

Angela Long

Authorized Signature

Number: CW_AR_09_003
Issue Date: 09/03/2009

Topic: Federal Compliance

Due Date: 09/18/2009

Subject: MMIS Security Roles

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Action Required: Please send an e-mail to Tamara Hammack-Ryan with the names and OR ID# (payroll ID) of the CW staff that need one of these roles: "Medical Card ID Update CAF CW" or "Medical Assistance Spec CAF CW" (security role verification attached). A workers access will be based on the combination of roles, with highest access maintained according to the assigned roles. Unless your employee changed their job, you do not need to request removal of an older role. In addition, only Medical Assistance Specialists, who don't already have the original role "Medical Assistance Spec CAF CW" assigned, will need to be specifically requested. Otherwise, all Medical Assistance Specialists will receive an automatic upgrade. Please read on for guidance on who should receive each role.

INFORMATION ABOUT THE ROLES: Each role provides access to the replacement medical ID card. The replacement medical ID card is mailed from the state print plant, freeing your workers from additional steps in the office. Workers will have access to verify prime numbers and eligibility look up administrative exam reimbursement rates and private health insurance, review claims information, contact tracking notes, and more. The Medical Assistance Specialist CAF CW role is different because it allows for enrollment changes and creation of contact tracking notes.

RECOMMEND the role "Medical Card ID Update CAF CW" for: Screeners, Federal Revenue Specialists, Foster Care Entry staff, Case Management Coordinators, Administrative office staff, except the Medical Assistance Specialist

RECOMMEND the upgraded role of "Medical Assistance Spec CAF CW" FOR: CW support staff that typically hold the job title: Medical Assistance Specialist and

are responsible for a foster child's managed care enrollments.

TRAINING TO BE PROVIDED: Access to the MMIS has been expanded for certain CAF CW workers in the field, and in support of those increased roles, CAF CW Federal Compliance Unit is working with EDS and the MMIS Project to coordinate training around MMIS functionality and CW business processes. Please stay tuned for training dates and information from the MMIS Project

Reason for Action: CW Staff need to be able to look up medical eligibility, managed care enrollment status, rates of reimbursement, look up the members of a family case prior to foster care, the status of private health insurance coverage, and more in the new MMIS. With the new roles, your staff will be able to perform these essential business functions.

Field/Stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

Contact(s):	Tamara Hammack-Ryan		
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E-mail:	THAMMACK@DHS.STATE.OR.US		