



Provider Sourcing Tool – Initial Setup

The new Provider Sourcing Tool allows you, the provider, to view a service list, place bids on jobs and potentially receive a referral for those services you select.

Contents

First - Register for the HAP CareSource Provider Portal	1
Accessing the Provider Sourcing Tool	2
New User Preferences.....	3
Service Categories.....	4
Communication Preferences	4
Additional Notification Contacts	4
Service Area Configuration	5

First - Register for the **HAP CareSource Provider Portal**

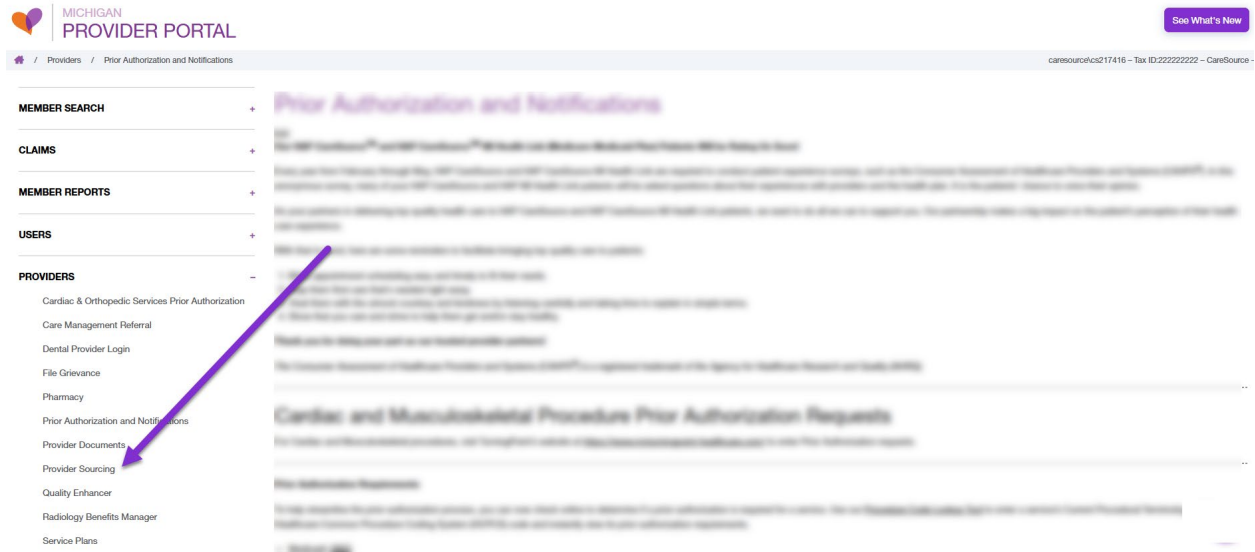
- It's easy! You will access the HAP CareSource provider portal through the HAP Portal.
- Only one username and password to remember for both portals.
- **Current users** of the HAP Portal can click on the button below to log in on [HAP.org](https://www.hap.org).
- **New users** to the HAP Portal can click on the button below and select *Register*. Once you log in on HAP.org, select the **HAP CareSource link** to get to the secure HAP CareSource Provider Portal.*

**Note: Multi-factor authentication (MFA) is part of connecting to the HAP CareSource provider portal. It keeps your business information safe and secure. You may follow the prompts to set up MFA or view the [HAP CareSource Provider Portal User Guide](#)*

