



Innovations for Aging, LLC

Yourjuniper.org User Manual

For participants, leaders, providers, and provider
relationship manager

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About

Juniper® is improving health and wellness in communities across Minnesota through a network of community-based organizations and health systems. Juniper delivers programs to help adults manage chronic health conditions, prevent falls, and foster well-being.

Yourjuniper.org is a web platform that supports community-based organizations' delivery of health promotion programs offered in a group and or classroom setting both in person and online.

The platform includes a relational database that allows the community-based organization and its partners to collect information related to class activities. The platform includes custom reports and is ideal for community-based collaborations with healthcare sector organizations. Supported programs include:

Living Well

- Diabetes Prevention Program (DPP)
- Living Well with Chronic Pain (Chronic Pain Self-Management Program)
- Living Well with Chronic Conditions (English and Spanish version) (Chronic Disease Self-Management Program)
- Living Well with Diabetes (English and Spanish version) (Diabetes Self-Management Program)
- Aging Mastery Program* (AMP)
- Social Connect*
- Powerful Tools for Caregivers
- Savvy Caregiver**

Get Fit

- Arthritis Foundation Exercise Program (AFEP)
- Stay Active and Independent for Life (SAIL)

Prevent Falls

- A Matter of Balance (MOB)
- Stepping On
- Tai Ji Quan: Moving for Better Balance
- A Walk with Ease
- Enhance® Fitness**
- Tai Chi for Health and Balance**

* Indicates the program is not evidence-based but research informed.

** Indicates supported evidence-based program on the platform, but not active on the Minnesota instance of yourjuniper.org currently

Functionalities

On yourjuniper.org, providers can manage their classes as well as capture organizational leader information. The website also has a referral process for family, friends, and healthcare providers to refer a person to a class. It includes documents for healthcare providers to learn more about Juniper’s programs. Yourjuniper.org has the capability to run customized reports that include participant demographics and self-reported health outcomes. See below for a functionality checklist of yourjuniper.org:

Yourjuniper.org Functionality
Ability to search for classes by location and/or program
Ability to register for classes online at any time
HIPAA compliant and secure system
Healthcare provider referral system
Features compatible with mobile devices*
Built to ADA 2.0 accessibility standards
Robust data capture and reporting
Graphically pleasing website and photos
Local look and feel of regional pages
Video(s) that offer authentic and credentialed testimonials

*Survey feature not available via mobile devices

Partner Roles

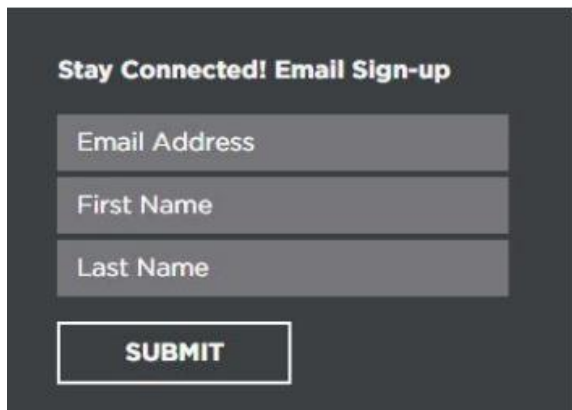
At Juniper, we value partnerships with our communities. A partnership with a community-based organization or health care provider may include hosting evidence-based classes, referring patients, and providing financial support for the evidence-based classes. If you are interested in being a partner, please call 1-855-215-2174 or email info@yourjuniper.org.

Getting Started

Join the mailing list

Yourjuniper.org has a mailing list that will send out updates on the project, as well as other announcements and events. To sign up for our mailing list, scroll to the bottom of any page on yourjuniper.org and you will find a mailing list subscribe form – see

below. Please fill in your email address, along with your first and last name. You will receive an email to verify that you would like to subscribe. Once you click the verify button in your email, you are now on our mailing list. Note that once you fill in your information, there will not be a notification on the screen that notifies you have successfully subscribed other than the email that you will receive.



The image shows a dark-themed form titled "Stay Connected! Email Sign-up". It contains three input fields stacked vertically: "Email Address", "First Name", and "Last Name". Below these fields is a white rectangular button with the word "SUBMIT" in black capital letters.

Ask us a question/Contact Us

If you have a question or would like to contact us, please go to yourjuniper.org and at the top of the page there is a "Contact" link. Here, you can fill out your information and type your message. If you are experiencing technical difficulties, you can also email info@yourjuniper.org for assistance or call our toll-free number 1-855-215-2174.

Refer someone to a class

You may want to refer someone to a class for a variety of reasons. As a friend, family member, or healthcare provider, you can refer someone you know to a Juniper class. To do this, go to the "Make a Referral" tab at the top of yourjuniper.org, see below.

By clicking this tab, you can fill out information on the person being referred and the referrer. Once complete, press "Submit", and an email will be sent to a Juniper representative. The representative will reach out to the person that was referred via phone or email to see if they are interested in attending a class.

For Participants

Learn more about our programs

To learn more about the programs offered on yourjuniper.org, click the tab at the top of the page labeled *Programs and Classes*. Here, you will find a listing of programs that are currently available, well as a short description of each.

The programs are broken down into three categories:

Prevent Falls Classes

Get Fit Classes

Live Well Classes

Prevent Falls Classes

Increase your activity, build strength and improve balance to reduce your risk of falls. Learn ways to modify your environment and more to prevent falling.

[Learn more](#)

[SEE ALL JUNIPER CLASSES](#)

1 of 3

If you would like to learn more about one of these categories, click the colored box with the white triangle to view the description of these programs.

Get Fit Classes

Regular exercise helps you move more easily, sleep better and stay independent. These classes will help you get on track and find support from others.

[Learn more](#)

[See All Juniper Classes](#)

1 of 3

Live Well Classes

Classes that range from the Aging Mastery Program to the Diabetes Prevention Program. Living Well classes help you live your best life even with health difficulties.

[Learn more](#)

[See All Juniper Classes](#)

1 of 3

You can also email info@yourjuniper.org or call our toll-free number 1-855-215-2174 for more information.

Find a class

To find an upcoming class, go to the top of any page and click “Find Classes.” The following dialogue box will open:

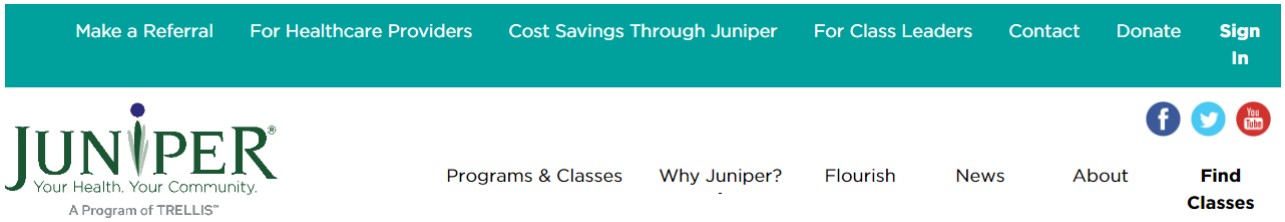
- The first bolded section that says “Class Type” is a check box menu which lists all types of programs offered. You have the option to narrow your search results to a specific class type, but you do not need to make a selection.
- The second bolded section “Program” allows for searching for categories of classes under Get Fit, Live Well, and Prevent Falls.
- The third bolded section “Class” lists the names of all the classes offered by Juniper.
- The fourth bolded section “Location” lists a check box menu for searching for classes within a certain mileage from your preferred zip code. You can also search by zip code.
- Click the green “SEARCH” button to search for classes.

Once you search for a class, you will be directed to a listing of classes. If you searched by zip code and there are no upcoming classes in that zip code, there will be a text with the 1-855-215-2174 toll-free phone number to call, or email info@yourjuniper.org to contact. Call this number or send us an email to be placed on a waitlist.

To find online classes, or phone classes check the corresponding box for a list of available classes. Please note, not all classes can be offered by each class type.

Register for a class

If you have not previously registered for a Juniper class, you are able to do so from the home page of yourjuniper.org. Click the “Find Classes” link in the upper right corner.



This will open a search engine where you can locate classes by Type, Program, Class or Location.

Class Search ×

1. Class Type	2. Program	3. Class	4. Location
<input type="checkbox"/> In Person	<input type="checkbox"/> Get Fit	<input type="checkbox"/> A Matter of Balance	<input type="checkbox"/> Within 10 Miles
<input type="checkbox"/> Online	<input type="checkbox"/> Live Well	<input type="checkbox"/> Aging Mastery Program	<input type="checkbox"/> Within 30 Miles
<input type="checkbox"/> Phone	<input type="checkbox"/> Prevent Falls	<input type="checkbox"/> Arthritis Foundation Exercise Program	<input type="text" value="Zip Code"/>
		<input type="checkbox"/> Diabetes Prevention Program	<input type="button" value="SEARCH"/>
		<input type="checkbox"/> Living Well With Chronic Conditions	
		<input type="checkbox"/> Living Well With Chronic Pain	
		<input type="checkbox"/> Living Well With Diabetes	
		<input type="checkbox"/> Powerful Tools for Caregivers - Adults	
		<input type="checkbox"/> Programa de Manejo Personal de la	
		<input type="checkbox"/> Diabetes	
		<input type="checkbox"/> Social Connect	
		<input type="checkbox"/> Stay Active and Independent for Life	
		<input type="checkbox"/> Stepping On	
		<input type="checkbox"/> Tai Ji Quan: Moving for Better Balance -	
		<input type="checkbox"/> Advanced	
		<input type="checkbox"/> Tai Ji Quan: Moving for Better Balance -	
		<input type="checkbox"/> Beginner	
		<input type="checkbox"/> Tomando Control de su Salud	
		<input type="checkbox"/> Walk With Ease	
		<input type="checkbox"/> Wellness Recovery Action Plan	

once you have found a class that you are interested in, you can click the green “Register” button at the bottom of the page.

Tai Ji Quan: Moving for Better Balance - Beginner

11/8/2021 - 11/29/2021

8:00 AM - 10:00 AM

[See All Dates](#)

In Person

Cost: \$0

Provider Name: Hummel Test

Class Leader: Macy Gibson, Kara Smith

Location: 1234 1st N, St Paul, MN 55105

Contact Name: Kara Smith

Contact Email: kiwar82208@ingfix.com

Contact Phone:

Tai Ji Quan: Moving for Better Balance® (TQMBB) is an evidence-based fall prevention program designed for older adults developed by Fuzhong Li, Ph.D., Senior Scientist at the Oregon Research Institute. TQMBB represents a substantive enhancement of traditional Tai Ji Quan as it transforms martial arts movements into a therapeutic regimen aimed at improving postural stability, awareness and mindful control of body positioning, functional walking, movement symmetry and coordination, range of motion around the ankle and hip joints and lower - extremity muscle strength. added note

REGISTER

This will lead you to the register for a class page. Here, you will find more details about the class, and you will be able to register. Please fill out all the required fields marked with a red asterisk.

At the bottom of the registration page, you will see several checkboxes regarding Juniper legal forms.

I agree to the terms and conditions in the [Juniper Insurance Authorization and Assignment of Benefits and Release of Information](#) *

If this is the first time you are registering for a Juniper class, you will see a checkbox for the following forms:

Notice of Privacy Practices

Waiver of Liability

Insurance Authorization and Release of Information

If you are a returning Juniper participant, you will only be asked to complete these checkboxes annually after your first date of service or class.

If you do not agree and acknowledge these policies, you will not be able to complete registration for the class.

There is a field for a promo code, if you have one, please enter it here. We use this code for tracking our marketing efforts.

Once you have completed the registration form, you can click "Register" and you will

be directed to a page with class details. You will receive an email response that will thank you for registering for a class, and provide additional details of the class, including who to contact if you would like to cancel your registration. For details on how to set up your account, please see the Participant Portal – First Time Participant Account Creation section below.

Please call 1-855-215-2174, or email info@yourjuniper.org if you have questions or would like to cancel your registration for a class.

Other items to note when registering for a class

If you do not have an email address, but would like to register for a class, please call the toll-free number 1-855-215-2174. A representative will sign you up for the class and provide the details of the class.

Only one person can be registered per email address. If you share an email with someone and would both like to register for the same class, please register one person online by filling out the registration form. To register the second person, please call the toll-free number 1-855- 215-2174. A representative will register the second person for the class and provide the details of the class.

Request a class in my area

If you searched by zip code and there are no classes within that zip code, a text will show up with the 1-855-215-2174 toll-free phone number to call, or the info@yourjuniper.org email to contact.

Arthritis Foundation Exercise Program

Arthritis Foundation Exercise Program (AFEP) is a group exercise class for people with arthritis who want safe ways to stay active, reduce pain, and move more easily. Participants learn from a trained instructor on how to deal with challenges like pain that keep them from staying active. Participants will practice stretching, breathing, endurance, and balance activities tailored for their ability and skill level. AFEP can help control pain, boost energy and mood, and increase confidence about staying active and managing arthritis.

Location
Tolamore Senior Living
[289 Karen Drive](#)
[Woodbury, MN 55129](#)

Class Leader
Kolly Nygard
Cost
\$0

Schedule

Session	Date	Start Time	End Time
1	Mon, Sep 25, 2023	10:30 AM	11:30 AM
2	Wed, Sep 27, 2023	10:30 AM	11:30 AM
3	Fri, Sep 29, 2023	10:30 AM	11:30 AM
4	Mon, Oct 2, 2023	10:30 AM	11:30 AM
5	Wed, Oct 4, 2023	10:30 AM	11:30 AM
6	Fri, Oct 6, 2023	10:30 AM	11:30 AM
7	Mon, Oct 9, 2023	10:30 AM	11:30 AM
8	Wed, Oct 11, 2023	10:30 AM	11:30 AM
9	Fri, Oct 13, 2023	10:30 AM	11:30 AM
10	Mon, Oct 16, 2023	10:30 AM	11:30 AM
11	Wed, Oct 18, 2023	10:30 AM	11:30 AM
12	Fri, Oct 20, 2023	10:30 AM	11:30 AM
13	Mon, Oct 23, 2023	10:30 AM	11:30 AM
14	Wed, Oct 25, 2023	10:30 AM	11:30 AM
15	Fri, Oct 27, 2023	10:30 AM	11:30 AM
16	Mon, Oct 30, 2023	10:30 AM	11:30 AM
17	Wed, Nov 1, 2023	10:30 AM	11:30 AM
18	Fri, Nov 3, 2023	10:30 AM	11:30 AM
19	Mon, Nov 6, 2023	10:30 AM	11:30 AM
20	Wed, Nov 8, 2023	10:30 AM	11:30 AM
21	Fri, Nov 10, 2023	10:30 AM	11:30 AM
22	Mon, Nov 13, 2023	10:30 AM	11:30 AM
23	Wed, Nov 15, 2023	10:30 AM	11:30 AM
24	Fri, Nov 17, 2023	10:30 AM	11:30 AM

Notes

Hybrid class - participants may join either virtually or in-

Registration Form

First Name *

Last Name *

Email Address *

If you do not have an email address, please call toll free at 1-855-215-2174 to register.

Phone Number

Date of Birth *

-- Please Select -- Day Year

Address

Address Line 1 *

Address Line 2

ZIP Code *

City *

State *

Emergency Contact Name

Emergency Contact Phone

Healthcare System

-- Please Select --

Insurance Provider *

-- Please Select --

Why is Juniper collecting my insurance information? Please read the [Juniper Insurance Authorization and Assignment of Benefits and Release of Information](#) document linked below.

- Do you require any special accommodations?
- I have received the [Notice of Privacy Practices](#), the [Privacy Policy](#) and the [Terms of Use](#) *
- I agree to the terms and conditions in the [Release from Liability Agreement](#) *
- I agree to the terms and conditions in the [Juniper Insurance Authorization and Assignment of Benefits and Release of Information](#) *

Promo Code

REGISTER

Cancel

Search Results

Showing 0 results for selected classes

Class Type: In Person Location: within 10 miles of 55603 sorted by distance.

Don't see a desired class near you? More classes are coming soon. Call us at 1-855-215-2174 or email info@yourjuniper.org to be connected to a representative and added to our waiting list.

By contacting Juniper and requesting a class, we will work with the representative in that area to hold that class. You will be notified when that class is available.

Participant Portal - First Time: Participant Account Creation

Participant accounts are automatically created when a participant uses an email address to register in a Juniper class. Accounts cannot be created independent of class registration.

If you registered in a class using an email address you *already* have an account. Refer to “First Time: Log in to Participant Portal” for instructions to log in to your account.

There are three ways a participant can register in a class

1. Visit yourjuniper.org, find the class right for you or a loved one, select the “Register” button and enter your information.
2. Reach out to the class contact.
3. Call Juniper at 1-855-215-2174 and a representative will assist with registration.

Things to note when registering for a class

- You must have an email to register online for a class. If you do not have an email address, but would like to register for a class, please call Juniper at 1-855-215-2174 and a representative will assist.
- If you share an email with someone and would both like to register for the same class, you can only register one person online with the shared email address. Please register one person online by filling out the registration form. To register the second person, call Juniper at 1-855-215-2174 and a representative will assist.
- If you enter your email address incorrectly, it can be edited by a Juniper staff member. Please call Juniper at 1-855-215-2174 and a representative will assist you.

A Class Leader looking to register in a class as a participant

- A Juniper class leader may want to attend or participate in a Juniper class as a participant. The leader will need to contact a Juniper staff member so we can update the leader’s account. After the initial account update, the leader will be able to register as a participant for desired classes.

Common errors when registering

If you complete registration and get an error page, please call the toll-free number 1-855-215-2174. A representative will confirm if the registration in the class was

successful.

Sorry About That!

The item you requested could not be found or you are not authorized to view it.

For help, please call our toll-free number 1-855-215-2174 or email info@yourjuniper.org.

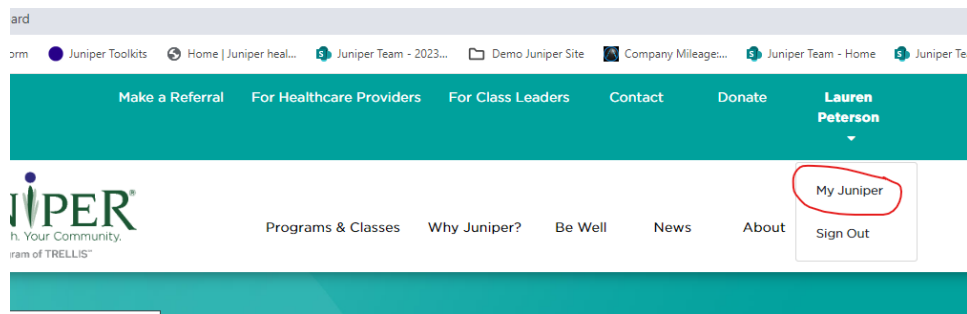
If you get an error “Email address already exists”, you already have a participant account. Please log in to the Juniper website using your email address before registering for a new class.

For instructions, see “First Time: Log in to Participant Portal.” If this error persists or you have questions about how to log in, please call 1-855-215-2174 and a representative will assist.

Participant Portal - First Time: Log in to Participant Portal

First Time Log in Process Overview:

1. The first time you log in to your My Juniper account, please sign in with the temporary password sent to your email by Juniper.
 - a. The temporary password is only necessary the first time you log in to yourjuniper.org, and go to My Juniper (shown below) you will be prompted to change your password.
2. After using the temporary password to log in, you will create a new password.
3. Confirm that your login was successful and enter My Juniper!



If at any time you receive the error shown below, please call Juniper phone number and a Wellness Engagement Specialist will help you register using your preferred email.

Email address already exists If you do not have an email address, please call toll free at 1-855-215-2174 to register.

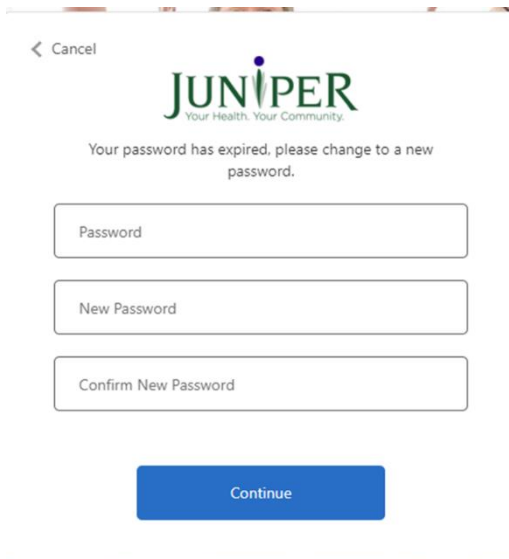
If you believe your email was entered into the system incorrectly, please contact us at 1-855-215-2174 and we will be able to correct your email.

