

## DIRECTIONS FOR ACCESSING AND USING THE PROVIDER PORTAL ON RIPRC.ORG

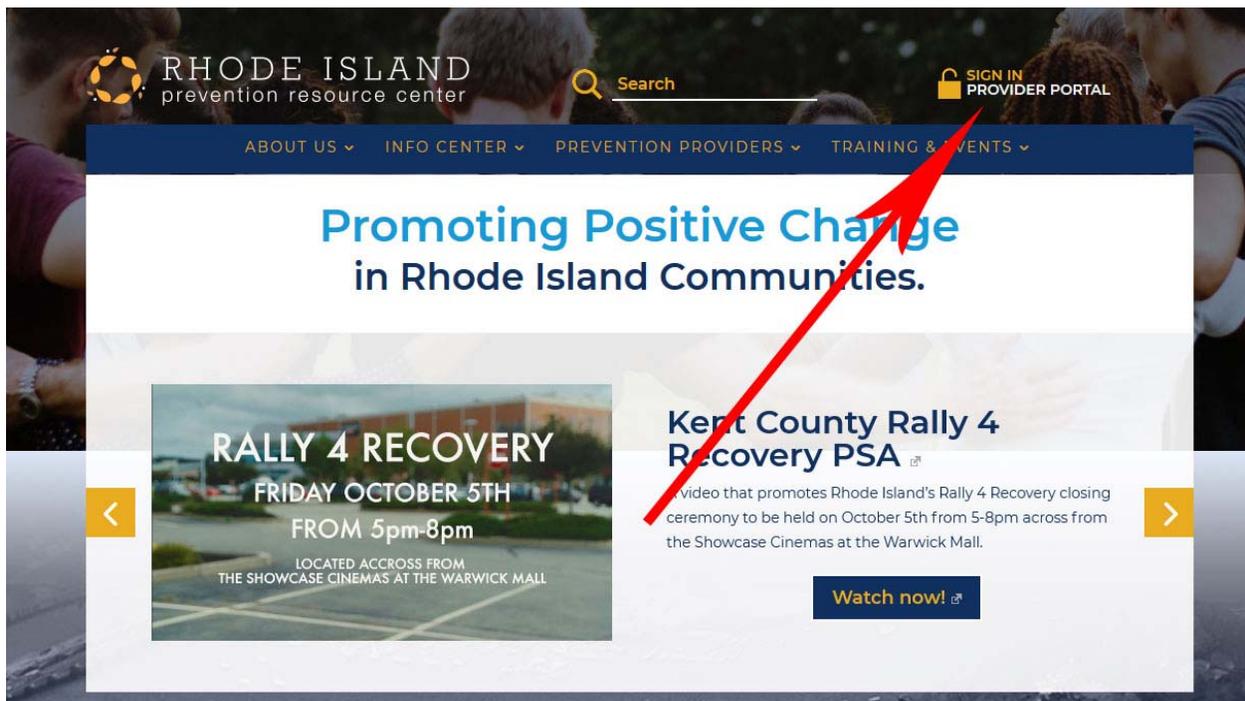
The Provider Portal is a private online communication forum for BHDDH-funded prevention providers in Rhode Island to connect, share knowledge and resources, collaborate, address challenges, and document successes and lessons learned, so that we may promote positive change in RI communities together. This document provides step-by-step instructions on how to register and log-in to the Portal and provides an overview of the features available to providers.

