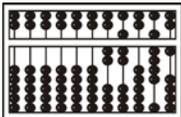


McGuinness Medicaid Service Bureau -Basics

Medicaid using Preschool and CPSE Portal

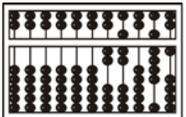


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Basics

- ▶ Entering Parental Consents
- ▶ Entering Script Information including ICD, dates and ordering provider
- ▶ Maintaining list of ordering providers
- ▶ Importing Demographics from CNYRIC
- ▶ Entering CIN and SSN into Preschool
- ▶ Submitting CINs to McGuinness Service Bureau



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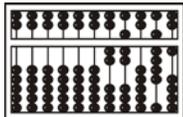
Parental Consents

- ▶ On Child Screen, click Medicaid button
- ▶ Child's Medicaid info screen will appear

Child & STAC Maintenance

Child | Stacs | Evals

Last Name* District* Amsterdam
First Name* M.I. Race/Ethnic*
AKA Resident of SCHENECTADY
DOB* STAC ID
Sex* Soc. Sec.
Address
City CIN # Medicaid Medicaid Eligible
State NY Zip Has ABA Eligible Date / /
Home Phone# Has Assistive Tech Device Changed Date
Parents Changed By
Diagnosis
Comments

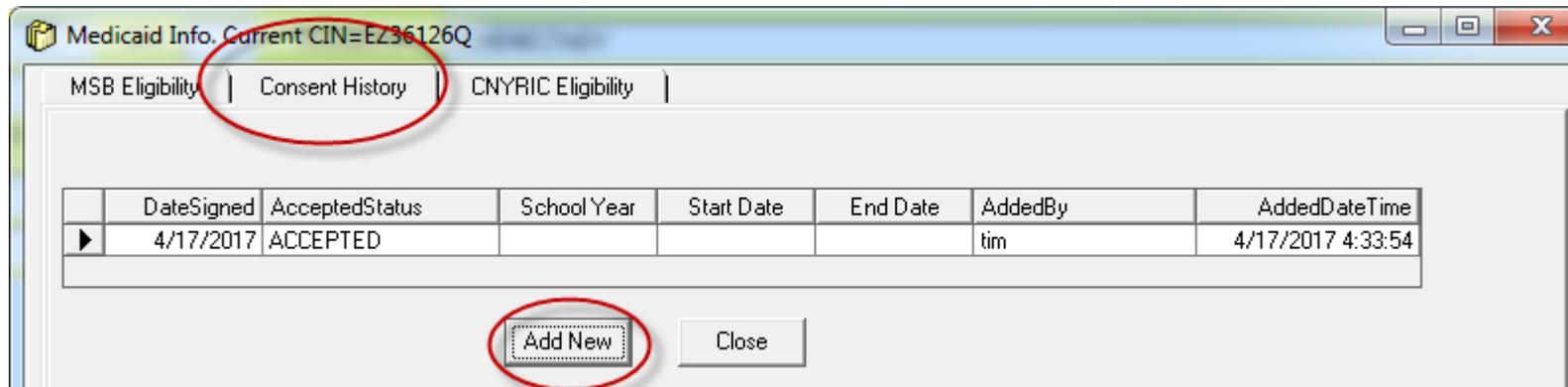


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Consent History

- ▶ On Medicaid Info screen, select Consent History tab
- ▶ Click “Add New” to record a new Parental Consent
- ▶ A new row will appear. Date Signed will be filled in with today’s date and the Accepted Status will be “ACCEPTED”.



Parental Consents

Field	Usage
Date Signed	Prefilled with date added. Can be changed to record the date the parent signed it.
Accepted Status	Prefilled with "ACCEPTED", can be changed to "REFUSED"
School Year	No longer used.
Start Date**	The first date of service that can be claimed based on this consent as determined by County policy*. <i>*Different Counties have different policies for when the consent goes into effect (ie. date it was signed, beginning of current school year, 90-days prior to date received, any service date)</i>
End Date**	The last date of service.

***Empty dates are considered to be forever. However we recommend you always fill dates in. If you want the consent to be valid "forever" for this child, use the child's eligibility dates for Preschool services*

Lookup Child 	Current Child	DOB	Eligibility	STAC ID	Current Sess.	
			01/01/16 - 08/31/18		16-17 10 Month	

Entering prescriptions - Data needed

Field	Description
Start/End Dates	The dates of service the prescription covers. If you have a designated form for the school year that just indicates "2016-17 School Year", then enter the dates of the school year.
Signature Date	The date the prescription was signed.
ICD-10 Code	ICD-10 code specified on prescription
Ordering Provider Name/NPI	Select the individual that signed the prescription from the drop down.

Entering Prescription - Fee for service Related Services

Enrollment RS / SEIT

RS SEIT

STAC: 09/01/16-06/30/17 PT 9200-CAPITAL REGION BOCES - 30 (29172)

Program: CAPITAL REGION BOCES - 30 - 9200 (57270)

Svc Type: Physical Therapy Location:

Individual Group Group Size: 1

Start Date: 09/01/2016 End Date: 06/30/2017 Term Date: MM/DD/YYYY

Consultation Annual Review

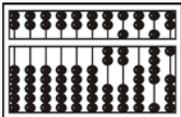
Rx Start Date: 09/01/2016 Rx End Date: 06/30/2017 Rx Signature Date: 09/27/2016

ICD 9 Diagnosis: ICD 10 Diagnosis: F84.0 Ordering Provider: Adi, Padma (390)

Weekly Monthly Total

Times Per Week: 2 Minutes per Session: 30 Weeks: 40 Total Sessions: 80 Rate \$: 45.00 Total Amount: 3600.00

Type	Program	Service	From	To	X/Wk	Sessions	Rate	Total	Term	ClassRatio	MinutesPerSession	Rx Start Date
RS	CAPITAL	Physical	9/1/2016	6/30/2017	2	80	\$45.00	\$3,600.00		1	30	