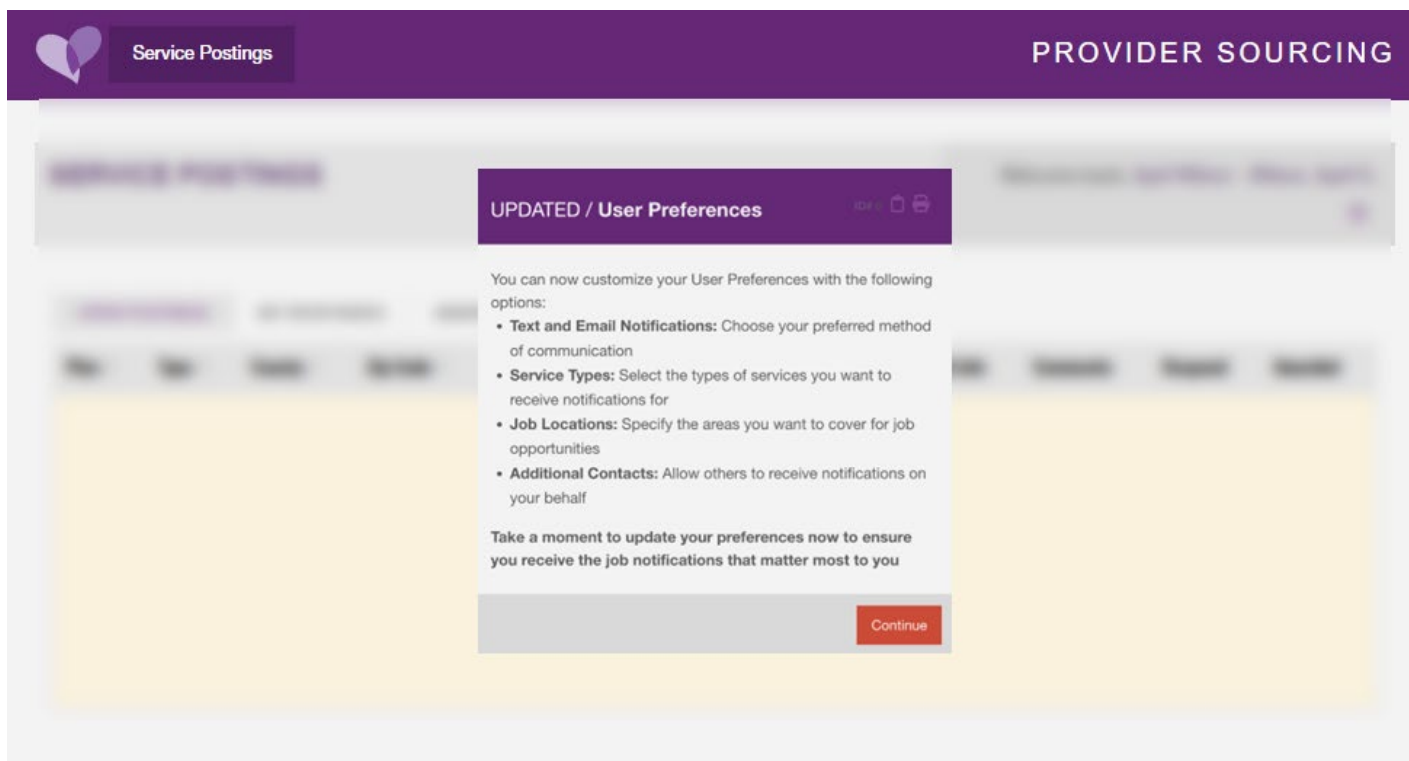
Single Sign-on to the HAP CareSource Provider Portal from [HAP.org](https://www.hap.org)

Accessing the Provider Sourcing Tool

Once you are in the Provider Portal, use the left side menu to access Provider Sourcing as shown below:



Click on “Provider Sourcing” to see the **Provider Sourcing Tool**. When you log in the first time, you will need to update your user preferences. You see a message like the one below.



Select “Continue” to go to User Preferences.

