



LOUISIANA DEPT. OF HEALTH & HOSPITALS

Medicaid Eligibility Data System

SIR1373 Disaster Planning For Systems

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Revision Summary

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

Date	Description of Change	By
Mm/dd/yyyy	Publish Final version.	
10/30/2008	Changes requested to not derive valid zip codes. Only check the zip code on the Person record against the zip code as explicitly defined on the Incident	Niki Wells

Overview

Introduction

Post-Katrina the need was identified for Disaster Planning in terms of the MEDS system. This document identifies how the MEDS system will be changed to allow for a disastrous event and its impact on Louisiana Medicaid recipients.

Requirements

The following text is from the related SIR:

'A meeting was held 2-26-2007 to discuss a solution for tracking and storing information on MEDS for any type of disaster and passing that information on to the MMIS. (Britta phoned in.) Lou Ann and Don came up with an idea to use an "Incident Code" which would be linked to a start date and an end date. UNISYS has requested that the Incident Code be four digit, alpha, numeric characters. Additional data needed for tracking a specific incident would be: zip code, parish, person number, whether person was eligible at time of incident or after incident, priority of event (in case of multiple events which overlap as in the Hurricane Katrina/Rita scenario), federal vs. state emergency, ability to select areas by zip codes, parishes and regions and ability to identify individuals from another state if necessary--and whether or not the individual was enrolled in Medicaid in that state. UNISYS staff requested that this information be sent by way of a new record type. MMIS will store the information in a "side car file" which will be displayed on a separate page and would only be turned on for claims processing purposes. We discussed that this information will more than likely be stored on the Person record in MEDS. When new eligibility is added once an incident has occurred, analysts will need to be forced to enter zip and parish if Incident Code is used. Management has asked that we try to have something in place in MEDS by June since hurricane season begins at that time. The spec will be shared with all those present for the meeting held on the 26th.'

The Past

Because no specific disaster plan was in place when hurricanes Katrina and Rita hit Louisiana, the following ideas were implemented to identify Medicaid recipients affected by either of these hurricanes:

Usage of a new category code;

Usage of new approval codes;

Marking person records with Katrina and/or Rita indicators.

Of these, the approval codes proved to be of greatest value, but over time even this was not a viable solution. Following are the future solutions that will be implemented if a disaster affects Medicaid recipients in Louisiana.

System Changes

New Table: Incident Code Function

A new table function will be made available to the MEDS unit. It will contain a 4 character length alpha numeric Incident Code which must be added by a member of the MEDS unit when a disaster needs to be captured.

Additional fields that will be available on this table when adding a new incident are:

- Indicators identifying this as a State and/or Federal disaster;
- Start and end dates;

Question: Are different start and end dates needed for State vs. Federal?

Answer: No. Different Incidents will be identified in such a scenario.

- A priority code for each incident (in case of overlapping disasters);
- Each incident can be linked to regions, parishes and zip codes:
 - ❖ For example, if only Region 1 is entered, all parishes and zip codes within Region 1 are linked to the incident.
 - ❖ If no region is entered, evaluation is based on whether parishes or zip codes are entered.

Question: Is it possible that different locations have different end dates?

Answer: No

- Additionally, a list of states can be entered, allowing for the situation where the incident occurred in a different state, and the person has relocated to Louisiana because of the incident.
- A date field which contains the date on which must start the once off batch process linking all existing persons to this incident, based on each person's address information.
 - ❖ *Only when the date value entered matches that night's run date will the batch update process of affected persons start.*
 - ❖ *When an Incident is added the default value for this date will be today's date, but it can be changed to a future date by any MEDS unit staff member.*
 - ❖ *This will allow initial capture of the incident, yet for example allowing the MEDS unit time to verify zip codes, or await additional management decisions.*
- An Indicator identifying whether the batch interface processes are affected by the incident.
 - ❖ *Batch processes such as LAMI, SDX, Bendex and EDB will evaluate this indicator to determine whether persons 'owned' by these processes should be identified as affected by the related Incident.*

Person Maintenance Changes

New Files: ME-PERSON-INCIDENT and –LOG

The maintenance file ME-PERSON-INCIDENT will contain all incidents that may affect a person over time and the related data. The following field names will appear on the file (standard system fields like UPDATE-PROGRAM are not listed here):

Field Name	Format	
Person Number	N13	The number of a person affected by an incident
Incident Code	A4	The incident to which the person is being linked
Date Included	N8	The date on which this person was linked to the incident
Previous Parish	N4	Parish the person resided in when affected by the incident
Previous Zip	N5	Zip code person resided in when affected by the incident
Out of State Code	N2	For LA recipients only; the state the recipient has temporarily relocated to as a result of the incident
State of Origin	N2	For non-LA residents only; the state the person has been displaced from because of an incident in that state
Previous Medicaid Recipient	A1	Y(es)/N(o) – for non-LA residents only
Incident End Date	N8	The official end date for an incident; not unique to person
Person Incident End Date	N8	The date on which person is no longer considered to be affected by the incident; unique to this person
Unlinking Reason Code	N2	Only completed if Person Incident End Date is populated
Incident Run Number	N8	Set for each new record added or existing record being updated

- These fields are maintained on a pop-up window invoked from the PERS function.
 - ❖ Since a person can be affected by more than one incident, each unique incident results in one entry on this file.
 - ❖ No start date is needed. Each incident has its own start date. If a person meets the criteria to link them to an incident, the Date Included field identifies the date on which the affected person has been linked to the incident.
 - ❖ A person can only be linked to an open incident, i.e. either incident has a blank close date or close date is in the future.
- When a new Person is added to MEDS, or an existing Person is being modified, the analyst can link that person to this file via the moreable as long as the person's State, POR or residential / mailing zip code falls into an incident affected location.

Issue/Question: Should this happen automatically? Or do the edits just allow the analyst to (or prevent them from) enter an incident code?

Answer: Use edits.

- The Date Included field is populated in one of two ways:
 - ❖ If the Person-Incident record is added as part of the initial incident batch job, the Date Included value will be set to the run date.