Helpful tip: If you have already attempted to log in using a temporary password, then continue to “Existing Profile: Log in to Participant Profile”. If you do not know your password, go to “Existing Profile: Reset Password”.

To set-up your account:

Step 1: Check your email.

- The first time you are registered for a class, you are sent an email titled “Welcome to Juniper.” This email contains a temporary password. Every user must log in to yourjuniper.com for the first time using a temporary password. When you return to the login page, you will see the screen below requesting you create a new password.



A screenshot of a mobile application interface for Juniper. At the top left is a back arrow and the word "Cancel". In the center is the Juniper logo with the tagline "Your Health. Your Community." Below the logo, the text reads "Your password has expired, please change to a new password." There are three input fields: "Password", "New Password", and "Confirm New Password". At the bottom is a blue button labeled "Continue".



- Temporary passwords from this email are valid for 24 hours. If your temporary password is invalid, or you cannot find your “Welcome to

Juniper” email in your inbox, you can call Juniper at 1-855-215-2174. If you are having trouble finding the email, check spam or junk folders.

Helpful tip: Keep your email open, you will need to come back to your inbox in future steps.

Step 2: In a separate tab, navigate back to the yourjuniper.org website and log in.

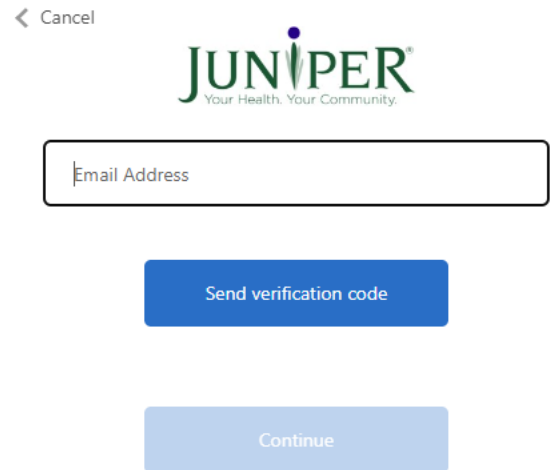
- Keep your email open and open a new tab to navigate to the yourjuniper.org website.
- Opening a separate tab can look different depending on your internet browser. Generally, this will be a “+” at the top of your internet browser page. Make sure you are not clicking “x”, as that will exit your open tab.



- Click on “Sign In” in the top right corner of the yourjuniper.org website.



- Then you will be on our Sign In page. Enter your email and verification code the field provided and click “Sign in.”



< Cancel

JUNIPER
Your Health. Your Community.

Verification code has been sent to your inbox. Please copy it to the input box below.

jnyhus@trellisconnects.org

092381

Verify code Send new code

Continue

< Cancel

JUNIPER
Your Health. Your Community.

E-mail address verified. You can now continue.

jnyhus@trellisconnects.org

Change e-mail

Continue

You have the option to update your email address at this time by clicking the “Change email” box. If you do not need to change your email address, click “Continue”

Step 3: Create your new password.

- Re-enter your temporary password in the field provided and enter your new password of choice. Ensure the password fits the requirements.
 - 8 to 24 characters
 - Combination of lowercase letters, uppercase letters, numbers, symbols
 - Valid symbols include: ~!@#\$\$%^&* - += ` \ \O{}[]:;'"<>.,?/./..?/?
 - Cannot contain your username (email)
- Enter your new password twice to confirm it is correct.

< Cancel

JUNIPER
Your Health. Your Community.

New Password

Confirm New Password

Continue

Step 4: Confirming successful login.

- After a successful password update, the page will automatically load to the participant portal home page.
- If the site did not automatically load to the participant portal page, you can confirm a successful password reset. Simply navigate back to the yourjuniper.org

home page. Look in the top right corner, login was successful if the participant's name is in the corner. If it still says, "Sign In", additional steps are needed.

- o Successful:



- o Unsuccessful:



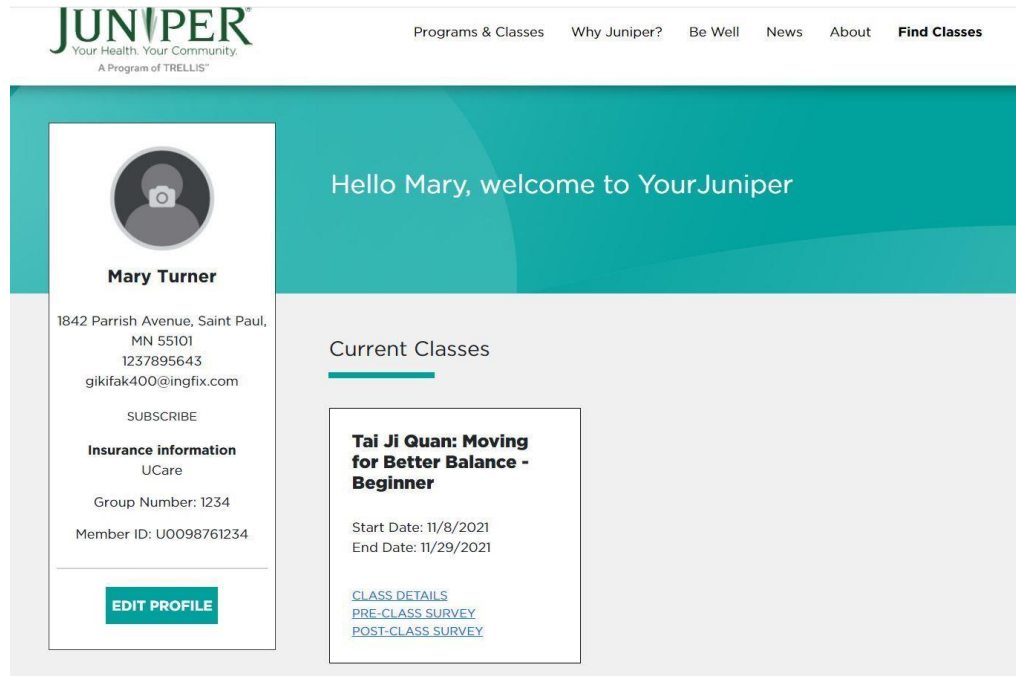
*If you are not signed in, try signing in again using the steps above. If you are not able to sign in, contact a Juniper representative and we will assist you.

Step 5: Access Participant Portal

- Click on your name. Then, in the dropdown, select "MyJuniper."



- The page will then load to the participant portal.
- In the participant portal, you will see past and current classes. Each class will include the following links:
 - o Class details
 - o Pre-class survey
 - o Post-class survey



- If login is routed to “change password” without the option to enter the password, call Juniper at 1-855-215-2174 and a representative will assist you.

Participant Portal – Existing Profile: Reset Password

If this is *not* the participant’s first time logging in, then you can reset your password following the steps below. If this *is* the first-time logging into the account, refer to “First Time: Log in to Participant Portal”.

Step 1: Go to yourjuniper.org home page.

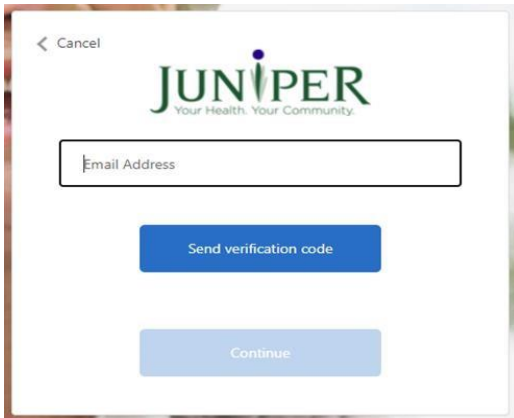
- Click “Sign In”, located in the top right corner.

Step 2: Launch password reset process.

- When the log in box appears, do not enter any login information. Instead, select “Forgot your password?”

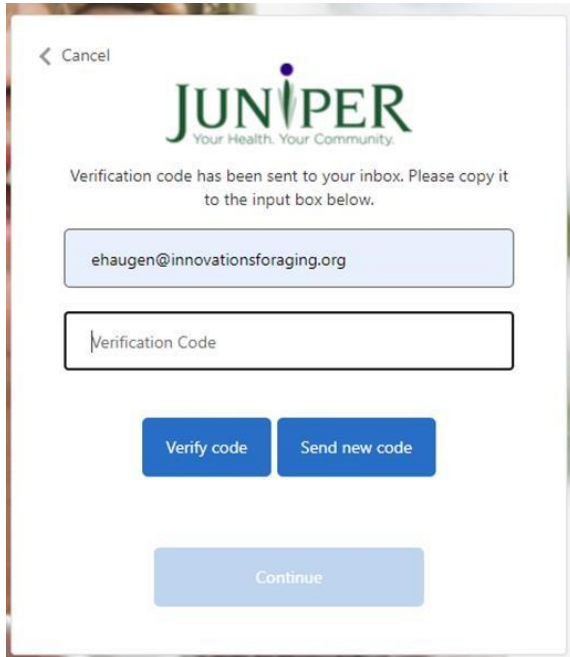


- Enter your email address and click “Send verification code.”

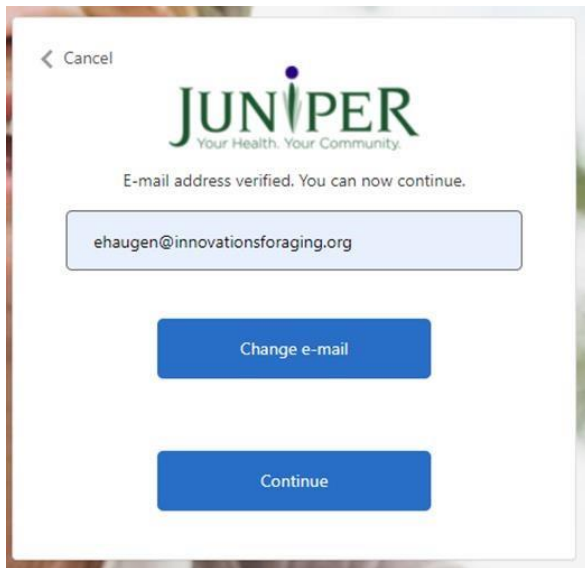


Step 3: Verification Steps

- While keeping yourjuniper.org open, navigate to your email inbox.
- It is important that you do not close yourjuniper.org. If it is closed, the password reset process will need to be restarted from the beginning.
- Some options of how to open your email without closing yourjuniper.org include the following:
 - Open a new tab in your browser window.
 - Open a new window and navigate between the two.
 - Open your email on another device. For example, if you have yourjuniper.org open on your computer, you could open your email on your phone or tablet.
- You will receive an email with a 6-digit verification code.
- You can either copy this code or write it down and enter it into the verification code field back on yourjuniper.org.



- After entering the verification code, click “verify code.” Do not click “Send new code.”
- Next, you’ll see a window that says, “E-mail address verified. You can now continue.” Enter your E-mail address and click “continue.” Do not click “change e-mail.”



Step 4: Create a new password.

- Next, you will be prompted to create a new password. This will be the password you use going forward to access your participant portal.
- Your password must meet the following criteria:
 - It must be 8-64 characters in length
 - It must contain at least 3 of the following:
 - An uppercase letter

- A lowercase letter
- A digit
- After entering your new password twice, click continue.

Step 5: Confirm successful login.

- After a successful password reset, the page will automatically load to the participant portal home page.
- If the site did not automatically load to the participant portal page, to confirm a successful password reset, you will want to navigate back to the yourjuniper.org home page. Look in the top right corner, your log in was successful if your name is in the corner. If it still says “Sign In” additional steps are needed.
 - o Successful:



- Unsuccessful:



Participant Portal – Existing Profile: Log in to Participant Portal

Once your email and password are set, you can log in to view the participant portal.

Step 1: Go to yourjuniper.org homepage.

- Click “Sign In” located in in the top right corner.

Step 2: Enter email address and password

- Enter your email address.
- After entering your email address, enter in your password.



Step 3: Confirm successful login

- To confirm a successful login, you will want to navigate back to the yourjuniper.org home page. Look in the top right corner. Login was successful if the participant's name is in the corner. If it still says, "Sign In", additional steps are needed.
 - Successful:



- Unsuccessful:



Step 4: Access Participant Portal

- The page will then load to participant portal.
 - Click on your name. MyJuniper." the



Participant Portal –
Profile: Edit Profile

Existing

Step 1: Login to your MyJuniper Portal
(Refer to “Login to the Participant Portal” to access your profile)

Step 2: Locate your profile information box.

- This box will include:
 - o A circle with a silhouette of a person with a camera over it
 - o Your First and Last name
 - o Phone number
 - o Address
 - o Email address associated with the account
 - o Insurance information
 - o A teal box with words “Edit Profile.”



Mary Turner

1842 Parrish Avenue, Saint Paul,
MN 55101
1237895643
gikifak400@ingfix.com

SUBSCRIBE

Insurance information

UCare

Group Number: 1234

Member ID: U0098761234

EDIT PROFILE

Step 3: Click on Teal Box with words “Edit Profile.”

- This will bring you to the “Edit Profile” page within your MyJuniper account.

[Back to MyJuniper](#)

Edit Profile

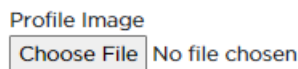
First Name *	Last Name **
<input type="text" value="Mary"/>	<input type="text" value="Turner"/>
Date of Birth *	
<input type="text" value="June"/> <input type="text" value="8"/> <input type="text" value="1963"/>	
Phone *	Email
<input type="text" value="1237895643"/>	<input type="text" value="gikifak400@ingfix.com"/>
Address Line 1	Address Line 2
<input type="text" value="1842 Parrish Avenue"/>	<input type="text"/>
City	State
<input type="text" value="Saint Paul"/>	<input type="text" value="Minnesota"/>
Zip Code	
<input type="text" value="55101"/>	
Insurance Provider	
<input type="text" value="UCare"/>	
Insurance Group Number	Insurance Member ID
<input type="text" value="1234"/>	<input type="text" value="U0098761234"/>
Emergency Contact	Emergency Contact Phone
<input type="text"/>	<input type="text"/>
Healthcare System	
<input type="text" value="Fairview Health Services"/>	
Special Accomodations	
<input type="text"/>	
Notes	
<input type="text"/>	

Step 4: Evaluate personal information and make changes if needed.

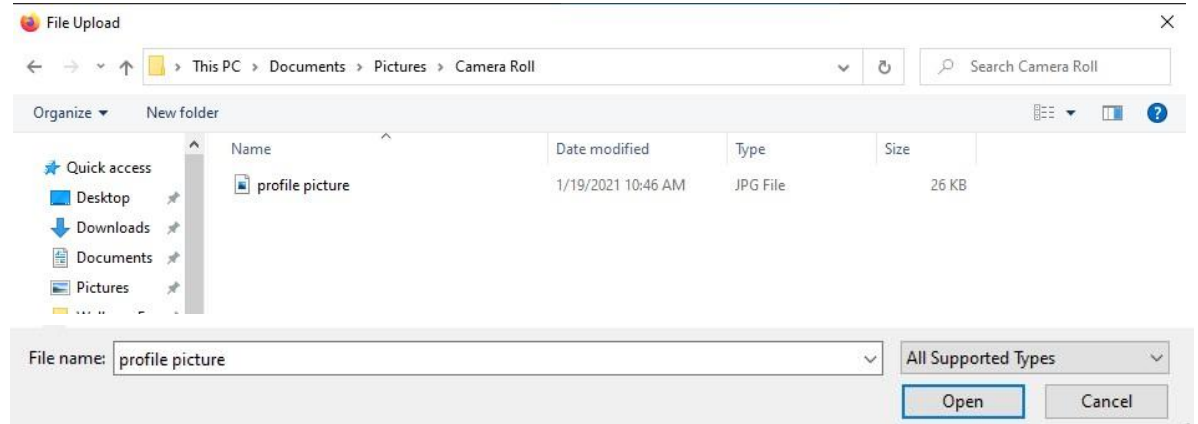
- Here you will be able to fill in any blanks or make changes.

Optional Step 5: You can add a profile picture to your account:

- Click on “Choose File” at the bottom of the Edit Profile page.

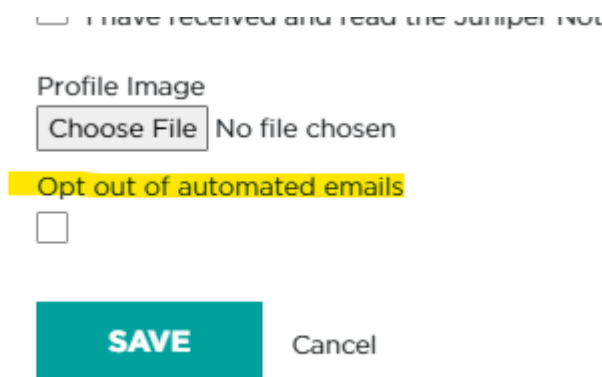


- This will open your computer’s file upload window or photo library buttons on a phone/tablet.



- Select a photo from your pictures or photo library that you would like to use and click open (or done on a phone).

Optional Step 6: You may choose to opt out of automated emails before saving your profile updates. Simply click “Opt out of automated emails” (image below) and you will not receive automatic emails from Juniper.



Step 7: Save all your changes.

- Near the bottom of the Edit Profile page, there are buttons to either “Save” your changes or “Cancel” any of the changes you have made.

Notes

Test

Profile Image

Choose File No file chosen

Opt out of automated emails

SAVE Cancel

- Select the green “Save” button to secure all the changes you have made in your profile
 - This includes any contact updates and Profile image uploads

Participant Portal – Existing Profile: View Current and Past Classes

Step 1: Log in to yourjuniper.org

- Refer to “Log in to Participant Portal” step by step to access your profile

Mary Turner

1842 Parrish Avenue, Saint Paul, MN 55101
1237895643
gikifak400@ingfix.com

Insurance information
UCare

Group Number: 1234
Member ID: U0098761234

EDIT PROFILE

Hello Mary, welcome to YourJuniper

Current Classes

Tai Ji Quan: Moving for Better Balance - Beginner

Start Date: 11/8/2021
End Date: 11/29/2021

[CLASS DETAILS](#)
[PRE-CLASS SURVEY](#)
[POST-CLASS SURVEY](#)

Diabetes Prevention Program

Start Date: 11/22/2021
End Date: 12/23/2021

[CLASS DETAILS](#)
[CDC Prediabetes Risk Test](#)
[PRE-CLASS SURVEY](#)

Past Classes

Living Well With Chronic Conditions

Start Date: 7/22/2020
End Date: 8/26/2020

[CLASS DETAILS](#)
[PRE-CLASS SURVEY](#)
[POST-CLASS SURVEY](#)

Step 2: View the Current Classes and Past Classes in the Center of the MyJuniper profile.

The screenshot shows two columns: 'Current Classes' and 'Past Classes'. Under 'Current Classes', there are two class cards. The first card is for 'Tai Ji Quan: Moving for Better Balance - Beginner', with a start date of 11/8/2021 and an end date of 11/29/2021. It includes links for 'CLASS DETAILS', 'PRE-CLASS SURVEY', and 'POST-CLASS SURVEY'. The second card is for 'Diabetes Prevention Program', with a start date of 11/22/2021 and an end date of 12/23/2021. It includes links for 'CLASS DETAILS', 'CDC Prediabetes Risk Test', and 'PRE-CLASS SURVEY'. Under 'Past Classes', there is one card for 'Living Well With Chronic Conditions', with a start date of 7/22/2020 and an end date of 8/26/2020. It includes links for 'CLASS DETAILS', 'PRE-CLASS SURVEY', and 'POST-CLASS SURVEY'.

Participant Portal – Existing Profile: Access Class Details

Step 1: View the Current Classes and Past Classes in the Center of the MyJuniper Profile

This screenshot is identical to the one above, showing the 'Current Classes' and 'Past Classes' sections with their respective class cards and survey links.

Step 2: Find the class you would like to learn more about and click “Class Details.”

- This button will be available to view the details of both Current and Past Classes.

A close-up of the 'Tai Ji Quan: Moving for Better Balance - Beginner' class card. The 'CLASS DETAILS' link is highlighted with a red box, indicating it is the focus of the instruction.

Step 3: You will be directed to the Class Details of the class you have selected.

