

MCH Behavioral Health Programs Technical Assistance Portal (BHP-TAP)

User Guide

Welcome Message



Welcome to the MCH Behavioral Health Programs Technical Assistance Portal (BHP-TAP). This is a technical assistance (TA) portal for HRSA funded awardees of the Pediatric Mental Health Care Access (PMHCA) and Screening and Treatment for Maternal Mental Health and Substance Use Disorders (MMHSUD) programs.

Within this portal, you can access a repository of resources, a discussion board, an events calendar, and a space to request TA.

The following user guide will assist you with using BHP-TAP. If you have any questions or need assistance using BHP-TAP, please email mch-ta-innovation-center@jbsinternational.com.

Table of Contents

Table of Contents

Activating Your Account.....	4
Signing In.....	5
Navigation Tools.....	6
Setting Up Your Profile.....	7
Changing Notification Settings.....	8
Workspace Overview.....	9
Using the Workspace	
MCH Behavioral Health Programs Technical Assistance Portal (BHP-TAP).....	10
Discussion Board.....	12
Events Calendar.....	14
Technical Assistance (TA) Requests.....	15

Activating Your Account

1. Click on the 'Join the team' link in the email invitation you received from hello@huddle.com.
2. On the 'You have been invited' screen, enter your first and last name, and create a password for your account. Then click 'Start working.' Password requirements include at least:
 - 8 characters
 - one uppercase letter
 - one lowercase letter
 - one number
 - one symbol (e.g. %&!\$)
3. On the next screen, set up two-factor authentication by selecting your country code and entering a mobile phone number where you can receive 6-digit verification codes to use when logging in. Click 'Send code.'
4. You should receive a 6-digit verification code to your mobile device. Enter the code into the form and click 'Confirm code.' *If you don't receive a code on your mobile device, click the "Didn't receive a code?" link for help.*
5. On the next screen, you will see a list of back-up codes that you can use to recover your account if you ever need to log in without your mobile device. **Copy these codes and save them in a place where you will be able to retrieve them without access to your mobile device.**
6. Click 'Finish.'

HRSA
Maternal & Child Health

You have been invited as

First name Last name

Create a password [show](#)

By continuing, you agree to the [Terms of Use](#) and [Privacy Policy](#) [Start working](#)

HRSA
Maternal & Child Health

Your company has enabled Two-Factor Authentication. From now on you will have to enter a verification code, which will be sent as a text message to your registered number every time you sign into Huddle. [Find out more](#)

Setup Two-Factor Authentication

What mobile phone number would you like codes to be sent to?

Country code
United States +1

Mobile phone number

[Send code](#)

HRSA
Maternal & Child Health

Set Up Two-Factor Authentication

We sent a text message to +1 It can take a few minutes to receive this code.

Enter the 6 digit verification code [Didn't receive a code?](#)

[Confirm code](#)

HRSA
Maternal & Child Health

You're all set up!

From now on you will be required to enter the code sent to your mobile phone when you sign-in.

Back-up codes

You'll need these to sign-in if you find yourself with poor network reception or without your phone. You won't have access to these later.

61834369 61082792 23678971 53922418 30849581
23719144 92713930 26297698 48021241 98644252

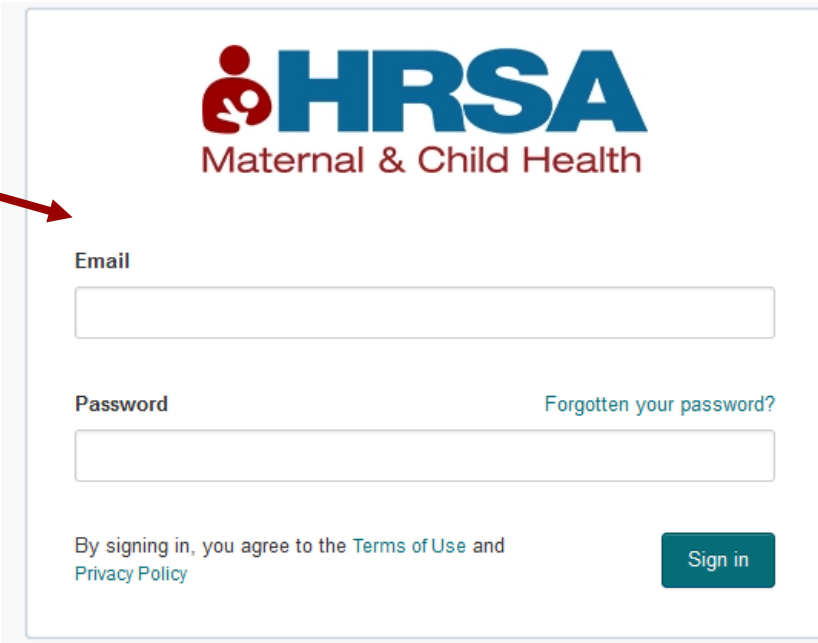
[Copy](#)

Write them down, take a photo on your phone or copy them to a document and upload it somewhere safe. Each code can only be used once.

[Finish](#)

Signing In

1. Visit <https://bhp-tap.huddle.com>.
2. Enter your email address and password. *If you don't know your password, visit the "Forgotten your password?" link to request a password reset email.*



HRSA
Maternal & Child Health

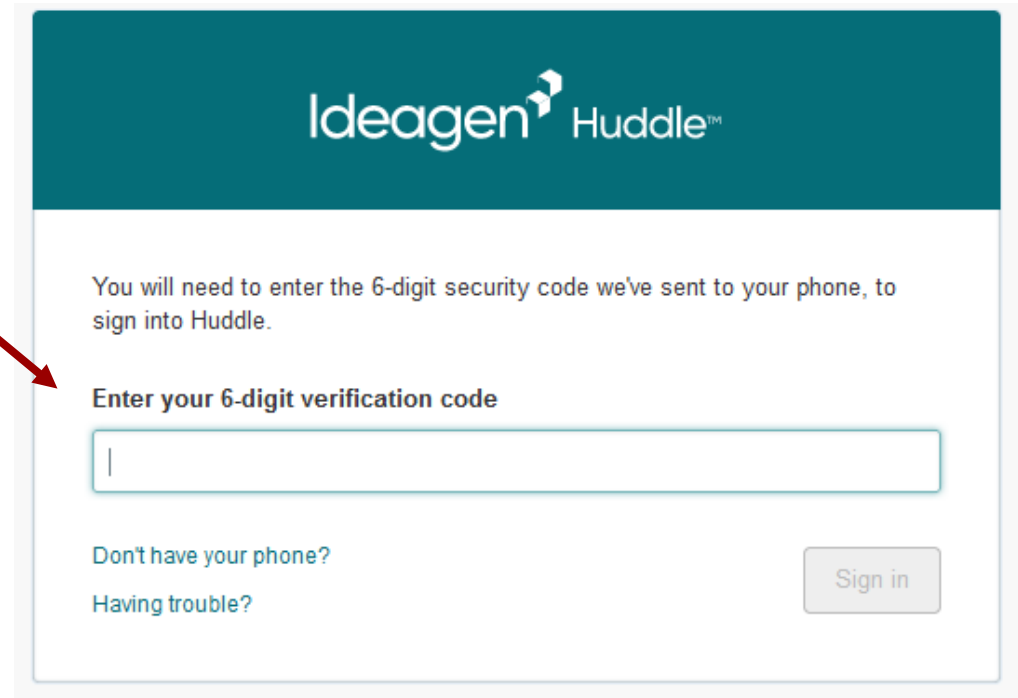
Email

Password [Forgotten your password?](#)

