



LOUISIANA DEPT. OF HEALTH & HOSPITALS

Medicaid Eligibility Data System

Internal Design: Waiver

Waiting List Match

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Waiver Waiting List Match

Overview

Each quarter MEDS receives an Excel spreadsheet from SRI which is uploaded to the mainframe. A job is run to match people on the spreadsheet with people on MEDS and a spreadsheet is produced of the match results.

Last name, First name and, if available, SSN and Birth date is used for matching. If the SSN is provided and is on MEDS and 2 or more of the Last name, First name, or date of birth matched it is counted as a match. If the SSN is not provided First name and Last name and, if provided, date of birth is used for matching. If more than one match is found, all matches will be listed.

The final spreadsheet contains all the information from the input file with the MEDS address, date of birth, SSN, person number and type case are extracted on the match spreadsheet. If the person is residing in a nursing facility, the spreadsheet includes the name of the facility. If the AU Member is closed, the closure code is included and if the match was on SSN and only one of Last name, First name and date of birth, a status (active or closed) is included.

The final spreadsheet is separated into:

- Active AU Members
- Closed AU Member which is separated into AU Members which were closed with:
 - Closure code for "death" (codes 48, 89, 90)
 - Closure code for "incarceration" (code 93)
 - Closure code for "moved out of state" (code 78)
 - Any other closure code.
- Matches where the SSN matched but only one of Last name, First name or date of birth matched.
- Matched with a MEDS person but no active AU Member was found
- No match was found

The spreadsheet is sorted in alpha order by Last name and First name.

Volumes/Frequency

MEN0345 – Waiver Waiting List Match

Quarterly on the 15th of the last month of the quarter, i.e. March 15th, June 15th, September 15th and December 15th.

This is setup as an on request job since a spreadsheet from SRI is required to begin the process each quarter.

Waiver Waiting List Match File Layout

In the following record layouts the "In/Out" column shows which of the fields are on the input spreadsheet (I = Input) and which will appear on the resulting spreadsheet (O = Output). All the fields on the input file are defined as alpha and the program converts these fields to numeric, if required and if possible.

Field	Format	Description	In/Out
LNAME	A20	Last name	I/O
FNAME	A20	First name	I/O
SSN	A9	Social Security Number	I/O
DOB	A10	Date of Birth	I/O
ADDR1	A45	Address 1	I/O
ADDR2	A45	Address 2	I/O
CITY	A20	City	I/O
STATE	A2	State Code	I/O
ZIP	A9	Zip Code	I/O
PARISH	A2	Parish	I/O
REQUESTN	A4		I/O
The following fields are only populated if match is found in MEDS			
PERSON-NUM	N13	Person number	O
CAT-TYPE-CASE	N6	Category/ Type Case (this is only populated if the person is an AU Member – closed or active)	O
SSN	N9	Social Security Number	O
DOB	A10	Date of Birth in format mm/dd/yyyy	O

Field	Format	Description	In/ Out
ADDR	A70	Address line 1 and line 2	O
CITY	A20	City	O
STATE-CODE	A2	State Code	O
ZIP	A10	Zip Code and Ex Zip Code in format 99999-9999i	O
ACTIVE-CLOSED	A7	Indication whether the person is an active or closed AU Member. Valid values are 'active' or 'closed'. Only populated for the 'SSN10TH' file.	O
PROVIDER-NAME	A29	Provider Name. Only populated for the 'ACTIVE' file if segments are required for the type case.	O
CLOSURE-CODE	N2	Closure code. Only populated for the 'CLOSED' and 'CLSDOTH' files.	O
CLOSURE-TYPE	A1	Closure type. Valid value are 'D' – Death (codes 48, 89 & 90), 'I' – Incarceration (code 93), 'M' – Moved out of State (code 78) and 'O' – Other (all other closure codes)	O

Waiver Waiting List Match Extract

All fields on the input file are defined as alpha numeric to prevent errors with spaces in numeric fields. All the 'numeric' fields must be converted into valid fields that contain only numeric values. The following fields are converted / adjusted to ensure a better match:

- The date of birth on the spreadsheet is mostly in the format mm/dd/yy, but some are in yyyy/mm/dd format. Both these formats are converted to be in yyyy/mm/dd format.
- The SSN is zero filled.
- If there is a suffix as part of the Last and/or First name, it is removed.

