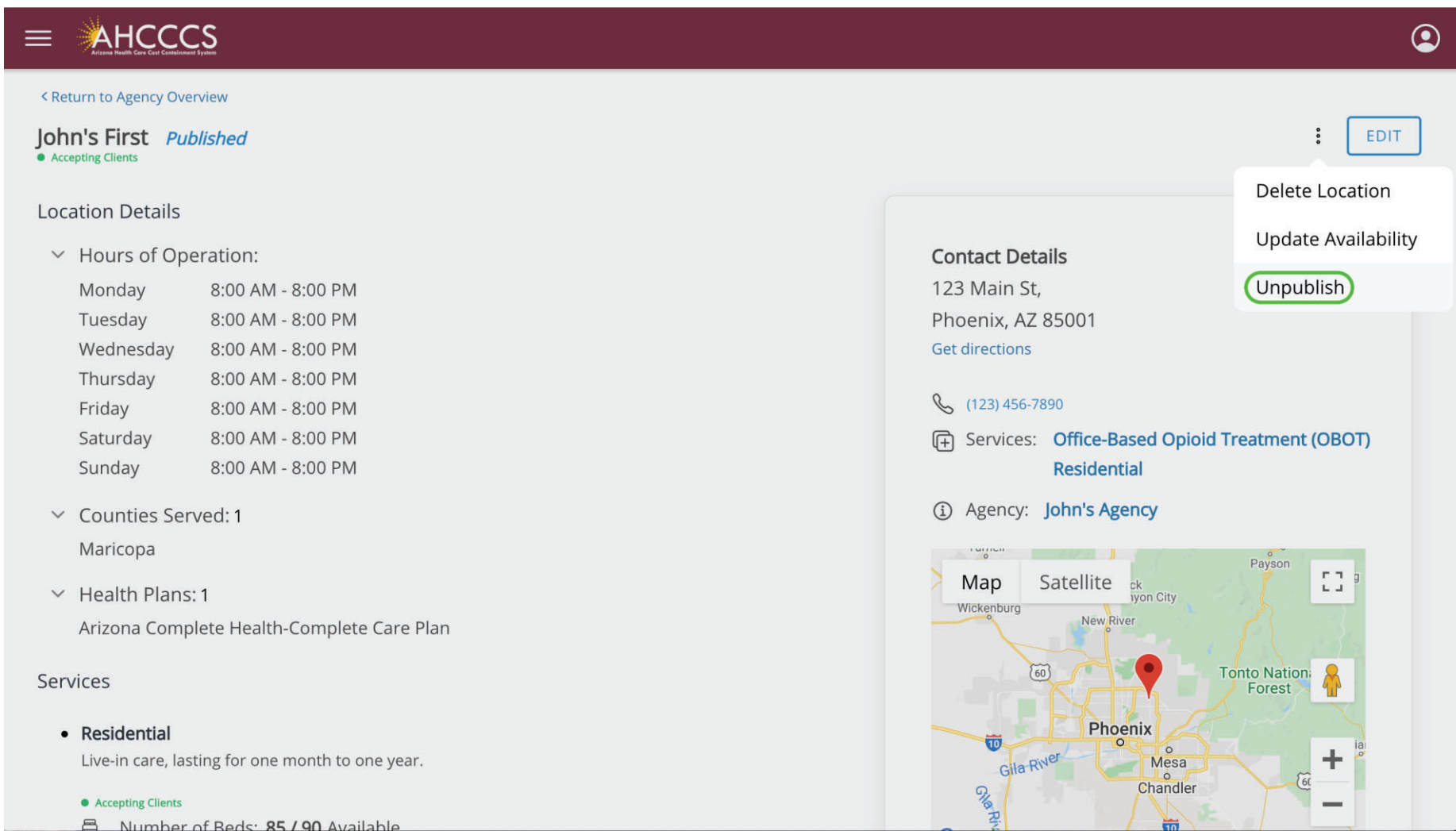