Entering Prescription -Related Services included in Center Based Tuition

- ▶ Click RS in CB button on CB County enrollment screen to add/edit the related services delivered as part of a CB program

Center Based

STAC 09/07/16-06/21/17 9165-ACHIEVEMENTS - 2.5 HR IG (29173)

Program ACHIEVEMENTS - 2.5 HR IG 9165 (57766)

Start Date 09/07/2016 End Date 06/21/2017 Termination Date MM/DD/YYYY

1:1 Aide? RS in CB Has Medicaid Medical Service on IEP

Program Weeks 39 Actual Weeks 39 Weekly FTE 1

Hrs/Day 2.5 Days/Wk 5 Hourly FTE 1

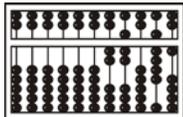
Program Maximum This Child 2.5 5 Total FTE

RS Delivered As Part of Program

ServiceType	Ind/Grp	FromDate	ToDate	Times/Wk	Min/Sess	Timespan	Rx Start	Rx End	Rx Signed	ICD10	Ordering Provider
Physical Therapy	I	09/07/16	06/21/17	2	30	WEEKLY	09/01/16	06/30/17	09/18/16	F84.0	Adi, Padma

Add New

Apply

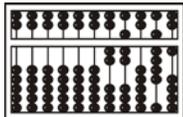


Maintain List of Ordering Providers

- ▶ “Provider” could refer to several different entities
 - ▶ A vendor, either an individual or organization, that the County pays for providing services, (aka Billing Provider)
 - ▶ A person that provides services to a client (aka Service Provider)
 - ▶ A service provider that can order services (prescribe). Typically a doctor, physician’s assistant or an SLP for speech services

Many Service Providers (therapists) are associated with a vendor if they are employed / contract with that vendor. Some are associated with multiple vendors.

Other service providers such as doctors and physician’s assistants are not affiliated with any vendor.



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Service Provider Details

- ▶ Demographic fields are self-explanatory
- ▶ In order for a person to appear in Ordering Provider dropdowns, the checkbox must be checked.
- ▶ You can track whether you verified this person is on the Medicaid OPRA list
- ▶ The Provider Employers grid shows which vendors this individual is associated with

The screenshot shows a 'Service Provider Details' window with the following fields and controls:

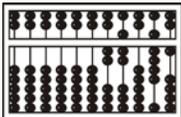
- First Name:
- Last Name:
- Address:
- City: State: Zip:
- Email Address:
- NPI:
- This Person can be selected as an Ordering Provider
- This Person is Medicaid approved

Below the form are three tables:

Professions	Credentials					Provider Employers
Profession	Profession	Type	Value	Effective	Expires	Provider

Buttons: Add Profession, Add New Credentials, Add to Provider, Apply, OK, Cancel

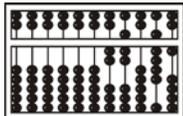
Red arrows in the image point to the two checkboxes and the Provider Employers grid.



Service Providers – All Service Providers

- ▶ Shows all service providers
- ▶ Double clicking will open the Service Provider Details for that provider
- ▶ Add new will open the Service Provider Details with nothing filled in. This is what should be used for adding doctors, physician's assistants, etc.

LastName	FirstName	NPI	EmailAddress	PrefixTitle	SuffixTitle	ng
Ahmed	Catherine	1932179520	demo@cpseportal.com			
Ahmed	Heidi	1437400322	demo@cpseportal.com			
Albrecht Licciardi	AMANDA	1770730061	demo@cpseportal.com			
Albrecht Licciardi	Gloria	1184720625	demo@cpseportal.com			
Albrecht Licciardi	Kim	1427471028	demo@cpseportal.com			
Alling	Jennifer	1376662767	demo@cpseportal.com			
Alling	Vicki	1922268739	demo@cpseportal.com			
Anderson	JQANNE	1831584564	demo@cpseportal.com			
Anderson	Jody	1528148574	demo@cpseportal.com			
Anderson	Rose	1447512462	demo@cpseportal.com			
Anderson	Suzanne	1396993879	demo@cpseportal.com			
Anderson	Theresa	1386995090	demo@cpseportal.com			
Aroesty	Debra	1124337217	demo@cpseportal.com			
Aroesty	Katherine	1356595045	demo@cpseportal.com			
Atwater	Emily	1407241235	demo@cpseportal.com			
Atwater	Sheila	1770526717	demo@cpseportal.com			
Aubertine	Marissa	1518110238	demo@cpseportal.com			
Aubertine	Megan	1518932458	demo@cpseportal.com			
Austin	Heather	1982997847	demo@cpseportal.com			
Austin	KIMBERLY	1770552309	demo@cpseportal.com			
Austin	Melissa	1457639643	demo@cpseportal.com			
Avery	Kayla	1093814618	demo@cpseportal.com			
Avery	Kerry	1023300480	demo@cpseportal.com			
Bachman	Amy	1548227119	demo@cpseportal.com			
Bachman	Kathleen	1427296524	demo@cpseportal.com			
Balcerak	ANNA		demo@cpseportal.com			
Balcerak	Cara		demo@cpseportal.com			
Balcerak	Deborah	1235167776	demo@cpseportal.com			
Barnick	Carol		demo@cpseportal.com			



Service Providers – Service Providers By Vendor

- ▶ Allows you to select a particular Vendor and
 - ▶ Using the add / remove buttons you can easily associate providers with that vendor or remove them.
 - ▶ Add a new service provider that will be associated with that vendor. This does the exact same thing as clicking on the Add New Service Provider to Vendor on the All Vendors tab

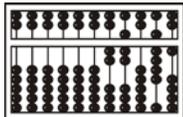
The screenshot shows a web application window titled "Service Providers". At the top, there are tabs: "All Vendors", "All Service Providers", "Service Providers by Vendor", and "Duplicate NPIs". The "Service Providers by Vendor" tab is active. Below the tabs, there is a dropdown menu for "Vendor" set to "BOCES", a "Vendor Details" button, and an "Add New Service Provider to Vendor" button. The main content area is divided into two tables. The left table is titled "Service Providers Associated with Vendor" and lists 30 providers with their names and NPIs. The right table is titled "Service Providers Not Associated with Vendor" and lists 20 providers with their names and NPIs. Between the two tables are buttons for "<-Add" and "Remove->".