- ❖ If the Person-Incident record is added later on, because the analyst is now linking this person to the incident for the first time, the Date Included value will ~~be set to today's date (action date)~~ populated by the worker who is linking the record.

Once populated, this date is not updated by subsequent changes to Person or the person's related cert.

- The Previous Parish identifies the parish the person lived in when affected by the incident. It is validated against the location table on MEDS. If the parish entered is not identified as one of the incident affected parishes on the Incident Code Table, edits will prevent the analyst from linking this person to an incident.
- The Previous Zip identifies the zip code the person lived in when affected by the incident. It is validated against the zip code table on MEDS. If the zip code entered is not identified as one of the incident affected zip codes on the Incident Code Table, edits will prevent the analyst from linking this person to an incident.

Either the Previous Parish or Zip must be entered.

- The Out of State Code is populated only if an incident affected person residing in LA has temporarily moved out of state. Typically that would happen because the previous place of residence was made uninhabitable by the incident.
- Once the person returns to LA and the person notifies the relevant case analyst this code is cleared.
- MMIS needs to know the value of this code. When any changes are made to it, the Incident Run Number will be set when the value changes.

Questions:

1. *Does MMIS need to know about changes to the out of state code?*

We think: yes

2. **Are start and end dates required for this?**

- The State of Origin is populated by an analyst when the MEDS recipient is from another state, receiving temporary LA Medicaid assistance, because the recipient was displaced by a disaster in their home state.
- Only when an end date is set on the Incident Code Table, will the Incident End Date be populated on this record. See ~~End Dating an Incident Code~~ ~~End Dating an Incident Code~~ ~~End Dating an Incident Code~~ on p. 12 for detailed processing.
- The Person Incident End Date can only be maintained by a member of the MEDS unit staff. Typically this date will be blank. However, if a person was erroneously identified as having been affected by an incident and the information was already sent to MMIS, the MEDS unit can set this end date via the Person function. If the Incident Code end date is blank, the entered date will merely have to match standard date rules. If the Incident Code end date is not blank, the Person Incident End Date must be less than that date.
- When entering the Person Incident End Date, the MEDS unit staff member will be required to also enter a valid Unlinking Reason Code.
- The Incident Run Number is set for a given combination of Person and Incident when the person is identified as being affected by an incident, or a change is made to such a combination, for example, if a MEDS unit staff member sets the Person's incident end date.

- This allows the person and related incident information to be extracted to the MMIS system for each new or updated incident.
- An Incident run number rather than the standard MMIS extract run number is used, because the new MMIS incident record type must only be populated when incident related information needs to be transmitted. That means standard person information changes continue to be sent to MMIS without additional checks having to be performed to distinguish between those and incident information.
- The Person Incident information will not be sent to MMIS as part of the current Person record.

*A new MMIS record type will be created to allow incident codes to be sent to MMIS as part of the nightly batch run. **The new layout is not yet determined.***

- The ME-PERSON-INCIDENT-LOG file contains historic ME-PERSON-INCIDENT data and will be updated in the same manner as other MEDS log files. As with other log files, this file is maintained behind the scenes by the MEDS system.

Comment [bsteffen1]: Add a hyperlink here for the new MMIS record layout.

Automatic Processing

Adding a new Incident Code – Batch Update

- To get this started, a MEDS unit staff member has to enter a valid 'Automatic Batch Update Run Date' on the Incident Code table. If that date matches "today's date" the once-off batch process related to the incident will be started.

This allows the incident to be captured on one day, but if the MEDS unit, or other staff, need one or more days before wanting to have recipients linked to the incident, the date can be set to a future date.

- This process will evaluate all existing person records to determine whether they are affected by the new incident.

Only persons that are active AU members, or clients on active certs, qualify for evaluation.

- The residential address of each person is the one that needs to be evaluated for matching criteria to the location(s) identified on the Incident Code table. [\(if there is no matching Parish of Residence, or Residential Zip Code, check the Mailing Zip Code\)](#)
- If yes, the related Person and incident code combination is added to the ME-PERSON-INCIDENT file, unless the person/incident combination already exists on this file.
- There should be no reason why existing information needs to be updated by the batch process, therefore existing records will be ignored.

If the ME-PERSON-INCIDENT record is added by the batch process, the fields will be populated as documented on p. 19.

- Once all affected Persons have been added, the ME-PERSON-INCIDENT records are extracted to a file that is sent to the MMIS system.
- This Person/Incident information will not be on the standard MMIS Person record, but on a new Person record type available only for incident related information.

Adding/Changing Person Incident Information

- Online edits for incidents can only start once all required information for a new incident has been entered successfully on the Incident Code Table function.
- When an analyst links a new, or existing, person to a cert as either an AU member or a client, no automatic linking to incidents will occur.
- It is up to the analyst to ensure that all affected persons are linked to an incident.
- If the analyst either forgets to do so, or did not realize that this was necessary, they still can link the person to the incident via the Person function at a later stage.
- At that point the Person/Incident information is added to ME-PERSON-INCIDENT and the Incident Run Number is set automatically.

Question: Is it correct to assume that this linkage will only occur once the initial batch update job for this incident has run? This can be determined by checking whether the 'Automatic Batch Update Run Date' is either blank or in the future.

- Unlike the initial batch job, it is not the affected person's Parish of Residence that is evaluated for matching criteria to the location identified on the Incident Code table. Instead the analyst must now specifically enter the relevant Parish or Zip information on the Person Incident pop-up.
- Alternatively to adding a new person, when an existing Person/Incident is modified online, the information is updated on ME-PERSON-INCIDENT and the Incident Run Number is set automatically.
- In both instances the data is extracted to the MMIS system as part of that night's batch run, but the information will be on the special incident related MMIS record type.
- When adding or updating a ME-PERSON-INCIDENT record online, the fields will be populated as follows:

Field Name	Format	
Person Number	N13	Person Number off Person File
Incident Code	A4	The incident to which the person is being linked
Date Included	N8	The date on which this person was linked to the incident; <u>here today's dates entered by the analyst on the pop-up</u>
Previous Parish	N4	Parish the person resided in when affected by the incident; as entered by the analyst on the pop-up.
Previous Zip	N5	Zip code the person resided in when affected by the incident; as entered by the analyst on the pop-up.
Out of State Code	N2	As entered by the analyst on the pop-up
State of Origin	N2	As entered by the analyst on the pop-up
Previous Medicaid Recipient	A1	As entered by the analyst on the pop-up
Incident End Date	N8	Will be blank
Person Incident End Date	N8	As entered by <u>the analystMedsunit only</u> on the pop-up
Unlinking Reason Code	N2	As entered by <u>the analystMedsunit only</u> on the pop-up
Incident Run Number	N8	The latest Incident run number value found.