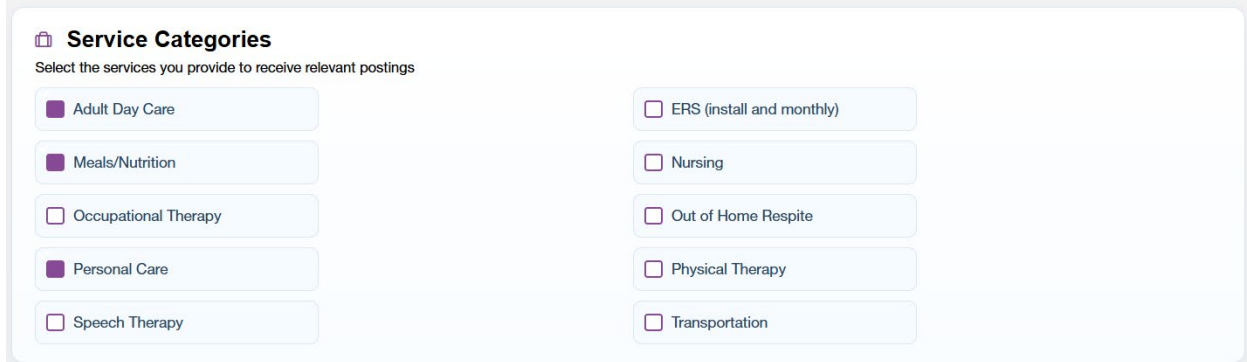
New User Preferences

User Preferences enables you to select:

- The types of services you provide
- Where you offer those services
- Your preferred communication methods – text and/or email
- Add additional contacts, if desired

Service Categories

A new **Service Categories** card has been added to the User Preferences page.



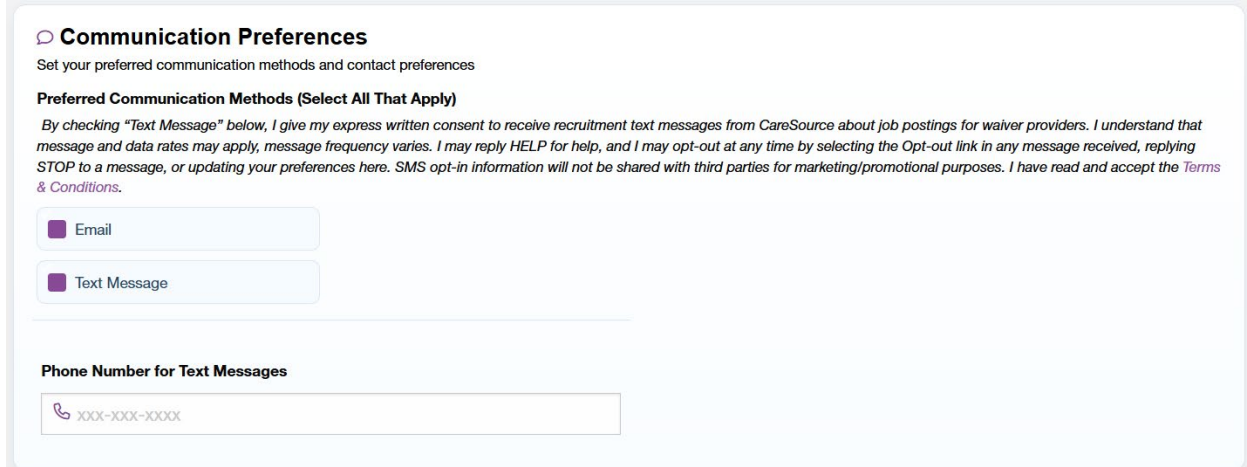
Service Categories
Select the services you provide to receive relevant postings

<input checked="" type="checkbox"/> Adult Day Care	<input type="checkbox"/> ERS (install and monthly)
<input checked="" type="checkbox"/> Meals/Nutrition	<input type="checkbox"/> Nursing
<input type="checkbox"/> Occupational Therapy	<input type="checkbox"/> Out of Home Respite
<input checked="" type="checkbox"/> Personal Care	<input type="checkbox"/> Physical Therapy
<input type="checkbox"/> Speech Therapy	<input type="checkbox"/> Transportation

You may tailor your service categories to see and receive notifications only for jobs that interest you. By default, all are selected. Any information that does not apply to you can be removed by clicking on the purple box. Those jobs will no longer appear in your potential job lists.

Communication Preferences

The **Communication Preferences** card is also new.



Communication Preferences
Set your preferred communication methods and contact preferences

Preferred Communication Methods (Select All That Apply)

By checking "Text Message" below, I give my express written consent to receive recruitment text messages from CareSource about job postings for waiver providers. I understand that message and data rates may apply, message frequency varies. I may reply HELP for help, and I may opt-out at any time by selecting the Opt-out link in any message received, replying STOP to a message, or updating your preferences here. SMS opt-in information will not be shared with third parties for marketing/promotional purposes. I have read and accept the [Terms & Conditions](#).