Service Providers Associated with Vendor	
ServiceProviderName	NPI
▶ Ahmed, Heidi	1437400322
Anderson, Rose	1447512462
Bachman, Kathleen	1427296524
Barnick, Kim	1619105087
Batz, Catherine	1114280484
Baxter, Kathleen	1265795314
Brown, Angela	1083059307
Brown, Margaret P.	1609023464
Coan, Nichole	
Coon, Johanna	1700818333
Coyle, Kelly	1831451046
D'Aurizio, Shari	1760527436
Desandis, Nancy	
Dillon, Erika	
Doody, Julie	1609012970
Fallo, Maryjo	1598028243
Fenn, Joy	1346599065
Ferraro, Gina	
Fooks, Sarah	
Freeman, Amy	1346493814
Furey, Laura	
Gargan, Deidre	1801048897
Goodberlet, Danielle	1255390126
Hahn, Crystal	1689960379
Herd, Rebecca	
Leinwand, Cynthia	142729524
Lesic, Jennifer	1871856112
Levato, Jaclyn	1003168741

Service Providers Not Associated with Vendor	
ServiceProviderName	NPI
▶ Ahmed, Catherine	1932179520
Albrecht Licciardi,	1770730061
Albrecht Licciardi, Gloria	1184720625
Albrecht Licciardi, Kim	1427471028
Alling, Jennifer	1376662767
Alling, Vicki	1922268739
Anderson, JDANNE	1831584564
Anderson, Jody	1528148574
Anderson, Suzanne	1396993879
Anderson, Theresa	1386995090
Aroesty, Debra	1124337217
Aroesty, Katherine	1356595045
Atwater, Emily	1407241235
Atwater, Sheila	1770526717
Aubertine, Marissa	1518110238
Aubertine, Megan	1518932458
Austin, Heather	1982997847
Austin, KIMBERLY	1770552309
Austin, Melissa	1457639643
Avery, Kayla	1093814618
Avery, Kerry	1023300480
Bachman, Amy	1548227119
Balcerak, ANNA	
Balcerak, Cara	
Balcerak, Deborah	1235167776
Barnick, Carol	
Barnick, DENISE	1912172917
Bateman, Kari	1780604868

Service Provider Maintenance Questions

- ▶ How do I add a doctor, physician's assistant to the system?
- ▶ How do I add a new therapist for an agency?
- ▶ How come my independent provider doesn't show up when entering attendance?
- ▶ How come my speech therapist doesn't show up in dropdown when trying to add a prescription?
- ▶ I see a person in the all service provider list, but they do not show up in the ordering provider dropdown. How do I get them to show up?
- ▶ I can see a service provider in the All Service Provider's list, but they do not show up when entering attendance. How do I get them to show up?

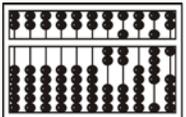


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How do I add a doctor, physician's assistant to the system?

- ▶ Open the Service Provider screen and select All Service Providers tab
- ▶ Click Add New and the Service Provider Details will open
- ▶ Enter the provider's name and NPI and other demographic information you choose.
- ▶ Click the check box indicating "This Provider Can be selected as an Ordering Provider"
- ▶ Click OK

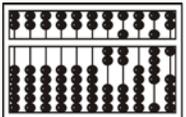


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How do I add a new therapist for an agency?

- ▶ Open the Service Provider screen and select Service Providers By Vendor tab
- ▶ Select the agency in the vendor drop down list
- ▶ Scan the grids to make sure the therapist is not already entered as a service provider.
- ▶ Click the Add New Service Provider to Vendor button and the Service Provider Details will open
- ▶ Enter the individuals name, NPI and demographic information. Check the ordering provider and Medicaid approved boxes as appropriate. Click Apply. Add any credentials if you choose.



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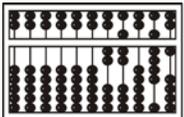
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SE **PORTAL**

How come my independent provider doesn't show up when entering attendance?

- ▶ When you assign an enrollment to an independent therapist, that therapist is a vendor. You need to add that therapist to the system as a service provider as well.
- ▶ Open the Service Provider screen and select All Vendors tab.
- ▶ Find the independent therapist's vendor record and select it.
- ▶ Click the Add Vendor as Service Provider button. The Service Provider Details screen will open up.
- ▶ Edit their name, NPI, demographics as necessary. Check appropriate checkboxes for ordering provider and Medicaid approved and click apply.
- ▶ Add any credentials/licenses if you choose.

How come my speech therapist doesn't show up in dropdown when trying to add a prescription?

- ▶ First make sure they appear in the All Service Providers list. If not, either add them as an independent provider or add them as a provider to a vendor.
- ▶ When you can see them in the All Service Providers List, double click them to open the Service Provider Details screen.
- ▶ Click the check box that says "This Provider can be selected as an Ordering Provider"

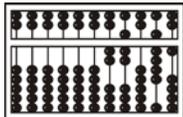


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SE **PORTAL**

I see a person in the all service provider list, but they do not show up in the ordering provider dropdown. How do I get them to show up?

- ▶ They are not marked as an Ordering Provider
- ▶ Find them in the All Service Providers List and double click them to open the Service Provider Details screen.
- ▶ Click the check box that says "This Provider can be selected as an Ordering Provider"

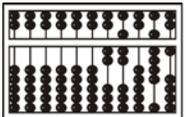


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SE **PORTAL**

I can see a service provider in the All Service Provider's list, but they do not show up when entering attendance. How do I get them to show up?