End Dating an Incident Code

Once an end date is known for an incident, it must be entered on the Incident Code Table function. The entry of an end date will trigger the batch job that will update linked Person-Incident records so they can be transmitted to MMIS.

→ See Update ME-PERSON-INCIDENT Records on p. 20 for possible solution.

Unlinking a Person from an Incident

Once a new incident has been added to the Incident Code table, and the once off batch update to all existing and affected Persons has occurred, this process cannot be reversed en masse.

However, to allow for person specific correctional actions, edits will be available to allow MEDS unit staff members to perform either of the following two options:

- Remove an incident code off a Person via PERS, thereby clearing the run number on the related ME-PERSON-INCIDENT record. This can only be done if the record has not been sent to MMIS yet.
- Access via PERS the Person/Incident pop-up and enter a person specific incident end date that precedes the related incident's end date. This covers the situation where the person was already extracted to MMIS. The end date can only be equal or greater to today's date and less than the Incident End Date.

While discussing this it was determined that a new code will be made available which will be called 'Unlinking Reason Code'. This code must be entered in the latter scenario.

To start off with, this will be in an LDA, since it is not anticipated that there will be many of these codes. If over time there is a need by the MEDS unit to be able to maintain this, a new table can then be created.

System Tables

Run Control

Process Id	Description
MMISINCINCIDENT	MMIS Person Incident Extract Process

Technical Note: Add this process to LDA MEXPRCL

Interface Processing

MMIS Interfaces Subsystem

```
MMIS          *** M.E.D. SYSTEM ***          04/12/10
MEIMMIM       MMIS INTERFACES SUBSYSTEM      15:43:20

  Id Tran      Description
  -----
  1 MMISQ1     AU Member Eligibility Inquiry
  2 MMISQ2     Browse Eligibility Inquiry

  3 MMISSP     MMIS Extract Person Selection (1)
  4 MMISSE     MMIS Extract Swipe Card Selection (2)
  5 MMISSE     MMIS Extract Eligibility Selection (4,6,7)
  6 MMISSE     MMIS Extract Case (Parish) Selection (5)
  7 MMISSE     MMIS Extract Segment Selection (7)
  8 MMISSE     MMIS Extract Person XRef Selection (8)
  9 MMISPI     MMIS Extract Person Incdnt Selection (9)

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

Summary of changes

- Add new Menu item MMISPI MMIS Extract Person Incdnt Selection (9)

MMIS Extract Person Incdnt Selection (MMISPI)

```
MMISPI          *** M.E.D. SYSTEM ***          06/12/08
MEIMMIS9       MMIS EXTRACT PERSON INCIDENT SELECTION 18:51:18

Person Incident Run Number: 00000002

Action Person Number   SSN      Name                               Pers Incdnt
-----
_   0001234567890 999-99-9999 SPATES, CORDARIUSX C           00000001
          ***** End of Data *****

*Person Number: 1234567890____
*Tran: _____ Act: _ Key: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main Retn Quit                Back Fwrld
```

This browse allows the Person Incident record for a Person to be selected so that it can be re-sent to MMIS. The current Person Incident Run number is stamped on the Person record.

Other Interfaces

It needs to be determined whether a Person that is added via an interface process, e.g. SDX, should be evaluated as being affected by an incident.

Technical Design

This section provides the details of the internal technical design of the facilities that support these changes.

New Functionality and Modules

New LDAs

MECPINFL – LDA containing ME-Person-Incident file layout

MECPINFG – LDA containing ME-Person-Incident-Log file layout

New Run Number Value

INCIDENT - This value must be added to [MEXPRCL](#)

Incident Code Table Maintenance (METICMF)

```

Message Line
  ICM          *** M.E.D. SYSTEM ***          *DATE
  METICMF      INCIDENT CODE MAINTENANCE      *TIME
                                                    MEPROD

*Action       : _ (A,B,C,D,M,N,P)
*INCIDENT CODE : _____
Short Description : _____
Description    : _____
               _____
               _____
               _____

State Incident : _ (Y/N)          Federal Incident: _ (Y/N)
Start Date    : __ / __ / ____   End Date      : __ / __ / ____
Priority Code  : _                Affected Locs  : +
Affect Interfaces : _ (Y/N)

Automatic Batch Update Run Date: __ / __ / ____

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

The Incident Code uniquely identifies a state and/or federally recognized incident that affects MEDS system recipients in the State of Louisiana.

The fields on the Incident Code Maintenance screen are described below:

Action (A1)

The action codes for this field are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge.

INCIDENT CODE (A4)

The code that identifies the incident. This can be any unique combination of alpha and numeric characters.

Short Description (A15) Mandatory field

Short description of the incident code - can be used on reports.

Description (A250) Mandatory field

Long description of the incident code

State Incident (A1) Mandatory field

A 'Y' identifies this as an incident as recognized by the State of Louisiana; an 'N' does not.

Federal Incident (A1) Mandatory field

A 'Y' identifies this as an incident as recognized by the Federal Government; an 'N' does not.

Technical Note: Either the State or the Federal Incident fields must be entered as 'Y'. Both can be 'Y'.

Start Date (N8) Mandatory field

The date which the government body officially identifies as the incident's start date, thereby having an effect on MEDS system recipients as of that date. The date can be less than today's date, but it cannot be in the future.