<input checked="" type="checkbox"/> Email
<input checked="" type="checkbox"/> Text Message

Phone Number for Text Messages

You may choose to receive emails, text messages or both. If the text option is selected, a valid mobile phone number must be entered. You do not need to add your email address because it is part of your Provider Portal account. You will see it at the top of the page in the Business Profile.

Additional Notification Contacts

In addition to specifying how you would like to communicate, you can add additional people to receive emails and/or texts.

Additional Notification Contacts
Add team members who should receive bid and case notifications

Full Name	Email	Phone Number	Actions
<input type="text" value="Full Name"/>	<input type="text" value="Email"/>	<input type="text" value="Phone Number"/>	<input type="button" value="Remove"/>
<input type="checkbox"/> New Job Opportunities	<input type="checkbox"/> Job Awarded	<input type="checkbox"/> Communication Response	
<input type="button" value="Add Contact"/>			

Add the contact information and select which types of messages they should receive. You can customize their selections so they are only sent information that you choose. You will see that all types are checked. Just click on the purple box next to the information type to remove it from the list.

Remove contacts by selecting the “Remove” button.

Note: A maximum of five additional notification contacts may be added.

Service Area Configuration

This new user preferences section allows providers to define their desired service area and coverage zones.

Service Radius

Service Area Configuration
Define your service area and coverage zones

Visible Zip Codes: 992 Selected: 985

Service Radius (miles)
Set your desired service radius to receive notifications for jobs near your business address.

From ZIP Code

The **Service Radius** is an easy way to quickly establish a coverage zone. You can select 25, 50, 75 miles or statewide. This setting will compare the member’s ZIP code with the ZIP codes you choose and show postings that fall within the selected range.

- 25
- 50
- 75
- Statewide**

Region, County, and Zip Code Selections

You can also pick specific counties and ZIP codes.

Region, County, and Zip Code Selections

You can narrow down by region, county, and specific zip codes. Jobs inside your radius will only appear if the area remains selected.

Upper Peninsula Region

Counties Deselect All

<input type="checkbox"/> Alger	<input type="checkbox"/> Baraga	<input type="checkbox"/> Chippewa	<input type="checkbox"/> Delta
<input checked="" type="checkbox"/> Dickinson	<input checked="" type="checkbox"/> Gogebic	<input type="checkbox"/> Houghton	<input type="checkbox"/> Iron
<input checked="" type="checkbox"/> Keweenaw	<input type="checkbox"/> Luce	<input type="checkbox"/> Mackinac	<input type="checkbox"/> Marquette
<input type="checkbox"/> Menominee	<input type="checkbox"/> Ontonagon	<input type="checkbox"/> Schoolcraft	

Specific Zip Codes

Deselect All

<input checked="" type="checkbox"/> 49801	<input checked="" type="checkbox"/> 49802	<input checked="" type="checkbox"/> 49815	<input checked="" type="checkbox"/> 49831
<input checked="" type="checkbox"/> 49834	<input checked="" type="checkbox"/> 49852	<input checked="" type="checkbox"/> 49870	<input checked="" type="checkbox"/> 49876
<input checked="" type="checkbox"/> 49877	<input checked="" type="checkbox"/> 49881	<input checked="" type="checkbox"/> 49892	<input checked="" type="checkbox"/> 49911
<input checked="" type="checkbox"/> 49938	<input checked="" type="checkbox"/> 49947	<input checked="" type="checkbox"/> 49959	<input checked="" type="checkbox"/> 49968
<input checked="" type="checkbox"/> 49969	<input checked="" type="checkbox"/> 49805	<input checked="" type="checkbox"/> 49901	<input checked="" type="checkbox"/> 49913
<input checked="" type="checkbox"/> 49918	<input checked="" type="checkbox"/> 49945	<input checked="" type="checkbox"/> 49950	

ZIP codes that appear in multiple counties are synced across sections when selected or deselected.