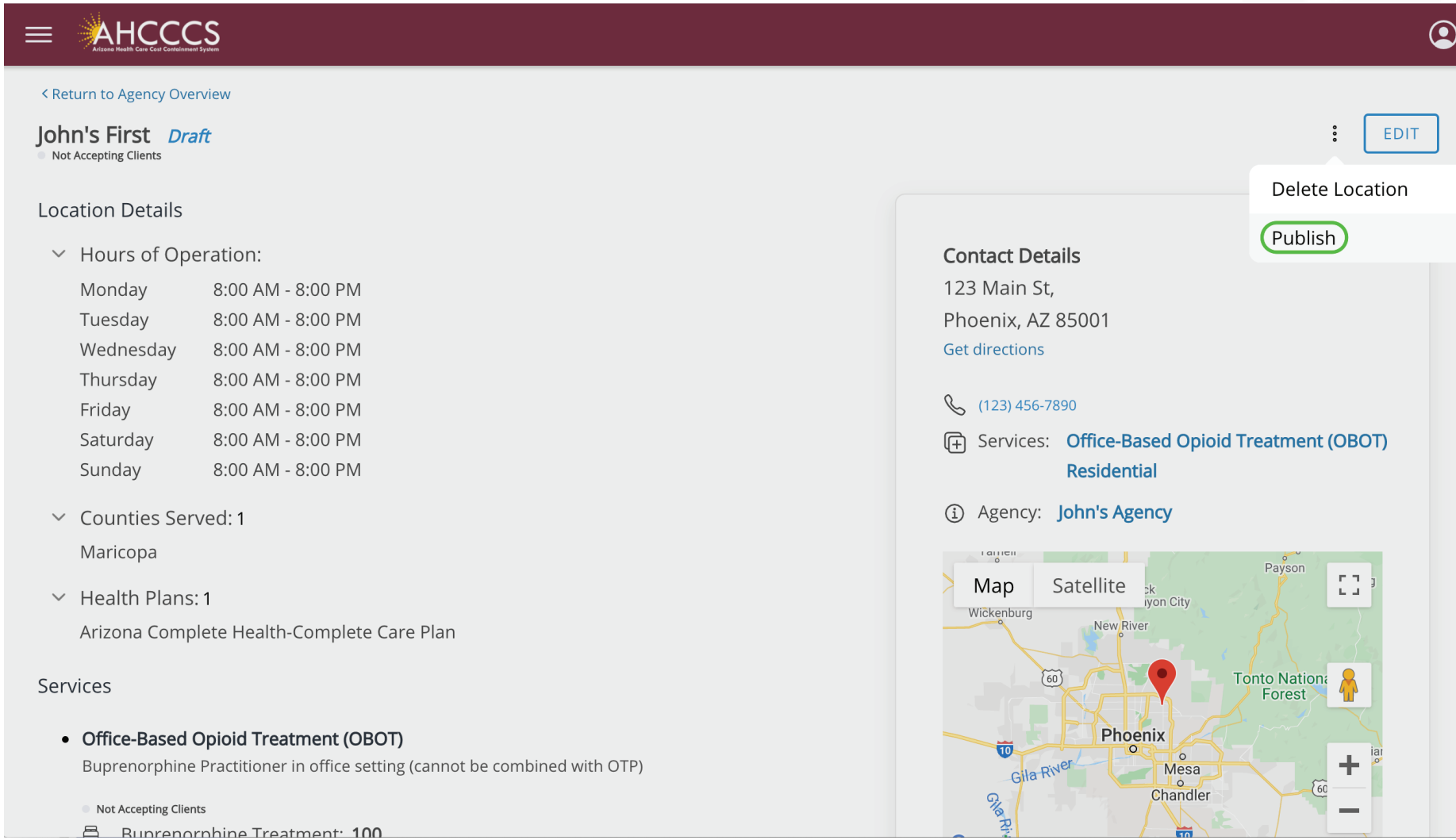
