



LOUISIANA DEPT. OF HEALTH & HOSPITALS

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Medicaid Eligibility Data System

# External Design: Training Setup



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## Document Information

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## Revision Summary

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The following revisions have been made to the document since it was first published:

Date	Description of Change	By
5/1/2003	Revised with RedMane template	M. Smutko

## Database Set Up Overview

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The Database Set Up suite of programs (MEL\*) is designed to allow a user to quickly create the MEDS data required to perform a specific training exercise. Also known as the “fast forward” and “reverse” process, the data can be completely removed in order to restart training or completely created in order to view the results.

## Database Set Up Process

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The Database Set Up process consists of the following 6 steps:

- Name Entry
- Name Confirmation
- Person Information Purge
- Case Information Purge
- Exercise Selection
- Database Refresh Confirmation

Each one of the steps is described in detail below.

## Database Set Up Initiation (SETUP)

MEDS transaction id "**SETUP**" will initiate the Database Set Up process. It may be entered from any MEDS screen that allows entry of the "\*\*Tran" (Transaction Id) field on the Direct Command line.

## Name Entry

```

MEDS                                *** M.E.D. SYSTEM ***                                04/01/99
M +-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Press Enter to review Name selection                                     |
|                               *** M.E.D. SYSTEM ***                       |
| MEL001N1                       TRAINING SETUP                           |
|                               04/01/99                                   |
|                               00:00:00                                   |
|                                                                           |
|                               Last Name: _____                     |
|                                                                           |
|                               Matches :                               |
|                                                                           |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---        |
|                               Help      Cont      Canc                    |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

Id/*Tran: setup__ Act: _ Key: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main Retn Quit

```

After entry of the "SETUP" Transaction Id, the Name Entry Pop-up Window will appear. The Name Entry Pop-up Window will prompt the user to enter the Training Case's Last Name. Each user is assigned a unique Last Name for training. Once the Last Name has been entered, the user can press the Enter key or PF3 Key to continue to the Name Confirmation.

### Program Function Keys

PF3 – Cont

Proceed to the next step in the Database Set Up process (Name Confirmation).

PF5 - Canc

Cancel the Database Set Up process.

## *Name Confirmation*

---

Once the user has identified the MEDS Person's Last Name, the system will confirm the Last Name selection by searching the system for existing matches. The following 2 messages may be returned:

- None Found
- Name Matches

Each message is described in detail below.

## None Found

```

MEDS                *** M.E.D. SYSTEM ***                04/01/99
M +-----+-----+-----+-----+-----+-----+-----+
| Press PF3 to continue                                     | 00
| MEL001N1          *** M.E.D. SYSTEM ***                04/01/99
|                   TRAINING SETUP                      00:00:00
|
| Last Name: _____
|
| Matches : None Found
|
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
| Help      Cont      Canc
|-----+-----+-----+-----+-----+-----+-----+
|
| Id/*Tran: setup__ Act: _ Key: _____
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
| Help Main Retn Quit

```

The “None Found” message appears when the system cannot find any MEDS Person with a matching Last Name (spelling must be exact). A “None Found” message either means the user mistyped the Last Name (and must re-enter the name) or indeed no Persons exists in MEDS. After confirming that no matches exist for a correctly typed Last Name, the user should press PF3 to continue to the Exercise Selection.

### Program Function Keys

#### PF3 – Cont

Proceed to the next step in the Database Set Up process (Exercise Selection).

#### PF5 - Canc

Cancel the Database Set Up process.

## Name Matches

```

MEDS                *** M.E.D. SYSTEM ***                04/01/99
M +-----+-----+-----+-----+-----+-----+-----+ 00
  | Press PF3 to continue
  |                *** M.E.D. SYSTEM ***                04/01/99
  | MEL001N1      TRAINING SETUP                        00:00:00
  |
  |                Last Name: XYZ_____
  |
  |                Matches : XYZ, HOWARD
  |                          XYZ, JOANIE
  |                          XYZ, MARION
  |                          XYZ, RICHARD
  |
  | Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
  |          Help      Cont      Canc
  |-----+-----+-----+-----+-----+-----+-----+
  |
  | Id/*Tran: setup__ Act: _ Key: _____
  | Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
  |          Help  Main  Retn  Quit
  |-----+-----+-----+-----+-----+-----+-----+

```

The first four MEDS Persons found with a matching Last Name will be displayed below the user entered Last Name. An additional message will appear when more than four matching Persons are found. After the user visually confirms that the Last Name was entered correctly, the user should press PF3 to continue to the Purge Person Information.

Important Note: After pressing the PF3 key, all data related to the matching Persons displayed in the window **WILL** be deleted. Use caution!!!

### Program Function Keys

PF3 – Cont

Proceed to the next step in the Database Set Up process (Purge Person Information).

PF5 - Canc

Cancel the Database Set Up process.

## *Person Information Purge*

---

Each Person identified in the Name Confirmation process will be purged, along with all other Person related information (e.g., Person Income, Person Lock-In, etc.). In addition, all Cases with Case Members to be purged are identified and collected for the Case Information Purge process.

During the purge process, the following information is retained and will be used later in creation of the exercise data:

- Person SSN (all four)

After the database purge is complete, the next process (Case Information Purge) is executed.

