# Louisiana Medicaid Management Information System (LMMIS)

# Data Element Dictionary Web Application Documentation of Functionality
# v1.4

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Lift 4847

## Document Revision History

| Version | Date | Change Author | Section / Subsection | Change Description | Review Date | Reviewer | Approval Date |
|---------|------|---------------|----------------------|-------------------|-------------|----------|---------------|
| 1.0 | 05/29/2009 | Brooke Scrivner | All | Created | 06/01/2009 | Allison Shortess | |
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| 1.2 | 06/19/2009 | Brooke Scrivner | All | Reformatted sections/subsections for consistency and ease of reference. | | | |
| 1.2 | 06/19/2009 | Brooke Scrivner | IX | Added section "IX. Document Revision History" | | | |
| 1.2 | 06/19/2009 | Brooke Scrivner | 4 (was 3.1) | Removed reference to programs, reports, files, tables, screens, JCL, and copybooks. | | | |
| 1.2 | 06/19/2009 | Brooke Scrivner | 8.4.5 (was 5.1.7) | Removed a duplicate note regarding Adobe Acrobat Reader. Corrected reference to a previous section. Completed missing paragraph text. | | | |
| 1.2 | 06/19/2009 | Brooke Scrivner | 9.2 (was 6.3) | Removed the reference to "multiple pages of search results" as navigation shows on all searches. | | | |
| 1.2 | 06/19/2009 | Brooke Scrivner | VII (was 7) | Added "Source" as a field in the table. | | | |
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| 1.3 | 06/23/2009 | Brooke Scrivner | 4 | Combined second and last bullet – information was redundant. | | | |
| 1.4 | 7/24/2009 | Steve Brunet | All | Revised the formatting of the entire document to be consistent with TCG document template standards and updated the content to be in sync with the 7/17/09 code complete application to be implemented. | 7/27/2009 | Allison Shortess | 7/27/2009 |

# Table of Contents

# 1.0   OVERVIEW

The LMMIS Data Element Dictionary, hereafter referred to as the "DED", is a web-based application that provides users with a list of the fields, hereafter referred to as "Data Elements" or "elements", contained in various files and databases used by LMMIS mainframe subsystems and web/client-server applications.  In addition to this hierarchical list of subsystems and their associated elements, the DED also provides users with detailed information for a selected Data Element and, where applicable, a list of values that are valid for that element, as well as links to related elements contained in *other* LMMIS subsystems/applications that are either identical or similar to the selected element.

When applicable/available, each Data Element appearing in the DED contains the following detailed:

- Data Element ID
- Data Element Name
- Description/Definition
- LMMIS Subsystem/Application Name
- Data Type (SQL, .NET, or COBOL)
- Usage Notes
- Source

## 1.1   Objectives

The DED application objectives are to:

- Create a centralized repository for data elements from LMMIS subsystems and applications and their valid values (as applicable)
- House this repository in a SQL database
- Provide common access to the DED via the LMMIS Intranet
- Provide an organized user interface to view data element information via a navigable, hierarchical tree of LMMIS subsystems and applications and a method to drill-down to detailed data element information
- Provide users the ability to perform online searches for data elements
- Provide System Administrator users with a method to add/edit/delete data elements and valid values
- Provide users with readily available online help for the DED

## 2.0  DED ORGANIZATION

Organization of the DED can be separated into two specific categories:

- User Interface Organization
- Data Organization

### 2.1  User Interface Organization

The DED user interface is organized horizontally into two panes within the user's Web browser.  The left-hand pane is the "Navigation Pane" and allows the user to explore the data elements in the alphabetical list of LMMIS subsystems and applications and to select the type of information they desire (refer to the 'Data Organization' section below for a description of the types of information that may be selected in this pane).

*NOTE:  The Navigation Pane structure is comprised of "nodes".  Higher level nodes are referred to as "Parent Nodes".  The individual items listed within these parent nodes are referred to as "Child Nodes".  Parent nodes may be expanded to display any child nodes they contain by clicking the "+" sign to the left of the node.  When expanded, the "+" sign changes to a "-" sign.  The user may then contract the node again by clicking the "-" sign and the child nodes will no longer be displayed.  By expanding or contracting various nodes in this manner, the user is able to limit the list to only the information relevant to their search.*

In the Navigation Pane, each subsystem/application stored within the DED is listed as a parent node.  When expanded, child nodes are displayed that describe the type of detailed information available in the DED for the expanded subsystem/application.  Available child nodes may vary by subsystem/application and will depend on the types of detailed information available for a given subsystem/application.  At this time, the "Data Elements" child node is the only node available under a parent subsystem/application.  However, future functionality may expand the types of detailed information available for each subsystem/application and, therefore, increase the number and types of child nodes displayed when a parent subsystem/application is expanded.

Information displayed in the right-hand pane, or "Data Pane" is dependent upon and related to the child item selected in the Navigation Pane for a given subsystem/application.  For example, selecting the "Data Elements" child node under "Claims," will cause the Data Pane to display the list of Data Elements contained in the Claims subsystem.

## 2.2   Data Organization

Data within the DED can be categorized in the following ways:

- A high-level listing of the subsystems and applications available in the DED, as well as a listing of the types of detailed information available for each subsystem/application

- Detailed information describing individual data elements

- A list of Code Sets and Descriptions (Global Valid Values), defined as all valid data values or codes, hereafter referred to as "Global Valid Values", for a data element when that element exists in multiple LMMIS subsystems/applications and shares a common set of Global Valid Values across these subsystems/applications

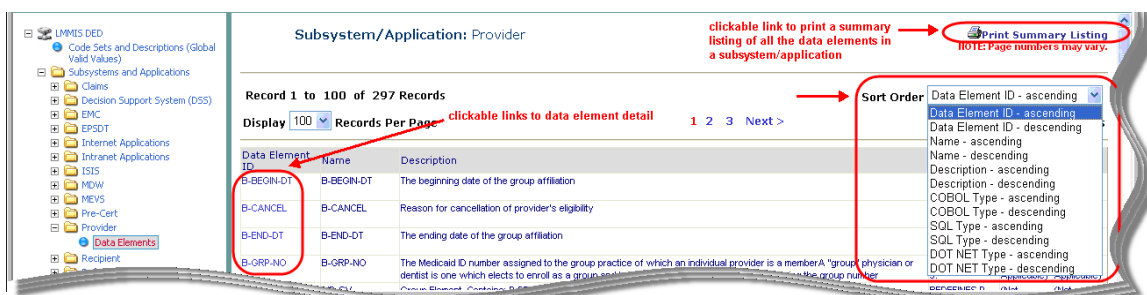### 2.2.1   Organization of High-Level Subsystem/Application Listing

Refer to Section User Interface Organization for more information about the organization of the high-level subsystem/application listing using the Navigation Pane.

