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

Purpose:
This procedure explains the process of how to update the Print Date Table in the MHC Enrollment 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 screen chosen in Step 2, the OM will select screen 5, Print Date Table Maintenance.

Step 4: Using the (F8) key, scroll through the table until you find the 'Run' date you are looking for.
   a. Compare the third 'Run' date and third 'Print' date to see the last completed row. If the third 'Run' date and third 'Print' date are the same, this row has not yet been completed.

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

Step 6: Update the first 'Print' date in the row that has not yet been completed
   a. The first 'Print' date will be 1 day following the first 'Run' date.
      i. Example: If the first 'Run' date is 021319, the first 'Print' date will be 021419.

ii. The 'Run' 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 1 day following the first 'Run' date falls on Friday, Saturday or Sunday, or is a State holiday, select the following Monday or day following the holiday.

      i. Example: If the first 'Run' date is 020919, the first 'Print' date is 021119 because 021019 is a Saturday.

Step 7: Update the second 'Print' date in the row that has not yet been completed

a. The second 'Print' date will be 1 day following the second 'Run' date.

   i. Example: If the second 'Run' date is 021019, the second 'Print' date will be 021119.

   ii. The 'Run' 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 1 day following the second 'Run' date falls on Friday, Saturday or Sunday, or is a State holiday, select the following Monday or day following the holiday.

         i. Example: If the second 'Run' date is 012619, the second 'Print' date is 012819 because 012719 is a Sunday.

Step 8: Update the third 'Print' date in the row that has not yet been completed

a. The third 'Print' date will be 1 day following the third 'Run' date.

   i. Example: If the third 'Run' date is 021119, the third 'Run' date will be 021219.

   ii. The 'Run' 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 1 day following the third 'Run' date falls on Friday, Saturday or Sunday, or is a State holiday, select the following Monday or day following the holiday.

         i. Example: If the third 'Run' date is 020819, the third 'Print' date is 021119 because 020919 is a Saturday.

Step 9: Update the fourth 'Print' date in the row that has not yet been completed

a. The fourth 'Print' date will be 1 day following the fourth 'Run' date.

   i. Example: If the fourth 'Run' date is 020519, the fourth 'Print' date will be 020619.

   ii. The 'Run' 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 1 day following the fourth 'Run' date falls on Friday, Saturday or Sunday, or a State holiday, select the following Monday or day following the holiday.

i. Example: If the fourth 'Run' date is 120718, the third 'Print' date is 121018 because 120818 is a Saturday.

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