The screenshot shows the Juniper website interface. At the top, there is a teal navigation bar with links: 'Make a Referral', 'For Healthcare Providers', 'For Class Leaders', 'Contact', and 'Mary Turner' with a dropdown arrow. Below this is the Juniper logo with the tagline 'Your Health. Your Community. A Program of TRELIS™'. To the right of the logo are links: 'Programs & Classes', 'Why Juniper?', 'Be Well', 'News', 'About', and 'Find Classes'. A secondary teal bar contains navigation options: 'My Juniper', 'Class details' (which is highlighted), 'Pre-class survey', and 'Post-class survey'. The main content area is titled 'Tai Ji Quan: Moving for Better Balance - Beginner'. It includes a descriptive paragraph about the program, a 'Provider Organization' section (Hummel Test), a 'Location' section (Scooby Doo HQ, 1234 1st N, St Paul, MN 55105), a 'Class Leaders' section (Macy Gibson and Kara Smith with email addresses), a 'Cost' section (Free of Charge), and a 'Schedule' section. The schedule is presented as a table with 10 sessions, each starting at 8:00 AM and ending at 10:00 AM.

Session	Date	Start Time	End Time
1	Mon, Nov 8, 2021	8:00 AM	10:00 AM
2	Wed, Nov 10, 2021	8:00 AM	10:00 AM
3	Fri, Nov 12, 2021	8:00 AM	10:00 AM
4	Mon, Nov 15, 2021	8:00 AM	10:00 AM
5	Wed, Nov 17, 2021	8:00 AM	10:00 AM
6	Fri, Nov 19, 2021	8:00 AM	10:00 AM
7	Mon, Nov 22, 2021	8:00 AM	10:00 AM
8	Wed, Nov 24, 2021	8:00 AM	10:00 AM
9	Fri, Nov 26, 2021	8:00 AM	10:00 AM
10	Mon, Nov 29, 2021	8:00 AM	10:00 AM

From the class details page, you can view the details of current and previous classes, and access pre and post surveys for those classes.

To navigate back to your profile, click on your name in the upper right corner. Then click “My Juniper” that will be below your name.

Participant Portal – Existing Profile: Complete Class Surveys

FAQ regarding Pre- and Post-Class Surveys

- o After registering for a class, it is required that every participant fills out a Pre-survey before the start date of class.
 - o Once a class has been completed, it is also required to fill out the post-survey.

- Reason for Surveys: These surveys will help us understand who we are serving in these classes, what the outcomes are, how to improve our classes in the future, and secure resources to continue to offer classes.

Step 1: Log in to your MyJuniper Profile

- Refer to “Log in to Participant Portal” to access your profile.

Step 2: View your Current and Past classes.

The screenshot displays two columns: 'Current Classes' and 'Past Classes'. Under 'Current Classes', there are two class cards. The first card is for 'Tai Ji Quan: Moving for Better Balance - Beginner', with a start date of 11/8/2021 and an end date of 11/29/2021. It includes links for 'CLASS DETAILS', 'PRE-CLASS SURVEY', and 'POST-CLASS SURVEY'. The second card is for 'Diabetes Prevention Program', with a start date of 11/22/2021 and an end date of 12/23/2021. It includes links for 'CLASS DETAILS', 'CDC Prediabetes Risk Test', and 'PRE-CLASS SURVEY'. The 'Past Classes' column shows one card for 'Living Well With Chronic Conditions', with a start date of 7/22/2020 and an end date of 8/26/2020. It includes links for 'CLASS DETAILS', 'PRE-CLASS SURVEY', and 'POST-CLASS SURVEY'.

Step 3: View a specific class to fill out a Pre- or Post-class Survey and click on “Pre-Class Survey” at the center of the menu bar.

- In this example we will follow the path to fill out a Pre-Class Survey, yet the step by step will only differ by name.

This is a close-up of the 'Tai Ji Quan: Moving for Better Balance - Beginner' class card. It shows the title, start date (11/8/2021), and end date (11/29/2021). At the bottom, there are three blue links: 'CLASS DETAILS', 'PRE-CLASS SURVEY', and 'POST-CLASS SURVEY'. A red rectangular box highlights these three links.

Step 4: You will be directed to the Pre-Class Survey Page

Pre-class survey

1) Did your doctor, nurse, physical therapist or other health care provider suggest you take this program?

-- Please Select --

Step 5: Fill out the Pre-Class Survey according to your personal experience.

- This may require the participant to agree to the terms of the Release from Liability agreement, by checking the box. If the participant has already agreed to the terms, the Liability agreement may not appear on the Pre-Survey page.
- The questions on this page may be formatted by using the following answer types:
 - o Yes or No
 - o Multiple choice
 - o Scaling questions (Excellent, Fair, Good, Poor, Very Poor) or (Always, Often, Sometimes, Rarely, Never)
 - o Fill in the blank

Step 6: Submit your answers using Green “Submit” Button

- By clicking submit your answers will be recorded and saved



Once the survey is complete, you will be redirected to your main profile page.

- You will be able to return to your Pre- or Post-class survey at any time, if you would like to review your answers or make changes.

Participant Portal – Existing Profile: Register for a Class

Step 1: Log in to Juniper Portal


- Refer to “How to log in to Participant Portal” to access your profile.

The screenshot displays the Juniper Participant Portal interface. At the top left is the Juniper logo with the tagline "Your Health. Your Community. A Program of TRELIS". The top navigation bar includes links for "Programs & Classes", "Why Juniper?", "Be Well", "News", "About", and "Find Classes". The main content area features a teal header with the text "Hello Mary, welcome to YourJuniper". Below this, a profile card for Mary Turner is shown, containing a placeholder for a profile picture, her name, address (1842 Parrish Avenue, Saint Paul, MN 55101, 1237895643), email (gikifak400@ingfix.com), a "SUBSCRIBE" button, insurance information (UCare), group number (1234), and member ID (U0098761234). An "EDIT PROFILE" button is located at the bottom of the profile card. To the right, under the heading "Current Classes", a class titled "Tai Ji Quan: Moving for Better Balance - Beginner" is listed with a start date of 11/8/2021 and an end date of 11/29/2021. Below the class title are three links: "CLASS DETAILS", "PRE-CLASS SURVEY", and "POST-CLASS SURVEY".

Step 2: Locate “Find Classes” Button

1. Button is located next to “About” at the upper right of the page.
2. Click on the button, and this will direct you to the class search page of the yourjuniper.org website.





Luke Bryan

1234 52nd Ave N, Minneapolis, MN 55446
(957) 552-1111
wadok94846@64ge.com

Insurance information
HealthPartners
Group Number: 1374

Hello Luke, welcome to Your Juniper

Current Classes

Arthritis Foundation Exercise Program

Past Classes

A Matter of Balance

Class Search ✕

<p>1. Class Type</p> <p><input type="checkbox"/> In Person</p> <p><input type="checkbox"/> Online</p> <p><input type="checkbox"/> Phone</p>	<p>2. Program</p> <p><input type="checkbox"/> Get Fit</p> <p><input type="checkbox"/> Live Well</p> <p><input type="checkbox"/> Prevent Falls</p>	<p>3. Class</p> <p><input type="checkbox"/> A Matter of Balance</p> <p><input type="checkbox"/> Aging Mastery Program</p> <p><input type="checkbox"/> Arthritis Foundation Exercise Program</p> <p><input type="checkbox"/> Diabetes Prevention Program</p> <p><input type="checkbox"/> Living Well With Chronic Conditions</p> <p><input type="checkbox"/> Living Well With Chronic Pain</p> <p><input type="checkbox"/> Living Well With Diabetes</p> <p><input type="checkbox"/> Powerful Tools for Caregivers - Adults</p> <p><input type="checkbox"/> Programa de Manejo Personal de la Diabetes</p> <p><input type="checkbox"/> Social Connect</p> <p><input type="checkbox"/> Stay Active and Independent for Life</p> <p><input type="checkbox"/> Stepping On</p> <p><input type="checkbox"/> Tai Ji Quan: Moving for Better Balance - Advanced</p> <p><input type="checkbox"/> Tai Ji Quan: Moving for Better Balance - Beginner</p> <p><input type="checkbox"/> Tomando Control de su Salud</p> <p><input type="checkbox"/> Walk With Ease</p>	<p>4. Location</p> <p><input type="checkbox"/> Within 10 Miles</p> <p><input type="checkbox"/> Within 30 Miles</p> <p><input type="checkbox"/> Anywhere</p> <p>Zip Code <input style="width: 100%;" type="text"/></p> <p style="text-align: center; background-color: #009682; color: white; padding: 5px; width: 100px; margin: 0 auto;">SEARCH</p>
--	--	---	--

Step 3: Find a class online or one that is near you.

- The search tool bar will give you four options: Class Type, Program, Class, and Location

- The first bolded section that says “Class Type” is a check box menu which lists all types of programs offered.
 - o You have the option to narrow your search results by a specific class, but you do not need to.
- The second bolded section “Program” allows for searching for categories of classes under Get Fit, Live Well, and Prevent Falls.
- The third bolded section “Class” lists the names of all of the classes offered by Juniper.
- The fourth bolded section “Location” lists a check box menu for searching for classes within a certain mileage from your preferred zip code. You can also search by Zip code.
- Click the green “SEARCH” button to search for classes.

Note: You do not have to choose any of the three options and can just click the “SEARCH” button to search for classes. The three options are intended to help narrow your search results.

- For example, you are looking for an online Tai Ji Quan: Moving for Better Balance – Beginner class. In this scenario, you can click on the check box menu for the Tai Ji Quan: Moving for Better Balance – Beginner class and check the online box and then click search. Doing so will pull up a list of upcoming “Tai Ji Quan: Moving for Better Balance – Beginner” classes offered via online in the order from earliest to latest start date.

Step 4: Register for a Class

- Once you have found the class that fits you, click on the green “Register” button

Tai Ji Quan: Moving for Better Balance - Beginner

2/7/2022 - 5/4/2022
 8:00 AM - 10:00 AM
[See All Dates](#)

Online

Cost: \$0	Contact Name: Sarah Shepherd
Provider Name: Test Organization	Contact Email: sshepherd@yourjuniper.org
Class Leader: Sarah Shepherd	Contact Phone: 6519174656
Location: Online	

Tai Ji Quan: Moving for Better Balance® (TJQMBB) is an evidence-based fall prevention program designed for older adults developed by Fuzhong Li, Ph.D., Senior Scientist at the Oregon Research Institute. TJQMBB represents a substantive enhancement of traditional Tai Ji Quan as it transforms martial arts movements into a therapeutic regimen aimed at improving postural stability, awareness and mindful control of body positioning, functional walking, movement symmetry and coordination, range of motion around the ankle and hip joints and lower - extremity muscle strength. We will have a session 0 session to learn how to use Zoom on 02/01/2022.

REGISTER

Step 5: Review your information and acknowledge any legal forms that may appear.

- After clicking the Register button, the website will direct you to verify your information is up to date. If needed you can edit your name, address, phone number, insurance provider and emergency contact by clicking “Edit” near the bottom next to the “Continue Registration” button.
- Please be sure to fill in the “How did you hear about us” question. The website will not allow users to proceed if that question is left blank.
- Please also include a promo code if you have one, Juniper uses this code for tracking and marketing purposes.

Review Your Information

Please review your information below and if any information is in need of updating please click on the “Edit” button. If all information looks correct click on the “Continue Registration” button to finish registering for the A Matter of Balance.

First Name: Wolf	Last Name: Blitzer
Email Address: hoxoni7988@d3ff.com	Phone Number: (651) 123-4567
Address: 4586 CNN Dr. Minneapolis, MN 55440	
Emergency Contact Name: Wolf Blitzer	Emergency Contact Phone:
Insurance Provider: Aetna	
Insurance Group Number:	Insurance Member ID:
Needs Special Accomodations: No	
Special Accomodations:	

How did you hear about this program? *

Promo Code

- Once all edits are made and all fields are complete, you can click the “Continue Registration” box, and your registration will be complete.

Please note: At the time of this update, the functionality of the “Edit” button on this section of the website is under construction. In the event you need to make edits and are not able to, please reach out to a Juniper representative for assistance.

Thank you for registering!

We look forward to seeing you in New York on Wednesday, December 13, 2023 at 8:00 AM.

A Matter of Balance

A Matter of Balance is an award-winning program designed for older adults to manage falls and increase activity levels. Two trained coaches guide participants through learning and activities that emphasize strategies to reduce fear of falling and increase activity levels among older adults. Participants show improved balance, flexibility and strength while viewing falls as controllable.

Location

99th precinct
[9635 Fake Ave](#)
[New York, MN 55128](#)

Class Leader

Michelle Leaf

Cost

\$0

Schedule

Session	Date	Start Time	End Time
1	Wed, Dec 13, 2023	8:00 AM	10:00 AM
2	Thu, Dec 14, 2023	8:00 AM	10:00 AM
3	Wed, Dec 20, 2023	8:00 AM	10:00 AM
4	Thu, Dec 21, 2023	8:00 AM	10:00 AM
5	Wed, Dec 27, 2023	8:00 AM	10:00 AM
6	Thu, Dec 28, 2023	8:00 AM	10:00 AM
7	Wed, Jan 3, 2024	8:00 AM	10:00 AM
8	Thu, Jan 4, 2024	8:00 AM	10:00 AM
9	Wed, Jan 10, 2024	8:00 AM	10:00 AM
10	Thu, Jan 11, 2024	8:00 AM	10:00 AM

All Juniper participants are required to complete our legal forms in order to participate in Juniper classes. For new participants, all legal forms are collected at the beginning of registration. Returning or existing participants who have already completed the forms will be required to acknowledge and accept Juniper’s Waiver of Liability and Insurance Authorization & Release of Information annually after receiving their first Juniper service.

If you are due to update the required legal forms, the system will make the forms boxes visible to check when you are registering, and they will look similar to what is shown here.

I agree to the terms and conditions in the [Release from Liability Agreement](#) *

I agree to the terms and conditions in the [Juniper Insurance Authorization and Assignment of Benefits and Release of Information](#) *

Step 7: View your class in your MyJuniper portal.

- After successfully registering for your class, you will receive an email confirming the dates and times for the class you registered for.
- You can also view any current and upcoming classes on your MyJuniper portal.
- To return to your MyJuniper portal locate your name in the top right corner of the page.
- Click on your name and that will give you two options: MyJuniper or logout.
- Clicking MyJuniper will allow you to go back into your participant portal to view your current and upcoming classes.



Current Classes	Past Classes
<p>Tai Ji Quan: Moving for Better Balance - Beginner</p> <p>Start Date: 2/7/2022 End Date: 5/4/2022</p> <p>CLASS DETAILS PRE-CLASS SURVEY POST-CLASS SURVEY</p>	<p>Living Well With Chronic Conditions</p> <p>Start Date: 7/22/2020 End Date: 8/26/2020</p> <p>CLASS DETAILS PRE-CLASS SURVEY POST-CLASS SURVEY</p>
<p>Tai Ji Quan: Moving for Better Balance - Beginner</p> <p>Start Date: 11/8/2021 End Date: 11/29/2021</p> <p>CLASS DETAILS PRE-CLASS SURVEY POST-CLASS SURVEY</p>	
<p>Diabetes Prevention Program</p> <p>Start Date: 11/22/2021 End Date: 12/23/2021</p> <p>CLASS DETAILS CDC Prediabetes Risk Test PRE-CLASS SURVEY</p>	

Participant Portal – Who to reach out to if you need help

- If you need help registering for a class or accessing your participant portal, please call Juniper at 1-855-215-2174 and a representative will assist you. We are open Monday through Friday from 8 AM to 4:30 PM.
 - You can also email us at info@yourjuniper.org for any questions, concerns or issues and we will reach out to you within 24 hours.

For Program Leaders

Sign up for a leader training

To find an upcoming leader training, go to the “For Class Leaders” tab on yourjuniper.org. There is a link to upcoming leader trainings, shown here. When you find a training that you are interested in, please follow the registration instructions within the class details page.

If you are interested in applying to become a class leader and are already trained in facilitating one of the supported programs, please fill out an application through the “Apply as a Leader” link.

UPCOMING LEADER TRAININGS

Tai Ji Quan: Moving for Better Balance - Beginner

1/10/2022 - 1/11/2022

8:00 AM - 4:00 PM

[See All Dates](#)

Online

Cost: \$0

Provider Name: Test Organization

Class Leader: Test Umbracco

Location: Online

Contact Name: Dave Fink

Contact Email: dfink@yourjuniper.org

Contact Phone:

Tai Ji Quan: Moving for Better Balance® (TJQMBB) is an evidence-based fall prevention program designed for older adults developed by Fuzhong Li, Ph.D., Senior Scientist at the Oregon Research Institute. TJQMBB represents a substantive enhancement of traditional Tai Ji Quan as it transforms martial arts movements into a therapeutic regimen aimed at improving postural stability, awareness and mindful control of body positioning, functional walking, movement symmetry and coordination, range of motion around the ankle and hip joints and lower - extremity muscle strength.

[REGISTER](#)

Register as a Leader

To register as a leader, go to the “[For Class Leaders](#)” tab. On this page, you will find a green button on the right side of the page that says, “Apply as a Leader”. Click on this button, and you will be taken to a page where you will fill out your information, including name, email address, phone number,

For Class Leaders

If you are already a leader in one or more health promotion but not registered with Juniper, please create an account with us.

[APPLY AS A LEADER](#)

Already signed up as a leader? Sign in to access Leader Materials and resources.

[LEADER RESOURCES](#)

provider, and region. At the bottom of the screen, you will enter the programs you have a current certification with. If you are unsure about the status of your certification, please contact your provider relationship manager.

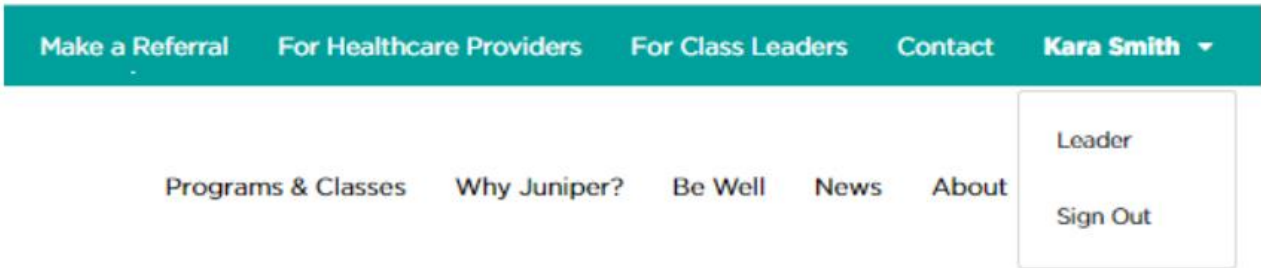
Once you've filled out your information, a thank you will be displayed for registering. You will also receive an email that confirms your registration. From here, your provider relations contact will approve or deny your registration into yourjuniper.org. This will happen within two business days of your initial application. Once you are approved, you will receive an email with a temporary password for you to log in to yourjuniper.org.

Leaders who are facilitating the DPP and reporting data to the CDC will need to provide their NPI (National Provider Identifier) number with their profile information.

Log in to your leader account

Start by logging into the back end of the website. The back end of the website is an area of the website that only providers, leaders and others logged into their accounts can access. The log in button is found at the top right-hand corner of the screen. Enter your email address and the password you created. After signing in you will be taken back to the homepage and your name should now be displayed on the top right corner.

If you click on your name, there will be two options: Leader and Sign Out. Click on leader, and you will be taken to the back end of the website to access your leader dashboard. A third option of "My Juniper" will also be available if you are a participant and a class leader.



For existing Leader Accounts

Yourjuniper.org accounts are automatically deactivated when not in use. If you receive an error when attempting to log in, it may be because your account is inactive. Contact 1-855-215-2174 or info@yourjuniper.org and a Juniper staff will resolve or investigate possible sources of the error.

Leader Certification & Leader Certification notifications

Certifications for most classes will expire depending on the class, and the requirements determined by the state in which the class is being held. If a class leader does not complete a class, their certification will expire. Yourjuniper.org recognizes when a class has not been held and will email a notification that the class leader’s certification is expiring. The class leader receives 4 notices, 90-day, 60-day, 30-day, and a final expiration notification email. When the expiration email is sent, it is verified if the leader has any classes pending, and a fidelity check is done if it cannot be determined if a class was held. Any class leaders that have expired certifications will be made “inactive” in MIS.

Leader Dashboard

Depending on your role with Juniper, the dashboard allows users to access certain levels of data and functionality within the website. As a class leader, you will be able to access your class data, participant’s information, and perform other functions to support the work you do.

After logging in, the “classes” page will default as the main page of the dashboard. If the classes page does not default, click the classes tab on the menu bar. On the left side of the page, you will see different modules you can access. The image below is an example of what leaders see on their dashboard.