### 2.2.2   Organization of Data Element Information

When locating data elements using the hierarchical tree structure in the Navigation Pane, data elements are organized as follows:

- Alphabetically by subsystem/application name, then

- Alphabetically by Data Element ID

Users may access detailed data element information by clicking on a specific Data Element ID in the subsystem/application summary listing.  Users may also change the column on which data elements are sorted or reverse the sort order in the summary listing Web page by selecting the appropriate sort order in the Sort Order drop-down box.  Lastly, users can print a summary listing of all the data elements in a subsystem/application by clicking on the link in the top-right corner of the Web page (an example of this print listing follows the illustration of the Data Element Summary Listing Web Page below).



**Data Element Summary Listing Web Page**

**Example of the First Page of the Data Element Summary Report for the Provider Subsystem**

### 2.2.3 Organization of Code Sets and Descriptions (Global Valid Values)

In addition to the various Data Elements contained within individual subsystems or applications, the DED also allows users to access Global Valid Value codes. These Global Valid Value codes are codes which are common LMMIS values or codes and which apply to Data Elements in more than one subsystem/application (e.g., Provider Type codes are Valid Values for Data Elements within the Provider, EPSDT, Reference, and Claims subsystems, among others).

To allow users to easily locate the Valid Values lists, the "Global Valid Values" node appears at the top of the hierarchical tree in the Navigation Pane. Selecting "Code Sets and Descriptions (Global Valid Values)" in the Navigation Pane will cause a list of Valid Value Sets to be displayed in the Data Pane (you can then access the codes in Valid Value Sets by clicking on the links in the Valid Value Set ID column). You may also navigate to the "Global Valid Values" by clicking the "Code Sets and Descriptions (Global Valid Values)" button on the DED toolbar (refer to the section Code Sets and Descriptions (Global Valid Values) discussed later in this document).

The list of Valid Value Sets in the Data Pane may be sorted in ascending/descending order by Valid Value Set ID, Name, or Description columns by selecting the column name and sort order from the Sort Order drop-down box.

Users may also print a Valid Value Set Summary Report of all the Valid Value Sets by clicking the Print Summary Listing link (a sample of this report follows the illustration below).  An illustration of the functionality of LMMIS Code Sets and Descriptions (Global Valid Values) is shown below:
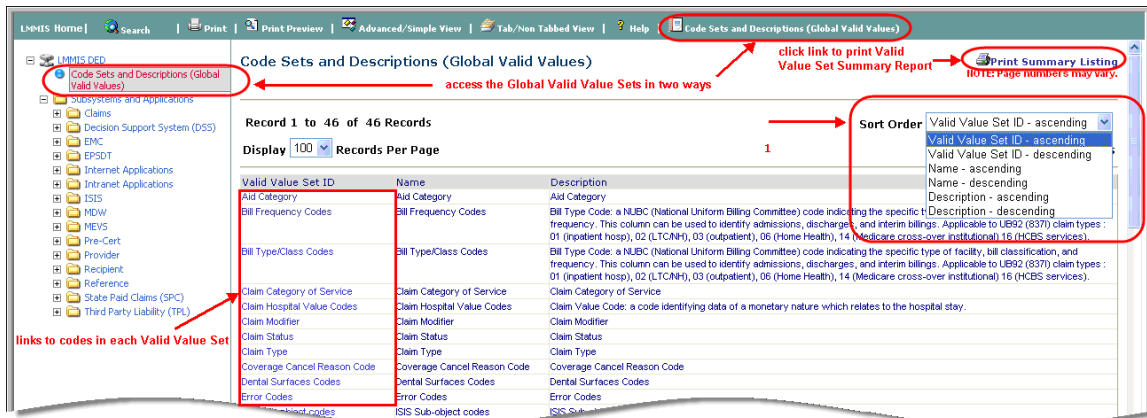


**Code Sets and Descriptions (Global Valid Values) Summary Listing Web Page**



**Example of First Page of Valid Value Set Summary Report**

# 3.0   DED ACCESS ROLES

The DED contains the following access roles:

- Default User
- System Administrator

## 3.1   Default User

The Default User role provides all authorized Unisys and DHH personnel with read-only access to the DED application.  Default Users can perform the following operations in the DED application:

- Search for Data Elements using keyword(s) or phrase(s)

- Navigate search results

- Navigate and view Data Element-related information by subsystem/application

- Utilize toolbar buttons to return to the search page, print-preview and print the current page, toggle between advanced and simple views, and toggle between tab and non-tab view.

The Default User Role <u>CANNOT</u> perform the following operations:

- Add content

- Modify content

- Delete content

The ability to add/modify/delete DED content is the sole responsibility of the Unisys DED System Administrator(s).

## 3.2   System Administrator

The System Administrator role is intended to provide selected Unisys personnel with full access and use of the DED application to allow for the addition of future subsystems/applications data elements to the DED and for the maintenance and modification of existing subsystems/applications data elements and Valid Value Sets.  In addition to the access rights afforded the Default User role, the System Administrator role has the ability to add, modify, and delete information within the DED.

# 4.0  ACCESSING THE DED

## 4.1  Security and Access Rights

The DED is currently available on the LMMIS Intranet staging server.  Upon implementation to production, the application for default users will be available for viewing via the production LMMIS Intranet site to all DHH Medicaid-related staff and Unisys-LMMIS personnel who have access to the LMMIS Intranet.