If the SSN is provided and a person is found in MEDS with this SSN:

- If any two of the Last name, First name or Date of Birth matched and the person is an AU Member that is currently:
 - Active - record is written to the 'ACTIVE' file.
 - Closed - record is written to the 'CLOSED' file if the closure code is for "death" (codes 48, 89 & 90), "incarceration" (code 93) and "moved out of state" (code 78) and the 'CLSDOTH' for all other closure codes.
- If only one of the Last name, First name or Date of Birth matched this person is written to the 'SSN1OTH' file with an indicator whether this person is an active or closed AU Member.
- If the person is not an active or closed AU Member, then the record is written to the 'NOAUMEM' file.

If the SSN is not provided or it is provided but no match was found, use the Last name, First name and Date of Birth (if it is provided) to find the person on MEDS:

- If all three of the Last name, First name and Date of Birth matched with a person on MEDS and the person is an AU Member that is currently:
 - Active - record is written to the 'ACTIVE' file.
 - Closed - record is written to the 'CLOSED' file if the closure code is for "death" (codes 48, 89 & 90), "incarceration" (code 93) and "moved out of state" (code 78) and the 'CLSDOTH' for all other closure codes.
- If the SSN AND the Date of Birth was NOT provided but the Last Name and First name matched with a person on MEDS and the person is an AU Member that is currently:
 - Active - record is written to the 'ACTIVE' file.
 - Closed - record is written to the 'CLOSED' file if the closure code is for "death" (codes 48, 89 & 90), "incarceration" (code 93) and "moved out of state" (code 78) and the 'CLSDOTH' for all other closure codes.
- If the person is not an active or closed AU Member, then the record is written to the 'NOAUMEM' file.

If not match is found for the person on MEDS, the record is written to the 'NOMATCH' file.

Waiver Waiting List Match Control Report

This report shows the results of the Waiver Waiting List Match. It shows the number of records read from the input file and then counts of the matches with a total at the bottom. 2 sets of counts are shown. The first column is the number of records on every spreadsheet and the second column shows the unduplicated number of records. A person on the input spreadsheet can match with more than one MEDS person and will therefore appear more than once on the output. The counts in the left column will count the matches with MEDS people, but the counts in the right column will add every person on the input file only once. The counts will not necessarily match.

MEIWWMZ	LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS	04/08/2004
MEN0345	BUREAU OF HEALTH SERVICES FINANCING	07:16 AM
JOB01063	WAIVER WAITING LIST MATCH CONTROL REPORT	Page: 1
# of Records read.....:	22620	
Active AU Members.....:	15090	15090
Closed for 'death'.....:	104	104
Closed for 'incarceration'.....:	1	1
Closed for 'moved out of state' :	19	19
Closed for any other reason.....:	1213	1213
SSN match, 1 other.....:	267	267
No AU Member.....:	1163	1163
No match.....:	4763	4763
Total.....:	22620	22620
*** End of Report ***		

Instructions

The following instructions must be followed to produce the Waiver Waiting List Match results. These instructions (and the macros) assume that directories C:\WaiverMatch and C:\WaiverMatch\Work exist.