### I. ACCESSING THE PORTAL

#### CREATING AN ACCOUNT

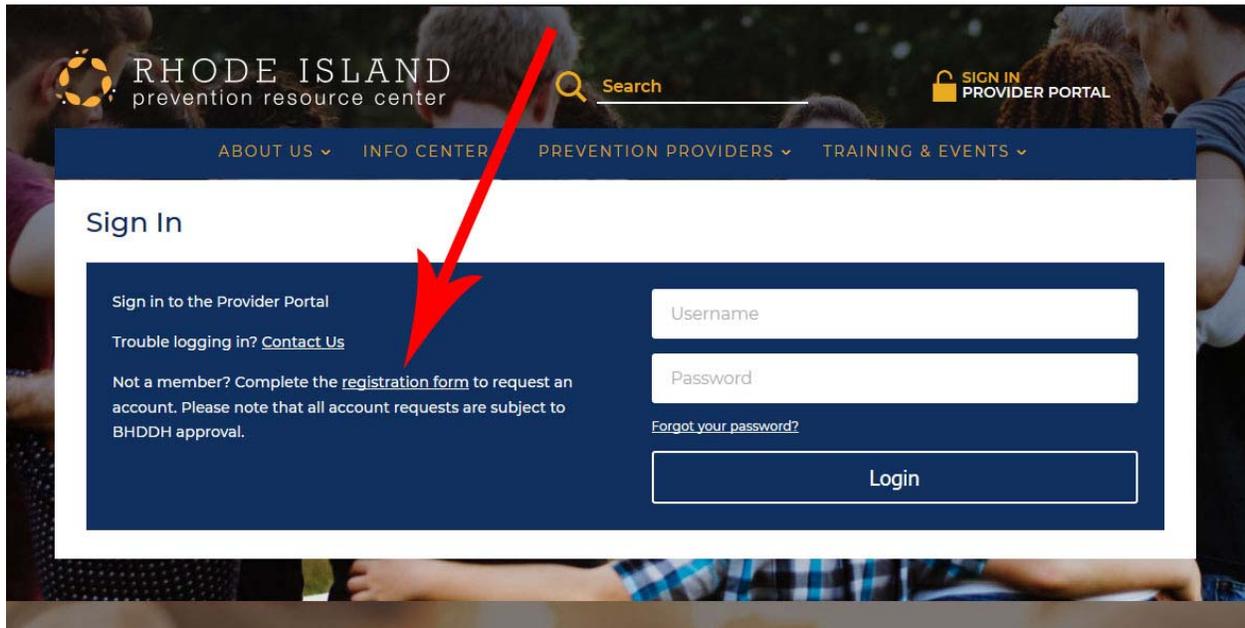
To create an account, providers will:

1. Receive an official invitation to use the Provider Portal from the Rhode Island Department of Behavioral Healthcare, Developmental Disabilities, and Hospitals (BHDDH).
2. Go to [riprc.org](http://riprc.org) and click 'Sign In Provider Portal' on the upper right corner.



If you have any questions, please contact the RIPRC team at [riprc@jsi.com](mailto:riprc@jsi.com) or (401)824-2116.

3. Once on the 'Sign In' page, go to the bottom of the screen and click 'registration form' to create a new account.



4. Completely fill out the registration form. This information will be linked to your profile on the Provider Portal.

5. In 2-3 days, providers will receive confirmation that their account has been created. Note: providers are not immediately granted access to the site. All accounts must be approved.

6. Once an account has been approved, providers will receive a notification by email that the account has been created and will be provided with a password\*.

7. The providers can then log into the portal through the 'Sign In' page.

\* You can change your password after you sign in via your profile. Please note your password must be eight letters and include one capital letter.