The screenshot displays the 'Manage Classes' interface. On the left, a dark sidebar identifies the user as 'Xue Yang, Leader' and lists navigation options: Home Page, Classes (highlighted), Participants, Locations, Class Leaders, and Reports. The main area shows a table of classes with various filters and a search bar. The table lists two classes: 'Tai Ji Quan: Moving for Better Balance' (Scheduled) and 'A Matter of Balance' (InProgress). A '+ Add Class' button is located at the bottom left of the table area.

Actions	Program	Provider	Region	Location	Start Date	End Date	Status	Class Type
View	Tai Ji Quan: Moving for Better Balance	Test Organization	None	Online	08/17/2020	09/16/2020	Scheduled	Regular
View	A Matter of Balance	Test Organization	Metropolitan Area Agency on Aging	Dunder Mifflin	05/05/2020	05/28/2020	InProgress	Regular

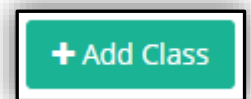
- **Classes:** This tab allows users to manage classes they are leading or have led and create new classes.
- **Participants:** This tab gives users access to protected health information (PHI) of participants who are taking or have taken Juniper classes.
- **Locations:** This tab lists locations where your provider has hosted Juniper classes.
- **Class Leaders:** View and edit your leader’s contact information and also add new program certifications. Locate the class leader from the menu bar, search for the leader you want to updated, and choose the edit button in the upper right corener.From here, you will be able to edit leader account information including certifications.
 - **Note:** If you need to change or edit an email address, please contact your Provider Relations Manager as this can only be done by Juniper staff.

See list of classes you are leading/have led

To find a list of classes you are leading/have led, click on the “Classes” tab. Once you are on the “Manage Classes” page, all your classes will display on the screen. You can filter and narrow down your search by program name, region, location, start date, end date, status etc.

Add a class

Prior to adding a class, be sure to check “Existing Class Locations” to ensure that the location you want is available. If you need to create a new location, please reach out to your Provider Relations contact at 1-855-215-2174 or email info@yourjuniper.org



Once you have verified the location is available you can add a class. To add a class, click on the “classes” tab found on the left side of your dashboard. Once you are looking at the classes list, scroll to the bottom of the page and see a green “add class” button. This button will take you to a form where you will enter the information for that class. The website will not allow you to create a new class unless you fill in all the required fields marked with a red asterisk. After you have entered all the required fields and any important class details, click “create” to finish. This class will then be searchable by the public and can be edited by leaders, provider managers, or contacts of the organization.

Fill out the form below to create a Class.

Class Type *
Regular

Program *
-- Please Select --

Class Leader(s) *
--Please Select--

Cost (If there is a cost, please use \$ sign before number. Example: \$25. You may also add text. Example: Fee based on income) *
0

Maximum Participants (optional)

Language *
-- Please Select --

Can participants join this class in-person?

Select Existing Location *
--Please Select--

Fill out the form below to create a Class.

Class Type *
Regular

Program *
-- Please Select --

Class Leader(s) *
--Please Select--

Cost (If there is a cost, please use \$ sign before number. Example: \$25. You may also add text. Example: Fee based on income) *
0

Maximum Participants (optional)

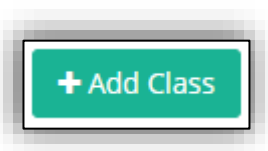
Language *
-- Please Select --

Can participants join this class in-person?

Select Existing Location *
--Please Select--

Add an online class

Creating an online class is similar to creating an in-person class. The difference is when filling out the “Select Existing Location” field. Click on the drop-down menu and choose the pre-populated location as “online.” Select the existing location “Online.” You will still need to fill in the required fields and any important class details as usual to complete this form. Click “create” when finished. This class will then be searchable by the public and can be edited by leaders, provider managers, or contacts of the organization.



Please note: If you do not select the pre-existing “Online” location your classes will not populate in yourjuniper.org class searches for “Online” classes. The “online class link” field will also not populate.

Select Existing Location *

--Please Select--

Online

Aitkin Public Library - 110 1st Ave NE, Aitkin, MN 56431

Apple Valley Community Center - 14603 Hayes Rd, Apple Valley, MN 55124

Apple Valley Medical Center - 14655 Galaxie Ave, Apple Valley, MN 55124

Dunder Mifflin - 1725 Slough Ave, Scranton, MN 55123

View, edit and change status of class

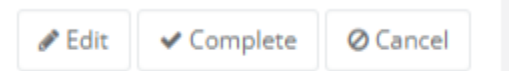
To view, edit & make any changes to your class, you must be on the “Classes” page. Click on View to go to that class’s details.

When clicking this link, be sure to click the actual words, “view”, instead of the blue plus sign that shows up. If you are seeing a blue plus sign, it is because you are looking at a smaller screen or are zoomed in. This will be seen on a mobile device or tablet. When you click this blue plus sign, you will see all columns that you are not able to see on the smaller screen. See the picture to the right for an example listing of classes and the view link.

Actions	Program	↕
View	A Matter of Balance	
View	Stay Active and Independent for Life	
View	Living Well With Chronic Conditions	
View	A Matter of Balance	

Once you click view, the class details can be edited by clicking “Edit” in the upper right-hand corner of the page, pictured to the right.

You can change the class leaders, location, etc. Once you have made changes, click “Update” at the bottom of the page. Note, you cannot edit a class that has already been completed. If you need to edit a class that has been completed, you will need to re-activate the class.



Users also have the option to change the status of their classes between scheduled, in progress, pending completion, complete, cancel and delete. Below are different status options and when you can use them:

- If class is Pending Completion in Progress: Complete AND Cancel are an option.
- If class is scheduled: Cancel is an option.

- If class is Cancelled OR Complete: Reactivate is an option.

Edit Complete Cancel

Status: PendingCompletion
Paid:
Funding Source:
Cost: \$0
Language: English
Registered Participants: 3
Registration Contact: Leader INSouthcheckbox
 ✉ me8@me.com
 ☎ (555) 555-5555

Legal Documents

Part of participant registration is obtaining signed legal documents, as well as insurance information. When registering participants, you will see upload buttons for these documents. You, or the participant will be able to scan each document and save/upload them on the participant's page.

This information will be saved here under the participants' account and will be available to access. Once the document is uploaded, the button will change to a "view" button, you can click on said button and view the most current upload.

Privacy Policy Consent

Upload Privacy Policy Consent Upload (Browse)

Waiver of Liability Documentation

Upload signed Release and Waiver of Liability Agreement Upload (Browse)

Insurance Card

Upload copy of insurance card - front Upload (Browse)

Upload copy of insurance card - back Upload (Browse)

Juniper requires all participants to agree or acknowledge the program's legal documents. These documents and acknowledgements are provided to participants to meet state regulations. The legal documents Juniper requires are:

Notice of Privacy Practices: Describes all ways Juniper gathers, uses, and discloses information, data security, and user choices about personal information. Participants must receive these documents and complete the signature part once.

Release and Waiver of Liability: Acknowledges and agrees to the terms listed on the agreement. Participant accepts certain risk and waives the right to take legal action against Juniper. Participant must receive these documents and complete the signature

once annually.

Insurance Authorization and Release of Information: Authorizes Juniper to bill health insurance company. Participant must receive these documents and complete the signature once annually.

Juniper's MIS will allow these documents to be saved in the participant profile and class tables and will be available as long as the participant is actively taking Juniper classes.

Document Name	Collection Schedule
Notice of Privacy Practices	At first registration.
Terms of Use	Signed document not needed. Authorization provided by use of site.
Privacy Policy	Signed document not needed. Authorization provided by participation in programming.
Release and Waiver of Liability	Before receiving their first service from Juniper and annually after that.
Insurance Authorization and Release of Information	Before receiving their first service from Juniper and annually after that.

Participants will be notified when they need to resign the Release and Waiver of Liability and Insurance Authorization & Release of Information. Additionally, leaders and providers will be able to see if a participant needs to resign either document when they log in to the participant account in MIS.

Legal Forms – Multiple Document Upload

You can upload documents from the Classes page, or the participant page. Go to the Participant Details page and choose the “Participant Documents” in the middle of the page. Here you will see all the documents that have been uploaded and the upload button to add more documents.

Edit Participant

Classes / Class Details / Participant Details

Carl Adams

Status: Active	Participant ID: CAAD90
First Name: Carl	Juniper ID: 233
Last Name: Adams	Date of Birth: 1/1/1990
Job Title:	Emergency Contact Name:
Email Address: tarimed926@cyadp.com	Emergency Contact Phone:
Phone Number:	Special Accomodations:
Address Line 1:	Plan Name: BlueCross and BlueShield of Minnesota
Address Line 2:	Group Number: 12345
City:	Member Number:
State:	Healthcare System:
ZIP Code:	Opt Out Of Automated Emails:
Region:	Wellness Communication:

+ Participant Documents

Pre Survey

Post Survey

Registration Survey

To add a document, click on the Add Document button and locate your preferred file for uploading.

Once you choose the file, you will get a notification box that will ask you to verify that you are uploading the correct file. This reminder is a way to confirm a document is not uploaded to the wrong participant's file.

Add a new participant to a class

You can add a new participant to a class by clicking on the "Classes" tab found on the left side of your dashboard. This will take you to the "Manage Classes" page. Find the desired class and click "View" to access the class details. In the participation section, click the button labeled "+Register a New participant" This takes you to

- Participant Documents

Waiver of Liability Documentation (max file size 5mb)

File Name	Created Date
25-participant-233-WaiverOfLiability.pdf	11/27/2023
37-participant-233-WaiverOfLiability.pdf	11/27/2023

Add Document (Browse)

Insurance Authorization and Assignment of Benefits and Release of Information Documentation (max file size 5mb)

Carl Adams authorizes and direct payments of their medical benefits to Innovations for Aging, LLC on the

File Name
26-participant-233-InsuranceAuthorizationAndReleaseOfInformation.pdf

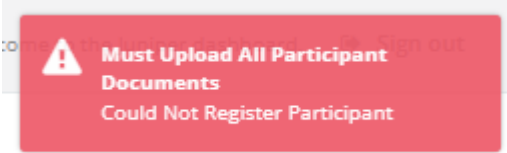
Add Document (Browse)

OK **Cancel**

+ Register A New Participant **+ Register An Existing Participant**

the registration page. You will need to fill in the required fields with the red asterisk and include any notes if needed.

This section of the class registration will also require you to upload legal documents if they have not yet been obtained. If you attempt to proceed without uploading the documents, you will receive an error message.



In addition to the error message, the system will highlight the forms that are missing.

Participant Documents

Release and Waiver of Liability Agreement (max file size 5mb)

Upload (Browse) A signed Waiver of Liability document is required for Participation

Insurance Authorization and Release of Information (max file size 5mb)

Upload (Browse) A signed Insurance Authorization and Assignment of Benefits document is required for Participation

You will not be able to complete registration without uploading the Privacy Practices document. You will be able to proceed without uploading the other documents, however, you will be required to upload the remaining documents upon re-entry to that participants account.

To complete registration, click on the “Register” button at the bottom of the screen. Once you have registered the participant, you will be brought back to the Class Details page, where the participant will be listed in your class roster.

You can access all of the legal forms and registration forms from the Juniper toolkit <https://toolkits.yourjuniper.org/> , you can also contact any Juniper staff member for the forms as well 1-855-215-2174 or info@yourjuniper.org

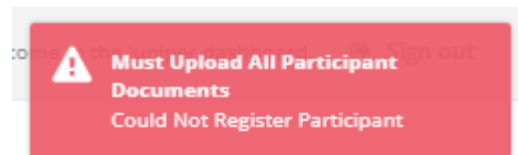
Add an existing participant to a class

If you are aware that a participant has taken a Juniper class in the past, you have the option to add them as an existing participant because they may have already used their email with Juniper. **Yourjuniper.org** allows only one email per user. If you try to register them as a new participant with the same email, the website will *not* allow you to complete the registration.

Please note that if a participant has taken Juniper classes in the past, but they took a class through a different provider, you will not be able to locate them in MIS. This is due to HIPAA regulations and is by design to protect participant information. You can contact your Provider Relations Manager and they can help you register the participant.

To add an existing participant, click on “+Register an Existing Participant.” The website will pull a list of all existing participants who have taken a Juniper class. In the search field found on the right, type in the member’s name. To avoid long loading times, try searching their last name to narrow down the results. After locating the participant, click their name to view their participant account. You will be able to view their name, home address, contact information, insurance information and a history of classes they have taken. After verifying this is the correct participant, click “register participant” to add them into the class.

If the participant is missing any legal documents, you will be required to upload them at this time, just like if you were to register a new participant; you will receive the same error message, and the missing forms will highlight in red.



Participant Documents

Release and Waiver of Liability Agreement (max file size 5mb)

Upload (Browse) A signed Waiver of Liability document is required for Participation

Insurance Authorization and Release of Information (max file size 5mb)

Upload (Browse) A signed Insurance Authorization and Assignment of Benefits document is required for Participation

Register a leader as a participant

If a class leader is interested in participating in a class, they cannot register with the email linked to their existing leader account. Leaders can create a participant user account with a **new email address** OR call the Wellness Engagement center at 1-855-

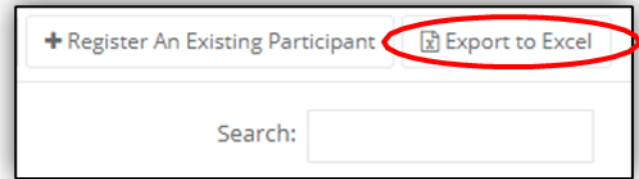
215-2174 to be added as a participant.

When a participant's account goes inactive

If the users do not activate their account within 180 days using the temporary password, the account will be made inactive. If the user activates their account, they are always active in the MIS unless it is manually switched.

View participants of a class

If you would like to print the participant list, there is an "export" button that will export the list to excel, seen here. When you export the class list, you can print the class list and use it as an attendance form. The Class Data Report can also track participants "enrolled" (anyone who signed up), "starters" (anyone who has attended at least one class), and "completers" (completion based on our completion criteria).



When exporting to Excel, be sure that you are deleting the participant information from the downloads folder of your computer or laptop once it is no longer in use. You can view the participants of the class when you are viewing class details.

The information on this report should be treated as Protected Health Information and protected according to HIPAA guidelines.

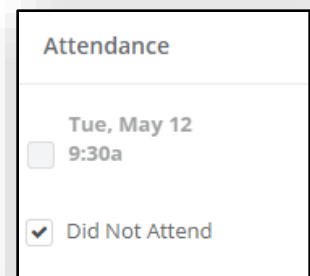
If your computer has access to secure file storage, please utilize this option and delete the Excel from downloads, trash, and wherever else it might be saved.

For more resources on best practices when handling protected health information (PHI) please refer to the link for the HIPAA training video.

https://youtu.be/g8P_4Qqgl2c

Manage class participant data

It is important to have accurate participant information for reporting purposes. Document class attendance for each participant including if the participant did not attend the class by



using the “Did Not Attend” check box.

Do not delete participants from classes even if you are aware they will not be attending your class. Deleting participants will lose the history of that registration. The only exception to this is if the person was registered into a class in error. For example: John registered for your Living Well with Diabetes class that starts next week.

You get a call from John stating he will no longer be able to attend the class. We want to maintain the history of his registration, so do not delete him from the class. Later that day you get a call from Cindy who is interested in registering in your Living Well with Diabetes class, but the class is full. A solution would be for you to increase the class maximum amount by one person and register Cindy. After your class has finished, and when you enter participant attendance, check the “Did Not Attend” check box for John.

Advance class status

Your class status reflects the stage your class is in based off the class dates. The website will automatically advance the status of your classes based on the dates from the beginning to end of your class. Every time the website advances your class, you will receive an email notification of the status of your class.

There are four statuses in which your classes can be in:

1. **Scheduled:** Any class that is scheduled but has not begun

Id: 23	Status: Scheduled
Program: Living Well With Chronic Conditions	Paid: Unpaid
Provider Contact: Test Organization	Region: Metropolitan Area Agency on Aging
Location: Dunder Mifflin 1725 Slough Ave Scranton, MN 55123	Funding Source:
Created On: Tuesday, April 21, 2020	NCOA ID:
Start Date: Tuesday, April 21, 2020	Cost: Free of Charge
End Date: Thursday, April 23, 2020	Registered Participants: 0 / 10
Public Notes:	Registration Contact: Michael Scott ✉ michael.scott@theoffice.com

04/21/2020	04/23/2020	Scheduled	Regular
------------	------------	-----------	---------

2. **In Progress:** Any class that has started (based on class start date) and has not reached its end date

Id: 23	Status: Unpaid
Program: Living Well With Chronic Conditions	Paid: Unpaid
Provider Contact: Test Organization	Region: Metropolitan Area Agency on Aging
Location: Dunder Mifflin 1725 Slough Ave Scranton, MN 55123	Funding Source:
Created On: Tuesday, April 21, 2020	NCOA ID:
Start Date: Tuesday, April 21, 2020	Cost: Free of Charge
End Date: Thursday, April 23, 2020	Registered Participants: 2 / 10
Public Notes:	Registration Contact: Michael Scott ✉ michael.scott@theoffice.com

04/21/2020	04/23/2020	InProgress	Regular
------------	------------	------------	---------

3. **Pending Completion:** Any class that has reached the scheduled class end date but has not been manually moved to “completed” status




Id: 23	Status: Unpaid
Program: Living Well With Chronic Conditions	Paid: Unpaid
Provider Contact: Test Organization	Region: Metropolitan Area Agency on Aging
Location: Dunder Mifflin 1725 Slough Ave Scranton, MN 55123	Funding Source:
Created On: Tuesday, April 21, 2020	NCOA ID:
Start Date: Tuesday, April 21, 2020	Cost: Free of Charge
End Date: Thursday, April 23, 2020	Registered Participants: 2 / 10
Public Notes:	Registration Contact: Michael Scott ✉ michael.scott@theoffice.com

04/21/2020	04/23/2020	PendingCompletion
------------	------------	-------------------


4. **Completed:** Users move a class to “completed” status when all appropriate documentation (surveys, etc.) has been entered into yourjuniper.org.

A class can only be moved to complete is if it was previously in “Pending Completion” status. The MIS will automatically change the class status to “Pending Complete” after a number of sessions have been completed. Once all participant information, legal forms, surveys and class attendance have been entered and the class is in “Pending Complete” status, you can click the “Complete” button at the top right corner of the Class Details

page.

 Edit  Complete  Cancel

Status: PendingCompletion
Paid:
Funding Source:
Cost: \$0
Language: English
Registered Participants: 3
Registration Contact: Leader INSauthcheckbox
✉ me8@me.com
☎ (555) 555-5555



Complete Class?

By clicking complete, you verify that the attendance, pre-surveys, and post-surveys have been filled out for all participants in this class. Would you like to continue?

Id: 23	Status: <input checked="" type="button" value="Completed"/>
Program: Living Well With Chronic Conditions	Paid: <input type="button" value="Unpaid"/>
Provider Contact: Test Organization	Region: Metropolitan Area Agency on Aging
Location: Dunder Mifflin 1725 Slough Ave Scranton, MN 55123	Funding Source:
Created On: Tuesday, April 21, 2020	NCOA ID:
Start Date: Tuesday, April 21, 2020	Cost: Free of Charge
End Date: Thursday, April 23, 2020	Registered Participants: 3 / 10
Public Notes:	Registration Contact: Michael Scott ✉ michael.scott@theoffice.com

04/21/2020	04/23/2020	Complete
------------	------------	----------

Enter participant survey data



When viewing the list of participants on the “Class Details” page, click on a participant’s name to be taken to a new page where you can enter information from their pre- and post-surveys. To make multiple selections, hold the CTR key while clicking on the desired selections. Once the participant information has been added to the survey, the participant’s attendance record should be documented at the bottom of the page. When you are completely done entering participant’s data to the class, you must click “complete” at the top right corner of the class details page to signal that the class is complete, and all information has been entered.




Reset your password

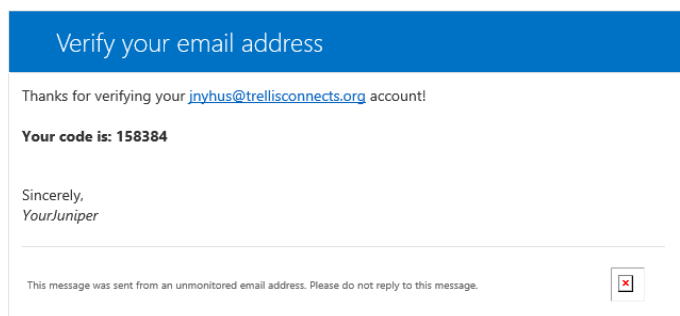
1. Click “Sign In” at the top right corner of the website and choose “Forgot your password”.
2. You will be taken to a page where you will enter your email address to receive a verification code. After you enter your email address click on “Send verification code”.
3. You need to open your email in an additional tab. The email will come from msonlineserviceteam@microsoftonline.com and look like what you see below.
4. Enter the verification code that was sent to your email in the portal and click on “Verify code”.
5. When prompted to “Change e-mail” or continue, choose “Continue”.
6. Enter your new password of choice under “New Password” and under “Confirm New Password.” Click on “Continue”.
7. If you are experiencing additional issues with re-setting your password, please call our toll-free number at 1-855-215-2174 or email info@yourjuniper.org.