- ▶ They are not associated with the vendor
- ▶ Use the Service Providers by Vendor tab to select the vendor from the dropdown.
- ▶ Find the person in the right hand grid and select them.
- ▶ Click the Add button between grids to associate them to the selected vendor

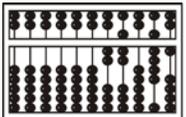


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CIN Determination vs. Eligibility Lookup

- ▶ For the purposes going forward beyond CNYRIC these are two separate processes
- ▶ CIN Determination is the method for determining an individual CIN.
 - ▶ eMedNY only supports lookup via SSN
- ▶ Eligibility lookup
 - ▶ eMedNY supports checking whether a particular CIN or SSN is eligible for Medicaid on a particular date of service



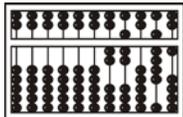
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Medicaid Alert 16-09

Questions and Answers to Support Transition to Direct Billing of Preschool/School Supportive Health Services (issued December 9, 2016)

- ▶ Provided Q&A for following topics
 - ▶ Medicaid Eligibility and CIN
 - ▶ Service Bureaus, Trading Partner Agreements and ETIN
 - ▶ Billing and Claiming
 - ▶ Training and help



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Questions 231 & 232

231. Q. How can SSHSP providers verify students' Medicaid eligibility?

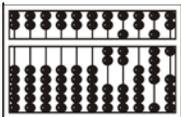
A. There are three ways to verify Medicaid eligibility with a CIN (or social security number):

- ePACES: Free Internet-based application
- Audio Response Unit: (touch-tone telephone method) 1-800-997-1111
- Alternate access: Batch and Real-time 270/271 Eligibility Inquiry & Response

232. Q. Will SSHSP providers be able to do batch eligibility checks?

A. Yes. SSHSP providers can purchase HIPAA compliant software which batches and submits the eligibility verification request to eMedNY (via a 270 request transaction). A HIPAA compliant response (via a 271 response transaction) is then received back from eMedNY. Additional information may be accessed online at:

https://www.emedny.org/ProviderManuals/AllProviders/MEVS/MEVS_Batch_Auth/FTP%20Batch%20Instructions%20Manual.pdf

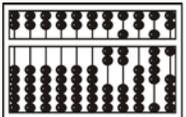


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CIN Collection/Determination strategies

- ▶ Should you / could you
 - ▶ Begin collecting SSNs for children?
 - ▶ Update Parental Consent to request CIN?
 - ▶ Provide training to districts to assist with obtaining CINs at CPSE meetings?
 - ▶ Modify written order forms to request Medicaid CIN?
 - ▶ Work with local DSS to lookup CINs (eMedNY Phase 2)?
 - ▶ Obtain CIN through Early Intervention?

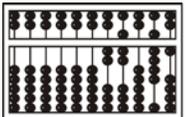


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Populating existing CIN's from CNYRIC

- ▶ Download eligdata file from CNYRIC web reports
- ▶ Use the Import Eligibility screen to import the file
- ▶ Match records from CNYRIC to children in Preschool



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Download ELIGDATA from Web reports

- ▶ Log on to CNYRIC Web Reports
- ▶ Locate the ELIGDATA report
- ▶ Make sure it is ELIGDATA, not ELIGREPT
- ▶ Click the report to view it

PageCenter Web Access (VSV01) Preferences | New Window | Logoff | Help
Mailbox List | Mailbox Home

Notice List

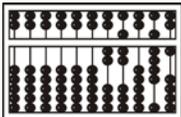
Return | Refresh | Top | Page Up | Page Down | Bottom | History | Indexes | Datasets | Confirm | Masking | Clear Masks
Host Print | Local Print | Delete | Select All Scroll Line Amount: 25
Favorites List Add

Find Pageset: Go Description Mask: Go

Application: MEDICAID MEDICAID CENTRAL PROCESSING Arrival Date Mask: None
Description Mask: None
Job Max CC Mask: None

	Pageset	Description	Date	Time	Size	Pages	Location	Max Job Condition Code
LINE	<input type="checkbox"/> BILLSUM.01449169	BILLING SUMMARY REPORT	2017-04-04	09:50	1002	18	ARCHIVE	0000
LINE	<input type="checkbox"/> BIODLTE.01449169	BIO DATA DELETE RPT	2017-04-04	09:50	17	2	ARCHIVE	0000
LINE	<input type="checkbox"/> BIOINCT.01449169	BIO DATA INACT RPT	2017-04-04	09:50	15	2	ARCHIVE	0000
LINE	<input type="checkbox"/> BIOUPDT.01449169	BIO DATA UPDATE RPT	2017-04-04	09:51	2264	43	ARCHIVE	0000
LINE	<input type="checkbox"/> CLMRJFCT.01449169	REJECTED CLAIMS DATA FILE	2017-04-04	09:57	114	1	ARCHIVE	0000
LINE	<input type="checkbox"/> ELIGDATA.01449169	ELIGIBILITY DATA FILE	2017-04-04	09:54	2780	33	ARCHIVE	0000
LINE	<input type="checkbox"/> ELIGREPT.01449169	ELIGIBILITY REPORT	2017-04-04	09:52	19145	340	ARCHIVE	0000
LINE	<input type="checkbox"/> MATCH.01449169	MATCH REPORT	2017-04-04	09:52	27618	477	ARCHIVE	0000
LINE	<input type="checkbox"/> MEDUSERSPRV.01449169	MEDICAID USERS LAST ACCESS REPORT	2017-03-30	23:04	18	1	ARCHIVE	0000
LINE	<input type="checkbox"/> NONBILL.01449169	NON-BILLING REPORT	2010-06-07	14:27	14	2	ARCHIVE	0000
LINE	<input type="checkbox"/> PENDREPTPRV.01449169	PENDE RECORDS REPORT	2017-04-18	07:21	539	10	ARCHIVE	0000
LINE	<input type="checkbox"/> PREADJFL.01449169	PREADJUDICATION DATA FILE	2017-04-06	08:10	3	1	ARCHIVE	0000
LINE	<input type="checkbox"/> PREADJUD.01449169	PREADJUDICATION REPORT	2017-04-06	08:08	17	1	ARCHIVE	0000
LINE	<input type="checkbox"/> REMIT.01449169	REMITTANCE REPORT	2017-04-11	07:29	1740	29	ARCHIVE	0000
PDF	<input type="checkbox"/> RMITCODE	REMITTANCE CODES REFERENCE	2015-04-21	07:52	81130	UNKNOWN	ARCHIVE	0000
LINE	<input type="checkbox"/> RMITDATA.01449169	REMITTANCE DATA FILE	2017-04-11	07:30	491	3	ARCHIVE	0000
LINE	<input type="checkbox"/> SRVUPDT.01449169	SERVICE UPDATE REPORT	2017-04-04	09:52	275	5	ARCHIVE	0000