End Date (N8) Optional field

The date which the government body officially identifies as the incident's end date, thereby no longer having an effect on MEDS system recipients. The date cannot be less than today's date, but can be in the future.

This is really for MMIS, because once claims have been processed against a given combination of Person and Incident, presumably there is no way to void that link in the past.

Priority Code (N2) Mandatory field

Priority values can range from 1 through 99, where '1' is the highest and '99' the lowest priority. This code is evaluated for overlapping disasters to determine which one should be considered first.

For example, when hurricanes Katrina and Rita were identified as affecting overlapping parishes, persons linked to the overlapping parishes were considered to be affected by Katrina rather than Rita.

Affected Locations (A1) Mandatory field

This is a moreable that will result in a pop-up allowing the entry of affected states, regions, parishes and/or zip codes. A minimum of one entry is required. See Affected Locations on p. 17 for new pop-up details.

State entries are validated against the State code table.

Region, parish and zip code entries are validated against the related LOCN values in MEDS.

If the incident affects another state, no additional locations can be entered, since within MEDS those values cannot be evaluated for correctness. If an incident affects Louisiana, no additional Parishes, Regions, or Zip Codes can be entered (seeing as these would fall into LA by default). However, additional States may be entered

Some entry examples:

- *State entry of LA (Louisiana) is made without additional entry of region, parish or zip – the incident affects the entire state.*
- *State entry of LA (Louisiana) is made with additional entry of selected regions – the incident affects the entered regions in LA only.*

Formatted: Bullets and Numbering

•**State entry of LA (Louisiana) is made with additional entry of regions, parishes and zip codes – the incident affects the entered regions in LA plus specified parishes and zip codes over and above the selected regions.**

For Louisiana, when location codes other than State are entered, they need to be cross checked against the location table for overlaps.

For example: if Parish 40 (Rapides Parish) was entered as one of the affected locations, and also zip code 71315, an error should be displayed, because that zip code is automatically part of P 40.

Affect Interfaces (A1) Mandatory field

A 'Y' identifies to the MEDS system that any recipients that are added as a result of the batch interfaces must be identified as having been affected by this incident if the recipient passes the additional criteria of living in an affected parish, etc.

An 'N' tells the MEDS system that any recipients added as a result of the batch interfaces must be added with no further consideration to this incident.

Automatic Batch Update Run Date (N8) Required

The value entered here identifies on which date the automatic batch run will kick off. The date must be entered in MM/DD/YYYY format. The date entered can be equal or greater to today's date.

Initially, the date is pre-populated by the system with today's date. This can be changed by a MEDS unit staff member to a different, future date.

All other incident information, once entered successfully, will immediately affect all online entries. The automated batch process will only start once the system finds this date completed and the date must be equal to that day's date. Unless manually started, this process will only run at night as part of the regular batch cycle.

The batch process evaluates all active MEDS recipients against the entered criteria for the incident. If all matches, the affected recipient's Person number is linked to this incident code on the file ME-PERSON-INCIDENT and the related run number is set for later extraction to MMIS.

Affected Locations Moreable (MECIALN)

```

Message Line
          MECIALN          *** M.E.D. SYSTEM ***          *DATE
                          LOCATIONS AFFECTED BY INCIDENT      *TIME

*State *Region *Parish *Zip Code
-----
  _    _    _    _
  _    _    _    _
  _    _    _    _
  _    _    _    _
  _    _    _    _
  _    _    _    _
  _    _    _    _
  _    _    _    _
  _    _    _    _
  _    _    _    _
  _    _    _    _
  _    _    _    _
  _    _    _    _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Cont  Quit  Canc          Back  Fwrd

```

This pop-up window allows MEDS unit staff members to identify locations affected by an incident. Changes can be cancelled by pressing PF5. In order to successfully add a new incident, a minimum of one entry is required on this screen. Once an incident has been added successfully, locations cannot typically be removed from here, since the online functions will be immediately affected by entries made here.

However, additional locations can be entered over time. When additional locations are added the automatic batch run date will be updated automatically to today's date to ensure that all recipients that should be identified as having been affected by this incident are linked to this incident.

The fields on the pop-up screen are described below:

State (A2)

This is the standard 2 character alphabetic state code and is validated against the State code table on the MEDS system.

Region Code (N4)

This is the standard 4 digit numeric region code and is validated against the Location code table on the MEDS system.

Parish Code (N4)

This is the standard 4 digit numeric parish code and is validated against the Location code table on the MEDS system.

Zip Code (N4)

This is the 5 digit numeric zip code and is validated against the zip code table on the MEDS system.

- *For Louisiana, when location codes other than State are entered, they need to be cross checked against the location table for overlaps.*

For example: if Parish 40 (Rapides Parish) was entered as one of the affected locations, and also zip code 71315, an error should be displayed, because that zip code is automatically part of P 40.

- *For states other than Louisiana, it makes no sense to enter the affected Region, Parish or zip code(s). We can't verify them against the recipients residential address anyway. If states other than LA are entered, and additional locations are entered ie: Region, Parish or Zip Code, we have to assume that the information pertains to LA, and not to regions or parishes outside of LA. We can validate that a zip code falls within Louisiana, but Regions and Parishes cannot be validated.*

PF Keys

PF-Key 3 – Continue

This allows return to Incident Code Maintenance saving all added locations. Before doing so, all entries are validated for correctness.

PF Key 5 – Cancel

This allows return to Incident Code Maintenance rejecting all changes without further validation.

PF Key 7 - Previous

This key will point to the previous 10 location entries for this incident.

PF Key 8 - Next

This key will point to the next 10 location entries for this incident.

