



Directions for LEA Persons Who Will Run Medicaid Report for Third Party Vendor

Background

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 how an LEA person, with an account in IMS, may run the Medicaid report.

Report Overview

The report that has been designed for districts to 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)
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Logging In

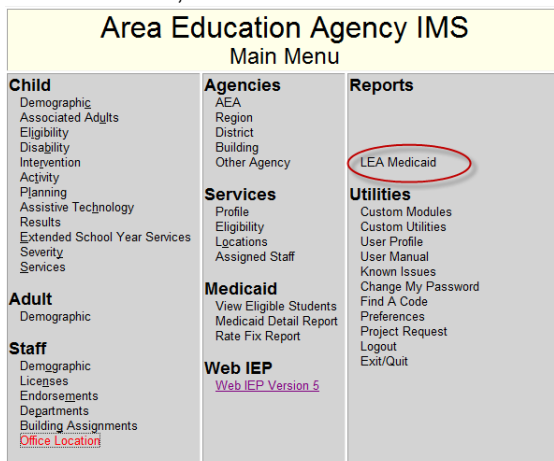
1. Open IE. (Note: IMS may only be accessed with IE.)
2. Go to URL: <https://www.aeaims.org/ims/aeaims.htm>.



3. Type in your Log In ID and your password.

Accessing and Running the Report

1. On the Main menu, click on LEA Medicaid. Note: Your menu may look slightly different.



2. Click on the link "LEA Medicaid Report" to run the report.

LEA Medicaid Reports



Depending on your district size, this may take upwards of 30 seconds to process

Note: An Excel file will be created and you may Open or Save (as) the Excel file.

Security

Login and password information should *not* be shared with anyone, within or outside of the district. If another person in your district needs an account, please contact the AEA's data entry person to obtain another account.