



PENINSULA RSN

MANAGEMENT INFORMATION SERVICES POLICIES AND PROCEDURES

Policy Name: LOADING OF MHD ENROLLMENT DATA **Policy Number:** 4.01

Reference: DSHS Contract

Effective Date: 8/2005

Revision Date(s): 12/2007

Approved by: PRSN Executive Board

CROSS REFERENCES

- Policy: Corrective Action Plan

PURPOSE

To ensure that all updates to Medicaid enrollment and eligibility are downloaded in a timely way into the on-line Peninsula Regional Support Network (PRSN) database.

PROCEDURE

The Peninsula Regional Support Network contracts with Kitsap Mental Health Services (KMHS) to manage the Information Services network on behalf of the PRSN.

Kitsap Mental Health Services IS staff are responsible to update enrollment information in the PRSN's database monthly.

In order to load enrollment data from the Mental Health Division into the PRSN Information Services database, KMHS staff adhere to the following specific procedures and checks:

ACTION	INSTRUCTIONS
Determine if Eligibility Files are Ready	Go to the MHD website. Go to <u>Facilities</u> , <u>RSN</u> , <u>Eligibility Processing Status</u> . There are 11 steps to the process. When the Month column indicates the current month, and Step 11 Status indicates "Step completed", begin the process. Alternate option: wait for email notification from MHD.

ACTION	INSTRUCTIONS
<p>Data Extract</p> <p>Make sure you get a prompt when saving web page: I:\Elig\filena me already exists. Do you want to replace it?</p>	<p>Go to the MHD web site. Log into the MHD database. Go to <u>Data Extracts</u>, then <u>MMIS</u>. Extract the Demographics by clicking the radio button next to it; click the blue “Press Here” to download. When the file appears in your IE window, click File, Save As, and place in directory \\ADMINSERVER\is-docs\Elig. Name the file “demo” and save it as a text file. Click the Back button. Extract the Medical Eligibility History by clicking the radio button next to it; click the blue “Press Here” to download. When the file appears in your IE window, click File, Save As, and place in directory \\ADMINSERVER\is-docs\Elig. Name the file “elhx” and save it as a text file. Click the Back button. Extract the Third Party Liability (TPL) by clicking the radio button next to it; click the blue “Press Here” to download. When the file appears in your IE window, click File, Save As, and place in directory \\ADMINSERVER\is-docs\Elig. Name the file “tpl” and save as a text file. Log off the MHD server.</p>
<p>Rename Last Month’s File in UNIX</p>	<p>Log in as misadm. Select ufm command. Change to directory /users/ELIG Rename file “mhdelig” to eligmmm.yy where mmm=mon and yy = year (ex. eligfeb.02) Rename file demo to demo.mmm where mmm = month Rename file elhx to elhx.mmm Rename file tpl to tpl.mmm Copy oldest 3 files to read-write CD and delete them from /users/ELIG Change to directory /c9/arch and delete file DB95 Log out of UNIX</p>
<p>Transfer Files to UNIX</p>	<p>At your desktop, click on Start and select RUN. In dialog box type ftp (IP address of UNIX box) Enter misadm at user prompt and provide misadm password. Type lcd i:\ELIG at ftp prompt (response: local directory is now i:\ELIG) Type cd /users/ELIG at ftp prompt (response: CWD command successful) Type bin at the ftp prompt (response: type set to I) Type send demo.txt at ftp prompt (response: Transfer complete. X bytes sent in X seconds) Type send elhx.txt at ftp prompt (response: Transfer complete. X bytes sent in X seconds) Type send tpl.txt at ftp prompt (response: Transfer complete. X bytes sent in X seconds) Type close at ftp prompt (response: Goodbye) Type bye at ftp prompt (return to Windows)</p>

