



Creating Account for LEA Medicaid Report Menu

Overview

LEAs may wish to provide a third party Medicaid vendor with data so the vendor can make claims, on behalf of the district. Two options are available for LEAs:

1. They may print a copy of the IEP for specific students and/or
2. The LEA may run a report IMS that has been designed specifically for this purpose.

This document addresses the steps needed to set up an account in IMS so a LEA person may run the Medicaid report designed for a third-party vendor.

Report

The report that has been designed for districts will display data if a student is:

- Attending or residing in the district of the person who is logged in
AND
- The student has a service code in IMS or IEP of AR (Autism Resource) or GC (Counseling) or HS (Health Services) or NR (Nursing Services) or OB (Other LEA Service) or PP (Medicaid Billable Paraprofessional Services) or TR (Specialized Transportation)
AND
- The student has a Medicaid number
AND
- The student's Medicaid consent is dated within the last 12 months of the day the report was run.

The fields that will be displayed in this report are:

- Student Last Name
 - Student First Name
 - Date of Birth
 - Gender
 - Duration From
 - Duration To
 - Attending District
 - Resident District
 - Parent Address
 - Parent Address 2
 - Parent City
 - Parent State
 - Parent Zip
 - Page F: Narrative Box
 - Page F: Service Type
 - Page F: Beginning Date
 - Page F: Provider
 - Page F: Time&Freq.
 - Page F: Min. In School Day
 - Medicaid ID
 - Consent Date
 - Consent (Y/N)
-



Staff Demo


1. Add the person to the Staff Demographic Screen, if he/she doesn't currently have an account.

Note: The required fields are marked with an *.

User Profile - General

Note: If applicable, please inform the appropriate administrator or manager in your AEA that you will be creating a Medicaid account for an LEA person.

1. From the IMS Main Menu, select User Profile under the Utilities section.
2. Click the "New" button.

3. Enter the following in the General tab, as indicated by a red 

- a. User ID
Note: Usernames can only be a total of up to 9 characters in length.
- b. Password
- c. Name
- d. E-mail

Note: The email address must be the same as the email address on the Staff Demographic screen.

- e. Districts (Note: If the LEA person is shared between districts and both districts are going to provide data to a third party vendor for both districts, enter the appropriate 4 digit district number for the multiple districts. A space must separate the district numbers. e.g. 5009 4123 5609.)
- f. Building List – Districts (above)
- g. AEA – enter the AEA number.
- h. LEA Medicaid –
 - View (click the check box)
 - Disable Other Reports (click the checkbox)

User Profile ID Pick

General | **Screen Level Security**

User ID Password

Name

E-Mail

Address

City/State/Zip

Phone Number Ext. Fax

Districts xxxx

Security Level Guest - Level 1

Building List Districts (above)

AEA

Reports No View

Utilities No

Lookup Tables View Only

Latest Login

Contact List
 IMS Data Entry

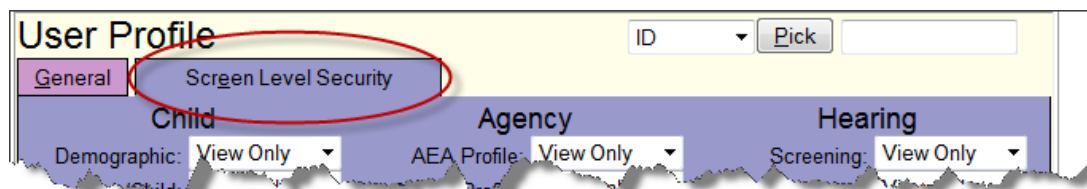
Web IEP
 Administration
 Review IEPs

LEA Medicaid
 View
 Disable Other Reports

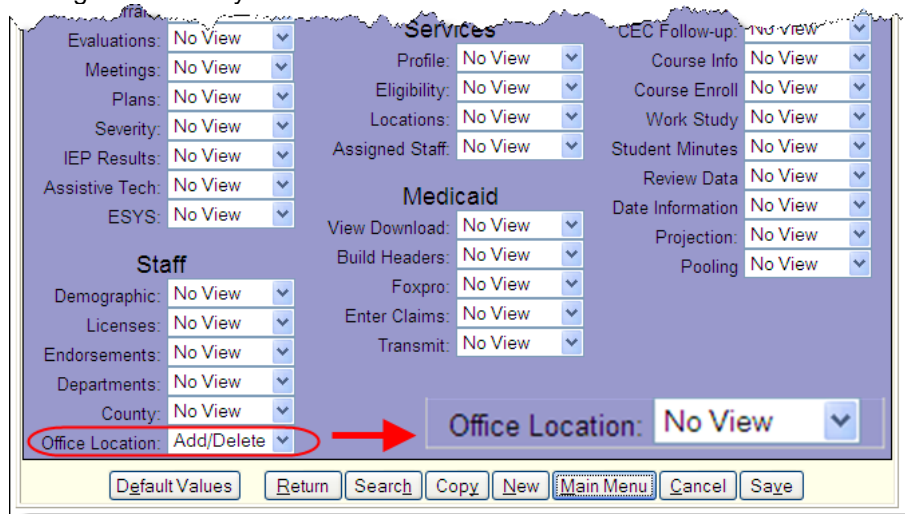
4. Leave the following fields as defaulted, as indicated in blue in graphic above:
 - a. Security Level – Guest- Level 1
 - b. Reports – No View
 - c. Utilities – No
 - d. Lookup Tables – View Only
5. Click “Save”.

User Profile - Screen Level Security

1. Go to the Screen Level Security tab.



2. Change the security level for Office Location from Add/Delete to No View.



Note: All other Screen Level Security levels should default at No View and should remain as such. However, if they did not default to No View, please change them to No View.

3. Click “Save”.

Verifying the Account

1. Log into IMS with the account just created.
2. Verify:
 - a. LEA Medicaid is the only menu available.
 - b. If any link (e.g. Child) is clicked, the screen is not accessible.
 - c. That the report only provides data for the district identified in the User Profile.