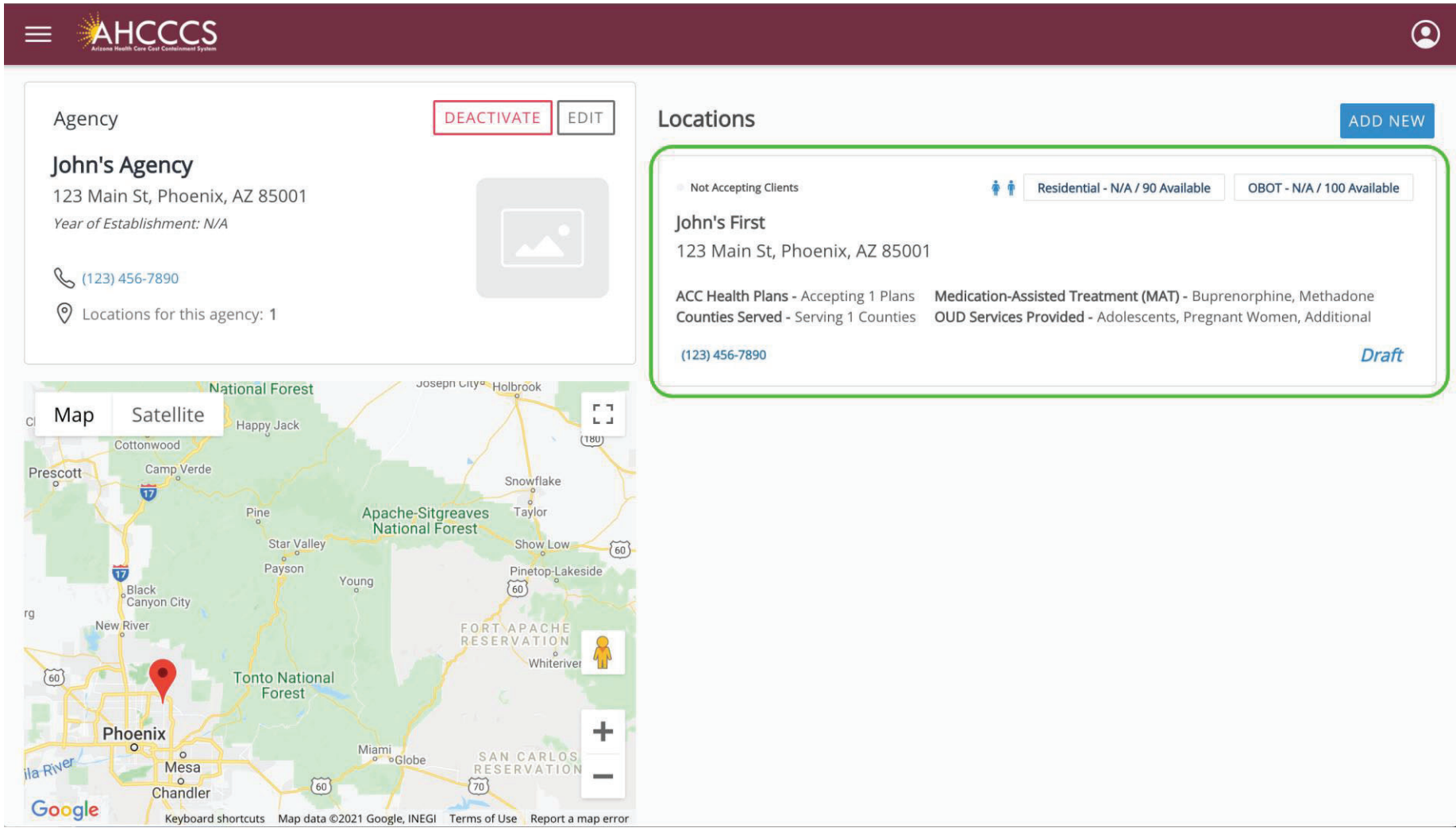
☐ Adolescents

