

Illinois Department of Healthcare and Family Services Overview of Sharepoint for New ACEs and CCEs

Introduction

ACE and CCE contracts mandate several reporting requirements. Some of these reports must be sent to HFS on a periodic basis through the life of the CCE or ACE. To facilitate secure exchange of files, HFS has established Sharepoint sites to offer password-protected access to each ACE and CCE. Site usage is separate to and does not supersede all other connectivity and registrations that the ACEs and CCE has completed.

Report Libraries

Within the CCE Sharepoint site, we have established [one reporting library for each CCE](#). Within the ACE Sharepoint site, we will establish one reporting library for each ACE this September.

Sharepoint Access and Training

To permit access to Sharepoint, HFS will create a logon and password for two users from each ACE and CCE. (After the initial logon, the password must be changed.) HFS will also offer a short Sharepoint training webinar to all ACEs and CCEs.

Report Delivery Dates

Each ACE and CCE has been or will be provided a document listing reporting dates for each of its reporting requirements. Please consult that list for more information on when reports are due.

Report Templates

For several key reports, HFS will provide report templates to the ACEs and CCEs. These templates can be augmented by narratives, but not replaced. These templates and instructions will be shared and discussed with the plans via email and weekly phone calls.

Automated Uploading

While HFS does not expressly forbid plans to use software applications or scripts to upload reports, we also do not encourage it. We do not offer tech support for these functions. We believe that site use will be time-efficient for plans even in the absence of automated uploading. If site speed should appear unusually or prohibitively slow at any time, please contact us for assistance.

Updates to Sharepoint

The Sharepoint homepage includes a space for announcements. When changes specific to the Sharepoint site are made, HFS will post them here in addition to notifying plans via email. Please check this space whenever you upload a file.

Questions and Tech Support

Contact HFS staff at hfs.ace.cce@illinois.gov for administrative problems and at hfs.sharepoint.help@illinois.gov for Sharepoint tech support.

Bare Links to Sharepoint Sites

For CCEs: <https://hfs.partner.illinois.gov/cce/>

For ACEs: TBD