End of List



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Download ELIGDATA from Web reports

- ▶ The screen should show ELIGDATA at the top
- ▶ Click the Save to File link
- ▶ The Local Save screen should pop up. If it does not appear or the popup is blank with a red X, you will need to contact CNYRIC for technical support
- ▶ Make sure No Form Feed is checked
- ▶ Click the Save link in the top left

PageCenter Web Access (VSV01)

MEDICAID / ELIGDATA.01449169 (2017-04-04 09:54:4)

Return | Refresh | Top | Page Up | Page Down | Bottom
Host Print | Local Print | Save to File | Range Browse | Gen Info | Notes | Email

Page: 1 of 33 Go Header Rows: 0 Go Find: Go Next Advan

5001449169280000000000N	H20130307F	EZ44757X	CPSE57780
5001449169280000000000N	20140326M	FB19526U	CPSE60510
5001449169280000000000N	20131111F	FV32375M	CPSE60404
5001449169280000000000N	20140331M	FC67286K	CPSE60411

https://webreports.cnyric.org/?trid=rbmain&strid=expfile&pbtrid=pslist&ptrid=psbrow&usid=iframe - Internet Explorer

PageCenter Web Access (VSV01) Local Save Close | Help

Save Cancel

Currently viewing item 1 of 1...

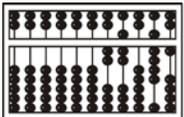
Application: MEDICAID
Pageset: ELIGDATA.01449169
Generation: 2017-04-04 09:54:49.01
Page Count: 33
Record Length: 429

*** The Local Save may take a significant amount of time to create. The creation time depends on the total number of pages requested. ***

All
 Current Page (1)
 Pages: Enter page numbers and/or page ranges. For example.. 1,3,5-10

Col Range: 1 to 429

No Form Feed
 Retain Carriage Control Column
 Only Save Page Header on First Page

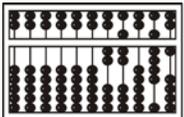
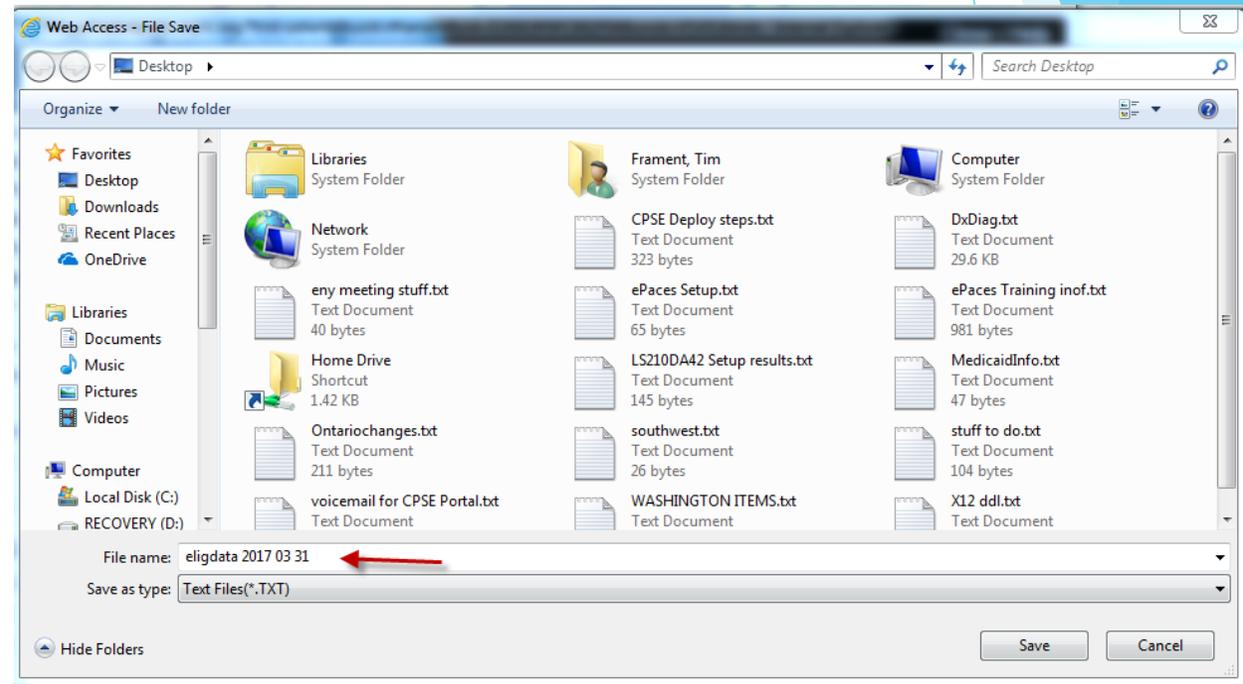


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Download ELIGDATA from Web reports

- ▶ In the File Save box, navigate to an appropriate folder to save the file
- ▶ Provide a meaningful name for the file
- ▶ Click Save