☐ Pregnant Women

SY HOW-TO GUIDE: LOCATION STATUS UPDATE



1. Click location card from Agency Overview screen
2. Status updates available from triple dot – choices vary based on current status:
 - **Publish** – Available from Draft and In Progress
 - **Unpublish** – Available from Published and In Progress
 - **Delete** – Available from all statuses, does delete location entirely

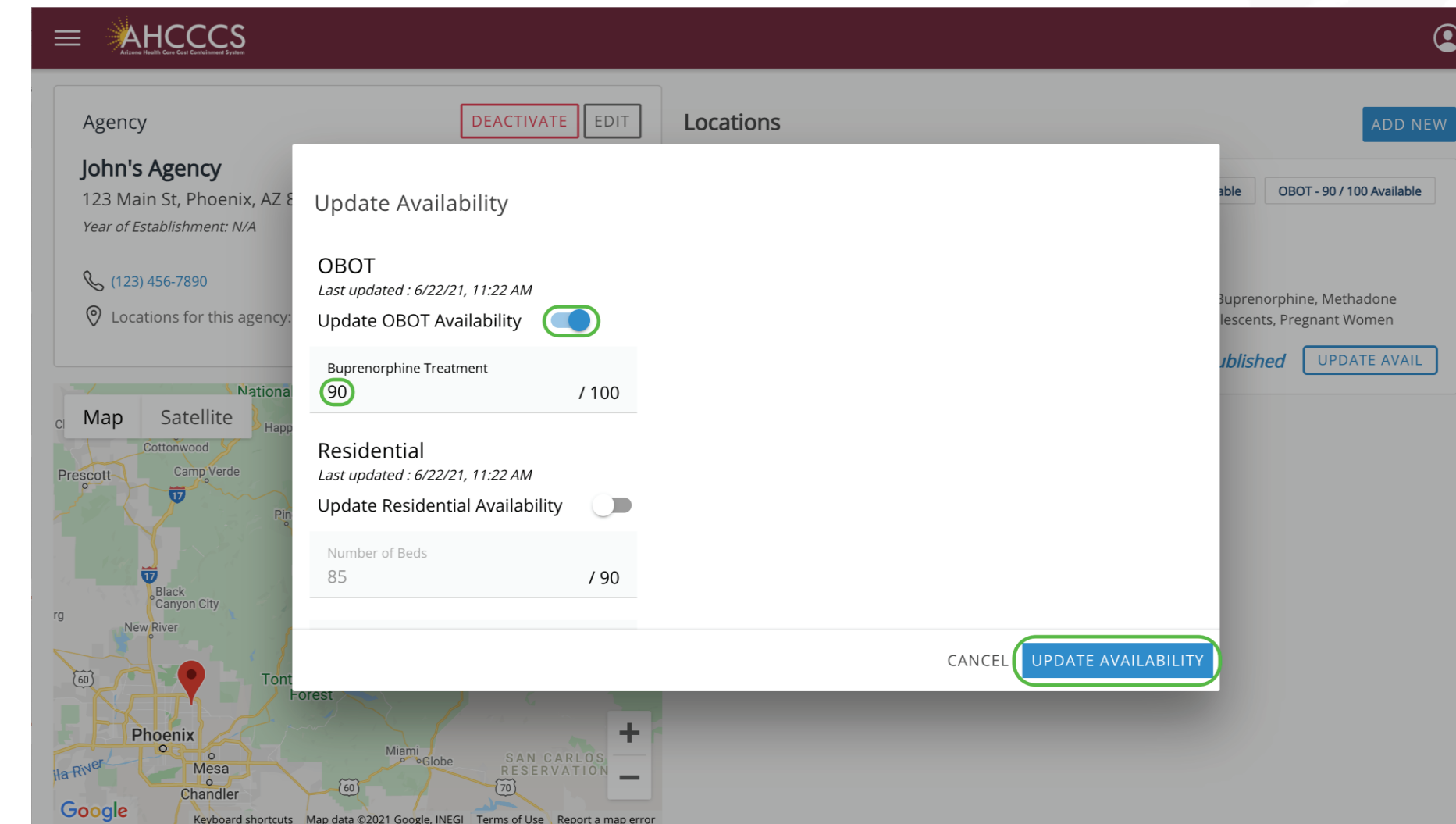
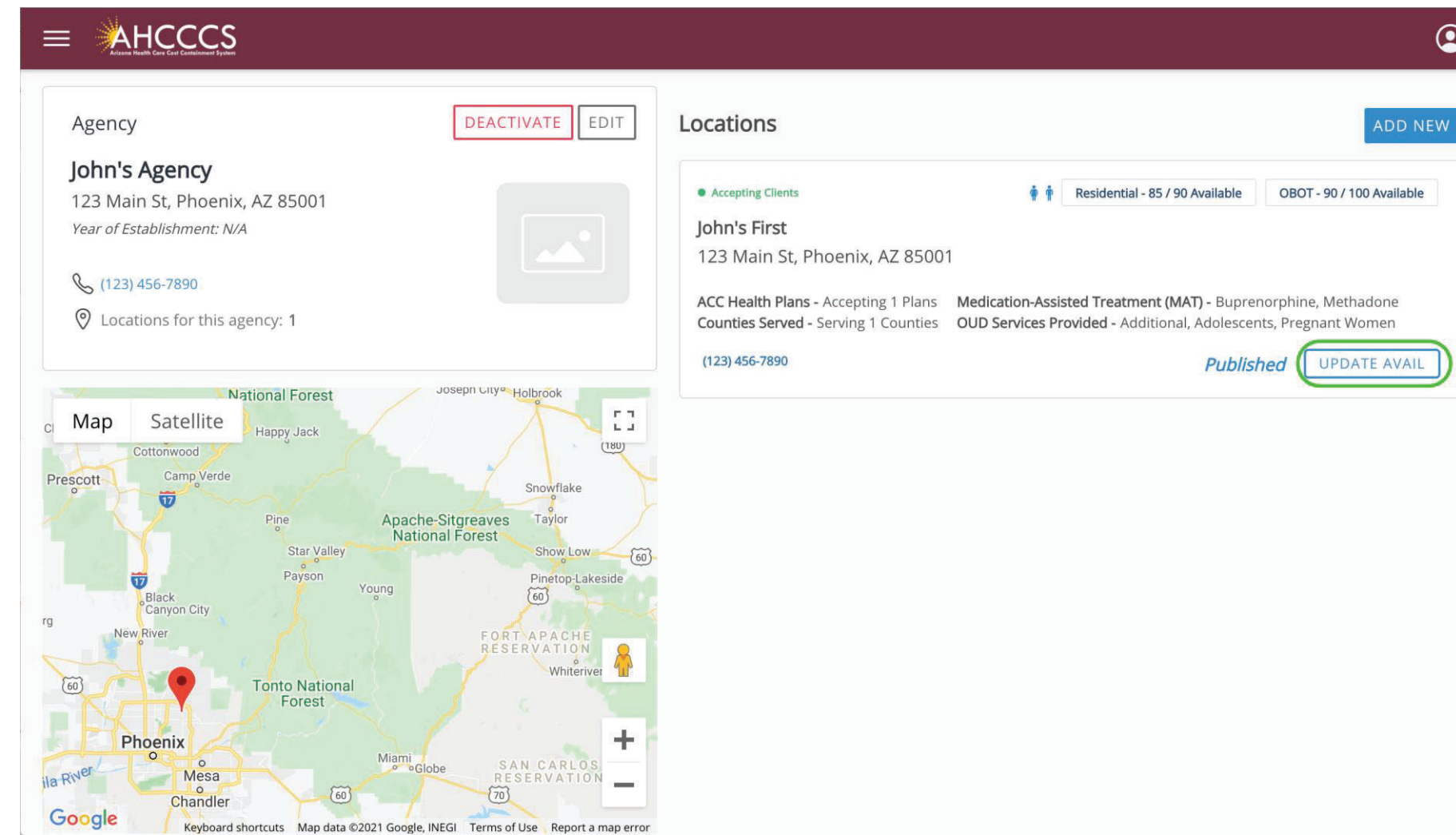