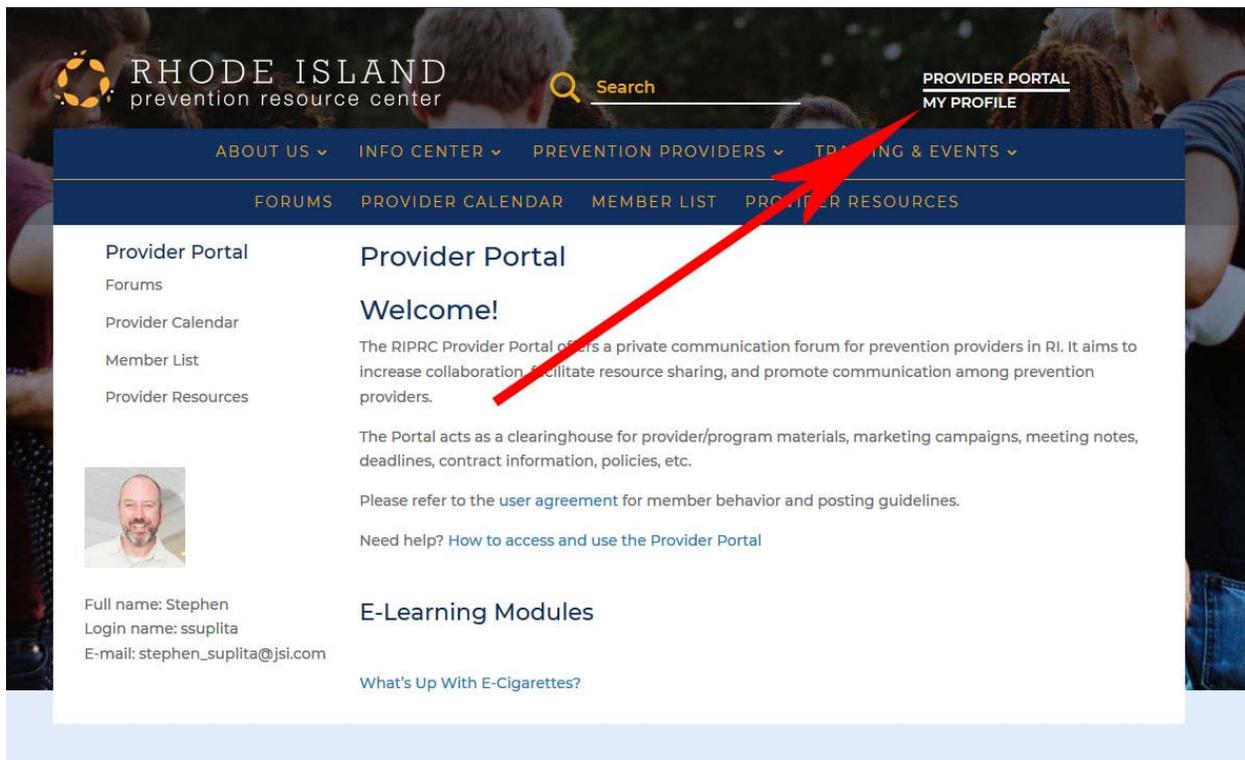
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## CREATING A PROFILE

Once providers have logged in, they should create a profile.

If you have any questions, please contact the RIPC team at [riprc@jsi.com](mailto:riprc@jsi.com) or (401)824-2116.

To access your profile, click 'My Profile' on the upper right hand side.

