

CORNERSTONE REFERENCE MANUAL

Appendix G – Medicaid Import Process

APPENDIX G – MEDICAID IMPORT PROCESS

The Medicaid import process is an automatic monthly download of Medicaid data into the Cornerstone system. The week before the Medicaid import process occurs the daily Beginning of Day (BOD) messages will warn and remind users about the import process. The message will inform the users of the exact day that the import process will occur.

The actual Medicaid import updates are based on information received from IDPA. The updates effect the following screens in the following ways:

- Participant Enrollment (PA03) – When the participant is new to Cornerstone, all available enrollment information is added. When the participant is not a new participant the enrollment information will not need to be updated, but the address information will be updated as follows:
 - If there is no residence address the import will add the residence address.
 - If there is already a residence address, but no IDPA address, the Cornerstone system will add an IDPA address.
 - If there is current IDPA address the Cornerstone system will update the current IDPA address with the address received from IDPA.

Please refer to Chapter 3 “Participant Screens” under “Participant Enrollment (PA03)” for more information about this screen.

- Program Information (PA15) – The program status and other information on this screen may be effected.
 - If the participant was not active he/she will be given a Case management record with a program status of “**N**” (new Medicaid).
 - If the participant was “**E**” (income/age eligible) the status will be updated to a program status of “**N**” (new Medicaid).
 - If the participant is currently active in Case Management and there has been a category change for a DCFS participant, the Medicaid import process will make the program status change. In other words, the import will change a DCFS participant to a non-DCFS participant and vice versa.

Please refer to Chapter 3 “Participant Screens” under “Program Information (PA15)” for more information about this screen.

- Participant Med/Insurance (PA05) – Updates eligibility as appropriate. *Please refer to Chapter 3 “Participant Screens” under “Participant Med/Insurance (PA05)” for more information about this screen.*
- System Cross Reference List/System Cross Reference Look-up (PA17/PA18) – If the participant is eligible for Medicaid, the system will make sure the participant has a System Cross Reference record with a system code of IDPA, and the Individual Number for the Cross Reference ID. *Please refer to Chapter 3 “Participant Screens” under “3.10 System Cross Reference” for more information about this screen.*

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These updates are received at the clinic with the first successful BOD after the Medicaid import process has completed. After a successful run the following reports will be printed or sent out.

- Download Message Report (HSPR0404) – This report prints out every BOD, but after the Medicaid import process this report will display extra messages relating to the import process. *(Please refer to Chapter 11 “Reports” under “11.4.3 Download Message Report (HSPR0404)” for more information about this report.)*
- Case Finding List (HSPR0724) – This report needs to be reviewed, per program policy. *(Please refer to Chapter 11 “Reports” under “11.7.19 Case Finding List (HSPR0724)” for more information about this report.)*
- Medicaid Import Central Office Error Report (HSPR1050) – This report, which is sent by mail from the Central Office, and contains information similar to the Download Message Report (HSPR0404).

The following table will help the user understand the codes on the Download Message Report (HSPR0404) and the Medicaid Import Central Office Error Report (HSPR1050).

CENTRAL OFFICE MESSAGE CODES

CODE	CODE DESCRIPTION	WHAT IT MEANS	WHAT YOU SHOULD DO
MADR	REPLACED ADDR WITH IDPA ADDR	This file has been changed. The <u>IDPA</u> address has been updated in Cornerstone, but NOT the residential address.	Use the new address to locate the client, if necessary.
MCAT	CAT CODE CHGED VIA IDPA MATCH	The file has been changed. The client's category has changed as a result of the Medicaid import process.	Verify the change in the client's category.
MCID	GROUPID SHOULD BE INVESTIGATED	The client's case number has changed for one or more participants in the group.	Check to see if the participant still has the same relationship with others in his/her group.
MDOB	IDPA DOB DIFF – NO UPDATE	The date of birth on Cornerstone is different from the date of birth on the information from IDPA.	Check for correct date of birth, after you receive detailed information from IDPH.
MFNM	IDPA FIRST NAME DIFF – NO UPD	The first name on Cornerstone is different from the first name on the information from IDPA.	Check for correct first name, after you receive detailed information from IDPH.
MLNM	IDPA LAST NAME DIFF – NO UPD	The last name on Cornerstone is different from the last name on the information from IDPA.	Check for correct last name, after you receive detailed information from IDPH.
MMST	IDPA MARITAL STAT DIFF – NO UPD	The marital status on Cornerstone is different from the marital status on the information from IDPA.	Check for correct marital status, after you receive detailed information from IDPH.
MRAC	IDPA RACE DIFF – NO UPDATE	The race on Cornerstone is different from the race on the information from IDPA.	Check for correct race, after you receive detailed information from IDPH.
MSEX	IDPA SEX DIFF – NO UPDATE	The sex on Cornerstone is different from the sex on the information from IDPA.	Check for correct sex, after you receive detailed information from IDPH.
MSSN	IDPA SSN DIFF – NO UPDATE	The Social Security number on Cornerstone is different from the Social Security number on the information from IDPA.	Check for correct Social Security number, after you receive detailed information from IDPH.