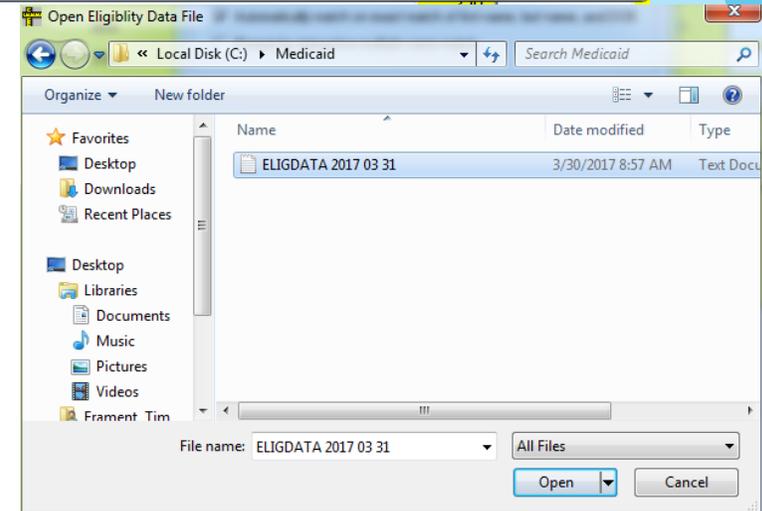
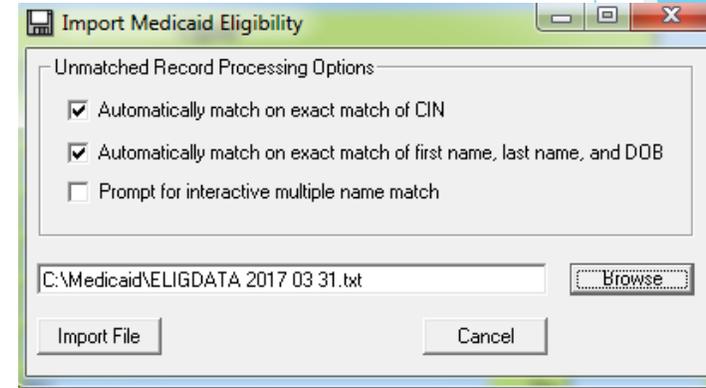
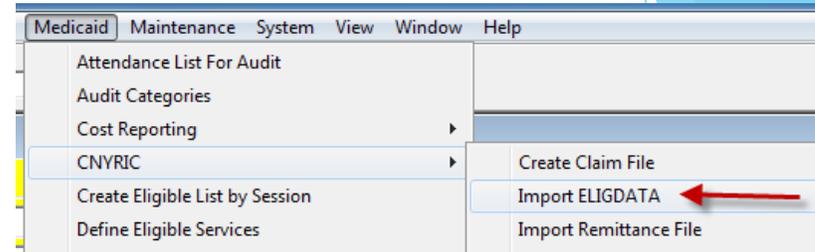


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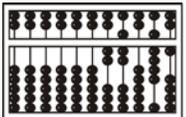
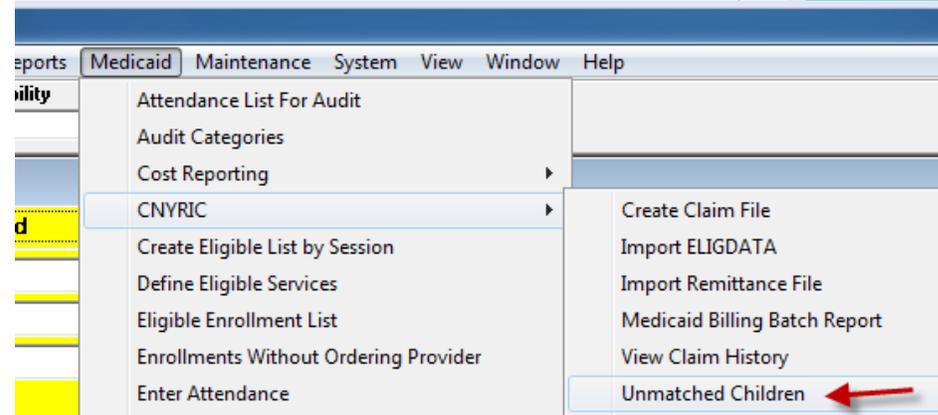
Import ELIGDATA

- ▶ In Preschool, navigate the top menu to Medicaid->CNYRIC->Import ELIGDATA
- ▶ Click the Browse button to locate the file you downloaded from CNYRIC and click the Open button
- ▶ Click Import File
- ▶ This will load the data from CNYRIC and try to match it to your Preschool data. Any child with the exact same first name, last name and DOB, will get updated in Preschool with the CIN from CNYRIC



Unmatched Children

- ▶ When importing data from CNYRIC, it uses exact matches on Name and DOB.
- ▶ If a child's name is spelled differently on CNYRIC than in your Preschool data, including spaces, hyphens, apostrophes, etc. It will not automatically match them.
- ▶ To manually match these children, use the Unmatched Children screen
- ▶ Using the top menu, Navigate to Medicaid->CNYRIC->Unmatched Children



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Unmatched Children

- ▶ On the left is a list of children from CNYRIC that could not be matched based on exact name and DOB.

Selected Child: MARY IRVINGSULLIVAN 2013-11-14 P61322Z

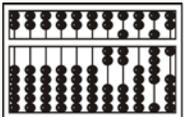
Search On: 11/14/13 Search By: DOB Find

LastName	FirstName	BirthDate	CIN	StreetAddress
JOHNSON	ERIN	2013-11-13	X12345Y	
CORTEZ	RAPHA...	2013-11-13	Z72356X	12 MAIN ST
IRVINGSULLIVAN	MARY	2013-11-14	P61322Z	100 ELM

LastName	FirstName	DOB	CIN	Address
IRVING-SULLIVAN	MARY	2013-11-14		ELM ST

Assign Exit

- ▶ When you select a name from CNYRIC on the left, the right hand list will show children in your Preschool database that match criteria. We suggest you change Search By to "DOB". This will show all children in your Preschool database with that same DOB.
- ▶ **IF** you find the corresponding child on the right that refers to the same child that is on the CNYRIC list, you can select that child on the right and click Assign. This will assign the CIN from CNYRIC from the select row on the left, to the corresponding select Preschool child on the right.
- ▶ If there is no correct corresponding child on the right, ignore that child and move on

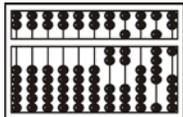


Entering CIN

- ▶ Use the Child Lookup to find the child
- ▶ On the yellow child screen, type the CIN in the corresponding field
- ▶ Click Apply to save

