



AMHD eBulletin

March 14, 2023

Notification of Changes for Contracted Provider Access to AMHD SharePoint Sites

Effective March 15, 2023

The Adult Mental Health Division (“AMHD”) is evaluating access to the following AMHD SharePoint sites: Utilization Management and Performance Improvement (UM/PI); Housing Continuum; and Fiscal. This evaluation is necessary to verify staff who no longer require access.

Reviewing User Account Status

- The designated Team Lead for each contracted provider will receive a list of current authorized users for their respective agency.
- Team Leads are responsible for reviewing the list and identifying staff who are active account users and those who no longer require access.
- Team Leads shall complete an AMHD Provider SharePoint Account Request Form and email the form to the applicable AMHD SharePoint Site Manager(s)*:
 - UM/PI – Email form to: Michael Tamashiro, UM/PI Supervisor, at michael.tamashiro@doh.hawaii.gov
 - Housing – Email form to: Erin Snyder, Housing Service Coordinator, at erin.snyder@doh.hawaii.gov
 - Fiscal – Email form to: AMHD Help Desk at amhdicd10support@doh.hawaii.gov

** For access to multiple AMHD SharePoint sites, an AMHD Provider SharePoint Account Request Form shall be submitted to each AMHD SharePoint Site Manager, as applicable.*

Verifying Active User Accounts

- Each active account user shall review, complete and return the AMHD External User Affirmation Statement. This form has been newly revised.

Deactivating Inactive User Accounts

- The Team Lead, or their designee, shall notify the applicable AMHD SharePoint Site Manager(s) when staff separates from employment. AMHD shall take immediate action to deactivate user account access in a timely manner.
- Contracted provider staff who do not access their SharePoint user account for a period of twelve (12) consecutive months will have their account(s) deleted.

Requesting New User Account Access

- Going forward, each time a new user account is requested, the Team Lead or their designee must provide a current list of all active account users.

If you have any questions about this announcement, please email Mike Tamashiro. Mahalo!