ACTION	INSTRUCTIONS
Set File Permissions/ Ownership	<p>Log in as misadm. Select ufm command. Change to directory /users/ELIG Make sure new file are different size than previous files. If not, new files were not ready! Check MHD web site and begin again. If okay, continue. Rename demo.txt to demo, elhx.txt to elhx, and tpl.txt to tpl Change the Owner and Group of demo, elhx, and tpl to “mis”. Change permissions of demo, elhx and tpl to 777. Press F8 to refresh screen and check. Log out.</p>
Combine three files into one called “mhdelig”	<p>Log into the RSN as yourself. Use function 7.2.14 to get to Medicaid Eligibility File Processing Menu. Run item 1 to convert state files to one file called “mhdelig”. Uses script MHDELIG. Process will take 8 – 10 minutes. Remain logged in.</p>
Set File Permissions/ Ownership	<p>Start another session and log in as misadm. Select ufm command. Change to directory /users/ELIG Change the Owner and Group of mhdelig to “mis”. Change permissions of mhdelig to 777. Log out.</p>
Delete/Create DB 95 In Kitsap Test System	<p>Log in to KMHS TEST System as yourself. Use function 1.17.6.1 to get to menu 392. Run item 2 to delete data base 95 – be careful to enter 95 at the prompt! Run item 3 to create new data base 95 w/uscript MHDDB95. This takes about 1 hour. Run item 4 to create a list of registers to unload. List is called “DB95”. Run item 5 to unload DB 95 to /c9/arch/DB95. Log out.</p>
Process Files at RSN	<p>Return to RSN session or log into the RSN as yourself (if you logged out above). Use function 7.2.14 to get to Medicaid Eligibility File Processing Menu (menu 391). Run item 2 to delete data base 95 – with uscript DELETE95. Run item 3 to load data base 95 from /c9/arch/DB95. This takes about 15 min. Run item 4 to rebuild data base alternate index for DB95. Run item 5 to create new DB search file (note: this will turn DXPOST off). Log in and out of each MIS to turn DXPOST back on. Return to function 7.2.14. Run item 6 to delete all client eligibility records from DB02. Run item 7 to copy data from DB95 to DB02 (client eligibility records) using uscript MHDDB02U. This takes about 2.5 hrs. Run item 8 to copy data from DB95 to DB02 based on SSN, script is MHD02SSN. Notify Mary Anne Miller that process is complete.</p>

ACTION	INSTRUCTIONS
<p>Create DB95 at Forks (WEOS)</p>	<p>Log into Forks as yourself. Use function 7.2.14 to get to Medicaid Eligibility File Processing Menu (menu 391). Run item 2 to delete data base 95 – with uscript DELETE95. Run item 3 to load data base 95 from /c9/arch/DB95. This takes about 15 min. Run item 4 to rebuild data base alternate index for DB95. Run item 5 to create new DB search file (note: this will turn DXPOST off). Log in and out of each MIS to turn DXPOST back on. Notify Deb Palmer that new eligibility file is online.</p>
<p>Process Files at Kitsap (KMHS)</p>	<p>Log into KMHS as yourself. Use function 7.2.14 to get to Medicaid Eligibility File Processing Menu (menu 391). Run item 2 to delete data base 95 – with uscript DELETE95. Run item 3 to load data base 95 from /c9/arch/DB95. This takes about 15 min. Run item 4 to rebuild data base alternate index for DB95. Run item 5 to create new DB search file (note: this will turn DXPOST off). Log in and out of each MIS to turn DXPOST back on, then log back in to KMHS. Go to menu 391 using 7.2.14. Run item 6 to copy data from DB95 to DB02 (client eligibility records) using uscript MHDDDB02U. This takes about 2.5 hrs. Run item 7 to copy data from DB95 to DB02 based on SSN, script is MHD02SSN. Notify Chris Marie that eligibility process is complete and to run her reports. Inform her of the file process date.</p>
<p>Process Files at Port Angeles (PCMHC)</p>	<p>Log into Port Angeles as yourself. Use function 7.2.14 to get to Medicaid Eligibility File Processing Menu (menu 391). Run item 2 to delete data base 95 – with uscript DELETE95. Run item 3 to create new data base 95 w/uscript MHDDDB95. This takes about 1 hour. Run item 4 to rebuild data base alternate index for DB95. Run item 5 to create new DB search file (note: this will turn DXPOST off). Log in and out of each MIS to turn DXPOST back on, then log back in to PCMHC. Go to menu 391 using 7.2.14. Run item 6 to copy data from DB95 to DB02 (client eligibility records) using uscript MHDDDB02U. This takes about 1.5 hrs. Run item 7 to copy data from DB95 to DB02 based on SSN, script is</p>

