

Medicaid Eligibility Lists – Cheat Sheet (for lack of a better word)

1. **Total District Students: ALL students who are in enrolled in the LEA on the date our request is for, including those attending out of district schools where Marlborough is financially responsible. We don't care who is Medicaid and who isn't; we don't care who is SPED and who isn't.**

1. Use Power School to obtain an extract file. For districts using Power School, select "all" from the list below the menu bar; then go to bottom of the page and select "List", then "quick export." You will only need the students' Name, DOB and School Code. That file will come up as a .csv which you can easily format in Excel, and then filter in or out as needed. Sometimes Power School files aren't up to date so make sure you don't have any new pending entries to the district or graduated or moved out students in the file. **The total number is all that DSS needs.**

2. **Total District Medicaid Students: ALL students who are MEDICAID eligible in the LEA on the date our request is for, including those attending out of district schools where Marlborough is financially responsible. We don't care if you have parental consent or if you don't.**

1. Take the list you generated in 1(a) and format according to the HP requirements, include the match date that we are requesting and leave the parental consent indicator "blank" or as "N". Upload to HP.
2. When you get your return file back it will be HUGE...this is because eligibility goes back to check for 6 months. Sort the file as follows:

Column T (Eligibility Indicator)

Column J (Match level)

Column A (Last Name)

Column B (First Name)

3. Go through the file and delete anyone with a match level (10). These are true non-match individuals meaning they don't have Medicaid.
4. Go through the file and delete anyone with a Eligibility Indicator (I). These individuals are Medicaid recipients but are not eligible for the time period you are looking at.
5. Go back to the sort and add:

Column U (Eligibility Start Date)-newest to oldest

Column V (Eligibility End Date)-newest to oldest

6. Review the file for double lines for the same student. This could be because they had eligibility, lost eligibility and then regained eligibility. You want the dates that fall within the time period you are requesting.
 7. Count up those that remain and you should have your total District Medicaid Students. Whew—the super hard part is done.
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3. **Total Students with medical services included in IEPs: ALL students who are enrolled in Marlborough on the date (including out of district students) for whom Marlborough is financially responsible who have at least one SBCH covered direct service in their IEP. We don't care if they are Medicaid eligible or not. We don't care if you have consent or not.**
 1. Using IEP direct software, extract a total listing of SPED students to include Last Name, First Name and date of birth. You will then have to weed through the list to ensure that the students you are including have at least one SBCH covered service unless you are able to filter your extract to include this information or not.
 2. There is your total number.
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4. **Total Medicaid students receiving medical services per their IEP and for whom you have Parental Consent on file. ONLY MEDICAID eligible students who are enrolled in the LEA (including out of district students) for whom Marlborough is financially responsible who have at least one SBCH covered direct service in their IEP and who have PARENTAL CONSENT on file.**
 1. Using your extract file from 3(a), populate the parental consent file with Y for those who have consent. Essentially you can remove anyone from the list that you don't have consent for.
 2. Format the list per HP requirements and submit it.
 3. When you get the file back, sort as follows:

Column T (Eligibility Indicator)

Column J (Match level)

Column A (Last Name)

Column B (First Name)

4. Go through the file and delete anyone with a match level (10). These are true non-match individuals meaning they don't have Medicaid.
5. Go through the file and delete anyone with a Eligibility Indicator (I). These individuals are Medicaid recipients but are not eligible for the time period you are looking at.
6. Go back to the sort and add:

Column U (Eligibility Start Date)-newest to oldest

Column V (Eligibility End Date)-newest to oldest

7. Review the file for double lines for the same student. This could be because they had eligibility, lost eligibility and then regained eligibility. You want the dates that fall within the time period you are requesting.
8. Count up those that remain and you should have your total District SPED Medicaid Students with Parental Consent.
9. You are DONE!

Match levels

1-same Medicaid id and dob

2-same first name, last name, dob

3-same first name, last name, dob with names reversed

4-same last name, dob and first 3 of first name

5-same first name, dob and first name soundex or nickname

6-same first name, dob, and last name soundex match

7-same dob, first name, and first 4 of last name

8-same dob, first 4 of last name, and first name soundex or nickname match

9-same dob, last name soundex, and first 3 of first name

10-no match