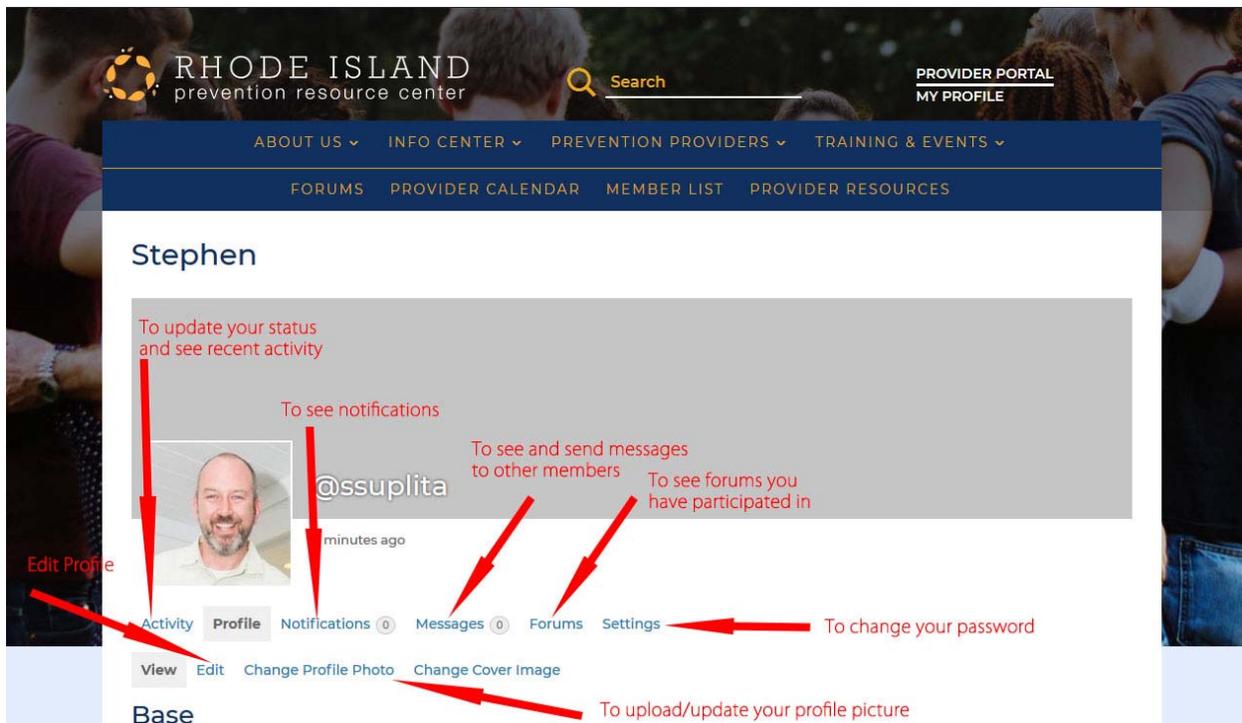


2. From here, providers will be able to change their profile picture (Avatar\*), update their profile, see notifications, send and receive messages, see profile activity and update their password.

[See image below to see where to access each of these functions.]

\*Avatar is the picture that is linked to your username/profile and will represent you throughout the Provider Portal. Please add a picture of yourself to foster on- and offline collaboration.

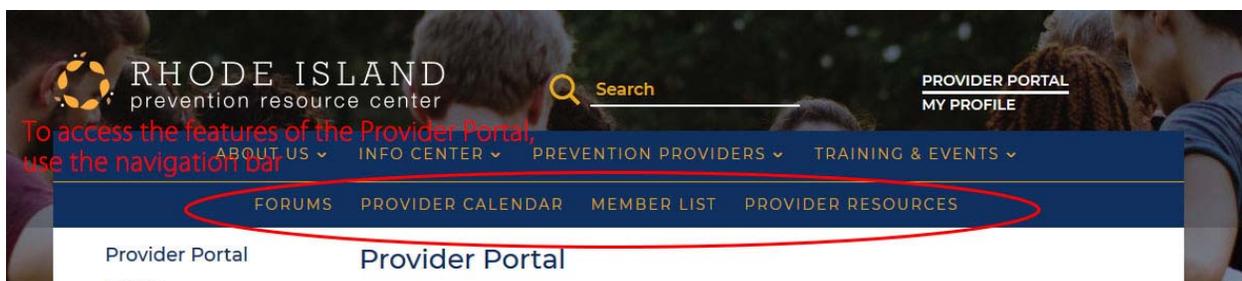
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## II. FEATURES AND FUNCTIONS OF THE PROVIDER PORTAL

To access the features of the Provider Portal, use the blue Navigation Bar. Providers can use this at any time to access the Forums, Provider Calendar, Member List, Provider Resources and Activity sections. See

below for further explanation and directions on how to use each of these features.



FORUMS - PROVIDERS CAN BEGIN DISCUSSIONS OR PARTICIPATE IN DISCUSSIONS ON THE 'FORUMS' PAGE.