By signing in, you agree to the [Terms of Use](#) and [Privacy Policy](#)

Sign in

3. You will be prompted to enter the 6-digit verification code sent via SMS (text message) by Huddle to your mobile phone.
4. Enter the 6-digit verification code and click 'Sign in.' *If you are unable to receive a SMS message, click the 'Don't have your phone?' link to enter one of the backup codes you were issued when you first created your account.*
5. You will be logged in.
6. You will automatically be signed out of BHP-TAP after 15 minutes of inactivity.



Ideagen Huddle™

You will need to enter the 6-digit security code we've sent to your phone, to sign into Huddle.

Enter your 6-digit verification code

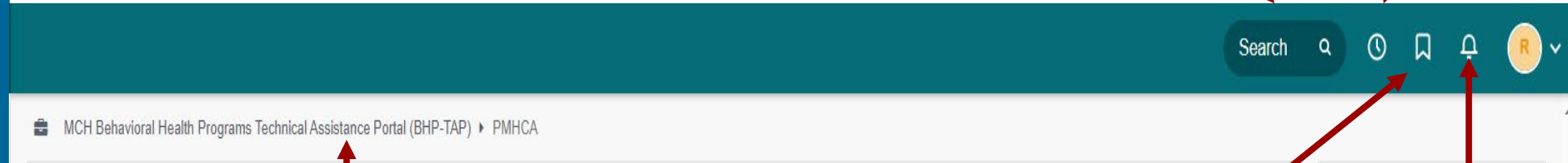
Don't have your phone?
Having trouble?

Sign in

Navigation Tools

Search Bar: Complete a global search for files, folders, tasks (events), and people across all workspaces that you have access to. You can search using key words for titles and content. You can filter your search by top results, files, folders, tasks, people, workspace, and time.


Recent Files: A list of your 50 most recently viewed or edited files.




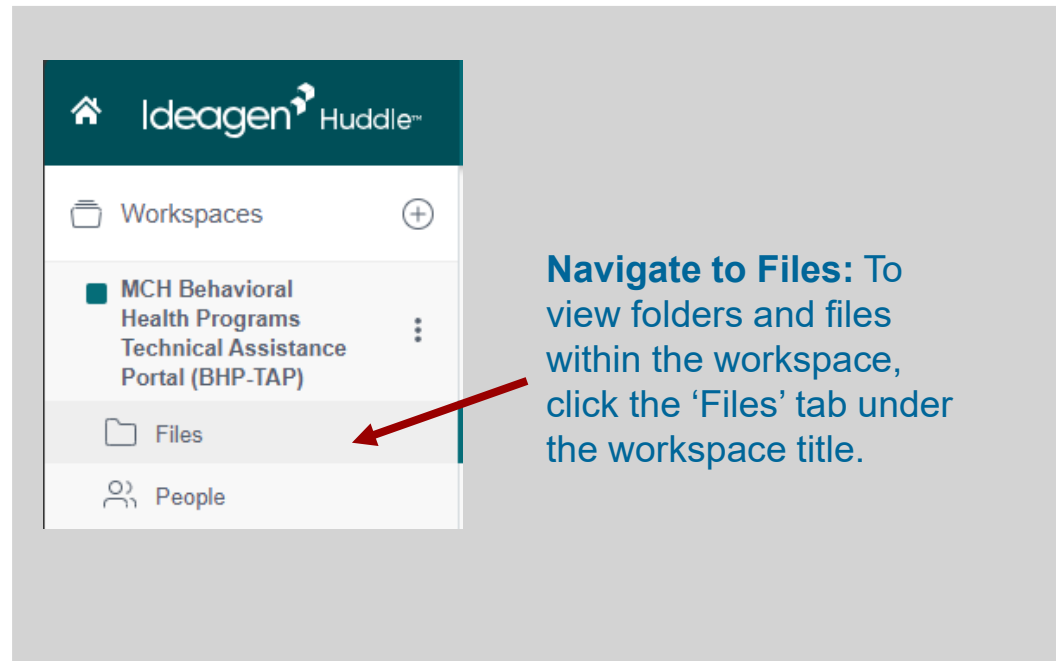
Folder Trail: Use this to keep track of where you are in the folder structure. You can click a title to return to that folder.

Bookmarks: A customized list of up to 50 files of your choice.

Notification Center: A list of your 100 most recent BHP-TAP notifications. Click the bell icon to search within your notifications.