System Administrator access to the DED will be via the LMMIS Inquiry (SPT) Intranet application, in which a user id and password will be required and a DED application request with 'DEDSysAd' access type granted by the SPT Webmaster.

## 4.2  Post-Implementation Access to the DED

Post-implementation access to the DED for default users will be available via the 'Data Element Dictionary' link on the LMMIS Intranet home page and will be located under the 'Documentation' heading of the navigation index on the left side of the page, as illustrated below:
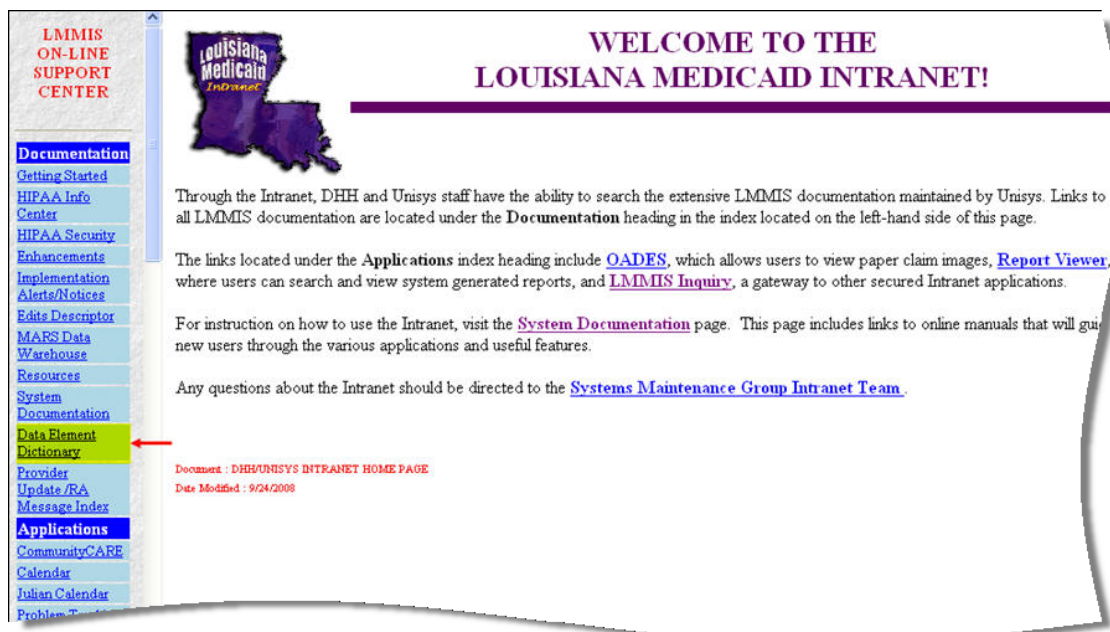


**LMMIS Intranet Home Page:  Default User Access**

# 5.0 OVERVIEW OF EXISTING DED FUNCTIONALITY

The following is an overview of the functionality currently available in the DED application:

- Selecting Data Elements for viewing using the Navigation Pane
- Viewing Data Element Detailed Information in the Data Pane
- Selecting Code Sets and Descriptions (Global Valid Value Sets) for viewing using the Navigation Pane and Tool Bar
- Viewing, sorting, and printing Global Valid Value Sets via the Data Pane
- Data Element Searching
- Print-Preview current Web page displayed
- Print current Web page displayed
- Toggling between Advanced and Simple views (i.e., Hiding the Navigation Pane)
- Toggling between Tabbed and Non-Tabbed Views of both data element detail and valid value set detail.
- Administrative Functions to add/change/delete DED content and perform folder management (for System Administrator users only)
- Online feedback feature
- Online Help Documentation

## 5.1 Toolbar

The DED application contains a toolbar located at the top of each page that allows the user quick access to many useful functions. This toolbar remains available at all times. An overview of the functionality provided by each button in the default user toolbar follows and is in order of the toolbar's buttons from left to right:
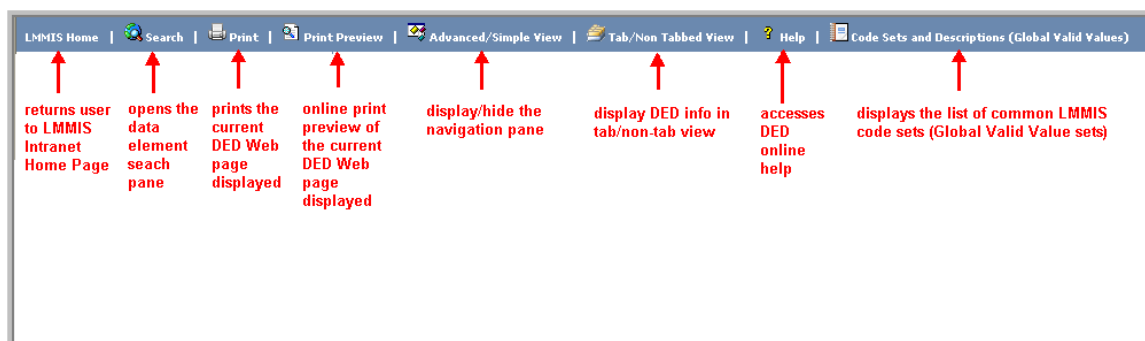


**DED Toolbar (Default User)**

### 5.1.1  LMMIS Home

The 'LMMIS Home' link enables you to return to the LMMIS Intranet Home Page, which is the page default users access the DED application from.  This link allows you to return to LMMIS Intranet home page to perform other Intranet related tasks versus closing your Web browser, which would close all Web applications running/session.

### 5.1.2  Search

Clicking the 'Search' button (  ) will display the DED's Search pane which allows the user to search for individual data elements by entering a search string. The user can 'qualify/limit' a search in two ways: 1) by the words entered in the search string (search by 'Any of the Words' entered, 'All of the Words' entered, or the 'Exact Phrase' entered) and 2) the data platform to search in ('Mainframe', 'Data Warehouse', or 'Unassigned').