The screenshot shows a software window titled "Child & STAC Maintenance" with three tabs: "Child", "Stacs", and "Evals". The "Child" tab is active and highlighted in yellow. It contains the following fields and controls:

Last Name*	DOE	District*	Scotia	<input type="button" value="New"/>
First Name*	JOHN	M.I.		<input type="button" value="Apply"/>
AKA		Resident of	SCENECTADY	<input type="button" value="Lookup Child"/>
DOB*	02/01/2013	STAC ID		<input type="button" value="Set STACID"/>
	<small>Elig: 01/01/16 - 06/31/18</small>	CIN #	Z987654Y	<input type="button" value="Medicaid"/>
Sex*	M	SSN		<input type="button" value="Delete"/>
Race/Ethnic*	White			<input type="button" value="Enter SSN"/>
Address				<input type="button" value="Summary"/>
City				<input type="button" value="Discharge"/>



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Changing a CIN

- ▶ Use the Child Lookup to find the child
- ▶ On the yellow child screen, type over the existing CIN
- ▶ Click Apply to save
- ▶ If you click the Medicaid button next to the CIN field, the Medicaid Info screen will show for that child. You will be able to see the list of CINs for that child.
- ▶ You can edit start and end dates for each CIN

Child & STAC Maintenance

Child | Stacs | Evals

Last Name* DOE District* Scotia
First Name* JOHN M.I. Resident of SCHENECTADY
AKA STAC ID Set STACID
DOB* 02/01/2013 Elig 01/01/16 - 08/31/18 CIN # V765427X Medicaid
Sex* M Race/Ethnic* White SSN Enter SSN
Address
City
State NY Zip
Home Phone#
Parents
 Has ABA
 Has Assistive Tech Device

Medicaid Info. Current CIN=V765427X

MSB Eligibility | Consent History | CNYRIC Eligibility

Selected CIN V765427X

CIN List for child		
CIN	Start	End
V765427X		
Z987654Y		

Eligibility Date Verification		
Service Date	Eligible	eMedNY Date

Last Name
First Name
DOB

Entering SSN

- ▶ We take no position on whether or not you should collect SSNs.
- ▶ **If** your County chooses to collect SSN, you can enter it on the child screen.
- ▶ Click the Enter SSN button on the child screen
- ▶ On the popup, enter the SSN and re-enter to confirm and click OK.
- ▶ On the child screen, only the last 4 digits will be displayed
- ▶ To change or clear out the SSN, click the Enter SSN button again and click the Clear Out SSN button

Stacs	Evals		
District*	Scotia	New	
Resident of	SCHENECTADY	Apply	
STAC ID		Set STACID	Lookup Child
CIN #	Z987654	Medicaid	Delete
SSN		Enter SSN	Summary
			Discharge

Enter Child SSN

SSN Entry

Enter SSN XXX - XX - 6789

Confirm SSN XXX - XX - 6789

OK Cancel

Stacs	Evals		
District*	Scotia		
Resident of	SCHENECTADY		
STAC ID		Set STACID	Look
CIN #	V765427	Medicaid	D
SSN	XXXX-6789	Enter SSN	Su
			Dis

Enter Child SSN

Existing SSN Entered

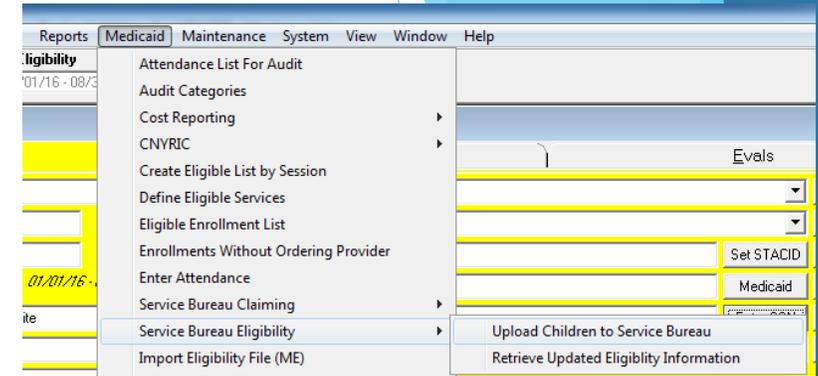
SSN has been entered. The last 4 digits are: 6789

Clear Out SSN

OK Cancel

Submitting CINs to MSB to check eligibility

- ▶ The County will upload children and CINs to the MSB as often as they choose
- ▶ Daily, we will submit new records to Medicaid to verify eligibility for those CINs
- ▶ The day following an upload, the County can retrieve updated eligibility information
- ▶ Use the top menu to navigate to Medicaid->Service Bureau Eligibility->Upload Children to Service Bureau



Uploading CINs

▶ The screen will show children that have a CIN on their child record, were born after a particular date, but have not been uploaded to the MSB

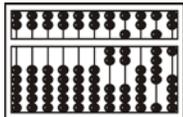
▶ The DOB defaults to approximately 6 years ago

▶ You can limit the children to only include ones that have a Medicaid Consent entered

▶ You can choose to resend previously uploaded records

▶ Click the “Upload CINs to Service Bureau” to send them to the MSB

LastName	FirstName	MI	DOB	CIN	Gender	Address	City	ST
FARNUM	PETER		04/08/14	FB96831Y	M			NY
MONTGOMERY	LARRY		06/08/14	FD94474E	M			NY
MONTGOMERY	MARTIN		06/08/14	FG38543S	M			NY
RUSSEL	STEVEN		06/08/14	FF24863F	M			NY