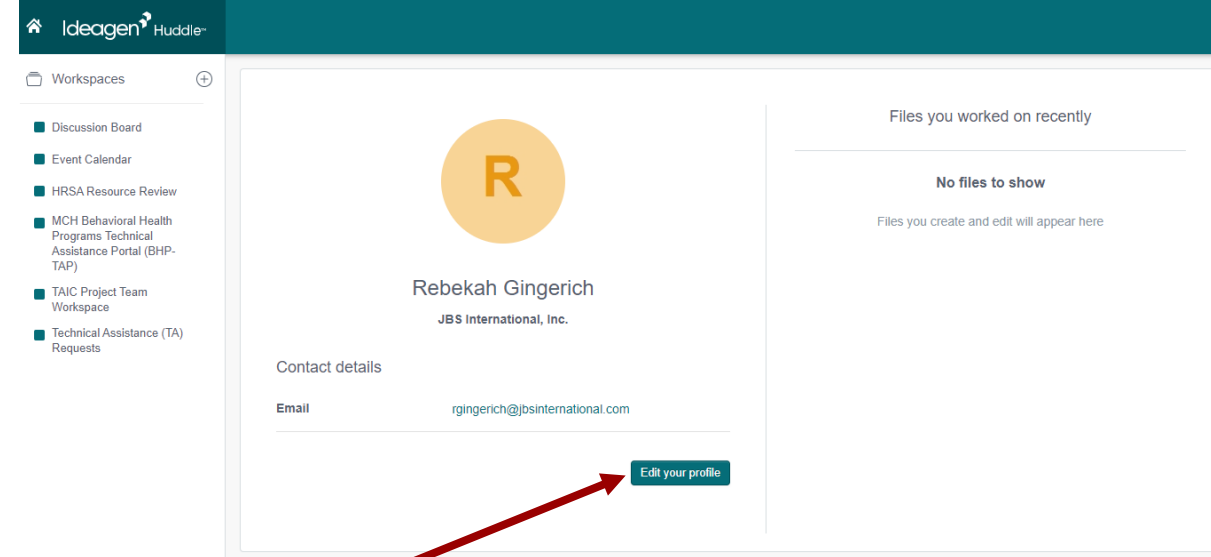
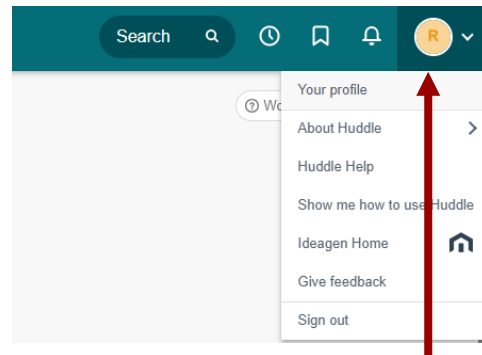
 To bookmark a file, click the bookmark icon on the top right while viewing the file.

 To remove a bookmark, click on the bookmarks icon on the top navigation bar. Hover over the file you wish to remove and click on the orange bookmark icon.



Navigate to Files: To view folders and files within the workspace, click the 'Files' tab under the workspace title.

Setting Up Your Profile



1. Click on the circle icon with your first initial in the righthand corner of the navigation bar.
2. From the drop-down menu, select 'Your Profile.'
3. Click 'Edit your profile.'
4. On this page, you can upload a profile photo and add your profile details.
5. Please ensure that the following information is entered:
 - First and last name
 - Company/Organization
 - Role/Position
6. You may complete other areas if you choose.
7. At the bottom of the screen, select 'Update.'

Edit your profile | Your settings | Your security settings

Photo

Current picture

Upload new picture

No file chosen

Personal Details

First name *

Last name *

Company/Organization
JBS International, Inc.

Role / Position

Bio

Setting Up Your Profile

Changing Notification Settings

1. On the profile settings page, click 'Your settings' at the top of the page.
2. Under Notifications 'Frequency,' you can change how often you receive notification emails. It is suggested to change your frequency setting to 'Daily' or 'Weekly.'

Your Name

Edit your profile **Your settings** Your security settings

Notifications

Email Notifications (File & Folder sharing, @mentions & comments & Actions being assigned or updated) On

Frequency

How often you receive notification emails. Emails for forgotten passwords and uploading of content will continue to be emailed to you.

Instantly Hourly Daily Weekly Receive Huddle email notification every days

Email Reminders (Upcoming Tasks, File Requests or Approvals) On

Frequency

How often we send you reminder emails of due items including tasks, file requests and approvals.

On due date 1 day prior 2 days prior 1 week prior

Location

Time Zone

(UTC-05:00) Eastern Time (US & Canada) ▼

Language

English (United States) ▼

Access

Allow a customer service agent to access my workspaces

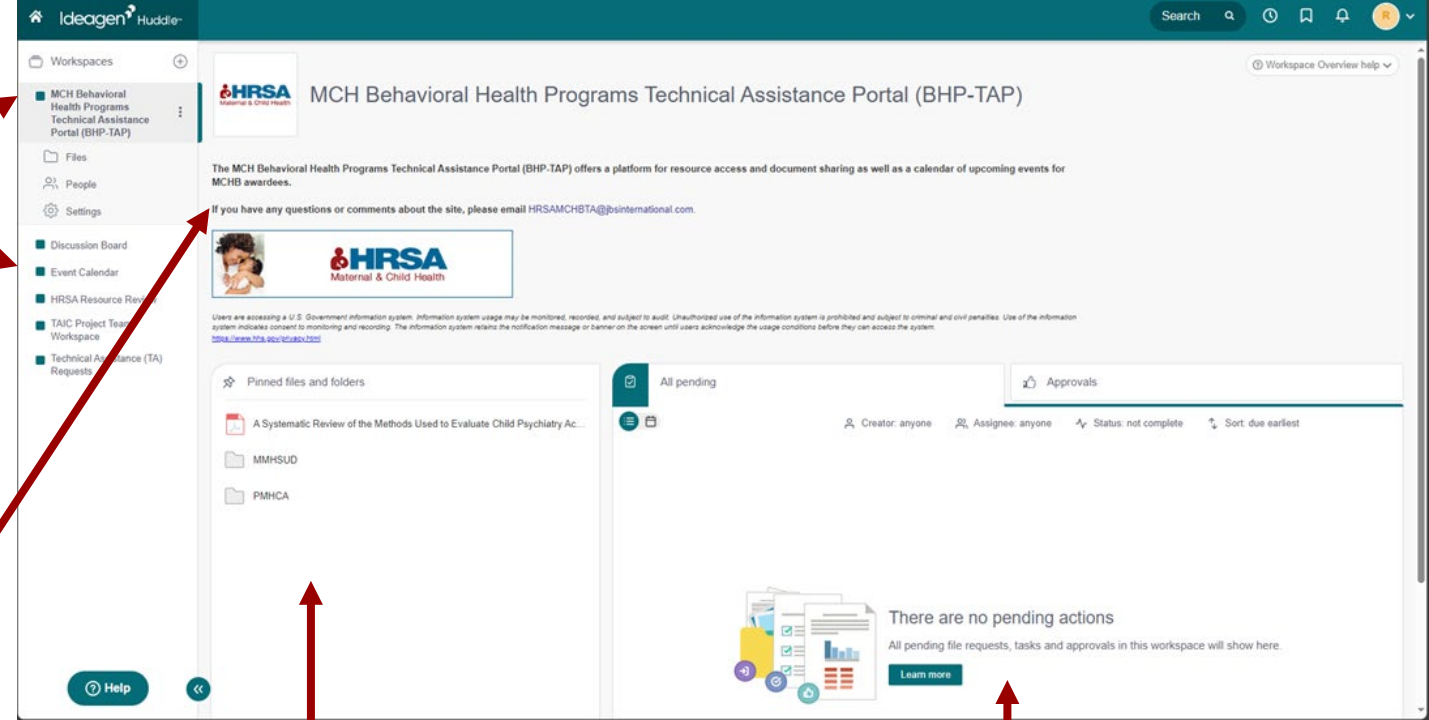
8

Workspace Overview

When you log in to your BHP-TAP site, you will see the list of workspaces along the lefthand navigation pane.