An illustration of the Search pane and a more detailed description of its functionality are provided in the "Detailed Description of Functionality" section, presented later in this document.

### 5.1.3  Print

Users may print any Web page in the DED by clicking Print button (  ) in the toolbar and following the standard print procedure for Microsoft Windows applications (**note** that only data in the data pane will print; the navigation pane will not print).

**NOTE:**  There are two methods available for printing DED information.  The printing function described above represents the print functionality provided by the DED application.  Your Web browser (likely Microsoft Internet Explorer) also has print functionality built-in which can be accessed via your Web-browser's File menu.  However, the 'Print Preview' and 'Print' functionality available through your Web browser will display the preview and print out differently than via the DED application.  **In order to yield printing results which most closely match how the DED displays the information online, it is recommended that you use the DED's built-in print functionality which can be accessed from the toolbar as described above.**

## 5.1.4 Print Preview

Users may 'online preview' how a given DED Web page will look when it is printed by clicking the 'Print Preview' button (  ) on the toolbar. This feature provides an accurate print-preview of the information viewed in the data pane of any DED Web page viewed (**note** the navigation pane is not displayed in print-preview).

Typical DED information that can be print-previewed before printing includes data element summary listings and detail, Global Valid Value Sets summary listings and detail, and data element search results.

## 5.1.5 Advanced/Simple View

Users may turn on/off the Navigation Pane within the DED to allow additional screen space for viewing detailed information in the data pane. These views are referred to in the DED application as Advanced View (includes the navigation pane) and Simple View (does not include the navigation pane), as discussed and illustrated in the following sections.

### *5.1.5.1      Advanced View*

In Advanced View, the Navigation Pane is displayed on the left-side of the Web page. It contains a link to the Global Valid Value Sets at the top of the pane and displays LMMIS Subsystems and Applications folders that enable a user to expand and access data elements. Selection of a specific item in the Navigation Pane will cause its related details to be displayed in the right pane (Data Pane). The Advanced View is shown below:



**DED in Advanced View**

*5.1.5.2     Simple View*

In Simple View, the Navigation Pane is hidden and the information that was displaying in the Data Pane in Advanced View (see illustration above) is now displaying in 'full-screen' mode, as illustrated below:



**DED in Simple View**

## 5.1.6  Toggle between Tab View and Non Tabbed View

When viewing the detailed information for a Data Element or a Global Valid Value Set, you can choose to view the information in either "Tab View" or "Non-Tabbed View".

To change from Tab View to Non Tabbed View, or vice versa, click the "Tab/ Non Tabbed View ( ) button on the DED toolbar.  These views and this button are described and illustrated below.

*5.1.6.1     Tab View*

Tab View displays the detailed information for a Data Element or Valid Value Set in 'tabs', positioned horizontally across the middle area of a DED Web page. Each tab is designed to hold specific, detailed, information and contains a link which, when clicked, will display the contents of the tab.  An example of a data element in Tab View with the Global Valid Values tab selected is illustrated below:
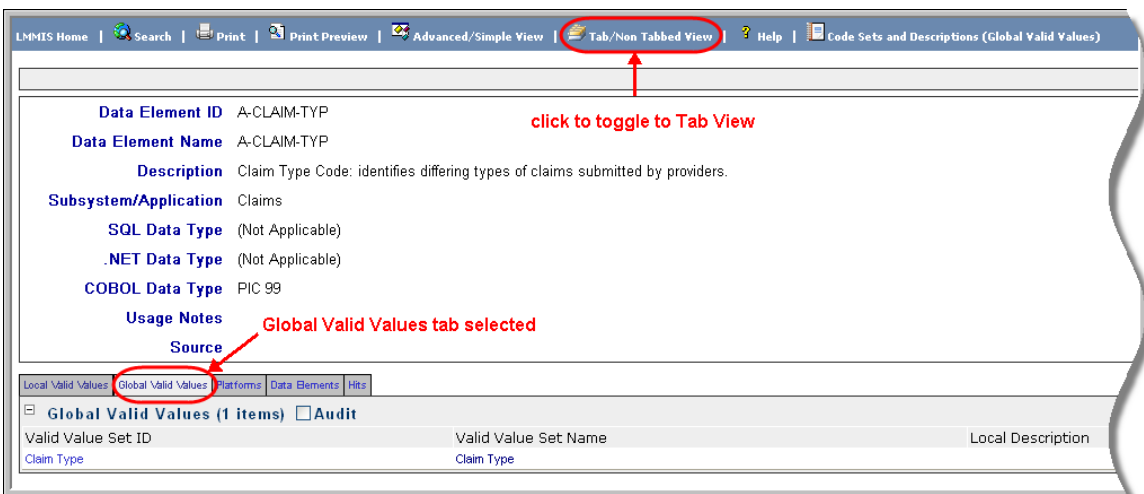


**'A-CLAIM-TYP' Data Element Detail in Tab View**

*5.1.6.2      Non Tabbed View*

Non-Tabbed View displays detailed information for a Data Element or a Valid Value Set vertically down the Web page in list format instead of horizontally in Tab format.  From an informational standpoint, the information provided in Non Tabbed View is the same as what is shown in Tab View.  The only difference between the two views is that in Tab View, the page will only display the selected tab's detail information, whereas in Non-Tabbed View all detail information is displayed vertically down the Web page.