1. In C:\WaiverMatch create sub directory WMyyymm where yyymm is the year and month of the file, for example if the ZIP file is called REQUEST0403.ZIP, create directory WM0403.
2. Save REQUEST0403.zip in this subdirectory.
3. Extract REQUEST0403.XLS from the ZIP to this subdirectory. (This might create various sub directories depending on how the file was zipped)
4. Copy the XLS file to directory C:\WaiverMatch\Work and rename the file to REQUEST.XLS.
5. Open Excel spreadsheet BumpDataMacro.xls (If macros need to be enabled, click Tools > Macro > Security and select Medium to allow an option to run macros – this location may be different for different versions of Excel) and run macro FormatBefore (alt-F8 will show list of macros. Highlight FormatBefore and click RUN). This macro opens REQUEST.XLS (a password must be entered before the spreadsheet can be opened), formats the columns and saves it as REQUEST.PRN – a Formatted Text (space delimited) file in directory C:\WaiverMatch\Work.
6. Purge the file ME.MEPROD.MEN0345.INPUT on the mainframe even if the file has been migrated to tape storage. The file probably already has been migrated and the FTP would fail if the file has been migrated. Allocate the file ME.MEPROD.MEN0345.INPUT with the following information:

```

Data Set Name . . . . : ME.MEPROD.MEN0345.INPUT

General Data                               Current Allocation
Management class . . : MCTESTX             Allocated cylinders : 6
Storage class . . . . : SCTEST             Allocated extents . : 1
Volume serial . . . . : PRM017
Device type . . . . . : 3390
Data class . . . . . : DCSPACE             Current Utilization
Organization . . . . . : PS                Used cylinders . . . : 6
Record format . . . . : VB                 Used extents . . . . : 1
Record length . . . . : 200
Block size . . . . . : 6233
1st extent cylinders: 6
Secondary cylinders : 100
Data set name type :                        SMS Compressible . : NO

Creation date . . . . : 2004/08/20         Referenced date . . : 2004/09/20
Expiration date . . . : ***None***
  
```

7. FTP REQUEST.PRN to the mainframe as ME.MEPROD.MEN0345.INPUT. **NOTE: Set LRECL(200) when the file is FTP'ed.** If this is not done, the data will not be correct on the mainframe.
8. Run job MEN0345. Check the output to make sure the counts match. The control report gives the total number of records read, 2 sets of totals for every file created and a final total at the bottom. The final total at the bottom (the number in the second column) must match the total number of records read.
9. MEN0345 creates 6 files:

ME.MEPROD.MEN0345.ACTIVE – Matched with Active AU Members

ME.MEPROD.MEN0345.CLOSED – Matched with Closed AU Members (codes 48, 89, 90, 93, 78)
ME.MEPROD.MEN0345.CLSDOTH – Matched with closed AU Members (all other closure codes)
ME.MEPROD.MEN0345.SSN10TH – Matched on SSN and 1 of Last name, First name or Date of Birth
ME.MERROD.MEN0345.NOMATCH – No match
ME.MEPROD.MEN0345.NOAUMEM – Matched with MEDS person but no AU Member found

10. FTP these 6 text files to directory C:\WaiverMatch\Work with the following filenames (delete old files first):

ME.MEPROD.MEN0345.ACTIVE → ACTIVE
ME.MEPROD.MEN0345.CLOSED → CLOSED
ME.MEPROD.MEN0345.CLSDOTH → CLSDOTH
ME.MEPROD.MEN0345.SSN10TH → SSN10TH
ME.MERROD.MEN0345.NOMATCH → NOMATCH
ME.MEPROD.MEN0345.NOAUMEM → NOAUMEM

This FTP should be added to the JCL (MEN0345) if possible.

11. Check to see that the downloaded files are in C:\WaiverMatch\Work and have data in them (size > 0). If the files are missing, check the data set on the mainframe to be sure it has no records.
12. Open Excel spreadsheet BumpDataMacro.xls (enable macros) and run macro FormatAfter (alt-F8 will show list of macros. Highlight FormatAfter and click RUN). This macro opens the downloaded files, formats every individual file, combines them in one spreadsheet with multiple workbooks and saves it as WaiverMatchResult.XLS in directory C:\WaiverMatch\Work with a password.
13. Check that every sheet contains the correct number of records by comparing it with the control report.
14. Copy the WaiverMatchResult from the Work sub directory to WMyymm sub directory (created in step 1), rename the spreadsheet to WaiverMatchResultyymm and zip this spreadsheet to requestyymmResult.zip (yymm is the year and month of the input file).
15. eMail the Zip file to the MEDS unit in Baton Rouge.