From here, you can access any workspaces that you are a member of.

When you click on the title of the workspace, you will be taken to the overview page which will give you a description.



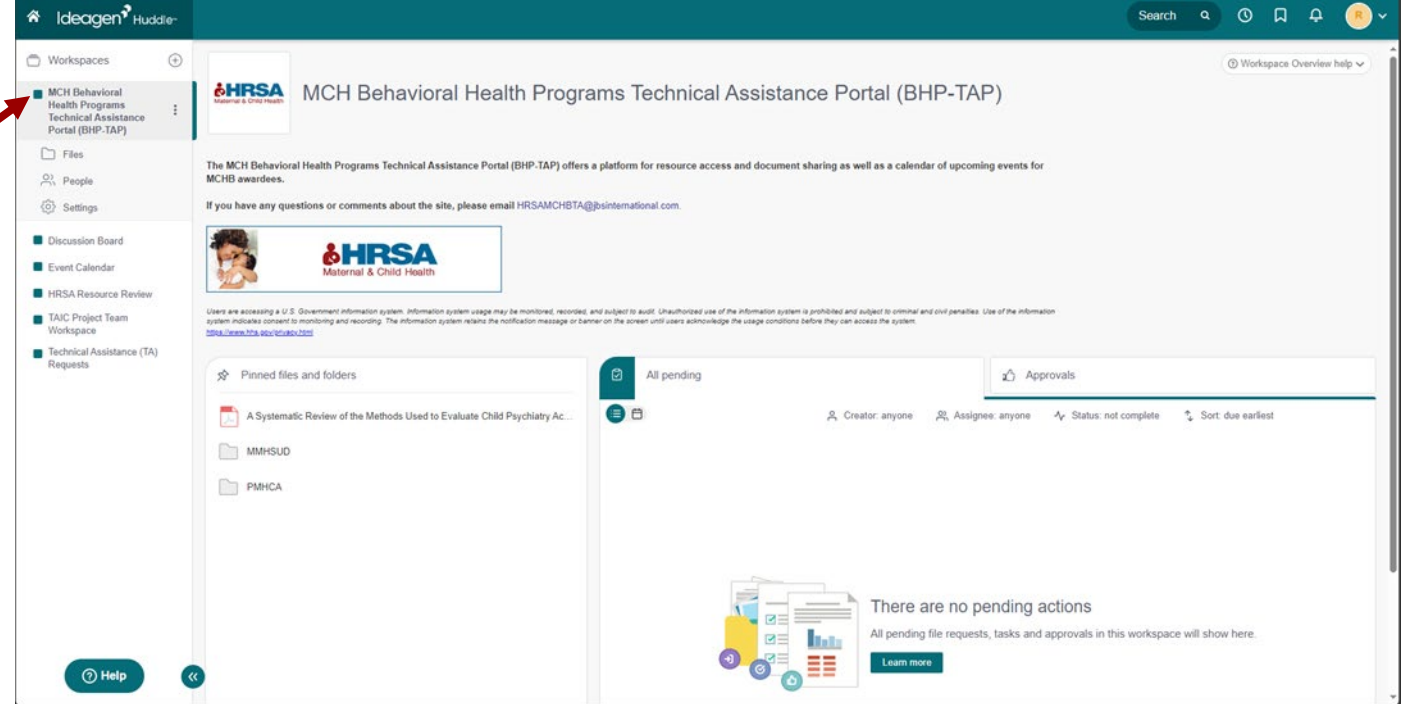
Below the overview and on the left, you will see pinned files and folders.

On the right, you will see the Actions Hub.

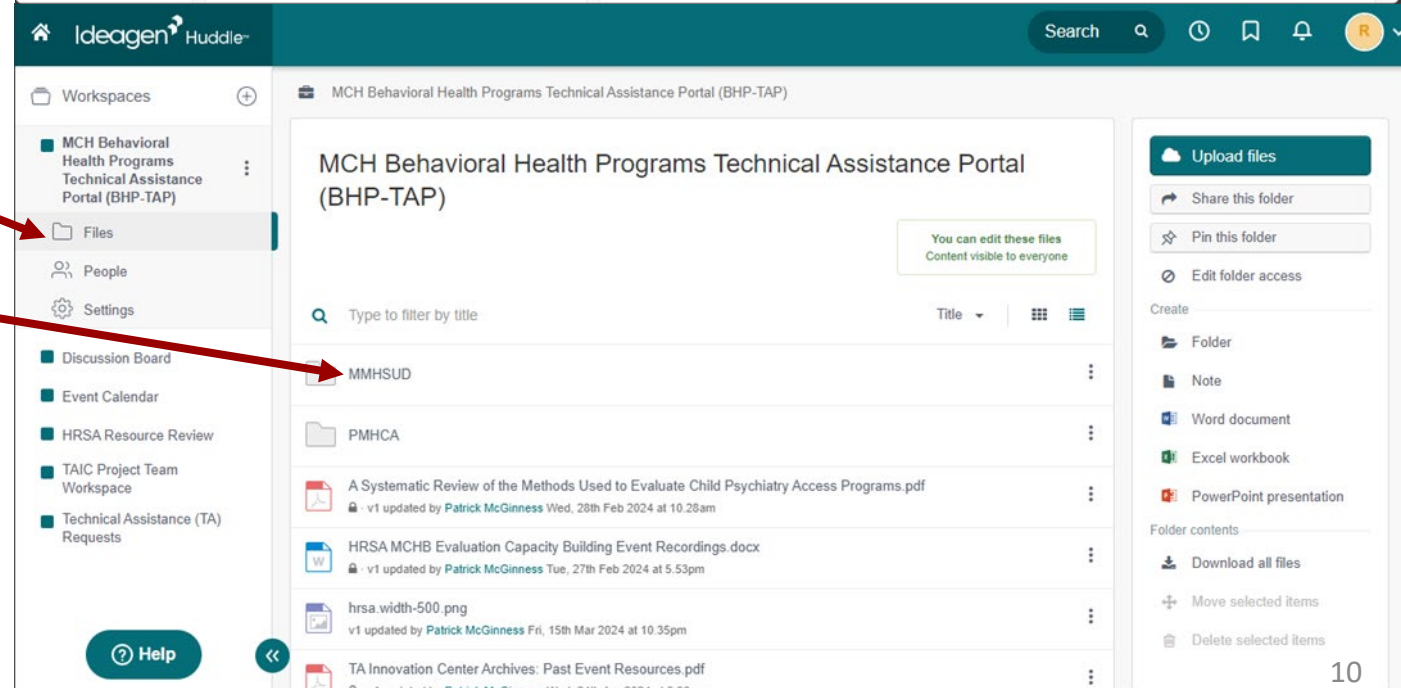
Using the Workspace:

MCH Behavioral Health Programs Technical Assistance Portal (BHP-TAP)

Along the lefthand navigation pane, click on MCH Behavioral Health Programs Technical Assistance Portal (BHP-TAP).