Northern Lower Peninsula Region

West Michigan Region

Mid-Michigan Region

Thumb & East Central Region

Southwest Michigan Region

Southeast Metro Region

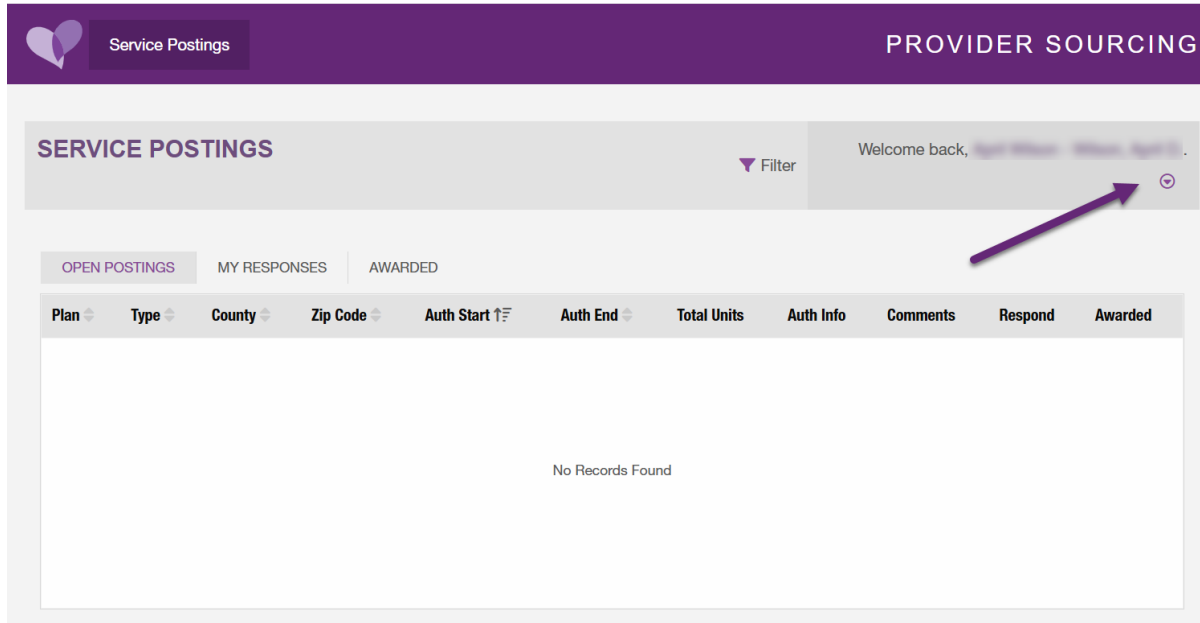
Selected: 881 zip codes

[Save](#)

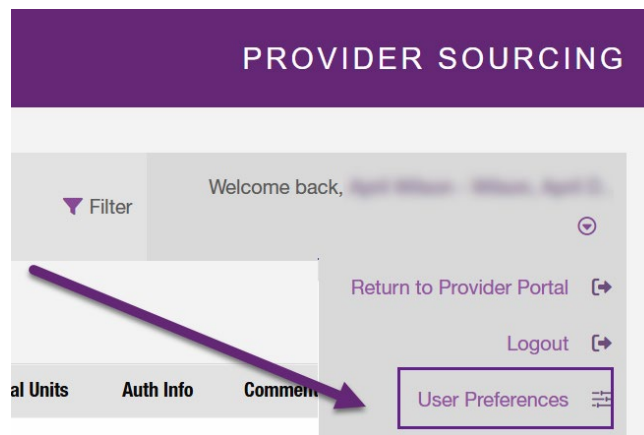
Remove areas from your list by clicking the blue box. You will not be notified for any areas without a blue check.

Once your settings are configured, select **Save** at the bottom of the page. You are now ready to start receiving referral notifications when the product goes live!

If you want to go back to your User Preferences later, hover your mouse over the “Welcome” section in the upper right-hand corner to bring up the menu.



Then select “User Preferences”



Need help? Contact Provider Services for assistance:

Medicaid **1-833-230-2102**

MI Coordinated Health (MICH) **1-833-230-2159**

MI-Multi-P-5538502