- If you are a Provider or Class Leader and have any questions, concerns, or issues with the website please reach out to your provider relations contact directly via phone or email.
 - If you do not hear back from

YourJuniper account email verification code

 Microsoft on behalf of YourJuniper <msonlineserviceteam@microsoftonline.com>
To:  Jacque Nyhus
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

  Reply 



your provider relations contact within 24 hours, please call Juniper at 1-855-215-2174 and a representative will assist. We are open Monday through Friday from 8 AM to 4:30 PM.

- o You can also email us at info@yourjuniper.org for any questions, concerns or issues and we will reach out to you within 24 hours.
- If you are a Provider Relationship Manager, submit a Spiceworks ticket for questions and concerns regarding Juniper MIS.

Class email notifications

The website Yourjuniper.org includes a functionality that monitors and automatically updates the status of classes throughout their duration. Whenever there is a modification or progression in the class, the website will generate email notifications to inform participants, leaders, and/or providers about the relevant status change, depending on the role of the individual.

The tables below demonstrate the intent, content, and timing of emails to each recipient. Below each table there is a link to email templates for each recipient. For a general overview of when automated management information system (MIS) emails are sent, see the appendix.

Class Registration Email				
	Participants	Leaders	Registration contact	Provider
Intent	Confirms Class Registration Details	Notify that participant has registered for class	Notify that participant has registered for class	None
When is the email triggered	Upon registration	Upon registration	Upon registration	
Content from Juniper MIS to include in email	Name of class	Name of class	Name of class	
	Dates of class sessions	Dates of class sessions	Dates of class sessions	
	Location of class	Location of class	Location of class	
	Cost of Class			

	Registration Contact Info (name, email, phone)			
	Public notes			

Class Registration Email Templates: [Class registration notification.docx](#)

Class Cancellation Email				
	Participants	Leaders	Registration contact	Provider
Intent	Informs participant that class has been canceled. Would direct participant to register for another class or call 855 number.	informs leader of class cancellation	informs leader of class cancellation	None
When is the email triggered	Upon Cancellation	Upon cancellation	Upon cancellation	
Content from Juniper MIS to include in email	Name of class	Name of class	Name of class	
	Dates of class sessions	Dates of class sessions	Dates of class sessions	
	Location of class	Location of class	Location of class	
	Cost of Class			
	Registration Contact Info (name, email, phone)			
	Public notes			

Class Cancellation Email Templates: [Class Cancellation.docx](#)

Upcoming Class Reminder

	Participants	Leaders	Provider
Intent	Inform of upcoming class 7 days prior to 1st class session	Inform of upcoming class 7 days prior to 1st class session. Reminder of paperwork. Link to survey information and process instructions.	Inform of upcoming class 7 days prior to 1st class session. Reminder of paperwork. Link to survey information and process instructions.
When is the email triggered	7 days prior to 1st class session	7 days prior to 1st class session	7 days prior to 1st class session
Content from Juniper MIS to include in email	Name of class	Name of class	Name of class
	Dates of class sessions	Dates of class sessions	Dates of class sessions
	Location of class	Location of class	Location of class
	Cost of Class		
	Registration Contact Info (name, email, phone)		
	Public notes		

Upcoming Class Reminder Templates: [Upcoming Class Reminders.docx](#)

Class Nearly Complete			
	Participants	Leaders	Provider
Intent	None	Reminder to administer surveys and push class to completed status once all paperwork is keyed into Juniper	Reminder to administer surveys and push class to completed status once all paperwork is keyed into Juniper

When is the email triggered		7 days prior to last class session	7 days prior to last class session
Content from Juniper MIS to include in email		Name of class	Name of class
		Dates of class sessions	Dates of class sessions
		Location of class	Location of class

Class Nearly Complete Email Templates: [Class Nearly Complete.docx](#)

Class Concluded Email			
	Participants	Leaders	Provider
Intent	Encourage participants to enroll in another Juniper class. Encourage continuing healthy habits.	Reminder to input all participant survey and attendance information.	Reminder to input all participant survey and attendance information.
When is the email triggered	Date of last Class Session	Date of last class session	Date of last class session
Content from Juniper MIS to include in email	Name of class (e.g. "Thank you for attending A Matter of Balance")	Name of class	Name of class
		Dates of class sessions	Dates of class sessions
		Location of class	Location of class

Class concluded Email Templates: [Class Concluded.docx](#)

Class Concluded Email (SECOND REMINDER)			
	Participants	Leaders	Provider
Intent	None	Reminder to input all participant survey and attendance information.	Reminder to input all participant survey and attendance information.

When is the email triggered		If class has not been moved to 'Completed' status 20 days following the last class session, a second reminder email is triggered.	If class has not been moved to 'Completed' status 20 days following the last class session, a second reminder email is triggered.
Content from Juniper MIS to include in email		Name of class	Name of class
		Dates of class sessions	Dates of class sessions
		Location of class	Location of class

Class Concluded 2 Email Templates: [Email notifications\Class Conclude2.docx](#)

Class Created						
	Admin	SPRM	PRM	Contact	Provider	Leader
Intent	Notify users that a class has been created	Notify users that a class has been created	Notify users that a class has been created	Notify users that a class has been created	Notify users that a class has been created	Notify users that a class has been created
When is the email triggered	Upon class creation	Upon class creation	Upon class creation	Upon class creation	Upon class creation	Upon class creation

Class Edited						
	Admin	SPRM	PRM	Contact	Provider	Leader
Intent	Notify users that a class has been edited	Notify users that a class has been edited	Notify users that a class has been edited	Notify users that a class has been edited	Notify users that a class has been edited	Notify users that a class has been edited
When is the email triggered	Upon class edit	Upon class edit	Upon class edit	Upon class edit	Upon class edit	Upon class edit

Participant Removal Email

	Participant
Intent	Notify participant they have been removed from a class
When is the email triggered	Upon removal of class

User Welcome Email	
	Participant
Intent	Welcome newly registered users and provide them with temporary password
When is the email triggered	Upon account approval

Referral Email		
	Referrer	Referrals Email
Intent	Thank referrer	Notify organization of referral
When is the email triggered	Upon referral submission	Upon referral Submission

For Providers

Sign up to become a Provider

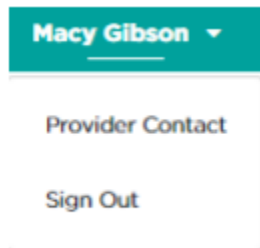
If you are interested in becoming a provider, please contact our toll-free hotline at 1-855-215-2174 or email info@yourjuniper.org.

Add contacts to the organization

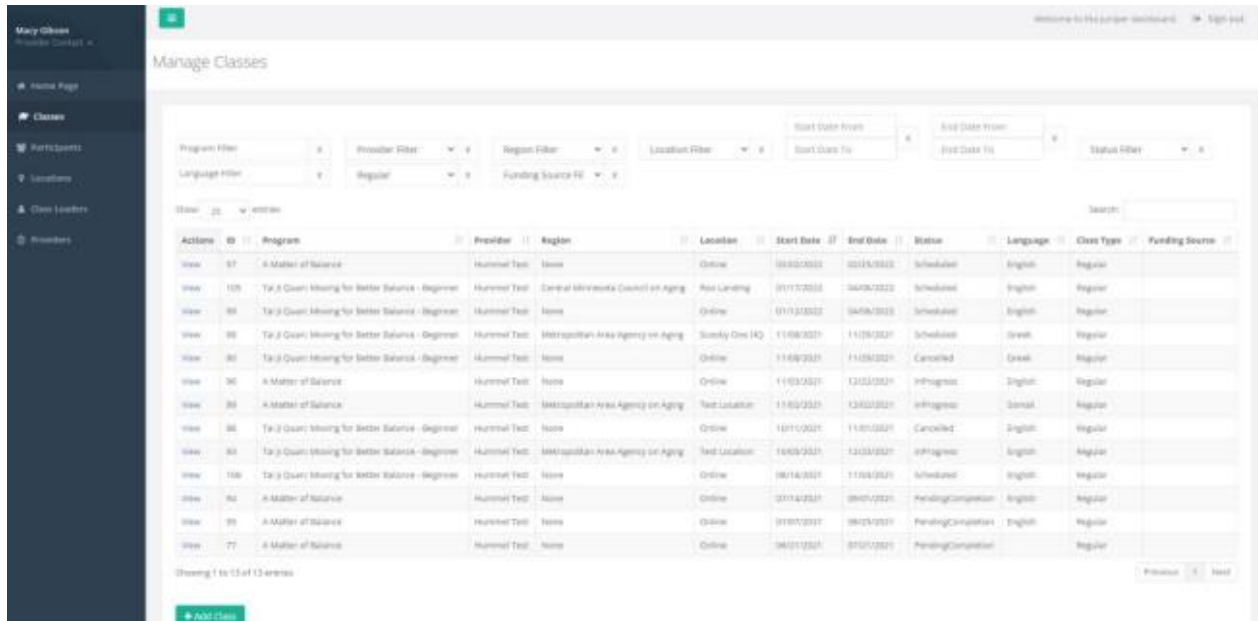
To add additional contacts to your organization, please contact your Provider Relations contact.

Log in to your provider account

To get started, start by logging into the back end of the website. The log-in button is located at the top right-hand corner of the screen. Enter your email address and the password you created. Once you are logged in, you will be taken back to the home page. If you look up to the right-hand corner where you signed in, it should now say your name, seen here.



When you click on your name, there will be two options that come up: Provider and Sign Out. Click on Provider, and you will be taken to the back end of the website. Here is your provider dashboard.



For existing provider accounts

Yourjuniper.org accounts are automatically deactivated when not in use. If you receive an error when attempting to log in, it may be because your account is inactive. Contact 1-855-215-2174 to have your provider account re-activated or the wellness engagement center will investigate other possible sources of the error.

Provider Dashboard

Depending on your role with Juniper, the dashboard allows users to access certain levels of data and functionality within the website. As a provider, you will be able to access your class data, participant's information and perform other functions to support the work you do.

The "Manage Classes" page will default as the main page of the dashboard. If you look to the left of the page, you should see the different types of modules you have access to.

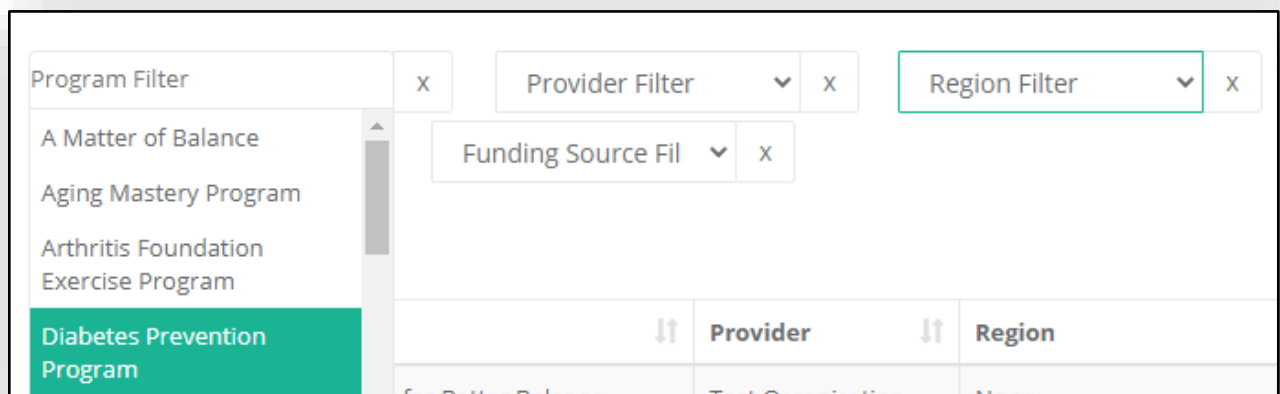
- **Classes:** This tab allows users to manage classes your organization has led or will lead.
- **Participants:** This tab gives users access to protected health information (PHI) of participants who are taking or have taken Juniper classes.
- **Locations:** This tab lists locations where your organization has led Juniper classes.
- **Class Leaders:** View and edit your leader's contact information and add new program certifications.
- **Providers:** This tab allows you to manage your provider's

information, add a new contact person and view or edit the programs your provider is currently offering.

- o Note: You will be able to update all your leader's contact information except for their email. If they have a new email address, please contact a Juniper staff member for assistance.

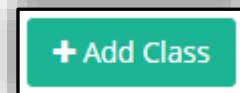
See list of classes associated with your organization

To find a list of classes your organization has led, is leading or scheduled to lead, click on the "Classes" tab. Once you are on the "Manage Classes" page, all your classes will display on the screen. You have the option to filter and narrow down your search by program, name, region, location, start date, end date, status etc.



Add a class

To add a class, click on the "Classes" tab found on the left side of your dashboard. Once you are looking at the classes list, scroll to the bottom of the page and there should be a green "Add Class" button. Click on this button and you will be taken to a form where you will enter all the information for that class.



Enter all fields (required fields will have a red asterisk next to them). Once you have entered all the class information, you can click the "Generate Schedule" button. This will list out the class schedule from beginning to end. If you need to add or remove sessions, you can do so here by clicking the "Remove Session" button on the right, and the "Add

Session" button at the bottom of the class schedule.

Session Schedule

When will the class meet?

Sunday
 Monday
 Tuesday
 Wednesday at 8:00 AM
 Thursday at 8:00 AM
 Friday at 8:00 AM
 Saturday

How many times will the class meet?
10

How long will each class last?
2

What is the first day the class will meet?
12/13/2023

Sessions

#	Date	Start Time	End Time	Remove Session
1	Wed 12/13/2023	8:00 AM	10:00 AM	<input type="button" value="Remove Session"/>
2	Thu 12/14/2023	8:00 AM	10:00 AM	<input type="button" value="Remove Session"/>
3	Fri 12/15/2023	8:00 AM	10:00 AM	<input type="button" value="Remove Session"/>
4	Wed 12/20/2023	8:00 AM	10:00 AM	<input type="button" value="Remove Session"/>
5	Thu 12/21/2023	8:00 AM	10:00 AM	<input type="button" value="Remove Session"/>
6	Fri 12/22/2023	8:00 AM	10:00 AM	<input type="button" value="Remove Session"/>
7	Wed 12/27/2023	8:00 AM	10:00 AM	<input type="button" value="Remove Session"/>
8	Thu 12/28/2023	8:00 AM	10:00 AM	<input type="button" value="Remove Session"/>
9	Fri 12/29/2023	8:00 AM	10:00 AM	<input type="button" value="Remove Session"/>
10	Wed 01/03/2024	8:00 AM	10:00 AM	<input type="button" value="Remove Session"/>

You can also add Public Notes – which will be seen from the front end of the website, as well as Non-public notes which can only be seen by the class leaders, provider contacts, and Juniper staff.

The website will not allow you to create a new class unless you fill in all the required fields. After you have entered all the required fields and any important class details, click “Create” to finish. This class will then be searchable by the public and can be edited by leaders, Provider Relations contact, or contacts of the organization.

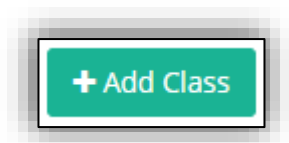
If you do not see the desired class location, or if you need to add a new location please contact a representative at Juniper, a staff member will be able to help you. Info@yourjuniper.org, or 1-855-215-2174

The screenshot shows the 'Create Class' form in the Juniper dashboard. The form is titled 'Create Class' and includes a breadcrumb 'Classes / Create'. The form fields are as follows:

- Class Type:** Regular (dropdown menu)
- Provider:** -- Please Select -- (dropdown menu)
- Program:** -- Please Select -- (dropdown menu)
- Class Leader(s):** -- Please Select -- (dropdown menu)
- Cost:** (text input field, with a note: 'Cost: If there is a cost, please use \$ sign before number. Example: \$25. You may also add text. Example: Fee based on income')
- Maximum Participants (optional):** (text input field)
- Language:** -- Please Select -- (dropdown menu)
- Can participants join this class in-person?:** Yes No (radio buttons)
- Select Existing Location:** -- Please Select -- (dropdown menu)
- Registration Contact:**
 - First Name:** (text input field)
 - Last Name:** (text input field)
 - Email Address:** (text input field)
 - Phone Number:** (text input field)

Add an online class

Creating an online class is similar to creating an in-person class. The difference is when filling out the “Select Existing Location” field. Click on the drop-down menu and choose the pre-populated location as “online”. Do NOT create a new location for online classes. ONLY select the existing location “Online”. You will still need to fill in the required fields and any important class details as usual to complete this form. Click “create” when finished. This class will then be searchable by the public and can be edited by leaders, provider managers, or contacts of the organization.



Please note: If you do not select the pre-existing “Online” location, your classes will not populate in yourjuniper.org class searches for “Online” classes. The “online class link” field will also not populate.

Select Existing Location *

--Please Select--

Online

Aitkin Public Library - 110 1st Ave NE, Aitkin, MN 56431

Apple Valley Community Center - 14603 Hayes Rd, Apple Valley, MN 55124

Apple Valley Medical Center - 14655 Galaxie Ave, Apple Valley, MN 55124

Dunder Mifflin - 1725 Slough Ave, Scranton, MN 55123

View, edit & change status of class

To view, edit & make any changes to your class, you must be on the “Classes” page. You can click on the view link to go to that class’s details.

When clicking this link, be sure to click the actual words, “view”, instead of the blue plus sign that shows up. If you are seeing a blue plus sign, it is because you are looking at a smaller screen or are zooming in. This will be seen on a mobile device or tablet. When you click this blue plus sign, you will see all columns that you are not able to see on the smaller screen. See the picture above for an example listing of classes and the view link.

Actions	Program
View	A Matter of Balance
View	Stay Active and Independent for Life
View	Living Well With Chronic Conditions
View	A Matter of Balance

Once you click “view”, the class details can be edited by clicking in the upper right-hand corner of the page. (pictured to the right) By clicking edit, you can change the class leaders, location, etc. Once you have made all the changes, click “Update” at the bottom of the page and your class will be updated.

Note: you cannot edit a class that has already been completed. If you need to edit a class that has been completed, you will need to re-activate the class.

Users also have the option to change the status of their classes between scheduled, in progress, pending completion, complete, and cancel. Below are different status

options and when you can use them:

- If class is Pending Completion in Progress: **Complete** AND **Cancel** are an option.
- If class is scheduled: **Cancel** is an option.
- If class is Cancelled OR Complete: **Reactivate** is an option.

A class can only be moved to complete is if it was previously in “Pending Completion” status. The MIS will automatically change the class status to “Pending Complete” after a number of sessions have been completed. Once all participant information, legal forms, surveys and class attendance have been entered and the class is in “Pending Complete” status, you can click the “Complete” button at the top right corner of the Class Details page.

Edit Complete Cancel

Status: PendingCompletion
Paid:
Funding Source:
Cost: \$0
Language: English
Registered Participants: 3
Registration Contact: Leader INSouthcheckbox
 me8@me.com
 (555) 555-5555

Add a new participant to a class

To add a new participant to a class, click on the “Classes” tab found on the left side of your dashboard. This should take you to the “Manage Classes” page.

Next, find the desired class and then click “view” to access the class details. In the participation section, click the button labeled

will available and general requirements to participate in this class. You will need to complete all the service you wish to use prior to the start of class. If you cannot provide that information, please contact us at 215-999-9233 ext. 282.

Participants will not be denied if they do not make a donation.
 @eldercircle.org or 215-999-9233 ext. 282

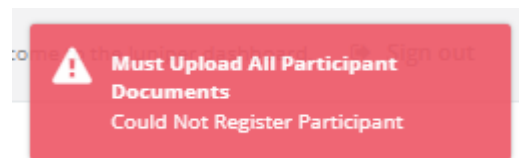
State	Zip Code	Emergency Contact Name	Emergency Contact Phone Number	Special Accommodations	Received Notice of Privacy Policy	Agreed to Release of Liability	Agreed to Insurance Authorization and Assignment of Benefits	Insurance Plan Name	Group ID Number	Member ID Number
No data available in table										

[Register A New Participant](#)
[Register An Existing Participant](#)
[Export to Excel](#)

Search:
Previous Next

"+Register a New participant" found to the right side of that section. When you click this, you will be taken to the registration page. You will need to fill in the required fields indicated with the red asterisk and include any notes if needed.