Click on “Files” along the lefthand navigation pane to view available resources.



Click on the folder or file name you want to open.

Using the Workspace:

MCH Behavioral Health Programs Technical Assistance Portal (BHP-TAP)

Once you open a file, you will be able to view the file. Along the bottom of the document, you can choose to search within the document, zoom in/out, and print.

The screenshot displays the workspace interface for the document 'A Systematic Review of the Methods Used to Evaluate Child Psychiatry Access Programs.pdf'. The document content is visible, including the title, authors (Amie F. Bettencourt, PhD; Corinne M. Plesko, RN, BSN), and the abstract. The interface includes a left sidebar with workspace navigation, a top navigation bar with search and user profile, and a right sidebar with sharing and commenting options.

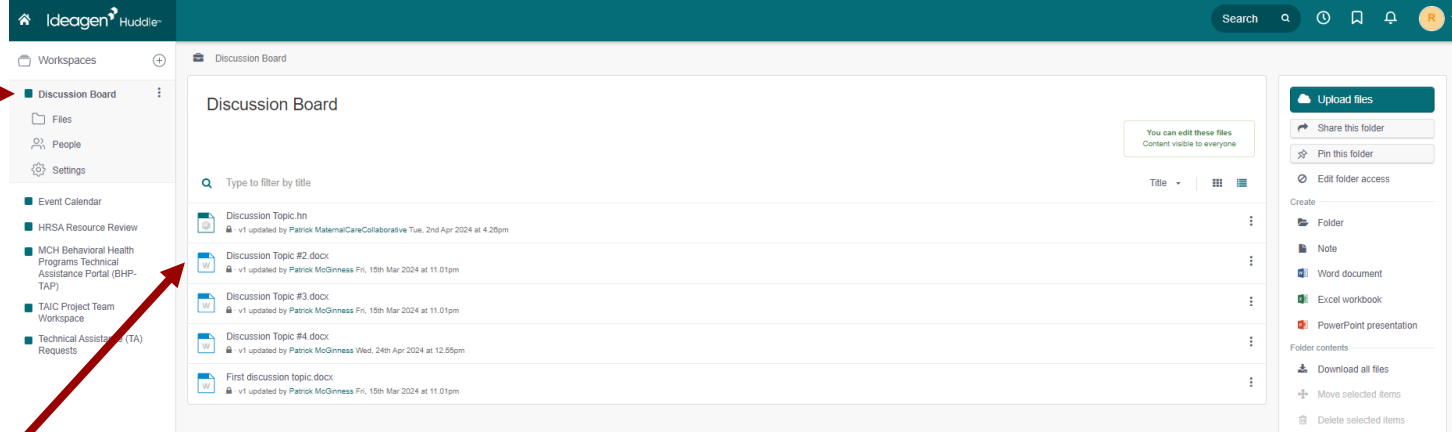
In the pane to the right of the document, you will see options to share and download the document.

You will also be able to add comments to discuss or ask questions about the document. Use the '@' symbol to select people to notify of your comment/question.

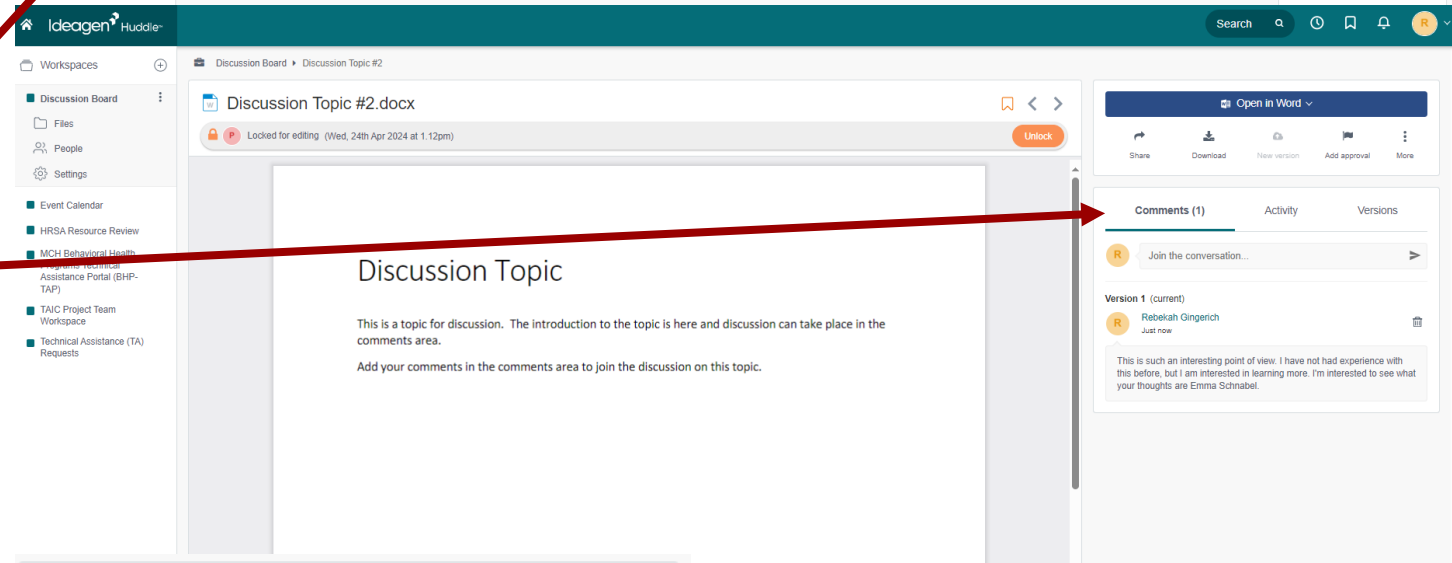
This close-up view shows the right sidebar of the workspace. It features a dark green header with a search bar and user profile. Below this, there is a section for document actions, including a prominent 'Open in desktop app' button and icons for 'Share', 'Download', 'New version', 'Add approval', and 'More'. The bottom section is titled 'Comments (0)' and includes tabs for 'Activity' and 'Versions'. A text input field with a placeholder 'Get the conversation started...' and a send button is visible.