ACTION	INSTRUCTIONS
	<p>MHD02SSN. Notify Terri Hill that eligibility process is complete and to run her reports. Inform her of the file process date.</p>
<p>Process File at Jefferson (JMHS)</p>	<p>Log into Jefferson/Port Townsend as yourself. Use function 7.2.14 to get to Medicaid Eligibility File Processing Menu (menu 391). Run item 2 to delete data base 95 – with uscript DELETE95. Run item 3 to load data base 95 from /c9/arch/DB95. This takes about 15 min. Run item 4 to rebuild data base alternate index for DB95. Run item 5 to create new DB search file (note: this will turn DXPOST off). Log in and out of each MIS to turn DXPOST back on, then log back in to JMHS. Go to menu 391 using 7.2.14. Run item 6 to copy data from DB95 to DB02 (client eligibility records) using uscript MHDDDB02U. This takes about 30 minutes. Run item 7 to copy data from DB95 to DB02 based on SSN, script is MHD02SSN. Notify Lynnette Post that eligibility process is complete and to run her reports. Inform her of the file process date.</p>

Functional Specification regarding processing MHD Eligibility Files – PRSN

Background:

The former process was to extract files from the Mental Health Division, run them through MS Access for formatting, copy to Unix and run through CMHC’s canned program. This did not allow the necessary flexibility to format the data, nor could we choose how many years of historical data to write to the data bases.

It was determined that Uscript would give us the flexibility needed to maintain more accurate eligibility information.

Purpose:

Convert eligibility process to Uscript for the RSN and its providers. Improve the process as stated in the requirements section.

Requirements:

- Leave lapse date blank on open layers instead of writing 12/31/2040.
- Import program/match, date of death, and medical codes to client eligibility records.

- Provide reports to track clients who are dropped from the file for no apparent reason, monitor bad program/match combinations, list clients with multiple eligibility PIC's.
- Restrict number of years history imported to 18 months.
- Write eligibility records for GAU and Medicaid (other than federal).
- Delete state eligibility data base each month and create new one.
- Clean up duplicate and/or overlapping client eligibility layers for accurate data reporting. Write report to monitor layers.
- Delete eligibility layers in the RSN each month and re-write as

Functional Specifications:

- Uscript "**MHDELIG**" is used to combine the three files imported from the Mental Health Division (demo, elhx, and tpl) into one file called "**mhdelig**", stored in **/users/ELIG** in UNIX. Script is run in the RSN system .
- State eligibility data bases in CMHC (DB95) are deleted each month using uscript "**DELETE95**"; purpose is to keep history to 18 months.
- Uscript "**MHDD95**" is used to create new eligibility data base. This is done one time in Kitsap Test System (/c6/TEST).
- CMHC utility Database Register Unload/Load is used to unload the file to working directory **/c9/arch** with file name **DB95**. The same utility is then used in Kitsap, Jefferson, West End, and RSN MIS's to load data base 95. This is much faster than running the Uscript in each system. NOTE: the script IS USED AGAIN for Port Angeles because their fund source numbers are different from everyone else's! The script reads data code table 243 to determine the fund source numbers.
- Uscript "**MHDD02U**" is used in each MIS except West End Outreach to delete client eligibility records, then copy new eligibility layers from data base 95 to data base 02 to the client eligibility records. See Uscript Specification section for details.
- Uscript "**BADPGMAT**" is used in each MIS to find client eligibility layers with program/match combinations that are not in data code table 243. AGS also called "BADPGMAT" then prints the clients found.
- AGS "ELIGMULT" prints clients with multiple matches in data base 95. Staff must manually enter eligibility layers for these clients.
- AGS "ELIGDROP" prints clients with a file process date less that the date specified by the operator. Clients need to be researched to figure out why data is no longer in the state file.
- AGS "ELIGALL" prints all client eligibility for Medicaid, GAU, and Other Medicaid (fund source 222). Staff must review and eliminate duplicate or overlapping layers.
- AGS "ELIGACT" is the same as ELIGALL but just for active clients. Accounting Dept. does not believe they can review all clients every month.

