

### **1.0 What is Saba<sup>sm</sup>?**

Saba is the Medi-Cal Rx Learning Management System (LMS) one-stop shop for education and outreach information. Through Saba, you can view the Education & Outreach events calendar, register for events, take online courses, and provide training feedback.

Saba is only accessible to those who have successfully completed User Administration Console (UAC) registration and have role-based access to Saba.

The following resources are available to assist with registering for UAC:

- » Medi-Cal Rx UAC Quick Start Guide
- » UAC Tutorials on the Medi-Cal Rx YouTube page

### 2.0 Accessing Saba

Once the Delegated Administrator (Del Admin) has set up the Multifactor Authentication (MFA) and confirmed role access to Saba, complete the following steps to log in to Saba:

1. To access the Single Sign-On (SSO) option, navigate to <u>https://magellanhealthsso.okta.com/app/UserHome</u>. See *Figure 2.0-1*.

	Magellan
	Sign In
1   	Email Please enter your email address.
	Next
1	Need help signing in?

Figure 2.0-1: SSO Sign In Page

- 2. Once you are logged in, the role-access tiles can be found in the My Apps section of Okta<sup>™</sup>. See *Figure 2.0-2*.
  - a. Note: The UAC tile appears for Del Admins only.
- 3. Click the **Saba tile** to access the Saba Home page. See *Figure 2.0-2*.

Q Search your apps			
✿ My Apps	My Apps		
Work	(A) Work		
Add section $\oplus$		_	
Notifications (1)	User Administration	Medi-Cal Rx	sabat
	UAC	MRx Provider Portal	Saba

Figure 2.0-2: Applications on SSO Link Home Page

### 2.1 Alternative Methods to Access Saba

 To access the Medi-Cal Rx Home Page at <u>https://medi-calrx.dhcs.ca.gov</u>, click the Secured Portal Access drop-down arrow (see *Figure 2.1-1*), then select the Provider Portal option and follow the instructions below (see *Figure 2.1-2*).



Figure 2.1-1: Secured Portal Access Drop-Down Menu



Figure 2.1-2: Selecting Provider Portal from the Secured Portal Access

2. Click the **Log In** button in the upper-right corner of the screen. See *Figure 2.1-3*.



Figure 2.1-3: Medi-Cal Rx Provider Portal – Logging In

3. The Login page appears. Enter your email and password and then click the **Login** button. See *Figure 2.1-4*.

Please log in with your emai password.	il address and
Email	
Password	
r assword	
Login	
Need help signing in?	
If you need assistance logging in, please co	ntact us at 800-977-2273

Figure 2.1-4: Login Page

4. The Okta MFA page appears. Complete the MFA based on your enrolled factor to continue. See *Figure 2.1-5*.





Figure 2.1-5: Okta Multifactor Authentication Page

5. The Provider Dashboard appears. Click the **Saba Learning Management System** button. See *Figure 2.1-6*.

Set the set of the set	edi-Cal Rx
Saba Learning Management System	] 
Beneficiary Eligibility Lookup	
Prior Authorization	
Web Claims Submission	You are working on
Forms & Information	
Finance Portal	
Batch Claims	-



### **3.0 Viewing the Training Calendar for Available Courses**

1. Click the **Saba Learning Management System** button to open the Saba Home page. See *Figure 3.0-1*.



Figure 3.0-1: Saba Home Page

2. Scroll down and click the **Calendar** icon to view upcoming events. See *Figure 3.0-2*.



Figure 3.0-2: Saba Calendar Icon

3. The calendar appears. The **blue hyperlinks** represent available classes. See *Figure 3.0-3*.



Figure 3.0-3: Saba Calendar

## 4.0 Registering for a Course from the Training Calendar

1. Click the **blue hyperlink** on the calendar for the class you wish to attend. See *Figure 4.0-1*.

Catalog Calendar				
		4	DAY WEEK	MONTH
Sunday	Monday	Tuesday	Wednesday	
Nov 1, 2020	2	3 9:00 AM Medi-Cal Rx Provider Saba		4