For example, displaying the same 'A-CLAIM-TYP' Data Element Detail in Non-Tabbed View below versus Tab View shown above results in the following:
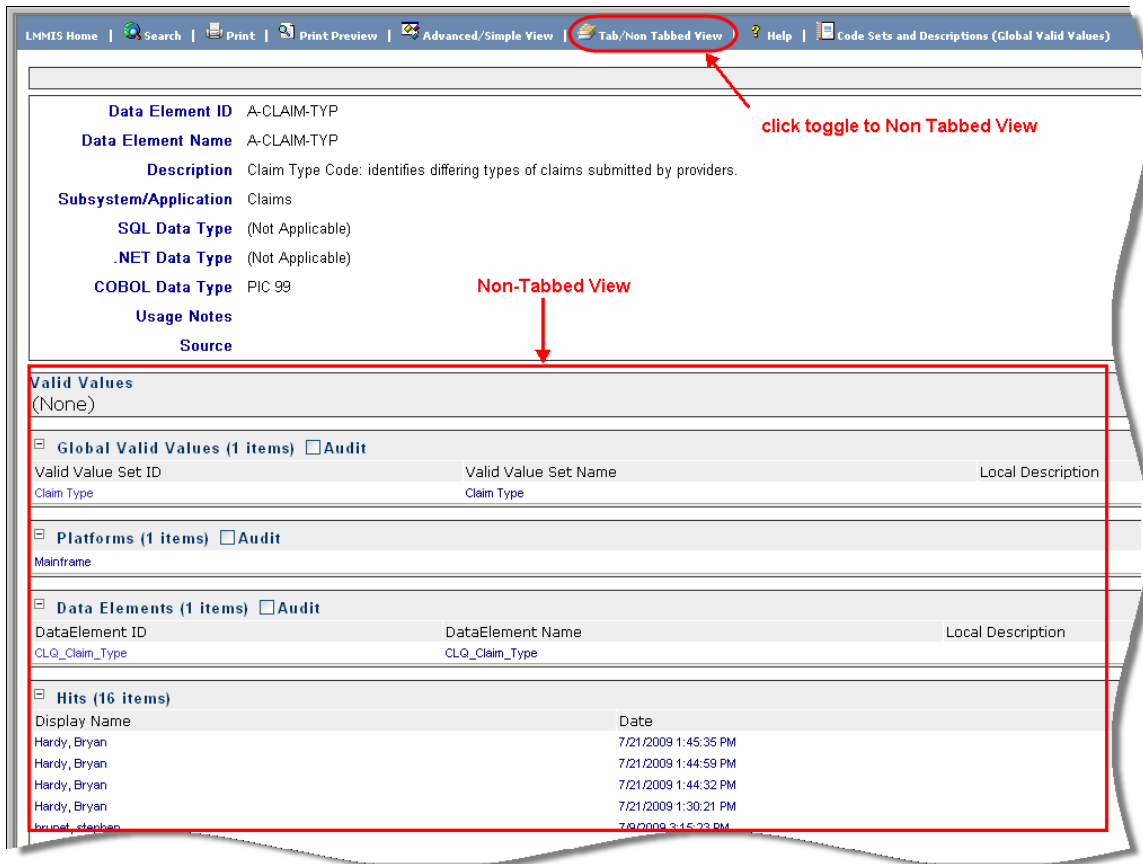


**'A-CLAIM-TYP' Data Element Detail in Non Tabbed View**

## 5.1.7  Online Help

Online Help is available for the DED application by clicking the [?] Help button located on the DED toolbar.  Clicking this button will open the current version of the DED Training Guide in Portable Data Format (PDF).

**Note:**  Users will need Adobe Acrobat Reader software to open this file.  If they do not have the Adobe Reader, they may download it for free from http://www.adobe.com.

## 5.1.8  Code Sets and Descriptions (Global Valid Values)
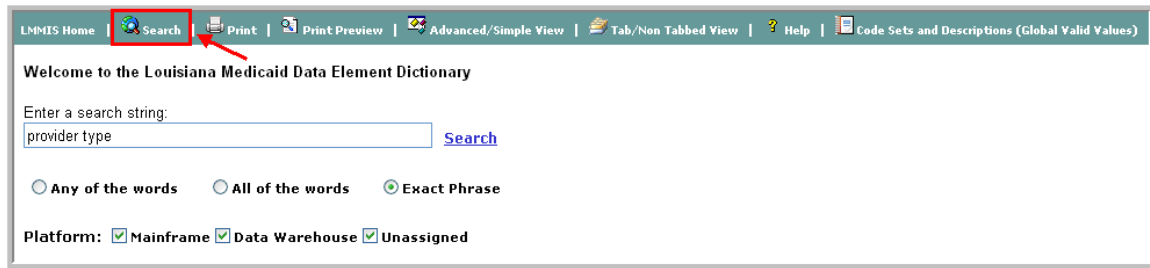
The last button on the DED toolbar is specific to Global Valid Values.  As discussed in the section Organization of Code Sets and Descriptions (Global Valid Values) discussed earlier in this document, Global Valid Values are codes which are common LMMIS values which apply to data elements in more than one LMMIS subsystem or application (e.g., Provider Type codes are valid values for data elements within the Provider, EPSDT, Reference, and Claims subsystems, among others).

In addition to navigating to the "Global Valid Values" by clicking the "Code Sets and Descriptions (Global Valid Values)" button on the DED toolbar, users may also locate the Global Valid Values lists via the "Code Sets and Descriptions (Global Valid Values)" node that appears at the top of the hierarchical tree in the Navigation Pane.  Selecting either the Global Valid Values node or button will display the list of Valid Value Sets in the Data Pane.

# 6.0  DETAILED DESCRIPTION OF FUNCTIONALITY

## 6.1  Search Functionality

### 6.1.1  Searching Using Keywords and/or Phrases



**DED Search Feature**

The DED search feature enables the user to search the DED using keywords or phrases with the following three levels of specificity, from the general to the specific:

- **Any of the words** – this type of search enables you to search the DED for information related to **any** word(s) you enter in the search string box.  If any word in your search matches any word in a searchable DED or Valid Value Set (VVS) field, then that data element/VVS record will appear in your search results.  This type of search is the most general search you can perform.

- **All of the words** – this type of search enables you to search the DED for information related to all of the words **collectively**; i.e., this search will return results that contain all of the words entered in the search string box, though the results do **not** have to match the order in which the words are entered.  A search match will be displayed as long as **all** the words entered in the search string box are contained somewhere within the matching result.  This type of search is more specific than an 'any word' search but not as specific as an 'exact phrase' search.