## *Case Information Purge*

---

Each Case identified in the Person Information Purge process will be purged, along with all other Case related information (e.g., Applications, Determinations, Budgets, etc.).

During the purge process, the following information is retained and used later in the creation of the exercise data:

- Case Number
- Absent Parent Number
- LTC Provider Number

After the database purge is complete, the next process (Exercise Selection) is executed.

## Exercise Selection

```

MEDS                               *** M.E.D. SYSTEM ***                04/01/99
M +-----+-----+-----+-----+-----+-----+-----+-----+ 00
+-----+-----+-----+-----+-----+-----+-----+-----+
| Press Enter to review Name selection
|                               *** M.E.D. SYSTEM ***                04/01/99
| MEL002N1                       EXERCISE SELECTION                00:00:00
|
| Enter the exercise number you wish to perform. The database
| will automatically be refreshed with the necessary data.
|
|                               Exercise Number:  __
|
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
|           Help       Cont       Canc
+-----+-----+-----+-----+-----+-----+-----+-----+
|
| Id/*Tran: setup__ Act:  _ Key: _____
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
|           Help  Main  Retn  Quit

```

After the Name Entry Pop-up Window, the Exercise Selection Pop-up Window will appear. At this point in the process, all data relating to the entered name has been deleted. Entering an exercise number will instruct the system to create the necessary MEDS data to position the system at a predefined point in the training process. Refer to the next section for a listing of the possible exercise numbers.

### Program Function Keys

#### PF3 – Cont

Proceed to the next step in the Database Set Up process (Database Refresh Confirmation).

#### PF5 - Canc

Cancel the Database Set Up process.

Note: Using the PF5 at this point is an easy and effective way of removing information from the system.

## *Exercise Number Options*

---

The following lists define the valid exercise numbers that may be entered in the Exercise Selection window.

### Core Exercises

<b>Exercise Number</b>	<b>Description</b>	<b>Includes</b>
01	Add Persons (Howard, Marion, Joanie, Richard)	
02	Add Case	01
03	Add Case Members (Howard, Marion, Joanie, Richard)	02
04	Add Case Application, Application Type Case (03-14 and 13-01)	03
05	Add "open" Eligibility Determination	04
06	Position at exercise 05 with the following exceptions: <ul style="list-style-type: none"> <li>• Application Type Case (03-14 only)</li> </ul>	05
07	Position at exercise 05 with the following exceptions: <ul style="list-style-type: none"> <li>• Application Type Case (04-21 only)</li> </ul>	05

### Core Exercises (continued)

<b>Exercise Number</b>	<b>Description</b>	<b>Includes</b>
30	Add completed & eligible Budget (CHAMP Child)	05
31	Add Certification Period	30
32	Add AU Member	31
33	Add Absent Parent, LASES Case, LASES Case Child	32
34	Reject Application Type Case (13-01)	04

## LTC Budget

Exercise Number	Description	Includes
20	Position at exercise 05 with the following exceptions: <ul style="list-style-type: none"> <li>• Application Type Case (04-90 only)</li> <li>• Case Members (Howard and Marion only)</li> </ul>	05
21	Add "In Progress" LTC Budget (04-90) & Budget Members	20
22	Complete Eligibility section	21
23	Complete LTC Protected Income calculation	22
24	Complete LTC Contribution calculation	23
25	Complete LTC PLI Determination	24
26	Complete OSS Pmt Elig, Post Eligibility, and make budget eligible.	25
27	Add Certification Period	26
28	Add LTC Segment	27

## CHAMP Child Budget

Exercise Number	Description	Includes
11	Position at exercise 05 with the following exceptions: <ul style="list-style-type: none"> <li>Application Type Case (03-14 only)</li> </ul> Add "In Progress" CHAMP Child Budget Worksheet (03-14)	05
12	Add Budget Members (Howard, Marion, Joanie, Richard)	11
13	Complete Member Calculation sections (Howard, Marion, Joanie)	12
14	Complete Eligibility section and Worksheet ("Eligible")	13

## C-MNP (Spend-down) Exercises

Exercise Number	Description	Includes
15	Position at exercise 05 with the following exceptions: <ul style="list-style-type: none"> <li>Application Type Case (03-21 only)</li> </ul> Add "In Progress" C-MNP Budget Worksheet (03-21)	05
16	Add Budget Members (Howard, Marion, Joanie, Richard)	15
17	Complete Member Calculation sections (Howard, Marion, Joanie) and complete Eligibility section.	16
18	Complete Spend-down section	17
19	Complete Eligibility section and Budget Worksheet ("Eligible")	18

## Database Refresh Confirmation

```
MEDS                *** M.E.D. SYSTEM ***                04/01/99
M +-----+-----+-----+-----+-----+-----+ 00
+-----+-----+-----+-----+-----+-----+
|                                     |                   |
|                                     | *** M.E.D. SYSTEM *** | 04/01/99
| MEL002N1                            | EXERCISE SELECTION | 00:00:00
|                                     |                   |
|                                     | Database Refresh Complete!!! |
|                                     |                   |
+-----+-----+-----+-----+-----+-----+
+-----+-----+-----+-----+-----+-----+

Id/*Tran: setup__ Act: _ Key: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main Retn Quit
```

A confirmation message will appear when the database refresh is complete. Pressing Enter will exit the SETUP process.