

INSTRUCTIONS FOR COMPLETING THE DDaP AND VPN REQUEST FORM FOR PRIVATE NON PROFIT AGENCIES

The DDaP and VPN request form for Private Non Profit Agencies is located in ct.gov. on the **DMHAS EQMI Home Page** under **Request Forms / Instructions for Completing the VPN, DDaP Access for PNP Agencies Form**: <http://www.ct.gov/dmhas/cwp/view.asp?a=2900&q=334736>

NOTE: The form must be completed electronically. You must complete this form for each provider to which you need access.

Please complete the form as follows:

1. User Information:

- Enter all user information, including your complete **Agency Name** (*not Program*), Address, Email and Work Site Email Address and Phone Number and whether you work at a DMHAS site.

2. VPN Token Information:

- Review the options listed and select the one that applies to you. You can use you existing DPAS token; select 'N/A or Already Have a Token'. *If you have any questions regarding tokens, contact the HELP Desk at 860-262-5058.*

3. Access Request: (Select an Access Request.)

- The initial access request for DDaP will be 'NEW'.
- Select 'Additional' if you need access to other programs or for other roles.
- Select 'Replace' if the user is working with a new agency or needs a user role change.
- Select 'Deactivate' if you need to deactivate access.

4. User Roles: (Select all roles that apply.)

- **PNP User:** This role will allow either full (which includes reports) or report only access to some or all programs at an agency. This is the standard role that will be chosen for most users.
- **File Submission:** This role will allow users to access the File Submission area in DDaP. This will include access to all files and errors that have been submitted for the provider.
- **Consumer Survey:** This role allows the user to enter Consumer Surveys. This access is given to all users.

5. Program Access:

- Complete EITHER the **Program Type** section on the right OR the **Specific Program Code** section on the left.
- Use the **Program Type** section if you require access to all programs of a certain type (Ex. Mental Health, Addiction, etc.) or all programs at your agency.
- Use the **Specific Program Code** Section if you only require access to an individual program or group of programs (Ex. Jail Diversion, Employment, etc). You can add additional sheets if your specific program list exceeds the four lines supplied on the form.
- **NOTE:** If you are requesting access to specific programs, you must list the DDaP program code on the form. This is a 10-13 character code that begins with either 'A' or 'L'. Example: A200520152005 or L008568509.
- Select 'Full Access' or 'Reports Only' for each **Program Type** or **Specific Program** chosen.
- **Full Access** will give users the ability to enter, update and delete information. It also includes access to reports. This is the access needed by data entry staff members.
- **Reports Only** will allow users to run and print reports for the program(s) they are able to access.

*Please **do not** complete both the Program Type and Specific Program sections or your form will be returned.*

6. Reports Access:

- This indicates which report folders you will be able to access.
- Check all types of access that apply. (Client Reports – Ex.: Search Client, Program Roster), Reports Documentation, Data Quality and Outcome Measures)

7. Notes: Enter any applicable information regarding the access (Example: Additional Programs Codes if more than 5, but less than ‘All’)

8. Enter **Confidentiality Pledge** information. (Name, Date, etc.)

9. Print the form.

10. Provider Approval and Signatures / Confidentiality Pledge: Please sign and **Date** and obtain the signature of your **CEO** or **Designee** and **Date**.

11. Follow the **FAX** instructions at the top of the form.