

MHWIN Quick Reference Guide

Last Revised – 07/15/22

1. Getting Started

- Open Internet Browser
- Enter MHWIN's URL in the address field in your browser - <https://w3.pcesecure.com/cgi-bin/WebObjects/DWCAdmin/>
- Press the "Enter" key on your keyboard. The Sign-In screen will be displayed

The screenshot shows the MHWIN login page. At the top, there are logos for Mental Health Wellness INFORMATION NETWORK and Detroit Wayne Integrated Health Network. A 'Help' button is on the left, and a 'LOGIN' button is on the right. A red box highlights a privacy policy notice: "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 disciplinary action." A red box with an arrow points to the 'Login ID' field, with the text "Login ID = Enter what was provided to you by DWIHN". Another red box with an arrow points to the "I forgot my password" link, with the text "Click here if you have forgotten your password. Follow the on-screen prompts. You will be given a temporary". At the bottom, a small text block states: "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." Below this is a note: "This site is best viewed and operated with version 6.0 or higher of Microsoft Internet Explorer".

- Enter your Login ID & password
- Click the button
- Following the entry of Login ID/ Password, enter the 6-digit code from the authentication app

The screenshot shows the 2-factor authentication screen. At the top, there are logos for Mental Health Wellness INFORMATION NETWORK and Detroit Wayne Integrated Health Network. A 'Help' button is on the left, and a 'LOGIN' button is on the right. Below the logos is a blue bar with the text "Google Authenticator". A yellow warning icon is followed by the text: "This system requires 2-factor authentication to login. Please follow the below instructions to continue." Below this is a box with the text: "2-factor Authentication Please enter the 6-digit code you see in the app and click 'Authenticate' to login." To the right of this text is a "Code:" label and a text input field. Below the input field is an "Authenticate" button. At the bottom left of the box is a "Cancel" button.

2. Resetting Your Password

- Upon your first login to MHWIN you will be asked to reset your password
- You will be prompted to change your password every 90-days
- To reset your password

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Change Password


User ID: pce_clare

Old Password:

New Password:

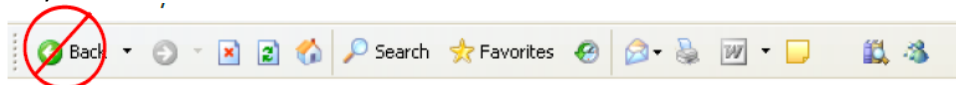
Re-type New Password:

Save Cancel

- Enter your current password in the “Old Password” field. Your password for your first login will be the same as your User ID
- Enter a new password in the “New Password” field. Remember these Do’s & Don’ts when creating a new Password. Remember passwords are case-sensitive & are stored EXACTLY as entered
 - **DO** select a password that contains at least 8 characters. A character can be a letter, number or symbol. NO SPACES!
 - **DO** include letters & numbers in your password
 - **DO** memorize your password. Choose a password that is easy for you to remember
 - **DON’T SHARE YOUR PASSWORD WITH OTHERS!**
- Re-enter the new password in the “Re-Type New Password” field
- Click the  button





3. Navigating MHWIN

- Do not use your Browser’s “Back” button



- Navigation buttons are provided in the upper left-hand corner of MHWIN








	The Back button will ignore any changes made to the screen and take you back one page, Back = Cancel.
	The Home button will return you to the Home screen. The Home screen is where you will find the Main Menu. Your Home screen will depend upon the User Group to which you are assigned.
	The Logout button will log you out of MHWIN, always logout of MHWIN before you close your internet browser or when leaving your computer unattended.
	The Help button will allow you to access MHWIN User Manuals. Manuals are based on User Groups.

- Other icons used throughout MHWIN & their function

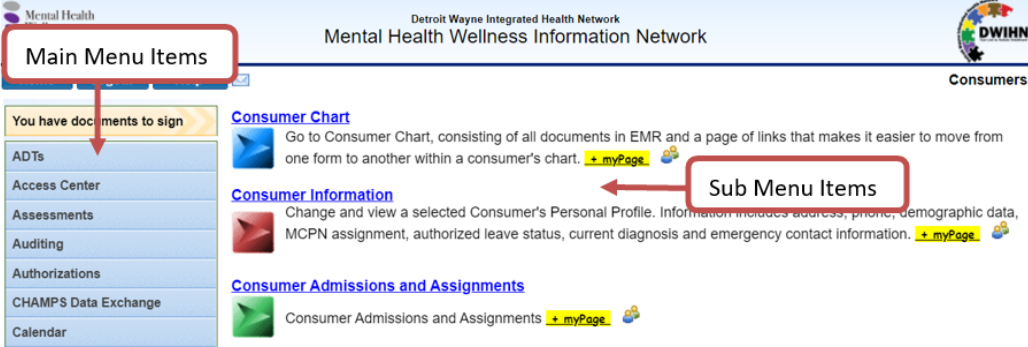
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	Click to display requested reports generated through MH-WIN.
	Click to search for other data in MH-WIN, e.g. correct zip code.
	Click to spell check data entry screens. Only fields with the  icon will be checked. Please note; Spell Check will only check the spelling on the current screen.
	Click to create a “customized” menu page. The “My Page” link appears in the Main Menu.