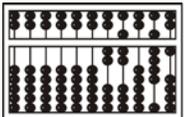
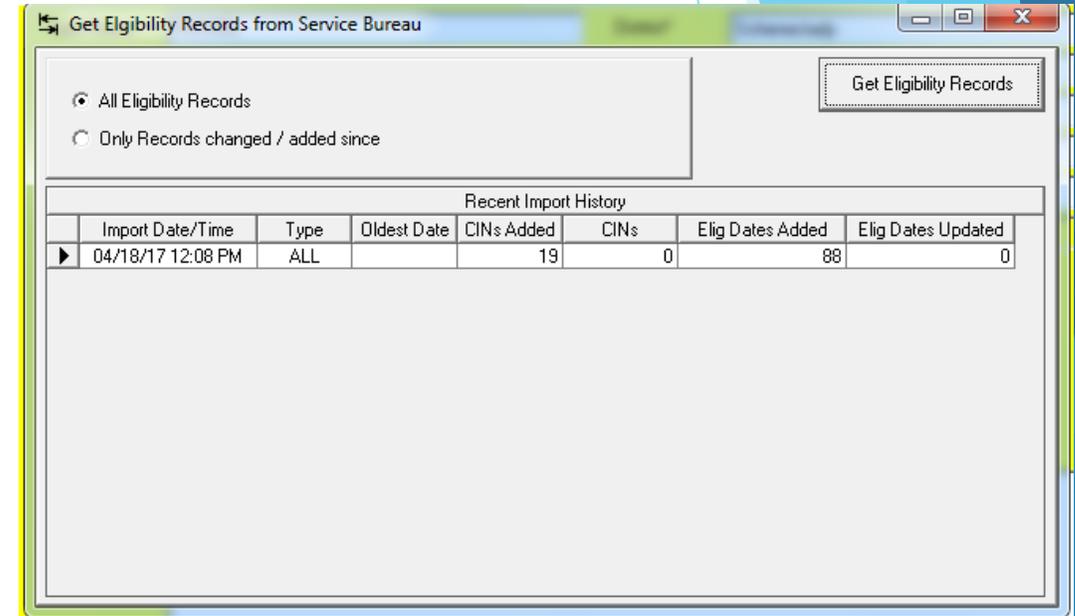
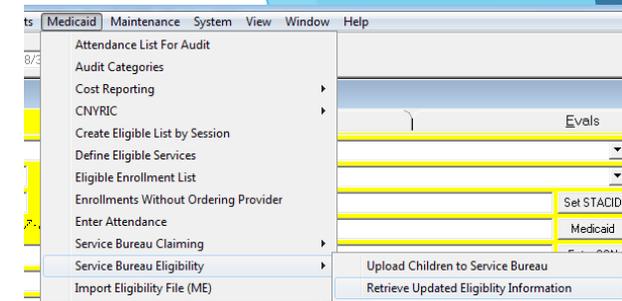


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Retrieving eligibility

- ▶ Navigate the top menu to Medicaid->Service Bureau Eligibility->Retrieve Updated Eligibility Information
- ▶ Choose to download all records, or only recent ones. For the 2nd option you specify the date
- ▶ The grid will display all the times that you retrieved eligibility records
- ▶ Click “Get Eligibility Records”
- ▶ The grid will update with a new row, indicating counts of what was retrieved



Viewing Eligibility

- ▶ Lookup a child. Click the Medicaid button on the yellow child screen
- ▶ The Medicaid Information screen should appear for that child
- ▶ The screen has 3 tabs
 - ▶ MSB Eligibility
 - ▶ Consent History
 - ▶ CNYRIC Eligibility

District* Schenectady
Ident of SCHENECTADY
CIN ID
FC69366A
Set STACID
Medicaid
Enter SSN

Medicaid Info. Current CIN=FC69366A
MSB Eligibility | Consent History | CNYRIC Eligibility
Selected CIN FC69366A
CIN List for child
CIN Start End
FC69366A
Eligibility Date Verification
Service Date Eligible eMedNY Date
04/01/17 Y 04/18/17
03/01/17 Y 04/18/17
02/01/17 Y 04/18/17
01/01/17 Y 04/18/17
Last Name WOODBURY
First Name JEFFERY
DOB 2014-01-24 Sex M CIN FC69366A
Address
City
State Zip
Plan Date County
Anniversary Date Office
Recertification Month
Health Plan Coverage
Data was obtained from eMedNY on : when checking service date.

MSB vs. CNYRIC Eligibility

Medicaid Info. Current CIN=FC69366A

MSB Eligibility | Consent History | CNYRIC Eligibility

Selected CIN: FC69366A

CIN List for child		
CIN	Start	End
FC69366A		

Eligibility Date Verification			
Service Date	Eligible	eMedNY Date	
04/01/17	Y	04/18/17	
03/01/17	Y	04/18/17	
02/01/17	Y	04/18/17	
01/01/17	Y	04/18/17	

Last Name: WOODBURY
First Name: JEFFERY
DOB: 2014-01-24 Sex: M CIN: FC69366A
Address: _____
City: _____
State: _____ Zip: _____
Plan Date: _____ County: _____
Anniversary Date: _____ Office: _____
Recertification Month: _____
Health Plan Coverage: _____

Data was obtained from eMedNY on : when checking service date.

Medicaid Info. Current CIN=FC69366A

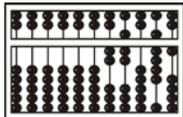
MSB Eligibility | Consent History | CNYRIC Eligibility

Last Name: WOODBURY
First Name: JEFFERY
MI: J DOB: 1/24/2014 Sex: M
CIN: FC69366A

Address: 12 OAK DRIVE
City: SCOTIA
State: NY Zip: 12302

Eligibility Dates		
SSI	From Date	To Date
N	1/1/2014	1/31/2014
N	3/1/2014	3/31/2016
N	9/1/2016	6/30/2017

Close



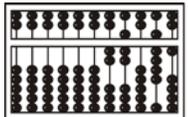
MSB vs CNYRIC eligibility

MSB

- ▶ Shows whether or not child was eligible on the 1st of the month for every month during the child's eligibility for Preschool services
- ▶ Has more information about plan date, recertification month, County / Office, etc.

CNYRIC

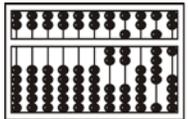
- ▶ Shows history of Medicaid eligibility date ranges



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Questions



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