SY HOW-TO GUIDE: UPDATE AVAILABILITY



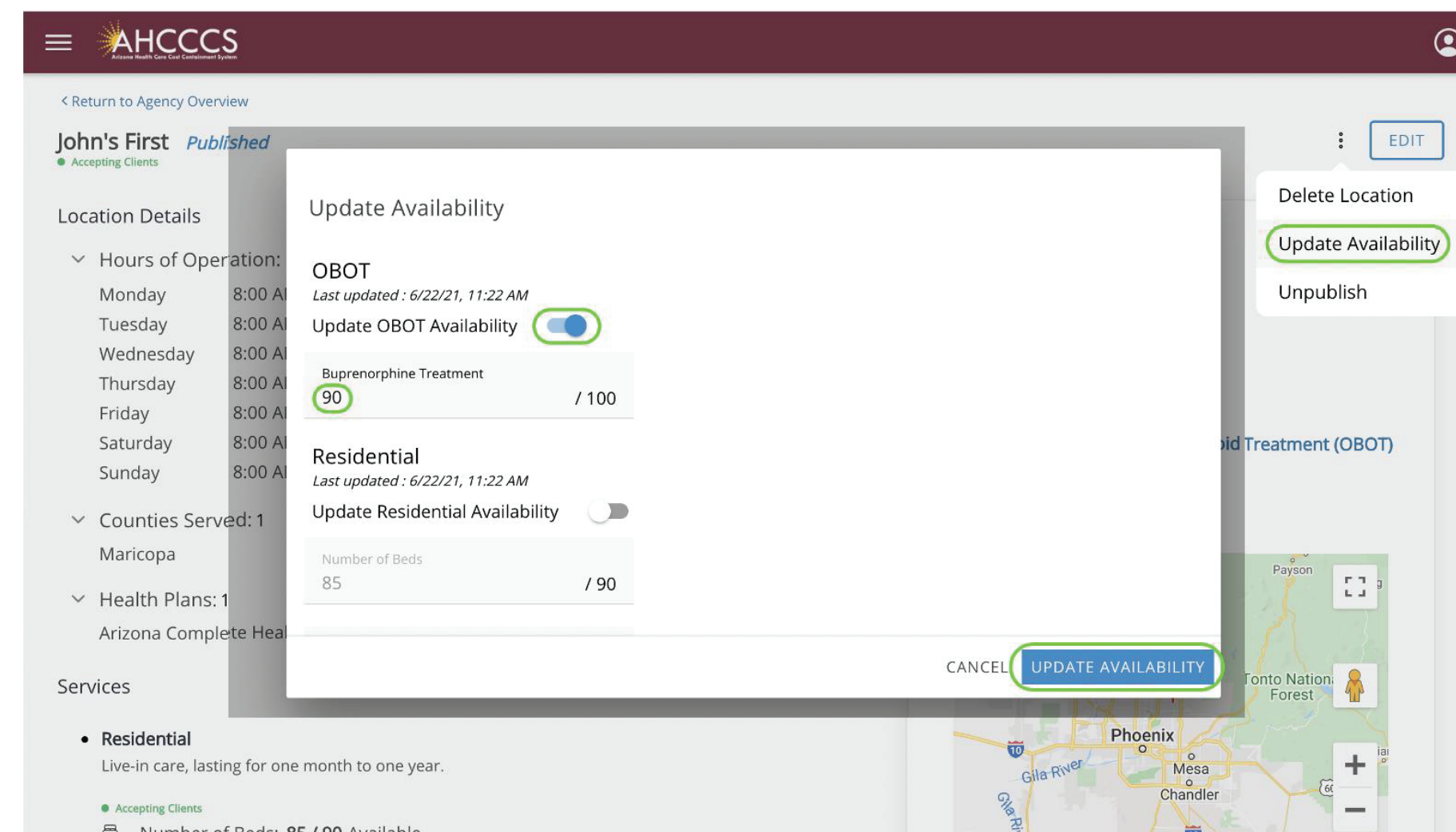
Availability values available on Published and In Progress locations; unavailable in Draft