Linking of Persons to an Incident (MECPINC1)

- This program's JCL (job) will be set up so the job runs every night, but can be run manually (by MEDS unit request) when necessary.
- MECPINC1 only starts linking affected persons when it finds on the Incident Code Table an Incident Code where the field 'Automatic Batch Update Run Date' contains a date value matching that night's date, and where the Incident Close Date is zero, or is in the future.
- This method allows the MEDS unit staff to control execution times. Also, if additional locations are added at a different date, MEDS unit staff can change the Run Date value and know that the system will automatically re-evaluate all Persons to see who may now qualify.
- This program evaluates all existing person records to determine whether they are affected by the incident.
- To be linked to the Incident, the person must meet the following criteria:
 1. The Person's parish of residence ~~or~~ residential address zip code or mailing address zip code must be included in the list of affected locations on the Incident Code Table.
 2. The person must be linked to an active cert either as an AU member or as a client.
 3. If the person is an AU member, they must be an active AU member in at least one cert.
- If the person meets all of these criteria, this program will further determine whether the related person record was already linked to this incident. This could happen either because a worker made an online entry to that effect, or because this program was run before with say a different or lesser set of locations.
- If the person is already linked to the incident, the information on ME-PERSON-INCIDENT is not updated since no changes need to be recorded in such an event.
- If the Person has not yet been linked to the incident, this program will automatically add the Person/Incident combination to ME-PERSON-INCIDENT.
- The Incident Run Number is set on the ME-PERSON-INCIDENT record.
- MECPINC1 will populate the Person Incident fields as follows:

Field Name	Format	
Person Number	N13	Person Number off Person File
Incident Code	A4	The incident to which the person is being linked
Date Included	N8	The date on which this person was linked to the incident; here the run date of the batch job
Previous Parish	N4	Parish the person resided in when affected by the incident; here the Person POR is used.
Previous Zip	N5	Will be blank <u>be populated with the Residential Zip Code</u>
Out of State Code	N2	Will be blank
State of Origin	N2	Will be blank
Previous Medicaid Recipient	A1	Will be blank
Incident End Date	N8	<u>Will be blank</u> <u>The end date as found on the INCIDENT CODE file, if populated.</u>
Person Incident End Date	N8	Will be blank
Unlinking Reason Code	N2	Will be blank
Incident Run Number	N8	The latest Incident run number value found.

Questions:

1. *Does an Infopac report need to be created listing all persons updated in this way?*

Yes.

2. *Should we send all persons to MMIS that qualify regardless whether they have pending applications and/or active certs? That way, MMIS can determine on their side who should or should not be evaluated for a given incident.*

No – will be sent when certified.

Update ME-PERSON-INCIDENT Records with Incident End Date (MECPINC2)

- This program's JCL (job) will be set up so the job runs every night, but can be run manually (by MEDS unit request) when necessary.
- MECPINC2 only executes when it finds on the Incident Code Table an Incident Code where the field 'Automatic Batch Update Run Date' contains a date value matching that night's date, and where the Incident Close Date is greater than zero.
- This method allows the MEDS unit staff to control the execution date. This process can only run once per open incident.
- MECPINC2 evaluates all ME-PERSON-INCIDENT records to determine who is linked to the related incident and does not yet have a Person-Incident-End-Date populated, or the Person-Incident-End-Date is greater than the incident end date. The latter can only happen when MEDS unit staff changed the person's incident end date online.

If MECPINC2 finds even one record that already has the Incident End Date populated, the program should abend with an error message to indicate that this logic has already been executed once for this incident.

- The following criteria must be met for MECPINC2 to update the Person-Incident record with an end date:
 1. The Incident on the Person-Incident record matches the Incident Code being closed.
 2. The incident end date on this record must be zero – see abend note above.
 3. It does not matter whether the person is linked to an active cert either as an AU member or as a client, because when a cert or AU member are closed, any related Person-Incident records are not closed. Therefore they need to be selected now.
- For each record that matches this criteria, the program updates the Incident-End-Date on the ME-PERSON-INCIDENT record to match the end date on the Incident Code table.
- The Incident Run Number is usually set on the ME-PERSON-INCIDENT record. The only exception is for those records that were previously closed by the MEDS unit staff, i.e. the Person-Incident-End-Date is less than the incident end date. This was already sent to MMIS as an unlinked Person-Incident and must not be sent again.
- MECPINC2 will populate the Person Incident fields as follows:

Field Name	Format	
Person Number	N13	No change
Incident Code	A4	No change
Date Included	N8	No change
Previous Parish	N4	No change
Previous Zip	N5	No change
Out of State Code	N2	No change
State of Origin	N2	No change
Previous Medicaid Recipient	A1	No change
Incident End Date	N8	The official end date for an incident; MECPINC2 populates this using the end date found on the Incident Code Table
Person Incident End Date	N8	No change
Unlinking Reason Code	N2	No change
Incident Run Number	N8	The latest Incident run number value found.

Question: Does an Infopac report need to be created listing all Person-Incident records updated in this way?

Yes.

ME-PERSON-INCIDENT & -LOG Object Subprograms

These are new files. Generate for each the related object subprograms to validate and update the files. Include in each edits as documented here: Person Maintenance – p. 22.

Changes to Existing Functionality and Modules

Person Maintenance (MECPERF)

Current Layout – note highlighted area:

```

PERS          *** M.E.D. SYSTEM ***          07/14/07
MECPERF       PERSON MAINTENANCE              07:23:50 2 >
                                                MEPROD

*Action       : L (A,B,C,D,M,N,P,L)          Extrnl System : LAMI
*PERSON NUMBER : 1963871                      *Parish       : 44__ Katrina
First Name    : TA KIEBA                      Middle Initial: A  *Title:
Last Name     : SINGLETON                    *Suffix       :    Secondary: +
Maiden Name   :                               SSN         : 999 - 99 - 9999
*Id Veri. Type :                               +      *SSN Verified : 0 Unverified
Birth Date    : 8_ / 5_ / 2001                *Care Claim No:
*DOB Verified :                               *Care Source :
Mailing Addr. : 8402 NELSON ST                 > VA Claim No : 01233
City         : CHALMETTE                      State        : LA Louisiana
Zip Code     : 70043 - 0000                   Phone Number : ( 504 ) 861 - 9327 +
Address Notes :                               +      Race/Ethnicity: 1 White
*Sex         : 2 Female                       *Preferred Lang: 1_ English
*Citizen Code : 1 Citizen                     *Cit Veri. Type:
Date of Death : _ / _ / _                    Alien Ent. Dte: _ / _ / _
CCARE PCP    : CITY OF N.O.-MANDEVILLE > Lock-in Code :
*Mcaid Mother :                               Children: + Ext Med Ind :
*Tran:      Act: _ Key:
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main Retn Quit DEXA Case Addr Incm CMem Left Rght PIES
    
```