Figure 4.0-1: Class Hyperlink

2. The Enrollment page appears. Click the **Enroll** button to register for your preferred session. See *Figure 4.0-2*.

Medi-Cal Rx Provider Saba Training - CBT
Course description : Introduction course for Saba Provider training. Topics to be covered include the following: how to view the education and outreach events calendar, how to register to attend an event or take an online course, and how to complete evaluations of training effectiveness. Class ID : 0000031852 Instructor-Led 03-NOV-2020 Medi-Cal Rx Provider Saba Training Meeting Details Please copy & paste into your web browserhttps://www.myroom.hpe.com/attend/MEP24GKNMGC Class description :
This is a TEST session       Language : English     Available seats : 1       Duration : 01:00     Waitlisted : 0
Attachments >
ACTIVITIES
Session 1 03-NOV-2020(9:00 AM - 10:00 AM PST)
CANCELL ΔΤΙΩΝ ΦΩΙ ΙΩΥ

Figure 4.0-2: Enrollment Page

#### 3. The Confirmation page appears. See *Figure 4.0-3*.

Registration confirmation	
You have registered for: MCRx-Medi-Cal Rx 101 Status: Registered	
Cancellation policy	
Contact: LaRonda King Order Number: 0000884940	
	CLOSE

Figure 4.0-3: Confirmation Page

4. You will also receive a confirmation email. See *Figure 4.0-4*.

You have registered for MCRx-Medi-Cal Rx 101					
③ Retention: Email Retention (2 years) Expires: Thu 4/25/2024 10:23 PM					
magellanhealth@sabacloud.com Tue 4/26/2022 10:23 PM To: King, LaRonda	ᡌ	5	«ج	$\rightarrow$	
You have registered for MCRx-Medi-Cal Rx 101					
G Fri 5/27/2022 2:00 PM - 3:00 PM					
♥ Virtual Zoom Meeting					
No conflicts					
T No response required					
EXTERNAL: This email originated from outside of the organization. Do not click on any links or open any attachments unless you trust the sender	r and know	the co	ntent is	safe.	
Thank you for enrolling in MCRx-Medi-Cal Rx 101. Your session will take place in Instructor-Led environment. Please see the MCRx-Medi-Cal Rx (https://magellanhealth-medicalrx.sabacloud.com/Saba/Web_spf/NA1PRD0063/common/ledetail/cours00000000246095) for your session local instructions (virtual live webinar class).	101 enrolln tion (in-per	nent inf son cla	formationss) and	on /or logi	in
If you are no longer able to attend this session, please click here- <u>https://magellanhealth-</u> medicalrx.sabacloud.com/Saba/Web_spf/NA1PRD0063/common/leclassdetail/regdw00000000952334?learnerId=persn0000000007488, and view details first) to remove your enrollment for the session.	click DROP	(you m	iay nee	d to cli	ck
Questions? Please contact Paola Barajas Vanessa Chavez directly.					

#### Figure 4.0-4: Confirmation Email

# 5.0 Accessing the Outreach Landing Page

Available courses can also be viewed by accessing the Saba Outreach Landing Page.

1. From the Saba Home page, select the **Outreach** button. See *Figure 5.0-1*.



Figure 5.0-1: Saba Home Page

2. The Saba Outreach Home page appears. Select the hyperlinks as shown in the image below to access information on various Medi-Cal Rx topics, including available instructor-led courses and prerecorded videos. See *Figure 5.0-2*.

