MEM – Updating EPP Date Table in the Medicaid Management Information System (MMIS)

Purpose:
This procedure explains the process of how to update the EPP Date Table in the MHC Enrollment Subsystem and/or IHAWP Dental MHC Subsystem.

Identification of Roles:
Call Center Operations Manager (OM)

Performance Standards:
To be updated at least two months prior to MCO choice cut-off dates. The Enrollment Date Table must be completed before the EPP Date Table and Print Date Table can be updated.

Path of Business Procedure:
Step 1: This process will require the following documents and information:
   a. MHC Date Table Spreadsheet
   b. The ABC System Dates, provided by the State
   c. Calendars for the current and following year
   d. A list of State holidays

Step 2: From the main menu in MMIS, OM will select Subsystem 16, MHC Enrollment Subsystem.

Step 3: From the Subsystem selected in Step 2, the OM will select screen 8, EPP Date Table Maintenance.

Step 4: Using the (F8) key, scroll through the table until you find the year that you are working on.
   a. Under the 'Begin' and 'End' dates in each column, it will show 'MMDDYY.'

Step 5: The OM will put an 'S' next to the row they are working on.

Step 6: Complete the 'EPP Trans' column 'Begin' and 'End' dates.
   a. The EPP 'Begin' date is determined by adding 1 to the 'End' date in the prior row's 'EPP Trans' column.
      i. Example: If the prior row's 'End' date is 120709, the 'Begin' date for the new line would be 120709.

b. The EPP 'End' date is figured using the '10 Day Prior' column 'End' date information in the 'MHC Date Table Spreadsheet' document.

Step 7: Complete the 'Open Enroll' column 'Begin' and 'End' dates.
   a. The Open Enroll 'Begin' date will be the month following the prior row's Open Enroll 'Begin' date and is the 'Timely Notice (5)' date on the 'ABC System Dates' document.
      i. Example: If the previous row's Open Enroll 'Begin' date is 021618, the current row's Open Enroll 'Begin' date will be in March of 2018. The 'Timely Notice (5)' date on the 'ABC System Dates' document states that the date for March is 032018.
   b. The Open Enroll 'End' date is the last day of the month.

Step 8: Complete the 'MHC EPP' column 'Begin' and 'End' dates.
   a. The MHC EPP 'Begin' date is the first day of the month following the Open Enroll 'End' date.
      i. Example: If the Open Enroll 'End' date is 103118, the MHC EPP 'Begin' date would be 110118.
   b. The MHC EPP 'End' date is figured by adding five months to the MHC EPP 'Begin' date; this will be the last day of the month.
      i. Example: If the MHC EPP 'Begin' date is 040109, the date would be 093009 (May, June, July, August, and September).

Step 9: Complete the 'Notice Date.'
   a. This will be the month following the prior row's 'Notice Date' and the date for the current month can be found using the 'Timely Notice (5)' date on the 'ABC System Dates' document.
      i. Example: If the previous row's 'Notice Date' is 021519, the current row's 'Notice Date' will be in March of 2019. The 'Timely Notice (5)' date on the 'ABC System Dates' document states that the date for March is 032019.
      ii. The 'Notice Date' can only be between Monday and Thursday and cannot fall on a State holiday. Verify the day of the week on the current/following year calendar and list of State holidays.
         a) If this date falls on a Friday, Saturday or Sunday, or a State holiday, select the following Monday or day following the holiday.
            i. Example: If this date is 051818, the 'Notice Date' is 052018 because 051818 is a Friday.

Step 10: Save changes by clicking the (F10) key
   a. Changes have been saved when there is a '>' next to the completed row.

Forms/Reports:
N/A

RFP References:
N/A

Interfaces:
MMIS

Attachments:
N/A