New Layout – note highlighted area:

```

PERS          *** M.E.D. SYSTEM ***          07/14/07
MECPERF       PERSON MAINTENANCE              07:23:50 2 >
                                                MEPROD

*Action       : L (A,B,C,D,M,N,P,L)          Extrnl System : LAMI
*PERSON NUMBER : 1963871                      *Parish       : 44__ Inc. Cd: +
First Name    : TA KIEBA                      Middle Initial: A  *Title:
Last Name     : SINGLETON                    *Suffix       :    Secondary: +
Maiden Name   :                               SSN         : 999 - 99 - 9999
*Id Veri. Type :                               +      *SSN Verified : 0 Unverified
Birth Date    : 8_ / 5_ / 2001                *Care Claim No:
*DOB Verified :                               *Care Source :
Mailing Addr. : 8402 NELSON ST                 > VA Claim No : 01233
City         : CHALMETTE                      State        : LA Louisiana
Zip Code     : 70043 - 0000                   Phone Number : ( 504 ) 861 - 9327 +
Address Notes :                               +      Race/Ethnicity: 1 White
*Sex         : 2 Female                       *Preferred Lang: 1_ English
*Citizen Code : 1 Citizen                     *Cit Veri. Type:
Date of Death : _ / _ / _                    Alien Ent. Dte: _ / _ / _
CCARE PCP    : CITY OF N.O.-MANDEVILLE > Lock-in Code :
*Mcaid Mother :                               Children: + Ext Med Ind :
*Tran:      Act: _ Key:
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main Retn Quit DEXA Case Addr Incm CMem Left Rght PIES
    
```

Summary of Changes

Remove the field currently known as 'Katrina Indicator' and replace it with the Incident Code moreable. If a person is affected by one or more incidents and has already been identified as such, the relevant incident information is displayed in the related pop-up window.

Field Descriptions

Inc. Code (A1) Optional

This is a moreable and a pop-up will display, and allow entry, of any incident information affecting this person. When a person is linked to at least one incident, the '+' sign changes to '>'.

A change to Person-Incident information is automatically sent to MMIS as part of that night's batch extract.

Person Incident Code Moreable Maintenance (~~MECPERSI~~~~MECPINC4F~~ – New)

```

Message Line
      M.E.D. SYSTEM ***          06/10/08
MECPERSI MECPINC4F PERSON INCIDENT
INFORMATION      17:17:15

*Action      : D (D,M)
*PERS NUMBER :

  *Inc *Prev *Prev   Date   *OOS *Or Prv  Pers Incid *Unlnk
  *A Code POR  Zip    Included Code St Rcp  End Date  Rsn
  -----
  - - - - - / - / - - - - - - - - - / - / - - - - -
  - - - - - / - / - - - - - - - - - / - / - - - - -
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  - - - - - / - / - - - - - - - - - / - / - - - - -
  - - - - - / - / - - - - - - - - - / - / - - - - -
  - - - - - / - / - - - - - - - - - / - / - - - - -

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-
      Help      Cont      Canc      Prev  Next      Clear
    
```

This pop-up window allows analysts to identify which incidents affect a person. The Person Incident End Date and Unlinking Reason Code can only be entered by a MEDS unit staff member. Changes can be cancelled by pressing PF5. Changes applied successfully will result in the Incident Code Run Number on the ME-PERSON-INCIDENT record to be updated automatically.

Should start and end dates be needed for the Out of State information, they will be added here as well.

Also: this does not have to be a pop-up – it could be an independent maintenance function.

The fields on the pop-up screen are described below:

Action Code (A1) Mandatory field

Valid actions are:

- A – to add a new incident code
- M – to modify incident code detail

- P – to purge an incident code

Only MEDS unit staff are allowed to purge an incident off a person record and can only do so if the record was not yet extracted to MMIS.

Incident Code (A4) Mandatory field

This is the new 4 character alpha-numeric incident code and is validated against the related Incident Code table on the MEDS system. A person can only be linked to an open incident.

Previous POR (N4) Mandatory Field (if Previous Zip is not populated – and only one can be)

This is the Parish of Residence that the person resided in when affected by an incident. When the initial batch job that links persons to new incidents runs, this field derives its value from the Parish of Residence on the Person record at that time (see Linking of Persons to an Incident (MECPINC1) on p. 19). When an analyst uses online functionality to newly link a person and incident, this value must be entered by the analyst. The entered Previous Parish must be a valid parish, and must be one of the locations linked to the incident via the Incident Code Table.

Previous Zip (N5) Mandatory Field (if Previous POR is not populated – and only one can be)

This is the Zip Code that the person resided in when affected by an incident. When the initial batch job that links persons to new incidents runs, this field will be populated using the Person's residential address zip code. When an analyst uses online functionality to newly link a person and incident, this value can be entered by the analyst as an alternative to the Previous POR. The entered Previous Zip must be a valid one, and must be one of the locations linked to the incident via the Incident Code Table.

Date Included (A4N8) Mandatory field

This field identifies the date on which a person is considered to be affected by the incident. When the initial batch job that links persons to new incidents runs, this date derives its value from the run date of that program (see Linking of Persons to an Incident (MECPINC1) on p. 19). When an analyst uses online functionality to newly link a person and incident, this date must be entered by the analyst. The format is MM/DD/YYYY and the date value entered can be in the past, but not in the future. The date cannot precede the start date of the related incident.

Out of State Code (A2) Optional Field

This is the standard 2 character alphabetic state code and is validated against the State code table on the MEDS system. Where applicable, the analyst enters this to identify the state to which a Louisiana MEDS recipient and incident affected person has relocated temporarily.

