

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

Purpose:

This procedure explains the process of how to update the Enrollment 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: OM will open the MHC Date Table Spreadsheet document. All information will be input into this spreadsheet before updating the table in MMIS.

Step 3: Complete the 'ABC Trans' column

- a. The 'Begin' date is 1 day after the previous month's 'End' date
 1. Example: If the previous row's 'End' date was 022107, the new row's 'Begin' date will be 022207.
- b. The 'End' date is provided on the ABC System Dates document under the heading 'ABC Cut-Off (7).'

Step 4: Complete the '10 Day Prior' column

- a. The 'Begin' date is 1 day after the previous month's 'End' date
 - i. Example: If the previous row's 'End' date was 020507, the new row's 'Begin' date will be 020607.
- b. Use the 'Timely Notice (5)' section in the ABC System Dates document and the MMIS Card Cut-off date to determine the 'End' date
 - i. Using the 'Timely Notice (5)' date (MMIS Card Cut-off date) section of the ABC System Dates document, do the following:

- 1) Subtract 10 days from the MMIS Card Cut-off date
 - a) Example: If the MMIS Card Cut-off date is 03/19/07 (19 – 10 = 9). Therefore, 03/09/07 would be the '10 Day Prior' 'End' date.
- 2) The '10 Day Prior' 'End' date can only be between Monday and Thursday and cannot fall on a holiday. Verify the day of the week on the current/following year calendar and list of State holidays.
 - a) If when you subtract 10 days from the MMIS Card Cut-off date the date falls on Friday, Saturday, Sunday, or is a State holiday, backdate to the previous day.
 - i. Example: If the Card Cut-off date is 04/18/07 (18 – 10 = 8); therefore, 04/8/07. This is a Sunday so, the date would be backdated to 04/06/07.
 - ii. Example: If the Card Cut-off date is 07/14/18 (14 – 10 = 4); therefore, 07/04/18. This is a holiday so, the date would be backdated to 07/03/18.

Step 5: Complete the 'Timely Notice' column

- a. This date will be the month following the prior row's 'Timely Notice' date and is the day before the 'Timely Notice (5)' date (MMIS Card Cut-off date) date on the ABC System Dates document.
 - i. Example: If the previous row's 'Timely Notice' date is 021518, the current row's 'Timely Notice' 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 so, the day before is 031918.

Step 6: Complete the 'Recip Choice' column

- a. The 'Begin' date is 1 day after the previous month's 'End' date
 1. Example: If the previous month's 'End' date was 022107, the new line's 'Begin' date will be 022207.
- b. The 'End' date is the Timely Notice date in the 'Timely Notice' column.

Step 7: Repeat steps 3 through 6 until complete with year

Step 8: From the main menu in MMIS, OM will select Subsystem 16, MHC Enrollment Subsystem.

Step 9: From the Subsystem screen chosen in Step 8, the OM will select screen 4, Enrollment Date Table Maintenance.

Step 10: 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 11: The OM will put an 'S' next to the row they are working on.

Step 12: OM will enter the dates from the MHC Date Table Spreadsheet document into the respective rows and columns in MMIS

- a. Match the 'Begin Enroll' rows in the MHC Date Table Spreadsheet document and the 'Begin Nroll' rows in MMIS.
- b. Complete table in MMIS by row, not column, until the table has been filled out with information in the MHC Date Table Spreadsheet.

Step 13: Save changes by clicking the (F10) key

- a. Changes have been saved when there is a '>' next to the completed row.

Step 14: Once the table in MMIS is completed, OM will indicate completion on the MHC Date Table Spreadsheet by filling the row with color.

Forms/Reports:

N/A

RFP References:

N/A

Interfaces:

MMIS

Attachments:

N/A