This section of the class registration will also require you to upload legal documents if they have not yet been obtained. If you attempt to proceed without uploading the documents, you will receive an error message.



In addition to the error message, the system will highlight the forms that are missing.

Must upload all participant documents

+ Participant Documents

Release and Waiver of Liability Agreement (max file size 5mb)

[Upload \(Browse\)](#) A signed Waiver of Liability document is required for registration

Insurance Authorization and Release of Information (max file size 5mb)

[Upload \(Browse\)](#) A signed Insurance Authorization and Assignment of Benefits document is required for registration

Acknowledgment of Receipt of Notice of Privacy Practices

Upload Acknowledgment of Receipt of Notice of Privacy Practices (max file size 5mb) [Upload \(Browse\)](#) A signed Privacy Consent document is required for registration

You will not be able to complete registration without uploading the required documents. Once all documents have been uploaded, you will be able to complete registration by clicking on the "Register" button at the bottom of the screen.

Once you have registered the participant, you will be brought back to the Class Details page, where the participant will be listed in your class roster.

If you are experiencing any issues with registering new participants reach out to a Juniper staff person at 1-855-215-2174 or infor@yourjuniper.org.

Add an existing participant to a class

If a participant has taken a Juniper class in the past, you have the option to add them as an existing participant because they may have already used their email with Juniper. **Yourjuniper.org allows only one email per user.** If you try to register them as a new participant with the same email, the website will *not* allow you to complete the registration.

To add an existing participant, click on “+Register an Existing Participant”.

By doing this, the website will pull a list of all existing participants who have taken a Juniper class. In the search field found on the right, type in the member’s name. To avoid long loading times, try searching their last name to narrow down the results. After you find the participant’s name, click their name to view their participant account. You will be able to view their name, home address, contact information, insurance information and a history of classes they have taken. After verifying this is the correct participant, click “register participant” to add them into the class.

Please note that if you attempt to search for a participant that has not worked with your organization, you will not be able to find them in the system - even if they have attended classes through another organization. The search will only generate participants who have taken a class with your Provider organization. If the participant has taken a Juniper class with a different provider, and you attempt to add them as a new participant, you will receive an error message that their “email address is already in use”. In this case, please contact a Juniper representative.

If you are experiencing any issues refer to the [How to add existing participants.docx](#). You can also please feel free to contact us at 1-855-215-2174 or email us at info@yourjuniper.org.

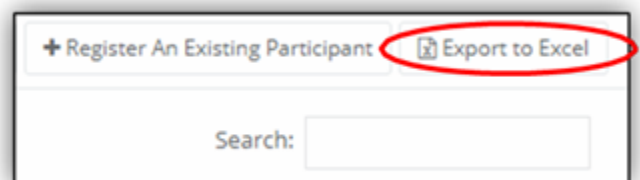
View participants of a class

You can view the participants of the class when you are viewing class details. To print the participant list, click the “export” button which will export the list to Excel. When you export the class list, you can print the class list and use it as an attendance form.

The class data report can also track participants “enrolled” (anyone who signed up), “starters” (anyone who has attended at least one class) and “completers” (completion based on our completion criteria).

When exporting to Excel, be sure that you are deleting the participant information from the downloads folder of your computer or laptop once it is no longer in use.

If your computer has access to secure file storage, please utilize this option and delete the Excel from downloads, trash, and wherever else it might be saved.

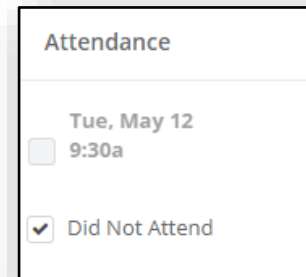


For more resources on best practices when handling protected health information (PHI) please refer to the link for the HIPAA training video.
https://youtu.be/g8P_4Qqgl2c

Manage class participant data

It is important to have accurate participant information for reporting purposes. Document class attendance for each participant including if the participant did not attend the class by using the “Did Not Attend” check box.

Participant registration information, insurance information, pre and post survey answers, legal forms and attendance will need to be updated in the system within 10 business days of the class completion.



The image shows a screenshot of a web form titled "Attendance". Below the title, there is a date and time entry: "Tue, May 12" followed by "9:30a". To the left of "9:30a" is an unchecked checkbox. Below this, there is a checked checkbox followed by the text "Did Not Attend".

Do not delete participants from classes even if you are aware they will not be attending your class. Deleting participants will lose the history of that registration. The only exception to this is if the person was registered into a class in error.

For example: John registered for your Living Well with Diabetes class that starts next week. You get a call from John stating he will no longer be able to attend the class. We want to maintain the history of his registration, so do not delete him from the class. Later that day you get a call from Cindy who is interested in registering in your Living Well with Diabetes class, but the class is full. A solution would be for you to increase the class maximum amount by one person and register Cindy.

Advance class status

The website will automatically advance the status of classes you create based on class dates. This feature will track and automatically change the status of your classes from start to finish. Every time the website advances your class, you will receive an email notification of the status of your class.

There are four statuses in which your classes can be in:

1. **Scheduled:** Any class that is scheduled but has not begun

Id: 23	Status: Scheduled
Program: Living Well With Chronic Conditions	Paid: Unpaid
Provider Contact: Test Organization	Region: Metropolitan Area Agency on Aging
Location: Dunder Mifflin 1725 Slough Ave Scranton, MN 55123	Funding Source:
Created On: Tuesday, April 21, 2020	NCOA ID:
Start Date: Tuesday, April 21, 2020	Cost: Free of Charge
End Date: Thursday, April 23, 2020	Registered Participants: 0 / 10
Public Notes:	Registration Contact: Michael Scott ✉ michael.scott@theoffice.com

04/21/2020	04/23/2020	Scheduled	Regular
------------	------------	-----------	---------

2. **In Progress:** Any class that has started (based on class start date) and has not reach its end date

Id: 23	Status: In Progress
Program: Living Well With Chronic Conditions	Paid: Unpaid
Provider Contact: Test Organization	Region: Metropolitan Area Agency on Aging
Location: Dunder Mifflin 1725 Slough Ave Scranton, MN 55123	Funding Source:
Created On: Tuesday, April 21, 2020	NCOA ID:
Start Date: Tuesday, April 21, 2020	Cost: Free of Charge
End Date: Thursday, April 23, 2020	Registered Participants: 2 / 10
Public Notes:	Registration Contact: Michael Scott ✉ michael.scott@theoffice.com

04/21/2020	04/23/2020	InProgress	Regular
------------	------------	------------	---------

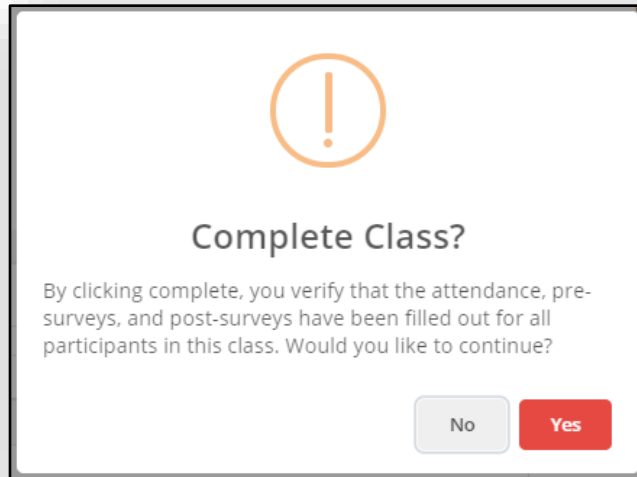
3. **Pending Completion:** Any class that has reached the scheduled class end date but has not been manually moved to “Completed” status

Id: 23	Status: Unpaid
Program: Living Well With Chronic Conditions	Paid: Unpaid
Provider Contact: Test Organization	Region: Metropolitan Area Agency on Aging
Location: Dunder Mifflin 1725 Slough Ave Scranton, MN 55123	Funding Source:
Created On: Tuesday, April 21, 2020	NCOA ID:
Start Date: Tuesday, April 21, 2020	Cost: Free of Charge
End Date: Thursday, April 23, 2020	Registered Participants: 2 / 10
Public Notes:	Registration Contact: Michael Scott ✉ michael.scott@theoffice.com

04/21/2020	04/23/2020	PendingCompletion
------------	------------	-------------------

4. **Completed:** Users move a class to “completed” status when all appropriate documentation (surveys, etc.) have been input to the website.

 Edit	✓ Complete	 Cancel
--	--	--



Id: 23	Status: ✓ Completed
Program: Living Well With Chronic Conditions	Paid: Unpaid
Provider Contact: Test Organization	Region: Metropolitan Area Agency on Aging
Location: Dunder Mifflin 1725 Slough Ave Scranton, MN 55123	Funding Source:
Created On: Tuesday, April 21, 2020	NCOA ID:
Start Date: Tuesday, April 21, 2020	Cost: Free of Charge
End Date: Thursday, April 23, 2020	Registered Participants: 3 / 10
Public Notes:	Registration Contact: Michael Scott ✉ michael.scott@theoffice.com

04/21/2020	04/23/2020	Complete
------------	------------	----------

Enter participant survey data

When viewing the list of participants on the class details page, click on a participant's name to be taken to a new page where you can enter information from their pre-and post-surveys. To make multiple selections, hold the CTRL key while clicking on the desired selections. Once the participant information has been added to the survey, the participant's attendance record should be documented at the bottom of the page. When you have completed all survey information, and updated the attendance information, click the "Update" button at the bottom of the page. This will update the

information for the participant page you selected.

When you are completely done entering all participant data to the class, you must click “complete” at the top right corner of the class details page to signal that the class is complete, and all information has been entered.

A screenshot of a class details page. At the top right, there are three buttons: 'Edit', 'Complete', and 'Cancel'. Below these, the following information is displayed:

- Status: PendingCompletion
- Paid: Unpaid
- Funding Source:
- Cost: \$0
- Language: English
- Registered Participants: 3
- Registration Contact: Sarah Blonigan, test.test.tes.tes@teest.com

Please refer to the step-by-step guide [How to Complete a class.docx](#)

Legal Forms – Multiple Document Upload

You can upload documents from the Classes page, or the participant page. Go to the Participant Details page and choose the “Participant Documents” in the middle of the page. Here you will see all the documents that have been uploaded and the upload button to add more documents.

The screenshot shows the 'Edit Participant' page for Carl Adams. The breadcrumb trail is 'Classes / Class Details / Participant Details'. The participant's name is Carl Adams. The page is divided into two columns of information:

Status: Active	Participant ID: CAAD90
First Name: Carl	Juniper ID: 233
Last Name: Adams	Date of Birth: 1/1/1990
Job Title:	Emergency Contact Name:
Email Address: tarimed926@cyadp.com	Emergency Contact Phone:
Phone Number:	Special Accomodations:
Address Line 1:	Plan Name: BlueCross and BlueShield of Minnesota
Address Line 2:	Group Number: 12345
City:	Member Number:
State:	Healthcare System:
ZIP Code:	Opt Out Of Automated Emails:
Region:	Wellness Communication:

Below the information, there is a section for '+ Participant Documents' with three items listed: 'Pre Survey', 'Post Survey', and 'Registration Survey'. On the right side, there is a 'Recei' button.

To add a document, click on the Add Document button and locate your preferred file for uploading.

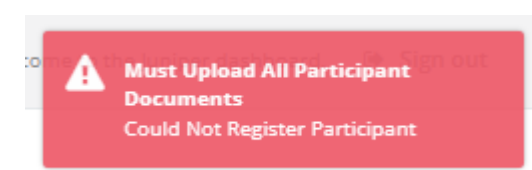
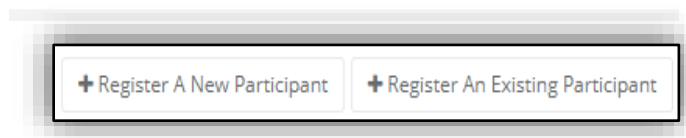
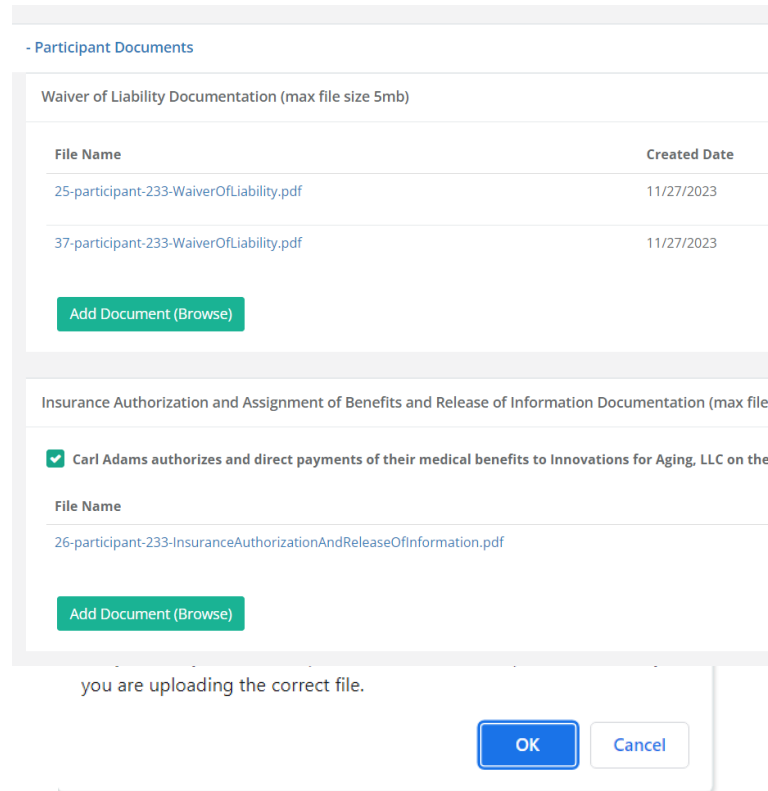
Once you choose the file, you will get a notification box that will ask you to verify that you are uploading the correct file. This reminder is a way to confirm a document is not uploaded to the wrong participant's file.

Add a new participant to a class

You can add a new participant to a class by clicking on the "Classes" tab found on the left side of your dashboard. This will take you to the "Manage Classes" page. Find the desired class and click "View" to access the class details. In the participation section, click the button labeled "+Register a New participant" This takes you to the registration page. You will need to fill in the required fields with the red asterisk and include any notes if needed.

This section of the class registration will also require you to upload legal documents if they have not yet been obtained. If you attempt to proceed without uploading the documents, you will receive an error message.

In addition to the error message, the system will highlight the forms that are missing.



Participant Documents

Release and Waiver of Liability Agreement (max file size 5mb)

[Upload \(Browse\)](#) A signed Waiver of Liability document is required for Participation

Insurance Authorization and Release of Information (max file size 5mb)

[Upload \(Browse\)](#) A signed Insurance Authorization and Assignment of Benefits document is required for Participation

You will not be able to complete registration without uploading the Privacy Practices document. You will be able to proceed without uploading the other documents, however, you will be required to upload the remaining documents upon re-entry to that participant's account.

To complete registration, click on the "Register" button at the bottom of the screen. Once you have registered the participant, you will be brought back to the Class Details page, where the participant will be listed in your class roster.

If you or a participant are not able to access the forms through the system, you can access pdf versions of the forms from the Juniper toolkit <https://toolkits.yourjuniper.org/>, you can also reach out to Juniper staff at info@yourjuniper.org.

Requesting reimbursement

1. Upload all participant survey data and legal forms for the class
2. Change the status of your class from "pending-completion" to "complete".



3. On the Provider Toolkit (toolkits.yourjuniper.org) go to "Holding Classes" (bottom of the page). This will open a new page where you will see a left-hand menu - choose REIMBURSEMENT and that will open a link for the

Payment Request Form.



1-855-215-2174

ABOUT OUR TEAM HIPAA CONTACT US YOURJUNIPER.ORG

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NO[FALLS Minnesota

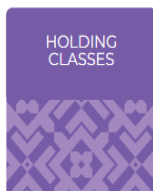
JUNIPER CLASSES

CLASS MATERIALS

PROVIDERS TOOLKIT

QUICK START GUIDE

BEING A PROVIDER



QUICK START GUIDE



1-855-215-2174

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JUNIPER CLASSES

CLASS MATERIALS

- HOLDING CLASSES
- TOOLKIT FOR VIRTUAL CLASSES
- TOOLKIT FOR TELEPHONE CLASSES
- REPORTING
- REIMBURSEMENT
- PREPARING FOR THE UNEXPECTED

Reimbursement

Juniper classes are funded in a variety of ways depending on what an organization needs to help sustain the program.

For more information on requesting reimbursement see the [User Manual](#) or watch the [How to Request Reimbursement](#) step by step video.

Access the Reimbursement Request Form

Juniper Reimbursement

Juniper reimbursement comes from a mixture of health plan and grant funds. It's important to collect insurance information from all participants so that we can bill health plans appropriately.

Juniper reimbursement is a per-person per-session rate paid at the end of the class. The maximum reimbursement you can receive for any one participant in a class is \$125. The per-person per-session rate can be found by dividing \$125 by the number of class sessions.

Title III-D

Title III-D is awarded through Minnesota's regional Area Agencies on Aging. This funding source is part of the Older Americans Act. Area Agencies on Aging

Section 1

Organization Requesting Payment

If your organization is not listed, it is because there is not a valid contract in place. Please contact info@yourjuniper.org for more information or to inquire about your contract status.

1. Organization Name *

- A.C.E. of Southwest Minnesota
- Ace Brain Fitness, LLC
- Aitkin County Care, Inc.
- Allina Health System
- Amherst H. Wilder Foundation
- Arrowhead Area Agency on Aging
- Assumption Community Services Inc.
- Bethesda
- CAPI USA
- CentraCare(Includes Carris Health)
- CommonBond Communities
- Community Partners, Two Harbors Living At Home/Block Nurse Program
- Community Thread
- DARTS
- Duluth Y.M.C.A. Property, Inc.
- East Grand Forks
- East Side Neighborhood Services, Inc.
- Elder Circle
- Episcopal Homes of Minnesota

- Class participation is reimbursed based on the total number of sessions attended by class. You can do this by exporting the class report to excel and total the Attendance column. Be sure all data is entered into the class details page prior to running this report. Complete and submit online form with the number of classes attended per requested class. Include all attendance

even if the participant did not attend every class. Please be sure to note if you are requesting grant funds, health plan funds or both.

5. Once you submitted, you will receive an email verification
6. Juniper staff will verify class attendance and process payments based on your provider contract agreement.
7. Juniper staff will verify completer payments based on provider contract agreement.
8. For grant funding payment requests: Payment will be sent to the organization's address within 30 business days if payment is being made using grant funds.
9. For MSHO funding payment requests: Payment will be sent to the organization's address 10 business days after confirmation of claim submission has been processed for payment.

|
Manage your leader's information

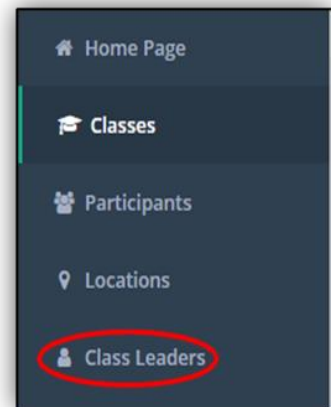
To view or make any changes to your leader's information, click on the "Class Leaders" tab on the left side of your dashboard. A list of leaders will be displayed, find the leader you are inquiring about and click on their name.

This will allow you to view the leader's profile which includes name, email, classes led, program certifications, phone number, region, provider, date registered, and notes. To edit information or add new program certifications, click on the "Edit" button found on the top right of the screen.

The only field you will not be able to update is the leader's email. If the leader has a new email, please reach out to your Provider Relations contact and they will be able to make the change for you. Once you are finished updating the leader's information, click "Update" on the bottom to save your changes. If you are experiencing any technical difficulties, email info@yourjuniper.org or call our toll-free number at 1-855-215-2174.