State of Origin Code (A2) Optional Field

This is the standard 2 character alphabetic state code and is validated against the State code table on the MEDS system. The State of Origin is populated by an analyst when an out of state person has been added to MEDS while receiving temporary LA Medicaid assistance, because the recipient was displaced by a disaster in that person's home state. The State must have been linked to the incident via the Incident Code Table. This field must be blank, if 'Out of State Code' is populated.

Previous Medicaid Recipient (A1) Optional Field

If the 'State of Origin Code' is populated, this field must be populated as well. The analyst enters 'Y' (Yes) or 'N' (No) to indicate whether the non-LA recipient used to be on Medicaid while residing in their home state.

End Date (N8) Optional Field

This field can only be entered by MEDS unit staff, and will allow an override of erroneously entered incident information. The format is MM/DD/YYYY and the date value entered here cannot be in the past. The date is entered if the record was previously extracted to MMIS and a purge is no longer possible.

Unlinking Reason Code (N2) Optional Field

This is a 2 digit numeric value and is validated against the related LDA that will contain allowable valid values. This field can only be entered by MEDS unit staff and is required only when an End Date is entered online.

Any changes to the above fields results in the incident run number being set and the record being extracted to MMIS during the next nightly cycle.

PF Keys**PF-Key 3 – Continue**

This allows return to Person Maintenance saving all changed incident information. Before doing so, all entries are validated for correctness.

PF Key 5 – Cancel

This allows return to Person Maintenance rejecting all changes without further validation.

PF Key 7 - Previous

This key will point to the previous 10 incident entries for this person.

PF Key 8 - Next

This key will point to the next 10 incident entries for this person.

General Programming Notes

Call the new object subprograms for the file ME-PERSON-INCIDENT to validate and update data. The object subprograms should cover all standard edits as well as specific edits as documented as part of this document. A log file entry on ME-PERSON-INCIDENT-LOG must be created every time an online, or batch, change is made to an existing record.

Interface Changes

Overview of MMIS Interface file

A detailed description of the MMIS Interface process and related programs and record types can be found in the MEDS system spec 'ID-IF-MMIS.doc'. Some of that information has been copied to this spec, because it needs to be updated, or for ease of reference.

A new Detail record type of '9' will be added to cater for the transmission to MMIS of Person Incident Information. Other than that this information remains largely unchanged. **Changes are highlighted in yellow.**

The Medicaid Management Information System (MMIS) Interface File consists of three different record types:

- 1 - Header Record
- 2 - Detail Record(s)
- 3 - Trailer Record

The **Header** record contains file control information. Each Interface file contains one Header record and the Header record is always the first record in the file.

The **Detail** records contain the actual MEDS information to be communicated to the MMIS system. A Detail record may have one of ~~nine~~ **eight** different sub-record types:

- 1 - Person Record
- 2 - Swipe Card Request Record
- ~~3 - Lock-In/Community Care Record~~
- 4 - AU Member Record
- 5 - AU Member Parish of Residence Record
- 6 - AU Member Eligibility Record
- 7 - AU Member Segment Record (long term care/waiver and hospice segments)
- 8 - Invalid Person Cross Reference Record
- 9 - Person Incident Record**

The **Trailer** record identifies the physical end of the interface file. Each Interface file contains one Trailer record and the Trailer record is always the last record in the file.

NOTE: The MMIS Monthly Reconciliation and MMIS Recipient Interfaces (neither currently are run) use the same record format. These two record formats must be kept in sync.

Summary of Changes

A new detail record type of '9' is added to the existing MMIS detail extract record.

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MMIS Interface Record Info

This information remains unchanged and is in this spec for informational purposes only.

Every record in the interface file will contain **Record Info**. The Record Info will always be the first 32 characters in the record. The Record Info provides the following:

- Identifies the format layout of a record.
- Provides a single file sequence number.
- Provides a grouping of detail records by person number.

<u>Position</u>	<u>Length</u>	<u>Data Type</u>	<u>Picture</u>	<u>Data Element/Description</u>
001	001	AN	X(001)	Record Type: 1 - Header (one per file). 2 - Detail. 3 - Trailer (one per file).
002	001	AN	X(001)	Sub-Record Type: 0 - Control Record (Header/Trailer). 1 - Person Record. 2 - Swipe Card Request Record. 3 - Lock-In/Community Care Record. 4 - AU Member Record. 5 - AU Member Parish of Residence Record. 6 - AU Member Eligibility Record. 7 - AU Member Segment Record. 8 - Invalid Person Cross Reference Record. 9 - Person Incident Record.
003	009	Group		Record Key: Record Sequence.
003	009	N	9(009)	Record Sequence: Incremental number from 1 by 1 through all records in the file.
012	021	Group		Person Key: Person Number and Person Sequence. Note: the Person Key will be all zeroes on a control record.
012	013	N	9(013)	Person Number: Unique identifier of a MEDS person.
025	008	N	9(008)	Person Sequence: Incremental number from 1 by 1 through all records with the same Person Number.

MMIS Record Layouts

Overview of Record Layouts

The MMIS Person Incident Interface File consists of three different record types:

1. Header Record
2. Detail Record(s)
3. Trailer Record

A new record type of '9' is added to the Detail Records layout. Therefore that is the only change documented here. For all other information related to the Header, Trailer and other Detail Record types, refer to the MEDS system spec 'ID-IF-MMIS.doc'

Detail Records

Person Incident Record

This is a new detail record and contains the Person Incident information.

<u>Position</u>	<u>Length</u>	<u>Data Type</u>	<u>Picture</u>	<u>Data Element/Description</u>
001	001	AN	X(001)	Record Type: 2 - Detail
002	001	AN	X(001)	Sub-Record Type: 9 - Person Incident record.
003	009	Group		Record Key: see Record Info field descriptions.
012	020	Group		Person Key: see Record Info field descriptions.
033	241	Group		Person Incident Information.
033	004	A	X(004)	Incident Code
037	004	N	N(004)	Person-Incident File: Previous Parish
041	005	N	N(005)	Person-Incident File: Previous Zip Code
046	002	N	N(002)	Incident Priority
048	001	A	X(001)	<u>Existing-New-Indicator???</u> #NEW-OR-OLD-AUM - see Note 1. below
049	001	A	X(001)	Person Incident File: Federal/State Indicator
050	002	A	X(002)	Person-Incident File: Out of State Code
052	002	A	X(002)	Person-Incident File: State of Origin
054	008	N	N(008)	Incident Start Date
062	008	N	N(008)	Incident End Date
070	10	A	X(010)	Filler
081	001	AN	X(001)	*** End of record marker.