Navigating Menus

- The Main Menu on the left-hand side of the screen acts as a table of contents
- Click the Main Menu links to view & click the Sub-Menu items



The screenshot shows the MHWIN interface. At the top, there is a header with the Mental Health logo, the text "Detroit Wayne Integrated Health Network" and "Mental Health Wellness Information Network", and the DWIHN logo. Below the header, there is a "Main Menu Items" section on the left, which includes a "You have documents to sign" notification and a list of menu items: ADTs, Access Center, Assessments, Auditing, Authorizations, CHAMPS Data Exchange, and Calendar. To the right of the Main Menu, there are three sub-menu items: "Consumer Chart" (with a blue icon), "Consumer Information" (with a red icon), and "Consumer Admissions and Assignments" (with a green icon). Each sub-menu item has a description and a "+ myPage" button. A red box labeled "Main Menu Items" is drawn around the left-hand menu, and another red box labeled "Sub Menu Items" is drawn around the three sub-menu items on the right. Red arrows point from the "Main Menu Items" box to the "Consumer Chart" item and from the "Sub Menu Items" box to the "Consumer Information" item.



General Navigation Information

- All of the links in MHWIN will appear in **BLUE**.
- Do not double click links or buttons. **SINGLE CLICK ONLY!** 😊
- Be sure to read the on-screen instructions provided. The instructions are written to help you navigate & enter data correctly.

4. Saving Data in MHWIN

(There are several ways to save information in MHWIN)

Save Button

- The most obvious is the  button
- The  button will always be located in the lower left-hand side of the data entry screens
- This button will save the information in the current data entry screen & return you to the “List” screen

Save and Continue Button

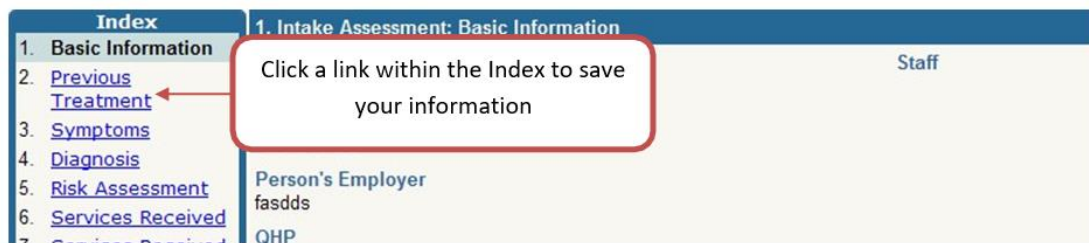
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- Another method of saving data is related to the above-mentioned multiple page documents
- In these documents you can use the [Save and Continue to Guardians](#) button also located in the lower left-hand corner of the data entry screen
- This button will save the information in the current data entry screen & take you to the next “page” in the document
- Using the [Save and Continue to Guardians](#) button is like turning the pages of a book

On-Screen Index

- You will notice that some of the documents in MHWIN have multiple pages, for these documents there will be an index on the left-hand side of the screen



- Click a link within the Index to save the information in the current data entry screen & continue to another page within the document
- This method is helpful when you want to “skip around” a document, e.g. not enter data in the order of the screens

5. Consumer Header

- The Consumer Header appears at the top of every Consumer specific screen, i.e. Consumer Chart, Assessments, Incident Reports, etc.
- The Consumer Header will display some specific information about the Consumer, see below for examples
 - Consumer Name
 - Member ID
 - Date of Birth & Age
 - Address
 - Gender
 - Home Phone
 - Current Assignments
 - Eligibility/ Insurance Information – The Consumer’s Medicaid Eligibility & other Insurance information can be accessed via the [View Eligibility/Insurance Info](#) link in the Consumer Header

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Mental Health Wellness INFORMATION NETWORK
Detroit Wayne Integrated Health Network
Mental Health Wellness Information Network

Back Home Logout Help


Name: Testee, Test (30/Female) Member ID: 00000012 Status: MH: Open SUD: Closed

CCM, SELF-DETERMINATION

Date of Birth: 11/11/1991	SSN: 999999998	Current Assignments	
Address: 707 W. Milwaukee St. 3rd Floor Detroit, MI 48202-2943	Gender: Female	DWIHN CMH	Eff: 10/01/2018
Home Phone:		Designation:	MI + SUD Primary, MI
		BH CRSP:	Team Mental Health Services, Inc - Main Office
		SUD CRSP:	NOT ASSIGNED
		Current LOC	
		Level Six: Inpatient or CRU (03/22/2022)	

- Chart Documents
- Diagnosis
- Health Information
- Eligibility/Insurance
- Integrated Health Profile
- ADT Events
- Provider Link
- HFHS CCD Exchange

6. Help/Resources

- There are numerous resources/guides/manuals in MHWIN located under the  button

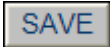

Mental Health Wellness INFORMATION NETWORK
Detroit Wayne Integrated Health Network
Mental Health Wellness Information Network

Home Logout **Help**

Consumers

- For general MHWIN questions, contact the MHWIN Helpdesk at mhwin@dwihn.org

7. Logging Out of MHWIN

- When you are finished using MHWIN make sure to log out of the System to ensure that the data is protected
- To log out follow the below steps
 - If you are in a data entry screen, click the  button
 - Once you have saved any data you are working on click the  in the upper left-hand corner of MHWIN
 - The following screen will be displayed

Mental Health Wellness INFORMATION NETWORK
Detroit Wayne Integrated Health Network
Mental Health Wellness Information Network

Home Logout **Logout**

LOGOUT

Click here to return to the login page in MH-WIN

For your security, we recommend you close your browser.

Click [here](#) to return to MH-WIN's login page