- **Exact Phrase** - this type of search enables you to search the DED for information related to an exact phrase (non context sensitive) entered into the search string box.  Only data elements/VVSs that contain the exact words entered and in the exact order entered will be shown in the search results.  This is the most specific and targeted search that you can perform in the DED.

## 6.1.2 Searching by Platform

A user may also limit their search to only those processing platforms (Mainframe, Data Warehouse, or Unassigned) whose data elements they would like to include as part of their search results by checking the boxes next to the name of the platform they want to be included in their search.

Currently, the Data Warehouse platform is comprised of the data elements in the MDW folders; the DSS, Intranet, Internet, and MEVS folders make up the Unassigned platform, and the remainder of the folders comprises the Mainframe platform.

By default, all platforms are checked and the data elements they contain are included in search results.

## 6.1.3 Navigating Search Results Web Page
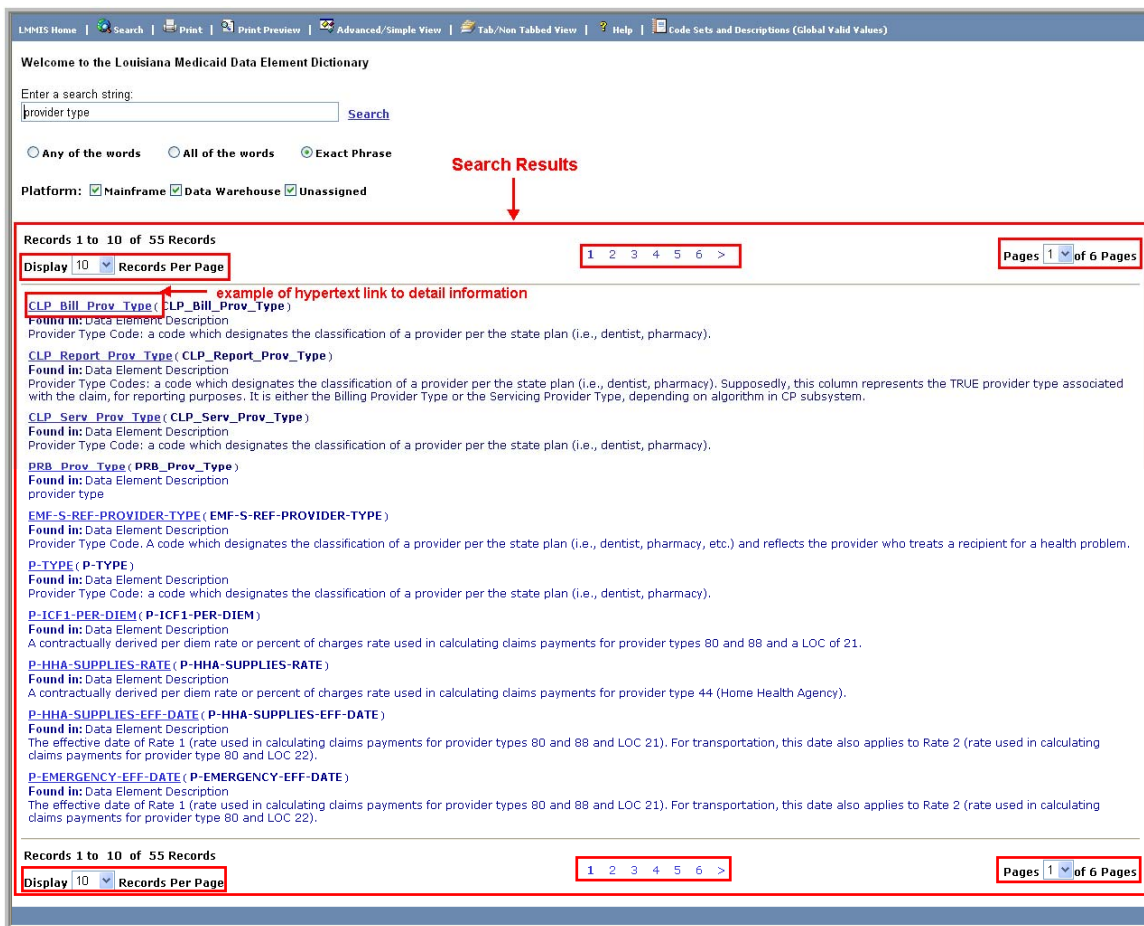


**Search Results Web Page**

## 6.1.4  Explanation of the Search Results Web Page

Search results are defaulted to display 10 items per page and are ordered according to how closely they matched your requested search, with the items that matched most closely appearing first in the list.  The user has the ability to control the number of records displayed on each page of search results by selecting the number of results they would like to see on each page from the "Display # Records Per Page" drop-down box (from 10-100, in increments of 10).

When multiple pages of search results are returned, the user is provided with several options for navigating through them.  After completing a search, the search result screen will be shown with navigational links to each page of the search results (both above and immediately following the list of results), as well as a drop-down box on the right side of the page where the user can select the specific page of the search results that they would like to navigate to.  The user also has the ability to page through the search results 'one page at a time' by clicking the "<" and ">" (previous/next page) hypertext links (when applicable).

When the user has located the desired data element/VVS, they may view detailed information by clicking the hypertext link in the search results.

