

Uploading Supporting Documents to BCI

Note: Only authorized users may upload documents

1. Open BCI and click on "Provider Log-in".
2. Type in the consumer's last name and hit Enter. Then click on the consumer's name from the list.
3. Click the Documents button on the far right, to view all documents for that consumer. (may take several seconds to load)
4. Click the "Add" button in the Grey box
5. This menu will appear →
6. Click the "Browse" button, then select the PDF file you wish to upload from your computer.
7. In the middle section under "Notes" type the document's date or title. (for dates use MM/DD/YY or MM/DD/YYYY) - Whatever is typed in the "Notes" section is what the Document's title will become once uploaded.
8. Then in the top section under "Document Type" click on the drop down box. This will present you with an alphabetical list of Category Types. See the list below for the names of some common categories (as they are listed in this drop down box).
 - "cddo.Adverse Incident Reports"
 - "Person Centered Support Plans (Signed)"
 - "Plan of Care - MCO PCSP"
 - "Behavior Support Plans"
 - "Individualized Education Plans"
 - "Backup Plans (for PAS)"
 - "Needs Assessments"
 - "Status Action Form"
 - "Self-Direct Guidelines"
 - "MR 10"
 - "EF Request Packets"
 - "Medicaid Cards"
 - "HCBS IDD Waiver Access Request"
9. Once you have selected the "Document Type", click on the "Save & Send" button at the bottom of the box in order to upload the document and send a notification to the distribution list. The upload process takes a couple seconds, then your screen will refresh and you should be able to see a list of yellow file folders with sub-folders. Your file will be accessible under the appropriate sub-folder.
10. Repeat this process for each document you wish to upload.