Using the Workspace: Discussion Board

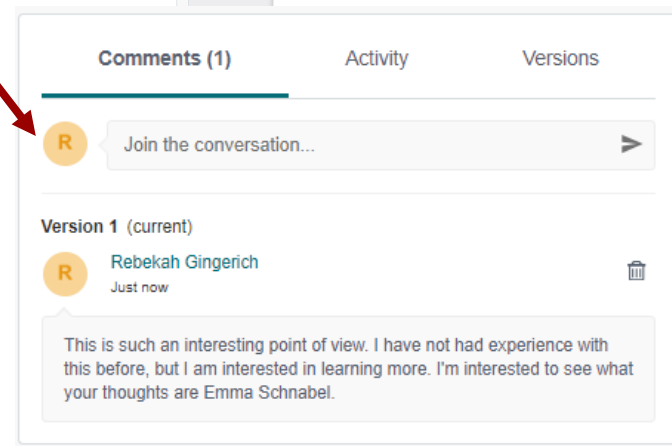
Navigate to the 'Discussion Board' workspace along the lefthand navigation pane. This will show the list of discussion topics which can also be accessed by selecting 'Files' in this workspace.



Select a discussion topic that you want to respond to.



Discussion will take place in the pane to the right of the discussion topic document. To join the discussion, go to the 'Comments' section and start typing your response or question in the "Join the conversation" section.



Tag or alert other people in the workspace by using the '@' symbol followed by their name. **Always use @mentions to reply to another user's comment.**

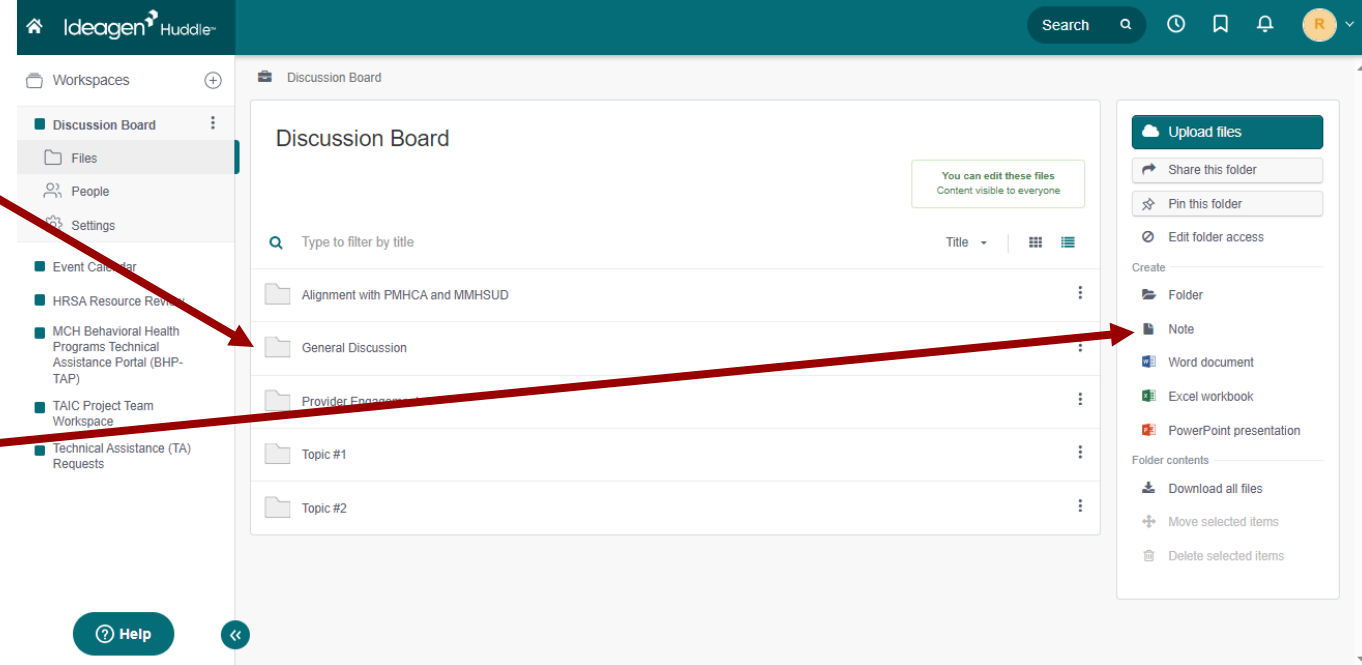
Using the Workspace: Discussion Board

To add a discussion topic, select the folder where you want to add a discussion topic.

On the righthand side of the page, select 'Note.'

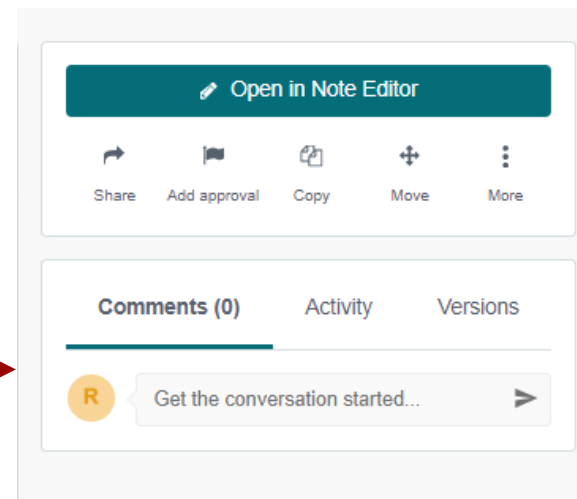
On the note, enter a title for your topic. Then add your discussion question or prompt. Hit 'Save' when you are finished. This will save your new discussion topic to the folder.

To get the discussion started, you can enter a comment in the Comments section, using @<username> to mention other users. @ mentions will send that user a notification in BHP-TAP and via email.