If you have any questions, please contact the RIPRC team at [riprc@jsi.com](mailto:riprc@jsi.com) or (401)824-2116.

To begin a new discussion topic:

1. Click 'Forums' tab on the top left part of the screen.
2. Click 'RI Prevention Providers Forum'.
3. Scroll down the screen until you see Create New Topic in 'RI Prevention Providers Forum'.
4. Enter discussion topic into 'Topic Title' box.
5. Begin discussion in text box below title text box.
6. If you would like to receive email notifications of responses to your discussion topic, select 'Notify me of follow-up replies via email' at the bottom of screen.
7. Click 'Submit' at bottom right of screen.

The screenshot shows a web form titled "Create New Topic in 'RI Prevention Providers Forum'". At the top, it says "Topic Title (Maximum Length: 80):" followed by a text input field containing the placeholder text "Enter Discussion Topic Title Here". Below the title field is a toolbar with icons for bold (b), italic (i), link, b-quote, del, img, ul, ol, li, code, and close tags. The main body of the form is a large text area with the text "Begin discussion." at the top. Below the text area is a "Topic Tags:" label and an empty text input field. At the bottom left, there is a checkbox labeled "Notify me of follow-up replies via email" with a red arrow pointing to it and the text "Select if you wish to receive email notifications of responses". At the bottom right, there is a yellow "Submit" button with a red arrow pointing to it and the text "Click 'Submit'" above it.

To participate in a discussion:

1. Click 'Forums' tab on the top left part of the screen.

If you have any questions, please contact the RIPRC team at [riprc@jsi.com](mailto:riprc@jsi.com) or (401)824-2116.

2. Click 'RI Prevention Providers Forum'.
3. Select the topic you wish to participate in.
4. Scroll down until you see a text box.
5. Enter your contribution in the text box.
6. If you wish to receive email notifications when others respond to the discussion, select 'Notify me of follow-up replies via email' on the lower left.
7. Click 'Submit' on lower right.

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## PROVIDER CALENDAR - PROVIDERS CAN SHARE MEETINGS, EVENTS AND DEADLINES WITH PROVIDER COLLEAGUES.

To view the Calendar:

1. Click 'Provider Calendar' on top left of screen.
2. A calendar will appear. Providers can choose to view the events as a list or grid in monthly, weekly, or daily views by choosing option above the calendar on the left.
3. To see event details, click on the event in the calendar or in the list.

To submit an event:

1. Scroll down to below the calendar or list view and providers will see a form that asks for information regarding the event you wish to submit.
2. Please include as much information as possible.
3. Click 'Submit' to submit the event.

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## MEMBER LIST - PROVIDERS CAN SEE WHICH COLLEAGUES HAVE ACCOUNTS IN THE PROVIDER PORTAL AND CONTACT MEMBERS. PROVIDERS CAN ALSO SEE WHEN OTHER MEMBERS WERE LAST ACTIVE AND THE MOST RECENT STATUS UPDATES.

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## PROVIDER RESOURCES - PROVIDERS CAN SHARE RESOURCES IN ORDER TO ENCOURAGE COLLABORATION.

To view resources:

1. Click 'Provider Resources' on top right.

If you have any questions, please contact the RIPRC team at [riprc@jsi.com](mailto:riprc@jsi.com) or (401)824-2116.

2. All resources that providers have submitted will display.
3. To sort by type of resource, providers can click on the 'tags' below the resources to filter resources.

To submit a resource:

1. Scroll down below existing resources until you see 'Share a Resource.'
2. Complete the form, including the 'categories' section.
3. Click 'Submit'.

Activity - Providers can see recent communication activity on the Provider Portal.

## QUESTIONS AND TECHNICAL ASSISTANCE

Any further questions or for technical assistance, contact the Rhode Island Prevention Resource Center

Team at [riprc@jsi.com](mailto:riprc@jsi.com) or (401)824-2116.