

NC-TREATMENT OUTCOMES & PROGRAM PERFORMANCE SYSTEM

User Enrollment Procedures for New Users

This training is designed to guide new users through the steps required for accessing and using the NC-TOPPS data collection and management system. For further information or if you have difficulty accessing the system, please contact *nctopps@ncsu.edu*.

Preparing to Enroll in NC-TOPPS

BEFORE YOU ENTER THE SYSTEM,
make sure you have the following information:

- *Clinician (QP) Name and Email Address*
- *LME Name*
- *Provider Agency Name and Address*

Enrolling in NC-TOPPS



- ~ Go to: <http://www.ncdhhs.gov/mhddsas/nc-topps/>
- ~ Click “User Enrollment”

North Carolina Division of Mental Health, Developmental Disabilities and Substance Abuse Services

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dhhs
nc department of health and human services

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NC-TOPPS

NC-Treatment Outcomes and Program Performance System

NC-TOPPS data are used in treatment, quality improvement and research.

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Outcomes

At a Glance

[Information](#) on how consumers in your area are doing compared to the whole state.

System Users:

- [User Enrollment](#)
- [Website Submission](#)
- [Other Information](#)

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[Implementation Updates](#)

Need help with NC-TOPPS? Contact the NC-TOPPS Help Desk at: nctopps@ncsu.edu

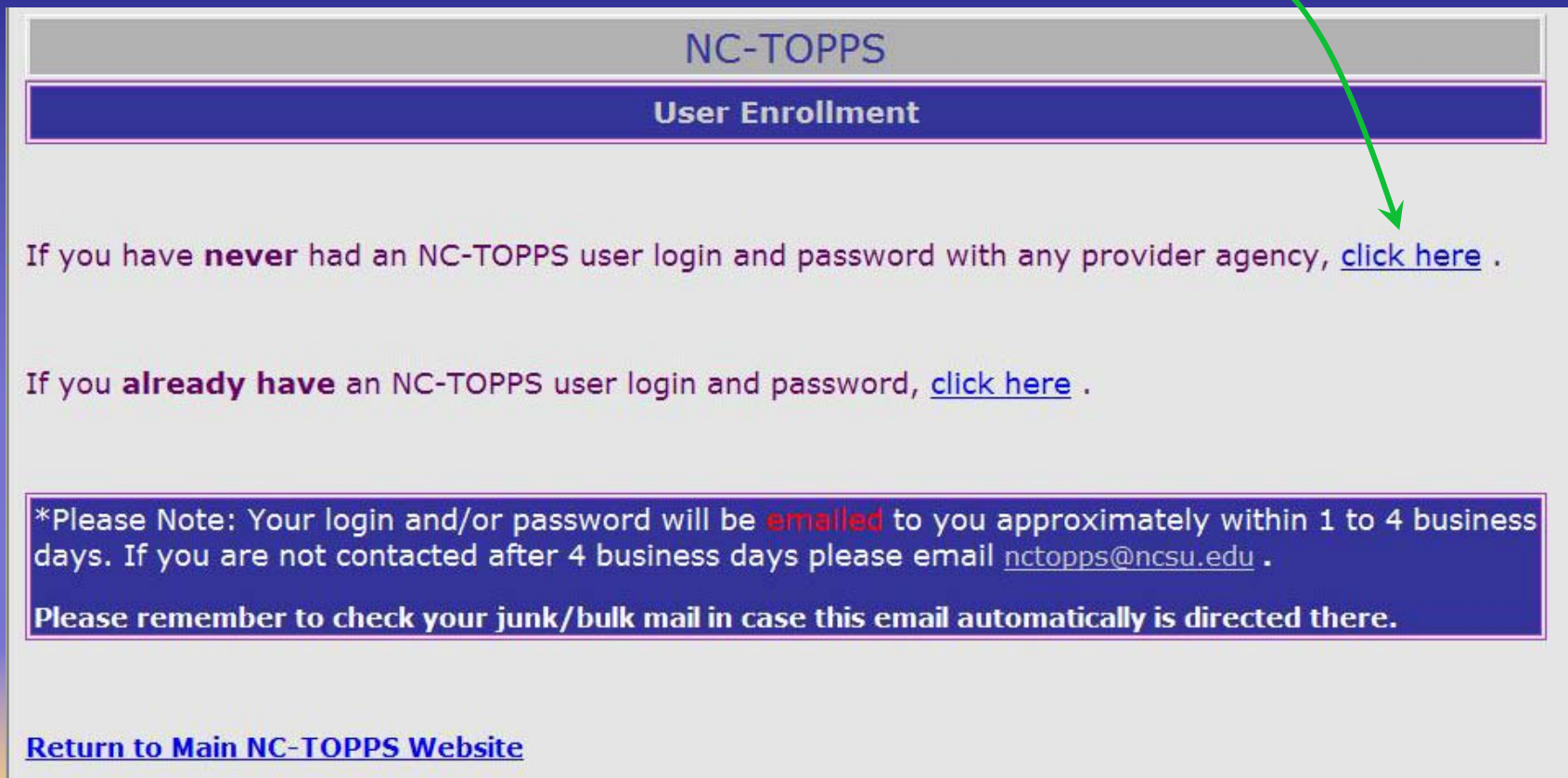
LME's & Providers Only. Contact Us Below:

Contact Us for NC-TOPPS Reports

Enrolling in NC-TOPPS, *continued*

New Users and those who already have user logins and passwords will be directed to different screens.

~ If the clinician has never had an NC-TOPPS user login and password with any provider agency, click:

A screenshot of the NC-TOPPS User Enrollment page. The page has a grey header with "NC-TOPPS" and a dark blue sub-header with "User Enrollment". Below the headers, there are two lines of text: "If you have never had an NC-TOPPS user login and password with any provider agency, [click here](#) ." and "If you already have an NC-TOPPS user login and password, [click here](#) ." A green arrow points from the text "click:" in the previous block to the first "click here" link. At the bottom, there is a blue box with white text containing a note about email delivery and a link to the main website.

NC-TOPPS

User Enrollment

If you have **never** had an NC-TOPPS user login and password with any provider agency, [click here](#) .

If you **already have** an NC-TOPPS user login and password, [click here](#) .

***Please Note:** Your login and/or password will be **emailed** to you approximately within 1 to 4 business days. If you are not contacted after 4 business days please email nctopps@ncsu.edu .

Please remember to check your junk/bulk mail in case this email automatically is directed there.

[Return to Main NC-TOPPS Website](#)

Enrolling in NC-TOPPS, *continued*

~ Enter information for the clinician

A screenshot of a web browser window displaying the "NC-TOPPS User Enrollment" form. The window title is "NC-TOPPS" and the page header is "User Enrollment". The form contains a note about user login and password, instructions for existing users, and a section for entering clinician information. The clinician information section is a table with four columns: "Clinician Last Name:", "Clinician First Name:", "Clinician Email Address:", and "Please Confirm Email Address:". The "Clinician Email Address:" and "Please Confirm Email Address:" columns are highlighted in yellow. Below each header is an input field.

NC-TOPPS

User Enrollment

*NOTE: If you have never had a NC-TOPPS user login and password, please fill out the following information.

If you already have a NC-TOPPS user login and password, do NOT fill out this form and [click here](#).

Please enter the following clinician information:

Clinician Last Name:	Clinician First Name:	Clinician Email Address:	Please Confirm Email Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enrolling in NC-TOPPS, *continued*

- ~ Enter provider agency information for all of the clinician's LMEs and/or provider agencies
- ~ Click "Submit" at the bottom of the page to complete enrollment

Please enter the following provider agency information:

LME Name:			
Select One - <input type="button" value="v"/>			
Provider Agency Name:	Provider Agency Street Address:	Provider Agency City:	Provider Agency Zipcode:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you work with more than one LME and/or more than one provider agency, enter the information below, as needed:

LME Name:			
Select One - <input type="button" value="v"/>			
Provider Agency Name:	Provider Agency Street Address:	Provider Agency City:	Provider Agency Zipcode:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear

Submit

Enrolling in NC-TOPPS, *continued*

Request for new user enrollment is complete. The clinician will receive their login and password by email within one to two business days.

- ~ The clinician should check their junk/bulk mail, especially yahoo users, in case the email is directed there. If the clinician does not receive the information within two business days, email nctopps@ncsu.edu

NC-TOPPS

User Enrollment

Thank you for your submission. Your login and/or password will be **emailed** to you approximately within 1 to 2 business days. If you are *not* contacted *after* 2 business days please email nctopps@ncsu.edu.

Please remember to check your junk/bulk mail in case this email automatically is directed there.

*Note: When you first login, you will be asked to agree to the Data User Access Agreement. If you would like to read this Agreement in advance, [click here](#).

[Return to Main NC-TOPPS Website](#)