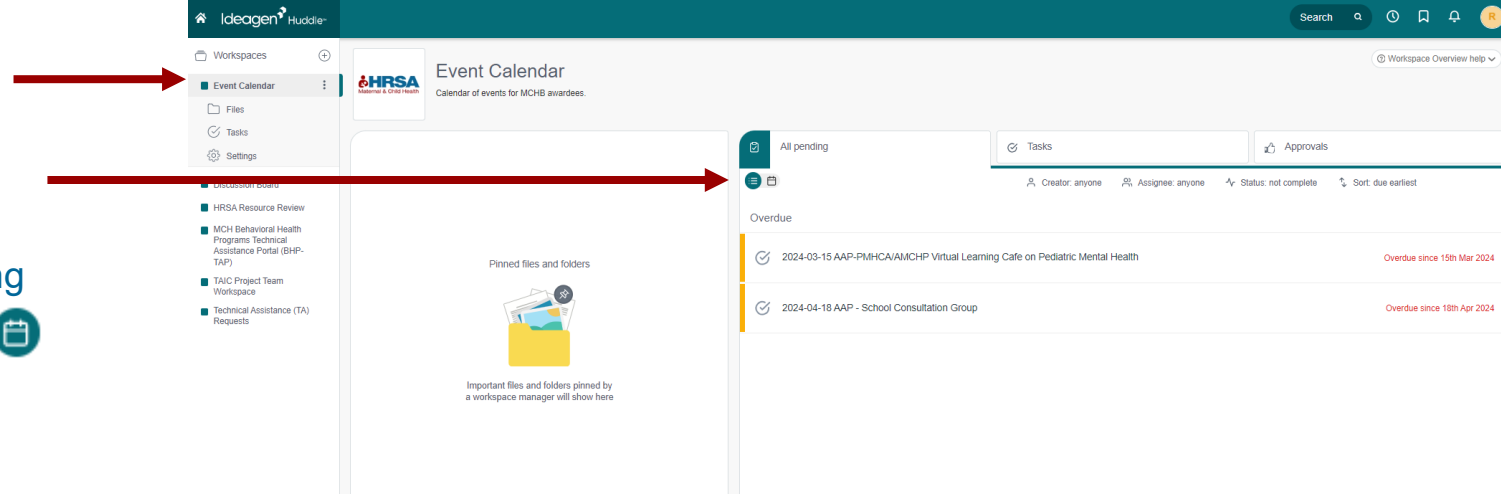
Please enter a title...

Write your note...

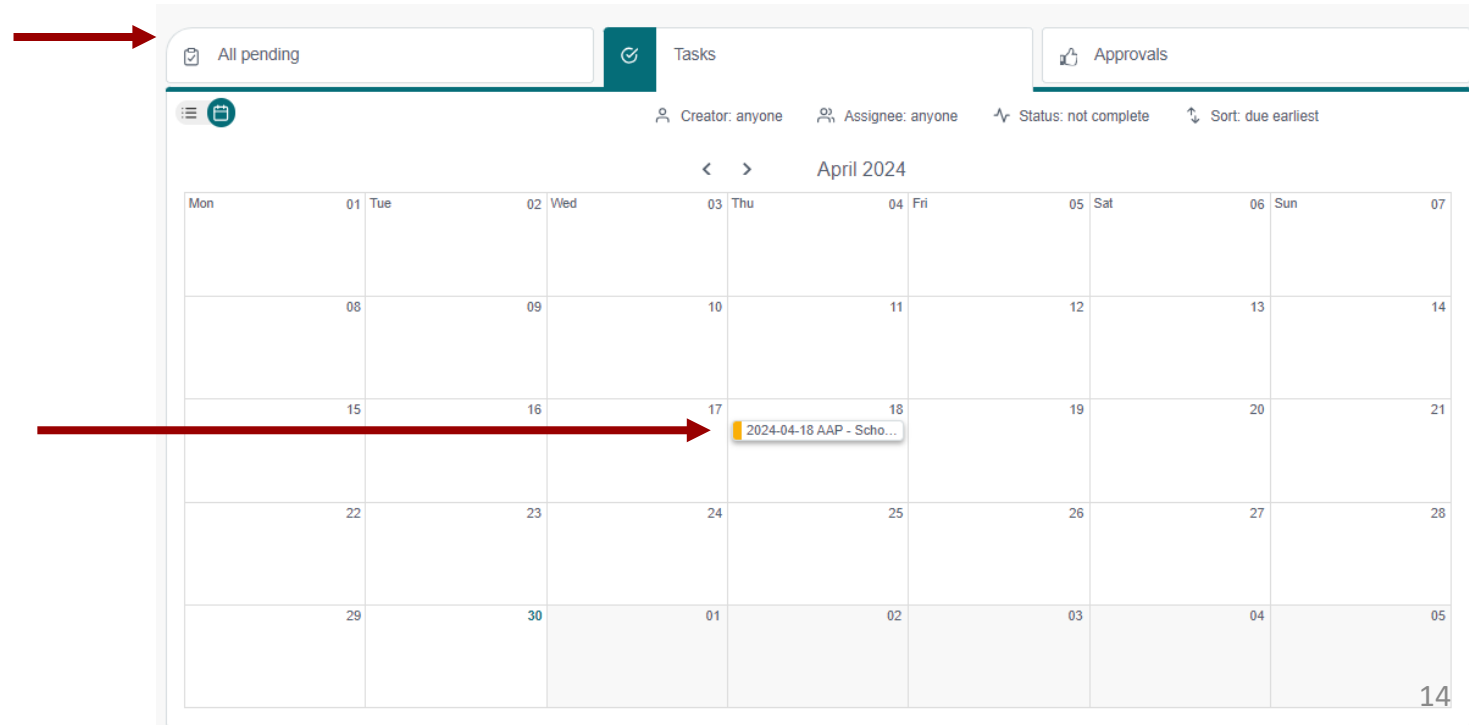


Using the Workspace: Event Calendar

Navigate to the 'Event Calendar' workspace along the lefthand navigation pane. Then toggle from list view to calendar view by clicking on the calendar icon. This will allow you to easily view upcoming events.



Tasks are used to create events in the calendar. You can view events on the 'All pending' tab or in the 'Tasks' tab.

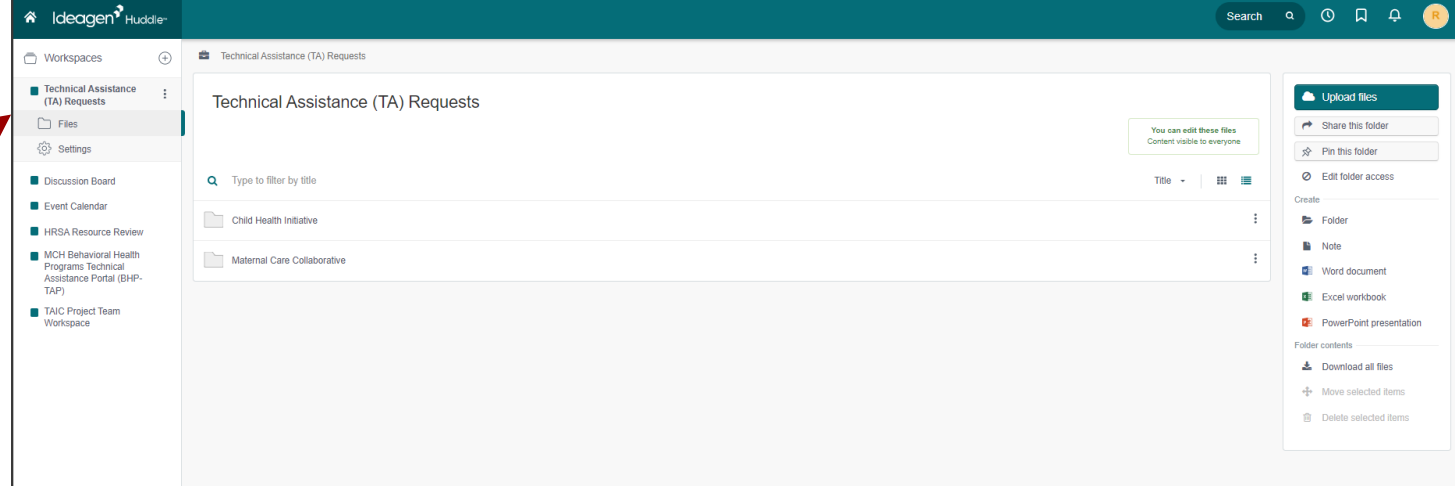


Click on the event in the calendar to view details.