1. Click “Update Avail” button from location card within Agency Overview screen
2. Toggle service’s availability to be updated
3. Update value(s) and click “Update Availability” button

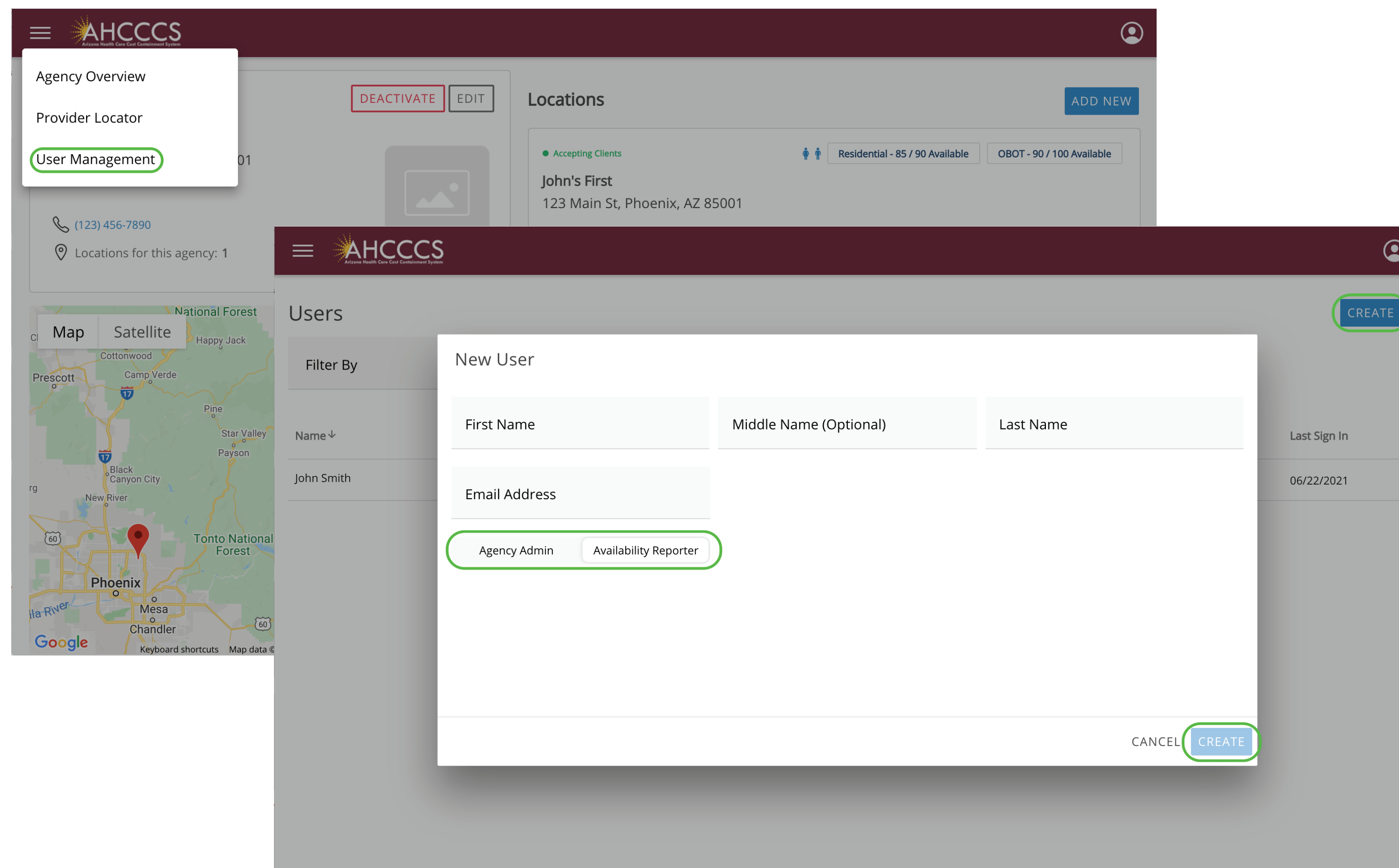


Agency Admin role can also update within the location detail screen:

1. Click on location card from Agency Overview screen
2. Click “Update Availability” from triple dot



1. Select “User Management” from top-left navigation
2. Click “Create” button
3. Enter user information
4. Select role:
 - **Agency Admin** – All rights within assigned agency
 - **Availability Reporter** – Only update location availability values within assigned agency
5. Click “Create” button – Email is sent to new user at this time



The screenshot displays the AHCCCS User Management interface. On the left, a navigation menu is open, highlighting 'User Management'. The main content area shows a 'Locations' section with a map of Phoenix and a list of users. A 'New User' modal form is open, allowing the creation of a new user. The form includes fields for First Name, Middle Name (Optional), Last Name, and Email Address. Below these fields, there are two radio buttons for selecting a role: 'Agency Admin' and 'Availability Reporter'. The 'Agency Admin' role is selected. At the bottom right of the modal, there are 'CANCEL' and 'CREATE' buttons. The 'CREATE' button is highlighted with a green border.

SY HOW-TO GUIDE: USER UPDATE



- 1. Select “User Management” from top-left navigation
- 2. Click the triple dot next to user to be updated
- 3. Select Deactivate/Activate

AHCCCS

Arizona Health Care Cost Containment System

Users

CREATE

Filter By

Name	Email Address	Role	Status	Created On	Last Sign In