Note 1: #NEW-OR-OLD-AUM variable identifies one of three possible scenarios for every person extracted for incidents:

<u>Possible Value</u>	<u>Description</u>
<u>1</u>	<u>New AU member: was never sent to MMIS before</u>
<u>2</u>	<u>Existing AU member: was sent to MMIS before</u>
<u>3</u>	<u>- Existing AU member: was sent to MMIS before & was previously linked to this incident</u> <u>- Worker has now unlinked AUM from this incident, i.e., person was linked in error.</u>

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Extract to MMIS All Incident Affected Persons

(~~MEIMMIN1~~MEIMMIZ9)

- This sub-program is called by the daily MMIS extract program MEIMMIZ1.
- This program reads the ME-PERSON-INCIDENT file for all records that have the latest Incident Code Run Number set.
- Because the data on ME-PERSON-INCIDENT is stored for a unique combination of Person and Incident Code, the resultant data is by default unduplicated.
- All affected Persons and their Incident information are extracted to the new MMIS Person record type 9 on the standard MMIS work file available only for incident related extract data.
- The data fields are populated from either the Person-Incident or the Incident-Code file – see Detail record layout above for specifics.

Database changes

New Files

Incident Code (ME-INCIDENT-CODE & -LOG)

This file contains valid Incidents affecting MEDS recipients. This is a new DDM off existing file ME-CODES-ADA, but where applicable new fields must be added to the Adabas file. Existing fields that don't need to be added are highlighted in **green**; these fields just need to be pulled into the new DDM.

Level	Type	Field Name	Format	Description	Supp	FK
1	D	INCIDENT-CODE	A4	A unique code for each incident affecting MEDS recipients.	Y	
1		SHORT-DESC	A15	The short description associated with this incident.	Y	
1		LONG-DESC	A250	The long description associated with this incident.	Y	
1		INCDNT-STATE-IND	A1	This identifies whether this is an incident as identified by the State of Louisiana.	Y	
1		INCDNT-FED-IND	A1	This identifies whether this is an incident as identified by the Federal Government.	Y	
1		INCDNT-START-DATE	N8	The official start date associated with the incident.	Y	
1		INCDNT-END-DATE	N8	The official end date associated with the incident.	Y	
1		INCDNT-PRTY-CODE	N2	The priority assigned to this incident, where 1 is the highest and 9 the lowest priority possible.	Y	
1		INCDNT-IFACE-IND	A1	Identifies whether interface processing is affected by this incident.	Y	
1		INCDNT-BATCH-RUN-DATE	N8	The date on which the automatic update job is to/has run.	Y	
1	PE	INCDNT-LOCN	1:100	Locations that are affected by an incident		
2		INCDNT-LOCN-TYPE	A1	'S'=State; 'R'=Region; 'P'=Parish; 'Z'=Zip code	Y	
2		INCDNT-LOCN-1	A2	At this point only for 2 char. State code	Y	
2		INCDNT-LOCN-2	N5	All other affected (numeric) locations	Y	
Standard fields						
1		LOG-COUNTER	P15	Identifies the number of times that this record has been updated.	Y	
1		UPDATE-USER	A8	Identifies the user that last updated this record.	Y	Y
1		UPDATE-PGM	A8	Identifies the program that last updated this record.	Y	
1		UPDATE-TIME	T	Identifies the time of the last update of this record.	Y	

Person Incident (ME-PERSON-INCIDENT & -LOG)

This file contains links Incidents defined to MEDS and affected MEDS recipients. This is a new set of files.

Level	Type	Field Name	Format	Description	Supp	FK
1		PERSON-NUMBER	N13	The standard number used by MEDS to identify a unique person.	Y	
1		INCIDENT-CODE	A4	A unique code for each incident affecting MEDS recipients.	Y	
1		DATE-INCLUDED	N8	The date on which this person was linked to the incident.	Y	
1		PREV-PARISH	N4	The LA parish the person resided in when affected by the incident.	Y	
1		PREV-ZIP-CODE	N5	The LA zip code the person resided in when affected by the incident.	Y	
1		OUT-OF-STATE-CODE	N2	The state a LA recipient has temporarily relocated to as a result of the incident.	Y	
1		STATE-OF-ORIGIN	N2	The state a non-LA resident has been displaced from because of an incident in that state.	Y	
1		PREV-MCAID-RECIPIENT	A1	Y(es)/N(o) – for non-LA residents only; indicates whether person was on Medicaid in their home state.	Y	
1		INCDNT-END-DATE	N8	The official end date associated with the incident.	Y	
1		PERSON-INC-END-DATE	N8	Populated only when person was linked to incident in error.	Y	
1		UNLINK-REASON-CODE	N2	Must be populated when PERSON-INC-END-DATE is entered.	Y	
1		INCDNT-RUN-NUM	N8	The incident run number is set for additions and changes.	Y	
Standard fields						
1		LOG-COUNTER	P15	Identifies the number of times that this record has been updated.	Y	
1		UPDATE-USER	A8	Identifies the user that last updated this record.	Y	Y
1		UPDATE-PGM	A8	Identifies the program that last updated this record.	Y	
1		UPDATE-TIME	T	Identifies the time of the last update of this record.	Y	

MEDS NG Specification Signoff Document

Deliverable Name	Disaster Planning for Systems
Deliverable Number	SIR #1373
Delivery Date	
Signoff Due	
Delivery Comments	
Acceptor Signature	This is to confirm acceptance of the above deliverable
Acceptor Name	
Acceptance Date	
Acceptance Comments	