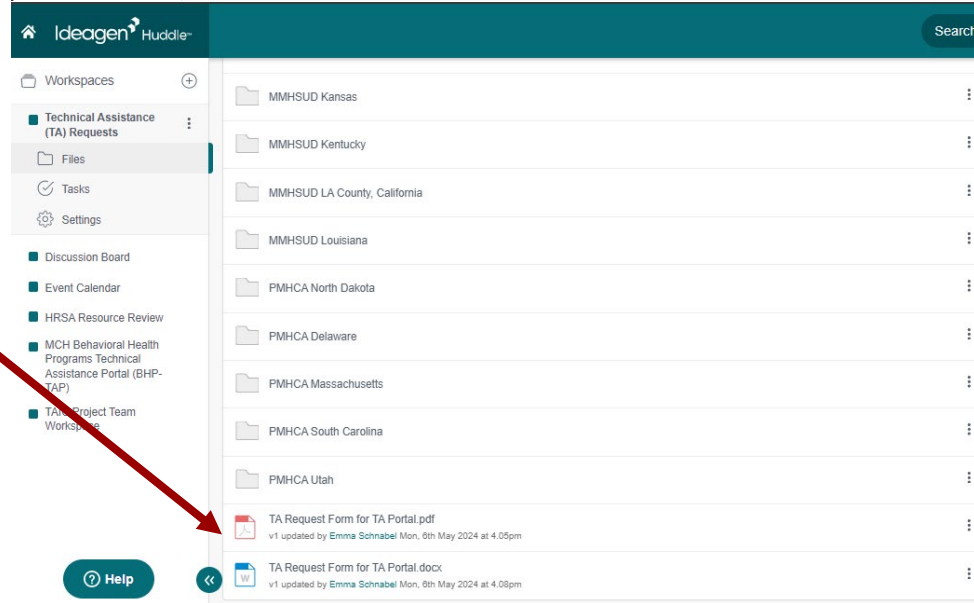
Using the Workspace:

Technical Assistance (TA) Requests

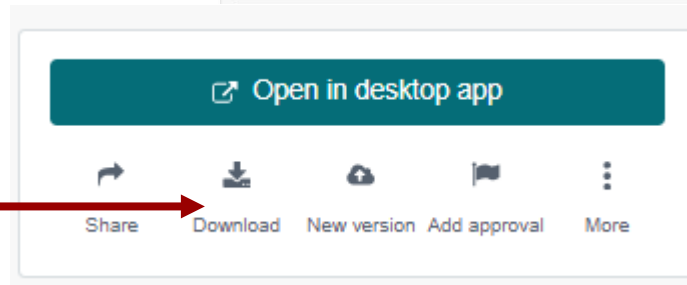
Navigate to the 'Technical Assistance (TA) Requests' workspace. Click on the 'Files' tab.



Scroll to the bottom of the page and select the file 'TA Request Form for TA Portal.'



Once the file is open, select 'Download' on the actions hub on the righthand side of the page.



Using the Workspace:

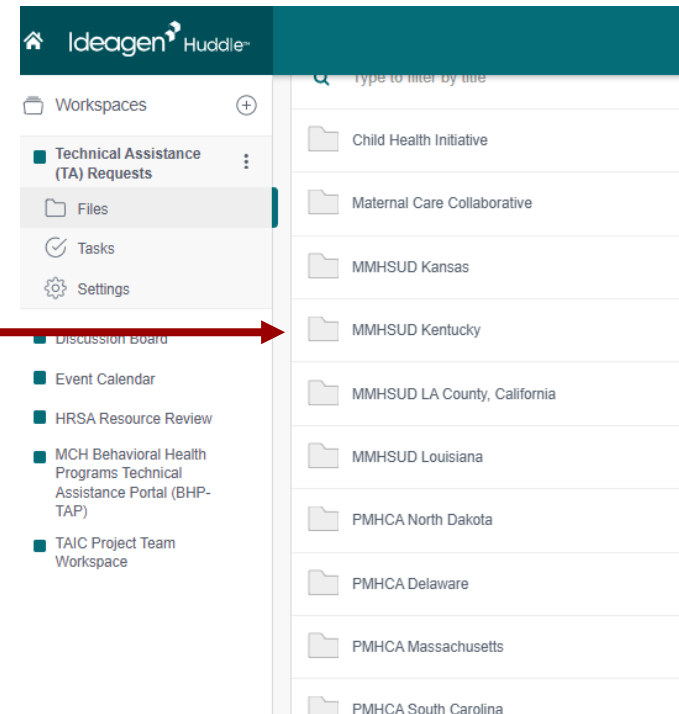
Technical Assistance (TA) Requests

From the 'Downloads' folder on your computer, select the 'TA Request Form for TA Portal' document and open the file.

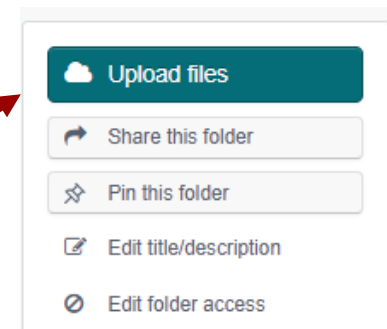
Complete the TA Request Form by typing in your information under each section of the form.

Save the file to your computer.

On the lefthand navigation pane, select 'Files' again. Find the folder with your Awardee name and select it.



In the actions hub on the right side of the page, select 'Upload files.'



Using the Workspace:

Technical Assistance (TA) Requests

Follow the instructions on the screen to upload your file.

Once the file is uploaded, select 'Done.'

Your file is now uploaded.

Important final step: To notify the TA Team of your request, open your newly uploaded file. On the righthand side of the page in the 'Comments' section, start typing @technical until you see the 'Technical Assistance (TA) Team' user populate. Select this user. Send the message by selecting the arrow icon.