CMHC Data Specifications:

All MIS's contain the following items to create and access the state eligibility data base.

Data Base	95
DST's	939-949, 960-971
Transaction	950
Alpha Inquiry Parm	ALPHA095
Data Base Search Build Parm	BUILD95
DB Search Parm	ELIGSRCH
Menus (path 7.2.14)	391

All MIS's contain the following items for the client eligibility record. Only elements affected by the eligibility process are listed.

Data Base	02
DST's	90, 93, 94, 95, 96, 98, 938, 1555
DST – Kitsap Only	645 (reason for no match)
Transactions:	
Kitsap	301, 305, 307
West End Outreach	none
Jefferson	301, 315
Port Angeles	301
RSN	301
AGS Specs	BADPGMAT, ELIGDROP, ELIGMULT, ELIGALL
AGS Spec – Kitsap	ELIGACT

Contents of Mental Health Division Files:

Demo: RSN id, client PIC, last name, first name, middle initial, social security number, address 1-2-3, date of birth, race, gender, date of death, tpmi, ssi, size, zip, case number, previous case number, alien, language, alternate PIC.

Elhx: RSN id, PIC, segment number, CSO, begin date, lapse date, program code, match code, medical code, alternate PIC.

Tpl: RSN id, PIC, segment number, TPL id, begin date, lapse date, alternate PIC.

Contents of Converted File “mhdeliq”:

Eighteen fields are written: alternate PIC, gender, date of birth, last name, first name, middle initial, social security number, case number, previous case number, date of death, program/match code (combined), eligibility start date, eligibility lapse date, medical code, community service office, TPL id, TPL start date, TPL end date.

Uscript Specifications:

Five Uscripts are used in the process. The table below describes the purpose and logic for each one.

NAME	MHDELIG
MIS:	RSN, copy also in Kitsap for safekeeping.
PURPOSE:	Combine three files extracted from MHD web site into one file called "mhdelig" and reformat fields.
WHAT IS DOES:	Read three input files (demo, elhx, tpl) located in /users/ELIG. Format gender to match data code table 22 in CMHC. Format date of birth and date of death to MM/DD/YYYY. Format social security number to xxx-xx-xxxx. Format elig. start date to MM/DD/YYYY. Format lapse date to MM/DD/YYYY. Clear lapse date if 99999999. Calculate cut off date: today minus 545 = 18 months ago. Write output fields to file "mhdelig" located in /users/ELIG if lapse date is blank or not older than cut off date. Both eligibility and third party liability use the cut off date. Output file is pipe-delimited ().
NOTES:	All files are hard coded in script. Process will fail if input files are not in /users/ELIG.
NAME	DELETE95
MIS:	RSN, Kitsap, Jefferson, Port Angeles
PURPOSE:	Delete all registers in database 95. Safer than using the utility "Logical File Delete".
WHAT IS DOES:	Reads entire database, deleting each register as it goes. Writes message to screen of progress and informs operator when process is complete.
NAME	MHddb95
MIS:	Kitsap test system, Port Angeles live system. A copy also is kept in all live MIS's in case it is needed.
PURPOSE:	Convert file "mhdelig" into CMHC data base 95.
WHAT IS DOES:	Read input file "mhdelig" located in /users/ELIG. Clear date of death and tpl lapse date if either contains zeroes. Clear leading spaces from client last name. Establish 10-digit sequential number to be the case number (register id) for DB95 and increment as registers are created. Format the eligibility record header date to the start date. Get the fund source number from alt3 of DCT 243. If program/match is not in DCT, use fund source 222. Format the TPL record header date to the TPL start date.