## 6.2   Data Element Detail

Detailed data element information is divided into two sections/panes (top and bottom) on the details page, regardless whether you are viewing detail in Tab or Non Tabbed View.  Below is an illustration of data element detail in Tab View:



**Data Element Detail Web Page in Tab View**

The following table describes the information shown in the top pane of the Data Element Detail Web Page:

| FIELD | DESCRIPTION |
| --- | --- |
| Feedback | Link that enables DED users to provide feedback (if necessary) about the data element they are viewing.  See the section "Code Sets and Descriptions (Global Valid Values) Detail" discussed later in this document for more information and an illustration of the Feedback screen. |
| Data Element ID | Unique ID that is used to identify a data element (e.g., data element ID 'P-TYPE' is the ID for the data element 'Provider Type' in the 'Provider' subsystem). |
| Data Element Name | When available/known, the descriptive name of a data element (e.g., 'Provider Type' is the data element name for data element ID 'P-TYPE'). |
| Description | Defines a data element and describes its purpose. |

| FIELD | DESCRIPTION |
|---|---|
| Subsystem/Application | Indicates which LMMIS subsystem/application the data element is used by.  Example of LMMIS subsystems and applications are Claims, Provider, Recipient, Reference, TPL, etc. |
| SQL Data Type | If applicable, indicates the SQL data type/format of the data element (e.g., integer, datetime, character, text, money, etc.). |
| .NET Data Type | If applicable, indicates the .NET data type/format of the data element (e.g., string, reference string, integer, reference integer, datetime, etc.). |
| COBOL Data Type | If applicable, indicates the COBOL data type/format of the data element (e.g., numeric [PIC 9] or alphanumeric [PIC X]), followed by the number of bytes the data element contains in parentheses. |
| Usage Notes | If applicable and available, this field contains additional helpful/important information about the data element in terms of how the data element is uniquely used in the subsystem/application. |
| Source | If applicable and available, this field shows the name of any related data element(s) or paper enrollment/application forms from which data contained in a specific element is taken.  For example, the MDW data element APAY_Prov_Id's mainframe source data element is APR-PROV-NO. |

The following table describes the information shown in the bottom pane of the Data Element Detail Web Page:

| FIELD | DESCRIPTION |
|---|---|
| Local Valid Values | If applicable, lists the data element's local valid values/codes (specific to the data element and no other data element).  For example, for data element ID 'HDR-BPI-IND' [EMC BILLER REMITTANCE TAPE DATA CENTER BPI], its local valid values are '1600' or '6250'). |
| Global Valid Values | If applicable, this tab shows identifies the global Valid Value Set that applies to the data element (e.g., for the data element 'P-TYPE', its valid values are contained in the global valid value set 'Provider Type').  Clicking on a particular Global Valid Value Set in the list will navigate your browser to that Global Valid Value Set within the DED. |

**UNISYS**

| FIELD | DESCRIPTION |
|-------|-------------|
| Platforms | Where available/known, indicates the platform that uses the data element (Mainframe, Web, or Unassigned). |
| Data Elements | If applicable, this tab shows a list of other data elements in other LMMIS subsystems/applications within the DED that have the same definition as the selected element. Clicking on a particular data element in the list will navigate your browser to that data element within the DED. |
| Hits | This tab shows a list of the users who have viewed this data element, as well as the date and time that they viewed it. |

## 6.3   Code Sets and Descriptions (Global Valid Values) Detail

Global Valid Value codes are common LMMIS values that apply to more than one LMMIS data element in more than one LMMIS subsystem/application.  Users can access these codes either by clicking a node in the Navigation Pane or a button on the toolbar and drilling down to the codes for any specific valid value set, as illustrated in the section Organization of Code Sets and Descriptions (Global Valid Values) discussed earlier in this document.

Once a specific valid value set is accessed, its detail page is displayed (as illustrated below):



**Valid Value Set Detail Web Page (Defaulted to Valid Values Tab)**
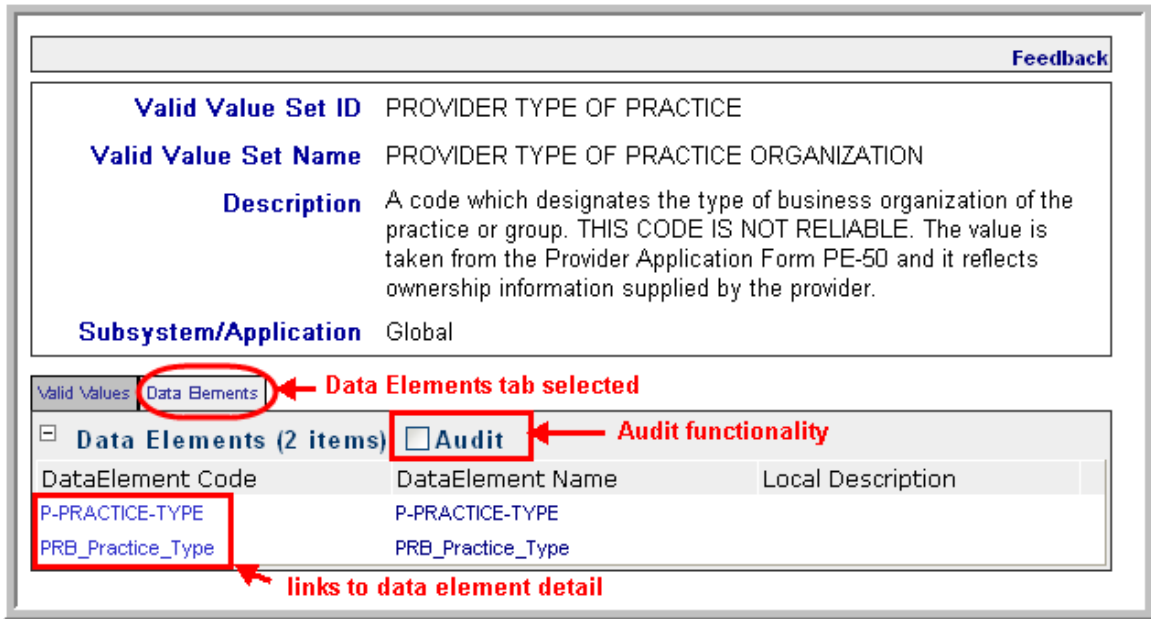
**Valid Value Set Detail Web Page (Data Elements Tab Selected)**