Jane Smith	shahdy.ali hassan+1@gmail.com	Agency Availability Reporter	Inactive	06/22/2021	
John Smith	shahdy.ali hassan+newagency@gmail.com	Agency Admin	Active	06/21/2021	06/22/2021

AHCCCS

Arizona Health Care Cost Containment System

Users

CREATE

Filter By

Name	Email Address	Role	Status	Created On	Last Sign In
Jane Smith	shahdy.ali hassan+availreport1@gmail.com	Agency Availability Reporter	Inactive	06/22/2021	
John Smith	shahdy.ali hassan+newagency@gmail.com	Agency Admin	Active	06/21/2021	06/22/2021

SY HOW-TO GUIDE: PASSWORD RESET



Logged in:

1. Select “User Profile” from top-right navigation
2. Click toggle to change password
3. Click “Update” button

The screenshot shows the AHCCCS user profile modal. The 'User Profile' tab is selected. The 'Change Password' toggle is turned on. The 'UPDATE' button is highlighted with a green circle. The background shows the 'John's Agency' profile and a map of Phoenix.

Logged out:

1. Select “Sign In” from top-right navigation
2. Click “Forgot Password?”
3. Enter email address and click “Reset” button

The screenshot shows the AHCCCS login page. The 'SIGN IN' button is highlighted with a green circle. Below it, the 'Show Filters' button and the 'SEARCH' button are visible. At the bottom, a map snippet shows 'Leupp' and 'Indian Wells'.

The screenshot shows the 'Welcome' page for the Opioid Services Locator. The 'Forgot Password?' link is highlighted with a green circle. Below it, the 'LOGIN' button is visible.

The screenshot shows the 'Reset Password' page. The 'Email Address' input field is highlighted with a green circle. At the bottom right, the 'RESET' button is highlighted with a green circle.