🖾 Outreach	NEW PAGE EDIT WORKSPACE Type and click Sea
Home Medi-Cal Rx Pharmacy Providers Medi-Cal Rx Prescribers Add/Edit	
Add/Edit	
EDIT ANNOUNCEMENT	
Pharmacy Providers	Welcome to Medi-Cal Rx Saba!
Prescribers	This E-learning platform is vital part of Medi-Cal Rx Education and Outreach for Provider trainings. Keep a mind classes require self enrollment and each class curriculum offers a PDF of the course material that can be found Attachments sections of the section
Whars New?	Madi Cal Dy Training Engellment Is New Open
Medi-Cal Rx Financial Portal Resources	Medi-Car Kx Training Enrolment is Now Open
Medi-Cal Rx Claims Resources	Madi Cal Presed Waking
Medi-Cal Rx Prior Authorization Resources	
Popular Pages	Description: ins stear-cat KX for framing's metador to groups and cheren paramasy provides and presenters an overview of stear-cat KX. Course Information: Sign up to take in Instructor led class or ac less the class Pre-Recording.
Medi-Cal Rx Claims Resources	Prior Authorization (PA) Training
Outreach Contacts	1 101 Automatication (1 A) 11 and 11 and 12
Author	prescription:
🛓 Megan Farrel	Training Information: A pre recorded training is available via the Prior Authorization Submission Course.
Contributor	Web Claims Submission Training
🛓 Kimberly Brown	Description: This training will give providers an overview of the new Medi-Cal Rx Web Claims Submission system. Providers currently using a POS system to process prescription claims can still continue to submit web claim channel.
Co-Owner	Training Information: A pre recorded training is available via the Web Claims Submission Course.
22 Outreach Admins	Medi-Cal Rx Transition & Resources Training
Jason Manviller     Jil Woodward	Description: This pre recorded training is intended to give pharmacy providers and prescribers an overview of the Medi-Cal Rx transition and the resources that are available on the Medi-Cal Rx Web Portal. Topics that will training include the following:

Figure 5.0-2: Saba Outreach Home Page

# 6.0 Dropping a Registered Class

Should your schedule change and you are no longer able to attend the session for which you registered, you should drop from the course to allow space for others. To drop a course, complete the following steps:

- 1. Pull up the confirmation email for the session you wish to drop.
- 2. Click the **second hyperlink** in the email that starts with "If you are no longer able to attend this session, please click here..." See *Figure 6.0-1*.

You	have registered for Medi-Cal Rx Provider Saba Training - CBT					
-	magellanhealth@sabacloud.com	🗸 Accept 🗸	? Tentative ~	🗙 Decline 🗸	🕒 Propose New Time 🗸	
M	Required O Gilkison, Shaylene				Thu 10/29/2020	1:22 PN
Plea This	se respond. meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: PST.					
⊕ Tur ♥ Me	esday, November 3, 2020 9:00 AM-10:00 AM di-Cal R& Provider Saba Training <b>Meeting Details</b> Please copy & paste into your web browser <b>https://www.myroom.</b>	.hpe.com/attend/MER	P24GKNMGC <th>&gt;</th> <th></th> <td>^</td>	>		^
9 <sup>aui</sup>	Medi-Cal Rx Provider Saba Training - CBT /Medi-Cal Rx Provider Saba Training rp > cb Meeting Details   > rp> Please copy & paste into your web browser < b > https://www.myroor /magelian/heathy Sabactoud.com	m.hpe.com/attend/ME	P24GKNMGC			
10						
EXTER	NAL: This email originated from outside of the organization. Do not click on any links or open any attachments unless you tru:	st the sender and k	now the content is	safe.		
Thank (https:	you for enrolling in Medi-Cal Rx Provider Saba Training - CBT. Your session will take place in Instructor-Led environment. Plea //magellanhealth-medicalrx.sabacloud.com/Saba/Web.spf/NA1PRD0063/common/ledetail/cours0000000242127) for you	ise see the Medi-Ca ur session location	al Rx Provider Saba T (in-person class) and	fraining - CBT enro d/or login instruct	ollment information ions (virtual live webinar clas	ss).
If you a learne	are no longer able to attend this session, please click here- <u>https://magellanhealth-medicalrx.sabacloud.com/Saba/Web_spf/</u> rid=persn000000000006780, and click DROP (you may need to click view details <sup>®</sup> first) to remove your enrollment for the ses	NA1PRD0063/com	mon/leclassdetail/re	egdw0000000006	49258?	
Questi	ons? Please contact directly.					

#### Figure 6.0-1: Drop Link in Confirmation Email

3. The Class Details Page opens. Click the **Drop** button on the right side of the page. See *Figure 6.0-2*.



Figure 6.0-2: Class Details Page

4. A **Cancel This Order** pop-up window appears. Click the **Yes** button to confirm your drop from the registered course. See *Figure 6.0-3*.