The following table describes the fields and functionality of the Valid Value Set Detail Web Page (**note** the following information is the same whether you are viewing a Valid Value Set in Tab or Non Tabbed View):

| FIELD | DESCRIPTION |
|---|---|
| Feedback | A link that enables all users to provide if needed email feedback on a valid value set.  The email is sent to selected DHH and Unisys personnel for review.  See the Feedback Functionality section of this document discussed later for more information and an illustration of this functionality. |
| Valid Value Set ID | The ID assigned to a given valid value set. |
| Valid Value Set Name | The descriptive name of the Valid Value Set.  Ideally, an expansion of the Valid Value Set ID, though can one in the same. |
| Description | A description/definition of the Valid Value Set and its purpose. |

| FIELD | DESCRIPTION |
|---|---|
| Subsystem/Application | This field will always and only display the word 'Global' as valid value sets are not specific to one subsystem/application. |
| Valid Values | This tab/section lists the specific codes that comprise a specific valid value set by Valid Value, Name, and Description. |
| Data Elements | This tab/section lists the LMMIS data elements whose valid values are the codes in a specific valid value set. Each data element is listed by Data Element Code (a link to that element's detail information), Data Element Name, and Local Description (where available). |
| | This tab/section also includes an Audit checkbox, whereby when selected, will display the user id and the day and time the data element was linked to the Valid Value Set.  See the section Audit Functionality for more information and an illustration discussed later in this document. |

## 6.4    Audit Functionality

Whether in Tab or Non Tabbed View, certain information items in the bottom pane of data element detail and valid value set detail contain an Audit checkbox. When the Audit checkbox is selected, the bottom pane displays the User ID of the person who last added/updated the information as well as the date and time the information was last added/updated (see illustration below).  To hide Audit information, de-select the checkbox.



**Audit Checkbox**

**UNISYS**
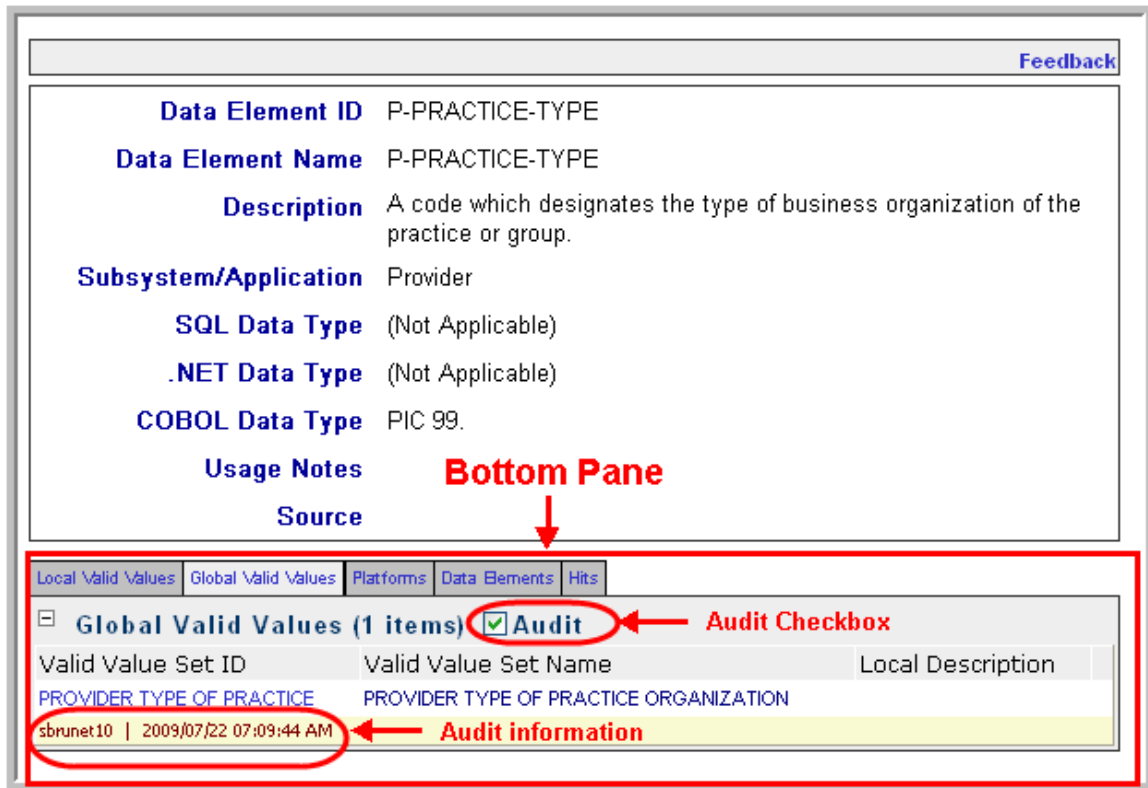
## 6.5    Feedback Functionality

All users of the DED application have the ability to submit 'if needed' feedback about a data element or a valid value set.  The feedback is entered via a link on a data element's or a valid value set's detail Web page.  Clicking the Feedback link displays a pop-up screen that enables the user to submit feedback via email to designated DHH and Unisys personnel for review.

This functionality works the same way whether the feedback is for a data element or a valid value set.  The following example illustrates sending a Feedback email for a data element.



**Data Element Detail Web Page (Feedback Link Highlighted)**

To submit feedback regarding a data element, access the data element's detail Web page and click the Feedback link in the top-right corner of the top pane, as illustrated above.

**Send a Data Element Feedback Message**

**Please Enter Your Email Address (Required)**

john.doe@la.gov

**Feedback (Required)**

The 'Source' of this data element is the Provider Enrollment Form.

OK | Cancel

**Data Element Feedback Message Pop-Up Screen**

Once the Feedback link is clicked, the Data Element Feedback Message pop-up screen is displayed, as illustrated above.  The user then enters their email address and feedback in the appropriate fields and clicks the OK link to submit the email (clicking the Cancel link instead removes the pop-up screen and does not send an email).

Once the OK link is clicked in the Feedback Message screen, the following dialog box is displayed, confirming that the Feedback email was sent:



**Feedback Confirmation Dialog Box**

Click the OK button to close the dialog box.  Soon after, the Feedback email is received by the designated DHH and Unisys personnel.  Both the Data Element Feedback Email and the Valid Value Set Feedback Email contain the following three types of information:

1.  A link to view the data element/valid value set in the DED application.

2.  The feedback message that was written by the sender.

3.  The data element/valid value set detail information, as it appears in the DED application (e.g., ID, Name, Description, etc.).