	<p>Uses today's date as the file process date. Create the alternate index from last name, first name, middle initial. Add register to DB95 when either an eligibility record or a TPL record is found for the client. Continue to read and add as many eligibility and TPL layers as found in input file for each register id.</p>
NOTES:	<p>Input file name is hard coded in script to be found in /users/ELIG. Script will issue error message if file not found. Script is run once in /c6/TEST. Then CMHC Register Unload/Load utility is used to unload DB95 to a sequential file. Then it is loaded into Jefferson, Kitsap, West End, and RSN MIS's. This only takes about 15 minutes per MIS. The script takes about 1 hour for each MIS. The script MUST BE USED again for Port Angeles as their fund source numbers are different – all others are the same.</p>
NAME	MHDDDB02U
MIS:	RSN, Kitsap, Jefferson, Port Angeles
PURPOSE:	Delete client eligibility records from DB02 and write new ones from DB95 when match is found between the two databases.
WHAT IS DOES:	<p>Read each register in client data base. Initiate DB search using client last name, gender, DOB. Use these three fields to search DB 95 for a match.</p> <p>If NO MATCH found or return code is received (indicating there was either a space or hyphen or other unrecognizable code encountered) a second search is performed using first 2 digits of last name + *, first 3 digits of first name + *, gender, and DOB.</p> <p>If no match found on second search, no action is performed for the client and script moves on to next register.</p> <p>If unique match is found (only one match) delete all client eligibility layers with a file process date present in the record. Write the deleted layers to a report in the print queue called "DELETED ELIG LAYERS". Copy all eligibility records from matching DB95 register to DB02 eligibility record.</p> <p>If more than one match is found another search is performed using last name, gender, DOB, and social security number. If this search results in a unique match, DB02 is updated as described above. Otherwise no action is taken and script moves to the next register.</p>

NOTES:	All files are hard coded in script. Process will fail if input files are not in /users/ELIG. Script outputs four saved lists as follows: BADSRCH – clients w/ a space, hyphen, or unrecognizable character encountered in search criteria. MULTMAT – clients with multiple matches. Used in AGS report “ELIGMULT”. PROCESS – clients processed (layers deleted &/or updated) NOMATCH – clients that did not match DB95.
NAME	BADPGMAT
MIS:	RSN, Kitsap, Jefferson, Port Angeles
PURPOSE:	Find and list invalid program/match combinations to be researched; add to data code table 243.
WHAT IT DOES:	Read client eligibility record and compare program/match to data code table 243. If an invalid code is found in DB02, write client id to saved list BADPNM. Script calls AGS spec “BADPGMAT” to list clients in the saved list. Staff must research program/match at Mental Health Division. Add to data code table as needed. Be sure to enter the correct fund source in alternate value 3 of the table.

Other:

If for some reason the old CMHC eligibility process is needed, we have a Uscript that will produce the file that MS Access produced. The script is backed up in the following two locations:

/c6/TEST/SCRIPT/S/MHDELIGOLD
/c9/mam/MHDELIGOLD

After running it, log into the RSN and convert the file, using menu 390.

MONITORING

This policy is a mandate by contract.

1. This policy will be monitored through use of PRSN:
 - Annual PRSN Provider and Subcontractor Administrative Review.
 - PRSN will use a report generated by MHD titled “RSN Weekly Status Report” that lists total errors on data submissions.

2. If a provider performs below expected standards during any of the reviews listed above a correction action will be required for PRSN approval. Reference PRSN Corrective Action Plan Policy.