

MPER PROVIDER CONTACTS

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How to Add, Edit, and Remove Contact Persons

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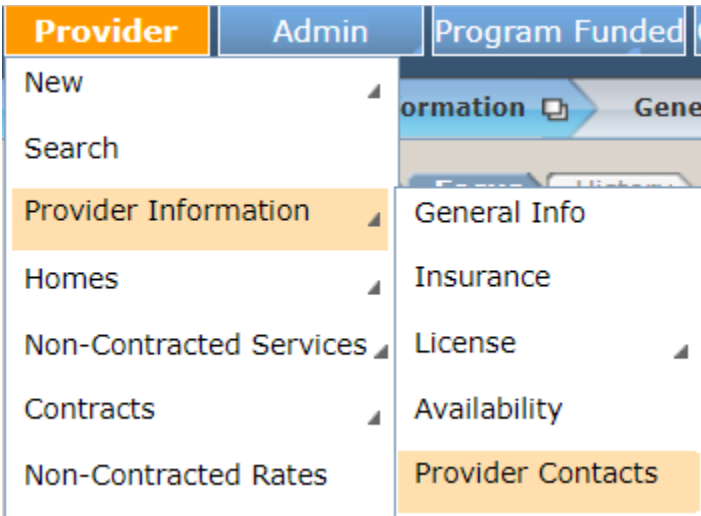
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The Master Provider Enterprise Repository, MPER, includes pertinent information for each Allegheny County, Department of Human Services, contracted/non-contracted provider.

It is the responsibility of the Provider to maintain information in MPER.

Navigate to the Provider Contacts screen

Provider > Provider Information > Provider Contacts



You will now see the current Provider Contacts in the Contact Persons grid.

Provider Contacts

Contact Persons						
☒ Show Current ☐ Show All						
Contact Type/Title	Contact Person Name	Program Name	Contact Phone Number	Contact Start Date	Contact End Date	User Id

To add a Contact

If a Contact needs to be added to the grid, scroll down, click ‘New’, and fill out the (*) required fields.

Contact Person/Staff Information

☒ Contact Person☐ Staff Person

☐ Primary Contact

Type

Select

Select User

Program

Title

Prefix

First*

Middle

Last*

Suff

Start Date *

End Date

End Date Reason

Phone

Home Phone

Work Phone*

Extn

Fax

Other Phone Type

Other Phone

Extn

E-Mail Address*

URL

Address*

Edit

New

Save

Cancel

Preview

For ‘Type’ click the ‘Select’ box and move over the Type values that are needed for this contact.

MultiSelect - ContactType

To select multiple values, hold the [ctrl] key and click the mouse.

Available Values

Applicant Reviewer

Bulletin Board Administrator

CFO

CIPS Coordinator

Communications/Public Relations

Contract Monitor Contact

Contract Processing Contact

Contractor's Privacy Officer

Contractor's Security Office

DHS Compliance Lead

DHS Contract Contact

DHS Fiscal Contact

DHS Provider Resolution Team Contact

EPSDT Coordinator

Education Liaison

Executive Director

HCSIS Contact

HMIS Administrator

>>

<<

Selected Values

CEO

Fiscal Contact

CIO

Board Pres/Chairman

Ok

Cancel

After clicking 'Ok' fill out the 'First', 'Last', 'Start Date', 'Work Phone', and 'E-mail Address'.

Contact Person/Staff Information

☒ Contact Person

☐ Staff Person

Program Name

☐ Primary Contact

Type

Board Pres/Chairman

CEO

CIO

Fiscal Contact

Select

Select User

Title

Prefix

First*

Lauren

Middle

Last*

Smith

Suffix

Start Date *

05/01/2023

End Date

End Date Reason

Phone

Home Phone

Work Phone*

1234567890

Extn

Fax

Other Phone Type

Other Phone

Extn

E-Mail Address*

Test@Test.com

URL

Address*

Edit

Click on the blue 'Edit' box, click the radio button of the Address type needed, and select 'Ok'

Address

Address Type

☒ Local Address

Add/edit address

OK

After double-checking all fields, click ‘Save’ and the new contact will populate in the Contact Persons grid.

Contact Persons						
☒ Show Current ☐ Show All						
Contact Type/Title	Contact Person Name	Program Name	Contact Phone Number	Contact Start Date	Contact End Date	User Id
Board Pres/Chairman	Lauren Smith		(123)-456-7890	05/01/2023		
CEO	Lauren Smith		(123)-456-7890	05/01/2023		
CIO	Lauren Smith		(123)-456-7890	05/01/2023		
Fiscal Contact	Lauren Smith		(123)-456-7890	05/01/2023		

To Remove/Replace Contact

If there is a change to the Provider’s staff and a Contact must be replaced, first select the Title of the Contact that needs to be changed.

Contact Persons						
☒ Show Current ☐ Show All						
Contact Type/Title	Contact Person Name	Program Name	Contact Phone Number	Contact Start Date	Contact End Date	User Id
Board Pres/Chairman	Lauren Smith		(123)-456-7890	05/01/2023		
CEO	Lauren Smith		(123)-456-7890	05/01/2023		
CIO	Lauren Smith		(123)-456-7890	05/01/2023		
Fiscal Contact	Lauren Smith		(123)-456-7890	05/01/2023		

Now we will fill out the ‘End Date’ and ‘End Date Reason’ fields and select ‘Save’

Contact Person/Staff Information

☒ Contact Person
☐ Staff Person

Program Name

☐ Primary Contact

Type *

CIO

Select User

Title

Prefix

First*

Lauren

Middle

Last*

Smith

Suffix

Start Date *

05/01/2023

End Date

05/05/2023

End Date Reason*

Hiring of CIO

Phone

Home Phone

Work Phone*

1234567890

Extn

Fax

Other Phone Type

Other Phone

Extn

E-Mail Address*

Test@Test.com

URL

Address*

Edit

New

Save

Cancel

Preview

The Contact Type row has now been removed from the Contact Persons Grid

Contact Persons

☒ Show Current
☐ Show All

Contact Type/Title	Contact Person Name	Program Name	Contact Phone Number	Contact Start Date	Contact End Date	User Id
Board Pres/Chairman	Lauren Smith		(123)-456-7890	05/01/2023		
CEO	Lauren Smith		(123)-456-7890	05/01/2023		
Fiscal Contact	Lauren Smith		(123)-456-7890	05/01/2023		

Contact Persons

☐ Show Current
☒ Show All

(You may view all previous Contacts by clicking the radio button)

We can follow the ‘To Add a Contact’ portion of this guide above to enter in the new Contact.

To Edit a Contact Person

(If the need of the Provider is to edit the Contact Type, follow the ‘To Remove/Replace’ part of this guide)

To edit a Contact Type row, select the needed row and scroll to the end of page.

MPER will allow the Provider to Edit the Contact ‘Type’, ‘Work Phone’, ‘E-Mail Address’, and ‘Address’ only. After the edits have been completed, click ‘Save’.

Contact Person/Staff Information

☒ Contact Person

☐ Staff Person

☐ Primary Contact

Type *
Fiscal Contact

Select User

Program Name

Title

Prefix

First*

Lauren

Middle

Last*

Smith

S

Start Date *

05/01/2023

End Date

End Date Reason

Phone

Home Phone

Work Phone*

1234567890

Extn

Fax

Other Phone Type

Other Phone

Extn

E-Mail Address*

Test@Test.com

URL

Address*

Edit

New

Save

Cancel

Preview