Name	Provider Contact
Dwight Schrute	Test Organization
Jim Helpert	Test Organization



First Name *
Dwight

Last Name *
Schrute

Email Address *
dwight.schrute@theoffice.com

Phone Number

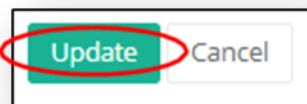
Provider Contact *
Test Organization

Region *
Metropolitan Area Agency on Aging

Certifications

Program A Matter of Balance	Leader Certification Leader/Instructor/Coach
Program Arthritis Foundation Exercise Program	Leader Certification Leader/Instructor/Coach
Program Living Well With Chronic Conditions	Leader Certification Leader/Instructor/Coach
Program Diabetes Prevention Program	Leader Certification Leader/Instructor/Coach

Add Certification



Add a leader

To add a leader, access the main page of yourjuniper.org. You do not need to be logged in to perform this step but can be. Click on the “For Classes Leaders” tab on the top right corner. Next, you will click the “Apply as a Leader” button located on the right-hand side, below the “For Class Leaders” heading. You will be asked to complete a leader form which includes the leader’s name, contact information, provider contact, region, and program certification(s). Next, you will check the box on the bottom to verify that you agree to have completed the leader training and will follow program fidelity of the class curriculum. Once you finish, click the green “Register” button.

The leader will receive a thank you email for signing up as a leader. At this time, please allow two business days for a provider relationship manager to approve or deny the request. Once approved, the leader will receive an email with a temporary password and must go through the process of setting up a new password for their user account. The provider contact will also receive an email confirmation about the approval or denial of the leader request.

If a provider contact would like to add program leader certifications to their account, contact 1-855-215- 2174 to speak with a wellness engagement specialist. They will add the necessary program leader certifications to your existing provider account.

Reset your password

1. Click “Sign In” at the top right corner of the website and choose “Forgot your password” located under the login information.
 2. When you click this, you will be taken to a page, where you will be asked to enter your email address to send a verification code. After you enter your email address click on “Send verification code.”
 3. You need to open your email in an additional tab. Enter the verification code that was sent to your email in the portal and click on “Verify code.”
 4. When prompted to “Change e-mail” or continue, choose “Continue.”
 5. Enter your new password of choice under “New Password” and under “Confirm New Password.” Click on “Continue.”
- If you are a Provider or Class Leader and have any questions, concerns, or issues with the website please reach out to your Provider Relations contact directly via phone or email.
 - If you do not hear back from your Provider Relations contact within 24 hours, please call Juniper at 1-855-215-2174 and a representative will assist you. We are open Monday through Friday from 8 AM to 4:30 PM.

- o You can also email us at info@yourjuniper.org for any questions, concerns or issues and we will reach out to you within 24 hours.

If you are an internal Trellis MIS user, please reach out to your supervisor, or reference the Juniper OneNote document prior to submitting a ticket.

Submit a ticket via email using the Juniper Spiceworks Support Email Address

1. Using your preferred email client, send an email to:
 - a. help@yourjuniper.on.spiceworks.com
2. In the email Subject provide a brief summary of the issue type; e.g., Content Change Requested or Technical Support Needed
3. In the email Body, describe the problem with as much detail as possible: e.g.,
 - a. Affected SDOs, classes, or users
 - b. Specific links to broken areas of the system
 - c. Other activities or events that occurred prior to the issue
4. You will receive confirmation via email that your email was received, and a ticket was opened successfully

Diabetes Prevention Program

The functionality of the website for DPP classes is the same apart from a few minor differences.

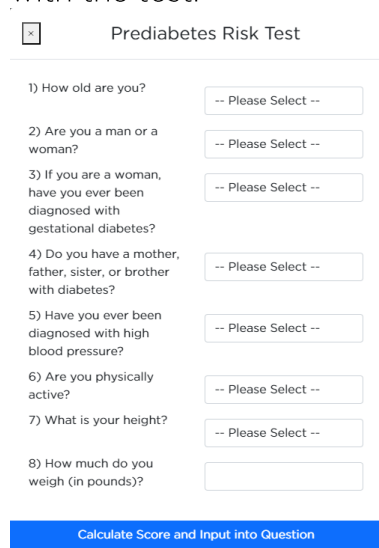
New Participant – Prediabetes Screening

When registering for a class as a new participant (no previous log in), follow the same registration steps as a non DPP class, however responses are required for the Diabetes screening questions. These questions are included to help determine DPRP (Diabetes Prevention Recognition Program) eligibility for Providers who report data to the CDC.

A CDC Prediabetes Risk test is available on the website while registering.

Please take the CDC Prediabetes Risk Test by clicking [here](#). Enter the score that you received on the Prediabetes Risk Test:

Participants can click on the “HERE” link (seen above) which will open a new window with the test.



The screenshot shows a web browser window titled "Prediabetes Risk Test". It contains eight numbered questions, each with a corresponding input field. Questions 1 through 7 are dropdown menus, and question 8 is a text input field. A blue button at the bottom of the form reads "Calculate Score and Input into Question".

Question	Input Field
1) How old are you?	-- Please Select --
2) Are you a man or a woman?	-- Please Select --
3) If you are a woman, have you ever been diagnosed with gestational diabetes?	-- Please Select --
4) Do you have a mother, father, sister, or brother with diabetes?	-- Please Select --
5) Have you ever been diagnosed with high blood pressure?	-- Please Select --
6) Are you physically active?	-- Please Select --
7) What is your height?	-- Please Select --
8) How much do you weigh (in pounds)?	

When all screening question fields are filled in, you can choose “Calculate Score and Input into Question”

This will take the score and populate the field for you.

Please take the CDC Prediabetes Risk Test by clicking [here](#). Enter the score that you received on the Prediabetes Risk Test:

Participants will continue to fill out the screening questions, accept terms boxes and complete registration by clicking the “Register” button at the bottom of the page

Current Participant DPP class registration

When a participant is logged in and signs up for a DPP class, they will answer the following diabetes screening questions:

Please take the CDC Prediabetes Risk Test by clicking [here](#). Enter the score that you received on the Prediabetes Risk Test:

Are you pregnant?

Have you ever been diagnosed with type 1 or type 2 diabetes?

Have you ever been diagnosed with gestational diabetes?

Have you been told by a healthcare provider that your blood test results were in the prediabetes range within the past year?

We have incorporated a BMI calculator to help calculate BMI, using the calculator will result in the answer for the BMI related question.

Please use the provided BMI calculator below to calculate your BMI. Then answer the question below.



The image shows a BMI calculator widget with a dark blue background. At the top, it says "Body Mass Index (BMI) Calculator for Adults". Below that is a "Calculator" tab. The main heading is "Calculate Your BMI" with a link to "English | Metric". Under "Height:", there are input fields for "8" feet and "0" inch(es). Under "Weight:", there is an input field for "320" pounds, with a note "(8 ounces = .5 pounds)". A "Calculate" button is positioned over an image of a scale. At the bottom, there is a "CDC" logo and a link to "Info Grab This Widget".

Do you have a body mass index (BMI) of 25 or higher (23 or higher if Asian American)?

Do you have Medicare Part B?

Participants will continue to fill out the screening questions, accept terms boxes and complete registration by clicking the “Register” button at the bottom of the page. Once you have successfully registered, you will be brought to the final registration page, this page will list out the class details.



[Programs & Classes](#)

[Why Juniper?](#)

[Be Well](#)

[N](#)

Thank you for registering!

We look forward to seeing you in New York on Monday, December 18, 2023 at 8:00 AM

Diabetes Prevention Program

The Diabetes Prevention Program is for people who want to avoid type 2 diabetes. It uses a curriculum developed by the Centers for Disease Control and Prevention and cuts your risk of developing type 2 diabetes in half. The program helps you make lasting changes, such as eating healthier, adding physical activity into your daily routine, and reducing stress.

This class is for people who:

1. Are 18 years or older.
2. Have a body mass index (BMI) of 25 or higher (23 or high if you are Asian American).
3. Have not been previously diagnosed with type 1 or type 2 diabetes.
4. Are not pregnant.

Also, **one** of these three (if you have Medicare, there are different requirements that we will discuss with you after you register):

- Received a high-risk result (score 5 or higher) on the Prediabetes Risk Test.
- Been told by a healthcare provider that your blood test results were in the prediabetes range within the past year.
- Been previously diagnosed with gestational diabetes (diabetes during pregnancy).

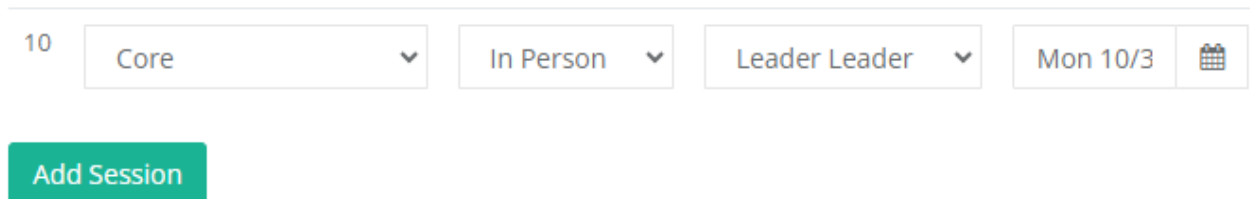
Please complete the registration form, which will ask you to answer questions about these items. Next, we will follow up with you to talk about your eligibility to participate.

Location

Class Leader

DPP Make up Session

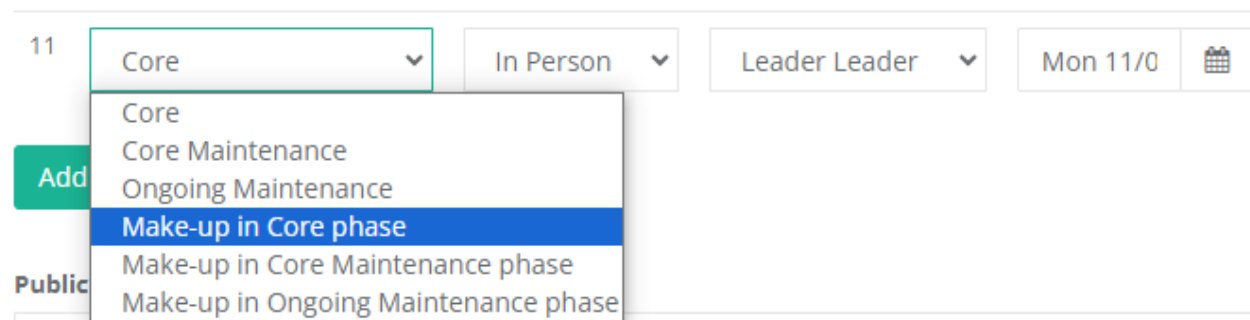
In the event a class needs to be cancelled or changed, a make-up session will need to be held. From the Class Details page, scroll to the bottom of the page and choose the “Add Session” button



10 Core In Person Leader Leader Mon 10/3

Add Session

A new session will be added to the bottom of the class schedule list, from here you can enter your new session details. Be sure to choose the “Make-up in Core phase” from the drop-down list to identify that the added session is a make-up session.



11 Core In Person Leader Leader Mon 11/0

Add

Public

Core
Core Maintenance
Ongoing Maintenance
Make-up in Core phase
Make-up in Core Maintenance phase
Make-up in Ongoing Maintenance phase

Core: This is a core session or main session for the DPP class (months 1-6)

Core Maintenance: Is a session intended to assist in maintaining what has been learned in class. (months 7-12)

Ongoing Maintenance: Sessions designed for long term goals (months 13-24). Juniper does not currently support classes beyond 12 months.

Make-up in Core Phase: This is for a make-up class that needs to happen during the core phase of the class (a make up class within month 1-6)

Make-up in Core Maintenance phase: This is for a make-up class that needs to happen during the core maintenance phase of the class (a make up class within month 7-12)

Make-up in Ongoing Maintenance phase: Sessions designed for long term maintenance (months 13-24). Juniper does not currently support classes beyond 12 months.

Once you have added the session and class details, click “Update” at the bottom of the screen. This will save your added class.

You will then need to open the participant(s) who attend the make-up session and select it for them. Enter weight and activity minutes for that session.

Please note that the added date will appear for all participants in the class, leave the date unchecked for those who did not attend the make-up session.

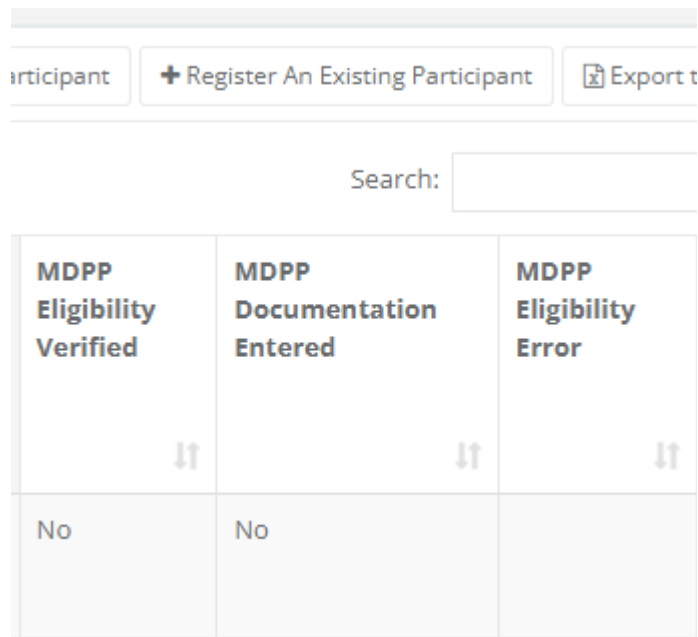
Class Details table – DPP classes only

In the class details table of a DPP class, you will see 3 additional columns on the right side. This is related to eligibility for billing for Medicare or Medicaid.

MDPP Eligibility Verified field will indicate “Yes” if all criteria have been met to create an insurance claim for this participant.

The MDPP Documentation Entered field will indicate if a document has been uploaded into the MIS, the Class Details - Participant Table will indicate that it has been uploaded. This field will list the missing data or criteria needed to submit an insurance claim for this participant.

The MDPP Eligibility Error field will notify you if there was an error with the documentation.



The screenshot shows a software interface with a header bar containing a search field and three buttons: "Participant", "+ Register An Existing Participant", and "Export t". Below the header is a "Search:" label followed by an empty input box. The main content is a table with three columns: "MDPP Eligibility Verified", "MDPP Documentation Entered", and "MDPP Eligibility Error". Each column header has a double-headed arrow icon below it. The first row of data shows "No" in the first two columns and is empty in the third.

MDPP Eligibility Verified	MDPP Documentation Entered	MDPP Eligibility Error
No	No	

For Provider Relationship Roles

Provider Relationship Manager dashboard

Depending on your role with Juniper, the dashboard allows users to access certain levels of data and functionality within the website. As a provider relationship manager, you will be able to access your provider's class data, all their participant's information and perform other functions to support the work you do.

When you log in, the "Manage Classes" page will default as the main page of the dashboard. If you look to the left of the page, you should see the different types of modules you have access to. The image below is an example of what provider relationship manager should see on their dashboard.

The screenshot shows the 'Manage Classes' page. At the top, there are several filter buttons: Program Filter (x), Provider Filter (x), Region Filter (x), Location Filter (x), Start Date From (x), End Date From, Start Date To, and End Date To. Below the filters, it says 'Show 25 entries'. The table below has the following data:

Actions	Program	Provider	Region	Location	Start Date	End Date	Status
View	Tai Ji Quan: Moving for Better Balance	Test Organization	None	Online	08/17/2020	09/16/2020	Scheduled
View	A Matter of Balance	Test Organization	Metropolitan Area Agency on Aging	Dunder Mifflin	06/15/2020	07/15/2020	InProgress
View	Tai Ji Quan: Moving for Better Balance	Test Organization	None	Online	06/09/2020	07/09/2020	InProgress
View	A Matter of Balance	Test Organization	Metropolitan Area Agency on Aging	Dunder Mifflin	06/09/2020	07/14/2020	InProgress
View	Tai Ji Quan: Moving for Better Balance	Test Organization	None	Online	05/12/2020	06/11/2020	PendingCompletion
View	Living Well With Diabetes	Test Organization	None	Online	05/12/2020	05/28/2020	PendingCompletion
View	A Matter of Balance	Test Organization	Metropolitan Area Agency on Aging	Dunder Mifflin	05/05/2020	05/28/2020	PendingCompletion
View	Stay Active and Independent for Life	Test Organization	Metropolitan Area Agency on Aging	Dunder Mifflin	05/04/2020	06/26/2020	InProgress
View	A Matter of Balance	Test Organization	Metropolitan Area Agency on Aging	Dunder Mifflin	05/01/2020	06/05/2020	PendingCompletion
View	Living Well With Chronic Conditions	Test Organization	Metropolitan Area Agency on Aging	Dunder Mifflin	04/21/2020	04/23/2020	Complete
View	A Matter of Balance	Test Organization	Metropolitan Area Agency on Aging	Dunder Mifflin	04/20/2020	05/13/2020	Complete

Showing 1 to 11 of 11 entries

- **Classes:** This tab allows the user to view and manage classes listed by the providers they support.
- **Participants:** This tab gives users access to protected health information (PHI) of participants who are taking/have taken Juniper classes.
- **Locations:** This tab lists locations where your provider has hosted

Juniper classes.

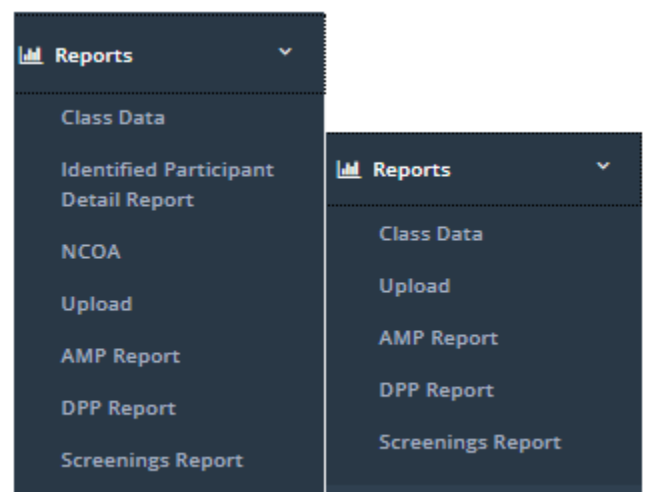
- **Class Leaders:** View and edit your leader’s contact information and add new program certifications. Note: You will be able to update most of your leader’s contact information except for their email. If they have a new email, please go to the “Users” tab. You can update the email address by clicking the “Edit” button in the upper right hand corner. This will open the editable page where you can edit all leader information.
- **Payers:** The payers tab is our contractual agreement with health plan payers (insurance companies). You will be able to access and view our agreement with each health plan listed in this section. This section is updated when our agreements with a health plan change.
- **Providers:** The providers tab allows you to manage your provider’s information that includes address, add a new contact person and view/edit Junipers programs your provider is currently offering.
- **Referrals:** The website has a referral process for family, friends, and health care providers to refer participants to a class. This tab allows users to view incoming referrals sent from the front page. You can filter your search by date created, name, phone, program, referral source, status, city, county and region.
- **Reports:** This tab allows you to run customized reports that include demographics of participants, class data and self-reported health outcomes.
- **Users:** This tab allows users to view a list of all users and their different roles on the website. You will also be able to see if a user’s account is active/inactive and edit their status if needed.

Export a report

Once logged in, click the left-hand tab that says Reports. Here, you will find a selection of reports. The reports that users have access to will vary depending on administrative rights assigned to that report.

For example: A user with Provider Relations access will not have the same access as a Senior Provider Relations user.

You can select which filters you would like to



use and click run reports to download the reports to your computer. **If your report has PHI on it, you must delete it from all locations when you are done working with it.**

Class Data Report: Detailed report on classes and participants who attended the class. This report does not have HIPAA protected information on it.

Identified Participants Detail Report: Detailed report on host organization information, site information, leader information, participant and workshop specific information. This report has HIPAA protected information on it.

NCOA Reports: These reports are run specifically for sharing information with the NCOA. This report has HIPAA protected information on it.

Payment by Program: This is a report that lists payments made by program, this includes reimbursement amounts from insurance plans as well as SDO reimbursement amounts. The way to edit or add information to this report is to update or edit the Payers tab in the menu bar. There is no HIPAA protected information on it, however there is proprietary health plan information on this report.

Invoice to Payer: This is a report that lists participants, the class(es) they attended, insurance information and reimbursement information. This report has HIPAA protected information on it and is filterable by date to help in narrowing your search.

AMP Report: This report is similar to the NCOA report but is specific to AMP classes

DPP report: This report is specific to the Diabetes Prevention class and provides participant DPP criteria. This report has HIPAA protected information on it.