Figure 6.0-3: Cancel This Order Pop-Up Window

5. Enter a reason for dropping the course in the **Audit Reason** pop-up window and click **Save**. See *Figure 6.0-4*. You are now dropped from the course.

i seats available	
Audit Reason	×
This action is audited perform this action	d. For audit tracking purposes you must specify a reason when you
Reason*	Scheduling Conflict
	CANCEL

Figure 6.0-4: Audit Reason Pop-Up Window

# 7.0 Attending a Class

1. On the day of the instructor-led training, log in to the Medi-Cal Rx Secured Provider Portal and navigate to the Saba LMS. The Saba Home page appears. See *Figure 7.0-1*.

Magellan All	V Search
<b>NHCS</b>	
Welcome to the Learning Management System Select one of the options below to access and The "My Learning" section below displays any	n. enroll in learning. learning you are currently enrolled in.
DHCS EMPLOYEES Click here to access DHCS employee training.	
MCP EMPLOYEES Click here to access training for Managed Care	Plan employees.
OUTREACH Click here to access education and outreach for providers, prescribers, and third-party billing as	r pharmacy gents.
My Learning	Announcements

Figure 7.0-1: Saba Home Page

2. Scroll down to the **My Learning** section on the left side of the screen to view your enrolled classes. Click the **View Details** button for the training you wish to attend. See *Figure 7.0-2*.

My Learni	ng	1
	Medi-Cal Rx Provider Saba Training - CBT Registered	
	Start date : 03-NOV-2020	
	03-NOV-2020   4 days remaining	
	VIEW DETAILS	

Figure 7.0-2: Enrolled Classes in My Learning

3. To attend a live virtual training via Zoom<sup>®</sup>, scroll down to the **Overview** section and click the **hyperlink** to join the session. See *Figure 7.0-3*.

Overview		
This <b>Medi-Cal Rx 101 Training</b> is intended to give new and current pharmacy providers and prescribers an overview of Medi-Cal Rx.		
Please arrive no earlier than <u>5 minutes</u> to your session, support will not be available prior to the training start time. Click Here To Join your registered Zoom meeting Meeting ID: 945 1216 7512 Password: 077690 Dial In: 877-853-5247 (US Toll Free)		

Figure 7.0-3: Session Details Button

# 8.0 **Completing a Training Evaluation**

After completing the training, you will receive an email to complete an evaluation on training effectiveness.

1. Click the **link** in your email to complete the evaluation. See *Figure 8.0-1*.

magellanheaith@sabacloud.com	5 Reply	(5) Reply All	-> Forward	
To Gilician Shaylene			Thu 10/29/2020	2:39 PI
A 12 York. This ensuit originated then outside or the organization, bo hot click on any links or open any academicers you not on ubmit Feducition	e sender and know un	elan or clicking		
ttps://magellanhealth-medicalrx.sabacloud.com/Saba/Web_spf/NA1PRD0063/common/leclassdetail/regdw000000006493427studentid=persn00000000000	6780&evaluationId=Irev10	00000000217713	3#launchObject	EVAL
				_
'ourse Details				
Sourse Details Weekey Type: Instructor-Led				
iourse Details Helivery Type: Instructor-Led valuation Name: Medi-Cal Rx Training Evaluation				
ourse Details Nelivery Type: Instructor-Led Valuation Name: Medi-GaTR Training Evaluation ou can complete evaluation for https://magellanhealth-medicainx.sabacloud.com/Saba/Web_spl/NA1PBD0063/common/heclassdetail/regdw0000000064934	22			
Course Details Belivery Type: Instructor-Led Ivaluation Name: Medi-Cal Rk Training Evaluation You can complete evaluation for https://magellanhealth-medicalnx.sabacloud.com/Saba/Web_spl/NA19RD0063/common/leclassdetail/regdw0000000064934 tudentisi-person0000000000027828Avaluationid-irev4000000002127313#launch-ObjectEVAL here.	27			

Figure 8.0-1: Enrolled Classes in My Learning

2. When the Medi-Cal Rx Training Evaluation page appears, click the **Start** button to be taken directly to the evaluation. See *Figure 8.0-2*.

Magellan	Medi-Cal Rx Training Evaluation
	Welcome
This is an anonymou the red asterisk mus feedback is anonymo	is survey. Thank you for providing feedback on this training course. You will be presented with a series of statements. Statements with the completed. You will then be presented the opportunity to type any additional comments or feedback you would like to provide. This ous.
	EXIT

Figure 8.0-2: Medi-Cal Rx Training Evaluation

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