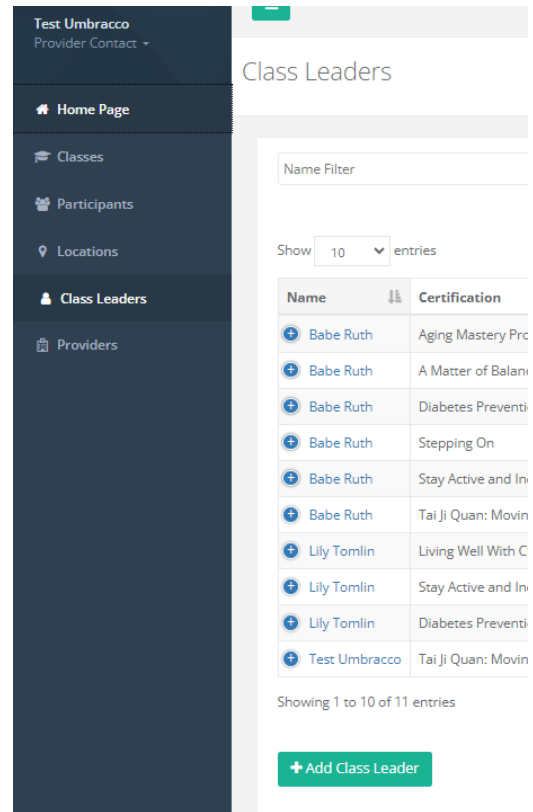
Screenings Report: This report is a collection of participants and their information which has been collected and entered by a Community Health Worker or class leader. This report has HIPAA protected information on it.

Workshop Compliance: This report is a collection of the answers participants provide when they complete registering on the website. This report has HIPAA protected information on it.

**Access to these reports will vary depending on the administrative permissions.

Add a leader

To add a leader, log in to your Provider Relations dashboard. Choose the “Class Leaders” tab from the menu bar. This will show a list of all of the class leaders you have access to. At the bottom of the list, click the “Add Class Leader” button. This will bring you to the create page, from here, please complete all of the fields marked with a red asterisks, add any certifications and notes, and click the “Create” button. This will save and complete the newly added class leader.



Add a provider

To add a provider, go to the Provider tab on the left navigation. Scroll down and click “Add Provider.” Enter all the information and select the applicable programs. You can either add a new provider contact at this time, or select from an existing user to be the provider contact. At this time, you must also select the status of the provider, such as Active with Juniper contract, etc.

Reset Your Password

- If you click “log in” at the top right corner of the website and can’t remember your password, please click the “forgot password” located under the login information.
- When you click this, you will be taken to a password reset page, where you will be asked to enter your User ID (email address).
- When you have filled out this information, you will receive an email that includes a verification code which will help you go through the password reset process.
- This reset process often takes up to two times to successfully add a new password. This means you will have to go through the process of entering your email, verifying the characters in the picture, receiving a second verification code, and using a new password over again.
- If you are experiencing additional issues with re-setting your password, call our toll-free number at 1-855-215-2174 or email info@yourjuniper.org.

Adding and Editing a User Email Address

Juniper Provider Relationship Managers and other Management Information System Administrators can add or edit user email addresses. This includes participant email addresses, class leaders, etc.

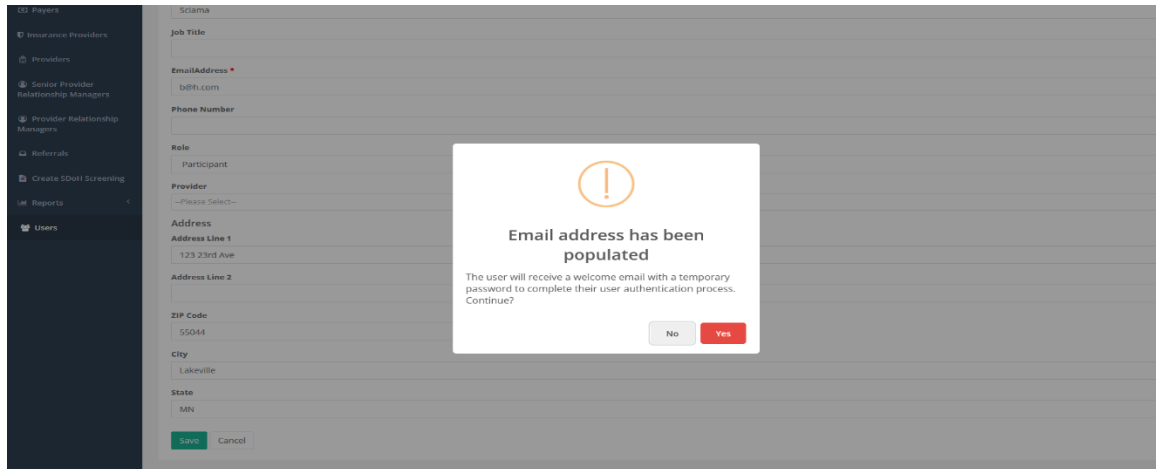
These changes can be made from the 'Users' tab. When you arrive there, find the user you want to edit and click that person's name. On the next screen, click 'Edit'. On the following screen, enter/edit the individual's email address.

The screenshot shows the 'Manage Users' interface. At the top, there's a navigation menu on the left with 'Users' selected. The main area displays a table of users. The table has columns for Name, Email, Phone, Role, and Status. The user 'Michael Scott' is circled in red. Below the table, there's a 'Create New User' section with a dropdown menu and a '+ Create' button.

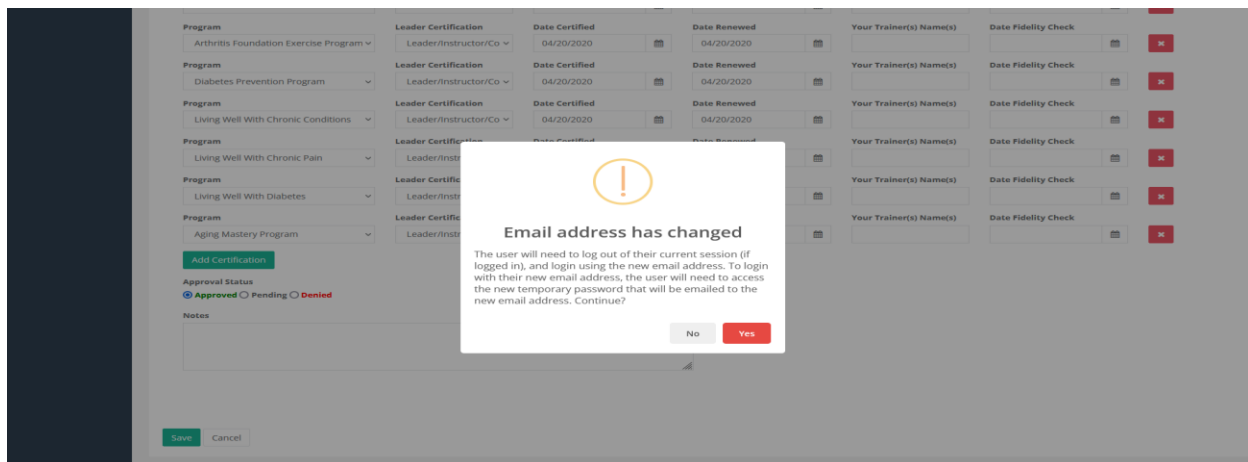
Name	Email	Phone	Role	Status
Dwight Schrute	dwight.schrute@theoffice.com		Leader	Active
[REDACTED]	[REDACTED]		Provider Contact	Active
Frank Schwindel		555-555-5555	Participant	Inactive
Frank Schwindel	pidoh1954@jooffy.com	5555555555	Participant	Active
Goofy Co	Goofycow@mickeymousech.com	7632426495	Participant	Active
John Doe	tomjaeschke@tomjaeschke.com		Admin	Active
[REDACTED]	vefix94896@wicheat.com		Participant	Active
Lilo Stitch	xomow60076@hmmnw.com	6516516511	Participant	Active
Mary Simpler	mary@catholiccharities.net		Provider Contact	Active
Michael Scott	michael.scott@theoffice.com		Leader	Active

Make the required change and click the green 'Save' button at the bottom of the page.

If you add an email address to a user when the user had no previous email address, the following dialog box will appear:



If you edit a user's email address, the following dialog box will appear:



Submitting Juniper Spiceworks Ticket

If you are experiencing any issues with the yourjuniper.org website and unable to find a solution to the issue, you can contact a representative at 1-855-215-2174 or you can submit a Juniper Spiceworks Ticket.

If you are an internal MIS user, please reach out to your supervisor, or reference the Juniper OneNote document prior to submitting a ticket.

Submit a ticket via email using the Juniper Spiceworks Support Email Address

1. Using your preferred email client, send an email to: help@yourjuniper.on.spiceworks.com
2. In the email Subject provide a brief summary of the issue type; e.g., Content Change Requested or Technical Support Needed
3. In the email Body, describe the problem with as much detail as possible: e.g., Affected SDOs, classes, or users
4. Specific links to broken areas of the system
5. Other activities or events that occurred prior to the issue

6. You will receive confirmation via email that your email was received, and a ticket was opened successfully

For MIS Managers

MIS Manager Access

Your access as an MIS manager would be pre-determined based on employment and program managers discretion. Please email info@yourjuniper.org if you need to be added as an MIS manager.

MIS manager dashboard

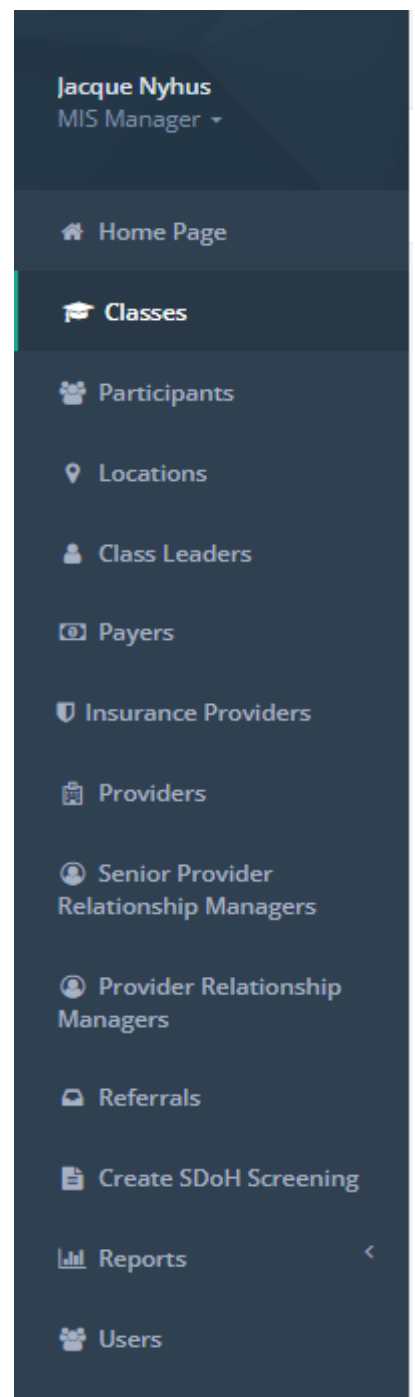
Depending on your role with Juniper, the MIS manager dashboard allows approved users to access certain levels of data and functionality within the website. As an MIS manager, you will be able to access all your user information as well as access to all reporting functions.

When you log in, the “manage classes” page will default as the main page of the dashboard. If you look to the left of the page, you should see the different types of modules you have access to. The image pictured to the right is an example of what the MIS manager should see on their dashboard.

Home Page: This will take you back to the main (front) of the Juniper website.

Classes: The Classes tab is a list of all Juniper classes. From the classes tab you can search for any Juniper class past, present and future. You can “open” each class and access all class details as well as participant information specific to the class you are viewing.

Participants: The Participant tab is a participant “roster”. This is all participants that have registered or been registered for a Juniper class. You can search for a participant(s) and drill down



to the participant account, you can also view all the classes a participant has attended. From this tab you can also edit and update participant information (addresses, email, phone number etc.)

Locations: The Locations tab is a list of every location a Juniper class has been hosted.

Class Leaders: The Class Leaders tab is a list of all class leaders. This section includes the leaders' name, contact information, classes led, most recent HIPAA training date and certification information. Accessing the leader's profile allows you to edit and update their information, with the exception of de-activating their account, which can be done on the Users tab.

Payers: The Payers tab is our contractual agreement with health plan payers (insurance companies). You will be able to access and view our agreement with each health plan listed in this section. This section is updated when our agreements with a health plan changes.

Insurance Providers: The Insurance Providers tab is a list of insurance providers that are active with the Juniper network.

Providers: The Providers tab allows you to manage your provider's information that includes address, add a new contact person and view/edit Junipers programs your provider is currently offering.

Senior Provider Relationship Managers: This section is a list of all Senior Provider Relationship Managers. This tab will provide active/inactive status as well as contact information.

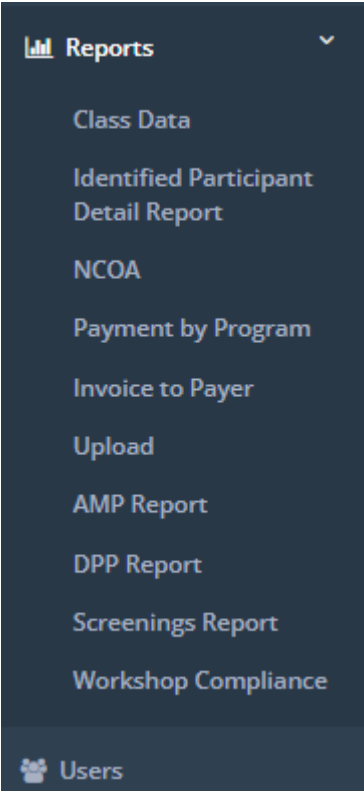
Provider Relationship Managers: This section is a list of all Provider Relationship Managers. This tab will provide active/inactive status as well as contact information.

Referrals: The Referrals section is a list of potential Juniper participants that have been referred to our classes. Our CHW's and WEC teams use this list to reach out to those participants and assist them in joining a class.

Create SDoH Screening: This tab is the registration page for new SDoH participants. After completing the first registration page, you will be directed to the SDoH screening page.

Reports:

Class Data Report: Detailed report on classes and participants who



attended the class. This report does not have HIPAA protected information on it.

Identified Participants Detail Report: Detailed report on host organization information, site information, leader information, participant and workshop specific information. This report has HIPAA protected information on it.

NCOA Reports: These reports are run specifically for sharing information with the NCOA. This report contains HIPAA protected information. Some manual manipulation is necessary before submission. Note that the process for communicating data to NCOA will be changing effective 1/1/2024.

- **Falls Report:**
 - **Remove lines that already have NCOA IDs**
 - **On the workshop tab, add data to columns E & F**
- **CDSME Report:**
 - **Remove lines that already have NCOA IDs**
 - **On the workshop tab, add data to columns G, H & S**

Payment by Program: This is a report that lists payments made by program, this includes reimbursement amounts from insurance plans as well as SDO reimbursement amounts. The way to edit or add information to this report is to update or edit the Payers tab in the menu bar. There is no HIPAA protected information on it, however there is proprietary health plan information in this report.

Invoice to Payer: This is a report that lists participants, the class(es) they attended, insurance information and reimbursement information. This report has HIPAA protected information on it and is filterable by date to help in narrowing your search. There is HIPAA protected information in this report and there is proprietary health plan information in this report. Please be mindful about its use.

AMP Report: This report is similar to the NCOA report but is specific to AMP classes.

DPP Report: This report is specific to the Diabetes Prevention class and provides participant DPP criteria. This report has HIPAA protected information on it.

Screenings Report: This report is a collection of participants and their information which has been collected and entered by a Community Health Worker or class leader. This report has HIPAA protected information on it.

Workshop Compliance: This report is a collection of the answer's participants provide when they complete registering on the website. This report has HIPAA protected information on it.

**Access to these reports will vary depending on the administrative permissions.

Users: The users tab is a compilation of all participants, leaders and Juniper staff; anyone that has a “connection” with the Juniper website. You can edit user information as well as de-activate accounts in this tab.

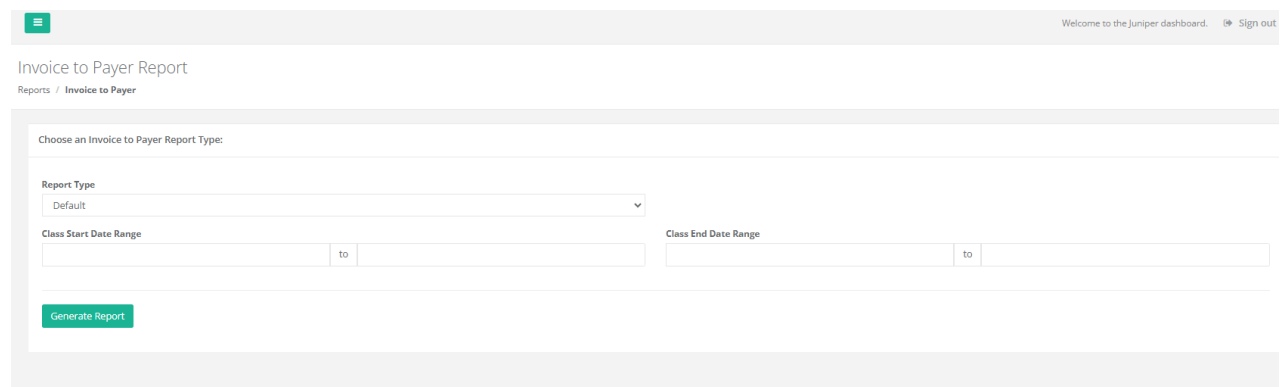
Revenue Cycle Management

The Revenue Cycle Management feature in MIS is a way to help us identify which members are covered by Juniper contracts with payors (health plan reimbursement groups).

With this report, the user can filter by class and date and find members that can be billed for (specifically, this will assist the Juniper billing specialist in determining who to bill for). This functionality will also assist Juniper staff in identifying billing opportunities for present and future Juniper planning.

Access the Invoice to Payor report in MIS report type is Default (please note that the functionality is different for DPP)

Enter start and end dates ranges (typically filter by class end date range) and choose “Generate report”



The screenshot shows the 'Invoice to Payer Report' interface. At the top, there is a navigation bar with a menu icon and a 'Welcome to the Juniper dashboard. Sign out' link. Below the navigation bar, the page title is 'Invoice to Payer Report' with a breadcrumb trail 'Reports / Invoice to Payer'. The main content area is titled 'Choose an Invoice to Payer Report Type:'. It contains a 'Report Type' dropdown menu with 'Default' selected. Below this are two date range input fields: 'Class Start Date Range' and 'Class End Date Range'. Each field consists of a text input box followed by a 'to' label and another text input box. At the bottom of the form is a green 'Generate Report' button.

This will pull all data for the date range you chose, you can then export to excel and the provided data can be exported and manipulated as needed. Currently, this function is useful for PRMs and MSHO information. Please note this report is PHI sensitive.

You will notice multiple blank fields in the report, these are here for future MIS features.

Column Header	Data Source
Payment Increment Type	Contract Details Page: Payer Increment
Payer Units per Session	Calculated field based on length of first class session and payment increment type
Sessions Attended	Class Details Page: Attendance
Payer Contracted Rate per Unit	Contract Details Page: Reimbursement
Billed Charges	Calculated field: Payer Units per session * Sessions attended * Payer Contracted Rate per Unit.
Provider Rate per Unit	Contract Details Page: SDO Reimbursement for applicable payer with matching group IDs Contract Details Page: SDO Reimbursement for grant if no matching group ID
Provider Payment Increment Type	Contract Details Page: SDO Increment Type for applicable payer with matching group ID Contract Details Page: SDO Increment Type for grant if no matching group ID
Provider Units per Session	Calculated field based on length of first class session and provider payment increment type
Amount Owed	Calculated field: Provider Units per Session * Sessions

to Provider	Attended * Provider Rate per Unit
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APPENDIX

Juniper Email Rule

Role that receives email	Participant	Leader	Provider	Registration Contact	Admin	SPRM	PRM	WEC	Referrer	Allowed to Opt Out
Action that initiates MIS email										
Class Created		X	X	X	X	X	X			NO
Class Edited		X	X	X	X	X	X			NO
Upcoming Class Reminder	X	X	X							YES
Participant Registration in Class	X	X		X						Participant: NO Leader: YES
User Welcome Email	X									NO
Participant Removal from Class	X									NO
Class Nearly Complete		X	X							YES
Class Concluded	X	X	X							Participant: YES
2nd Reminder-Class Concluded		X	X							Leader: YES Provider: NO
Class Cancellation	X	X		X						NO
Referral			X					X	X	NO
Expiring Certifications		X	X		X					YES